

**BOARD MEETING NOTICE AND AGENDA**

**CULVER CITY UNIFIED SCHOOL DISTRICT  
Regular Meeting of the Board of Education to  
"Conduct the District's Business in Public"  
CLOSED SESSION – 6:00 p.m.  
OPEN SESSION – 7:00 p.m.**

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

**November 9, 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 Discipline/Dismissal/Release (Pursuant to GC §54947)  
(1 Certificated Employee)
- 3.3 Public Appointment/Employment (Pursuant to GC §54947)  
Certificated Personnel Services Report No. 9  
Classified Personnel Services Report No. 9
- 3.4 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 - None**

**8. ADOPTION OF AGENDA**

Recommendation is made that the agenda be adopted as submitted.

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

Vote \_\_\_\_\_

**9. CONSENT AGENDA**

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

- 9.1 Approval is Recommended for the Minutes of Regular Meeting –  
October 26, 2010
- 9.2 Approval is Recommended for Purchase Orders and Warrants
- 9.3 Approval is Recommended for Acceptance of Gifts - Donations
- 9.4 Approval is Recommended for the Certificated Personnel Reports No. 9
- 9.5 Approval is Recommended for the Classified Personnel Reports No. 9

- 9.6 Approval is Recommended for Culver City High School Students and Teachers to Attend the Sojourn to the Past Field Trip through Southern States, February 17-26, 2011
- 9.7 Acceptance of Enrollment Report
- 9.8 Internship Agreement Between the Culver City Unified School District and Loyola Marymount University

**10. AWARDS, RECOGNITIONS AND PRESENTATIONS**

- 10.1 American Citizenship Awards

**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 - None**

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.

- 11.1 First Reading of Board Bylaw 9150, Student Board Members

**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 - None
- 14.2 Education Services Items - None

**14.3 Business Items**

14.3a Approval is Recommended for Budget Revisions to the General Fund

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

**14.4 Personnel Items**

14.4a Second Reading and Approval of Revised Administrative Regulation 4218, Dismissal/Suspension/Disciplinary Action

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

**15. BOARD BUSINESS**

15.1 Use of Council Chambers for Culver City Unified Board of Education Meetings

15.2 Call for Nominations for CSBA Delegate Assembly

**16. ADJOURNMENT**

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

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

**FUTURE MEETINGS**

December 14 – 7:00 p.m. – Regular Public Meeting, (6:00 p.m. Closed Session), District Office, 4034 Irving Place  
January 11 – 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.

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

Meeting: Special Meeting Date: October 14, 2010  
Place: District Administration Office Time: 6:30 p.m. – Public Meeting  
4034 Irving Place  
Culver City 90232

**Board Members Present**  
Steven Gourley, President  
Scott Zeidman, Esq., Vice President  
Karlo Silbiger, Clerk  
Katherine Paspalis, Esq., Member  
Patricia G. Siever, Member

**Guests Present**  
Dr. Don Brann of The Cosca Group

**Call to Order**

Board President Mr. Gourley called the meeting of the Culver City Unified School District Board of Education to order at 6:30 p.m. with all Board members in attendance.

**2. Adoption of Agenda**

It was moved by Mr. Zeidman and seconded by Ms. Paspalis that the Board adopt the October 14, 2010 agenda as presented. The motion was unanimously approved.

**Board Workshop**

**3. Superintendent Search Update – The Cosca Group**

Dr. Don Brann of The Cosca Group provided Board members with update on the Superintendent search. He shared information with them that was obtained through a series of focus groups held to find out what attributes stakeholders would like to see in a new Superintendent. Board members provided input to Dr. Brann and approved the final brochure to advertise the Superintendent position.

**4. Adjournment**

There being no further business, it was moved by Ms. Siever, seconded by Mr. Silbiger and unanimously approved to adjourn the meeting. Board President Mr. Gourley adjourned the meeting at 8:12 p.m.

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

\_\_\_\_\_  
Superintendent

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

\_\_\_\_\_  
Secretary

**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 26, 2010</u></b>
<b>Place:</b>	<b><u>District Administration Office</u></b>	<b>Time:</b>	<b><u>6:30 p.m. – Public Meeting</u></b>
	<b><u>4034 Irving Place</u></b>		<b><u>6:31 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 6:30 p.m. The Board adjourned to Closed Session at 6:31 p.m. and reconvened the public meeting at 7:05 p.m. with all Board members in attendance. Judith Martin Straw 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 California Department of Education General Waiver Request for the 2011/2012 Open Enrollment Act**

Mr. Gourley opened the Public Hearing at 7:08 p.m. There being no comments from the audience, it was moved by Mr. Zeidman and seconded by Ms. Paspalis to close the Public Hearing. The motion was unanimously approved and the Public Hearing was closed at 7:09 p.m.

**8. Adoption of Agenda**

It was moved by Mr. Zeidman to adopt the agenda with the amendment to move item 14.2b up on the agenda to follow the Adoption of Agenda. Ms. Siever seconded the motion with an additional amendment to move item 15.2 up on the agenda to follow 14.2b since the principal, Amy Anderson, was present and so students could hear the discussion. The motion was unanimously approved to adopt the agenda as amended.

**14. Action Items**

**14.2 Education Services Items**

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

The item was moved by Ms. Siever for discussion. The motion was seconded by Mr. Gourley. Mrs. Jaffe explained to the Board why the General Waiver was needed for Linwood Howe Elementary, and stated that the school was not supposed to be on the list of low-performing schools. Mrs. Jaffe informed the Board that she spoke to a representative at the California Department of Education who confirmed that the schools were put on the list of low-performing schools by way of a formula, and not necessarily test scores. Ms. Paspalis, Mr. Gourley, and Mr. Zeidman all commented on how they thought that the Open Enrollment Act was an ill written bill. Mr. Gourley commended Mrs. Jaffe on how quickly she acted in getting information on the waiver upon notification that Linwood Howe was on the list of one thousand low-performing schools. Mr. Zeidman stated that the Board has to take certain actions, and there should be a policy in place that is written correctly to address the requirements of the Open Enrollment Act (Romero Bill). Amy Anderson, principal at Linwood E. Howe,

addressed the Board and stated that during this time there has been an outpouring of support from the parents. She also thanked the Board for their support, and told them that additional information will be brought to them when she makes her presentation at a later meeting. The motion to approve the California Department of Education General Waiver Request for 2011-2012 Open Enrollment Act was unanimously approved.

Mr. Gary Abrams asked what the Board was doing to resolve issues at Linwood Howe such as volunteers that have been waiting for approval; and the lack of a librarian. Mrs. Jaffe stated that she would follow-up with Human Resources regarding the volunteers and that there are a few reasons why the applicants have not been cleared to date such as waiting on fingerprint clearance. Mr. Gourley explained that the Board approved 19 hours for a librarian, and the current librarians will rotate around the school sites.

## 15. Board Business

### 15.2 Student Board Member Voting

Mr. Silbiger commented that he served as the Board's Middle School Representative, and that the title of the High School Representative was changed to Student Board Member so they could report additional information, or cast an advisory vote. He suggested potentially adding an advisory vote to be listed in the minutes. Mr. Zeidman cited an Education Code that stated the Student Board Member could cast a preferential vote which is already being done. Ms. Siever spoke about her discussion with CSBA regarding the matter and read part of a CSBA policy where it stated the Board can vote to give the Student Board Member preferential voting rights. She thought it was important that the Student Board Member be able to cast a vote and not just share knowledge on what was happening in the school. Mr. Zeidman stated that he would rewrite the policy, and he did not have an issue with the Student Board Member having a preferential vote. Mr. Gourley stated that he accepted the proposal to grant an advisory vote. It was agreed the Board Bylaw would be brought back for a first reading.

Mr. Gourley briefly stated his frustration with not hearing back from CSBA regarding a letter that he wrote asking for a recall of their top officials. Ms. Siever stated that CSBA offered to come to one of the District's meetings to address any questions. Mr. Gourley stated he did not want them at a meeting, he wanted a response to his communication and wants the officials voted out.

## 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. Mr. Silbiger requested that item 9.2 be withdrawn. Ms. Paspalis requested that item 9.4 be withdrawn.

