

## 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 10, 2009

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**

Jessica Beagles-Roos, Ph.D., President

Saundra Davis, M.A., Vice President

Steven Gourley, Clerk

Scott Zeidman, Esq. Member

Dana Russell, D.D.S., Member

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

#### 3. RECESS TO CLOSED SESSION

3.1 Student Discipline (Pursuant to EC §35146; §48918 (c))

a) Stipulated Expulsion of Pupil Services Case #04-09

b) Stipulated Expulsion of Pupil Services Case #10-09

3.2 Conference with Labor Negotiator (Pursuant to GC §54957.6)

Agency Designated Representatives: Patricia Jaffe, Assistant Superintendent, Human Resources, David El Fattal, Assistant Superintendent Business Services

Employee Organizations: Culver City Federation of Teachers (CCFT) and Association of Classified Employees (ACE)

3.3 Public Employee Discipline/Dismissal/Release (Pursuant to GC §54947)  
(1 Employee)

3.4 Public Appointment/Employment (Pursuant to GC §54947)  
Certificated Personnel Services Report No. 8  
Classified Personnel Services Report No. 8

4. **ADJOURNMENT OF CLOSED SESSION**

5. **REGULAR MEETING – 7:00 p.m.**

5.1 Roll Call – Board of Trustees  
Jessica Beagles-Roos, Ph.D., President  
Saundra Davis, M.A., Vice President  
Steven Gourley, Clerk  
Scott Zeidman, Esq., Member  
Dana Russell, D.D.S., 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 27, 2009
- 9.2 Approval is Recommended for Purchase Orders and Warrants
- 9.3 Approval is Recommended for Acceptance of Gifts - Donations
- 9.4 Approval is Recommended for the Certificated Personnel Reports No. 8
- 9.5 Approval is Recommended for the Classified Personnel Reports No. 8

10. **AWARDS, RECOGNITIONS AND PRESENTATIONS**

- 10.1 American Citizenship Awards
- 10.2 Resolution from the Board of Education to the Westfield Corporation
- 10.3 Spotlight on Student Achievement – El Rincon Elementary School

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 Members of the Audience
- 11.4 Student Representatives' Report
- 11.5 Members of the Board of Education

12. **INFORMATION ITEMS**

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

- 12.1 Enrollment Report
- 12.2 CCUSD Budget Update
- 12.3 First Reading of Board Policy 3290 – Gifts, Grants and Bequests
- 12.4 Compensation Report of the Members of the Board of Education

***RECESS THE REGULAR MEETING OF THE BOARD OF EDUCATION AND  
CONVENE THE MEETING OF CULVER CITY SCHOOL FACILITIES  
FINANCING AUTHORITY***

- 1.0 Approval of the Report of the Treasurer - Controller

***ADJOURN THE MEETING OF CULVER CITY SCHOOL FACILITIES  
FINANCING AUTHORITY AND RECONVENE TO THE REGULAR MEETING  
OF THE BOARD OF EDUCATION***

13. **RECESS**

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**

14.2a Approval is Recommended for the Stipulated Expulsion of Pupil Services Case #04-09

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

14.2b Approval is Recommended for the Stipulated Expulsion of Pupil Services Case #10-09

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

**14.3 Business Items**

14.3a Approval is Recommended for the Energy Audit Agreement between Chevron Energy Solutions Company, a Division of Chevron USA, Inc. and Culver City Unified School District

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

**14.4 Personnel Items**

14.4a Approval is Recommended for Resolution #15-2009/2010 (HR), Regarding Layoff of Classified Personnel

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

14.4b Approval is Recommended for Resolution #16-2009/2010, Catastrophic Leave for Certificated Employee

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

**15. BOARD BUSINESS**

15.1 Board Transition Meeting

**16. PUBLIC RECOGNITION – Continued**

Public Recognition is the time when members of the public may address the Board on matters not scheduled on the agenda. Those wishing to speak must complete a Speaker's Card and submit it to the Superintendent's Executive Assistant. Three (3) minutes will be allotted to members of the audience, for a total of twenty (20) minutes. Board members will be allotted fifteen (15) minutes to comment during this portion of the agenda.

16.1 Members of the Audience

16.2 Members of the Board

**17. ADJOURNMENT**

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

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

#### **FUTURE MEETINGS**

**November 24 – 7:00 p.m. – Regular Public Meeting, (6:00 p.m. Closed Session), District Office, 4034 Irving Place**  
**December 8 – 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**

<b>Meeting:</b>	<b><u>Regular Meeting</u></b>	<b>Date:</b>	<b><u>October 27, 2009</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**

Jessica Beagles-Roos, Ph.D., President  
Saundra Davis, M.A., Vice President  
Steven Gourley, Clerk  
Scott Zeidman, Esq., Member  
Dana Russell, D.D.S., Member

**Staff Members Present**

Myrna Rivera Coté, Ed.D., Superintendent  
David El Fattal, M.B.A.  
Gwenis Laura, Ed.S.  
Patricia Jaffe, M.S.

**Call to Order**

Board President Dr. Beagles-Roos 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. Students Linden Dawson and Linford Dawson, Jr. led the Pledge of Allegiance.

**Report from Closed Session**

Dr. Beagles-Roos 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 Mr. Zeidman and seconded by Dr. Russell that the Board adopt the October 27, 2009 agenda as presented. The motion was unanimously approved.

**9. Consent Agenda**

Dr. Beagles-Roos called the Consent Agenda and asked if any member of the audience or the Board wished to withdraw any item. Dr. Beagles-Roos and Patricia Siever requested that item 9.1 be withdrawn. It was moved by Mr. Gourley and seconded by Mrs. Davis to approve Consent Agenda Items 9.2 – 9.5 as presented. The motion was unanimously approved.

9.2 Purchase Orders

9.3 Acceptance of Gifts – Donations

9.4 Certificated Personnel Reports No. 7

9.5 Classified Personnel Reports No. 7

**9.1 Approval is Recommended for the Minutes of Regular Meeting – September 22, 2009; and Regular Meeting – October 13, 2009**

Ms. Siever requested a correction to the Minutes of October 13, 2009 on item 12.1. She requested that the Minutes reflect that she stated the optimum enrollment numbers for classrooms were available in the “Education Code” online. Dr. Beagles-Roos requested a correction on the September 22, 2009 Minutes to reflect that Rachel Lewis is now a high school student and not a middle school student as stated. It was moved by Mr. Gourley and seconded by Mrs. Davis to approve the Minutes of Regular Meeting – September 22, 2009 as amended, and Regular Meeting – October 13, 2009 as amended. The motion was unanimously approved.

**10. Awards, Recognitions and Presentations**

**10.1 Culver City Education Foundation – Building Blocks**

Amy Shelton, Trustee of the Education Foundation, explained the purpose of a Building Block and gave an introduction for the recipient in memoriam. The recipient, Bernice Barr’s daughter was in attendance and thanked the Office of Child Development for the wonderful tribute.

**10.1 Spotlight on Student Achievement - La Ballona Elementary School**

Chris Collins, Principal of La Ballona Elementary School presented the school's student achievement results as measured in both state and federal accountability systems. Ms. Collins responded to questions from Board members and the audience. Further discussion ensued regarding the students being over-tested and the inconsistencies in the testing process. Board members thanked Ms. Collins for her presentation.

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

Dr. Coté began her report by thanking the City of Culver City for allowing District employees to line up with City and County employees to receive flu shots early in the day. She reported on the meeting hosted by the Education Foundation, that included all PTAs and Booster Clubs, where a discussion was facilitated on marketing solutions to support the students of the District. Dr. Coté stated she will be attending the AFT Labor Management Partnerships Conference with David Mielke, and she thanked Mr. Mielke for extending the invitation. She expressed her excitement about the Model Continuation High School validation visit to Culver Park in November; and shared a poem written by Culver Park student, Angel Tellez, who one first place in the high school category of the Culver City Disability Awareness Essay Contest.

**11.2 Assistant Superintendents' Reports**

Ms. Laura reported on her visit at Linwood Howe Elementary. She reported that the focus for the Beginning Teachers Support and Assessment Program (BTSA) is the District's special needs population, and provided information on activities that will occur this year with the program. Ms. Laura also reported that the fifth through twelfth grade students are completing their Stan Davis surveys as part of the anti-bullying study.

Mrs. Jaffe reported that negotiations with CCFT have been completed.

**11.3. Members of the Audience**

Members of the audience spoke about:

- Karlo Silbiger shared his thoughts on the problems with teaching to state standards. He spoke about his visit to the high school with members of AVPA. During his visit it was mentioned to him that the speakers in Robert Frost Auditorium have not worked for a number of years, and the AVPA students have had to purchase speakers with their own money. Mr. Silbiger inquired if there is an optimum enrollment for each school since enrollment seems to be growing.
- Patricia Siever stated that the State Board of Education has the optimum number of students in their Education Code. She commended AVPA on their "Retirement Bash" event, and suggested finding additional funding for the AVPA program by writing more grants.
- Mr. Gourley inquired if there has been any study done by the District on optimum enrollment. Mr. El Fattal responded that the district is in possession of a developer fee study and informed the Board of the information that they would find in the study. Dr. Russell expressed his feeling on the discussion regarding the optimum number of students, and stated a number of other factors that affect student learning not just class size. Dr. Coté stated she would be happy to agendize the matter of classroom capacity.

**11.4 Student Representatives' Reports****Middle School Student Representative**

Evan Wilson, Culver City Middle School Student Representative, reported on activities at Culver City Middle School, including the beginning of the Galileo benchmark assessment testing; the Red Ribbon Week events; information on the magazine drive; the upcoming Halloween activities; and committees that are being formed.

**Culver Park Student Representative**

Jessica Romo, Culver Park High School Student Representative, reported on activities at Culver Park High School, including the Pizza Luncheon; Disability Awareness activities; the school's 2010 Youth Garden grant application; Clair Foundation events; and the tutoring program.

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

Noya Kansky, Student Board Member, reported on activities at Culver City High School, including the school providing H1N1 vaccinations; Homecoming activities; the success of AVPA's "Retirement Bash" and the AVPA drama department receiving first place honors in the Irish Playwright category at a regional competition; and the upcoming Club Luau events.

**11.5 Members of the Board**

Board Members spoke about:

- Mr. Zeidman requests students Linden Dawson and Linford Dawson, Jr. come to the podium to accept their Certificate of Achievement. Mr. Zeidman and Mrs. Davis gave a brief reading of their accomplishments and congratulated them on making the Tavis Smiley 100 Young Leaders of the Decade honor.
- Mr. Gourley commented on the page that was given out by Ms. Collins during her presentation where the acronyms used in the presentation were explained, and expressed his opinion on the students taking numerous tests.
- Dr. Russell agreed with supporting the AVPA program. He used the example of when curtains were purchased for the program and they were ruined and thrown out, to express there is the matter of providing upkeep for items purchased. Dr. Russell stated it would be unfortunate that the next Board will not have someone on it that has some knowledge of the history of past events to assist in the decision making process.
- Mr. Zeidman commented on the disturbing events that happened during the election, and he stated he was looking forward to the presentation on energy analysis.
- Dr. Beagles-Roos commented on how much she enjoyed the Homecoming Game and the student-produced half-time show. She reported on her attendance at the Halloween/Fall Festival events around the district, and commented on how great the food was at La Ballona's event. Dr. Beagles-Roos reported on her viewing of a demonstration for the interactive whiteboard, and she stated that Mark Ridley Thomas gave commendations to Dr. Coté for joining the Arts for All Leadership Fellows program.

