

## **BOARD MEETING NOTICE AND AGENDA**

### **CULVER CITY UNIFIED SCHOOL DISTRICT**

**Regular Meeting of the Board of Education to**

**“Conduct the District’s Business in Public”**

**CLOSED SESSION – 6:30 p.m.**

**OPEN SESSION – 7:00 p.m.**

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

**October 26, 2010**

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**

Steven Gourley, President

Scott Zeidman, Esq., Vice President

Karlo Silbiger, Clerk

Katherine Paspalis, Esq., Member

Patricia Siever, Professor, Member

#### **2. PUBLIC COMMENT ON CLOSED SESSION ITEMS**

#### **3. RECESS TO CLOSED SESSION**

- 3.1 Conference with Labor Negotiator (Pursuant to GC §54957.6)  
Agency Designated Representatives: Leslie Lockhart, Director of Human Resources; Ali Delawalla, Assistant Superintendent Business Services  
Employee Organizations: Culver City Federation of Teachers (CCFT) and Association of Classified Employees (ACE)

- 3.2 Public Employee Performance Evaluation (Pursuant to GC  
(1) Certificated Employee
- 3.3 Public Appointment/Employment (Pursuant to GC §54947)  
Certificated Personnel Services Report No. 8  
Classified Personnel Services Report No. 8
- 3.3 Public Employment (Pursuant to GC §54957)  
a) Superintendent Search

4. **ADJOURNMENT OF CLOSED SESSION**

5. **REGULAR MEETING – 7:00 p.m.**

- 5.1 Roll Call – Board of Trustees  
Steven Gourley, President  
Scott Zeidman, Esq., Vice President  
Karlo Silbiger, Clerk  
Katherine Paspalis, Esq., Member  
Patricia Siever, Professor, Member

5.2 Flag Salute

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

7. **PUBLIC HEARING**

- 7.1 California Department of Education General Waiver Request for the  
2011/2012 Open Enrollment Act

8. **ADOPTION OF AGENDA**

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

9. **CONSENT AGENDA**

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

- 9.1 Approval is Recommended for the Minutes of Regular Meeting –  
October 12, 2010
- 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. 8

9.5 Approval is Recommended for the Classified Personnel Reports No.8

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

11. **PUBLIC RECOGNITION**

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

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

12. **INFORMATION ITEMS**

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

- 12.1 First Reading of Administrative Regulation 4218, Dismissal/Suspension/Disciplinary Action
- 12.2 First Reading of Administrative Regulation 3100, Business and Non-Instructional Operations
- 12.3 Budget Update

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 Appointment of the Citizens' Oversight Committee

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

**14.2 Education Services Items**

14.2a Approval is Recommended for the Second Reading of Revised Board Policy 5131.5, Students – Vandalism, Theft and Graffiti

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

14.2b Approval is Recommended for the California Department of Education General Waiver Request for the 2011-2012 Open Enrollment Act

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

**14.3 Business Items - None**

**14.4 Personnel Items - None**

**15. BOARD BUSINESS**

- 15.1 Use of Council Chambers for All Culver City Unified Board Meetings
- 15.2 Student Board Member Voting

**16. ADJOURNMENT**

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

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

**FUTURE MEETINGS**

November 9 – 7:00 p.m. – Regular Public Meeting, (6:00 p.m. Closed Session), District Office, 4034 Irving Place  
December 14 – 7:00 p.m. – Regular Public Meeting, (6:00 p.m. Closed Session), District Office, 4034 Irving Place

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

## BOARD REPORT

10/26/10

7.1

### 7.1 General Waiver Request for the 2011-12 Open Enrollment Act

The Board of Education will receive public input regarding the waiver proposal to remove Linwood E. Howe Elementary School from the 2011-12 Open Enrollment Act low achieving schools list.

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

<b>Meeting:</b>	<b><u>Regular Meeting</u></b>	<b>Date:</b>	<b><u>October 12, 2010</u></b>
<b>Place:</b>	<b><u>District Administration Office</u></b>	<b>Time:</b>	<b><u>6:00 p.m. – Public Meeting</u></b>
	<b><u>4034 Irving Place</u></b>		<b><u>6:01 p.m. – Closed Session</u></b>
	<b><u>Culver City 90232</u></b>		<b><u>7:00 p.m. – Public Meeting</u></b>

**Board Members Present**

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

**Staff Members Present**

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

**Call to Order**

Board President Mr. Gourley called the meeting of the Culver City Unified School District Board of Education to order at 6:00 p.m. The Board adjourned to Closed Session at 6:01 p.m. and reconvened the public meeting at 7:00 p.m. with all Board members in attendance. Christian Monge led the Pledge of Allegiance.

**Report from Closed Session**

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

**7. Public Hearing**

**7.1 Williams Textbook Sufficiency**

Mr. Gourley opened the Public Hearing at 7:02 p.m. There being no comments from the audience, it was moved by Mr. Zeidman and seconded by Ms. Siever to close the Public Hearing. The motion was unanimously approved. The Public Hearing was closed at 7:04 p.m.

**8. Adoption of Agenda**

It was suggested by Mr. Gourley to move item 12.1 and 12.2 up on the agenda to follow item 10.1. It was moved by Mr. Zeidman and seconded by Ms. Paspalis to adopt the October 12, 2010 agenda as amended. The motion was unanimously approved. Mrs. Jaffe commented that Mr. Gourley also wanted to move up item 15.3. Mr. Zeidman amended the original motion to move items 15.3 and 12.1 up on the agenda to follow item 10.1. Ms. Paspalis seconded the motion. The motion was unanimously approved.

Mr. Gourley suggested moving the Consent items to later in the meeting. Board members agreed.

**10. Awards, Recognitions and Presentations**

**10.1 American Citizenship Awards**

Mrs. Jaffe and the Assistant Superintendents read the names and accomplishments of each school's recipients of the American Citizenship Award for the month of October. The recipients were Daniel Miguel Cabrera from El Marino School; Joaquin Krygowski from El Rincon Elementary; Claribel Alcantar from La Ballona School; Emily Wulf from Linwood E. Howe School; Edwin Del Refugio from Farragut School; Taylor Dinwiddie from Culver City Middle School; Christian Monge from Culver Park High School; and Carmen Jovel from Culver City High School. Board members presented each recipient with a pin and certificate; and thanked the students and their families for attending the meeting.

**12. Information Items**

**12.1 Environmental Sustainability Committee**

Mrs. Jaffe gave a brief overview of how the Environmental Sustainability Committee was approved, and announced the applicants that were appointed to the committee. Mrs. Jaffe thanked all that applied and informed

the Board that she invited the applicants that were not chosen to still feel free to come by the meetings and hear the discussions. Mr. Gourley thanked all that applied, and those that were chosen for their anticipated service. Mr. Gourley stated that he would like the committee to have their first meeting within ten days. Mrs. Jaffe reported that former CCHS student, Jonathan Bressler, will be clerking for Supreme Court Justice, Stephen Bryer.

## **15. Board Business**

### **15.3 Citizens' Oversight Committee**

Mr. Zeidman gave a brief history on the creation of Measure EE and why the committee was being formed. Mr. Gourley read the names of the applicants. Mr. Gourley asked if the Board wanted to hear from anyone in the audience before they voted. There were no questions from the audience or the Board. Mr. Silbiger suggested that each Board member state who they voted for, and whoever received the most votes would be appointed to the committee. The Board agreed. All Board members stated their votes for the applicants. Chosen to serve on the Citizens' Oversight Committee were Crystal Alexander, Tom Cho, Lloyd Dixon, James Harris, and Kelly Weil. The appointment of members will be brought back at the next meeting as a formal Action Item since this committee is a Board appointed committee.

## **11. Public Recognition**

### **11.4 Members of the Audience**

Members of the audience spoke about:

- Madeline Ehrlich stated that she hoped the Board moves forward on a Board Policy regarding the Immersion Program. She commented on how the program at the middle school concerns her, and she provided the Board with recommendations on enhancing the program.
- Jeannine Stehlin asked the Board to please put the Immersion Program back on a future agenda for discussion.

### **11.1 Superintendent's Report**

Mrs. Jaffe reported that she met with Mrs. Pumilia and Ms. Mina to discuss the Immersion Program. They will continue the discussions with the principals from the high school and middle school to establish a "skeleton" plan on improving the program, and follow-up with an update to the Board. Mrs. Jaffe reported that ACE and CCFT signed off on an agreement for 2009/2010 school year. Additional reports included her attendance at meetings regarding school finance and the budget; her attendance at the high school's Back-to-School Night which was a great success. Mrs. Jaffe followed up on the student's water complaints, and the complaint about bees. She stated that water is available at all of the sites for one dollar, and all of the bees are gone. Mrs. Jaffe also announced that the District will be participating in the Great California Shake-Out.

Ms. Laura reported on her attendance at Culver Park's Back to School Night and stated that it was great. The classrooms were exceptional. She reported that there will be a Parent Forum at El Rincon on November 15<sup>th</sup> at 7:00 p.m. Ms. Laura also reported on the Envision math training, and stated that the new teachers will also attend an additional half hour of training; and there will be six EL professional development trainings.

Mr. Delawalla reported that the latest budget is disappointing and it is filled with a lot of "gimmicks", and that it was based on deferrals. He gave a brief update on the District's budget.

### **11.3 Student Representatives' Reports**

#### **Middle School Student Representative**

There is no Culver City Middle School Student Representative at this time.

#### **Culver Park Student Representative**

Sandra Maldonado, Culver Park High School Student Representative, reported on activities at Culver Park High School, including the Shirt/Sweatshirt Design Contest; the upcoming Student Council Meeting to discuss Halloween activities; and trip planning by the history teacher.

**Culver City High School Student Representative/Student Board Member**

Jamie MacIntosh, Student Board Member, reported on activities at Culver City High School, including the high school's Blood Drive; the Pakistani Flood Relief fundraiser; Spiritwear and aluminum water bottles going up for sale; the Homecoming activities; the House of Representatives meeting; the Breast Cancer Research Drive through Yoplait; student concerns about a window that is in bad condition; and the students wearing purple on October 20<sup>th</sup> to encourage tolerance.

**11.5 Members of the Board**

Board Members spoke about:

- Mr. Silbiger stated that he was impressed with the Parent Portal and student participation. He reported on the Education Foundation Fundraiser and stated that it was great. He provided the Board with an update on the DCAT (District Community Arts Team) meeting that he attended. He stated that the team would like to have an art liaison at all of the school sites, and they were working on getting parents involved from each school. Mr. Silbiger stated that Sony's representative on DCAT spoke about some of the financial support that Sony has contributed to the District. Mr. Silbiger thanked Mrs. Jaffe for her hard work on the committee application process and wondered if it was time to bring discussions back on re-establishing CBAC. All Board members agreed that it was time to have the Administrative Regulation brought back for discussion.
- Ms. Siever reported on her attendance at the high school's Open House and stated it was great. She spoke about how much she enjoyed seeing the History Department and the large number of parents that attended. Ms. Siever will be attending a CSBA meeting on October 16<sup>th</sup> as the District's representative, and she stated that she is representing the District not only on a local level but on a state level also.
- Ms. Paspalis reported on her attendance at the College Faire at the high school. She stated that there were over 100 colleges in attendance and it was a great success. She extended congratulations to staff for putting together such a great event. Ms. Paspalis also reported on her attendance at the Education Foundation's Fundraiser; and her visit to Linwood Howe Elementary.
- Mr. Zeidman reported on his attendance at the Education Foundation Fundraiser and the Back to School Night events. He thanked Mr. Silbiger, staff at the City, and the District staff for their hard work in getting the last Board meeting moved to City Council Chambers.
- Mr. Gourley thanked the City for allowing the District to hold a Board meeting in their Chambers. He thanked Ms. Seiver on moving quickly to get to all of the required meetings as she represents the District. Mr. Gourley also thanked prior students of the District, Nicole Martin and Josh Kahn, for coming back to offer their help in District activities. He would like to hear about the budget and wants to do our duty to make sure budget items are handled in a timely fashion. He does not want to hear about "what the budget is **not** going to be." If the money is not there, he does not want those numbers included.
- Mr. Silbiger clarified that previously he was not requesting any additional presentations on the budget. He just wanted to find out about the SMART goals, action plans and intervention. No data.

Ms. Siever moved to proceed to item 15.2. Mr. Zeidman seconded the motion. The motion was unanimously approved.

**15. Board Business – cont.****15.2 Capital Projects**

Mrs. Jaffe presented a list of capital projects to the Board. Alan Elmont suggested listening to Mr. Delawalla and his recommendations. He encouraged the Board to make the decisions on what should be done and spend the money that has been just sitting for a number of years. Dave Sanchez supported the use of capital funds for enhancing the fields. He spoke about the benefits of a synthetic turf, the safety issues that would be improved by a synthetic turf, and the environmental benefits. Raul Garcia asked that the money be spent wisely, and for items to benefit the entire District not just one group. Kevin Mitchell stated that he was proud to hear about the student that had gone on to get a position as a Supreme Court Clerk. He spoke in favor of making repairs to Robert Frost Auditorium. Jerry Chabola stated that it would be more productive to talk about working together in using the funds for capital projects. He stated that it very important not to pit one project against the other. Students have to be the nucleus on any decisions made. Carlos Valverde spoke about the activities that take place at Robert



Frost Auditorium. He also agreed with Mr. Chabola in that there needs to be a process figured out where everyone is working together. He stated that both Robert Frost and Helms Field are both symbols of pride within the District. Todd Johnson spoke about strategy and making standards in using the funds. He encouraged the Board to think about the very important items on the list, and items that would drop the costs of running the District. Robert Gray stated that he was happy that Board wanted to finally use the funds, and encouraged energy efficiency. Mr. Zeidman stated that for years both he and Mr. Gourley have been trying to get the money spent, but kept getting told that we had to be leery of the budget, moving money around, etc. He asked Board to give direction to Mr. Delawalla to start getting information on the repairs to Robert Frost. Mr. Silbiger thought that the Board should spend as much money as possible. He thought that leaving \$3.5 million in deferred maintenance was a little high. The items that he would like to see looked at are the Natatorium and energy saving improvements. He also agreed with Mr. Zeidman that Robert Frost and the artificial turf also need to be looked into. Ms. Siever felt that safety, the greatest benefits to the District, and revenue are her three key points. She thought that Robert Frost was a wreck, there was a need to look into the elevators, and the synthetic turf needed to be researched. She would like to see how these items look financially. Ms. Siever thanked faculty and students for coming. Ms. Paspalkis would like to see the synthetic turf, the elevators, Robert Frost, and the Natatorium looked into. She suggested having the Booster Clubs look at the smaller projects on the list. Ms. Paspalis asked for the expenditure on the gallons of water being used on the fields. Mr. Gourley liked the idea of having Letters of Intent brought forth on the projects. In regards to the budget, he stated he is going to go with Mr. Delawalla's suggestions because he does not want any future Board to look up and hear that there is no money for deferred maintenance projects. Mr. Gourley thanked everyone for coming. Further discussion ensued. It was finally agreed to move forward on getting an RFP for the field and the elevators.

