

Paramount Unified School District

TO: Board of Education
FROM: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
DATE: December 9, 2015
SUBJECT: Election of Officers

BACKGROUND INFORMATION:

The Governing Board elects officers annually at its organizational meeting. In accordance with Board Bylaws and Education Code Sections 35022 and 35037, the Board shall elect a President and a Vice President/Clerk. The required notification of the annual organizational meeting has been given to the Board of Education.

POLICY/ISSUE:

Education Code Section 35022 - President of Board
Education Code Section 35038- Clerk; Board Member
Bylaw 9120 - Officers and Auxiliary Personnel
Bylaw 9121 - President
Bylaw 9122 - Vice President/Clerk

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Elect a President and a Vice President/Clerk for the Board Year 2015-16 (December 1, 2015 through November 30, 2016).

PREPARED BY:

Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent

DISTRICT PRIORITY 5:

Increase and promote team building and staff development in decision making throughout the District.

Paramount Unified School District

TO: Board of Education
FROM: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
DATE: December 9, 2015
SUBJECT: Secretary to the Board of Education

BACKGROUND INFORMATION:

Members of the Governing Board of each unified school district may select the Superintendent of Schools, who is the executive officer, as secretary to said Governing Board. This designation takes place at the annual organizational meeting.

POLICY/ISSUE:

Education Code Section 35025 - Secretary
Bylaw 9123 - Secretary

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Designate the Co-Interim Superintendents of Schools, Delores Stephens and David Verdugo , as Co-Secretary's to the Board of Education in accordance with Education Code Section 35025 (December 1, 2015 through December 31, 2015).

PREPARED BY:

Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent

DISTRICT PRIORITY 5:

Increase and promote team building and staff involvement in decision making throughout the District.

Paramount Unified School District

TO: Board of Education
FROM: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
DATE: December 9, 2015
SUBJECT: Representative to County Committee on School District
Organization

BACKGROUND INFORMATION:

Education Code Section 35023 stipulates that the Governing Board of each school district at its annual organizational meeting select one of its members as District representative to vote for members to be elected to the County Committee on School District Organization.

POLICY/ISSUE:

Education Code Section 35023 - Election of Representative for County Committee
Board Bylaw 9142 – Representatives to Other Agencies or Organizations

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Select a District School Board representative to elect members of the County Committee on School District Organization in accordance with Education Code Section 35023.

PREPARED BY:

Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent

DISTRICT PRIORITY 7:

Increase parent and community involvement and collaboration.

Paramount Unified School District

TO: Board of Education
FROM: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
DATE: December 9, 2015
SUBJECT: Representative to the Los Angeles County School Trustees
Association for Board Year 2015-16

BACKGROUND INFORMATION:

The Governing Board annually approves membership in the Los Angeles County School Trustees Association (LACSTA). At its annual reorganization meeting, the Board selects the District's School Board representative to the association. The representative will communicate between the Association/LACSTA Executive Board and Paramount Unified School District Board, vote on association matters, and serve on the legislative committee.

POLICY/ISSUE:

Board Bylaw 9142 - Representatives to Other Agencies or Organizations

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Select a District School Board representative to the Los Angeles County School Trustees Association for 2015-16 Board Year.

PREPARED BY:

Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent

DISTRICT PRIORITY 7:

Increase parent and community involvement and collaboration.

Paramount Unified School District

TO: Board of Education
FROM: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
DATE: December 9, 2015
SUBJECT: Day, Time and Place of Regular Board Meetings for Board Year 2015-16

BACKGROUND INFORMATION:

Education Code Section 35140 and Board Bylaw 9321 require the Board of Education to establish the day, time and place of its Regular Board meetings. It is proposed that the Board of Education meet at 6:00 p.m. on the second and fourth Wednesday of each month in the Boardroom of the District Office, 15110 California Avenue, Paramount, California. The following Wednesdays for the 2015-16 Board Year are proposed for consideration and adoption:

January 13, 2016	June 8, 2016
January 27, 2016	June 22, 2016
February 10, 2016	July 13, 2016
February 24, 2016	August 10, 2016
March 9, 2016	September 14, 2016
March 23, 2016	September 28, 2016
April 13, 2016	October 12, 2016
April 27, 2016	October 26, 2016
May 11, 2016	November 9, 2016
May 25, 2016	December 14, 2016

POLICY/ISSUE:

Education Code Section 35140 – Time and Place of Meetings
Board Bylaw 9121 – Time and Place of Meetings

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Establish the day, time, and place of Regular Board of Education meetings for the 2015-16 Board Year.

PREPARED BY:

Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent

DISTRICT PRIORITY 5:

Increase and promote team building and staff development in decision making throughout the District.

Paramount Unified School District

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

BOARD OF EDUCATION

ALICIA ANDERSON
President

TONY PEÑA
Vice President

SONYA CUELLAR
Member

LINDA GARCIA
Member

VIVIAN HANSEN
Member

DELORES STEPHENS
Co-Interim Superintendent

DAVID VERDUGO, Ed.D.
Co-Interim Superintendent



SPECIAL MEETING OF BOARD OF EDUCATION

MINUTES

November 14, 2015

The meeting was called to order at 7:40 a.m. by President Alicia Anderson in the Boardroom at the District Office, 15110 California Avenue, Paramount California.

Roll Call

Trustee Alicia Anderson.
Trustee Tony Peña
Trustee Sonya Cuellar

Trustee Linda Garcia
Trustee Vivian Hansen

Approve Special Meeting
Agenda November 14, 2015
1.286

Trustee Cuellar moved, Trustee Garcia seconded and the motion carried 5-0 to approve the November 14, 2015 Special Meeting agenda.

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

HEARING SECTION

There were no speakers during the hearing section.

CLOSED SESSION

The Board adjourned to Closed Session at 7:41 a.m. to discuss Public Employee Appointment/Employment (interview of candidates for the position of superintendent).

OPEN SESSION

The Board reconvened to Regular Session at 5:48 p.m. President Anderson reported that the Board had discussed Public Employee Appointment/Employment (interview of candidates for the position of superintendent).

ADJOURNMENT

Trustee Peña moved, Trustee Cuellar seconded, and the motion carried 5-0 to adjourn the Special meeting of November 14, 2015 at 5:49 p.m.

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

David Verdugo, Co-Secretary
To the Board of Education

President

Vice President/Clerk

Paramount Unified School District

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

BOARD OF EDUCATION

ALICIA ANDERSON
President

TONY PEÑA
Vice President

SONYA CUELLAR
Member

LINDA GARCIA
Member

VIVIAN HANSEN
Member

DELORES STEPHENS
Co-Interim Superintendent

DAVID VERDUGO, Ed.D.
Co-Interim Superintendent



REGULAR MEETING OF BOARD OF EDUCATION

MINUTES

November 18, 2015

The meeting was called to order at 5:31 p.m. by President Alicia Anderson in the Boardroom at the District Office, 15110 California Avenue, Paramount California.

Pledge of Allegiance Beatriz Spelker-Levi, Director-Personnel, led the Pledge of Allegiance.

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

Administrators Present Delores Stephens, Co-Interim Superintendent
 David Verdugo, Co-Interim Superintendent
 Ranita Browning, Interim-Assistant Superintendent-Business Services
 Myrna Morales, Assistant Superintendent-Human Resources
 Deborah Stark, Assistant Superintendent-Educational Services
 Adrian Ayala, Director-Leadership Development
 Kim Cole, Director-Special Education/ECE
 Greg Francois, Director-Secondary Ed. & Instructional Technology
 Randy Gray, Director-Curriculum & Instruction/Projects
 Troy Marshall, Director-Technology
 Manuel San Miguel, Director-Student Services
 Beatriz Spelker-Levi, Director-Personnel
 Chris Stamm, Director-Student Nutrition Services
 Roger Ramirez, Assistant Director-Operations
 Andrea Aguilar-Nuno, Principal-Buena Vista High School
 Greg Buckner, Principal-Paramount High School
 Jerry King, Principal-Paramount Adult School
 Morrie Kosareff, Principal-Paramount High School-West

Closed Session The Board of Education recessed to Closed Session at 5:32 p.m. to discuss Governance Team items.

Open Session The Board of Education reconvened to Regular Session at 5:39 p.m. President Anderson reported that the Board discussed Governance Team Items.

There was no action taken during Closed Session.

Approve Agenda Trustee Cuellar moved, Trustee Garcia seconded and the motion.
November 18, 2015 carried 5-0 to approve the agenda of the Regular Meeting of November
1.287 18, 2015.

11-18-15 *Serving the communities of Bellflower, Lakewood, Long Beach, Paramount and South Gate.*

Great things are happening in Paramount schools

Special Meeting Minutes
October 26, 2015
1.288

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

Trustee Hansen moved, Trustee Peña seconded and the motion carried 5-0 to approve the Special Meeting minutes of October 26, 2015.

Regular Meeting Minutes
October 28, 2015
1.289

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

Trustee Garcia moved, Trustee Hansen seconded and the motion carried 5-0 to approve the Regular Meeting minutes of October 28, 2015.

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

REPORTS

Student Board
Representatives

Avery De La Cruz-PHS, Brianna Fierro -Paramount High School-West, Gabriela Garibay-Buena Vista High School and Maria Camarena-Paramount Adult School reported on school academic, athletic and extra-curricular activities.

Employee Representative
Reports

There was no CSEA representative in attendance.

TAP President April O'Connor wished to thank the Board and Dee Stephens for attending the CTA Board dinner. She shared that Leo Rodriguez is coordinating the annual Toy drive. She also shared that TAP would be having their Holiday party at the La Tierra Mia restaurant. She attended a couple of meetings at PHS and Buena Vista High School. She also shared that at the K-5 level, there are concerns with the length of testing, implementations and managing paperwork and staff will be meeting on November 19 and will also follow up with Dr. Stark. She also met with Special Ed teachers and Kim Cole and will be meeting one more time in December to solidify information collected. She added that CTA wishes Mary Lash well on her retirement. She also shared that they are looking forward to meeting the new superintendent.

Board Members' Reports

Trustee Anderson attended the City's Annual Halloween Carnival, the CTA Board member dinner and wished to thank Dee Stephens for her support. She wished everyone Happy Holidays.

Trustee Cuellar attended the CTA Board dinner and wished everyone a Happy Thanksgiving Holiday.

Trustee Garcia attended the CTA Board member dinner and thanked Dee Stephens for her support. She wished everyone Happy Holidays.

Trustee Hansen attended the CTA Board member dinner and wished everyone Happy Holidays.

Trustee Peña thanked Dee Stephens for all the assistance and support she provided. He assisted in the coordination of the City's Annual Halloween carnival and shared that it was a big success. He also attended the PHS vs. Downey High School football game. He wished everyone a Happy Thanksgiving Holiday.

Co-Interim Superintendent Mrs. Stephens highlighted a variety of items:

- Co-Interim Superintendent Mrs. Stephens shared that she attended the Safety Committee meeting.
- She shared that PHS-West won the Attendance incentive award.
- She attended the PEP scholarship fundraiser.
- Mrs. Stephens also attended the CTA Board member dinner.
- She shared that Dr. Verdugo attended the monthly Ad Hoc meeting.
- Mrs. Stephens shared that Dr. Verdugo met with Assemblymember Patrick O'Donnell
- Mrs. Stephens thanked the Board for providing her the opportunity to serve as the Co-Interim Superintendent and also thanked Dr. Verdugo for mentoring her throughout the process.

Marcie Bridges - Donation

Mrs. Marcie Bridges, presented the Board of Education with boxes full of donated school supplies for Paramount Unified School District students.

Mrs. Bridges is a manager at a Starbucks Coffee store in Compton and she was recently responsible in hosting a group holiday rally with fellow Starbucks managers spanning from 12 cities including Paramount, Hawthorne Lynwood, Torrance to Compton at the Clearwater Building. This event has become an annual tradition for them and during their recent rally, they selected Paramount Unified School District as the project recipient of the school supplies donated by Starbucks employees. Starbucks believes that the community can be addressed and improved through mobilizing people in service & customers to be local change makers to strengthen their community.

Bulletin Boards – PHS-West

Morrie Kosareff, PHS-West Principal, along with students Maximillian Chau, Marcus Fierro, Marcus Kindle, Jaleen Perez, Sergio Pulido and Teacher on Special Assignment/Special projects Alicia Megofna presented an overview of the Boardroom bulletin boards representing Paramount High School-West Campus's educational program and student work. Mr. Kosareff also wished to acknowledge staff members Claudia Davila and Adriana Serrano for their hard work in putting together and displaying the school's boards. The bulletin boards reflect the theme of "*Amazing Race*" and enhance the educational message sent to visitors and District office employees.

Educator Effectiveness Funds: PUSD's Plan

Dr. Deborah Stark, Assistant Superintendent-Educational Services provided the Board with information on Educator Effectiveness Funds.

Dr. Stark shared that California allocated \$490,000,000 to provide:

- ▶ Beginning teacher and administrator support and mentoring that support the ability to teach and lead effectively and meet induction requirements.
- ▶ Professional development, coaching and support services for teachers identified as needing improvement.

- ▶ Professional development aligned to state content standards.
- ▶ Educator quality and effectiveness including but not limited to training on mentoring and coaching certificated staff and training certificated staff to support teaching and learning.

Allocation and Use:

- ▶ Funds are allocated at approximately \$1,466 per for all certificated staff as reported in CalPADS in 2014-15. PUSD will receive \$1,054,667.
- ▶ Funds will be distributed beginning in December, 2015 and must be spent by June, 2018 (one time only).

Developing a Plan:

The following questions were discussed to develop the plan:

- ▶ How many new teachers and administrators do we currently have in PUSD?
- ▶ How do we currently provide new teachers, teachers needing support and administrators professional development, coaching, mentoring?
- ▶ In the ideal district, how would we provide professional development and coaching/mentoring to new teachers, teachers needing support and administrators?

Four Focus Areas Addressed:

- ▶ New Principal/Administrator Coaching
- ▶ New Teacher Institute
- ▶ Support for Teachers Needing Improvement
- ▶ Professional Development for New Academic Coaches, Special Education Aides, Substitute Teachers

Planning Year 2015-16

- ▶ Due to the fact that funds are not received until January, 2016 this year will focus on planning activities and services, with minimal funds expended.
- ▶ Full implementation will begin in fall, 2016.

Support for Effective Implementation:

To support effective implementation, two certificated positions are funded in the grant:

Position	Duties
Curriculum Specialist	<ul style="list-style-type: none"> • Plan and facilitate summer new teacher institute. • Implement BTSA program. • Support and provide resources to teachers needing improvement.
CHAMPS Classroom Coach	<ul style="list-style-type: none"> • Teacher trained in CHAMPS, a Safe and Civil Schools classroom management system. • Coach will model, co-teach with teachers needing support in classroom management. • Focus on grades 6-12.

	Jan.-June 2016 Planning	2016-17 Implementation	2017-18 Implementation
New Principal/ Administrator Coaching, Induction	Plan program	Professional development Stipend for coaches Contract with ACSA Materials, supplies	Professional development Stipend for coaches Contract with ACSA Materials, supplies
New Teacher Institute • Year 1 Institute • Year 2 Institute	Plan program	\$75,000 Curriculum Specialist Substitutes, extra hourly Materials	\$50,000 Curriculum Specialist Substitutes, extra hourly Materials
Professional Development For New Academic Coaches (K-12)	\$15,000	\$131,000 Consultant contract Materials	\$131,000 Consultant contract Materials
Support for Teachers Needing Improvement	Plan program	\$55,000 CHAMPS Classroom Coach Substitutes, extra hourly Materials , consultant	\$55,000 CHAMPS Classroom Coach Substitutes , extra hourly Materials
	\$15,000	\$117,000	\$117,000
	January-June 2016 Planning	2016-17 Implementation	2017-18 Implementation
Professional Development for Special Ed. Aides Substitute Teachers	Plan program	Professional Development for new Special Education Aides	Professional development for Aides and substitute teachers
Professional Development, teachers and Administrators	\$15,000	\$15,000 Substitutes, extra hourly Conferences Materials, supplies	\$15,000 Substitutes, extra hourly Conferences Materials, supplies
Indirect Cost @ 5.5%	\$15,000	\$75,661	\$100,000
Total by Year	\$118,006	\$468,661	\$468,000
Grand Total	\$1,054,667		

Next Steps:

- ▶ Educator Effectiveness Grant will be presented as an action item at the December 9 Board of Education meeting.
- ▶ When approved, implement use of funds as outlined.

Creating a Leadership Development Program

Mr. Adrian Ayala, Director-Leadership Development provided the Board with information on Creating a Leadership Development Program.

Mr. Ayala shared that the purpose of the presentation is to:

- ▶ To understand the rationale for an effective leadership coaching program designed to support the growth of educational leaders.
- ▶ To outline the Leadership Development Program components.
- ▶ To provide an overview of the implementation process and timeline for the Leadership Development Program
- ▶ Next Steps

Traditional Pathway to Principalship in Paramount Unified School District:

Teachers → Teacher Leaders → Academic Coaches/Curriculum/Specialists/Instructional Leaders → Asst. Principals/Deans → Principals

Why Effective School Leadership is Necessary:

- ▶ Among all school-related factors that contribute to what students learn at school, leadership is second only to classroom instruction.
- ▶ Leadership coaching is needed to provide support to new administrators and cultivate effective future leaders.
- ▶ Leadership has a profound influence in turning around schools to maximize performance.

What are the Components of a Leadership Development Program?

- ▶ A program designed for new administrators to foster individual growth in order to support improved student achievement.
- ▶ An effective local leadership coaching program that utilizes Coaching Leaders to Attain Student Success.
- ▶ Coaching-based program that will also provide a Clear Administrative Credential for new administrators.
- ▶ Model program would be based on a partnership between the District, Association of California School Administrators (ACSA) and the New Teacher Center.

How will the Leadership Development Plan be Implemented?

- ▶ PUSD will provide in-house coaching for new administrators.
- ▶ ACSA will provide the Clear Administrative Credential.
- ▶ New Teacher Center will provide the curriculum and materials.

