

**REGULAR MEETING  
OF BOARD OF EDUCATION**

**MINUTES**

**November 16, 2011**

The Regular meeting was called to order at 6:20 p.m. by President Tony Peña in the Boardroom at the District Office, 15110 California Avenue, Paramount, California.

Pledge of Allegiance                      Troy Marshall, Director-Technology led the Pledge of Allegiance.

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

Administrators Present                      David J. Verdugo, Superintendent  
Michael Conroy, Assistant Superintendent-Business Services  
Myrna Morales, Assistant Superintendent-Human Resources  
Deborah Stark, Assistant Superintendent-Educational Services  
Ranita Browning, Director-Fiscal Services  
Kim Cole, Director-Special Education/Early Childhood Education  
Randy Gray, Director-Curriculum & Instruction/Projects  
Rosemary Green, Director-Human Resources  
Troy Marshall, Director-Technology  
Jim Monico, Director-Student Services  
Manuel San Miguel – Director-Secondary/Alternative Education  
Greg Buckner, Principal-Paramount High School  
Morrie Kosareff, Principal- Paramount High School-West  
Jean Law, Principal-Buena Vista High School  
Richard Morgan, Principal-Paramount Adult School/CDS

Approve Agenda                                      Trustee Anderson moved, Trustee Garcia seconded and the  
November 16, 2011                                      motion carried 5-0 to approve the Regular Meeting agenda of  
1.340                                      November 16, 2011.

Regular Meeting Minutes                                      Trustee Garcia moved, Trustee Cuellar seconded.  
October 26, 2011                                      Superintendent Verdugo informed the Board that there is a  
1.341                                      change to the minutes of page 2 under the High School  
Accomplishments. Introduction of the presentation was made by  
and should reflect Manuel San Miguel. The motion carried 4-0  
to approve the minutes of the Regular Meeting held on October  
26, 2011 as noted.

**REPORTS**

Student Board                                      Angelica Lopez-Paramount High School, Kimberly Galvez-  
Representatives'                                      Paramount High School-West Campus, Lizbeth Martinez-Buena

Vista High School, and Sa Faleono-Paramount Adult School reported on school academic, athletic and extra-curricular activities.

#### Employee Representatives' Reports

TAP President Deb Meyers wished to thank Superintendent Verdugo for his assistance and working collaboratively to make the best decisions on a recent issue. She was happy to hear the information provided on the Measure AA Bond and enjoys visiting the various sites and seeing the new buildings. She wished to thank the Board and wished everyone a Happy Thanksgiving.

No CSEA representative was present.

#### Board Member' Reports

Trustee Anderson attended the monthly Ad Hoc meeting, visited the Alondra Middle School STAR after school program and wished everyone a Happy Thanksgiving Holiday.

Trustee Cuellar attended the Paramount High School Varsity Football game vs. Downey and wished everyone a Happy Thanksgiving Holiday with family.

Trustee Hansen attended the monthly Ad Hoc meeting and wished everyone a Happy Thanksgiving Holiday.

Trustee Garcia attended the Paramount Park Musical Program and wished everyone a Happy Thanksgiving Holiday.

Trustee Peña attended PHS Varsity Football game and the Lincoln School Harvest Festival. He wished everyone a Happy Thanksgiving Holiday.

#### Superintendent's Report

Superintendent Verdugo highlighted a variety of items:

- Superintendent Verdugo on behalf of his family wished to thank the Board of Education and District staff for their support during the time of his mother's passing.

#### Paramount High School's Concussion Management Protocol

Paramount High School Principal, Dr. Greg Buckner shared that the purpose of the presentation was to provide the Board on Paramount High School's Concussion Management and Protocol.

Dr. Buckner explained that a concussion is a mild brain injury in which trauma to the head results in a temporary disruption of normal brain function. This trauma is caused by a blow or violent shaking of the head. It is estimated that as many as 300,000 sports-related concussions take place annually in the United State, approximately 136,000 of these occur in high school sports alone.

