

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

Meeting:	<u>Regular Meeting</u>	Date:	<u>September 23, 2008</u>
Place:	<u>District Administration Office</u>	Time:	<u>6:00 p.m. – Public Meeting</u>
	<u>4034 Irving Place</u>		<u>6:01 p.m. – Closed Session</u>
	<u>Culver City 90232</u>		<u>7:00 p.m. – Public Meeting</u>

Board Members Present

Dana Russell, D.D.S., President
Jessica Beagles-Roos, Ph.D., Vice President
Saundra Davis, M.A., Clerk
Steven Gourley, Member
Scott Zeidman, Esq., 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. Russell 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. Ms. Marta Zaragoza led the Pledge of Allegiance.

Report from Closed Session

Dr. Russell 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. Beagles-Roos to approve the agenda of September 23, 2008 with the inclusion of addendums to item number 9.4 and 9.5. The motion was unanimously approved.

9. Consent Agenda

Dr. Russell called the Consent Agenda and asked if any member of the audience or the Board wished to withdraw any item. Dr. Beagles-Roos requested that item 9.1 be withdrawn. Dr. Russell requested that item 9.2 be withdrawn. It was moved by Mrs. Davis and seconded by Mr. Zeidman to approve Consent Agenda Items 9.3 – 9.5 as presented. The motion was unanimously approved.

9.3 Acceptance of Gifts

9.4 Certificated Personnel Reports No. 4

9.5 Classified Personnel Reports No. 4

9.1 Approval is Recommended for the Minutes of Regular Meeting – September 9, 2008

Dr. Beagles-Roos withdrew the minutes for a correction to her statement on page 16. She would like clarified that her comment was in reference to three specific special funds which were Special Education, the Adult School, and Child Development. It was moved by Mrs. Davis and seconded by Mr. Gourley to approve the Minutes of Regular Meeting – September 9, 2008 as corrected. The motion was unanimously approved.

9.2 Approval is Recommended for Purchase Orders and Warrants

Dr. Russell requested this item be withdrawn to inquire on two Special Education purchase orders regarding transportation. As it read, Dr. Russell thought it sounded as if it were one student. He asked for clarification. Mr. El Fattal responded that they were open purchase orders for transportation for a number of students. It was moved by Mr. Gourley and seconded by Dr. Beagles-Roos to approve the Purchase Orders and Warrants as presented. The motion was unanimously approved.

10. Awards, Recognitions and Presentations - None

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

Dr. Coté informed the Board that the Culver Park Student Representative, Emily Gomez, was unable to attend the meeting due to transportation problems but she would be present at the next meeting. Dr. Coté reported on her attendance at the Back to School Night events and how well they went, and she extended thanks on behalf of the Principals to the Board members for their attendance. She read a Certificate of Outstanding Community Service that was presented to the District from Children to Children for El Rincon's participation in the Sweat for Nets program. Dr. Coté informed the Board that Rebecca Williams is working with Mr. Fulwood's office to set up the CCUSD/City Liaison Committee meeting; and reported on her upcoming attendance at the Superintendent's Collaborative meeting.

11.2 Assistant Superintendents' Reports

Ms. Laura read the newly written Mission Statement for the Educational Services Department which will be on the District's website. She reported on plans for professional development; she gave an update on the induction standards and what teachers will be participating in; work study sessions; the Anti-Bullying Task Force that is being formed with the first meeting to take place on October 2nd. Mr. Gourley asked Ms. Laura to explain what BTSA and TOSA stand for to members of the audience. She explained that TOSA means Teachers on Special Assignment and BTSA stands for Beginning Teachers and Support Assessment Program.

Mr. El Fattal reported that the Governor has signed a budget and that he will be attending a conference in regards to the budget on Thursday.

Mrs. Jaffe reported on meetings that are going to be set up to start negotiations with Culver City Federation of Teachers and the Association of Classified Employees after Mr. El Fattal attends his conference to start negotiations.