### 13. Recess

The Board recessed at 8:52 p.m. and reconvened at 9:05 p.m.

### 9. Consent Agenda

Mr. Gourley called the Consent Agenda and asked if any member of the audience or the Board wished to withdraw any item. Ms. Paspalis requested that item 9.2 be withdrawn. Ms. Siever requested that item 9.4 be withdrawn. Mr. Silbiger requested that item 9.1 be withdrawn.

9.3 Acceptance of Enrollment Report

9.5 Classified Personnel Reports No. 7

9.6 Culver City Middle School Cheerleading Team to Attend the Jamz Cheerleading National Competition in Las Vegas, Nevada, February 18-19, 2011

### 9.1 Approval is Recommended for the Minutes of Regular Meeting – September 28, 2010

Mr. Silbiger requested that this item be withdrawn to make a correction to item 10.1 and change the last name of Claudia Descal to Vizcarra; to change in item 10.1 that the Board agreed to bring back the discussion on the Immersion Program; and on item 11.5 to add that he asked and got consent to bring back the discussion on the role of the student Board member.

### 9.2 Approval is Recommended for Purchase Orders and Warrants

Ms. Paspalis inquired about PO 55767. Mr. Delawalla stated that the charge was for staff training for Special Education. Ms. Paspalis inquired about PO 55893. Mr. Delawalla stated it was for data collection. Ms. Paspalis inquired about PO 55897. Mr. Delawalla stated it was for the Success Maker software. Mr. Silbiger inquired about PO 55888. Mr. Delawalla explained it was for three employees to attend a seminar and it was registration only.

### 9.4 Approval is Recommended for the Certificated Personnel Reports No. 7 and

### 9.5 Approval is Recommended for the Classified Personnel Reports No. 7

Ms. Siever just wanted to say thank you for providing a summary, and commended Elisa Gonzalez and Maria Gomez for doing such a great job in providing the information.

**9.6 Approval is Recommended for Culver City Middle School Cheerleading Team to Attend the Jamz Cheerleading National Competition in Las Vegas, Nevada, February 18-19, 2011**

Mr. Silbiger asked if there were any liability issues with parents driving the students. Ms. Laura responded no. Mr. Silbiger stated his concern about student missing a day of school. Ms. Laura confirmed that there was no funding being lost.

It was moved by Mr. Silbiger and seconded by Ms. Siever to approve Consent Agenda Items 9.1 as amended, and 9.2 – 9.6 as presented as presented. The motion was unanimously approved.

**12. Information Items – cont.****12.2 First Reading of Revised Board Policy 5131.5, Students – Vandalism, Theft and Graffiti**

Mr. Zeidman had one change, and Board members discussed any revisions. The Board Policy will be brought back with revisions for approval.

**14. Action Items****14.1 Superintendent's Items – None****14.2 Education Services Items****14.2a Approval is Recommended for the Reinstatement of Pupil Services Case #19-10 to Attend Public School**

It was moved by Mr. Zeidman and seconded by Ms. Paspalis that the Board approve the Reinstatement of Pupil Services Case #19-10 to Attend Public School as presented. The motion was unanimously approved.

**14.2b Second Reading and Approval of Revised Board Policy Administrative Regulation 6164.6 – Identification and Education Under Section 504**

It was moved by Ms. Siever and seconded by Ms. Paspalis that the Board approve the Revised Board Policy Administrative Regulation 6164.6 – Identification and Education Under Section 504 as amended. The motion was unanimously approved.

**14.2c Approval is Recommended for the Supplemental Educational Services Master Contract (pursuant to the No Child Left Behind Act) and Delegation of Authority to the Superintendent to Enter into Contracts with Supplemental Educational Services Providers**

Mr. Gourley inquired about how the District goes about reviewing the insurance. Ms. Laura informed the Board that confirmation of insurance goes through the Business Department. Further discussion ensued. It was moved by Mr. Zeidman and seconded by Ms. Paspalis that the Board approve the 2010-2011 Supplemental Educational Services Contract and Delegation of Authority to the Superintendent to Enter into Contracts with Supplemental Educational Services Providers as amended. Mr. Gourley moved to add the LEA as an additional insured on the policy. He felt that the District should see the LEA on the policy as an additional insured. Mr. Gourley moved to remove the prior motion. Ms. Siever seconded the motion. The motion was unanimously approved. It was then moved by Ms. Paspalis and seconded by Ms. Siever to amend the contract to include the LEA as an additional insured on the policy. The motion was unanimously approved.

**14.2d Approval is Recommended for Resolution #6 Regarding Sufficiency of Instructional Materials**

It was moved by Mr. Zeidman and seconded by Ms. Paspalis that the Board approve Resolution #6 Regarding Sufficiency of Instructional Materials. The motion was unanimously approved.

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

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

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

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

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

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

**15. Board Business**

**15.1 Board Goals and Objectives**

Mr. Zeidman suggested having a Special Workshop to further discuss the Boards’ goals and objectives. The Board agreed.

**15.4 Use of City Council Chambers**

Board members agreed that Mr. Silbiger would get additional information from the City to move the District’s Board Meetings permanently to the City Council Chambers and bring the information back to them.

**Adjournment**

There being no further business, it was moved by Mr. Zeidman, seconded by Ms. Paspalis and unanimously approved to adjourn the meeting. Board President Mr. Gourley adjourned the meeting at 10:00 p.m.

Approved: \_\_\_\_\_  
Board President

\_\_\_\_\_  
Superintendent

On: \_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

**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 October 4, 2010 through October 15, 2010 is \$426,445.67.

**BUDGET NUMBER LEGEND FOR FUNDS**

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

**RECOMMENDED MOTION:** That purchase orders from October 4, 2010 through October 15, 2010 in the amount of \$426,445.67 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
10/12/10	1004031	A		10/12/2010	TROXELL COMMUNICATIONS	AUDIOVISUAL SUPP/EQUIP 10/12/2010	El Rincon Elementary 1004031	01.0	90127.0	11100	10000	4320	2040000	3,904.91	3,904.91
TROXELL COMMUNICATIONS															
10/12/10	11010201	A		10/12/2010	TROXELL COMMUNICATIONS	AUDIOVISUAL SUPP/EQUIP 10/12/2010	El Rincon Elementary 11010201	01.0	90127.0	11100	10000	4320	2040000	4,089.29	4,089.29
TROXELL COMMUNICATIONS															
10/11/10	55286M	A		10/11/2010	C. JUAREZ, INC.	REPAIRS - OTHER 10/11/2010	Maintenance 55286M	01.0	81500.0	00000	81100	5630	0005040	250.00	250.00
C. JUAREZ, INC.															
10/11/10	55287M	A		10/11/2010	SOUTH BAY FORD	REPAIRS - OTHER 10/11/2010	Operations 55287M	01.0	00000.0	00000	36000	5630	0005041	238.63	238.63
SOUTH BAY FORD															
10/05/10	55772	A		10/05/2010	CALIFORNIA UNIFIED SERVICE	NONPUBLIC SCHOOLS SERVICE 10/05/2010	Special Education 55772	01.0	65000.0	57500	11800	5880	0004040	121,680.00	121,680.00
CALIFORNIA UNIFIED SERVICE PROVIDERS LLC															
10/15/10	55843M	A		10/15/2010	SOUTH BAY FORD	REPAIRS - OTHER 10/15/2010	Operations 55843M	01.0	00000.0	00000	36000	5630	0005041	579.00	579.00
SOUTH BAY FORD															
10/15/10	55853M	A		10/15/2010	SCHOOL SPECIALTY	MAINTENANCE SUPP/EQUIP 10/15/2010	Maintenance 55853M	01.0	81500.0	00000	81100	4380	0005040	1,890.29	1,890.29
SCHOOL SPECIALTY															
10/08/10	55890	A		10/08/2010	ETS STAR TECHNICAL	TEST/TEST MATERIALS 10/08/2010	Educational Services 55890	01.0	00209.0	00000	21000	4312	0004000	1,459.92	1,459.92
ETS STAR TECHNICAL ASSISTANCE CENTER															
10/04/10	55891	A		10/04/2010	REDWOOD PRESS	OFFICE SUPPLIES 10/04/2010	Linwood Howe 55891	01.0	00000.0	00000	27000	4350	2020001	257.91	257.91
REDWOOD PRESS															
10/06/10	55892	C		10/06/2010	SCHOOL EMPLOYERS	CONFERENCE AND TRAVEL 10/06/2010	Superintendent's Office 55892	01.0	00000.0	00000	71000	5220	0001000	135.00	135.00
SCHOOL EMPLOYERS ASSOCIATION OF CA															

Board List Purchase Order Report

District: 64444  
 Run Date: 10/16/2010  
 Run Time: 03:46:15AM  
 WEEKLY

Purchase Orders/Buyouts To The Board for Ratification From : 10/2/2010 To 10/15/2010  
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt	
10/05/10	55907	C		10/05/2010	SCHOOL SERVICES OF CALIFORNIA	CONFERENCE AND TRAVEL	Fiscal Services	01.0	00000.0	00000	73000	5220	0005010	175.00	175.00	
				10/05/2010			55907	SCHOOL SERVICES OF CALIFORNIA								175.00
10/14/10	55908	A		10/14/2010	AMAZON.COM	INSTRUCTIONAL SUPPLIES	Culver City High School	01.0	91400.0	11100	10000	4310	4010000	255.32	255.32	
				10/14/2010			55908	AMAZON.COM								255.32
10/04/10	55909	A		10/04/2010	ACP	INSTRUCTIONAL SUPPLIES	Farragut	01.0	00000.0	11100	10000	4310	2050001	86.72	86.72	
				10/04/2010			55909	ACP								86.72
10/04/10	55910	A		10/04/2010	SOCIAL STUDIES SCHOOL SERVICE	INSTRUCTIONAL SUPPLIES	Culver City High School	01.0	91400.0	11100	10000	4310	4010000	81.39	81.39	
				10/04/2010			55910	SOCIAL STUDIES SCHOOL SERVICE								81.39
10/04/10	55911	A		10/04/2010	OFFICE DEPOT	OFFICE SUPPLIES	Security	01.0	00000.0	00000	83000	4310	0001050	12.39	12.39	
				10/04/2010			55911	OFFICE DEPOT								12.39
10/05/10	55912	A		10/05/2010	PHONAK HEARING SYSTEMS	INSTRUCTIONAL SUPPLIES	Undistributed Se1pa	01.7	65000.0	50010	22000	4310	0000000	2,725.61	2,725.61	
				10/05/2010			55912	PHONAK HEARING SYSTEMS								2,725.61
10/05/10	55913	X	1	10/12/2010	inactive-GATEWAY COMPUTER	COMPUTER SUPP/EQUIP	Undistributed Se1pa	01.7	65000.0	50010	22000	4310	0000000	563.73	563.73	
				10/05/2010			55913	inactive-GATEWAY COMPUTER								563.73
10/12/10	55913A	A		10/12/2010	CDW-G	COMPUTER SUPP/EQUIP	Undistributed Se1pa	01.7	65000.0	50010	22000	4310	0000000	441.82	441.82	
				10/12/2010			55913A	CDW-G								441.82
10/05/10	55914	A		10/05/2010	INCLUSIVE TLC, INC.	INSTRUCTIONAL SUPPLIES	Undistributed Se1pa	01.7	65000.0	50010	22000	4310	0000000	172.44	172.44	
				10/05/2010			55914	INCLUSIVE TLC, INC.								172.44
10/05/10	55915	A		10/05/2010	DYNAVOX SYSTEMS LLC	INSTRUCTIONAL SUPPLIES	Undistributed Se1pa	01.7	65000.0	50010	22000	4310	0000000	935.08	935.08	
				10/05/2010			55915	DYNAVOX SYSTEMS LLC								935.08

