

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

<b>Meeting:</b>	<b><u>Regular Meeting</u></b>	<b>Date:</b>	<b><u>July 13, 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 Siever, Member

**Staff Members Present**  
Patricia Jaffe, M.S., 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. Bill Wynn 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.

**8. Adoption of Agenda**

It was moved by Ms. Paspalis and seconded by Ms. Siever to adopt the agenda with the amendment to move item 14.3c to precede the Consent Items. The motion was unanimously approved.

**14. Action Items**

**Business Items**

**14.3c Approval is Recommended for the Agreement Between CCUSD and the City of Culver City Regarding the Ballona Creek Bike Pathway**

Mr. Delawalla introduced Mr. Lee Torres, Public Works engineer for the Ballona Creek Bike Project. Mr. Torres gave the background of the project planning which began in 2007, but was on hold due to lack of funds and is now moving forward. Mr. Torres distributed a layout plan to Board members and explained the details of the project. Mr. Zeidman asked about maintenance and Mr. Torres stated that the City of Culver City would maintain the bike path. Mr. Delawalla stated that he will work with the City about maintenance costs and that the City will file an indemnity agreement regarding an easement onto CCUSD property. Mr. Silbiger asked if the project involved the grounds around the Adult School bungalows and parking. Mr. Torres replied that it did not. Mr. Gourley asked about an agreement to conduct criminal background checks on all workers and agreement about workers' use of school parking lots and bathrooms. Mr. Delawalla stated that he would secure those agreements in writing for CCUSD. It was moved by Mr. Gourley and seconded by Ms. Paspalis that the Board approve the Agreement Between CCUSD and the City of Culver City Regarding the Ballona Creek Bike Pathway as presented. The motion was unanimously approved.

**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. Siever requested that item 9.2, 9.4, and 9.5 be withdrawn. Mr. Silbiger requested that item 9.1 be withdrawn. It was moved by Mr. Silbiger and seconded by Ms. Siever to approve Consent Agenda Items 9.3, 9.6 - 9.8 as presented. The motion was unanimously approved.

- 9.3 Acceptance of Gifts – Donations
- 9.6 Student Teacher Agreement Between the Culver City Unified School District and Loyola Marymount University
- 9.7 Culver City High School Girls' Basketball Teach to Participate in a Tournament in San Diego, CA, July 15-18, 2010
- 9.8 Williams/Valenzuela/CAHSEE Lawsuit Settlement, Quarterly Report on Uniform Complaints, 4<sup>th</sup> Quarter 2009-2010

**9.1 Approval is Recommended for the Minutes of Special Meeting – June 14, 2010; Minutes of Special Meeting – June 21, 2010; Minutes of Regular Meeting – June 22, 2010; and Minutes of Special Meeting – June 24, 2010**

Mr. Silbiger requested this item be withdrawn to address item 14.4b on the June 22, 2010 Minutes to correct the names for the nay votes which were Ms. Siever and Mr. Gourley, instead of Ms. Siever and Mr. Silbiger. It was moved by Mr. Silbiger and seconded by Ms. Siever to approve the Minutes of Special Meeting – June 14, 2010 as presented; Minutes of Special Meeting - June 21, 2010 as presented; Minutes of Regular Meeting – June 22, 2010 as amended; and Minutes of Special Meeting – June 24, 2010 as presented. The motion was unanimously approved.

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

Ms. Siever asked if Special Education costs were from unrestricted funds. Mr. Delawalla reported that Special Education funding is restricted. Ms. Siever made an observation on the expenditures for technology and Advanced Placement exams. Mr. Delawalla stated that the Advanced Placement costs are paid by the Associated Student Body (ASB) to be reimbursed. Mr. Silbiger inquired about an expenditure for \$56,000 to LAUSD, \$47,016.90 for Liberty Paper, and \$85,000 for Four Winds Transportation. Mr. Delawalla reported that the LAUSD expenses are for CCUSD students receiving Special Education services from LAUSD; we receive a reduced rate for paper by purchasing in advance; and the transportations expenses are Special Education services. Mr. Silbiger requested an itemized report on legal services. Mr. Delawalla reported that much of the information is confidential but that he will make a report available in his office for the Board to review. Further discussion ensued regarding financial expenditures and Open Purchase Orders for 2010-2011 and interim reports. Mr. Delawalla reported that all Interim Reports reflect actual monies. Mr. Silbiger and Ms. Siever thanked Mr. Delawalla for his assistance. It was moved by Mr. Silbiger and seconded by Ms. Paspalis to approve Purchase Orders and Warrants as presented. The motion was unanimously approved.

