

# Paramount Unified School District



15110 California Avenue, Paramount, California 90723-4378  
(562) 602-6000 Fax (562) 602-8111

## BOARD OF EDUCATION

LINDA GARCIA

*President*

VIVIAN HANSEN

*Vice President*

ALICIA ANDERSON

*Member*

SONYA CUELLAR

*Member*

TONY PEÑA

*Member*

RUTH PÉREZ

*District Superintendent*

## **REGULAR MEETING OF BOARD OF EDUCATION**

### **MINUTES**

**September 25, 2017**

The meeting was called to order at 6:00 p.m. by President Linda Garcia in the Boardroom at the District Office, 15110 California Avenue, Paramount, California.

Pledge of Allegiance                      Margarita Rodriguez, Director-Research, Assessment & Student Information, led the Pledge of Allegiance.

Roll Call                                      Trustee Linda Garcia                      Trustee Sonya Cuellar  
Trustee Vivian Hansen                      Trustee Tony Peña  
Trustee Alicia Anderson

Administrators Present                      Ruth Pérez, Superintendent  
Ruben Frutos, Assistant Superintendent-Business Services  
Myrna Morales, Assistant Superintendent-Human Resources  
Ryan Smith, Assistant Superintendent-Secondary Educational Services  
Deborah Stark, Assistant Superintendent-Educational Services  
David Daley, Director-Special Education  
Cindy DiPaola, Director-Maintenance & Operations  
Greg Francois, Director-Secondary Education  
Renee Jeffrey, Director-K-5 School Support & Innovative Programs  
Margarita Rodriguez, Director-Research, Assessment & SIS  
Manuel San Miguel, Director-Student Services  
Beatriz Spelker-Levi, Director-Personnel  
Patricia Tu, Director-Fiscal Services  
Morrie Kosareff, Principal-Buena Vista High School  
Keith Nuthall, Principal-Specialized High School  
Mike Ono, Principal-Paramount High School  
Hector Lujan, Assistant Principal-Paramount Adult School  
Alicia Megofna, Assistant Principal-Paramount High School-West

Approve Agenda                              Trustee Anderson moved, Trustee Peña seconded the motion carried  
September 25, 2017                              5-0 to approve the agenda of the Regular Meeting of September 25,  
1.296    2017.

Ayes:    5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

Approve Regular Meeting                      Trustee Cuellar moved, Trustee Hansen and the motion carried 5-0 to  
Minutes September 11, 2017                      approve the minutes of the Regular Meeting of September 11, 2017.

**9-25-17**

**REPORTS**Student Board  
Representatives

Angel Macias-Paramount High School, Jocelyn Murillo-Paramount High School-West, Olivia Gonzalez-Buena Vista High School and Enrique Marquez reported on school academics, athletic and extra-curricular activities.

Employee Representative  
Reports

There was no representative present for CSEA.

TAP president April O'Connor was in attendance but had no report.

## Board Members' Reports

Trustee Anderson attended the Jackson, Zamboni, PHS-West and Buena Vista High School Back to School nights. She visited the Paramount Adult School and was impressed at all of the remodeling taking place. She traveled to Oakland to visit MedTech High School with Dr. Smith and Mr. Nuthall.

Trustee Cuellar attended the PHS-West Back to School night.

Trustee Garcia attended the Tepic Sister Cities meeting and the City of Paramount Council meeting.

Trustee Hansen attended the PHS back to school night and PHS-West and was quite impressed with the Solar boat that is being built.

Trustee Peña visited Wirtz and Roosevelt Schools through the GRIP program. He attended the Hollydale, Tanner and PHS-West Back to School nights.

## Superintendent's Report

Superintendent Dr. Pérez highlighted the following:

- ❖ Superintendent Pérez attended the PHS and PHS-W Back to School nights.
- ❖ Dr. Pérez attended the Safe and Civil teacher training at Wirtz School.
- ❖ Dr. Pérez attended the ACSA Superintendent's Council meeting.
- ❖ Superintendent Pérez announced that she provided all District users with Air Quality facts and will also be posted on the District website. She added that the SCAQMD is moving onto the cities of Long Beach and Compton. The monitors purchased by the city will remain at the four school sites. The voluntary testing results were received and show that they are below levels and there are no significant levels of concern. The District is working with the California Department of Public Health and they have indicated that recess is important to the development of children and it was recommended not to cancel recess. Dr. Pérez also shared that the HEPA filters are replaced every two months and that there are no known filters that remove Chromium 6.

**Bulletin Boards - Jefferson**

Kelly Williams, Jefferson School Principal presented an overview of the Boardroom bulletin boards representing Jefferson School's educational program and student work. The bulletin boards reflect the theme of

“Jefferson on the road to Success” and enhance the educational message sent to visitors and District office employees.

#### SBAC Results Update

Margarita Rodriguez, Director-Research, Assessment and Student Information provided the Board with an update on the SBAC assessment results that included preliminary for grades 3-8 and 11 for English Language Arts and Math, preliminary ELA subgroup performance, and preliminary Math subgroup performance.

Final CAASPP results will be available from the state, and will be shared with the Board including comparisons with the state, county and local Districts.

The presentation in its entirety is available on the District website.

### **BOARD MEETING CALENDAR**

There were no changes to the Board meeting calendar.

### **HEARING SECTION**

During the public hearing section the following speaker addressed the Board:

Gerald Cerda reported that the California Department of Public Health requested back in May to do some indoor testing and questioned why its just now being done. He doesn't know why the agency was not allowed to do the testing. He added that he still doesn't know who is overseeing the testing. He met with Dr. Perez and Mrs. Hansen and thanked the Superintendent for meeting with him. He asked when can parents obtain the indoor testing results under the Freedom of Information Act. Mr. Cerda also asked what can be done to prevent chronic truancy. He also asked what is in place to replace SES tutoring services.

### **CONSENT ITEMS**

0.298

Trustee Cuellar motioned, Trustee Peña seconded and the motion carried 5-0 to approve the Consent items.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

### **Human Resources**

Personnel Report  
17-04  
2.298

Accepted Personnel Report 17-04, as submitted. The report includes details, assignments, terminations, and employment of personnel. Certain assignments listed in this report may be contingent upon allocation of funding in the 2017-18 State Budget Act and related legislation.

### **Educational Services**

Consultant and Contract  
Services  
3.298

Approved the consultant and contract services request authorizing contracts with consultant or independent contractors who provide specialized services, as submitted.

Overnight and/or Out-of  
County Study Trips  
3.298

Approved the overnight and/or out-of-county study trip for students consistent with the District policies and instructional programs.

Memorandum of

Approved the Memorandum of Understanding with Compton College to

Understanding with Compton College for Administration of Justice 100 Course Offering  
3.298

provide after school instruction for the Administration of Justice 100 Course at Paramount High School for the 2017-18 school year.

### **Business Services**

Purchase Order Report 17-04  
4.298

Approved Purchase Order Report 17-04 authorizing the purchase of supplies, equipment, and services for the District.

Warrants for the Month of August 2017  
4.298

Approved warrants for all funds through August with a total of \$6,414,834.00.

Acceptance of Donations  
4.298

Accepted the donations as presented on behalf of the District with any bequests or gifts of money or property for a purpose deemed suitable by the District.