Program Components for Candidates:

Coaches will be trained to provide new administrators:

- 40 hours individualized, on-site leadership coaching
- 20 Hours of Professional Development on Administrative Standards
- Collaborative structure for support
- Project based

Timeline:

December 2015-
March 2016

Form Leadership Development Committee

March 2016

Submit ACSA/New Teacher Center application

April–May 2016	Identify coaches for positions
August 2016	Training for Coaches with ACSA/New Teacher Center
September 2016	New Coaches Orientation with ACSA/New Teacher Center
October 2016	Coaches begin new assignments

Transitioning Alternative Education Center to Buena Vista High School

Dr. Manuel San Miguel, Director-Student Services provided the Board with information on the recommendation to close the Alternative Education Center and transfer services to Buena Vista High School. He shared with the Board that the purpose of the presentation is to review:

- Provide background information on the history and status of the Alternative Education Center (AEC).
- Describe recommendation, rationale, communication and next steps.

Background:

- AEC was created in 2009-10 to “recapture” fifth year seniors who did not graduate on time .
- In June, 2009 PHS’s graduation rate was less than 78%.
- In 2009-10, AEC enrolled 156 students.
- AEC is identified as a school. Its WASC review in 2012 resulted in “Candidate” status.

Progress Made:

- In 2015, PHS’s graduation rate was 92%. This increased graduation rate means more students are graduating on time. Currently, AEC enrolls 44 students.
- Paramount High School received Gold Ribbon recognition from the CDE in 2014-15. Buena Vista High School is recognized as a Model Continuation HS status.

Assessing and Addressing Needs:

- In light of the increased on time graduation rate and the decrease in fifth year seniors there is a need to re-evaluate the AEC.
- PUSD will continue to support students who need more than four years to earn a high school diploma.
- Both on line learning and direct instruction will be provided for students who need to earn credits to graduate as fifth year seniors.

Communication and Feedback:

A meeting with AEC and Buena Vista staff to discuss the recommended closure of AEC and transitioning services to Buena Vista was held in October. After hearing the presentation, teachers made these comments:

- *Buena Vista students can take advantage of additional courses since the program will be part of their school rather than separate. This will help students who attend Buena Vista.*
- *On line courses give students the opportunity to accelerate credit recovery.*

- *There is the potential for increased technology at Buena Vista.*
- Recommendation:
- Beginning January 25, 2016, close the Alternative Education Center as a school. Transition all services currently provided at the AEC to a program that is part of Buena Vista High School.
 - Continue to provide on line and direct instruction for students to support high school diploma completion.
 - Location and staff will remain same in 2015-16. There is the potential to expand services to include an on line learning lab and career center for Buena Vista in 2016-17.

Timeline and Next Steps:

Action	Timeline
• Meet with AEC and Buena Vista staff	October 19-20
• Send letter to AEC students	Week of October 26
• Presentation and Public Hearing	November 18
• Complete required documentation to CDE, WASC.	December, 2015
• AEC becomes program within Buena Vista High School.	January 25, 2016 (second semester)
• Assess need for on line learning lab and career center at Buena Vista High School	February-March, 2016

BOARD MEETING CALENDER

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

There were no speakers during the hearing section.

CONSENT ITEMS
0.290

Trustee Cuellar 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
15-07
2.290

Accept Personnel Report 15-07, 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 2015-16 State Budget Act and related legislation.

Educational Services

Consultant and Contract Services
3.290

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

Business Services

Purchase Order Report
15-07
4.290

Approve Purchase Order Report 15-07 authorizing the purchase of supplies, equipment, and services for the District.

Warrants for the Month of
October 2015
4.290

Approve warrants for all funds through September with a total of \$13,318,995.30.

Consultant Services
4.290

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

ACTION ITEMS

Human Resources

Public Hearing – Negotiated
Tentative Agreement
between Paramount Unified
School District and the
California School Employees
Association – Chapter 447,
Regarding Salary
Enhancement and Health &
Welfare Benefits for 2015-16
2.291

Trustee Hansen moved, Trustee Cuellar seconded, and the motion carried 5-0 to hold a public hearing regarding the Tentative Agreement, dated October 27, 2015, between the District and the California School Employees Association – Chapter 447, regarding a salary enhancement of 5%, a longevity enhancement, and health and welfare benefits for 2015-16.

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

There were no speakers during the hearing section.

Trustee Garcia moved, Trustee Peña seconded, and the motion carried 5-0 to close the public hearing regarding the Tentative Agreement, dated October 27, 2015, between the District and the California School Employees Association – Chapter 447, regarding a salary enhancement of 5%, a longevity enhancement, and health and welfare benefits for 2015-16.

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

Approval of the Negotiated
Tentative Agreement
between Paramount Unified
School District and the
California School Employees
Association – Chapter 447,
Regarding Salary
Enhancement and Health &
Welfare Benefits for 2015-16
2.292

Trustee Peña moved, Trustee Hansen seconded, and the motion carried 5-0 to approve the Tentative Agreement, dated October 27, 2015, between the District and the California School Employees Association – Chapter 447, regarding a salary enhancement of 5%, a longevity enhancement, and health and welfare benefits for 2015-16.

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

Public Hearing – Salary
Enhancement and Health &
Welfare Benefits for 2015-16
for Certificated & Classified
Management and
Confidential Employees
2.293

Trustee Cuellar moved, Trustee Garcia seconded, and the motion carried 5-0 to hold a public hearing regarding the salary enhancement of 5%, a longevity enhancement and health and welfare benefits for 2015-16 for certificated and classified management and confidential employees.

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

There were no speakers during the hearing section.

Trustee Peña moved, Trustee Hansen seconded, and the motion carried 5-0 to close the public hearing regarding the salary enhancement of 5%, a longevity enhancement and health and welfare benefits for 2015-16 for certificated and classified management and confidential employees.

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

Presentation of the Salary Enhancement, Health & Welfare Benefits for 2015-16 for Certificated & Classified Management and Confidential Employees
2.294

Trustee Garcia moved, Trustee Hansen seconded, and the motion carried 5-0 to approve the salary enhancement of 5%, a longevity enhancement and health and welfare benefits for 2015-16 for certificated and classified management and confidential employees.

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

Employment Authorization for One Additional School-Based Occupational Therapist – Special Education
2.295

Trustee Garcia moved, Trustee Peña seconded, and the motion carried 5-0 to approve the employment authorization for one additional School-Based Occupational Therapist – Special Education.

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

Student Teaching Agreement with California State University, Dominguez Hills
2.296

Trustee Cuellar moved, Trustee Hansen seconded, and the motion carried 5-0 to approve the agreement with California State University, Dominguez Hills for participation in the student teaching program.

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

Internship Agreement with California State University, Dominguez Hills
2.297

Trustee Peña moved, Trustee Hansen seconded, and the motion carried 5-0 to approve the agreement with California State University, Dominguez Hills for participation in the internship program.

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

Educational Services

Central Basin Municipal Water District Grant Award
3.298

Trustee Hansen moved, Trustee Garcia seconded, and the motion carried 5-0 to accept award of \$2,500 from the Central Basin Municipal Water District for Paramount High School- West Campus students to participate in the Solar Cup event.

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

California Career Technical Education Incentive Grant Application
3.299

Trustee Cuellar moved, Trustee Peña seconded, and the motion carried 5-0 to approve the request to apply for the California Career Technical Education Incentive Grant to maintain and expand CTE programs in grades 7-12.

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

Updated Master Plan for English Learners
3.300

Trustee Peña moved, Trustee Cuellar 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.

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

<p>Revised Board Policy 6146.41 – <u>Physical Education</u> 3.301</p>	<p>Trustee Garcia moved, Trustee Peña seconded, and the motion carried 5-0 to accept for second reading and adoption proposed revised Board Policy 6146.41 – <u>Physical Education</u>, which reflects current State requirements.</p> <p>Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña</p>
<p>Nonpublic School Placement for Special Education Students for 2015-16 3.302</p>	<p>Trustee Cuellar moved, Trustee Hansen 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 2015-16 school year.</p> <p>Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña</p>
<p>Attorney Fees and Settlement Agreement for a Special Education Student 3.303</p>	<p>Trustee Peña moved, Trustee Garcia seconded, and the motion carried 5-0 to approve and authorize payment for attorney fees and settlement agreement for a special education student.</p> <p>Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña</p>
<p>Pediatric and Adolescent Psychology Associates 3.304</p>	<p>Trustee Hansen moved, Trustee Peña seconded, and the motion carried 5-0 to approve Pediatric and Adolescent Psychology Associates to provide an Independent Educational Evaluation for a psychoeducational assessment at District's expense.</p> <p>Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña</p>
<p>Public Hearing – Paramount Alternative Education Center Closure 3.305</p>	<p>Trustee Peña moved, Trustee Hansen seconded, and the motion carried 5-0 to Conduct a public hearing on closing the Alternative Education Center and transitioning services to Buena Vista High School effective January 25, 2016.</p> <p>Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña</p> <p>There were no speakers during the hearing section.</p> <p>Trustee Cuellar moved, Trustee Garcia seconded, and the motion carried 5-0 to close the public hearing on closing the Alternative Education Center and transitioning services to Buena Vista High School effective January 25, 2016.</p> <p>Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña</p>
<p>Paramount Alternative Education Center Closure 3.306</p>	<p>Trustee Peña moved, Trustee Hansen seconded, and the motion carried 5-0 to approve the Paramount Alternative Education Center closure with the transition of all services to Buena Vista High School effective January 25, 2016.</p> <p>Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña</p>
<p>Memorandum of Understanding with the Jazz Angels 3.307</p>	<p>Trustee Cuellar moved, Trustee Garcia seconded, and the motion carried 5-0 to approve the Memorandum of Understanding with The Jazz Angels to provide music enrichment for approximately 150 students at Alondra, Hollydale, Jackson, Paramount Park and Zamboni Middle Schools.</p> <p>Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña</p>

Business Services

Agreement with SHI Corporation for Microsoft Volume Licensing
4.308

Trustee Peña moved, Trustee Hansen seconded, and the motion carried 5-0 to authorize staff to enter into an agreement with SHI Corporation for Microsoft Volume Licensing, using piggyback bid "Project No. 034-14M.1 Microsoft Products – District Wide" from Simi Valley Unified School District.

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

Notices of Completion – Field Service Contracts
4.309

Trustee Peña moved, Trustee Garcia seconded, and the motion carried 5-0 to accept as completed the Field Service Contracts for installation of fencing and asphalt repairs to the parking lot at Zamboni School, and authorize the Co-Interim Superintendents or designee to file the Notices of Completion and make payment to all contract parties upon expiration of the lien period and determination that no liens are outstanding.

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

Field Service Contract Increase Authorization
4.310

Trustee Cuellar moved, Trustee Garcia seconded, and the motion carried 5-0 to authorize the increase of the field service contract for carpentry services, and further authorize the Co-Interim Superintendents or designee to execute all necessary documents.

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

Sale, Disposal or Recycle of Surplus Property
4.311

Trustee Garcia moved, Trustee Peña seconded, and the motion carried 5-0 to authorize staff to identify surplus or obsolete property, and further authorize the Co-Interim Superintendents 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: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

CONFERENCE ITEMS

General Services

Revised Board Bylaw 9270 – Conflict of Interest Code

The Board accepted for first reading proposed revised Board Bylaw 9270 – Conflict of Interest Code revised in compliance with a request from the Los Angeles County Board of Supervisors.

Educational Services

Revised Board Policy 5141.3 – Immunization: Communicable Diseases

The Board accepted for first reading revised Board Policy 5141.3 – Immunization: Communicable Diseases, which reflects current State requirements.

INFORMATION ITEMS

Educational Services

California Gold Ribbon Schools Award Applications for Collins, Gaines,

The Board received as information the report for K-5 schools to apply for *California Gold Ribbon Schools Award*.

Hollydale, Jefferson, Keppel,
Lincoln, Los Cerritos, Mokler,
Roosevelt, Tanner and Wirtz
Schools

Revised Administrative
Regulation 1312.3 – Uniform
Complaint Procedures

The Board received as information Administrative Regulation 1312.3 – Uniform Complaint Procedures which was revised to align with recent changes in Education Code.

Revised Administrative
Regulation 1312.5 – Williams
Uniform Complaint
Procedures

The Board received as information Administrative Regulation 1312.5 – Williams Uniform Complaint Procedures which was revised to align with recent changes in Education Code.

Business Services

Monthly Financial
Statements, October 2015

The Board received as information in J-200 format a Financial Statement for each fund for the months of July to October 2015.

Monthly Financial
Statements, October 2015 –
Special Education

The Board received as information in J-200 format a Financial Statement for Special Education for the months of July to October 2015.

Monthly Financial
Statements, October 2015 –
Self-Insurance Fund – Health
and Welfare

The Board received as information in J-200 format a Financial Statement for Self-Insurance Fund – Health and Welfare for the months of July to October 2015.

Average Daily Attendance
Summary Report through
October 9, 2015 and the
Second Monthly School
Enrollment Report

The Board received as information the monthly school attendance reports for 2015-16.

ANNOUNCEMENTS

President Anderson reported that the next Regular Meeting would be December 9, 2015, at 6:00 p.m. – Boardroom of the District Office.

Staff Employee Comments
Per Government Code
54957

April O'Connor, Zamboni Middle School teacher and TAP President shared concerns regarding the information presented on the Educator Effectiveness Funds. April shared that she does not know who was on the committee but hopes that active teachers were but does not believe that teachers were part of the committee. She is concerned about the decision making for the funds and added that if teachers had been part of the planning the information provided would be different.

CLOSED SESSION

The Board adjourned to Closed Session at 6:52 p.m. to discuss public employee discipline/dismissal/release, student discipline, and governance team items.

OPEN SESSION

The Board reconvened to Regular Session at 8:24 p.m. Vice-President Peña reported that they discussed public employee discipline/dismissal/release, student discipline, and governance team items.

The following action was taken in Closed Session.

Student Discipline
Student E-2
3.312

Trustee Cuellar moved, Trustee Garcia seconded, and the motion carried 5-0 to expel and suspend the expulsion so that student E-2 can attend Buena Vista High School.

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

Student Discipline
Student E-3
3.313

Trustee Hansen moved, Trustee Cuellar seconded, and the motion carried 5-0 to expel and suspend the expulsion so that student E-3 can attend the Community Day School.

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

ADJOURNMENT

Trustee Cuellar moved, Trustee Garcia seconded, and the motion carried 4-0 to adjourn the Regular Meeting of the Board of Education held on November 18, 2015 at 8:25 p.m.

Ayes: 4 – Trustees Cuellar, Garcia, Hansen, Peña
Absent: 1 – Trustee Anderson

Delores Stephens, Co-Secretary
To the Board of Education

President

Vice President/Clerk

Paramount Unified School District

TO: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
FROM: Myrna Morales, Assistant Superintendent – Human Resources
DATE: December 9, 2015
SUBJECT: Personnel Report 15-08

BACKGROUND INFORMATION:

Following is Personnel Report 15-08, 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 15-08 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 2015-16 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.

**PERSONNEL REPORT 15-08
DECEMBER 09, 2015
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>EMPLOYMENT</u>						
*Hamblin, Brenna	Teacher Temporary	Los Cerritos	B-1	Annual \$53,228 Special Education	11-12-15	06-30-16
*Leinen, Shelby	Teacher Temporary	Jefferson	A-1	\$50,692 General Fund	11-30-15	06-30-16
*Rodriguez, Valerie	Teacher Temporary	Lincoln	A-1	\$50,692 Special Education	11-30-15	06-30-16
*Aguirre, Tania	Substitute Teacher on-call, as needed	District		Daily \$150 General Fund	11-06-15	
*Bridges, Ashley					11-16-15	
Castaneda, Gabriel					01-11-16	
*Hernandez, Luis A.					11-09-15	
*Jauregui, Daniel					11-09-15	
*Ojeda Figueroa, Julieta					11-17-15	
*Towner, Deonte					11-13-15	
<u>ROP</u>						
*Guevara, Maribel	Health Careers Academy NTE 7 hrs. per day	Paramount High-Senior		Hourly \$39.13 LCAP**	11-30-15	06-10-16
<u>ADDITIONAL ASSIGNMENT</u>						
*Flores, Maria G.	Intervention NTE 125 hrs.	Jefferson		\$38.00 LCAP	11-01-15	12-18-15
*Armstrong, Patricia	Health Careers Academy NTE 11 hrs.	Paramount High-Senior		\$43.19 LCAP	09-11-15	09-30-15

*Ratification

**Local Control Accountability Plan

**PERSONNEL REPORT 15-08
DECEMBER 09, 2015
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
ADDITIONAL ASSIGNMENT						
<u>continued</u>						
*Aldridge, Ardelia	Language Arts Tutoring NTE 15 hrs. each	Zamboni		Hourly \$38.00 LCAP**	11-16-15	12-18-15
*Bowman, Barbara						
*Camiling, Joan						
*Castillo, Nora						
*Cook, Joli						
*Escobar, Christina						
*Franz, Christina						
*Fuller, Eric						
*Hernandez, Ana						
*Jaegers, Julie						
*Juarez, Jissell						
*Kugler, Teresa						
*Lawler, Barbara						
*McCone Praytor, Nelda						
*McPherson, Robin						
*Mendez, Rose Mary						
*Morales, Benjamin						
*Moreno, Margarita						
*Moua, Nancy						
*Nandino, Yvonne						
*O'Connor, April						
*Ortiz, Julie						
*Reza, Randall						
*Rosales, Kimberly						
*Stewart, Amie						
*Tropiano, Jeanine						
*Trujillo, Tyra						
*Williams, Elisa						

*Ratification

**Local Control Accountability Plan

**PERSONNEL REPORT 15-08
DECEMBER 09, 2015
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>STIPEND</u>				<u>Stipend</u>		
*Lozano, Christopher	Volleyball	Paramount Park		\$172 LCAP**	09-01-15	11-20-15
*Prepuk, Ronica	Volleyball	Paramount Park		\$172 LCAP	09-01-15	11-20-15
*Prepuk, Ronica	Cheer	Paramount Park		\$172 LCAP	09-01-15	11-20-15
*Zamora, Josue	Football	Paramount Park		\$172 LCAP	09-01-15	11-20-15
*Go-Ng, Joy	MESA Advisor	Paramount Park		\$1,000 LCFF***	08-17-15	06-10-16