**12. Information Items****12.1 Comprehensive Energy Analysis Update**

Mr. El Fattal and Suzanne Gentilini, Business Development Manager Public Sector of Chevron Energy Solutions, discussed project options through renderings and photographs of actual installations; recent legislation surrounding renewable energy; potential rebates and incentives applicable to the project; financing options; and, next steps to focus on implementation of a Comprehensive Energy Analysis (CEA). Robert Zirgulis commented that he would like the Board to consider making the natatorium a multi-purpose facility, and allow realtors to view it. He was in agreement with installing solar panels. Karlos Silbiger agreed with installing solar panels, but felt the district did not need to rush into an agreement. He felt the Board should take more time in considering what is really needed in the District, and feels there should be competitive bidding. Alan Elmont stated he felt the Board should look at what is best for the students, staff, and the budget before moving forward. Dianna Castro inquired if vandalism is taken into account when the design is laid out for the solar panels. Jerry Chabola stated the District has a tendency to over discuss on some issues, and felt the Board should move forward with one of the items discussed. Robert Gray expressed his opinion on the solar panels and inquired if it makes financial sense. He stated he loves the options that the District would be considering. Patricia Siever confirmed that the Los Angeles Community College District is using Chevron for the energy projects, and suggested that the Board speak with Larry Eisenberg of West Los Angeles College regarding the project they are working on with Chevron to get his opinion. Mr. Zeidman stated there is money just sitting and it is time to use it. He thinks that the Board should move forward to the next phase. Dr. Russell inquired if there would be surplus energy or if the District would use it all; and if the Board votes tonight would the vote mean going forward with the solar panels. Mr. Gourley inquired as to when the Board would see a contract. Mr. El Fattal stated a contract would come within about two weeks for the Comprehensive Energy Analysis. Mrs. Davis felt that everything seems okay as long as the documentation is okay. Dr. Beagles-Roos thanked Mr. El Fattal for bringing the information forward and felt it is exciting that the Board can finally take a step forward.



Dr. Beagles-Roos suggested moving Action Item 14.3b up on the agenda.

**14. Action Item**

**14.3 Business Services Items**

**14.3b Approval is Recommended for the Comprehensive Energy Analysis**

It was moved by Dr. Russell and seconded by Mr. Zeidman that the Board approve the Comprehensive Energy Analysis as presented. The motion was unanimously approved.

**12.2 Budget Update**

Mr. El Fattal presented information on the District's budget and reviewed funding flexibility and the Tier III Programs. He responded to questions from the audience and Board members. Dr. Russell commended Mr. El Fattal on the way he responds to questions and spoke about how teachers do not have certain resources and options for extra services. Dr. Beagles-Roos stated she was glad that most of the candidates were present to hear the sobering budget information, and stated that if funds are swept then the District does not have funds available for special services.

**12.3 Update on Efforts to Combat the H1N1 Virus in the CCUSD**

Dianna Castro, R.N. presented a brief summary about the H1N1 virus which included the District's influenza immunization plan. Ms. Castro also provided information received from the Los Angeles County Department of Health and the Centers for Disease Control and Prevention (CDC), and responded to questions from audience members. The Board thanked Ms. Castro for her presentation.

**13. Recess**

The Board recessed at 9:55 p.m. and reconvened at 10:10 p.m.

**14. Action Items**

**14.1 Superintendent's Items - None**

**14.2 Education Services Items**

**14.2a Approval is Recommended for the Stipulated Expulsion of Pupil Services Case #02-09**

It was moved by Dr. Russell and seconded by Mr. Zeidman that the Board approve the stipulated expulsion of Case #02-09 until August 2010 and that the student enroll in County Community Day School as presented. The motion was unanimously approved. Mr. Gourley stated that anyone who watches the meeting on television should know that the expulsions are previously discussed in Closed Session and they are taken very seriously.

**14.2b Approval is Recommended for the Stipulated Expulsion of Pupil Services Case #05-09**

It was moved by Mrs. Davis and seconded by Mr. Zeidman that the Board approve the stipulated expulsion of Case #05-09 until August 2010 and that the student enroll in County Community Day School as presented. The motion was unanimously approved.

**14.2c Approval is Recommended for the Stipulated Expulsion of Pupil Services Case #06-09**

It was moved by Mr. Zeidman and seconded by Mrs. Davis that the Board approve the stipulated expulsion of Case #06-09 until August 2010 and that the student enroll in County Community Day School as presented. The motion was unanimously approved.

**14.3 Business Items**

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

It was moved by Mrs. Davis and seconded by Mr. Gourley that the Board approve the budget revisions to the General Fund as presented. The motion was unanimously approved.

**14.3c Approval is Recommended for the Budget Calendar for the 2009-2010 School Year**

Mr. Zeidman requested to modify the calendar because it included the CBAC meetings and he would like to omit those dates. Mrs. Davis agreed. Dr. Beagles-Roos agreed to the omission, but stated her concern was that the Board did not have a meeting scheduled before any budget cuts. She stated she would like to include a Board meeting for that purpose. Mr. Gourley did not feel that it was necessary. Further discussion ensued. No additional meetings were calendared. It was moved by Mr. Zeidman and seconded by Mr. Gourley that the Board approve the 2009-2010 Budget Calendar with the omission of the CBAC meetings. The motion was unanimously approved.

**14.4 Personnel Items**

**14.4a Approval is Recommended for Resolution #14-2009/2010 (HR), Revision to Resolution #13-2009/2010 (HR), Action to Partially Rescind Resolution #27-2008/2009 (HR) (Regarding Layoff of Classified Personnel)**

It was moved by Mrs. Davis and seconded by Mr. Zeidman that the Board approve Resolution #14-2009/2010 (HR), Revision to Resolution #13-2009/2010 (HR), Action to Partially Rescind Resolution #27-2008/2009 (HR) (Regarding Layoff of Classified Personnel) as presented. The motion was unanimously approved.

**14.4b Approval is Recommended for the 2008/2009 Agreement between the Culver City Unified School District (CCUSD) and the Culver City Federation of Teachers (CCFT)**

It was moved by Mrs. Davis and seconded by Mr. Zeidman that the Board approve the 2008/2009 Agreement between the Culver City Unified School District (CCUSD) and the Culver City Federation of Teachers (CCFT) as presented. The motion was unanimously approved.

**15. Board Business - None**

**16. Public Recognition – Continued**

**16.1 Members of the Audience**

Members of the audience spoke about:

- Alan Elmont inquired if Singapore math was the similar to the Math and Music Program. Ms. Laura responded that it was not. Mr. Elmont again inquired about the capacity of the classrooms. Further discussion ensued.

**16.2 Members of the Board**

Members of the Board spoke about:

- Mrs. Davis commented in funding for the Special Education programs, and requested to have a person that is coming from Sacramento assigned to present information to the Board on funding. Board members agreed.
- Dr. Beagles-Roos wished everyone a Happy Halloween.

**Adjournment**

There being no further business, it was moved by Dr. Russell, seconded by Mr. Zeidman and unanimously approved to adjourn the meeting. Board President Dr. Beagles-Roos adjourned the meeting at 10:30 p.m.

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

\_\_\_\_\_  
Superintendent

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

\_\_\_\_\_  
Secretary

**9.2 PURCHASE ORDERS AND WARRANTS**

The attached purchase order list and warrants report are submitted to the Board of Education at the second board meeting of each month 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 17, 2009 through October 30, 2009 is \$129,047.02. Warrants issued for the period October 5, 2009 through October 29, 2009 total \$2,667,735.82. This includes \$1,308,775.00 in commercial warrants, and \$1,358,960.82 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 17, 2009 through October 30, 2009 in the amount of \$129,047.02 and warrants for October 5, 2009 through October 29, 2009 in the amount of \$2,667,735.82 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: **11/02/2009**  
Run Time: **11:14:06AM**  
**WEEKLY**

Report ID: **LAPO009C**  
District: **64444**

Purchase Orders/Buyouts To The Board for Ratification From: **10/17/2009 To 10/30/2009**  
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	Amount	PO Amt
10/27/09	53628M	A		10/27/2009	CULVER MOTOR CLINIC INC.	REPAIRS - OTHER	Maintenance	01.0	81500.0	00000	81100	5630	0005040	39.51	
				<b>10/27/2009</b>	<b>53628M</b>	<b>CULVER MOTOR CLINIC INC.</b>								<b>39.51</b>	
10/27/09	53646M	A		10/27/2009	JOHNSTONE SUPPLY	REPAIRS - OTHER	Maintenance	01.0	81500.0	00000	81100	4380	0005040	103.97	
				<b>10/27/2009</b>	<b>53646M</b>	<b>JOHNSTONE SUPPLY</b>								<b>103.97</b>	
10/27/09	53807M	A		10/27/2009	DAVE BANG ASSOC., INC.	PLAYGROUND SUPP/EQUIP	Maintenance	01.0	81500.0	00000	81100	4380	0005040	745.63	
				<b>10/27/2009</b>	<b>53807M</b>	<b>DAVE BANG ASSOC., INC.</b>								<b>745.63</b>	
10/27/09	53816M	A		10/27/2009	CASTLEROCK ENVIRONMENTAL,	REPAIRS - OTHER	Maintenance	01.0	81500.0	00000	81100	5630	0005040	1,890.00	
				<b>10/27/2009</b>	<b>53816M</b>	<b>CASTLEROCK ENVIRONMENTAL, INC.</b>								<b>1,890.00</b>	
10/27/09	53819M	A		10/27/2009	HILLYARD	REPAIRS - OTHER	Custodians	01.0	00000.0	00000	82000	5630	0005042	1,194.83	
				<b>10/27/2009</b>	<b>53819M</b>	<b>HILLYARD</b>								<b>1,194.83</b>	
10/26/09	54003	A		10/29/2009	KAY A. PLUSH, ED.D. - 1099 VENDOR	CONSULTANTS	Special Projects	01.0	37100.0	11100	21000	5850	0004030	8,000.00	
				<b>10/26/2009</b>	<b>54003</b>	<b>KAY A. PLUSH, ED.D. - 1099 VENDOR</b>								<b>8,000.00</b>	
10/26/09	54077	A		10/29/2009	THE APPLE STORE	COMPUTER SUPP/EQUIP	El Marino Language School	01.0	58100.0	11100	10000	4410	2030000	37,219.92	
				<b>10/26/2009</b>	<b>54077</b>	<b>THE APPLE STORE</b>								<b>37,219.92</b>	
10/20/09	54078	C		10/20/2009	SIDEWALK STRATEGIES	CONTRACT SERVICES RENDERED	Business Services	01.0	00000.0	00000	73000	5810	0005000	18,000.00	
				<b>10/20/2009</b>	<b>54078</b>	<b>SIDEWALK STRATEGIES</b>								<b>18,000.00</b>	
10/20/09	54079	C		10/20/2009	NIGRO, NIGRO & WHITE, PC	AUDIT SERVICES	Business Services	01.0	00000.0	00000	73000	5820	0005000	19,514.88	
				<b>10/20/2009</b>	<b>54079</b>	<b>NIGRO, NIGRO &amp; WHITE, PC</b>								<b>19,514.88</b>	
10/20/09	54080	A		10/20/2009	ARROWHEAD DRINKING WATER	OFFICE SUPPLIES	Adult School	11.0	63900.0	41100	10000	4310	0000010	3,000.00	
				<b>10/20/2009</b>	<b>54080</b>	<b>ARROWHEAD DRINKING WATER</b>								<b>3,000.00</b>	

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

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

Page No. **2**  
Run Date: **11/02/2009**  
Run Time: **11:14:06AM**  
**WEEKLY**

