

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

May 25, 2010

Persons in the audience during the meeting of the Board of Education are asked not to talk during presentations or the meeting. If conversation with another person needs to take place, please do so outside the Board Room so as not to disrupt others or the meeting. *Please make sure your cell phone is turned off or silenced at this time.*

PRESENTATIONS AND PUBLIC COMMENTS

Persons wishing to address the Board on any item on the agenda will be granted three (3) minutes at the time the item appears on the agenda. In the case of a non-agenda item, persons are invited to comment under "Public Recognition." In the interest of time and order, presentations from the public are limited to three (3) minutes per person. The total time for non-agenda items shall not exceed twenty (20) minutes. Prior to addressing the Board, please complete a card (located on the table at the rear entrance) and give the card to the Superintendent's Executive Assistant. Persons addressing the Board are asked to do so from the podium. Please state your name, address, and organization before making your presentation.

1. CALL TO ORDER

The meeting was called to order by _____, at _____ p.m.

Roll Call – Board of Trustees

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

2. PUBLIC COMMENT ON CLOSED SESSION ITEMS

3. RECESS TO CLOSED SESSION

3.1 Conference with Labor Negotiator (Pursuant to GC §54957.6)
Agency Designated Representatives: Patricia Jaffe, Assistant Superintendent, Human Resources; Ali Delawalla, Interim Assistant Superintendent Business Services; and Dr. Myrna Rivera Coté, Superintendent
Employee Organizations: Culver City Federation of Teachers (CCFT); Association of Classified Employees (ACE); and Management Association of Culver City Schools (MACCS)

- 3.2 Public Appointment/Employment (Pursuant to GC §54947)
 Certificated Personnel Services Report No. 20
 Classified Personnel Services Report No. 20
- 3.3 Existing Litigation (Pursuant to subdivision (a) of Government Code
 § 54956.9)
 a) File # 08-70264MH
- 3.4 Public Employee Appointment (Pursuant to GC §54957)
 a) Assistant Superintendent of Business Services
- 3.5 Public Employee Performance Evaluation (Pursuant to GC §54957)
 a) Assistant Superintendent of Educational Services
 b) Superintendent

4. **ADJOURNMENT OF CLOSED SESSION**

5. **REGULAR MEETING – 7:00 p.m.**

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

5.2 Flag Salute

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

7. **PUBLIC HEARING**

- 7.1 Tier III Flexibility Program

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 – May 11, 2010; and Special Meeting – May 13, 2010
- 9.2 Approval is Recommended for Purchase Orders
- 9.3 Approval is Recommended for Acceptance of Gifts - Donations
- 9.4 Approval is Recommended for the Certificated Personnel Reports No. 20
- 9.5 Approval is Recommended for the Classified Personnel Reports No. 20
- 9.6 Approval is Recommended for the Acceptance of the Enrollment Report
- 9.7 Approval is Recommended for Tracy Pumilia, El Marino Principal, to Attend the International Spanish Academy in Comillas, Cantabria, Spain, June 21-23, 2010
- 9.8 Approval is Recommended for the 2010-2011 Designation of CIF Representatives to the Ocean League
- 9.9 Approval is Recommended for the Office of Child Development Agency Annual Report

10. AWARDS, RECOGNITIONS AND PRESENTATIONS

- 10.1 Recognition of Rotary Club Donation of Dictionaries to Third Graders
- 10.2 American Citizenship Awards

11. PUBLIC RECOGNITION

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

- 11.1 Superintendent's Report
- 11.2 Assistant Superintendents' Reports
- 11.3 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 May Revise and Year-End Budget Projections

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 a New Contract for the Position of Assistant Superintendent of Business Services

Motion by _____ Seconded by _____ Vote _____

14.1b Approval is Recommended for a Renewed Contract for the Position of Assistant Superintendent of Educational Services

Motion by _____ Seconded by _____ Vote _____

14.2 Education Services Items

14.2a Approval is Recommended for Revisions to Culver City High School's Graduation Requirements

Motion by _____ Seconded by _____ Vote _____

14.2b Approval is Recommended for New Culver City High School Class – Spanish 1 Immersion/Native Speakers

Motion by _____ Seconded by _____ Vote _____

14.3 Business Items - None

14.4 Personnel Items

14.4a Third Reading and Adoption of Revised Board Policy/Administrative Regulation 1240, Volunteer Assistance

Motion by _____ Seconded by _____ Vote _____

14.4b Third Reading and Adoption of Revised Board Policy/Administrative Regulation 4127/4227/4327, Temporary Athletic Team Coaches

Motion by _____ Seconded by _____ Vote _____

14.4c Approval is Recommended for a New Job Description – Assistant Director of Special Education

Motion by _____ Seconded by _____ Vote _____

14.4d Approval is Recommended for A New Job Description – Director of Human Resources

Motion by _____ Seconded by _____ Vote _____

14.4e Approval is Recommended for Resolution #42/2009-2010, Catastrophic Leave for Certificated Employee

Motion by _____ Seconded by _____ Vote _____

15. **BOARD BUSINESS** - None

16. **ADJOURNMENT**

Motion by _____ Seconded by _____ Vote _____

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

FUTURE MEETINGS

June 8 – 7:00 p.m. – Regular Public Meeting, (6:00 p.m. Closed Session), District Office, 4034 Irving Place
June 22 – 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. Each school office has a suggestion box. We look forward to receiving your comments and suggestions.

7.1 Public Hearing for Tier III Flexibility Program

In accordance with Assembly Bill X42 and Education Code 42605, a public hearing is required on the proposed use of funds under categorical flexibility.

The Governing Board of the District, at a regularly scheduled open public hearing, shall take testimony from the public regarding the proposed use of funds.

Culver City USD
Categorical Flexibility Programs
2009-10

Programs and Flexibility	Funding	Budget	Use for Unrestricted Gen. Fund	Brief Description
Morgan-Hart Class Size Reduction Grade 9	\$ 65,417	\$ 65,417	\$ -	Teachers salaries and benefits
School Safety Block Grants (Carl Washington)	\$ 22,908	\$ 22,908	\$ -	Counselor salary and benefits
Arts and Music Block Grant	\$ 53,556	\$ 53,556	\$ -	Arts Integration Partnership with Music Center & Arts Consultant
CAHSEE Intervention Grants	\$ 33,727	\$ 33,727	\$ -	Teachers salaries and benefits
Gifted and Talented Education (GATE)	\$ 42,729	\$ 42,729	\$ -	30% of Director of Special Projects
Instructional Materials	\$ 364,928	\$ 200,000	\$ 164,928	Classroom Instructional materials & the balance use for Unrestricted General Fund purposes.
PAR (California Peer Assistance & Review Program)	\$ 26,847	\$ -	\$ 26,847	Unrestricted General Fund purpose.
Pupil Retention Block Grant	\$ 127,610	\$ 127,610	\$ -	Asst. Director Child Welfare & Attendance
Teacher Credentialing Block Grant	\$ 128,589	\$ 128,589	\$ -	Teachers on Special Assignment
Professional Development Block Grant	\$ 260,847	\$ 260,847	\$ -	District wide teachers staff development
School and Library Improvement Block Grant (SI)	\$ 552,667	\$ 451,079	\$ 101,588	Teachers (\$51,000), Instructional Asst. Salaries and Benefits (\$227,000), School material & supplies
Los Angeles County Regional Occupational Program	\$ 731,664	\$ 731,664	\$ -	Teachers & Support staff Salaries & Benefits, Materials and supplies.
Community Based English Tutoring (CBET)	\$ 25,501	\$ 17,014	\$ 8,487	Adult School Teachers and support staff salaries and benefits
Adult Education	\$ 1,315,288	\$ 1,315,288	\$ -	Adult School Teachers and support staff salaries and benefits
Deferred Maintenance	\$ 240,980	\$ 240,980	\$ -	Roof repairs - School sites
	\$ 3,927,841	\$ 3,625,991	\$ 301,850	

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

Meeting:	<u>Regular Meeting</u>	Date:	<u>May 11, 2010</u>
Place:	<u>District Administration Office</u>	Time:	<u>6:00 p.m. – Public Meeting</u>
	<u>4034 Irving Place</u>		<u>6:01 p.m. – Closed Session</u>
	<u>Culver City 90232</u>		<u>7:00 p.m. – Public Meeting</u>

Board Members Present

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

Staff Members Present

Myrna Rivera Coté, Ed.D., Superintendent
Ali Delawalla
Gwenis Laura, Ed.S.
Patricia Jaffe, M.S.

Call to Order

Board President Mr. Gourley called the meeting of the Culver City Unified School District Board of Education to order at 6:00 p.m. The Board adjourned to Closed Session at 6:01 p.m. and reconvened the public meeting at 7:15 p.m. with all Board members in attendance. Dr. Tony Spano led the Pledge of Allegiance.

Report from Closed Session

Mr. Gourley reported that the Governing Board met in Closed Session regarding issues listed on today's Closed Session agenda and announced that the Board voted to release one temporary certificated employee and four long-term certificated substitute employees from employment effective at the end of the 2009/2010 school year. It was moved by Mr. Zeidman and seconded by Ms. Paspalis and passed with a vote of 5 – Ayes and 0 - Nays.

8. Adoption of Agenda

It was moved by Mr. Zeidman to adopt the agenda of May 11, 2010 with the amendment to change item 12.1 on the agenda to follow item 10.2. The motion was seconded by Mr. Silbiger. The motion was unanimously approved.

9. Consent Agenda

Mr. Gourley called the Consent Agenda and asked if any member of the audience or the Board wished to withdraw any item. Mr. Zeidman requested that item 9.5 be withdrawn. Mr. Silbiger requested that items 9.1 and 9.8 be withdrawn. It was moved by Mr. Zeidman and seconded by Ms. Siever to approve Consent Agenda Items 9.2 – 9.4, 9.6, 9.7, and 9.9 as presented. The motion was unanimously approved.

9.2 Purchase Orders and Warrants

9.3 Acceptance of Gifts – Donations

9.4 Certificated Personnel Reports No. 19

9.6 CCHS Teacher Rachel Snyder to participate in the Advanced Placement Readings in Fort Collins, Colorado, June 11-19, 2010

9.7 CCHS Teacher Nancy Goldberg to Participate in the Advanced Placement Readings in Louisville, Kentucky, June 9-18, 2010

9.9 Compensation Report of the Members of the Board of Education

9.1 Approval is Recommended for the Minutes of Special Meeting – April 22, 2010; and Minutes of Regular Meeting – April 27, 2010

Mr. Silbiger requested that this item be withdrawn to make a revision to the Minutes of April 27, 2010 on item 11.5. He asked that it state in item 11.5 that he requested to agendize moving the location of the Board meetings to commence on May 25, 2010. Mr. Silbiger also wanted to clarify on item 14.4a that he also stated his concerns about the English and Drama positions. It was moved by Mr. Silbiger and seconded by Mr. Zeidman to approve the Minutes of Special Meeting - April 22, 2010 as presented; and the Minutes of Regular Meeting – April 27, 2010 as amended. The motion was unanimously approved.

9.5 Approval is Recommended for Classified Personnel Reports No. 19

Mr. Zeidman asked for clarification on item 9.5 IA from Dr. Coté. He wanted confirmed that there was not an agreement on the actual contract. She confirmed that an agreement had not made yet on the actual contract. Therefore, Mr. Zeidman suggested that item 9.5 Ia be pulled. It was moved by Mr. Zeidman and seconded by Mr. Silbiger to approve the Classified Personnel Reports No. 19, with the exception of item IA, as presented. The motion was unanimously approved. Item IA will be brought back in two weeks.

9.8 Approval is Recommended for CCHS Teacher Daniel Carter and the High School Debate Teams Participation in the State Speech and Debate Championships, Bakersfield, California, April 15-18, 2010

Mr. Silbiger requested that this item be pulled so that he could comment on the fact that the date of the trip had already passed. He requested there be an effort made to get trip approvals to the Board in a timely fashion. It was moved by Mr. Zeidman and seconded by Ms. Siever to approve the CCHS Teacher Daniel Carter and the High School Debate Teams Participation in the State Speech and Debate Championships, Bakersfield, California, April 15-18, 2010 as presented. The motion was unanimously approved.

10. Awards, Recognitions and Presentations**10.1 Recognition of AVPA Music Students**

Ms. Laura introduced Dr. Tony Spano, Co-Director of the AVPA and music director, and gave commendations to Lisa Michel, director for the vocal group, who was unable to attend. Ms. Laura introduced each student and read their accomplishments. Dr. Spano spoke briefly and acknowledged all of those that contributed to the success of the students. Board members provided their congratulations.

12. Information Items**12.1 Safe Routes to School Presentation**

Mr. Gabe Garcia, Traffic Engineering Manager at the City of Culver City, presented information on the Safe Routes to School Program. The program would be a joint effort between the District and the City to provide safe walking and biking routes to school for our students. Ms. Siever requested a hard copy of the presentation. Mr. Zeidman asked if the City had applied previously and if so what happened. Mr. Garcia responded that the City did apply during Cycle 8, but could not locate the appropriate person at the District to sign-off, and there was not enough time to have a stakeholders meeting. Mr. Zeidman gave direction to move forward with the MOU. Ms. Paspalis inquired if a public meeting had been set. Mr. Garcia stated there was not. Mr. Silbiger inquired as to the schools that were being looked at to participate in the program. Mr. Garcia responded that the Elenda Corridor has the most traffic issues. Mr. Zeidman confirmed the area was where his son was hit by a car. Mr. Silbiger thinks that the District should go forward but was concerned about how much staff time it would require. Ms. Siever inquired about costs to the District. Mr. Garcia explained the "soft costs" that may be involved such as a teacher assigned to the curriculum aspect of the program. Mr. Garcia responded to additional questions. All Board members were in support of moving forward.

Mr. Gourley agreed to allow Ms. Siever to pull item 9.1 for her corrections. Ms. Siever requested that item 12.1 on page 97 be withdrawn so that she could clarify that if the permits are reduced and funding is reduced, then the Board would have to look at reducing programs. She did not want her comments taken out of context. It was moved by Mr. Silbiger to add Ms. Siever's additions to the Minutes of April 27, 2010 as stated. The motion was seconded by Ms. Paspalis and unanimously approved.

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

Dr. Coté reported on activities she had been involved in since the last Board Meeting which included her meeting with Chamber of Commerce members to discuss how the Chamber could become more involved with our schools; her meeting with Mr. Sotelo at Las Virgenes Unified School District to meet with the Superintendents and staff of Las Virgenes and Santa Monica Malibu regarding LAUSD permits; and her attendance at the Tribute to the Stars. Dr. Coté thanked the Culver City Education foundation Board for their hard work on behalf of the District and she congratulated Patti Jaffe on her Shining Star Award. Dr. Coté also reported on her visit to the Middle School where she welcomed Congresswoman Diane Watson who was visiting to observe the Foods

Services Program in our District. Dr. Coté thanked Food Services Director, Julie Garcia, and her staff for doing an amazing job of food preparation and presentation.

11.2 Assistant Superintendents' Reports

Ms. Laura invited Board members to attend the 2nd Anti-Bullying Parent Forum to take place on May 20th and provided information on the facilitators for the forum.

Mrs. Jaffe thanked the Education Foundation for a great Tribute to the Stars event. Mr. Zeidman stated what a spectacular teacher Mrs. Jaffe was when he was her student, and what a great Assistant Superintendent she has been.

11.3 Members of the Audience

Members of the audience spoke about:

- Amanda Copeland handed to the Board a copy of a letter she e-mailed and spoke about the litigation and challenges she has faced with the District regarding her daughter who is a special education student.

Since there were several speaker cards filled out to speak on behalf of Sheila Silver, Mr. Zeidman asked Mrs. Jaffe to explain the certificated layoff procedures and report the past actions that had been taken. It was further explained that Ms. Silver was not laid off, but was in fact “bumped” by another employee.

- Adam Caicedo stated that his teacher, Sheila Silver, was the reason that he joined AVPA, and he shared his experience in the program. He thanked Ms. Silver for the opportunity to be in the program.
- Marni Parsons thanked the Board for the hard work they have done trying to deal with the District's budget issues; and she gave commendations to Sheila Silver.
- Sibyl Courey spoke highly of the AVPA and praised Ms. Silver for her great work with the students.
- Elizabeth Doran, the Managing Director of The Actors Gang, commented on how the group wants to bring money to education. She spoke about how Ms. Silver has been a great liaison between the District and The Actors Gang.
- Lexa Vanech thanked Ms. Silver for making the AVPA even better, and asked if the Board could find a way to bring her back.
- Nicole Julian commented that Ms. Silver was an excellent addition to the AVPA.
- Emma Copeland commented how Ms. Silver had made English a joy for her and she loved her class.
- A student spoke on behalf of Tracy Cho who relayed her comments on Ms. Silvers talents and her interaction with the student.
- Lloyd Pilchen commented that all those present speaking in regards to Ms. Silver were hoping to impress that there would be consequences in the loss of Ms. Silver. He stated that she has the honor and respect of the students; the enrollment in the program has gone up since she arrived; and spoke about her creation of an after school class. He said that Ms. Silver was a gift to the school.
- Pam Feder spoke about how one teacher could make a difference. She spoke about the impression that Ms. Silver has left on her son and how much he has grown in the past year.
- Nicholas spoke about how Ms. Silver inspires and encourages her students.
- Duncan Ballantine spoke about how Ms. Silver has encouraged him to explore different art forms and asked the Board to reconsider their decision.
- Olivia Finnegan shared her fond memories of the AVPA performances that she had participated in, and her experience in working with Ms. Silver.
- Tanya Fleischer who is a pianist and has taught piano for twenty years asked the Board to take into consideration her suggestion of keeping what is working. She stated that the District needs a strong music program and that the music program at the middle school is not working. She stated that there needs to be a strong middle school program to feed into the music program at the high school.
- Amira Bennett spoke about her music experience with the District, and how previously there had been no string orchestra at the high school.