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

Board List Purchase Order Report  
 CULVER CITY UNIFIED SD

Purchase Orders/Buyouts To The Board for Ratification From : 10/2/2010 To 10/15/2010  
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
10/05/10	55916	A		10/05/2010	VIEW INTERNATIONAL	INSTRUCTIONAL SUPPLIES 10/05/2010	Undistributed Se1pa 55916	01.7	65000.0	50010	22000	4310	0000000	139.50	139.50
VIEW INTERNATIONAL FOUNDATION															
10/05/10	55917	A		10/05/2010	SOUTHPAW ENTERPRISES	INSTRUCTIONAL SUPPLIES 10/05/2010	Undistributed Se1pa 55917	01.7	65000.0	50010	22000	4310	0000000	65.97	65.97
SOUTHPAW ENTERPRISES															
10/06/10	55918	A		10/06/2010	RED RIBBON WORLD, INC.	INSTRUCTIONAL SUPPLIES 10/06/2010	La Ballona Elementary 55918	01.0	91400.0	11100	10000	4310	2060000	100.23	100.23
RED RIBBON WORLD, INC.															
10/06/10	55919	A		10/06/2010	CFP STUDIO	OFFICE SUPPLIES 10/06/2010	Superintendent's Office 55919	01.0	00000.0	00000	71000	4350	0001000	87.80	87.80
CFP STUDIO															
10/06/10	55920	A		10/06/2010	PHONAK HEARING SYSTEMS	INSTRUCTIONAL SUPPLIES 10/06/2010	Undistributed Se1pa 55920	01.7	65000.0	50010	22000	4310	0000000	1,641.29	1,641.29
PHONAK HEARING SYSTEMS															
10/06/10	55921	A		10/06/2010	DEVELOPMENTAL STUDIES CENTER	INSTRUCTIONAL SUPPLIES 10/06/2010	Special Projects 55921	01.0	30110.0	11100	10000	4310	0004030	944.06	944.06
DEVELOPMENTAL STUDIES CENTER															
10/06/10	55922	C		10/06/2010	FOUNDATION FOR EDUCATIONAL	CONFERENCE AND TRAVEL 10/06/2010	Superintendent's Office 55922	01.0	00000.0	00000	71000	5220	0001000	602.00	602.00
FOUNDATION FOR EDUCATIONAL ADMINISTRATIO															
10/06/10	55923	A		10/06/2010	EFFICIENT INNOVATIONS	REPAIRS - OTHER 10/06/2010	Technology 55923	01.0	00000.0	00000	77000	5630	0005020	110.00	110.00
EFFICIENT INNOVATIONS															
10/06/10	55924	C		10/06/2010	CULVER CITY ROTARY CLUB	MEMBERSHIPS 10/06/2010	Superintendent's Office 55924	01.0	00000.0	00000	71000	5310	0001000	65.00	65.00
CULVER CITY ROTARY CLUB 2009-10															
10/06/10	55925	A		10/06/2010	CFP STUDIO	OFFICE SUPPLIES 10/06/2010	Superintendent's Office 55925	01.0	00000.0	00000	71000	4350	0001000	49.39	49.39
CFP STUDIO															

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

**Board List Purchase Order Report**

Run Date: **10/16/2010**  
 Run Time: **03:46:15AM**  
**WEEKLY**

Report ID: LAPO009C

District : 64444

Purchase Orders/Buyouts To The Board for Ratification From : **10/2/2010 To 10/15/2010**  
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
10/06/10	55926	A		10/06/2010	MALEMAN INK	CONTRACT SERVICES RENDERED 10/06/2010 55926	Superintendent's Office MALEMAN INK	01.0	00000.0	00000	71000	5850	0001000	1,000.00	1,000.00
10/06/10	55927	C		10/06/2010	THE MASTER TEACHER, INC.	SUBSCRIPTIONS 10/06/2010 55927	Superintendent's Office THE MASTER TEACHER, INC.	01.0	00000.0	00000	71000	4350	0001000	386.00	386.00
10/06/10	55928	A		10/06/2010	D & D SECURITY RESOURCES, INC.	COMPUTER SUPP/EQUIP 10/06/2010 55928	Adult School D & D SECURITY RESOURCES, INC.	11.0	06390.0	41100	27000	4410	0000010	148.13	148.13
10/06/10	55929	A		10/06/2010	RIFTON PRODUCTS LLC	INSTRUCTIONAL SUPPLIES 10/06/2010 55929	Undistributed Se Lpa RIFTON PRODUCTS LLC	01.7	65000.0	50010	22000	4310	0000000	938.36	938.36
10/07/10	55930	A		10/07/2010	SOUTH SWELL SPORTS	ATHLETIC SUPP/EQUIP 10/07/2010 55930	Culver City High School SOUTH SWELL SPORTS	01.0	00000.0	15000	10000	4310	4010000	3,740.68	3,740.68
10/07/10	55931	A		10/07/2010	D & D SECURITY RESOURCES, INC.	OFFICE SUPPLIES 10/07/2010 55931	La Ballona Elementary D & D SECURITY RESOURCES, INC.	01.0	91400.0	11100	10000	4350	2060000	43.14	43.14
10/08/10	55932	A		10/08/2010	MEDISCAN STAFFING SERVICES	CONTRACTED SERVICES 10/08/2010 55932	Special Education MEDISCAN STAFFING SERVICES	01.0	65000.0	57520	11360	5810	0004040	86,664.00	86,664.00
10/08/10	55933	C		10/08/2010	LOS ANGELES COUNTY OFFICE OF EDUCATION	CONFERENCE AND TRAVEL 10/08/2010 55933	Culver City Middle School LOS ANGELES COUNTY OFFICE OF EDUCATION	01.0	30100.0	00000	27000	5220	3010000	800.00	800.00
10/08/10	55934	C		10/08/2010	CRAIG THOMAS & REBECCA MILKMAN	CONTRACTED SERVICES 10/08/2010 55934	Special Education CRAIG THOMAS & REBECCA MILKMAN	01.0	33100.0	57500	39000	5890	0004040	5,000.00	5,000.00
10/08/10	55935	C		10/08/2010	SJCOE	CONFERENCE AND TRAVEL 10/08/2010 55935	Human Resources SJCOE	01.0	00000.0	00000	74000	5220	0003000	110.00	110.00

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



Report ID: LAPO009C

District: 64444

Purchase Orders/Buyouts To The Board for Ratification From : 10/2/2010 To 10/15/2010  
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Board List Purchase Order Report  
 CULVER CITY UNIFIED SD

Page No. 5  
 Run Date: 10/16/2010  
 Run Time: 03:46:15AM  
 WEEKLY

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
10/08/10	55936	A		10/08/2010	NATIONAL SCHOOL BOARDS	MEMBERSHIPS	Superintendent's Office	01.0	00000.0	00000	71000	5310	0001000	4,525.00	4,525.00
				10/08/2010			NATIONAL SCHOOL BOARDS ASSOCIATION								
10/08/10	55937	C		10/08/2010	EAGLE SOFTWARE	CONFERENCE AND TRAVEL	Technology	01.0	00000.0	00000	77000	5220	0005020	175.00	175.00
				10/08/2010			EAGLE SOFTWARE								
10/08/10	55938	A		10/08/2010	LA SOUND CO.	REPAIRS - OTHER	Linwood Howe	01.0	00000.0	00000	27000	5630	2020001	405.00	405.00
				10/08/2010			LA SOUND CO.								
10/08/10	55939	A		10/08/2010	THE APPLE STORE	COMPUTER SUPP/EQUIP	Special Projects	01.0	58100.0	11100	10000	4310	0004030	137.30	137.30
				10/08/2010			THE APPLE STORE								
10/08/10	55940	A		10/08/2010	THE APPLE STORE	COMPUTER SUPP/EQUIP	Culver City High School	01.0	07395.0	11100	10000	4410	4010000	1,683.56	1,683.56
				10/08/2010			THE APPLE STORE								
10/08/10	55941	A		10/08/2010	THE APPLE STORE	COMPUTER SUPP/EQUIP	Culver City High School	01.0	07395.0	11100	10000	4410	4010000	2,275.12	2,275.12
				10/08/2010			THE APPLE STORE								
10/08/10	55942	A		10/08/2010	CFP STUDIO	INSTRUCTIONAL SUPPLIES	Culver Park High School	01.0	07395.0	32000	10000	4310	5010000	224.00	224.00
				10/08/2010			CFP STUDIO								
10/08/10	55943	C		10/08/2010	MULTIMEDIA SERVICES	MEMBERSHIPS	Special Projects	01.0	40450.0	11100	10000	5310	0004030	1,672.93	1,672.93
				10/08/2010			MULTIMEDIA SERVICES								
10/11/10	55944	C		10/11/2010	LOYOLA MARYMOUNT	CONFERENCE AND TRAVEL	Special Projects	01.0	58200.0	00000	21000	5220	0004030	2,100.00	2,100.00
				10/11/2010			LOYOLA MARYMOUNT UNIVERSITY								
10/11/10	55945	C		10/11/2010	LOYOLA MARYMOUNT	CONFERENCE AND TRAVEL	Special Projects	01.0	58100.0	00000	21000	5220	0004030	3,850.00	3,850.00

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

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

Report ID: LAPO009C

District: 64444

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

10/2/2010 To 10/15/2010

Page No. 6

Run Date: 10/16/2010

Run Time: 03:46:15AM  
 WEEKLY

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
10/11/10	55946	A		10/11/2010	CALIFORNIA EDUCATIONAL	INSTRUCTIONAL SUPPLIES	Adult School	11.0	06390.0	41100	10000	4310	0000010	54.00	3,850.00
LOYOLA MARYMOUNT UNIVERSITY															
10/11/2010				55945											
10/11/10	55947	A		10/11/2010	FAGEN FRIEDMAN & FULFROST, LLP	LEGAL SERVICES	Educational Services	01.0	65000.0	57700	21000	5820	0004000	100,000.00	54.00
CALIFORNIA EDUCATIONAL CREATIONS															
10/11/2010				55946											
10/11/10	55948	A		10/11/2010	GAYLORD BROS., INC.	INSTRUCTIONAL SUPPLIES	Office of Child Development	12.0	61050.0	85000	10000	4310	0000002	97.24	100,000.00
FAGEN FRIEDMAN & FULFROST, LLP															
10/11/2010				55947											
10/11/10	55949	A		10/11/2010	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL SUPPLIES	Office of Child Development	12.0	61051.0	85000	10000	4310	0000002	1,234.77	97.24
DISCOUNT SCHOOL SUPPLY															
10/11/2010				55948											
10/11/10	55950	A		10/11/2010	LAKESHORE LEARNING	INSTRUCTIONAL SUPPLIES	Office of Child Development	12.0	61050.0	85000	10000	4310	0000002	138.71	2,469.54
LAKESHORE LEARNING MATERIALS															
10/11/2010				55950											
10/11/10	55951	C		10/11/2010	LACOE - CURRICULUM & INSTRUCTIONAL SVCS	CONFERENCE AND TRAVEL	Special Projects	01.0	42030.0	00000	27000	5220	0004030	140.00	138.71
LACOE - CURRICULUM & INSTRUCTIONAL SVCS															
10/11/2010				55951											
10/11/10	55952	A		10/11/2010	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL SUPPLIES	Office of Child Development	12.0	90284.0	85000	10000	4310	0000002	107.66	140.00
DISCOUNT SCHOOL SUPPLY															
10/11/2010				55952											
10/11/10	55953	C		10/11/2010	WOODSMALL LAW GROUP, PC	CONTRACTED SERVICES	Special Education	01.0	33100.0	57500	39000	5890	0004040	6,500.00	107.66
WOODSMALL LAW GROUP, PC															
10/11/2010				55953											
10/11/10	55954	A		10/11/2010	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL SUPPLIES	Office of Child Development	12.0	90284.0	85000	10000	4310	0000002	286.72	6,500.00
DISCOUNT SCHOOL SUPPLY															
10/11/2010				55954											

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

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
10/11/10	55955	A		10/11/2010	CARPET USA	INSTRUCTIONAL SUPPLIES 10/11/2010	Office of Child Development 55955	12.0	61050.0	85000	10000	4310	0000002	750.00	750.00
10/11/10	55956	A		10/11/2010	HATCH	INSTRUCTIONAL SUPPLIES 10/11/2010	Office of Child Development 55956	12.0	50250.0	85000	10000	4310	0000002	62.31	62.31
10/11/10	55957	C		10/11/2010	SCHOOL SERVICES OF CALIFORNIA	CONFERENCE AND TRAVEL 10/11/2010	Special Education 55957	01.0	56400.0	00000	21000	5220	0004040	350.00	350.00
10/12/10	55958	A		10/12/2010	NASCO-MODESTO	INSTRUCTIONAL SUPPLIES 10/12/2010	Office of Child Development 55958	12.0	50250.0	85000	10000	4310	0000002	525.58	525.58
10/13/10	55959	A		10/13/2010	CLAREMONT USD, BTSA CLUSTER 4	CONFERENCE AND TRAVEL 10/13/2010	Special Projects 55959	01.0	07392.0	00000	21000	5220	0004030	33.00	33.00
10/13/10	55960	C		10/13/2010	LACSTA	CONFERENCE AND TRAVEL 10/13/2010	Superintendent's Office 55960	01.0	00000.0	00000	71000	5220	0001000	35.00	35.00
10/13/10	55961	A		10/13/2010	TROXELL COMMUNICATIONS	AUDIOVISUAL SUPP/EQUIP 10/13/2010	La Ballona Elementary 55961	01.0	91400.0	11100	10000	4400	2060000	316.08	316.08
10/13/10	55962	A		10/13/2010	LIBERTY PAPER	OFFICE SUPPLIES 10/13/2010	Purchasing 55962	01.0	00000.0	00000	73000	4350	0005030	1,753.81	1,753.81
10/15/10	55963	A		10/15/2010	OFFICE DEPOT	INSTRUCTIONAL SUPPLIES 10/15/2010	Adult School 55963	11.0	39050.0	41100	10000	4410	0000010	298.52	298.52
10/15/10	55964	A		10/15/2010	3M LIBRARY SYSTEMS	MAINTENANCE AGREEMENTS 10/15/2010	Undistributed SIMC 55964	01.0	00000.0	00000	24200	5630	0000000	1,304.00	1,304.00

**Board List Purchase Order Report**

**CULVER CITY UNIFIED SD**

Report ID: LAPO009C

District: 64444

Purchase Orders/Buyouts To The Board for Ratification From: 10/2/2010 To 10/15/2010  
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Page No. 8

Run Date: 10/16/2010

Run Time: 03:46:15AM  
 WEEKLY

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
10/15/10	55965	A		10/15/2010	FOLLETT SOFTWARE COMPANY	MAINTENANCE AGREEMENTS 10/15/2010	Undistributed SIMC	01.0	00000.0	00000	24200	5630	0000000	2,950.00	2,950.00
Change															
10/15/10	55966	A		10/15/2010	ATKINSON, ANDELSON, LOYA,	LEGAL SERVICES 10/15/2010	Educational Services	01.0	65000.0	57700	21000	5820	0004000	45,000.00	45,000.00
10/15/10	55967	A		10/15/2010	ENHANCED VISION	INSTRUCTIONAL SUPPLIES 10/15/2010	Undistributed Sel.pa	01.7	65000.0	50010	22000	4310	0000000	382.24	382.24
10/15/10	55968	A		10/15/2010	LAKESHORE LEARNING	INSTRUCTIONAL SUPPLIES 10/15/2010	La Ballona Elementary	01.0	91400.0	11100	10000	4310	2060000	273.28	273.28