Report ID: LAP0009C  
District: 64444

Purchase Orders/Buyouts To The Board for Ratification From: **10/17/2009 To 10/30/2009**  
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	Amount	PO Amt
10/21/09	54081	A		10/21/2009	GREYSTONE DIGITAL INC.	COMPUTER SUPP/EQUIP	Undistributed	01.7	65000.0	50010	22000	4410	0000000	293.00	293.00
				10/21/2009		54081		GREYSTONE DIGITAL INC.						293.00	
10/22/09	54082	C		10/23/2009	LIFTRAN MOBILITY	MISCELLANEOUS	Undistributed	01.7	65000.0	50010	22000	4310	0000000	217.14	217.14
				10/22/2009		54082		LIFTRAN MOBILITY						217.14	
10/21/09	54083	A		10/21/2009	1ST ERGO ERGONOMIC &	MISCELLANEOUS	Undistributed	01.7	65000.0	50010	22000	4310	0000000	109.95	109.95
				10/21/2009		54083		1ST ERGO ERGONOMIC & MEDICAL PRODUCTS						109.95	
10/21/09	54084	A		10/21/2009	LAKESHORE LEARNING	MISCELLANEOUS	Undistributed	01.7	65000.0	50010	22000	4400	0000000	872.00	872.00
				10/21/2009		54084		LAKESHORE LEARNING MATERIALS						872.00	
10/21/09	54085	A		10/21/2009	CDW-G	LICENSE/FEEES	Special Projects	01.0	06760.0	00000	27000	4350	0004030	54.73	54.73
				10/21/2009		54085		CDW-G						54.73	
10/21/09	54086	A		10/21/2009	CDW-G	COMPUTER SUPP/EQUIP	Special Education	01.0	33100.0	50010	27000	4410	0004040	140.63	140.63
				10/21/2009		54086		CDW-G						140.63	
10/21/09	54087	A		10/21/2009	LRP PUBLICATIONS	BOOKS	Special Education	01.0	33100.0	50010	21000	4210	0004040	40.07	40.07
				10/21/2009		54087		LRP PUBLICATIONS						40.07	
10/21/09	54088	A		10/21/2009	DEVEREUX TEXAS TREATMENT	CONTRACT SERVICES RENDERED	Special Education	01.0	33100.0	57700	21000	5890	0004040	347.70	347.70
				10/21/2009		54088		DEVEREUX TEXAS TREATMENT NETWORK						347.70	
10/21/09	54089	A		10/21/2009	HERITAGE SCHOOLS, INC.	CONTRACT SERVICES RENDERED	Special Education	01.0	33100.0	57700	21000	5890	0004040	652.65	652.65
				10/21/2009		54089		HERITAGE SCHOOLS, INC.						652.65	
10/21/09	54090	A		10/21/2009	HERITAGE SCHOOLS, INC.	CONTRACT SERVICES RENDERED	Special Education	01.0	33100.0	57700	21000	5890	0004040	505.40	505.40
				10/21/2009		54090		HERITAGE SCHOOLS, INC.						505.40	

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

Page No. **3**

Run Date: **11/02/2009**

Run Time: **11:14:06AM**  
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Report ID: LAPO009C  
 District: 64444

Purchase Orders/Buyouts To The Board for Ratification From: **10/17/2009 To 10/30/2009**  
 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	Amount	PO Amt
10/21/09	54091	A		10/21/2009	1800WHEELCHAIR.C OM INC.	MISCELLANEOUS	Undistributed	01.7	65000.0	50010	22000	4410	0000000	55.54	
				10/21/2009		54091		1800WHEELCHAIR.COM INC.						55.54	
10/21/09	54092	C		10/21/2009	SAFEGUARD BUSINESS SYSTEMS	OFFICE SUPPLIES	Fiscal Services	01.0	00000.0	00000	73000	4350	0005010	244.08	
				10/21/2009		54092		SAFEGUARD BUSINESS SYSTEMS						244.08	
10/21/09	54093	A		10/21/2009	TEJ SINGH	CONSULTANTS	Culver City High School	01.0	90127.0	11100	10000	5850	4010000	2,100.00	
				10/21/2009		54093		TEJ SINGH						2,100.00	
10/27/09	54095	C		10/27/2009	SIDEWALK STRATEGIES	CONTRACT SERVICES RENDERED	Business Services	01.0	00000.0	00000	73000	5810	0005000	1,111.42	
				10/27/2009		54095		SIDEWALK STRATEGIES						1,111.42	
10/27/09	54096	C		10/27/2009	AVC OFFICE AUTOMATION	MAINTENANCE AGREEMENTS	Undistributed	01.0	00000.0	00000	24200	5630	0000000	388.79	
				10/27/2009		54096		AVC OFFICE AUTOMATION						388.79	
10/27/09	54097	C		10/27/2009	BRAINPOP	SUBSCRIPTIONS	Culver City Middle School	01.0	00000.0	16003	10000	4310	3010000	995.00	
				10/27/2009		54097		BRAINPOP						995.00	
10/27/09	54098	A		10/27/2009	TOLEDO P.E. SUPPLY CO.	PHYSICAL EDUCATION SUPP/EQUIP	middle school unit a/c	01.0	00000.0	11100	10000	4310	3010001	120.70	
				10/27/2009		54098		TOLEDO P.E. SUPPLY CO.						120.70	
10/28/09	54099	A		10/28/2009	ASCD	MEMBERSHIPS	La Ballona Elementary	01.0	07395.0	00000	27000	5310	2060000	49.00	
				10/28/2009		54099		ASCD						49.00	
10/29/09	54100	A		10/29/2009	THE APPLE STORE	COMPUTER SUPP/EQUIP	Special Projects	01.0	35500.0	11100	10000	4310	0004030	5,501.79	
				10/29/2009		54100		THE APPLE STORE						5,501.79	
10/27/09	54101	C		10/27/2009	EDUCATIONAL NETWORKS	SUBSCRIPTIONS	Office of Child Development	12.0	60600.0	85000	27000	5810	0000002	3,600.00	

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Board List Purchase Order Report  
 CULVER CITY UNIFIED SD

10/17/2009 To 10/30/2009

Purchase Orders/Buyouts To The Board for Ratification From :  
 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	Amount	PO Amt
10/27/09	54102	C	10/27/2009	10/27/2009	CONSTANT CONTACT, INC.	OFFICE SUPPLIES	El Marino Language School	01.0	58100.0	11100	10000	4350	2030000	276.57	3,600.00
10/27/09	54104	A	10/27/2009	10/27/2009	AMAZON.COM	INSTRUCTIONAL SUPPLIES	El Marino Language School	01.0	58100.0	11100	10000	4310	2030000	26.89	
10/27/09	54105	A	10/27/2009	10/27/2009	ICHI TRADING CORPORATION	INSTRUCTIONAL SUPPLIES	El Marino Language School	01.0	58100.0	11100	10000	4310	2030000	134.44	276.57
10/28/09	54106	A	10/28/2009	10/28/2009	KINOKUNIYA BOOKSTORE	INSTRUCTIONAL SUPPLIES	El Marino Language School	01.0	58100.0	11100	10000	4310	2030000	3,210.28	134.44
10/28/09	54107	A	10/28/2009	10/28/2009	TROXELL COMMUNICATIONS	AUDIOVISUAL SUPP/EQUIP	El Marino Language School	01.0	58100.0	11100	10000	4410	2030000	1,102.33	3,210.28
10/29/09	54108	A	10/29/2009	10/29/2009	WEST L.A. MUSIC	INSTRUCTIONAL SUPPLIES	Special Projects	01.0	35500.0	11100	10000	4310	0004030	3,153.29	1,102.33
10/28/09	54109	A	10/28/2009	10/28/2009	GOPHER PERFORMANCE	INSTRUCTIONAL SUPPLIES	middle school unit a/c	01.0	00000.0	11100	10000	4310	3010001	213.60	3,153.29
10/28/09	54110	A	10/28/2009	10/28/2009	CULVER MOTOR CLINIC INC.	REPAIRS - OTHER	Security	01.0	00000.0	00000	83000	5630	0001050	20.49	213.60
10/28/09	54111	A	10/28/2009	10/28/2009	DEMCO, INC.	FURNITURE, SCHOOL	Farragut unit a/c	01.0	00000.0	11100	10000	4310	2050001	302.22	20.49
10/27/09	54112	A	10/27/2009	10/27/2009	OFFICE DEPOT	OFFICE SUPPLIES	El Rincon Elementary	01.0	56400.0	00000	39000	4350	2040000	1,000.00	302.22

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

Board List Purchase Order Report  
 CULVER CITY UNIFIED SD

Purchase Orders/Buyouts To The Board for Ratification From : 10/17/2009 To 10/30/2009  
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Pj	Goal	Funct	Obj	Sch.Lo	Amount	PO Amt
10/27/2009	54112				OFFICE DEPOT									1,000.00	
10/28/09	54113	A	10/28/2009	10/28/2009	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL SUPPLIES	Office of Child Development	12.0	90284.0	85000	10000	4310	0000002	499.75	
10/28/2009	54113				DISCOUNT SCHOOL SUPPLY									499.75	
10/28/09	54114	A	10/28/2009	10/28/2009	IMAGE IV SYSTEMS, INC.	MAINTENANCE AGREEMENTS	Undistributed	01.0	00000.0	00000	24200	5630	0000000	423.00	
10/28/2009	54114				IMAGE IV SYSTEMS, INC.									423.00	
10/28/09	54115	A	10/28/2009	10/28/2009	3M LIBRARY SYSTEMS	MAINTENANCE AGREEMENTS	Undistributed	01.0	00000.0	00000	24200	5630	0000000	1,254.00	
10/28/2009	54115				3M LIBRARY SYSTEMS									1,254.00	
10/28/09	54116	A	10/28/2009	10/28/2009	FOLLETT SOFTWARE COMPANY	MAINTENANCE AGREEMENTS	Undistributed	01.0	00000.0	00000	24200	5630	0000000	2,950.00	
10/28/2009	54116				FOLLETT SOFTWARE COMPANY									2,950.00	
10/27/09	54117	C	10/29/2009	10/27/2009	AMANDA COPELAND	CONTRACT SERVICES RENDERED	Special Education	01.0	33100.0	57500	39000	5890	0004040	1,050.00	
10/27/2009	54117				AMANDA COPELAND									1,050.00	
10/27/09	54118	C	10/27/2009	10/27/2009	WEST COAST DESIGN GROUP	REPAIRS	El Rincon Elementary	01.0	07395.0	11100	10000	5630	2040000	4,800.00	
10/27/2009	54118				WEST COAST DESIGN GROUP									4,800.00	
10/28/09	54119	A	10/28/2009	10/28/2009	B4 DISASTER MANAGEMENT	OFFICE SUPPLIES	Business Services	01.0	00000.0	00000	81100	4310	0005000	1,521.83	
10/28/2009	54119				B4 DISASTER MANAGEMENT									1,521.83	

Total by District : 64444 129,047.02 129,047.02

End of Report LAPO009C



# CULVER CITY UNIFIED SCHOOL DISTRICT DISTRICT WARRANT 2009 - 2010

## COMMERCIAL WARRANTS

OCTOBER 5, 2009 - OCTOBER 29, 2009	\$	1,308,775.00
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## PAYROLL WARRANTS

OCTOBER 5, 2009 - OCTOBER 29, 2009	\$	1,358,960.82
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TOTAL:	\$	<u>2,667,735.82</u>
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**BOARD REPORT**

**11/10/09**  
**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	Ali McCann Alphabet Train for El Rincon Pre-School
El Rincon School	Ali McCann Magnifier and Magnet Center For Science Center
Culver City High School	Marshall and Peggy Kahn 4 Science Books

RECOMMENDED MOTION:

That the Board accepts with appreciation the gifts listed.