Mr. Zeidman explained to the audience that due the Brown Act the Board cannot respond to their comments since the matter was not agendized. Mr. Gourley thanked everyone for attending the meeting.

13. Recess

The Board recessed at 8:45 p.m. and reconvened at 8:58 p.m.

11.3 Members of the Audience – cont.

- David Mielke commented that he thought Duncan Ballantine did a great job in his comments. Mr. Mielke provided a bargaining update and thanked the Board for getting back to negotiations. He outlined items that were still outstanding that did not cost the District any money such as evaluations and elementary prep time.
- Alan Elmont encouraged the Union to take a leadership role in the evaluation process. He spoke about a recent security incident involving a student from out of the district and asked that Board comment while the meeting was being taped to clarify any misinformation. Mr. Elmont also stated that since the District has to face budget cuts, we also need to look at ways to bring in money.
- Jerry Chabola commented that the high school was awarded the CIF Designation; and he provided updates on the athletic teams. He provided information on the Booster Club's upcoming events and announced the June 11th Athlete of the Year Awards.

11.4 Student Representatives' Reports

Middle School Student Representative

Evan Wilson, Culver City Middle School Student Representative, was not present.

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:

- Mr. Silbiger spoke about his experiences in the music program as he progressed through the district during his school years. He stated that he felt he and his colleagues on the Board worked well together and how he felt after cutting twenty-five percent of the music teachers. He stated he would be in support of bringing Ms. Silver's position back after the Union mediation.
- Ms. Siever gave commendation to Jerry Chabola. She stated that West L.A. College was working with The Actors Gang and there is to be a gala in June. Ms. Siever discussed grant writing and stated that she would like to discuss hosting a grant writing workshop at West L.A. College. She additionally commented the need to discuss an oversight committee for the Measure EE funds; a calendar for athletic events that run concurrent with Youth and Government; a request for a Thank You letter to Larry Eisenberg. Ms. Siever also would like the Board to set their goals and objectives. Mr. Silbiger seconded her request to discuss an oversight committee for Measure EE.
- Ms. Paspalis reported on her attendance at the middle school for the luncheon with Congresswoman Diane Watson and stated how she felt it was time to go straight to the federal government for funding. Ms. Paspalis also reported on her attendance at the Tribute to the Stars, which she thought was great; and her attendance at a multicultural class that was very interesting.
- Mr. Gourley explained the incident that took place involving students that were not from our District, and said that staff, CCUSD security, and CCPD all took appropriate actions. He stated that there was no proof that there were any gang associations, and no one was seriously injured.
- Ms. Siever asked to acknowledge a student in attendance at the meeting, Adia Benton, who is also taking classes at West L.A. College.
- Mr. Gourley inquired if the restroom issue was ever resolved at Linwood Howe for after school activities. Dr. Cote informed Mr. Gourley that it was not formally taken care of, but before Mr. Scott left his

position with the City, it was discussed that the City should notify leasees they would need a separate permit from CCUSD regarding the facilities.

12. Information Items

12.2 Revision to Culver City High School's Graduation Requirements

Pam Magee, Principal at Culver City High School, provided the Board with the proposed revisions to the graduation requirements and responded to questions from the Board.

12.3 Student Permit Update

Drew Sotelo provided a demographic profile of students that are attending schools in the District on permit, and responded to questions from the Board. Mr. Zeidman requested to have the policy brought back to change the GPA requirements so that the policy is not open to an individual's discretion.

14. Action Items

14.1 Superintendent's Items

14.1a Approval is Recommended for the Waiver of Board Bylaw 9320, Meeting and Schedule of Proposed Meeting Dates

It was moved by Mr. Zeidman and seconded by Ms. Siever that the Board approve the Waiver of Board Bylaw 9320, Meeting and Schedule of Proposed Meeting Dates as presented. The motion was unanimously approved.

14.1b Approval is Recommended for a New Contract for the Position of Assistant Superintendent of Business Services

See comments below. Item is pulled.

14.1c Approval is Recommended for a Renewed Contract for the Position of Assistant Superintendent of Education Services

See comments below. Item is pulled.

Mr. Zeidman announced that items 14.1b and 14.1c needed to be pulled since they coincided with the two items in the personnel report. The language in the contracts still needed to be agreed upon. Mr. Mielke stated that teachers have a problem not with the people in the position but with the positions themselves. The teachers were hoping to see a reclassification of these positions to Directors. Another concern Mr. Mielke stated was the \$250.00 being given as an mileage allowance, and the language on potential salary reduction.

14.2 Education Services Items – None

14.3 Business Items

14.3a Approval is Recommended for the Rejection of Claim

It was moved by Mr. Zeidman and seconded by Ms. Siever that the Board approve the Rejection of Claim as presented. The motion was unanimously approved.

14.3b Approval is Recommended for Resolution #41/2009-2010 – Temporary Borrowing Between Funds

It was moved by Mr. Zeidman and seconded by Ms. Paspalis that the Board approve Resolution #41/2009-2010 – Temporary Borrowing Between Funds as presented. The motion was unanimously approved.

14.4 Personnel Items

The Board decided to postpone taking action on items 14.4a and 14.4b as noted below.

14.4a Second Reading and Adoption of Revised Board Policy/Administrative Regulation 4127/4227/4327, Temporary Athletic Team Coaches

14.4b Second Reading and Adoption of Revised Board Policy/Administrative Regulation 1240, Volunteer Assistance

14.4c Approval is Recommended for Resolution #40-2009/2010 (HR), Regarding Layoff of Classified Personnel

It was moved by Mr. Zeidman and seconded by Mr. Silbiger to approve Resolution #40-2009/2010 (HR), Regarding Layoff of Classified Personnel as presented. The motion was unanimously approved.

15. Board Business - None

Adjournment

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

Approved: _____
Board President

Superintendent

On: _____
Date

Secretary

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

Meeting:	<u>Special Meeting</u>	Date:	<u>May 13, 2010</u>
Place:	<u>District Administration Office</u> <u>4034 Irving Place</u> <u>Culver City 90232</u>	Time:	<u>5:00 p.m. – Public Meeting</u> <u>5:01 p.m. – Closed Session</u> <u>5:15 p.m. – Public Meeting</u>

Board Members Present
Scott Zeidman, Esq., Vice President
Karlo Silbiger, Clerk
Katherine Paspalis, Esq., Member

Staff Members Present
Ali Delawalla
Gwenis Laura, Ed.S.
Patricia Jaffe, M.S

Call to Order

Board Vice President Mr. Zeidman called the meeting of the Culver City Unified School District Board of Education to order at 5:26 p.m. The Board adjourned to Closed Session at 5:35 p.m. and reconvened the public meeting at 5:45 p.m. with three Board members in attendance. Mr. Gourley and Ms. Siever were absent.

2. Public Comment on Closed Session Items

- Peter Bian commented on not releasing the contract of the Assistant Superintendent of Educational Services.
- Inez Bush commented on not releasing the contract of the Assistant Superintendent of Educational Services.

6. Report from Closed Session

Mr. Zeidman reported that the Governing Board met in Closed Session regarding issues listed on today's Closed Session agenda and announced that the Governing Board took action not to renew the employment contract of the Assistant Superintendent, Educational Services. The vote was 3 – Ayes; 0 – Nays; and 2 – Absent. The Governing Board also took action not to renew the employment contract of the Interim Assistant Superintendent, Business Services. The vote was 3 – Ayes; 0 – Nays; and 2 – Absent.

7. Adoption of Agenda

It was moved by Ms. Paspalis and seconded by Mr. Silbiger to adopt the agenda of May 13, 2010 as presented. The motion was passed with a vote of 3- Ayes and 0 – Nays.

Mr. Zeidman gave Mrs. Jaffe direction to bring the contracts back for the Assistant Superintendents of Educational Services and Business Services at the next regular Board Meeting.

8. Adjournment

There being no further business, it was moved by Mr. Silbiger, seconded by Ms. Paspalis and unanimously approved to adjourn the meeting. Board President Mr. Gourley adjourned the meeting at 6:00 p.m.

Approved: _____
Board President

Superintendent

On: _____
Date

Secretary

9.2 Purchase Orders

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

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

Purchase order grand total from May 1, 2010 through May 14, 2010 is \$133,224.45.

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 May 1, 2010 through May 14, 2010 in the amount of \$133,224.45 be ratified by the Board of Education.

Moved by:

Seconded by:

Vote:

Board List Purchase Order Report
 CULVER CITY UNIFIED SD

5/1/2010 To 5/14/2010

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
05/11/10	54217	A		05/11/2010	FIVE ACRES SCHOOL	NONPUBLIC SCHOOLS SERVICE	Special Education	01.0	65000.0	57500	11800	5880	0004040	6,814.00	6,814.00
						05/11/2010	54217	FIVE ACRES SCHOOL							
05/06/10	54685A	A		05/06/2010	AMAZON.COM	INSTRUCTIONAL SUPPLIES	Culver City High School	01.0	35500.0	11100	10000	4310	4010000	1,525.53	
						05/06/2010	54685A	AMAZON.COM						1,525.53	
05/03/10	54763M	C		05/03/2010	C. JUAREZ, INC.	REPAIRS - OTHER	Maintenance	01.0	81500.0	00000	81100	5630	0005040	450.00	450.00
						05/03/2010	54763M	C. JUAREZ, INC.						450.00	
05/13/10	54816A	A		05/13/2010	AMAZON.COM	SAFETY SUPP/EQUIP	La Ballona Elementary	01.0	90127.0	11100	10000	4210	2060000	400.00	400.00
						05/13/2010	54816A	AMAZON.COM						400.00	
05/03/10	54820	A		05/03/2010	TEACHER'S DISCOVERY	INSTRUCTIONAL SUPPLIES	Special Education	01.0	33100.0	57300	11100	4310	0004040	102.56	102.56
						05/03/2010	54820	TEACHER'S DISCOVERY						102.56	
05/03/10	54852M	C		05/03/2010	TRC ELECTRONICS, INC.	MAINTENANCE SUPP/EQUIP	Maintenance	01.0	81500.0	00000	81100	4380	0005040	87.64	87.64
						05/03/2010	54852M	TRC ELECTRONICS, INC.						87.64	
05/05/10	54909	C		05/05/2010	CHRISTOPHER ASH	EQUIPMENT RENTAL/LEASE	Culver City High School	01.0	90127.0	11100	10000	4310	4010000	2,000.00	2,000.00
						05/05/2010	54909	CHRISTOPHER ASH						2,000.00	
05/03/10	54911	A		05/03/2010	WESTERN PSYCHOLOGICAL	INSTRUCTIONAL SUPPLIES	Special Ed	01.0	56400.0	57500	11360	4312	0004024	185.61	185.61
						05/03/2010	54911	WESTERN PSYCHOLOGICAL SERVICES						185.61	
05/03/10	54912	A		05/03/2010	BIO CORPORATION	INSTRUCTIONAL SUPPLIES	Culver City High School	01.0	07395.0	11100	10000	4310	4010000	1,248.41	1,248.41
						05/03/2010	54912	BIO CORPORATION						1,248.41	
05/03/10	54913	A		05/03/2010	CHILDREN'S BOOK WORLD	INSTRUCTIONAL SUPPLIES	Linwood Howe Elementary	01.0	62860.0	11100	10000	4310	2020000	619.52	619.52
						05/03/2010	54913	CHILDREN'S BOOK WORLD						619.52	

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
05/03/10	54915	A		05/03/2010	DEVELOPMENTAL STUDIES CENTER	CONTRACTED SERVICES 05/03/2010 54915	Educational Services	01.0	30110.0	00000	27000	5850	0004000	2,600.00	2,600.00
						DEVELOPMENTAL STUDIES CENTER									
05/03/10	54917	A		05/03/2010	ASCD	INSTRUCTIONAL SUPPLIES 05/03/2010 54917	La Ballona Elementary	01.0	30100.0	11100	10000	4313	2060000	101.98	101.98
						ASCD									
05/03/10	54918	A		05/03/2010	DEMCO, INC.	INSTRUCTIONAL SUPPLIES 05/03/2010 54918	Special Projects	01.0	58100.0	11100	10000	4310	0004030	464.14	464.14
						DEMCO, INC.									
05/03/10	54919	C		05/03/2010	TREEPEOPLE	FIELD TRIPS 05/03/2010 54919	Linwood Howe Elementary	01.0	91400.0	11100	10000	5816	2020000	410.00	410.00
						TREEPEOPLE									
05/03/10	54921	A		05/03/2010	MEDCO SUPPLY COMPANY, INC.	INSTRUCTIONAL SUPPLIES 05/03/2010 54921	Undistributed ROP	01.0	96353.0	71100	10000	4310	0000000	906.69	906.69
						MEDCO SUPPLY COMPANY, INC.									
05/03/10	54922	A		05/03/2010	THE APPLE STORE	COMPUTER SUPP/EQUIP 05/03/2010 54922	Undistributed ROP	01.0	96353.0	71100	10000	4310	0000000	295.23	295.23
						THE APPLE STORE									
05/03/10	54923	A		05/03/2010	SCHOOL SPECIALTY	INSTRUCTIONAL SUPPLIES 05/03/2010 54923	Undistributed ROP	01.0	96353.0	71100	10000	4310	0000000	349.63	349.63
						SCHOOL SPECIALTY									
05/03/10	54924	A		05/03/2010	CHILDREN'S BOOK PRESS	INSTRUCTIONAL SUPPLIES 05/03/2010 54924	Linwood Howe Elementary	01.0	62860.0	11100	10000	4310	2020000	459.76	459.76
						CHILDREN'S BOOK PRESS									
05/03/10	54925	A		05/03/2010	CTB/MCGRAW-HILL	OFFICE SUPPLIES 05/03/2010 54925	Special Projects	01.0	42010.0	00000	21000	4350	0004030	178.21	178.21
						CTB/MCGRAW-HILL									
05/03/10	54926	A		05/03/2010	LECTORUM PUBLICATIONS, INC.	INSTRUCTIONAL SUPPLIES 05/03/2010 54926	El Marino Language	01.0	07395.0	11100	10000	4310	2030000	804.95	804.95
						LECTORUM PUBLICATIONS, INC.									