### **ACTION ITEMS**

#### **General Services**

Naming of New STEM High School located on Michelson Street  
1.299

Trustee Cuellar moved, Trustee Hansen seconded, and the motion carried 5-0 to name the new STEM High school located on Michelson Street Odyssey STEM High School.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

Revised Board Bylaw 9270 - Conflict of Interest Code  
1.300

Trustee Anderson moved, Trustee Peña seconded, and the motion carried 5-0 to accept for second reading and adopt revised Board Bylaw 9270 – Conflict of Interest Code revised in compliance with a request from the Los Angeles County Board of Supervisors.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

#### **Human Resources**

Dietetic Affiliation Agreement with the University of Houston  
2.301

Trustee Cuellar moved, Trustee Anderson seconded, and the motion carried 5-0 to approve the agreement with the University of Houston for participation in community nutrition learning experiences for Dietetic Interns.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

#### **Educational Services**

Robotics Education and Competition Grant Award to Paramount Park Middle School  
3.302

Trustee Anderson moved, Trustee Hansen seconded, and the motion carried 5-0 to ratify the acceptance of the VEX Robotics Grant for Paramount Park Middle School to participate in a team robotics competition.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

Public Hearing – Sufficiency of Instructional Materials  
3.303

Trustee Peña moved, Trustee Anderson seconded, and the motion carried 5-0 to conduct a public hearing regarding the Sufficiency of Instructional Materials for the 2017-18 school year.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

There were no speakers during the hearing section.

Trustee Cuellar moved, Trustee Hansen seconded, and the motion carried 5-0 to close the public hearing regarding the Sufficiency of Instructional Materials for the 2017-18 school year.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

Resolution 17-11 Sufficiency  
Of Instructional Materials  
3.304

Trustee Anderson moved, Trustee Hansen seconded, and the motion carried 5-0 to adopt Resolution 17-11, assuring compliance with Education Code Section 60119 for State funds receivable for instructional materials for the 2017-18 school year.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

Nonpublic School Placement  
for Special Education  
Students for 2017-18  
3.305

Trustee Peña moved, Trustee Cuellar seconded, and the motion carried 5-0 to approve the placement for special education students in nonpublic schools as determined by the students' Individual Education Plan for the 2017-18 school year.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

Partnership Agreement with  
Tree People to Support  
Environmental Literacy in  
Science  
3.306

Trustee Anderson moved, Trustee Hansen seconded, and the motion carried 5-0 to approve the partnership agreement with TreePeople.org to provide curriculum support for environmental literacy in 2017-18 and 2018-19 at no cost to the district.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

Memorandum of  
Understanding with Dr. Albert  
E. Clegg  
3.307

Trustee Anderson moved, Trustee Peña seconded, and the motion carried 5-0 to approve the partnership agreement with TreePeople.org to provide curriculum support for environmental literacy in 2017-18 and 2018-19 at no cost to the district.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

Memorandum of  
Understanding with UCLA's  
Community Programs Office,  
Pacific Islander Education  
and Retention Program  
3.308

Trustee Hansen moved, Trustee Cuellar seconded, and the motion carried 5-0 to approve the Memorandum of Understanding with UCLA's Community Programs Office, Pacific Islander Education and Retention Project for the 2017-18 school year.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

Carl D. Perkins Grant  
Application for Paramount  
Adult School  
3.309

Trustee Anderson moved, Trustee Peña seconded, and the motion carried 5-0 to approve the submission of the application for Carl D. Perkins Grant for the 2017-18 school year.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

### **Business Services**

2017-18 Budget Adjustments  
as of August 31, 2017  
4.310

Trustee Hansen moved, Trustee Peña seconded, and the motion carried 5-0 to approve the 2017-18 Budget Adjustments for the General Funds, Unrestricted and Restricted, Adult Education Fund, Child Development Fund, Building Fund and Measure I Fund.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

**ANNOUNCEMENTS**

President Garcia reported that the next Regular Meeting would be Monday, October 9, 2017 at 6:00 p.m. – Boardroom of the District Office.

Staff Employee Comments  
Per Government Code 54957

There were no staff/employee comments.

**CLOSED SESSION**

The Board adjourned to Closed Session at 7:14 p.m. to discuss Conference with Legal Counsel-Anticipated Litigation, Public Employee Performance/Evaluation and Public Employee Discipline/Dismissal/Release.

**OPEN SESSION**

The Board reconvened to Regular Session at 8:04 p.m. President Garcia reported that they discussed Conference with Legal Counsel-Anticipated Litigation and Public Employee Performance and Public Employee Discipline/Dismissal/Release.

The was no action taken in Closed Session.

**ADJOURNMENT**

Trustee Cuellar moved, Trustee Anderson seconded, and the motion carried 5-0 to adjourn the Regular Meeting of the Board of Education held on August 14, 2017 at 8:05 p.m. in memory of the lives lost in all the recent tragedies.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen

\_\_\_\_\_  
Ruth Pérez, Secretary  
To the Board of Education

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President/Clerk

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Myrna Morales, Assistant Superintendent – Human Resources  
**DATE:** October 9, 2017  
**SUBJECT:** Personnel Report 17-05

## **BACKGROUND INFORMATION:**

Following is Personnel Report 17-05, which reports details of personnel assignments, employment and terminations.

## **POLICY/ISSUE:**

Board Policy 4110 – Permanent Personnel – Certificated  
Board Policy 4111 – Recruitment & Selection – Certificated  
Board Policy 4210 – Permanent Personnel – Classified  
Board Policy 4211 – Recruitment & Selection – Classified

## **FISCAL IMPACT:**

As indicated in the following personnel report.

## **STAFF RECOMMENDATION:**

Accept Personnel Report 17-05 as submitted. The report includes details, assignments, terminations and employment of personnel. Certain assignments listed in this report may be contingent upon allocation of funding in the 2017-18 State Budget Act and related legislation.

## **PREPARED BY:**

Myrna Morales, Assistant Superintendent – Human Resources  
Beatriz Spelker-Levi, Director of Personnel – Human Resources

## **DISTRICT PRIORITY 1:**

Raise student achievement: student achievement is the District's primary focus with an emphasis on reading/language arts, ELD, mathematics and core.

**CONSENT ITEM: 2.1-C**

**PERSONNEL REPORT 17-05  
OCTOBER 9, 2017  
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<b><u>EMPLOYMENT</u></b>				<b><u>DAILY</u></b>		
*Denk, Mary	Substitute Teacher on-call, as needed	District		\$150	09-25-17	
*Guevara, Alba				General Fund	10-02-17	
*Merickel, Alyx					10-02-17	
*Yuknus, Kristin					09-18-17	
<b><u>ADDITIONAL ASSIGNMENTS</u></b>				<b><u>HOURLY</u></b>		
*Galvan, Laura	Off-Site Externship NTE 4 hrs. per week	Adult Education		\$47.16 Adult Education	09-01-17	02-23-18
*Fishing, Jeffrey	After School Intervention NTE 3 hrs.	Keppel		\$38.00 Title 1	08-28-17	08-31-17



**PERSONNEL REPORT 17-05  
OCTOBER 09, 2017  
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<b><u>Employment</u></b>						
*Gutierrez, Andrea	Office Assistant 8 hrs. per day/12 mo.	Student Nutrition Services	116-I	<b>Monthly</b> \$2,961 SNS**	09-11-17	
*Diaz Reyes, Erika	Nutrition Services Worker 2 hrs. per day/10 mo.	Collins	109-I	25% of \$2,491 SNS	09-14-17	
*Fregozo, David	PE/Locker Room Assistant 3.5 hrs. per day/10 mo.	Hollydale	112-I	43.75% of \$2,682 General Fund	09-20-17	
*Yanez, Laura	Nutrition Services Worker 2 hrs. per day/10 mo.	Lincoln	109-I	25% of \$2,491 SNS	09-14-17	
*Garcia, Susan	Nutrition Services Worker 2 hrs. per day/10 mo.	Paramount High-Senior	109-I	25% of \$2,491 SNS	09-14-17	
*Lizarraga, Heliodoro	Nutrition Services Worker 2 hrs. per day/10 mo.	Paramount High-Senior	109-I	25% of \$2,491 SNS	09-14-17	
*Hernandez, Petra	Nutrition Services Worker 2 hrs. per day/10 mo.	Paramount High-West	109-I	25% of \$2,491 SNS	09-21-17	
<b><u>Short Term</u></b>						
*Andrade, Irene	Instructional Assistant – Sp. Ed. NTE 3 hrs. per day each	Special Education	112-I	<b>Hourly</b> \$15.47 Special Education	09-25-17	12-15-17
*Cortez, Katherine					09-18-17	
*Munoz, Erika					09-15-17	
*Parra, Lydia					09-12-17	
*Garcia, Emma	District Translator NTE 500 hrs.	Special Education		\$24.85 Special Education	09-01-17	12-31-17
*Castanon, Denise	Instructional Assistant – SE/SH NTE 3 hrs. per day	Alondra	115-I	\$16.67 Special Education	09-14-17	12-15-17
*Yepez, Iliana	Counseling Assistant NTE 5.5 hrs. per day	Alondra	123-I	\$20.30 LCAP***	08-14-17	12-31-17

