

## 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 24, 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 #11-09
  - b) Stipulated Expulsion of Pupil Services Case #12-09
  - c) Stipulated Expulsion of Pupil Services Case #13-09
  - d) Pupil Services Case #14-09S

- 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 Anticipated Litigation (Pursuant to subdivision (b) of GC §54956.9)  
(2 Potential Cases)
- 3.4 Public Employee Discipline/Dismissal/Release (Pursuant to GC §54947)  
(1 Employee)
- 3.5 Public Appointment/Employment (Pursuant to GC §54947)  
Certificated Personnel Services Report No. 9  
Classified Personnel Services Report No. 9

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 – November 10, 2009

- 9.2 Approval is Recommended for Purchase Orders
- 9.3 Approval is Recommended for Acceptance of Gifts - Donations
- 9.4 Approval is Recommended for the Certificated Personnel Reports No. 9
- 9.5 Approval is Recommended for the Classified Personnel Reports No. 9

**10. AWARDS, RECOGNITIONS AND PRESENTATIONS**

- 10.1 Culver Park High School's HeArt Project
- 10.2 Measure EE Core Committee Recognition

**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 First Reading of Administrative Regulation 3100 – Budget; Formation of the Community Budget Advisory Committee (CBAC)

**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**

14.1a Approval is Recommended for Budget Allocations for Board Members, Board Members-elect and Superintendent to Attend the CSBA Annual Education Conference on Dec. 3-5, 2009

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

**14.2 Education Services Items**

14.2a Approval is Recommended for the Stipulated Expulsion of Pupil Services Case #11-09

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

14.2b Approval is Recommended for the Stipulated Expulsion of Pupil Services Case #12-09

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

14.2c Approval is Recommended for the Stipulated Expulsion of Pupil Services Case #13-09

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

14.2d Approval is Recommended for the Implementation of "Being a Writer" as a Supplement to the Core English Language Arts Curriculum at the Elementary Schools

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

**14.3 Business Items**

14.3a Second Reading and Approval of Board Policy 3290 – Gifts, Grants and Bequests

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

**14.4 Personnel Items**

14.4a Approval is Recommended for New Classified Job Classification and Job Description – Health Technician II

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

14.4b Approval is Recommended for New Classified Job Classification and Job Description – Registrar

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

15. **BOARD BUSINESS - None**

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**

December 8 – 6:00 p.m. – Regular Public Meeting, (5:30 p.m. Closed Session), Linwood Howe (Cafetorium), 4100 Irving Place  
January 12 – 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>November 10, 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 7:06 p.m. with all Board members in attendance. Lise Friedman 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 Mr. Gourley that the Board adopt the November 10, 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. No items were withdrawn. It was moved by Mr. Gourley and seconded by Mr. Zeidman to approve Consent Agenda Items 9.1 –9.5 as presented. The motion was unanimously approved.

9.1 Minutes of Regular Meeting – October 27, 2009

9.2 Purchase Orders and Warrants

9.3 Acceptance of Gifts - Donations

9.4 Certificated Personnel Reports No. 8

9.5 Classified Personnel Reports No. 8

**10. Awards, Recognitions and Presentations**

**10.1 American Citizenship Awards**

Dr. Coté and the Assistant Superintendents read the names and accomplishments of each school's recipients of the American Citizenship Award for the month of February. The recipients were Tatiana Turner from El Marino School; Breanna Demiar from El Rincon Elementary; Lizbeth Navar from La Ballona School; Jesse Martinez from Linwood E. Howe School; Claire Glickman from Farragut School; Maharani Kartikasari from Culver City Middle School; Irene Hernandez from Culver Park High School; and Jamie MacIntosh from Culver City High School. Board members presented each recipient with a pin and certificate; and thanked the students and their families for attending the meeting.

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

Patty Krause, Executive Director of the Culver City Education Foundation, introduced Kim Brewer from the Westfield Corporate Office and Chuck Martinez, Westfield Culver City General Manager. Mrs. Krause thanked Westfield for their \$20,000 donation to the Education Foundation to be used for technology, and presented them

with the Resolution signed by the Board of Education. Mr. Martinez acknowledged the CCUSD American Citizenship Award recipients.

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

Dr. Tom Tracy, Principal of El Rincon Elementary, presented the school's student achievement as measured in both state and federal accountability systems. Dr. Tracy responded to questions from Board members and the audience. Further discussion ensued regarding the usefulness of the data and the Spotlight presentations. Questions were raised such as whether the district was setting goals that were too low; and if the district has the funding for interventions. Board members requested more insight into the programs and more information on comparisons between grades. Dr. Coté noted that the districts are mandated by No Child Left Behind and by the state to test and review data. Board members congratulated Dr. Tracy, noting that the numbers looked good.

**11. Public Recognition**

**11.1 Superintendent's Report**

Dr. Coté thanked the Culver City residents for passing Measure EE and asked everyone to thank the Board for its leadership in passing the Measure. She reported that Culver Park High School had an upcoming Model Continuation High School review. Dr. Coté announced that La Ballona had been notified that their achievement qualified them to apply for the California Distinguished School award; and they had made the waiting list as an alternate for the National Blue Ribbon School award.

**11.2 Assistant Superintendents' Reports**

Ms. Laura reported on district collaboration. She reported on the new Bridges Program directed by Leslie Lockhart and Audrey Stephens, bridging the transition between preschool and kindergarten; and the West Los Angeles College arts collaboration with AVPA. Ms. Laura thanked Culver Park students for volunteering their time at the Halloween celebration at a non-public school; and presented an update from the Anti-Bullying Task Force.

Mr. El Fattal announced that on December 7<sup>th</sup>, Pearl Harbor Day, CCUSD will participate in a city-wide emergency drill. He reported that the Measure EE exemption forms for seniors will be accepted through April 30<sup>th</sup>.

Mrs. Jaffe reported that she had visited all schools and saw a Japanese event at El Marino that was fantastic; she visited every classroom in Culver City Middle School and found the students and teachers engaged. Mrs. Jaffe stated that Culver Park High School students are doing very well; and she welcomed the newly elected Board members.

**11.3 Members of the Audience**

Members of the audience spoke about:

- Nadia Hamud and another student spoke about Muslim holidays and asked why schools are not closed for at least one Muslim holiday. The described the holiday traditions and presented a petition with one thousand signatures. Dr. Beagles-Roos suggested that the students also talk to an administrator because holidays are negotiated.
- Robert Gray congratulated everyone for the passage of Measure EE and congratulated the newly elected Board members. He said he was happy with his son's teachers at the middle school but questioned the class size. Dr. Coté responded that she will make enrollment information available.

**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 students finishing up the magazine drive; and the upcoming Pennies for Patients.

**Culver Park Student Representative**

Jessica Romo, Culver Park High School Student Representative, was not present.

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

Noya Kansky, Student Board Member, was not present.

**11.5 Members of the Board**

Board Members spoke about:

- Dr. Russell congratulated the newly elected Board members, and La Ballona Elementary for being a runner-up to apply for the National Blue Ribbon School recognition. He thanked Mr. Zeidman for his work on Measure EE and asked Mr. El Fattal when the district would receive money from the Measure. Mr. El Fattal responded that the funds would be available in about one year.
- Mr. Zeidman commented that the data in the Spotlight report is arbitrary and capricious. He asked to agendize directions to staff to make it easier for Culver City senior citizens to volunteer.
- Mrs. Davis extended congratulations to everyone for the passage of Measure EE; to the newly elected Board members; to La Ballona for meeting the requirements to apply for the Distinguished School honors; and to the Centaurs for being 4-0 in the league.
- Dr. Beagles-Roos reported that on November 19, 2009 the Culver City Youth Health Center would hold their Annual Meeting in the Culver City Library; and that on November 13, 2009, El Marino would have an evening presentation to discuss language immersion. She congratulated the newly elected Board members; and thanked the Board and administrators for their work and support to pass Measure EE. Dr. Beagles-Roos asked for a formal Thank You to be sent to the community from the Board and the Superintendent.
- Mr. Gourley thanked Mr. Zeidman for his work on Measure EE.

**12. Information Items**

**12.1 Enrollment Report**

Mr. El Fattal presented the report to the Board. He reported that he had been placing phone calls and researching the Board's inquiry on the optimal number of students in classrooms, and is currently putting the information together for a report at a later date. Dr. Beagles-Roos reported that she looked at the 2001 enrollment and the middle school's enrollment is the same, but the high school is higher.