*Ratification

**Local Control Accountability Plan

***Local Control Funding Formula

**PERSONNEL REPORT 15-08
DECEMBER 09, 2015
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	DESCRIPTION	EFFECTIVE	
				FROM	TO
<u>RESIGNATION</u> Lopez, Lisa	Teacher	Paramount High-Senior	Personal	01-13-16	

**PERSONNEL REPORT 15-08
DECEMBER 09, 2015
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>EMPLOYMENT</u>						
*Lopez Luna, Omar	Senior Accounting Assistant 8 hrs. per day/12 mo.	Fiscal Services	124-III	Monthly \$3,829 General Fund	11-20-15	
*Cobian, Adrian	Maintenance Carpenter/Glazier 8 hrs. per day/12 mo.	Operations	134-III	\$4,902 Restricted Routine Maintenance	11-09-15	
*Jimenez, Iris	Senior Office Assistant 8 hrs. per day/12 mo.	Operations	118-I	\$2,991 Home-to-School Transportation	11-17-15	
*Romero de Martinez, Angelica	Custodian 8 hrs. per day/12 mo.	Operations	117-I	\$2,919 General Fund	11-16-15	
*Espinosa, Esther	Language Assessment Assistant 3 hrs. per day/11 mo.	Buena Vista	113-I	37.5% of \$2,644 EIA-LEP**	11-30-15	
*Caero, Andrew	Technology Instructional Assistant 6 hrs. per day/10 mo.	Wirtz	118-I	75% of \$2,991 LCAP***	11-16-15	
<u>Reemployment</u>						
*Barboza, Beatriz	School Office Assistant 3 hrs. per day/10 mo.	Buena Vista	116-V	Monthly 37.5% of \$3,469 Continuation School	11-09-15	
*Navarro, Lizette	Instructional Assistant - Sp. Ed. 3 hrs. per day/10 mo.	Gaines	112-IV	37.5% of \$2,991 Special Education	11-09-15	
*Pineda, Yanira	School Health/Office Technician 8 hrs. per day/11 mo.	Tanner	116-I	\$2,847 General Fund	11-13-15	

* Ratification

** Economic Impact Aid-Limited English Proficient

*** Local Control Accountability Plan

**PERSONNEL REPORT 15-08
DECEMBER 09, 2015
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
Short Term						
*Medina Reynaga, Vanessa	Instructional Assistant – Sp. Ed. NTE 3 hrs. per day	Buena Vista	112-I	<u>Hourly</u> \$14.17 \$14.88 Special Education	11-06-15 11-19-15	11-18-15 12-18-15
*Owens, Kevin	Instructional Assistant – Sp. Ed.	Collins	112-I	\$14.17 \$14.88 General Fund	11-16-15 11-19-15	11-18-15 12-18-15
*Galindo, Heylynn	Instructional Assistant NTE 3 hrs. per day	Keppel	111-I	\$13.83 \$14.52 LCAP	11-16-15 11-19-15	11-18-15 12-18-15
Substitute, on call						
*Gonzalez, Gustavo	Custodian	District	117-I	<u>Hourly</u> \$16.03 \$16.84 General Fund	11-09-15 11-19-15	
*Wirch, Norman	Custodian	District	117-I	\$16.03 \$16.84 General Fund	11-06-15 11-19-15	
*Bodewitz, Juana	Noon Duty Aide	Hollydale		\$ 9.50 General Fund	10-26-15	
*Parra, Leticia	Noon Duty Aide	Lincoln		\$ 9.50 General Fund	11-02-15	
Student Worker						
*Brown, Brandon *Hernandez, Ruben *Johnson, Christina *Lewis, Amarii *Medina, Gabriel *Moreno, Francisco *Oxley, Ryan *Rivera, Sonia *Salcedo, Justine	Student Worker NTE 75 hrs. each	Paramount High-Senior		<u>Hourly</u> \$ 9.00 WorkAbility	10-28-15 10-28-15 10-19-15 10-28-15 10-19-15 10-28-15 10-19-15 10-28-15	06-30-16

* Ratification

**PERSONNEL REPORT 15-08
DECEMBER 09, 2015
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
College Tutor				Hourly		
*Zepeda, Kimberly	College Tutor NTE 8 hrs. per week	Alondra		\$12.50 LCAP	12-02-15	12-18-15
*Teo, Jasmine	College Tutor NTE 8 hrs. per week	Hollydale		\$12.50 LCAP	11-10-15	12-18-15
*Madrigal, Paulette	College Tutor NTE 8 hrs. per week	Jackson		\$12.50 LCAP	11-06-15	12-18-15
*Quintanilla, Jocelyn	College Tutor NTE 8 hrs. per week	Paramount Park		\$12.50 LCAP	11-09-15	12-18-15
<u>ADDITIONAL ASSIGNMENT</u>						
<u>Short Term</u>				Hourly		
*Diaz, Claudia	School Office Assistant NTE 5.5 per day	Educational Services	116-I	\$16.43 Title I	11-23-15	11-25-15
*Quintero, Patricia	Instructional Assistant SE/SH NTE 3 hrs. per day	Special Education	115-III	\$17.69 Special Education	10-12-15	12-18-15
<u>WORKING OUT OF CLASSIFICATION</u>				Monthly		
*Mejia Rosas, Elena	Student Information Systems Manager NTE 8 hrs. per day	Educational Services	Sch. 2 9-I	\$6,104 General Fund	11-01-15	02-01-16
*Tu, Patricia	Director of Fiscal Services NTE 8 hrs. per day	Fiscal Services	Sch. 2 14-I	\$9,679 General Fund	07-27-15	06-30-16
*Pena, Antonio	Lead Custodian NTE 8 hrs. per day	Operations	123-III	\$3,737 General Fund	11-03-15	11-06-15
*Galvez, Maria	School Administrative Assistant NTE 8 hrs. per day	Keppel	123-IV	\$3,925 General Fund	10-26-15	10-30-15

* Ratification

**PERSONNEL REPORT 15-08
DECEMBER 09, 2015
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>College Tutor</u>				<u>Hourly</u>		
*Zepeda, Kimberly	College Tutor NTE 8 hrs. per week	Alondra		\$12.50 LCAP	12-02-15	12-18-15
*Teo, Jasmine	College Tutor NTE 8 hrs. per week	Hollydale		\$12.50 LCAP	11-10-15	12-18-15
*Madrigal, Paulette	College Tutor NTE 8 hrs. per week	Jackson		\$12.50 LCAP	11-06-15	12-18-15
*Quintanilla, Jocelyn	College Tutor NTE 8 hrs. per week	Paramount Park		\$12.50 LCAP	11-09-15	12-18-15
<u>ADDITIONAL ASSIGNMENT</u>						
<u>Short Term</u>				<u>Hourly</u>		
*Diaz, Claudia	School Office Assistant NTE 5.5 per day	Educational Services	116-I	\$16.43 Title I	11-23-15	11-25-15
*Quintero, Patricia	Instructional Assistant SE/SH NTE 3 hrs. per day	Special Education	115-III	\$17.69 Special Education	10-12-15	12-18-15
<u>WORKING OUT OF CLASSIFICATION</u>				<u>Monthly</u>		
*Mejia Rosas, Elena	Student Information Systems Manager NTE 8 hrs. per day	Educational Services	Sch. 2 9-I	\$6,104 General Fund	11-01-15	02-01-16
*Tu, Patricia	Director of Fiscal Services NTE 8 hrs. per day	Fiscal Services	Sch. 2 14-I	\$9,679 General Fund	11-30-15	06-30-16
*Pena, Antonio	Lead Custodian NTE 8 hrs. per day	Operations	123-III	\$3,737 General Fund	11-03-15	11-06-15
*Galvez, Maria	School Administrative Assistant NTE 8 hrs. per day	Keppel	123-IV	\$3,925 General Fund	10-26-15	10-30-15

* Ratification

**PERSONNEL REPORT 15-08
DECEMBER 09, 2015
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>ASSIGNMENT CHANGE</u> <u>Increase in Work Hours</u> *Salazar, Bertha	Instructional Assistant – SE/SH 6.5 hrs. per day/10 mo.	Adult School/ Community Day School	115-V	<u>Monthly</u> 81.25% of \$3,384 Special Education	12-01-15	
<u>PROFESSIONAL GROWTH INCREMENT</u> *Perez, Gabriel	Campus Security Professional Growth Increment #2	Paramount Park	118-III	<u>Monthly</u> \$3,342** General Fund	08-01-15	

* Ratification

** Includes Longevity and/or Professional Growth Increment

**PERSONNEL REPORT 15-08
DECEMBER 09, 2015
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	DESCRIPTION	EFFECTIVE	
				FROM	TO
<u>LEAVE OF ABSENCE</u>					
Rodriguez-Smith, Claudia	School Health/Office Technician	Jackson	Family and Medical Leave	07-01-15	06-30-16*
<u>RESIGNATION</u>					
Miranda, Richard	Substitute Custodian	District	Personal	10-09-15	
Hernandez, Luis	Instructional Assistant – Sp. Ed.	Jefferson	Personal	11-06-15	
Lopez, Sandra	Library Technician	Jefferson	Personal	11-16-15	
Hernandez, Claudia	Substitute Noon Duty Aide	Lincoln	Personal	10-30-15	
Aguirre, Tania	Language Assessment Assistant	Zamboni	Personal	11-05-15	
Patino, Daniel	Substitute Noon Duty Aide	Zamboni	Personal	10-23-15	
<u>EARLY RETIREMENT</u>					
Loza, Florinda	School Health/Office Technician	Paramount High-West	Early Retirement	01-08-15	

* Time taken intermittently, as needed

Paramount Unified School District

TO: Delores Stephens, Co-Interim Superintendent
 David Verdugo, Co-Interim Superintendent
FROM: Deborah Stark, Assistant Superintendent-Educational Services
DATE: December 9, 2015
SUBJECT: Overnight and/or Out-of-County Study Trips

BACKGROUND INFORMATION:

The following overnight and/or out-of-county study trip is requested:

#	Site/Location	Description/ Participants	Site/ Requested by	Time Period	Cost/ Funding Source
1	Las Vegas, Nevada	Students from Paramount High School Boys' Basketball Team will travel to Durango High School in Las Vegas, Nevada to play for college coaches. 11 students and 2 male chaperones	Paramount High School Requested by: Greg Buckner	January 16-17, 2016	Cost of trip will be paid through club funds and athletes.

POLICY/ISSUE:

Education Code, Section 35330 - Excursions and Field Trips
 Board Policy 6153 - Instruction, School-Sponsored Trips

FISCAL IMPACT:

No cost to the District

STAFF RECOMMENDATION:

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

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.

CONSENT ITEM: 3.1-C

Itinerary for Las Vegas, Nevada
Paramount High School Boys' Basketball
January 16-17, 2016

Saturday, January 16, 2016

8:00 a.m.	Depart Paramount High School
1:00 p.m.	Check into hotel
2:00 p.m.	Lunch
5:00-7:00 p.m.	Basketball at Durango High School
8:00 p.m.	Dinner
10:00 p.m.	Lights out

Sunday, January 17, 2016

7:00 a.m.	Breakfast
9:00 a.m.	Check out from hotel
9:30 a.m.	Depart Las Vegas
4:00 p.m.	Arrive at Paramount High School

Paramount Unified School District

TO: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
FROM: Ranita Browning, Interim Assistant Superintendent-Business Services
DATE: December 9, 2015
SUBJECT: Purchase Order Report 15-08

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.

2015/2016

1. Ratified Orders – General Fund	39,343.56
2. Authorized Orders – General Fund	95,255.08
3. Ratified Orders – LCAP Fund Unrestricted	9,103.57
4. Authorized Orders – LCAP Fund	160,352.77
5. Ratified Orders – Student Nutrition Services Fund	4,936.94
6. Ratified Orders (Under \$1,500)	30,327.48
TOTAL OF ALL ORDERS	\$ <u>339,319.40</u>

POLICY/ISSUE:

Board Policy 3300 - Expenditures and Purchases

FISCAL IMPACT:

As indicated above

STAFF RECOMMENDATION:

Approve Purchase Order Report 15-08 authorizing the purchase of supplies, equipment, and services for the District.

PREPARED BY:

Roger Ramirez, Assistant Director-Operations

DISTRICT PRIORITY 9:

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

CONSENT ITEM: 4.1-C

Paramount Unified School District

2015/2016

Purchase Orders To Be Ratified and Authorized

December 09, 2015

PO Number	Vendor	Site	Description	Total Amount
010 - General Fund				
16-00322	STAPLES	Curriculum, Instruction & Projects	Annual: online ordering (increase from \$4,900 to \$9,800)	\$4,900.00
16-01241	EAI EDUCATION	Mokler Elementary School	Classroom materials	\$2,668.41
16-01259	STAPLES	Collins Elementary School	Annual: online ordering	\$5,000.00 *
16-01260	SOUTHWEST SCHOOL & OFFICE SUPPLY	Collins Elementary School	Annual: online ordering	\$5,000.00 *
16-01261	U. S. BANK	Curriculum, Instruction & Projects	Equity Institutes: professional activity attendance fees (3)	\$7,050.00 *
16-01268	CHARLES G. HARDY, INC	Maintenance & Operations	Firtex wall system supplies	\$7,415.49 *
16-01269	SHIFFLER EQUIPMENT SALES	Maintenance & Operations	Hardware supplies	\$1,539.18
16-01275	KIS COMPUTER CENTER	Collins Elementary School	Printers (5) & supplies	\$2,457.95
16-01277	BUCKEYE CLEANING CENTER	Maintenance & Operations	Warehouse stock	\$3,594.82
16-01278	RENAISSANCE LEARNING, INC.	Gaines Elementary School	Accelerated Reader (400), Star Reader (400) subscription renewal & hosting fees	\$3,899.00
16-01279	PIONEER CHEMICAL COMPANY	Maintenance & Operations	Warehouse stock	\$4,471.73
16-01281	APPLE COMPUTER INCORPORATED	Special Education	Mini ipads (9)	\$2,540.79
16-01287	APPERSON PRINT MANAGEMENT SERVICES	Maintenance & Operations	Warehouse stock	\$2,720.64
16-01297	VERNE'S PLUMBING	Maintenance & Operations	Tanner: install drinking fountain	\$7,250.00 *
16-01312	PIONEER CHEMICAL COMPANY	Maintenance & Operations	Warehouse stock	\$4,716.98
16-01313	CAMPUS TEAMWARE	Jackson Middle School	Cheer uniforms	\$2,338.88
16-01314	FUTURE DESIGN COMMUNICATIONS	Gaines Elementary School	Networking for classroom projector installation	\$1,681.71
16-01315	FUTURE DESIGN COMMUNICATIONS	Gaines Elementary School	Networking for Cafe projector installation	\$1,813.47
16-01316	ANDERSON'S YEARBOOKS	Zamboni Middle School	Yearbooks (200)	\$5,500.00 *
16-01317	SIGNATURE FUNDRAISING	Jefferson Elementary School	Fundraising fees	\$8,041.83 *
16-01318	KIS COMPUTER CENTER	Collins Elementary School	Notebook computers (26)	\$25,945.27 *
16-01320	ORGANIZED SPORTSWEAR	Jackson Middle School	PE uniforms (200), locks (400) & supplies	\$10,776.83 *
16-01321	BELLFLOWER MUSIC CENTER	Paramount Park Middle School	Paramount Park: music instruments (12)	\$7,985.34 *
16-01325	LAKESHORE LEARNING MATERIALS	Roosevelt Elementary School	Classroom materials	\$5,290.32 *
010 - General Fund - LCAP				
16-01272	TEXTBOOK WAREHOUSE	Paramount High School West	Classroom books (130)	\$1,516.19
16-01276	KIS COMPUTER CENTER	Paramount High School West	Printers (8) & supplies	\$4,949.69

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

Paramount Unified School District

2015/2016

Purchase Orders To Be Ratified and Authorized

December 09, 2015

PO Number	Vendor	Site	Description	Total Amount
010 - General Fund - LCAP				
16-01291	GOPHER SPORTS EQUIPMENT	Business Services	Middle Schools Intermural Sports Program: LED scoreboards (5)	\$2,637.69
16-01307	SCHOOLZILLA	Educational Services	Subscription: monitor students & schools academic progress	\$29,983.32 *
16-01319	KIS COMPUTER CENTER	Jackson Middle School	Computers (26)	\$35,566.70 *
16-01337	KIS COMPUTER CENTER	Technology	Carts for notebook computers (49) K-8 testing & instruction	\$94,802.75 *
610 - Cafeteria Fund				
16-01280	FRED BOYLES & ASSOCIATES	Nutrition Services	My plate nutritional information posters (105)	\$4,936.94

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

Paramount Unified School District

2015/2016

Purchase Orders To Be Ratified and Authorized

December 09, 2015

PURCHASE ORDER SUMMARY BY FUND

99 Purchase orders for a total of \$339,319.40

010 - General Fund	To Be Authorized	\$95,255.08
	To Be Ratified Over \$1,500	\$39,343.56
	To Be Ratified Under \$1,500	\$24,961.81
	Fund Total	\$159,560.45
010 - General Fund - LCAP	To Be Authorized	\$160,352.77
	To Be Ratified Over \$1,500	\$9,103.57
	To Be Ratified Under \$1,500	\$1,888.71
	Fund Total	\$171,345.05
110 - Adult Education Fund	To Be Ratified Under \$1,500	\$3,476.96
	Fund Total	\$3,476.96
610 - Cafeteria Fund	To Be Ratified Over \$1,500	\$4,936.94
	Fund Total	\$4,936.94

Paramount Unified School District

TO: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
FROM: Ranita Browning, Interim Assistant Superintendent-Business
Services
DATE: December 9, 2015
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 totaling \$2,500.00 from The Patterson Family Foundation. This donation will be designated for the students of Paramount High School-West Campus to support classroom libraries.

