

**REGULAR MEETING
OF BOARD OF EDUCATION**

MINUTES

August 13, 2014

The meeting was called to order at 6:00 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 Ed/CTE/Instructional Technology led the pledge of allegiance.	
Roll Call	Trustee Sonya Cuellar Trustee Alicia Anderson Trustee Linda Garcia - ill	Trustee Vivian Hansen Trustee Tony Peña - ill
Administrators Present	Herman Mendez, Superintendent 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 Jose Iniguez, Director-Secondary Education Troy Marshall, Director-Technology Manuel San Miguel, Director-Student Services Greg Buckner, Principal-Paramount High School Morrie Kosareff, Principal-Paramount High School-West Jean Law, Principal-Buena Vista High School Margarita Rodriguez, Coordinator-Assessment and Accountability	
Approve Agenda August 13, 2014 1.222	Trustee Anderson moved, Trustee Hansen seconded and the motion carried 3-0 to approve the August 13, 2014 Regular Board meeting agenda. Ayes: 3 – Trustees Anderson, Cuellar, Hansen Absent: 2 – Trustees Garcia, Peña	
Regular Meeting Minutes July 9, 2014 1.223	Trustee Anderson moved, Trustee Hansen seconded and the motion carried 5-0 to approve the minutes of the Regular Meeting held on July 9, 2014. Ayes: 3 – Trustees Anderson, Cuellar, Hansen Absent: 2 – Trustees Garcia, Peña	
Special Meeting Minutes July 11, 2014 1.224	Trustee Hansen moved, Trustee Anderson seconded and the motion carried 5-0 to approve the minutes of the Special Meeting held on July 11, 2014.	

Ayes: 3 – Trustees Anderson, Cuellar, Hansen
Absent: 2 – Trustees Garcia, Peña

REPORTS

Employee Representative Reports

There was no CSEA representative in attendance.

TAP President April O’Conner shared that the association is looking forward to the new school year with the implementation of Common Core. She added that there has been a lot of training taking place and is proud of all the great work association members have been doing.

Board Members’ Reports

Trustee Cuellar welcomed everyone back and wished to thank everyone for getting everything ready for the new school year.

Trustee Anderson attended the PTA meeting and the Paramount High School, Buena Vista High School and Paramount Adult School graduations.

Trustee Hansen reported that she appreciates all the hard work that employees have done in preparation for the new school year.

Superintendent’s Report

Ready, Set, Go

Superintendent Mendez shared with the Board that the purpose of the presentation is to communicate the District’s due diligence in preparing to open the 2014-15 school year.

In the Business Services Division:

Technology has:

- Completed the email conversion project for the entire District including reconfiguring approximately 5,000 computers.
- Reconfigured 16 labs for the opening of school.
- Create media and plan audio-visual for the District Convocation August 18th and Management Advance August 12th.
- Work with administrators and others who have moved, or are moving sites to configure phones and computers, move electronic files, etc.
- Configure new Internet and Spam filter as approved by the Board April 9, 2014.
- Installed 40 computers and reconfigured approximately 30 others for Keppel student and teacher use.

Student Nutrition Services:

- In the continuing effort to provide quality service to our families, the Student Nutrition Services (SNS) Department will be holding a 2014-15 meal benefits application open enrollment at all elementary and middle school cafeterias, beginning Monday, August 4th through Friday, August 8th, 2014, between 7:00 am. to 2:00 pm.
- Cafeteria staff will be on hand to assist with the application process and answer any questions parents may have regarding the breakfast and lunch program.

- SNS office staff has completed a Direct Certification match of 5,100 students who automatically qualify for meal benefits through CalPads due to other assistance programs. These families received a letter from SNS informing them they do not need to complete a 2014-15 meal benefits application.
- SNS office staff uses Synergy daily to identify newly enrolled children and issues a “lunch number”. If the child has a sibling who already receives meal benefits the newly enrolled child receives the same meal benefits for the first 30 school days until we process the new 2014-15 application.
- To help lines move quickly, student “lunch numbers” are posted alpha by teacher so that students who forgot can easily access their number.