9.1 Minutes of Regular Meeting – October 12, 2010

9.3 Acceptance of Gifts – Donations

9.5 Classified Personnel Reports No. 8

### 9.2 Approval is Recommended for Purchase Orders

Mr. Silbiger inquired about PO# 55924 to Culver City Rotary. Mrs. Jaffe explained that the amount represented membership fees due from when Dr. Coté was acting Superintendent. Mr. Silbiger inquired about PO# 55926 to Maleman Ink. Mrs. Jaffe explained that we have used Mr. Maleman's services for years and the amount was payment for the month of public relations work which includes the e-mail blasts of Culver Currents. Mr. Silbiger inquired if the services that Mr. Maleman provided had been bid out. Mr. Gourley asked Mr. Delawalla at what amount does the District have to bid out a project. Mr. Delawalla replied \$70,000. Ms. Paspalis inquired about PO# 55947. Mr. Delawalla explained that the amount was a projected amount for language, speech, and occupational therapy.

### 9.4 Approval is Recommended for the Certificated Personnel Reports No. 8

Ms. Paspalis pulled this item to clarify that the extra assignment for El Marino was being paid out of the FLAP Grant. It was also asked if there was a teacher necessary in detention. Mrs. Jaffe stated that it was in the certificated contract and it was also a site decision.

It was moved by Mr. Silbiger and seconded by Ms. Paspalis to approve Consent Agenda Items 9.1 – 9.5 as presented. The motion was unanimously approved.

**10. Awards, Recognitions and Presentations - None**

**11. Public Recognition**

**11.1 Superintendent's Report**

Mrs. Jaffe reported that OCD and the elementary principals have started working on updating their educational plans, and stated the plans would be coming to the Board for approval. Mrs. Jaffe updated the Board that the Environment Sustainability Committee had met for the first time. Todd Johnson would serve as Chair and Ms. McKernin would serve as Co-Chair of the committee. The next meeting will be held on November 18<sup>th</sup> at 6:00 p.m. Mrs. Jaffe reported that she met with Tracy Pumilia and Mina Shiratori from El Marino regarding the Immersion Program. They will be holding a meeting with K-12 parents, administrators and staff at the secondary schools to develop a strategic plan, and she will provide the Board with a progress report in January. Mrs. Jaffe commented on her attendance at CCEF'S event recognizing the District's business partners. The event was great. She also announced that Cameron DeFarria was announced as the 1<sup>st</sup> place winner in the Latino Heritage Month Creative Writing Contest.

**11.2 Assistant Superintendents' Reports**

Ms. Laura reported that the Gifted and Talented notifications were going to be mailed out soon; the Envision Math professional development for elementary teachers would be taking place the following week; the AVPA's presentation of "Cootie Shots" to the elementary students would promote the District's message of anti-bullying.

Mr. Delawalla reported that both he and Mr. Mike Korgan, Director of M.O.T., attended a workshop called "Protect your Investment" in relation to synthetic turf. He is also working with the Office of Public Schools Construction to secure a grant to assist with the synthetic turf and elevator projects. He provided the Board with an explanation of the process to secure the grant. Mr. Delawalla also provided an update on deferral funds and securing a loan for the District.

**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 twenty-three ROP students that are beginning internships. Miss Maldonado will be interning at Old Navy is very excited. She also reported that Student Council is hosting a pumpkin carving contest; the Clare Foundation coming to the school for drug and alcohol counseling; and the Culver City Youth Health Center will be having counseling groups at the school.

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

Jamie MacIntosh, Student Board Member, reported on activities at Culver City High School, including the upcoming tailgate party on the lawn and Homecoming events; the upcoming high school Talent Show auditions; and the high school letterman sweaters being ordered. Miss MacIntosh also suggested having some of the student help in the elementary libraries for service hours. Mrs. Jaffe thought this was a good idea and suggested that Miss MacIntosh contact Mr. Romo in the library.

**11.4 Members of the Audience**

Members of the audience spoke about:

- Todd Johnson thanked the Board and the District for putting together the Environmental Sustainability Committee. As the Chair of the Committee, he had a few questions regarding how the Board wanted him to communicate with prospective vendors. Further discussion ensued. Mr. Gourley and Mr. Zeidman suggested that Mr. Johnson proceed with getting as much information as he can, but he cannot act on



behalf of the District as a whole.

- Robert Gray commented that Farragut had their Fall Festival which turned out great. He also shared with the Board some of the feedback that he has received regarding capital improvements.

### **11.5 Members of the Board**

Board Members spoke about:

- Ms. Siever stated that she went to a CSBA meeting on Saturday and a LACSTA meeting. She will attend Homecoming at the high school; and as Chair of the Martin Luther King, Jr. Day Commission she reported that they are working with the students from the high school on the Martin Luther King Day event.
- Ms. Paspalis reported that she observed GLearning at La Ballona and the students were intent on learning and she was glad it was in the District. She also announced that the AVPA was bringing The Laramie Project to Black Box starting November 12<sup>th</sup>. Ms. Paspalis stated that she thought it was great that the "Cootie Shots" program is coming to the elementary schools.
- Mr. Silbiger thanked Mrs. Jaffe for providing an update on the Immersion Program. (He stated that the Board set some specific direction and he would like the next update to be based more on a discussion.) Mr. Silbiger reported that the State Controller released salary information on cities, but not education. He stated that it would be interesting if staff put the District salaries on the website. He also reported that the City will be hearing a proposal to approve a 7-11 opened by the high school. He suggested the Board may want to write a letter with their position on the matter.
- Mr. Zeidman provided an explanation of Safe Routes to School and announced that Linwood Howe was a recipient of grant funds to implement the Safe Routes to School construction. He reported that he attended the football game Friday night and a parent was upset about the District's policy of no in-and-out access during a game. Mr. Zeidman also made several announcements of upcoming events including a car show, and Fall Festivals.
- Ms. Siever inquired if it was possible to have a goals and objectives workshop on November 30<sup>th</sup>. Further discussion ensued. It was decided that the workshop would be scheduled at a later date, preferably, the same day that the next Special Meeting would be scheduled to discuss the Superintendent search.
- Mr. Gourley stated he was glad to hear about the "Cootie Shots" program. He reported that he has been working with Mock Trial and there are some excellent students in the program. Mr. Gourley stated that he spoke to a Council Member regarding the 7-11 Store proposal and told them that a representative could come to a Board meeting and speak. He reiterated that he has still not received a response to his letter from CSBA. He received a letter from a Council Member stating it was nice that the District could make a football field and not pay teachers. In regards to the Safe Routes to School Program, Mr. Gourley hopes that there is also safety information for the students such as walking their bikes across the street, and following the rules of the road and walkways. He stated that CCFT has told the District that they are not ready to meet. The District will be meeting to bargain our proposal. He confirmed that the Board is trying to work out labor issues in a timely fashion.

## **12. Information Items**

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

The Board reviewed any revisions and there were no suggested revisions. The Administrative Regulation will be brought back for approval.

### **12.2 First Reading of Administrative Regulation 3100, Business and Non-Instructional Operations**

Mr. Zeidman suggested that CBAC not be a Brown Act committee since there were so many members on it. He felt it should be a Superintendent's committee. Mr. Silbiger suggested staggering terms, and he did not feel that the Assistant Superintendent should be the Chair. Mr. Silbiger also suggested having a student representative and a representative from MACCS. He would also like to see an agenda and minutes for this committee. Ms. Siever thought that the goals and objectives looked more like educational goals. She made her suggestions. Mr. Zeidman agreed with her and suggested to just delete all of the goals and objectives. Further discussion ensued. The Administrative Regulation will be revised and brought back to a later meeting.

**12.3 Budget Update**

Mr. Gourley asked Mr. Delawalla if the State budget was in flux. Mr. Delawalla replied that it was so Mr. Gourley did not feel the need to continue with the presentation. Ms. Paspalis wanted to hear the report because there were funds cut from Special Education. Mr. Delawalla gave a brief update.

**13. Recess**

The Board agreed to bypass recess.

**14. Action Items**

**14.1 Superintendent's Items**

**14.1a Appointment of the Citizens' Oversight Committee**

It was moved by Ms. Siever and seconded by Ms. Paspalis 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 as presented. The motion was unanimously approved.

**14.2 Education Service Items**

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

Ms. Siever suggested some revisions. She will fax them to Mrs. Jaffe. It was moved by Mr. Silbiger and seconded by Ms. Paspalis that the Board approve Revised Board Policy 5131.5, Students – Vandalism, Theft and Graffiti as amended. The motion was unanimously approved.

**15. Board Business – (cont.)**

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

Mr. Silbiger stated that he attended a City Council meeting and they decided that the topic of the District using their chambers would be agendized in a few weeks. Mr. Silbiger also requested that they forego the \$1,500 charge.