Research at the University of Pittsburgh through the University's

Department of Neurological Surgery houses a Brain trauma Research Center and has been at the forefront of the studies. The University has conducted multiple studies of sports related concussions including a study of high school athletes, a study using MRI technology, and a study on NFL players, they are also the developers of the ImPACT (Immediate Post-concussion and Cognitive Testing ) concussion testing system tool.

The University of California Irvine School of Medicine includes a Comprehensive Sports Concussion team that works with coaches, trainers, and athletes to provide education and treatment for concussions. Paramount High School coaches, trainers, and administrators attended a seminar hosted by UCI in conjunction with the OCDE and Chapman University last summer.

The Centers for Disease Control have worked on their own series of studies. CDC's research and programs work to prevent Traumatic Brain Injury and help people better recognize, respond, and recover if a TBI occurs. The State of California Interscholastic Federation (CIF) passed a Bylaw on May 7, 2010 that states a student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time for the remainder of the day. A student athlete who has been removed from play may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to play from that health care provider.

In October of 2011, Governor Brown signed AB 25 which creates Education Code 49475 requiring school districts offering athletic programs to:

- Annually provide a concussion and head injury information sheet to athletes and their parents/guardians which must be signed and returned to the school
- Immediately remove any athlete who is suspected of sustaining a concussion or head injury in an athletic activity for the remainder of the day and require the athlete to be evaluated by a licensed health care provider and provide a written clearance by that provider before returning to the athletic activity

Currently PHS protocols include to provide the student's parents with a concussion and head injury information sheet, conduct a baseline evaluation using the SCAT 2, offer an annual Concussion Training for PHS coaches and maintain a Concussed Athlete file.

Dr. Mark Kemp, PHS Athletic Director shared that a Concussed Athlete File is a system that PHS currently uses for documentation on a concussed athlete. A file would include:

- SCAT 2 Symptoms evaluation – used for initial evaluation
- Post-Concussion 7-day symptom scale-maintaining communication with family and doctor
- Post-Concussion 8-week checklist-during this time students meet with trainers on a daily basis for evaluations
- Concussions Communication Log – communication maintained with student, parents, and doctor
- Concussion Evaluation Log
- Return to Play Log

#### Community Service Requirement Update

Mr. Manuel San Miguel, Director-Secondary/Alternative Education indicated that the purpose of the presentation is to update the Board on the progress of the Community Service Graduation requirement and to outline next steps and future work.

Community Service is designed to encourage student participation in worthwhile social service activities as part of the high school curriculum. Paramount Unified School District believes that by encouraging students to participate in public affairs, we will help facilitate the growth of an informed and committed citizenry. Graduation requirement guidelines are as follows:

- Students are required to complete 30 hours of community service beginning with the class of 2015
- Students are strongly encouraged to complete all required hours by their junior year
- Students who wish to earn a community service graduation CORD must complete at least 100 hours of community service.

Implementation of the Action Plan began with the Board approving the Community Service Requirement on February 23, 2011. Board Policy 6146.4 was revised to reflect the Community Service Plan, the new requirement was communicated to all stakeholders, a Community Service Advisor was selected for PHS-West, a Community Service handbook was created for all staff at PHS and the Community Service graduation requirement was implemented at PHS-West.

Sheryl Ramirez, PHS-West Community Service Advisor shared that the handbook was designed to provide high school Community Service Advisors with the necessary forms, letters, and documents to conduct and monitor community service. Included in the handbook are student-parent information letters, community service contract, community service project log and a community service volunteer guide.

Next steps include:

- Prepare PHS and select new advisor for grades 10-12
- Plan meetings with both advisors

- Ensure communication to all stakeholder at PHS, PHS-West and middle schools, students, teachers, and parents
- Provide the Board with a future update

Budget Update

Superintendent Dr. Verdugo and Assistant Superintendent-Business Services Dr. Conroy provided the Board with the most current up to date information on the State's Budget.

Superintendent Verdugo shared that as this current budget information has been released, he has prepared an employee and community letter to be provided to them containing the current budget information.

Dr. Conroy shared that the Director of Finance is scheduled to assess tax receipts in December and will determine if forecasted revenue levels are on target or falling short.