Operations:

- Custodial: Deep cleaning of classroom and offices, and building exteriors and walkways. Refinish Gym Floors. Developed & implement Senior Custodial checklist. Forklift Training. Purchase new vacuums.
- Warehouse: Delivery of purchases, move of teachers to new classrooms, annual surplus round up, setup of ‘new’ classes at 2 schools, replace water for earthquake water barrels.
- Maintenance: Classroom readiness task list, and paint safety lines and curb lines.
- Construction: Renovation of offices, computer lab setup electric panel replacement, preventive maintenance.
- Grounds: shrub pruning, fertilizing, field renovations, tree trimming.
- Print Shop: Print welcome materials and curriculum.
- Transportation: Verify services for returning and new students. Transition to Durham’s new service center in Carson.
- Purchasing: SmarteTool training and Warehouse tour.
- Security: Conflict de-escalation training for CSPs and Active Shooter Training for school site administrators, verify CSP staffing and restart ‘school year’ service configurations and alarm codes.
- Energy Conservation: Restore all HVAC, marques schedules, assure thermostat use postings.

Fiscal Services:

- Paper requisitions have transitioned to on-line system, paper requisitions will no longer be accepted. All requisitions will be submitted through SmarteTools.
- Fiscal Services will schedule additional training as needed to sites and departments on the uses of SmarteTools for late August and early September.
- LCAP funds are being allocated to sites and departments, budgets are due to Fiscal Services by August 18, 2014.

Human Resources:

- Applicant screening, interviewing, processing and hiring has taken place.

Certificated Employees:

2,479 applicants screened
310 applicants interviewed
109 hired

Classified Employees:

407 applicants tested
110 applicants interviewed
52 hired

- Annual notification prepared and distributed to employees.
- New teacher orientation to be held on August 15.
- Established BTSA cohorts for 2014-15 to support new teachers.

Educational Services:

- Professional Development: In August, 220 teachers participated in summer professional development on Thinking Maps, *Write from the Beginning and Beyond* and the new Common Core Language Arts and math curriculum guides. Principals were provided professional development on these same topics.
- Textbooks: Over 15,000 new Common Core math textbooks were purchased, processed and delivered to every school. Textbooks and software to support new CTE and A-G courses were purchased and delivered to PHS.
- First Day Support: District staff are each assigned a school to provide supervision support on the first day of school

2013-14 Parent Survey Results

Dr. Deborah Stark, Assistant Superintendent-Educational Services, Dr. Randy Gray, Director-Curriculum & Instruction and Margarita Rodriguez, Coordinator of Assessment and Accountability provided the Board with information on the results of the Title I Parent survey, reviewed highlights of the survey and outlined next steps.

The Title I Parent Survey is given each year to the parents of students in grades K-12. Surveys for 2013-14 were administered in April/May. School administrators received results in May. School administrators discussed and reviewed district and school comparison results at a Principal's meeting in June.

The Title I Parent survey was revised to include the following:

1. Engagement – includes a wider range of response choices
2. Conditions of learning
3. Future expectations for students

There was a 63% return rate which is comparable to the last two years. In 2011-12 the return rate was 64%, in 2012-13 it was 65% and in 2013-14 63%.

Parents continue to respond positively to questions of engagement. Parents report feeling welcomed, valued, and informed about their child's education. Parents also report having the resources and

information they need. Parents have an expectation that their child will complete college.

The District's next steps are to:

- Develop a plan to increase parent outreach and communication on college readiness, align plan with College and Career Task Force and LCAP goals.
- Implement a "parent university" to increase understanding of college readiness requirements
 - Research curriculum used in surrounding districts
 - Provide two parent workshops focused on college readiness in 2014-15
- Work with counselors on their role in providing parents and students systematic information on college readiness-to reach every student.

**BOARD MEETING
CALENDAR**

There were no changes to the Board of Education Meeting calendar.

HEARING SECTION

There were no speakers during the hearing section.

CONSENT ITEMS
0.225

Trustee Anderson moved, Trustee Hansen seconded and the motion carried 3-0 to approve the Consent Items.

Ayes: 3 – Trustees Anderson, Cuellar, Hansen
Absent: 2 – Trustees Garcia, Peña

Human Resources

Personnel Report
14-02
2.225

Accept Personnel Report 14-02, 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 2014-15 State Budget Act and related legislation.

Consultant and Contract
Services
2.225

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

Educational Services

Consultant and Contract
Services
3.225

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

Agreement for Participation
in the Los Angeles County
Regional Occupational
Program for the 2014-15
School Year
3.225

Ratify the agreement to participate in the Los Angeles County Regional Occupational Program for the 2014-15 school year.