Board List Purchase Order Report
 CULVER CITY UNIFIED SD

5/1/2010 To 5/14/2010

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
05/04/10	54938	A		05/04/2010	BOYER LEARNING CENTER	CONTRACTED SERVICES 05/04/2010	Culver City Middle School 54938	01.0	30100.0	11100	10000	5810	3010000	5,094.40	5,094.40
BOYER LEARNING CENTER															
05/04/10	54939	A		05/05/2010	A TREE OF KNOWLEDGE ED	CONTRACTED SERVICES 05/04/2010	Culver City Middle School 54939	01.0	30100.0	11100	10000	5810	3010000	5,094.40	5,094.40
A TREE OF KNOWLEDGE ED SERVICES, INC.															
05/04/10	54940	A		05/04/2010	WE CAN - SI SE PUJEDE	CONTRACTED SERVICES 05/04/2010	Special Projects 54940	01.0	30100.0	11100	10000	5810	0004030	4,245.30	4,245.30
WE CAN - SI SE PUJEDE															
05/10/10	54941	A		05/10/2010	DEVELOPMENTAL STUDIES CENTER	INSTRUCTIONAL SUPPLIES 05/10/2010	Special Projects 54941	01.0	30110.0	11100	10000	4310	0004030	18,346.88	18,346.88
DEVELOPMENTAL STUDIES CENTER															
05/06/10	54942	A		05/06/2010	DEVELOPMENTAL STUDIES CENTER	INSTRUCTIONAL SUPPLIES 05/06/2010	Special Projects 54942	01.0	66600.0	11100	10000	4310	0004030	15,704.69	15,704.69
DEVELOPMENTAL STUDIES CENTER															
05/05/10	54943	A		05/05/2010	PROFESSIONAL TUTORS OF AMERICA	CONTRACTED SERVICES 05/05/2010	Special Projects 54943	01.0	30100.0	11100	10000	5810	0004030	849.00	849.00
PROFESSIONAL TUTORS OF AMERICA, INC.															
05/05/10	54944	A		05/05/2010	GMCPSA PROFESSIONAL	CONSULTANTS 05/05/2010	Culver City High School 54944	01.0	90126.0	17000	39000	5850	4010000	1,750.00	1,750.00
GMCPSA PROFESSIONAL SERVICES, INC.															
05/05/10	54945	A		05/05/2010	FREY SCIENTIFIC	INSTRUCTIONAL SUPPLIES 05/05/2010	Culver City High School 54945	01.0	07395.0	11100	10000	4310	4010000	120.29	120.29
FREY SCIENTIFIC															
05/07/10	54946	A		05/07/2010	ORIENTAL TRADING CO., INC.	GRADUATION SUPPLIES 05/07/2010	Culver Park High School 54946	01.0	07395.0	32000	10000	4350	5010000	232.68	232.68
ORIENTAL TRADING CO., INC.															
05/07/10	54947	A		05/07/2010	VIRCO MFG CORP	INSTRUCTIONAL SUPPLIES 05/07/2010	La Ballona Elementary 54947	01.0	91400.0	11100	10000	4310	2060000	862.90	862.90
VIRCO MFG CORP															

Board List Purchase Order Report
 CULVER CITY UNIFIED SD

Purchase Orders/Buyouts To The Board for Ratification From : 5/1/2010 To 5/14/2010
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
05/07/10	54948	C		05/11/2010	YESHIVA OHR ELIYAHU	CONFERENCE AND TRAVEL 05/07/2010	54948	01.0	40350.0	00000	27000	5220	1050000	200.00	200.00
05/07/10	54949	A		05/07/2010	THE LATINO FAMILY LITERACY PROJECT	INSTRUCTIONAL SUPPLIES 05/07/2010	54949	01.0	62860.0	11100	10000	4310	2020000	404.13	404.13
05/11/10	54950	A		05/11/2010	ANYTHING EDUCATIONAL PLUS.	OFFICE SUPPLIES 05/11/2010	54950	01.0	07392.0	00000	21000	4350	0004030	327.69	327.69
05/07/10	54951	A		05/07/2010	TRANG V. NGUYEN, O.D., F.A.A.O.	CONTRACT SERVICES RENDERED 05/07/2010	54951	01.0	65000.0	57700	31500	5890	0004040	450.00	450.00
05/07/10	54952	A		05/07/2010	OFFICE DEPOT	INSTRUCTIONAL SUPPLIES 05/07/2010	54952	11.0	90138.0	41100	10000	4310	0000010	1,000.00	1,000.00
05/07/10	54953	A		05/07/2010	SOUTHWEST SCHOOL SUPPLY	INSTRUCTIONAL SUPPLIES 05/07/2010	54953	11.0	90138.0	41100	10000	4310	0000010	7,000.00	7,000.00
05/07/10	54954	C		05/07/2010	CDE - SPECIAL DEPOSIT FUND	CONFERENCE AND TRAVEL 05/07/2010	54954	01.0	00000.0	00000	21000	5220	0004010	400.00	400.00
05/07/10	54955	A		05/07/2010	CULVER CITY NEWS & BLUE PACIFIC	ADVERTISING 05/07/2010	54955	11.0	90138.0	41100	27000	5830	0000010	440.00	440.00
05/11/10	54956	A		05/11/2010	MONTEREY ABALONE CO.	INSTRUCTIONAL SUPPLIES 05/11/2010	54956	01.0	00000.0	11100	10000	4310	4010001	123.96	123.96
05/12/10	54958	A		05/12/2010	ACSA	MEMBERSHIPS 05/12/2010	54958	01.0	00000.0	00000	21000	5310	0004000	1,588.00	1,588.00

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

Board List Purchase Order Report
CULVER CITY UNIFIED SD

Page No. **6**

Run Date: **05/15/2010**
 Run Time: **07:42:14AM**
WEEKLY

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

Purchase Orders/Buyouts To The Board for Ratification From : **5/1/2010 To 5/14/2010**
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Change

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
05/13/10	54960	A		05/13/2010	VIRCO MFG CORP	FURNITURE, SCHOOL 05/13/2010	Undistributed ROP 54960	01.0	96353.0	71100	10000	4400	0000000	4,415.70	4,415.70
							VIRCO MFG CORP								
05/13/10	54962	A		05/13/2010	GUIDED DISCOVERIES	FIELD TRIPS	CCMS Gate Field Trips	01.0	91400.0	11100	10000	5816	3017140	960.00	
							GUIDED DISCOVERIES							960.00	
05/13/10	54963	A		05/13/2010	C & A JEWELRY CASTING MFG.	GRADUATION SUPPLIES	High School	01.0	00000.0	00000	27000	4350	4010001	461.03	
							C & A JEWELRY CASTING MFG.							461.03	
05/13/10	54964	A		05/13/2010	ENVIRONMENTAL SYSTEMS	REPAIRS - OTHER	Undistributed ROP	01.0	96353.0	71100	10000	5630	0000000	508.22	
							ENVIRONMENTAL SYSTEMS PRODUCTS							508.22	
05/13/10	54965	A		05/13/2010	FLINN SCIENTIFIC, INC.	INSTRUCTIONAL SUPPLIES	Culver City High School	01.0	07395.0	11100	10000	4310	4010000	428.87	
							FLINN SCIENTIFIC, INC.							428.87	
05/13/10	54966	A		05/13/2010	COMPLETE BUSINESS SYSTEMS	INSTRUCTIONAL SUPPLIES	EI Marino Language	01.0	00000.0	11100	10000	4310	2030000	438.45	
							COMPLETE BUSINESS SYSTEMS							438.45	
05/13/10	54967	A		05/13/2010	JOEL PECK & PAULETTE BENSON	TRANSPORTATION SUPP/EQUIP/SERV	Special Education	01.0	65000.0	57700	21000	5210	0004040	397.50	
							JOEL PECK & PAULETTE BENSON							397.50	
05/13/10	54968	A		05/13/2010	FLINN SCIENTIFIC, INC.	INSTRUCTIONAL SUPPLIES	Culver City High School	01.0	07395.0	11100	10000	4310	4010000	247.15	
							FLINN SCIENTIFIC, INC.							247.15	
05/13/10	54969	A		05/13/2010	TRANG V. NGUYEN, O.D., F.A.A.O.	CONTRACT SERVICES RENDERED	Special Education	01.0	65000.0	57700	31500	5890	0004040	450.00	
							TRANG V. NGUYEN, O.D., F.A.A.O.							450.00	
05/13/10	54970	A		05/13/2010	THERAPY IN ACTION	CONTRACT SERVICES RENDERED	Special Education	01.0	65000.0	57520	11360	5810	0004040	535.00	
							THERAPY IN ACTION							535.00	

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
05/13/10	54971	A		05/13/2010	KAMRAN AND COMPANY INC.	FURNITURE, SCHOOL	Undistributed ROP	01.0	96353.0	71100	10000	4310	0000000	10,604.35	10,604.35
				05/13/2010			54971								
					KAMRAN AND COMPANY INC.										
05/13/10	54972	A		05/14/2010	PACIFIC SALES	APPLIANCES	Undistributed ROP	01.0	96353.0	71100	10000	4400	0000000	2,794.21	2,794.21
				05/13/2010			54972								
					PACIFIC SALES										
05/13/10	54973	A		05/13/2010	TOUCHLINE SOFTWARE	LICENSE/FEEES	Undistributed ROP	01.0	96353.0	71100	10000	4310	0000000	407.37	407.37
				05/13/2010			54973								
					TOUCHLINE SOFTWARE										
05/13/10	54974	A		05/13/2010	HILLYARD	JANITORIAL SUPP/EQUIP	High School	01.0	00000.0	00000	81000	4370	4010001	2,000.00	2,000.00
				05/13/2010			54974								
					HILLYARD										
05/13/10	54975	A		05/13/2010	OFFICE DEPOT	INSTRUCTIONAL SUPPLIES	Special Education	01.0	33100.0	57300	11100	4310	0004040	44.33	44.33
				05/13/2010			54975								
					OFFICE DEPOT										
05/13/10	54976	A		05/13/2010	CDW-G	COMPUTER SUPP/EQUIP	Special Education	01.0	33100.0	50010	27000	4410	0004040	821.63	821.63
				05/13/2010			54976								
					CDW-G										

Total by District : 64444 133,224.45 133,224.45

End of Report LAPO009C

NONPUBLIC SCHOOLS:

APPROVED YTD:	\$3,346,323.52
CURRENT PERIOD:	
NEW:	6,814.00
INCREASES:	+16,845.00
DECREASES:	-129,190.85
GRAND TOTAL YTD:	\$3,240,791.67

BOARD REPORT

5/25/10
9.3

9.3 Approval is Recommended for Acceptance of Gifts

Board Policy 3290 states the Governing Board may accept any bequest or gift of money or property on behalf of the District that is consistent with the District's vision and philosophy. All gifts, grants, and bequests become District property.

The following items have been donated for use in the District:

<u>Location</u>	<u>Donor/Item(s) Donated</u>
Culver City Unified I.T. Dept.	Mr. Scott Zeidman 30 UPS Computer Backup Devices
Linwood E. Howe Elementary School	Mr. Joe Lozano Misc. classroom supplies Minolta copier/printer
Office of Child Development	Ms. Cynthia Headrick \$500

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. 20

I. Authorization and Ratification of Employment

A. Extra Assignment – High School, Tutoring for AP Exam
Effective April 19, 2010 through May 14, 2010 at \$35.00 per hour, not to exceed 5 hours
Funding Source: General Fund (School Improvement)

- | | |
|-----------------------------|-------------------------|
| 1. Crespo, Carmen | 9. Mortenson, Curt |
| 2. Dennis, Darrin | 10. Mullen, Leona |
| 3. Gilbert-Rolfe, Genevieve | 11. Nolan, Kelly |
| 4. Goldberg, Nancy | 12. Owens, Andy |
| 5. Gomyo, Chiaki | 13. Rubin-Green, Rachel |
| 6. Hatanaka, Kristine | 14. Sanchez, David |
| 7. Homan, Vivian | 15. Snyder, Rachel |
| 8. McCabe, Ann | 16. Sullivan, Bryan |

B. Extra Assignment – High School, Proctor for AP Testing
Effective May 3, 2010 through May 14, 2010 at \$35.00 per hour not to exceed 90 hours
Funding Source: General Fund (School Improvement)

1. Tatum, Charles

C. Extra Assignment - Linwood Howe, Assist with Third Grade Testing
Effective May 4, 2010 through May 14, 2010 at \$35.00 per hour, not to exceed 28 hours
Funding Source: Title I

1. Thompson, Jennifer

D. Extra Assignment – High School Coach for Two Sport Stipend
Effective August 17, 2009 through May 10, 2010 at \$1,000 stipend for two sports
Funding Source: Athletics

1. Wright, Jahmal

E. Extra Assignment – High School, Transition Specialist to Place & Monitor Student Workers
Effective June 12, 2010 through August 9, 2010 at Extended School Year rate of pay per day,
not to exceed 7 days
Funding Source: WorkAbility I

1. Phillips, Dan

II. Leave

1. Rodriguez, Melissa
Farragut Elementary
Child Care Leave of Absence Without Pay
Effective May 10, 2010 through June 18, 2010

BOARD REPORT

9.4 Certificated Personnel Services Report No. 1, Page 2

III. Leave Date Adjustment

1. Corwin, Deborah
Middle School
Personal Leave of Absence Without Pay
Beginning Date Adjustment from
August 30, 2010 to October 4, 2010

IV. Change in Assignment

1. Kronfeld, Kevin
From: 100% Adult School Principal
To: 60% Adult School Principal and 40%
Special Projects (Categorical Programs)
Effective July 1, 2010

V. Resignation

1. Castillo, Dominador
Adult School
Effective June 17, 2010
For retirement

RECOMMENDED MOTION: That approval be granted for Certificated Personnel Services Report No. 20

Moved by:

Seconded by:

Vote:

BOARD REPORT

9.5 Classified Personnel Services Report No. 20

I. Authorization, Approval & Ratification of Employment

A. Management

1. Delawalla, Ali
Assistant Superintendent – Business Services
District Office – Business Services
Funding Source: General Fund
Effective July 1, 2010
Management Salary Schedule

B. Maintenance

1. Bordenave, Helen
Driver
Maintenance, Operations & Transportation
Summer School
Not to exceed 4.5 hours per day
Funding Source: Special Ed Transportation
Effective June 22, 2010 through July 22, 2010
Range 21
2. Castillo, Marc
Driver
Maintenance, Operations & Transportation
Summer School
Not to exceed 4.5 hours per day
Funding Source: Special Ed Transportation
Effective June 22, 2010 through July 22, 2010
Range 21
3. Dawson, Linford
Driver
Maintenance, Operations & Transportation
Summer School
Not to exceed 4.5 hours per day
Funding Source: Special Ed Transportation
Effective June 22, 2010 through July 22, 2010
Range 21
4. Johnson, Daryl
Driver
Maintenance, Operations & Transportation
Summer School
Not to exceed 4.5 hours per day
Funding Source: Special Ed Transportation
Effective June 22, 2010 through July 22, 2010
Range 21

BOARD REPORT

9.5 Classified Personnel Services Report No. 20 – Page 2

I. Authorization, Approval & Ratification of Employment – continued

B. Maintenance – continued

- 5. Pleshe, Antoinette
Driver
Maintenance, Operations & Transportation
Summer School
Not to exceed 4.5 hours per day
Funding Source: Special Ed Transportation
Effective June 22, 2010 through July 22, 2010
Range 21

- 6. Richmond, David
Driver
Maintenance, Operations & Transportation
Summer School
Not to exceed 4.5 hours per day
Funding Source: Special Ed Transportation
Effective June 22, 2010 through July 22, 2010
Range 21

- 7. Horn, Vanetta
Bus Driver
Maintenance, Operations & Transportation
Summer School
Not to exceed 4.5 hours per day
Funding Source: Special Ed Transportation
Effective July 1, 2010 through July 22, 2010
Range 23

- 8. Porter, Ramon
Bus Driver
Maintenance, Operations & Transportation
Summer School
Not to exceed 4.5 hours per day
Funding Source: Special Ed Transportation
Effective July 1, 2010 through July 22, 2010
Range 23

- 9. Tucker, Kevyn
Bus Driver
Maintenance, Operations & Transportation
Summer School
Not to exceed 4.5 hours per day
Funding Source: Special Ed Transportation
Effective July 1, 2010 through July 22, 2010
Range 23

BOARD REPORT

9.5 Classified Personnel Services Report No. 20 – Page 3

I. Authorization, Approval & Ratification of Employment – continued

B. Maintenance – continued

10. Horn, Vanetta
Bus Driver
Maintenance, Operations & Transportation
Child Development Summer Field Trips
Hourly, as needed
Funding Source: Child Development
Effective July 1, 2010 through
August 31, 2010
Range 23
11. Porter, Ramon
Bus Driver
Maintenance, Operations & Transportation
Child Development Summer Field Trips
Hourly, as needed
Funding Source: Child Development
Effective July 1, 2010 through
August 31, 2010
Range 23
12. Tucker, Kevyn
Bus Driver
Maintenance, Operations & Transportation
Child Development Summer Field Trips
Hourly, as needed
Funding Source: Child Development
Effective July 1, 2010 through
August 31, 2010
Range 23

C. Student Helpers

1. Calcote, David
Student Helper – Workability
Location outside of district
Funding Source: Workability – Restricted
General Fund
Effective April 30, 2010
Hourly, as needed
2. Wally, Daniel
Student Helper – Workability
Location outside of district
Funding Source: Workability – Restricted
General Fund
Effective May 12, 2010
Hourly, as needed

BOARD REPORT

9.5 Classified Personnel Services Report No. 20 – Page 4

- II. Authorization, Approval & Ratification of Employee Placement on 39-month Reemployment List
1. Broadie, Pascha Nicole Instructional Assistant – Special Education IIA
Middle School – 6 hours per day, school year
Effective May 12, 2010
Range 16
- III. Authorization, Approval & Ratification of Extension of Leave of Absence
1. Farrar, Courtney Instructional Assistant – Child Development
Child Development
Child Care Leave of Absence
Funding Source: Child Development
Effective May 29, 2010 through June 18, 2010
Range 11
- IV. Authorization, Approval & Ratification of Termination of Employment
1. Villafana de Yañez, Rosario Elba Food Service Assistant – Probationary Release
Food Services – 3 hours per day, school year
Effective May 17, 2010
Range 6

RECOMMENDED MOTION: That approval be granted for Classified Personnel Services Report No. 20

Moved by:

Seconded by:

Vote:

9.6 Enrollment Report

The attached report displays enrollment information for the eighth month of the 2009-2010 school year. The report is presented in two formats: a monthly detail and a summary comparison.

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

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

RECOMMENDED MOTION: That the Board of Education for Culver City Unified School District accept the Enrollment Report for the eighth month of the 2009-2010 school year as presented.