Total by District : 64444      426,445.67      426,445.67

End of Report LAPO009C

**NONPUBLIC SCHOOLS:**  
**CURRENT PERIOD: \$121,680.00**  
**APPROVED YTD: \$737,769.95**

## BOARD REPORT

10/26/10

9.3

### 9.3 Approval is Recommended for Acceptance of Gifts

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>
Culver City Middle School	Ms. Carol Lewis 50 3-ring binders
El Marino Club-15	Sierra Landscapes Mrs. Maru Dana-Cirutti Variety of garden plants and flowers
Culver City High School	Culver Park Realty Mr. Mike Cohen Toshiba laptop computer  Ms. Diane Engler HP All-in-One printer
Culver City High School ROP Dept.	Mr. and Mrs. Robert Hoebink 1988 Chevy El Dorado Motor Home

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

Moved by: Seconded by:

Vote:

**BOARD REPORT**

**9.4      Financial Implication for Certificated Services Report No. 8**

Total Fiscal Impact per Funding Source:

General Fund	\$54,473.96
BTSA	\$ 434.27
Child Development	\$33,582.00
Empower Our Schools	\$ 2,555.00
FLAP	\$ 1,400.00
CCEF	\$ 2,100.00
School Improvement	\$26,130.00
Title II, Teacher Quality	\$ 2,386.25
Donations Account	\$ 2,100.00

**BOARD REPORT**

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

**I. Authorization and Ratification of Employment**

A. First Year - Probationary Teacher, Office of Child Development  
Effective November 1, 2010, part-time 16.5 hour assignment  
Funding Source: Office of Child Development  
Total Cost: \$9,900.00

1. Graham, Jennifer

B. Administrator on Special Assignment – District, Mentor Two Farragut Teachers  
Effective November 1, 2010 through January 31, 2011 based on per diem rate to work 4 hours per week, not to exceed 40 hours  
Funding Source: Title II, Teacher Quality  
Total Cost: \$2,386.25

1. La Briola, Rosalind (Retired)

C. Temporary Teacher – Culver Park, In School Suspension  
Effective November 1, 2010 through June 17, 2011 based on per diem rate of \$439.00, not to exceed 4 hours per week  
Funding Source: General Fund  
Total Cost: \$8,184.96

1. Ruebsamen, David (Retired)

D. Substitute Teacher – District Office  
Effective October 27, 2010 at \$125.00 per day, work as needed  
Funding Source: General Fund  
Total Cost: \$125.00

1. Salmon, Erin

E. Extra Assignment – District, Planning Theatre Collaborative Curriculum for 2010/2011  
Revision – Item previously approved on Board Report No. 22; 6/22/10  
Effective June 23, 2010 through August 31, 2010 at \$35.00 per hour, not to exceed 6 hours  
Funding Source: CCEF  
Total Cost: \$2,100.00

- |                             |                      |
|-----------------------------|----------------------|
| 1. Black, Sandy             | 8. Lowell, Janice    |
| 2. Carlan, Marlene          | 9. Redmon, Kim       |
| 3. Chinelli, Vivian         | 10. Rodriguez, Maria |
| 4. De Armond, Melanie       | 11. Silver, Sheila   |
| 5. Fretham, Kari            | 12. Sullivan, Bryan  |
| 6. Glassman, Lili           | 13. Ta, Jenny        |
| 7. Kendrick-Love, Marshanne | 14. Warner, Christie |

**BOARD REPORT**

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

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

F. Extra Assignment – District Office, Prepare for Co-Presenting New Teacher Orientation  
Effective August 23, 2010 at one half of per diem rate  
Funding Source: BTSA, Beginning Teacher Support and Assessment  
Total Cost: \$434.27

1. Levit, Amy
2. Wilcox, Kelley

G. Extra Assignment – Linwood E. Howe and La Ballona, Co-Choir Director  
Effective August 30, 2010 through June 17, 2011 at \$619.50 stipend per teacher  
Funding Source: General Fund  
Total Cost: \$2,478.00

- | <u>Linwood</u>    | <u>La Ballona</u>   |
|-------------------|---------------------|
| 1. Checel, Sandra | 1. Angel, Holly     |
| 2. Frazier, Darla | 2. Borcharding, Nan |

H. Extra Assignment – Linwood E. Howe, Substitute As Needed for Homework Help Class  
Effective October 11, 2010 through June 19, 2011 at \$35.00 per hour, not to exceed 2 hours per week  
Funding Source: Donation Account  
Total Cost: \$2,170.00

1. Burkenheim, Karen

I. Extra Assignment – El Marino, Leadership Team Developing Intervention Programs  
and Staff Development  
Effective November 1, 2010 through June 30, 2011 at \$35.00 per hour not to exceed 6 hours  
Funding Source: Empower Our Schools  
Total Cost: \$1,680.00

- |                      |                     |
|----------------------|---------------------|
| 1. Egan, Johanna     | 5. Miller, Samantha |
| 2. Haro, Ana         | 6. Mizuta, Naoko    |
| 3. Cruz-Hebert, Anna | 7. Sekiguchi, Saori |
| 4. Martinez, Myrna   | 8. Shiratori, Mina  |

J. Extra Assignment – El Marino, Math Olympiad Team  
Effective August 30, 2010 through April 29, 2011 at \$35.00 per hour, not to exceed 15 hours  
Funding Source: Empower Our Schools  
Total Cost: \$875.00

1. Egan, Johanna
2. Horiba, Alice



**BOARD REPORT**

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

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

K. Extra Assignment – El Marino, After School Japanese Enrichment Classes  
Effective October 18, 2010 through May 23, 2011 at \$35.00 per hour, not to exceed 17 hours  
Funding Source: General Fund  
Total Cost: \$595.00

1. Horiba, Alice
2. Sekiguchi, Saori

L. Extra Assignment – Middle School, After School Tutoring  
Effective September 20, 2010 through June 3, 2011 at \$35.00 per hour,  
not to exceed 2 hours per week  
Funding Source: School Improvement  
Total Cost: \$13,440.00

- |                       |                   |
|-----------------------|-------------------|
| 1. Azad, Mark         | 4. Balogun, Tayo  |
| 2. Fairfield, Kristin | 5. Fretham, Kari  |
| 3. Vandever, Emily    | 6. Wilcox, Kelley |

M. Extra Assignment – High School, Various Department Chairs  
Effective August 26, 2010 through June 17, 2011 at stated stipend  
Funding Source: General Fund  
Total Cost: \$17,650.00

- |                       |                                    |                    |
|-----------------------|------------------------------------|--------------------|
| 1. Chapman, Jonathan  | Social Studies                     | Stipend \$2,660.00 |
| 2. De Armond, Melanie | Modern Language                    | Stipend \$1,840.00 |
| 3. Dien, Jerod        | Math                               | Stipend \$2,480.00 |
| 4. Hoebink, Robert    | ROP                                | Stipend \$1,250.00 |
| 4. Kirk, Alexander    | Science (2 <sup>nd</sup> semester) | Stipend \$1,350.00 |
| 5. Nolan, Kelly       | English                            | Stipend \$2,840.00 |
| 6. Peacock, Brandy    | Physical Education                 | Stipend \$ 880.00  |
| 7. Roth, John         | Special Education                  | Stipend \$1,640.00 |
| 8. Sanderson, Judith  | Science (1 <sup>st</sup> semester) | Stipend \$1,350.00 |
| 9. Wisner, Craig      | Art                                | Stipend \$1,360.00 |

N. Extra Assignment – Middle School, Saturday School  
Effective October 2, 2010 through June 11, 2011 at \$35.00 per hour  
Funding Source: School Improvement  
Total Cost: \$ 1,890.00

- |                        |            |                                |
|------------------------|------------|--------------------------------|
| 1. Azad, Mark          | Substitute | not to exceed 10 hours         |
| 2. Morris, Ruth        | Substitute | not to exceed 10 hours         |
| 3. Scott-Moore, Gloria | Teacher    | not to exceed 2 hours per week |
| 4. Yarbrough, Phyllis  | Substitute | not to exceed 10 hours         |

**BOARD REPORT**

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

I. Authorization and Ratification of Employment – continued

O. Extra Assignment – Middle School, Multicultural Coordinator  
Effective February 1, 2011 through March 29, 2011 at \$1,486.00 stipend  
Funding Source: General Fund  
Total Cost: \$1,486.00

1. Scott-Moore, Gloria

P. Extra Assignment – High School, Saturday School Detention Program  
Effective September 11, 2010 through June 11, 2011 at 4 hours per diem,  
not to exceed 8 hours per week. One or possible two teachers will cover per Saturday.  
Funding Source: General Fund  
Total Cost: \$6,000.00

- |                       |                      |
|-----------------------|----------------------|
| 1. De Armond, Melanie | 4. Plotnik, Lucas    |
| 2. Kohout, Erica      | 5. Yokogawa, Valerie |
| 3. Nolan, Kelly       |                      |

Q. Extra Assignment – High School, Japanese Curriculum  
Effective October 28, 2010 to June 17, 2011 at \$35.00 per hour, not to exceed 40 hours  
Funding Source: FLAP JLP  
Total Cost: \$1,400.00

1. Gomyo, Chiaki

R. Extra Assignment – High School, Coaching  
Effective November 15, 2010 through February 11, 2011 at stated stipend  
Funding Source: General Fund  
Total Cost: \$9,055.00

- |                       |                              |                    |
|-----------------------|------------------------------|--------------------|
| 1. Chapman, Jon       | Boys Basketball Head Coach   | \$3,332.00 Stipend |
| 2. Kochevar, Jennifer | Girls Soccer Assistant Coach | \$2,745.00 Stipend |
| 3. Sanchez, Dave      | Boys Soccer Coach            | \$2,978.00 Stipend |

S. Extra Assignment – High School AVPA  
Effective August 30, 2010 through June 17, 2011 at stated stipend  
Funding Source: General Fund  
Total Cost: \$4,000.00

- |                       |                           |                 |
|-----------------------|---------------------------|-----------------|
| 1. Butler, Alexis     | Film Creative Director    | \$1,000 Stipend |
| 2. Hatanaka, Kristine | Art Creative Director     | \$1,000 Stipend |
| 3. Silver, Sheila     | Theater Creative Director | \$1,000 Stipend |
| 4. Spano, Dr. Tony    | Music Creative Director   | \$1,000 Stipend |

## BOARD REPORT

9.4 Certificated Personnel Services Report No. 8 – Page 5I. Authorization and Ratification of Employment – continuedT. Extra Assignment – High School, Detention Coverage

Effective September 7, 2010 through June 10, 2011 at \$35.00 per hour,  
not to exceed four hours per week. Teachers will take turns per week.

Funding Source: General Fund

Total Cost: \$4,900.00

1. Adkins, Kathi	34. Homan, Vivian	67. Sanderson, Judith
2. Agron, Sherry	35. Husar, Christina	68. Scherling, Kathy
3. Bakunin, John	36. Kaiser, Diane	69. Schueler, Susan
4. Beard, Sheryl	37. King, Kyle	70. Schulte, Penny
5. Beckendorf, Wendy	38. Kinsella, Rebekah	71. Silver, Sheila
6. Brandt, Michael	39. Kirk, Alexander	72. Simons, Margaret
7. Butler, Alexis	40. Kochevar, Jennifer	73. Snyder, Rachel
8. Carter, Dan	41. Kohout, Erica	74. Spano, Anthony
9. Chabola, Jerry	42. Kurnarsky, Larry	75. Sullivan, Bryan
10. Chapman, Januari	43. Laetz, Diane	76. Ta, Jenny
11. Chapman, Jonathan	44. Lockhart, William	77. Tano, Keao
12. Crespo, Carmen	45. Long, Raymond	78. Tarvyd, Kelli
13. Davis, Alex	46. Mann, Allison	79. Tevis, Kimberly
14. De Armond, Melanie	47. Marsh, Micheal	80. Thomas, Ollie
15. Dennis, Darrin	48. McCabe, Ann	81. Thornton, Scott
16. Diaz, Carina	49. Mielke, David	82. Valverde, Carlos
17. Dicey, Kevin	50. Minguet, William	83. Varlotta, Kathy
18. Dien, Jerod	51. Montero, Jose	84. White, Marcos
19. Doan, Andrew	52. Mortenson, Curt	85. Wisner, Craig
20. Donahue, Doreen	53. Mullen, Leona	86. Wong, Justin
21. DuBois, Claudette	54. Nolan, Kelly	87. Wright, Jahmal
22. Fien, Pennie	55. Northington, Patricia	88. Yen, Joan
23. Fontijn, Mariah	56. Owens, Andrew	89. Yokogawa, Valerie
24. Fournier, Anthony	57. Peacock, Brandy	
25. Gatz, Laureen	58. Pernoon, Farhang	
26. Gilbert-Rolfe, Genevieve	59. Phillips, Daniel	
27. Goldberg, Nancy	60. Plotnik, Lucas	
28. Gomyo, Chiaki	61. Pollman, Steve	
29. Greenberg, Denise	62. Prieto, Richard	
30. Gyepes, Kendra	63. Roth, John	
31. Hatanaka, Kristine	64. Rubin-Green, Rachel	
32. Hirsch, Barby	65. Salter, Thomas	
33. Hoebink, Robert	66. Sanchez, David	

**BOARD REPORT**

**9.4 Certificated Personnel Services Report No. 8 – Page 6**

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

U. Extra Assignment – High School, Peer Tutoring Program  
Effective October 4, 2010 through June 17, 2011 at 35.00 per hour, not to exceed stated hours  
Funding Source: School Improvement  
Total Cost: \$10,800.00