**12.2 CCUSD Budget Update**

Mr. El Fattal provided a pre-budget update on the First Interim Report which will be presented on December 8, 2009. He reported that LACOE followed up on the June 30<sup>th</sup> adopted budget with a conditionally adopted budget report and that LACOE reported that additional cuts will have to be made. Mr. El Fattal stated the district continues to use one time funds to live beyond its means and now is the time to right size the organization. He reported that the Parcel Tax will generate \$1 million to \$1.2 million annually for 5 years. Mrs. Davis stated that she has gotten calls asking if the Adult School was closing. Mr. El Fattal responded no.

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

Board members suggested revisions and Mr. El Fattal asked that they submit their red lined revisions to him to be presented at the next reading. Dr. Russell expressed concern about hidden costs of donations citing the high school marquee as an example.

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

Mr. El Fattal presented the report. Discussion ensued about whether the Board compensation should be reported monthly or quarterly. Mr. El Fattal stated that the Board previously requested monthly reports.

*Dr. Beagles-Roos recessed the regular meeting of the Board of Education and convened the meeting of Culver City School Facilities Financing Authority at 9:07 p.m.*

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

Mr. El Fattal presented the information to the Board and responded to questions. It was moved by Mr. Gourley and seconded by Mr. Zeidman that the Board of Culver City School Facilities Financing Authority approve the



Financial Report for the period ending June 30, 2009 as presented. The motion was approved with a vote of 5 – Ayes and 0 – nays.

*Dr. Beagles-Roos closed the meeting of the Culver City School Facilities Financing Authority and reconvened the regular meeting of the Culver City Board of Education at 9:09 p.m.*

**13 Recess**

The Board recessed at 9:09 p.m. and reconvened at 9:21 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 #04-09**

It was moved by Mr. Gourley and seconded by Mr. Zeidman that the Board approve stipulated expulsion of Case #04-09 until August 2010 and that the student enroll in County Community Day School as presented. The motion was unanimously approved.

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

It was moved by Mr. Gourley and seconded by Mr. Zeidman that the Board approve the stipulated expulsion of Case #10-09 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 the Energy Audit Agreement between Chevron Energy Solutions Company, a Division of Chevron USA, Inc. and Culver City Unified School District**

It was moved by Mrs. Davis and seconded by Mr. Gourley for purposes of discussion to approve the Energy Audit Agreement between Chevron Energy Solutions Company, a Division of Chevron USA, Inc. and Culver City Unified School District. Discussion ensued regarding the Board's concerns with the agreement. Suzanne Gentilini from Chevron requested that the Board redline their changes and submit them to Mr. El Fattal. Mrs. Davis withdrew her original motion and Mr. Gourley withdrew his second of the first motion. It was then moved by Mrs. Davis and seconded by Mr. Gourley that the contract be revised and reviewed by legal counsel before further consideration. The motion was unanimously approved.

**Personnel Items**

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

It was moved Dr. Russell and seconded by Mr. Gourley to approve Resolution #15-2009/2010 (HR), Regarding Layoff of Classified Personnel as presented for purpose of discussion. The motion was unanimously approved.

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

It was moved by Dr. Russell and seconded by Mr. Gourley to approve Resolution #16-2009/2010, Catastrophic Leave for Certificated Employee as presented. The motion was unanimously approved.

**15. Board Business**

**15.1 Board Transition Meeting**

Board members discussed their option to have a special transition meeting, or to have the full transition of the Board at the regular December 8<sup>th</sup> meeting.

**16. Public Recognition – Continued**

**16.1 Members of the Audience**

Members of the audience spoke about:

- Karlo Silbiger requested that the location for the December 8, 2009 meeting be moved to Linwood Howe Elementary.
- Kathy Paspalis requested that the transition meeting take place on December 8, 2009 at Linwood Howe Elementary.
- Patricia Siever requested the transition meeting take place at Linwood Howe Elementary. Further discussion ensued about whether or not to have a business meeting, and if the meeting should start earlier. It was decided that the transition of the Board will take place at the December 8, 2009 meeting beginning at 6:00 p.m., and that the meeting will be moved to Linwood Howe Elementary.

**16.2 Members of the Board**

Members of the Board spoke about:

- Dr. Beagles-Roos asked the outgoing members to describe their duties for the incoming Board members. Discussion ensued about Board members attending the CSBA conference. It was requested that Board members attending the CSBA Conference be agendized for the next meeting.

**Adjournment**

There being no further business, it was moved by Mrs. Davis, seconded by Mr. Gourley and unanimously approved to adjourn the meeting. Board President Dr. Beagles-Roos adjourned the meeting at 10:17 p.m.

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

\_\_\_\_\_  
Superintendent

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

\_\_\_\_\_  
Secretary

## BOARD REPORT

11/24/09

9.2

### 9.2 PURCHASE ORDERS

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

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

Purchase order grand total from October 31, 2009 through November 13, 2009 is \$554,849.23.

#### 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 31, 2009 through November 13, 2009 in the amount of \$554,849.23 be ratified by the Board of Education.

**Moved by:**

**Seconded by:**

**Vote:**

**Board List Purchase Order Report**

**CULVER CITY UNIFIED SD**

Report ID: LAPO009C  
 District: 64444  
 Page No. 1  
 Run Date: 11/14/2009  
 Run Time: 06:26:54AM  
 WEEKLY

Purchase Orders/Buyouts To The Board for Ratification From : 10/31/2009 To 11/13/2009  
 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	Distrib Amount	PO Amt	
11/03/09	53809M	A		11/03/2009	TRANSPORTATION CHARTER	TRANSPORTATION SUPP/EQUIP/SERV	Operations	01.0	00000.0	00000	36000	5871	0005041	487.50		
						11/03/2009	53809M	TRANSPORTATION CHARTER SERVICES, INC.								487.50
11/03/09	53820M	A		11/03/2009	COX PAINTS	PAINT SUPP/EQUIP	Maintenance	01.0	81500.0	00000	81100	4380	0005040	110.12		
						11/03/2009	53820M	COX PAINTS								110.12
11/03/09	53821M	A		11/03/2009	SOUTH BAY LANDSCAPING	LANDSCAPE CONTRACTORS	Grounds	01.0	00000.0	00000	82000	5810	0005043	30,450.00		
						11/03/2009	53821M	SOUTH BAY LANDSCAPING								30,450.00
11/03/09	53822M	A		11/03/2009	SOUTH BAY LANDSCAPING	REPAIRS - OTHER	Grounds	01.0	00000.0	00000	82000	5630	0005043	10,415.00		
						11/03/2009	53822M	SOUTH BAY LANDSCAPING								10,415.00
11/02/09	53993	C		11/02/2009	PACIFIC SALES	APPLIANCES	Educational Services	01.0	90127.0	11100	10000	4400	0004000	491.68		
						11/02/2009	53993	PACIFIC SALES								491.68
11/03/09	54048	A		11/03/2009	TUMBLEWEED EDUCATIONAL	TRANSPORTATION SUPP/EQUIP/SERV	Special Education	01.0	72400.0	50010	36000	5810	0004040	73,000.00		
						11/03/2009	54048	TUMBLEWEED EDUCATIONAL ENTERPRISES, INC.								73,000.00
11/03/09	54049	A		11/03/2009	ADMINISTRATIVE SOFTWARE	CONTRACT SERVICES RENDERED	Adult School	11.0	06390.0	41100	27000	5810	0000010	750.14		
						11/03/2009	54049	ADMINISTRATIVE SOFTWARE APPLICATIONS INC								750.14
11/03/09	54056	C		11/03/2009	STAR OFFICE SUPPLIES, INC.	OFFICE SUPPLIES	EI Marino unit a/c	01.0	00000.0	00000	27000	4350	2030001	131.37		
						11/03/2009	54056	STAR OFFICE SUPPLIES, INC.								131.37
11/03/09	54094	C		11/03/2009	VANTAGE LEARNING	INSTRUCTIONAL SUPPLIES	Culver City High School	01.0	07395.0	11100	10000	4310	4010000	5,040.00		
						11/03/2009	54094	VANTAGE LEARNING								5,040.00
11/03/09	54103	A		11/03/2009	WEST COAST KILN	REPAIRS - OTHER	Culver City High School	01.0	00000.0	16001	27000	5630	4010000	1,061.48		
						11/03/2009	54103	WEST COAST KILN								1,061.48