11.3 Members of the Audience

Members of the audience spoke about:

- Marta Zaragoza stated she had the utmost respect and trust of Head Freshman Football Coach Levy. She also commended the assistant coaches. She discussed her son sustaining a helmet-to-helmet concussion. As Ms. Zaragoza continued to read her statement, Dr. Russell interrupted her because he felt that she was discussing specific employees and did not want to violate the Brown Act. Dr. Coté informed the Board that if there was a complaint about an employee of the District, the Board has a responsibility to notify the employee that there is a complaint against them. After further discussion the Board decided to recess to Closed Session to discuss the matter at 7:12 p.m. The Board reconvened at 7:19 p.m. Dr. Russell explained the Education Code that states that a complaint cannot be made about a specific employee unless they have been notified so that they have an opportunity to defend themselves. He allowed Ms. Zaragoza to continue as long as she did not state or imply a specific employee. He also informed Ms. Zaragoza of the Uniform Complaint Procedure. Ms. Zaragoza continued reading her statement in which she was raising the issue of the District's responsibility and liability to properly train and screen all personnel regardless if they are paid or volunteers to insure the safety of the children.
- Adenike Hamilton a student at the High School had a complaint about the High School's hat policy and raised her concerns about the winter months with the students not being able to wear hats, specifically "beanies".
- John Derevlany discussed sibling enrollment and suggested making changes to the time frame that would allow a sibling to enroll. He would like to see adjustments made in the sibling enrollment policy.
- Marty Nicholson, President of the Culver City Exchange Club, requested the Board consider possibly partnering with the Exchange Club to offer two Youth Awards that are sponsored by the National Exchange Club. The programs would be the Accepting the Challenge of Excellence Award (the ACE Award), and the Youth of the Month and Year Award.
- David Mielke commented that he was happy to see students coming to the meeting and he invited the Board to attend the High School Back to School Night. In regards to negotiations, he was surprised to hear at the last Board meeting the Board's comments on how to use additional funds. Mr. Mielke stated

he is not in agreement on keeping a 4% reserve, and the Union will not settle if the Board plans on maintaining the reserve at that rate.

- Karlo Silbiger commented that he was in agreement with Mr. Mielke and his comments on reserves. He stated there were no more agendas left when he arrived at the meeting and would like to see the Board Reports on-line and additional agendas available at the meeting. Mr. Silbiger further spoke about District possibly partnering with the City on the passage of green building standards; his attendance at a training called Safe and Civil Schools; and the District raising the rental rates on facilities and losing the Shulam Community which was a long time renter at the Middle School.

11.4 Student Representatives' Reports

Middle School Student Representative

Michelle Johnson, Culver City Middle School Student Representative, reported on activities at Culver City Middle School, including student elections coming up; the upcoming Halloween Dance; volleyball practice starting; the Actor's Gang being started; the magazine drive; the winners of the IPOD Shuffle announced; the Thomas Toy Drive; complaints she has heard regarding school lunches and long lunch lines; and complaints about not being allowed to have food or water on the grass.

Culver Park Student Representative

Emily Gomez, Culver Park High School Student Representative, was not present.

Culver City High School Student Representative/Student Board Member

Opal Dillard, Student Board Member, reported on activities at Culver City High School, including Club Fare; Back to School Night; College Fare on October 13th; classes being balanced out to help with the enrollment; receiving complaints that there are not enough counselors at the High School; a new policy that will allow Freshman and Sophomore students to have an end-of-the year trip; the new class colors that will stay with each class for all four years of school; problems with test scores for the Special Education and EL students and the fact that they are not included in enough activities; the debate competition; college and career center that she observed; a student survey that will be coming out and what results might come out of the survey; the Read to Rock reading campaign; the policy regarding AP students taking the AP test and the costs for the test. Dr. Cote informed Miss Dillard that she attended a meeting regarding funding for AP tests and that the issue is being looked at.

11.5 Members of the Board

Board Members spoke about:

- Mr. Zeidman stated he felt that all AP students should have the opportunity to take the AP test and should not be based on what they can or cannot afford. He agreed the number of students at the High School was too high and thanked everyone who spoke at the meeting during Public Recognition. Mr. Zeidman requested to agendaize the policy in regards to sibling enrollment in the District. Mr. Gourley and Mrs. Davis agreed to form a consensus. Mr. Zeidman would like to survey the public and would like a non-agendized meeting for the public before a liaison meeting is scheduled with the City.
- Mrs. Davis commented that she thought Ms. Dillard's report was great; she would like to agendaize dual partnership with the City regarding green buildings. Mr. Gourley and Mr. Zeidman agreed to make a consensus. Mrs. Davis would also like to agendaize green building standards as an information item. Mr. Gourley and Mr. Zeidman agreed to make a consensus. Mrs. Davis thanked Ms. Laura for moving swiftly to form an anti-bullying committee; and she read a flyer in regards to a PXP Oil meeting that was to be held to discuss new oil wells in the Baldwin Hills area on October 1st.
- Mr. Gourley agreed with the suggestion of Mr. Silbiger in having the Board Reports on-line and requested for staff to look into it; he thought the green building idea was good and suggested that the District take the City's lead on this issue, and felt the stakeholders should design the building; he agreed he would like to see this topic agendaized. He stated that he still needed the cost of the shirt that he was given for Fiesta La Ballona; and he discussed the October 1st meeting for PXP Oil and encouraged the teachers, parents, and students in government class to attend.