- |    |               |                    |
|----|---------------|--------------------|
| 1. | Kohout, Erica | 3 hours per week   |
| 2. | King, Kyle    | 1.5 hours per week |
| 3. | Ta, Jenny     | 5 hours per week   |

V. Extra Assignment – Office of Child Development, Early Days, Winter and Spring Break Coverage  
Effective August 30, 2010 through June 17, 2011 at current rate of pay not to exceed 100 hours  
Funding Source: Child Development  
Total Cost: \$23,682.00

- |    |                  |     |                   |     |                 |
|----|------------------|-----|-------------------|-----|-----------------|
| 1. | Addy, Shirley    | 7.  | Hearns, Yolanda   | 13. | Tillett, Aretha |
| 2. | Armendariz, Anna | 8.  | Jaramillo, Jalena |     |                 |
| 3. | Diaz, Frances    | 9.  | Jones, Rhonda     |     |                 |
| 4. | Edkar, Maria     | 10. | Orozco, Lourdes   |     |                 |
| 5. | Goodman, Cheryl  | 11. | Rodriguez, Toni   |     |                 |
| 6. | Goodwin, Gerald  | 10. | Serra, Bernadette |     |                 |

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

Moved by:

Seconded by:

Vote:

**BOARD REPORT**

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

Total Funding Fiscal Impact:

AVPA Total:	\$6,000
Booster Club Total:	\$7,145
Child Development Total:	\$10,658
ELAP Total:	\$10,530
General Fund Total:	\$68,940
Panther Partners Total:	\$700
School Improvement Total:	\$17,000

I. Authorization, Approval & Ratification of Employment

A. Child Development

- |   |   |
|---|---|
| 1. Instructional Assistant –<br>Child Development | Funding Source: Child Development<br>Fiscal Impact: \$10,658/assignment |
|---|---|

B. Clerical & Fiscal

- |                 |  |
|-----------------|--|
| 1. Secretary II | Funding Source: General Fund<br>Fiscal Impact: \$33,660/year |
|-----------------|--|

C. Instructional Assistants

- |  |  |
|--|--|
| 1. Instructional Assistants –                              | Funding Source: School Improvement<br>Fiscal Impact: \$17,000/year |
| 2. Instructional Assistants –<br>Bilingual (Middle School) | Funding Source: ELAP<br>Fiscal Impact: \$10,530/assignment         |

D. Coaches

- |                      |   |
|----------------------|---|
| 1. Temporary Coaches | Funding Source: General Fund – Athletic<br>Fiscal Impact: \$27,360/assignment |
| 2. Temporary Coaches | Funding Source: Booster Club<br>Fiscal Impact: \$7,145/assignment             |

BOARD REPORT

9.5 Financial Implication for Classified Personnel Services Report No. 8 – Page 2

I. Authorization, Approval & Ratification of Employment – continued

E. Noon Duty Supervisors

- |    |                      |   |
|----|----------------------|---|
| 1. | Noon Duty Supervisor | Funding Source: General Fund<br>Fiscal Impact: \$5,400/year |
|----|----------------------|---|

F. Stipend Assignments

- |    |                         |  |
|----|-------------------------|--|
| 1. | After School Instructor | Funding Source: Panther Partners<br>Fiscal Impact: \$700/assignment            |
| 2. | Temporary Dance Teacher | Funding Source: AVPA Fund – Sony Pictures<br>Fiscal Impact: \$6,000/assignment |
| 3. | PSAT Proctors           | Funding Source: General Fund – ASB<br>Fiscal Impact: \$2,520/assignment        |

G. Student Helpers

- |    |                               |  |
|----|-------------------------------|--|
| 1. | Student Helpers – Workability | Funding Source: General Fund – Special Ed<br>Fiscal Impact: \$8.00/hour, as needed |
|----|-------------------------------|--|

BOARD REPORT

9.5 Classified Personnel Services Report No. 8

I. Authorization, Approval & Ratification of Employment

A. Child Development

1. Crespin, Loretta  
Instructional Assistant – Child Development  
Child Development – Extra Assignment  
Not to exceed 100 hours  
Funding Source: Child Development  
Effective August 30, 2010 through  
June 17, 2011  
Range 11 – \$15.64 per hour
2. Fierro, Anna Marie  
Instructional Assistant – Child Development  
Child Development – Extra Assignment  
Not to exceed 100 hours  
Funding Source: Child Development  
Effective August 30, 2010 through  
June 17, 2011  
Range 11 – \$15.64 per hour
3. Goodrich, Denise  
Instructional Assistant – Child Development  
Child Development – Extra Assignment  
Not to exceed 100 hours  
Funding Source: Child Development  
Effective August 30, 2010 through  
June 17, 2011  
Range 11 – \$15.64 per hour
4. Lewis, Ameenah  
Instructional Assistant – Child Development  
Child Development – Extra Assignment  
Not to exceed 100 hours  
Funding Source: Child Development  
Effective August 30, 2010 through  
June 17, 2011  
Range 11 – \$13.48 per hour
5. Merlin, April  
Instructional Assistant – Child Development  
Child Development – Extra Assignment  
Not to exceed 100 hours  
Funding Source: Child Development  
Effective August 30, 2010 through  
June 17, 2011  
Range 11 – \$15.64 per hour

BOARD REPORT

9.5 Classified Personnel Services Report No. 8 – Page 2

I. Authorization, Approval & Ratification of Employment – continued

A. Child Development – continued

6. Navarro, Matilde  
Instructional Assistant – Child Development  
Child Development – Extra Assignment  
Not to exceed 100 hours  
Funding Source: Child Development  
Effective August 30, 2010 through  
June 17, 2011  
Range 11 – \$14.90 per hour
7. Padilla, Jose  
Instructional Assistant – Child Development  
Child Development – Extra Assignment  
Not to exceed 100 hours  
Funding Source: Child Development  
Effective August 30, 2010 through  
June 17, 2011  
Range 11 – \$15.64 per hour
8. Perez, Maria  
Instructional Assistant – Child Development  
Child Development – Extra Assignment  
Not to exceed 100 hours  
Funding Source: Child Development  
Effective August 30, 2010 through  
June 17, 2011  
Range 11 – \$15.64 per hour
9. Roberts, Tanya  
Instructional Assistant – Child Development  
Child Development – Extra Assignment  
Not to exceed 100 hours  
Funding Source: Child Development  
Effective August 30, 2010 through  
June 17, 2011  
Range 11 – \$15.64 per hour

B. Clerical & Fiscal

1. Flores, Asusena  
Secretary II – Probationary  
(Position previously approved on BR #4,  
08/31/10)  
High School  
8 hours per day, 11 months per year  
Funding Source: General Fund  
Effective October 25, 2010  
Range 22 – \$3060/month



BOARD REPORT

9.5 Classified Personnel Services Report No. 8 – Page 3

I. Authorization, Approval & Ratification of Employment – continued

C. Instructional Assistants

1. Castro, Alicia  
Instructional Assistant  
Farragut  
Not to exceed 3 hours per day, school year  
Funding Source: School Improvement  
Effective November 1, 2010  
Range 12 – \$14.61 per hour
2. Lim, Maria  
Instructional Assistant  
Linwood Howe  
Not to exceed 3.5 hours per day, school year  
Funding Source: School Improvement  
Effective October 27, 2010  
Range 12 – \$14.61 per hour
3. Castañeda, Margarita  
Instructional Assistant – Bilingual  
Middle School – Extra Assignment  
Not to exceed 2 hours per day  
Funding Source: ELAP  
Effective October 27, 2010 through  
June 17, 2011  
Range 16 – \$17.65 per hour
4. Dordoni, Alicia  
Instructional Assistant – Bilingual  
Middle School – Extra Assignment  
Not to exceed 2.1 hours per day  
Funding Source: ELAP  
Effective October 27, 2010 through  
June 17, 2011  
Range 16 – \$17.65 per hour

D. Coaches

1. Eskridge, Adam  
Temporary Boys' Assistant Basketball Coach  
High School  
Funding Source: General Fund – Athletic  
Effective November 15, 2010 through  
February 11, 2011  
Stipend of \$3,013.00

BOARD REPORT

9.5 Classified Personnel Services Report No. 8 – Page 4

I. Authorization, Approval & Ratification of Employment – continued

D. Coaches – continued

2. Goodwin, Gary  
Temporary Boys' Assistant Basketball Coach  
High School  
Funding Source: General Fund – Athletic  
Effective November 15, 2010 through  
February 11, 2011  
Stipend of \$3,013.00
3. Huezo, Derek  
Temporary Boys' Assistant Basketball Coach  
High School  
Funding Source: General Fund – Athletic  
Effective November 15, 2010 through  
February 11, 2011  
Stipend of \$3,013.00
4. Anderson, Julian  
Temporary Girls' Basketball Coach  
High School  
Funding Source: General Fund – Athletic  
Effective November 15, 2010 through  
February 11, 2011  
Stipend of \$3,332.00
5. Nakayama, Tom  
Temporary Girls' Basketball Coach  
High School  
Funding Source: General Fund – Athletic  
Effective November 15, 2010 through  
February 11, 2011  
Stipend of \$3,332.00
6. Boisdeau, Rick  
Temporary Boys' Assistant Soccer Coach  
High School  
Funding Source: General Fund – Athletic  
Effective November 15, 2010 through  
February 11, 2011  
Stipend of \$2,745.00
7. Espeleta, Louis  
Temporary Boys' Assistant Soccer Coach  
High School  
Funding Source: Booster Club  
Effective November 15, 2010 through  
February 11, 2011  
Stipend of \$2,745.00

BOARD REPORT

9.5 Classified Personnel Services Report No. 8 – Page 5

I. Authorization, Approval & Ratification of Employment – continued

D. Coaches – continued

8. Mair, Scott  
Temporary Girls' Soccer Coach  
High School  
Funding Source: General Fund – Athletic  
Effective November 15, 2010 through  
February 11, 2011  
Stipend of \$2,978.00
9. Cveyich, Elizabeth  
Temporary Girls' Assistant Soccer Coach  
High School  
Funding Source: Booster Club  
Effective November 15, 2010 through  
February 11, 2011  
Stipend of \$2,200.00
10. Dordoni, Nestor  
Temporary Girls' Water Polo Coach  
High School  
Funding Source: General Fund – Athletic  
Effective November 15, 2010 through  
February 11, 2011  
Stipend of \$2,745.00
11. Dordoni Jr., Nestor  
Temporary Girls' Assistant Water Polo Coach  
High School  
Funding Source: Booster Club  
Effective November 15, 2010 through  
February 11, 2011  
Stipend of \$2,200.00
12. Reeves, Brittney  
Temporary Pep Squad Coach  
High School  
Funding Source: General Fund – Athletic  
Effective August 23, 2010 through  
February 5, 2011  
Stipend of \$3,189.00

BOARD REPORT

9.5 Classified Personnel Services Report No. 8 – Page 6

I. Authorization, Approval & Ratification of Employment – continued

E. Noon Duty Supervisors

1. Conroy, LaShon  
Temporary Noon Duty Supervisor  
El Rincon  
Funding Source: General Fund  
Effective October 20, 2010 through  
June 17, 2011  
Hourly, as needed – \$9.25 per hour
2. Lim, Maria  
Temporary Noon Duty Supervisor  
Linwood Howe  
Funding Source: General Fund  
Effective October 27, 2010 through  
June 17, 2011  
Hourly, as needed – \$9.25 per hour

F. Stipend Assignments

1. Bulaievsky, Claudia  
Temporary After School Instructor  
Middle School – Panther Partners Program  
Not to exceed 3 hours per week  
Funding Source: Panther Partners  
Effective September 27, 2010 through  
December 10, 2010  
Stipend of \$35.00 per hour
2. Carson, Julie  
Temporary Dance Teacher  
High School – AVPA  
Funding Source: AVPA Fund – Sony Pictures  
Effective September 20, 2010 through  
June 17, 2011  
Stipend of \$6,000.00

BOARD REPORT

9.5 Classified Personnel Services Report No. 8 – Page 7

I. Authorization, Approval & Ratification of Employment – continued

F. Stipend Assignments – continued

3. PSAT Proctors

High School – Not to exceed 6 hours

Funding Source: General Fund – ASB

Effective October 16, 2010

Stipend of \$35.00 per hour

- |    |                    |    |                  |
|----|--------------------|----|------------------|
| a. | Barocio, Christine | g. | Heiner, Phyllis  |
| b. | Campos, Josie      | h. | Herrera, Susan   |
| c. | Dordoni, Alicia    | i. | Holland, Lynne   |
| d. | Estioco, Marilee   | j. | Horrell, Alana   |
| e. | Fujisawa, Margaret | k. | Jauregui, Sylvia |
| f. | Guinn, JoNellia    | l. | Scott, Linda     |

G. Student Helpers

- |    |                     |  |
|----|---------------------|--|
| 1. | Castro, Lia         | Student Helper – Workability<br>Location outside of district<br>Funding Source: General Fund – Special Ed<br>Effective October 13, 2010<br>Hourly, as needed – \$8.00 per hour |
| 2. | Mejia-Cadena, Pearl | Student Helper – Workability<br>Location outside of district<br>Funding Source: General Fund – Special Ed<br>Effective October 14, 2010<br>Hourly, as needed – \$8.00 per hour |
| 3. | Mendoza, Andy       | Student Helper – Workability<br>Location outside of district<br>Funding Source: General Fund – Special Ed<br>Effective October 18, 2010<br>Hourly, as needed – \$8.00 per hour |

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

Moved by:

Seconded by:

Vote:

10/26/10  
12.1

## BOARD REPORT

### 12.1 First Reading of Revised Administrative Regulation 4218, Dismissal/Suspension/ Disciplinary Action

It is recommended practice that the Board of Education review Board Policies/Administrative Regulations that are significant to the operation of the District on a regular basis. District Administration recommends revision of Administrative Regulation 4218, Dismissal/Suspension/Disciplinary Action.

## DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

**Termination of Probationary Employment**

At any time prior to the expiration of the probationary period, the Superintendent or designee may, at his/her discretion, dismiss a probationary classified employee from district employment. A probationary employee shall not be entitled to a hearing.