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 : 10/31/2009 To 11/13/2009  
 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	Distrib Amount	PO Amt	
11/05/09	54120	A		11/05/2009	COMPLIANCE POSTER COMPANY	OFFICE SUPPLIES	Human Resources	01.0	00000.0	00000	74000	4350	0003000	214.60	214.60	
				11/05/2009				COMPLIANCE POSTER COMPANY								
11/05/09	54121	A		11/05/2009	CSBA - CALIFORNIA SCHOOL BOARDS	OFFICE SUPPLIES	Superintendent's Office	01.0	00000.0	00000	71000	4350	0001000	224.06	224.06	
				11/05/2009				CSBA - CALIFORNIA SCHOOL BOARDS ASSOC								
11/04/09	54122	A	1	11/09/2009	CDW-G	COMPUTER SUPP/EQUIP	Technology	01.0	00000.0	00000	77000	4350	0005020	706.07	706.07	
				11/04/2009				CDW-G								
11/03/09	54123	A		11/03/2009	REDWOOD PRESS	OFFICE SUPPLIES	Educational Services	01.0	00000.0	00000	21000	4350	0004000	537.78	537.78	
				11/03/2009				REDWOOD PRESS								
11/03/09	54124	A		11/03/2009	C & A ATHLETICS	ATHLETIC SUPP/EQUIP	Culver City High School	01.0	00000.0	15000	10000	4310	4010000	1,361.15	1,361.15	
				11/03/2009				C & A ATHLETICS								
11/04/09	54125	A		11/04/2009	CDW-G	OFFICE SUPPLIES	Technology	01.0	00000.0	00000	77000	4350	0005020	1,117.26	1,117.26	
				11/04/2009				CDW-G								
11/03/09	54126	A		11/03/2009	OFFICE DEPOT	OFFICE SUPPLIES	Adult School	11.0	06390.0	41100	27000	4350	0000010	197.37	197.37	
				11/03/2009				OFFICE DEPOT								
11/03/09	54127	A		11/03/2009	CASH & CARRY OFFICE PRODUCTS	OFFICE SUPPLIES	High School unit a/c	01.0	00000.0	00000	27000	4350	4010001	301.15	301.15	
				11/03/2009				CASH & CARRY OFFICE PRODUCTS								
11/03/09	54128	C		11/04/2009	SANCHEZ TROPHIES & ENGRAVING	OFFICE SUPPLIES	Culver City High School	01.0	91400.0	00000	27000	4350	4010000	576.19	576.19	
				11/03/2009				SANCHEZ TROPHIES & ENGRAVING								
11/04/09	54129	A		11/04/2009	WESTLITE SUPPLIES	MAINTENANCE SUPP/EQUIP	middle school unit a/c	01.0	00000.0	00000	81000	4370	3010001	306.69	306.69	
				11/04/2009				WESTLITE SUPPLIES								

**Board List Purchase Order Report**

Report ID: LAPO009C

Page No. 3

District: 64444

**CULVER CITY UNIFIED SD**

Run Date: 11/14/2009

Purchase Orders/Buyouts To The Board for Ratification From: 10/31/2009 To 11/13/2009

Run Time: 06:26:54AM  
WEEKLY

**Change**

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
11/04/09	54130	C		11/04/2009	CULVER CITY MUSIC CENTER	MUSICAL INSTRUMENTS/SUPP 11/04/2009 54130	middle school unit a/c	01.0	00000.0	11100	10000	4310	3010001	25.18	25.18
11/04/09	54131	A		11/04/2009	MARSHALL MUSIC	MUSICAL INSTRUMENTS/SUPP 11/04/2009 54131	middle school unit a/c	01.0	00000.0	11100	10000	4310	3010001	75.80	75.80
11/04/09	54132	A		11/04/2009	TRANG V. NGUYEN, O.D., F.A.A.O.	CONTRACT SERVICES RENDERED 11/04/2009 54132	Special Education	01.0	65000.0	57700	31500	5890	0004040	300.00	300.00
11/04/09	54133	C		11/04/2009	JOEL PECK & PAULETTE BENSON	TRANSPORTATION SUPP/EQUIP/SERV 11/04/2009 54133	Special Education	01.0	65000.0	57700	21000	5210	0004040	348.00	348.00
11/05/09	54134	A		11/05/2009	THERAPY IN ACTION	CONTRACT SERVICES RENDERED 11/05/2009 54134	Special Education	01.0	65000.0	57520	11360	5810	0004040	535.00	535.00
11/04/09	54135	C		11/06/2009	DEVELOPMENTAL STUDIES CENTER	CONTRACT SERVICES RENDERED 11/04/2009 54135	Special Projects	01.0	30110.0	11100	10000	5810	0004030	2,600.00	2,600.00
11/04/09	54136	A		11/12/2009	ATKINSON, ANDELSON, LOYA,	LEGAL SERVICES 11/04/2009 54136	Business Services	01.0	00000.0	00000	73000	5820	0005000	6,223.86	6,223.86
11/03/09	54137	A		11/03/2009	SJM INDUSTRIAL RADIO	SECURITY SUPP/EQUIP/SYSTEM 11/03/2009 54137	Security	01.0	00000.0	00000	83000	4400	0001050	500.00	500.00
11/04/09	54138	A		11/06/2009	MCGRAW HILL HIGHER EDUCATION	INSTRUCTIONAL SUPPLIES 11/04/2009 54138	Culver City High School	01.0	91400.0	11100	10000	4310	4010000	2,231.85	2,231.85
11/04/09	54139	A		11/04/2009	SCANTRON CORPORATION	OFFICE SUPPLIES 11/04/2009 54139	Culver Park High School	01.0	07395.0	32000	10000	4310	5010000	204.81	204.81

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

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

Report ID: LAPO009C  
 District: 64444  
 Page No. 4  
 Run Date: 11/14/2009  
 Run Time: 06:26:54AM  
 WEEKLY

Purchase Orders/Buyouts To The Board for Ratification From 10/31/2009 To 11/13/2009  
 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	Distrib Amount	PO Amt	
11/04/09	54140	A	2	11/10/2009	MOORE MEDICAL CORPORATION	BATTERIES	Pupil Services	01.0	00000.0	00000	31400	4350	0004020	270.94	270.94	
						11/04/2009	54140	MOORE MEDICAL CORPORATION								270.94
11/04/09	54141	A		11/04/2009	CDW-G	AUDIOVISUAL SUPP/EQUIP	Culver City Middle School	01.0	00000.0	16002	10000	4410	3010000	679.87	679.87	
						11/04/2009	54141	CDW-G								679.87
11/03/09	54142	A		11/03/2009	EMBLEM ENTERPRISES, INC.	SECURITY SUPP/EQUIP/SYSTEM	Security	01.0	00000.0	00000	83000	4310	0001050	350.00	350.00	
						11/03/2009	54142	EMBLEM ENTERPRISES, INC.								350.00
11/04/09	54143	A		11/04/2009	4INKJETS	OFFICE SUPPLIES	middle school unit a/c	01.0	00000.0	11100	10000	4310	3010001	98.76	98.76	
						11/04/2009	54143	4INKJETS								98.76
11/04/09	54144	A		11/05/2009	BEARCOM WIRELESS	MISCELLANEOUS	Special Projects	01.0	58100.0	00000	27000	4350	0004030	259.65	259.65	
						11/04/2009	54144	BEARCOM WIRELESS WORLDWIDE								259.65
11/05/09	54145	C		11/05/2009	U.S. POSTAL SERVICE	COMMUNICATION SUPP/EQUIP	Adult School	11.0	06390.0	41100	27000	5910	0000010	5,000.00	5,000.00	
						11/05/2009	54145	U.S. POSTAL SERVICE								5,000.00
11/05/09	54147	A		11/05/2009	CULVER CITY OBSERVER, INC.	ADVERTISING	Educational Services	01.0	00000.0	00000	21000	5830	0004000	135.00	135.00	
						11/05/2009	54147	CULVER CITY OBSERVER, INC.								135.00
11/05/09	54148	A		11/05/2009	CALIFORNIA CONTAINER	STORAGE SUPP/EQUIP	Special Projects	01.0	58100.0	00000	27000	4350	0004030	2,844.98	2,844.98	
						11/05/2009	54148	CALIFORNIA CONTAINER TRANSPORT, INC.								2,844.98
11/05/09	54150	A		11/05/2009	SANTA MONICA PIER AQUARIUM	FIELD TRIPS	Linwood Howe Elementary	01.0	91400.0	11100	10000	5816	2020000	300.00	300.00	
						11/05/2009	54150	SANTA MONICA PIER AQUARIUM								300.00
11/06/09	54151	A		11/06/2009	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL SUPPLIES	Office of Child Development	12.0	60600.0	85000	10000	4310	0000002	1,081.63	1,081.63	
						11/06/2009	54151	DISCOUNT SCHOOL SUPPLY								1,081.63