Moved by:

Seconded by:

Vote:

## BOARD REPORT

### 9.4 Certificated Personnel Services Report No. 8

#### I. Authorization and Ratification of Employment

- A. Extra Assignment – El Marino, Choir Director  
Effective September 2, 2009 through November 6, 2009 at \$281.45 stipend
1. Nabours, Mary
- B. Extra Assignment - Grade 1 Mathematics Committee  
Effective October 8, 2009 at \$35.00 per hour, not to exceed 1.5 hours
1. Ames, Janet
  2. Ebor, Marilynn
  3. Eskridge, Patty
  4. Maldonado, Amy
  5. Redmon, Kim
  6. Thorup, Erica
- C. Extra Assignment – Middle School, Saturday School Supervision  
Effective October 10, 2009 through June 12, 2010 at \$35.00 per hour, not to exceed 52 hours
1. Scott Moore, Gloria
- D. Extra Assignment – High School, Proctoring PSAT Exam  
Effective October 17, 2009 at \$35.00 per hour, not to exceed 5 hours
1. Davis, Lisa
  2. Phillips, Dan
  3. Tatum, Charles
  4. Yokogawa, Valerie
- E. Extra Assignment – District, Coordinate GATE Testing and Program  
Effective November 1, 2009 through June 30, 2010 at daily rate of pay, not to exceed 10 days
1. Fournier, Antoinette
- F. Extra Assignment – District, Lead Teachers for the Arts Integration Partnership  
Effective November 10, 2009 through June 18, 2010 at \$35.00 per hour, not to exceed 15 hours
1. Bell, Monica
  2. Black, Sandra
  3. Borcharding, Nan
  4. Fretham, Kari
  5. Holman, Greg
  6. Lowell, Janice
  7. Miller, Samantha
  8. O'Daniel, Sharon
  9. Sibert, Christine

**BOARD REPORT**

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

I. Authorization and Ratification of Employment – continued

G. Extra Assignment – El Marino, FLAP Grant Committee Meetings  
Effective November 11, 2009 through June 18, 2010 at \$35.00 per hour, not to exceed 17 hours

1. Miyagishima, Junko
2. Mizuta, Naoko
3. Niimura, Hitomi
4. Sekiguchi, Saori
5. Shiratori, Mina

H. Extra Assignment – El Marino, FLAP Grant After School Cultural Enrichment Class  
Effective November 11, 2009 through June 18, 2010 at \$35.00 per hour, not to exceed 135 hours

1. Sato, Akiko

I. Extra Assignment – El Marino, Supporting FLAP Grant Goals/Connection with Nishiyamato Academy, effective November 11, 2009 through June 18, 2010 at \$35.00 per hour

- |                       |                          |
|-----------------------|--------------------------|
| 1. Ezaki, Satomi      | Not to exceed 3.5 hours  |
| 2. Horiba, Alice      | Not to exceed 6 hours    |
| 3. Miyagishima, Junko | Not to exceed 3.5 hours  |
| 4. Miyawaki, Tomoko   | Not to exceed 4 hours    |
| 5. Nagumo, Nori       | Not to exceed 4 hours    |
| 6. Niimura, Hitomi    | Not to exceed 12.5 hours |
| 7. Omuro, Mitsuko     | Not to exceed 20 hours   |
| 8. Sekiguchi, Saori   | Not to exceed 10 hours   |
| 9. Yamakawa, Mike     | Not to exceed 6 hours    |

J. Extra Assignment – High School Coaches  
Effective November 16, 2009 through February 12, 2010

- |                       |                         |                |
|-----------------------|-------------------------|----------------|
| 1. Chapman, Jon       | Head Boys' Basketball   | \$3332 stipend |
| 2. Kochevar, Jennifer | Assistant Girls' Soccer | \$2745 stipend |
| 3. Sanchez, David     | Head Boys' Soccer       | \$2978 stipend |

K. Extra Assignment – Middle School, Coordinate the Cultural History Museum  
Effective February 22, 2010 through March 19, 2010 at \$943.00 stipend (2/3 of Multicultural Festival Coordinator Stipend)

1. Scott Moore, Gloria

BOARD REPORT

9.4 Certificated Personnel Services Report No. 8 – Page 3

II. Resignation

- |    |                              |  |
|----|------------------------------|--|
| 1. | Zager, Howard<br>High School | Effective January 31, 2009<br>For retirement |
|----|------------------------------|--|

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

Moved by:

Seconded by:

Vote:



BOARD REPORT

9.5 Classified Personnel Services Report No. 8

I. Authorization, Approval & Ratification of Employment

A. Clerical & Fiscal

1. Lee, Jacqueline  
Secretary II – Permanent  
High School – Extra Assignment –  
Back to School Night  
Not to exceed 5 hours  
Effective September 30, 2009  
Range 22
2. Loyola, Rik  
Computer Technician – Permanent  
District Office – Educational Services  
Extra Assignment – Elementary Music Festival  
Not to exceed 5 hours  
Effective June 11, 2009  
Range 30

B. Instructional Assistants

1. Schuchman, Alan  
Substitute Instructional Assistant  
District Office  
Effective November 2, 2009  
Hourly, as needed
2. Tolerson, Monique  
Substitute Instructional Assistant  
Adult School  
Effective November 12, 2009  
Hourly, as needed
3. Gibbs, Shauna  
Instructional Assistant – Adult School  
Adult School – Extra Assignment – CAHSEE  
Not to exceed 5 hours  
Effective October 6, 2009  
Range 17
4. Ocasio Vasquez, Michelle  
Instructional Assistant – Bilingual  
Linwood Howe – Extra Assignment  
Not to exceed 12 hours  
Effective October 14, 2009 through  
April 23, 2010  
Range 16

BOARD REPORT

9.5 Classified Personnel Services Report No. 8 – Page 2

I. Authorization, Approval & Ratification of Employment – continued

C. Coaches

1. Nakanishi, Jack  
Temporary Girl's Basketball Coach  
High School  
Effective November 16, 2009 through  
February 12, 2010  
Stipend of \$3,332.00
2. Nakayama, Tom  
Temporary Assistant Girl's Basketball Coach  
High School  
Effective November 16, 2009 through  
February 12, 2010  
Stipend of \$3,013.00
3. Eskridge, Adam  
Temporary Assistant Boy's Basketball Coach  
High School  
Effective November 16, 2009 through  
February 12, 2010  
Stipend of \$3,013.00
4. Goodwin, Gary  
Temporary Assistant Boy's Basketball Coach  
High School  
Effective November 16, 2009 through  
February 12, 2010  
Stipend of \$3,013.00
5. Huezo, Derek  
Temporary Assistant Boy's Basketball Coach  
High School  
Effective November 16, 2009 through  
February 12, 2010  
Stipend of \$3,013.00
6. Dordoni, Nestor  
Temporary Girl's Water Polo Coach  
High School  
Effective November 16, 2009 through  
February 12, 2010  
Stipend of \$2,745.00
7. Dordoni Jr., Nestor  
Temporary Assistant Girl's Water Polo Coach  
High School  
Effective November 16, 2009 through  
February 12, 2010  
Stipend of \$1,800.00



BOARD REPORT

9.5 Classified Personnel Services Report No. 8 – Page 3

I. Authorization, Approval & Ratification of Employment – continued

C. Coaches – continued

8. Cveyich, Elizabeth Temporary Assistant Girl's Soccer Coach  
High School  
Effective November 16, 2009 through  
February 12, 2010  
Stipend of \$500.00
9. Boisdeau, Rick Temporary Assistant Boy's Soccer Coach  
High School  
Effective November 16, 2009 through  
February 12, 2010  
Stipend of \$2,745.00

D. Maintenance

1. Plascencia, Abrahan Substitute School Custodian  
Maintenance, Operations & Transportation  
Effective November 3, 2009  
Hourly, as needed

E. Stipend Assignments

1. PSAT Proctors  
High School – Not to exceed 5 hours  
Effective October 17, 2009  
Stipend of \$30.00 per hour
- |                        |                        |
|------------------------|------------------------|
| a. Campos, Josie       | h. Heiner, Phyllis     |
| b. Dobbs, Magdalena    | i. Herrera, Susan      |
| c. Fitzgerald, Thomas  | j. Holland, Lynne      |
| d. Fujisawa, Margaret  | k. Horrell, Alana      |
| e. Goldberg, Carol-Ann | l. Mankarios, Marianne |
| f. Gueco, Maria        | m. Scott, Linda        |
| g. Guinn, JoNellia     |                        |

F. Student Helpers

1. Cabrera, Miguel Student Helper – Workability  
Location outside of district  
Effective October 27, 2009  
Hourly, as needed

BOARD REPORT

9.5 Classified Personnel Services Report No. 8 – Page 4

I. Authorization, Approval & Ratification of Employment – continued

F. Student Helpers – continued

2. Thompson, Saleem                      Student Helper – Workability  
Location outside of district  
Effective November 6, 2009  
Hourly, as needed

II. Authorization, Approval & Ratification of Change of Assignment

1. Roberts, Tanya                      Promotion via Classified Interviews:  
From: Instructional Assistant –  
Child Development – Permanent  
Child Development – El Rincon  
3.5 hours per day, school year  
To: Instructional Assistant –  
Child Development – Permanent  
Child Development – El Rincon  
3.5 hours per day, school year  
and Instructional Assistant –  
Child Development – Probationary  
Child Development – Linwood Howe  
3.3 hours per day, school year  
Effective November 2, 2009  
Range 11
2. Lewis, Ameenah                      Promotion via Classified Interviews:  
From: Substitute Instructional Assistant/Child  
Development  
Hourly, as needed  
To: Instructional Assistant – Child  
Development – Probationary  
3.3 hours per day, school year  
Child Development – Linwood Howe  
Effective December 1, 2009  
Range 11
3. Duran, Miguel                      Promotion via Classified Interviews:  
From: Substitute School Custodian  
Hourly, as needed  
To: School Custodian – Probationary  
4 hours per day, 12 months per year  
MOT/Adult School  
Effective November 2, 2009  
Range 16

BOARD REPORT

9.5 Classified Personnel Services Report No. 8 – Page 5

II. Authorization, Approval & Ratification of Change of Assignment – continued

4. Perez Ocejo, Araceli  
Working Out of Classification for Extra Assignment Only:  
Instructional Assistant – Bilingual  
Linwood Howe – Extra Assignment  
Parent Conference Translations  
Not to exceed 12 hours  
Effective October 14, 2009 through  
April 23, 2010  
Range 16

III. Authorization, Approval & Ratification of Probationary Release

1. Nuñez, Jessica  
Food Service Assistant – Probationary  
Food Services – 3.5 hours per day, school year  
Probationary Release  
Effective October 30, 2009  
Range 6
2. Salazar, Jessy  
Food Service Assistant – Probationary  
Food Services – 3 hours per day, school year  
Probationary Release  
Effective October 30, 2009  
Range 6

IV. Rescind Board Items Previously Approved on Board Report #7; 11/10/09

A. Instructional Assistants

1. Green, Shakeitha  
Instructional Assistant – Computer Lab  
La Ballona – Extra Assignment  
Not to exceed 2.1 hours per day, school year  
Effective September 2, 2009 through  
June 18, 2010  
Range 16

B. Noon Duty Supervisors

1. Cardenas, Mirna  
Temporary Noon Duty Supervisor  
La Ballona  
Effective September 22, 2009 through  
June 18, 2010  
Hourly, as needed

**BOARD REPORT**

**9.5 Classified Personnel Services Report No. 8 – Page 6**

IV. Rescind Board Items Previously Approved on Board Report #7; 11/10/09 – continued

B. Noon Duty Supervisors – continued

2. Orozco, Silvia

Temporary Noon Duty Supervisor  
La Ballona  
Effective September 22, 2009 through  
June 18, 2010  
Hourly, as needed

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

Moved by:

Seconded by:

Vote:

## BOARD REPORT

11/10/09

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.

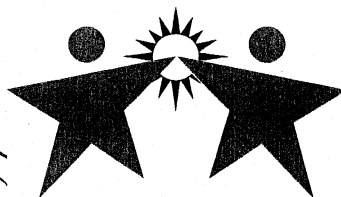
This month eight students, one from each school, will be recognized for their good citizenship.

**BOARD REPORT**

**11/10/09**  
**10.2**

**10.2 Resolution from the Board of Education to the Westfield Corporation**

A Resolution signed by the Board of Education will be presented by the Culver City Education Foundation to Westfield Corporation for their ongoing support to the District.