\* Ratification

\*\* Student Nutrition Services

\*\*\* Local Control Accountability Plan

**PERSONNEL REPORT 17-05  
OCTOBER 09, 2017  
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<b><u>Short Term</u></b>						
<b><u>continued</u></b>						
*Ortiz, Daniel *Torres, Juan	Instructional Assistant – Sp. Ed. NTE 3 hrs. per day each	Tanner	112-I	<b><u>Hourly</u></b> \$15.47 Special Education	09-12-17	12-15-17
*Coumparoules, Dominique	Counseling Assistant NTE 3.5 hrs. per day	Wirtz	123-I	\$20.30 Title I	09-25-17	05-25-18
<b><u>Substitute, on call</u></b>						
*Ortiz, Henry	Custodian	District	117-I	<b><u>Hourly</u></b> \$17.52 General Fund	09-13-17	
*Alfaro, Claudia *Baca, Kenneth *Carpio, Maria *Novoa, Eva *Redmond, Darant *Sandoval, Diana	Nutrition Services Worker	Student Nutrition Services	109-I	\$14.37 SNS	09-18-17 09-22-17 09-20-17 09-26-17 09-22-17 09-20-17	
*Lopez, Sandra	Noon Duty Aide	Mokler		\$11.00 General Fund	09-07-17	
*Monje, Vitzania *Rocha, Adrian	Noon Duty Aide	Paramount Park		\$11.00 General Fund	09-13-17	
*Barrundia, Lesly *Hernandez, Melyssa	Noon Duty Aide	Wirtz		\$11.00 General Fund	09-13-17	
<b><u>College Tutor</u></b>						
*Lopez, Cristian *Perez, Crystal Celine *Ulloa, Hilda	College Tutor NTE 16 hrs. per week each	Alondra		<b><u>Hourly</u></b> \$13.50 LCAP	09-08-17	12-15-17
*Valencia Diaz, Sandra *Velazquez, Pedro	College Tutor NTE 16 hrs. per week each	Hollydale		\$13.50 LCAP	09-08-17	12-15-17
*Gomez, Denise *Hortua, Jackeline *Ortiz, Jasmine *Trujillo, Edgar *Zepeda, Yolanda	College Tutor NTE 16 hrs. per week each	Jackson		\$13.50 LCAP	09-08-17	12-15-17
* Ratification						

**PERSONNEL REPORT 17-05  
OCTOBER 09, 2017  
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<b><u>College Tutor</u></b> <u>continued</u>						
*Quirarte, Laura	College Tutor NTE 20 hrs. per week	Paramount High-Senior		<b><u>Hourly</u></b> \$13.50 Title I	09-20-17	06-08-18
*Alvarez, Vivian *Figueroa, Priscilla *Hortua, Angie	College Tutor NTE 16 hrs. per week each	Paramount High-West		\$13.50 LCAP	09-08-17	12-15-17
*Avila, Johnny *Hernandez, Jennifer *Quintanilla, Jocelyn *Rodriguez, Geraldine	College Tutor NTE 16 hrs. per week each	Paramount Park		\$13.50 LCAP	09-08-17	12-15-17
*Castillo, Michael *Jacobe, Veronica *LaRocco, Michelle *Mendoza, Moises	College Tutor NTE 16 hrs. per week each	Zamboni		\$13.50 LCAP	09-08-17	12-15-17
<b><u>Summer Assignment</u></b>						
*Guerrero, Monique	Technology Instructional Assistant NTE 6 hrs. per day	Jackson	118-II	<b><u>Hourly</u></b> \$18.87 EIA-LEP**	08-02-17	08-11-17
<b><u>ADDITIONAL ASSIGNMENT Short Term</u></b>						
*Castaneda, Laura	Language Assessment Assistant NTE 20 hrs.	Roosevelt	113-III	<b><u>Hourly</u></b> \$17.52 EIA-LEP	08-21-17	08-31-17
<b><u>ASSIGNMENT CHANGE Voluntary Increase in Work Hours</u></b>						
*Gomez, Esli	Nutrition Services Worker NTE 3 ¾ hrs./10 mo.	Paramount High-Senior	109-V	<b><u>Monthly</u></b> 46.88% of \$3,036 SNS	09-13-17	
*Salazar, Bobbie	Nutrition Services Worker NTE 3 ¾ hrs./10 mo.	Paramount High-Senior	109-II	46.88% of \$2,618 SNS	09-13-17	

\* Ratification

\*\* Economic Impact Aid-Limited English Proficient

**PERSONNEL REPORT 17-05  
OCTOBER 09, 2017  
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u><b>ASSIGNMENT CHANGE</b></u> <u><b>Voluntary Demotion</b></u> *Andrade, Wendy	School Health/Office Technician 8 hrs. per day/11 mo.	Wirtz	316-VI	<u><b>Monthly</b></u> \$3,762** General Fund	10-09-17	
<u><b>TEMPORARY ATHLETIC TEAM COACH</b></u> *Shamsiddeen, Qasim	Assistant Coach Football	Paramount High-Senior		<u><b>Stipend</b></u> \$2,264 General Fund	08-16-17	11-11-17
<u><b>PROFESSIONAL GROWTH</b></u> *Guerrero, Monique	Technology Instructional Assistant Increment #2	Jackson	118-III	<u><b>Monthly</b></u> \$3,474** LCAP	10-01-17	

\* Ratification

\*\* Includes Longevity and/or Professional Growth Increment

**PERSONNEL REPORT 17-05  
OCTOBER 09, 2017  
CLASSIFIED PERSONNEL**

00 NAME	POSITION	LOCATION	DESCRIPTION	EFFECTIVE	
				FROM	TO
<b><u>LEAVE OF ABSENCE</u></b>					
Rodriguez-Smith, Claudia	School Health/Office Technician	Jackson	Family & Medical Leave*	07-01-17	06-30-18
*Mendez, Valerie	Library Technician	Paramount High-Senior	Personal	09-25-17	09-29-17
<b><u>RESIGNATION</u></b>					
Merickel, Sidney	Custodian	Operations	Personal	09-27-17	
D'Ambrosio, Maria	Short Term Instructional Assistant – Sp. Ed.	Alondra	Personal	09-20-17	
Romero, Antonio	Short Term Instructional Assistant – SE/SH	Alondra	Personal	10-02-17	
Rios, Silvia	Noon Duty Aide	Collins	Personal	09-08-17	
Ramirez, Arturo	Noon Duty Aide	Los Cerritos	Personal	09-01-17	
Rodriguez, Michael	Technology Support Assistant	Paramount High-Senior	Personal	10-06-17	
Vasquez, Sylvia	School Office Assistant	Paramount High-Senior	Personal	09-05-17	

\* Days to be taken intermittently, as needed

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ryan Smith, Assistant Superintendent-Secondary Educational Services  
**DATE:** October 9, 2017  
**SUBJECT:** Consultant and Contract Services

**BACKGROUND INFORMATION:**

The District contracts with consultants or independent contractors who provide valuable and necessary specialized services not normally required on a continuing basis.