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

Board List Purchase Order Report  
 CULVER CITY UNIFIED SD

PO Date	PO #	Stat	Ord#	Change	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
11/05/09	54152	A			11/06/2009	CLASSROOM DIRECT	INSTRUCTIONAL SUPPLIES	EI Marino Language	01.0	58100.0	11100	10000	4310	2030000	282.41	282.41
					11/05/2009		CLASSROOM DIRECT									
11/05/09	54153	A			11/06/2009	BEST BUY GOV'T & EDUCATION	INSTRUCTIONAL SUPPLIES	Farragut unit a/c	01.0	00000.0	11100	10000	4310	2050001	395.70	395.70
					11/05/2009		BEST BUY GOV'T & EDUCATION									
11/05/09	54154	A			11/05/2009	DIGITAL MOUNTAIN	CONTRACT SERVICES RENDERED	Human Resources	01.0	00000.0	00000	74000	5850	0003000	1,064.71	1,064.71
					11/05/2009		DIGITAL MOUNTAIN									
11/06/09	54155	A			11/06/2009	S & R SPORTS	PHYSICAL EDUCATION SUPP/EQUIP	Culver City High School	01.0	00000.0	15000	10000	4310	4010000	840.34	840.34
					11/06/2009		S & R SPORTS									
11/05/09	54156	A			11/05/2009	REDWOOD PRESS	OFFICE SUPPLIES	Superintendent's Office	01.0	00000.0	00000	71000	4350	0001000	116.34	116.34
					11/05/2009		REDWOOD PRESS									
11/05/09	54157	A			11/05/2009	CRAIG FERRE' PHOTOGRAPHY	PHOTOGRAPHERS	Superintendent's Office	01.0	00000.0	00000	71000	4350	0001000	87.80	87.80
					11/05/2009		CRAIG FERRE' PHOTOGRAPHY									
11/05/09	54158	C			11/05/2009	AASA	MEMBERSHIPS	Superintendent's Office	01.0	00000.0	00000	71000	5310	0001000	403.00	403.00
					11/05/2009		AASA									
11/05/09	54159	A			11/05/2009	NATIONAL SCHOOL BOARDS ASSOC.	MEMBERSHIPS	Superintendent's Office	01.0	00000.0	00000	71000	5310	0001000	4,425.00	4,425.00
					11/05/2009		NATIONAL SCHOOL BOARDS ASSOC.									
11/09/09	54161	A			11/09/2009	CDW-G	AUDIOVISUAL SUPP/EQUIP	Linwood Howe Elementary	01.0	00000.0	16003	27000	4410	2020000	2,011.93	2,011.93
					11/09/2009		CDW-G									
11/09/09	54162	C			11/09/2009	LACOE/CIS-MAS UNIT	CONFERENCE AND TRAVEL	Special Projects	01.0	58100.0	00000	21000	5220	0004030	5,200.00	5,200.00
					11/09/2009		LACOE/CIS-MAS UNIT									



Board List Purchase Order Report  
 CULVER CITY UNIFIED SD

10/31/2009 To 11/13/2009

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	Distrib Amount	PO Amt
11/10/09	54163	C		11/10/2009	WELLS FARGO BANK	CONFERENCE AND TRAVEL	Superintendent's Office	01.0	00000.0	00000	71000	5220	0001000	194.46	
						11/10/2009	54163							194.46	
															WELLS FARGO BANK
11/12/09	54165	A		11/12/2009	LOS ANGELES COUNTY OFFICE OF	CONFERENCE AND TRAVEL	Human Resources	01.0	00000.0	00000	74000	5220	0003000	400.00	
						11/12/2009	54165							400.00	
															LOS ANGELES COUNTY OFFICE OF EDUCATION
11/13/09	54166	A		11/13/2009	ABC UNIFIED SCHOOL DISTRICT	OFFICE SUPPLIES	Superintendent's Office	01.0	00000.0	00000	71000	4350	0001000	86.00	
						11/13/2009	54166							86.00	
															ABC UNIFIED SCHOOL DISTRICT
11/09/09	54178	A		11/09/2009	RESOURCES IN AUTISM	NONPUBLIC SCHOOLS SERVICE	Special Education	01.0	65000.0	57500	11800	5880	0004040	147,718.80	
						11/09/2009	54178							147,718.80	
															RESOURCES IN AUTISM
11/09/09	54179	A		11/09/2009	BEHAVIORAL INTERVENTION	NONPUBLIC SCHOOLS SERVICE	Special Education	01.0	65000.0	57500	11800	5880	0004040	95,507.60	
						11/09/2009	54179							95,507.60	
															BEHAVIORAL INTERVENTION SPECIALISTS
11/09/09	54180	A		11/09/2009	ELLIOTT INSTITUTE	NONPUBLIC SCHOOLS SERVICE	Special Education	01.0	65000.0	57500	11800	5880	0004040	62,332.20	
						11/09/2009	54180							62,332.20	
															ELLIOTT INSTITUTE
11/09/09	54181	A		11/09/2009	HERITAGE SCHOOLS, INC.	NONPUBLIC SCHOOLS SERVICE	Special Education	01.0	65000.0	57500	11800	5880	0004040	52,118.00	
						11/09/2009	54181							52,118.00	
															HERITAGE SCHOOLS, INC.
11/09/09	54182	A		11/09/2009	STEVE KAUFMAN & ASSOCIATES	NONPUBLIC SCHOOLS SERVICE	Special Education	01.0	65000.0	57500	11800	5880	0004040	30,120.00	
						11/09/2009	54182							30,120.00	
															STEVE KAUFMAN & ASSOCIATES

**NONPUBLIC SCHOOLS:**

APPROVED YTD: \$387,796.54

Total by District : 64444 554,849.23 554,849.23

End of Report LAPO009C

**BOARD REPORT**

11/24/09

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>
El Marino Language School	Mr. Addison Pan 6 reams of paper
El Rincon KIK Program	Mrs. June Susilo 1 computer and Listen and Learning Activity Tapes and Cards
Culver City Unified I.T. Department	Mr. Chip Netzel 2 Toshiba laptop computers 3 travel cases for laptop computers
El Marino Language School	Ms. Heidi Schmid 3 new heavy duty electric pencil sharpeners

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. 9

#### I. Authorization and Ratification of Employment

A. First-Year Probationary Teacher – Culver Park High School  
Effective November 23, 2009

1. Bentsvi, Stephanie

B. Temporary Teacher – Middle School  
Effective November 19, 2009 through June 18, 2010

1. Tevis, Kimberly 80%

C. Co-Chair Anti-Bullying Task Force – District  
Effective September 1, 2009 through June 30, 2010 at hourly rate of pay, not to exceed 128 hours

1. Fields, Sara (retiree)

D. Consultant – District, Speech & Language for Special Needs Students per IEPs  
Effective September 2, 2009 through June 18, 2010 at \$6,555 stipend for school year

1. Diament, Cynthia (retiree)

E. Extra Assignment – Middle School, Orientation/Registration  
Effective August 19, 2009 through August 21, 2009 at \$35.00 per hour, not to exceed 20 hours

1. Azad, Mark

4. Rosales, Susan

2. Bilbao, Phil

5. Varlotta, Kathy

3. Corwin, Debbie

6. Vielman, Monica

F. Extra Assignment – District, New Teacher Orientation Co-Presenter  
Effective August 27, 2009 at \$35.00 per hour, not to exceed 3.75 hours

1. Levit, Amy

G. Extra Assignment – Professional Development for Teacher Induction  
Effective September 1, 2009 through June 30, 2010 at \$35.00 per hour, not to exceed 20 hours

1. Benitez, Claudia

2. Cole, Chris

3. Grant, Sheila

4. Greenstein, Pam

5. Groya, Julie

6. Marsh, Micheal

7. Miramontes, Martin

**BOARD REPORT**

**9.4 Certificated Personnel Services Report No. 9 – Page 2**

**I. Authorization and Ratification of Employment Continued**

H. Extra Assignment – Professional Development for Teacher Induction  
Effective September 1, 2009 through June 30, 2010 at \$35.00 per hour, not to exceed 20 hours