CULVER CITY  
UNIFIED SCHOOL DISTRICT

*Lifelong learning ... Filling the future with options*

*The Culver City Unified School District Proudly Recognizes and Thanks*

# *Westfield Corporation*

- WHEREAS,** The Westfield Group is the world's largest listed retail property group by equity market capitalization and has interests in and operates a global portfolio of 119 high-quality regional shopping centers in Australia, New Zealand, the United Kingdom and the United States, valued at more than \$62 billion; and
- WHEREAS,** Westfield recently undertook a \$180 million renovation of Westfield Culver City, adding a wide array of new dining and shopping establishments; and
- WHEREAS,** Westfield has always been keenly focused on supporting the schools and students of the Culver City Unified School District through many contributions to the Culver City Education Foundation (CCEF); and
- WHEREAS,** Paul Green, grandfather of Westfield's Senior Vice President Larry Green, donated a year of his earnings from working as a Westfield concierge at the shopping center to CCEF in 2003, and Richard Green, Larry's father, and Westfield each donated \$2,500 to CCEF in 2004 in memory of Paul Green, who passed away that year; and
- WHEREAS,** Westfield has supported the CCUSD district-wide Spelling Bee since 2006, providing each participant with certificates and the top three finishers with trophies and U.S. savings bonds; and
- WHEREAS,** Westfield donated \$5,000 to support the state-of-the-art El Rincon Science Discovery Lab, one of the finest elementary school science labs in Southern California, which gives students the opportunity to experience science in a bold, new, hands-on way; and
- WHEREAS,** a \$5,000 grant from Westfield in 2008 allowed the district to carry on its "Focus on Technology" campaign, which helped the district purchase more LCD projectors/document cameras to assist teachers in the classroom; and
- WHEREAS,** for two years Westfield provided CCUSD students the opportunity to shine through art competitions, including one where the winner at each grade level had their artwork featured on 1,000 holiday shopping bags and another where students decorated Nike tennis shoes in a creative fashion; and
- WHEREAS,** Westfield sponsored the Superintendent's Award at the 2009 Tribute to the Stars event and donated an additional \$1,000 at the event itself; and
- WHEREAS,** at the grand opening of Westfield Culver City on October 8, 2009, Westfield made a \$20,000 donation to CCEF that will benefit all CCUSD students; and
- WHEREAS,** Culver City Unified School District takes seriously its relationship with its business partners and appreciates all that Westfield Corporation has done to improve the educational tools Culver City students use on a daily basis.
- NOW, THEREFORE, BE IT RESOLVED** that the Board of Education of the Culver City Unified School District hereby recognizes Westfield Corporation and thanks Westfield and its employees for all they have done to benefit the students of Culver City Unified School District this 10th day of November, 2009.

\_\_\_\_\_  
Jessica Beagles-Roos, Ph.D., President

\_\_\_\_\_  
Saundra Davis, M.A., Vice President

\_\_\_\_\_  
Steven Gourley, Esq., Clerk

\_\_\_\_\_  
Scott Zeidman, Esq., Parliamentarian

\_\_\_\_\_  
Dana Russell, D.D.S., Member

\_\_\_\_\_  
Myrna Rivera Coté, Ed.D., Superintendent

## BOARD REPORT


11/10/09  
10.3

### 10.3 Spotlight on Student Achievement – El Rincon Elementary School


Dr. Tom Tracy, Principal, will present El Rincon Elementary School's student achievement results as measured in both state and federal accountability systems.



**El Rincon  
Elementary School**




**Spotlight on Student  
Achievement**  
2008-2009 School Year



Dr. Tom Tracy, Principal  
November 10, 2009


CULVER CITY  
UNIFIED SCHOOL DISTRICT  
"Life long learning...filling the future with options."

**El Rincon Elementary School  
CST 3-Year Summary**




CST	2007 % At or Above Proficient	2008 % At or Above Proficient	2009 % At or Above Proficient	2009 # At or Above Proficient	2009 # Below Proficient
ELA	58%	60%	62%	201	126
Math	62%	68%	68%	223	104
5 <sup>th</sup> Gr Science	36%	53%	52%	46	42

**El Rincon Elementary School  
ELA CST 3-Year Grade Level Breakdown**




CST	2007 % At or Above Proficient	2008 % At or Above Proficient	2009 % At or Above Proficient	2009 # At or Above Proficient	2009 # Below Proficient
ELA	58%	60%	62%	200	127
2 <sup>nd</sup> Gr	64%	56%	72%	57	22
3 <sup>rd</sup> Gr	54%	44%	43%	35	46
4 <sup>th</sup> Gr	63%	86%	63%	50	29
5 <sup>th</sup> Gr	47%	57%	66%	58	30

**El Rincon Elementary School  
Math CST 3-Year Grade Level Breakdown**




CST	2007 % At or Above Proficient	2008 % At or Above Proficient	2009 % At or Above Proficient	2009 # At or Above Proficient	2009 # Below Proficient
Math	62%	68%	68%	223	105
2 <sup>nd</sup> Gr	61%	58%	76%	61	19
3 <sup>rd</sup> Gr	71%	78%	63%	51	30
4 <sup>th</sup> Gr	65%	88%	72%	57	22
5 <sup>th</sup> Gr	48%	52%	61%	54	34

**El Rincon Elementary School  
API Report 2007 to 2009**



Sub Group	2007				2008				2009				2008 Valid #
	Base API	Growth API	Growth Points	Target Growth Points	Base API	Growth API	Growth Points	Target Growth Points	Base API	Growth API	Growth Points	Target Growth Points	
SchWide	812	815	3	A	827	835	8	A	829	835	6	A	327
African American	798	797	-1	2	809	831	22	A	829	824	-5	A	146
Asian	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	13
Filipino	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	13
Hispanic	770	776	6	5	791	800	9	5	791	790	-1	5	92
White	854	NA	NA	NA	876	NA	NA	NA	877	898	21	A	54
SED	777	790	13	5	796	782	-14	4	779	779	0	5	89
EL	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	51
SWD	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	26

**El Rincon Elementary School  
ELA AYP Report 2007 to 2009**



Sub Group	2007			2008			2009			2008 Valid #
	% Proficient	Target %	Difference +/-	% Proficient	Target %	Difference +/-	% Proficient	Target %	Difference +/-	
SchWide	57.5%	24.4%	33.1%	59%	35.2%	23.8%	61.5%	46%	15.5%	327
African American	55.9%	24.4%	31.5%	58.6%	35.2%	29.6%	58.9%	46%	12.9%	146
Asian	NA	24.4%	NA	NA	35.2%	NA	NA	46%	NA	13
Filipino	NA	24.4%	NA	NA	35.2%	NA	NA	46%	NA	13
Hispanic	46.2%	24.4%	21.8%	49.4%	35.2%	14.2%	52.2%	46%	6.2%	92
White	70.2%	24.4%	45.8%	75.5%	35.2%	40.3%	74.1%	46%	28.1%	54
SED	40.7%	24.4%	16.3%	51.6%	35.2%	16.4%	47.2%	46%	1.2%	89
EL	39.2%	24.4%	14.8%	40.8%	35.2%	5.6%	49%	46%	3%	51
SWD	15.8%	24.4%	-8.6%	25%	35.2%	-10.2	15.4	46%	-30.6%	26

**El Rincon Elementary School**  
**Math AYP Report 2007 to 2009**

Sub Group	2007			2008			2009			2008 Valid #
	% Proficient	Target %	Difference +/-	% Proficient	Target %	Difference +/-	% Proficient	Target %	Difference +/-	
SchWide	62.3%	26.5%	35.8%	67.5%	37%	30.5%	68.2%	47.5%	20.7%	327
African American	58.8%	26.5%	32.3%	65.5%	37%	28.5%	66%	47.5%	18.5%	146
Asian	NA	26.5%	NA	NA	37%	NA	NA	47.5%	NA	13
Filipino	NA	26.5%	NA	NA	37%	NA	NA	47.5%	NA	13
Hispanic	53.8%	26.5%	27.3%	62.9%	37%	25.9%	62%	47.5%	14.5%	92
White	76.6%	26.5%	50.1%	77.4%	37%	40.4%	77.8%	47.5%	30.3%	54
SED	59.3%	26.5%	32.8%	54.8%	37%	17.8%	56.2%	47.5%	8.7%	89
EL	49%	26.5%	22.5%	59.2%	37%	22.2%	64.7%	47.5%	17.2%	51
SWD	26.3%	26.5%	-0.2%	39.5%	37%	2.5%	19.2%	47.5%	-28.3%	26

**El Rincon Elementary School**  
**Title III Accountability Report**

Year		AMAO 1	AMAO 2	AMAO 3 ELA	AMAO 3 Math
2009	Target	60.6%	30.6%	46%	47.5%
	Made	71.9%	58.3%	49%	64.7%
2008	Target	50.1%	28.9%	35.2%	37%
	Made	65.9%	62.1%	40.8%	59.2%
2007	Target	48.7%	27.2%	24.4%	26.5%
	Made	64.3%	NA	39.2%	49%

**El Rincon Elementary School**

**Factors in El Rincon's Progress Toward Meeting These Goals**

- **ELA**
  - Professional Development
  - Teacher Collaboration, horizontal and vertical
  - Benchmark Assessment Data Analysis
  - Increased student centered learning activities
  - Parent Involvement
  - Being a Writer program
- **Math**
  - Professional Development
  - Teacher Collaboration, horizontal and vertical
  - Benchmark Assessment Data Analysis
  - Increased student centered learning activities
  - Parent Involvement

**El Rincon Elementary School**

**Emphasis on EL Student Achievement**

Year	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	Total
2008	0	11	12	7	8	6	44
2009	1	20	18	9	6	4	58

- There was an increase in the K-5 English Learner Population from 44 in 2008 to 58 in 2009
- Reclassified 12 students in 08/09
- English Learner subgroup will show an increase in 2010
- El Rincon will need to place extra focus on this subgroup in the future

**El Rincon Elementary School**

**Emphasis on EL Student Achievement**

	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Level 1	0	0	0	1	1	0
Level 2	0	0	0	1	0	1
Level 3	0	3	5	5	4	2
Level 4	0	15	6	2	1	1
Level 5	0	2	7	0	0	0

- 2008-09 English Learner language levels by grade as determined by the CELDT


**Intervention Programs at El Rincon**

**Prior Years**

- Before/After School classes in the English Language Arts
- STAR program
- Pull out programs
- In class interventions
- Chess Tutors

**Today**

- In class interventions
- STAR program
- Rolling Readers program
- Chess Tutors
- Family Science


**Next Steps for El Rincon** 

**Professional Learning Communities**

- Outcome based learning
- Weekly collaboration
- Vertical collaboration
- Horizontal Teaming

**Research Based, Data Driven Decisions**

- Learning outcome decision making
- Expand use of new Science Lab
- Expand the use of the Galileo Benchmark program
- Measured learning outcomes
- Implementation of Being a Writer program



**CULVER CITY**  
UNIFIED SCHOOL DISTRICT

*"Life long learning...filling the future with options."*

### ACRONYMS

<b>STAR</b>	<b>Standardized Testing And Reporting</b>
<b>CST</b>	<b>California Standards Tests</b>
<b>CMA</b>	<b>California Modified Assessment</b>
<b>CAPA</b>	<b>California Alternative Performance Assessment</b>
<b>CAHSEE</b>	<b>California High School Exit Exam</b>
<b>ELA</b>	<b>English Language Arts</b>
<b>CELDT</b>	<b>California English Learners Development Test</b>
<b>API</b>	<b>Academic Performance Index</b>
<b>AYP</b>	<b>Adequate Yearly Progress</b>
<b>AMAO</b>	<b>Annual Measurable Achievement Objectives</b>
<b>SED</b>	<b>Socio-Economically Disadvantaged</b>
<b>EL</b>	<b>English Learners</b>
<b>SWD</b>	<b>Students With Disabilities</b>
<b>SDAIE</b>	<b>Specially Designed Academic Instruction in English</b>

**12.1 Enrollment Report**

The attached report displays enrollment information for the second month of the 2009-2010 school year. The report is 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.