For the current 2015-16 fiscal year through December 9, 2015, the District has received an estimated total, which includes the above amounts, of \$17,025.63 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:

Ranita Browning, Interim Assistant Superintendent-Business Services

DISTRICT PRIORITY 9:

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

Paramount Unified School District

TO: Board of Education
FROM: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
DATE: December 9, 2015
SUBJECT: Appointment of Superintendent and Approval of Superintendent
Employment Agreement

BACKGROUND INFORMATION:

The Governing Board of the Paramount Unified School District has successfully completed the recruitment of the Superintendent and selected Ruth Perez as the Superintendent for the Paramount Unified School District, effective January 1, 2016.

POLICY/ISSUE:

Board Bylaw 9000 - Role of the Board and Members (Powers, Purposes, Duties)

STAFF RECOMMENDATION:

Approve the appointment and contract with Ruth Perez as Superintendent of Schools, effective January 1, 2016, in accordance with the provision of the contract.

PREPARED BY:

Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent

DISTRICT PRIORITY 1:

Raise student achievement: student achievement is the District's primary focus, especially reading/language arts, ELD, mathematics and CORE.

ACTION ITEM: 1.1-A

EMPLOYMENT AGREEMENT

This Agreement is made by and between the Paramount Unified School District (“District”), located in the County of Los Angeles, State of California, acting through its Board of Education (“Board”), and Dr. Ruth Perez (“Superintendent”), and is made with reference to the following facts:

R E C I T A L S

A. It is the mutual desire of the Superintendent and Board to establish a working relationship based on a spirit of cooperation and teamwork, which recognizes the Board’s responsibility for formation and adoption of policies, and the Superintendent’s responsibility for administration of the school system as delegated by the Board.

NOW, THEREFORE, IT IS AGREED BETWEEN THE PARTIES AS FOLLOWS:

1. Terms of Employment Agreement:

The term of employment of the Superintendent pursuant to this Agreement shall commence on January 1, 2016, and continuing thereafter to June 30 of the year 2019.

2. Duties:

The Superintendent shall serve as chief executive officer, secretary of the Board, and as chief administrative officer of the District, and shall have primary responsibility for execution of Board policy. The Superintendent shall have the right to attend all Board meetings, including closed sessions (except as subject to applicable provisions of Education Code) and all Board and citizen committee meetings; serve as an ex officio member of all Board committees; and provide administrative recommendations on each item of business considered by each of these groups. In addition, the Superintendent will perform such further duties as shall be assigned or required of her by the Board; provided, however, such additional duties shall be in character and consistent with the position of Superintendent of Schools.

The Superintendent shall have reasonable discretion to organize, reorganize, and arrange the supervisory and administrative staff, including instruction, personnel, and business affairs, subject to review by the Board and within the educational needs of the District.

The responsibility for selection, dismissal, promotion, and demotion of personnel shall be vested in the Superintendent, subject to the approval of the Board. In the event the Board does not approve a recommendation of the Superintendent involving personnel, the Superintendent shall submit another recommendation to the Board within a reasonable time. The Board will not act on such personnel matters except on the recommendation of the Superintendent.

The Superintendent will consult with the Board prior to effecting administrative transfers and reassignments. The responsibility for assignment of personnel to school sites, within school sites, and transfers among school sites, is delegated to the Superintendent. The Board, individually and collectively, will promptly refer all criticism, complaints, and suggestions brought to its attention to the Superintendent for her information or for study and recommendation when appropriate.

3. Salary:

a. The annual salary of the Superintendent shall be Two Hundred Thirty Thousand Dollars (\$230,000) per year. The base salary shall be payable in twelve (12) equal monthly installments per year.

b. The Governing Board shall review the Superintendent's salary as part of the annual performance evaluation process and reserves the right to increase or decrease the annual salary rate for any or all years of this Agreement with the mutual consent of the Superintendent, provided that the annual salary shall not decrease unless the salary rate of the majority of other certificated employees has been adjusted downward, in which event the Board shall have the right to adjust the Superintendent's salary downward in a like or equal percentage. Should the Board exercise this right, no such decrease shall be made retroactive. It is further provided that increasing or decreasing the salary shall not be considered as extending or creating a new Agreement.

4. Health Benefits:

Benefit Plans.

The Superintendent shall be entitled to all health and welfare benefits applicable to certificated twelve (12) month management employees as are incident to their employment relationship with the District, including major medical, dental, vision, and life insurance. The District shall contribute the sum of Thirteen Thousand Nine Hundred Twenty-Three Dollars (\$13,923) per year toward the cost of said benefits. Should the aggregate cost of these benefits exceed the District's contribution and should other management employees be required to contribute toward the cost of providing these health and welfare benefits, the Superintendent will also be responsible for contributing the difference if she wishes to maintain coverage under all insurance plans. Should the District increase the amount of contribution for health and welfare benefits for 12-month management employees, the contribution for the Superintendent's health and welfare benefits shall increase by an equal amount.

5. Sick Leave and Disability:

The Superintendent shall accrue sick leave in accordance with Governing Board policies for certificated management and disability leave pursuant to statute.

6. Car Expense Reimbursement:

The Superintendent shall be reimbursed at the approved IRS mileage reimbursement rate which, from time to time, may change during the term of this agreement. The Superintendent agrees to maintain in force, at all times during the term of this Agreement, a policy or policies of insurance providing coverage for liability against bodily injury with limits of not less than three hundred thousand dollars (\$300,000.00) per person, five hundred thousand dollars (\$500,000.00) per occurrence, and coverage for property damage of not less than one hundred thousand dollars (\$100,000.00) for each accident. All costs of vehicle operation, maintenance, and insurance shall be paid by the Superintendent.

7. Technology Equipment, Professional Meetings and Membership Fees:

a. Cell Phone and Laptop.

The District shall provide to Superintendent a cell phone and laptop paid for by the District for her use, including the expense associated with cell phone and internet services.

b. Membership Dues and Fees.

The Superintendent shall attend appropriate professional and civic meetings at local, state, and national levels. The expense of annual membership dues or fees in local, state, and national professional and civic organizations shall be paid by the District and shall include, at a minimum, ACSA, AASA, CALSA, Paramount Rotary, and any other organization approved by the Board.

c. Expense Reimbursement.

The District shall reimburse the Superintendent for all actual and necessary expenses incurred by the Superintendent while performing her duties and obligations as the Superintendent. Prior approval of the Board shall be obtained whenever expenses for attendance at out-of-state meetings are to be paid by the District. All requests for reimbursements must be accompanied by supporting receipts or vouchers.

8. Work Year and Vacation:

The Superintendent shall be required to render 248 days of full and regular services during each year of this Agreement, excluding vacation days. The Superintendent shall be entitled to twenty-four (24) days of annual vacation with full pay and shall also be entitled to such holidays offered other certificated twelve (12) month management employees.

The Superintendent may carry over to the following contract year up to twenty (20) days of vacation. If the Superintendent has more than twenty (20) days of accumulated vacation days by the end of a contract year, then the Superintendent shall be paid the difference between days accumulated and the number of days she is permitted to carry over by the terms of this Agreement. In no event shall the Superintendent have more than forty-four (44) days of accumulated and accrued vacation days at any given time.

The District strongly urges the Superintendent to take all the vacation allotted to her each year. Hence, even though it is the understanding of the parties that the Superintendent shall be compensated for any unused vacation upon her separation from the District and that the provisions of this Agreement allow for accumulation of vacation days, the parties agree that it is not the intent of these provisions to permit a situation where a large payout of unused vacation days must be made at the end of this Agreement.

The Superintendent shall submit a vacation schedule to the Board President prior to taking vacation.

9. Outside Professional Activities:

The Superintendent shall provide exclusive professional services to the District during the period of time such services are to be rendered to the District, except as otherwise provided by law. Notwithstanding this provision, the Superintendent may undertake consultative professional work, engage in speaking, writing, lecturing, or other professional undertakings, either with or without compensation, provided such activities do not, in the exclusive judgment of the Governing Board, interfere with or conflict with the Superintendent's performance of her duties under this Agreement. The Superintendent may retain any income which may be derived therefrom. Any such activities which are productive of income to the Superintendent shall be done on her own time, and shall not be done during her regular working hours for the District under this Agreement.

10. Performance Evaluation and Appraisal:

The Board shall provide the Superintendent with periodic opportunities to discuss Board/Superintendent relationships, including the performance of the Board and the Superintendent. One such occasion shall be as part of an annual evaluation, which shall occur no later than June 30th of each year. All such discussions and evaluations shall be confidential. For purposes of evaluation, the Superintendent and the Board shall meet within sixty (60) days of July 1 of each calendar year for the purpose of developing mutual goals and objectives for the Superintendent's performance. Within thirty (30) days of the development of such goals and objectives, the Superintendent will provide an evaluation-monitoring calendar and an evaluation format. Before the end of the calendar year, Superintendent and Board shall meet for the purpose of discussing progress toward meeting the annual goals and objectives set for the school year. The Board shall provide Superintendent with constructive feedback no later than January 15 of each year.

The annual evaluation of the Superintendent by the Board, which shall occur on or before June 30th of each year, shall be in writing and shall have, as its primary purpose, the improvement of performance. In order to avoid differences in interpretation, the Superintendent may request written clarification. All recommendations for improvement shall be given to the Superintendent in writing, be reasonable, be on a timely basis, and shall provide adequate time for improvement. In the event the Board fails to complete the evaluation of the Superintendent by June 30th of any year of the Agreement, the terms of this Agreement shall be extended by one additional year. Failure to notify the Board of

its obligation to evaluate the Superintendent shall be deemed a material breach of the Agreement by the Superintendent.

11. Hold Harmless Clause:

The District agrees that it shall defend and indemnify the Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent in her individual capacity, or in her official capacity as agent and employee of the District, provided the incident arose while the Superintendent was acting within the course and scope of her employment and excluding criminal litigation. The District shall provide liability insurance coverage to the Superintendent, as such liability coverage is within the authority of the Board to provide under state law. In no case will individual Board members be considered personally liable to indemnify the Superintendent against such demands, claims, suits, actions, and legal proceedings. Nothing herein shall require, nor prohibit, the District to pay punitive or exemplary damages. Professional liability and errors and omissions insurance coverage with limits of at least \$1,000,000 per occurrence shall be provided the Superintendent by the Board.

Any cash settlement paid to the employee at the time of termination of this contract shall be reimbursed in full by the employee if she is convicted of a crime involving abuse of office or position. (Government Code § 53243.2.)

This Agreement does not provide for any paid leave of absence or for payment of a legal defense if the Superintendent is charged by criminal complaint, information, or indictment for commission of any crime. If the Superintendent is otherwise granted a paid leave of absence and/or provided a legal defense by the District on any other basis and is later convicted of a crime involving abuse of office or position, Superintendent shall reimburse the District for all salary paid during such leave and also reimburse the District for any costs of legal defense. (Government Code sections 53243, 53243.1, and 53243.3.)

12. Medical Examination:

The Superintendent agrees to have a comprehensive medical examination by a physician of her choice at the end of the first year of this Agreement, and each year thereafter, unless otherwise authorized or directed by the Governing Board. A statement certifying the physical fitness of the Superintendent to carry out the duties of the Superintendent position shall be filed with the President of the Board and will be treated as confidential information by the Board. Cost of said examination shall be borne by the District.

13. Changes in or Termination of Agreement:

a. 90-Day Notice.

This Agreement may be changed or terminated by mutual consent of the parties in the manner provided for in Education Code Section 35031; provided, however, that the party seeking such change or termination shall give no less than ninety (90) days written notice to the other party.

b. Amendment to Agreement.

Amendments may be added to this Agreement by the mutual consent of the Superintendent and Governing Board at any time during the term of this Agreement, provided any such amendment is reduced to writing and signed by both parties.

c. Notice to Board of Seeking Other Employment.

Should the Superintendent voluntarily seek employment elsewhere during the term of this Agreement, she shall indicate to the President of the Governing Board her intentions to do so and the reasons for taking this action before application for the employment is made.

d. Failure to Provide Notice.

Failure to follow the procedures set forth in Paragraph 13.c. (above) shall be deemed to constitute a material breach of this Agreement by the Superintendent, and the Board may, upon one hundred twenty (120) days' written notification, terminate this Agreement accordingly.

e. Inability to Serve.

Should the Superintendent be unable to serve in her position due to a physical and/or mental condition, verified in writing by a licensed physician designated by the District, this Agreement shall be terminated by the Governing Board after expiration of all illness leave entitlements as provided by statute and Board policies.

f. Termination Without Cause.

Notwithstanding any other provision of this Agreement, the Board, in its discretion and upon giving ninety (90) days' notice, shall have the option to terminate this Agreement effective as of July 31 of any year. If the Board exercises the option to terminate this Agreement, it shall continue to pay the Superintendent her salary for up to twelve (12) months or for the remaining months left on the Agreement, whichever is less, after the effective date of termination, in the same manner she would have been compensated if employed. Notwithstanding the foregoing provision, all such payments under this provision shall cease as of the date the Superintendent commences comparable employment. "Comparable employment" shall mean a position of substantially equal responsibility and compensation in the field of educational administration.

Pursuant to Government Code Section 53261, in the event of termination of this Agreement for any reason, no non-cash benefit may be conferred in settlement except for employer-paid health benefits, which may be provided for a period not to exceed the monthly period by which any cash settlement is measured, as described in paragraph 13.f. above. In any event, employer-paid health benefits shall be discontinued if and when the employee obtains other employment before the measuring period has expired.

g. Termination for Cause.

The Board may terminate this Agreement for cause upon material breach, or upon any of the grounds enumerated in Education Code section 44932. Should the Board terminate this Agreement for cause, it shall first provide the Superintendent with a written statement of charges, citing the factual incidents and any legal grounds upon which the termination is based, together with any documentation relied upon by the Board in support of the charges. The Superintendent shall be given a reasonable opportunity to review the charges prior to meeting with the Board in closed session, at which time the Superintendent shall have the opportunity to request clarification of the Board's position, and to respond to the charges. Following the meeting, the Board shall provide Superintendent with its written decision, including the termination of the Superintendent's employment with the District.

14. Compliance with Law and Severability Clause:

This Agreement is subject to: (1) all applicable laws of the State of California; (2) the rules and regulations of the State Board of Education; and (3) the rules and regulations of the District. Said laws, rules, regulations, and policies are hereby made a part of the terms and conditions of the Agreement, as though fully set forth herein. Reference to code sections in this Agreement are references to sections in force at the time the Agreement was signed and to successor sections covering the same statutory issues or to sections which may subsequently amend the section referred to herein.

If, during the term of this Agreement, it is found that a specific clause of the Agreement is illegal under federal or state law, the remainder of the Agreement not affected by such a ruling shall remain in force.

The Agreement constitutes the full and complete understanding between the parties hereto, and its terms can be changed or modified only in writing, signed by all parties or their successors in interest to this Agreement.

Execution of this Employment Agreement was authorized by Board action at the regular meeting of the Board of Education of the Paramount Unified School District held on December 9, 2015, for a term beginning January 1, 2016, and ending June 30, 2019.

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In witness herein, we affix our signatures to this Agreement on the 9th day of December 2015, as the full and complete understanding of the relationships between the parties hereto.

**FOR THE GOVERNING BOARD OF THE
PARAMOUNT UNIFIED SCHOOL DISTRICT**

By: _____
Alicia Anderson, President

By: _____
Sonya Cuellar, Member

By: _____
Tony Peña, Vice President/Clerk

By: _____
Linda Garcia, Member

By: _____
Vivian Hansen, Member

I hereby accept this Offer of Employment and agree to comply with the conditions thereof and to fulfill all of the duties of employment of the Superintendent of the Paramount Unified School District.

Date of Acceptance

Dr. Ruth Perez
Superintendent of Schools

Paramount Unified School District

TO: Board of Education
FROM: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
DATE: December 9, 2015
SUBJECT: Nominations for CSBA Delegate Assembly – Region 24

BACKGROUND INFORMATION:

Nominations for representatives to the California School Board Association (CSBA) Delegate Assembly are being accepted through January 7, 2016. This is the first step in the selection process for representatives to the Delegate Assembly. The Delegate Assembly is the primary policy-making body that adopts the Association's policy platform and takes positions on critical educational issues. Delegates fulfill a critical governance role by communicating the interest of local Boards to CSBA's Board of Directors, Executive Committee and staff.

The Board members may nominate any Board member on a CSBA member board within Region 24 to serve a two-year term on the Delegate Assembly.

POLICY/ISSUE:

Education Code Section 35172 - Promotional Activities
Bylaw 9340 - Memberships in Associations

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Nominate any Board member on a California School Boards Association member board to serve a two-year term as a representative to the California School Boards Association's Delegate Assembly from Region 24.

PREPARED BY:

Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent

DISTRICT PRIORITY 7:

Increase parent and community involvement and collaboration.

ACTION ITEM: 1.2-A

Paramount Unified School District

TO: Board of Education
FROM: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
DATE: December 9, 2015
SUBJECT: Revised Board Bylaw 9270 – Conflict of Interest Code

BACKGROUND INFORMATION:

Board Bylaw 9270 – Conflict of Interest Code is being submitted for second reading and adoption. The Bylaw is being revised in response to a notification received from the Los Angeles County Board of Supervisors informing the District of an opportunity to make necessary changes by means of the Biannual Review Certification.

After a review of the code by District administration and the Los Angeles County Board of Supervisors Conflict of Interest/Lobbyist Division, it was determined that the following changes be made:

Changes recommended by the District:

- Exhibit B – Position of Director-Secondary Education and Director-Student Services were added.
- Exhibit B – Position of Director of Facilities was deleted.

Changes recommended by the Los Angeles County Board of Supervisors Conflict of Interest/Lobbyist Division:

- Exhibit A - Category 5 disclosure description is new.
- Exhibit A – Original Category 5 renumbered to Category 6.
- Exhibit B – Overall title of Assistant Superintendent is being deleted.
- Exhibit B – Three individual Assistant Superintendent titles are being added along with new disclosure categories that are consistent with their duties and responsibilities.
- Exhibit B – Position of Director of Personnel – disclosure categories were reduced.
- Exhibit B – Position of Consultant/New Position* - disclosure category renumbered.