- Dr. Beagles-Roos commented on her attendance at the Back to School Nights and how excellent the student work was only three weeks into the school year; she thought the Exchange Club Awards idea was great and especially the offer to pay for the awards; she was glad to hear that the students at the High School are going to address the cap and hat policy; she is also glad to hear that the issue of costs for the AP exams is getting addressed; she stated the District website is looking better and she is looking forward to getting the whole agenda on-line.
- Mr. Gourley agreed that the hat policy does need to be taken care of because it would be nice for the students to keep warm, and keeping your head and feet warm is important. Mr. Gourley also inquired as to if the employee complaint form online.
- Mrs. Davis wanted to thank both of the student representatives. She wanted to make sure that she acknowledged that Ms. Johnson's report was also excellent.
- Dr. Russell agreed that he thinks the idea of a public meeting to hear the public's suggestions in regards to traffic around the school sites is a good idea and a necessary step, but he will not be able to attend. He reported on his attendance at the Back to School Night events and thought they went very well. In regards to the AP exams, he was under the impression that no student that wanted to take the AP exam was ever turned away because of funding and asked for clarification. Dr. Coté and Ms. Laura responded. He stated he was thrilled with the Open Court training and that he is happy to hear about the Anti-Bullying Task Force being formed. Dr. Russell expressed his concerned about having a legacy at one of our schools. His additional comments were that he's looking forward to hearing more about the Exchange Club Awards; and he's happy to hear information about the website and would like to see payment capabilities on the site.

12. Information Items

12.1 Charter School Presentation – Dr. Lupe Delgado, Asst. Supt. of Educational Services, LACOE; Ms. Isenberg, Project Director, Charter Schools, LACOE; and Mr. Ken Shelton, Asst. Supt. of Business Services, LACOE

Dr. Coté gave a brief introduction of the speakers and explained that she placed this matter on the agenda to provide additional information on charter schools so that a Board Policy can be adopted. Dr. Lupe Delgado provided information on the petition process at the local district level, and gave Board members a basic flow chart to review this process along with the policy from the Los Angeles County Office of Education. Dr. Coté asked on what grounds a school District can deny a charter. She also reminded the Board that there were a number of questions regarding facilities that they were interested in. Mr. Gourley inquired as to what basis they need, or are required, to be approved. Dr. Delgado explained that the Education Code is extremely specific on what grounds a district can deny a charter. The charter needs to have quite a bit of criteria in it. There has to be public support of either at least 50% of parents who would have their children enrolled in the charter, or 50% of teachers who would be interested in working there. Mr. Gourley inquired that if a charter had all the elements of application together, what would be some of the basis for denial. A committee would need to be put together to make sure all the petition elements are there, then there would be a public hearing, and then there would be a determination by the Board. Again, Ms. Isenberg stated that there are several elements necessary. Ultimately if all the elements are there and all the paperwork is in order, the Board would have a problem denying the charter. Dr. Russell read a portion of the Board Policy regarding special needs students and inquired if the District would be responsible for providing for a charter school's special needs students. Ms. Isenberg responded that it would be determined by the charter and how the petition was written. The charter cannot exclude any of the populations. Dr. Russell asked if it would have a financial impact on our District. Mr. Ken Shelton responded that the charter school must address the needs of special needs students and it is a separate entity from the District. They would also have a separate SELPA membership. He explained what the appeal process would be if they were denied and tried to appeal the decision. Mr. Gourley asked about a charter that would be located right outside the Culver City border. Mr. Shelton responded that if most of the signatures on the petition were located in Culver City, then it could be considered by the Board. Dr. Russell inquired as to what responsibility the District would have in providing facilities for a charter. Mr. Shelton responded that if the District has vacant facilities, or vacant classrooms then it would be difficult to deny the charter. Mrs. Davis asked if vacant portable classrooms would count. Dr. Russell inquired as to if the District would be responsible for the special needs students' IEPs being enforced and would