**Adjournment**

There being no further business, it was moved by Ms. Paspalis, seconded by Mr. Zeidman and unanimously approved to adjourn the meeting. Board President Mr. Gourley adjourned the meeting at 9:02 p.m.

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

\_\_\_\_\_  
Superintendent

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

\_\_\_\_\_  
Secretary

## BOARD REPORT

11/9/10

9.2

### 9.2 PURCHASE ORDERS AND WARRANTS

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

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

Purchase order grand total from October 16, 2010 through October 29, 2010 is \$106,659.61. Warrants issued for the period October 1, 2010 through October 28, 2010 total \$4,850,248.39. This includes \$1,142,026.00 in commercial warrants, and \$3,708,222.39 in payroll warrants.

#### BUDGET NUMBER LEGEND FOR FUNDS

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

**RECOMMENDED MOTION:** That purchase orders from October 16, 2010 through October 29, 2010 in the amount of \$106,659.51 and warrants for October 1, 2010 through October 28, 2010 in the amount of \$4,850,248.39 be ratified by the Board of Education.

**Moved by:**

**Seconded by:**

**Vote:**

Board List Purchase Order Report

CULVER CITY UNIFIED SD

Page No. 1

Run Date: 10/30/2010

Run Time: 03:08:47AM

WEEKLY

Report ID: LAPO009C

District: 64444

Purchase Orders/Buyouts To The Board for Ratification From: 10/16/2010 To 10/29/2010

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
10/20/10	110100	C	10/20/2010	10/20/2010	PEARSON K-12 CURRICULUM	CONTRACTED SERVICES 10/20/2010	Undistributed ED SVCS 110100	01.0	90127.0	11100	10000	5810	0000000	12,700.00	12,700.00
10/21/10	1101031	A	10/21/2010	10/21/2010	TROXELL COMMUNICATIONS	AUDIOVISUAL SUPP/EQUIP 10/21/2010	Linwood Howe Elementary 1101031	01.0	90127.0	11100	10000	4410	2020000	3,994.91	3,994.91
10/20/10	1542170	A	10/20/2010	10/20/2010	MINITAB INC.	INSTRUCTIONAL SUPPLIES 10/20/2010	Culver City High School 1542170	01.0	90127.0	11100	10000	4210	4010000	1,414.80	1,414.80
10/25/10	55284M	A	10/25/2010	10/25/2010	TROXELL COMMUNICATIONS	REPAIRS - OTHER 10/25/2010	Maintenance 55284M	01.0	81500.0	00000	81100	5630	0005040	2,857.61	2,857.61
10/21/10	55844M	A	10/21/2010	10/21/2010	BSN SPORTS	MAINTENANCE SUPP/EQUIP 10/21/2010	Maintenance 55844M	01.0	81500.0	00000	81100	4380	0005040	164.76	164.76
10/20/10	55845M	A	10/20/2010	10/20/2010	AQUA-FLO	MAINTENANCE SUPP/EQUIP 10/20/2010	Maintenance 55845M	01.0	81500.0	00000	81100	4380	0005040	150.00	150.00
10/21/10	55846M	A	10/21/2010	10/21/2010	SMITH FAMILY EXTERMINATING	PEST CONTROL 10/21/2010	Maintenance 55846M	01.0	81500.0	00000	81100	5570	0005040	1,000.00	1,000.00
10/20/10	55847M	A	10/20/2010	10/20/2010	JB BACKHOE SERVICE	REPAIRS - OTHER 10/20/2010	Maintenance 55847M	01.0	81500.0	00000	81100	5630	0005040	1,500.00	1,500.00
10/27/10	55848M	A	10/27/2010	10/27/2010	COX PAINT CENTER	MAINTENANCE SUPP/EQUIP 10/27/2010	Maintenance 55848M	01.0	81500.0	00000	81100	4380	0005040	1,080.00	1,080.00
10/18/10	55869	A	10/18/2010	10/18/2010	AVC OFFICE AUTOMATION	OFFICE SUPPLIES 10/18/2010	El Rincon Elementary 55869	01.0	90127.0	11100	10000	4350	2040000	90.81	90.81

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
10/18/10	55970	A		10/18/2010	COMPLETE BUSINESS SYSTEMS	OFFICE SUPPLIES 10/18/2010	El Rincon Elementary	01.0	90127.0	11100	10000	4350	2040000	1,495.89	1,495.89
COMPLETE BUSINESS SYSTEMS 1,495.89															
10/18/10	55971	C		10/18/2010	ACSA FOUNDATION FOR ED.	CONFERENCE AND TRAVEL 10/18/2010	Human Resources	01.0	00000.0	00000	74000	5220	0003000	1,175.00	1,175.00
ACSA FOUNDATION FOR ED. ADMINISTRATION 1,175.00															
10/18/10	55972	C		10/18/2010	WELLS FARGO	CONFERENCE AND TRAVEL 10/18/2010	Undistributed SUPT	01.0	00000.0	00000	71000	4350	0001000	213.23	213.23
WELLS FARGO 213.23															
10/18/10	55973	A		10/18/2010	COMPLETE BUSINESS SYSTEMS	MAINTENANCE AGREEMENTS 10/18/2010	El Rincon Elementary	01.0	90127.0	11100	10000	4350	2040000	195.00	195.00
COMPLETE BUSINESS SYSTEMS 195.00															
10/18/10	55974	A		10/18/2010	WESTLITE SUPPLIES	INSTRUCTIONAL SUPPLIES 10/18/2010	Culver City High School	01.0	07395.0	11100	10000	4310	4010000	455.68	455.68
WESTLITE SUPPLIES 455.68															
10/19/10	55975	A		10/20/2010	LYNNE CHRISTINE AOKI	CONSULTANTS	Special Projects	01.0	58100.0	00000	21000	5810	0004030	15,000.00	15,000.00
LYNNE CHRISTINE AOKI 15,000.00															
10/20/10	55976	C		10/20/2010	LACOE - DIVISION FOR SCHOOL	CONFERENCE AND TRAVEL 10/20/2010	Special Projects	01.0	30100.0	00000	27000	5220	0004030	1,200.00	1,200.00
LACOE - DIVISION FOR SCHOOL IMPROVEMENT 1,200.00															
10/20/10	55977	C		10/20/2010	LACOE	CONFERENCE AND TRAVEL 10/20/2010	Special Projects	01.0	07325.0	00000	27000	5220	0004030	2,600.00	2,600.00
LACOE 2,600.00															
10/20/10	55978	A		10/20/2010	CDW-G	COMPUTER SUPP/EQUIP 10/20/2010	Culver City Middle School	01.0	91400.0	11100	10000	4350	3010000	250.04	250.04
CDW-G 250.04															
10/20/10	55979	C		10/20/2010	MALEMAN INK	CONTRACTED SERVICES	Superintendent's Office	01.0	00000.0	00000	71000	5850	0001000	1,000.00	1,000.00

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
10/20/10	55979				MALEMAN INK									1,000.00	
10/20/10	55980	A		10/20/2010	FAGEN FRIEDMAN & LEGAL SERVICES FULFROST, LLP	Pupil Services	01.0	00000.0	00000	00000	72000	5820	0004020	15,000.00	
10/20/2010	55980				FAGEN FRIEDMAN & FULFROST, LLP									15,000.00	
10/20/10	55981	A		10/20/2010	PROED	INSTRUCTIONAL SUPPLIES	01.0	65000.0	50010	31600	4310	0004040		81.43	
10/20/2010	55981				PROED	Special Education								81.43	
10/21/10	55982	A		10/21/2010	SHRED-IT	CONTRACTED SERVICES	01.0	00000.0	00000	73000	5810	0005030		1,500.00	
10/21/2010	55982				SHRED-IT	Purchasing								1,500.00	
10/21/10	55983	A		10/21/2010	NASCO-MODESTO	INSTRUCTIONAL SUPPLIES	12.0	90284.0	85000	10000	4310	0000002		79.68	
10/21/2010	55983				NASCO-MODESTO	Office of Child Development								79.68	
10/21/10	55984	A		10/21/2010	CULVER-NEWLIN INCORPORATED	INSTRUCTIONAL SUPPLIES	12.0	90284.0	85000	10000	4310	0000002		784.71	
10/21/2010	55984				CULVER-NEWLIN INCORPORATED	Office of Child Development								784.71	
10/21/10	55985	C		10/21/2010	SANTA MONICA PIER AQUARIUM	FIELD TRIPS	01.0	00000.0	16003	10000	5816	2030000		300.00	
10/21/2010	55985				SANTA MONICA PIER AQUARIUM	El Marino Language								300.00	
10/21/10	55986	A		10/21/2010	LAKESHORE LEARNING	INSTRUCTIONAL SUPPLIES	12.0	61052.0	85000	10000	4310	0000002		961.41	
10/21/2010	55986				LAKESHORE LEARNING	Office of Child Development								961.41	
10/21/10	55987	A		10/21/2010	LAKESHORE LEARNING	INSTRUCTIONAL SUPPLIES	12.0	61050.0	85000	10000	4310	0000002		284.25	
10/21/2010	55987				LAKESHORE LEARNING	Office of Child Development								284.25	
10/21/10	55988	A		10/21/2010	MARZANO RESEARCH	INSTRUCTIONAL SUPPLIES	01.0	00001.0	11100	10000	4320	2050000		44.36	
10/21/2010	55988				MARZANO RESEARCH	Farragut Elementary								44.36	
10/22/10	55989	A		10/22/2010	TROXELL COMMUNICATIONS	AUDIOVISUAL SUPP/EQUIP	01.0	00000.0	11100	10000	4310	2050001		1,145.79	
10/22/2010	55989				TROXELL COMMUNICATIONS	Farragut								1,145.79	