Moved by:

Seconded by:

Vote:

Culver City Unified School District
Enrollment for the 8th School Month (3/8/10 - 4/2/10)
2009 - 2010

ELEMENTARY	El Marino	El Rincon	Farragut	La Ballona	Linwood Howe	Ind. Study	Total
K	131	90	85	108	89	0	503
1	132	82	86	88	79	0	467
2	120	83	72	75	73	0	423
3	120	88	79	59	79	1	426
4	119	73	86	84	77	0	439
5	114	85	86	90	74	1	450
Spec Class	0	0	5	0	37	0	42
Elementary Total	736	501	499	504	508	2	2750

SECONDARY	Middle School	High School	Culver Park	Ind. Study	Total
6	508			0	508
7	500			0	500
8	510			0	510
9		600	0	1	601
10		608	2	6	616
11		519	39	10	568
12		489	37	27	553
Spec Class	27	42	0	0	69
Secondary Total	1545	2258	78	44	3925

Total K-12 Enrollment	6675
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PRESCHOOL

Linwood Howe	El Marino	El Rincon	Farragut	La Ballona	CEE	Total
55	17	40	8	88	98	306

ADULT SCHOOL

Adult Basic Education	ESL	Citizenship	Adults with Disabilities	Voc. Education	Older Adults Prog	High School Subjects	Total
113	447	0	22	77	302	218	1179

1. These enrollment figures represent the total number of sections. A single student may be enrolled in multiple sections.
2. Of the 218 students enrolled in high school subjects, 56 concurrently attend high school

Culver City Unified School District

Enrollment Comparison

08-09 vs 09-10

ELEMENTARY	1st		2nd		3rd		4th		5th	
	School Month		School Month		School Month		School Month		School Month	
	08-09	09-10	08-09	09-10	08-09	09-10	08-09	09-10	08-09	09-10
El Marino	707	734	707	733	707	735	705	736	708	734
El Rincon	486	500	489	501	488	501	487	499	486	496
Farragut	490	503	491	504	490	506	490	505	493	508
La Ballona	498	514	500	507	499	505	491	508	487	505
Linwood Howe	486	510	490	506	489	507	487	511	488	507
Ind. Study	2	2	2	2	2	2	2	2	2	2
Special Ed	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl
Elementary Total	2669	2763	2679	2753	2675	2756	2662	2761	2664	2752

SECONDARY	1st		2nd		3rd		4th		5th	
	School Month		School Month		School Month		School Month		School Month	
	08-09	09-10	08-09	09-10	08-09	09-10	08-09	09-10	08-09	09-10
Middle School	1526	1568	1531	1564	1530	1558	1525	1555	1525	1557
High School	2310	2322	2302	2318	2290	2296	2297	2277	2273	2280
Culver Park	76	65	75	64	74	67	75	78	72	80
Ind. Study	48	43	51	44	59	44	59	44	58	43
Special Ed	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl
Secondary Total	3960	3998	3959	3990	3953	3965	3956	3954	3928	3960

K-12 Total	6629	6761	6638	6743	6628	6721	6618	6715	6592	6712
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Culver City Unified School District
Enrollment Comparison
08-09 vs 09-10

ELEMENTARY	6th		7th		8th		9th		10th		11th	
	School Month		School Month		School Month		School Month		School Month		School Month	
	08-09	09-10	08-09	09-10	08-09	09-10	08-09	09-10	08-09	09-10	08-09	09-10
El Marino	707	737	708	739	704	736	705		708		708	
El Rincon	490	501	490	501	487	501	485		486		486	
Farragut	492	510	493	501	492	499	490		489		490	
La Ballona	489	503	491	505	492	504	491		491		491	
Linwood Howe	491	507	490	507	497	508	499		497		498	
Ind. Study	3	2	3	2	2	2	2		2		2	
Special Ed	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl
Elementary Total	2672	2760	2675	2755	2674	2750	2672	0	2673	0	2675	0

SECONDARY	6th		7th		8th		9th		10th		11th	
	School Month		School Month		School Month		School Month		School Month		School Month	
	08-09	09-10	08-09	09-10	08-09	09-10	08-09	09-10	08-09	09-10	08-09	09-10
Middle School	1523	1554	1524	1547	1526	1545	1526		1528		1526	
High School	2252	2283	2250	2265	2241	2258	2233		2227		2227	
Culver Park	76	77	79	80	79	78	82		80		73	
Ind. Study	54	40	56	41	58	44	59		62		64	
Special Ed	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl
Secondary Total	3905	3954	3909	3933	3904	3925	3900	0	3897	0	3890	0

K-12 Total	6577	6714	6584	6688	6578	6675	6572	0	6570	0	6565	0
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BOARD REPORT

5/25/10

9.7

9.7 **Approval is Recommended for Tracy Pumilia, El Marino Principal, to Attend the International Spanish Academy in Comillas, Cantabria, Spain, June 21-23, 2010**

Board Policy 4133 states that all out-of-state travel must have Board approval. Principal Tracy Pumilia has been invited to attend the International Spanish Academy (ISA) Seminar in Spain to sign a Memorandum of Understanding for District participation as an International Spanish Academy. This formal partnership will provide scholarship opportunities for students to further their studies in Spain. All expenses are paid by the Ministry of Education of Spain, and there is no cost to the district.

RECOMMENDED MOTION: That the Board approve Tracy Pumilia, El Marino Principal, to Attend the International Spanish Academy in Comillas, Cantabria, Spain, June 21-23, 2010.

Moved by:

Seconded by:

Vote:

BOARD REPORT

9.8 Approval of 2010-2011 Designation of CIF Representatives to the Ocean League

Each year Culver City Unified School District is required to name representatives to serve as Culver City High School's CIF Ocean League representatives. The representatives proposed for the 2010/2011 school year are Jerry Chabola, CCHS Athletic Director; and Ian Drummond, CCHS Assistant Principal.

RECOMMENDED MOTION: That the Board of Education approves the attached 2010-2011 Designation of CIF Representatives.

Moved by:

Seconded by:

Vote:



California Interscholastic Federation

Marie M. Ishida, Executive Director
STATE OFFICE
4658 Duckhorn Road, Sacramento, CA 95834
Tel: (916) 239-4477- FAX: (916) 239-4478
e-mail: ishidasan@cifstate.org

www.cifstate.org

TO: SUPERINTENDENT OF PUBLIC SCHOOLS
PRINCIPAL OF PRIVATE SCHOOLS

FROM: MARIE M. ISHIDA

RE: ENCLOSED FORM TO RECORD DISTRICT AND/OR SCHOOL
REPRESENTATIVES TO LEAGUES

DATE: APRIL 14, 2010

Enclosed is a form upon which to record your district and/or school representatives to leagues for next year 2010-2011. It is a form sent every year to you in order to obtain the names of league representatives to every league in the state and to make sure that the league representatives are designated by school district or school governing boards. It is a legal requirement that league representatives be so designated.

The education code gives the authority for high school athletics to high school governing boards. The code also requires that the boards, after joining CIF, designate their representatives to CIF leagues. This is a necessity! (Ed. Code 33353 (a) (1))

We are asking that, after action by the governing board, you send the names of league representatives to your CIF Section office. Obviously, the presumption behind this code section is that the representatives of boards are the only people who will be voting on issues, at the league and section level, that impact athletics.

If a governing board does not take appropriate action to designate representatives or this information is not given to Section offices within the required time frame, CIF is required to suspend voting privileges (CIF Constitution, Article 2, Section 25, p.16) for the affected schools.

At the State Federated Council level we will be asking that Sections verify that their representatives are designated in compliance with this Ed. Code section.

I hope this gives you a bit of background. Thank you for all you do to help support high school athletics. It is a valuable program in all high schools and we appreciate the support you give to the program and to CIF.

Please return the enclosed form no later than July 1, 2010 directly to your CIF Section Office, their address is listed on the back of the form. Please contact us if we can give you further information.

:am

RECEIVED
APR 23 2010
Superintendent's Office
C.C.U.S.D



California Interscholastic Federation

Marie M. Ishida, Executive Director
STATE OFFICE
4658 Duckhorn Road, Sacramento, CA 95834
Tel: (916) 239-4477- FAX: (916) 239-4478
e-mail: ishidasan@cifstate.org

www.cifstate.org

2010-2011 Designation of CIF Representatives to League

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE (ADDRESS ON REVERSE SIDE)** no later than July 1, 2010.

Culver City Unified School District/Governing Board at its MAY 25, 2010 meeting,
(Name of school/district/governing board) (Date)

appointed the following individual(s) to serve for the 2010-2011 school year as the school's league representative:

PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES

NAME OF SCHOOL	<u>Culver City HS.</u>	
NAME OF REPRESENTATIVE	<u>Jerry Chabala</u>	POSITION <u>Athletic Director</u>
ADDRESS	<u>4401 Elenda St.</u>	CITY <u>Culver City</u> ZIP <u>90230</u>
PHONE	<u>310-842-4200</u>	FAX <u>310-842-4362</u>
	<u>x 6130</u>	E-MAIL <u>JerryChabala@</u>
		<u>ccusd.org</u>

NAME OF SCHOOL	<u>Culver City HS.</u>	
NAME OF REPRESENTATIVE	<u>IAN Drummond</u>	POSITION <u>Asst. Principal</u>
ADDRESS	<u>4401 Elenda St.</u>	CITY <u>Culver City</u> ZIP <u>90230</u>
PHONE	<u>310-842-4200</u>	FAX <u>310-842</u>
		E-MAIL <u>IANDrummond@</u>

NAME OF SCHOOL		
NAME OF REPRESENTATIVE		POSITION
ADDRESS		CITY ZIP
PHONE	FAX	E-MAIL

NAME OF SCHOOL		
NAME OF REPRESENTATIVE		POSITION
ADDRESS		CITY ZIP
PHONE	FAX	E-MAIL

If the designated representative is not available for a given league meeting, an alternate designee of the district governing board may be sent in his/her place. **NOTE:** League representatives from public schools and private schools must be designated representatives of the school's governing boards in order to be eligible to serve on the section and state governance bodies.

Superintendent's or Principal's Name	<u>Pam Magee</u>	Signature	<u>[Signature]</u>
Address	<u>4401 Elenda St.</u>	City	<u>Culver City</u> Zip <u>90230</u>
Phone	<u>310-842-4200</u>	Fax	<u>310</u>
	<u>x 3321</u>		

PLEASE MAIL OR FAX THIS FORM DIRECTLY TO THE CIF SECTION, SEE REVERSE SIDE FOR CIF SECTION OFFICES⇒⇒⇒

BOARD REPORT

9.9 Approval of Office of Child Development Agency Annual Report

The California Department of Education requires all Center-Based and Family Child Care Home Education Network contractors to submit an Agency Annual Report and include a self-evaluation.

RECOMMENDED MOTION: That the Board approve the Agency Annual Review Report for the Office of Child Development.

Moved by:

Seconded by:

Vote:

Child Development Division
 California Department of Education

CD 4001
 (Revised March 2009)

**Agency Categorical Program Monitoring/Contract Monitoring Review (CPM/CMR)
 Summary of Findings**

Contractor's Legal Name	Culver City Unified School District Office of Child Development
Contract Type	CCTR
Program Director's Name	Audrey L. Stephens
Program Director's Telephone Number	(310)842-4230

Part I

Check appropriate box below:

Contractor identified _____ noncompliant findings during the self-review of the three OPSET Instruments described in the CPM/CMR Summary of Findings Instructions (Complete Part II below, Columns 1-4)

Contractor did not identify any noncompliant findings during a review of all three OPSET Instruments (Do not complete Part II).

Part II

Use the three OPSET Instruments to complete the table below (Note: The table expands as needed.)

1. Compliance Item Number	2. Title of Individual Responsible	3. Specific Corrective Actions that have been Resolved or will be Resolved	4. Date of Compliance	
			Completion Date	Anticipated Completion Date

Agency Annual Report

By June 1st, complete and submit an Agency Annual Report for each **contract**, using the Categorical Program Monitoring/Contract Monitoring Review (CPM/CMR) Summary of Findings, the Environment Rating Scale Summary of Findings, and the Desired Results Program Action Plan.

Contractor's Legal Name Culver City Unified School District Office of Child Development			
Vendor Number 19-6444		Contract Type	CCTR
Person Authorized to Sign Report Audrey L. Stephens, Director			
Telephone Number 310 842-4230			
Date Program Self-Evaluation Completed April 2010			
Number of Center-Based Sites Reviewed 2		Number of Family Child Care Homes Reviewed	0
<p>Describe the Annual Report Process (Note: This area expands as necessary) The Annual Report was compiled by the Director, a Lead Teacher, and a consultant, based on the Agency's ongoing self-assessment utilizing the Desired Results System of Accountability, including findings from the CPM/CMR. This process is part the overall evaluation conducted by CCUSD and the Office of Child Development and includes the parents, staff, and the School Board. The self-evaluation process began September 2009 and ended May 2010.</p> <p><u>By Culver City Unified School District</u></p> <ul style="list-style-type: none"> • The Superintendent provides ongoing support and feedback and conducts formal evaluations of the OCD Director. • The administrators develop goals for the Agency related to curriculum and program implementation, based on ongoing self-assessment. Goals are discussed, revised, and updated during each administrative review. • The School Board convenes twice a month and engages in ongoing, informal review of OCD. Weekly, the Board receives updates on programming, evaluation activities, and program modifications through a newsletter. The Board holds the OCD accountable to respond to inquiries from the community or district employees, regarding such issues as policy changes, fee increases, eligibility and wait list requirements, and curriculum implementation. In May 2010, the Director presented an overview of and addressed questions about the Desired Results System of Accountability, including agency self-evaluation, findings, and goals. • The District Fiscal Department provides on-going review of the operating budget, mid-year, and end-of-year budgets. • The District requires school readiness checklists to be completed by OCD for each child entering kindergarten. <p><u>By the Office of Child Development</u></p> <p>Staff Development and Training</p> <ul style="list-style-type: none"> • An annual plan was developed and implemented to guide the self-evaluation process. The annual plan and related assessment dates were provided to staff at the beginning of the school year in September 2009. At this time, staff also participated in an all-day training, focusing on student assessment, Data collection, curriculum development and implementation of the annual plan. • Another all-day Staff Development training took place in January, 2010, where school age staff participated in an in-service on Developmental Assets Training presented by Sara Fields. • Teachers participated in monthly staff meetings where they discussed timelines and expectations, asked questions, and shared ideas related to implementing the Desired Results system and the annual plan. 			

They developed ideas and provided peer support for the lending library and ways to involve parents in their children's developing literacy.

DRDP-R

- DRDP-Rs were completed in within 60 days of enrollment and 6 months after the first assessment for preschool and school-age children. Group data summaries were completed and action plans developed to guide curriculum and program implementation to address changing developmental needs.
- The staff from 2 preschool classrooms participated in the DRDP-R2 pilot training and testing.

ERS

- In September 2009, a team of teachers reviewed all the classrooms using the appropriate ERS tool (ECERS-R or SACERS). Reviewers provided score sheets, feedback, and suggestions for improvement to each classroom's staff. Classroom staff developed action plans and implemented changes. The team of reviewers confirmed necessary changes had been made and provided additional support needed. The environments were reassessed by classroom staff in March 2010. ERS Summaries of Findings were developed based on these findings, and environmental changes were made in each classroom and/or outdoor environment.

Parent Involvement

- A parent assessment of the program using the Desired Results Parent Survey was conducted January 2010. Teachers developed plans to address parent concerns. A summary of findings from the parent survey was shared with District administrators and the Board.
- Parent conferences were held in November 2009 and April/May 2010 to share findings from the DRDP-R, observations and documentation of children's development, concerns, and celebrations of achievement.
- The Parent Advisory Board met once a month to discuss and approve changes or additions to Agency policies and fee increases, represent parents and their concerns, and receive information about classroom and agency performance standards and self-assessment findings.

Overall Self-Evaluation and Annual Plan

- For each contract, an ERS Summary of Findings, CMR/CPM Summary of Findings, and a Program Action Plan was written specifying goals, objectives, timelines, and follow-up to address areas of improvement.
- In April 2010, the Agency conducted the CPM/CMR review and found the programs to be in compliance. The findings from the CPM/CMR, as well as individual classroom and contract DRDP-R, ERS, and the Parent Surveys, were reviewed for overarching trends.
- Addressing the program goal established last year, activities were implemented to enhance the connection between home and school and to help parents become more involved in their children's development, particularly directed at enhancing literacy development. Lending libraries were established in each classroom. Kindergarten transition workshops were held for all preschool parents. Program-wide initiatives, including a greenhouse project and walk-a-thon, involving teachers, parents, and children supported developing literacy, math, and science skills.
- The Director, Assistant Director, and Lead Teachers continually monitor the program and classrooms to ensure that the program continues to meet standards and areas identified for continued growth are addressed in a timely manner.
- The Administrators conducted routine staff evaluations and staff members completed self-evaluations.