**Involuntary Suspension Without Pay, Demotion, Reduction of Pay Step in Class, or Dismissal of Permanent Classified Employees**

Permanent classified employees shall be subject to personnel action (suspension without pay, demotion, reduction of pay step in class, dismissal) only for cause. The Board's determination of the sufficiency of the cause for disciplinary action shall be conclusive.

**The principles of Progressive Discipline shall be utilized. These steps may include verbal counseling, warning letters and letters of reprimand. These steps may vary and / or be skipped in part or entirely based on the severity of the employee's conduct as determined by the district.**

## 1. Causes

In addition to any disqualifying or actionable causes otherwise provided for by statute or by policy or regulation of this district, each of the following constitutes cause for personnel action against a permanent classified employee:

- a. Falsifying any information supplied to the school district, including, but not limited to, information supplied on application forms, employment records, or any other school district records.
- b. Incompetency
- c. Inefficiency
- d. Neglect of duty
- e. Insubordination
- f. Dishonesty
- g. Drinking alcoholic beverages while on duty or in such close time proximity thereto as to cause any detrimental effect upon the employee or upon employees associated with him/her (cf. 4020 – Drug and Alcohol-Free Workplace)
- h. Possessing or being under the influence of a controlled substance at work or away from work, or furnishing a controlled substance to a minor

## DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

- i. Conviction of a felony, conviction of any sex offense made relevant by provisions of law, or conviction of a misdemeanor which is of such a nature as to adversely affect the employee's ability to perform the duties and responsibilities of his/her position. A plea or verdict of guilty, or a conviction following a plea of nolo contendere, is deemed to be a conviction for this purpose
- j. Absence without leave.
- k. Immoral conduct
- l. Discourteous treatment of the public, students, or other employees
- m. Improper political activity
- n. Willful disobedience
- o. Misuse of district property
- p. Violation of district, Board or departmental rule, policy, or procedure
- q. Failure to possess or keep in effect any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of the position.
- r. Refusal to take and subscribe any oath or affirmation which is required by law in connection with his/her employment.
- s. A physical or mental disability which precludes the employee from the proper performance of his/her duties and responsibilities as determined by competent medical authority, except as otherwise provide by a contract or by law regulating the retirement or employees.
- t. Unlawful discrimination, including harassment, on the basis of **actual race, color, ethnic group identification, national origin, ancestry, religion, age, marital status, or parental status, pregnancy, physical handicap or mental disability, medical condition, veteran status, gender, genetic information, sex, sexual orientation, religious creed, or the perception of one or more of such characteristics.** or against the public or other employees while acting in the capacity of a district employee.



## DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

- u. Unlawful retaliation against any other district officer or employee or member of the public who, in good faith, reports, discloses, divulges, or otherwise brings to the attention of any appropriate authority any information relative to an actual or suspected violation of state or federal law occurring on the job or directly related thereto.
- v. Any other failure of good behavior either during or outside of duty hours which is of such nature that it causes discredit to the district or his/her employment.

Except as defined in item "s" above, no personnel action shall be taken for any cause which arose before the employee became permanent, nor for any cause which arose more than two years before the date of the filing of the notice of cause unless this cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee would have disclosed the facts to the district.

## 2. Initiation and Notification of Charges

The Superintendent or designee may initiate a personnel action as defined herein against a permanent classified employee.

In all cases involving a personnel action, the person initiating the action shall file a written recommendation of personnel action with the Board. A copy of the recommendation shall be served upon the employee personally or by registered or certified mail, return receipt requested, at the employee's last known address. The recommendation shall include:

- a. A statement of the nature of the personnel action (suspension without pay, demotion, reduction of pay step in class, or dismissal).
- b. A statement of the cause or causes for the personnel action as set forth above.
- c. A statement of the specific acts or omissions upon which the causes are based. If a violation or rule, policy, or regulation of the district is alleged, the rule, policy, or regulation violated shall be stated in the recommendation.
- d. A statement of the employee's right to appeal the recommendation and the manner and time within which the appeal must be filed.
- e. A card or paper, the signing and filing of which shall constitute a demand for hearing and a denial of all charges.

## DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

## 3. Employment Status Pending Appeal or Waiver

Except as provided herein, any employee against whom a recommendation of personnel action has been issued shall remain on active duty status and responsible for fulfilling the duties of the position pending his/her appeal or waiver thereof.

If the Superintendent or designee determines that a permanent classified employee should be dismissed and that his/her continuing in active duty status would present an unreasonable risk of harm to students, staff, or property while proceedings are pending, the Superintendent or designee may order the employee immediately suspended from duty without pay in conjunction with the recommendation of personnel action. This suspension order shall be in writing and shall state the reasons that the suspension is deemed necessary. The suspension order shall be served upon the employee either personally or by registered or certified mail, return receipt requested, immediately after issuance. Except in cases of emergency when the employee must be removed from the premises immediately, the Superintendent or designee shall give the employee written notice of the proposed recommendation of dismissal at least five calendar days before the effective date of any order of dismissal. This notice shall state that immediate suspension without pay is being considered, the reasons for the proposed dismissal and proposed immediate suspension without pay, materials upon which the proposed action is based, and the employee's right to respond to the Superintendent or designee orally or in writing before the final recommendation and order are issued.

## 4. Time Limit of Suspension

Except for a suspension imposed under #3 above, any suspension invoked under these rules against any one person for one or more periods shall not aggregate more than 90 calendar days in any 12-month period; however, this time limitation shall not apply to cases in which a personnel action of dismissal is modified by the Board to a suspension.

## 5. Right to Appeal

Within five calendar days after receiving the recommendation of personnel action described above, the employee may appeal by signing and filing the card or paper included with the recommendation. Any other written document signed and appropriately filed within the specified time limit by the employee shall constitute a sufficient notice of appeal. A notice of appeal is filed only by delivering the notice of appeal to the office of the Superintendent or designee during normal work hours of that office. A notice of appeal may be mailed to the office of the Superintendent or designee but must be received or postmarked no later than the time limit stated herein. In cases where an order of suspension without pay has been issued in conjunction with a recommendation of dismissal, any appeal of the recommendation of dismissal shall also constitute an appeal of the suspension order, and the necessity of the order shall be an issue in the appeal hearing.

## DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

If the employee fails to file a notice of appeal within the time specified in these rules, he/she shall be deemed to have waived his/her right to appeal, and the Board may order the recommended personnel action into effect immediately.

## 6. Amended/Supplemental Charges

At any time before an employee's appeal is finally submitted to the Board or to hearing officer for decision, the complainant may, with the consent of the Board or hearing officer, serve on the employee and file with the Board an amended or supplemental recommendation of personnel action.

If the amended or supplemental recommendation presents new causes or allegations, the employee shall be afforded a reasonable opportunity to prepare his/her defense. Any new causes or allegations shall be deemed controverted and any objections to the amended or supplemental causes or allegations may be made orally at the hearing and shall be noted on the record.

## 7. Hearing Procedures

- a. The hearing shall be held at the earliest convenient date, taking into consideration the established schedule of the Board or hearing officer and the availability of counsel and witnesses. The parties shall be notified of the time and place of the hearing. The employee shall be entitled to appear personally, produce evidence, and have counsel. The employee shall be entitled to a public hearing if he/she demands it when the Board is hearing the appeal. The complainant may also be represented by counsel. The procedure entitled "Administrative Adjudication" commencing with Government Code 11500 shall not apply to any such hearing before the Board or a hearing officer. Neither the Board nor a hearing officer shall be bound by rules of evidence used in California courts. Informality in any such hearing shall not invalidate any order or decision made or approved by the hearing office or the Board.
- b. All hearings shall be heard by a hearing officer (who shall be an attorney licensed in the State of California) except in those cases where the Board determines to hear the appeal itself.

In any case in which the Board hears the appeal, the Board may use the services of its counsel or a hearing officer in ruling upon procedural questions, objections to evidence, and issues of law. If the appeal is heard by the Board, the Board shall affirm, modify or revoke the recommended personnel action.

- c. If the appeal is heard by a hearing officer, he/she shall prepare a proposed decision in a form that may be adopted by the Board as the decision in the case. A copy of proposed decision shall be received and filed by the Board and furnished to each party within 10 days after the proposed decision is filed by the Board. The Board may:

## DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

1. Adopt the proposed decision in its entirety;
  2. Reduce the personnel action set forth in the proposed decision and adopt the balance of the proposed decision;
  3. Reject a proposed reduction in personnel action, approve the personnel action sought by the complainant or any lesser penalty, and adopt the balance of the proposed decision.
  4. Reject the proposed decision in its entirety.
- d. If the Board rejects the proposed decision in its entirety, each party shall be notified of such action and the Board may decide the case upon the record including the transcript, with or without the taking of additional evidence, or may refer the case to the same or another hearing officer to take additional evidence. If the case is so assigned to a hearing officer, he/she shall prepare a proposed decision, as provide item "c" above, upon the additional evidence and the transcript and other papers which are part of the record of the prior hearing. A copy of this proposed decision shall be furnished to each party within 10 days after the proposed decision is filed by the Board.
- e. In arriving at a decision or a proposed decision on the propriety of the proposed personnel action, the Board or the hearing officer may consider the records of any prior personnel action proceedings against the employee in which a personnel action was ultimately sustained and any records that were contained in the employee's personnel files and introduced into evidence at the hearing.
8. Hearing Decision

The decision of the Board shall be in writing and shall contain findings of fact and the personnel action approved, if any. The findings may reiterate the language of the pleadings or simply refer to them.

The decision of the Board shall be certified to the Superintendent or designee who recommended the personnel action, and he/she shall enforce and follow this decision. A copy of the decision shall be delivered to the appellant or his/her designated representative personally or by registered mail. The decision of the Board shall be final.

9. Compulsory Dismissal

The district shall not employ or retain in employment any person who has been convicted of any sex offense as defined in Education Code 44010 or any controlled substance offense as defined in Education Code 44011. However, the district may employ a person convicted of a controlled substance offense if the Board determines

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

from the evidence it requires that the person has been rehabilitated for at least five years. If any such conviction is reversed and the person acquitted or charges dismissed except as otherwise provided below, the employee may be reemployed by the district, although reemployment is not a guarantee. (Education Code 45123)

The district reserves the right to dismiss an employee for any acts upon which the original criminal charges were based, despite the disposition by the courts. If dismissal is recommended and upheld, an employee will not be reemployed or compensated for the time he/she was suspended unless otherwise required by law. An employee shall be given notice of the possibility of not being reimbursed during mandatory suspension if he/she is ultimately dismissed for the acts upon which the original charges were based.

Regulation  
reviewed: November 4, 1997

CULVER CITY UNIFIED SCHOOL DISTRICT  
Culver City, California

**12.2 First Reading of Administrative Regulation 3100, Business and Non-Instructional Operation – Budget; Formation of the Community Budget Advisory Committee**

It is a recommended practice that the Board of Education review Board Policies and Procedures that are significant to the operation of the District on a regular basis.

The attached document reflects changes to Administrative Regulation 3100 – Budget; Formation of the Community Budget Advisory Committee (CBAC), and is presented for information and review by the Board.

**BUDGET**

The district budget shall be prepared annually from the best possible estimates that individual schools and district administrative staff can provide. Appropriate consolidation shall occur as the budget progresses through the various levels of review.

The district budget shall be developed in accordance with standards and criteria for fiscal accountability adopted by the State Board of Education. (Education Code 33129) (cf. 3460 - Financial Reports and Accountability)

**Goals and Objectives**

~~The budget reflects the District's goals and objectives that were developed by the Strategic Planning Committee and adopted by the Board.~~ Budget development, monitoring and evaluation are focused to support the following **goals and objectives**:

We will provide each student with the opportunities, resources and support necessary to achieve his or her academic and personal goals.

We will create and maintain a safe learning environment.

We will create and maintain challenging learning experiences and environments that not only enable all students to meet or exceed recognized standards, but inspire them to achieve their highest personal and academic goals.

We will develop the character of each student in a dynamic community that reflects common core values of our society.

We will attract, value and support our educational teams to provide the best learning opportunities for our students.

We will take full advantage of the community's diverse resources.

We will seek and actively pursue a multitude of funding sources to support and enhance academic and personal growth.

**Formation of the Community Budget Advisory Committee (CBAC)**

A Community Budget Advisory Committee (CBAC) shall be established by the Superintendent in an effort to make the budget a comprehensive reflection of the financial needs of the school program. Steps shall be taken to involve representatives of the lay citizenry, certificated and classified staff, and the administrative staff in the developmental process. ~~The degree of participation and method of selection of certificated and classified staff shall be determined by the appropriate bargaining unit.~~

## BUDGET

**Formation of the Community Budget Advisory Committee (CBAC) (cont'd)**

**Membership:** ~~The majority of the CBAC shall be composed of lay citizens. Representatives shall be appointed as follows:~~

1. Ten community representatives **selected by the Board of Education, eight of whom represent the K-12 schools and two are at large. Each such representative shall have full voting rights, provided that such representative meets the minimum attendance requirements as set forth in Voting, Item 1** (each to serve a two-year term).
  - a. **Community representatives shall serve a term of two years. After the expiration of a community representative's term, the community representative may apply to the Board of Education for an additional term. No community member may serve more than three consecutive two-year terms.**
  - b. **The Board of Education will appoint CBAC representatives for terms that are effective from the organizational meeting and ending on June 30.**
2. One site administrator from each level (elementary, middle and high school) shall be appointed by the Superintendent to represent upper and lower division interests **Each such representative shall have full voting rights, provided that such representative meets the minimum attendance requirements as set forth in Voting, Item 1.**
3. One teacher **additional representative** shall be appointed by the certificated bargaining unit. **The bargaining unit's representative shall have full voting rights, provided that the bargaining unit meets the minimum attendance requirements as set forth in Voting, Item 1.**
4. One classified **additional** representative shall be appointed by the classified bargaining unit. **The bargaining unit's representative shall have full voting rights, provided that the bargaining unit meets the minimum attendance requirements as set forth in Voting, Item 1.**
5. ~~The Assistant Superintendent, Human Resources and the Assistant Superintendent, Business Services, shall represent District management. The Assistant Superintendent, Business Services shall serve as Chairperson.~~ **The Chairperson shall not have voting rights.**
6. **Five community representatives selected by the Board of Education to serve as non-voting alternates. Non-voting alternates may become voting members only if 1) a voting member is replaced, and 2) the alternate is appointed by the Board of Election to become a voting member. An alternate may not replace an absent voting member without prior Board of Education approval. In the event that an alternate is appointed by the Board of Education as a voting member, the alternate shall complete the term of the replaced voting member. The Board of Education shall then appoint a new alternate.**
  - a. **Non-voting alternates shall serve a term of two years. After the expiration of a community non-voting alternate's term, the alternate may apply to the Board of Education for an additional term or for a position as a voting member.**
  - b. **The Board of Education will appoint CBAC representatives for terms that are effective from the organizational meeting and ending on June 30.**



## BUDGET

**Formation of the Community Budget Advisory Committee (CBAC) (cont'd)**

In an effort to maintain continuity and a level of budget expertise, each year the Board of Education shall ensure, through appointment or re-appointment, that five community members serve as representatives, while five additional community members serve as alternates. This The ratio of representatives to alternates shall be maintained each year.