POLICY/ISSUE:

Legal Reference: Government Code
87300, et.seq. Conflict of Interest Codes
81008, 87100 General Prohibitions

FISCAL IMPACT:

None

ACTION ITEM 1.3-A

STAFF RECOMMENDATION:

Accept for second reading and adoption revised Board Bylaw 9270 – Conflict of Interest Code revised in compliance with a request from the Los Angeles County Board of Supervisors.

PREPARED BY:

Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent

DISTRICT PRIORITY 5:

Increase and promote team building and staff involvement in decision making throughout the District.

CURRENT BYLAW

Bylaws of the Board

9270

Conflict of Interest Code

The PARAMOUNT UNIFIED SCHOOL DISTRICT (herein agency) of the County of Los Angeles hereby adopts this Conflict of Interest and Disclosure Code. The provisions of this Code are pursuant to Government Code Section 87100, Government Code Section 18730 and other laws pertaining to conflicts of interest. Regulation 18730 and Exhibits A and B, designating officials and employees and establishing economic disclosure categories, shall constitute the Conflict of Interest Code of this agency.

Legal Reference:	Government Code
	87300 et. Seq. Conflict of Interest Codes
	87100 General Prohibitions

Bylaw adopted
By the Board: 1-25-83
Revised: 10-08-02
Revised: 10-14-09
Revised: 1-22-14

PARAMOUNT UNIFIED SCHOOL DISTRICT

CURRENT BYLAW

Conflict of Interest Code
Of the

PARAMOUNT UNIFIED SCHOOL DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notes and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designing officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statement of Economic Interest

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members, Governing Board Members, Alternate Board Members, as appropriate, and its agency head (Agency/Department Head, Executive Officer or Chief Executive Officer, Superintendent, or Director), and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copies, shall be available for public inspection and reproduction (Gov. Code Section 81008).

CURRENT BYLAW

PARAMOUNT UNIFIED SCHOOL DISTRICT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income (including loans, gifts, and travel payments) and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in or income (including loans, gifts, and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall under the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the Superintendent. (See Exhibit B footnote for clarification)

CURRENT BYLAW

PARAMOUNT UNIFIED SCHOOL DISTRICT
EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
1. Governing Board Member	1, 2, 3
2. Superintendent	1, 2, 3
3. Assistant Superintendent	1, 2, 3
4. Assistant Director of Fiscal Services	4
5. Buyer	4
6. Director-C&I, Special Education/Early Childhood Education	4
7. Director-Curriculum, Instruction & Projects	4
8. Director of Facilities	1, 4
9. Director of Fiscal Services	1, 4
10. Director of Operations	4
11. Director of Personnel	2, 3
12. Director of Nutrition Services	4
13. Director of Technology	4
14. Consultant/New Position*	5

*Consultant/New Position are included in the list designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Superintendent, or his or her designee, may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Superintendent, or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008).

PROPOSED BYLAW

Bylaws of the Board

9270

Conflict of Interest Code

The PARAMOUNT UNIFIED SCHOOL DISTRICT (herein agency) of the County of Los Angeles hereby adopts this Conflict of Interest and Disclosure Code. The provisions of this Code are pursuant to Government Code Section 87100, Government Code Section 18730 and other laws pertaining to conflicts of interest. Regulation 18730 and Exhibits A and B, designating officials and employees and establishing economic disclosure categories, shall constitute the Conflict of Interest Code of this agency.

Legal Reference:	Government Code
	87300 et. Seq. Conflict of Interest Codes
	87100 General Prohibitions

Bylaw adopted
By the Board: 1-25-83
Revised: 10-08-02
Revised: 10-14-09
Revised: 1-22-14

PARAMOUNT UNIFIED SCHOOL DISTRICT

PROPOSED BYLAW

Conflict of Interest Code
Of the

9270

PARAMOUNT UNIFIED SCHOOL DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations,
Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notes and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designing officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statement of Economic Interest

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members, Governing Board Members, Alternate Board Members, as appropriate, and its agency head (Agency/Department Head, Executive Officer or Chief Executive Officer, Superintendent, or Director), and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copies, shall be available for public inspection and reproduction (Gov. Code Section 81008).

PROPOSED BYLAW

PARAMOUNT UNIFIED SCHOOL DISTRICT

9270

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income (including loans, gifts, and travel payments) and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in or income (including loans, gifts, and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Persons in this category shall disclose all income (including gifts, loans and travel payments) from any Paramount Unified School District employee, any representative or association of such employee; and business positions or income from an entity owned or controlled by such employees or his/her spouse or other financial dependent.

CATEGORY 5 6

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall under the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the Superintendent. (See Exhibit B footnote for clarification)

PROPOSED BYLAW

PARAMOUNT UNIFIED SCHOOL DISTRICT
EXHIBIT "B"

9270

<u>Designated Positions</u>	<u>Disclosure Categories</u>
1. Governing Board Member	1, 2, 3
2. Superintendent	1, 2, 3
3. Assistant Superintendent	1, 2, 3
<u>3. Assistant Superintendent-Business Services</u>	<u>1, 2, 3</u>
<u>4. Assistant Superintendent-Educational Services</u>	<u>2, 3</u>
<u>5. Assistant Superintendent-Human Resources</u>	<u>4, 5</u>
6. Assistant Director of Fiscal Services	4
7. Buyer	4
8. Director-C&I, Special Education/Early Childhood Education	4
9. Director-Curriculum, Instruction & Projects	4
<u>10. Director-Secondary Education</u>	<u>4</u>
<u>11. Director-Student Services</u>	<u>4</u>
8. Director of Facilities	1, 4
12. Director of Fiscal Services	1, 4
13. Director of Operations	4
14. Director of Personnel	2, 3 <u>4, 5</u>
15. Director of Nutrition Services	4
16. Director of Technology	4
17. Consultant/New Position*	5 <u>6</u>

PROPOSED BYLAW

PARAMOUNT UNIFIED SCHOOL DISTRICT

9270

EXHIBIT "B" (Cont'd)

*Consultant/New Position are included in the list designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Superintendent, or his or her designee, may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Superintendent, or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008).

Paramount Unified School District

TO: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
FROM: Myrna Morales, Assistant Superintendent – Human Resources
DATE: December 9, 2015
SUBJECT: Educational Affiliation Agreement with California State University,
Long Beach

BACKGROUND INFORMATION:

Periodically, the District enters into agreements with accredited universities and colleges to provide student teaching, fieldwork experience, and internship placement for students enrolled in such institutions. California State University, Long Beach has requested that the District participate in such an agreement commencing December 10, 2015.

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

POLICY/ISSUE:

Board Policy 1600 – Relations between Non-public and other Educational Organizations

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Approve the agreement with California State University, Long Beach for participation in student teaching, fieldwork experience, and internship placement.

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



EDUCATIONAL AFFILIATION AGREEMENT

This agreement ("Agreement") is between the Trustees of the California State University (CSU) on behalf of California State University Long Beach ("University") and Paramount Unified School District ("District").

University offers degree programs in a wide variety of disciplines, which are academically enhanced by practical experiences outside of the traditional classroom setting. For this Agreement, the District shall provide practical experience pursuant to the terms of this agreement and serve as a learning site offering facilities, resources and supervision to students. In consideration the mutual promises and conditions set forth below, the University and the District ("Party or Parties") agree as follows:

I. EDUCATIONAL PROGRAMS - The following University educational programs are included in this Agreement and are governed by the corresponding Exhibit(s), incorporated as if fully stated herein:

Check all that apply:

- Exhibit A - Early Fieldwork, consisting of one (1) page
Exhibit B - Basic Credential Programs, consisting of five (5) pages
Exhibit C - Educational Administration, consisting of three (3) pages
Exhibit D - School Counseling, consisting of three (3) pages
Exhibit E - School Psychology, consisting of four (4) pages

II. GENERAL PROVISIONS

A. Term of Agreement - The term of this Agreement shall be operative from date of full execution until terminated. Either Party may terminate this agreement upon thirty (30) days written notice. If either Party sends a Notice of Termination prior to the completion of an academic semester, all students performing services under this Agreement shall be allowed to continue their placement until the end of that academic semester.

B. Relationship of Parties - District (including its employees and agents) shall act in an independent capacity and not as officers, employees or agents of CSU or University. Nothing in this Agreement shall be construed to constitute a partnership, joint venture or any other relationship other than that of independent contractors.

C. Indemnification - University shall be responsible for damages caused by the negligence of its directors, officers, agents and employees, as defined by law, and agrees to indemnify and hold harmless District (including its officers, agents and employees) from any and all liability arising out of the negligent acts, omissions or willful misconduct of University directors, officers, agents or employees in the performance of this Agreement.

District shall be responsible for damages caused by the negligence of its directors, officers, agents and employees, and agrees to indemnify and hold harmless CSU and University (including its officers, agents and employees) from any and all liability arising out of the negligent acts, omissions or willful misconduct of District's directors, officers, agents or employees in the performance of this Agreement.

D. Insurance- Each Party to this agreement shall maintain General Liability Insurance (or a program of self-insurance), comprehensive or commercial form, with minimum limits of \$1,000,000 for each occurrence and \$3,000,000 general aggregate, and workers compensation coverage as required by law. Students shall maintain general and professional liability, as well as educator's errors & omissions coverage, through the Student Professional Liability Insurance (SPLIP) program, in the amount of \$2,000,000 each occurrence and \$4,000,000 general aggregate.

E. Confidential Student Information- Student records shall remain confidential as required by the Family Educational Rights and Privacy Act (FERPA). Neither Party shall release any protected student information without written consent of the student, unless required to do so by law or as dictated by the terms of this Agreement.

F. Finger-Printing- If District determines that the services provided by University's students involve more than limited contact with District's students, University students shall be finger-printed as required by the District before services commence pursuant to California Education Code §45125.1.

G. Services Responsibility- District retains professional and administrative responsibility for services rendered at the District.

H. Tuberculosis Testing- If District determines that the services provided by University students involve more than limited contact with District's students, University students shall provide District the results of a recent tuberculosis test.

**CALIFORNIA STATE UNIVERSITY, LONG BEACH
DISTRICT AFFILIATION AGREEMENT**

**Exhibit A
EARLY FIELDWORK**

WHEREAS, the District is authorized to enter into agreements with the University to provide early fieldwork experiences for students enrolled in University programs to prepare educational professionals,

NOW, THEREFORE, it is mutually agreed between the University and the District as follows:

The State University and the District are as follows:

California State University, Long Beach

1250 Bellflower Blvd, BH-346

Long Beach, CA 90840

SPECIAL PROVISIONS

1. **Scope of Services:** The District shall provide to University students educational experiences through early fieldwork placements in schools and classes of the District not to exceed the stipulations set forth in these Special Provisions. Such professional experiences shall be provided in such schools or classes of the District and under the direct supervision and instruction of such employees of the District as the District and the University through their duly authorized representatives may agree upon.

"Early fieldwork" as used herein and elsewhere in this agreement means participation in one or more of a variety of professional preparation activities, typically as a course requirement, under the direct supervision of employees of the District holding valid life diplomas or credentials issued by the State Board of Education, other than emergency or provisional or intern credentials, authorizing them to serve as classroom teachers or other educational professionals in the schools or classes in which the fieldwork experience is provided.

2. **Compensation:** There is no compensation by the University for the services of the District professional.
3. **Assignment:** The assignment of a student of the University for early fieldwork placements in schools or classes of the District shall be at the discretion of the University, with the agreement of the supervising classroom teacher, educational professional, and/or site principal. Length and specific activities of assignments will vary depending on the requirements of the University class.
5. **Termination:** The District may, for good cause, refuse to accept for early fieldwork any student of the University who requests an early fieldwork placement in the District, and upon request of the District, made for good cause, the University shall at any time terminate the assignment of any student of the University to an early fieldwork placement in the District. The University may, upon good cause, withdraw from an early fieldwork placement at any time any student of the University assigned to an early fieldwork placement in the District.

CALIFORNIA STATE UNIVERSITY, LONG BEACH
DISTRICT AFFILIATION AGREEMENT
Exhibit B
BASIC CREDENTIAL PROGRAMS: STUDENT TEACHING

WHEREAS, the District is authorized to enter into agreements with the University, to provide single subject, multiple subject, and/or education specialist student teaching experience through practice teaching to students enrolled in teacher training curricula of the University; and

WHEREAS, any such agreement may provide for the payment for the services rendered by the District of an amount not to exceed the actual cost to the District of the services rendered; and

WHEREAS, it has been determined between the parties hereto that the payments to be made to the District under this agreement do not exceed the actual cost to the District of the services rendered by the District; and

WHEREAS, the honorarium or payment provided herein is intended to be transmitted promptly by the District to the Master Teacher as compensation for and recognition of services performed for the student teacher in the supervisory teacher's charge;

NOW, THEREFORE, it is mutually agreed between the University and the District as follows:

The State University and the District are as follows:

California State University, Long Beach
1250 Bellflower Blvd, BH-345
Long Beach, CA 90840

SPECIAL PROVISIONS

1. **Scope of Services:** The District shall provide to University students teaching experience through practice teaching in schools and classes of the District not to exceed the units of practice teaching set forth in these Special Provisions. Such practice teaching shall be provided in such schools or classes of the District and under the direct supervision and instruction of such employees of the District as the District and the University through their duly authorized representatives may agree upon.

"Practice teaching" as used herein and elsewhere in this agreement means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of employees of the District holding valid life diplomas or credentials issued by the State Board of Education, other than emergency or provisional or intern credentials, authorizing them to serve as classroom teachers in the schools or classes in which the practice teaching is provided.

2. **Rates:** Contingent upon the availability of funds each semester, the University may pay the District for the performance by the District for all services required to be performed under this agreement at the rates set forth below for each semester unit of practice teaching. The District shall be notified not less than 60 days prior to the semester if a change in the compensation rate is to be made due to the availability of funds.

If payment is made by the University, the RATE AND AMOUNT will be \$20.00 per semester unit the student is enrolled in for the practice teaching experience.

3. **Assignment:** An assignment of a student of the University to practice teaching in schools or classes of the District shall be at the discretion of the University. An assignment is typically for approximately eight (8) weeks or for approximately twenty (20) weeks, but the length of an assignment can vary depending on the program and student.

The assignment of a student of the University to practice teaching in the District shall be deemed to be effective for purposes of this agreement as of the date the student presents to the proper authorities of the District the assignment card or other document given the student by the University effecting such assignment, but not earlier than the date of such assignment as shown on such card or other document.

In the event the assignment of a student of the University to practice teaching is terminated by the University for any reason, the District shall receive payment on account of such student except that if such assignment is terminated before the end of the eighth week of the term of the assignment, the District shall receive payment for an assignment for eight (8) weeks only. If a student is assigned by the University to another teacher of the District after an assignment has become effective, this shall be considered for payment purposes as an entirely new and separate assignment.

Absences of a student from assigned practice teaching shall not be counted as absences in computing the semester units of practice teaching provided the student by the District.

4. **Payment:** Contingent upon funds being available to University, and written notification of availability of funds to District, the District, within 45 days following the close of each semester or quarter of the University, shall submit an invoice and stipend report to the University for payment at the rate provided herein for all units of practice teaching provided by the District under and in accordance with this agreement during said semester or quarter. The Master Teacher Stipend Report shall be executed by a duly authorized representative of the District certifying that the District expended or became obligated to expend in providing such practice teaching an amount not less than the amount of the invoice. A sample stipend report is attached.

The University will pay the amount of such invoice from monies made available for such purpose by or pursuant to the laws of the State. Notwithstanding any other provisions of this agreement, the University shall not be obligated by this agreement to pay the District any amount in excess of the total sum set forth in the Special Provisions.

5. **Termination:** The District may, for good cause, refuse to accept for practice teaching any student of the University assigned to practice teaching in the District, and upon request of the District, made for good cause, the University shall at any time terminate the assignment of any student of the University to practice teaching in the District. The University may, upon good cause, withdraw from practice teaching at any time any student of the University assigned to practice teaching in the District.

SCHOOL DISTRICT

By: _____

Title

CERTIFICATION

I, the duly appointed and acting Clerk or Secretary of the Governing Board of the School District listed below, do hereby certify that the following is a true and exact copy of a portion of the Minutes of the regular meeting of said Board held on _____, 20____.

"It was moved, seconded and carried that the attached contract with the Trustees of The California State University on behalf of California State University, Long Beach, whereby the University may assign students to the schools in the School District for practice teaching, be approved; and the _____ is hereby authorized to execute the same."

(District)

(County)

By _____
Clerk, Secretary (strike one) of the Governing Board of the School District

BILLING PROCEDURES

After the agreement has been fully executed:

1. The University should be billed after the completion of each semester. The invoice must show actual number of semester units billed, and the number of student teacher semester (students per semester). **Direct invoices to program offices for Multiple Subject or Single Subject. It is imperative that the subject matter be included on the mailing address to avoid any delays in invoice processing.**

College of Education
1250 Bellflower Blvd.
Long Beach, CA 90840-2201

2. The required Master Teacher Stipend Report approved by an authorized official is to be sent with the invoice to the University Accounts Payable.
3. There is no direct transaction between the University and the Master Teachers. The contractual arrangement is between the University and the District.

DISTRICT AFFILIATION AGREEMENT
Exhibit C
EDUCATIONAL ADMINISTRATION PROGRAM

WHEREAS, FIELDWORK SITE is able to provide supervised field experience for graduate students in the Educational Administration Program in the Department of Advanced Studies in Education and Counseling at UNIVERSITY; and

WHEREAS, this experience is the culminating educational experience leading to the Educational Administration Credential and would further the professional training of such students; and

WHEREAS, FIELDWORK SITE believes the services to be provided by the students as part of their learning experience would be of benefit to FIELDWORK SITE; and

WHEREAS, it is to the mutual benefit of the parties hereto that students of the UNIVERSITY use the education facilities of the FIELDWORK SITE for their fieldwork;

NOW, THEREFORE, in consideration of the covenants, conditions and stipulations hereinafter expressed and in consideration of the mutual benefits to be derived therefrom, the parties hereto agree as follows:

RESPONSIBILITIES OF THE UNIVERSITY

1. The UNIVERSITY shall designate in writing a faculty member to coordinate with a designee of the FIELDWORK SITE.
2. The UNIVERSITY shall complete periodic evaluations of the student regarding his/her performance at the FIELDWORK SITE or, when site visit is precluded by excessive distance, as by arrangement between the UNIVERSITY faculty member and the FIELDWORK SITE supervisor.
3. The UNIVERSITY will assure that the student shall be eligible for fieldwork only after formal review and recommendation by the program.
4. The UNIVERSITY will assure that acceptance of the student will be based on an application review and personal interview process by and on the approval of the UNIVERSITY and the FIELDWORK SITE.
5. The UNIVERSITY will assure that the student will participate in the fieldwork placement for the duration of the academic semester or school year, unless there is cause for removal.
6. The UNIVERSITY may, upon good cause, withdraw from fieldwork at any time any student of the UNIVERSITY assigned to fieldwork in the FIELDWORK SITE.