1. Beard, Sheryl
2. Fournier, Toni
3. Levit, Amy
4. Wilcox, Kelley

I. Extra Assignment – Child Development, Coverage for Elementary Conferences, Winter and Spring Breaks, effective September 1, 2009 through June 18, 2010 at hourly rate of pay, not to exceed 100 hours each teacher

- |                     |                       |
|---------------------|-----------------------|
| 1. Addy, Shirley    | 9. Ito, Pauline       |
| 2. Aqueveque, Rosie | 10. Jaramillo, Jalena |
| 3. Armendariz, Anna | 11. Jones, Rhonda     |
| 4. Diaz, Frances    | 12. Orozco, Lourdes   |
| 5. Edkar, Maria     | 13. Rodriguez, Toni   |
| 6. Goodman, Cheryl  | 14. Serra, Bernadette |
| 7. Goodwin, Gerald  | 15. Tillett, Aretha   |
| 8. Hearn, Yolanda   |                       |

J. Extra Assignment – Middle School, Yearbook Coordinators  
Effective September 2, 2009 through June 18, 2010 at \$929.25 stipend each

1. Corwin, Debbie
2. Green-Bratton, Cathi
3. Yarbrough, Phyllis

K. Extra Assignment – La Ballona, Scheduling Coordinator  
Effective September 2, 2009 through June 18, 2010 at \$200 stipend for school year

1. Flores, Monika

L. Extra Assignment – High School, Before and After School Tutoring  
Effective October 5, 2009 through June 18, 2010 at \$35.00 per hour, not to exceed 50 hours

1. Carbajal, Kathleen

BOARD REPORT

9.4 Certificated Personnel Services Board Report No. 9 – Page 3

I. Authorization and Ratification of Employment – continued

M. Extra Assignment – Galileo Benchmark Support  
Effective October 15, 2009 through June 18, 2010 at \$35.00 per hour, not to exceed 15 hours

1. Ames, Janet
2. Ebor, Lynn

N. Extra Assignment – Middle School, Substitute Saturday School Supervision  
Effective October 17, 2009 through June 12, 2010 at \$35.00 per hour, not to exceed 10 hours

1. Azad, Mark
2. Morris, Ruth

O. Extra Assignment – Middle School CIMI GATE Camp Trip Chaperones  
Effective October 23, 2009 through October 25, 2009 at \$300 stipend

1. Morris, Ruth
2. Ross, David

P. Extra Assignment – Middle School, Assist in Computer Labs during Galileo Benchmark Testing, effective October 29 & 30, 2009 at \$35.00 per hour, not to exceed 3 hours

1. Collett, Robert Andrew
2. Salmon, Erin

Q. Extra Assignment – LaBallona, Lead Teacher for Arts Integration Partnership  
Effective November 10, 2009 through June 18, 2010 at \$35.00 per hour, not to exceed 15 hours

1. Bearman, Alix

R. Extra Assignment – District, Arts Integration Partnership with the Music Center  
Effective November 12, 2009 through June 18, 2010 at \$87.50 stipend to be paid at the end of the school year

- |                      |                              |
|----------------------|------------------------------|
| 1. Ames, Janet       | 10. Fredal, Ann              |
| 2. Bearman, Alix     | 11. Fretham, Kari            |
| 3. Bell, Monica      | 12. Gualtieri, Natalie       |
| 4. Black, Sandra     | 13. Harter, Liz              |
| 5. Borcharding, Nan  | 14. Hebert, Anna             |
| 6. Burkenheim, Karen | 15. Holman, Greg             |
| 7. DeRojas, Laura    | 16. Horiba, Alice            |
| 8. Ebor, Lynn        | 17. Jackson, Alicia          |
| 9. Egan, Johanna     | 18. Kendrick Love, Marshanne |

**BOARD REPORT**

**9.4 Certificated Personnel Services Board Report No. 9 – Page 4**

I. Authorization and Ratification of Employment – continued

R. Extra Assignment – District, Arts Integration Partnership with the Music Center-continued

- |     |                  |     |                   |
|-----|------------------|-----|-------------------|
| 19. | Lowell, Janice   | 26. | Romero, Rebecca   |
| 20. | McMillan, Wade   | 27. | Rose, Jeff        |
| 21. | Miller, Samantha | 28. | Sibert, Christine |
| 22. | Niimura, Hitomi  | 29. | Taslimi, Julia    |
| 23. | O'Daniel, Sherri | 30. | Valdovinos, Patty |
| 24. | Proctor, Ira     | 31. | Warner, Christie  |
| 25. | Roberts, Kelley  |     |                   |

S. Extra Assignment – El Marino, Choir Director  
Effective November 13, 2009 through June 18, 2010 at \$957.55 stipend

1. Nagumo, Nori

T. Extra Assignment – District, Coordinate Fitness Testing  
Effective November 24, 2009 through June 18, 2010 at \$900 stipend for assignment

1. Peacock, Brandy

U. Extra Assignment – District, SDATE Advisory Council  
Effective December 1, 2009 through June 18, 2010 at \$35.00 per hour, not to exceed 6 hours

1. Burkenheim, Karen
2. Mann, Alison
3. Peters, Crystal
4. Pryharski, Allison

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

Moved by:

Seconded by:

Vote:

**BOARD REPORT**

**9.5 Classified Personnel Services Report No. 9**

I. Authorization, Approval & Ratification of Employment

A. Child Development

1. Dordoni, Alicia  
Substitute Instructional Assistant – Child Development  
Child Development  
Not to exceed 16.5 hours per week  
Effective October 27, 2009 through January 28, 2010  
Hourly, as needed
2. Andrus, Carla  
Instructional Assistant – Child Development  
Child Development – Extra Assignment  
Not to exceed 100 hours  
Effective September 1, 2009 through June 18, 2010  
Range 11
3. Farrar, Courtney  
Instructional Assistant – Child Development  
Child Development – Extra Assignment  
Not to exceed 100 hours  
Effective September 1, 2009 through June 18, 2010  
Range 11
4. Janacito, Ann  
Instructional Assistant – Child Development  
Child Development – Extra Assignment  
Not to exceed 100 hours  
Effective September 1, 2009 through June 18, 2010  
Range 11
5. Sanchez, Lea  
Instructional Assistant – Child Development  
Child Development – Extra Assignment  
Not to exceed 100 hours  
Effective September 1, 2009 through June 18, 2010  
Range 11
6. Crespin, Loretta  
Instructional Assistant – Child Development  
Child Development – Extra Assignment  
Not to exceed 100 hours  
Effective September 1, 2009 through June 18, 2010  
Range 11

BOARD REPORT

9.5 Classified Personnel Services Report No. 9 – Page 2

I. Authorization, Approval & Ratification of Employment – continued

A. Child Development – continued

7. Fierro, Anna Marie  
Instructional Assistant – Child Development  
Child Development – Extra Assignment  
Not to exceed 100 hours  
Effective September 1, 2009 through  
June 18, 2010  
Range 11
8. Goodrich, Denise  
Instructional Assistant – Child Development  
Child Development – Extra Assignment  
Not to exceed 100 hours  
Effective September 1, 2009 through  
June 18, 2010  
Range 11
9. Lewis, Ameenah  
Instructional Assistant – Child Development  
Child Development – Extra Assignment  
Not to exceed 100 hours  
Effective December 1, 2009 through  
June 18, 2010  
Range 11
10. Lovgren, Linda  
Instructional Assistant – Child Development  
Child Development – Extra Assignment  
Not to exceed 100 hours  
Effective September 1, 2009 through  
June 18, 2010  
Range 11
11. Merlin, April  
Instructional Assistant – Child Development  
Child Development – Extra Assignment  
Not to exceed 100 hours  
Effective September 1, 2009 through  
June 18, 2010  
Range 11
12. Navarro, Matilde  
Instructional Assistant – Child Development  
Child Development – Extra Assignment  
Not to exceed 100 hours  
Effective September 1, 2009 through  
June 18, 2010  
Range 11



**BOARD REPORT**

**9.5 Classified Personnel Services Report No. 9 – Page 3**

I. Authorization, Approval & Ratification of Employment – continued

A. Child Development – continued

13. Padilla, Jose Instructional Assistant – Child Development  
Child Development – Extra Assignment  
Not to exceed 100 hours  
Effective September 1, 2009 through  
June 18, 2010  
Range 11