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

Board List Purchase Order Report  
 CULVER CITY UNIFIED SD

PO Date PO #	Stat	Change Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
10/22/10 55989	C		10/22/2010	THE HEART PROJECT	CONTRACT SERVICES RENDERED	Culver Park High School	01.0	90127.0	32000	10000	5810	5010000	5,000.00	
			10/22/2010										5,000.00	
10/22/10 55991	A		10/22/2010	SCHOOL SPECIALTY	FURNITURE, SCHOOL	Special Projects	01.0	58100.0	11100	10000	4310	0004030	1,967.63	
			10/22/2010										1,967.63	
10/25/10 55992	A		10/25/2010	OFFICE DEPOT	INSTRUCTIONAL SUPPLIES	Special Projects	01.0	58200.0	11100	10000	4310	0004030	1,000.00	
			10/25/2010										1,000.00	
10/26/10 55993	A		10/26/2010	REDWOOD PRESS	OFFICE SUPPLIES	Special Projects	01.0	42010.0	00000	27000	4350	0004030	831.90	
			10/26/2010										831.90	
10/25/10 55994	C		10/25/2010	BRAD AND YULIA MCAFFEE	CONTRACT SERVICES RENDERED	Special Education	01.0	65000.0	57500	39000	5890	0004040	960.00	
			10/25/2010										960.00	
10/25/10 55995	A		10/25/2010	EDUCATIONAL NETWORKS	CONTRACTED SERVICES	Office of Child Development	12.0	61050.0	85000	27000	5810	0000002	3,600.00	
			10/25/2010										3,600.00	
10/25/10 55996	A		10/25/2010	EXTENDED SERVICE PLANS	REPAIRS - OTHER	Office of Child Development	12.0	61050.0	85000	81000	5630	0000002	152.87	
			10/25/2010										152.87	
10/25/10 55997	A		10/25/2010	CDW-G	INSTRUCTIONAL SUPPLIES	Security	01.0	00000.0	00000	83000	4310	0001050	42.87	
			10/25/2010										42.87	
10/27/10 55998	A		10/27/2010	CDW-G	COMPUTER SUPP/EQUIP	Office of Child Development	12.0	61050.0	85000	10000	4310	0000002	455.92	
			10/27/2010										455.92	
10/27/10 55999	A		10/27/2010	LAKESHORE LEARNING	INSTRUCTIONAL SUPPLIES	Office of Child Development	12.0	61050.0	85000	10000	4310	0000002	49.78	
			10/27/2010										49.78	

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

Board List Purchase Order Report  
 CULVER CITY UNIFIED SD

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
10/27/10	56000	A		10/27/2010	CDW-G	INSTRUCTIONAL SUPPLIES	Security	01.0	00000.0	00000	83000	4310	0001050	417.23	49.78
LAKESHORE LEARNING MATERIALS															
10/27/2010					55999										
10/29/10	56003	A		10/29/2010	REDWOOD PRESS	OFFICE SUPPLIES	Undistributed PURCH	01.0	00000.0	00000	00000	9320	0000000	1,678.08	417.23
10/29/2010					56006										
10/29/2010					CDW-G										
10/29/10	56005	A		10/29/2010	AMAZON.COM	OFFICE SUPPLIES	Special Projects	01.0	58200.0	00000	21000	4350	0004030	98.67	1,678.08
10/29/2010					56005										
10/29/2010					AMAZON.COM										
10/29/10	56006	A		10/29/2010	CDW-G	COMPUTER SUPP/EQUIP	Special Education	01.0	65000.0	50010	27000	4410	0004040	143.03	98.67
10/29/2010					56006										
10/29/2010					CDW-G										
10/29/10	56007	A		10/29/2010	COMPLETE BUSINESS SYSTEMS	INSTRUCTIONAL SUPPLIES	Farragut	01.0	00000.0	11100	10000	4310	2050001	1,495.89	143.03
10/29/2010					56007										
10/29/2010					COMPLETE BUSINESS SYSTEMS										
10/29/10	56008	A		10/29/2010	TRANG V. NGUYEN, O.D., F.A.A.O.	CONTRACT SERVICES RENDERED	Special Education	01.0	65000.0	57700	31500	5890	0004040	330.00	1,495.89
10/29/2010					56008										
10/29/2010					TRANG V. NGUYEN, O.D., F.A.A.O.										
10/29/10	56009	A		10/29/2010	SCANTRON CORPORATION	INSTRUCTIONAL SUPPLIES	Culver City High School	01.0	07395.0	11100	10000	4310	4010000	2,360.12	330.00
10/29/2010					56009										
10/29/2010					SCANTRON CORPORATION										
10/29/10	56010	A		10/29/2010	TROXELL COMMUNICATIONS	INSTRUCTIONAL SUPPLIES	Culver City High School	01.0	07395.0	11100	10000	4310	4010000	625.10	2,360.12
10/29/2010					56010										
10/29/2010					TROXELL COMMUNICATIONS										
10/29/10	56011	A		10/29/2010	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL SUPPLIES	Office of Child Development	12.0	90284.0	85000	10000	4310	0000002	258.70	625.10
10/29/2010					56011										
10/29/2010					DISCOUNT SCHOOL SUPPLY										
10/29/10	56012	A		10/29/2010	POCKET FULL OF THERAPY	INSTRUCTIONAL SUPPLIES	OT and APE	01.0	56400.0	00000	39000	4310	0004025	63.95	258.70
10/29/2010															
10/29/2010					POCKET FULL OF THERAPY										

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



Board List Purchase Order Report

CULVER CITY UNIFIED SD

Page No. 6

Run Date: 10/30/2010

Run Time: 03:08:47AM

WEEKLY

Report ID: LAPO009C

District: 64444

Purchase Orders/Buyouts To The Board for Ratification From : 10/16/2010 To 10/29/2010

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
10/29/10	56013	A		10/29/2010	SCHOOL SPECIALTY	INSTRUCTIONAL SUPPLIES	Office of Child Development	12.0	90284.0	85000	10000	4310	0000002	181.88	
				10/29/2010	SCHOOL SPECIALTY	SCHOOL SPECIALTY								181.88	
10/29/10	56015	A		10/29/2010	SCHOOL SPECIALTY	INSTRUCTIONAL SUPPLIES	OT and APE	01.0	56400.0	00000	39000	4310	0004025	42.84	
				10/29/2010	SCHOOL SPECIALTY	SCHOOL SPECIALTY								42.84	
10/29/10	56016	A		10/29/2010	CDW-G	COMPUTER SUPP/EQUIP	Culver City High School	01.0	07395.0	11100	10000	4410	4010000	686.56	
				10/29/2010	CDW-G	CDW-G								686.56	
10/29/10	59302	A		10/29/2010	UNITED IMAGING	OFFICE SUPPLIES	Purchasing	01.0	00000.0	00000	73000	4350	0005030	162.21	
				10/29/2010	UNITED IMAGING	UNITED IMAGING								162.21	

Total by District : 64444 106,659.51

End of Report LAPO009C

NONPUBLIC SCHOOLS:  
APPROVED YTD: \$737,769.95

**CULVER CITY UNIFIED SCHOOL DISTRICT  
DISTRICT WARRANT REPORT  
2010 - 2011**

**COMMERCIAL WARRANTS**

OCT.1, 2010 - OCT. 28, 2010	\$ 1,142,026.00
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**PAYROLL WARRANTS**