RESPONSIBILITIES OF THE STUDENT

1. The student will conform to the administrative policies, standards and practices of the FIELDWORK SITE and to the ethical and legal standards of the profession.
2. The student shall identify himself/herself to the public as a student in the Educational Administration Program who is completing fieldwork at the FIELDWORK SITE.
3. The student will provide his/her own transportation to the FIELDWORK SITE.
4. The student will obtain prior written approval of the FIELDWORK SITE and the UNIVERSITY before publishing any materials relating to the fieldwork experience.
5. The student, in collaboration with the supervising school administrator at the FIELDWORK SITE and the UNIVERSITY faculty member, will set times, location and responsibilities of the fieldwork experience.

6. The student, in collaboration with the supervising school administrator at the FIELDWORK SITE and the UNIVERSITY faculty member, will plan activities in each area included in the Educational Administration Program Standards.
7. The student will provide the supervising school administrator at the FIELDWORK SITE with a copy of the Program's articulated mission and expectations for the fieldwork experience.
8. The student, in collaboration with the supervising school administrator at the FIELDWORK SITE and the UNIVERSITY faculty member, will integrate course requirements into the fieldwork experience.
9. The student will obtain a written evaluation of performance from the FIELDWORK SITE supervisor at least once each assignment and will submit that written evaluation according to the schedule established by the UNIVERSITY faculty member. This written evaluation is required prior to posting a grade for the fieldwork assignment.
10. The student will notify the FIELDWORK SITE of illness, accident, or any other situation which does not allow the student to meet the prearranged program at the FIELDWORK SITE.
11. The student will inform the UNIVERSITY of any changes in the on-site schedule.
12. Students (and faculty advisors) are advised to conduct a thorough investigation of the potential FIELDWORK SITE to determine any unique or unusual personal safety issues that may be present.

RESPONSIBILITIES OF THE FIELDWORK SITE

1. The FIELDWORK SITE will provide opportunities for the student to develop a broad and diverse role, including development of professional competence in, for example, assessment, intervention, counseling, consultation, research, and in-service.
2. The FIELDWORK SITE will provide opportunities for the student to develop professional competencies with a broad range of programs and populations, including but not limited to: regular education, special education, bilingual education, age, disabilities, cultures.
3. The FIELDWORK SITE will advise the UNIVERSITY of any personal safety issues, concerns, or requirements that are pertinent to the location or specific area in which the student will be assigned.
4. The FIELDWORK SITE will accept no more graduate students from the UNIVERSITY than the FIELDWORK SITE staff, space, and program permit; and except in pre-negotiated circumstances, any one supervisor will provide concurrent supervision for no more than two students.
5. The FIELDWORK SITE will provide the student with a thorough orientation to the FIELDWORK SITE administrative policies, standards and practices.
6. The FIELDWORK SITE will designate one school administrator who has at least two years experience in school administration to serve as the primary supervisor. The student may also work with other experienced school administrators for specific activities.
7. The FIELDWORK SITE will assure that the designated supervisor will serve as a model school administrator engaging in broad and diverse service delivery.
8. The FIELDWORK SITE agrees that the designation of fieldwork supervisor is subject to the approval of the UNIVERSITY.
9. The FIELDWORK SITE supervisor will evaluate student competencies, oversee all student professional activities in the district, and provide guidance throughout the student's professional growth and development.

10. The FIELDWORK SITE supervisor, in collaboration with the UNIVERSITY faculty, will complete periodic evaluations of the student's performance with written reports of that evaluation near the end of each university semester.
11. The FIELDWORK SITE assures that the student will receive ongoing supervision, especially at the beginning of the fieldwork experience.
12. The FIELDWORK SITE may notify in writing to the UNIVERSITY the desire to terminate or cancel any fieldwork assignment when the student's performance is unsatisfactory, when personal characteristics prevent relationships within the FIELDWORK SITE, or when health status is a detriment to the student's successful completion of the fieldwork assignment. Prior to cancellation or termination, the FIELDWORK SITE and the UNIVERSITY will consult about the proposed action.

CALIFORNIA STATE UNIVERSITY, LONG BEACH
DISTRICT AFFILIATION AGREEMENT

Exhibit D

SCHOOL COUNSELING PROGRAM

WHEREAS, FIELDWORK SITE is able to provide supervised field experience for candidates in the School Counseling Program in the Department of Advanced Studies in Education and Counseling at UNIVERSITY; and

WHEREAS, this experience is the culminating educational experience leading to the School Counseling credential and would further the professional training of such candidates; and

WHEREAS, FIELDWORK SITE believes the services to be provided by the candidates as part of their learning experience would be of benefit to FIELDWORK SITE; and

WHEREAS, it is to the mutual benefit of the parties hereto that candidates of the UNIVERSITY use the education facilities of the FIELDWORK SITE for their fieldwork;

NOW, THEREFORE, in consideration of the covenants, conditions and stipulations hereinafter expressed and in consideration of the mutual benefits to be derived therefrom, the parties hereto agree as follows:

RESPONSIBILITIES OF THE UNIVERSITY

1. The UNIVERSITY shall designate in writing a faculty member to coordinate with a designee of the FIELDWORK SITE.
2. The UNIVERSITY shall complete periodic evaluations of the candidate regarding his/her performance at the FIELDWORK SITE or, when site visit is precluded by excessive distance, as by arrangement between the UNIVERSITY faculty member and the FIELDWORK SITE supervisor.
3. The UNIVERSITY will assure that the candidate shall be eligible for fieldwork only after formal review and recommendation.
4. The UNIVERSITY will assure that acceptance of the candidate for fieldwork will be based on an application review and personal interview process by and on the approval of the UNIVERSITY and the FIELD PLACEMENT SITE.
5. The UNIVERSITY will assure that the candidate will participate in the fieldwork placement for the duration of the agreed upon semester(s).
6. The UNIVERSITY and the FIELDWORK SITE agree that selection and placement of candidates shall not discriminate against a candidate for reasons of race, sex, creed, color or age.
7. The University may, upon good cause, withdraw from fieldwork at any time any student of the UNIVERSITY assigned to fieldwork in the FIELDWORK SITE.

RESPONSIBILITIES OF THE CANDIDATE DURING FIELDWORK

1. If required for employment with the school district, the candidate will forward to the FIELDWORK SITE the Pupil Services School Counseling Credential or the Pupil Personnel Services School Counseling Internship Credential.
2. The candidate will conform to the administrative policies, standards and practices of the FIELDWORK SITE, and to the ethical and legal standards of the profession.

3. The candidate shall identify himself/herself to the public as a candidate in the CSULB School Counseling Program.
4. The candidate will provide his/her own transportation to the FIELDWORK SITE.
5. The candidate will obtain prior written approval of the FIELDWORK SITE and the UNIVERSITY before publishing any materials relating to the fieldwork experience.
6. The candidate, in collaboration with the supervising school counselor at the FIELDWORK SITE and the UNIVERSITY faculty member, will set times, location and responsibilities of the fieldwork experience.
7. The candidate, in collaboration with the supervising school counselor at the FIELDWORK SITE and the UNIVERSITY faculty member, will plan activities in each area included in the School Counseling Program Standards.
8. The candidate will provide the supervising school counselor at the FIELDWORK SITE with a copy of the Program's articulated mission and expectations for the fieldwork experience.
9. The candidate, in collaboration with the supervising school counselor at the FIELDWORK SITE and the UNIVERSITY faculty member, will integrate course requirements in the fieldwork experience.
10. The candidate, in collaboration with the supervising school counselor at the FIELDWORK SITE and the UNIVERSITY faculty member, will schedule at least one day per week (or 20% of time) to pursue individual professional goals and development.
11. The candidate will obtain a written evaluation of performance from the FIELDWORK SITE supervising school counselor at least once each semester and will submit that written evaluation according to the schedule established by the UNIVERSITY faculty member. This written evaluation is required prior to posting a grade for the fieldwork course.
12. The candidate will notify the FIELDWORK SITE of illness, accident, or any other situation that does not allow the candidate to fulfill the prearranged program at the FIELDWORK SITE.
13. The candidate will inform the UNIVERSITY of any changes in the on-site schedule.
14. Candidates and faculty advisors are advised to conduct a thorough investigation of the potential FIELDWORK SITE to determine any unique or unusual personal safety issues that may be present.

RESPONSIBILITIES OF THE FIELDWORK SITE

1. The FIELDWORK SITE will provide opportunities for the candidate to develop a broad and diverse role, including development of professional competence in, for example, assessment, intervention, counseling, consultation, research, and in-service.
2. The FIELDWORK SITE will provide opportunities for the candidate to develop professional competencies with a broad range of programs and populations, including but not limited to: regular education, special education, bilingual education, age, disabilities, cultures, sexual orientation.
3. The FIELDWORK SITE will advise the UNIVERSITY of any personal safety issues, concerns, or requirements that are pertinent to the location or specific area in which the candidate will be assigned.
4. The FIELDWORK SITE will accept no more candidates from the UNIVERSITY than the FIELDWORK SITE staff, space, and program permit; and, except in pre-negotiated circumstances, any one supervising school counselor will provide concurrent supervision for no more than two candidates.

5. The FIELDWORK SITE will provide the candidate with a thorough orientation to the FIELDWORK SITE administrative policies, standards and practices and other field experience competencies as outlined by the UNIVERSITY.
6. The FIELDWORK SITE will assure that the candidate will be free to participate in university seminars regarding the fieldwork experience and will be able to spend at least one day (or 20% of time) each week to pursue individual professional goals and development.
7. The FIELDWORK SITE will designate one school counselor who has at least two years experience in school counseling to serve as the primary supervisor. After the first few months, the candidate may also work with other experienced school counselors for specific activities.
8. The FIELDWORK SITE will assure that the designated supervisor will serve as a model school counselor engaging in broad and diverse service delivery.
9. The FIELDWORK SITE agrees that the designation of a fieldwork supervisor is subject to the approval of the UNIVERSITY.
10. The FIELDWORK SITE supervisor will evaluate candidate competencies, oversee all candidate professional activities in the district, and provide guidance throughout the candidate's professional growth and development.
11. The FIELDWORK SITE supervisor, in collaboration with the UNIVERSITY faculty, will complete periodic evaluations of the candidate's performance with written reports of that evaluation near the end of each university semester.
12. The FIELDWORK SITE assures that the candidate will receive face-to-face supervision for a minimum of one hour per week, although more hours per week may be needed, especially at the beginning of the fieldwork experience.
13. The FIELDWORK SITE assures that the workload of the candidate will not exceed fifty (50) percent of what a credentialed school counselor would work; candidates may serve one or two schools with a total candidate-to-student ratio of no greater than approximately 1:1,000. Any deviation from this should be made by agreement between the FIELDWORK SITE supervisor or administrator and the UNIVERSITY supervisor.
14. The FIELDWORK SITE assures that the candidate will be treated by the district as part of the professional staff; provides salary and benefits as specified in the district contract or in the attached addendum; provides a supportive work environment, adequate work space (including privacy for meetings), appropriate supplies, counseling and test materials, and access to computer, internet, and e-mail; encourages participation in district, SELPA, or county committees; and provides release to attend professional development experiences or professional association meetings.
15. The FIELDWORK SITE may notify in writing to the UNIVERSITY the desire to terminate or cancel any candidate whose performance is unsatisfactory, whose personal characteristics prevent relationships within the FIELDWORK SITE, or whose health status is a detriment to his/her successful completion of the fieldwork experience. Prior to cancellation or termination, the FIELDWORK SITE and the UNIVERSITY will consult about the proposed action.

CALIFORNIA STATE UNIVERSITY, LONG BEACH
DISTRICT AFFILIATION AGREEMENT
Exhibit E
SCHOOL PSYCHOLOGY PROGRAM

WHEREAS, INTERNSHIP SITE is able to provide supervised field experience for graduate student interns in the School Psychology Program in the Department of Advanced Studies in Education and Counseling at UNIVERSITY and;

WHEREAS, this experience is the culminating educational experience leading to the School Psychology Credential and would further the professional training of such interns, and;

WHEREAS, INTERNSHIP SITE believes the services to be provided by the interns as part of their learning experience would be of benefit to INTERNSHIP SITE, and;

WHEREAS, it is to the mutual benefit of the parties hereto that interns of the UNIVERSITY use the education facilities of the INTERNSHIP SITE for their internship.

NOW, THEREFORE, in consideration of the covenants, conditions and stipulations hereinafter expressed and in consideration of the mutual benefits to be derived therefrom, the parties hereto agree as follows:

RESPONSIBILITIES OF THE UNIVERSITY

1. The UNIVERSITY shall designate in writing a faculty member to coordinate with a designee of the INTERNSHIP SITE.
2. The UNIVERSITY shall complete periodic evaluations of the intern regarding his/her performance at the INTERNSHIP SITE or, when site visit is precluded by excessive distance, as by arrangement between the UNIVERSITY faculty member and the INTERNSHIP SITE supervisor.
3. The UNIVERSITY will recommend the candidate for the School Psychology Internship Credential after a formal review of the candidate's qualifications.
4. The UNIVERSITY will assure that acceptance of student as an intern will be based on an application review and personal interview process by and on the approval of the UNIVERSITY and the FIELD PLACEMENT SITE.
5. The UNIVERSITY will assure that the intern will participate in the INTERNSHIP program for the duration of the academic or school year.
6. The UNIVERSITY and the INTERNSHIP SITE agree that selection and placement of interns shall not discriminate against a student for reasons of sex, race, color, religion, national origin, ethnic group, marital or parental status, ancestry, age, sexual orientation, or physical or mental disability or the perception of one or more of such characteristics.
7. The University may, upon good cause, withdraw from fieldwork at any time any student of the UNIVERSITY assigned to fieldwork in the INTERNSHIP SITE.

RESPONSIBILITIES OF THE INTERN

1. If required for employment with the school district, the intern will forward to the INTERNSHIP SITE the School Psychology Internship Credential (State of California) or the Pupil Personnel Services Credential (State of California).
2. The intern will conform to the administrative policies, standards and practices of the INTERNSHIP SITE, and to the ethical and legal standards of the profession.
3. The intern shall identify himself/herself to the public as a "School Psychology Intern."
4. The intern will provide his/her own transportation to the INTERNSHIP SITE.
5. The intern will obtain prior written approval of the INTERNSHIP SITE and the UNIVERSITY before publishing any materials relating to the internship experience.
6. The intern, in collaboration with the supervising school psychologist at the INTERNSHIP SITE and the UNIVERSITY faculty member, will set times, location and responsibilities pertaining to the internship experience.
7. The intern, in collaboration with the supervising school psychologist at the INTERNSHIP SITE and the UNIVERSITY faculty member, will plan activities in each area included in the NASP School Psychology Program Standards (i.e. the 8 standards within the NASP Blueprint III).
8. The intern will provide the supervising school psychologist at the INTERNSHIP SITE with a copy of the Program's articulated Visions and Outcomes as well as the recommended Continuum of Experiences (i.e. Blueprint for Best Practices III according to the National Association of School Psychologists)
9. The intern, in collaboration with the supervising school psychologist at the INTERNSHIP SITE and the UNIVERSITY faculty member, will integrate course requirements in the internship experience.
10. The intern, in collaboration with the supervising school psychologist at the INTERNSHIP SITE and the UNIVERSITY faculty member, will schedule at least one day per week (or 20% of time) to pursue individual professional goals and development.
11. The intern will obtain a written evaluation of performance from the INTERNSHIP SITE supervisor at least once each semester and will submit that written evaluation according to the schedule established by the UNIVERSITY faculty member. This written evaluation is required prior to posting a grade for the internship course.
12. The intern will notify INTERNSHIP SITE of illness, accident or any other situation, which does not allow the intern to meet the prearranged program at the INTERNSHIP SITE.
13. The intern will inform the UNIVERSITY of any changes in the on-site schedule.
14. Interns and faculty advisors are advised to conduct a thorough investigation of the potential INTERNSHIP SITE to determine any unique or unusual personal safety issues, which may be present.

RESPONSIBILITIES OF THE INTERNSHIP SITE

1. The INTERNSHIP SITE will provide opportunities for the intern to develop a broad and diverse role, including development of professional competence in, for example, assessment, intervention, counseling, consultation, and research.
2. The INTERNSHIP SITE will provide opportunities for the intern to develop professional competencies with a broad range of programs and populations, including but not limited to: general education, special education, bilingual education, age, disabilities, cultures, ethnicities, language proficiencies, and socioeconomic status.