Memorandum of Understanding with Upward Bound Program at California State University, Long Beach
3.225

Approve a memorandum of understanding with the Upward Bound Program at California State University Long Beach to provide college outreach services to students at Paramount High School in 2014-15.

Memorandum of Understanding with Foster Youth Connection
3.225

Approve the Memorandum of Understanding with Foster Youth Connection to provide Foster Youth students the opportunity to gain leadership skills, effective communication, social skills, peer and adult engagement.

Business Services

Purchase Order Report 14-02
4.225

Approve Purchase Order Report 14-02 authorizing the purchase of supplies, equipment, and services for the District.

Warrants for the Month of July 2014
4.225

Approve warrants for all funds through June with a total of \$13,361,813,33.

Donations
4.225

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 Services
4.225

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

Agreement for Special Services with Atkinson, Andelson, Loya, Ruud & Romo
4.225

Approve the Agreement for Special Services with Atkinson, Andelson, Loya, Ruud & Romo for the period September 1, 2014 through August 31, 2017 and authorize the Superintendent or designee to execute all necessary documents.

Agreement with California Financial Services
4.225

Approve the Agreement with California Financial Services for state revenue generation and facilities management and reporting services, and authorize the Superintendent or designee to execute all necessary documents.

ACTION ITEMS

Public Hearing on the September 1, 2013 through August 31, 2016 Successor Contract Agreement Between the Paramount Unified School District and Teachers Association of Paramount
2.226

Trustee Anderson moved, Trustee Hansen seconded and the motion carried 3-0 to conduct a public hearing on the September 1, 2013 through August 31, 2016 successor contract agreement between the Paramount Unified School District and Teachers Association of Paramount.

Ayes: 3 – Trustees Anderson, Cuellar, Hansen
Absent: 2 – Trustees Garcia, Peña

Trustee Hansen moved, Trustee Anderson seconded and the motion

carried 3-0 to close the public hearing on the September 1, 2013 through August 31, 2016 successor contract agreement between the Paramount Unified School District and Teachers Association of Paramount.

Ayes: 3 – Trustees Anderson, Cuellar, Hansen
Absent: 2 – Trustees Garcia, Peña

Approval of the September 1, 2013 through August 31, 2016 Successor Contract Agreement Between the Paramount Unified School District and Teachers Association of Paramount
2.227

Trustee Anderson moved, Trustee Hansen seconded and the motion carried 3-0 to approve the successor contract agreement for September 1, 2013 through August 31, 2016 between the Paramount Unified School District and Teachers Association of Paramount.

Ayes: 3 – Trustees Anderson, Cuellar, Hansen
Absent: 2 – Trustees Garcia, Peña

Student Teaching Agreement with Biola University
2.228

Trustee Hansen moved, Trustee Anderson seconded and the motion carried 3-0 to approve the agreement with Biola University for participation in the student teaching program.

Ayes: 3 – Trustees Anderson, Cuellar, Hansen
Absent: 2 – Trustees Garcia, Peña

Student Teaching Agreement with Azusa Pacific University
2.229

Trustee Hansen moved, Trustee Anderson seconded and the motion carried 3-0 to approve the agreement with Azusa Pacific University for participation in the student teaching program.

Ayes: 3 – Trustees Anderson, Cuellar, Hansen
Absent: 2 – Trustees Garcia, Peña

Directed Teaching Agreement with Pepperdine University
2.230

Trustee Hansen moved, Trustee Anderson seconded and the motion carried 3-0 to approve the agreement with Pepperdine University for participation in the student teaching program.

Ayes: 3 – Trustees Anderson, Cuellar, Hansen
Absent: 2 – Trustees Garcia, Peña

Salary Increase for Substitute Teachers
2.231

Trustee Anderson moved, Trustee Hansen seconded and the motion carried 3-0 to approve the salary increase for Substitute Teachers effective August 14, 2014.

Ayes: 3 – Trustees Anderson, Cuellar, Hansen
Absent: 2 – Trustees Garcia, Peña

Reorganization of the Operations Department and Establishment of a Job Description for Administrative Analyst and Establishment of, and Employment Authorization for, an 8 hour per day, 12-month

Trustee Anderson moved, Trustee Hansen seconded and the motion carried 3-0 to approve the reorganization of the Operations Department; approve the new job description of Administrative Analyst and establishment of, and employment authorization for, one 8 hour per day, 12-month Administrative Analyst position at Operations.