**9.4 Approval is Recommended for the Certificated Personnel Reports No. 1**

Ms. Siever withdrew items 9.4 and 9.5 to commend Mr. Delawalla on following through on her request to show an itemization on the Personnel Reports. It was moved by Mr. Zeidman and seconded by Ms. Paspalis to approve Certificated Personnel Reports No. 1 as presented and Classified Personnel Reports No. 1 as presented. The motion was unanimously approved.

**9.5 Approval is Recommended for the Classified Personnel Reports No. 1**

See item 9.4.

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

**11. Public Recognition**

**11.3 Members of the Audience**

Members of the audience spoke about:

- Ms. Laura Chardiet, Council PTA President, reported that the state of California has approximately 500,000 PTA volunteers and that CCUSD has a vibrant and active PTA. Mrs. Becky Stephan, Council PTA Parliamentarian, clarified that PTA is a child advocacy organization, not a fundraising organization. Mrs. Stephan reported on the structure of PTA from school site PTA, Council PTA, State PTA, to National PTA and explained the governance of PTA.

- Mr. Robert Gray asked about Kindergarten enrollment for 2010-2011 at Farragut Elementary School and asked how many new students typically show up for enrollment on the first day of school. Mrs. Jaffe stated that she and Mr. Sotelo will meet on July 19<sup>th</sup> to review current enrollment, and that the District is still waiting to hear from LAUSD about the status of incoming permit applicants. The District will have a clearer idea of enrollment in about one week. Mr. Zeidman asked if the enrollment information can be made public through Culver Currents. Mrs. Jaffe stated that she will make the information available through Culver Currents and will email Mr. Gray in answer to his questions.
- Mr. Todd Johnson reported on the Cool Schools Program and shared the news that the California Public Utilities will fund an audit of the HVAC system. Mr. Zeidman asked if staff was aware of this information. Mr. Delawalla reported that Cool Schools was invited but that CCUSD did not have enough school air conditioning. Further discussion ensued regarding an audit by the Cool Schools Program. Mr. Zeidman asked to agendaize the establishment of a CCUSD Conservation Committee.
- Mr. Bill Wynn congratulated Mrs. Jaffe on her appointment as Interim Superintendent. He invited the Board to attend the regular meetings of the Culver City Democratic Club and noted that the Mayor and Council Member Cooper had also been invited. Mr. Gourley thanked Mr. Wynn for this outreach.

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

Interim Superintendent Patricia Jaffe thanked the Board for the opportunity to continue serving the District. Mrs. Jaffe reported she was busy meeting with her team weekly, sometimes daily, on the District's goals for academic achievement and fiscal management. She reported on plans to set up budget workshops and parent/community budget meetings and to reinstate the Community Budget Advisory Committee (CBAC). Mrs. Jaffe reported that Mrs. Patricia Eskridge, Farragut teacher and CCUSD Teacher of the year, is a semi-finalist for the Los Angeles County Teacher of the Year; the Spanish elective has been reinstated at the Middle School; CCMS and CCHS are looking into implementing ID badges and lanyards; and that she will address Mr. Casey Chabola's concern about combo classes and enrollment.

### **11.2 Assistant Superintendents' Reports**

Ms. Gwenis Laura reported she is working on restructuring the Educational Services Department. Ms. Laura attended the CAFE Bilingual Conference in San Diego with principals and staff from La Ballona, El Marino, Culver City Middle School, and Culver City High School. She announced the rollout of the Olweus Anti-Bullying Program at El Rincon, funded by an Education Foundation grant; the integration of Being a Writer at the elementary schools; the planning for the Administrative Retreat August 11<sup>th</sup> – 13<sup>th</sup>; and that she will report the tabulations for the Professional Development staff survey in her Friday Memo.

Mr. Ali Delawalla reported that he has not heard from the State of California on the budget. He stated that he sent a Joint Use Agreement to the City concerning restrooms and parking during the Ballona Creek Bike Pathway project. Mr. Delawalla will work with the Tax Assessor to collect the parcel taxes in a timely manner and the Tax Assessor's Office will provide an 800 number for residents who have questions about Measure EE.

### **11.4 Members of the Board**

Board Members spoke about:

- Mr. Silbiger congratulated Mrs. Jaffe on her appointment as Interim Superintendent. He thanked Ms. Siever for organizing the July 13<sup>th</sup> CSBA Workshop for Board members. Mr. Silbiger reported that on July 26<sup>th</sup> City Council will discuss holding CCUSD Board of Education meetings in City Hall Chambers, and that if in fact City Council approves the use of their facilities CCUSD will only need to pay for the video production. He asked about the possibility of an Immersion Program presentation for Board members. Mrs. Jaffe stated that Mrs. Pumilia, El Marino Principal, is on break and will plan a presentation when she returns. Mr. Silbiger inquired about the District having a GATE Coordinator next year; about disaster preparedness in the District; and if administrators sometimes retire with a pension that is higher than their salary.
- Ms. Siever congratulated Mrs. Jaffe on her appointment as Interim Superintendent. Ms. Siever stated that she has watched and studied the Board over the years and observed that Mrs. Jaffe more than

demonstrated the ability to lead District teachers, principals and administrators to where CCUSD needs to go.