**Culver City Unified School District**  
**Enrollment for the 2nd School Month (9/21/09 - 10/16/09)**  
**2009 - 2010**

<b>ELEMENTARY</b>	<b>El Marino</b>	<b>El Rincon</b>	<b>Farragut</b>	<b>La Ballona</b>	<b>Linwood Howe</b>	<b>Ind. Study</b>	<b>Total</b>
<b>K</b>	131	90	86	111	87	0	505
<b>1</b>	132	82	88	88	79	0	469
<b>2</b>	118	85	75	76	74	0	428
<b>3</b>	119	88	79	58	79	1	424
<b>4</b>	119	75	85	87	77	0	443
<b>5</b>	114	81	86	87	73	1	442
<b>Spec Class</b>	0	0	5	0	37	0	42
<b>Elementary Total</b>	<b>733</b>	<b>501</b>	<b>504</b>	<b>507</b>	<b>506</b>	<b>2</b>	<b>2753</b>

<b>SECONDARY</b>	<b>Middle School</b>	<b>High School</b>	<b>Culver Park</b>	<b>Ind. Study</b>	<b>Total</b>
<b>6</b>	515			0	515
<b>7</b>	508			0	508
<b>8</b>	514			0	514
<b>9</b>		609	0	0	609
<b>10</b>		621	0	5	626
<b>11</b>		551	26	7	584
<b>12</b>		496	38	32	566
<b>Spec Class</b>	27	41	0	0	68
<b>Secondary Total</b>	<b>1564</b>	<b>2318</b>	<b>64</b>	<b>44</b>	<b>3990</b>

<b>Total K-12 Enrollment</b>	<b>6743</b>
------------------------------	-------------

**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>
56	17	40	8	85	96	302

**ADULT SCHOOL**

<b>Adult Basic Education</b>	<b>ESL</b>	<b>Citizenship</b>	<b>Adults with Disabilities</b>	<b>Voc. Education</b>	<b>Older Adults Prog</b>	<b>High School Subjects</b>	<b>Total</b>
148	730	24	23	125	323	249	1622

Notes:

1. These enrollment figures represent the total number of sections. A single student may be enrolled in multiple sections.
2. Of the 249 students enrolled in high school subjects, 30 concurrently attend high school

**Culver City Unified School District**  
**Enrollment Comparison**  
**08-09 vs 09-10**

ELEMENTARY	1st		2nd		3rd		4th		5th	
	School Month		School Month		School Month		School Month		School Month	
	08-09	09-10	08-09	09-10	08-09	09-10	08-09	09-10	08-09	09-10
El Marino	707	734	707	733	707		705		708	
El Rincon	486	500	489	501	488		487		486	
Farragut	490	503	491	504	490		490		493	
La Ballona	498	514	500	507	499		491		487	
Linwood Howe	486	510	490	506	489		487		488	
Ind. Study	2	2	2	2	2		2		2	
Special Ed	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl
<b>Elementary Total</b>	<b>2669</b>	<b>2763</b>	<b>2679</b>	<b>2753</b>	<b>2675</b>	<b>0</b>	<b>2662</b>	<b>0</b>	<b>2664</b>	<b>0</b>

SECONDARY	1st		2nd		3rd		4th		5th	
	School Month		School Month		School Month		School Month		School Month	
	08-09	09-10	08-09	09-10	08-09	09-10	08-09	09-10	08-09	09-10
Middle School	1526	1568	1531	1564	1530		1525		1525	
High School	2310	2322	2302	2318	2290		2297		2273	
Culver Park	76	65	75	64	74		75		72	
Ind. Study	48	43	51	44	59		59		58	
Special Ed	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl
<b>Secondary Total</b>	<b>3960</b>	<b>3998</b>	<b>3959</b>	<b>3990</b>	<b>3953</b>	<b>0</b>	<b>3956</b>	<b>0</b>	<b>3928</b>	<b>0</b>

<b>K-12 Total</b>	<b>6629</b>	<b>6761</b>	<b>6638</b>	<b>6743</b>	<b>6628</b>	<b>0</b>	<b>6618</b>	<b>0</b>	<b>6592</b>	<b>0</b>
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**BOARD REPORT**

**11/10/09**

**12.2**

**12.2 Budget Update**

Mr. David El Fattal, Assistant Superintendent of Business Services, will provide an update on the District's budget.

**BOARD REPORT**

**11/10/09**

**12.3**

**12.3 First Reading of Board Policy 3290 – Gifts, Grants and Bequests**

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

The attached document reflects changes to Board Policy 3290 – Gifts, Grants and Bequests, and is presented for information and review by the Board.



## GIFTS, GRANTS AND BEQUESTS

The Governing Board may accept any bequest or gift of money or property on behalf of the district. While greatly appreciating suitable donations, the Board discourages any gifts which may directly or indirectly impair its commitment to providing equal educational opportunities for all district students.

*(cf. 0410 – Nondiscrimination in District Programs and Activities)*

Before accepting a gift, the Board shall consider whether the gift **satisfies the following criteria:**

1. Has a purpose consistent with the district's **goals**, vision, **policies** and philosophy.
2. **Does not** begins a program which the Board would be unable to continue when the donated funds are exhausted.
3. Implies endorsement of any business or product.
4. **Is not inappropriate or is harmful to the best education of students.**
5. **Places no restrictions on the school program(s).**
6. **Does not conflict with any provision of District policy, education code or public law.**
7. **Does not** entails undesirable, **hidden** or excessive costs, **including repair, maintenance or personnel costs.**

*(cf. 1325 - Advertising and Promotion)*

~~The Board shall carefully evaluate any conditions or restrictions imposed by the donor in light of district philosophy and operations. If the Board feels the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.~~

Gift books and instructional materials shall be accepted only if they meet regular district criteria.

*(cf. 6161.1 – Selection and Evaluation of Instructional Materials)*

**The Board fully supports athletic and academic programs and competitions as an extension of the educational program. If schools wish to augment district-funded positions, it will be permissible to seek donations from parents/guardian or private donors. Gift money will be accepted for stipend payment for co-curricular activities but will not be accepted to pay for the primary employment of employees.**

**Upon acceptance of funds and/or equipment by the district, all monies will be deposited into a district-based account.**

**GIFTS, GRANTS AND BEQUESTS**

All gifts, grants and bequests shall become district property. Donors are encouraged to donate all gifts to the district rather than to a particular school. At the Superintendent or designee's discretion, a gift may be used at a particular school.

**Use of the gift shall not be impaired by restrictions or conditions imposed by the donor. The district shall not be responsible for determining the value of any gift donated to the district. Upon request, the district will provide the donor with a letter verifying the donation and setting forth the value as set by the donor.**

**The Board will try to follow the donor's wishes insofar as they do not conflict with District philosophy or operations.**

**The Superintendent or designee may provide additional guidelines in regards to technical specifications of donated computers and related equipment.**

*Legal Reference:*

**EDUCATION CODE**

1834 Acquisition of materials and apparatus

35162 Power to sue, be sued, hold and convey property

41030 School district may invest surplus monies from bequest or gifts

41031 Special fund or account in county treasury

41032 Authority of school board to accept gift or bequest; investments; gift of land requirements

41035 Advisory committee

41036 Function of advisory committee

41037 Rules and regulations

**Policy**

**adopted: April 21, 1998**

**Policy**

**reviewed: November 10, 2009**

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

**12.4 Compensation Report of the Members of the Board of Education**

The attached report lists the cost to the District of all expenditures paid out on behalf of each Board Member from July 1, 2009 through September 30, 2009.

**2009-10**  
**Annual Compensation and Expenditure Report**  
**of the**  
**Members of the Board of Education**  
  
**July 1, 2009 to September 30, 2009**

<b>Board Member</b>	<b>Stipend</b>	<b>Statutory Benefits</b>	<b>Health &amp; Welfare</b>	<b>Other Expenditures</b>	<b>YTD Total</b>
Beagles-Roos, Jessica	\$ 720.00	\$ 78.11	\$ 24.09	\$ -	\$ 822.20
Davis, Sandra	\$ 720.00	\$ 62.01	\$ 1,126.59	\$ -	\$ 1,908.60
Gourley, Steven	\$ 720.00	\$ 78.08	\$ 161.82	\$ -	\$ 959.90
Russell, Dana	\$ 720.00	\$ 62.01	\$ 1,126.59	\$ -	\$ 1,908.60
Zeidman, Curtis Scott	\$ 720.00	\$ 62.01	\$ 1,126.59	\$ -	\$ 1,908.60
<b>TOTAL</b>	<b>\$ 3,600.00</b>	<b>\$ 342.22</b>	<b>\$ 3,565.68</b>	<b>\$ -</b>	<b>\$ 7,507.90</b>

This report represents all expenditures made by the district to, or on behalf of, members of the Board of Education:

- A Stipend is "compensation" made to elected officials for the public service they provide pursuant to Education Code 35120.
- Statutory Benefits are expenditures paid by the District related to the Stipend.
- Health & Welfare represents expenditures for medical, dental and life insurance.
- Other Expenditures are travel/conference related expenses while on District business.

**BOARD REPORT**

**11/10/09**

**1.0**

**1.0 Approval of the Report of the Treasurer-Controller**

The treasurer of the Culver City School Facilities Financing Authority (CCSFFA) will present the Authority's Financial Report for the period ending June 30, 2009.

**RECOMMENDED MOTION:**

That the Board of Directors of Culver City School Facilities Financing Authority approve the Financial Report for the period ending June 30, 2009 as presented.

**Moved by:**

**Seconded by:**

**Vote:**

**CULVER CITY SCHOOL FACILITIES FINANCING AUTHORITY  
JOINT POWERS AGENCY**

**BALANCE SHEET  
JULY 1, 2008 to JUNE 30, 2009**

**ASSETS**

**CASH**

Escrow: Old Bond Escrow	\$ 9,258,864.19
Cash	\$ -
New Bond Escrow	\$ 37,659,771.91
Project Fund	\$ 3,598,157.39
Cash	<u>\$ 49,767.78</u>
<b>Total Assets:</b>	<b>\$ 50,566,561.27</b>

**LIABILITIES**

**PAYABLES**

New Bond Obligation	\$ 37,659,771.91
Old Bond Obligation	<u>\$ 9,258,864.19</u>
<b>Total Liabilities:</b>	<b>\$ 46,918,636.10</b>

**TOTAL NET ASSETS** **\$ 3,647,925.17**

**CULVER CITY SCHOOL FACILITIES FINANCING AUTHORITY  
JOINT POWERS AGENCY**

**INCOME STATEMENT  
JULY 1, 2008 to JUNE 30, 2009**

<b>BEGINNING BALANCE</b>		<b>\$68,220,992.60</b>
 <b>REVENUE</b>		
Bond Proceeds	\$	14,587.57
Bond Interest	\$	5,774,437.16
Project Fund Interest	\$	17,142.92
Cost of Issuance	\$	133.51
Trust Fee and Other Interest	\$	<u>6.97</u>
	<b>Total Revenue</b>	<b>\$ 5,806,308.13</b>
 <b>EXPENDITURES</b>		
Treasury Bond Maturity	\$	-
Old Bond Payment	\$	19,156,701.89
Transfers For Cash Management Between Accounts	\$	4,302,537.57
Joint Powers Formation Fees	\$	-
Escrow and Underwriters Fees	\$	<u>1,500.00</u>
	<b>Total Expenditures</b>	<b>\$ 23,460,739.46</b>
		<u>\$ -</u>
<b>FUND CHANGE</b>		<b>\$(17,654,431.33)</b>
 <b>ENDING BALANCE</b>		 <b><u>\$ 50,566,561.27</u></b>

\*Non-callable bond matured at \$19,156,701.89.

## BOARD REPORT

11/10/09

14.2a

### **14.2a Approval is Recommended for the Stipulated Expulsion of Pupil Services Case #04-09**

Under AR 5144.1(s) a student may have an alternative to an expulsion hearing. A stipulated expulsion is a proposed recommendation to expel presented to the Board of Education that bypasses the hearing process based on agreement of the district and parent/guardian.

All of the following must occur for a stipulated expulsion to be considered:

- a) the facts leading to the recommendation to expel are not disputed, and
- b) the principal and Superintendent's designee believe it is in the best interest of the student, and
- c) parent/guardian and principal agree that it is unnecessary to convene an administrative hearing panel to make a recommendation to the Board to expel, and
- d) the parent/guardian voluntarily agrees to a proposed expulsion order that will be presented to the Board of Education for action.

District Administration recommends that Case #04-09, an 11th grade student at Culver City High School, be expelled from the Culver City Unified School District. The student will be expelled under the terms and conditions of a stipulated expulsion that will remain in effect until August 2010.

RECOMMENDED MOTION: That the Board approve the stipulated expulsion of Case # 04-09 until August 2010 and that the student enroll in County Community Day School.

Moved by:

Seconded by:

Vote:



## BOARD REPORT

11/10/09

14.2b

### **14.2b Approval is Recommended for the Stipulated Expulsion of Pupil Services Case #10-09**

Under AR 5144.1(s) a student may have an alternative to an expulsion hearing. A stipulated expulsion is a proposed recommendation to expel presented to the Board of Education that bypasses the hearing process based on agreement of the district and parent/guardian.

