

**REGULAR MEETING  
OF BOARD OF EDUCATION**

**MINUTES**

**April 9, 2014**

The meeting was called to order at 6:11 p.m. by President Sonya Cuellar in the Boardroom at the District Office, 15110 California Avenue, Paramount California.

Pledge of Allegiance                      Jose Iniguez, Director-Secondary Education/CTE, led the Pledge of Allegiance.

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

Administrators Present                      Herman Mendez, 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/ECE  
Cindy DiPaola, Director-Maintenance & Operations  
Randy Gray, Curriculum & Instruction/Projects  
Rosemary Green, Director-Human Resources  
Jose Iniguez, Director-Secondary Education  
Troy Marshall, Director-Technology  
Manuel San Miguel, Director-Student Services  
Chris Stamm, Director, Student Nutrition Services  
Greg Buckner, Principal-Paramount High School  
Richard Morgan, Principal-Paramount Adult School  
Beatriz Spelker-Levi, Principal-Collins School

Approve Agenda                              Trustee Anderson moved, Trustee Garcia seconded and the motion  
April 9, 2014                                      carried 5-0 to approve the April 9, 2014 agenda.

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

Regular Meeting Minutes                      Trustee Hansen moved, Trustee Peña seconded and the motion  
March 26, 2014                                      carried 5-0 to approve the minutes of the Regular Meeting held on  
1.102    March 26, 2014.

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

**REPORTS**

Student Board                                      Maria Rivera-Paramount High School, Ayline Alcaraz-Paramount High  
Representatives                                      School-West, and Hector Hernandez-Paramount Adult School  
reported on school academic, athletic and extra-curricular activities.

Employee Representative Reports

CSEA President Erika Martin shared that the association is working on preparing the CSEA sunshine contract. She added that she has participated in the Classified Employee Evaluation committee and wished to thank Rosemary Green for all the support. She also shared that Classified Employee week is nearing and extended an invitation to the Board to celebrate Classified Employee week on May 20, 2014 beginning at 4:30 p.m. Members are looking forward to the Spring break.

TAP President Deb Woods shared that is has been a busy month. She attended a conference in Anaheim discussing the Common Core. Concerns were brought about on lack of planning time and collaboration. Teachers want to feel successful and need time for planning. She congratulated teacher Sam Bark and announced that teacher Cathy Blood is this year's "Who's Who" Award nominee. She added that the association began distributing the administrative survey to some schools and will be sending them out to the balance of the schools.

Board Members' Reports

Trustee Anderson attended the Annual Rotary Student Forum and the LCAP Parent meeting hosted at PHS.

Trustee Cuellar had no report but wished everyone a great Spring break.

Trustee Garcia attended the LACSTA meeting dinner and wished everyone a great Spring break.

Trustee Hansen attended the monthly Ad Hoc meeting and wanted to share how proud she is of this District for having and supporting the Adult Ed program.

Trustee Peña thanked Richard Morgan, Paramount Adult School principal for all he does at the Adult School. He attended the Annual Rotary Student Forum and also the "Prepare Paramount" event at Paramount Park.

Superintendent's Report

Superintendent Mendez highlighted a variety of items:

- Superintendent Mendez thanked the Rotary Club for their continued support of our students.
- Mr. Mendez also attended "Prepare Paramount" event at Paramount Park.
- Superintendent Mendez visited Hollydale School and toured the mini-gym construction site.
- He visited PHS A.P. Chemistry teacher Mr. Teeples class.
- Mr. Mendez shared that PHS-W counselors have visited 8<sup>th</sup> grade students to help them prepare for the transition to 9<sup>th</sup> grade.

Recognition – Imagine This...Story Writing Contest

Dai'Yonah Hendrix and Erick Casillas, students at Collins School recently participated in the California Foundation for Agriculture in the Classroom *Imagine This* story writing contest. Both Dai'Yonah and

Erick's essays were named as two regional winners from across the State of California.

The Board of Education and Superintendent Mendez presented Dai'Yonah and Erick with a certificate of achievement for their accomplishment.

#### SDC Severely Handicap Textbook Adoption

Kim Cole, Director-Special Education/ECE shared with the Board that the purpose of the presentation was to report on academic need for curriculum in the Severely Handicapped (SH) population and to review the work and textbook recommendation of the SH Curriculum Review Team.