K-14 cuts will include up to a 4% reduction to Revenue Limits, \$248 million in cuts to school transportation, \$73 million reduction to Community Colleges. This means a \$4 million reduction to Paramount Unified School District (\$5,233 down to \$4,973 per student).

Economic Recovery Indicators are as follows:

Short Term Indicators:

- Housing and employment
- Much of unemployment caused by the slowdown of housing, construction, mortgages, appliance and other industries related to construction
- Creation of taxable salaries

Long Term Indicators:

- Economic growth
- Workforce development

In September 2011, School Services of California shared that the mounting bad news on the economy and state revenues since the enactment of the 2011-12 State budget makes it increasingly likely that the trigger reductions will be implemented. In October 2011 they said that current year projections have come in significantly lower than expected and would not be surprised to see the State anticipating a Budget shortfall of \$10 to \$15 billion in January, whether the "trigger" gets pulled or not. In November they indicated that the latest revenue development increases the risks that the mid-year expenditure trigger will be pulled.

The Department of Finance says that the decision on the trigger cuts is going to be based on a revised revenue forecast for the entire fiscal year. The Department of Finance plans to issue a revised revenue forecast in December and it will use the higher of the Department of Finance or the Legislative Analyst's Office

forecast to determine whether to pull the trigger on automatic spending cuts.

The Legislative Analyst's Office forecasts that General Fund revenues and transfers in 2011-12 will be \$3.7 billion below the level assumed in the June budget package. Such shortfall could result in \$2 billion of "trigger cuts" to various programs-including all of the "Tier 1" trigger cuts and three-fourths of the "Tier 2" cuts. In 2011-12, the LAO projects that the State will have a \$3 billion deficit, including the effects of these trigger cuts. In 2012-13, the State will face higher costs due to expiration of a number of temporary budget measures, an increase in Proposition 98 school costs under current law, the repayment of its Proposition 1A property tax loan, and other factors. The LAO further projects a \$10 billion operating shortfall in 2012-13. The \$3 billion "carry-in" deficit from 2011-12 and the projected \$10 billion operating shortfall mean that the Legislature and the Governor will need to address a \$13 billion budget problem between now and the time that the State adopts a 2012-13 budget plan.

**BOARD MEETING  
CALENDAR**

There were no changes to the Board Meeting Calendar.

**HEARING SECTION**

There were no speakers during the hearing section.

**CONSENT ITEMS**

0.342

Trustee Cuellar moved, Trustee Garcia seconded and the motion carried 5-0 to approve the Consent Items.

**Human Resources**

Personnel Report  
11-07  
2.342

Accept Personnel Report 11-07, 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 2011-12 State Budget Act and related legislation.

Consultant Services  
2.342

Approve the Consultant Services request authorizing contracts with consultants or independent contractors who provide specialized services.

**Educational Services**

Consultant and Contract  
Services  
3.342

Approve the Consultant and Contract service request authorizing contracts with consultants or independent contractors who provide specialized services, as submitted.

Overnight/Study Trips  
3.342

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

Interdistrict Attendance  
Agreement Renewal  
3.342

Ratify the renewal of the Interdistrict Attendance Agreement with Garvey School District of Los Angeles County beginning July 1, 2011 through June 30, 2016.

## **Business Services**

Purchase Order Report 11-07 4.342	Approve Purchase Order Report 11-07, authorizing the purchase of supplies, equipment, and services for the District.
Warrants for the Month of October 2011 4.342	Approve warrants for all funds through October with a total of \$10,037,074.61.
Consultant Services 4.342	Approve the Consultant Services request authorizing contracts with consultants or independent contractors who provide specialized services.
Donations 4.342	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.