All of the following must occur for a stipulated expulsion to be considered:

- a) the facts leading to the recommendation to expel are not disputed, and
- b) the principal and Superintendent's designee believe it is in the best interest of the student, and
- c) parent/guardian and principal agree that it is unnecessary to convene an administrative hearing panel to make a recommendation to the Board to expel, and
- d) the parent/guardian voluntarily agrees to a proposed expulsion order that will be presented to the Board of Education for action.

District Administration recommends that Case #10-09, an 11th grade student at Culver City High School, be expelled from the Culver City Unified School District. The student will be expelled under the terms and conditions of a stipulated expulsion that will remain in effect until August 2010.

RECOMMENDED MOTION: That the Board approve the stipulated expulsion of Case # 10-09 until August 2010 and that the student enroll in County Community Day School.

Moved by:

Seconded by:

Vote:

**BOARD REPORT**

11/10/09

14.3a

**14.3a Approval of the Energy Audit Agreement between Chevron Energy Solutions Company, a Division of Chevron USA, Inc. and Culver City Unified School District**

At the October 27, 2009 Board Meeting, the Board of Education approved a comprehensive energy analysis to be conducted and completed by Chevron Energy Solutions. The attached Agreement is submitted for review and consideration, and once approved will formalize this project.

**Recommended Motion:** That the Board of Education approve the Energy Audit Agreement between Chevron Energy Solutions Company, a Division of Chevron USA, Inc. and Culver City Unified School District

**Moved by:**

**Seconded by:**

**Vote:**



Chevron Energy Solutions Company,  
a division of Chevron U.S.A. Inc.

Chevron ES Project #: DWCES-32116-321  
Chevron ES Contract # CU \_\_\_\_\_

## ENERGY AUDIT AGREEMENT

This ENERGY AUDIT AGREEMENT (the "Agreement") is made and entered into as of this twenty-seventh (27) day of October, 2009 between Chevron Energy Solutions Company, a Division of Chevron USA, Inc. (Chevron ES), an Energy Services Company ("ESCO"), having its principal offices at 345 California Street, 18th Floor, San Francisco, CA 94104 and Culver City Unified School District, located at 4034 Irving Place, Culver City, CA 90232 hereinafter referred to as "Customer", Chevron ES Project # 32116-321. ESCO and Customer may singularly be referred to as "Party" or collectively as "Parties".

### WITNESSETH

WHEREAS, ESCO is a company with experience and technical and management capabilities to provide for the discovery, engineering, packaging, procurement, installation, financing, maintenance and monitoring of Energy Conservation Measures at public and private sector; and

WHEREAS, ESCO has delivered to Customer a response to Customer's Request for Qualification ("RFQ") pertaining to the discovery, engineering, packaging, procurement, installation, financing, maintenance and monitoring of Energy Conservation Measures at Customer's facilities; and

WHEREAS, in accordance with the provisions of the RFQ, the Customer desires to enter into an Agreement to have ESCO perform an energy audit in accordance with the standards set forth in Exhibit 1. Upon the satisfactory completion of the Energy Audit and subject to the Customer's approval, it is the Customer's intent to have the ESCO implement selected Energy Conservation Measures (ECM'S) identified in the Energy Audit. The terms and conditions of the implementation are to be established and agreed upon in a subsequent Energy Services Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt of which is mutually acknowledged, the parties hereto agree as follows:

### 1. ENERGY AUDIT

ESCO agrees to perform an Energy Audit in accordance with the attached "STANDARDS FOR PERFORMING ENERGY AUDIT." ESCO agrees to complete the Energy Audit and to present to the Customer a draft report within 135 days from the date of receipt of the following information from the Customer:

1. Three years' worth of actual utility bills for all applicable utilities, beginning with the most recent month.
2. Copies of all mechanical, architectural and electrical drawings, including single-line diagrams.
3. 8 1/2" x 11" floor plans of all included buildings.
4. Copies of any geotechnical soil analysis reports.
5. Site plans/layouts in AutoCad.

Customer agrees to assist the ESCO in performing the Energy Audit by providing ESCO, its employees and agents, access to the facilities as deemed necessary by ESCO, providing minor assistance from Customer's staff as available and within staff's capabilities, providing (or causing its energy suppliers to provide, where appropriate) complete and accurate data concerning energy usage and cost for the facilities. Information provided by Customer shall be as available and may not be available in all cases. Customer agrees to work diligently to provide full and accurate information. ESCO agrees to work diligently to assess validity of information provided and to confirm or correct the information as needed.

### 2. COMPENSATION TO ESCO

Except as provided for below, within 60 calendar days after ESCO's submission of the final Comprehensive Energy Analysis/Investment Grade Solar Assessment (CEA/IGSA) report, Customer shall compensate ESCO for performance of the Energy Audit by payment to ESCO of Sixty-Five Thousand and 00/100 Dollars (\$65,000.00). This fee is for the list of buildings as indicated in Attachment A.

- A. Customer shall have no payment obligations at the time of execution of this Agreement, but acknowledges that the fee indicated above shall be incorporated into the total contract amount in the event ESCO and Customer execute an Energy Services Agreement within sixty (60) calendar days after submission of the final CEA/IGSA report by ESCO to the Customer. However, if the parties do not execute an Energy Services Agreement within sixty (60) calendar days after ESCO's submission of the final CEA/IGSA report, then the audit fee set forth above shall be immediately due and payable by Customer to ESCO.
- B. Customer and/or ESCO reserve the right to terminate the contract at any time during the comprehensive audit. If canceled by Customer, costs incurred by ESCO at the date of termination would be pro-rated based on percentage of completion, and payable by Customer.
- C. Should the ESCO determine any time during the Energy Audit that the projected savings will not support a paid-from-savings project, the Audit may be terminated by ESCO. In this event, this Agreement shall be canceled and the Customer shall have no obligation to pay any amount to the ESCO.

**3. CONTRACT DOCUMENTS**

The Contract Documents consist of the following, all of which are as fully a part of this Agreement:

- A. This Energy Audit Agreement.
- B. Standards for Performing the Energy Audit (Exhibit 1).
- C. Attachment A, Customer Building Inventory.

**4. INSURANCE**

ESCO shall maintain, or cause to be maintained, for the duration of this Agreement, the insurance coverage outlined in A through G below, and all such other insurance as required by applicable law. Evidence of coverage will be provided to Customer on an annual basis, prior to policy expiration, via a Certificate of Insurance or a Self Administered Claims Letter.

- A. Workers' Compensation/Employers Liability for states in which ESCO is not a qualified self-insured. Limits as follows:
  - \* Workers' Compensation - Statutory
  - \* Employers Liability -
    - Bodily Injury by accident \$1,000,000 each accident
    - Bodily Injury by disease \$1,000,000 each employee
    - Bodily Injury by disease \$1,000,000 policy limit
- B. Commercial General Liability insurance with limits of:
  - \* \$1,000,000 per occurrence for Bodily Injury and Property Damage
  - \* \$1,000,000 General Aggregate - other than Products/Completed Operations
  - \* \$1,000,000 Products/Completed Operations Aggregate
  - \* \$1,000,000 Personal & Advertising Injury
  - \* \$ 100,000 Fire Damage

Coverage to be written on a Claims-made form and shall continue for two (2) years following termination of this Agreement. Coverage to be at least as broad as ISO form CG 002 (07/98), without endorsements that limit the policy terms with respect to: (1) the definition of an Insured Contract, (2) provisions for severability of interest, (3) explosion, collapse, underground hazard.

- C. Auto Liability insurance for owned, hired and non-owned vehicles with limits of \$1,000,000 per accident. Coverage to be written on an Occurrence form.
- D. Professional Liability insurance with limits of:
  - \* \$1,000,000 per occurrence
  - \* \$1,000,000 aggregate

Coverage to be written on a Claims-made form and shall continue for two (2) years following termination of this Agreement.

- E. Excess Liability insurance. Limits as follows:

- \* \$1,000,000 each occurrence
- \* \$1,000,000 aggregate

Coverage to be written on a Claims-made form and shall continue for two (2) years following termination of this Agreement. Coverage terms and limits to apply excess of the per occurrence and/or aggregate limits provided for Commercial General Liability, Auto Liability and Professional Liability. Coverage terms and limits to also apply in excess of those required for Employers Liability.

**F. Policy Endorsements.**

- \* The insurance specified in clause 4.A. above shall contain waivers of subrogation rights against Customer.
- \* The insurance provided for Commercial General Liability and Auto Liability above shall:
  - (1) include the Customer as an additional insured, by separate endorsement, with respect to Work performed under this Agreement, and
  - (2) provide that the insurance is primary coverage with respect to all insureds and shall not be considered contributory insurance with any insurance policies of the Customer.

G. In lieu of any insurances required in this Section, ESCO may self insure hereunder and use a Self Administered Claims Program for this purpose. ESCO will notify Customer in writing 30 days prior to cancellation of the Self Administered Claims Program.

**5. INDEMNIFICATION**

ESCO agrees to defend, indemnify, and hold harmless the Customer, its Board, officer, agents and employees from all losses, costs, and expenses arising out of any liability or claims of liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising out of activities of ESCO, its subcontractors, or those of any of its officers, agents, or employees, whether such act is authorized by this Agreement or not; and ESCO shall pay for any and all damage to the property of the Customer, or loss or theft of such property, done or caused by such persons. Customer assumes no responsibility whatsoever for any ESCO property placed on the premises. ESCO further agrees to waive all rights of subrogation against the Customer. The provisions of this Article do not apply to any damage or losses caused solely by the negligence of the Customer or any of its agents or employees."

**6. ENERGY SERVICES AGREEMENT**

As it is the intent of Customer and ESCO to pursue cost effective energy retrofits of the facilities under an Energy Services Agreement, both parties agree to enter into good faith negotiations of an Energy Services Agreement immediately following completion of the Energy Audit. If an Energy Services Agreement is not fully executed within 60 calendar days of delivery of the final CEA/IGSA, all fees and costs are subject to increase.

**7. COMMODITY MANAGEMENT SERVICES**

To assist ESCO in determining if a commodity management services could be beneficial to Customer, Customer agrees to provide ESCO with the following:

- A. Copies of current supply agreements, including any special electric and/or gas service agreements;
- B. Names of current third party suppliers; and
- C. Financial tools Customer is using to hedge risks associated with energy costs.

**8. INDEPENDENT CONTRACTOR**

ESCO shall perform as an independent contractor under this Agreement. ESCO and its employees or agents are not employees of Customer or the State of California for any purpose. This Agreement may not be construed to represent the creation of an employer/employee relationship. ESCO shall retain sole discretion in the manner and means of carrying out its activities under this Agreement.

## **9. NONDISCRIMINATION AND COMPLIANCE WITH LAWS**

ESCO shall comply with all applicable laws, rules, regulations and policies, including, but not limited to, those relating to nondiscrimination, accessibility and civil rights.

## **10. LIMITATION OF LIABILITY**

ESCO will not be liable to Customer, in connection with this contract or any analysis, report, or other deliverables provided hereunder for damages of any kind, including special, indirect, incidental, consequential or punitive damages, however caused, under any theory of liability and regardless of either party's fault. Per section 14 below, Customer is prohibited from utilizing ESCO's Work Product for a period of five years and may incur additional Costs for violating this prohibition. In addition, if Customer uses the information provided hereunder for implementation purposes without the participation of ESCO, Customer agrees to waive and release, and indemnify and hold harmless, ESCO, its subcontractors, and their directors, employees, subcontractors, and agents from any and all liability, claims, damages, losses and/or costs associated with or resulting from such use.

## **11. APPLICABLE LAW / SEVERABILITY**

This Agreement is governed by the laws of the State of California. If any term of this Agreement is declared by a court to be illegal or unenforceable, the validity of the other terms shall not be affected, and the rights and obligations of the parties shall be enforced as if the Agreement did not contain that term.