OCT.1, 2010 - OCT. 28, 2010	\$ 3,708,222.39
-----------------------------	-----------------

<b>TOTAL:</b>	<b><u>\$ 4,850,248.39</u></b>
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**BOARD REPORT**

**11/9/10**  
**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:

<b><u>Location</u></b>	<b><u>Donor/Item(s) Donated</u></b>
Office of Child Development	Mr. & Mrs. Doug Hishida \$100
El Marino Language School	Mr. Addison Pan 32 reams of paper, 2 reams photo paper, 10 containers of hand sanitizer
Culver City Middle School	Mr. Frank Flores \$1,000  Masako Lorrin Epson printer
Culver City High School	Ms. Diane Engler \$50 gift card for Dell Computers

**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. 9**

Total Fiscal Impact per Funding Source:

General Fund	\$50,610.00
FLAP- JIP	\$22,875.00
Donations Account	\$ 2,625.00
GATE	\$ 300.00
Special Education	\$ 5,283.00
Title I	\$ 770.00
Title II	\$ 1,400.00

**BOARD REPORT**

**9.4 Certificated Personnel Services Report No. 9**

**I. Authorization and Ratification of Employment**

**A. First – Year Probationary – El Rincon**

Revision – Item previously approved on Board Report No. 1; 7/13/10

Effective August 24, 2010

Funding Source: General Fund

Total Cost: \$46,180.00

1. Schuler, Carrie

**B. Home Teacher – Special Education**

Effective November 10, 2010 at \$39.13 per hour, not to exceed 5 hours per week

Funding Source: Special Education

Total Cost: \$5,283.00

1. Jones, Paula

**C. Additional 20% Assignment – High School,**

Effective October 13, 2010 through June 17, 2011 at additional 20% of current rate of pay

Funding Source: FLAP – JIP

Total Cost: \$9,750.00

1. Gomyo, Chiaki

**D. Extra Assignment – La Ballona, Partners in Print Family Literacy Nights**

Effective October 20, 2010 through February 9, 2011 at \$35.00 per hour,  
not to exceed 15 hours per teacher

Funding Source: Donations

Total Cost: \$2,625.00

1. Godbey, Rebecca

2. Gomez, Sandra

3. Orozco, Joanna

5. Pollock, Jennifer

4. Warner, Amy

**E. Extra Assignment – La Ballona, Student Study Team Meetings Coordinator**

Effective August 30, 2010 through June 17, 2011 at \$35.00 per hour, not to exceed 22 hours

Funding Source: Title I

Total Cost: \$770.00

1. Shulman, Marcia

BOARD REPORT

9.4 Certificated Personnel Services Report No. 9 – Page 2

I. Authorization and Ratification of Employment Continued

F. Extra Assignment – El Marino, After School Meetings for MS/HS Japanese Curriculum  
Effective September 9, 2010 through June 23, 2011 at \$35.00 per hour,  
not to exceed 110 hours per teacher  
Funding Source: FLAP – JIP  
Total Cost: \$11,550.00

- |                    |                       |
|--------------------|-----------------------|
| 1. Shiratori, Mina | 3. Yamakawa, Masakazu |
| 2. Takahashi, Ai   |                       |

G. Extra Assignment – El Marino, After School Enrichment Class  
Effective October 19, 2010 through June 17, 2011 at \$35.00 per hour, not to exceed 45 hours  
Funding Source: FLAP - JIP  
Total Cost: \$1,575.00

1. Sato, Akiko

H. Extra Assignment – Middle School, Department Chairs  
Revision – Items previously approved on Board Report No. 6; 9/28/10  
Effective August 26, 2010 through June 17, 2011 at stated stipend  
Funding Source: General Fund  
Total Cost: \$2,720.00

	Name	Stipend	Reason
1.	Fretham, Kari	\$ 760.00 Stipend	Julie Groya replaced
2.	Wilcox, Kelley	\$1,960.00 Stipend	\$120.00 stipend increase

I. Extra Assignment – Middle School, CIMI GATE Camp Chaperone  
Effective October 15, 2010 through October 17, 2010 at \$300.00 stipend  
Funding Source: GATE  
Total Cost: \$300.00

1. Adamucci, Anthony

J. Extra Assignment – Middle School, MESA –Science After School Program  
Effective September 27, 2010 through April 6, 2011 at \$35.00 per hour,  
not to exceed 1 hour per week  
Funding Source: General Fund  
Total Cost: \$840.00

1. Young, Erica



**BOARD REPORT**

**9.5 Financial Implication for Classified Personnel Services Report No. 9**

Total Funding Fiscal Impact:

Booster Club Total:	\$2,329.80
FLAP Total:	\$675.00
General Fund Total:	\$267.00
Title I Total:	\$4,730.20

I. Authorization, Approval & Ratification of Employment

A. Clerical & Fiscal

- |                  |   |
|------------------|---|
| 1. Secretary III | Funding Source: General Fund<br>Fiscal Impact: \$267/assignment |
|------------------|---|

B. Instructional Assistants

- |  |   |
|--|---|
| 1. Instructional Assistant –<br>Computer Lab | Funding Source: Title I & Booster Club<br>Fiscal Impact: \$7,060/assignment |
|--|---|

C. Stipend Assignments

- |                            |  |
|----------------------------|--|
| 1. After School Instructor | Funding Source: FLAP<br>Fiscal Impact: \$675/assignment        |
| 2. Ticket Sellers          | Funding Source: General Fund – ASB<br>Fiscal Impact: \$50/game |

D. 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. 9

I. Authorization, Approval & Ratification of Employment

A. Clerical & Fiscal

1. Guinn, JoNellia  
Secretary III  
High School – Extra Assignment  
Not to exceed 8 hours  
Funding Source: General Fund  
Effective October 24, 2010  
Range 25 – \$33.26/hour

B. Instructional Assistants

1. Green, Shakeitha  
Instructional Assistant – Computer Lab  
La Ballona – Extra Assignment  
Not to exceed 400 hours  
Funding Source: Title I & Booster Club  
Effective August 30, 2010 through  
June 17, 2011  
Range 16 – \$17.65/hour

C. Stipend Assignments

1. An, Noriko  
Temporary After School Instructor  
El Marino – FLAP – JIP  
Not to exceed 45 hours  
Funding Source: FLAP  
Effective October 19, 2010 through  
June 30, 2011  
Stipend of \$15.00 per hour

2. Football & Basketball Ticket Sellers  
High School  
Funding Source: General Fund – ASB  
Effective September 17, 2010 through March 31, 2011  
Stipend of \$50.00 per game

- a. Campos, Josie
- b. Guinn, JoNellia
- c. Heiner, Phyllis
- d. Holland, Lynne

BOARD REPORT

9.5 Classified Personnel Services Report No. 9 – Page 2

I. Authorization, Approval & Ratification of Employment – continued

D. Student Helpers

1. Aaron, Lexington                      Student Helper – Workability  
Location outside of district  
Funding Source: General Fund – Special Ed  
Effective October 28, 2010  
Hourly, as needed – \$8.00 per hour
  
2. Chapman, Jordan                      Student Helper – Workability  
Location outside of district  
Funding Source: General Fund – Special Ed  
Effective October 28, 2010  
Hourly, as needed – \$8.00 per hour
  
3. Howe, John                              Student Helper – Workability  
Location outside of district  
Funding Source: General Fund – Special Ed  
Effective October 26, 2010  
Hourly, as needed – \$8.00 per hour
  
4. Johnson, Kevin                         Student Helper – Workability  
Location outside of district  
Funding Source: General Fund – Special Ed  
Effective October 25, 2010  
Hourly, as needed – \$8.00 per hour

RECOMMENDED MOTION:              That approval be granted for Classified Personnel Services Report No. 9

Moved by:

Seconded by:

Vote:

## BOARD REPORT

11/1/10

9.6

**9.6 Approval is Recommended for Culver City High School Students and Teacher to Attend the Sojourn to the Past Field Trip through Southern States, February 17-26, 2011**

Board policy 6153, Field Trips, specifies that field trips or other student trip activities sponsored by the school district be approved by the Board of Education when they involve an overnight or a more extended stay by students.