the District be receiving any percentage of revenues for oversight. Mr. Shelton said that the District would have to monitor, but the District would not be entitled to funding for monitoring. Dr. Delgado informed Dr. Russell that this information regarding monitoring would be included in our annual report. Mr. Laase asked what would be the time frame for the Board to agendaize and approve or deny a charter. Dr. Delgado stated that would be determined ahead of time and put in the Board Policy. Mr. Gourley asked if there was a time frame to obtain the signatures. Ms. Delgado stated that it is supposed to be for the following school year. Mr. Shelton said there is no time limit. Dr. Russell inquired as to if the people have to live in Culver City, or immediate surrounding area. Mr. Shelton responded that a good majority of the signatures have to be in the District to start the charter. Mr. Shelton said he would have to review on what happens once the charter already exists. Dr. Delgado stated that a lot of this information would be in our Board Policy. Dr. Beagles-Roos inquired as to how many years are given for a new charter. Dr. Delgado said that it would be included in our Board Policy but is usually up to five years, and gave additional questions that the Board would have to take into consideration.

Board members thanked the presenters for coming to the meeting and providing them with so much information. Mr. Shelton commended the Board for addressing the policy and taking positive steps before any petitions are received. Dr. Beagles-Roos asked if there are any specific topics or issues that the Board should be discussing before adopting a Board Policy. Ms. Delgado responded that they look at Ed Code and almost mirror their language, and then they ask if Board members have any specific requests. Mr. Shelton suggested that the Board also have a Memorandum of Understanding with a charter school.

It was moved by Mr. Gourley and seconded by Mr. Zeidman to move items 14.1b and 14.3b up on the agenda since they pertained to Charter Schools. Mr. Gourley suggested after adopting the policies having the staff return with information on the following for possible amendments: a) when Memorandums of Understanding should be used; b) the initial time length of the charter; 3) how many residents have to be in the school district; 4) information on the time commitment of the initial charter; 5) what information the Board can include in the policy. Dr. Coté also suggested adopting the Board Policy until after she attends her CSBA Superintendent's meeting where the matter will be discussed in depth. The policies can then be brought back for review. It was decided to move items 14.1b and 14.3b up on the agenda to follow item 12.1.

14.1b Second Reading and Adoption of New Board Policy and Administrative Regulation 0420.4, Philosophy-Goals-Objectives and Comprehensive Plans, Charter Schools

It was moved by Mr. Zeidman and seconded by Mrs. Davis that the Board approve New Board Policy and Administrative Regulation 0420.4, Philosophy-Goals-Objectives and Comprehensive Plans, Charter Schools as presented. The motion was unanimously approved.

14.3b Second Reading and Adoption of New Administrative Regulation 7160, Charter School Facilities

It was moved by Mr. Zeidman and seconded by Mrs. Davis that the Board approve the New Administrative Regulation 7160, Charter School Facilities as presented. The motion was unanimously approved.

12.2 Presentation on the CCUSD STAR Report (API, AYP, CAHSEE)

Ms. Laura gave a Power Point presentation along with Mr. Micheal Marsh, Teacher on Special Assignment – Technology and Assessment. She provided the Board with the results of the STAR Report. Dr. Beagles-Roos requested the AP Test scores of May for 2007/2008.

12.3 First Reading of Revised Board Bylaw 9322, Agenda/Meeting Materials

Dr. Coté presented the Bylaw to Board members. Mrs. Janet Chabola would like to see attachments of policies and bylaws prior to the meeting, and for the Board to consider a discussion of the information prior to the meeting. Dr. Beagles-Roos would like stated in the Bylaw the cost for community members that request a copy of the agenda packet. There was an amendment to add under the Consent Items section of the Bylaw to state "...or member of the public, any item..." The Bylaw will be brought back for a second reading at the next meeting.

12.4 First Reading of New Board Policy and Administrative Regulation 1322, Billboard Advertisement, High School

Mr. El Fattal presented the Policy to Board members. Mr. Alan Elmont commented that he would like the Board to look at how to bring in more stakeholders. Mrs. Chabola would like to see letter (e) Change of school Principal omitted, an oversight committee and the ASB Advisor included. Board members thanked Mr. El Fattal for bringing the Administrative Regulation forward. Mr. Zeidman inquired if there can be a similar Administrative Regulation for Robert Frost, or if it can be included. Further discussion ensued as to the revenues from the advertisements and outside groups that advertise; if there will be a time limit on the ads; and if there were any Ed Codes regarding advertising. The Policy and Administrative Regulation will be brought back for a second reading.

The Board recessed the regular meeting of the Board of Education at 9:28 p.m. and convened the meeting of Culver City School Facilities Financing Authority.

1.0 Approval of the Report of the Treasurer-Controller

Mr. El Fattal presented information on the Report of the Treasurer-Controller. It was moved by Mrs. Davis and seconded by Mr. Zeidman that the Board approve the Report of the Treasurer-Controller as presented. The motion was unanimously approved.