14. Roberts, Tanya Instructional Assistant – Child Development  
Child Development – Extra Assignment  
Not to exceed 100 hours  
Effective September 1, 2009 through  
June 18, 2010  
Range 11

B. Clerical & Fiscal

1. Herrera, Susan Secretary II/Bilingual – Permanent  
Food Services – Extra Assignment-Translation  
Not to exceed 6 hours  
Effective November 9, 2009 through  
November 30, 2009  
Range 22

2. Bosc, Linda Library Media Clerk I – Permanent  
El Marino – Extra Assignment – FLAP  
Not to exceed 5 hours per week  
Effective November 25, 2009 through  
June 30, 2010  
Range 17

C. Instructional Assistants

1. Tolerson, Monique Substitute Instructional Assistant  
District Office  
Effective November 16, 2009  
Hourly, as needed

2. Naganohara, Toshiko Instructional Assistant – Special Education IIA  
El Marino – Extra Assignment  
Not to exceed 3 hours  
Effective November 12, 2009  
Range 16

**BOARD REPORT**

**9.5 Classified Personnel Services Report No. 9 – Page 4**

I. Authorization, Approval & Ratification of Employment – continued

C. Instructional Assistants – continued

3. Vargas, Jennifer Instructional Assistant – Special Education IIA  
El Marino – Extra Assignment  
Not to exceed 3 hours  
Effective November 12, 2009  
Range 16

D. Maintenance

1. Joiner, Drew Substitute School Custodian  
Maintenance, Operations & Transportation  
Effective November 16, 2009  
Hourly, as needed

E. Coaches

1. Mair, Scott Temporary Girl's Soccer Coach  
High School  
Effective November 16, 2009 through  
February 12, 2010  
Stipend of \$2,978.00
2. Anderson, Julian Temporary Assistant Girl's Basketball Coach  
High School  
Effective November 16, 2009 through  
February 12, 2010  
Stipend of \$3,013.00
3. Wagner, Nick Temporary Flag Football Coach  
Middle School  
Effective October 26, 2009 through  
December 18, 2009  
Stipend of \$929.00

F. Noon Duty Supervisors

1. Cardenas, Mirna Temporary Noon Duty Supervisor  
La Ballona  
Effective November 16, 2009 through  
June 18, 2010  
Hourly, as needed

**BOARD REPORT**

**9.5 Classified Personnel Services Report No. 9 – Page 5**

I. Authorization, Approval & Ratification of Employment – continued

F. Noon Duty Supervisors – continued

2. Orozco, Silvia  
Temporary Noon Duty Supervisor  
La Ballona  
Effective November 10, 2009 through  
June 18, 2010  
Hourly, as needed
3. Palma, Maria  
Temporary Noon Duty Supervisor  
Farragut  
Effective November 12, 2009 through  
June 18, 2010  
Hourly, as needed

G. Stipend Assignments

1. Thompson, Pamela  
Temporary After School Instructor  
Middle School – Panther Partners Program  
Not to exceed 2 hours per week, school year  
Effective October 5, 2009 through  
December 11, 2009  
Stipend of \$25.00 per hour
2. Trank, Pamela  
Temporary After School Instructor  
Middle School – Panther Partners Program  
Not to exceed 2 hours per week, school year  
Effective October 5, 2009 through  
December 11, 2009  
Stipend of \$35.00 per hour
3. Augenstein, Patricia  
Instructional Assistant – Computer Lab  
Middle School – Extra Assignment –  
Orientation/Registration  
Not to exceed 22 hours  
Effective August 19, 2009 through  
August 21, 2009  
Stipend of \$35.00 per hour
4. Heinecken-Mora, Karol  
AVPA Administrative Coordinator  
High School – AVPA  
Effective November 15, 2009 through  
June 18, 2010  
Stipend of \$5,000.00

**BOARD REPORT**

**9.5 Classified Personnel Services Report No. 9 – Page 6**

I. Authorization, Approval & Ratification of Employment – continued

H. Student Helpers

- |    |                    |                                                                                                                 |
|----|--------------------|-----------------------------------------------------------------------------------------------------------------|
| 1. | Curl, Chris        | Student Helper – Workability<br>Location outside of district<br>Effective November 7, 2009<br>Hourly, as needed |
| 2. | Maldonado, Antonio | Student Helper – Workability<br>Location outside of district<br>Effective November 6, 2009<br>Hourly, as needed |

II. Authorization, Approval & Ratification of Separation of Employment

- |    |                      |                                                                                                                                            |
|----|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Castañeda, Hortensia | Instructional Assistant – Bilingual<br>High School – 3 hours per day, school year<br>Retirement<br>Effective November 10, 2009<br>Range 16 |
|----|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------|

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

Moved by:

Seconded by:

Vote:

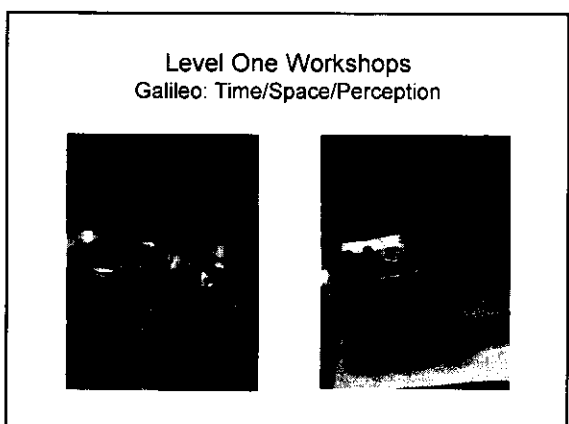
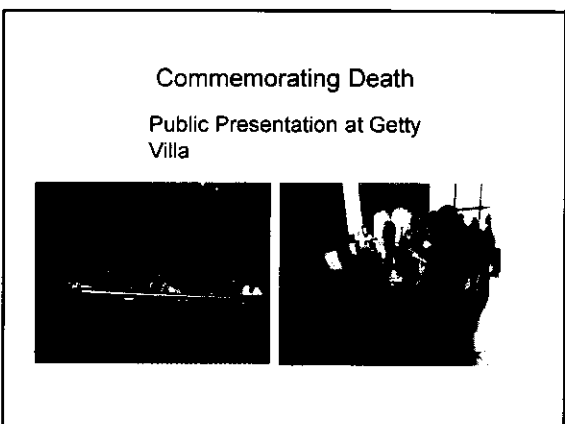
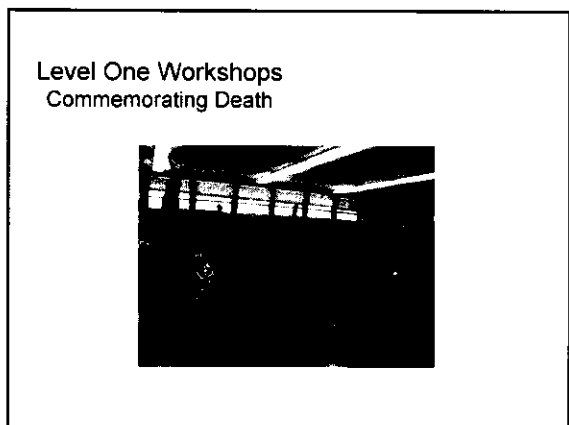
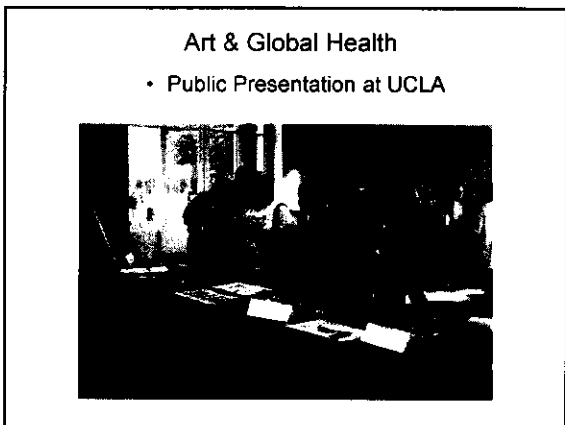
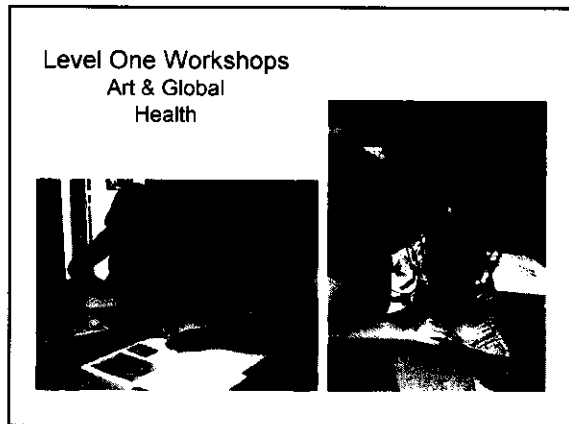
## BOARD REPORT