The purpose of the Curriculum Committee was to understand the changes in the California Common Core Standards and the impact on special education students, to review the current curriculum for SH students, review different textbook and curriculum options for the SH student and come to a consensus and to make a recommendation on curriculum for implementation in 2014-15.

On January 14, 2014, Curriculum Specialists and Program Specialists reviewed Unique Learning System Curriculum and Attainment Curriculum and also reviewed the benefits of each program. On February 20, 2014, Pre K-Adult Transition Curriculum team evaluated curricula materials based on Common core correlation, level of text, alignment to IEP goals and benchmarks. They discussed criteria and additional support for students in the targeted population and the team came to a consensus on which curriculum would benefit students more. The team chose Attainment Curriculum.

With Common Core Aligned Curriculum, it addresses Language Arts, Math and Science. It focuses on problem solving and application to real life situations. Findings show significantly higher scores on: Pre-Post Tests, Nonverbal Literacy, Peabody Picture Vocabulary Test-III and Woodcock Language Proficiency Battery (Memory for Sentences and Letter-Word Identification) when compared to students using other curriculum. Hands on materials will include manipulatives and workshops for students and teachers editions with detailed lesson plans. It is also user friendly for teachers, students and support staff. Teacher lessons and student workbook pages are presented in an "easy to understand" format.

California Common Core Standards are required for all students including Severely Handicapped. Attainment Curriculum is aligned to Common Core State Standards for grades Pre K-Adult Transition. All students must have the basic resources they need to learn-including sufficient and appropriate textbooks and instructional materials. All students have fundamental right to an education provided on equal terms.

The District's next steps include to seek Board approval of new

materials, write pacing guides and select assessments support implementation, provide professional development on new materials and to collect data on implementation and schedule site walk-throughs to measure impact on student achievement.

#### Budget Board Policies Update

Dr. Michael Conroy, Assistant Superintendent-Business Services shared with the Board the purpose of reserves. Reserves are a safety net that allow a district to meet its obligations, and are especially important in an environment of uncontrollable cost increases, volatile revenue sources, and other surprises that can and do happen. A district typically has some control over costs, but very little control over revenues, especially when the state tightens its belt and reduces the resources going to local districts. Reserves allow a district to have cash on hand to meet its obligations even when hit with unexpected financial turbulence.

Why the need for reserves? Most financial problems are really multiyear problems and not one time. Reserves are one-time funds-once used, they are not replaced except by purposeful action of the district. Therefore, reserves can be used to carry a district through a year of financial problems until the district can make enough cuts in its budget to address the ongoing financial issues. It would take a significant amount of reserves to solve an ongoing budget problem, even temporarily, if no other actions are taken to right-size the budget.

What is the minimum level of reserves? The standards and criteria have established a minimum reserve for Economic Uncertainties of 3% for most districts in the state depending on size. Smaller districts are required to have more than 3%, while larger districts in some instances are required to have less. The 3% is the minimum level of reserves-with emphasis on the word "minimum". Many districts have in place a Board policy that requires a higher reserve level-8%, 10% or more. School Services of California suggests that it would be a good idea to include some language in Board Policy that addresses how and when the reserves will be replenished, if there is an unforeseen situation that takes it below the Board-established minimum. SSC recommends that districts develop a plan to, over time, set aside one year's growth in LCFF funding as a reserve due to the potential volatility inherent in the LCFF. The District had a practice, before the recent economic crisis, to have a higher reserve level set at five (5) percent.

What does CSBA recommend? CSBA is recommending language to be included on policies as follows: "To protect the district against unforeseen circumstances such as revenue shortfalls and unanticipated expenditures, the Board intends to maintain a minimum unassigned fund balance which includes a reserve for economic uncertainties equal to at least two months of general fund operating expenditures, or seventeen (17) of general fund expenditures and other financing uses". What is the impact of this language? The District currently maintains the minimum required three (3) percent

reserve for economic uncertainties of \$4.2 million at Second Interim for 2013-14. If the District were to reserve two months of general fund operating expenditures as suggested by CSBA, the amount would be approximately \$18.5 million. Seventeen (17) percent, which includes the required 3 percent reserve, of current projected general fund expenditures and other financing uses equates to approximately \$23.6 million. How does this language impact PUSD? Three (3) percent reserve for economic uncertainties of \$4.2 million only equates to about half a month's salary for District employees, approximately 10 days of pay, or approximately half a month of operating expenses. This language is only a recommendation, but the intent is to set aside additional reserves to protect the district against unforeseen circumstances such as revenue shortfalls and unanticipated expenditures, such as the economic crisis we recently experienced. There has always been an economic down turn in any 10-year cycle. Economists are projecting another recession in the not too distant future, it's just a matter of when and how severe.