Ayes: 3 – Trustees Anderson, Cuellar, Hansen
Absent: 2 – Trustees Garcia, Peña

Administrative Analyst
Position at Operations
2.232

Establishment of a Job
Description of Lead
Technology Specialist and
Establishment of, and
Employment Authorization
for 1 Position at 8 hours per
day, 12-months
2.233

Trustee Anderson moved, Trustee Hansen seconded and the motion carried 3-0 to approve the new job description of Lead Technology Specialist and establishment of, and employment authorization for, 1 at 8 hours per day, 12-months.

Ayes: 3 – Trustees Anderson, Cuellar, Hansen
Absent: 2 – Trustees Garcia, Peña

Educational Services

Consolidated Application for
Funding Categorical Aid
Programs
3.234

Trustee Hansen moved, Trustee Anderson seconded and the motion carried 3-0 to approve submission of the Consolidated Application for Funding Categorical Aid Programs to the California Department of Education for the 2014-15 school year

Ayes: 3 – Trustees Anderson, Cuellar, Hansen
Absent: 2 – Trustees Garcia, Peña

Nonpublic School
Placements for Special
Education Students for
2014-15
3.235

Trustee Anderson moved, Trustee Hansen seconded and the motion carried 3-0 to approve the placement for special education students in nonpublic schools, as determined by the students' Individual Education Plan for the 2014-15 school year.

Ayes: 3 – Trustees Anderson, Cuellar, Hansen
Absent: 2 – Trustees Garcia, Peña

Attorney Fees and
Settlement Agreement for a
Special Education Student
3.236

Trustee Anderson moved, Trustee Hansen seconded and the motion carried 3-0 to approve and authorize payment for attorney fees and settlement agreement for a special education student.

Ayes: 3 – Trustees Anderson, Cuellar, Hansen
Absent: 2 – Trustees Garcia, Peña

Assembly Bill 86 Adult
Education Center Grant
Award
3.237

Trustee Hansen moved, Trustee Anderson seconded and the motion carried 3-0 to accept the Assembly Bill 86 grant award for 2014-15 to develop a plan to align adult school programs with local community colleges.

Ayes: 3 – Trustees Anderson, Cuellar, Hansen
Absent: 2 – Trustees Garcia, Peña

Services Agreement with the
Los Angeles County Sheriff's
Department for Two School
Resource Officers and
Shared Cost Agreement with
City of Paramount

Trustee Hansen moved, Trustee Anderson seconded and the motion carried 3-0 to ratify and approve the Services Agreement with the Los Angeles County Sheriff's Department for two School Resources Officers from July 1, 2014 through June 30, 2017 and ratify and approve the Shared Cost Agreement between the District and the City of Paramount to share equally in the cost of the second School

3.238

Resource Officer.

Ayes: 3 – Trustees Anderson, Cuellar, Hansen

Absent: 2 – Trustees Garcia, Peña

Augmentative
Communication Therapies
Consultant Services
3.239

Trustee Anderson moved, Trustee Hansen seconded and the motion carried 3-0 to approve Augmentative Communication Therapies consultant services to provide an Independent Educational Evaluation for a student per a settlement agreement.

Ayes: 3 – Trustees Anderson, Cuellar, Hansen

Absent: 2 – Trustees Garcia, Peña

Ed-Fi Alliance License
Agreement
3.240

Trustee Hansen moved, Trustee Anderson seconded and the motion carried 3-0 to approve Ed-Fi Alliance contract to provide data standards and development tools to enable the District to make more effective use of data.

Ayes: 3 – Trustees Anderson, Cuellar, Hansen

Absent: 2 – Trustees Garcia, Peña

Supervisor Don Knabe's
2014 Arts Education
Partnership Program Grant
Award
3.241

Trustee Anderson moved, Trustee Hansen seconded and the motion carried 3-0 to accept Supervisor Don Knabe's 2014 Arts Education Partnership Program Grant to support learning in the arts for grade four students for 2014-15.