11/24/09

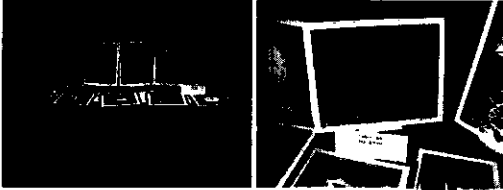
10.1

### 10.1 Culver Park High School's HeArt Project

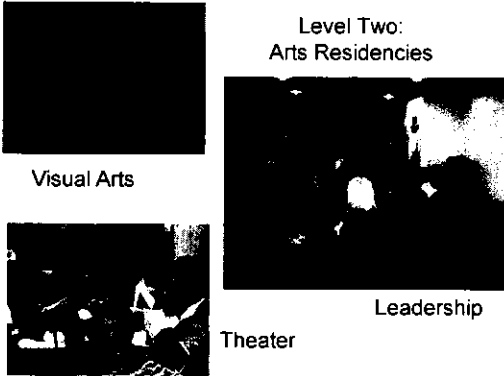
Information on Culver Park High School's HeArt Project will be presented by Cynthia Campoy Brophy of The HeArt Project and CPHS graduate Roland Gonzalez.



**Galileo: Time/Space/Perception**  
• Public Presentation at The Griffith Observatory



**Level Two: Arts Residencies**




Visual Arts

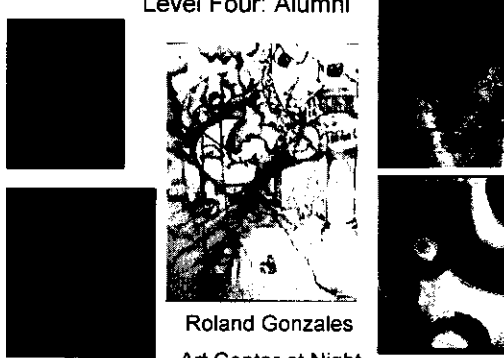
Theater

Leadership

**Level Three: Scholarships**



**Level Four: Alumni**



Roland Gonzales  
Art Center at Night

**BOARD REPORT**

**10.2 Measure EE Core Committee Recognition**

The Board of Education will recognize members of the Measure EE Core Committee for their hard work and diligence in researching the feasibility of a parcel tax, and reaching out to the community to inform them on the importance of the parcel tax to the Culver City Unified School District.



**12.1 First Reading of Administrative Regulation 3100 – Budget; Formation of the Community Budget Advisory Committee**

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

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

**BUDGET**

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

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

**Goals and Objectives**

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

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

We will create and maintain a safe learning environment.

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

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

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

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

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

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

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

## BUDGET

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

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

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

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

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

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

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

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

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

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

**Duties of the Community Budget Advisory Committee**

Members of the CBAC will be expected to:

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

BUDGET

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

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

**Voting**

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

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

BUDGET

Voting (cont'd.)

i. For example, if there are a total of twenty-three delineated expenditures, the voting member shall assign a value of "1" to his/her highest priority expenditure item, and the voting member shall assign a value of "23" to his/her lowest priority expenditure item.

ii. Under no circumstances shall a voting member assign the same priority number to two or more delineated expenditure items.

d. The Chairman shall keep a record of each voting member's individual prioritization, and shall compile the results into an overall average.

e. The Chairman shall present both the overall average, as well as the individual voting members' voting records to the Board of Education at the next scheduled meeting of the Board of Education.

4. When voting to prioritize budget reductions, the following method shall be used:

a. Each budget reduction item discussed shall be delineated and presented to the members of the CBAC;

b. All voting shall be done in writing;

c. Each voting member, individually, shall prioritize each of the delineated budget reduction items, with the highest single priority budget reduction item being assigned a value of "1," the second highest single priority budget reduction item being assigned a value of "2," the third single highest priority budget reduction item being assigned a value of "3," and continuing for each and every single priority budget reduction item and assigning a corresponding value to each, until and including the lowest priority budget reduction item being assigned a value equal to the number of delineated budget reductions.

i. For example, if there are a total of twenty-three delineated budget reduction items, the voting member shall assign a value of "1" to his/her highest priority budget reduction item, and the voting member shall assign a value of "23" to his/her lowest priority budget reduction item.

ii. Under no circumstances shall a voting member assign the same priority number to two or more delineated budget reduction items.

e. The Chairman shall keep a record of each voting member's individual prioritization, and shall compile the results into an overall average.

f. The Chairman shall present both the overall average, as well as the individual voting members' voting records to the Board of Education at the next scheduled meeting of the Board of Education.

**BUDGET**

**Removal of a Member**

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

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

**Decision Making Process**

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

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

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

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

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

**Disbanding of the Community Budget Advisory Committee**

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

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

**BUDGET**

**Budget Guidelines**

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



**BUDGET**

**Budget Projections and Assumptions**

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

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

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

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

**Budget Monitoring**

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

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

**Budget Modifications**

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

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

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

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

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

**Monthly Financial Reports**

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

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

**Interim Report**

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

**Budget Development Philosophy**

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

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

**BUDGET**

**SINGLE BUDGET ADOPTION PROCESS**

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

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

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

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

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

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

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

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

Regulation  
reviewed: February 5, 2002

Regulation  
revised: November 8, 2005

**Regulation**  
**reviewed: November 24, 2009**

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

**BOARD REPORT**

11/24/09

14.1a

**14.1a Approval is Recommended for Budget Allocations for Board Members, Board Members-Elect and Superintendent to Attend the CSBA Annual Education Conference on Dec. 3-5, 2009**

The budget for Board members' travel was cut during the 2008-2009 school year due to budget cuts. It was requested that consideration for the new Board members to attend the California State Boards Association's Annual Education Conference Dec. 3-5, 2009 in San Diego, California, be placed on this Board Agenda.

The following expenses are being submitted to the Board of Education for authorization to allocate funds from the District budget for Board members and Board members-elect to attend the conference. The Superintendent's expenses will be deducted from a separate travel/conference budget that is specific to the Superintendent's budget.

1. Allocate/authorize up to \$1,100 per individual for conference registration in the amount of \$525.00, and two nights hotel accommodations in the amount of \$575.00
2. Parking expenses at approximately \$72.00
3. Meal reimbursement with a daily maximum of \$40.00
4. Mileage reimbursement in the amount of \$130.28 per individual

RECOMMENDED MOTION: That the Board approve an allocation up to \$6,711.40 for 5 people to attend the CSBA Annual Education Conference in San Diego, CA on Dec. 3 - 5, 2009.

Moved by:

Seconded by:

Vote:

## BOARD REPORT

11/24/09

14.2a

### **14.2a Approval is Recommended for the Stipulated Expulsion of Pupil Services Case #11-09**

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 #11-09, a 12th 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 # 11-09 until August 2010 and that the student enroll in County Community Day School.

Moved by:

Seconded by:

Vote:

## BOARD REPORT

11/24/09

14.2b

### **14.2b Approval is Recommended for the Stipulated Expulsion of Pupil Services Case #12-09**

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 #12-09, a 9th 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 # 12-09 until August 2010 and that the student enroll in County Community Day School.

Moved by:

Seconded by:

Vote:

## BOARD REPORT

11/24/09

14.2c

### **14.2c Approval is Recommended for the Stipulated Expulsion of Pupil Services Case #13-09**

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 #13-09, an 8th grade student at Culver City Middle 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 # 13-09 until August 2010 and that the student enroll in County Community Day School.

Moved by:

Seconded by:

Vote:

## BOARD REPORT

11/24/09

14.2d

### **14.2d Approval is Recommended for the Implementation of *Being a Writer* as a Supplement to the Core English Language Arts Curriculum at the Elementary Schools**

It is recommended that the Board approve the supplemental instructional materials, *Being a Writer*, for implementation at the five elementary schools. *Being a Writer* will be taught as an extension to the core and Board adopted English Language Arts curriculum, *Open Court*. The *Being a Writer* program is consistent with scientific research on how students learn to write and how students should be taught to write through systematic, explicit, direct instruction.