3. The INTERNSHIP SITE will advise the UNIVERSITY of any personal safety issues, concerns or requirements that are pertinent to the location or specific area in which the student will be assigned.
4. The INTERNSHIP SITE will accept no more interns or graduate students from the UNIVERSITY than the INTERNSHIP SITE staff, space, and program permit; and except in pre-negotiated circumstances, any one supervisor will provide concurrent supervision for no more than two interns or students.
5. The INTERNSHIP SITE will provide the intern with a thorough orientation to the INTERNSHIP SITE administrative policies, standards and practices and other field experience competencies as outlined by the UNIVERSITY.
6. The INTERNSHIP SITE will assure that the intern will be free to participate in UNIVERSITY seminars regarding internship and will be able to spend at least one day (or 20% of time) each week to pursue individual professional goals and development.
7. The INTERNSHIP SITE will designate one school psychologist who has at least two years experience in school psychology to serve as the primary supervisor. After the first few months, the intern may also work with other experienced school psychologists for specific activities.
8. The INTERNSHIP SITE will assure that the designated supervisor will serve as a model school psychologist engaging in broad and diverse service delivery.
9. The INTERNSHIP SITE agrees that the designation of an intern supervisor is subject to the approval of the UNIVERSITY.
10. The INTERNSHIP SITE supervisor will evaluate intern competencies, oversee all intern professional activities in the district, and provide guidance throughout the intern's professional growth and development. All psychological or psychoeducational evaluation reports must be co-signed by the supervising credentialed school psychologist throughout the internship year.
11. The INTERNSHIP SITE supervisor, in collaboration with the UNIVERSITY faculty, will complete periodic written evaluations of the intern's performance with written reports of that evaluation near the end of each university semester.
12. The INTERNSHIP SITE assures that the intern will receive face-to-face supervision for a minimum of two hours a week, although as many as four hours a week may be needed, especially at the beginning of the internship experience.
13. The INTERNSHIP SITE assures that the workload of the intern will not exceed seventy-five (75) percent of what a credentialed school psychologist would work; interns may serve one or two schools with a total intern/student ratio of no greater than approximately 1:1,000. It is presumed that all interns will maintain their assigned school placement(s) for the full academic school year. Any deviation from this should be made by cooperative agreement between the INTERNSHIP SITE supervisor or administrator and the UNIVERSITY supervisor.
14. The INTERNSHIP SITE assures that the intern will devote at least twenty (20) percent but not more than forty (40) percent of his or her time to psychoeducational evaluations and direct related services.
15. The INTERNSHIP SITE assures that the intern will be treated by the district as part of the professional staff; provides salary and benefits as specified in the district contract or in the attached addendum; provides a supportive work environment, adequate supplies, counseling and test materials, and access to computer, internet, and e-mail; encourages participation in district, SELPA, or county committees; and provides release to attend professional development experiences or professional association meetings.
16. The INTERNSHIP SITE may notify in writing to the UNIVERSITY, the desire to terminate or cancel any intern whose performance is unsatisfactory, whose personal characteristics prevent relationships within the INTERNSHIP SITE, or whose health status is a detriment to his/her successful completion of the internship.

Prior to cancellation or termination, the INTERNSHIP SITE and the UNIVERSITY will consult about the proposed action.

Paramount Unified School District

TO: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
FROM: Myrna Morales, Assistant Superintendent – Human Resources
DATE: December 9, 2015
SUBJECT: Salary Realignment for Translation Services Assistant

BACKGROUND INFORMATION:

A Position Analysis Request was received to review the Translation Services Assistant position in Special Education.

As required by the collective bargaining agreement, the employee completed an extensive job analysis questionnaire describing their current duties and responsibilities. Upon completion of the form, the Director of Personnel conducted an extensive analysis of the position and met with the employee to discuss the basic class description. The employee was in agreement that the basic class description for the position correctly describes the position. The supervisor, Director of Special Education also agreed that the class description correctly describes the duties and responsibilities of the position. The issue remaining is the salary placement for the Translation Services Assistant.

An extensive salary survey was conducted to determine salary alignment for the position. The salary was found to be below comparable positions in the surrounding districts. The salary range comparisons were presented to the Classification Review Committee. After reviewing the salary schedules from surrounding districts, the Classification Review Committee voted to move forward with review of the range placement for the Translation Services Assistant and the information was provided to Executive Cabinet. The Executive Cabinet was in agreement to move forward with the salary realignment.

A salary survey was conducted to determine salary alignment for the position. Five surrounding districts had comparable classifications. The median salary is \$3,200 per month. Currently, the Translation Services Assistant salary is schedule L, range 112, \$2,579 - \$3,144 per month. It is recommended that the Translation Services Assistant be placed on the CSEA Bargaining Unit salary schedule L, range 114 (\$2,709 - \$3,302 per month).

In accordance with the CSEA contract, the recommendation was presented to CSEA and they have responded in writing their concurrence with the recommendation.

ACTION ITEM: 2.2-A

In accordance with District practice, it is recommended that the position of Translation Services Assistant be adjusted retroactively to May 6, 2015, the date on which Human Resources received the initial request.

POLICY/ISSUE:

Board Policy 4213.2 – Reclassification and Range Changes
CSEA Contract, Article XVIII – Classification Review Procedures

FISCAL IMPACT:

Additional salary expense of approximately \$2,674 annually to the Special Education including statutory benefits.

STAFF RECOMMENDATION:

Approve the range realignment of the Translation Services Assistant and update the salary change effective May 6, 2015.

PREPARED BY:

Beatriz Spelker-Levi, Director of Personnel – Human Resources

DISTRICT PRIORITY 5:

Increase and promote team building and staff involvement in decision making throughout the District.

Paramount Unified School District

TO: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
FROM: Myrna Morales, Assistant Superintendent – Human Resources
DATE: December 9, 2015
SUBJECT: Reclassification of a Credentials Specialist to Credentials Analyst

BACKGROUND INFORMATION:

A Position Analysis Request was received to review the Credentials Specialist position in Human Resources.

As general practice, the employee completed an extensive job analysis questionnaire describing their current duties and responsibilities. Upon completion of the form, the Director of Personnel conducted an extensive analysis of the position, and the findings were presented to the Classification Review Committee. The Classification Review Committee voted to move forward with the classification and the reclassification information was provided to Executive Cabinet.

The position and responsibility have changed significantly. This position is responsible for: monitoring, processing, and analyzing a variety of documents to assure certificated personnel hold valid and appropriate credentials, comply with established guidelines, standards, requirements, laws, regulations, policies and procedures, provide consultation to certificated employees, teachers, administrators, applicants, and others regarding credential eligibility, salary placement, and related functions. Respond to inquiries and provide technical information concerning related standards, practices and processes.

Due to the growing number of certificated employees in the District along with additional credential and compliance requirements, additional duties and responsibilities were assumed by the position. These include:

- Interprets credential regulations regarding the authorization of certificated employees for placement in programs
- Serves as certificated salary resource person
- Prepares presentations for quarterly Human Resources Principal Meetings; prepare information, present topics, and answer questions
- Monitoring of Certificated evaluations for Teachers and Counselors
- Increase work load in collaborating across departments (Research and Special Education) to research and obtain information to be reported to the California Department of Education for various reports
- Increase in certification monitoring due to credential changes implemented by the Commission Teacher Credentialing

ACTION ITEM: 2.3-A

- Review of CalPADS No Child Left Behind data to ensure correctness of data via information entered into Synergy for certificated staff
- Additional task of researching data from many sources (i.e. Ed Codes, California State Retirement System, past practices, other districts, etc.)
- Posting/screening of all Administrative openings; including EdJoin postings, District flyers, and prescreening of all applicants. Including filling out an Applicant Review Form on each candidate and summarizing information for the Assistant Superintendent of Human Resources.
- Provides information requested for the release of public information. This function was assigned to this position to ensure the confidentiality of information regarding employees.
- LACOE advised the payroll department that the maintenance of the District salary tables belong to HR and the function was assigned to the Credential Specialist for Certificated employees.
- Research advised Human Resources that they were responsible for entering certain data that is placed on the CDE SARC website and the function was assigned to the Credentials Specialist.
- Training of Middle School Principals in using CORE/Hanging Period option for Multiple Subject credentials.
- Daily monitoring of K-3 enrollment by school site to ensure numbers are in line with Grade Span Adjustment for class size reduction as well as compiling information to be used in determining number of Temporary Teachers that should be moved to Probationary status.

An analysis determined that the position has substantially increased the duties and responsibilities over a two year period. It is recommended that the job description be updated to reflect the additional duties and responsibilities and change the job title to Credentials Analyst. The Credentials Specialist is a single incumbent class and no other positions are effected by the changes to the job description and job title.

A salary survey was conducted to determine salary alignment for the position. Eight surrounding districts had comparable classifications. Salaries ranged from a minimum of \$3,127 per month to a maximum of \$5,447 per month. The median salary is \$4,015 per month, and the average salary is \$4,686 per month. The Credentials Specialist salary is schedule N, Range-168, \$4,614 per month. It is recommended that the Credentials Analyst be placed on the Classified Confidential salary schedule N, Range-169 (\$4,024 - \$4,902 per month).

In accordance with District practice, it is recommended that the incumbent be reclassified within their new position retroactively to March 13, 2014, the date on which Human Resources received the initial request.

POLICY/ISSUE:

Board Policy 4213.2 – Reclassification and Range Changes
CSEA Contract, Article XVIII – Classification Review Procedures

FISCAL IMPACT:

Additional salary expense of approximately \$4355.25 annually to the General Fund, including statutory benefits.

STAFF RECOMMENDATION:

Approve the reclassification of a Credentials Specialist and updates to the job description, salary allocation and title change to Credentials Analyst effective March 13, 2014.

PREPARED BY:

Beatriz Spelker-Levi, Director of Personnel – Human Resources

DISTRICT PRIORITY 5:

Increase and promote team building and staff involvement in decision making throughout the District.

**PARAMOUNT UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES**

CLASS SPECIFICATIONS – CLASSIFIED

CREDENTIALS SPECIALIST ANALYST

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Human Resources, perform a variety of technical duties involved in interpreting, monitoring, processing and analyzing a variety of documents and information to assure certificated personnel hold valid and appropriate credentials; provide consultation to certificated staff, applicants and others regarding credential eligibility, requirements and procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties involved in interpreting, monitoring, processing and analyzing a variety of documents and information to assure certificated personnel hold valid and appropriate credentials; monitor and assist in assuring District credentialing activities comply with established guidelines, standards, requirements, laws, regulations, policies and procedures; maintain confidentiality of sensitive information and materials.

Provide consultation to certificated employees, teachers, administrators, applicants and others regarding credential eligibility, applications, salary placement and related functions; respond to inquires and provide technical information concerning related standards, practices, processes, time lines, laws, regulations, requirements, policies and procedures.

Calculate and determine appropriate salary placement for certificated employees; review, process and audit certificated assignments, salary levels and renewals to assure compliance with credential requirements; assure teachers are paid at proper levels; process salary adjustments.

Assist certificated staff with obtaining, maintaining and renewing credentials in compliance with established requirements and procedures; assist applicants and employees with completing credential forms and applications; monitor and notify teachers of credential expiration dates.

Meet and confer with applicants, employees, teachers and administrators regarding credential requirements; schedule and arrange appointments; assist employees with resolving complex credential issues and problems; distribute application materials and related information.

Review, evaluate, analyze, process and assure accuracy and completeness of credential applications; verify and evaluate applications and related transcripts, records and documents to determine eligibility for credentials; request additional documentation and information as needed; collect application fees.

Research, compile, assemble and evaluate a variety of credential and personnel information; prepare and maintain a variety of records and reports related to credentials, applicants, salaries, personnel and assigned activities; prepare a variety of credential paperwork.

Process new certificated personnel; schedule and conduct orientations and provide information to new employees regarding personnel policies, practices and procedures; distribute, collect, review and process employee paperwork for new hires; arrange for and take fingerprints as needed.

Establish and maintain a variety of personnel files and records according to established policies and procedures; process and update records and files with new hires, employee information, credentials, name and address changes, job location, assignment, compensation and other information.

Maintain appropriate staffing allocations for certificated employees and monitor and maintain position control data lists and reports; maintain staff rosters.

Monitor days worked and years of service for seniority, salary placement and retirement credit.

Review of CALPADS and additional regulatory data to ensure correctness

Process substitute teacher paperwork and assure substitute hold valid and appropriate credentials as assigned by the position; contact and arrange for classified and certificated substitutes in response to employee absences as needed; notify sites of substitute assignments.

Input and update credential, application, employee and related data and information in an assigned computer system; establish and maintain automated records and files; initiate queries and generate a variety of computerized reports and documents; assure accuracy of input and output data.

Advise employees and applicants with various employment questions or problems; respond to inquiries concerning hiring procedures, salaries, benefits and other personnel issues; process transfer requests.

Serve as certificated resource person

Monitoring of certificated evaluations for teachers and counselors

Research information as requested by Assistant Superintendent of Human Resources

Post/Screen Administrator openings including EdJoin postings, District flyers, along with prescreening of applicants including filling out an Applicant Review Form on each candidate and summarize information for the Assistant Superintendent of Human Resources.

Daily Monitoring of K-3 enrollment by school site to ensure numbers meet regulation criteria

Provides information requested for the release of public information.

Maintenance of District salary tables

Communicate with District personnel, outside agencies and the public to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, fingerprinting machine, typewriter, computer and assigned software.

Compose, distribute and respond to letters, memos, contracts and a variety of other correspondence.

Attend, participate, and prepare presentations~~in~~ for various meetings and committees as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, techniques, procedures and terminology involved in the credentialing of certificated personnel.

Current laws, codes, regulations, policies and rules related to credentialing.

State of California credential requirements and procedures.

Teacher contracts and changes from negotiations with teacher's union and District.

Practices and procedures related to certificated personnel.

Operations, policies and objectives relating to personnel activities.

Oral and written communication skills.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Applicable sections of State Education Code and other applicable laws.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping and report preparation techniques.

Operation of a computer and assigned software.

ABILITY TO:

Perform a variety of technical duties involved in monitoring, processing and analyzing a variety of documents and information to assure certificated personnel hold valid and appropriate credentials;
Provide consultation to certificated staff, applicants and others regarding credential eligibility, requirements and procedures.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Utilize a computer to input data, maintain automated records and generate computerized reports.

Review, process and audit certificated assignments, salary levels and renewals to assure compliance with credential requirements.

Verify and evaluate transcripts, records and applications to determine eligibility for credentials.

Determine appropriate action within clearly defined guidelines.

Establish and maintain certificated employee and applicant records and files.

Compile and verify data and prepare reports.

Assist staff with obtaining and renewing credentials.

Operate standard office equipment including a computer and assigned software.

Work independently with little direction.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain personnel records and documents in a secure and confidential manner.

Type or input data accurately and at an acceptable rate of speed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years human resources or related clerical experience including one year working with certificated personnel and credentialing functions.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

Board Approved: 10-14-08

Paramount Unified School District

TO: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
FROM: Myrna Morales, Assistant Superintendent – Human Resources
DATE: December 9, 2015
SUBJECT: Salary Realignment for Senior Buyer

BACKGROUND INFORMATION:

A Position Analysis Request was received to review the Senior Buyer in Operations.

As required by the collective bargaining agreement, the employee completed an extensive job analysis questionnaire describing their current duties and responsibilities. Upon completion of the form, the Director of Personnel conducted an extensive analysis of the position and met with the employee to discuss the basic class description. The employee was in agreement that the basic class description for the position correctly describes the position. The supervisor, Director of Operations also agreed that the class description correctly describes the duties and responsibilities of the position. The issue remaining is the salary placement for the Senior Buyer.

A salary survey was conducted to determine salary alignment for the position. The salary was found to be below comparable positions in the surrounding districts. The salary range comparisons were presented to the Classification Review Committee. After reviewing the salary schedules from surrounding districts, the Classification Review Committee voted to move forward with review of the range placement for the Senior Buyer and the information was provided to Executive Cabinet. The Executive Cabinet was in agreement to move forward with the salary realignment.

A salary survey was conducted to determine salary alignment for the position. Five surrounding districts had comparable classifications. Salaries ranged from a minimum of \$3,982 per month to a maximum of \$6,224 per month. The median salary is \$4,337 per month, and the average salary is \$4,800 per month. The Senior Buyer salary is schedule L, range 130, \$4,024-\$4,902 per month. It is recommended that the Senior Buyer be placed on the CSEA Bargaining Unit salary schedule L, range 132 (\$4,227 - \$5,150 per month).

In accordance with the CSEA contract, the recommendation was presented to CSEA and they have responded in writing their concurrence with the recommendation.

ACTION ITEM: 2.4-A

In accordance with District practice, it is recommended that the position of Senior Buyer be adjusted retroactively to August 31, 2015, the date on which Human Resources received the initial request.

POLICY/ISSUE:

Board Policy 4213.2 – Reclassification and Range Changes
CSEA Contract, Article XVIII – Classification Review Procedures

FISCAL IMPACT:

Additional salary expense of approximately \$3,800 annually to Operations including statutory benefits.

STAFF RECOMMENDATION:

Approve the range realignment of the Senior Buyer and update the salary change effective August 31, 2015.

PREPARED BY:

Beatriz Spelker-Levi, Director of Personnel – Human Resources

DISTRICT PRIORITY 5:

Increase and promote team building and staff involvement in decision making throughout the District.

Paramount Unified School District

TO: Delores Stephens, Co-Interim Superintendent
 David Verdugo, Co-Interim Superintendent
FROM: Deborah Stark, Assistant Superintendent-Educational Services
DATE: December 9, 2015
SUBJECT: Memorandum of Understanding with the Advanced
 Manufacturing and Engineering Technology Linked Learning
 Consortium

BACKGROUND INFORMATION:

Long Beach City College, in partnership with other local post-secondary institutions, workforce investment boards and K-12 school districts established an Advanced Manufacturing and Engineering Technology Linked Learning Consortium (AMETLL) in 2013. The consortium provides Paramount High School students enrolled in the Engineering Pathway with experiences through industry engagement and work-based learning. This Memorandum Of Understanding allows Paramount Unified School District to continue a partnership with Long Beach City College on Career Technical Education Linked Learning opportunities through June 30, 2016.

Partners in the regional AMETLL Consortium include but are not limited to the following organizations:

Post-Secondary Institutions	California State University, Long Beach
	California State University, Los Angeles
	Cerritos College
	El Camino Community College District
	Long Beach Community College District
	Los Angeles Harbor College
	Pasadena City College
K-12 School Districts	ABC Unified School District
	Centinela Valley Union High School District
	Compton Unified School District
	Downey Unified School District
	El Monte Unified School District
	El Segundo Unified School District
	Lennox School District
	Long Beach Unified School District
	Los Angeles Unified School District
	Lynwood Unified School District
	Norwalk-La Mirada Unified School District
	Paramount Unified School District
	Pasadena Unified School District
	Torrance Unified School District

ACTION ITEM: 3.1-A

Workforce Investment Boards	Foothill Workforce Investment Board
	Long Beach Collaborative to Advance Linked Learning
	Pacific Gateway Workforce Investment Board
	South Bay Workforce Investment Board
	Southeast Los Angeles County Workforce Investment Board

A Memorandum of Understanding between Paramount Unified School District and the Advanced Manufacturing and Engineering Technology Linked Learning Consortium for the 2015-16 school year is attached.