Wendy Beckendorf, Culver City High School teacher, seeks approval for approximately 23 high school students to sojourn to the southern states, February 17-26, 2011. Culver City participants and approximately 100 students and teachers from other high schools, will fly to Atlanta, GA and travel by bus to Montgomery, Birmingham, Selma, Hattiesburg, Jackson, Little Rock and fly back from Memphis, TN. The 10 day field trip is scheduled over Washington's weekend so the students will miss six days of school. This schedule is consistent with past years. The dates do not fall in close proximity to exams or testing.

Students' travel expenses will be paid by parents and fundraising activities. Ms. Beckendorf will chaperone the trip.

RECOMMENDED MOTION: That the Board of Education approve the proposed sojourn for approximately 23 students to the Southern States, February 17-26, 2011.

Moved by:

Seconded by:

Vote:

9.7 **Enrollment Report**

The attached reports display enrollment information for the second month of the 2010-2011 school year. The reports are presented in two formats: a monthly detail and a summary comparison.

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

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

**RECOMMENDED MOTION:** That the Board of Education for Culver City Unified School District accept the Enrollment Report for month two of the 2010-2011 school year as presented.

**Moved by:**

**Seconded by:**

**Vote:**

**Culver City Unified School District**  
**Enrollment for the 2nd School Month (9/20/10 - 10/15/10)**  
**2010 - 2011**

<b>ELEMENTARY</b>	<b>El Marino</b>	<b>El Rincon</b>	<b>Farragut</b>	<b>La Ballona</b>	<b>Linwood Howe</b>	<b>Total</b>
K	132	86	92	92	68	470
1	132	96	90	114	88	520
2	131	88	84	89	77	469
3	117	89	76	85	69	436
4	119	83	89	62	86	439
5	117	79	89	90	78	453
<b>Spec Class</b>	0	17	6	0	28	51
						0
<b>Elementary Total</b>	<b>748</b>	<b>538</b>	<b>526</b>	<b>532</b>	<b>494</b>	<b>2838</b>

<b>SECONDARY</b>	<b>Middle School</b>	<b>High School</b>	<b>Culver Park</b>	<b>Total</b>
6	505			505
7	528			528
8	508			508
9		558	0	558
10		595	1	596
11		582	19	601
12		521	47	568
<b>Spec Class</b>	24	42	0	66
<b>Secondary Total</b>	<b>1565</b>	<b>2298</b>	<b>67</b>	<b>3930</b>

<b>Total K-12 Enrollment</b>	<b>6768</b>
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**PRESCHOOL**

<b>Linwood Howe</b>	<b>El Marino</b>	<b>El Rincon</b>	<b>Farragut</b>	<b>La Ballona</b>	<b>CEE</b>	<b>Total</b>
53	17	38	8	88	95	299

**ADULT SCHOOL**

<b>Adult Basic Education</b>	<b>ESL</b>	<b>Citizenship</b>	<b>Adults with Disabilities</b>	<b>Community Courses</b>	<b>Older Adults Prog</b>	<b>High School Subjects</b>	<b>Total</b>
120	526	22	19	288	246	227	1448

**Notes:**

1. These enrollment figures represent the total number of sections. A single student may be enrolled in multiple sections.
2. Of the 227 students enrolled in high school subjects, 33 concurrently attend high school.

**Culver City Unified School District**  
**Enrollment Comparison**  
**09-10 vs 10-11**

ELEMENTARY	1st		2nd		3rd		4th		5th	
	School Month		School Month		School Month		School Month		School Month	
	09-10	10-11	09-10	10-11	09-10	10-11	09-10	10-11	09-10	10-11
El Marino	734	747	733	748	735		736		734	
El Rincon	500	529	501	538	501		496		496	
Farragut	503	523	504	526	506		505		508	
La Ballona	514	524	507	532	505		508		505	
Linwood Howe	510	500	506	494	507		511		507	
Ind. Study	2	0	2	0	2		2		2	
Special Ed	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl
<b>Elementary Total</b>	<b>2763</b>	<b>2823</b>	<b>2753</b>	<b>2838</b>	<b>2756</b>	<b>0</b>	<b>2761</b>	<b>0</b>	<b>2752</b>	<b>0</b>

SECONDARY	1st		2nd		3rd		4th		5th	
	School Month		School Month		School Month		School Month		School Month	
	09-10	10-11	09-10	10-11	09-10	10-11	09-10	10-11	09-10	10-11
Middle School	1568	1560	1554	1565	1558		1556		1557	
High School	2322	2290	2318	2298	2296		2277		2280	
Culver Park	65	59	64	67	67		78		80	
Ind. Study	48	8	51	0	59		59		58	
Special Ed	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl
<b>Secondary Total</b>	<b>4003</b>	<b>3917</b>	<b>3997</b>	<b>3930</b>	<b>3980</b>	<b>0</b>	<b>3969</b>	<b>0</b>	<b>3975</b>	<b>0</b>

<b>K-12 Total</b>	<b>6766</b>	<b>6740</b>	<b>6750</b>	<b>6768</b>	<b>6736</b>	<b>0</b>	<b>6730</b>	<b>0</b>	<b>6727</b>	<b>0</b>
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**BOARD REPORT**

**9.8 Internship Agreement Between the Culver City Unified School District and Loyola Marymount University**

An Internship Agreement between the Culver City Unified School District and Loyola Marymount University, School of Education has been proposed to allow the District to employ university students enrolled in the Teacher Education Intern Credential Program [Multiple, Single, and Education Specialist (mild/moderate) and BCLAD emphasis]. During the course of the Internship program, the intern will complete the approved Internship Program and will become eligible for a Preliminary Credential.

**RECOMMENDED MOTION:** Authorize the Interim Superintendent to enter into an agreement on behalf of Culver City Unified School District with Loyola Marymount University effective November 1, 2010. This contract will be in effect until either party decides to terminate.

Moved by:

Seconded by:

Vote:

## BOARD REPORT

11/9/10

10.1

### 10.1 American Citizenship Awards

The American Citizenship Award Program is designed to recognize the students who consistently exhibit the kinds of behavior we want to see displayed in our schools and in our communities. Examples of this behavior include:

- Participating in school and/or community service.
- Showing a positive attitude toward classmates, school, and community.
- Displaying an understanding and appreciation of civic responsibility.
- Possessing strength of character and the courage to do what is right.
- Promoting citizenship with school or community through other activities.

This month eight students, one from each school, will be recognized for their good citizenship.



## BOARD REPORT

11/9/10

11.1

### 11.1 First Reading of Revised Board Bylaw 9150, Student Board Members

It is recommended practice that the Board of Education review Board Policies, Administrative Regulations and Board Bylaws on a regular basis. Board Bylaw 9150 has been revised to include new language suggested by the California School Boards Association and is hereby submitted for a first reading.

**STUDENT BOARD MEMBERS**

The Governing Board believes it is important to seek out and consider students' ideas, viewpoints, and reactions to the educational program. In order to provide student input and involvement, the Board shall include one student Board member selected in accordance with procedures approved by the Board.

The term of the student Board member shall be one school year, commencing on September 1. Student Board members shall have the right to attend all Board meetings except closed session. (Education Code 35012)

Student Board members shall be seated with regular Board members and be recognized at meetings as full members. They may participate in discussing issues and receive all materials presented to Board members except those related to closed sessions. (Education Code 35012)

**Student Board member(s) may cast preferential votes on all matters except those subject to closed session discussion. Preferential votes shall be cast prior to the official Board vote and shall not affect the final numerical outcome of a vote. Preferential votes shall be recorded in the Board meeting minutes. (Education Code 35012)**

**The nonvoting student member shall be entitled to the mileage allowance to the same extent as regular members, but is not entitled to the compensation prescribed by Section 35120.**

**Duties of Student Board Members**

The duties of the student Board member include the following:

1. To provide continuing input for Board deliberations.
2. To strengthen communications between the Board and district students.
3. To represent all students and facilitate the discussion of all sides of issues. This duty does not preclude the student Board member from stating his/her individual opinion.

**Selection and Term**

The student Board member shall be the ASB Vice President for Culver City High School. The term of office shall be September 1 – June 30.

**Vacancy**

If the position of student Board member becomes vacant, another student Board member shall be selected following the steps listed above.

**Board Materials/Information**

The Superintendent or designee's office shall provide the student Board member with full and complete agendas and copies of any materials received by the Board except for those materials  
**Bylaws of the Board** **BB 9150 (b)**

**STUDENT BOARD MEMBERS (cont.)**

covered in Closed Session and any other confidential materials. The Superintendent's office shall serve as the "home office" for the student Board member, where he/she may make use of secretarial facilities and receive advice and/or information upon request. The student Board member shall be entitled to attend appropriate professional development including conferences, to increase his or her knowledge of educational governance issues.