<p>Statement of Completion I certify that an agency Self-Evaluation was completed by this agency on the date specified above and that the appropriate review instrument(s) was/were used.</p>	<p>Signature</p>	<p>Date</p>
<p>At least one Board Representative who participated in the agency's completed Self-Evaluation process (described above) must sign this document.</p>	<p>Board Representative's Signature</p>	<p>Date</p>

Environment Rating Scale Summary of Findings

Contractor/Center: Culver City Unified School District Office of Child Development	Classroom/Family/Child Care Home:
Contract Type: CCTR	Planning Date: May 17, 2010
Planner's Name and Position: Audrey L. Stephens, Program Director	Follow-up Date:
Planner's Name and Position:	Planner's Name and Position:

Use as many sheets as necessary to address key findings for all items scored below "5" (at the Classroom/Family Child Care Home Education level) and/or all subscale averages below "5" (at the agency level).

Item (Classroom/Family Child Care Home Education Level) or Sub-Scale Average (Agency Level)	Key Findings from Environment Rating Scale	Action Steps (Include materials, training needs, any changes to schedules, space, and supervision.)	Expected Completion Date and Persons Responsible	Follow-Up (Changes made, date completed, and time extended.)
No areas of Non-compliance. All findings are at or above a 5 ratings				

Child Development Division
 California Department of Education

CD 4001
 (Revised March 2009)

**Agency Categorical Program Monitoring/Contract Monitoring Review (CPM/CMR)
 Summary of Findings**

Contractor's Legal Name	Culver City Unified School District Office of Child Development
Contract Type	CSPP
Program Director's Name	Audrey L. Stephens
Program Director's Telephone Number	(310)842-4230

Part I

Check appropriate box below:

Contractor identified _____ noncompliant findings during the self-review of the three OPSET Instruments described in the CPM/CMR Summary of Findings Instructions (Complete Part II below, Columns 1-4)

Contractor did not identify any noncompliant findings during a review of all three OPSET Instruments (Do not complete Part II).

Part II

Use the three OPSET Instruments to complete the table below (Note: The table expands as needed.)

1. Compliance Item Number	2. Title of Individual Responsible	3. Specific Corrective Actions that have been Resolved or will be Resolved	4. Date of Compliance	
			Completion Date	Anticipated Completion Date

Agency Annual Report

By June 1st, complete and submit an Agency Annual Report for each **contract**, using the Categorical Program Monitoring/Contract Monitoring Review (CPM/CMR) Summary of Findings, the Environment Rating Scale Summary of Findings, and the Desired Results Program Action Plan.

Contractor's Legal Name Culver City Unified School District Office of Child Development			
Vendor Number 19-6444		Contract Type	CTTR
Person Authorized to Sign Report Audrey L. Stephens, Director			
Telephone Number 310 842-4230			
Date Program Self-Evaluation Completed May 2010			
Number of Center-Based Sites Reviewed 2		Number of Family Child Care Homes Reviewed	0
<p>Describe the Annual Report Process (Note: This area expands as necessary) The Annual Report was compiled by the Director, a Lead Teacher, and a consultant, based on the Agency's ongoing self-assessment utilizing the Desired Results System of Accountability, including findings from the CPM/CMR. This process is part the overall evaluation conducted by CCUSD and the Office of Child Development and includes the parents, staff, and the School Board. The self-evaluation process began September 2009 and ended May 2010.</p> <p><u>By Culver City Unified School District</u></p> <ul style="list-style-type: none"> • The Superintendent provides ongoing support and feedback and conducts formal evaluations of the OCD Director. • The administrators develop goals for the Agency related to curriculum and program implementation, based on ongoing self-assessment. Goals are discussed, revised, and updated during each administrative review. • The School Board convenes twice a month and engages in ongoing, informal review of OCD. Weekly, the Board receives updates on programming, evaluation activities, and program modifications through a newsletter. The Board holds the OCD accountable to respond to inquiries from the community or district employees, regarding such issues as policy changes, fee increases, eligibility and wait list requirements, and curriculum implementation. In May 2010, the Director presented an overview of and addressed questions about the Desired Results System of Accountability, including agency self-evaluation, findings, and goals. • The District Fiscal Department provides on-going review of the operating budget, mid-year, and end-of-year budgets. • The District requires school readiness checklists to be completed by OCD for each child entering kindergarten. <p><u>By the Office of Child Development</u></p> <p>Staff Development and Training</p> <ul style="list-style-type: none"> • An annual plan was developed and implemented to guide the self-evaluation process. The annual plan and related assessment dates were provided to staff at the beginning of the school year in September 2009. At this time, staff also participated in an all-day training, focusing on student assessment, Data collection, curriculum development and implementation of the annual plan. • Another all-day Staff Development training took place in January, 2010, where school age staff participated in an in-service on Developmental Assets Training presented by Sara Fields. • Teachers participated in monthly staff meetings where they discussed timelines and expectations, asked questions, and shared ideas related to implementing the Desired Results system and the annual plan. 			

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DRDP-R

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ERS

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Parent Involvement

- A parent assessment of the program using the Desired Results Parent Survey was conducted January 2010. Teachers developed plans to address parent concerns. A summary of findings from the parent survey was shared with District administrators and the Board.
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- The Parent Advisory Board met once a month to discuss and approve changes or additions to Agency policies and fee increases, represent parents and their concerns, and receive information about classroom and agency performance standards and self-assessment findings.

Overall Self-Evaluation and Annual Plan

- For each contract, an ERS Summary of Findings, CMR/CPM Summary of Findings, and a Program Action Plan was written specifying goals, objectives, timelines, and follow-up to address areas of improvement.
- In April 2010, the Agency conducted the CPM/CMR review and found the programs to be in compliance. The findings from the CPM/CMR, as well as individual classroom and contract DRDP-R, ERS, and the Parent Surveys, were reviewed for overarching trends.
- Addressing the program goal established last year, activities were implemented to enhance the connection between home and school and to help parents become more involved in their children's development, particularly directed at enhancing literacy development. Lending libraries were established in each classroom. Kindergarten transition workshops were held for all preschool parents. Program-wide initiatives, including a greenhouse project and walk-a-thon, involving teachers, parents, and children supported developing literacy, math, and science skills.
- The Director, Assistant Director, and Lead Teachers continually monitor the program and classrooms to ensure that the program continues to meet standards and areas identified for continued growth are addressed in a timely manner.
- The Administrators conducted routine staff evaluations and staff members completed self-evaluations.

<p>Statement of Completion I certify that an agency Self-Evaluation was completed by this agency on the date specified above and that the appropriate review instrument(s) was/were used.</p>	<p>Signature</p>	<p>Date</p>
<p>At least one Board Representative who participated in the agency's completed Self-Evaluation process (described above) must sign this document.</p>	<p>Board Representative's Signature</p>	<p>Date</p>

Environment Rating Scale Summary of Findings

Contractor/Center: Culver City Unified School District Office of Child Development	Classroom/Family/Child Care Home:
Contract Type: CSP	Planning Date: May 17, 2010
Planner's Name and Position: Audrey L. Stephens, Program Director	Follow-up Date:
Planner's Name and Position:	Planner's Name and Position:

Use as many sheets as necessary to address key findings for all items scored below "5" (at the Classroom/Family Child Care Home Education level) and/or all subscale averages below "5" (at the agency level).

Item (Classroom/Family Child Care Home Education Level) or Sub-Scale Average (Agency Level)	Key Findings from Environment Rating Scale	Action Steps (Include materials, training needs, any changes to schedules, space, and supervision.)	Expected Completion Date and Persons Responsible	Follow-Up (Changes made, date completed, and time extended.)
No areas of Non-compliance. All findings are at or above a 5 ratings				

Desired Results Program Action Plan

Contractor/Center: Culver City Unified School District Office of Child Development	Classroom/Family/Child Care Home:
Contract Type: CSP	Planning Date: May 17, 2010
Planner's Name and Position: Audrey L. Stephens, Program Director	Follow-up Date: October 2010
Planner's Name and Position: Lead Teachers	Planner's Name and Position:

Program Findings (What you identified as needing improvement)	<p><u>DESIRED RESULTS SUMMARY OF FINDINGS:</u> AVERAGE RATING FOR LITERACY: <i>38% of preschool children are not yet at the developing level in Emerging Literacy Skills.</i></p> <p><u>DESIRED RESULTS PARENT SUMMARY OF FINDINGS:</u> With 70% of parents, reporting that they are very satisfied with nutrition in their child's program, we would like to focus on increasing the 27% of parents which are just satisfied and the 3% which are not satisfied with nutrition in the program.</p> <p><u>ECERS-R SUMMARY OF FINDINGS:</u> ECERS-R: Although the preschool classrooms were rated high in all domains on the environmental rating scales, we would like to build upon the ECERS criteria by continuing to strive for excellence in all areas.</p>
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BOARD REPORT

5/25/10

10.1

10.1 Recognition of Rotary Club Donation of Dictionaries to Third Graders

The Culver City Rotary Club has been a strong supporter of our schools for many years. This year, through The Dictionary Project, the Rotary Club donated a dictionary to every 3rd grade student in the District for a total of 432 dictionaries. Tim Messmer, Rotarian, coordinated this generous project.

The Culver City Unified School District Proudly Recognizes and Thanks

The Rotary Club of Culver City

- WHEREAS,** for more than 80 years, the Rotary Club of Culver City has dedicated itself to the Rotary principle of "Service Above Self," constantly focusing on more and better ways to give back to the Culver City community; and
- WHEREAS,** the Rotary Club of Culver City has been involved in many important community efforts in the city, including the founding of the Culver-Palms Family YMCA, which today serves thousands of adults and children; and the construction of Rotary Plaza, a housing facility for low-income seniors; and
- WHEREAS,** an important focus of the Rotary Club of Culver City has always been education and, in particular, literacy; and
- WHEREAS,** Culver City Rotarians routinely tutor adults through an Adult Literacy program at Culver City Adult School; and
- WHEREAS,** the Rotary Club of Culver City has for many years donated dictionaries to third-graders in the Culver City Unified School District as a way to inspire an interest in literacy and encourage students to learn about words on a daily basis; and
- WHEREAS,** in 2010, Culver City Rotarians donated to students 432 dictionaries, each which includes profiles of each U.S. president, a weights and measures table, metric conversion charts and even a periodic table; and
- WHEREAS,** the Rotary Club of Culver City is now synonymous with the phrase "Look it up!" in every third-grade classroom; and
- WHEREAS,** the Culver City Unified School District appreciates and values the long partnership it has had with the Rotary Club of Culver City to foster and encourage learning in our schools and looks forward to many more decades working with Rotarians to provide the best learning environment possible for Culver City's students.
- NOW, THEREFORE, BE IT RESOLVED** that the Board of Education of the Culver City Unified School District hereby recognizes and thanks the Rotary Club of Culver City for all it has done to benefit the students of Culver City Unified School District over the past 80 years this 25th day of May, 2010.

Steven Gourley, President

Scott Zeidman, Esq., Vice President

Karlo Silbiger, Clerk

Katherine Paspalis, Esq., Parliamentarian

Patricia G. Siever, Member

Myrna Rivera Coté, Ed.D., Superintendent

BOARD REPORT

5/25/10

10.2

10.2 American Citizenship Awards

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

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

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

BOARD REPORT

**5/25/10
12.1**

12.1 May Revise and Year-End Budget Projections

Mr. Ali Delawalla, Interim Assistant Superintendent of Business Services, will provide information on the Governor's May Revise to the 2010-2011 State budget and its affect on Culver City Unified School District. Also being presented are year-end budget projections for the District.

5/25/10
14.1a

BOARD REPORT

14.1a Approval is Recommended for the New Contract for the Position of Assistant Superintendent of Business Services

The Superintendent is recommending that the Board of Education approves the submitted contract for the Assistant Superintendent of Business Services.

RECOMMENDED MOTION: That the Governing Board of Culver City Unified School District approves the New Contract for the Assistant Superintendent of Business Services.

Moved by:

Seconded by:

Vote:

EMPLOYMENT AGREEMENT

**BETWEEN THE GOVERNING BOARD OF
THE CULVER CITY UNIFIED SCHOOL DISTRICT**

AND

**ASSISTANT SUPERINTENDENT
Business Services**

This Employment Agreement is entered into between the Governing Board (hereinafter referred to as the "Board") of the **CULVER CITY UNIFIED SCHOOL DISTRICT** (hereinafter referred to as "District") and Ali Delawalla (hereinafter referred to as "Assistant Superintendent").

1. **TERM**

Ali Delawalla is hereby employed by the Board as the Assistant Superintendent, Business Services, of the Culver City Unified School District. The term of employment for the Assistant Superintendent shall be for a period of two (2) years, commencing July 1, 2010, and ending June 30, 2012, and shall be subject to the terms and conditions hereinafter set forth.

2. **SALARY**

The salary of the Assistant Superintendent shall be established by the District management salary schedule in accordance with the policy of the Board governing payment of other professional staff members in the District.

The Board reserves the right to increase the salary of the Assistant Superintendent at any time during the term of this contract, such adjustment to apply from the date on which the adjustment is made effective for the balance of the contract term. Such increase shall not constitute a new employment agreement nor extend the termination date of the existing employment agreement.

The Board also reserves the right to decrease the salary of the Assistant Superintendent at any time during the term of this contract, such adjustment to apply from the date on which the adjustment is made effective. Such adjustment shall not constitute a new employment agreement nor extend the termination date of the existing employment agreement.

3. **DUTIES AND RESPONSIBILITIES**

The Assistant Superintendent shall be governed by and shall perform duties and responsibilities as set forth in the California Education Code and the formal job description for the position of Assistant Superintendent, Educational Services, as attached

hereto and incorporated herein by reference, as well as all rules and regulations of the State Board of Education and rules, regulations, policies, and directives of the Board, and shall perform such duties and responsibilities at a professional level of competence and with due diligence. The Assistant Superintendent shall attend appropriate professional meetings at the local or state levels. Attendance at conferences at the national level requires a 30 day prior approval of the Board of Education.

4. **WORK YEAR**

The Assistant Superintendent shall be required to render two hundred twenty-five (225) working days of full and regular service to the District during each annual period covered by this Employment Agreement.

5. **VACATION**

The Assistant Superintendent shall be entitled to twenty-two (22) days annual vacation with pay, exclusive of holidays defined in Section 37220 of the Education Code. A maximum of twenty-two (22) days of earned vacation may be carried from one year to the next. In the event of termination of this Employment Agreement, the Assistant Superintendent shall be entitled to compensation for unused vacation at the salary rate effective during the school year in which the vacation credit was earned. In no case shall more than twenty-two (22) accrued and unused vacation days be paid at the expiration or termination of this Employment Agreement.

6. **EVALUATION**

The Superintendent shall evaluate the performance of the Assistant Superintendent at least once every other year. This evaluation shall be based upon, but not limited to, the Assistant Superintendent's performance of the duties and responsibilities contained in the Assistant Superintendent's job description and written goals and objectives for the Assistant Superintendent as established by the Board. Board policies and any related regulations concerning the evaluation of management employees shall apply to the Assistant Superintendent. The Superintendent shall share the Assistant Superintendent's final evaluation documents with the members of the Board of Education at their request.

7. **FRINGE BENEFITS**

The Assistant Superintendent shall be entitled to receive the insurance, health and welfare benefits accorded other management employees of the District pursuant to Board Policy 4354.

8. **SICK LEAVE**

The Assistant Superintendent shall earn twelve (12) days of sick leave annually. Earned sick leave shall be cumulative, as provided by State law and Board policy.

9. **MEDICAL EXAMINATION**

The Assistant Superintendent is eligible for a comprehensive medical examination once every two (2) years. The cost of the medical examination is to be borne by the District.

10. **EXPENSE REIMBURSEMENT**

A. The Assistant Superintendent shall receive the amount of \$250.00 per month as authorized by Board Policy to cover business expenses incurred in the performance of his duties on behalf of the District.

B. The Assistant Superintendent shall be compensated for actual and necessary expenses authorized by the Board which are incurred when his employment duties and obligations necessitate travel outside the boundaries of the District in accordance with Board policies.

11. **PROFESSIONAL ACTIVITIES, MEMBERSHIP, AND DUES**

The Assistant Superintendent may attend appropriate professional meetings at the local, state, and national level, and the expenses of said attendance shall be reimbursed by the District in accordance with District policy upon prior Board approval.

The District shall pay the Assistant Superintendent's membership dues in CASBO (California Association of School Business Officials) during each year of this Agreement. In addition, the District shall pay other professional or community organization membership dues as approved by the Board.

12. **MODIFICATION OR TERMINATION OF AGREEMENT**

A. This Agreement may be changed, modified, or terminated by mutual written agreement of the Assistant Superintendent and the Board upon thirty (30) calendar days' written prior notice. In no event, however, shall the Assistant Superintendent receive a cash settlement greater than his/her salary for the balance of the unexpired term of this Agreement or twelve (12) months, whichever is less, in accordance with Government Code Sections 53260 and 53261.

B. Notwithstanding any other provisions of this Agreement, the Assistant Superintendent shall have the option to terminate this Agreement by providing the Board with a written notice of intent to terminate. This notice shall be provided no less than forty-five (45) calendar days prior to said termination date. The Assistant Superintendent and Board may mutually agree to a termination date of less than forty-five (45) calendar days.