The following specialized service is/are requested:

#	Consultant	Services to be Provided/ Audience	Site/ Requested by	Time Period	Cost/ Funding Source
1	Academic Entertainment  PC17-1876	Consultant to provide interactive assembly activities addressing the importance of working as a team and promoting a safe learning environment.  600 students in grade TK-5	Tanner School  Requested by: Holly Hennessy	February 20, 2018	Not to exceed \$1,500 from site General funds
2	Amazing School Assemblies  PC17-1877	Consultant to provide an interactive assembly addressing positive messages that build self-confidence and the skills needed to deal with bullying.  665 students in grade K-5	Mokler School  Requested by: Linh Roberts	October 9, 2017	Not to exceed \$900 from Title I site funds



# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ruben Frutos, Assistant Superintendent-Business Services  
**DATE:** October 9, 2017  
**SUBJECT:** Purchase Order Report 17-05

**BACKGROUND INFORMATION:**

The Board receives and approves Purchase Orders as submitted. Individual Purchase Orders and supporting documentation are available for review in the Business Services Department.

**2017/2018**

1. Ratified Orders – Building Fund Measure I	\$	139,570.00
2. Calif. Clean Energy Jobs Act		59,503.61
3. Authorized Orders – General Fund		180,438.49
4. Ratified Orders – General Fund		62,660.08
5. Authorized Orders – LCAP		48,801.48
6. Ratified Orders – LCAP		7,360.55
7. Authorized Orders – Nutrition Services		22,738.00
	Subtotal	\$ 521,072.21
8. Ratified Orders (Under \$1,500)		35,048.80
<b>TOTAL OF ALL ORDERS</b>	<b>\$</b>	<b><u>556,121.01</u></b>

**POLICY/ISSUE:**

Board Policy 3300 - Expenditures and Purchases

Board Policy and Administrative Regulation 3320 - Purchasing Procedures

**FISCAL IMPACT:**

As indicated above

**STAFF RECOMMENDATION:**

Approve Purchase Order Report 17-05 authorizing the purchase of supplies, equipment, and services for the District.

**CONSENT ITEM: 4.1-C**



**PREPARED BY:**

Cindy DiPaola, Director-Operations

**DISTRICT PRIORITY 9:**

Effectively manage resources in order to achieve the District's mission.

**Paramount Unified School District**

2017/2018

**Purchase Orders To Be Ratified and Authorized**

**October 09, 2017**

<b>PO Number</b>	<b>Vendor</b>	<b>Site</b>	<b>Description</b>	<b>Total Amount</b>
<b>010 - General Fund</b>				
18-00114	STEAM X	Maintenance & Operations	Annual: pressure washer repairs (increase from \$3,000 to \$6,000)	\$3,000.00
18-00125	QUALITY FENCE	Maintenance & Operations	Annual: fence repairs (increase purchase order from \$17,000 to \$30,000)	\$13,000.00 *
18-00165	CHARLES G. HARDY, INC	Maintenance & Operations	Annual: maintenance roof supplies (increase purchase order from \$30,000 to \$60,000)	\$30,000.00 *
18-00317	SOUTHWEST SCHOOL & OFFICE SUPPLY	Paramount High School West	Annual: online ordering (increase purchase order from \$4,500 to \$8,500)	\$4,000.00
18-00439	SOUTHWEST SCHOOL & OFFICE SUPPLY	Paramount High School West	Annual: online ordering (increase purchase order from \$4,500 to \$8,500)	\$4,000.00
18-00924	E.D. SCREEN PRINTING	Alondra Middle School	P.E apparel (265)	\$1,589.59
18-00925	AMPLIFY	Educational Services	Middle Schools: Amplify 6-7 workbook sets (24)	\$3,315.96
18-00926	AMPLIFY	Educational Services	Middle Schools: Amplify teacher guides (64)	\$2,097.60
18-00930	BJF ENTERPRISES	Maintenance & Operations	Warehouse supplies	\$2,003.21
18-00931	COMMERCIAL VAN INTERIORS	Maintenance & Operations	Vehicle supplies	\$4,499.47
18-00932	SOUTHWEST SCHOOL & OFFICE SUPPLY	Paramount High School West	Annual: online ordering	\$4,370.00
18-00935	SPICERS PAPER INC.	Maintenance & Operations	Paper	\$5,418.80 *
18-00946	PARADIGM HEALTHCARE SERVICES, LLC	Business Services	Medi-Cal billing services	\$80,000.00 *
18-00965	EXECUTIVE ENVIRONMENTAL SERVICES CORP.	Maintenance & Operations	Odyssey Stem Academy, P3 Clinic: indoor air quality testing	\$5,729.03 *
18-00966	SOUTH COAST A.Q.M.D.	Maintenance & Operations	Annual generator operating fees	\$2,559.59
18-00978	PARAMOUNT CHAMBER OF COMMERCE, INC	Superintendents Office	Annual: Pulse Beat monthly fees	\$25,000.00 *
18-00980	PREMIER MAILING INC.	Educational Services	Mailing services	\$3,535.65
18-00983	SCREENFLEX PORTABLE PARTITIONS	Maintenance & Operations	Partitions (4)	\$6,851.97 *
18-00987	VIRCO INC	Buena Vista High School	Teacher desks (6)	\$2,856.11
18-00996	CENGAGE LEARNING	Educational Services	Medical Terminology workbooks (40) (Board adopted: 5/8/17)	\$1,717.20
18-00997	PEARSON EDUCATION	Educational Services	Language Arts textbooks (100) (Board adopted: 4/10/17)	\$2,869.10
18-00999	SOUTHWEST SCHOOL & OFFICE SUPPLY	Mokler Elementary School	Office workstation	\$3,493.25
18-01012	M.RA COUTURE	Paramount High School	Annual: color guard costumes	\$3,500.00
18-01022	STAPLES	Lincoln Elementary School	Annual: online ordering	\$4,000.00
18-01023	BELLFLOWER MUSIC CENTER	Zamboni Middle School	Annual: music supplies	\$2,250.00

\* Indicates a request over \$5,000 signifying approval prior to issuing the purchase order.

**Paramount Unified School District**

2017/2018

**Purchase Orders To Be Ratified and Authorized**

**October 09, 2017**

<b>PO Number</b>	<b>Vendor</b>	<b>Site</b>	<b>Description</b>	<b>Total Amount</b>
<b>010 - General Fund</b>				
18-01024	SOUTHWEST SCHOOL & OFFICE SUPPLY	Zamboni Middle School	Annual: online ordering	\$4,999.00
18-01026	BELLFLOWER MUSIC CENTER	Zamboni Middle School	Annual: instrument repairs	\$2,250.00
18-01034	THE GATSBY LLC DBA GAME CHANGER	Paramount High School West	T-shirts (1250)	\$9,052.46 *
18-01037	VIRCO INC	Paramount High School	Student desks (35)	\$5,139.88 *
<b>010 - General Fund - Calif. Clean Energy Jobs Act</b>				
18-00994	INTER-PACIFIC, INC.	Maintenance & Operations	Mokler, Collins: interior LED lighting installation (Bid # 8-16-17)	\$59,503.61 *
<b>010 - General Fund - LCAP</b>				
18-00962	FLOOR TECH	Maintenance & Operations	Adult Ed: concrete resurfacing	\$12,805.98 *
18-00985	ORTCO, INC.	Maintenance & Operations	Los Cerritos: replace kinder playground surface	\$27,690.00 *
18-00991	LEARNING A-Z	Wirtz Elementary School	Instructional materials	\$4,844.55
18-01039	KIS COMPUTER CENTER	Buena Vista High School	LCD projectors (4)	\$2,516.00
18-01040	RENAISSANCE LEARNING, INC.	Wirtz Elementary School	Accelerated Reader (550), Math Facts (590), STAR Reading (550) subscription renewal & hosting fees	\$8,305.50 *
<b>130 - Cafeteria Fund</b>				
18-00969	VERNE'S PLUMBING	Nutrition Services	Hollydale: install tankless water heater	\$12,738.00 *
18-01016	PJ'S EAST LP	Nutrition Services	Annual: delivered pizza	\$10,000.00 *
<b>211 - Building Fund - Measure I</b>				
18-00333	FC & SONS ROOFING INC.	Maintenance & Operations	Odyssey STEM Academy: new roofs rooms 1-19 & restrooms, 21-24,administration bldg. & staff lounge (Bid # 4-15-16) (increase purchase order from \$443,221 to \$482,791)	\$39,570.00 *
18-00945	WILD WEST INSPECTIONS	Business Services	Inspection services for Measure I bond projects	\$100,000.00 *

\* Indicates a request over \$5,000 signifying approval prior to issuing the purchase order.