Legal Reference:

EDUCATION CODE:

33000.5 Appointment of student members to State Board of Education

35012 Board members; number, election and terms, pupil members

GOVERNMENT CODE

3540-3549.3 Meeting and Negotiating in Public Educational Employment

Bylaw  
adopted: May 4, 1999

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

Bylaw Revised: June 17, 2003

## BOARD REPORT

11/9/10

14.3a

### 14.3a Budget Revision to the General Fund

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

The attached budget revision reflects changes to the unrestricted portion of the General Fund. The total impact of this budget revision on the Unrestricted General Fund is a gain of \$1,791,610 and a corresponding increase of the same amount to the ending balance. This change is a direct result of the approved State budget.

**Recommended Motion:** That the Board of Education approve the budget revision to the General Fund as outlined in the attached Budget Revision Summary sheet dated November 4, 2010.

**Moved by:**

**Seconded by:**

**Vote:**

LOS ANGELES COUNTY  
OFFICE OF EDUCATION

Division of Business Advisory Services  
9300 Imperial Highway\* Downey, CA 90242-2890

Submit to Business Advisory Service - EC Annex  
Budget Adjustment Summary  
K-12/ROPs/JPA's

District(Unit)Number 64444	GL Journal ID Number R1101	Fund Number 01.0
Fund Name General Fund	Unrestricted / Restricted (Circle One) Unrestricted	

Date of Summary 11/4/2010	Name of School District CULVER CITY UNIFIED SCHOOL DISTRICT
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A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustments Increase (Decrease)
1. Revenue Limit	8011-8099		00000.0	\$ 1,791,610
2. Federal	8100-8299			
3. State	8300-8599			
4. Local	8600-8799			
5. Transfers In	8910-8929			
6. Other Sources	8930-8979			
7. Contribution to Restricted Programs	8980-8999			
<b>8. Total Revenues/Other Financing Sources</b>				<b>\$ 1,791,610.00</b>

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustments Increase (Decrease)
1. Certificated Salaries	1000-1999		
2. Classified Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999		
5. Services, Other Operating Expenses	5000-5999		
6. Capital Outlay	6000-6999		
7. Other Outgo	7100-7299		
8. Interprogram/Interfund Support Cost	7300-7399		
9. Interfund Transfers Out	7610-7629		
10. Other Uses	7630-7699		
<b>11. Total Expenditures, Transfers and Other Uses</b>			<b>\$ -</b>
<b>C. Subtotal A8 - B11(will increase/decrease Ending fund Balance)</b>			<b>\$ 1,791,610.00</b>

NOTE: If C is zero, go to narrative section on reverse side of form. Narrative and certification sections must be completed.

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

Form No. 503-A Page 1 of 2 (Rev.4/02)

Continued on reverse side

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

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

	Account Code		
3. Unappropriated/Undesignated Amount NOTE: The sum of lines D1, 2, and 3 must equal C on Page 1.	9790		\$ 1,791,610.00

**E. Narrative Explanation for this Revision - Must be Completed.**  
 Increase revenue based on approved State budget on October 8th, 2010.

**F. School District Certification - Must be Completed**

Name of School District's Contact Person <b>Ali Delawalla</b>		Telephone Number of Contact Person <b>(310) 842 - 4220 xt 4217</b>
Date of Board Approval <b>11/9/2010</b>	Signature of the Secretary of the Board/Designee	Date Signed (Month/Day/Year)

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

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

Approved:

Dr. Darline Robles  
 Los Angeles County  
 Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY By:	Date Signed (Month/Day/Year)
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11/9/10  
14.4a

**BOARD REPORT**

**14.4a Second Reading and Approval 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 approval and adoption of Administrative Regulation 4218, Dismissal/Suspension/Disciplinary Action.

RECOMMENDED MOTION: That the Board of Education approve and adopt the Revised Administrative Regulation 4218, Dismissal/Suspension/Disciplinary as presented.

Moved by:

Seconded by:

Vote:

## 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

## **BOARD REPORT**

### **15.1 Use of Council Chambers for 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 provide the Board with an update on 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.

**BOARD REPORT**

**11/9/10  
15.2**

**15.2 Call for Nominations for the 2011 CSBA Delegate Assembly Election**

The Board will discuss nominations for the 2011 California School Boards Association Delegate Assembly.



**TIME SENSITIVE – For Board ACTION –**  
**Nominations due Friday, January 7, 2011**  
**Please deliver to all members of the governing board. Thank you.**

October 29, 2010

**MEMORANDUM**

**TO:** Board Presidents and Superintendents - CSBA Member Boards of Education  
**FROM:** Frank Pugh, President  
**SUBJECT:** Call for Nominations for CSBA Delegate Assembly

CSBA's Delegate Assembly is a vital link in the association's governance structure. Working with local districts, county offices, the Board of Directors and Executive Committee, Delegates ensure that the association reflects the interests of school districts and county offices of education throughout the state. **Nomination and Candidate Biographical Sketch forms for CSBA's Delegate Assembly are now being accepted until Friday, January 7, 2011.** In an effort to go "green," nomination forms and information related to the election process are available to download from the CSBA website at [www.csba.org/AboutCSBA.aspx](http://www.csba.org/AboutCSBA.aspx).

- Any CSBA member board is eligible to nominate board members within their geographical region or subregion.
- Boards may nominate as many individuals as it chooses by using the nomination form or submitting a letter of nomination.
- Approval from nominee of nomination to CSBA's Delegate Assembly.
- All nominees must submit a one-page, single-sided, candidate biographical sketch form and an optional one-page, one-sided résumé, (résumé cannot be substituted for the candidate biographical sketch form).
- All nomination materials must be postmarked no later than **Friday, January 7**. Faxes are also acceptable, but they must be received by January 7.
- Delegates serve two-year terms; beginning April 1, 2011 through March 31, 2013
- There are two required Delegate Assembly meetings each year, one in May in Sacramento and one preceding the CSBA Annual Education Conference and Trade show in November/December.

For further information about the Delegate Assembly, please contact Michelle Neto in CSBA's Administration department at (800) 266-3382. You may download the following forms and find more information at [www.csba.org/AboutCSBA.aspx](http://www.csba.org/AboutCSBA.aspx). Thank you.

- ❖ Delegate Assembly Brochure
- ❖ Nomination Form
- ❖ Candidate's Biographical Sketch Form
- ❖ Important Dates
- ❖ List of all Delegates whose term expires in 2011
- ❖ Alphabetical List of Districts and County offices
- ❖ FAQ

3100 Beacon Boulevard  
P.O. Box 1660  
West Sacramento, CA 95691  
(916) 371-4691 • FAX (916) 371-3407

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Superintendent's Office  
C.C.U.S.D.





**CSBA**

**2011 Delegate Assembly Nomination Form**

**Due: Friday, January 7, 2011** (U.S. Postmark or fax – 916.669.3305 or 916.371.3407)

CSBA Region/subregion #\_\_\_\_/\_\_\_\_

The Board of Education of the \_\_\_\_\_  
(Nominating School District or COE)

wishes to nominate: \_\_\_\_\_  
(Nominee)

The nominee is a member of the \_\_\_\_\_  
(Nominee's School District or COE)

which is a member of the California School Boards Association.

- The nominee has consented to this nomination.
- Attached is the nominee's required one-page, single-sided, candidate biographical sketch form and optional one-page, single-sided résumé.
- The nominee's required one-page, single-sided, candidate biographical sketch form and optional one-page, single-sided résumé will be submitted by the deadline date.

\_\_\_\_\_  
Board Clerk or Board Secretary (signed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Clerk or Board Secretary (printed)

**PLEASE NOTE:**

The nomination and candidate biographical sketch forms must be faxed or U.S. postmarked no later than **Friday, January 7, 2011**. *Forms postmarked or faxed after January 7 cannot be accepted.* Please contact Michelle Neto at (800) 266-3382 should you have any questions.