C. The Board unilaterally and without cause may terminate this Agreement and the Assistant Superintendent's employment as Assistant Superintendent. In

consideration of the Board's right to terminate this Agreement without cause, the Board shall pay the Assistant Superintendent's then current salary, as provided for in paragraph 2 of this Agreement or any amendment thereto, until such time as the Assistant Superintendent secures other employment or for the remainder of this Agreement, whichever is shorter, but in no event shall the Board's obligation under this paragraph exceed twelve (12) months. The Assistant Superintendent agrees to provide the Board with written notice of his effective date of employment at which time the Board shall be released from any further obligation under this Agreement. Upon termination of this Agreement pursuant to this paragraph, the Assistant Superintendent shall continue to receive the fringe benefits to which he was previously entitled under this Agreement until he/she secures and begins other employment, or for the remainder of this Agreement, whichever is shorter, but in no event shall the Board's obligation under this paragraph exceed twelve (12) months. The provisions of this Agreement are to be interpreted in a manner consistent with Government Code Sections 53260 and 53261.

Upon termination of this Agreement pursuant to this paragraph, the Assistant Superintendent shall cease to accumulate vacation days. The Assistant Superintendent shall be entitled to lump sum compensation for accrued vacation earned under the terms of this Agreement, subject to the limitation on vacation accrual set forth in paragraph 5 of this Agreement.

- D. This Agreement and the services of the Assistant Superintendent may be terminated by the Board at any time for, but not limited to, breach of this Agreement; any grounds enumerated in Education Code Section 44932; or the Assistant Superintendent's failure to regularly perform any of his responsibilities as set forth in this Agreement, as defined by law, or as specified in the Assistant Superintendent's job description. The Board shall not terminate this Agreement under this paragraph until a written statement of the grounds for termination has first been served upon the Assistant Superintendent. The Assistant Superintendent shall then be entitled to a conference with the Board at which time the Assistant Superintendent shall be given a reasonable opportunity to address the Board's concerns. The Assistant Superintendent shall request the conference with the Board within ten (10) days of service on him of the written notice. The Board shall provide the requested conference within thirty (30) days of receipt of the written notice. The Assistant Superintendent shall have the right, at his own expense, to have a representative of his choice at the conference with the Board. The conference with the Board shall be the Assistant Superintendent's exclusive right to any hearing otherwise required by law.
- E. Notwithstanding any other provision of this Agreement or the policies and regulations of the Board, the Board may elect not to renew this Agreement, and/or not to reemploy the Assistant Superintendent upon expiration of this Agreement pursuant to Education Code Section 35031.
- F. Should the Assistant Superintendent be unable to serve in his/her position due to a physical and/or mental condition, and upon expiration of sick leave benefits as

provided by statute, and the rules and policies of the Board, and upon written evaluation by a licensed physician designated by the District indicating the inability of the Assistant Superintendent to further serve in his/her position of employment, this Agreement may be terminated by the Board, with written notice provided no less than forty-five (45) calendar days prior to said termination date.

13. **SAVINGS CLAUSE**

If any provisions of this Agreement are held to be contrary to final legislative act or a court of competent jurisdiction inclusive of appeals, if any, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

14. **COMPLETE AGREEMENT**

This Agreement is the full and complete agreement between the parties hereto. Any amendment, modifications, or variations from the terms of this Agreement shall be in writing and shall be effective only upon written approval of such amendment, modification, or variation formally authorized by the Board of Education.

IN WITNESS WHEREOF, the parties hereto have duly approved and executed this Agreement on the _____ day of _____, 2010.

Dated: _____

Superintendent, Culver City Unified School District

As the Secretary to the Board of Education, the signature of the Superintendent represents formal action taken by the Board on _____.

I hereby accept this offer of employment and agree to comply with each and every condition thereof, and to perform faithfully all of the duties of employment of Assistant Superintendent, Business Services.

Dated: _____

5/25/10
14.1b

BOARD REPORT

14.1b Approval is Recommended for the Renewed Contract for the Position of Assistant Superintendent of Educational Services

The Superintendent is recommending that the Board of Education approves the submitted renewed contract for the Assistant Superintendent of Educational Services.

RECOMMENDED MOTION: That the Governing Board of Culver City Unified School District approves the renewal of the contract for the Assistant Superintendent of Educational Services.

Moved by:

Seconded by:

Vote:

EMPLOYMENT AGREEMENT

**BETWEEN THE GOVERNING BOARD OF
THE CULVER CITY UNIFIED SCHOOL DISTRICT**

AND

**ASSISTANT SUPERINTENDENT
Educational Services**

This Employment Agreement is entered into between the Governing Board (hereinafter referred to as the "Board") of the **CULVER CITY UNIFIED SCHOOL DISTRICT** (hereinafter referred to as "District") and Gwenis Laura (hereinafter referred to as "Assistant Superintendent").

I. TERM

Gwenis Laura is hereby employed by the Board as the Assistant Superintendent, Educational Services, of the Culver City Unified School District. The term of employment for the Assistant Superintendent shall be for a period of one (1) year, commencing July 1, 2010, and ending June 30, 2011, and shall be subject to the terms and conditions hereinafter set forth.

2. SALARY

The salary of the Assistant Superintendent shall be established by the District management salary schedule in accordance with the policy of the Board governing payment of other professional staff members in the District.

The Board reserves the right to increase the salary of the Assistant Superintendent at any time during the term of this contract, such adjustment to apply from the date on which the adjustment is made effective for the balance of the contract term. Such increase shall not constitute a new employment agreement nor extend the termination date of the existing employment agreement.

The Board also reserves the right to decrease the salary of the Assistant Superintendent at any time during the term of this contract, such adjustment to apply from the date on which the adjustment is made effective. Such adjustment shall not constitute a new employment agreement nor extend the termination date of the existing employment agreement.

3. DUTIES AND RESPONSIBILITIES

The Assistant Superintendent shall be governed by and shall perform duties and responsibilities as set forth in the California Education Code and the formal job description for the position of Assistant Superintendent, Educational Services, as attached

hereto and incorporated herein by reference, as well as all rules and regulations of the State Board of Education and rules, regulations, policies, and directives of the Board, and shall perform such duties and responsibilities at a professional level of competence and with due diligence. The Assistant Superintendent shall attend appropriate professional meetings at the local or state levels. Attendance at conferences at the national level requires a 30 day prior approval of the Board of Education.

4. **WORK YEAR**

The Assistant Superintendent shall be required to render two hundred twenty-five (225) working days of full and regular service to the District during each annual period covered by this Employment Agreement.

5. **CREDENTIALS**

The Assistant Superintendent will furnish throughout the life of the contract a valid and appropriate State of California credential to act as Assistant Superintendent, Educational Services, as directed by the Board.

6. **VACATION**

The Assistant Superintendent shall be entitled to twenty-two (22) days annual vacation with pay, exclusive of holidays defined in Section 37220 of the Education Code. A maximum of twenty-two (22) days of earned vacation may be carried from one year to the next. In the event of termination of this Employment Agreement, the Assistant Superintendent shall be entitled to compensation for unused vacation at the salary rate effective during the school year in which the vacation credit was earned. In no case shall more than twenty-two (22) accrued and unused vacation days be paid at the expiration or termination of this Employment Agreement.

7. **EVALUATION**

The Superintendent shall evaluate the performance of the Assistant Superintendent at least once every other year. This evaluation shall be based upon, but not limited to, the Assistant Superintendent's performance of the duties and responsibilities contained in the Assistant Superintendent's job description and written goals and objectives for the Assistant Superintendent as established by the Board. Board policies and any related regulations concerning the evaluation of management employees shall apply to the Assistant Superintendent. The Superintendent shall share the Assistant Superintendent's final evaluation document with the members of the Board of Education at their request.

8. **FRINGE BENEFITS**

The Assistant Superintendent shall be entitled to receive the insurance, health and welfare benefits accorded other management employees of the District pursuant to Board Policy 4354.

9. **SICK LEAVE**

The Assistant Superintendent shall earn twelve (12) days of sick leave annually. Earned sick leave shall be cumulative, as provided by State law and Board policy.

10. **MEDICAL EXAMINATION**

The Assistant Superintendent is eligible for a comprehensive medical examination once every two (2) years. The cost of the medical examination is to be borne by the District.

11. **EXPENSE REIMBURSEMENT**

- A. The Assistant Superintendent shall receive the amount of \$250.00 per month as authorized by Board Policy to cover business expenses incurred in the performance of her duties on behalf of the District.
- B. The Assistant Superintendent shall be compensated for actual and necessary expenses authorized by the Board which are incurred when her employment duties and obligations necessitate travel outside the boundaries of the District in accordance with Board policies.

12. **PROFESSIONAL ACTIVITIES, MEMBERSHIP, AND DUES**

The Assistant Superintendent may attend appropriate professional meetings at the local, state, and national level, and the expenses of said attendance shall be reimbursed by the District in accordance with District policy upon prior Board approval.

The District shall pay the Assistant Superintendent's membership dues in ACSA (Association of California School Administrators) during each year of this Agreement. In addition, the District shall pay other professional or community organization membership dues as approved by the Board.

13. **MODIFICATION OR TERMINATION OF AGREEMENT**

- A. This Agreement may be changed, modified, or terminated by mutual written agreement of the Assistant Superintendent and the Board upon thirty (30) calendar days' written prior notice. In no event, however, shall the Assistant Superintendent receive a cash settlement greater than his/her salary for the balance of the unexpired term of this Agreement or twelve (12), months whichever is less, in accordance with Government Code Sections 53260 and 53261.
- B. Notwithstanding any other provisions of this Agreement, the Assistant Superintendent shall have the option to terminate this Agreement by providing the Board with a written notice of intent to terminate. This notice shall be provided no less than forty-five (45) calendar days prior to said termination date. The

Assistant Superintendent and Board may mutually agree to a termination date of less than forty-five (45) calendar days.

- C. The Board unilaterally and without cause may terminate this Agreement and the Assistant Superintendent's employment as Assistant Superintendent. In consideration of the Board's right to terminate this Agreement without cause, the Board shall pay the Assistant Superintendent's then current salary, as provided for in paragraph 2 of this Agreement or any amendment thereto, until such time as the Assistant Superintendent secures other employment or for the remainder of this Agreement, whichever is shorter, but in no event shall the Board's obligation under this paragraph exceed twelve (12) months. The Assistant Superintendent agrees to provide the Board with written notice of his/her effective date of employment at which time the Board shall be released from any further obligation under this Agreement. Upon termination of this Agreement pursuant to this paragraph, the Assistant Superintendent shall continue to receive the fringe benefits to which he/she was previously entitled under this Agreement until he/she secures and begins other employment, or for the remainder of this Agreement, whichever is shorter, but in no event shall the Board's obligation under this paragraph exceed twelve (12) months. The provisions of this Agreement are to be interpreted in a manner consistent with Government Code Sections 53260 and 53261.

Upon termination of this Agreement pursuant to this paragraph, the Assistant Superintendent shall cease to accumulate vacation days. The Assistant Superintendent shall be entitled to lump sum compensation for accrued vacation earned under the terms of this Agreement, subject to the limitation on vacation accrual set forth in paragraph 5 of this Agreement.

- D. This Agreement and the services of the Assistant Superintendent may be terminated by the Board at any time for, but not limited to, breach of this Agreement; any ground(s) enumerated in Education Code Section 44932; or the Assistant Superintendent's failure to regularly perform any of his/her responsibilities as set forth in this Agreement, as defined by law, or as specified in the Assistant Superintendent's job description. The Board shall not terminate this Agreement under this paragraph until a written statement of the grounds for termination has first been served upon the Assistant Superintendent. The Assistant Superintendent shall then be entitled to a conference with the Board at which time the Assistant Superintendent shall be given a reasonable opportunity to address the Board's concerns. The Assistant Superintendent shall request the conference with the Board within ten (10) days of service on her of the written notice. The Board shall provide the requested conference within thirty (30) days of receipt of the written notice. The Assistant Superintendent shall have the right, at her own expense, to have a representative of her choice at the conference with the Board. The conference with the Board shall be the Assistant Superintendent's exclusive right to any hearing otherwise required by law.
- E. Notwithstanding any other provision of this Agreement or the policies and regulations of the Board, the Board may elect not to renew this Agreement, and/or

not to reemploy the Assistant Superintendent upon expiration of this Agreement pursuant to Education Code Section 35031.

F. Should the Assistant Superintendent be unable to serve in his/her position due to a physical and/or mental condition, and upon expiration of sick leave benefits as provided by statute, and the rules and policies of the Board, and upon written evaluation by a licensed physician designated by the District indicating the inability of the Assistant Superintendent to further serve in his/her position of employment, this Agreement may be terminated by the Board, with written notice provided no less than forty-five (45) calendar days prior to said termination date.

14. **SAVINGS CLAUSE**

If any provisions of this Agreement are held to be contrary to final legislative act or a court of competent jurisdiction inclusive of appeals, if any, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

15. **COMPLETE AGREEMENT**

This Agreement is the full and complete agreement between the parties hereto. Any amendment, modifications, or variations from the terms of this Agreement shall be in writing and shall be effective only upon written approval of such amendment, modification, or variation formally authorized by the Board of Education.

IN WITNESS WHEREOF, the parties hereto have duly approved and executed this Agreement on the _____ day of _____, 2010.

Dated: _____
Superintendent, Culver City Unified School District

As the Secretary to the Board of Education, the signature of the Superintendent represents formal action taken by the Board on _____.

I hereby accept this offer of employment and agree to comply with each and every condition thereof, and to perform faithfully all of the duties of employment of Assistant Superintendent, Educational Services.

Dated: _____

BOARD REPORT

**5/25/10
14.2a**

14.2a Approval is Recommended for Revisions to Culver City High School's Graduation Requirements

Principal Pam Magee is submitting the attached revisions to Culver City High School's graduation requirements for Board approval.

RECOMMENDED MOTION: That the Board approve the Revisions to Culver City High School's Graduation Requirements.

Moved by:

Seconded by:

Vote:

Proposal: Revisions to Culver City High School's Graduation Requirements

To meet the recommendations of the 2009-2010 Western Association of Schools and Colleges (WASC) committee, Culver City High School is proposing the following revisions to high school graduation requirements, beginning with the incoming 9th grade class:

1. One additional year of mathematics, with a recommended path of Algebra I, Geometry, and Algebra II.
2. One year of visual and performing arts.
3. One year of foreign language (two years of the same language recommended).

The current graduation requirements, which reflect the minimum state requirements are:

1. Two years of math including Algebra I.
2. One year of either Visual and Performing Arts OR one year of foreign language.

Rationale

- The proposed requirements more closely align to the A-G requirements, which include Algebra II. The proposed requirements will increase the likelihood that more students will continue in math and reach Algebra II or higher level math. By completing the proposed requirements, students will be much more prepared for the life pathway that they elect to pursue.
- The current CCHS graduation requirements include a high number of elective credits (70 semester credits), which are not specifically directed at a particular academic or career pathway and do not fully prepare graduates for post-secondary options (four-year university, community college, career technical programs, or the work force).
- Raising graduation requirements creates a school culture of high expectations. This change ensures that more students have access to engaging, challenging courses.
- The total required credits for graduation (220 semester credits) will remain the same.

Cost

Requiring students to take additional courses in math and language will result in the need for additional math and language teachers over time. This may be accommodated through the adjustment of some elective courses. The first year of implementation will not require additional staff because the recommended 9th grade program of courses already incorporates the proposed requirements.

Time Line

The new requirements would be implemented with the incoming 9th grade class.

Informing Parents and Students

CCHS will inform parents of the change in graduation requirements through a letter mailed to each incoming 9th grader's address.

BOARD REPORT

**5/25/10
14.2b**

14.2b Approval is Recommended for New Culver City High School Class – Spanish 1 Immersion/Native Speakers

Culver City High School is recommending approval of a new class:
Spanish 1 Immersion/Native Speakers.

The Spanish 1 Immersion/Native Speakers class would address the needs of our elementary Spanish immersion students and our native Spanish speakers and encourage our students to pursue Spanish to the Advanced Placement level.

RECOMMENDED MOTION: That the Board approve the New Culver City High School Class – Spanish 1 Immersion/ Native Speakers.

Moved by:

Seconded by:

Vote:

Culver City Unified School District

Course Proposal

Proposal For: Spanish 1 Immersion/Native Speakers

School: Culver City High School

Date: May 17, 2010

Current Program: Describe the current condition—both the positive aspects and those needing improvement. Include descriptions about standards, materials and any other factors that influence the quality of the program as it currently exists.

CCHS offers Spanish 1 – 3 and Native Speakers 2 and 3 in addition to two Advanced Placement level classes. Students who attend a dual language immersion elementary school (such as El Marino) and do not continue their studies of Spanish through the middle school years are too advanced for Spanish 1 or 2 and not adequately prepared for Native Speakers 2 or Spanish 3. Likewise, traditionally second or third generation heritage speakers are too advanced for Spanish 1 or 2, but not equipped for Spanish 3 or Native Speakers 2. A Spanish 1 Immersion/Native Speakers class would address the needs of both groups of students as well as encourage them to pursue Spanish to the Advanced Placement levels.