- ~~To initiate the Committee, ten representatives will be selected by The Board of Education; five of whom will act as alternates serving only a one-year term for the first school year in which CBAC is established. This is necessary to establish the staggered alternate/representative rotation cycle~~
- ~~Each member's first year will be served as alternate and the second year will be served as member. If a member serves for more than one term of two years, the subsequent term(s) may be served as either alternate or representative. This will ensure that the Board always has an alternate representative observing and participating for a year prior to rotating to the position of a CBAC representative.~~
- ~~Should a Board-appointed community representative resign, the Board of Education shall appoint a community member to complete his/her term.~~

**Community Budget Advisory Committee (CBAC) Process**

It is anticipated that a meetings will be held approximately once-a-month at a time to be determined by the Committee CBAC. The meeting cycle will begin with an organizational meeting, typically held in October, and ending in June prior to budget adoption. All CBAC meetings will be open to the public. The Board of Education will appoint committee representatives for terms that are effective from the organizational meeting and ending on June 30. A board-appointed committee member may not serve more than three consecutive terms.

Members of the Committee CBAC shall be furnished information including, but not limited to sources of revenue, organizational charts, expenditures and information necessary to understand the budgeting process. Forms and/or other information will be furnished to the Committee CBAC as the budget process evolves. Members of the Board shall receive regular progress reports of Committee CBAC activities from the Superintendent and/or the Assistant Superintendent of Business Services.

Public notice shall be given through information presented at Board Meetings and through appropriate media advertisements. On an annual basis, a list of interested persons willing to volunteer time to serve on the CBAC will be compiled in the Superintendent's Office and submitted to the Board in September. The Board will make appointments to the Committee CBAC from this list using a structured procedure.

**Duties of the Community Budget Advisory Committee**

Members of the CBAC will be expected to:

1. Become and remain knowledgeable of California school financial matters by regularly attending committee CBAC meetings and staying current with budget information.
2. ~~Regularly attend meetings of the budget committee which will typically be held beginning in October through June, and as needed during the calendar year. Members who exceed five absences during a fiscal year will be excused from the Committee.~~

BUDGET

**Duties of the Community Budget Advisory Committee (cont'd.)**

32. Become familiar with income projections for the District budget including projections of Average Daily Attendance (ADA), increases **and/or decreases** in State and Federal funding, and changes and/or additions to any other source of income available to the school District.
43. Review operational allocations to sites and departments.
54. Review special requests submitted by sites and departments for funding beyond their operational allocations.
65. Review budget requests in relation to overall District needs. Make recommendations to develop a budget that is a comprehensive reflection of the instructional needs of the school system within financial limitations.
76. Be responsible for recommending reductions and/or additions to the budget.
87. Develop a preliminary list of budget recommendations to be presented to the Superintendent for review no later than May 15. Include a prioritization of requests that were not included due to lack of funds and a prioritized list of budget reduction contingencies should a revenue shortfall occur. The budget recommendations must keep in mind all requirements established by the State of California in its Criteria and Standards and the constraints of collective bargaining agreements.
98. Review and incorporate the Superintendent's recommended changes, if any, into the Committee's **CBAC's** preliminary budget recommendations. The Superintendent shall be responsible for final recommendations presented to the Board of Education.

**Voting**

**Voting will occur only at regularly scheduled meetings. Votes will require the presence of a quorum. A quorum is defined as 50% of the current eligible-voting members.**

- 1. In order to be eligible to vote, a member/bargaining unit must have been in attendance at a minimum of 2/3 of the prior meetings over the previous six months.**
- 2. All voting shall be done in writing, with the member's name listed on the voting document.**
- 3. When voting to prioritize expenditures, the following method shall be used:**
  - a. Each expenditure discussed shall be delineated and presented to the members of the CBAC;**
  - b. All voting shall be done in writing;**
  - c. Each voting member, individually, shall prioritize each of the delineated expenditures, with the highest single priority expenditure item being assigned a value of "1," the second highest single priority expenditure item being assigned a value of "2," the third single highest priority expenditure item being assigned a value of "3," and continuing for each and every single priority expenditure item and assigning a corresponding value to each, until and including the lowest priority expenditure item being assigned a value equal to the number of delineated expenditure items.**



BUDGET

Removal of a Member

A member of the CBAC shall be removed from the CBAC if:

1. The member resigns;
2. The Chairperson determines that it is in the best interest of the CBAC if the member is removed; or
3. The member fails to attend a majority of the CBAC meetings over a twelve month period.

Decision Making Process

The Community Budget Advisory Committee CBAC will meet early in the budget planning year to review the needs and requirements of the school district for the ensuing year. Input from various sources will be considered in estimating revenues and required expenditures, including recommendations from the Board of Education, administration, staff, community, recent legal decisions, newly implemented fees, and any other actions which might impact the school budget. The CBAC will utilize information gathered at the meetings to formulate recommendations that are in harmony with the goals and objectives of the School District.

Prior to May 30, the Superintendent will review the CBAC proposal and respond back to the Committee CBAC. The Superintendent may make additional recommendations to the CBAC, request that the Committee CBAC review a specific budget problem and make recommendations for its solution, or may ask that CBAC realign some priorities.

The Superintendent will then take the CBAC recommendations to the Board of Education for review. If the Board is in accord with the recommendations, they will be included in the final adopted budget for the ensuing year.

The CBAC will normally use the consensus model for decision making. This model is based on discussion and reaching agreement among the members. When any member is not comfortable with the outcome on a particular issue, deliberations will continue until that person is at least able to live with the decision or understands the decision to the point where he/she agrees not to undermine the efforts of the Committee CBAC.

Alternates are not "voting members" of the Committee CBAC. However, each alternate should participate fully in other committee CBAC activities such as discussions, analyses and making recommendations. It should be remembered by all persons serving on an advisory committee the CBAC that the responsibility of the Committee CBAC is limited to recommending, not decision making.

Disbanding of the Community Budget Advisory Committee

The CBAC shall be disbanded if any of the following occur:

1. The Board of Education determines that there are not enough qualified candidates to fill the positions on CBAC;
2. Two consecutive properly noticed CBAC meetings fail to draw a quorum.
  - a. If CBAC fails to draw a quorum at two consecutive meetings, the Assistant Superintendent of Business Services shall notify the Board of Education at the next regularly scheduled meeting of the Board of Education, and at that time, unless revived by the Board of Education, CBAC shall be disbanded.

**BUDGET**

**Budget Guidelines**

1. The budget calendar will be established annually and observed by administration and other persons concerned with the final adoption of the budget.
2. Participation in the development of the budget is encouraged through staff and employee involvement. Likewise, interested citizens will be afforded the opportunity to make budget recommendations through established procedures: such as CBAC meetings and public hearing budget workshops.
3. Statement of Belief: It is the District's desire that the budget should be understood by all interested citizens and employees. In accordance with the recommended budget calendar, a sincere effort will be made to have citizens and employees understand the budget of the school District.
4. The budget should be developed on a line-by-line basis. Lump sum appropriations should be avoided.
5. The budget should be presented in an understandable, reader-friendly form with appropriate comments.
6. Budget development should be accomplished on a policy basis. Example: policies regarding class size, bus transportation limits, supply allotments, textbook replacements, custodial allotments, etc.
7. When possible, exact amounts will be budgeted for all revenues and expenditures.
8. A general reserve is needed. Use of the special reserve fund will be considered as an emergency reserve only.
9. Deficit financing should be avoided.
10. All legal requirements should be carefully observed.
11. Budget appropriations and the accounting system should be coordinated so that financial statements may be readily issued and future budgets prepared efficiently.
12. Budgeting should be considered a continuous process and proper files maintained throughout the year as a means of expediting the budgetary process and handling the budget calendar.
13. Budgets should be developed using appropriate historical data regarding past expenditures.
14. Adopted and Interim Budgets should explain the impact to educational services if funding is added or eliminated by budget revisions.
15. Categorical funds, block grants and other restricted programs shall be considered in the context of the regulations governing their use.
16. CBAC shall consider state audit and accounting regulations when making recommendations regarding the use of funds and appropriations.

**BUDGET****Budget Projections and Assumptions**

The first budget projections and assumptions, based on a refinement of a multi-year projection, should be prepared by mid-April and should include the following:

- Anticipated enrollment based on current projections, anticipated trends and historical data
- Projected ending balance of funds based on current income and expenditures and the status of the District reserve
- Anticipated revenues based on information provided in the Governor's Budget and modified by any later interpretations. The actual calculations include all categorical programs including special education.
- Anticipated expenses based on salary projections for the anticipated staffing levels, with step and column increases, and a rollover of current non-salary expenditures with an inflation factor added to particular accounts. These expenditures would also include all categorical programs and allow for any anticipated carryover from the prior year.

The purpose of the budget projection and assumptions is to identify the magnitude of the fiscal issues in the coming budget development. This projection will result in one of the following general conditions:

- A budget in deficit suggests that program and/or staff reduction will be needed to balance the budget, with additional reductions necessary to allow for any compensation increases
- A budget in balance suggests that reductions will be necessary to fund any compensation increases and
- that any program improvement must be countered with corresponding program reductions

**Budget Monitoring**

Budgeting is a process, not ~~an a one-time event, and is not a one-shot activity~~ that comes to a sudden halt when the budget is formally adopted. The budget is a yearlong plan that needs to be monitored and updated as conditions change. ~~A system must exist to adjust the budget to reflect changes that occur so that there are no surprises at the end of the year.~~

The ~~C~~**Chief B**usiness ~~O~~**fficial** has the responsibility for projecting revenues and expenditures ~~throughout the year and must analyze these as the year progresses.~~ Any significant changes in budgeted amounts shall be reported to the Board and District Administrators, and the budget shall be revised.

**Budget Modifications**

Each person with responsibility for monitoring the budget, including the Board, shall understand his or her role, authority, and the procedures for administering the budget.

The budget document is not intended to be static throughout the fiscal year. As income and expenditures vary from the adopted budget, the budget must be changed by Board action. Expenditures must not exceed the amount budgeted in the major expenditure classifications. However, budget transfers can be made with the approval of the Governing Board in accordance with Administrative Regulation 3110(a). Some of these transfers are (1) transfers between expenditure classifications; (2) transfers from the appropriations for contingencies; (3) budget transfers at the end of the year; and (4) interfund transfers.

**BUDGET****Budget Modifications (cont'd)**

The budget shall be revised before any liability is incurred or when a revised projection of income indicates a material change in the assumptions used to prepare the current budget. Variances between budget and actual shall be examined promptly and appropriate action taken.

Budget monitoring shall be a shared responsibility among the **Chief Business Official**, the Board, the Superintendent, and the site and program managers. Since expenditure authority is decentralized, it is essential that budget information be disseminated to these **site and department** administrators.

**Monthly Financial Reports**

Accurate and timely financial reporting is necessary to aid the governing Board and the administration in making financial decisions. The ~~monthly~~ reports generated from the accounting system should be clear, concise, and timely. They should reflect current information that allows the Board and administration to make mid-course corrections if the need arises.

Budget status reports shall be of the simplest design possible and yet in enough detail to provide information for management decisions. Detailed financial reports shall be prepared and distributed to cost centers no less than every three months, preferably at one month intervals during the year.

**Interim Report**

Interim financial reports shall be provided to the Board with a comparison between the budgeted financial condition and the projected financial condition of the District in sufficient detail for the Board to certify the District's ability to meet future obligations. It is a legal requirement for **interim** ~~these two~~ financial reports to be submitted to **the** ~~G~~governing Boards. When significant changes in income or expenditures occur, the Board and administration shall receive ~~monthly~~ reports that include a narrative explanation.

**Budget Development Philosophy**

At the end of the budget cycle, an evaluation of the budgeting process should be conducted. Each budget phase should be reviewed and critiqued to seek ways to improve upon the process. The following are samples of the type of questions that should be asked by the budget committee and/or district administration in their evaluation of the budgeting process:

1. Did the budget effectively support the District's goals and objectives?
2. Did the budget calendar provide the necessary timelines to meet mandatory budget requirements and allow for proper development of the budget?
3. Were assumptions utilized in the development of the budget reasonably accurate?
4. Is there a need to change the roles and/or responsibilities of staff involved in the budget development process?