**Paramount Unified School District**

2017/2018

**Purchase Orders To Be Ratified and Authorized**

**October 09, 2017**

**PURCHASE ORDER SUMMARY BY FUND**

113 Purchase orders for a total of **\$556,121.01**

<b>010 - General Fund</b>	To Be Authorized	\$180,192.14
	To Be Ratified Over \$1,500	\$62,905.73
	To Be Ratified Under \$1,500	\$29,073.08
	<b>Fund Total</b>	<b>\$272,170.95</b>
<b>010 - General Fund - Calif. Clean Energy Jobs Act</b>	To Be Authorized	\$59,503.61
	<b>Fund Total</b>	<b>\$59,503.61</b>
<b>010 - General Fund - LCAP</b>	To Be Authorized	\$48,801.48
	To Be Ratified Over \$1,500	\$7,360.55
	To Be Ratified Under \$1,500	\$5,068.30
	<b>Fund Total</b>	<b>\$61,230.33</b>
<b>110 - Adult Education Fund</b>	To Be Ratified Under \$1,500	\$99.63
	<b>Fund Total</b>	<b>\$99.63</b>
<b>130 - Cafeteria Fund</b>	To Be Authorized	\$22,738.00
	<b>Fund Total</b>	<b>\$22,738.00</b>
<b>211 - Building Fund - Measure I</b>	To Be Authorized	\$139,570.00
	To Be Ratified Under \$1,500	\$808.49
	<b>Fund Total</b>	<b>\$140,378.49</b>

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ruben Frutos, Assistant Superintendent-Business Services  
**DATE:** October 9, 2017  
**SUBJECT:** Acceptance of Donations

**BACKGROUND INFORMATION:**

The Board may accept and utilize, on behalf of the District, any bequests or gifts of money or property for a purpose deemed to be suitable by the Board.

The following donations have been presented to the District:

1. The District received a donation of \$822.60 from Jefferson School PTA. This donation will be designated for the students of Jefferson School for the purchase of student incentives.
2. The District received a donation of \$9.35 from The Kula Foundation. This donation will be designated for the students of Collins School to support student study trips.

For the current 2017-18 fiscal year through October 9, 2017, the District has received an estimated total, which includes the above amounts, of \$49,977.58 in gifts, grants, and bequests.

**POLICY/ISSUE:**

Board Policy 3280 – Gifts, Grants, and Bequests

**FISCAL IMPACT:**

None

**STAFF RECOMMENDATION:**

Accept the donations as presented on behalf of the District with any bequests or gifts of money or property for a purpose deemed to be suitable by the District.

**PREPARED BY:**

Ruben Frutos, Assistant Superintendent-Business Services

**DISTRICT PRIORITY 9:**

Effectively manage resources in order to achieve the District's mission.

**CONSENT ITEM: 4.2-C**



# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Myrna Morales, Assistant Superintendent – Human Resources  
**DATE:** October 9, 2017  
**SUBJECT:** 2017-18 Declaration of Need for Fully Qualified Educators

## **BACKGROUND INFORMATION:**

The following Declaration of Need for Fully Qualified Educators is required by the California Commission on Teacher Credentialing (CCTC) to implement a process for hiring teachers holding emergency teaching permits. The Declaration is a statement that establishes the possibility that the District may need emergency permit teachers.

Based on prior- and current-year data, the following Declaration stipulates those service areas and numbers of emergency permit holders the District may need for 2017-18. With Board approval, the Declaration will be sent to the CCTC and thereby establish the District's possible areas of need for 2017-18. Then, as it is necessary to employ teachers under emergency permits, the individual application and approval process will be quickly completed.

## **POLICY/ISSUE:**

Education Code 44300 – Senate Bill 322 of 1993, Requirement for  
Emergency Teachers

## **FISCAL IMPACT:**

None

## **STAFF RECOMMENDATION:**

Approve the 2017-18 Declaration of Need for Fully Qualified Educators in Paramount Unified School District for submission to the California Commission on Teacher Credentialing.

## **PREPARED BY:**

Myrna Morales, Assistant Superintendent – Human Resources

## **DISTRICT PRIORITY 1:**

Raise student achievement: student achievement is the District's primary focus with an emphasis on reading/language arts, ELD, mathematics and core.

**ACTION ITEM: 2.1-A**



State of California  
 Commission on Teacher Credentialing  
 Certification Division  
 1900 Capitol Avenue  
 Sacramento, CA 95811-4213

Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
 Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

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Original Declaration of Need for year: \_\_\_\_\_

Revised Declaration of Need for year: \_\_\_\_\_

### FOR SERVICE IN A SCHOOL DISTRICT

Name of District: \_\_\_\_\_ District CDS Code: \_\_\_\_\_

Name of County: \_\_\_\_\_ County CDS Code: \_\_\_\_\_

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on \_\_\_/\_\_\_/\_\_\_ certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, \_\_\_\_\_.

Submitted by (Superintendent, Board Secretary, or Designee):

<i>Name</i>	<i>Signature</i>	<i>Title</i>
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>
<i>Mailing Address</i>		
<i>E-mail Address</i>		

### FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County \_\_\_\_\_ County CDS Code \_\_\_\_\_

Name of State Agency \_\_\_\_\_

Name of NPS/NPA \_\_\_\_\_ County of Location \_\_\_\_\_



The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on \_\_\_\_/\_\_\_\_/\_\_\_\_, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, \_\_\_\_\_.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

<i>Name</i>	<i>Signature</i>	<i>Title</i>
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>
<i>Mailing Address</i>		
<i>E-Mail Address</i>		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

**AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS**

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

<b>Type of Emergency Permit</b>	<b>Estimated Number Needed</b>
CLAD/English Learner Authorization (applicant already holds teaching credential)	_____
Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization: _____	
Resource Specialist	_____
Teacher Librarian Services	_____

**LIMITED ASSIGNMENT PERMITS**

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	
Special Education	
TOTAL	

**EFFORTS TO RECRUIT CERTIFIED PERSONNEL**

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to [www.cde.ca.gov](http://www.cde.ca.gov) for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

**EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL**

Has your agency established a District Intern program? Yes                  No

If no, explain. \_\_\_\_\_

Does your agency participate in a Commission-approved college or university internship program? Yes                  No

If yes, how many interns do you expect to have this year? \_\_\_\_\_

If yes, list each college or university with which you participate in an internship program.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If no, explain why you do not participate in an internship program.

\_\_\_\_\_

\_\_\_\_\_

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Myrna Morales, Assistant Superintendent-Human Resources  
**DATE:** October 9, 2017  
**SUBJECT:** Teaching Internship Agreement with California State University, Fullerton

## **BACKGROUND INFORMATION:**

Periodically, the District enters into intern credential program agreements with accredited universities and colleges to provide practice teaching for students enrolled in the teacher credential program of such institutions. California State University, Fullerton has requested that the District participate in such an agreement, commencing October 10, 2017 through June 30, 2022. Upon written notice, the agreement may be terminated by either party.

The District has participated in numerous intern teaching programs, which have proven to be of definite benefit to the students, as well as the intern teachers.

## **POLICY/ISSUE:**

Board Policy 4122.1 – Teacher Internship

## **FISCAL IMPACT:**

None

## **STAFF RECOMMENDATION:**

Approve the agreement with California State University, Fullerton for participation in the Teaching Internship Program.