Proposed Program: These course descriptions you are creating are extremely important to the development of curriculum in your department.

- 1) The course is intended to be: supplemental
- 2) Is the course intended for UC approval? Yes
- 3) Are there pre-requisites for this course? no

The course is intended for the following grade level(s): primarily 9th and 10th, but will admit 11th and 12th grade students.

Implications: List the related expenses and provide narrative explanation where necessary. Be specific with respect to what would need to happen and when. What resources are needed to accomplish this goal?

Considerations

- 1) Scheduling and programming:

The class is intended to be implemented for the fall semester of 2010 and to be a year long course.

- 2) Facilities, furniture, wiring, etc.

The class will be held in a typical classroom setting.

3) Equipment, materials, supplies:

Typical classroom materials will be needed including copies, dry-erase markers, folders, and other materials as requested by the instructor.

4) Personnel:

The class will be taught by a current CCHS Spanish teacher.

5) Other (lab fees, contest entrance fees, etc.)

N/A

6) Implementation: Describe the steps which could realistically be undertaken in view of the practicalities and constraints of time and other resources.

A teacher has been identified for the class. The text will be the current text used for Native Speakers 2 and supplemented with existing department materials. If more materials are needed, the existing FLAP Grant will cover the expenses.

Prepared By (Name):

Approved By:

Melanie A. De Armond

Preparer's Signature:

Site Administrator's Signature:

Date:

Date:

May 17, 2010

May 17, 2010

Assistant Superintendent for Educational Services' Signature:

Date:

5/17/2010

5/25/10
14.4a

BOARD REPORT

14.4a Third Reading and Adoption of Revised Board Policy/Administrative Regulation 1240, Volunteer Assistance

It is recommended practice that the Board of Education review Board Policies/Administrative Regulations that are significant to the operation of the district on a regular basis. District Administration recommends revision of Board Policy/Administrative Regulation 1240, Volunteer Assistance to reflect New Law (AB 1025), which beginning July 1, 2010, requires any volunteer who supervises, directs, or coaches a student activity program sponsored by or affiliated with the district to obtain an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing (CTC).

RECOMMENDED MOTION: That the Board of Education approves and adopts Revised Board Policy/Administrative Regulation 1240, Volunteer Assistance.

Moved by:

Seconded by:

Vote:

Community RelationsVOLUNTEER ASSISTANCE

The Governing Board ~~encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students, recognizes that~~ Volunteer assistance in schools can enriches the educational program, enhances-increase supervision of students and contributes to school safety while strengthening the schools' relationships with the community. The Board also encourages ~~parents/guardians and other members of the community members to serve as mentors providing support and motivation to students.~~

(cf. 1000 - Concepts and Roles)

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

(cf. 4222 - Teacher Aides/Paraprofessionals)

(cf. 5020 Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

(cf. 6171 - Title I Programs)

The Superintendent or designee shall develop and implement a plan for recruiting, screening and placing volunteers, including strategies for reaching underrepresented groups of parents, guardians and community members. He/she may also recruit community members to serve as mentors and/or make appropriate referrals to community organizations.

~~(cf. 0420.3 - School Based Student Motivation and Maintenance Program)~~

(cf. 1020 - Youth Services)

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

The Superintendent or designee shall establish procedures to protect the safety of students and adults. **Volunteers who work in classrooms, or on school campuses or supervise on any school/district approved field trips shall be required to follow the procedures.** These procedures shall include laws related to tuberculosis testing and may also include laws related to criminal checks (**Request For Livescan Service**). In addition, the Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.

As appropriate, the Superintendent or designee ~~Volunteers shall be provided~~ volunteers with information about school goals, programs and practices. Volunteers shall receive an orientation and other training related to their specific responsibilities. ~~as appropriate.~~ Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that ~~capitalize~~ utilize ~~on~~ their skills and expertise and maximize their contribution to the educational program.

Beginning July 1, 2010, any volunteer who supervises, directs, or coaches a student activity program shall be required to obtain an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing at his/her expense. Student activity programs include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. This requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer non-teaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021. (Education Code 49024)

Volunteer ~~maintenance~~-work shall be limited to those projects that do not replace the normal ~~maintenance~~ duties of classified staff. ~~The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, do not significantly increase maintenance workloads and comply with employee commitments and contracts.~~

Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021).

Volunteers shall act in accordance with district policies, regulations and school rules. At their discretion, employees who supervise volunteers may ask any volunteer who violates school rules to leave the campus. Employees also may confer with the principal or designee regarding any such volunteers. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3515.2 - Disruptions)

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

(cf.1150-Commendations and Awards)

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

Legal Reference:

EDUCATION CODE

8482-8484.6 After School Education and Safety program

8484.7-8484.9 21st Century Community Learning Center program

35021 Volunteer aides

35021.1 Automated records check

35021.3 Registry of volunteers for before/after school programs

44010 Sex offense; definition

44227.5 Classroom participation by college methodology faculty

44814 – 44815 ~~Duty~~ Supervision of students during lunch and other nutrition periods.

45125 Fingerprinting requirements

45340-45349 Instructional Aides

45360 - 45367 Teacher aides

49024 Activity Supervisor Clearance Certificate

49406 Examination for tuberculosis

GOVERNMENT CODE

~~3100-3109 Oath or affirmation of allegiance~~

3543.5 Prohibited interference with employees' rights

HEALTH AND SAFETY CODE

1596.871 Fingerprints of individuals in contact with child day care facility clients

LABOR CODE

1720.4 Public works; exclusion of volunteers from prevailing wage law

3364.5 Persons performing voluntary services for school districts

PENAL CODE

290 Registration of sex offenders

290.4 Information regarding sex offenders

290.95 Disclosure by person required to register as sex offender

CODE OF REGULATIONS, TITLE 22

101170 Criminal record clearance

101216 Health screening, volunteer in child care centers

UNITED STATES CODE, TITLE 20

6319 Qualifications and duties of paraprofessionals, Title I Programs

PUBLIC LAW 107-110

~~1119 Qualifications and duties of paraprofessionals, Title I Programs~~

Policy
adopted: April 1, 1997

CULVER CITY UNIFIED SCHOOL DISTRICT
Culver City, California

Policy
revised: April 8, 2003

Community Relations

Volunteer Assistance

Definitions

Duties of Volunteers

~~Volunteers may supervise students during lunch and/or breakfast periods or may serve as non-teaching aides under the immediate supervision and direction of certificated personnel to perform non-instructional work which assists certificated personnel in the performance of teaching and administrative responsibilities. (Education Code 35021, 44814, 44815)~~

Volunteers may assist certificated personnel in the performance of their duties, in the supervision of students, and in instructional tasks which, in the judgment of the certificated personnel to whom the volunteer instructional aide is assigned, may be performed by a person not licensed as a certificated employee. classroom teacher. These duties shall not include assignment of grades to students. (Education Code 45343, 45344, 45349)

(cf. 4222 – Teacher Aides/Paraprofessionals)

(cf. 5148 – Child Care and Development)

(cf. 5148.2 – Before/After School Programs)

Volunteers may supervise students during lunch, breakfast, or other nutritional periods or may serve as non-teaching aides under the immediate supervision and direction of certificated personnel to perform non-instructional work which assists certificated personnel in the performance of teaching and administrative responsibilities. (Education Code 35021, 44814, 44815)

Volunteers may supervise students or district/school approved fieldtrips.

~~Volunteers may work on short-term facilities projects pursuant to Governing Board policy and administrative regulation.~~

Qualifications of Volunteers

~~Volunteers providing supervision or instruction of students pursuant to Education Code 45349 shall give evidence of basic skills proficiency. (Education Code 45344.5, 45349) (cf. 4212 – Appointment and Conditions of Employment)~~

Volunteers who work in classrooms, or on school campuses, or supervise any school field trips on a regular basis shall be required to be fingerprinted.

Beginning July 1, 2010, any volunteer who supervises, directs, or coaches a student activity program shall be required to obtain an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing at his/her expense. Student activity programs include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. This requirement shall not apply to volunteer

supervisors for breakfast, lunch, or other nutritional periods or to volunteer non-teaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021. (Education Code 49024)

(cf. 4127/4227/4327 – Temporary Athletic Team Coaches)
(cf. 6145 – Extracurricular and Cocurricular Activities)

A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a volunteer in a classroom or on a school campus. (Education Code 35021)

The Superintendent or designee shall verify by fingerprints or other reasonable means that persons ~~servin~~ who submit an application to serve as a volunteer instructional aides and non-teaching volunteer aides are registered as a sex offender ~~are not registered as a sex offender~~ pursuant to Penal Code 290.

Community Relations

No volunteer shall be assigned to ~~provide supervision~~ or ~~instruction~~ of students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Volunteers whose ~~skin~~ tests negative shall thereafter be required to take a tuberculosis test every four years in accordance with Education Code 49406. (Education Code 45106, 45347, 45349, 49406)

(cf. 4112.4/4212.4/4312.4 – Health Examinations)

Drug and Alcohol Testing for Volunteer Drivers

Post-Accident Tests

Alcohol and controlled substance tests shall be conducted as soon after an accident as practicable on any volunteer driver:

- ~~1. Who was performing safety sensitive functions with respect to the vehicle, if the accident involved loss of human life (49 C.F.R. 382.303)~~
2. Who receives a citation under state or local law for a moving traffic violation arising from the accident (49 C.F.R. 382.303)

Volunteer drivers shall make themselves readily available for testing, absent the need for immediate medical attention. (49 C.F.R. 382.303)

No such volunteer driver shall use alcohol for eight hours after the accident, or until after he/she undergoes a post-accident alcohol test, whichever occurs first. (49 C.F.R. 382.209)

If an alcohol test is not administered within two hours of the accident or if a drug test is not administered within 32 hours, the district shall prepare and maintain records explaining why the test was not conducted. Tests shall not be given if not administered within eight hours after the accident for alcohol or within 32 hours for drugs. (49 C.F.R. 382.303)

Tests conducted by authorized federal, state or local officials shall fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by the district. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations. (49 C.F.R. 382.303)

Reasonable Suspicion Tests

An alcohol or drug test shall be conducted if a supervisor or district official trained in accordance with law has reasonable suspicion that a volunteer driver has violated the district's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the volunteer's driver's appearance, behavior, speech or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substances. (49 C.F.R. 382.307)

Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before or just after the period of the work day when the volunteer driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the district shall prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate after eight hours. (49 C.F.R. 382.307)

A supervisor or district official who makes observations leading to a controlled substance reasonable suspicion test shall make a written record of his/her observations within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier. (49 C.F.R. 382.307)

The Superintendent or designee shall ensure that the volunteer under reasonable suspicion is transported to the designated collection or testing site.

Enforcement

Any volunteer driver who refuses to submit to a post-accident or reasonable suspicion test, or to a follow-up test as described below, shall not perform or continue to perform safety-sensitive functions. (49 C.F.R. 382.211) Therefore, any volunteer driver who so refuses shall be immediately dismissed from all volunteer duties.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

A volunteer driver who is tested and found to have an alcohol concentration of .01 or greater may not perform or continue to perform safety-sensitive functions including driving a commercial motor vehicle.

A volunteer driver who tests positive for drugs or is found to have an alcohol concentration of .01 or greater shall be dismissed from all volunteer duties.

Maintenance of Records

Volunteer drug and alcohol test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, a volunteer driver shall receive copies of any records pertaining to his/her use of drugs or alcohol, including any records pertaining to his/her drug or alcohol tests.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/ Privileged Information)

Notifications

Each volunteer driver shall receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the district's policy and regulations for meeting these requirements. The information shall identify all of the following: (49 C.F.R. 382.601)

1. The person designated by the district to answer volunteer drivers' questions about the materials
2. The categories of volunteer drivers who are subject to the Code of Federal Regulations, Title 49, Part 382
3. ~~Sufficient information about the safety sensitive functions performed by volunteer drivers to make clear what period of the work day the driver is required to comply with Part 382~~
4. Specific information concerning volunteer driver conduct that is prohibited by Part 382
5. The circumstances under which a volunteer driver will be tested for drugs and/or alcohol under Part 382
6. The procedures that will be used to test for the presence of drugs and alcohol, protect the volunteer driver and the integrity of the testing processes, safeguard the validity of test results, and ensure that test results are attributed to the correct volunteer driver
7. The requirement that a volunteer driver submit to drug and alcohol tests administered in accordance with Part 382

8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences
9. The consequences for drivers found to have violated the drug and alcohol prohibitions of Part 382, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment
10. The consequences for volunteer drivers found to have an alcohol concentration of .0.1 or greater
11. ~~The effects of drugs and alcohol on an individual's health, work and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a coworker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to an employee assistance program and/or referral to management (49 C.F.R. 382.601)~~
(cf. 4159 /4259/4359 - Employee Assistance Programs)
12. Other legal requirements, district policies and disciplinary consequences related to the use of alcohol and drugs.
(cf. 4020 - Drug and Alcohol-Free Workplace)

Each volunteer driver shall sign a statement certifying that he/she has received a copy of the above materials.(49 C.F.R. 382.601)

(cf. 4112.9 - Employee Notifications)

~~Before any volunteer driver operates a commercial motor vehicle, the district shall provide him/her with post-accident procedures that will make it possible to comply with post-accident testing requirements. (49 C.F.R. 382.303)~~

Before drug and alcohol tests are performed pursuant to the Code of Federal Regulations, Title 49, Part 382, the district shall inform volunteer drivers that the tests are required by these regulations. (49 C.F.R. 382.113)

The district shall notify a volunteer driver of the results of reasonable suspicion and post-accident drug test if the test results are verified positive. The district shall also tell the volunteer driver which controlled substance(s) were verified as positive. (49 C.F.R. 382.411)

(cf. 3514-Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 714-Architectural and Engineering Services)

Regulation

Reviewed: April 1, 1997

Regulation

Revised: April 8, 2003

Regulation

Revised: October 24, 2006

BOARD REPORT

14.4b Third Reading and Adoption of Revised Board Policy/Administrative Regulation 4127/4227/4327, Temporary Athletic Team Coaches

It is recommended practice that the Board of Education review Board Policies/Administrative Regulations that are significant to the operation of the district on a regular basis. District Administration recommends revision of Board Policy/Administrative Regulation 4127/4227/4327, Temporary Athletic Team Coaches to reflect the new law (AB 1025), which beginning July 1, 2010, requires any noncertificated or volunteer athletic team coach to obtain an Activity Supervisor Clearance Certificate (ASCC) from the California Teaching Commission (CTC). The policy is also revised to reflect Title 5 regulations regarding employment of athletic team coaches as temporary employees and to clarify law giving certificated employees a hiring advantage if they meet required qualifications.

RECOMMENDED MOTION: That the Board of Education approves and adopts Revised Board Policy/Administrative Regulation 4127/4227/4327, Temporary Athletic Team Coaches.

Moved by:

Seconded by:

Vote:

TEMPORARY ATHLETIC TEAM COACHES

The Governing Board ~~recognizes the importance of qualified temporary athletic team~~ employs highly qualified coaches to for the district's sports and program and to the success of students in sports an interscholastic athletic activities. programs in order to enhance the knowledge, skills, motivation and safety of student athletes.

(cf. 6142.7 – Physical Education and Activity)

(cf. 6145.2 – Athletic Competition)

The Superintendent or designee shall ~~establish qualification criteria for all athletic coaches in accordance with law and with district standards and priorities. These criteria shall ensure that all coaches possess an appropriate level of competence, knowledge, and skill. may employ a certificated or noncertificated employee, other than a substitute employee, to supervise or instruct interscholastic athletic activities as a temporary employee in a limited assignment capacity. (5 CCR 5590)~~

~~(5 CCR 559 – establishes the minimum qualifications for temporary athletic team coaches)~~

(cf. 4121 – Temporary/Substitute Personnel)

~~Any certificated teacher employed by the district who applies for a position as a temporary athletic team coach and who satisfies the qualification criteria established for~~ When hiring a person to fill a position as a temporary athletic team coach, the position shall first be offered the position made available to qualified certificated teachers currently employed by the district. (Education Code 44919)

Effective December 31, 2008, all district coaches, including volunteer coaches, shall have completed a coaching education program that meets the standards developed by the California Interscholastic Federation (CIF). Coaches shall bear the expense of the program. (Education Code 49032)

~~(cf. 5131.63 – Steroids)~~

The Superintendent or designee shall establish qualification criteria for all athletic coaches in accordance with law and district standards. These criteria shall ensure that coaches possess the proper credential or Activity Supervisor Clearance Certificate (ASCC) and an appropriate level of competence, knowledge and skill.

All coaches shall be subject to Board ~~policy policies,~~ and administrative regulations as and well as California Interscholastic Federation (CIF) bylaws and codes of ethical conduct.