## **ACTION ITEMS**

### **Human Resources**

Resolution 11-19 Teachers Instructing Single Subject Classes per Education Code 44263 2.243	Trustee Anderson moved, Trustee Hansen seconded, and the motion carried 5-0 to adopt Resolution 11-19, Teachers Instructing Single Subject Classes per Education code 44263 for the 2011-12 school year.
Resolution 11-20 Teachers Instructing Multiple Subject Classes per Education code 44256(b) 2.344	Trustee Anderson moved, Trustee Garcia seconded, and the motion carried 5-0 to adopt Resolution 11-20, Teachers Instructing Multiple Subject Classes per Education Code 44256(b) for the 2011-12 school year.
Teachers Instructing Subjects per Education Code 44258.7(b) – Coaching 2.345	Trustee Hansen moved, Trustee Cuellar seconded, and the motion carried 5-0 to approve the list of teachers instructing subjects per Education Code 44258.7(b) – Coaching for the 2011-12 school year.
Proposed New Classification of Certified Occupational Therapist Assistant and Establishment of, and Employment Authorization for, One Part-time Position in the Proposed New Classification 2.346	Trustee Cuellar moved, Trustee Garcia seconded and the motion carried 5-0 to approve the new classification and job description of Certified Occupational Therapist Assistant and establishment of, and employment authorization for, one 6 hour per day, 10 months per year Certified Occupational Therapist Assistant.

### **Educational Services**

Carl D. Perkins School Allocation Fiscal Year	Trustee Cuellar moved, Trustee Anderson seconded, and the motion carried 5-0 to accept funds for the Carl D. Perkins
--	--

2011-12 3.347	Vocational and Technical Education Act for the 2011-12 fiscal year to develop skills of adults enrolled in Career Technical Education programs.
Updated Master Plan for English Learners 3.348	Trustee Garcia moved, Trustee Hansen seconded, and the motion carried 5-0 to approve the Master Plan for English Learners to outline current procedures and programs for English Learners as required by the California Department of Education.
Foster Youth Services Program Grant Award for 2011-12 3.349	Trustee Anderson moved, Trustee Cuellar seconded, and the motion carried 5-0 to accept the Foster Youth Services Program Grant Award to provide services to identified K-12 foster students for the 2011-12 school year.
Nonpublic School Placement for Special Education Students, 2011-12 School Year 3.350	Trustee Garcia moved, Trustee Hansen seconded and the motion carried 5-0 to approve the placements for special education students in nonpublic schools as determined by the students' Individual Education Plan for the 2011-12 school year.

**Business Services**

Measure AA - Change Orders For Keppel School – Two Story Classroom and Library/Media Building 4.351	Trustee Anderson moved, Trustee Cuellar seconded, and the motion carried 5-0 to accept change orders for a total of \$100,693 to increase the Guaranteed Maximum Price from \$7,359,380 to \$7,460,073 and authorize the Superintendent or designee to review and execute all necessary documents for payments.
Resolutions 11-21, 11-22, and 11-23, Section 125 Flexible Benefits Plan Adoption Agreements 4.352	Trustee Hansen moved, Trustee Cuellar seconded, and the motion carried 5-0 to adopt Resolutions 11-21, 11-22, and 11-23, Section 125 Flexible Fringe Benefits Plans for the Confidential and Management, Classified and Certificated employee groups, and authorize the Superintendent or designee to review and execute all necessary documents.
Sale, Disposal or Recycle of Surplus Property 4.353	Trustee Anderson moved, Trustee Garcia seconded, and the motion carried 5-0 to authorized staff to identify surplus or obsolete property, and further authorize the Superintendent or designee to arrange for the sale or disposal of District surplus property in accordance with Board Policy and the requirements of State law.

**CONFERENCE ITEMS**

Revised Board Policy 5145.2 – Freedom of Speech/Expression	The Board accepted for first reading proposed revised Board Policy 5145.2 – <u>Freedom of Speech/Expression</u> which will establish consistency and uniformity with the California Education Code.
Revised Board Policy 5145.4- <u>Nondiscrimination</u>	The Board accepted for first reading proposed revised Board Policy 5145.4 – <u>Nondiscrimination</u> , which reflects current State requirements.