## **12. CONFLICTS OF INTEREST**

Conflicts of interest relating to this Agreement are strictly prohibited. Except as otherwise expressly provided herein, no Party nor any director, employee or agent of any Party shall give to or receive from any director, employee or agent of any other Party any gift, entertainment or other favor of significant value, or any commission, fee or rebate in connection with this Agreement. Likewise, no Party nor any director, employee or agent of any Party, shall without prior notification thereof to all Parties enter into any business relationship with any director, employee or agent of another Party or of any Affiliate of another Party, unless such person is acting for and on behalf of the other Party or any such Affiliate. A Party shall promptly notify the other Parties of any violation of this section and any consideration received as a result of such violation shall be paid over or credited to the Party against whom it was charged. Any representative of any Party, authorized by that Party, may audit the records of the other Parties related to this Agreement, including the expense records of the Party's employees involved in this Agreement, upon reasonable notice and during regular business hours, for the sole purpose of determining whether there has been compliance with this Section.

## **13. CREDITWORTHINESS**

If, at any time, Customer's credit rating falls below investment grade as defined by Moody's Investors Services (or other nationally-recognized independent rating agency), Customer agrees to provide ESCO with current information regarding its creditworthiness upon the request of ESCO. At its sole option, ESCO may then require Customer to provide security satisfactory to ESCO, and the Work may be withheld until such security is received. If Customer deposits the contract amount into a third-party escrow account with an escrow agent and agreement acceptable to ESCO, then the terms of this paragraph are not applicable.

## **14. AMENDMENT**

This Agreement may not be amended except by a writing executed by both parties hereto. No oral amendment shall be enforceable, even if supported by new consideration.

## **15. WORK PRODUCT**

Customer is prohibited from using the Energy Analysis, any designs or any other work product prepared or produced by ESCO ("Work Product") hereunder as a basis for facility construction or implementation of ECM's developed herein by any entity other than ESCO for a period of five (5) years after delivery of the Energy Analysis report or the termination of this Agreement. If ESCO determines that Customer has violated this prohibition, ESCO may in its sole discretion, require that Customer pay any and all development costs incurred by ESCO associated with preparing and providing said Work Product ("Costs").

IN WITNESS WHEREOF, and intending to be legally bound, the parties hereto subscribe their names to this Agreement.

**Chevron Energy Solutions Company, a Division of  
Chevron U.S.A., Inc.**

**CUSTOMER:  
Culver City Unified School District**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_

## Exhibit 1

### STANDARDS FOR PERFORMING ENERGY AUDIT

#### I. Scope of Work.

The energy audit shall be performed as described below:

- A. The Customer shall provide and the ESCO shall review in detail documentation, as available, including, but not limited to:
1. Utility company invoices up to five years, with a minimum of three years, beginning with the last available month.
  2. Utility company demand interval recordings of 15/30 minute electrical demand for characteristic months of the year, where available.
  3. Record drawings:
    - a. mechanical
    - b. plumbing
    - c. electrical
    - d. building automation and temperature controls
    - e. structural
    - f. architectural
    - g. modifications and remodels
    - h. site landscaping
  4. Results from any geotechnical soils investigations completed at the Customer's sites.
  5. Single line diagrams for the electrical rooms at Customer's sites.
  6. Customer site plans/layout in AutoCAD format.
  7. Original construction submittals and factory data (specifications, pump curves, etc.), where available.
  8. Test and balance reports for water and air systems, where available.
  9. A list of key contacts at each site, including Customer personnel knowledgeable of the HVAC, lighting and controls systems.
  10. 8 1/2" x 11" or 11" x 17" floor plans of all buildings.
  11. Energy management system and HVAC equipment operating schedules, point lists and sequences of operation.
- B. Perform an inspection survey to:
1. Identify the occupancy and use schedules. Interview the facility manager, chief engineer, or others as needed.
  2. Identify "process" energy use, such as production equipment, computer rooms, printing plants, parking garages, etc.
  3. Obtain the hours of operation for building systems and equipment.
  4. Inspect all major energy using equipment, including:
    - a. Lighting
    - b. HVAC equipment
    - c. Controls and automation
    - d. Other (process, outdoor lighting, etc.)
    - e. Pumps
    - f. Compressors



- g. Boilers
  - h. Heat exchangers
  - i. Fan coil units
5. Identify and characterize comfort or system-function problems which may impact the performance of the retrofit work.
  6. Perform "late-night" surveys outside of normal business hours or on weekends to confirm building system and occupancy schedules with prior written approval of Customer.
  7. Identify viable locations for solar photovoltaic (PV) system installations and identify viable utility connection locations to tie into main electrical service.
  8. Identify, Prioritize and Quantify Facility Modernization Projects including:
    - a. Natatorium Building
    - b. Helms Field
    - c. Robert Frost Auditorium
- C. Prepare a post-inspection status report, consisting of:
1. A list of energy retrofit opportunities and solar PV installation opportunities which appear in the judgment of the investigator to be likely to be cost effective and, therefore, warrant detailed analysis.
  2. Recommendation for terminating or continuing the Energy Audit. Termination should be recommended if it appears unlikely that a project meeting the agreed cost avoidance commitment in Section 2C of the Energy Audit Agreement will result from the effort.
- D. Survey all major energy-using equipment. Record the following:
1. Equipment name-plate data
  2. Identification name/number and/or description
  3. Equipment location
- E. Electrical Demand - Analyze electrical usage for each building contained in the project, where existing historical sub-meter data is available. Survey electrical meters and verify meters correspond with utility records.
- F. On a representative sample of systems, observe the function of the temperature controls under actual operating conditions and/or manipulate the controls as needed to confirm the actual sequence of control (*and return to original settings*).
- G. Tabulate the data gathered during the survey and process as required. Prepare in a format suitable for inclusion in the final report.
- H. Calculate energy savings for all viable energy conservation measures. The best method for calculating savings shall be determined by ESCO, and may include using modeling software or may involve spreadsheet analysis or other accepted, standard engineering procedures.
- I. Prepare detailed preliminary engineering for each energy retrofit option, to include:
1. A written description including:
    - a. the existing conditions
    - b. the changes to be made
    - c. the engineering principle(s) which cause energy to be saved
  2. A detailed scope of the construction work required for installation of work.
  3. Rough sizing of major equipment and a preliminary selection.

- K. Prepare construction cost estimates. Cost estimates shall be based on standard working hours unless otherwise directed by Customer.
- L. Calculate energy use and cost for each ECM.
  - 1. For each ECM, calculate annual energy savings
  - 2. Calculations shall generally employ computer simulation or spreadsheet analysis.
  - 3. If applicable, calculations shall follow the methodology of ASHRAE or other nationally recognized authority and shall be based on sound engineering principle(s).
  - 4. Operational and maintenance savings, if any, shall be identified as a separate line item.
- M. Prepare a preliminary measurement and verification plan, explaining how each Energy Conservation Measure is to be measured and verified. This plan need only show intended methodologies, but is not required to identify precise instrumentation and/or formulae intended for use. This plan should be carefully enough prepared so as not to materially conflict with the final measurement and verification plan to be prepared during final negotiations of, and incorporated into, the Energy Services Agreement.
- N. Prepare a proposed "Project Cost" and a list of "Services to be Provided," in anticipation of ESCO and Customer entering into an Energy Services Agreement to design, install, and monitor the projects proposed in the Energy Audit.

Project Cost is the total amount the Customer will pay for the Project. The Project Cost will compensate ESCO for its services and profits in the services desired by the Customer, which may include, but are not limited to: engineering, design, construction management, procuring, installing, training, financing, and monitoring of the ECM's, and preparation of the Energy Audit.

The list of "Services to be Provided" shall include a list of the services proposed by ESCO to be provided to Customer to implement the entire Project as described in the RFQ and the cost per service, the sum of which shall equal the total Project Cost.

- O. Meet with Customer to:
  - 1. Review the retrofit options proposed in the Energy Audit, and assemble a package of options which is compatible with the Customer's investment and infrastructure improvement goals; and
  - 2. Review the proposed Project cost and list of "Services to be Provided" to determine which further services Customer may want ESCO to provide.
- P. Provide to Customer a draft CEA/IGSA which shall include:
  - 1. Report:
    - a. Introduction and summary
    - b. A table summarizing the recommended ECM's, each ECM's design and construction cost, the first year cost avoidance (in dollars and energy units), and simple payback
    - c. Description of the existing facility, and mechanical and electrical systems
    - d. Description of energy conservation measures
    - e. Description of Facility Modernization Projects and their priority
    - f. Conclusions and recommendations, including economic analysis of retrofit measures
    - g. Summary per meter of utility history, energy use baseline, and applicable utility rates
    - h. Measurement and verification plan
- Q. Meet with the Customer to present and discuss the draft CEA/IGSA.
- R. In accordance with the wishes of Customer, revise the CEA/IGSA.
- S. Submit the final CEA/IGSA to Customer.

**II. Technologies to Be Considered:**

A. At a minimum, the technologies listed below, shall be considered during the performance of preliminary feasibility assessments and detailed feasibility investigations.

1. Solar PV electricity
2. Lighting fixture retrofit
3. Lighting controls
4. Building automation/direct digital controls
5. Air handling systems:
  - a. Variable volume conversion
  - b. Zone/area isolation & shutdown
  - c. Heat recovery
  - d. Outside air economizer
  - e. Return air conversion
6. Primary voltage power

**ATTACHMENT (A)**

**CUSTOMER BUILDING INVENTORY**  
(all buildings must be listed)

**SCHOOLS AND SITES INCLUDED IN AUDIT**

**CCUSD District Office**  
**Office of Child Development**  
**El Marino Elementary School**  
**El Rincon Elementary School**  
**La Ballona Elementary School**  
**Linwood E. Howe Elementary School**  
**Farragut Elementary School**  
**Culver City Middle School**  
**Culver City High School**  
**Culver Park Continuation**  
**Independent Study School**  
**Adult School**

**BOARD REPORT**

**14.4a Approval is Recommended for Resolution #15-2009/2010 (HR), Regarding Layoff of Classified Personnel**

It is necessary to take action to abolish one classified position for lack of work and/or lack of funds. The provisions of the Education Code require that such a resolution be approved and written notice be provided to affected classified employees no less than 45 days prior to the effective date of layoff.

RECOMMENDED MOTION: It is recommended that the Board approve Resolution #15-2009/2010 (HR), authorizing the elimination of one classified position.

Moved:

Seconded by:

Vote:

**RESOLUTION #15-2009/2010 (HR), REGARDING LAYOFF OF CLASSIFIED  
PERSONNEL**

BE IT RESOLVED that the Governing Board of the Culver City Unified School District hereby determines that the following one (1) classified position be abolished for lack of work and/or lack of funds.

<b><u>Position</u></b>	<b><u>No. Affected</u></b>	<b><u>IMPACT</u></b>
Instructional Assistant – Child Development/Bilingual – (Adult School) – 14 hours per week, school year	1	Eliminate

BE IT FURTHER RESOLVED by the Governing Board as follows:

1. That due to a lack of funds and/or lack of work, the number of classified employees and the amount of service rendered shall be reduced by layoff as specified above, pursuant to Education Code Section 45308.
2. That the Superintendent is directed to give notice of layoff to the affected classified employees pursuant to the requirements of law.
3. That said layoff shall become effective on January 3, 2010, subject to negotiations to the extent required by law.
4. That the employees laid off pursuant to this Resolution shall be eligible for reemployment pursuant to Education Code section 45298.

Adopted by the Governing Board of the Culver City Unified School District on November 10, 2009, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Clerk, Governing Board of the  
Culver City Unified School District

**BOARD REPORT**

**14.4b Resolution #16 /2009-2010, Catastrophic Leave for Certificated Employee**

Culver City Unified School District Catastrophic Leave procedures allow, by resolution of the governing board, a certificated employee who is suffering from a catastrophic illness or injury and meets the Catastrophic Leave requirements to request that the District establish a bank of donated sick leave days for them. Elizabeth Mejia, a teacher at El Marino Language School has requested such a leave.

RECOMMENDED MOTION:           It is recommended that the Board approve Resolution # 16/  
2009-2010 for a Catastrophic Leave for a Certificated Employee  
as presented.

Moved:

Seconded by:

Vote:

11/10/09  
15.1

## BOARD REPORT

### 15.1 Board Transition Meeting

The Board of Education will discuss options to facilitate the transition from the existing Board to the elected Board.