**BUDGET**

**SINGLE BUDGET ADOPTION PROCESS**

Before adopting the budget, the Governing Board shall hold a public hearing. The proposed budget shall be available for public inspection at least three working days before this hearing. (Education Code 42103, 42127)

An agenda for this hearing shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. (Education Code 42127)

Any district resident may appear at the public hearing and speak to the proposed budget or any item on the budget. The hearing may conclude when all residents who so desire have had the opportunity to be heard. (Education Code 42103) Sufficient time shall be allowed so that the budget can still be adopted by July 1. (cf. 9320 - Meetings and Notices)  
(cf. 9323 - Meeting Conduct)

The Superintendent or designee shall file the adopted budget with the County Superintendent no later than five days after adoption or by July 1, whichever occurs first. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which are consequently necessary. (Education Code 42127)

If the County Superintendent disapproves the district's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before September 8. (Education Code 42127)

The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

(cf. 9320 - Meetings and Notices)  
(cf. 9323 - Meeting Conduct)

Regulation  
reviewed: February 5, 2002

Regulation  
revised: November 8, 2005

**Regulation**  
**reviewed: October 26, 2010**

**CULVER CITY UNIFIED SCHOOL DISTRICT**  
Culver City, California



**12.3 2010-2011 Budget Update**

Mr. Ali Delawalla, Assistant Superintendent of Business Services, will provide an update of the 2010-2011 budget.

10/26/10  
14.1a

## BOARD REPORT

### 14.1a Appointment of Citizens' Oversight Committee

The Board previously approved the formation of a Citizens' Oversight Committee to oversee funds generated by the community approved Measure EE Parcel Tax. The application process has ended and on October 12, 2010 Board members individually chose their top applicants to serve on the committee.

The Board is officially taking action to appoint Crystal Alexander, Tom Cho, Lloyd Dixon, James Harris, and Kelly Weil to serve as the first members of the Citizens' Oversight Committee to oversee revenue generated from the Measure EE Parcel Tax.

#### RECOMMENDED MOTION

That the Board approve to appoint Crystal Alexander, Tom Cho, Lloyd Dixon, James Harris, and Kelly Weil to serve as the first official members of the Citizens' Oversight Committee to oversee revenue generated from the Measure EE Parcel Tax.

Moved by:

Seconded by:

Vote:

**BOARD REPORT**

**10/12/10**

**14.2a**

**14.2a Approval is Recommended for the Second Reading of Revised Board Policy 5131.5, Students – Vandalism, Theft and Graffiti**

It is recommended practice that the Board of Education regularly review Board Policies/Administrative Regulations that are significant to the operation of the district. A revised Board Policy on Vandalism, Theft and Graffiti is being presented for a second reading and approval.

RECOMMENDED MOTION: That the Board approve the Second Reading of Revised Board Policy 5131.5, Students – Vandalism, Theft and Graffiti.

Moved by:

Seconded by:

Vote:

## VANDALISM, THEFT AND GRAFFITI

The Governing Board considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti.

*(cf. 3515.4 - Recovery for Property Loss or Damage)*

~~Any district student who commits an act of vandalism shall be subject to disciplinary action by the district and also may be prosecuted through other legal means. If reparation of damages is not made, the district also may withhold the student's grades, diploma and/or transcripts in accordance with law.~~

~~*(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)*~~

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

### *Legal Reference:*

#### *EDUCATION CODE*

~~*48900 Grounds for suspension or expulsion*~~

~~*48904 Willful misconduct, limit of liability of parent or guardian*~~

~~*48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of*~~

~~*pupils to new school districts; notice to rescind decision to withhold*~~

#### *CIVIL CODE*

~~*1714.1 Liability of parent or guardian for act of willful misconduct by a minor*~~

#### *GOVERNMENT CODE*

~~*53069.5 Reward for information concerning person causing death, injury, or property damage; liability for*~~

~~*reward*~~

#### *PENAL CODE*

~~*594 Vandalism*~~

~~*640.5 Graffiti; facilities or vehicles of governmental entity*~~

~~*640.6 Graffiti*~~

#### *CODE OF REGULATIONS, TITLE 5*

~~*305 Pupil responsible for care of property*~~

**The Governing Board desires to enhance student learning by striving to provide an environment where students and staff can feel safe and secure and can take pride in their school. To that end, the Superintendent or designee shall develop strategies for preventing theft, graffiti and vandalism on school grounds, including collaborating with local law enforcement and city and county officials, as appropriate, to help develop a coordinated response to theft, graffiti and vandalism in the community.**

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

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

**(cf. 3515 – Campus Security)**

**VANDALISM, THEFT AND GRAFFITI**

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

**(cf. 5131.7 – Positive School Climate)**

**(cf. 5136 – Gangs)**

**(cf. 5138 – Conflict Resolution/Peer mediation)**

**Students and staff are encouraged to report any theft, graffiti or vandalism to the principal or designee for investigation. The principal or designee shall determine whether the incident necessitates an investigation pursuant to the district's sexual harassment, hate-motivated behavior, or nondiscrimination grievance procedure.**

**(cf. 5145.3 – Nondiscrimination/Harassment)**

**(cf. 5145.7 – Sexual Harassment)**

**(cf. 5145.9 – Hate-Motivated Behavior)**

**As appropriate, the principal or designee may contact local law enforcement in instances when the graffiti is repetitive, identifies particular targets or groups, identifies the perpetrator, and/or contains incitements to violence, threats, or intimidation or for any other reason as deemed by the principal or designee. Photographs or other evidence of the vandalism or graffiti shall be preserved as necessary for investigation by the district or law enforcement and as evidence in any district disciplinary proceedings.**

**The principal or designee shall ensure that graffiti on school grounds is removed and covered as soon as possible, and if practicable before the beginning of the school day.**

**A student who commits an act of theft, vandalism or graffiti on school grounds shall be subject to disciplinary action, including, but not limited to, suspension or expulsion in accordance with Board policy and administrative regulation. If reparation for damages is not made, the district also may withhold the student's grades, diploma, and/or transcripts in accordance with law.**

**(cf. 3515.4 – Recovery for Property Loss or Damage)**

**(cf. 5125.2 – Withholding Grades, Diploma or Transcripts)**

**(cf. 5131 – Conduct)**

**(cf. 5144 – Discipline)**

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

**Legal Reference:**

**EDUCATION CODE**

**48900 Grounds for suspension or expulsion**

**48904 Willful misconduct, limit of liability of parent or guardian**

Students

BP 5131.5(c)

**VANDALISM, THEFT AND GRAFFITI**

**48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury**

**CIVIL CODE**

**51.7 Right to be free from violence**

**52.1 Discrimination liability**

**1714.1 Liability of parent or guardian for act of willful misconduct by a minor**

**GOVERNMENT CODE**

**53069.5 Reward for information**

**PENAL CODE**

**594 Vandalism**

**594.1 Aerosol containers of paint**

**594.2 Intent to commit vandalism or graffiti**

**594.6 Vandalism or graffiti, community service**

**640.5 Graffiti; facilities or vehicles of governmental entity**

**640.6 Graffiti**

**CODE OF REGULATIONS, TITLE 5**

**305 Student responsible for care of property**

**Management Resources:**

**WEB SITES**

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

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

Policy  
adopted: February 3, 1998

**Policy**  
**Reviewed: October 12, 2010**

**Policy**  
**Reviewed: October 26, 2010**

**CULVER CITY UNIFIED SCHOOL DISTRICT**  
Culver City, California

## BOARD REPORT

10/26/10  
14.2b

**14.2b Approval is Recommended for the California Department of Education General Waiver Request for the 2011-12 Open Enrollment Act**

Linwood E. Howe School does meet the criteria listed in either Education Code or California Code of Regulations for the Open Enrollment Act. The inclusion of Linwood E. Howe Elementary School on this list is inappropriate because Linwood E. Howe is not a low achieving school. Linwood E. Howe has a 2009 Growth API of 804 and a 2010 Growth API of 797. Linwood E. Howe was designated a Title I High Achieving School in 2008. Linwood E. Howe is not, and never has been identified as a Program Improvement School.

RECOMMENDED MOTION:            That the Board approve the California Department of Education General Waiver Request for the 2011-12 Open Enrollment Act.

Moved by:

Seconded by:

CALIFORNIA DEPARTMENT OF EDUCATION  
**GENERAL WAIVER REQUEST**

GW-1 (Rev. 10-2-09) <http://www.cde.ca.gov/re/lr/wr/>

**First Time Waiver:**  **Renewal Waiver:**

Send Original plus one copy to:  
 Waiver Office, California Department of Education  
 1430 N Street, Suite 5602  
 Sacramento, CA 95814

Send Electronic copy in **Word** and  
 back-up material to: [waiver@cde.ca.gov](mailto:waiver@cde.ca.gov)

CD CODE						
1	9	6	4	4	4	4

Local educational agency: Culver City Unified School District			Contact name and Title: Gwenis Laura Assistant Superintendent			Contact person's e-mail address: gwenislaura@ccusd.org		
Address:		(City)	(State)	(ZIP)	Phone (and extension, if necessary): (310) 842-4220 x4213			
4034 Irving Place		Culver City	CA	90232	Fax Number: (310) 842-4274			
Period of request: (month/day/year)			Local board approval date: (Required)			Date of public hearing: (Required)		
From: 7/1/11		To: 6/30/12	10/26/10			10/26/10		

**LEGAL CRITERIA**

1. Under the general waiver authority of *Education Code* 33050-33053, the particular *Education Code* or *California Code of Regulations* section(s) to be waived (number): 48352 (a) Circle One- EC or CCR

Topic of the waiver: Inclusion on List of Low Performing Schools

2. If this is a renewal of a previously approved waiver, please list Waiver Number: \_\_\_\_\_ and date of SBE Approval \_\_\_\_\_  
 Renewals of waivers must be submitted two months before the active waiver expires.

3. Collective bargaining unit information. Does the district have any employee bargaining units?  No  Yes If yes, please complete required information below:

Bargaining unit(s) consulted on date(s):

1. 10/19/10
2. 10/19/10

Name of bargaining unit and representative(s) consulted (and positions):

1. Association of Classified Employees (Debbie Hamme, President)
2. Culver City Federation of Teachers (David Mielke, President)

The position(s) of the bargaining units:

Neutral  Support  Oppose

4. Public hearing requirement: A public hearing is not simply a board meeting, but a properly noticed public hearing held during a board meeting at which time the public may testify on the waiver proposal. Distribution of local board agenda does not constitute notice of a public hearing. Acceptable ways to advertise include: (1) print a notice that includes the time, date, location, and subject of the hearing in a newspaper of general circulation; or (2) in small school districts, post a formal notice at each school and three public places in the district.

How was the required public hearing advertised?

Notice in a newspaper  Notice posted at each school  Other: Notice posted on website and at District Office.

5. Advisory committee or school site councils. Please identify the council(s) or committee that reviewed this waiver:

Date the committee/council reviewed the waiver request: Staff (10/20/10); Site Council (10/21/10); ELAC (10/22/10)

Were there any objection(s)? No  Yes  (If there were objections please specify)



CALIFORNIA DEPARTMENT OF EDUCATION  
**GENERAL WAIVER REQUEST**  
 GW-1 (10-2-09)

6. *Education Code or California Code of Regulations* section to be waived. If the request is to waive a portion of a section, type the text of the pertinent sentence of the law, or those exact phrases requested to be waived (use a **strike out key**).  
 (a) ~~"Low achieving school" means any school identified by the Superintendent pursuant to the following:~~  
 — (1) ~~Excluding the schools, and taking into account the impact of the criteria in paragraph (2), the Superintendent annually shall create a list of 1,000 schools ranked by increasing API with the same ratio of elementary, middle, and high schools as existed in decile 1 in the 2008-09 school year.~~  
 — (2) ~~In constructing the list of 1,000 schools each year, the Superintendent shall ensure each of the following:~~  
 — (A) ~~A local educational agency shall not have more than 10 percent of its schools on the list. However, if the number of schools in a local educational agency is not evenly divisible by 10, the Superintendent shall round up to the next whole number of schools.~~  
 — (B) ~~Court, community, or community day schools shall not be included on the list.~~  
 — (C) ~~Charter schools shall not be included on the list.~~

7. *Desired outcome/rationale.* Describe briefly the circumstances that brought about the request and why the waiver is necessary to achieve improved student performance and/or streamline or facilitate local agency operations. If more space is needed, please attach additional pages.

Culver City Unified School District is requesting the removal of Linwood E. Howe Elementary School from the 2011-12 Open Enrollment – Low Achieving Schools list. The inclusion of Linwood E. Howe School on this list is inappropriate because Linwood E. Howe School is not a low achieving school. Linwood E. Howe School has a 2009 Growth API of 804 and a 2010 Growth API of 797. Linwood E. Howe School was designated a Title I High Achieving School in 2008. Linwood E. Howe School is not, and never has been identified as a Program Improvement School.

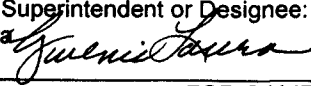
8. *Demographic Information:*

Linwood E. Howe Elementary School has a student population of 496 and is located in an urban setting in Los Angeles County.

Is this waiver associated with an apportionment related audit penalty? (per EC 41344) **No X** Yes   
 (If yes, please attach explanation or copy of audit finding)

Has there been a Categorical Program Monitoring (CPM) finding on this issue? **No X** Yes   
 (If yes, please attach explanation or copy of CPM finding)

**District or County Certification** – I hereby certify that the information provided on this application is correct and complete.

Signature of Superintendent or Designee: Gwenis Laura 	Title: Assistant Superintendent Educational Services	Date: 10/22/10
<b>FOR CALIFORNIA DEPARTMENT OF EDUCATION USE ONLY</b>		
Staff Name (type or print):	Staff Signature:	Date:
Unit Manager (type or print):	Unit Manager Signature:	Date:
Division Director (type or print):	Division Director Signature:	Date:
Deputy (type or print):	Deputy Signature:	Date:

## BOARD REPORT

### **15.1 Use of Council Chambers for All Culver City Unified Board Meetings**

At the request of Board member Karlo Silbiger, the Board previously agreed to hold a meeting at City Hall. This meeting took place on September 28, 2010.

Mr. Silbiger will report his findings regarding the costs involved, date availability, and the logistics of moving future CCUSD Board of Education Meetings to the City Council Chambers at City Hall.

10/26/10  
15.2

## BOARD REPORT

### 15.2 Student Board Member Voting

Board member, Karlo Silbiger, requested this item be placed on the agenda to further discuss with fellow Board members the voting rights and other participation from the Student Board Member.