## **PREPARED BY:**

Myrna Morales, Assistant Superintendent – Human Resources

## **DISTRICT PRIORITY 1:**

Raise student achievement: student achievement is the District's primary focus with an emphasis on reading/language arts, ELD, mathematics and core.

**ACTION ITEM: 2.2-A**

## CALIFORNIA STATE UNIVERSITY, FULLERTON Teaching Internship Agreement

THIS AGREEMENT is entered into by and between the State of California acting through the Trustees of the California State University on behalf of California State University, Fullerton (“University”) and **PARAMOUNT UNIFIED SCHOOL DISTRICT** (“Affiliate”), referred to herein singularly as “party” or collectively as “parties,” for the Term indicated herein and replaces School District Internship Agreement No. I05-188 in its entirety as of the Term start date noted below.

WHEREAS, 1) University operates at least one intern program which provides the requisite education and training for candidates pursuing one or more California Preliminary Teaching Credentials; and 2) every intern program (“Intern Program(s)”) included in this Agreement is accredited by the California Commission on Teacher Credentialing (CTC) with approval to offer intern options in these programs;

NOW, THEREFORE, in consideration of the mutual promises and conditions set forth below, University and Affiliate hereby agree to the following for those University Preliminary Teaching Credential Program(s) indicated below:

Multiple Subject Program	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Single Subject Program	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Education Specialist (Mild/Moderate and Moderate/Severe)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

1. **TERM OF AGREEMENT AND EARLY TERMINATION CLAUSE.** This Agreement shall be in effect from 10/10/2017 through 06/30/2022 (the “Term”). Either party may terminate this Agreement during the stated Term by notifying the other party with at least thirty (30) days’ advance written notice of the intention to terminate; however, any such termination by the Affiliate will not be effective against any Intern who on the date of provision of said notice was participating in an Intern Program until such Intern has completed the Intern Program as initially agreed upon.
  
2. **INTERN QUALIFICATION.** Intern requirements are subject to change during the Term of this Agreement, hence, University shall ensure satisfaction of all applicable Education Code and CTC requirements in effect for and applicable to each Intern and Intern’s respective Intern Program at the time of admission. University shall verify satisfaction or completion, as appropriate, of each of the following qualifications for every candidate admitted to any of its Intern Programs (each admitted candidate shall be referred to herein as an “Intern”).
  - A. Completion of a baccalaureate or higher degree from a regionally accredited institution of postsecondary education;
  - B. Successful demonstration of basic skills proficiency (i.e. reading, writing, and mathematics) as required by Education Code Sections 44325, 44326, and 44453;
  - C. Completion of all pre-service Preliminary Credential Program requirements per Education Code Section 44320(d) and CTC Common Standards as well as respective Intern Program requirements, which currently include English Learner Authorization for Single Subject Program Interns; and
  - D. Demonstration of subject matter competence, as applicable:
    - i. **For Single Subject and Multiple Subject Interns.** Subject matter competence either by passing the Commission-approved subject matter examination(s) or completion of an approved subject matter preparation program, as required by Education Code Section 44325(c)(3).
    - ii. **Education Specialist Interns.** Passing of the Commission-approved subject matter examination(s) for the subject area(s) in which the Intern is authorized to teach, per Education Code Section 44252(b).

### 3. INTERN SUPERVISION AND SUPPORT.

- A. University shall guide the development of the individual plan for mentoring support and professional development of each Intern, including coursework and fieldwork.
- B. Affiliate shall appoint, maintain, evaluate, and compensate trained support persons at each Intern's work site. In addition, Affiliate shall define and document the type and frequency of support services to be provided, including identification of regular, ongoing time for support persons to work with each Intern.
- C. Affiliate shall identify to University an assigned Mentor and support persons, all of whom shall first be determined to meet all required qualifications established by the Education Code and CTC which are in effect at the time of Intern assignment. Affiliate shall then provide appropriate training for performance of Mentor and support persons prior to an Intern assuming daily teaching responsibilities.
- D. Affiliate shall document that each Mentor meets established qualifications which currently include:
  - 1. possession of a valid corresponding Clear or Life Credential, and
  - 2. a minimum of three (3) years of successful teaching experience, and
  - 3. if specified English Learner support is to be provided, possession of an English Learner Authorization in addition to the other requirements established by the CTC.
- E. University shall assign an appropriate Supervisor for each Intern who meets established qualifications which currently include:
  - 1. subject matter competency which is current and appropriate for the grade level taught;
  - 2. an understanding of the context of public schooling;
  - 3. the ability to model best professional practices in teaching and learning, scholarship, and service;
  - 4. knowledge of diverse abilities including cultural, language, ethnic, and gender diversity; and
  - 5. a thorough grasp of the academic standards, frameworks, and accountability systems that drive public school curricula.
- F. Once an Intern has assumed daily teaching responsibilities, Supervisor and Mentor will communicate and collaborate regularly to provide appropriate support and supervision, including English Learner support, if applicable, related to the needs of the assigned Intern, per Education Code Section 44462.
- G. University and Affiliate shall also coordinate the tracking and documentation of Intern support and supervision hours.
- H. Affiliate and University shall cooperate regarding the provision and documentation of support and supervision hours for each Intern to ensure that minimum CTC requirements are met. Currently, the minimum combined support and supervision hours must total 144, and a minimum of two hours of combined support and supervision is required to be provided to the Intern every five instructional days.
- I. Affiliate and University will cooperate with the oversight, operation, and evaluation of the Intern Program in accordance with applicable CTC Common Standards.

### 4. INTERN ASSIGNMENT REQUIREMENTS.

- A. Public school districts and county offices of education are eligible Affiliates for all Intern Programs while an Affiliate that is either a) organized as a non-public school, or b) contracted with regional centers to provide services to babies and toddlers with disabilities, is only eligible for the Special Education Program(s) noted herein per Education Code Sections 44321 and 44452.
- B. Affiliate shall hire each Intern on a part-time or full-time probationary or temporary contract with pay and benefits, including workers' compensation coverage, commensurate with the Intern assignment.
- C. Affiliate shall assign each Intern to assume the functions which are authorized by said Intern's teaching or services credential per Education Code Section 44454.
- D. University stipulates that Intern's services meet the instructional or service needs of the participating Affiliate(s) in accordance with Education Code Section 44458.

- E. Affiliate shall ensure that each bilingual Intern is placed in an appropriate bilingual setting to allow Intern to apply and practice appropriate bilingual instruction.
- F. Affiliate shall make every attempt, within the constraints of openings available, to place each Intern in a teaching situation which will maximize first year success including but not limited to such elements as a supportive principal, available peer support, class selection, etc.
- G. Affiliate shall provide each Intern with a full range of teaching responsibilities indicative of a full-time or part-time teacher, as appropriate.
- H. If it is necessary for an Intern to attend class at University and/or complete necessary classroom observations of credentialed teachers, Affiliate shall permit the Intern to use appropriate release time from teaching responsibilities when such Intern has notified Affiliate of such needed release time prior to assignment. Release time requested shall allow for sufficient travel time and Affiliate acknowledges that a University class may begin as early as 4:00 p.m.

**5. INTERN EVALUATION AND PROGRAM OVERSIGHT.**

- A. Affiliate shall work with University to provide annual evaluations of each Intern as required for credential decisions.
- B. Affiliate has the option to designate an administrator and/or teacher representative to serve on the Internship Advisory Board which meets once each semester, as needed.
- C. University Intern Program coordinators shall coordinate meeting of the Internship Advisory Boards(s), as needed.
- D. Per CTC Preconditions for Internship Programs, the parties to this Agreement certify that Interns will not displace certificated employees in the participating school districts. Both parties further certify that when an Intern is hired, there are no available qualified, certificated persons holding the credential.

**6. TENURE ELIGIBILITY.** Tenure eligibility for any Intern hired by Affiliate under this Agreement shall be in accordance with Education Code Section 44466.