The Board adjourned the meeting of the Culver City School Facilities Financing Authority and reconvened to the regular meeting of the Board of Education at 9:32 p.m.

13. Recess

The Board recessed at 9:33 p.m. and reconvened at 9:39 p.m.

14. Action Items**Superintendent's Items****14.1a Second Reading and Approval of Revised Board Bylaw 9320 – Meeting and Notices**

Dr. Beagles-Roos suggested keeping the line at the bottom of page BB9320(a) regarding paying an annual fee in the Bylaw. It was moved by Mrs. Davis and seconded by Mr. Gourley to approve the Revised Board Bylaw 9320 – Meeting and Notices as amended. The motion was unanimously approved.

14.1c Approval is Recommended for a Board Member to Attend the Congressional Black Caucus Annual Conference September 24-27, 2008 in Washington, D.C.

Dr. Russell asked why this item was on the agenda. Mrs. Davis responded that she would like to come back and provide the Board with information on the Conference and possibly submit minimal receipts for reimbursement. She stated that she has already personally covered the main expenses for the trip. It was moved by Mrs. Davis and seconded by Mr. Zeidman to approve Sandra Davis to attend the Congressional Black Caucus Annual Conference, September 24-27, 2008 in Washington, D.C. as presented. The motion was unanimously approved.

14.2 Education Services Items**14.2a Approval is Recommended for Assistant Superintendent of Educational Services to Attend Out-of-State Conference, Nov. 21-23, 2008 in Orlando, Florida**

Ms. Laura presented the Board with information regarding the trip. It was moved by Mrs. Davis and seconded by Mr. Zeidman to approve the Assistant Superintendent of Educational Services to Attend Out-of-State Conference, November 21-23, 2008 in Orlando, Florida as presented. The motion was unanimously approved.

14.2b Approval is Recommended for El Marino Principal Tracy Pumilia and 5 Teachers to Attend Out-of-State Conference, Oct. 15-18 in Minneapolis, Minnesota

It was moved by Mrs. Davis and seconded by Mr. Zeidman to approve El Marino Principal Tracy Pumilia and 5 Teachers to Attend Out-of-State Conference, Oct. 15-18, 2008 in Minneapolis, Minnesota as presented. The motion was unanimously approved.

14.3 Business Items

14.3a Second Reading and Approval of Revised Board Policy and Administrative Regulation 3513.3, Tobacco-Free Schools

It was moved by Mrs. Davis and seconded by Mr. Zeidman to approve the Revised Board Policy and Administrative Regulation 3513.3, Tobacco-Free Schools as presented. The motion was unanimously approved.

14.4 Personnel Items

14.4a Second Reading and Adoption of Revised Board Policy/Administrative Regulation 4119.25, Political Activities of Employees

It was moved by Dr. Beagles-Roos and seconded by Mrs. Davis that the Board approve the Revised Board Policy/Administrative Regulation 4119.25, Political Activities of Employees as presented.

14.4b Approval is Recommended for Revised Certificated Administrative Job Description – Secondary Assistant Principal

It was moved by Mrs. Davis and seconded by Mr. Gourley to approve the Revised Certificated Administrative Job Description - Secondary Assistant Principal as presented. The motion was unanimously approved.

14.4c Approval is Recommended for Revised Certificated Administrative Job Description – Secondary Counselor

It was moved by Mrs. Davis and seconded by Mr. Zeidman to approve the Revised Certificated Administrative Job Description – Secondary Counselor as presented. The motion was unanimously approved.

15. Board Business – None

16. Public Recognition - Continued

16.1 Members of the Audience

There were no comments from members of the audience.

16.2 Members of the Board

Members of the Board spoke about:

- Mrs. Davis stated she enjoyed the Back to School Nights at Farragut and El Rincon Elementary Schools. She also inquired as to if the High School was adequately staffed with Counselors. Mrs. Jaffe stated she would follow up as to the number of Counselors per student numbers.
- Dr. Russell stated that he felt the snack bar at the High School should be moved to the other side. Mr. El Fattal stated that this matter is being looked into and a report will be brought back as to the status.

Adjournment

There being no further business, it was moved by Mr. Gourley, seconded by Mrs. Davis and unanimously approved to adjourn the meeting. Board President Dr. Russell adjourned the meeting at 9:50 p.m. in memory of John Kerry.

Approved: _____
Board President

Superintendent

On: _____
Date

Secretary