- Ms. Paspalis stated that at the end of the school year there are three key items that need cost analysis: energy conservation including solar energy; converting Helms field to artificial turf and renting the field; and options for renovating and using the natatorium.
- Mr. Zeidman stated that he would also like to see a report on the possibilities for Helm's field and the natatorium. He inquired about removing his name from the CSBA membership in order to save funds.
- Mr. Gourley thanked the Superintendent and Assistant Superintendents for their reports and thanked Mr. Silbiger for information about use of City Council Chambers. Mr. Gourley suggested inviting the parents and community business owners to see the natatorium and give suggestions for its use. He reported that he was at the City Council meeting when West Los Angeles College matters were discussed and thanked Ms. Siever for her speech at City Council.

## **12. Information Items**

### **12.1 Board Statement of the District's Support and Adherence to a Policy of Nondiscrimination**

Ms. Paspalis announced the District's support and adherence to a policy of nondiscrimination.

### **12.2 Review of Administrative Regulation 9005, Governing Board Member Roles and Responsibilities**

Mrs. Jaffe stated that the Board should review the Board Policy regarding conferences. Mr. Zeidman proposed to eliminate the need for Board members to have access to a fax machine and file cabinet, and adding "consider attending" to item #4. Mr. Silbiger proposed the deletion of item #3. Mr. Gourley proposed eliminating the word "other" on line 6. Mr. Zeidman proposed bringing this item back as an Action Item.

## **13. Recess**

The Board agreed to bypass recess.

## **14. Action Items**

### **14.1 Superintendent's Items**

#### **14.1a Waiver of Board Bylaw 9320, Meetings and Schedule of Proposed Meeting Dates**

Ms. Paspalis stated that eliminating the November 23<sup>rd</sup> meeting will create a gap in the Board meeting schedule and suggested adding a meeting on November 30<sup>th</sup>. Further discussion ensued and it was decided to add a Board meeting if necessary when it is closer to November. It was moved by Mr. Zeidman and seconded by Ms. Siever that the Board approve the Waiver of Board Bylaw 9320 as presented. The motion was unanimously approved.

#### **14.2 Approval is Recommended for a Board Member to Attend the Annual CSBA Education Conference in San Francisco, CA, Dec. 2-4, 2010**

Mr. Silbiger reported that he found some of the conference to be helpful and of value and would be happy to attend. He only asked the Board to pay for registration. Ms. Siever confirmed that the District will only pay the registration fee. It was moved by Mr. Zeidman and seconded by Ms. Paspalis that the Board approve payment of registration for Ms. Siever and Mr. Silbiger to attend the CSBA Annual Conference in San Francisco, CA, Dec. 2-4, 2010; and payment for Ms. Siever to attend the Delegate Assembly Luncheon. The motion was unanimously approved.

### **14.2 Education Services Items**

#### **14.2a Approval is Recommended for the Secondary Enrollment Cap**

This item was introduced by Ms. Laura. Mr. Zeidman asked for clarification that this was an enrollment cap, and not an enrollment goal. He asked why the high school cap was 2200 students; and he stated that CCUSD needs to get enrollment back to a manageable level. Audience member Robert Gray stated that he had looked at enrollment numbers, and he recommended removing #2 from this proposed item and asked for the definition of "regular program." Mr. Sotelo reported that the "regular program" does not include students in Special Day

Classes. Mr. Zeidman asked how many students are in secondary Special Day Classes. Mr. Sotelo reported approximately 20 in middle school and approximately 50 at the high school. Further discussion ensued regarding secondary enrollment caps and rewriting section #2 of the proposed item. Mr. Gourley asked about denial of permits in LAUSD and Inglewood. Ms. Siever asked for clarification as to the concerns about Inglewood permits. Mr. Gourley stated that Inglewood had a history of denying outgoing permits. Mr. Sotelo stated that he was not aware of denials this year from Inglewood, and that last year LAUSD overturned 45 denials that were appealed. Further discussion ensued regarding the capacity at the middle school and high school. Ms. Siever stated that she was in favor of a cap but would like to see a report on utilization. Mr. Zeidman asked what the fiscal impact was of a cap, and Mrs. Janet Chabola inquired how the cap would affect the budget. Mr. Delawalla explained that the enrollment can be projected to give a picture of the impact on the budget. It was moved by Mr. Zeidman and seconded by Ms. Paspalis that the Board approve Secondary Enrollment cap with the removal of #2 from the proposed item. The motion was unanimously approved.