Ayes: 3 – Trustees Anderson, Cuellar, Hansen

Absent: 2 – Trustees Garcia, Peña

Business Services

Claim Rejection
4.242

Trustee Hansen moved, Trustee Anderson seconded, and the motion carried 3-0 to approve reject Claim No. 2014:001 submitted by an individual and remand to the District's insurance carrier for adjudication.

Ayes: 3 – Trustees Anderson, Cuellar, Hansen

Absent: 2 – Trustees Garcia, Peña

Agreement with California
Financial Services for
Consultant Services
4.243

Trustee Anderson moved, Trustee Hansen seconded, and the motion carried 3-0 to approve the agreement with California Financial Services to provide consultant services and authorize the Superintendent or designee to complete all necessary documentation for finalization of the agreement.

Ayes: 3 – Trustees Anderson, Cuellar, Hansen

Absent: 2 – Trustees Garcia, Peña

New Board Policy 3350 –
Travel Expenses
4.244

Trustee Hansen moved, Trustee Anderson seconded, and the motion carried 3-0 to accept proposed new Board Policy 3350 – Travel Expenses for the second reading and adoption, reflecting the types of reimbursable travel expenses and nonreimbursable personal

expenses.

Ayes: 3 – Trustees Anderson, Cuellar, Hansen
Absent: 2 – Trustees Garcia, Peña

Revised Board Policy 3460 –
Financial Reports and
Accountability
4.245

Trustee Anderson moved, Trustee Hansen seconded, and the motion carried 3-0 to accept proposed revised Board Policy 3460 – Financial Reports and Accountability for second reading and adoption, reflecting changes to state and federal laws and regulations.

Ayes: 3 – Trustees Anderson, Cuellar, Hansen
Absent: 2 – Trustees Garcia, Peña

Sale, Disposal or Recycle of
Surplus Property
4.246

Trustee Anderson moved, Trustee Hansen seconded, and the motion carried 3-0 to authorize 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.

Ayes: 3 – Trustees Anderson, Cuellar, Hansen
Absent: 2 – Trustees Garcia, Peña

INFORMATION ITEMS

Educational Services

Student Fundraisers at
Paramount High and
Paramount High West

The Board received as information a list of fund-raising events that each student organization proposes to hold annually.

Career Technical Education
Courses for the 2014-15
School Year

The Board received as information the Career Technical Education Courses for the 2014-15 School Year.

Beginning and Ending Times
for Schools

The Board received as information the beginning and ending times for all District Schools for the 2014-15 school year.

Business Services

Revised Administrative
Regulation 3250 – Fees and
Charges

The Board received as information revised Administrative Regulation 3250 – Fees and Charges.

Revised Schedule of Fees
2014-15 – Use of Facilities

The Board received as information an updated Schedule of Fees for 2014-15, conforming to changes in the Consumer Price Index.

Middle School Intermural
After-School Athletic
Program

The Board received information related to offering an intermural after-school athletic program at District middle schools.

ANNOUNCEMENTS

President Cuellar reported that the next Regular Meeting would be September 10, 2014, at 6:00 p.m. – Boardroom of the District Office.

CLOSED SESSION

The Board adjourned to Closed Session at 6:41 p.m. to discuss public employee performance/evaluation (superintendent), public employee discipline/dismissal/release, conference with legal counsel-anticipated litigation, student discipline and governance team items.

OPEN SESSION

The Board reconvened to Regular Session at 10:17 p.m. President Cuellar reported that the Board had discussed public employee performance/evaluation (superintendent), public employee discipline/dismissal/release, conference with legal counsel-anticipated litigation, student discipline and governance team items.

The following action was taken in Closed Session:

Student Discipline
Student A-1
3.247

Trustee Cuellar moved, Trustee Hansen seconded, and the motion carried 3-0 for student A-1 to not return and remain at the Los Angeles County Community Day School for the first semester of the 2014-15 school year.

Ayes: 3 – Trustees Anderson, Cuellar, Hansen
Absent: 2 – Trustees Garcia, Peña

ADJOURNMENT

Trustee Anderson moved, Trustee Hansen seconded, and the motion carried 3-0 to adjourn the Regular Meeting of the Board of Education held on August 13, 2014 at 10:18 p.m.

Ayes: 3 – Trustees Anderson, Cuellar, Hansen
Absent: 2 – Trustees Garcia, Peña

Herman Mendez, Secretary
To the Board of Education

President

Vice President/Clerk