**7. INDEMNIFICATION.** University shall defend, indemnify, and hold harmless Affiliate, its officials, employees, and agents from and against any and all liability, loss, expense, attorney's fees, or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of University, its officials, employees or agents.

Affiliate shall defend, indemnify, and hold harmless the University, its officials, employees, and agents from and against any and all liability, loss, expense, attorney's fees, or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Affiliate, its officials, employees or agents.

**8. DISPUTE RESOLUTION.** In the event of a dispute between the parties arising from this Agreement, the parties agree to mediate the dispute before initiating litigation. The Parties agree that with regard to any dispute or claim related to this Agreement, prior to the initiation of a lawsuit or other legal action, they shall and must, in good faith, submit the claim or dispute to mediation with any mutually agreeable neutral entity. The costs of and related to the services of the neutral entity will be split equally between the Parties. In the event that legal action is pursued, the prevailing party shall be entitled to recovery from the losing party the prevailing party's reasonable expenses (fees and costs) incurred in the lawsuit or legal action as permitted by law.

**9. NO AGENCY RELATIONSHIP CREATED.** Nothing in this Agreement shall be deemed or construed to create a joint venture, partnership, principal-agent, or employment relationship between the parties, hence, neither party shall have the authority to bind the other party for any purpose.

**10. INSURANCE REQUIREMENTS.** University and Affiliate shall each secure and maintain insurance coverage during the TERM, at their respective sole expense, of the types noted below and with the respective minimum limits covering themselves including their employees, officers, agents, and volunteers. Each party reserves the right to request, and agrees to provide upon request, documentation of such coverage(s). If any documented policy is cancelled before the expiration thereof, written notice shall be delivered to the other party in accordance with policy provisions. Each party acknowledges that such insurance coverage requirements may be addressed through a variety of risk financing methods including commercial insurance, self-insurance, risk sharing pool, captive, or combination thereof and that when placed with commercial insurers, such insurers shall have an A.M. Best rating of no less than A, VII or equivalent or as accepted by the other party.

**A. Comprehensive or Commercial Form General Liability (including Contractual Liability) with minimum limits as follows:**

- Each Occurrence: \$1,000,000, General Aggregate: \$3,000,000

**B. Business Automobile Liability (minimum limits):**

- Each Occurrence: \$1,000,000 Combined Single Limit for owned, scheduled, hired, or non-owned vehicles

**C. Workers' Compensation Liability:**

- Minimum limit as required by statute
- Employer's Liability: Minimum limit of \$1,000,000 per each accident, employee, and disease

**D. Professional Liability coverage (appropriate to the professional activities):**

- Minimum limits: \$1,000,000 per claim, \$2,000,000 per policy
- Coverage to be maintained for a period of five (5) years beyond the TERM of this Agreement

The foregoing insurance limits and/or requirements shall be subject to modifications to coverage forms and/or limits as mandated from time to time by the respective insurance programs of the parties. Both parties agree to provide the other party with no less than thirty (30) days' written notice of any change in coverage forms and/or limits. In the event of such change, both parties agree to renegotiate insurance requirements, if necessary, within thirty (30) calendar days from receipt of notification of such change ("renegotiation period"). New Agreement terms regarding coverage forms and/or limits shall be mutually agreed upon by the parties and shall be evidenced by a written amendment to this Agreement issued within the renegotiation period. If the parties are unable to renegotiate said coverage forms and/or limits during the renegotiation period, this Agreement shall automatically terminate at the end of the renegotiation period unless the parties mutually agree in writing to extend the renegotiation period for an additional thirty (30) days.

University shall self-insure its activities in connection with this Agreement by maintaining programs of self-insurance as follows: The State of California has elected to be self-insured for its general liability, automobile liability, worker's compensation, and property exposures through an annual appropriation from the General Fund. As a State agency, the California State University, Office of the Chancellor, the Trustees, and its system of campuses are included in this self-insurance program. Under this form of insurance, the State and its employees (as defined in Section 810.2 of the Government Code) are insured for any tort liability that may develop through carrying out official activities, including State official operations or under an official contract or license agreement. Inquiries regarding tort liability should be referred to the Government Claims Board, 400 "R" Street, Sacramento, CA 95812. Any claims regarding property are to be referred to The California State University, Risk Management and Public Safety, 401 Golden Shore, 5th Floor, Long Beach, CA 90802-4210.

**11. GOVERNING LAW.** This Agreement and the rights and obligations of the parties shall be governed and construed by the laws of the State of California. Any lawsuit concerning or arising out of this Agreement shall be venued in the county in which the District is located.

**12. MODIFICATIONS AND NOTICES.** Any modification to this Agreement shall be enforceable only if such modification is presented in writing and subsequently signed by an authorized representative of each party ("Amendment"). Any and all notices required or permitted by this Agreement shall be deemed to have been duly given if written and delivered using an independently traceable means of delivery to the other party, as applicable.

**University mailing address:**  
California State University, Fullerton  
Attn: Contracts & Procurement  
2600 Nutwood Ave., Suite 300  
Fullerton, CA 92831

**Affiliate mailing address:**  
PARAMOUNT UNIFIED SCHOOL DISTRICT  
Attn: Ms. Ann Hernandez, Human Resources  
15110 California Ave.  
Paramount, CA 90723

For programmatic questions, please contact the College of Education (specify the Intern Program):

CSUF College of Education  
2600 Nutwood Ave., Suite 500  
Fullerton, CA 92831  
Ph: 657/278-3411

This Agreement is hereby executed by the authorized representative of each party entered and as of the dates written below.

**CALIFORNIA STATE UNIVERSITY,  
FULLERTON:**

**PARAMOUNT UNIFIED SCHOOL DISTRICT:**

Signed: 

Signed: \_\_\_\_\_

Print: Angela Petruso

Print: \_\_\_\_\_

Title: Buyer III, Contracts & Procurement

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

Date: 09/22/2017

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

**Union Bargaining Unit Representative  
(if required):**

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

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

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

Bargaining Unit (if applicable): \_\_\_\_\_

**If Board Approval is Required:**

BOARD APPROVAL DATE: \_\_\_\_\_



# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Myrna Morales, Assistant Superintendent – Human Resources  
**DATE:** October 9, 2017  
**SUBJECT:** Hourly Rate Increase for Non-Classified Positions

**BACKGROUND INFORMATION:**

On September 12, 2016, the Board approved the new minimum wage for the state of California. SB 3 was voted in by legislation in order to phase-in, on a gradual basis, minimum wage requirements that were approved by the Governor on April 4, 2016. The Governor of California approved an increase to the minimum wage from \$10.50 per hour to \$11.00 per hour effective January 1, 2018.

The increase in the minimum wage currently impacts non-classified Student Workers. However, to maintain parity in salary among and between non-classified classifications, staff recommends that the hourly rate for the following non-classified positions also be increased.

Non-Classified Jobs	Current Hourly Rate	Recommended Hourly Rate Effective January 1, 2018
Student Worker	\$10.50	\$11.00
Child Care Provider	\$11.00	\$11.50
Noon Duty Aide (K-8)	\$11.00	\$11.50

**POLICY/ISSUE:**

Education code Section 45162 – Salary of Employees Not Requiring Certification Qualifications

Board Policy 4241 – Salary Guidelines

**FISCAL IMPACT:**

Approximately \$32,479 from the Unrestricted General Fund.

**STAFF RECOMMENDATION:**

Approve an increase to the hourly rate for non-classified positions effective January 1, 2018.

**ACTION ITEM: 2.3-A**

**PREPARED BY:**

Beatriz Spelker-Levi, Director of Personnel

**DISTRICT PRIORITY 1:**

Raise student achievement: student achievement is the District's primary focus with an emphasis on reading/language arts, ELD, mathematics and core.

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Deborah Stark, Assistant Superintendent-Educational Services  
**DATE:** October 9, 2017  
**SUBJECT:** Nonpublic School Placement for a Special Education Student for 2017-18

## **BACKGROUND INFORMATION:**

In order to facilitate appropriate educational progress some students require programs not available in the District. These students receive services from nonpublic schools (NPS) and agencies which provide the necessary programs. The District contracts on an as needed basis for services based on needs identified in the Individual Education Plan (IEP) process.