## **INFORMATION ITEMS**

### **Educational Services**

New Administrative Regulation 5125.2 – Withholding Grades, Diploma or Transcripts

The Board received as information New Administrative Regulation 5125.2 - Withholding Grades, Diploma or Transcripts, which will establish consistency and uniformity with the California Education Code.

New Administrative Regulation 6174 – Education for English Learners

The Board received as information New Administrative Regulation 6174 – Education for English Learners which was developed to align with recent changes in Education Code. This regulation supports Board Policy 6174, which was revised and adopted on October 12, 2011.

District English Learner Advisory Committee – Governing Board Advisement

The Board received as information the DELAC meeting minutes and advisement from the September 30, 2011 meeting.

Revised Administrative Regulation 1312.3 – Uniform Complaint Procedures

The Board received as information revised Administrative Regulation 1312.3 - Uniform Complaint Procedures, which reflects changes in District processes, procedures, and compliance requirements.

### **Business Services**

Monthly Financial Statements, October 2011

Staff presented in J-200 format a Financial Statement for each fund for the months July to October 2011.

Monthly Financial Statements, October 2011 – Special Education

Staff presented in J-200 format a Financial Statement for the Special Education Fund for the months July to October 2011.

Monthly Financial Statements, October 2011 – Self-Insurance Fund – Health and Welfare

Staff presented in J-200 format a Financial Statement for the Self-Insurance Fund – Health and Welfare for the months July to October 2011.

Measure AA – Change Orders for Paramount High School – Phase III Field House

Staff presented an update on Change Orders for Paramount High School – Phase III Field House within the Guaranteed Maximum Price.

Measure AA – Change Orders for Paramount High School – Phase IV Science and Medical Health Building

Staff presented an update on Change Orders for Paramount High School – Phase IV Science and Medical Health Building within the Guaranteed Maximum Price.

Measure AA – Change Order for Paramount High School – Phase V

Staff presented an update on Change Orders for Paramount High School – Phase V within the Guaranteed Maximum Price.

New Administrative Regulation 3100 – Budget

The Board received as information new Administrative Regulation 3100 – Budget.

Revised Administrative Regulation 3280 – Gifts, Grants and Bequests

The Board received as information revised Administrative Regulation 3280 – Gifts, Grants and Bequests, which reflects changes in laws and policies.

Average Daily Attendance Summary Report Through October 14, 2011, and the Second Monthly School Enrollment Report

Staff presented the monthly school attendance reports for 2011-12.

### **ANNOUNCEMENTS**

President Peña reported that the next Regular Meeting would be December 7, 2011, at 6:00 p.m. – Boardroom of the District Office.

### **CLOSED SESSION**

The Board adjourned to Closed Session at 7:40 p.m. to discuss public employment appointment, public employee discipline/dismissal/release, student discipline and governance team items.

The following action was taken in Closed Session:

### **Human Resources**

Public Employment  
2.354

In Closed Session the Board unanimously voted to approve the appointment of Hector Lujan as Dean of Students-Paramount High School.

Public Employee  
Discipline/Dismissal/Release  
2.355

In Closed Session, the Board unanimously voted to approve the *for cause* dismissal of permanent status of employee #2751.

Public Employee  
Discipline/Dismissal/Release  
2.356

In Closed Session, the Board unanimously voted to approve the *for cause* dismissal of permanent status of employee #9004.

### **Educational Services**

Student Discipline  
Student E-2  
3.357

Trustee Hansen moved, Trustee Cuellar seconded, and the motion carried 5-0 to expel Student E-2 for the first and second semester of the 2011-12 school year.

### **OPEN SESSION**

The Board reconvened to Regular Session at 9:00 p.m. President Peña reported that the Board had discussed public employment appointment, public employee discipline/dismissal/release, student discipline and governance team items.

**ADJOURNMENT**

Trustee Anderson moved, Trustee Cuellar seconded, and the motion carried 5-0 to adjourn the Regular Meeting of the Board of Education held on November 16, 2011 at 9:02 p.m. in memory of the mother of Superintendent Verdugo, Nicolasa Verdugo.

---

David Verdugo, Secretary  
To the Board of Education

---

President

---

Vice President/Clerk