Mr. Zeidman requested that the Board Policy on permits be brought back for discussion. Mr. Gourley stated that in the future he would like to bring back the discussion of moving 6<sup>th</sup> grade back to the elementary schools.

### **14.3 Business Items**

#### **14.3a Approval is Recommended for the Award of Bid #189.10 – Roof Replacement**

It was moved by Ms. Siever and seconded by Ms. Paspalis that the Board approve the Award of Bid #189.10 Roof Replacement as presented. The motion was unanimously approved.

#### **14.3b Approval is Recommended for Resolution #1-2010/2011 Annual Delegation of Administrative Authority to Process Routine Budget Revisions, Adjustments and Transfers**

Ms. Paspalis asked about the limit of \$100,000 and the regulation was clarified by Mr. Delawalla. It was moved by Mr. Zeidman and seconded by Ms. Siever to approve Resolution #1-2010/2011 Annual Delegation of Administrative Authority to Process Routine Budget Revisions, Adjustments and Transfers as presented. The motion was unanimously approved.

#### **14.3d Approval is Recommended for the 501(c)(3) Organizational Bylaws for Linwood E. Howe Boosters, Inc.**

It was moved by Mr. Zeidman and seconded by Ms. Paspalis to approve the 501(c)(3) Organizational Bylaws for Linwood E. Howe Boosters, Inc. as presented. The motion was unanimously approved.

#### **14.3e Approval is Recommended for the AB1200 Public Disclosure – Financial Impact of 2010-11 and 2011-12 Agreement Between Culver City Unified School District (CCUSD) and Association of Classified Employees (ACE)**

It was moved by Mr. Silbiger and seconded by Ms. Paspalis that the Board approve the AB1200 Public Disclosure – Financial Impact of 2010-11 and 2011-12 Agreement Between Culver city Unified School District (CCUSD) and Association of Classified Employees (ACE) as presented. The motion was unanimously approved.

#### **14.3f Approval is Recommended for the AB1200 Public Disclosure – Financial Impact of 2010-11 and 2011-12 Agreement Between Culver City Unified School District (CCUSD) and Culver City Federation of Teachers (CCFT)**

It was moved by Ms. Paspalis and seconded by Mr. Silbiger that the Board approve the AB1200 Public Disclosure – Financial Impact of 2010-11 and 2011-12 Agreement Between Culver City Unified School District (CCUSD) and Culver City Federation of Teachers (CCFT) as presented. The motion was unanimously approved.

#### **14.3g Approval is Recommended for the AB1200 Public Disclosure – Financial Impact of 2010-11 and 2011-12 Agreement Between Culver City Unified School District (CCUSD) and Management Association of Culver City Schools**

It was moved by Ms. Siever and seconded by Mr. Silbiger that the Board approve the AB1200 Public Disclosure – Financial Impact of 2010-11 and 2011-12 Agreement Between Culver City Unified School District (CCUSD) and Management Association of Culver City Schools as presented. The motion was unanimously approved.

**14.4 Personnel Items**

Mr. Gourley announced a Public Hearing to receive input from the public on the initial contract negotiations with CCFT, ACE, and MACCS on July 27, 2010 at 7:00 p.m. at the District Office in the Board Room at 4034 Irving Place, Culver City, CA.

**14.4a Approval is Recommended for Resolution #2-2010/2011 (HR), Regarding Layoff of Classified Vacant Position**

It was moved by Ms. Siever and seconded by Mr. Zeidman that the Board approve Resolution #2-2010/2011 (HR), Regarding Layoff of Classified Vacant Position. The motion was unanimously approved.

**14.4b Approval is Recommended for Revised Job Description – Director of Pupil Personnel Services**

Ms. Paspalis stated she would like to see revised job descriptions approved the Board before the vacancy is filled. Mr. Silbiger stated he would vote against the job description because he felt it was the same as the Assistant Director description but with a higher salary. It was moved by Ms. Siever and seconded by Mr. Zeidman that the Board approve the Revised Job Description – Director of Pupil Personnel Services as presented. The motion was approved with a vote of 4 – Ayes and 1 – Nay by Mr. Silbiger.

**15. Board Business**

**15.1a Board Committee Structure**

Mr. Silbiger introduced the item. Discussion ensued about the structure of the committees and the reasons for the proposal, term limits, goals for each group, non-voting roles for administrators, and time of day/evening for meetings. Mrs. Jaffe questioned the need to restructure already existing committees such as the Anti-Bullying and District Community Arts Team (DCAT). Mr. Silbiger expressed his concern about committee reporting, structure and attendance. Mr. Zeidman requested that the item be brought back as five separate Action Items. Ms. Siever suggested the Board come up with goals for the Board.

**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 9:17 p.m.

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

\_\_\_\_\_  
Superintendent

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

\_\_\_\_\_  
Secretary