RECOMMENDED MOTION:            That the Board approve the Implementation of *Being a Writer* as a Supplement to the Core English Language Arts Curriculum at the Elementary Schools.

Moved by:

Seconded by:

Vote:



**BOARD REPORT**

**11/24/09  
14.3a**

**14.3a Second Reading and Approval 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.

**RECOMMENDED MOTION:** That the Board of Education approve Revised Board Policy 3290 as presented.

**Moved by:**

**Seconded by:**

**Vote:**

**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 begin a program which the Board would be unable to continue when the donated funds are exhausted.
3. **Does not imply** 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)*

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. **Donors are encouraged to give gifts which are not impaired by restrictions or conditions imposed by the donor. The Board will try to follow the donor's wishes insofar as they do not conflict with District philosophy or operations.**

~~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~~24~~, 2009

**BOARD REPORT****14.4a Approval is Recommended for New Classified Job Classification and Job Description – Health Technician II**

It is recommended practice that the Board of Education approve new job classifications and job descriptions to reflect new duties and responsibilities based on the current needs of the District. District Administration has created a new job classification of Health Technician II and has developed a new job description, a copy of which is attached, with a recommended salary placement of Range 20 on the Classified Salary Plan.

RECOMMENDED MOTION: District Administration recommends the approval of the new classified job classification and job description for Health Technician II, with a salary placement of Range 20, effective November 25, 2009.

Moved:

Seconded by:

Vote:

## **CULVER CITY UNIFIED SCHOOL DISTRICT**

**CLASS TITLE:     HEALTH TECHNICIAN II**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide specialized assistance in the health services program for District students; triage students' physical condition; administer first aid as necessary; prepare various State reports and health records; provide health information to parents, students and staff; perform a wide variety of clerical and secretarial duties.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL FUNCTIONS:**

Provide specialized assistance and procedures in the health services program for District students; examine students for illness, injury and medical emergency; administer first aid and emergency procedures as necessary; document and report unusual or critical cases to appropriate authorities.

Provide health information to appropriate school personnel regarding the special needs of students.

Assist in the safe administration of medication; maintain physician's documentation of medications administered as mandated by state law and district policy.

Process paperwork to assure students receive appropriate school age exams and immunizations; prepare and maintain various health and other related files, records and reports according to established procedures; assure compliance with State mandates related to health care and reporting.

Operate a computer and a variety of specialized health office equipment; assure medical equipment is calibrated according to established time lines and standards; maintain service plans for copiers.

Refer students, parents or guardians to appropriate community resources or District programs for recommended health service.

Requisition, stock and inventory medical, first aid and office supplies as necessary; send supplies to various school sites as requested.

Conduct lice checks and provide appropriate notification; assist in the monitoring of communicable disease in the school environment.

Initiate and receive telephone calls; take and relay messages; explain District policies and procedures; drive a vehicle to various school sites to conduct work.

Perform a variety of secretarial duties in support of the District Nurse such as typing correspondence, filing, scheduling appointments and faxing.

#### **OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Medication administration procedures.  
Proper operation of specialized health assessment instruments.  
Modern medical terminology, equipment, techniques and procedures.  
Accepted methods and principles of personal hygiene.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Operation of a computer and assigned software.  
Public health agencies and local health care resources.  
Health and safety regulations.  
Modern office practices, procedures and equipment.  
Telephone technique and etiquette.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Record-keeping techniques.  
First Aid procedures, CPR and AED

**ABILITY TO:**

Analyze situations accurately and adopt an effective course of action during routine and emergency situations.  
Provide health information to parents, students and staff.  
Maintain confidentiality of health records and other pupil information.  
Maintain records and prepare comprehensive reports according to established rules, regulations and State mandates.  
Advise teachers regarding the special health needs of students.  
Establish and maintain files, records, reports and referrals.  
Communicate effectively both orally and in writing.  
Plan and organize work.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Work independently with little direction.  
Operate a computer and assigned software.  
Operate a variety of specialized health service office equipment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years college-level course work in nursing, health education or related field and two years experience in a health office or related job.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR certificates issued by an authorized agency.  
Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor health office environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Seeing to assess injuries or illnesses.

Bending at the waist, kneeling or crouching to assist students.

Hearing and speaking to exchange information in person and on the telephone.

Dexterity of hands and fingers to operate a computer keyboard and testing equipment.

Reaching overhead, above the shoulders and horizontally to retrieve supplies.

Some lifting, carrying, pushing wheelchairs and walking on campus and in the office.

**HAZARDS:**

Communicable diseases.

Exposure to blood borne pathogens.

Exposure to potentially volatile and emotional students and parents.

**BOARD REPORT**

**14.4b Approval is Recommended for New Classified Job Classification and Job Description – Registrar**

It is recommended practice that the Board of Education approve new job classifications and job descriptions to reflect new duties and responsibilities based on the current needs of the District. District Administration has created a new job classification of Registrar and has developed a new job description, a copy of which is attached, with a recommended salary placement of Range 23 on the Classified Salary Plan.

RECOMMENDED MOTION: District Administration recommends the approval of the new classified job classification and job description for Registrar, with a salary placement of Range 23, effective November 25, 2009.

Moved:

Seconded by:

Vote:



## **CULVER CITY UNIFIED SCHOOL DISTRICT**

**CLASS TITLE:     REGISTRAR**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, prepare, maintain, modify and evaluate manual and automated scholastic records; monitor and assess student records to identify graduation deficiencies and eligibilities; obtain and respond to requests for student records and information.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Prepare, maintain, modify and evaluate manual and automated scholastic records; establish and maintain permanent student records and related filing systems; maintain confidentiality of sensitive and privileged information.

Input data regarding current and new students including grades, credits, test scores, attendance and other student information into an assigned computer system; generate a variety of computerized lists and reports related to student information.

Monitor and assess student records to identify graduation deficiencies and eligibilities; evaluate transcripts received from other schools to determine allowable credits; communicate graduation deficiencies and eligibilities to appropriate administrators, parents and counselors.

Compile data related to current and new students including grades, credits, test scores and other student information; contact other schools to request transcripts and student information; update student information in response to grade and schedule changes; calculate GPA's.

Respond to inquiries from students, parents, staff, schools, alumni and various outside agencies concerning student information; provide official or unofficial transcripts and information related to student grades, credits, graduation status and related data; prepare transcripts for mailing to requesting agency.

Prepare a variety of letters, forms, applications, packets, memoranda, reports and correspondence related to assigned activities; disseminate materials and information to students, staff, parents and the public.

Review program and schedule changes and modify student records; distribute information concerning student schedule changes to faculty and other departments.

Receive telephone calls, greet visitors and provide information and assistance to students, parents, staff and the public regarding student grades, enrollment and related policies and procedures.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Distribute, collect, and process scanned grade forms, report cards and variety of specialized forms and applications; review for completeness and accuracy; duplicate materials as necessary.

Work with other clerical staff to order and process diplomas and related graduation materials as required; prepare lists of graduates and submit for printing; assist with coordinating graduation activities and preparation of graduation programs.

Participate in a variety of assigned activities such as withdrawing exiting students, enrolling new students, assisting with testing activities and assist the administrator in the development of the master schedule.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Transcript evaluation, maintenance and processing methods, procedures and guidelines.  
State and organizational requirements for graduation.  
Modern office practices, procedures and equipment.  
Applicable laws, codes, regulations, policies and procedures.  
Record-keeping, report preparation and filing techniques.  
Telephone techniques and etiquette.  
Oral and written communication skills.  
Principles of training and providing work direction.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.  
Methods of collecting and organizing data and information.  
Data entry techniques.

**ABILITY TO:**

Prepare, maintain, modify and evaluate manual and automated scholastic records.  
Monitor and assess student records to identify graduation deficiencies and eligibilities.  
Obtain and respond to requests for student records and information.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Determine appropriate action within clearly defined guidelines.  
Answer telephones and greet the public courteously.  
Type or input data at an acceptable rate of speed.  
Work independently with little direction.  
Plan and organize work.  
Meet schedules and time lines.  
Maintain confidentiality of sensitive and privileged information.  
Perform arithmetical calculations and record review with speed and accuracy.  
Compile, assemble, verify and prepare data for records and reports.  
Complete work with many interruptions.  
Operate a variety of office equipment including a computer and assigned software.  
Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of clerical or secretarial experience including some experience maintaining student records.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

**HAZARDS:**

Exposure to potentially volatile and emotional students and parents.