What are the District's next steps? Regardless of this "reserve" language, a revised Board Policy will need to be approved before the 2014-15 Budget Adoption and LCAP plans are approved in order to comply with LCFF budget law. Tonight is the first reading of this Board policy. The second reading will be in the first Board meeting in May. The question for the Board is whether the District should assign additional reserves to protect against unforeseen revenue shortfalls and unanticipated expenditures and at what levels.

## **BOARD MEETING CALENDAR**

There were no changes to the Board meeting calendar.

## **HEARING SECTION**

There were no speakers during the hearing section.

## **CONSENT ITEMS**

0.103

Trustee Anderson moved, 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  
13-14  
2.103

Accept Personnel Report 13-14, 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 2013-14 State Budget Act and related legislation.

## **Educational Services**

Consultant and Contract  
Services  
3.103

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

## **Business Services**

Purchase Order Report 13-16 4.103	Approve Purchase Order Report 13-16 as submitted, authorizing the purchase of supplies, equipment, and services for the District.
Warrants for the Month of March 2014 4.103	Approve the warrants for all funds through February with a total of \$12,001,425.50.
Donations 4.103	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.
Consultant and Contract Service 4.103	Approve the consultant and contract service request authorizing contracts with consultants or independent contractors who provide specialized services.

**ACTION ITEMS**

**General Services**

Resolution 13-28 California Day of the Teacher 1.104	Trustee Garcia moved, Trustee Hansen seconded, and the motion carried 5-0 to adopt Resolution 13-28 recognizing the District's teachers for their commitment, dedication, professionalism, and contributions to the educational success of students.
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**Educational Services**

Adopt and Authorize Purchase of Materials for Severely Handicapped Students PreKindergarten through Adult Transition 3.105	Trustee Anderson moved, Trustee Peña seconded, and the motion carried 5-0 to approve the adoption and purchase for PreKindergarten through Adult Transition textbooks and materials aligned to the Common Core Standards for implementation in 2014-15.  Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña
Approve New High School Course and Authorize Textbook Adoption: <i>Expository Reading and Writing Course</i> 3.106	Trustee Hansen moved, Trustee Garcia seconded, and the motion carried 5-0 approve the <i>Expository Reading and Writing Course</i> to help twelfth grade students develop reading and writing strategies to support success in college. Approve the adoption and purchase of the textbooks for this course which will be offered at Paramount High School for 2014-15.  Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña
Comprehensive School Safety Plans for the 2014-15 School Year 3.107	Trustee Anderson moved, Trustee Peña seconded, and the motion carried 5-0 to approve the Comprehensive School Safety Plans for the 2014-15 school year, which has been approved by the School Site Council at each site.  Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña
School Sponsored Study/Incentive Trips 3.108	Trustee Hansen moved, Trustee Garcia seconded, and the motion carried 5-0 to approve the school sponsored study/incentive trips to provide students with experiences that extend grade-level curriculum.  Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

Memorandum of Understanding with the Advanced Manufacturing and Engineering Technology Linked Learning Consortium for the 2014-15 School Year  
3.109

Trustee Anderson moved, Trustee Peña seconded, and the motion carried 5-0 to ratify the Memorandum of Understanding with the Advanced Manufacturing and Engineering Technology Linked Learning to improve student preparation for college and career.

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

Summer School/Extended School Year Program for 2014-15  
3.110

Trustee Garcia moved, Trustee Hansen seconded, and the motion carried 5-0 to approve the 2014 Summer School and Extended School Year program and authorize the employment of teachers and support staff and purchase of materials and supplies as necessary.

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

### **Business Services**

Budget Adjustments as of March 31, 2014  
4.111

Trustee Anderson moved, Trustee Peña seconded, and the motion carried 5-0 to approve the 2013-14 Budget Adjustments for the General Funds, Unrestricted and Restricted, Adult Education Fund, Capital Facilities Fund, and Cafeteria Fund.