**Return nomination to:**

California School Boards Association  
3100 Beacon Blvd., P.O. Box 1660 | West Sacramento, CA 95691-1660  
(916) 371-4691 (800) 266-3382 | Fax: (916) 371-3407 or (916) 669-3305 | www.csba.org

## CSBA DELEGATES WHOSE ELECTED TERM EXPIRES IN 2011

Below are the names of Delegates in each region/subregion whose term expires in 2011 and are up for re-election, if they choose to run. Delegates must be nominated by a CSBA member board that is located within the region or subregion. If a subregion is not listed, it is because the Delegate's term has not expired. *Nomination and Candidate Biographical Sketch forms are due by January 7, 2011.*

### **REGION 1 - Counties: Del Norte, Humboldt, Lake, Mendocino**

#### ***Subregion 1-A (Del Norte, Humboldt)***

Vacant

### **REGION 2 - Counties: Lassen, Modoc, Plumas, Shasta, Siskiyou, Trinity**

#### ***Subregion 2-A (Modoc, Siskiyou, Trinity)***

Margaret DeBortoli (Siskiyou Union HSD)

#### ***Subregion 2-B (Shasta)***

Constance K. Pepple (Shasta Union HSD)

### **REGION 3 - Counties: Marin, Napa, Solano, Sonoma**

#### ***Subregion 3-A (Sonoma)***

Christina Kauk (Petaluma City ESD & Jt. Union HSD)

#### ***Subregion 3-B (Napa)***

Marco DiGiulio (Calistoga Joint USD)

#### ***Subregion 3-C (Solano)***

Jim Ernst (Dixon USD)

Susan K. Heumphreus (Fairfield-Suisun USD)

### **REGION 4 - Counties: Butte, Colusa, Glenn, Nevada, Placer, Sierra, Sutter, Tehama, Yuba**

#### ***Subregion 4-B (Butte)***

Kathy White (Oroville City ESD)

#### ***Subregion 4-C (Colusa, Sutter, Yuba)***

Sharman Kobayashi (Yuba City USD)

#### ***Subregion 4-D (Nevada, Placer, Sierra)***

Trish Gerving (Nevada City SD)

Susan Goto (Roseville City SD)

### **REGION 5 - Counties: San Francisco, San Mateo**

#### ***Subregion 5-B (San Mateo)***

Maria Diaz-Slocum (Redwood City ESD)

Carrie Du Bois (San Carlos ESD)

Kevin Martinez (San Bruno Park ESD)

### **REGION 6 - Counties: Alpine, Amador, El Dorado, Mono, Sacramento, Yolo**

#### ***Subregion 6-B (Sacramento)***

Lisa Kaplan (Natomas USD)

Terry Parker-Owning (Galt Jt. Union HSD)

Richard Shaw (Folsom-Cordova USD)

Roger D. Westrup (Twin Rivers USD)

#### ***Subregion 6-C (El Dorado, Amador, Alpine, Mono)***

Lyle Eichert (Buckeye Union ESD)

### **REGION 7 - Counties: Alameda, Contra Costa**

#### ***Subregion 7-A (Contra Costa)***

Arthur M. Clarke (Walnut Creek ESD)

Teresa Gerringer (Lafayette ESD)

#### ***Subregion 7-B (Alameda)***

Jennifer Henry (Dublin USD)

Diana J. Prola (San Leandro USD)

Nancy Riddle (Berkeley USD)

Nancy Thomas (Newark USD)

### **REGION 8 - Counties: Calaveras, Mariposa, Merced, San Joaquin, Stanislaus, Tuolumne**

#### ***Subregion 8-A (San Joaquin)***

Calvin Young (Lodi USD)

Vacant

#### ***Subregion 8-B (Calaveras, Mariposa, Tuolumne)***

Sherri Reusche (Calaveras USD)

#### ***Subregion 8-C (Stanislaus)***

Catie L. Englebright (Salida Union SD)

Cynthia Lindsey (Sylvan Union ESD)

#### ***Subregion 8-D (Merced)***

Robert Rodarte (Delhi USD)

### **REGION 9 - Counties: Monterey, San Benito, San Luis Obispo, Santa Cruz**

#### ***Subregion 9-A (San Benito, Santa Cruz)***

Allison Niday (Scotts Valley USD)

#### ***Subregion 9-B (Monterey)***

Kathryn Ramirez (Salinas Union HSD)

#### ***Subregion 9-C (San Luis Obispo)***

Tami Gunther (Atascadero USD)

### **REGION 10 - Counties: Fresno, Kings, Madera**

#### ***Subregion 10-A (Madera)***

John E. Reynolds (Yosemite USD)

#### ***Subregion 10-B (Fresno)***

James Karle (Sanger USD)

Oscar Sablan (Firebaugh-Las Deltas USD)

Kathy Spate (Caruthers USD)

Randel M. Yano (Clay Joint ESD)

### **REGION 11 - Counties: Santa Barbara, Ventura & Las Virgenes USD**

#### ***Subregion 11-A (Santa Barbara)***

Dean Nevins (Goleta Union ESD)

#### ***Subregion 11-B (Ventura County and Las Virgenes USD)***

Suzanne Kitchens (Pleasant Valley SD)

Christina Urias (Santa Paula Union HSD)

**REGION 12 - Counties: Kern, Tulare**

***Subregion 12-A (Tulare)***

Teresa Garcia (Tulare City SD)  
Dean Sutton (Exeter Union ESD)

***Subregion 12-B (Kern)***

Linda Brenner (Panama-Buena Vista Union SD)  
Kevin Burton (Fruitvale ESD)  
Blaine Geissel (Rosedale Union ESD)  
Deanna Rodriguez-Root (Richland SD)

**REGION 15 - Counties: Orange County and Lowell Jt. USD**

Bonnie Castrey (Huntington Beach Union HSD)  
Judith Edwards (Fountain Valley ESD)  
Karin Freeman (Placentia-Yorba Linda USD)  
Celia Jaffe (Huntington Beach City ESD)  
Nancy W. Kirkpatrick (Saddleback Valley USD)  
Sue Kuwabara (Irvine USD)  
Jose F. Moreno (Anaheim City SD)  
Robert A. Singer (Fullerton Joint Union HSD)  
Elizabeth Swift (Buena Park ESD)

**REGION 16 - Counties: Inyo, San Bernardino**

***Subregion 16-A (Inyo)***

Catherine George (Lone Pine USD)

***Subregion 16-B (San Bernardino)***

Susan Brown (Yucaipa-Calimesa Joint USD)  
Tom Courtney (Lucerne Valley USD)  
Karen Gray (Silver Valley USD)  
Karen S. Morgan (Victor ESD)  
Kathy A. Thompson (Central ESD)  
Charles Uhalley (Chaffey Joint Union HSD)

**REGION 17 - County: San Diego**

Twila Godley (Lakeside Union SD)  
Penny Halgren (La Mesa-Spring Valley SD)  
Sharon C. Jones (San Diego COE)  
Kelli Moors (Carlsbad USD)  
Janet W. Mulder (Jamul-Dulzura Union ESD)  
Barbara Ryan (Santee ESD)  
Priscilla Schreiber (Grossmont Union HSD)

**REGION 18 - Counties: Imperial, Riverside**

***Subregion 18-A (Riverside)***

Robin J. Crist (Murrieta Valley USD)  
John I. Norman (San Jacinto USD)  
Vincent O'Neal (Temecula Valley USD)  
David Sanchez (Beaumont USD)  
Shari Stewart (Palm Springs USD)  
Vacant

***Subregion 18-B (Imperial)***

Ralph Fernandez (Brawley Union HSD)  
Vacant

**REGION 20 - County: Santa Clara**

Danielle Cohen (Campbell Union SD)  
Michael Gipe (Saratoga Union ESD)  
Nancy A. Newton (Fremont Union HSD)  
Pamela Parker (Campbell Union HSD)  
George Sanchez (Franklin-McKinley ESD)

**REGION 22 - County: North Los Angeles**

John K. Curiel (Westside Union ESD)  
Rose Koscielny (Saugus Union ESD)  
Suzan T. Solomon (Newhall ESD)

**REGION 23 - Counties: San Gabriel Valley and East Los Angeles County**

***Subregion 23-A***

Ted Bunch (Burbank USD)  
Richard A. Sonner (South Pasadena USD)

***Subregion 23-B***

Heidi L. Gallegos (Rowland USD)  
Helen Hall (Walnut Valley USD)  
Larry L. Redinger (Walnut Valley USD)

***Subregion 23-C***

Doris Blum (Glendora USD)  
Ilean Ochoa (Azusa USD)

**REGION 24 - County: Southwest Crescent - Los Angeles County**

Jan Baird (South Whittier ESD)  
Sonya Cuellar (Paramount USD)  
Joseph Rivera (El Rancho USD)  
Patricia Siever (Culver City USD)  
Arlene Staich (Redondo Beach USD)  
Ana Valencia (Norwalk-La Mirada USD)