A high school student (2015003139) with a diagnosis of emotional disturbance was unsuccessful with a NPS placement. The IEP team recommends placement at Olive Crest Academy with designated instructional services counseling as the least restrictive environment for the 2017-18 school year. The estimated cost not to exceed \$46,000.

## **POLICY/ISSUE:**

Education Code 56020-56040 - Education of Exceptional Children in Non-Public Schools

## **FISCAL IMPACT:**

Estimated cost not to exceed \$32,000 from special education funds and \$14,000 from mental health funds.

## **STAFF RECOMMENDATION:**

Approve the placement for a special education student in nonpublic schools as determined by the student's Individual Education Plan for the 2017-18 school year.

## **PREPARED BY:**

David Daley, Director – Special Education

## **DISTRICT PRIORITY 1:**

Raise student achievement: student achievement is this District's primary focus with an emphasis on reading/language arts, ELD, mathematics and core.

**ACTION ITEM: 3.1-A**

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ruben Frutos, Assistant Superintendent-Business Services  
**DATE:** October 9, 2017  
**SUBJECT:** Notices of Completion – Field Service Contracts

## **BACKGROUND INFORMATION:**

At the meeting of April 10, 2017, the Board of Education authorized the renewal of field service contracts. Individual projects over \$15,000 require a formal notice of completion and a five (5%) percent retention for each contract be held until the Board has accepted completion of the project.

The following projects are complete:

Vendor	Project Description	Contract Amount	5% Retention Amount
South Bay Heating & Air Conditioning	Lakewood: replace HVAC units (4) (Bid #1-13-14) P.O. 18-00739	\$ 30,800.00	\$ 1,540.00
Inter-Pacific, Inc.	Wirtz: installation of LED lighting (Bid #8-16-17) P.O. 18-00771	\$ 31,177.86	\$ 1,559.00

Once the project is deemed complete, it is the responsibility of the District's Board to formally accept the project, file a Notice of Completion and authorize payment to all contracted parties as allowed by contract.

## **POLICY/ISSUE:**

Board Policy 7430 – Acceptance of Completed Projects

## **FISCAL IMPACT:**

None

## **STAFF RECOMMENDATION:**

Accept as completed the Field Service Contracts for replacement of HVAC units (4) at Lakewood School, and installation of LED lighting at Wirtz. Authorize the Superintendent or designee to file the Notices of Completion and make payment to all contracted parties upon expiration of the lien period and determination that no liens are outstanding.

## **PREPARED BY:**

Cindy DiPaola, Director-Operations

## **DISTRICT PRIORITY 9:**

Effectively manage resources in order to achieve the District's mission.

**ACTION ITEM: 4.1-A**

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ruben Frutos, Assistant Superintendent-Business Services  
**DATE:** October 9, 2017  
**SUBJECT:** Agreement with Aflac Group Insurance Company for Supplemental Group Insurance Plans and Section 125 Flexible Spending Enrollment

**BACKGROUND INFORMATION:**

Aflac Group will meet with employees during open enrollment to offer supplemental voluntary group insurance plans as well as enrolling employees in Section 125 Flexible Spending options. Aflac will visit each work site and meet with benefits-eligible staff members to assist with online open enrollment. Aflac will provide a District substitute to allow teachers to meet with them during class-time, if necessary.

**POLICY/ISSUE:**

Board Policy 4126 – Consultants

**FISCAL IMPACT:**

None

**STAFF RECOMMENDATION:**

Approve the agreement with Aflac Group Insurance Company to provide Section 125 flexible spending enrollment services, offer supplemental voluntary group insurance plans, and assist employees with online open enrollment. Authorize the Superintendent or designee to complete all necessary documents.

**PREPARED BY:**

Ruben Frutos, Assistant Superintendent-Business Services

**DISTRICT PRIORITY 9:**

Effectively manage resources in order to achieve the District's mission.

**ACTION ITEM: 4.2-A**



DATE 9/22/17

Rfrutos@paramount.k12.ca.us  
Paramount Unified School District  
Attn: Ruben Frutos  
15110 California Ave  
Paramount, CA 90723

Re: *Paramount Unified School District Subsidy Request / Letter of Understanding*

Dear Ruben Frutos:

This is a Letter of Understanding issued by Aflac Group to BenTek and Paramount Unified School District. The intent of this letter is to certify and outline the expectations of the relationship among all parties.

Contained in this letter are the assumptions and details of the engagement:

- Paramount Unified School District has approximately 1300 benefits-eligible employees, and all 1300 eligible employees will be seen during Paramount Unified School District's open enrollment period, of which at least 70% (approximately 910 employees) will be seen face to face.
- Paramount Unified School District shall offer 3 lines of Aflac Group products during the open enrollment period, and such products shall remain in effect for a minimum period of 2 years from the effective date of the products.
- Aflac Group shall cover the additional cost of the benefits administration platform provided by BenTek, so long as the above requirements are met.
- BenTek shall provide the benefits administration platform for the Paramount Unified School District at no additional cost to Paramount Unified School District.

Please review this letter, sign your consent, obtain consent from the authorizing party at Paramount Unified School District and return to Aflac Group no later than September 27th, 2017.

\_\_\_\_\_  
Kurt Gehring / BenTek

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorizing Officer / Ruben Frutos

\_\_\_\_\_  
Date

\_\_\_\_\_  
James Hennessy / Aflac

\_\_\_\_\_  
Date

Continental American Insurance Company (CAIC), a proud member of the Aflac family of insurers, is a wholly-owned subsidiary of Aflac Incorporated and underwrites group coverage. CAIC is not licensed to solicit business in New York, Guam, Puerto Rico, or the Virgin Islands.

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ryan Smith, Assistant Superintendent-Secondary Educational Services  
**DATE:** October 9, 2017  
**SUBJECT:** Williams Settlement Quarterly Uniform Complaint Summary

**BACKGROUND INFORMATION:**

Submitted for the Board's information is the required Williams Settlement Quarterly Uniform Complaint Summary for the first quarter July 1 – September 30, 2017.

**PREPARED BY:**

Manuel San Miguel, Director - Student Services

**DISTRICT PRIORITY 1:**

Raise student achievement: student achievement is the District's primary focus with an emphasis on reading/language arts, ELD, mathematics and core.



**Los Angeles County  
Office of Education**  
Serving Students • Supporting Communities  
Leading Educators

## Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2017-2018

District Name: \_\_\_\_\_

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

Person completing this form: \_\_\_\_\_

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

Quarter covered by this report (Check One Below):

- |                          |         |                          |                  |
|--------------------------|---------|--------------------------|------------------|
| <input type="checkbox"/> | 1st QTR | July 1 to September 30   | Due 20-Oct 2017  |
| <input type="checkbox"/> | 2nd QTR | October 1 to December 31 | Due 19- Jan 2018 |
| <input type="checkbox"/> | 3rd QTR | January 1 to March 31    | Due 20-Apr 2018  |
| <input type="checkbox"/> | 4th QTR | April 1 to June 30       | Due 20-Jul 2018  |

Date for information to be reported publicly at governing board meeting: \_\_\_\_\_

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
  
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

	Number of Complaints Received in Quarter	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials			
Facilities			
Teacher Vacancy and Misassignment			
TOTAL			

Print Name of District Superintendent \_\_\_\_\_

Signature of District Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Return the **Quarterly Summary** to:  
Williams Legislation Implementation Project  
Los Angeles County Office of Education  
c/o Kirit Chauhan, Williams Settlement Legislation  
9300 Imperial Highway, ASM/Williams ECW 284  
Downey, CA 90242

Telephone: (562) 803-8382  
FAX: (562) 803-8325  
E-Mail: Chauhan\_Kirit@lacoed.edu