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

License Agreement with Southern California Edison for Parking at Jackson School  
4.112

Trustee Anderson moved, Trustee Garcia seconded, and the motion carried 5-0 to approve the License Agreement for vehicle parking at Jackson School with Southern California Edison at its Laguna Bell-Lighthipe 220 kilovolt transmission line right-of-way location south of Jackson Street, City of Paramount, for a five-year term.

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

Agreement with BorderLAN Security to Replace Internet and E-mail Filtering Systems  
4.113

Trustee Hansen moved, Trustee Peña seconded, and the motion carried 5-0 to approve the contract with BorderLAN Security to replace the Internet and e-mail filtering systems, and authorize the Superintendent or designee to review and execute all necessary documents for payment.

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

Agreement with Orange County Superintendent of Schools for Students Transferred to Orange County Department of Education Programs  
4.114

Trustee Anderson moved, Trustee Garcia seconded, and the motion carried 5-0 to approve the Agreement for Student Transfers to the Community School Program and Special Schools Program with the Orange County Superintendent of Schools and for invoicing for services provided for District students.

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

### **CONFERENCE ITEMS**

#### **Educational Services**

Revised Board Policy 6159.2 – Nonpublic, Nonsectarian School and Agency Services for Special Education The Board accepted for first reading proposed Board Policy 6159.2 – Nonpublic, Nonsectarian School and Agency Services for Special Education in order to comply with State and Federal laws.

New Board Policy 5148.3 – Preschool/Early Childhood Education The Board accepted for first reading proposed Board Policy 5148.3 – Preschool/Early Childhood Education in order to comply with State and Federal laws.

### **Business Services**

Revised Board Policy 3310 – Purchasing Guides, Renamed Purchasing Procedures The Board accepted for first reading revised Board Policy 3310 – Purchasing Guides, being renamed Purchasing Procedures, and updated to reflect current State and Federal law requirements.

Revised Board Policy 3313 – Bids and Quotations The Board accepted for first reading revised Board Policy 3313 – Bids and Quotations, being updated to reflect current State and Federal law requirements.

Revised Board Policy 3100 – Budget The Board accepted for first reading revised Board Policy 3100 – Budget, updated to reflect changes to the Education Code with new state funding provisions and the Local Control and Accountability Plan process.

### **INFORMATION ITEMS**

#### **Educational Services**

New Administrative Regulation 5145.4 – Nondiscrimination/Harassment The Board received as information new Administrative Regulation 5145.4 – Nondiscrimination/Harassment which reflects current law.

Williams Settlement Quarterly Uniform Complaint Summary The Board received as information the required Williams Settlement Quarterly Uniform Complaint Summary for the third quarter January 1 – March 31, 2014.

#### **Business Services**

Monthly Financial Statements, March 2014 Staff presented in J-200 format a Financial Statement for each fund for the months of July to March 2014.

Monthly Financial Statements, March 2014 – Special Education Staff presented in J-200 format a Financial Statement for Special Education for the months of July to March 2014.

Monthly Financial Statements, March 2014 – Self-Insurance Fund – Health and Welfare Staff will presented in J-200 format a Financial Statement for the Self-Insurance Fund – Health and Welfare for the months of July to March 2014.



Retire Board Policy 3309 –  
District Purchasing Policies

The Board's received as information Board Policy 3309 – District Purchasing Policies, being retired because it is outdated.

Retire Administrative  
Regulation 3312 –  
Purchasing and Vendor  
Relationships

The Board's received as information Administrative Regulation 3312 – Purchasing and Vendor Relationships, being retired because it is outdated.

**ANNOUNCEMENTS**

President Cuellar reported that the next Regular Meeting would be May 14, 2014, at 6:00 p.m. – Progress Park Plaza located at 15500 Downey Ave, Paramount, CA.

**CLOSED SESSION**

The Board adjourned to Closed Session at 7:17 p.m. to discuss governance team items.

**OPEN SESSION**

The Board reconvened to Regular Session at 9:03 p.m. President Cuellar reported that the Board had discussed governance team items.

There was no action taken in Closed Session.

**ADJOURNMENT**

Trustee Hansen moved, Trustee Garcia seconded, and the motion carried 5-0 to adjourn the Regular Meeting of the Board of Education held on April 9, 2014 at 9:03 p.m.

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

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Herman Mendez, Secretary  
To the Board of Education

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President

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Vice President/Clerk