(cf. 4118 – Suspension/Disciplinary Action)

(cf. 4218 – Dismissal/Suspension/Disciplinary Action)

(cf. 5131.1 – Bus Conduct)

~~(cf. 6145.2 – Athletic Competition)~~

(cf. 5131.63 – Steroids)

~~Volunteer athletic team coaches shall meet all the qualifications and competencies required of temporary athletic team coaches employed by the district.~~

(cf. 1240—Volunteer Assistance)

BP 4127/4227/4327 (b)

Noncertificated coaches have no authority to give issue grades to students. (5CCR 5591)

(cf. 5121 – Grades/Evaluation of Student Achievement)

Legal Reference

EDUCATION CODE

35179-35179.7 Interscholastic athletics

44010 Sex offense

44011 Controlled substance offense

44258.7 Credential types; Activity Supervisor Clearance Certificate

44332-44332.5 Temporary certificates

44424 Conviction of a crime

44808 Liability when students are not on school property

44919 Classification of temporary employees

49024 Activity Supervisor Clearance Certificate

49030-39033 49034 Performance – enhancing substances

CODE OF REGULATIONS, TITLE 5

5531 Supervision of extracurricular activities of pupils

5590-5596 Duties of Temporary Athletic Team Coaches

(6/97, 11/05) 3/10

Policy

Adopted: October 21, 1997

Policy

Revised: March 14, 2006

CULVER CITY UNIFIED SCHOOL DISTRICT
Culver City, California

TEMPORARY ATHLETIC TEAM COACHESQualifications

~~At the first regular Governing Board meeting or within 30 days after selection of a temporary athletic team coach, whichever is sooner, the Superintendent or designee shall certify to the Board that all temporary athletic team coaches meet the qualifications and competencies required by law. (Code of regulations, Title 5, Section 5594)~~

~~Upon the recommendation of the Superintendent or designee, the Board shall certify to the State Board of Education, April 1 of each year, that the district conforms with state requirements governing the employment of temporary athletic team coaches. (Title 5, Section 5594)~~

Competencies

~~Temporary athletic team coaches shall give evidence of required competencies by one or more of the means listed for each area below:~~

The Superintendent or designee shall establish minimum qualification criteria for temporary athletic team coaches. These criteria shall include, but not necessarily be limited to, competencies in the following areas: (5 CCR 5593)

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures, as evidenced by one of more of the following:
 - a. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card
 - b. A valid sports injury certificate or first aid card, and a valid cardiopulmonary resuscitation (CPR) card
 - c. A valid Emergency Medical Technician (EMT) I or II card
 - d. A valid trainer's certification issued by the National or California Athletic Trainers' Association (NATA/CATA)
 - e. Possession of both valid CPR and first aid cards and P-practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning ~~and both valid CPR and first aid cards~~
2. Coaching theory and techniques in the sport or game being coached, as evidenced by one or more of the following:
 - a. Completion of a college course in coaching theory and techniques
 - b. Completion of I ~~in~~ inservice programs arranged by a school district or county office of education
 - c. Prior service as a student coach or assistant athletic coach in the sport or game being coached

- d. Prior coaching in community youth athletic programs in the sport being coached
 - e. Prior participation in organized competitive athletics at high school level or above in the sport being coached
3. Knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules, and at high school level, the regulations of the California Interscholastic Federation (CIF)
 4. Knowledge of Child or adolescent psychology, as appropriate, as it relates to sports participation, as evidenced by one or more of the following:
 - a. Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions
 - b. Completion of a seminar or workshop on human growth and development of youth
 - e. Prior active involvement with youth in school or community sports program (~~Title 5, Section 5593~~)

The Superintendent or designee may waive competency requirements for persons enrolled in appropriate training courses leading to acquisition of the competency, provided such persons serve under the direct supervision of a fully qualified coach until the competencies are met. (5CCR 5593)

Following the selection of a temporary athletic team coach, the Superintendent or designee shall certify to the Governing Board, at the next regular Board meeting or within 30 days, whichever is sooner, that the coach meets the qualifications and competencies required by 5 CCR 5593. By April 1 of each year, the Board shall certify to the State Board of Education that the provisions of 5 CCR 5593 have been met. (5 CCR 5594)

Volunteers who supervise or direct an athletic program shall meet the qualification criteria specified in 5 CCR 5593 required for temporary athletic team coaches employed by the district. Any volunteer who does not meet such criteria shall serve only under the supervision of a fully qualified coach and shall not be given charge of an athletic program.

(cf. 1240-Volunteer Assistance)

Additional Qualifications of Noncertificated Personnel and Volunteers

In addition to the qualifications listed above, any noncertificated persons employed to coach or supervise district athletic teams must first be determined as a temporary athletic team coach shall: (5 CCR 5592)

(cf. 4212.5 – Security/Credit Check)

- ~~2.1.~~ To be free from tuberculosis and any other contagious disease that would prohibit certificated teachers from teaching, as verified by a written statement, renewable every four years, from a licensed physician or other person approved by the district (Title 5, Section 5592)

(cf. 4112.4/4212.4/4312.4 – Health Examinations)

- 4 2. Not to have been convicted of any offense referred to in Education Code 44010, 44011 or 44424, or any offense involving moral turpitude or evidencing unfitness to associate them with children

Beginning July 1, 2010, any noncertificated employee or volunteer who supervises, directs, or coaches an interscholastic athletic team shall be required to obtain an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing. (Education Code 49024)

(cf. 1240- Volunteer Assistance)

High School Coaching Education Program

Each high school athletic team coach or volunteer coach shall complete, at his/her expense, a coaching education program that meets the standards developed by the CIF. A high school coach who has completed the education program in another California school district shall be deemed to have met the requirement for this district. (Education Code 49032)

An individual who has not completed the education program may be assigned as a coach for no longer than one season of interscholastic completion. (Education Code 49032)

Code of Ethical Conduct

Employees providing supervisory or instructional services in interscholastic athletic programs and activities shall: (5 CCR 5596)

1. Show respect for players, officials and other coaches
2. Respect the integrity and judgment of game officials
3. Establish and model fair play, sportsmanship, and proper conduct
4. Establish player safety and welfare as the highest priority
5. Provide proper supervision of students at all times
6. Use discretion when providing constructive criticism and when reprimanding players
7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game to be played
8. Properly instruct players in the safe use of equipment
9. ~~Not~~ Avoid exerting undue influence on a student's pupil's decision to enroll in an athletic program at any public or private post secondary educational institution

10. ~~Not~~ Avoid exerting undue influence on ~~students~~ pupils to take lighter academic course(s) in order to be eligible to participate in athletics
11. ~~Not~~ Avoid suggesting, provideing or encourageing any athlete to use nonprescriptive drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association
(cf. 5131.63-Steroids)
12. ~~Not~~ Avoid recruitment of athletes from other schools
13. Follow the rules of behavior and the procedures for crowd control as established by the ~~Board~~ district local board of education and the league in which the district participates. ~~(Title 5, Section 5596)~~

Regulation
Reviewed: October 21, 1997

CULVER CITY UNIFIED SCHOOL DISTRICT
Culver City, California

Board Report

14.4c Approval is Recommended For A New Job Description – Assistant Director of Special Education

The District had developed a new job description for the position of Assistant Director of Special Education, a copy of which is attached. This position replaces the position of Assistant Director-Child and Welfare Attendance.

RECOMMENDED MOTION: That the new job description, Assistant Director of Special Education, be approved as presented.

Moved by:

Seconded by:

Vote:

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASSISTANT DIRECTOR OF SPECIAL EDUCATION

BASIC FUNCTION

Under the direction and supervision of the Director- Pupil Personnel Services, the Assistant Director of Special Education provides leadership for planning and coordinating the District's program for special education, psychological services, speech language and Special Education services for preschool to students age 22.

REPRESENTATIVE DUTIES

- Coordinate various special education services including evaluation and placement process, budget monitoring and program development.
- Serve as a resource person for Special Education and pupil personnel committees by facilitating communications, preparing reports and compiling research.
- Oversee the work of special education teachers, psychologists, instructional assistants and other personnel when assigned to render pupil personnel services.
- Provide technical expertise to site administrators on Special Education.
- Prepare various required reports related to special education, including compliance reviews.
- Develop and monitor special education budget.
- Ensure compliance with the SELPA local plan, state and federal guidelines of IDEA.
- Implement and monitor regulations related to student records, student and parent rights, due process and fair hearings within special education program.
- Implement and monitor student disciplinary procedures for special education students.
- Coordinate professional development activities for special education staff.
- Utilize and supervise District computerized IEP and CASEMIS data entry.
- Ensure compliance to IDEA.
- Develop and coordinate District Special Education Website.
- Coordinate personnel needs of special education program.
- Monitor compliance of fiscal responsibility of special education budget.
- Serve as administrator on District individualized education program team meetings.
- Prepare contracts with private schools and other agencies for needed services; provide as liaison between District and outside agencies.
- Plan, organize, implement and administer the special education Extended School Year Program.
- Coordinate Tri-City SELPA.
- Perform other duties as assigned.

KNOWLEDGE OF

- Principles, practices, trends, techniques, strategies, goals, objectives of Special Education
- Instructional practices, procedures and equipment
- Various testing materials, instruments and equipment
- Individual and group counseling techniques
- Federal, State and education code, laws and regulations regarding special education and assigned duties
- IEP preparation and implementation strategies, procedures and compliance
- Current research and trends in serving special education students
- Effective staff development programs
- Appropriate referral agencies
- Record-keeping techniques
- Interpersonal skills using tact, patience and courtesy
- Principles of providing work direction and guidance to assigned personnel

ABILITY TO

- Communicate effectively in oral and written form.
- Establish and maintain cooperative working relationships.
- Work effectively with students, parents and staff
- Prepare and maintain confidential records and files.
- Maintain current knowledge of technological advances in the field.
- Motivate staff to implement plan changes.
- Analyze complex problems and issues, and participate in the determination of alternative solutions and decisions.
- Provide leadership in coordination of pupil services related to Special Education.
- Monitor Special Education caseloads to insure that required timelines are met.
- Perform evaluations when necessary to maintain compliance, and offer crisis counseling as needed utilizing district psychologists.

EDUCATION AND EXPERIENCE

Master's Degree or above in Special Education or related special education field from an accredited institution. Minimum of three years teaching experience in Special Education or experience in a related special education field such as school psychologist. At least three years of successful public school management experience at the site or district level. Demonstrated leadership ability and knowledge/experience in increasingly responsible roles. Experience in special education budget or finance aligned with special education, desirable.

LICENSES AND OTHER REQUIREMENTS

Valid California Administrative Services Credential.
Valid K-12 teaching credential or credential in special education field
Valid California driver's license.

WORKING CONDITIONS

ENVIRONMENT

Office environment and school/classroom environment; subject to driving to conduct work; subject to constant interruptions.

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate a computer; office equipment and motor vehicle; sitting or standing for extended periods of time; driving from place to place; hearing and speaking to exchange information; vision to read documents.

HAZARDS

Exposure to potentially volatile and emotional students, parents and staff.

5/25/10
14.4d

Board Report

14.4d Approval is Recommended For A New Job Description – Director of Human Resources

The District had developed a new job description for the position of Director of Human Resources, a copy of which is attached. This position replaces the position of Assistant Superintendent-Human Resources.

RECOMMENDED MOTION: That the new job description, Director of Human Resources, be approved as presented.

Moved by:

Seconded by:

Vote:

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR—HUMAN RESOURCES

BASIC FUNCTION

Under the supervision of the Superintendent, plan, organize, control and administer the District's personnel system including classified and certificated employees and programs; assure compliance with applicable District rules and policies, state and federal laws, codes and regulations; serve as the District's lead negotiator for certificated and classified bargaining; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES

- Plan, organize, control and direct the classified and certificated personnel function of the District; assure compliance with a variety of State and federal regulations, laws and reporting requirements; research, develop and recommend new procedures and programs.
- Assure that Board and District policies, State and federal laws and collective bargaining agreements are correctly and fairly administered; develop policies and administrative regulations.
- Direct the recruitment and selection process for classified and certificated personnel; develop, implement and oversee job announcements, testing activities, paper screening, interviewing, reference checking and other selection processes; oversee the planning and implementation of orientation and processing procedures for certificated and classified personnel.
- Supervise, develop and evaluate the performance of assigned personnel; interview and select employees; make decisions and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff.
- Create, review and evaluate positions, salaries and classifications; recommend organizational and staffing patterns and maintain position control.
- Supervise the substitute system for certificated and classified personnel.
- Communicate with other administrators and District personnel to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Serve as the District Grievance Officer and be responsible for the processing and, adjudicating of grievances.
- Serve as the District Affirmative Action Officer for certificated and classified personnel, and carry out all responsibilities as indicated in the affirmative action plan.
- Serve as the CBEDS coordinator.
- Supervise all credentialing requirements for certificated staff and substitute teachers including assignment monitoring.
- Develop long-term staffing goals and recommend to the Superintendent anticipated enrollment and staffing for succeeding years.
- Supervise the Office of Human Resources budget.
- Assist all management personnel in matters pertaining to contract management.
- Attend Board meetings and prepare Board agenda items; present reports and provide technical counsel to the Board as requested by the Superintendent; review and present board items affecting personnel services; update the Board in closed sessions regarding employees and other personnel matters.
- Assure confidentiality of personnel record keeping.
- Maintain regular contact with the Business Office, Educational Services, Pupil Personnel Services, site principals, other directors, supervisors and staff to coordinate personnel services with District needs.
- Maintain accurate and current seniority lists for both certificated and classified personnel.

- Develop and update job descriptions for management, certificated and classified personnel.
- Oversee and administer the arrangements for employee recognition activities.
- Assist the Superintendent in planning and administering staff development programs for certificated and classified employees.
- Interpret personnel policies and contract language to certificated and classified personnel.
- Prepare personnel reports and surveys to the State, county, district and professional organizations.
- Attend and conduct staff meetings; attend State and regional conferences and workshops to maintain current knowledge of regulations and requirements related to classified and certificated personnel.
- Visit school and department sites.
- Perform other duties as assigned.

KNOWLEDGE OF

- Principles, practices, trends, techniques, strategies, goals, and objectives of public school personnel administration
- Principles, methods and techniques pertaining to recruitment, selection and evaluation of personnel
- Education, labor, health/disability and other laws, codes, rules and regulations related to classified and certificated personnel
- Teacher credentialing laws
- NCLB requirements for certificated and classified personnel
- PERB decisions; Board policies
- Legal mandates, policies, regulations, and operational procedures pertaining federal and state laws
- Laws, policies, procedures and practices as relates to the “No Child Left Behind Act of 2001”
- Interpersonal skills using tact, patience and courtesy
- Public speaking techniques
- Human relationships, conflict resolution strategies and procedures, and team management building methods and techniques

ABILITY TO

- Demonstrate effective leadership skills.
- Administer, plan, implement, and coordinate the District’s personnel system included classified and certificated employees and programs
- Assure compliance with applicable District rules and policies, and State and federal laws, codes and regulations
- Establish and maintain cooperative and effective working relationships with others
- Prepare and administer assigned budgets
- Interpret apply and explain rules ,regulations, policies and procedures
- Hear and resolve employee grievances and complaints and take appropriate course of action
- Communicate effectively both verbally and in writing
- Use correct English usage, grammar, spelling, punctuation and vocabulary
- Demonstrate proficiency in technology
- Maintain current knowledge of state and federal laws, rules, regulations, requirements and restrictions
- Read, interpret, apply and explain state and federal rules, regulations, policies and procedures pertaining to personnel
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Meet schedules and time lines.
- Maintain records and prepare various reports, including confidential materials.
- Establish and maintain cooperative and effective working relationships with others.
- Evaluate certificated and classified staff.

EDUCATION AND EXPERIENCE

Master's degree or above in educational administration from an accredited institution. Minimum of three years teaching experience. At least five years of successful public school management experience at the site or district level. Demonstrated leadership ability and knowledge/experience in increasingly responsible roles. Training or experience with employee-employer relations, including bargaining table experience.

LICENSES AND OTHER REQUIREMENTS

Valid California Administrative Services Credential.
Valid K-12 teaching credential.
Valid California driver's license.
Willingness to attend Personnel Training Academy.

WORKING CONDITIONS

ENVIRONMENT

Office environment and school/classroom environment; subject to driving to conduct work; subject to constant interruptions.

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate a computer; office equipment and motor vehicle; sitting or standing for extended periods of time; driving from place to place; hearing and speaking to exchange information; vision to read documents.

HAZARDS

Exposure to potentially volatile and emotional students, parents and staff.

BOARD REPORT

14.4e Resolution #42/2009-2010, Catastrophic Leave for Certificated Employee

Culver City Unified School District Catastrophic Leave procedures allow, by resolution of the governing board, a certificated employee or employee's child who is suffering from a catastrophic illness or injury and meets the Catastrophic Leave requirements to request that the District establish a bank of donated sick leave days for them. Maria Edkar, a Child Development teacher with the Office of Child Development has requested such a leave.

RECOMMENDED MOTION: It is recommended that the Board approve Resolution #42/2009-2010 for a Catastrophic Leave for a Certificated Employee as presented.

Moved:

Seconded by:

Vote: