

## 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 12, 2009

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

### PRESENTATIONS AND PUBLIC COMMENTS

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

#### 1. CALL TO ORDER

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

#### **Roll Call – Board of Trustees**

Jessica Beagles-Roos, Ph.D., President

Saundra Davis, M.A., Vice President

Steven Gourley, Clerk

Scott Zeidman, Esq. Member

Dana Russell, D.D.S., Member

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

#### 3. RECESS TO CLOSED SESSION

3.1 Public Employee Performance Evaluation (Pursuant to GC §54947)  
Assistant Superintendent of Human Resources  
Superintendent

3.2 Conference with Labor Negotiator (Pursuant to GC §54957.6)  
Agency Designated Representatives: Patricia Jaffe, Assistant  
Superintendent, Human Resources, David El Fattal, Assistant  
Superintendent Business Services  
Employee Organizations: Culver City Federation of Teachers (CCFT) and

Association of Classified Employees (ACE)

- 3.3 Public Employee Discipline/Dismissal/Release (Pursuant to GC §54947)  
2 Employees
- 3.4 Public Appointment/Employment (Pursuant to GC §54947)  
Certificated Personnel Services Report No. 16  
Classified Personnel Services Report No. 16

4. **ADJOURNMENT OF CLOSED SESSION**

5. **REGULAR MEETING – 7:00 p.m.**

5.1 Roll Call – Board of Trustees  
Jessica Beagles-Roos, Ph.D., President  
Saundra Davis, M.A., Vice President  
Steven Gourley, Clerk  
Scott Zeidman, Esq., Member  
Dana Russell, D.D.S., Member

5.2 Flag Salute

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

7. **PUBLIC HEARING** - None

8. **ADOPTION OF AGENDA**

Recommendation is made that the agenda be adopted as submitted.

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

Vote \_\_\_\_\_

9. **CONSENT AGENDA**

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

- 9.1 Approval is Recommended for the Minutes of Regular Meeting –  
March 24, 2009 and April 27, 2009
- 9.2 Approval is Recommended for Purchase Orders
- 9.3 Approval is Recommended for Culver City Middle School and Culver  
City High School Cheerleaders to Attend the Universal Cheerleaders  
Association Summer Camp at UC San Diego, July 30 – August 2, 2009
- 9.4 Approval is Recommended for the Certificated Personnel Reports No. 16
- 9.5 Approval is Recommended for the Classified Personnel Reports No. 16

10. **AWARDS, RECOGNITIONS AND PRESENTATIONS**

- 10.1 Spotlight on Education – Office of Child Development
- 10.2 Title I Funding Update

11. **PUBLIC RECOGNITION**

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

- 11.1 Superintendent's Report
- 11.2 Assistant Superintendents' Reports
- 11.3 Members of the Audience
- 11.4 Student Representatives' Report
- 11.5 Members of the Board of Education

12. **INFORMATION ITEMS**

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

- 12.1 First Reading of Revised Board Policy/Administrative Regulation 5144.1, Students – Suspension and Expulsion/Due Process
- 12.2 First Reading of Revised Administrative Regulation 4161.8, Family Medical Leave

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 the Renewed Contract for the Position of Assistant Superintendent of Human Resources

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

**14.2 Education Services Items**

14.2a Approval is Recommended for Second Reading and Adoption of Revised Board Policy 5030, Students – Wellness

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

14.2b Approval is Recommended for the Office of Child Development Agency Annual Report to the California Department of Education

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

**14.3 Business Items**

14.3a Approval is Recommended for the 2009-2010 Expenditure Reductions

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

**14.4 Personnel Items**

14.4a Approval is Recommended for the Memorandum of Agreement Regarding the 2008-2009 Classified Bargaining Unit Layoffs

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

**15. BOARD BUSINESS**

15.1 Discussion of Board Bylaw 9100, Organization

15.2 Discussion of Community Budget Advisory Committee Role and Function

**16. PUBLIC RECOGNITION – Continued**

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

16.1 Members of the Audience

16.2 Members of the Board

**17. ADJOURNMENT**

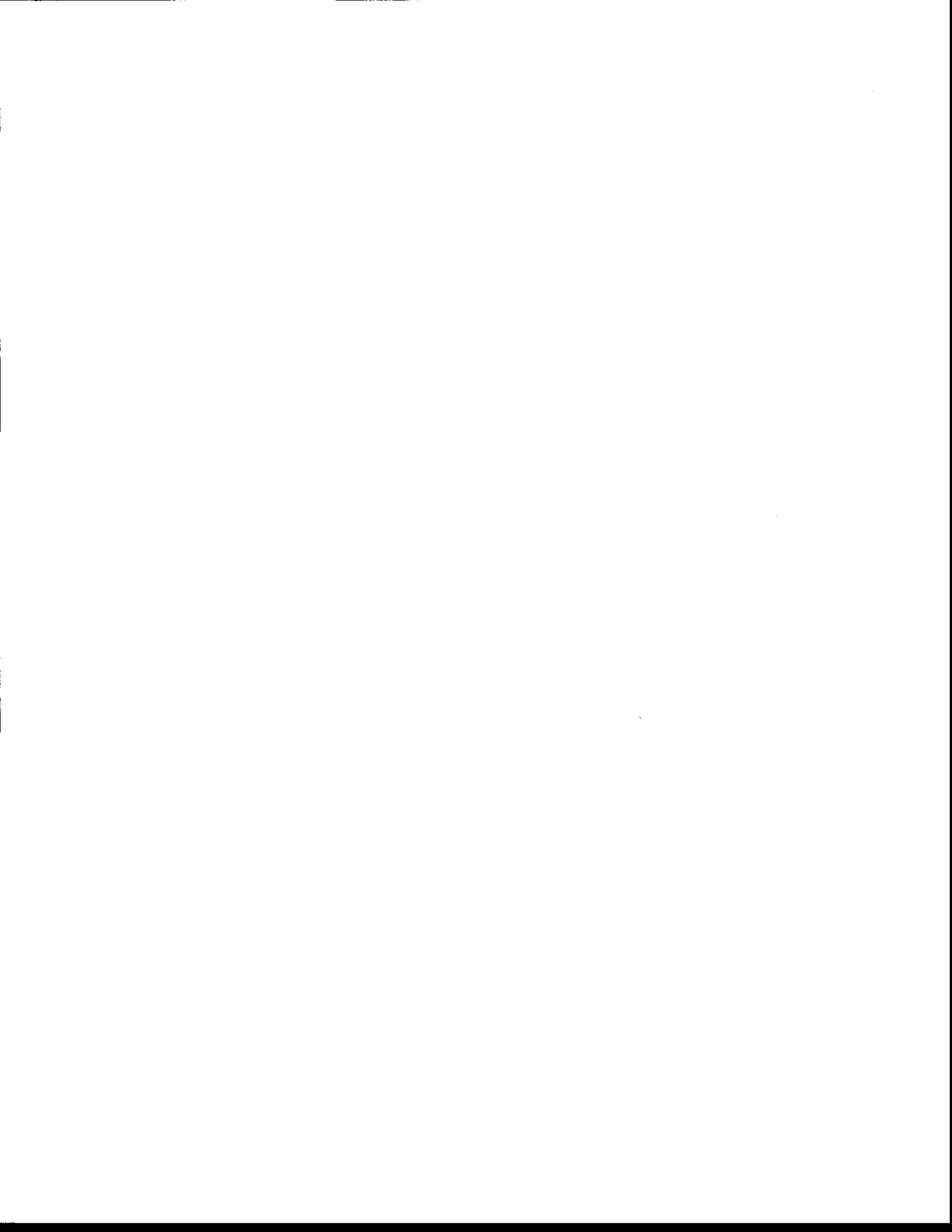
Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_

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

## FUTURE MEETINGS

May 26 – 7:00 p.m. – Regular Public Meeting, (6:00 p.m. Closed Session), District Office, 4034 Irving Place  
June 9 – 7:00 p.m. – Regular Public Meeting, (6:00 p.m. Closed Session), District Office, 4034 Irving Place

**NOTE:** The CCUSD TIP Hotline is (310) 535-2590. Culver City Unified School District meetings are regularly scheduled for the second and fourth Tuesdays of every month. Public records related to the public session agenda, that are distributed to the Governing Board less than 72 hours before a regular meeting, may be inspected by the public at the District Office, 4034 Irving Place in Culver City during regular business hours (8:00 a.m. to 4:30 p.m.) A complete agenda is available for review in each school office and also available for pickup at the District Office. Visit the Culver City Unified School District Website at [www.ccusd.org](http://www.ccusd.org). Each school office has a suggestion box. We look forward to receiving your comments and suggestions.



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

|                 |   |              |   |
|-----------------|---|--------------|---|
| <b>Meeting:</b> | <u>Regular Meeting</u>  | <b>Date:</b> | <u>March 24, 2009</u>   |
| <b>Place:</b>   | <u>District Administration Office</u><br><u>4034 Irving Place</u><br><u>Culver City 90232</u> | <b>Time:</b> | <u>6:00 p.m. – Public Meeting</u><br><u>6:01 p.m. – Closed Session</u><br><u>7:00 p.m. – Public Meeting</u> |

**Board Members Present**

Jessica Beagles-Roos, Ph.D., President  
Steven Gourley, Clerk  
Scott Zeidman, Esq., Member  
Dana Russell, D.D.S., Member

**Staff Members Present**

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

**Call to Order**

Board President Dr. Beagles-Roos called the meeting of the Culver City Unified School District Board of Education to order at 6:00 p.m. The Board adjourned to Closed Session at 6:01 p.m. and reconvened the public meeting at 7:00 p.m. with four Board members in attendance. Mrs. Davis was not present. Ms. Diana Castro led the Pledge of Allegiance.

**Report from Closed Session**

Dr. Beagles-Roos reported that the Governing Board met in Closed Session regarding issues listed on today's Closed Session agenda and announced that no reportable actions were taken.

**7. Public Hearing**

**7.1 Culver City Unified School District and Tri-City SELPA Annual Service Plans and Budget Plans**

Dr. Beagles-Roos opened the public hearing at 7:01 p.m. Mrs. Rose Ecker, Director of Pupil Services, presented the plans to the Board. There were no comments or questions from audience members. It was moved by Mr. Gourley and seconded by Mr. Zeidman to close the public hearing. Dr. Beagles-Roos closed the public hearing at 7:05 p.m.

**8. Adoption of Agenda**

It was moved by Mr. Zeidman and seconded by Dr. Russell that the Board approve the March 24, 2009 agenda as presented. The motion was approved with a vote of 4 – Ayes and 0 – Nays.

**9. Consent Agenda**

Dr. Beagles-Roos called the Consent Agenda and asked if any member of the audience or the Board wished to withdraw any item. No items were withdrawn. It was moved by Mr. Gourley and seconded by Dr. Russell to approve Consent Agenda Items 9.1 through 9.9 as presented. The motion was unanimously approved.

- 9.1 Minutes of Special Meeting – March 3, 2009
- 9.2 Purchase Orders and Warrants
- 9.3 Acceptance of Gifts – Donations
- 9.4 Certificated Personnel Reports No. 14
- 9.5 Classified Personnel Reports No. 14
- 9.6 Culver City High School Teacher to Attend the Advanced Placement Language/Composition Essay Reading in Daytona Beach, Florida, Jun 9-17, 2009
- 9.7 Culver City High School Teacher to Attend the Advanced Placement European History Reading in Fort Collins, Colorado, June 11-19, 2009
- 9.8 Five Culver City High School Students to Attend the Rotary Youth Leadership Assembly in Blue Jay, CA, April 17-19, 2009
- 9.9 El Marino Language School Teachers to Attend the CARLA Summer Institute in St. Paul, Minnesota: Three to Attend June 22-26, 2009 and one to Attend July 13-17, 2009

**10. Awards, Recognitions and Presentations****10.1 American Citizenship Awards**

Dr. Coté and the Assistant Superintendents read the names and accomplishments of each school's recipients of the American Citizenship Award for the month of February. The recipients were Krista Hernandez from El Marino School; Anna Hovlin from El Rincon Elementary; Katya Murgui from La Ballona School; Thanassis Tetradi from Linwood E. Howe School; Gabriel Lobet from Farragut School; Alexa Madden from Culver City Middle School; Hilario Artola from Culver Park High School; and Robert "Bobby" Safoyan from Culver City High School. Board members presented each recipient with a pin and certificate; and thanked the students and their families for attending the meeting.

**10.2 Recognition of Western Los Angeles Dental Society**

Ms. Laura introduced Diana Castro, the School Nurse. Ms. Castro informed the Board of the contributions made by the Western Los Angeles Dental Society members who volunteer their time every year to conduct district wide dental screenings and referrals. Dr. Russell read the Proclamation that was signed by all Board members.

**10.3 "Schools to Watch" Presentation**

Dr. Coté provided information on the "Schools to Watch" Program. Mr. Jon Pearson, Principal at Culver City Middle School, presented information on the middle school programs that have distinguished Culver City Middle School as a "Schools to Watch – Taking Center Stage" school.

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

In the spirit of refocusing on education after working through the recent budget issues, Dr. Coté reported on recent activities happening at the school sites. Dr. Coté announced that she will be attending the Title I Academic Achievement Awards to be held on April 28, 2009 where Linwood Howe and La Ballona will be recognized.

**11.2 Assistant Superintendents' Reports**

Mrs. Laura announced two professional development opportunities for teachers that will take place before the spring break. She also gave a brief description of the professional development classes which address anti-bullying, and interactive white boards.

Mr. El Fattal reported that he is researching the cost of feasibility studies for a parcel tax. Mr. Zeidman requested that the feasibility study be an Action Item. Mr. Gourley stated he would like the information before the meeting.

Mrs. Jaffe provided updates on the school calendar and summer school. Mrs. Jaffe informed the Board that everyone who had been given notice had a right to a hearing, and the hearings would be provided on a seniority basis. She reported that no teachers had requested a hearing, and that they felt confident in the District's seniority list.

**11.3 Members of the Audience**

Members of the audience spoke about:

- Tom Horn spoke on behalf of the 33<sup>rd</sup> District PTA, and provided an update on their trip to Sacramento where they met with legislators. He also informed the Board about the "Remember Me" campaign which urged everyone to be vigilant in keeping in touch with their legislators.
- Miranda Baxendale and Katie Freeman provided information on the 51<sup>st</sup> Annual State Speech Championships. Culver City High School will host the event. They invited the Board and community members to attend, or to volunteer.
- Karlo Silbiger thanked Dr. Beagles-Roos on behalf of the Democratic Club for coming to their last meeting and speaking. In regards to the Board meeting two weeks prior, Mr. Silbiger stated he thought the Board did very well listening to the public. He agreed with Dr. Russell's previous suggestion to find out how other districts allocate their budget in regards to payroll. Mr. Silbiger stated he was glad to have the presentation on the "Schools to Watch" program, and he wondered if the "Schools to Watch" honor



would change with an Assistant Principal position being cut. Mr. Silbiger would like to know the Board's response to the City's memo asking the District how the City could give their support.

- David Mielke commented that it was nice to see Noya Kansky representing the high school at the meeting. He was happy about the "Schools to Watch" honor; and the speech debates to be held at the high school. Mr. Mielke stated the District did a great job on the seniority list; and he felt it was time to revitalize the CBAC Committee and bring in new people. He commented that many people were still upset about some of the District staff's mileage allowance increase; that the PR Consultant was still working for the District; and they are still waiting to hear about the Board's health and welfare benefits. Mr. Mielke stated he has yet to hear acknowledgment by the Board that the raise the teachers took last year was a substandard increase.

#### **11.4 Student Representatives' Reports**

##### **Middle School Student Representative**

Sibyl Courey, Culver City Middle School Student Representative, reported on activities at Culver City Middle School, including the success of the fifth grade orientation; the Spring Dance; the organization of Earth Day events; the Honorary Service Awards; an update on the Jog-A-Thon; and College Week events.

##### **Culver Park Student Representative**

Jessica Romo, Culver Park High School Student Representative, reported on activities at Culver Park High School, including the jackets and t-shirts with the new school logo being received during the week; and the HeArt Project presentation at the Getty Museum.

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

Noya Kansky was present for Opal Dillard who was absent. Miss Kansky reported on activities at Culver City High School including the Open House events and Club Expo; the upcoming ASB elections; a rally taking place the following Thursday; and the upcoming Springfest.

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

Board Members spoke about:

- Dr. Russell requested to adjourn the meeting in memory of Dr. Don Eslick. Dr. Russell reported on his attendance at three events that reminded him why he was inspired to run for the Board. The AVPA events, "Let Me Tell You about My Boat" and "Singing in the Rain" were great, and the Invitational Track Meet. He also stated that he liked the idea of response clickers.
- Mr. Zeidman reported on the upcoming First Annual Bowling charity event sponsored by the Booster Clubs. He was disappointed that the District's Wellness Policy was not on this meeting's agenda; and he reported that he will be going on the Washington, D.C. trip with sixty middle school students.
- Dr. Beagles-Roos reported on her attendance at the HeArt Project event, the Invitational Track Meet, and AVPA's "Singing in the Rain". She thought all were great events. Dr. Beagles-Roos also gave an update on the "Empower our Schools" campaign and would like all of the groups in the District to support the campaign. Dr. Beagles-Roos also thanked Miss Romo for reporting Board meeting information to the students at Culver Park.

#### **12. Information Items**

##### **12.1 Enrollment Report**

Mr. El Fattal presented the Enrollment Report to Board members.

#### **13. Recess**

Mr. Gourley and Mr. Zeidman suggested bypassing recess and continuing through the meeting. Dr. Beagles-Roos and Dr. Russell agreed.

#### **14. Action Items**

##### **14.1 Superintendent's Items - None**

**14.2 Education Services Items****14.2a Approval is Recommended for the Culver City Unified School District and Tri-City SELPA Annual Service Plans and Budget Plans**

It was moved by Mr. Zeidman and seconded by Mr. Gourley that the Board approve the Culver City Unified School District and Tri-City SELPA Service Plans and Budget Plans for 2008-2009 as presented. The motion was approved with a vote of 4 – Ayes and 0 – Nays.

**14.2b Approval is Recommended for the Single Plan for Student Achievement (SPSA) for El Rincon Elementary School**

It was moved by Mr. Gourley and seconded by Mr. Zeidman that the Board approve the Single Plan for Student Achievement (SPSA) for El Rincon Elementary School as presented. The motion was approved with a vote of 4 – Ayes and 0 – Nays.

**14.2c Approval is Recommended for the Single Plan for Student Achievement (SPSA) for Linwood E. Howe Elementary School**

It was moved by Mr. Zeidman and seconded by Mr. Gourley that the Board approve the Single Plan for Student Achievement (SPSA) for Linwood E. Howe Elementary School as presented. The motion was approved with a vote of 4 – Ayes and 0 – Nays.

**14.2d Approval is Recommended for Community Based English Tutoring (CBET) Program Application, 2009-2010**

It was moved by Mr. Gourley and seconded by Dr. Russell that the Board approve the Intent to Re-apply for the Community Based English Tutoring Program, Fiscal Year 2008-2009 as presented. The motion was approved with a vote of 4 – Ayes and 0 – Nays.

**14.2e Approval is Recommended for New Courses at Culver City High School: Journalism 1 and 2**

It was moved by Mr. Zeidman and seconded by Dr. Russell that the Board approve the Journalism 1 and 2 course for Culver City High School as presented. The motion was approved with a vote of 4 – Ayes and 0 – Nays.

**14.2f Approval is Recommended for the Stipulated Expulsion of Pupil Services Case #08-09**

It was moved by Mr. Zeidman and seconded by Dr. Russell that the Board approve the Stipulated Expulsion of Pupil Services Case #08-09 as presented. The motion was approved with a vote of 4 – Ayes and 0 – Nays.

**14.3 Business Items****14.3a Resolution #24/2008-2009 Approval of Issuance of Tax and Revenue Anticipation Notes (TRANS) for 2009-2010**

It was moved by Mr. Zeidman and seconded by Dr. Russell that the Board approve Resolution #24/2008-2009 Approval of Issuance of Tax and Revenue Anticipation Notes (TRANS) for 2009-2010 as presented. Mr. El Fattal responded to questions from audience members and the Board. The motion was approved with a vote of 4 – Ayes and 0 – Nays.

**14.4 Personnel Items****14.4a Approval is Recommended for the 2009-2010 School Year Calendar**

It was moved by Mr. Gourley and seconded by Dr. Russell that the Board approve the 2009-2010 School Year Calendar as presented. The motion was approved with a vote of 4 – Ayes and 0 – Nays.

**14.4b Approval is Recommended for Resolution #25-2008/2009 (HR), Regarding Layoff of Classified Management Personnel**

It was moved by Dr. Russell and seconded by Mr. Gourley that the Board approve Resolution #25 – 2008/2009 (HR), Regarding Layoff of Classified Management Personnel. Mr. Gourley thanked Debbie Hamme and Jackie

Lee, members of the Association of Classified Employees, for bringing a situation to the Board's attention. The motion was approved with a vote of 4 – Ayes and 0 – Nays.

**14.4c Approval is Recommended for Resolution #26 – 2008/2009 (HR), Regarding Layoff of Classified Confidential Personnel**

It was moved by Mr. Zeidman and seconded by Dr. Russell that the Board approve Resolution #26 – 2008/2009 (HR), Regarding Layoff of Classified Confidential Personnel as presented. The motion was approved with a vote of 4 – Ayes and 0 Nays.

**14.4d Approval is Recommended for Resolution #27 – 2008/2009 (HR), Regarding Layoff of Classified Personnel**

Mrs. Jaffe gave introductory comments on the Resolution. Mr. Gourley thanked the classified and certificated representatives for the compassionate way they handled the layoffs. Jackie Lee thanked the Board for taking into account previous comments that were made in efforts to save the Purchasing Clerk position. Karlo Silbiger agreed with Jackie Lee's comments, and inquired as to who would be taking on the additional work since the position was cut. He felt that the layoff process was backwards and that it was not taken into account who would be taking on the additional work of people that were laid off. Dr. Russell commended Mrs. Jaffe on the work that she has done with the layoff procedures. Dr. Russell also expressed that all of the positions are important. Dr. Beagles-Roos commented for clarification that layoffs are a process and classified positions are subject to negotiations. It was moved by Mr. Zeidman and seconded by Dr. Russell that the Board approve Resolution #27 – 2008/2009 (HR), Regarding Layoff of Classified Personnel as presented. The motion was approved with a vote of 4 – Ayes and 0 – Nays.

**14.4e Approval is Recommended for Resolution #28 – 2008/2009 (HR), Regarding Layoff/Reduction of Classified Personnel**

It was moved by Mr. Gourley and seconded by Dr. Russell that the Board approve Resolution #28-2008/2009 (HR), Regarding Layoff/Reduction of Classified Personnel as presented. The motion was approved with a vote of 4 – Ayes and 0 – Nays.

**14.4f Approval is Recommended for Resolution #29 – 2008/2009 (HR), Regarding Layoff/Reduction of Classified Personnel Per Memorandum of Agreement Dated December 20, 2007**

It was moved by Mr. Gourley and seconded by Mr. Zeidman that the Board approve Resolution #29 – 2008/2009 (HR), Regarding Layoff/Reduction of Classified Personnel Per Memorandum of Agreement Dated December 20, 2007 as presented. The motion was approved with a vote of 4 – Ayes and 0 – Nays.

**15. Board Business - None**

**16.1 Public Recognition - Continued**

**16.1 Members of the Audience**

There were no comments from members of the audience.

**16.2 Members of the Board**

Board members spoke about:

- Mr. Zeidman requested that a discussion to reorganize CBAC be on the agenda after the April 27<sup>th</sup> meeting. Mr. Gourley and Dr. Russell agreed making a consensus.
- Dr. Russell inquired if anyone knew the impact of the Upward Bound house that is being built. Dr. Coté stated that she has an appointment set to get additional information on the project. Dr. Russell inquired about the procedure for collecting money at District events. Mr. El Fattal responded. Further discussion ensued. Mr. Zeidman commented that it would be nice if the Office of Child Development would accept credit cards.
- Dr. Beagles-Roos gave a reminder on the Tribute to the Stars event, and agreed that the Board should discuss CBAC. Dr. Beagles-Roos also suggested that the Board discuss the May 19<sup>th</sup> election and what effects the outcomes might have on the District.

**Adjournment**

There being no further business, it was moved by Mr. Zeidman, seconded by Dr. Russell and unanimously approved to adjourn the meeting. Board President Dr. Beagles-Roos adjourned the meeting at 8:32 p.m. in memory of Dr. Don Eslick.

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

\_\_\_\_\_  
Superintendent

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

\_\_\_\_\_  
Secretary

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

|                 |   |              |   |
|-----------------|---|--------------|---|
| <b>Meeting:</b> | <u>Regular Meeting</u>  | <b>Date:</b> | <u>April 27, 2009</u>   |
| <b>Place:</b>   | <u>District Administration Office</u><br><u>4034 Irving Place</u><br><u>Culver City 90232</u> | <b>Time:</b> | <u>6:00 p.m. – Public Meeting</u><br><u>6:01 p.m. – Closed Session</u><br><u>7:00 p.m. – Public Meeting</u> |

**Board Members Present**

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

**Staff Members Present**

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

**Call to Order**

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

**Report from Closed Session**

Dr. Beagles-Roos reported that the Governing Board met in Closed Session regarding issues listed on today's Closed Session agenda and announced that no reportable actions were taken.

**8. Adoption of Agenda**

It was moved by Mr. Zeidman and seconded by Dr. Russell to adopt the April 27, 2009 agenda as presented. The motion was unanimously approved.

**9. Consent Agenda**

Dr. Beagles-Roos called the Consent Agenda and asked if any member of the audience or the Board wished to withdraw any item. Mrs. Davis requested that item 9.2 be withdrawn. It was moved by Mr. Zeidman and seconded by Dr. Russell to approve Consent Agenda Items 9.1, 9.3 – 9.7 as presented. The motion was unanimously approved.

- 9.1 Minutes of Regular Meeting – March 10, 2009; and Special Meeting – March 17, 2009
- 9.3 Acceptance of Gifts – Donations
- 9.4 Certificated Personnel Reports No. 15
- 9.5 Classified Personnel Reports No. 15
- 9.6 Proclamation in Recognition of Teacher Appreciation Week (May 3-9, 2009)
- 9.7 Proclamation in Recognition of Classified School Employee Appreciation Week (May 17-23, 2009)

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

Mrs. Davis requested clarification on items that were crossed out, and if the items were subtracted from the total amounts. Mr. El Fattal responded and confirmed that the totals were correct. It was moved by Mr. Zeidman and seconded by Mrs. Davis that the Board approve purchase orders from March 16, 2009 through April 17, 2009 as presented. The motion was unanimously approved.

**10. Awards, Recognitions and Presentations**

**10.1 American Citizenship Awards**

Dr. Coté and the Assistant Superintendents read the names and accomplishments of each school's recipient of the American Citizenship Award for the month of April. The recipients were Cameron DeFaria from El Marino School; Paige House from El Rincon Elementary; Laksmitta Candrisari from La Ballona School; Jack Hyslop from Linwood E. Howe School; Isabel Kasch from Farragut School; Ryan Baudoin-Bull Culver City Middle School; Guillermo Sanchez from Culver Park High School; and Crystal Woods from Culver City High School.

Board members presented each recipient with a pin and certificate; and thanked the students and their families for attending the meeting.

Mr. Gourley requested to move Action Item 14.4b up on the agenda to follow item 10.2. All Board members were in agreement.

### **10.2 Spotlight on Education - Culver Park High School**

Marianne Turner, Principal at Culver Park High School, and students presented information on the Model United Nations Team that was implemented this school year. Students also spoke about the conference they attended at the University of California, Berkeley and their upcoming field trip to attend a conference at the University of Southern California. Students also shared samples of their artwork.

Board members thanked the presenters and spoke about the benefits of having the Model United Nations program.

Before moving on to the next item, Board members clarified which item Mr. Gourley wanted to move up on the agenda. The item he would like moved forward on the agenda was item 14.3b and not 14.4b.

### **Action Items**

#### **14.3b Approval is Recommended for the 2009-2010 Expenditure Reductions**

Mr. Gourley stated that he would be voting no on this item because he felt the Board made a promise to the workers and people of the community, and is not convinced that these reductions should be taking place. Mr. Zeidman agreed. Further discussion ensued on whether the Board should vote, or hear the presentation on this item. Alan Elmont requested to hear the presentation. Mr. El Fattal gave a brief presentation providing a reminder of the actions taken thus far by the Board and the items presented on the expenditure reductions that were previously tabled. Alan Elmont stated he recalled the cuts previously made were for flexibility in the budget, and inquired as to why additional cuts were being made. Roberta Sargent spoke in favor of keeping the instructional aides. Jamie Wallace spoke in favor of keeping the instructional aides and felt there was no need to make the cuts at this time. Robert Gray submitted a letter stating his position against additional cuts which was read by Mr. Zeidman. It was moved by Mr. Gourley and seconded by Mr. Zeidman that the original motion requesting additional expenditure reductions be denied. Mrs. Davis commented that the Board talked about Federal funding possibly coming at a later date. Mrs. Davis requested to hear Dr. Coté's thoughts on possible additional funding from the Federal Government. It was moved by Mr. Gourley and seconded by Mr. Zeidman to postpone any additional cuts until more information is received about possible Federal funding. Dr. Coté provided clarification on the timeline of any future funding that the District might receive from the government. Mr. Zeidman inquired about the amount of funds already cut from the budget. Further discussion ensued regarding possible outcomes if additional cuts were made. Dr. Beagles-Roos stated she felt there was one item she would like to take off the list entirely and not just postpone it which was item 29 regarding class size. Dr. Russell stated that a vote needed to be made on the first motion. The motion to postpone additional expenditure reductions was approved with a vote of 4 – Ayes and 1 – Nay made by Dr. Russell. It was moved by Dr. Beagles-Roos and seconded by Mrs. Davis to not postpone item 29, but to remove it completely from the expenditure reductions list. The motion was unanimously approved.

### **11. Public Recognition**

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

Dr. Coté stated that staff was anxiously awaiting results of the May 19<sup>th</sup> special election because of the impact the results would have on the District's budget. Dr. Coté reported on District events that were held which included the PTA Council Honorary Service Awards Dinner; the Statewide Speech Tournament that was hosted by Culver City High School; and Farragut Elementary School's annual Art Works event. Dr. Coté reported how she immediately addressed the Swine Flu situation by posting a letter to all parents and employees on the District website, and the same information was posted on Culver Currents. Dr. Coté stated that she would be attending the Title I Academic Achievement awards where La Ballona and Linwood E. Howe schools would be honored.

**11.2 Assistant Superintendents' Reports**

Ms. Laura reported that STAR testing begins the following day for students grades two through eleven, and provided updates on other tests coming soon.

Mr. El Fattal reported that a possible announcement would be coming soon regarding the amount of funding Districts would receive from the Federal government.

Mrs. Jaffe reported that she has been hand delivering the layoff notices, and that the employees have been very gracious and understanding.

**11.3 Members of the Audience**

Members of the audience spoke about:

- Becky Stephan commented on the California State PTA taking their official viewpoints on some of the initiatives that will be on the May 19<sup>th</sup> ballot.
- Sydney Hibbs commented on her trip to Washington D.C. with fellow students from the middle school, and she thanked Board members for allowing the students to attend.
- Alan Elmont commented on the strain that this year has put on the Board in building confidence and trust with the community. He felt that the past discussion during the meeting showed that the Board still had to work on communication. Mr. Elmont reported that CBAC has not met for three months. Therefore, the cuts that they submitted are now ancient history.

**11.4 Student Representatives' Reports**

**Middle School Student Representative**

Sibyl Courey, Culver City Middle School Student Representative, reported on activities at Culver City Middle School, including her attendance at the State Speech Tournament at the high school; the Panther Partners Jog-A-Thon which will support after school programs; the upcoming Spring Fling Dance and O-Grams; eighth grade Grad Night; the eighth grade GATE Astro Camp trip; and Spirit Week.

**Culver Park Student Representative**

Jessica Romo, Culver Park High School Student Representative, reported on activities at Culver Park High School, including the beginning of the yearbook production and upcoming testing.

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

Opal Dillard, Student Board Member, was not present.

**11.5 Members of the Board**

Board Members spoke about:

- Mr. Gourley thanked Board members for moving his requested item up on the agenda, and thanked the audience for remaining quiet during the discussion. Mr. Gourley commented on the traffic around the school sites during events and suggested that someone bring the topic up to City Council.
- Dr. Russell commented that when he hears people say that the community does not receive enough information, he wonders if CBAC is taking information back to the community or their school sites. He would like to hear what CBAC is doing. Dr. Russell did not think that traffic issues were a District problem to solve and he does not understand why the problem has not been resolved. Mr. Gourley stated that the Council has to put pressure on the police chief to get more squad cars out. Dr. Russell stated that the District should work with the police department by informing them of all events and making sure they are aware there will be heavier traffic during those times.
- Mr. Zeidman reported on his trip to Washington D.C. with the middle school students, and he thought it was a great program. He reported on his attendance at the PTA dinner.
- Mrs. Davis was proud to report that the Pre-School Teacher of the Year Christine Lyall was exceptional at the awards ceremony. Mrs. Davis reported that the County Committee decided not to vote on any of the propositions, and urged everyone to really look at the propositions. She thanked Dr. Russell for refreshing her memory on the purpose of creating CBAC and what their duties are.

- Dr. Beagles-Roos provided a reminder about the upcoming Tribute to the Stars; and she reported on a letter she received from LACOE regarding the District's Second Interim Report and the District received a positive certification. Dr. Beagles-Roos also reported that the City has offered to partner with the District on making funding proposals for the American Recovery and Reinvestment Act; and that she had her interview with the auditors, which was a new protocol.

**12. Information Items****12.1 Enrollment Report**

Mr. El Fattal presented the Enrollment Report to the Board.

**12.2 First Reading of Revised Board Policy 5030, Students – Wellness Policy**

Ms. Laura presented the Board Policy and announced that Mr. Andrew Sotelo was available for any questions. Mr. Zeidman suggested revisions which were agreed upon by Mr. Gourley and Mrs. Davis. The policy will be brought back for a second reading.

**13. Recess**

The Board recessed at 8:37 p.m. and reconvened at 8:49 p.m.

**14. Action Items****14.1 Superintendent's Items****14.1a Approval is Recommended for the Renewed Contract for the Position of Assistant Superintendent of Human Resources**

Mr. Gourley requested to move this item to the next regular meeting. He questioned voting on an item of this nature when it was not the normal night for a Board meeting. Board members agreed to table the item until the next meeting.

**Education Services Items****14.2a Approval is Recommended for Textbook Adoption for Culver City High School, English Department, Journalism 1, 2**

It was moved by Mrs. Davis and seconded by Mr. Zeidman that the Board approve the new textbooks for Culver City High School, English Department, Journalism 1, 2 as presented. The motion was unanimously approved.

**14.2b Approval is Recommended for the Carl Perkins Grant Application 2009-2010**

Dr. Russell requested a typo be corrected to change the approval date to the date of the meeting. It was moved by Mrs. Davis and seconded by Mr. Zeidman that the Board approve the Carl Perkins Grant Application 2009-2010 as corrected. The motion was unanimously approved.

**14.2c Approval is Recommended for the Valenzuela/CAHSEE Lawsuit Settlement Quarterly Report on Williams Uniform Complaints**

It was moved by Mrs. Davis and seconded by Dr. Russell that the Board approve the Valenzuela/CAHSEE Lawsuit Settlement Quarterly Report on Williams Uniform Complaints for the period of January 1, 2009 through March 31, 2009 as presented. The motion was approved with a vote of 4 – Ayes and 1 – Nay vote from Mr. Gourley.

**14.2d Approval is Recommended for the Language Census Report R30**

It was moved by Mrs. Davis and seconded by Dr. Russell that the Board approve the Language Census Report (R30), Spring 2009 as presented. The motion was unanimously approved.

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



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

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

It was moved by Dr. Russell and seconded by Mr. Zeidman that the Board approve the stipulated expulsion of Case #10-09 until January 2010 and the student enroll in County Community Day School as presented. The motion was unanimously approved.

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

It was moved by Mrs. Davis and seconded by Dr. Russell that the Board approve the stipulated expulsion of Case #11-09 until January 2010 and the student enroll in County Community Day School as presented. The motion was unanimously approved.

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

It was moved by Mr. Zeidman and seconded by Dr. Russell that the Board approve the stipulated expulsion of Case #12-09 until January 2010 and the student enroll in County Community Day School as presented. The motion was unanimously approved.

**14.3 Business Items**

**14.3a Approval is Recommended for the Parcel Tax Feasibility Study**

Karlo Silbiger commented that in the Board Report it stated three firms were evaluated to provide the study. He felt the information should have been provided on the other firms that were evaluated. Mr. Silbiger stated that he was worried about the proposed parcel tax because he felt there was a small tax revolt in the state and in the city. He asked what the District previously did for Proposition T, and was the same firm used. Kathy Paspalis commented that funds used on the study would be money well spent. George Laase spoke in favor of using the proposed firm, and asked what the District was going to do with the money that was available to use for the natatorium. He suggested that installing artificial turf at Helms Field was another project the money could be spent on instead of the natatorium. Janet Chabola confirmed that the District did use a professional service for Measure T and then the community members pushed the campaign. Mr. Gourley agreed with Mr. Laase that it is a buyer's market, and he's hoping there is not a total tax revolt. Mr. Gourley would like to see if some of Mr. Silbiger's questions could be answered. Dr. Russell had questions about the practicality of the study. Further discussion ensued regarding how the process would work. Dr. Beagles-Roos commented that since the Board previously decided not to vote on anything of magnitude during a meeting that was not on the regular schedule, she suggested postponing the vote. Mr. Gourley felt that the Board was already behind on starting the process and the vote should be taken at this meeting. It was moved by Mr. Zeidman and seconded by Mrs. Davis that the Board approve the Parcel Tax Feasibility Study as presented. The motion was unanimously approved.

**14.3c Approval is Recommended for Resolution #30/2008-2009 Tax and Revenue Anticipation Notes (TRANS) for 2009-2010**

It was moved by Mr. Zeidman and seconded by Mrs. Davis that the Board approve Resolution #30/2008-2009 Tax and Revenue Anticipation Notes (TRANS) for 2009-2010 as presented. The motion was unanimously approved.

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

It was moved by Mr. Zeidman and seconded by Dr. Russell that the Board approve the budget revision to the General Fund as presented. The motion was unanimously approved.

**14.4 Personnel Items**

**14.4a Approval and Adoption of Indefinite Action for Management, Confidential and Other Unrepresentative Employees for 2009-2010**

It was moved by Dr. Russell and seconded by Mrs. Davis that the Board approve and adopt the Indefinite Action for Management, Confidential, and other unrepresented employees for 2009-2010, effective on the date of the Board action as presented. The motion was unanimously approved.

**14.4b Approval is Recommended to Approve Resolution #31/2008-2009 (HR) Implementing Certificated Layoff (Terminating Services of Certificated Employees) and Providing Direction to Issue Notifications to Employees Whose Services Are Terminated**

It was moved by Mr. Gourley and seconded by Mrs. Davis to approve Resolution #31/2008-2009 (HR) Implementing Certificated Layoff (Terminating Services of Certificated Employees) and Providing Direction to Issue Notifications to Employees Whose Services Are Terminated as presented. The motion was unanimously approved.

**14.4c Approval is Recommended for Resolution #32/2008-2009 (HR), Regarding Layoff of Classified Personnel**

It was moved by Mrs. Davis and seconded by Dr. Russell that the Board approve Resolution #32/2008-2009 (HR), Regarding Layoff of Classified Personnel as presented. The motion was unanimously approved.

**15. Board Business – None**

**16. Public Recognition – Continued**

**16.1 Members of the Audience**

Members of the audience spoke about:

- George Laase inquired about the information that the company will assist the District with regarding the parcel tax. Mr. Zeidman responded and Mr. El Fattal concurred.
- Janet Chabola stated she felt it was unfair for Board members to say that CBAC was not doing their job, and that they work very hard.
- Vice Mayor Gary Silbiger announced that the possibility of having a Youth Advisory Committee will be discussed at the May 4<sup>th</sup> City Council Meeting. He extended an invitation Board members and staff to attend.

**16.2 Members of the Board**

Members of the Board spoke about:

- Mrs. Davis stated her concerns about CBAC getting information out to the public.
- Mr. Zeidman acknowledged Barbara Brown’s retirement from her position as principal at Farragut Elementary school and stated that he would like to be on any hiring committee. He suggested agendizing a discussion regarding CBAC, or possibly having two Board members form a sub-committee with Mr. El Fattal to discuss the concerns and possible reorganization so as not to use too much Board meeting time on the topic. Mr. Zeidman also announced a reading at the Julian Dixon library on May 5<sup>th</sup>.
- Dr. Russell stated his main concern in regards to CBAC was that its members are getting information out to the public.
- Dr. Beagles-Roos thanked staff for all of their hard work she stated Robert Frost was full for the previous evening’s awards; and she felt that the Farragut Art Works event gets better every year.

**Adjournment**

There being no further business, it was moved by Mr. Gourley, seconded by Mr. Zeidman and unanimously approved to adjourn the meeting. Board President Dr. Beagles-Roos adjourned the meeting at 9:39 p.m.

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

\_\_\_\_\_  
Superintendent

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

\_\_\_\_\_  
Secretary

## BOARD REPORT

5/12/09

9.2

### 9.2 Purchase Orders

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

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

Purchase order grand total from April 18, 2009 through May 1, 2009 is \$96,084.86.

#### 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 April 18, 2009 through May 1, 2009 in the amount of \$96,084.86 be ratified by the Board of Education.

**Moved by:**

**Seconded by:**

**Vote:**

District : 64444

CULVER CITY UNIFIED SD

Run Date: 05/02/2009

Purchase Orders/Buyouts To The Board for Ratification From : 4/18/2009 to 5/1/2009

Run Time: 11:38:50AM

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  | Func | OBJ  | Sch/Loc  | Distrib Amt | PO Amount                             |
|----------|--------|------|-------|----------|-----------------------------------|-------------------------|---------------|------|---------|-------|------|------|----------|-------------|---------------------------------------|
| 04/20/09 | 52823A | A    |       | 04/21/09 | WALTERS WHOLE<br>4/20/2009        | AUDIOVISUAL &<br>52523A | Undistributed | 01.0 | 00000.0 | 00000 | 2420 | 4410 | 00000000 | 573.56      | 573.56                                |
|          |        |      |       |          |                                   |                         |               |      |         |       |      |      |          |             | WALTERS WHOLESALE ELECTRICS           |
| 04/21/09 | 52850M | C    |       | 04/21/09 | CHAMPION CHEMI<br>4/21/2009       | MAINTENANCE<br>52850M   | Maintenance   | 01.0 | 81500.0 | 00000 | 8110 | 4380 | 0005040  | 212.79      | 212.79                                |
|          |        |      |       |          |                                   |                         |               |      |         |       |      |      |          |             | CHAMPION CHEMICAL CO                  |
| 04/30/09 | 52852M | A    |       | 04/30/09 | LAB SAFETY SUPPL<br>4/30/2009     | MAINTENANCE<br>52852M   | Grounds       | 01.0 | 00000.0 | 00000 | 8200 | 4380 | 0005043  | 155.06      | 155.06                                |
|          |        |      |       |          |                                   |                         |               |      |         |       |      |      |          |             | LAB SAFETY SUPPLY                     |
| 04/30/09 | 52854M | A    |       | 04/30/09 | FAST DEER BUS C<br>4/30/2009      | TRANSPORTA<br>52854M    | Operations    | 01.0 | 00000.0 | 00000 | 3600 | 5871 | 0005041  | 428.25      | 428.25                                |
|          |        |      |       |          |                                   |                         |               |      |         |       |      |      |          |             | FAST DEER BUS CHARTER, INC.           |
| 04/30/09 | 52855M | A    |       | 04/30/09 | INTERMOUNTAIN L<br>4/30/2009      | MAINTENANCE<br>52855M   | Maintenance   | 01.0 | 81500.0 | 00000 | 8110 | 4380 | 0005040  | 85.97       | 85.97                                 |
|          |        |      |       |          |                                   |                         |               |      |         |       |      |      |          |             | INTERMOUNTAIN LOCK & SUPPLY CO.       |
| 04/21/09 | 52856M | A    |       | 04/21/09 | TRANSPORTATION BUSES<br>4/21/2009 | Operations<br>52856M    | Operations    | 01.0 | 00000.0 | 00000 | 3600 | 5871 | 0005041  | 587.50      | 587.50                                |
|          |        |      |       |          |                                   |                         |               |      |         |       |      |      |          |             | TRANSPORTATION CHARTER SERVICES, INC. |
| 04/30/09 | 52860M | A    |       | 04/30/09 | CITY OF LOS ANGE<br>4/30/2009     | FEES, LICENS<br>52860M  | Maintenance   | 01.0 | 81500.0 | 00000 | 8110 | 5310 | 0005040  | 105.07      | 105.07                                |
|          |        |      |       |          |                                   |                         |               |      |         |       |      |      |          |             | CITY OF LOS ANGELES                   |
| 04/30/09 | 52861M | A    |       | 04/30/09 | TOMARK SPORTS, I<br>4/30/2009     | REPAIRS - OTH<br>52861M | Maintenance   | 01.0 | 81500.0 | 00000 | 8110 | 5630 | 0005040  | 800.00      | 800.00                                |
|          |        |      |       |          |                                   |                         |               |      |         |       |      |      |          |             | TOMARK SPORTS, INC.                   |
| 04/30/09 | 52862M | A    |       | 04/30/09 | STOCK BUILDING S<br>4/30/2009     | MAINTENANCE<br>52862M   | Maintenance   | 01.0 | 81500.0 | 00000 | 8110 | 4380 | 0005040  | 175.00      | 175.00                                |
|          |        |      |       |          |                                   |                         |               |      |         |       |      |      |          |             | STOCK BUILDING SUPPLY                 |
| 04/21/09 | 53108  | A    |       | 04/21/09 | WESTERN GRAPH<br>4/21/2009        | OFFICE SUPPL<br>53108   | Human Reso    | 01.0 | 00000.0 | 00000 | 7400 | 4350 | 0003000  | 540.00      | 540.00                                |
|          |        |      |       |          |                                   |                         |               |      |         |       |      |      |          |             | WESTERN GRAPHIX                       |
| 04/21/09 | 53109  | A    |       | 04/21/09 | COOLE SCHOOL<br>4/21/2009         | INSTRUCTION<br>53109    | High School u | 01.0 | 00000.0 | 11100 | 1000 | 4310 | 4010001  | 6,583.75    | 6,583.75                              |
|          |        |      |       |          |                                   |                         |               |      |         |       |      |      |          |             |                                       |

District : 64444

CULVER CITY UNIFIED SD

Run Date: 05/02/2009

Purchase Orders/Buyouts To The Board for Ratification From : 4/18/2009 to 5/1/2009

Run Time: 11:38:50AM

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/Loc | Distrib Amt | PO Amount |
|-----------|-------|------|-------|----------|------------------|-------------------------------|---------------------------------|---------|---------|------|-------|---------|---------|-------------|-----------|
| 4/21/2009 |       |      |       |          | 4/21/2009        | 53109                         | COOLE SCHOOL                    |         |         |      |       |         |         |             | 6,583.75  |
| 04/21/09  | 53110 | C    |       | 04/21/09 | MILLER, BROWN, D | LEGAL SERV Business Serv      | 01.0                            | 00000.0 | 00000   | 7300 | 5820  | 0005000 |         | 725.00      |           |
| 4/21/2009 |       |      |       |          | 4/21/2009        | 53110                         | MILLER, BROWN, DANNIS ATTORNEYS |         |         |      |       |         |         |             | 725.00    |
| 04/21/09  | 53111 | A    |       | 04/21/09 | CREATION ENGINE  | INSTRUCTION Special Proje     | 01.0                            | 35500.0 | 11100   | 1000 | 4310  | 0004030 |         | 869.63      |           |
| 4/21/2009 |       |      |       |          | 4/21/2009        | 53111                         | CREATION ENGINE, INC.           |         |         |      |       |         |         |             | 869.63    |
| 04/21/09  | 53112 | C    |       | 04/21/09 | AMERICAN RED C   | INSTRUCTION Undistributed     | 01.0                            | 96353.0 | 71100   | 1000 | 4310  | 0000000 |         | 679.45      |           |
| 4/21/2009 |       |      |       |          | 4/21/2009        | 53112                         | AMERICAN RED CROSS              |         |         |      |       |         |         |             | 679.45    |
| 04/21/09  | 53113 | A    | 1     | 04/22/09 | OFFICE DEPOT     | INSTRUCTION Special Educa     | 01.0                            | 65000.0 | 57700   | 1110 | 4310  | 0004040 |         | 600.00      |           |
| 4/21/2009 |       |      |       |          | 4/21/2009        | 53113                         | OFFICE DEPOT                    |         |         |      |       |         |         |             | 600.00    |
| 04/21/09  | 53114 | C    |       | 04/21/09 | JEFF SHAFER & SH | CONTRACT SE Special Educa     | 01.0                            | 33100.0 | 57500   | 3900 | 5890  | 0004040 |         | 5,575.00    |           |
| 4/21/2009 |       |      |       |          | 4/21/2009        | 53114                         | JEFF SHAFER & SHIRLEY JORDAN    |         |         |      |       |         |         |             | 5,575.00  |
| 04/21/09  | 53115 | C    |       | 04/21/09 | DEPARTMENT OF S  | LICENSE/FEEES Office of Child | 12.0                            | 60550.0 | 85000   | 2700 | 5890  | 0000002 |         | 200.00      |           |
| 4/21/2009 |       |      |       |          | 4/21/2009        | 53115                         | DEPARTMENT OF SOCIAL SERVICES   |         |         |      |       |         |         |             | 200.00    |
| 04/21/09  | 53116 | C    |       | 04/21/09 | LACOE - ACCOUNTI | CONTRACTED : Special Educa    | 01.0                            | 65000.0 | 57520   | 1110 | 5880  | 0004040 |         | 50,930.00   |           |
| 4/21/2009 |       |      |       |          | 4/21/2009        | 53116                         | LACOE - ACCOUNTING SECTION      |         |         |      |       |         |         |             | 50,930.00 |
| 04/21/09  | 53117 | A    |       | 04/21/09 | TEACHER'S DISCO  | INSTRUCTION Culver City H     | 01.0                            | 90127.0 | 11100   | 1000 | 4310  | 4010000 |         | 762.59      |           |
| 4/21/2009 |       |      |       |          | 4/21/2009        | 53117                         | TEACHER'S DISCOVERY             |         |         |      |       |         |         |             | 762.59    |
| 04/22/09  | 53118 | A    |       | 04/22/09 | ORIENTAL TRADIN  | OFFICE SUPPL Human Reso       | 01.0                            | 00000.0 | 00000   | 7400 | 4350  | 0003000 |         | 50.45       |           |
| 4/22/2009 |       |      |       |          | 4/22/2009        | 53118                         | ORIENTAL TRADING CO., INC.      |         |         |      |       |         |         |             | 50.45     |
| 04/22/09  | 53119 | C    |       | 04/22/09 | ROTARY CLUB OF ( | MEMBERSHIP Superintende       | 01.0                            | 00000.0 | 00000   | 7100 | 5310  | 0001000 |         | 20.00       |           |

Report ID: LAPO009C

Board List Purchase Order Report

Page No. 3

District : 64444

CULVER CITY UNIFIED SD

Run Date: 05/02/2009

Purchase Orders/Buyouts To The Board for Ratification From : 4/18/2009 to 5/1/2009

Run Time: 11:38:50AM

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/Loc | Distrib Amt | PO Amount |
|---------|-------|------|-------|----------|--|----------------------------|-----------|------|---------|-------|-------|------|---------|-------------|-----------|
| 4/22/09 | 53120 | C    |       | 04/22/09 | VINA ENGRAVING & OFFICE SUPPL            | Superintende               | 53119     | 01.0 | 00000.0 | 00000 | 7100  | 4350 | 0001000 | 17.19       | 20.00     |
| 4/22/09 | 53120 |      |       | 4/22/09  | VINA ENGRAVING & TROPHIES                |                            |           |      |         |       |       |      |         |             | 17.19     |
| 4/22/09 | 53121 | C    |       | 04/22/09 | U.S. BANK                                | FEES, LICENS Undistributed | 53121     | 21.0 | 00000.0 | 00000 | 8500  | 5890 | 0000000 | 250.00      | 250.00    |
| 4/22/09 | 53121 |      |       | 4/22/09  | U.S. BANK                                |                            |           |      |         |       |       |      |         |             | 250.00    |
| 4/30/09 | 53122 | A    |       | 04/30/09 | SCHOOL SERVICE CONTRACTED : Superintende |                            | 53122     | 01.0 | 00000.0 | 00000 | 7100  | 5820 | 0001000 | 5,000.00    | 5,000.00  |
| 4/30/09 | 53122 |      |       | 4/30/09  | SCHOOL SERVICES OF CALIFORNIA            |                            |           |      |         |       |       |      |         |             | 5,000.00  |
| 4/30/09 | 53123 | A    |       | 04/30/09 | ASSOCIATION OF C ADVERTISING             | Human Reso                 | 53123     | 01.0 | 00000.0 | 00000 | 7400  | 5830 | 0003000 | 440.00      | 440.00    |
| 4/30/09 | 53123 |      |       | 4/30/09  | ASSOCIATION OF CA SCHOOL ADMINISTRATOR   |                            |           |      |         |       |       |      |         |             | 440.00    |
| 4/24/09 | 53144 | C    |       | 04/24/09 | U.S. POSTAL SERVI COMMUNICATI            | Purchasing                 | 53144     | 01.0 | 00000.0 | 00000 | 7300  | 5910 | 0005030 | 5,110.00    | 5,110.00  |
| 4/24/09 | 53144 |      |       | 4/24/09  | U.S. POSTAL SERVICE                      |                            |           |      |         |       |       |      |         |             | 5,110.00  |
| 4/30/09 | 53145 | A    |       | 04/30/09 | SCHOOL SERVICE CONFERENCE , Superintende |                            | 53145     | 01.0 | 00000.0 | 00000 | 7100  | 5220 | 0001000 | 125.00      | 125.00    |
| 4/30/09 | 53145 |      |       | 4/30/09  | SCHOOL SERVICES OF CALIFORNIA            |                            |           |      |         |       |       |      |         |             | 125.00    |
| 4/27/09 | 53146 | A    |       | 04/27/09 | AMAZON.COM                               | INSTRUCTION Special Proje  | 53146     | 01.0 | 35500.0 | 11100 | 1000  | 4310 | 0004030 | 2,699.29    | 2,699.29  |
| 4/27/09 | 53146 |      |       | 4/27/09  | AMAZON.COM                               |                            |           |      |         |       |       |      |         |             | 2,699.29  |
| 4/30/09 | 53148 | A    |       | 04/30/09 | XEROX CORPORAT OFFICE SUPPL              | Purchasing                 | 53148     | 01.0 | 00000.0 | 00000 | 7300  | 4350 | 0005030 | 677.35      | 677.35    |
| 4/30/09 | 53148 |      |       | 4/30/09  | XEROX CORPORATION                        |                            |           |      |         |       |       |      |         |             | 677.35    |
| 4/30/09 | 53150 | A    |       | 04/30/09 | U.S. POSTMASTER FEES, LICENS             | Purchasing                 | 53150     | 01.0 | 00000.0 | 00000 | 7300  | 5910 | 0005030 | 180.00      | 180.00    |
| 4/30/09 | 53150 |      |       | 4/30/09  | U.S. POSTMASTER                          |                            |           |      |         |       |       |      |         |             | 180.00    |
| 4/30/09 | 53151 | A    |       | 04/30/09 | ED LITTLE AUTO S                         | REPAIRS - OTH Security     |           | 01.0 | 00000.0 | 00000 | 8300  | 5630 | 0001050 | 101.54      | 101.54    |

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

Report ID: LAPO009C

Board List Purchase Order Report

Page No. 4

District : 64444

CULVER CITY UNIFIED SD

Run Date: 05/02/2009

Purchase Orders/Buyouts To The Board for Ratification From : 4/18/2009 to 5/1/2009

Run Time: 11:38:50AM

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/Loc | Distrib Amt | PO Amount |
|----------|-------|------|-------|----------|------------------|---------------------------|-----------|---------|---------|------|-------|---------|---------|-------------|-----------|
|          |       |      |       |          | 4/30/2009        | 53151                     |           |         |         |      |       |         |         |             | 101.54    |
|          |       |      |       |          |                  |                           |           |         |         |      |       |         |         |             |           |
| 04/30/09 | 53152 | A    |       | 04/30/09 | CULVER MOTOR C   | REPAIRS - OTH Security    | 01.0      | 00000.0 | 00000   | 8300 | 5630  | 0001050 |         | 389.61      |           |
|          |       |      |       |          | 4/30/2009        | 53152                     |           |         |         |      |       |         |         |             | 389.61    |
|          |       |      |       |          |                  |                           |           |         |         |      |       |         |         |             |           |
| 04/30/09 | 53153 | A    |       | 04/30/09 | STAR ECO STATIO  | FIELD TRIPS La Ballona El | 01.0      | 00000.0 | 16003   | 1000 | 5816  | 2060000 |         | 250.00      |           |
|          |       |      |       |          | 4/30/2009        | 53153                     |           |         |         |      |       |         |         |             | 250.00    |
|          |       |      |       |          |                  |                           |           |         |         |      |       |         |         |             |           |
| 04/30/09 | 53154 | A    |       | 04/30/09 | PEAP             | INSTRUCTION La Ballona El | 01.0      | 91400.0 | 11100   | 1000 | 4310  | 2060000 |         | 69.28       |           |
|          |       |      |       |          | 4/30/2009        | 53154                     |           |         |         |      |       |         |         |             | 69.28     |
|          |       |      |       |          |                  |                           |           |         |         |      |       |         |         |             |           |
| 04/30/09 | 53155 | A    |       | 04/30/09 | MUSIC THEATRE I  | INSTRUCTION Culver City H | 01.0      | 90145.0 | 17000   | 1000 | 5610  | 4010000 |         | 62.31       |           |
|          |       |      |       |          | 4/30/2009        | 53155                     |           |         |         |      |       |         |         |             | 62.31     |
|          |       |      |       |          |                  |                           |           |         |         |      |       |         |         |             |           |
| 04/30/09 | 53156 | A    |       | 04/30/09 | O NGUYEN - DIME  | CONTRACT SE Culver City H | 01.0      | 90145.0 | 17000   | 1000 | 5890  | 4010000 |         | 1,079.70    |           |
|          |       |      |       |          | 4/30/2009        | 53156                     |           |         |         |      |       |         |         |             | 1,079.70  |
|          |       |      |       |          |                  |                           |           |         |         |      |       |         |         |             |           |
| 04/30/09 | 53157 | A    |       | 04/30/09 | SECURITY PLUS C  | CONTRACT SE Security      | 01.0      | 00000.0 | 00000   | 8300 | 5630  | 0001050 |         | 797.50      |           |
|          |       |      |       |          | 4/30/2009        | 53157                     |           |         |         |      |       |         |         |             | 797.50    |
|          |       |      |       |          |                  |                           |           |         |         |      |       |         |         |             |           |
| 04/30/09 | 53158 | A    |       | 04/30/09 | CITY OF CULVER C | FEEES, LICENS Security    | 01.0      | 00000.0 | 00000   | 8300 | 5630  | 0001050 |         | 111.00      |           |
|          |       |      |       |          | 4/30/2009        | 53158                     |           |         |         |      |       |         |         |             | 111.00    |
|          |       |      |       |          |                  |                           |           |         |         |      |       |         |         |             |           |
| 04/30/09 | 53159 | A    |       | 04/30/09 | HARTMAN PUBLI    | BOOKS Undistributed       | 01.0      | 96353.0 | 71100   | 1000 | 4210  | 0000000 |         | 1,801.56    |           |
|          |       |      |       |          | 4/30/2009        | 53159                     |           |         |         |      |       |         |         |             | 1,801.56  |
|          |       |      |       |          |                  |                           |           |         |         |      |       |         |         |             |           |
| 04/30/09 | 53160 | A    |       | 04/30/09 | MEDCO SUPPLY C   | INSTRUCTION Undistributed | 01.0      | 96354.0 | 71100   | 1000 | 4410  | 0000000 |         | 1,723.11    |           |
|          |       |      |       |          | 4/30/2009        | 53160                     |           |         |         |      |       |         |         |             | 1,723.11  |
|          |       |      |       |          |                  |                           |           |         |         |      |       |         |         |             |           |
| 04/30/09 | 53161 | A    |       | 04/30/09 | EAGLE SOFTWARE   | CONFERENCE . Technology   | 01.0      | 60200.0 | 00000   | 2700 | 5220  | 0005020 |         | 125.00      |           |

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

Report ID: LAPO009C

Board List Purchase Order Report

Page No. 5

District : 64444

CULVER CITY UNIFIED SD

Run Date: 05/02/2009

Purchase Orders/Buyouts To The Board for Ratification From : 4/18/2009 to 5/01/2009

Run Time: 11:38:50AM

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/Loc        | Distrib Amt | PO Amount |
|----------|-------|------|-------|-----------|-----------------|--------------|-------------|------------------|---------|-------|-------|------|----------------|-------------|-----------|
|          |       |      |       | 4/30/2009 |                 | 53161        |             | EAGLE SOFTWARE   |         |       |       |      |                |             | 125.00    |
| 04/30/09 | 53162 | A    |       | 04/30/09  | CREATION STATIO | CONTRACT SE  | Linwood How | 01.0             | 91400.0 | 11100 | 1000  | 5850 | 2020000        | 1,825.20    | 1,825.20  |
|          |       |      |       | 4/30/2009 |                 | 53162        |             | CREATION STATION |         |       |       |      | FRANCHISE, LLC |             |           |
| 04/30/09 | 53163 | A    |       | 04/30/09  | QUARTERMASTER   | OFFICE SUPPL | Security    | 01.0             | 00000.0 | 00000 | 8300  | 4350 | 0001050        | 2,591.15    | 2,591.15  |
|          |       |      |       | 4/30/2009 |                 | 53163        |             | QUARTERMASTER    |         |       |       |      | UNIFORMS       |             |           |

Total by District : 64444 96,084.86 96,084.86

End of Report LAPO009C

NONPUBLIC SCHOOLS:

APPROVED YTD: \$3,767,426.06



BOARD REPORT

5/12/09  
9.3

**9.3 Approval is Recommended for Culver City Middle School and Culver City High School Cheerleaders to Attend the Universal Cheerleaders Association Summer Camp at San Diego State University, July 30 to August 2, 2009**

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

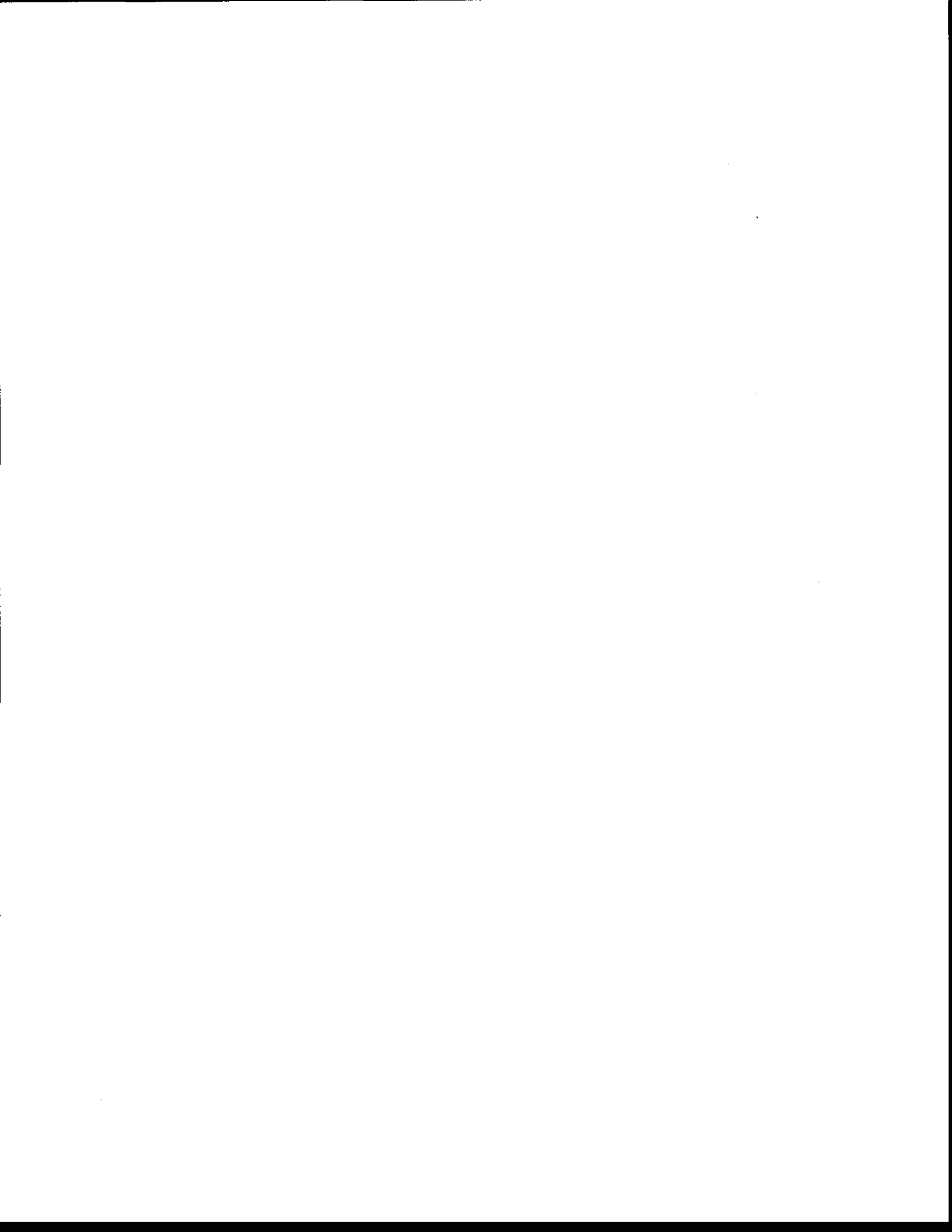
The Culver City High School and Middle School would like to participate in the Universal Cheerleaders Association (UCA) Summer Camp at San Diego State University, July 30 to August 2, 2009. There will be twenty (20) middle school cheerleaders and thirty (30) high school cheerleaders attending. The total cost is \$17,530 and covers coaches, instruction, housing, food, and transportation. The funds will come from the Booster Clubs and student councils (Associated Student Body or ASB) of CCHS and CCMS. Ms. Kandyce Wallace, High School Cheerleading Coach, Mrs. Amber Masek, CCMS Cheerleading Coach, and two additional coaches, Ms. Beatrice Martinez and Ms. Kari Richards, will chaperone in an unpaid capacity.

**RECOMMENDED MOTION:** That the Board approve Culver City Middle School and Culver City High School Cheerleaders to Attend the Universal Cheerleaders Association Summer Camp at San Diego State University, July 30 to August 2, 2009.

Moved by:

Seconded by:

Vote:



**BOARD REPORT**

**9.4 Certificated Personnel Services Report No. 16**

**I. Authorization and Ratification of Employment**

A. Second-Year Probationary Teacher - High School  
Effective August 28, 2009

1. Chapman, January

B. Extra Assignment – Middle School, GATE Astro Camp Chaperones  
Effective May 1, 2009 through May 3, 2009 at \$300 stipend

1. Delaney, Sarah

2. Zarrinpar, Annie

**II. Revision of Reduction in Hours**

1. Wolfe, Nancy  
Adult School Teacher

Revised from Board Report No. 7, 11/18/08  
From: 16 hours to 12 hours per week  
To: 20 hours to 16 hours per week

**III. Shared Assignment**

1. Bernal, Donna – 50%  
2. Dimitroff, Ann – 50%

Grade 2, La Ballona Elementary School  
Effective August 28, 2009 through June 18, 2010

**IV. Leave**

1. Dimitroff, Ann  
La Ballona

Part-Time Leave of Absence Without Pay  
From: 100% Assignment  
To: 50% Assignment  
Effective August 28, 2009 through June 18, 2010

**V. Retirement/Consultant**

1. Fournier, Antoinette  
District TOSA

Effective July 1, 2009  
For Early Retirement/Consultive Program

**VI. Resignation**

1. Marcos, Michael F.  
Assistant Principal, High School

Effective July 1, 2009  
Accepted another position

RECOMMENDED MOTION: That approval be granted for Certificated Personnel Services Report No. 16

Moved by:

Seconded by:

Vote:

## BOARD REPORT

### 9.5 Classified Personnel Services Report No. 16

#### I. Authorization, Approval & Ratification of Employment

##### A. Instructional Assistants

1. Tseng, Nancy  
Instructional Assistant – Special Education IIA  
El Rincon – Extra Assignment  
Not to exceed 1 hour  
Effective March 23, 2009  
Range 16

##### B. Student Helpers

1. Ancona, Greco  
Student Helper – Workability  
Location outside of District  
Effective April 3, 2009  
Hourly, as needed

#### II. Authorization, Approval & Ratification of Resignations

1. Barr, Bernice  
Instructional Assistant – Child Development II  
Child Development  
8 hours per day, 12 months per year  
Personal  
Effective April 6, 2009  
Range 13

#### III. Authorization, Approval & Ratification of Rescindment of Assignment; Board Item Previously Approved on Board Report #15, 04/27/09

1. Patterson, Brandon  
Temporary Assistant Track Coach  
High School  
Effective February 11, 2009 through  
May 9, 2009  
Stipend of \$1,007.50

**BOARD REPORT**

**9.5 Classified Personnel Services Report No. 16 – Page 2**

IV. Authorization, Approval & Ratification of Revisions; Board Items Previously Approved on Board Report #15, 04/27/09

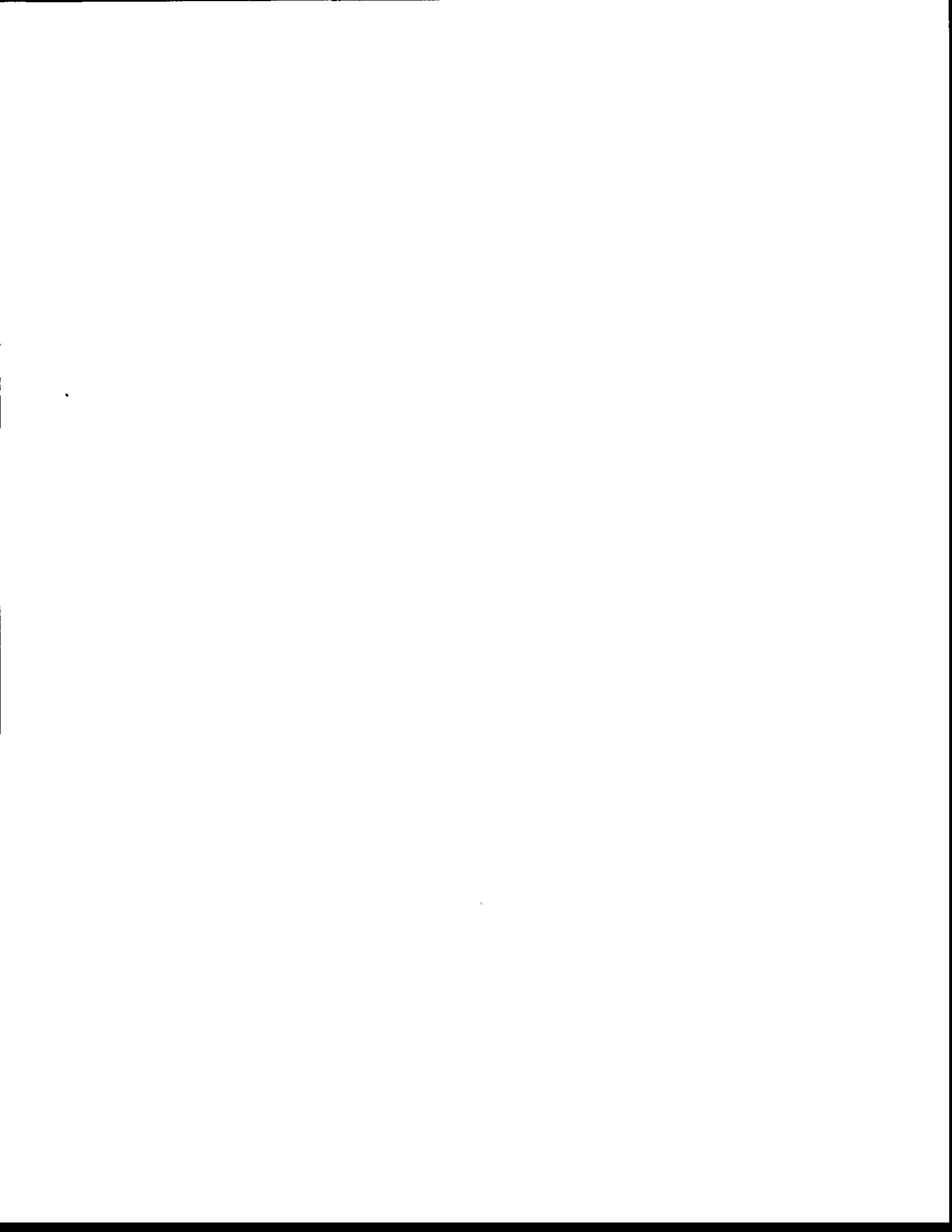
1. Bradshaw, Courtney  
Temporary After-School Instructor  
Middle School  
From: Not to exceed 1 hour per week  
To: Not to exceed 2 hours per week  
Effective April 22, 2009 through  
June 12, 2009  
Stipend of \$35.00
  
2. Patti, Carmen  
Temporary After-School Instructor  
Middle School  
From: Not to exceed 1 hour per week  
To: Not to exceed 2 hours per week  
Effective April 20, 2009 through  
June 12, 2009  
Stipend of \$35.00
  
3. Huezo, Derrick  
Temporary Assistant Track Coach  
High School  
Effective February 11, 2009 through  
May 9, 2009  
From: Stipend of \$1,007.50  
To: Stipend of \$2,015.00
  
4. Nakayama, Tom  
Temporary Assistant Track Coach  
High School  
Effective February 11, 2009 through  
May 9, 2009  
From: Stipend of \$1,007.50  
To: Stipend of \$1,215.50

RECOMMENDED MOTION: That approval be granted for Classified Personnel Services Report No. 16

Moved by:

Seconded by:

Vote:



## BOARD REPORT

5/12/09

10.1

### 10.1 Spotlight on Education – Office of Child Development

Each month throughout the school year a different school is featured through Spotlight on Education. This month the Director of the Office of Child Development, Audrey L. Stephens, will present a DVD entitled, “Mathematics in the Early Years: Math is Everywhere.”

The presentation will include images of preschool students discovering mathematical ideas and teachers fostering young students’ informal mathematical knowledge.

## **BOARD REPORT**

**5/12/09**

**10.2**

### **10.2 Title I Funding Update**

Gwenis Laura, Assistant Superintendent for Educational Services, and Leslie Lockhart, Director of Special Projects, will present an update on the new Title I entitlement including the American Recovery and Reinvestment Act and criteria for its usage.



## BOARD REPORT

5/12/09

12.1

### 12.1 First Reading of Revised Board Policy 5144.1, Students – Suspension and Expulsion/Due Process

It is recommended practice that the Board of Education regularly review Board Policies/Administrative Regulations that are significant to the operation of the district. A revised Board Policy/Administrative Regulation on Students – Suspension and Expulsion/Due Process is being presented for review.

## SUSPENSION AND EXPULSION/DUE PROCESS

The Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

*(cf. 5144 - Discipline)*

**Suspended or expelled students shall be denied the privilege of participation in all extracurricular activities during the period of suspension or expulsion.**

*(cf. 6145 – Extracurricular and Cocurricular Activities)*

Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (Education Code 48900.5)

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion ~~shall be~~ is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to ~~him/herself~~ **self** or others. (~~Education Code 48915~~)

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be **those** specified in **law and/or** administrative regulation.

~~Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.~~

~~*cf. 6145 – Extracurricular and Co-curricular Activities*~~

### Zero Tolerance

The Board supports a zero tolerance approach to serious offenses **in accordance with state and federal law**. This approach makes the removal of potentially dangerous students from the classroom a top priority. It **and** ensures **the standardized** fair and equal treatment of all students ~~and requires that all offenders be punished to the fullest extent allowed by law~~. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Zero Tolerance (continued)

law, Board policy and administrative regulation as cause for suspension or expulsion. The Superintendent or designee shall notify staff, students and parent/guardians about the district's zero tolerance policy, and the consequences which may result from student offenses. He/she shall also ensure strict enforcement of this policy.

Student Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and/or law. (Education Code 48911, 48915, 48915.5)

*(cf. 5119 - Students Expelled from Other Districts)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))*

On-Campus ProgramSupervised Suspension Classroom

The Board recognizes that students who are suspended from school often frequently have no supervision or guidance during the school hours when they are off campus and may fall behind in the coursework. The Board believes that, in many cases, it would be better to manage address the student's misconduct behavior by keeping the student at school and providing him/her with supervision that is separated from the regular classroom.

The Superintendent or designee shall establish a supervised classroom in-house suspension program which meets the requirements of law for students suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, who pose no imminent danger or threat at school, and for whom an expulsion action has not been initiated.

The Superintendent or designee shall examine alternatives to off-campus suspension and may establish a suspension program which involves progressive discipline during the school day on campus; use of conferences between staff, parents/guardians and students; detention; student study teams or other assessment-related teams; and/or referral to school support services staff. The use of such alternatives does not preclude off-campus suspensions.

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Required Parental Attendance

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise.

Whenever a student is suspended from a class **by a teacher** because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities, or otherwise willfully defied valid staff authority, the teacher of the class from which the student was suspended **removed** may provide that the student's parent/guardian attend a portion of a school day in that **the class from which the student was suspended. (Education Code 48900.1).**

~~After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)~~  
The Board encourages teachers, **Before requiring parental attendance, to the teacher shall** make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may inform the parent/guardian about available resources and parent education opportunities. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

The teacher shall apply this policy uniformly to all students within the classroom. This policy shall apply only to a parent/guardian who lives with the student. (Education Code 48900.1)

**When a teacher requires parental attendance, the principal shall send a written notice to the parent/guardian stating that his/her attendance is pursuant to law. (Education Code 48900.1)** ~~Parental attendance may be requested on the day~~ **The notice shall specify that the attendance may be on either the date the student is scheduled to return** ~~returns to class or within one week thereafter.~~

The principal or designee shall contact ~~any~~ parents/guardians who **does** not respond to the request to attend school. The Board recognizes that ~~parental~~ **parent/guardian** compliance with this policy may be delayed, modified or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get certain release time from work.

District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements. **Parents/guardians shall be notified of this policy prior to its implementation. (Education Code 48900.1)**

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Required Parental Attendance (continued)

Students whose parents/guardians do not comply with school attendance requests shall not be detained from class/school attendance or penalized in any way.

**A parent/guardian who has received a written notice shall attend a class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)**

**Decision Not to Enforce Expulsion Order**

**The order for expulsion may be suspended by the Board, on case-by-case basis, pursuant to the requirements of law.**

*Legal Reference:*

EDUCATION CODE

212.5 Sexual harassment

1981 Enrollment of students *in community school*

17292.5 Program for expelled students

32261 Interagency School Safety Demonstration Act of 1985

33032.5 Hate violence reduction

35146 Closed sessions (re suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

39141.12 Program for expelled students

48660-48666 7 Community day schools

48900-48926 7 Suspension and expulsion

48950 Speech and other communication

49073-49079 Privacy of student records

CIVIL CODE

47 Privileged communication

48.8 Defamation liability

CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

GOVERNMENT CODE

11525-11455.20 Contempt

54950-54962 3 Ralph M. Brown Act (re closed sessions)

HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

LABOR CODE

230.7 Discharge or discrimination against employee for taking time off to appear in school on behalf of a child

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

PENAL CODE31 Principal of a crime, defined240 Assault defined241.2 Assault fines242 Battery defined243.2 Battery on school property243.4 Sexual battery245 Assault with deadly weapon245.6 Hazing261 Rape defined266c Unlawful sexual intercourse286 Sodomy defined288 Lewd or lascivious acts with child under age 14288a Oral copulation289 Penetration of genital or anal openings

422.6 Interference with civil rights; damaging property

422.7 Aggravating factors for punishment

422.75 Protected classes

626.2 Entry upon campus after written notice of suspension or dismissal without permission

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razors or stun guns

868.5 Supporting person; attendance during testimony of witnessWELFARE AND INSTITUTIONS CODE729.6 CounselingUNITED STATES CODE, TITLE 18921 Definitions, firearmUNITED STATES CODE, TITLE 207151 Gun free schools

6301-8962 Improving America's Schools Act, especially:

8921-8922 Gun-Free Schools Act of 1994

Court DecisionsT.H. v. San Diego Unified School District (2004) 122 Cal. App. 4<sup>th</sup> 1267Woodbury v. Dempsey (2003) 108 Cal. App. 4<sup>th</sup> 421Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H., (2001) 85 Cal. App. 4<sup>th</sup> 1321John A. v. San Bernardino School District (1982) 33 Cal. 3d 301, 308Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 1182)Garcia v. Los Angeles Board of Education (1991) 123 Cal.App.3d 807Attorney General Opinions84 Ops. Cal. Atty. Gen. 146 (2001)80 Ops. Cal. Atty. Gen. 91 (1997)80 Ops. Cal. Atty. Gen. 85 (1997)

Management Resources:

CDE PROGRAM ADVISORIES0306.96 Expulsion Policies and Educational Placements, SPB-95/96-04

Students

BP 5144.1(f)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

**WEB SITES**

**CSBA: <http://www.csba.org>**

**California Attorney General's Office: <http://www.caag.state.ca.us>**

**California Department of Education: <http://www.cde.ca.gov>**

**U.S. Department of Education, Office of Safe and Drug-Free Schools:**

**<http://www.ed.gov/about/offices/list/osdfs/index.html>**

Policy

CULVER CITY UNIFIED SCHOOL DISTRICT

Adopted: February 3, 1998

Culver City, California

**Policy**

**Reviewed: May 12, 2009**

## SUSPENSION AND EXPULSION/DUE PROCESS

Definitions

*Suspension* from school means removal of a student from ongoing instruction for adjustment purposes. However, "suspension" does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the ~~Governing Board~~ **Board of Education** for students of the same grade level.
2. Referral to a certificated employee designated by the principal to advise students.
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910. Removal from a particular class shall not occur more than once every five school days.

*Expulsion* means removal of a student from the immediate supervision and control, or the general supervision, of school personnel **of the student's attendance district**. (Education Code 48925)

*Day* means a calendar day unless otherwise specifically provided. (Education Code 48925)

*School day* means a day upon which the schools of the district are in session or weekdays during the summer recess. (Education Code 48925)

*Student* includes a student's parent/guardian or legal counsel. (Education Code 48925)

*Principal's designee* means one or more administrators or, if there is not a second administrator at one school site, a certificated person specifically designated by the principal, in writing, to assist with disciplinary procedures. Only one such person may be designated at any time as the principal's primary designee ~~and only one such person for the school year. A second designee may be identified designated as secondary designee when the principal and primary designee are both off campus~~ for the school year. The names of such persons shall be on file in the principal's office. (Education Code 48911)

**School property, for the purposes described in Education code 48900, includes, but is not limited to, electronic files and databases. (Education Code 48900(u))**

Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. ~~Transfer students and their parents/guardians shall be notified at the time of enrollment.~~ (Education Code ~~35291.5~~, 48900.1, 48980)



## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

*(cf. 5144 - Discipline)*

~~Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)~~

**(cf. 5144 - Discipline)**

*(cf. 5145.6 - Parental Notifications)*

Grounds for Suspension and Expulsion

Students **A student** may be subject to suspension or expulsion ~~for committing any of the acts listed below~~ **when it is determined that he/she:**

1. Caused, attempted to cause, or threatened to cause physical injury to another person **or willfully used force or violence upon the person of another, except in self-defense.** (Education Code 48900(a))

**A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However, a student may be suspended or expelled pursuant to Education Code 48900(a) once he/she has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury. (Education Code 48900(t))**

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code 48900(b))

**(cf. 5131 - Conduct)**

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in the Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. (Education Code 48900(c))

*(cf. 5131.6 - Alcohol and Other Drugs)*

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, alcohol beverage or intoxicant. (Education Code 48900(d))

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

5. Committed or attempted to commit robbery or extortion. (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property. (Education Code 48900(f))
7. Stole or attempted to steal school property or private property. (Education Code 48900(g))
8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900(h))
9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(i))
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in ~~Section 11014.5 of the Health and Safety Code~~ **Section 11014.5.** (Education Code 48900(j))
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))
12. Knowingly received stolen school property or private property. (Education Code 48900(l))
13. Possessed an imitation firearm, ~~i.e.~~, **(Education Code 48900(m))**  
  
**Imitation firearm means** a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))
14. **Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4. (Education Code 48900(n))**
15. **Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness. (Education Code 48900(o))**
16. **Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (Education Code 48900(p))**

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

17. **Engaged in, or attempted to engage in, hazing. (Education Code 48900(q))**

**Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. (Education Code 48900(q))**

18. **Made terrorist threats against school officials and/or school property. (Education Code 48900.7)**

**A "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family. (Education Code 48900.7)**

Students **A student** in grades 4 through 12 are **4-12** is also subject to suspension or recommendation for expulsion for any of the acts listed below **when it is determined that he/she:**

## 19. Committed sexual harassment as defined in Education Code 212.5. (Education Code 48900.2)

**Sexual harassment means that conduct, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)**

*(cf. 5145.7 - Sexual Harassment)*

20. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code **233 33032.5**. (Education Code 48900.3)

**Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating another person, interfering with the exercise of a person's civil rights, or damaging a person's property**

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

because of the person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation. (Education Code 233)  
*(cf. 51145.9 – Hate-Motivated Behavior)*

21. Intentionally engaged in harassment, threats, or intimidation against district personnel or harassed, threatened or intimidated a student or group of students that is sufficiently severe or pervasive to have the actual ~~to the extent of having the actual and reasonably expected effect of~~ materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students ~~rights by creating an intimidating or hostile educational environment.~~ (Education Code 48900.4)
22. ~~Committed sexual harassment as defined in Education Code 212.5.~~ (Education Code 48900.2)
23. ~~Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233.~~ (Education Code 48900.3)

*(cf. 5145.9 – Hate-Motivated Behavior)*

24. Intentionally harassed, threatened or intimidated a student or group of students ~~to the extent of having the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.~~ (Education Code 48900.4)

*(cf. 5145.3 – Nondiscrimination/Harassment)*

22. Engaged in an act of bullying, including, but not limited to, bullying by means of an electronic act, directed toward a student or school personnel. (Education Code 48900(r))

Bullying means one or more acts by a student or group of students that constitutes sexual harassment pursuant to Education Code 48900.2, as defined in item #19 above; hate violence pursuant to Education Code 48900.3, as defined in item #20 above; or harassment, threats, or intimidation pursuant to Education Code 48900.4, as defined in item #21 above. (Education Code 32261)

Electronic act means the transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. (Education code 32261)

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school under the

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

**jurisdiction of the Superintendent or principal** or within any other school district, including, but not limited to, the following circumstances: (Education Code 48900)

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period, whether on or off the school campus.  
*(cf. 5112.5 – Open/Closed Campus)*
4. During, going to, or coming from a school-sponsored activity.

**The Superintendent or principal may use his/her discretion to provide alternatives to suspension or expulsion for a student subject to discipline under this administrative regulation, including, but not limited to, counseling and an anger management program. (Education Code 48900(u))**

Alternatives to suspension or expulsion will **shall** be used with students who are truant, tardy, or otherwise absent from assigned school activities.

*(cf. 5113 - Absences and Excuses)*  
*(cf. 5144.2 – Suspension and Expulsion/Due Process (Individuals with Disabilities))*  
**(cf. 5113.1 – Truancy)**

**Suspension Removal from Class by a Teacher/Parental Attendance**

A teacher may suspend any student from his/her class ~~for the day of the suspension and the next day~~ **for the remainder of the day and the following day** for any act listed in "Grounds for Suspension and Expulsion" above. (Education Code 48910)

A teacher also may refer a student to the principal or designee for consideration of suspension from school. (Education Code 48910)

When ~~suspending~~ **removing** a student from his/her class, the teacher shall immediately report this action to the principal **or designee** and send the student to the principal **or designee** for appropriate action. The student shall be appropriately supervised during the class periods from which he/she has been ~~suspended~~ **removed**.  
**(Education Code 48910)**

As soon as possible, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the ~~suspension~~ **removal**. A counselor or psychologist ~~should~~ **may** attend the conference if it is practicable, and a school administrator ~~may~~ **shall** attend if either the parent/guardian or teacher so requests. **(Education Code 48910)**

~~A suspended student~~ **A student removed from class** shall not be returned to class during the period of ~~suspension~~ **removal** without the approval of the teacher of the class and the principal. (Education Code 48910)

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

A student ~~suspended~~ **removed** from class shall not be placed in another regular class during the period of ~~suspension~~ **removal**. However, if a student is assigned to more than one class per day, he/she may be placed in any other regular classes except those held at the same time as the class from which the student was ~~suspended~~ **removed**. (Education Code 48910)

The teacher of any class from which a student is ~~suspended~~ **removed** may require the ~~suspended~~ student to complete any assignments and tests missed during the **removal** ~~suspension~~. (Education Code 48913)

Pursuant to Board policy, a teacher may provide that the parent/guardian of a student whom the teacher has ~~suspended~~ **removed** attend a portion of a school day in his/her child's classroom. When a teacher makes this request, the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is requested pursuant to law. (Education Code 48900.1)

This notice shall also:

1. Inform the parent/guardian when his/her presence is expected and by what means he/she may arrange an alternate date.
2. Describe the legal protections afforded to the parent/ guardian as an employee under Labor Code 230.7.
3. State that if the parent/guardian does not have a means of transportation to school, he/she may ride the school bus with the student.
4. Ask the parent/guardian to meet with the principal after the visit and before leaving school, as required by Education Code 48900.1.

Suspension by Superintendent, Principal, or Principal's Designee

The Superintendent, ~~or principal, or principal's designee~~ may suspend a student from a school for not more than five consecutive school days unless the suspension is extended pending expulsion. (Education Code 48911)

The Superintendent or designee shall immediately suspend any student found at school or at a school activity to be: (Education Code 48915)

1. Possessing, as verified by a district employee, ~~or selling,~~ or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

2. Brandishing a knife, as defined in Education Code 48915(g), at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058.
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above.
5. **Possession of an explosive as defined in 18 USC 921.**

Suspension also may be imposed upon a first offense if the Superintendent, principal or designee determines the student violated items (1)-(5) # 1-5 listed in "Grounds for Suspension and Expulsion" above or if the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (Education Code 48900.5)

A student may be suspended from school for not more than 20 school days in any school year, unless for purposes of adjustment, **the** a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion. (Education Code 48903, **48911**, 48912)

**The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903)**

**Notification of Law Enforcement Authorities**

**Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)**

**The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10 (Education Code 48902)**

**Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)**

**Suspensions shall be initiated according to the following procedures:**

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

## 1. Informal Conference

Suspension shall be preceded by an informal conference conducted by the principal, designee or the Superintendent with the student and, whenever practicable, the teacher, supervisor or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her; the student shall be given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911(b))

This conference may be omitted if the principal, designee or the Superintendent determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a **the** conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such case, the conference ~~will~~ **shall** be held as soon as the student is physically able to return to school. (Education Code 48911(e))

## 2. Administrative Actions

All requests for student suspension are to be processed by the principal or designee of the school in which the student is enrolled at the time of the misbehavior. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. **(Education Code 48900 and 48911)**

## 3. Notice to Parents/Guardians

At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension. (Education Code 48911)

This notice shall state ~~the reasons for suspension and~~ **the specific offense committed by the student. (Education Code 48900.8)**

**In addition, the notice may state** the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may ~~also~~ add that state law requires the parent/guardian to respond to such requests without delay.

## 4. Parent/Guardian Conference



## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved, and any other pertinent matters. (Education Code 48914)

While the parent/guardian is required to respond without delay to a request for a conference about a student's behavior, no penalties may be imposed on the student for the failure of the parent/guardian to attend such conference. The student may not be denied readmission solely because the parent/guardian failed to attend **the conference**. (Education Code 48911)

## 5. Extension of Suspension

If the Board **of Education** is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board **of Education** has made a decision. (Education Code 48911(g))

Any extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension. Extension of the suspension may be made only if the Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

**Suspension by the Board of Education**

The Board **of Education** may suspend a student enrolled in a continuation school or class for **any of the acts listed in "Grounds for Suspension and Expulsion" above and within the limits specified in "Suspension by Superintendent, Principal, or Principal's Designee" above for a period not longer than the remainder of the semester if any of the acts enumerated in Education Code 48900 occurred. (Education Code 48912 and 48912.5) The suspension shall meet the requirements of Education Code 48915. A decision to suspend shall be based on a finding of one or both of the following:**

- 1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.**
- 2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.**  
**(Education Code 48915 (b) and (e))**

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

When the Board **of Education** is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold closed sessions if a public hearing would lead to disclosure of information ~~which would violate~~ **violating** a student's right to privacy under Education Code 49073-49079. (**Education Code 35146, 48912**)

The Board **of Education** shall provide the student and his/her parent/guardian with written notice of the closed session by registered or certified mail. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board **of Education's** notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)  
~~(cf. 9321 - Closed Session Purposes and Agendas)~~

**Supervised On-Campus Suspension Program Classroom**

Students for whom an **expulsion** action ~~to expel~~ has not been initiated and who pose no imminent danger or threat to the school, students or staff, may be assigned to a ~~separate,~~ supervised suspension **classroom in a separate classroom, building or site** for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The supervised suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The supervised suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. Each student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to a supervised suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing. (Education Code 48911.1)

**Authority to Expel**

A student may be expelled only by the Board **of Education**. The Board **of Education** shall expel, as required by law, any student *found to have committed* certain offenses listed below under "Mandatory Recommendation and Mandatory Expulsion." (**Education Code 48915**)

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

The Board **of Education** also may order a student expelled for any of the acts listed above under "Grounds for Suspension and Expulsion" upon recommendation by the principal, Superintendent, ~~hearing officer~~ or administrative panel, based on ~~finding~~ either or both of the following **finding(s)**: (Education Code 48915 (b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.  
(~~cf. 5144.2—Suspension and Expulsion/Due Process (Individuals with Disabilities)~~)

Quasi-Mandatory Recommendation for Expulsion

Unless the principal, ~~or~~ Superintendent **or designee** finds that expulsion is inappropriate due to particular circumstances, the principal, Superintendent or designee shall recommend a student's expulsion for any of the following acts: (Education Code 48915 (a))

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife as defined in Education Code 48915(g), explosive or other dangerous object of no reasonable use to the student.  
(~~cf. 5131.7—Weapons and Dangerous Instruments~~)
3. Unlawful possession of any controlled substance, as listed in ~~Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code~~ **Sections 11053-11058**, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee.

Mandatory Recommendation and Mandatory Expulsion

The principal, Superintendent or designee shall **must** recommend that the Board **of Education** expel any student found at school or at a school activity to be: (Education Code 48915(c))

1. Possessing, as verified by a district employee, or selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the ~~item~~ **firearm** from a certificated school employee, with the principal or designee's concurrence.
2. Brandishing a knife as defined in Education Code 48915(g) at another person.

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058.
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above.
5. **Possessing an explosive as defined in 18 USC 921.**

Upon finding that the student committed any of these acts, the Board **of Education** shall expel the student. (Education Code 48915)

**Alternative to Expulsion Hearing: Stipulated Expulsion**

**Upon referral for expulsion by the principal, the student may acknowledge responsibility for the behavior leading to the recommendation for expulsion and stipulate to the expulsion.**

**Stipulated Expulsion Procedures**

1. **Definition: "Stipulated Expulsion": a proposed recommendation to expel presented to the Board of Education that bypasses waives the hearing process based on agreement of the district and parent/guardian.**
2. All of the following must occur for a Stipulated Expulsion to be considered:
  - a) **The evidence presented by the school and the circumstances** ~~the facts~~ leading **up** to the **expulsion** recommendation ~~to expel~~ are not disputed, and
  - b) **The expulsion order is an appropriate consequence to the student's misconduct, and**
  - c) ~~t~~**The principal and Superintendent's designee believe it is in the best interest of the student and the district, and**
  - d) ~~p~~**Parent/guardian and principal agree that it is unnecessary to convene an administrative hearing panel to make a recommendation to the Board to expel, and**
  - e) ~~t~~**The parent/guardian wishes to expedite the expulsion process and voluntarily agrees to a proposed expulsion order that will be presented to the Board of Education for action.**
3. ~~In stipulating to a proposed expulsion order, the parent/guardian:~~
  - ~~a) is informed of the student's right to an administrative hearing and receives copies of the District's policies and administrative regulations governing expulsion.~~

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

- ~~b) agrees that the student's misconduct subjects the student to expulsion,~~
- ~~e) waives the timelines for conducting the expulsion hearing,~~
- ~~d) stipulates to the facts outlined in the "Suspension Notice", and/or "Notice of Recommendation to Expel", and~~
- ~~e) agrees to a specified alternative placement and rehabilitation plan during the period of the expulsion order.~~

**4. The parent/guardian agrees to the duration, alternative placement and rehabilitation plan during the period of the expulsion order.**

**5. In agreeing with the stipulated expulsion, the parent/guardian is waiving the following rights:**

- a) **All notices and timelines required by law in conducting an expulsion hearing.**
- b) **Representation by legal counsel at a hearing.**
- c) **Inspection and review of documents that would have been used at the hearing.**
- d) **Ability to confront and question all witnesses who would have testified at the hearing.**
- e) **Ability to question or object to the evidence that would have been presented at the hearing.**
- f) **Appeal to the County Board of Education.**

**6. Action by Board of Education:**

- a) If all parties agree in writing to a proposed expulsion order, the recommendation for expulsion will be presented in writing to the Board of Education for review and action in the same manner as any other hearing panel recommendations.
- b) If the Board **of Education** votes to accept the recommendation as delineated in the proposed expulsion order, the terms of the stipulated expulsion will be immediately implemented.
- c) If the Board **of Education** votes to deny the recommendations as delineated in the proposed expulsion order, an administrative hearing will be scheduled within 30 school days and the parent/guardian and student will receive all due process protections delineated in Education Code 48900 et. seq.

**Final Action by the Board of Education for a Stipulated Expulsion**

Final Action to expel with a Stipulated Expulsion must be taken by the Board **of Education** at a public meeting. (Education Code 48918(i))

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

**Student's Right to Expulsion Hearing**

The student is entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 school days after the principal or Superintendent or designee determines that one of the acts listed under "Grounds for Suspension and Expulsion" has occurred. (Education Code 48918(a))

The student is entitled to one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board **of Education**'s discretion. (Education Code 48918(a))

If the Board **of Education** finds it impracticable **during the regular school year** to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

**If the Board of Education finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board of Education meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))**

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

**Written Notice of the Expulsion Hearing**

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code **48900.8**, 48918(b))

1. The date and place of the hearing.
2. A statement of the specific facts, and charges, **and offense** upon which the proposed expulsion is based.
3. A copy of district disciplinary rules which relate to the alleged violation.
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment. This obligation applies when a

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

student is expelled for acts other than those described in Education Code 48915(a) **or (c).**

*(cf. 5119 - Students Expelled from Other Districts)*

5. The opportunity for the student or the student's parent/ guardian to appear in person or to ~~employ~~ and be represented by a **nonattorney advisor or legal** counsel

**Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.**

**Non-attorney advisor means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.**

**If the student/parent/guardian elect to be represented by a nonattorney advisor or legal counsel, the student/parent/guardian must provide notice to the District in writing and notice must be received at least five (5) school days prior to the date of the hearing.**

6. The right to inspect and obtain copies of all documents to be used at the hearing.
7. The opportunity to confront and question all witnesses who testify at the hearing.
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

**Alternative-Expulsion Hearing: Hearing Officer or Administrative Hearing Panel**

~~Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. Alternatively, t~~The Board **of Education** may appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board **of Education** or on the staff of the school in which the student is enrolled.

(Education Code 48918(d))

A hearing conducted by the ~~hearing officer or~~ administrative panel shall conform to the **following same procedures:** ~~as apply to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing."~~ (Education Code 48918(d))

**Conduct of Expulsion Hearing**

1. Closed Session: Notwithstanding the provisions of Government Code 54953 and Education Code 35145, the Board **administrative panel** shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such request is made, the meeting shall be public unless another student's privacy rights would be violated. (Education Code 48918(c))

Whether the expulsion hearing is held in closed or public session, the **Board administrative panel** may meet in closed session to deliberate and determine whether or not the student should be expelled. ~~If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student shall also be allowed to attend the closed session.~~ (Education Code 48918(c))

2. Record of Hearing: A record of the hearing shall be made **by the District** and may be maintained by any means, including electronic recording, as long as a reasonably accurate ~~written~~ and complete **written** transcription of the proceedings can be made. (Education Code 48918(g))
3. Subpoenas: Before commencing a student expulsion hearing, the Board **of Education** may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board of **Education** ~~or the hearing officer or~~ administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with the Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11525. (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board **of Education** in closed session, or in open session if so requested by the student, before the meeting. The Board of **Education**'s decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board **of Education** determines, or if the hearing officer or administrative panel finds and submits to the Board **of Education**, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. Presentation of Evidence: ~~While~~ **Technical** rules of evidence ~~do~~ **shall** not apply to **the** expulsion hearings. **Relevant** evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board **of Education** to expel **shall** ~~must~~ be supported by substantial evidence that the student committed any of the



## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion" above. (Education Code 48918(h))

**If the student does not admit the behavior, witnesses must be brought to the hearing to testify as to the acts committed.** Findings of fact shall be based solely on the evidence at the hearing. While no evidence shall be based solely on hearsay, **hearsay statements may be used to support an expulsion.** Sworn declarations may be admitted as testimony for from witnesses whose disclosure **of their identity or testimony at the hearing** may subject them to an unreasonable risk of **physical or psychological** harm. (Education Code 48918(f) and (h))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record. ~~Any complaining witness shall be given five days' notice before being called to testify.~~

~~(cf. 5145.12 - Search and Seizure)~~

- ~~5. — Testimony by Complaining Witnesses: The following procedures shall be observed when hearings involve allegations of sexual assault or sexual battery by a student: (Education Code 48918)~~
- ~~a. — Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to a parent/guardian or legal counsel, present during his/her testimony.~~
  - ~~b. — Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.~~
  - ~~c. — The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.~~
  - ~~d. — If one or both support persons are also witnesses, the hearing shall be conducted according to Penal Code 868.5.~~
  - ~~e. — Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.~~

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

- f. ~~In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a non-threatening environment.~~
- ~~(1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.~~
- ~~(2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.~~
- ~~(3) The person conducting the hearing may:~~
- ~~(a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness~~
- ~~(b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours~~
- ~~(c) Permit one of the support persons to accompany the complaining witness to the witness stand~~

~~Decision Within 10 Days: The Board's decision on whether to expel a student shall be made within 10 school days after the conclusion of the hearing, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))~~

~~Decision Within 40 Days: If the Board does not meet on a weekly basis, its decision on whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))~~

5. Declaration of Witness Subject to Unreasonable Risk of Psychological or Physical Harm (Education Code 48918(f))

Prior to utilizing the procedure authorized by this section, the ~~Board or the hearing officer or administrative panel~~ must first make a finding/ determination that the disclosure of the identity of a witness and the testimony of that witness at the expulsion hearing would subject the witness to an unreasonable risk of **psychological or physical** harm. The finding/determination may be made upon the following:

- a. Testimony found in the witness' declaration (e.g., Declaration 1, which includes a direct threat made by the expelled student); or,

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

- b. Evidence presented at the hearing pertaining to the expelled student's behavior (e.g., previous threats or acts of violence); or,
  - c. Evidence presented at the hearing pertaining to the nature of the incident (e.g., **if student** was expelled for act is of violence; Declaration 2 may be used to support the violent nature of the act).
6. Upon making the requisite finding/determination, the Board **of Education** or the hearing officer or administrative panel may then admit the testimony of the witness by sworn declaration, under the following conditions:
- a. The sworn declaration shall be examined only by the Board **of Education** or the hearing officer or administrative panel.
  - b. Copies of the sworn declaration, edited to delete the name and identity of the witness, shall be made available to the student and his/her representative, if any.

**Hearing Panel Recommendation**

The ~~hearing officer or~~ administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board **of Education**. If expulsion is not recommended, **the expulsion proceeding shall be terminated and** the student shall be immediately reinstated. The Superintendent or designee shall place the student in a classroom instructional program, any other instructional program, a rehabilitation program, or any combination of these programs after consulting with district staff, including the student's teachers, and with the student's parent/guardian. **The decision to not recommend expulsion shall be final.** (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board **of Education**. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board **of Education** may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board **of Education** may order. (Education Code 48918(f))

**In accordance with Board policy,** The ~~the hearing officer or~~ administrative panel may recommend that the Board **of Education** suspend the enforcement of the expulsion for a period of one year. **(Education Code 48917, 48918)** (See "Suspension of Enforcement of the Expulsion below.")

~~If the Board conducts the hearing and reaches a decision not to expel, this decision shall be final, and the student shall be reinstated immediately.~~

**Final Action by the Board of Education**

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

The Board **of Education** shall make its decision about the student's expulsion within 40 school days after the date of the student's removal from school unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Whether the expulsion hearing is conducted in closed or public session by the ~~Board, a hearing officer, or an~~ administrative panel, the final action to expel ~~must~~ **shall** be taken by the Board **of Education** at a public meeting. (Education Code 48918(j))  
(*cf. 9321.1 - Closed Session Actions and Reports*)

**If the Board of Education reaches a decision not to expel, the student shall be reinstated immediately.**

Upon ordering an expulsion, the Board **of Education** shall set a date, **established in the rehabilitation plan**, when the student shall be reviewed for readmission to a school within the district. For a student expelled for an act listed under "Mandatory Recommendation and Mandatory Expulsion" above, this date shall be one year from the date the expulsion occurred, except that the Board **of Education** may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. (~~Education Code 48916~~)

**If an expulsion is ordered during the summer session, the Board of Education shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session in which the expulsion occurred.**  
**(Education 48916)**

At the time of the expulsion order, the Board **of Education** shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review<sub>1</sub>, as well as assessment of the student at the time of review<sub>2</sub> for readmission<sub>2</sub>.
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or and other rehabilitative programs.

With ~~parental~~ **parent/guardian** consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

Written Notice to Expel

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

1. **The specific offense committed by the student for any of the causes for suspension or expulsion listed in Education Code 48900, 48900.2, 48900.3, 48900.4, 48900.7, or 48915. (Education Code 48990.8)**
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian. (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board of Education **within 30 days.** (Education Code 48918)

~~Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)~~

4. Notice of the alternative educational placements available to the student during the time of expulsion. (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1. (Education Code 48918)

Suspension of Enforcement of the Expulsion**Decision Not to Enforce Expulsion Order**

~~The Board, upon voting to expel a student, may suspend the enforcement of the expulsion order for not more than one calendar year.~~

**In accordance with Board policy, when** ~~When~~ deciding whether to suspend the enforcement of an expulsion, the Board **of Education** shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

~~In cases of mandatory expulsion, the enforcement of an expulsion orders shall not be suspended.~~

The suspension of the enforcement of an expulsion shall be governed by the following: (Education Code 48917)  
~~the parent/guardian's refusal to participate.~~

**SUSPENSION AND EXPULSION/DUE PROCESS (continued)**

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board **of Education**'s determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
3. The suspension of the enforcement of an expulsion order may be revoked by the Board **of Education** if the student commits any of the acts listed under "Grounds for Suspension and Expulsion" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)
4. When the suspension of the enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)
5. Upon satisfactory completion of the rehabilitation assignment, the Board **of Education** shall reinstate the student in a district school. Upon reinstatement, the Board **of Education** may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)
6. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board of Education. (Education Code 48917)
7. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall also inform the parent/guardian of the right to appeal the expulsion to the County Board of Education. (Education Code 48918(j))

**Right to Appeal**

The student or parent/guardian is entitled to file an appeal of the Board **of Education**'s decision to the County Board of Education. The appeal must be filed within 30 days of the Board **of Education**'s decision to expel, even if the expulsion action is suspended and the student is placed on probation. (Education Code 48919)

**Post-Expulsion Placements**

The Board **of Education** shall refer expelled students to a program of study that is: ~~meets all the following conditions:~~ (Education Code 48915, **48915.01**)

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

1. ~~Is a~~ **A**ppropriately prepared to accommodate students who exhibit discipline problems.
2. ~~Is n~~ **N**ot provided at a comprehensive middle, junior or senior high school or at any elementary school, **unless the program is offered at a community day school established at such a site.**
3. ~~Is n~~ **N**ot housed at the school site attended by the student at the time of suspension.

*(cf. 6185 - Community Day School)*

When the placement described above is not available, and when the County Superintendent of Schools so certifies, students expelled for acts described in items #~~6-13~~ **and #20 through #15** under "Grounds for Suspension and Expulsion" **above** may be instead referred to a program of study that is provided at another comprehensive middle, junior, or senior high school, or at an elementary school. **(Education Code 48915)**

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

Students expelled from grades 7-12 may be offered independent study as a voluntary alternative to available classroom instruction; however, the student's parent/guardian must first provide written consent for this option. (Education Code 48916.1)

*(cf. 6158 - Independent Study)*

#### Readmission After Expulsion

Readmission procedures shall be as follows:

1. On the date set by the Board **of Education** when it ordered the expulsion, the district shall consider readmission of the student. (Education Code 48916)
2. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
3. The Superintendent or designee shall transmit **to the Board of Education** his/her recommendation regarding readmission ~~to the Board~~. The Board **of Education** shall consider this recommendation in closed session if information would be disclosed in violation of Education Code 49073-49079. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.

## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

4. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board **of Education's** decision regarding readmission.
5. The Board **of Education** may deny readmission if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees.  
(Education Code 48916)
6. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school. (Education Code 48916)

The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

Maintenance of Records

The Board shall maintain a record of each expulsion, including the **specific** cause of the expulsion. The expulsion record shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls, within five days of **receipt of** a written request by the admitting school. (Education Code **48900.8**, 48918(k))

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

*(cf. 5119 - Students Expelled from Other Districts)*

*(cf. 5125 - Student Records)*

Notifications to Law Enforcement Authorities

~~Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)~~

~~The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)~~



## SUSPENSION AND EXPULSION/DUE PROCESS (continued)

~~Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(e) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)~~

Outcome Data

~~The Superintendent or designee shall maintain the following data: and report such data annually to the California Department of Education, using forms supplied by the California Department of Education: (Education Code 48900.8, 48916.1)~~

1. The number of students recommended for expulsion.
2. The specific grounds for each recommended expulsion.
3. Whether the student was subsequently expelled.
4. Whether the expulsion order was suspended.
5. The type of referral made after the expulsion.
6. The disposition of the student after the end of the expulsion period.

Regulation

Reviewed: February 3, 1998

Regulation

Revised: July 17, 2001

**Regulation****Reviewed: May 12, 2009**

CULVER CITY UNIFIED SCHOOL DISTRICT

Culver City, California



5/12/09  
12.2

**BOARD REPORT**

**12.2 First Reading of Revised Administrative Regulation 4161.8, Family and Medical Leave**

It is recommended practice that the Board of Education review Board Policies/Administrative Regulations that are significant to the operation of the district. District Administration recommends to delete the existing Administrative Regulation and Exhibit 4161.8, Family and Medical Leave in its entirety. A revised Administrative Regulation 4161.8, Family and Medical Leave which reflects the amended act as required by the U.S. Government, Department of Labor is being presented for review.

All Personnel

**FAMILY AND MEDICAL LEAVE**

Family and medical leave shall be granted in compliance with the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601, *et seq.*) ("FMLA") and the California Family Rights Act (Government Code Section 12945.2) ("CFRA").

**General Provisions:**

Pursuant to the FMLA and CFRA, any employee who has been employed by the District for at least twelve (12) months and has actually worked at least 1,250 hours during the twelve (12) months immediately prior to commencing the leave shall be eligible to take up to twelve (12) workweeks of unpaid family care and medical leave in a twelve (12) month period, counting backward from the first date such leave is taken. Full-time teachers shall be presumed to work 1,250 hours unless proven otherwise by the District. If the leave is to care for an injured, covered military service member, eligible unit members shall be entitled to twenty-six (26) work weeks of leave for each illness or injury, within twelve (12) months of the first date of leave for this reason.

**Qualifying Reasons:**

Family leave shall be available for any of the following reasons:

- A. Birth of a child and to care for the newborn, adopted or foster child within twelve (12) months after the birth or placement for adoption or foster care;
- B. To care for a parent, spouse, child or Registered Domestic Partner (CFRA leave only) with a serious health condition;
- C. Because of the employee's own serious health condition that makes the employee unable to perform the functions of his or her own position;
- D. Because of any qualifying exigency arising out of the fact that an employee's parent, spouse, or child is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation (FMLA leave only); or
- E. Because of a serious injury or illness incurred in the line of duty on active duty in the Armed Forces in support of a contingency operation affecting an employee's spouse, child, parent, or next of kin, who is a service member of the Armed Forces, including the National Guard and Reserves, for whom the employee is needed to provide care (FMLA leave only). An employee taking leave under this section shall be entitled to twenty-six (26) workweeks of leave in a twelve (12) month period commencing on the first day leave is taken to care for the service member.

### **Employee Notice Requirements:**

An employee must provide at least 30 days advance notice before leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, planned medical treatment for a serious health condition of the employee or of a family member, or the planned medical treatment for a serious injury or illness of a covered service member.

When an employee becomes aware of a need for family and medical leave less than 30 days in advance, it should be practicable for the employee to provide notice of the need for leave either the same day or the next business day. In all cases, however, the determination of when an employee could practicably provide notice must take into account the individual facts and circumstances.

On or before the first day of an employee's family and medical leave, the employee shall notify the District of his/her anticipated date of return to work. The District may require periodic updates on the employee's intent to return to work. If because of changed circumstances an employee requires more or less leave than originally anticipated, the employee shall give the District at least two business days' notice of his or her intent to return to work.

### **Health Benefits:**

The District will maintain coverage under the group health care plan for the duration of the family and medical leave, at the same level and under the same conditions as such coverage would have been provided had the employee not taken the leave. While on a family and medical leave, employees remain responsible for and must continue to pay any share of the health premiums they now pay for which they would be responsible if they were working.

### **Other Leave Rights:**

The right to take a family care and medical leave is separate and distinct from the right to take a pregnancy disability leave under state law for the employee's own pregnancy.

Leave taken for a birth, or placement for adoption or foster care, must be concluded within one year of the birth or placement. Where leave is taken to care for a new child within one year of birth or placement for adoption or foster care, the basic minimum duration of each leave period shall be two weeks. However, the employee may take leave of a shorter duration for this reason on two occasions.

### **Use of Paid Leave:**

During a family and medical leave, the employee must concurrently use any available sick leave, extended illness leave, vacation leave, other accrued time off, or any other available paid leave. Such paid leave may only be used for reasons specified and under the terms and conditions of the applicable collective bargaining agreement, Board Policy, or administrative regulation, unless otherwise agreed to by the District and employee.

**Notice of Rights and Designation of Leave:**

The District shall provide written notice regarding FMLA and/or CFRA rights in compliance with law.

**Certification:**

The District may require the employee to provide verification of the qualifying reason for the leave and of the family relationship as provided by law.

Employees who take family and medical leave for their own serious health conditions shall present certification from their health care provider to the effect that they are able to resume work.

**Reinstatement Following Family and Medical Leave:**

An employee who takes a family and medical leave shall be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on return from FMLA and/or CFRA-protected leave. If the leave extends beyond the end of the employee's FMLA and/or CFRA entitlement, the employee does not have return rights under the FMLA and/or CFRA.

An employee who is considered a "key" or "highly compensated" employee as defined in the FMLA and/or CFRA may be denied reinstatement to employment following FMLA and/or CFRA leave on the grounds that such restoration will cause substantial and grievous economic injury to the District. An employee will be given notice of his or her designation as a "key employee" at the time he or she commences the family leave and will be given an opportunity to return to work immediately.

**Failure to Return from Family and Medical Leave:**

If an employee does not return to work following FMLA and/or CFRA leave for a reason other than: 1) the continuation, recurrence, or onset of a serious health condition which would entitle the employee to FMLA and/or CFRA leave; 2) the continuation, recurrence, or onset of a covered service member's serious injury or illness which would entitle the employee to FMLA leave; or 3) other circumstances beyond the employee's control, he or she may be required to reimburse the District for its share of health insurance premiums paid on the employee's behalf during any unpaid portion of the FMLA and/or CFRA leave.

**Definitions:**

The following definitions shall apply only to the use of family and medical leave under the FMLA and/or CFRA.

Child:

For leave taken for birth or adoption or to care for a child with a serious health condition, "child" means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis* who is either under 18 years of age or an adult dependent child 18 or older and incapable of self-care because of mental or physical disability [29 U.S.C. §2611(12)].

For leave taken to care for a service member with a serious health condition or because of a military member's call to active duty, the employee's child for whom he or she is taking leave need not be under 18 years of age, but must meet all of the other requirements specified above [29 C.F.R. §825.122(g), (h), and (i)].

Military Member and Service Member:

"Military member" and "service member" shall be as defined in the FMLA and its regulations [29 C.F.R. §825.800].

Next of Kin:

For purposes of leave taken to care for a covered service member injured during active duty, "next of kin" means the nearest blood relative of the covered service member who is not the service member's parent, spouse, or child, as specified in the FMLA. If the service member has designated a "next of kin," only that individual may take family and medical leave to care for him or her. If the service member has not designated a "next of kin," the "next of kin" for purposes of FMLA leave to care for the service member shall be in the following order of priority: Blood relatives who have been granted legal custody of the covered service member by court decree or statutory provision, siblings, grandparents, aunts and uncles, and first cousins. [29 C.F.R. §825.122(d)].

Parent:

"Parent" means a biological, foster, or adoptive parent, a stepparent, a legal guardian, or other person who stood *in loco parentis* to the employee when the employee was a child [29 U.S.C. §2611(7)].

Qualifying Exigency:

A "qualifying exigency" related to a family member who is a covered military member shall be as defined in the FMLA regulations.

Registered Domestic Partner:

"Registered domestic partner" shall be those persons registered with the California Secretary of State pursuant to the provisions of California Family Code Section 297.

Serious Health Condition:

“Serious health condition” shall be as defined in the FMLA and CFRA statutes and regulations.

Legal Reference:

FAMILY CODE

297-297.5 Rights, protections and benefits under law; registered domestic partners

300 Validity of marriage

GOVERNMENT CODE

12940 Unlawful employment practices

12945 Pregnancy; childbirth or related medical condition; unlawful practice

12945.1-12945.2 California Family Rights Act

CODE OF REGULATIONS, TITLE 2

7291.2-7291.16 Sex discrimination: pregnancy and related medical conditions

7297.0-7297.11 Family care leave

UNITED STATES CODE, TITLE 1

7 Definition of marriage, spouse

UNITED STATES CODE, TITLE 29

2601-2654 Family and Medical Leave Act of 1993, as amended

CODE OF FEDERAL REGULATIONS, TITLE 29

825.100-825.800 Family and Medical Leave Act of 1993

Management Resources:

FEDERAL REGISTER

Final Rule and Supplementary Information, November 17, 2008. Vol. 73, No. 222, pages 67934-68133

U.S. DEPARTMENT OF LABOR PUBLICATIONS

Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

U.S. Department of Labor, FMLA: <http://www.dol.gov/esa/whd/fmla>

(7/06 3/08) 3/09



All Personnel

**FAMILY CARE AND MEDICAL LEAVE**

It is the intent of this Administrative Regulation to provide for family care and medical leave that is equivalent to that required by federal and state law.

**Eligibility**

The district shall grant family care and medical leave of a maximum of 12 work weeks during any fiscal year (July 1—June 30) to eligible employees, for the following reasons:  
(Government code 12945.2; 29 USC 2601)

1. Because of the birth of a child of the employee or placement of a child with the employee in connection with the adoption or foster care of the child by the employee.
2. To care for the employee's child, parent, spouse or registered domestic partner (for California family care and medical leave only) with a serious health condition.
3. Because of the employee's own serious health condition that makes him/her unable to perform the functions of his/her position. For purposes of California family leave only, this does not include leave taken for disability on account of pregnancy, childbirth or related medical conditions.

The district shall not interfere with, restrain, or deny the exercise of any right provided to an eligible employee under the law. Also, the district shall not discharge or discriminate against any employee for opposing any practice made unlawful by, or because of his/her involvement in any proceedings related to the family care and medical leave.  
(Government Code 12945.2; 29 USC 2615)

(cf. 4030—Nondiscrimination in Employment)

**Definitions**

"Child" means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis as long as the child is under 18 years of age or an adult dependent child.  
(29 U.S.C. 2611; Government Code 12945.2)

"Eligible employee" means an employee who has at least 12 months of service with the employer, and who has at least 1,250 hours of service with the employer during the 12-month period preceding the first day of leave. (29 USC 2611; Government Code 12945.2)

~~“Parent” means a biological, foster, or adoptive parent, a stepparent, a legal guardian, or another person who stood in loco parentis to the employee when the employee was a child. (29 U.S.C. 2611, Government Code 12945.2)~~

~~“Serious health condition” means an illness, injury, impairment or physical or mental condition that involves either of the following: (29 USC 2611; Government Code 12945.2)~~

- ~~1. In-patient care in a hospital, hospice or residential health care facility,~~
- ~~2. Continuing treatment or continuing supervision by a health care provider; as defined by applicable law. (29 U.S.C. 2611; Government Code 12945.2)~~

~~“Registered domestic partner” means a domestic partner registered pursuant to Section 297, et seq., of the California Family Code. This provision applies only to leave taken under the California family care and medical leave law.~~

~~“Spouse” means husband or wife.~~

### **Rights to Reinstatement and Maintenance of Benefits**

~~Upon granting an employee’s request for family care leave, the Superintendent or designee shall guarantee to reinstate the employee in the same or a comparable position when the leave ends. subject to the limitations of this Administrative Regulation. (Government Code 12945.2)~~

~~The district may refuse to reinstate an employee returning from leave to the same or a comparable position if all of the following apply: (29 USC 2614, Government Code 12945.2)~~

- ~~1. The employee is a salaried “key employee” who is among the highest paid ten percent (10%) of the district’s employees who are employed within seventy-five (75) miles of the employee’s worksite;~~
- ~~2. The refusal is necessary to prevent substantial and grievous economic injury to district operations;~~
- ~~3. The district informs the employee of its intent to refuse reinstatement at the time when it determines that the refusal is necessary, and the employee fails to immediately return to service.~~

~~An employee who takes leave has no greater right to reinstatement than if he/she had been continuously employed during the leave period. If the district reduces its work force during the leave period and the employee is laid off for legitimate reasons at that time, he/she is not entitled to reinstatement, provided the district has no continuing obligations under a collective bargaining agreement or otherwise. (29 CFR 825.216)~~

- ~~(cf. 4117.3 Personnel Reduction)~~
- ~~(cf. 4217.3 Layoff/Rehire)~~
- ~~(cf. 4317.3 Personnel Reduction)~~

~~During the period when an employee is on family care and medical leave, he/she shall maintain his/her status with the district and the leave shall not constitute a break in service for purposes of longevity, seniority or any employee benefit plan. For probationary certificated employees, the time during which the leave of absence is taken shall not be included in computing the service required to attain classification as a permanent employee.~~

~~The district shall continue to provide an eligible employee on family care and medical leave, the group health plan coverage that was in place before he/she took the leave. If the employee fails to return to district employment after the expiration of the leave, for any reason other than the continuation, recurrence or onset of a serious health condition, or other circumstances beyond his or her control, he/she shall reimburse the district for premiums paid during the family care and medical leave.~~

~~As a condition for an employee's return from medical leave, the employee shall be required to obtain a release from his/her healthcare provider stating that he/she is able to resume work.~~

~~(cf. 4154/4254/4354 — Health and Welfare Benefits)~~

### Substitution of Paid Leave

~~Paid leave shall run concurrently with entitlement to unpaid state and/or federal family leave. State and federal family leave entitlements shall run concurrently except where the leave is for an employee's disability for pregnancy, childbirth, or related medical conditions, or where state family leave is taken to care for a registered domestic partner.~~

~~If the leave is for the employee's own serious health condition, except pregnancy, childbirth, or related medical conditions, the employee will be required to use all available sick leave, extended illness leave, vacation leave, and compensatory time off.~~

~~If the leave is to care for a family member with a serious health condition or a new child, the employee will be required to use all available vacation leave and compensatory time off. The employee may not use sick or extended illness leave for such reasons without the approval of the District.~~

### Pregnancy Leave

~~The right to take a family care and medical leave is separate and distinct from the right to take a pregnancy disability leave under state law for the employee's own pregnancy. An employee who is disabled as a result of pregnancy, childbirth, or related medical conditions is entitled to 12 workweeks of unpaid federal family care and medical leave during the term of that disability, which shall run concurrently with any paid leave except vacation unless the employee requests to use vacation while disabled.~~

~~Once the pregnancy-related disability ends, the employee is entitled to 12 workweeks of California family leave for childcare or child bonding. California family leave taken for childcare or child bonding purposes shall run concurrently with available paid leave. If all available leaves are exhausted and the employee remains disabled as a result of the pregnancy, she may elect to commence her California family care and medical leave at that time.~~

### Child Care and Child Bonding Leave

Leave taken for the birth or placement of a child must be concluded within the 12-month period beginning on the date of the birth or placement of the child. The basic minimum duration of the leave shall be two weeks. However, the district shall grant a request for leave of less than two weeks' duration on any two occasions. (29 USC 2612; 2 CCR 7297.3)

### Intermittent Leave/Reduced Work Schedule Leave

Leave related to the serious health condition of the employee or his/her child, parent spouse or registered domestic partner (for California family care and medical leave only) may be taken intermittently or on a reduced work schedule when medically necessary. In such a case, the district may require the employee to transfer temporarily to a different position for which he/she is qualified, with equivalent pay and benefits, and that could better accommodate recurring periods of leave. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced leave schedule. (2 CCR 7297.3)

### Requests for Family Care and Medical Leave

An employee shall request family care and medical leave in writing, at least 30 days before the commencement date of the leave. If the leave becomes necessary less than 30 days before its commencement, the employee shall provide such notice as soon as practicable. Failure to provide proper notice may result in a delay of the commencement of the leave. (29 U.S.C. 2612; Government Code 12945.2)

In every case in which the necessity for the leave is foreseeable based on planned medical treatment or supervision, the employee shall make a reasonable effort to schedule the treatment or supervision to avoid disruption of district operations. This scheduling shall be subject to health care provider's approval. (29 USC 2612; Government Code 12945.2)

### Certification of Health Condition

A request by an employee for family care and medical leave for his/her serious health condition, or to care for a child, parent or spouse with a serious health condition, shall be supported by a certification from the health care provider of the employee or such other person as applicable. This certification shall include the following: (29 USC 2613; Government Code 12945.2 2 CCR 7297.0)

1. — The date on which the serious health condition began.
2. — The probable duration of the condition
3. — If the employee is requesting leave to care for a child, parent or spouse with a serious health condition, the health care provider's certification of both of the following:
  - a. — Estimated amount of time the health care provider believes the employee needs to care for the child, parent or spouse
  - b. — Statement that the serious health condition warrants the participation of a family member to provide care during a period of the treatment or supervision of the child, parent or spouse

If the employee is requesting leave because of his/her own serious health condition, the health care provider's certification that due to the serious health condition, the employee is unable to work at all or is unable to perform any one or more of the essential functions of his/her job.

4. If the employee is requesting leave for intermittent treatment or is requesting leave on a reduced leave schedule for planned medical treatment, the certification must also state the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave.

If the district doubts the validity of a certification that accompanies a request for leave, the district may require the employee to obtain a second opinion from a district-approved health care provider, at district expense. If the second opinion is contrary to the first, the district may require the employee to obtain a third medical opinion from a third health care provider approved by both the employee and the district, again at district expense.

If additional leave is needed when the time estimated by the health care provider expires, the district may require the employee to provide recertification as specified in the preceding paragraph. (29 U.S. Code 2613, Government Code 12945.2)

### Notifications

The Superintendent or designee shall post separate notices about federal and state law related to family care and medical leave in a conspicuous place. Information about employee rights and obligations related to such leaves shall also be included in employee handbooks. (29 USC 26192; CCR 7297.9)

At least the first time in each six-month period that an employee requests family care and medical leave, the Superintendent or designee shall provide written notice detailing specific expectations and obligations, and explaining any consequences of a failure to meet these obligations. The notice shall include: (29 CFR 825.301)

1. A statement that the leave will be counted against the employee's annual family care and medical leave entitlement.
2. Requirements for the employee to furnish medical certification of a serious health condition.
3. The employee's right to substitute paid leave, conditions related to any substitution, and whether the district requires this substitution.
4. Health benefits arrangements
5. If applicable, the employee's status as a "key employee" and information related to restoration of that status.
6. The employee's right to restoration to the same or an equivalent job.
7. The employee's potential liability for health benefits should the employee not return to service.

8. ~~The district's requirement that the employee, upon return, present medical certification to the effect that he/she is able to resume work.~~

**Records**

~~The Superintendent or designee shall maintain records pertaining to individual employees' use of family care and medical leave.~~

**Legal Reference:**

**GOVERNMENT CODE**

~~12940 Unlawful employment practices~~

~~12945 Pregnancy; childbirth or related medical condition; unlawful practice~~

~~12945.1 12945.2 California Family Rights Act~~

~~19702.3 Family care leave; exercise of rights~~

**CODE OF REGULATIONS, TITLE 2**

~~7291.2 7291.16 Sex discrimination: pregnancy and related medical conditions~~

~~7297.0 7297.11 Family Care Leave~~

**UNITED STATES CODE, TITLE 29**

~~2601 2654 Family and Medical Leave Act of 1993~~

**CODE OF FEDERAL REGULATIONS, TITLE 29**

~~825.100 825.800 Family and Medical Leave Act of 1993~~

**Management Resources:**

**WEB SITES**

~~U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division:~~

~~(2/94 2/96) 3/00~~

**Regulation**

~~adopted: January 23, 1996~~

**Regulation**

~~Revised: April 25, 2006~~

CULVER CITY UNIFIED SCHOOL DISTRICT  
CULVER CITY, CALIFORNIA

Family Care and Medical Leave

CULVER CITY UNIFIED SCHOOL DISTRICT  
4034 IRVING PLACE  
CULVER CITY, CALIFORNIA 90232

YOUR RIGHT UNDER THE CALIFORNIA AND MEDICAL LEAVE ACT OF 1993

Under the Family and Medical Leave Act of 1993, the district will provide up to twelve (12) weeks of unpaid, job protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for the district for at least one year, and for 1,250 hours over the previous twelve (12) months.

Reasons for Taking Leave

1. To care for employee's child after birth, or placement for adoption or foster care;
2. To care for employee's spouse, son or daughter, or parent, who has a serious health condition; or
3. For a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave.

Advance Notice and Medical Certification

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

1. The employee ordinarily must provide thirty (30) days' advance notice when the leave is "foreseeable".
2. The employee must provide medical certification to support a request for leave because of a serious health condition and a fitness for duty report to return to work.
3. For the duration of the FMLA, the employer must maintain the employee's health coverage under any "group health plan."

Family Care and Medical Leave

Job Benefits and Protection

1. — Upon return from FMLA, most employees must be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms.
2. — The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Unlawful Acts by Employers

The Family Medical Leave Act makes it unlawful for any employer to:

1. — Interfere with, restrain, or deny the exercise of any right provided under the Family Medical Leave Act;
2. — Discharge or discriminate against any person for opposing any practice made unlawful by the Family Medical Leave Act or the involvement in any proceeding under or relating to the Family Medical Leave Act.

Enforcement

1. — The United States Department of Labor is authorized to investigate and resolve complaints of violations.
2. — An eligible employee may bring a civil action against an employer for violations.

The Family Medical Leave Act does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

FOR ADDITIONAL INFORMATION

Contract the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.



5/12/2009

14.1a

**BOARD REPORT**

**14.1a Approval is Recommended for the Renewed Contract for the Position of Assistant Superintendent of Human Resources**

The Superintendent is recommending that the Board of Education approves the submitted contract for the Assistant Superintendent of Human Resources.

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

Moved by:

Seconded by:

Vote:

**EMPLOYMENT AGREEMENT**

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

**AND**

**ASSISTANT SUPERINTENDENT  
Human Resources**

---

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 Patricia W. Jaffe (hereinafter referred to as "Assistant Superintendent").

I. **TERM**

Patricia W. Jaffe is hereby employed by the Board as the Assistant Superintendent, Human Resources, 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, 2009**, 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 adjust 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.

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, Human Resources, 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, state, and national level.

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 credential to act as Assistant Superintendent, Human Resources State of California, 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.

8. **FRINGE BENEFITS**

The Assistant Superintendent shall be entitled to receive fringe benefits accorded other management employees of the District.

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 forty-five (45) 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 eighteen (18) 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 eighteen (18) 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 eighteen (18) 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 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 have the right, at his/her own expense, to have a representative of his/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 by the Board.

IN WITNESS WHEREOF, the parties hereto have duly approved and executed this Agreement on the \_\_\_\_\_ day of \_\_\_\_\_, 2009.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Superintendent, Culver City Unified School District

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, Human Resources.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Patricia W. Jaffe

**BOARD REPORT**

**5/12/09**  
**14.2a**

**14.2a Approval is Recommended for Second Reading and Adoption of Revised Board Policy 5030, Students – Wellness**

It is recommended practice that the Board of Education regularly review Board Policies/Administrative Regulations that are significant to the operation of the district. A revised Board Policy on Wellness is being presented for a second reading and adoption.

RECOMMENDED MOTION:

That the Board approve the  
Adoption of Revised Board  
Policy 5030, Students – Wellness.

Moved by:

Seconded by:

Vote:

**WELLNESS POLICY**

The Culver City Unified School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating habits and physical activity. Therefore, it is the policy of the Culver City Unified School District that:

- The school district will engage students, parents, teachers, administrators, food service/child nutrition professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education, physical education and school meal programs, and with related community services.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

To Achieve These Policy Goals:

District Health Councils

The Culver City Unified School District will create a District Health Council to develop, implement, monitor, review, assess and, as necessary, revise Board policies and administrative regulations relating to school nutrition and physical activity, as well as health and physical education. The council will serve as a resource to school sites for implementing those policies. The council shall consist of a group of individuals representing the school community, including parents, students, child nutrition professionals, members of the school board, school administrators, teachers, health professionals, and members of the public.

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 9140 - Board Representatives)*



WELLNESS POLICY

Nutrition and Physical Activity

The Board shall adopt goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness in a manner that the district determines appropriate.

The district's nutrition education and physical education programs shall be consistent with the expectations established in the state's curriculum frameworks, and designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

*(cf. 6011 - Academic Standards)*  
*(cf. 6143 - Courses of Study)*

Nutrition education shall be provided as part of the health education program in grades K-12 and, as appropriate and feasible, shall be integrated into core academic subjects such as math, science, language arts and social studies, as well as offered through after-school programs.

Nutrition education should be linked with school meal programs to reinforce healthy eating habits and promote the consumption of fruits, vegetables, whole grain products and low-fat foods, as well as healthy methods of food preparation.

All students in grades K-12 shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education, recess, school athletic programs, extracurricular programs, before- and after-school programs, and other structured and unstructured activities.

*(cf. 6142.7 - Physical Education)*  
*(cf. 6145 - Extracurricular and Cocurricular Activities)*  
*(cf. 6145.2 - Athletic Competition)*

Physical education should be linked with classroom health education to reinforce the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities.

Classroom teachers should be encouraged to incorporate opportunities for physical activity into other subject lessons; and to provide short physical activity breaks between lessons or classes, as appropriate.

~~School and community personnel will not use physical activity (e.g., running laps, pushups) as punishment, or withhold opportunities for physical activity (e.g., recess, physical education).~~

**WELLNESS POLICY**

District staff should be encouraged to serve as positive role models to reinforce a consistent message regarding physical activity and the consumption of nutritious foods.

To encourage consistent health messages between the home and school environment, the Superintendent or designee may disseminate health information to parents/guardians through district or school newsletters, handouts, parent/guardian meetings, the district or school web site, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and academic performance.

*(cf. 1113 - District and School Web Sites)*

*(cf. 6020 - Parent Involvement)*

The Board prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, advertisements in school publications, coupon or incentive programs, or other means.

*(cf. 1325 - Advertising and Promotion)*

**Nutritional Quality of Foods and Beverages Sold and Served on Campus**

The Board shall adopt nutrition guidelines selected by the district for all foods available on each campus during the school day, with the objectives of promoting student health and reducing childhood obesity.

**School Meals (Reimbursable Meals)**

To the maximum extent practicable, all schools in the district will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program [including after-school snacks], Fruit and Vegetable Snack Program, and Child and Adult Care Food Program).

Foods and beverages served through these programs will:

- be appealing and attractive to children; and
- be served in clean and pleasant settings; and
- meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations; **and**
- include a variety of fruits and vegetables; and
- include milk that is limited to only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA); and

**WELLNESS POLICY**

- include baked items that are whole grain foods, (whole grain listed as the first ingredient); and
- include daily vegetarian options, as well as some vegan options; and
- include menu items selected by students and parents through taste tests of new and existing entrees; **and**
- meet or exceed federal regulations and guidance issued pursuant to 42 USC 1758(f)(1), 1766(a), and 1779(a) and (b), as they apply to schools.

Information about the nutritional content of meals, if available, should be shared with parents and students.

Qualified child nutrition professionals will administer the school meal programs. As part of the school district's responsibility to operate food service programs, the district will provide continuing professional development for all child nutrition staff. This professional development should include appropriate certification and/or training programs for child nutrition directors, supervisors, managers, and other staff members, according to their levels of responsibility.

**Foods and Beverages Served Outside of Reimbursable School Meals**

The Board believes that all foods and beverages available to students at district schools should support the health curriculum and promote optimal health. Nutrition standards adopted by the district for all foods and beverages provided to students, including foods and beverages provided through the district's food service program, student stores, vending machines, fundraisers, or other venues, shall meet or exceed state and federal nutrition standards.

*(cf. 3312 - Contracts)*

*(cf. 3550 - Food Service/Child Nutrition Program)*

*(cf. 3554 - Other Food Sales)*

*(cf. 5148 - Child Care and Development)*

**Celebrations.** Schools should limit celebrations that involve food during the school day to no more than one party per class per month. Food and beverages for celebrations that occur before the end of the last lunch period must be provided by the Food Services department as a reimbursable meal. For celebrations that occur after the last lunch period, each party should include no more than one food or beverage that does not meet federal and state nutrition standards.

**Rewards.** Representatives of the School District should not **encourage the** use **of** foods or beverages, especially those that do not meet nutrition standards, as rewards for academic performance or good behavior; and will not withhold food or beverages (including food served through school meals) as a punishment.

**WELLNESS POLICY**

Fundraising Activities. The school district shall encourage all school-based organizations to use non-food items for fundraising. For food-related fundraising activities in which the items are distributed earlier than one half-hour after the end of the school day, the organizations will sell only foods or beverages that meet or exceed state and federal nutrition standards. For other food-related fundraising activities, the organizations shall be encouraged to sell only items that meet these standards.

Snacks. Snacks served in after-school care or enrichment programs should promote healthy eating habits, and should feature a variety of fruits and vegetables and whole grain products.

School-sponsored Events. The school district should encourage the promotion of healthy foods and beverages offered or sold at school-sponsored events outside the school day.

Monitoring and Policy Review

The Board shall establish a plan for measuring implementation of the policy. The Superintendent shall designate at least one person within the district and at each school who is charged with operational responsibility for ensuring that the school sites implement the district's wellness policy.

Monitoring. The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the school district superintendent or designee.

School food service staff will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent. In addition, the school district will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes.

The superintendent or designee will develop a summary report every three years on district-wide compliance with the district's established nutrition and physical activity wellness policies, based on input from schools within the district. That report will be provided to the school board and also be distributed to all school health councils, parent/teacher organizations, school principals, and school health services personnel in the district.

Policy Review. To help with the initial implementation of the district's wellness policies, each school in the district will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies. The results of those school-by-school assessments will be compiled at the district level to identify and prioritize needs.

Students

BP 5030(f)

WELLNESS POLICY

Posting Requirements. Each school shall post the district's policies and regulations on nutrition and physical activity in public view within all school cafeterias or in other central eating areas. (Education Code 49432)

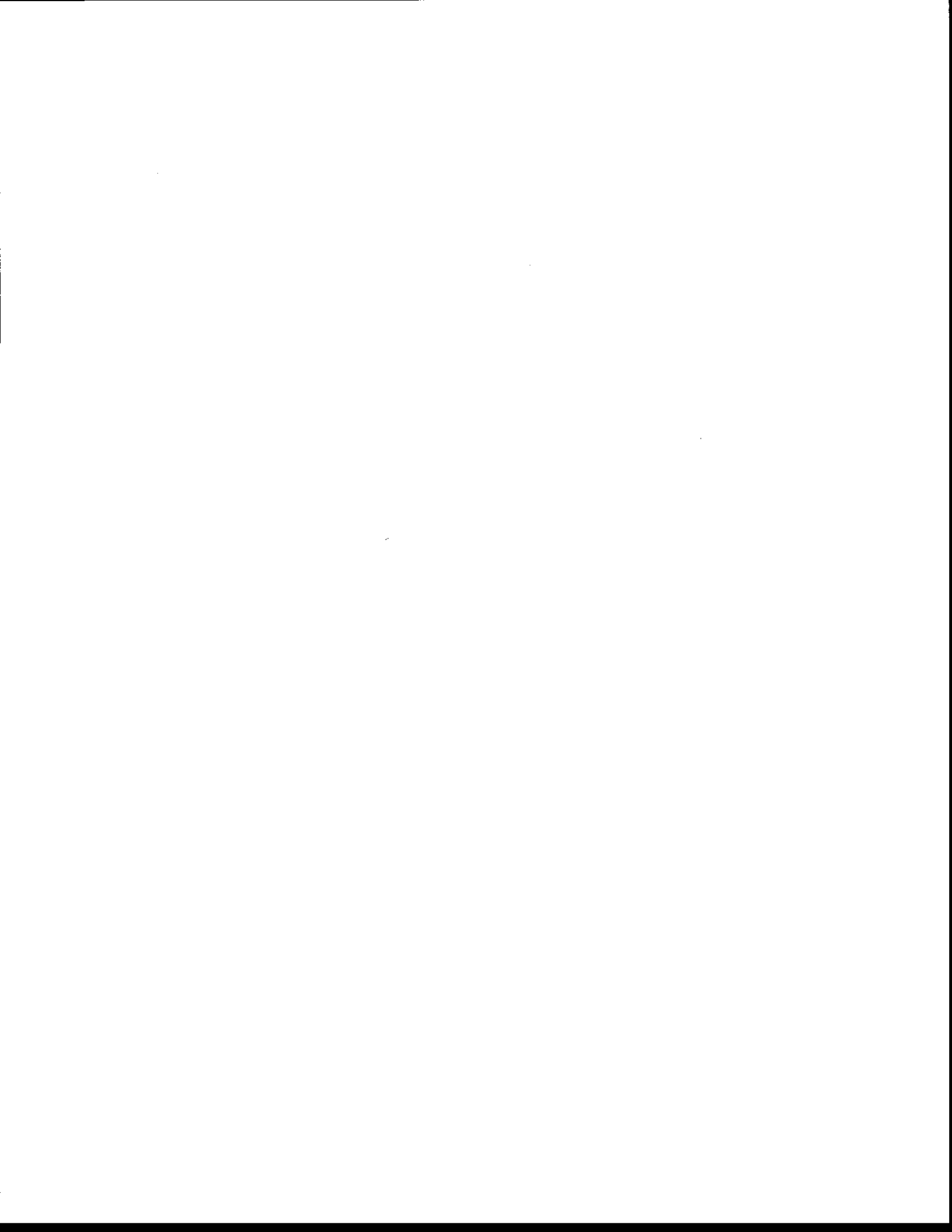
Policy adopted: 7/11/06

Policy Reviewed: 7/11/06

**Policy Reviewed: 4/27/09**

**Policy Reviewed and Adopted:**  
**5/12/09**

CULVER CITY UNIFIED SCHOOL DISTRICT  
Culver City, California



**BOARD REPORT**

**14.2b 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. Mrs. Audrey Stephens, Director of the Office of Child Development, will give a presentation on the Agency Annual Review Report.

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

Moved by:

Seconded by:

Vote:

Child Development of Division  
 California Department of Education

Management Bulletin 09-01 Checklist  
 (Revised March 2009)

**Fiscal Year 2008-09 Program Self-Evaluation Checklist**

|                                 |  |
|---------------------------------|--|
| <b>Legal Name of Contractor</b> | Culver City Unified School Office of Child Development |
| <b>Contract Type</b>            | CCTR   |

Complete a Program Self-Evaluation Checklist for each contract type to ensure that each contract package contains all the required forms as described below. Place a check mark in the box to verify that the item is included in the Program Self-Evaluation due **June 1, 2009, 5 p.m.**

| Description  | Check box<br><input checked="" type="checkbox"/> |
|--|--|
| <b>All contractors, including AP and R &amp; R, must submit the following two forms:</b>   |  |
| Agency Annual Report (CD 4000) form: (One per contract)  | <input checked="" type="checkbox"/>              |
| Agency Categorical Program Monitoring, Contract Monitoring Review CPM/CMR Summary of Findings (CD 4001) form: (One per contract)   | <input checked="" type="checkbox"/>              |
| <b>All Center-Based and Family Child Care Home Education Network contractors must also submit the following forms:</b>   |  |
| Environment Rating Scale Summary of Findings (CD 4002) form (One per contract)   | <input checked="" type="checkbox"/>              |
| Desired Results Program Action Plan (CD 4003) form (One per contract)  | <input checked="" type="checkbox"/>              |
| Personnel Roster (CD 3701) form (One per site, per each contract) Revised this year: <b>Note: Family Day Care Home Education Network contractors need only fill out the first five sections.</b> | <input checked="" type="checkbox"/>              |
| Attestation of Qualified Staff and Ratio Requirements (CD 3701A) form: (One per each contract) <b>Note: This is a new form for 2009.</b>   | <input checked="" type="checkbox"/>              |

The FY 2008-09 Program Self-Evaluation must be received by the California Department of Education by **Monday, June 1, 2009, 5 p.m.** Mail only one original of all documents checked to:

**FY 2008-09 Program Self-Evaluation**  
 Child Development Division  
 California Department of Education  
 1430 N Street, Suite 3410  
 Sacramento, CA 95814-5901



**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.

|  |  |   |             |
|--|--|---|-------------|
| <b>Contractor's Legal Name</b><br>Culver City Unified School District Office of Child Development  |  |   |             |
| <b>Vendor Number</b> 19-6444   |  | <b>Contract Type</b>                              | <b>CCTR</b> |
| <b>Person Authorized to Sign Report</b><br>Audrey L. Stephens, Director  |  |   |             |
| <b>Telephone Number</b> 310 842-4230   |  |   |             |
| <b>Date Program Self-Evaluation Completed</b><br>May 2009  |  |   |             |
| <b>Number of Center-Based Sites Reviewed</b><br>8  |  | <b>Number of Family Child Care Homes Reviewed</b> | 0           |
| <p><b>Describe the Annual Report Process</b> (Note: This area expands as necessary)<br/>                 The <b>Annual Report</b> 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 2008 and ended May 2009.</p> <p><b><u>By Culver City Unified School District</u></b></p> <ul style="list-style-type: none"> <li>• The Superintendent provides ongoing support and feedback and conducts formal evaluations of the OCD Director.</li> <li>• 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.</li> <li>• 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 2009, the Director presented an overview of and addressed questions about the Desired Results System of Accountability, including agency self-evaluation, findings, and goals.</li> <li>• The District Fiscal Department provides on-going review of the operating budget, mid-year, and end-of-year budgets.</li> <li>• The District requires school readiness checklists to be completed by OCD for each child entering kindergarten.</li> </ul> <p><b><u>By the Office of Child Development</u></b></p> <p><b>Staff Development and Training</b></p> <ul style="list-style-type: none"> <li>• 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 2008. At this time, staff also participated in an all-day training, focusing on CPR, first-aid, and implementation of the annual plan.</li> </ul> |  |   |             |

- Representative staff attended and shared content from CPIN workshops on Preschool Early Learning Foundations.
- 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 2008, 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 2009. 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 2009. 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 2008 and April/May 2009 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 2009, 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.

**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

Signature

Date

| instrument(s) was/were used.  |                                  |      |
|---|----------------------------------|------|
| At least one Board Representative who participated in the agency's completed Self-Evaluation process (described above) must sign this document. | Board Representative's Signature | Date |

Child Development Division  
 California Department of Education

CD 4001  
 (Revised March 2009)

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

|  |   |
|--|---|
| <b>Contractor's Legal Name</b>             | Culver City Unified School District Office of Child Development |
| <b>Contract Type</b>                       | CCTR  |
| <b>Program Director's Name</b>             | Audrey L. Stephens  |
| <b>Program Director's Telephone Number</b> | (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.<br>Compliance Item<br>Number | 2.<br>Title of Individual<br>Responsible | 3.<br>Specific Corrective<br>Actions that have<br>been Resolved or<br>will be Resolved | 4.<br>Date of Compliance |                                   |
|---------------------------------|--|--|--------------------------|-----------------------------------|
|                                 |  |  | Completion<br>Date       | Anticipated<br>Completion<br>Date |
|                                 |  |  |                          |                                   |
|                                 |  |  |                          |                                   |
|                                 |  |  |                          |                                   |
|                                 |  |  |                          |                                   |

Child Development Division  
 California Department of Education

CD 4001  
 (Revised March 2009)

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

|  |   |
|--|---|
| <b>Contractor's Legal Name</b>             | Culver City Unified School District Office of Child Development |
| <b>Contract Type</b>                       | CFDP  |
| <b>Program Director's Name</b>             | Audrey L. Stephens  |
| <b>Program Director's Telephone Number</b> | (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.<br>Compliance Item<br>Number | 2.<br>Title of Individual<br>Responsible | 3.<br>Specific Corrective<br>Actions that have<br>been Resolved or<br>will be Resolved | 4.<br>Date of Compliance |                                   |
|---------------------------------|--|--|--------------------------|-----------------------------------|
|                                 |  |  | Completion<br>Date       | Anticipated<br>Completion<br>Date |
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**Agency Categorical Program Monitoring/Contract Monitoring Review (CPM/CMR)  
 Summary of Findings**

|  |   |
|--|---|
| <b>Contractor's Legal Name</b>             | Culver City Unified School District Office of Child Development |
| <b>Contract Type</b>                       | CPRE  |
| <b>Program Director's Name</b>             | Audrey L. Stephens  |
| <b>Program Director's Telephone Number</b> | (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.<br>Compliance Item<br>Number | 2.<br>Title of Individual<br>Responsible | 3.<br>Specific Corrective<br>Actions that have<br>been Resolved or<br>will be Resolved | 4.<br>Date of Compliance |                                   |
|---------------------------------|--|--|--------------------------|-----------------------------------|
|                                 |  |  | Completion<br>Date       | Anticipated<br>Completion<br>Date |
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|                                 |  |  |                          |                                   |

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

|  |   |
|--|---|
| <b>Contractor's Legal Name</b>             | Culver City Unified School District Office of Child Development |
| <b>Contract Type</b>                       | CLTK  |
| <b>Program Director's Name</b>             | Audrey L. Stephens  |
| <b>Program Director's Telephone Number</b> | (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.<br>Compliance Item<br>Number | 2.<br>Title of Individual<br>Responsible | 3.<br>Specific Corrective<br>Actions that have<br>been Resolved or<br>will be Resolved | 4.<br>Date of Compliance |                                   |
|---------------------------------|--|--|--------------------------|-----------------------------------|
|                                 |  |  | Completion<br>Date       | Anticipated<br>Completion<br>Date |
|                                 |  |  |                          |                                   |
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|                                 |  |  |                          |                                   |

Environment Rating Scale Summary of Findings

|  |  |
|--|--|
| <b>Contractor/Center:</b><br>Culver City Unified School District Office Of Child Development | <b>Classroom/Family/Child Care Home:</b> |
| <b>Contract Type:</b><br>CCTR  | <b>Planning Date:</b><br>3-5-09          |
| <b>Planner's Name and Position:</b><br>Audrey L. Stephens, Director                          | <b>Follow-up Date:</b><br>May 2009       |
| <b>Planner's Name and Position:</b><br>Lead Teachers   | <b>Planner's Name and Position:</b>      |

| Item<br>(Classroom/Family/Child Care Home Education Level) or Sub-Scale Average (Agency Level) | Key Findings from Environment Rating Scale  | Action Steps (Outline 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)  |
|--|---|--|--|--|
| ECERS Item 11:<br>Nap/rest (mean=2.6)  | Mats/cots are not meeting ECERS criteria for adequate spacing   | Item 11: Classroom furnishings will be moved in order to increase the amount of space between mats.<br>Note: While classrooms will be able to meet a 3 criteria of 18 inch spacing of mats, due to the number of children served and the allocated space, it maybe difficult to consistently meet the 5 level criteria of 3 feet between mats. | Classroom instructional staff<br>March 31, 2009  |  |
| ECERS Item 14:<br>Safety practice (mean=2.6)   | Toilet loose.<br>Electrical outlets not covered.<br>Sand and wood-chips on concrete may create tripping hazard. | Item 14:<br>Staff will write up work order to have toilet fixed. Toilet will be repaired.<br>Staff will immediately cover electrical outlets.<br>Staff will establish a plan to ensure sand and wood-chips are swept regularly.  | Classroom instructional staff<br>March 31, 2009  | Staff placed work order and toilet has been fixed (March 31, 2009)<br>Outlets have been covered. (Immediately) |



|  |   |  |  |                                    |
|--|---|--|--|------------------------------------|
| <p>SACERS Item 3:<br/>Space for privacy<br/>(mean=4.3)</p>           | <p>One classroom has no space set aside for individuals or small groups</p> | <p>Staff will re-arrange classroom to provide a private space.</p>                                 | <p>Classroom instructional staff</p>         | <p>Completed December 1, 2008</p>  |
| <p>SACERS Item 4<br/>Room arrangement<br/>(mean=4.3)</p>             | <p>Furnishings are crowded in the reading area.</p>                         | <p>Staff will move furnishings around to not overcrowd area.</p>                                   | <p>Classroom staff<br/>December 31, 2008</p> | <p>Completed October 31, 2008</p>  |
| <p>SACERS Item 7<br/>Furnishings for relaxation<br/>(mean=4.7)</p>   | <p>Not enough soft furnishings accessible to children</p>                   | <p>Staff will purchase more soft furnishings for classroom.</p>                                    | <p>Classroom staff<br/>December 31, 2008</p> | <p>Completed November 30, 2008</p> |
| <p>SACERS Item 14<br/>Emergency and safety policy<br/>(mean=4.7)</p> | <p>There was no written emergency procedures posted.</p>                    | <p>Classroom staff will immediately post emergency procedures.</p>                                 | <p>Classroom staff<br/>Immediately</p>       | <p>Completed</p>                   |
| <p>SACERS Item 16<br/>Attendance<br/>(mean=4.3)</p>                  | <p>Staff do not call parents about un-notified absences</p>                 | <p>Classroom staff will call main office and utilize the Elementary School absence list daily.</p> | <p>Classroom staff<br/>Ongoing</p>           | <p>Occurring regularly</p>         |

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).

Environment Rating Scale Summary of Findings

|  |  |
|--|--|
| <b>Contractor/Center:</b><br>Culver City Unified School District Office of Child Development | <b>Classroom/Family/Child Care Home:</b> |
| <b>Contract Type:</b><br>CFDP  | <b>Planning Date:</b><br>3-06-09         |
| <b>Planner's Name and Position:</b><br>Audrey L. Stephens, Director                          | <b>Follow-up Date:</b><br>May 2009       |
| <b>Planner's Name and Position:</b><br>Lead Teachers   | <b>Planner's Name and Position:</b>      |

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<br>(Classroom/Family/Child Care Home Education Level or Sub Scale Average Agency Level) | Key Findings from Environment Rating Scale                    | Action Steps<br>(include materials, training needs, any changes to schedules, space, and supervision)  | Expected Completion Date<br>(Changes made, date completed, and time expended) | Persons Responsible           | Follow Up      |
|--|---|--|---|-------------------------------|----------------|
| ECERS Item 11:<br>Nap/rest<br>(mean=3.7)   | Mats/cots are not meeting ECERS criteria for adequate spacing | Item 11: Classroom furnishings will be moved in order to increase the amount of space between mats.<br>Note: While classrooms will be able to meet a 3 criteria of 18 inch spacing of mats, due to the number of children served and the allocated space, it maybe difficult to consistently meet the 5 level criteria of 3 feet between mats. |   | Classroom instructional staff | March 31, 2009 |

Environment Rating Scale Summary of Findings

|  |  |
|--|--|
| <b>Contractor/Center:</b><br>Culver City Unified School District Office of Child Development | <b>Classroom/Family/Child Care Home:</b> |
| <b>Contract Type:</b><br>CPRE  | <b>Planning Date:</b><br>3-06-09         |
| <b>Planner's Name and Position:</b><br>Audrey L. Stephens, Director                          | <b>Follow-up Date:</b><br>May 2009       |
| <b>Planner's Name and Position:</b><br>Lead Teachers   | <b>Planner's Name and Position:</b>      |

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<br>(Classroom/Family/<br>Child Care Home<br>Education Level) or<br>Sub-Scale<br>Average<br>(Agency Level) | Key Findings from<br>Environment<br>Rating Scale                          | Action Steps<br>(include materials, training needs,<br>any changes to schedules, space,<br>and supervisor) | Expected<br>Completion Date<br>and Persons<br>Responsible | Follow-Up<br>(Changes made, date<br>completed, and time<br>extended)  |
|--|---|--|---|---|
| ECERS 20<br>Art<br>(mean=4.0)  | Item 20: Children's art depicting individual expression was not prevalent | Staff will display art work, which shows children's individual expression                                  | Classroom instructional staff.<br>April 30, 2009          | Teachers increased the display of children's artwork depicting individual expression of ideas. (December 2009)  |
| ECERS 26<br>Math<br>(mean=4.5)   | Item 26: limited use of daily activities to promote math/number learning  | Staff will share ideas at staff meetings linking math/numbers as part of practical life events.            | Audrey, Gloria, and classroom staff<br>May 2009           | Provided workshop for staff on how to support children's math/number learning within the classroom setting. (January 2009)<br>Teachers have been incorporating additional opportunities and facilitating activities designed to promote early math learning. (March 2009) |

Environment Rating Scale Summary of Findings

|  |  |
|--|--|
| <b>Contractor/Center:</b><br>Culver City Unified School District Office of Child Development | <b>Classroom/Family/Child Care Home:</b> |
| <b>Contract Type:</b><br>CLTK  | <b>Planning Date:</b><br>3-06-09         |
| <b>Planner's Name and Position:</b><br>Audrey L. Stephens, Director                          | <b>Follow-up Date:</b><br>May 2009       |
| <b>Planner's Name and Position:</b><br>Lead Teachers   | <b>Planner's Name and Position:</b>      |

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<br>(Classroom/Family<br>Child Care Home<br>Education Level) or<br>Subscale<br>Average<br>(Agency Level) | Key Findings from<br>Environment<br>Rating Scale   | Action Steps<br>(Include materials, training needs,<br>any changes to schedules, space,<br>and supervisor)   | Expected<br>Completion Date<br>and Persons<br>Responsible | Follow-Up<br>(Changes made, date<br>completed, and time<br>extended)   |
|--|--|--|---|--|
| SACERS Item 18<br>Meals/snacks<br>(mean=3.93)  | No tables are available for children to sit during snack time, and staff do not sit with children.                               | Tables will be provided for children and staff to sit during snack. Administrator will request tables through maintenance dept.<br>Staff members will be given increased supervision through the food monitoring review process to ensure staff members sit with children during meal times.                     | Audrey and classroom staff<br>March 31, 2009              | Tables have been ordered and some tables have been placed at classrooms. Two additional classrooms are awaiting their tables. Tables are expected to be received June 2009. Teachers will use tables at other area of play yard until the tables have been received.<br>Staff members are sitting with children during snack (April 2009). |
| SACERS:<br>Subscale 3 Activities<br>(mean=4.6)   | Some classrooms have limited materials in: art, music, drama/theater, science/nature, and materials reflecting diverse cultures. | <b>Activities:</b><br>Provide staff with resources to purchase and/or request donations for materials.<br>A staff resource center is being established for classrooms to utilize additional materials needed.<br>Staff members will be given increased supervision and support to ensure materials are provided. | Audrey<br>(on-going)<br>May 30, 2009                      | ERS team provided support to help staff increase materials provided to meet SACERS criteria.<br>Additional materials were obtained through purchases, borrowing from other classrooms, and donations.  |

Desired Results Program Action Plan

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| <p><b>Contractor/Center:</b><br/>Culver City Unified School District<br/>Office of Child Development</p> <p><b>Contract Type:</b><br/>CCTR</p> <p><b>Planner's Name and Position:</b><br/>Audrey L. Stephens, Program Director</p> <p><b>Planner's Name and Position:</b><br/>Lead Teachers</p>   | <p><b>Classroom/Family/Child Care Home:</b></p> <p><b>Planning Date:</b><br/>3-27-09</p> <p><b>Follow-up Date:</b><br/>April 2010</p> |
| <p><b>DRDP-R SUMMARY OF FINDINGS:</b><br/><b>PRESCHOOL: AVERAGE RATING FOR MATH MEASURES</b><br/>59% of preschool children are not yet at the building level in demonstrating competence in math concepts.</p> <p><b>SCHOOL-AGE: AVERAGE RATING FOR MATH MEASURES</b><br/>50% of school-age children are not yet at the integrating level in demonstrating competence in math concepts.</p> <p><b>PARENT SURVEY SUMMARY OF FINDINGS:</b><br/>Only 64% of parents reported that they are very satisfied with the level of parent involvement in their child(ren)'s program. While 64% is an increase over last year's 46%, we would like to continue to focus on increasing parent involvement and parents' perceptions of their involvement in our programs. As part of our program goals last year, we targeted parent involvement, related to supporting children's literacy development. As a current focus, we would like to continue to support and encourage parent involvement, as it relates to developing skills in mathematics in the school and home settings.</p> <p><b>ERS SUMMARY OF FINDINGS:</b><br/><b>SACERS: ITEM 25 MATH: 6.6</b><br/><b>ECERS-R: ITEM 26 MATH: 7.0</b><br/>Although the preschool and school-age classrooms were rated very high in the math domain on the environmental rating scales, we would like to build upon the ECERS criteria by emphasizing interactive and facilitated math activities on a more consistent and frequent basis within and outside of the classroom setting.</p> |   |

| Program Goal<br>(What you want to accomplish)   | Objectives<br>(How you will accomplish the goal)   | Expected Completion Date and Persons Responsible   | Follow-up<br>(Changes made, date completed)   |
|---|--|--|---|
| <p>Support and increase children's skills in and understanding of mathematical concepts by providing enriched and more frequent opportunities to experience facilitated and interactive math activities within the classroom and home settings.</p> | <ul style="list-style-type: none"> <li>Participate in training offered through CPIN on the Preschool Learning Foundations in Mathematics and related curriculum.</li> <li>Participate in upcoming training offered focusing on curriculum, as related to the Preschool Learning Foundations in Mathematics.</li> <li>Provide staff development workshop focused on developing skills, behaviors, and understanding in math for both school-age and preschool staff.</li> <li>Identify and secure facilitator/trainer to provide staff development workshop in math and to assist with creation of staff resource binder and lending library, as needed.</li> <li>Create a staff resource binder of math curriculum, environment, and activity ideas.</li> <li>Develop and provide a staff/ parent lending library of materials and activities designed to support children's skills and understanding in mathematics. Staff and parents will be able to access a variety of reading materials, activity ideas, children's books incorporating mathematical concepts, manipulatives, puzzles, and games, which help support math development to increase opportunities for interactive and facilitated math experiences in the school and home</li> </ul> | <p>Lead Site Preschool Staff<br/>September 23, 2008</p> <p>Lead Site Preschool Staff<br/>As offered through CPIN</p> <p>Program Director to organize<br/>January 26, 2009</p> <p>Program Director<br/>January 26, 2009<br/>September 1, 2009</p> <p>Program Director, Lead Site Staff, instructional staff, possibly consultant<br/>Ongoing</p> <p>Program Director, Lead Site Staff, instructional staff, possibly consultant<br/>December 2009<br/>Ongoing</p> | <p>Audrey L. Stephens,<br/>Program Director and<br/>Lead Site Staff.<br/>September, 23, 2008<br/>October 27, 2008</p> |
| <p>Continue to respond to parent requests by providing parents with access to learning materials on an ongoing basis to help support their child's development at home.</p>   |  |  |   |

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|  | <p>environment.</p> <ul style="list-style-type: none"> <li>• Develop and implement math activities that are interactive, and facilitated by staff and/or peers. We will continue to give attention to providing meaningful opportunities for parents to become involved within the classroom setting.</li> <li>• Continue to include opportunities for parents/families to participate in math activities within the program and at home with their children to support the home-school connection.</li> <li>• Provide a parent workshop on how to support developing skills and knowledge in mathematics.</li> <li>• Involve parents, as opportunities arise, in building math lending library.</li> </ul> | <p>Program Director, Lead Site Staff, all instructional staff, and parents<br/>Ongoing</p> <p>Program Director, Lead Site Staff, all instructional staff, and parents<br/>Ongoing</p> <p>Program Director and Parent Advisory Group to organize<br/>March 2010</p> <p>Program Director, Lead Site Staff, all instructional staff, and parents.<br/>May 30, 2010<br/>Ongoing</p> |  |
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Desired Results Program Action Plan

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| <p><b>Contractor/Center:</b><br/>                 Culver City Unified School District Office of Child Development</p> | <p><b>Classroom/Family/Child Care Home:</b></p>               |
| <p><b>Contract Type:</b><br/>                 CFDP</p>  | <p><b>Planning Date:</b><br/>                 3-27-09</p>     |
| <p><b>Planner's Name and Position:</b><br/>                 Audrey L. Stephens, Program Director</p>                  | <p><b>Follow-up Date:</b><br/>                 April 2010</p> |
| <p><b>Planner's Name and Position:</b><br/>                 Lead Teachers</p>   | <p><b>Planner's Name and Position:</b></p>                    |

**Program Findings:**  
 (What you identified as resulting from your program)

**DESIRED RESULTS SUMMARY OF FINDINGS:**  
**AVERAGE RATING FOR MATH MEASURES:**  
 79% of preschool children are not yet at the building level in demonstrating competence in math concepts.

**DESIRED RESULTS PARENT SUMMARY OF FINDINGS:**  
 Only 49% of parents reported that they are very satisfied with the level of parent involvement in their child(ren)'s program. We would like to continue to focus on increasing parent involvement and parents' perceptions of their involvement in our programs. As part of our program goals last year, we targeted parent involvement, related to supporting children's literacy development. As a current focus, we would like to continue to support and encourage parent involvement, as it relates to developing skills in mathematics in the school and home settings.

**ECERS-R SUMMARY OF FINDINGS:**  
**ECERS-R: ITEM 26 MATH: 7.0**  
 Although the preschool classrooms were rated very high in the math domain on the environmental rating scales, we would like to build upon the ECERS criteria by emphasizing interactive and facilitated math activities on a more consistent and frequent basis within and outside of the classroom setting.



| Program Goal<br>(What you want to accomplish)   | Objectives<br>(How you will accomplish the goal)  | Expected Completion Date and Persons Responsible  | Follow-Up<br>(Changes made date completed)  |
|---|---|---|---|
| <p>To support and increase children's skills in and understanding of mathematical concepts by providing enriched and more frequent opportunities to experience facilitated and interactive math activities.</p> | <ul style="list-style-type: none"> <li>Participate to training offered through CPIN on the Preschool Learning Foundations in Mathematics and related curriculum.</li> <li>Participate in upcoming training offered focusing on curriculum, as related to the Preschool Learning Foundations in Mathematics.</li> <li>Provide staff development workshop focused on developing skills, behaviors, and understanding in math for preschool staff.</li> <li>Identify and secure facilitator/trainer to provide staff development workshop in math and to assist with creation of staff resource binder and lending library, as needed.</li> <li>Create a staff resource binder of math curriculum, environment, and activity ideas.</li> <li>Develop and provide a staff/ parent lending library of materials and activities designed to support children's skills and understanding in mathematics. Staff and parents will be able to access a variety of reading materials, activity ideas, children's books incorporating mathematical concepts, manipulatives, puzzles, and games, which help support math to increase opportunities for interactive and facilitated math experiences in the school and home environment.</li> <li>Develop and implement math activities that are interactive, and facilitated by staff and/or peers. We will continue to give attention to providing meaningful opportunities for parents to become involved within the classroom setting.</li> </ul> | <p>Lead Site Preschool Staff<br/>September 23, 2008</p> <p>Lead Site Preschool Staff<br/>As offered by CPIN</p> <p>Program Director to organize<br/>January 26, 2009</p> <p>Program Director.<br/>January 26, 2009<br/>September 1, 2009</p> <p>Program Director, Lead Site Staff, instructional staff, possibly consultant<br/>Ongoing</p> <p>Program Director, Lead Site Staff, instructional staff, possibly consultant<br/>December 2009<br/>Ongoing</p> <p>Program Director, Lead Site Staff, all instructional staff, and parents<br/>Ongoing</p> | <p>Audrey L. Stephens,<br/>Program Director and<br/>Lead Site Staff<br/>September, 23, 2008<br/>October, 27, 2008</p> |
| <p>Continue to respond to parent requests by providing parents with access to learning materials on an ongoing basis to help support their child's development at home.</p>                                     |   |   |   |

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|  | <ul style="list-style-type: none"><li>• Continue to include opportunities for parents/families to participate in math activities within the program and at home with their children to support the home-school connection.</li><li>• Provide a parent workshop on how to support developing skills and knowledge in mathematics.</li><li>• Involve parents, as opportunities arise, in building math lending library.</li></ul> | <p>Program Director, Lead Site Staff, all instructional staff, and parents<br/>Ongoing</p> <p>Program Director and Parent Advisory Group to organize<br/>March 2010</p> <p>Program Director, Lead Site Staff, all instructional staff, and parents.<br/>Ongoing</p> |  |
|--|---|---|--|

Desired Results Program Action Plan

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| <p><b>Contractor/Center:</b><br/>Culver City Unified School District Office of Child Development</p>   | <p><b>Classroom/Family/Child Care Home:</b></p> |
| <p><b>Contract Type:</b><br/>CPRE</p>  | <p><b>Planning Date:</b><br/>3-27-09</p>        |
| <p><b>Planner's Name and Position:</b><br/>Audrey L. Stephens, Program Director</p>  | <p><b>Follow-up Date:</b><br/>April 2010</p>    |
| <p><b>Planner's Name and Position:</b><br/>Lead Teachers</p>   | <p><b>Planner's Name and Position:</b></p>      |
| <p><b>DESIRED RESULTS SUMMARY OF FINDINGS:</b><br/><b>AVERAGE RATING FOR MATH MEASURES:</b><br/>79% of preschool children are not yet at the <i>building level</i> in demonstrating competence in math concepts</p> <p><b>DESIRED RESULTS PARENT SUMMARY OF FINDINGS:</b><br/>Only 62% of parents reported that they are very satisfied with the level of parent involvement in their child(ren)'s program. While 62% is an increase over last year's 56%, we would like to continue to focus on increasing parent involvement and parents' perceptions of their involvement in our programs. As part of our program goals last year, we targeted parent involvement, related to supporting children's literacy development. As a current focus, we would like to continue to support and encourage parent involvement, as it relates to developing skills in mathematics in the school and home settings.</p> <p><b>ECERS-R SUMMARY OF FINDINGS:</b><br/><b>ECERS-R ITEM 26 MATH: 4.5</b><br/>There is limited use of daily activities to promote math concepts, and the classrooms did not meet the ECERS-R requirements. We would like to continue to build upon the ECERS-R criteria by providing daily access to math materials and daily activities. We also would like to build on ECERS criteria by emphasizing interactive and facilitated math activities on a more consistent and frequent basis within and outside of the classroom setting.</p> |   |

| Program Goal<br>(What you want to accomplish)  | Objectives<br>(How you will accomplish the goal)   | Expected Completion Date and Persons Responsible  | Follow-Up<br>(Changes made date completed)  |
|--|--|---|---|
| <p>To support and increase children's skills in and understanding of mathematical concepts by providing enriched and more frequent opportunities to experience facilitated and interactive math activities in the classroom and home settings.</p> | <ul style="list-style-type: none"> <li>Participate in training offered through CPIN on the Preschool Learning Foundations in Mathematics and related curriculum.</li> <li>Participate in upcoming training offered focusing on curriculum, as related to the Preschool Learning Foundations in Mathematics.</li> <li>Provide staff development workshop focused on developing skills, behaviors, and understanding in math for preschool staff.</li> <li>Identify and secure facilitator/trainer to provide staff development workshop in math and to assist with creation of staff resource binder and lending library, as needed.</li> <li>Create a staff resource binder of math curriculum, environment, and activity ideas.</li> </ul>  | <p>Lead Site Preschool Staff<br/>September 23, 2008</p> <p>Lead Site Preschool Staff<br/>As offered by CPIN</p> <p>Program Director to organize<br/>January 26, 2009</p> <p>Program Director.<br/>January 26, 2009<br/>September 1, 2009</p> <p>Program Director, Lead Site Staff, instructional staff, possibly consultant<br/>Ongoing</p> <p>Program Director, Lead Site Staff, instructional staff, possibly consultant<br/>December 2009<br/>Ongoing</p> <p>Program Director, Lead Site Staff, all instructional staff, and parents<br/>Ongoing</p> | <p>Audrey L. Stephens,<br/>Program Director and<br/>Lead Site Staff<br/>September, 23, 2008<br/>October, 27, 2008</p> |
| <p>Continue to respond to parent requests by providing parents with access to learning materials on an ongoing basis to help support their child's development at home.</p>  | <ul style="list-style-type: none"> <li>Develop and provide a staff/ parent lending library of materials and activities designed to support children's skills and understanding in mathematics. Staff and parents will be able to access a variety of reading materials, activity ideas, children's books incorporating mathematical concepts, manipulatives, puzzles and games, which help support math to increase opportunities for interactive and facilitated math experiences in the school and home environment.</li> <li>Develop and implement math activities that are interactive, and facilitated by staff and/or peers. We will continue to give attention to providing meaningful opportunities for parents to become</li> </ul> |   |   |

|  |   |   |  |
|--|---|---|--|
|  | <p>involved within the classroom setting.</p> <ul style="list-style-type: none"> <li>• Continue to include opportunities for parents/families to participate in math activities within the program and at home with their children to support the home-school connection.</li> <li>• Provide a parent workshop on how to support developing skills and knowledge in mathematics.</li> <li>• Involve parents, as opportunities arise, in building math lending library.</li> </ul> | <p>Program Director, Lead Site Staff, all instructional staff, and parents<br/>Ongoing</p> <p>Program Director and Parent Advisory Group to organize<br/>March 2010</p> <p>Program Director, Lead Site Staff, all instructional staff, and parents<br/>May 30, 2010<br/>Ongoing</p> |  |
|--|---|---|--|

Desired Results Program Action Plan

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| <p><b>Contractor/Center:</b><br/>Culver City Unified School District Office of Child Development</p> | <p><b>Classroom/Family/Child Care Home:</b></p> |
| <p><b>Contract Type:</b><br/>CLTK</p>  | <p><b>Planning Date:</b><br/>3-27-09</p>        |
| <p><b>Planner's Name and Position:</b><br/>Audrey L. Stephens, Program Director</p>                  | <p><b>Follow-up Date:</b><br/>April 2010</p>    |
| <p><b>Planner's Name and Position:</b><br/>Lead Teachers</p>   | <p><b>Planner's Name and Position:</b></p>      |

**DESIRED RESULTS SUMMARY OF FINDINGS:**  
**SCHOOL-AGE: AVERAGE RATING FOR MATH MEASURES**  
41% of school-age children are not yet at the *integrating level* in demonstrating competence in math concepts.

**DESIRED RESULTS PARENT SUMMARY OF FINDINGS:**  
Only 55% of parents reported that they are very satisfied with the level of parent involvement in their child(ren)'s program. While 55% is an increase over last year's 40%, we would like to continue to focus on increasing parent involvement and parents' perceptions of their involvement in our programs. As part of our program goals last year, we targeted parent involvement, related to supporting children's literacy development. As a current focus, we would like to continue to support and encourage parent involvement, as it relates to developing skills in mathematics in the school and home settings.

**SACERS-R SUMMARY OF FINDINGS:**  
**ITEM 25 MATH: 5.6**  
Although the average score was a 5.6, the amount and variety of materials to promote math and reasoning skills in daily activities did not meet the SACERS-R requirements in some classrooms. We also would like to build upon the ERS criteria by emphasizing interactive and facilitated math activities on a more consistent and frequent basis within and outside of the classroom setting.

| Program Goal<br>(What you want to accomplish)   | Objectives<br>(How you will accomplish the goal)   | Expected Completion Date and Persons Responsible  | Follow-Up<br>(Changes made, date completed) |
|---|--|---|---|
| <p>Support and increase children's skills in and understanding of mathematical concepts by providing enriched and more frequent opportunities to experience facilitated and interactive math activities within the classroom and home settings.</p> | <ul style="list-style-type: none"> <li>• Provide staff development workshop focused on developing skills, behaviors, and understanding in math for school-age staff.</li> <li>• Identify and secure facilitator/trainer to provide staff development workshop in math.</li> <li>• Develop and provide a staff resource center with materials and activities designed to support children's skills and understanding in mathematics, as well as other areas of the learning modality. Staff will be able to access a variety of materials, activity ideas, and books; which help support math to increase opportunities for interactive and facilitated math experiences in the school and home environment.</li> </ul> | <p>Program Director to organize<br/>January 26, 2009</p> <p>Program Director<br/>January 26, 2009<br/>September 1, 2009</p> <p>Program Director, Lead Site Staff, and instructional staff<br/>Ongoing</p>   |   |
| <p>Continue to respond to parent requests by providing parents with access to learning materials on an ongoing basis to help support their child's development at home.</p>   | <ul style="list-style-type: none"> <li>• Develop and implement math activities that are interactive, and facilitated by staff and/or peers. We will continue to give attention to providing meaningful opportunities for parents to become involved within the classroom setting.</li> <li>• Continue to include opportunities for parents/families to participate in math activities within the program and at home with their children to support the home-school connection.</li> <li>• Provide parent workshop on how to support developing skills and knowledge in mathematics.</li> <li>• Involve parents, as opportunities arise.</li> </ul>  | <p>Program Director, Lead Site Staff, instructional staff, and parents<br/>Ongoing</p> <p>Program Director, Lead Site Staff, all instructional staff, and parents<br/>Ongoing</p> <p>Program Director, Lead Site Staff, all instructional staff, and parents<br/>March 2010</p> <p>Program Director, Lead Site Staff, all instructional staff, and parents.<br/>Ongoing</p> |   |





**14.3a Approval of 2009-2010 Expenditure Reductions**

In order for the District to maintain a balanced budget as required by oversight agencies at its Second Interim Report, the Board of Education adopted on March 10, 2009, a "flexibility transfer" of \$380,000 from the Instructional Materials Realignment Funding Program (IMRFP) as well as expenditure reductions of \$1,760,183 in the unrestricted general fund and \$2,015,757 in the restricted general fund. These adopted items, as well as the items listed on the attached document, were compiled from previous years' lists as well as current stakeholder input from the community, school sites, bargaining units, district administration, the Community Budget Advisory Committee (CBAC) and the Board of Education.

The proposed reductions listed herein have not been adopted or otherwise acted upon by the Board of Education. They are being re-presented to the Board of Education for further discussion, consideration and action.

NOTE: As adopted by the Board of Education on March 17, 2009, the Second Interim Report includes an ongoing budget reduction of \$206,466 which denotes item #24.

**RECOMMENDED MOTION:** That the Board of Education for Culver City Unified School District identify and approve from the Proposed Budget Reduction List ongoing expenditure reductions for the 2009-10 fiscal year and beyond.

**Moved by:**

**Seconded by:**

**Vote:**

**Proposed Budget Reductions - Board of Education Meeting: May 12, 2009**

| <b>Proposed Budget Reductions for 2009-10 (Unrestricted Funds)</b> |                     | <b>FTE</b> | <b>Unrestricted Amount</b> |
|--|---------------------|------------|----------------------------|
| <b>Sites</b>   |                     | 3.00       | \$ 258,466                 |
|  |                     |            |                            |
| 24   | Counselors          | 2.00       | \$206,466                  |
| 25   | Guidance Technician | 1.00       | \$52,000                   |

|                           |   |  |           |
|---------------------------|---|--|-----------|
| <b>Board of Education</b> |   |  | \$ 35,657 |
|                           |   |  |           |
| 28                        | Board Members health and welfare benefits |  | \$35,657  |

**TOTAL UNRESTRICTED FUNDS      3.00      \$ 294,123**

| <b>Proposed Budget Reductions for 2009-10 (Restricted Funds)</b> |  | <b>FTE</b> | <b>Restricted Amount</b> |
|--|--|------------|--------------------------|
| <b>Categoricals</b>  |  | 27.00      | \$ 451,474               |
|  |  |            |                          |
| 44   | Instructional Assistant I (Title I, SIP)     | 15.00      | \$210,623                |
| 45   | Instructional Assistant III (Bilingual, EIA) | 12.00      | \$240,851                |

**TOTAL RESTRICTED FUNDS      27.00      \$ 451,474**

5/12/09  
14.4a

**BOARD REPORT**

**14.4a Approval is Recommended for the Memorandum of Agreement Regarding the 2008-2009 Classified Bargaining Unit Layoffs**

The Association of Classified Employees (ACE) and the Culver City Unified School District (District) entered into a Memorandum of Agreement on April 22, 2009 regarding the 2008-2009 classified bargaining unit layoffs.

RECOMMENDED MOTION:      That the Board approve said Memorandum of Agreement Regarding the 2008-2009 Classified Bargaining Unit Layoffs.

Moved by:

Seconded by:

Vote:

**Culver City Unified School District**  
**MEMORANDUM OF AGREEMENT**  
**April 22, 2009**

The Association of Classified Employees (ACE) and Culver City Unified School District (District) enter into this Memorandum of Agreement regarding the 2008-2009 classified bargaining unit layoffs. The parties agree to the following:

1. The District shall continue to provide through September 30, 2009 the current District contribution for health benefits to unit members who have been terminated by lay off in the same amount it provided prior to the layoff. Affected unit members will be informed of their COBRA rights, including the required effective date.
2. The District shall continue to provide through the 2009-2010 school year the current District contribution for health benefits to unit members who have been reduced in hours by lay off in the same amount it provided prior to the layoff.
3. Effective on May 13, 2009, full time laid off unit members shall be provided a maximum of twelve (12) hours release time to seek other employment. Part time laid off unit members shall be provided a maximum of six (6) hours release time to seek other employment. The scheduling of the release time shall be subject to prior approval by the unit employee's immediate supervisor. The denial of release time shall not be arbitrary or capricious.
4. Transfer of bargaining unit work directly resulting from the elimination of services will be subject to negotiations to the extent required by law.

This Memorandum of Understanding is intended to apply to unit members terminated or reduced in hours by lay off during the 2008-2009 school year only. Further, this Memorandum shall not serve as precedent in the interpretation and application of Article 10, Section 8 of the classified collective bargaining agreement. Both the District and ACE reserve their right to assert their interpretation of Article 10, Section 8 in the future, unaffected by this Memorandum.



FOR ACE

4/22/09

DATE



FOR THE DISTRICT

4/22/09

DATE

5/12/09

15.1

## **BOARD REPORT**

### **15.1 Discussion of Board Bylaw 9100, Organization**

Board members will review and discuss possible revisions to Board Bylaw 9100, Organization.

**Bylaws of the Board**

BB 9100 (a)

**Organization**

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**Annual Organizational Meeting**

The Board shall hold its annual organizational meeting the first regularly scheduled meeting in December. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president, vice president, and a clerk from its members.
2. Authorize signatures.
3. Develop a schedule of regular meetings for the year.
4. Designate Board assignments- a parliamentarian, a representative to the Los Angeles County School Trustees Association, two representatives to the Board of Education/City Council Liaison Committee; and others as necessary.

*(cf. 9320 – Meetings and Notices)*

**Election of Officers**

The Board shall each year elect one of its members to be vice president. This member shall be the one who has served on the Board for the longest period, without holding the office of president or vice president. After serving one year as vice president, the elected member shall serve one year as president of the Board.

In the event a prior term vice president is not available to move into the presidency, an election for president shall precede election of vice president.

The Superintendent shall serve as secretary to the Board.

*Legal Reference:***EDUCATION CODE**

35143 Annual organizational meeting date, and notice

35145 Public meetings

**GOVERNMENT CODE**

54953 Meetings to be open and public; attendance

68 Ops. Cal. Atty. Gen. 65 (1985)

59 Ops. Cal. Atty. Gen. 619, 621-622 (1976)

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**Bylaws of the Board**

BB 9100 (b)

**Organization**

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**Term of Officers**

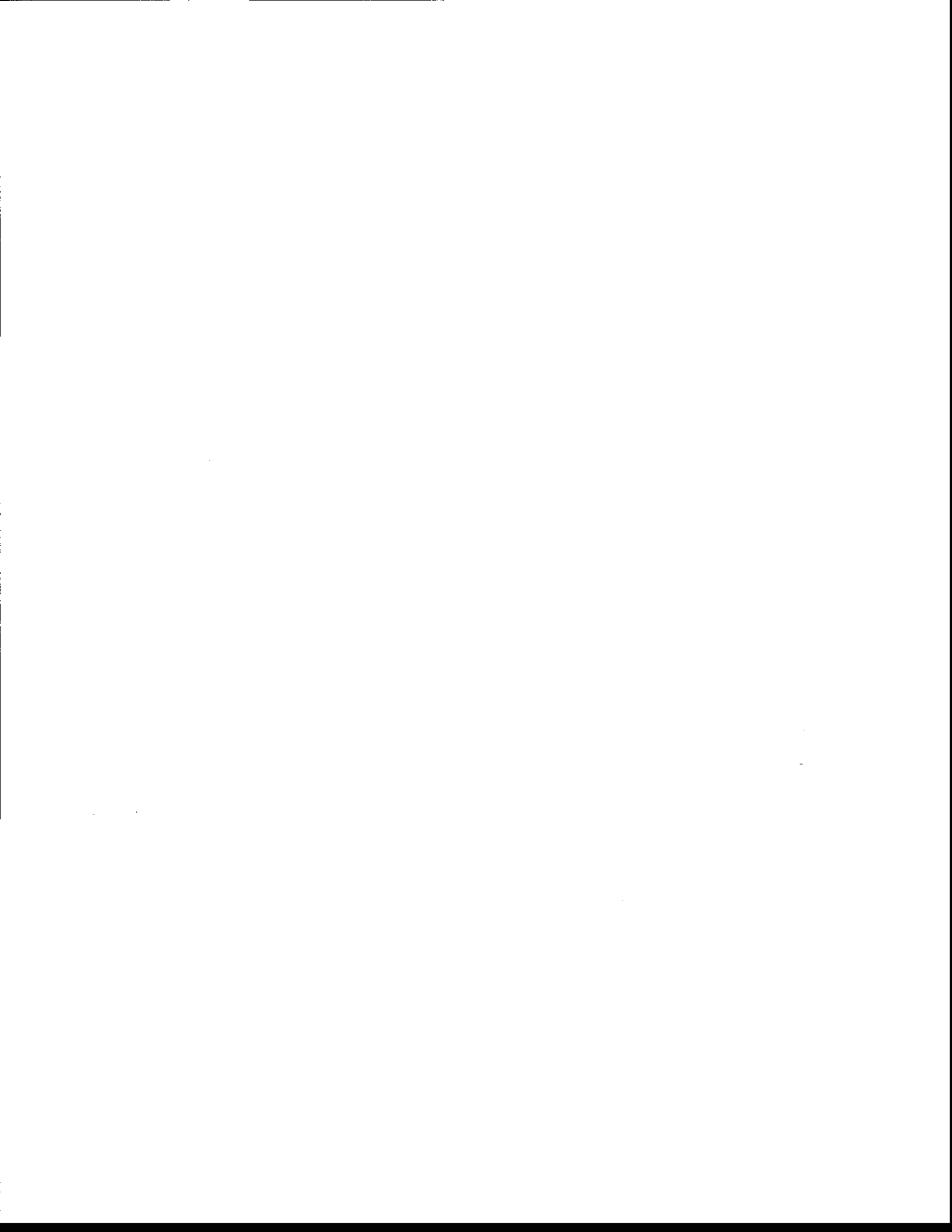
An officer shall serve until the election and qualification of the officer's successor at the next annual organizational meeting, unless earlier removed. An officer may be removed during his or her term as an officer by majority vote of the entire Board. In the event of a vacancy in a Board office, the Board shall elect a successor by majority vote of the entire Board, who shall serve until the next annual organizational meeting, unless earlier removed.

Bylaw

adopted: July 29, 1997

Revised: September 12, 2006

**Culver City Unified School District**  
Culver City, California





**15.2 Community Budget Advisory Committee Role and Function**

The Board will discuss the role and function of the Community Budget Advisory Committee as referenced in Administrative Regulation 3100.

**BUDGET**

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

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

**Goals and Objectives**

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

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

We will create and maintain a safe learning environment.

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

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

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

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

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

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

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

**BUDGET**

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

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

1. Ten community representatives (each to serve a two year term).
2. One site administrator from each level (elementary, middle and high school) shall be appointed by the Superintendent to represent upper and lower division interests.
3. One teacher shall be appointed by the certificated bargaining unit.
4. One classified representative shall be appointed by the classified bargaining unit.
5. The Assistant Superintendent, Human Resources and the Assistant Superintendent, Business Services, shall represent District management. The Assistant Superintendent, Business Services shall serve as Chairperson.

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

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

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

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

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

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

**Duties of the Committee**

Members of CBAC will be expected to:

1. Become and remain knowledgeable of California school financial matters by attending committee meetings and staying current with budget information.
2. Regularly attend meetings of the budget committee which will typically be held beginning in October through June, and as needed during the calendar year. Members who exceed five absences during a fiscal year will be excused from the Committee.
3. Become familiar with income projections for the District budget including projections of Average Daily Attendance (ADA), increases in State and Federal funding, and changes and/or additions to any other source of income available to the school District.
4. Review operational allocations to sites and departments.
5. Review special requests submitted by sites and departments for funding beyond their operational allocations.
6. Review budget requests in relation to overall District needs. Make recommendations to develop a budget that is a comprehensive reflection of the instructional needs of the school system within financial limitations.
7. Be responsible for recommending reductions and/or additions to the budget.
8. Develop a preliminary list of budget recommendations to be presented to the Superintendent for review no later than May 15. Include a prioritization of requests that were not included due to lack of funds and a prioritized list of budget reduction contingencies should a revenue shortfall occur. The budget recommendations must keep in mind all requirements established by the State of California in its Criteria and Standards and the constraints of collective bargaining agreements.
9. Review and incorporate the Superintendent's recommended changes, if any, into the Committee's preliminary budget recommendations. The Superintendent shall be responsible for final recommendations presented to the Board of Education.

**BUDGET****Decision Making Process**

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

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

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

The CBAC will normally use the consensus model for decision making. This model is based on discussion and reaching agreement among the members. When any member is not comfortable with the outcome on a particular issue, deliberations will continue until that person is at least able to live with the decision or understands the decision to the point where he/she agrees not to undermine the efforts of the Committee. Alternates are not "voting members" of the Committee. However, each alternate should participate fully in other committee activities such as discussions, analyses and making recommendations. It should be remembered by all persons serving on an advisory committee that the responsibility of the Committee is limited to recommending, not decision making.

**Budget Guidelines**

1. The budget calendar will be established annually and observed by administration and other persons concerned with the final adoption of the budget.
2. Participation in the development of the budget is encouraged through staff and employee involvement. Likewise, interested citizens will be afforded the opportunity to make budget recommendations through established procedures- such as CBAC meetings and public hearing budget workshops.
3. Statement of Belief: It is the District's desire that the budget should be understood by all interested citizens and employees. In accordance with the recommended budget calendar, a sincere effort will be made to have citizens and employees understand the budget of the school District.
4. The budget should be developed on a line-by-line basis. Lump sum appropriations should be avoided.
5. The budget should be presented in an understandable, reader-friendly form with appropriate comments.

**BUDGET**

**Budget Guidelines (cont'd)**

6. Budget development should be accomplished on a policy basis. Example: policies regarding class size, bus transportation limits, supply allotments, textbook replacements, custodial allotments, etc.
7. When possible, exact amounts will be budgeted for all revenues and expenditures.
8. A general reserve is needed. Use of the special reserve fund will be considered as an emergency reserve only.
9. Deficit financing should be avoided.
10. All legal requirements should be carefully observed.
11. Budget appropriations and the accounting system should be coordinated so that financial statements may be readily issued and future budgets prepared efficiently.
12. Budgeting should be considered a continuous process and proper files maintained throughout the year as a means of expediting the budgetary process and handling the budget calendar.
13. Budgets should be developed using appropriate historical data regarding past expenditures.
14. Adopted and Interim Budgets should explain the impact to educational services if funding is added or eliminated by budget revisions.
15. Categorical funds, block grants and other restricted programs shall be considered in the context of the regulations governing their use.
16. CBAC shall consider state audit and accounting regulations when making recommendations regarding the use of funds and appropriations.

**Budget Projections and Assumptions**

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

- Anticipated enrollment based on current projections, anticipated trends and historical data
- Projected ending balance of funds based on current income and expenditures and the status of the District reserve

**BUDGET**

**Budget Projections and Assumptions (cont'd)**

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

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

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

**Budget Monitoring**

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

The chief business official has the responsibility for projecting revenues and expenditures and must analyze these as the year progresses. Any significant changes in budgeted amounts shall be reported to the Board and District Administrators, and the budget shall be revised.

**Budget Modifications**

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

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

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

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

Budget monitoring shall be a shared responsibility among the business official, the Board, the Superintendent, and the site and program managers. Since expenditure authority is decentralized, it is essential that budget information be disseminated to those administrators.

**Monthly Financial Report**

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

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

**Interim Report**

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

**Budget Development Philosophy**

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

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



**BUDGET**

**SINGLE BUDGET ADOPTION PROCESS**

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

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

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

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

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

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

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

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

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