POLICY/ISSUE:

Board Policy 6141.1 – Experimental/Innovative Programs

Board Policy 1210 – Community Relations

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Ratify the Memorandum of Understanding with the Advanced Manufacturing and Engineering Technology Linked Learning to improve student preparation for college and career.

PREPARED BY:

Greg Francois, Director - Secondary Education and Instructional Technology.

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: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
FROM: Deborah Stark, Assistant Superintendent-Educational Services
DATE: December 9, 2015
SUBJECT: Revised Board Policy 5141.3 – Immunization: Communicable Diseases

BACKGROUND INFORMATION:

Submitted for second reading and adoption is revised Board Policy 5141.3 – Immunization: Communicable Diseases. The proposed policy takes effect July 1, 2016 for any student in grade 7, or enrolling in the District for the first time. The proposed policy reflects revisions related to current State requirements which eliminates the personal belief exemption for immunizations. Revisions are indicated with underlines and strikethroughs. Words or sentences that are additions are underlined. Words or phrases that are no longer included are indicated with a strikethrough.

POLICY/ISSUE:

Board Policy 5141.3 – Immunization: Communicable Diseases

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Accept for second reading and adoption proposed revised Board Policy 5141.3 – Immunization: Communicable Diseases, which reflects current State requirements.

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.

ACTION ITEM: 3.2-A

CURRENT POLICY

Students

BP 5141.3

Immunizations: Communicable Diseases

The student shall be unconditionally admitted only when all immunizations required by law have been met prior to admission. All students whose parent or guardian has signed a personal belief exemption shall be unconditionally admitted. All students who have submitted a written statement from a licensed physical stating the specific nature of the medical condition and that the medical exemption is permanent shall be unconditionally admitted.

Each school shall require documentary proof of each entrant's immunization status. Appropriate documentary proof includes official immunization records, immunization book, written letter from doctor or health department, or copy of official school health immunization record (CSIR, A75).

Legal Reference: Health and Safety Code 208, 3409
3380 et seq. Immunizations

Administrative Code, Title 17
6000-6075 Immunization

Administrative Code, Title 22
41301-41329

PROPOSED POLICY

Students

BP 5141.3 (a)

Immunization: Communicable Diseases

~~The student shall be unconditionally admitted only when all immunizations required by law have been met prior to admission. All students whose parent or guardian has signed a personal belief exemption shall be unconditionally admitted. All students who have submitted a written statement from a licensed physical stating the specific nature of the medical condition and that the medical exemption is permanent shall be unconditionally admitted.~~

~~Each school shall require documentary proof of each entrant's immunization status. Appropriate documentary proof includes official immunization records, immunization book, written letter from doctor or health department, or copy of official school health immunization record (CSIR, A75).~~

To protect the health of all students and staff and to curtail the spread of infectious diseases, the Governing Board shall cooperate with state and local public health agencies to encourage and facilitate immunization of all District students against preventable diseases.

Each student enrolling for the first time in a district preschool, elementary or secondary school, or enrolling in or advancing to grade 7 after July 1, 2016, shall present an immunization record from any authorized private or public health care provider certifying that he/she has received all required immunizations in accordance with law. Students shall be excluded from school or exempted from immunization requirements only as allowed by law.

Each transfer student shall be requested to present his/her immunization record, if possible, upon registration at a District school.

Legal Reference: Health and Safety Code 208, 3409
3380 et seq. Immunizations

Administrative Code, Title 17
6000-6075 Immunization

Administrative Code, Title 22
41301-41329

PROPOSED POLICY

Students

BP 5141.3 (b)

Immunization: Communicable Diseases

Policy
adopted: 7-16-85
revised:

PARAMOUNT UNIFIED SCHOOL DISTRICT
Paramount, California

Paramount Unified School District

TO: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
FROM: Deborah Stark, Assistant Superintendent-Educational Services
DATE: December 9, 2015
SUBJECT: Retire Board Policy 6157.1 – Comparability in Instruction, Title I Programs

BACKGROUND INFORMATION:

Board Policy 6157.1 – Comparability in Instruction, Title I Programs is submitted for retirement because the required information is already included in Board Policy 6157.2 – Title I Programs.

POLICY/ISSUE:

Board Policy 6157.2 – Title I Programs

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Board Policy 6157.1 – Comparability in Instruction, Title I Programs is submitted for retirement because the required information is already included in a current Board Policy.

PREPARED BY:

Randy Gray, Director – Curriculum & Instruction-Projects

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: 3.3-A

Instruction

Comparability in Instruction, Title I Programs

The governing board of the Paramount Unified School district hereby resolves, in accordance with the provisions of the federal regulations governing Title I funds, that textbooks, staff services, library resources, and other instructional materials and supplies are provided for each school serving a Title I project area on a basis that is comparable to that for non-project areas, as follows

1. The number of children enrolled per teachers, administrators and auxiliary personnel for each district school serving a Title I project areas shall vary as little as possible from school to school.
2. There are district-wide salary schedules for teachers, administrative, and auxiliary personnel.
3. Formulas for per pupil allocations for curriculum materials and instructional supplies are determined based on projected enrollment to assure equivalence amount schools.

The superintendent or designee shall maintain annual records to document this ratio and to indicate the quantity and quality of books and equipment at each school.

Legal Reference: Section 1120 A. Fiscal Requirements
Title I, Part A of the Elementary and Secondary Education Act (as amended by the *No Child Left Behind Act of 2001*)

Policy
adopted: 6-25-85
revised: 3-24-92
revised: 12-10-02

PARAMOUNT UNIFIED SCHOOL DISTRICT
Paramount, California

Paramount Unified School District

TO: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
FROM: Deborah Stark, Assistant Superintendent-Educational Services
DATE: December 9, 2015
SUBJECT: Nonpublic School Placement for a Special Education Student for 2015-16

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 and services. The District contracts on an as needed basis for services based on needs identified and delineated through the Individual Education Plan (IEP) process.

A middle school student (2010003091) with a diagnosis of autism was unsuccessful in a NPS placement. The IEP team recommends placement at Village Glen with designated instructional counseling and speech services as the least restrictive environment for the 2015-16 school year. The estimated cost not to exceed \$28,000.

POLICY/ISSUE:

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

FISCAL IMPACT:

Estimated cost not to exceed \$28,000 from previously approved 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 2015-16 school year.

PREPARED BY:

Kimberly Cole, Director - Special Education and Early Childhood 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: 3.4-A

Paramount Unified School District

TO: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
FROM: Deborah Stark, Assistant Superintendent–Educational Services
DATE: December 9, 2015
SUBJECT: Carl D. Perkins School Allocation Fiscal Year 2015-16

BACKGROUND INFORMATION:

The Carl D. Perkins Vocational and Technical Education Act provides funds to develop employment skills of students and adults enrolled in Career Technical Education (CTE) programs. On May 27, 2015 the Board approved the submission of the application for the Carl D. Perkins Grant for 2015-16. The District received notification from the California Department of Education that funding in the amount \$163,799 has been approved for the Paramount Adult School consortium of Paramount, Lynwood, Compton, Centinela Valley, Bellflower, Inglewood and Downey. The District's portion is \$18,824.

POLICY/ISSUE:

Board Policy 3230 – Categorical Funds
Education Code 12400 - Authority to Receive and Expend Funds

FISCAL IMPACT:

Restricted income of \$18,824 to Paramount Adult School CTE Programs

STAFF RECOMMENDATION:

Accept funds for the Carl D. Perkins Vocational and Technical Education Act for the 2015-16 fiscal year to develop skills of students enrolled in Career Technical Education programs.

PREPARED BY:

Greg Francois, Director – Secondary Education and Instructional Technology

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: 3.5-A

Paramount Unified School District

TO: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
FROM: Deborah Stark, Assistant Superintendent-Educational Services
DATE: December 9, 2015
SUBJECT: Arts Education Partnership Program Grant Application

BACKGROUND INFORMATION:

The District has the opportunity to participate in the Arts Education Partnership Program. The grant will provide funds that will be used to place professional musicians in middle school classrooms to teach advanced jazz. By working directly with professional musicians this grant will provide opportunities for students to apply artistic processes and skills that elevate their performance level.

If funded, the Arts Education Partnership Program will provide up to \$10,000 to support music education in grades 6-8 from July 1, 2016 through June 30, 2017. The grant application is provided under separate cover.

POLICY/ISSUE:

Board Policy 3280 – Gifts, Grants and Bequests

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Approve the application for the Arts Education Partnership Program Grant in 2016-17.

PREPARED BY:

Randy Gray, Director – Curriculum & Instruction-Projects

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: 3.6-A

Paramount Unified School District

TO: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
FROM: Deborah Stark, Assistant Superintendent-Educational Services
DATE: December 9, 2015
SUBJECT: Educator Effectiveness Funds Award and Approval of Plan

BACKGROUND INFORMATION:

On November 18, 2015 a presentation was provided on the plan for the use of Educator Effectiveness funds. As outlined in the presentation, the funds have been provided by the State for:

- Beginning teacher and administrator support and mentoring.
- Professional development, coaching and support services for teachers identified as needing improvement.
- Professional development aligned to state content standards.
- Educator quality and effectiveness including training on mentoring and coaching certificated staff and training certificated staff to support teaching and learning.

The addition of these funds will support high quality professional development and coaching. Funds will be used as follows:

	Jan – June 2016 Planning	2016-17 Implementation	2017-18 Implementation
New Principal/ Administrator Coaching, Induction	Plan Program	Professional development Stipend for coaches Contract with ACSA Materials, supplies	Professional development Stipend for coaches Contract with ACSA Materials, supplies
		\$75,000	\$50,000
New Teacher Institute • Year 1 Institute • Year 2 Institute	Plan Program	Curriculum Specialist Substitutes, extra hourly Materials	Curriculum Specialist Substitutes, extra hourly Materials
	\$15,000	\$131,000	\$131,000
Professional Development For New Academic Coaches		Consultant contract Materials	Consultant contract Materials
		\$55,000	\$55,000
Support for Teachers Needing Improvement	Plan program	CHAMPS Classroom Coach Substitutes, extra hourly Materials, consultants	CHAMPS Classroom Coach Substitutes, extra hourly Materials
	\$15,000	\$117,000	\$117,000

ACTION ITEM: 3.7-A

	Jan – June 2016 Planning	2016-17 Implementation	2017-18 Implementation
Professional Development for Special Ed. Aides Substitute Teachers	Plan program	Professional Development for new Special Education Aides	Professional development for Aides and substitute teachers
	\$15,000	\$15,000	\$15,000
Professional Development, Teachers and Administrators		Substitutes, extra hourly Conferences Materials, supplies	Substitute, extra hourly Conferences Materials, supplies
	\$15,000	\$75,661	\$100,000
Indirect Cost @ 5.5%	\$58,006		
Total by Year	\$118,006	\$468,661	\$468,000
Grand Total	\$1,054,667		

POLICY/ISSUE:

Board Policy 3280 – Gifts, Grants and Bequests

FISCAL IMPACT:

Income of \$1,054,667 to restricted funds

STAFF RECOMMENDATION:

Accept and approve the Educator Effectiveness funds and the plan to implement them.

PREPARED BY:

Deborah Stark, Assistant Superintendent – Educational Services

DISTRICT PRIORITY 1:

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

Paramount Unified School District

TO: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
FROM: Ranita Browning, Interim Assistant Superintendent-Business Services
DATE: December 9, 2015
SUBJECT: First Interim Report 2015-2016

BACKGROUND INFORMATION:

The California Department of Education requires each school district's Governing Board to review the current General Fund Interim Report. Based upon this review, the Board of Education shall determine whether or not the school district can meet its financial obligations for the remainder of the fiscal year.

Two specific reporting periods are required: the First Interim Report is due on or before December 15, 2015, and covers the period July 1 through October 31, 2015. The Second Interim Report is due on or before March 15, 2016, and covers the period July 1 through January 31, 2016.

Staff will present a review of the First Interim Report, which has been provided to the Board under separate cover.

POLICY/ISSUE:

California Education Code 42130 – District Interim Reports
Board Policy 3430 – Periodic Financial Reports

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Approve the First Interim Report with a positive certification.

PREPARED BY:

Ranita Browning, Interim Assistant Superintendent-Business Services

DISTRICT PRIORITY 9:

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

ACTION ITEM: 4.1-A

Paramount Unified School District

TO: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
FROM: Ranita Browning, Interim Assistant Superintendent-Business
Services
DATE: December 9, 2015
SUBJECT: 2015-16 Budget Adjustments as of October 31, 2015

BACKGROUND INFORMATION:

Requests for budget adjustments are submitted for Board approval for various funds. The budget adjustments are self-balancing.

GENERAL FUND (01.0) – UNRESTRICTED – TRANSFER FROM

<u>Object</u>	<u>Description</u>	<u>Amount</u>
7310/7350	Indirect Cost	316,437
9790	Reserves	5,916,597
	Total Transfer From:	\$ 6,233,034

GENERAL FUND (01.0) – UNRESTRICTED – TRANSFER TO

<u>Object</u>	<u>Description</u>	<u>Amount</u>
1000-1999	Certificated Salaries	\$ 2,998,654
2000-2999	Classified Salaries	58,502
3000-3999	Employee Benefits	951,188
4000-4999	Books and Supplies	190,640
5000-5999	Services, Other Operating Expenses	1,055,940
6000-6999	Capital Outlay	355,000
8980	Encroachment	623,110
	Total Transfer To:	\$ 6,233,034

ACTION ITEM: 4.2-A

GENERAL FUND (01.0) – RESTRICTED – TRANSFER FROM

<u>Object</u>	<u>Description</u>	<u>Amount</u>
6000-6999	Capital Outlay	\$ 14,000
8100-8299	Other Federal Revenues	877,309
8300-8599	Other State Revenues	5,294,256
8980	Encroachment	623,110
9790	Reserves	1,889,566
	Total Transfer From:	\$ 8,698,241

GENERAL FUND (01.0) – RESTRICTED – TRANSFER TO

<u>Object</u>	<u>Description</u>	<u>Amount</u>
1000-1999	Certificated Salaries	\$ 1,235,374
2000-2999	Classified Salaries	7,622
3000-3999	Employee Benefits	287,405
4000-4999	Books and Supplies	1,389,464
5000-5999	Services, Other Operating Expenses	445,490
7310	Indirect Cost	61,877
8600-8799	Other Local Revenues	5,271,009
	Total Transfer To:	\$ 8,698,241

ADULT EDUCATION FUND (11.0) – TRANSFER FROM

<u>Object</u>	<u>Description</u>	<u>Amount</u>
8300-8599	Other State Revenues	\$ 4,440
9790	Reserves	81,487
	Total Transfer From:	\$ 85,927

ADULT EDUCATION FUND (11.0) – TRANSFER TO

<u>Object</u>	<u>Description</u>	<u>Amount</u>
1000-1999	Certificated Salaries	\$ 9,731
2000-2999	Classified Salaries	4,897
3000-3999	Employee Benefits	3,598
4000-4999	Books and Supplies	19,666
5000-5999	Services, Other Operating Expenses	36,517
6000-6999	Capital Outlay	9,000
7310	Indirect Cost	2,518
	Total Transfer To:	\$ 85,927

CHILD DEVELOPMENT FUND (12.0) – TRANSFER FROM

<u>Object</u>	<u>Description</u>		<u>Amount</u>
4000-4999	Books and Supplies	\$	6,992
8300-8599	Other State Revenues		759,614
	Total Transfer From:	\$	766,606

CHILD DEVELOPMENT FUND (12.0) – TRANSFER TO

<u>Object</u>	<u>Description</u>		<u>Amount</u>
1000-1999	Certificated Salaries	\$	104,466
3000-3999	Employee Benefits		33,172
5000-5999	Services, Other Operating Expenses	\$	6,461
9790	Reserves		622,507
	Total Transfer To:	\$	766,606

BUILDING FUND (21.0) – TRANSFER FROM

<u>Object</u>	<u>Description</u>		<u>Amount</u>
9790	Reserves	\$	125,000
	Total Transfer From:	\$	125,000

BUILDING FUND (21.0) – TRANSFER TO

<u>Object</u>	<u>Description</u>		<u>Amount</u>
5000-5999	Services, Other Operating Expenses		118,000
6000-6999	Capital Outlay		7,000
	Total Transfer To:	\$	125,000

CAPITAL FACILITIES FUND (25.0) – TRANSFER FROM

<u>Object</u>	<u>Description</u>		<u>Amount</u>
9790	Reserves	\$	160,000
	Total Transfer From:	\$	160,000

CAPITAL FACILITIES FUND (25.0) – TRANSFER TO

<u>Object</u>	<u>Description</u>		<u>Amount</u>
4000-4999	Books and Supplies	\$	35,000
5000-5999	Services, Other Operating Expenses		54,050
6000-6999	Capital Outlay		70,950
	Total Transfer To:	\$	160,000

SCHOOL FACILITIES FUND (35.0) – TRANSFER FROM

<u>Object</u>	<u>Description</u>		<u>Amount</u>
9790	Reserves	\$	26,770
	Total Transfer From:	\$	26,770

SCHOOL FACILITIES FUND (35.0) – TRANSFER TO

<u>Object</u>	<u>Description</u>		<u>Amount</u>
5000-5999	Services, Other Operating Expenses		26,770
	Total Transfer To:	\$	26,770

CAFETERIA FUND (61.0) – TRANSFER FROM

<u>Object</u>	<u>Description</u>		<u>Amount</u>
5000-5999	Services, Other Operating Expenses	\$	5,479
	Total Transfer From:	\$	5,479

CAFETERIA FUND (61.0) – TRANSFER TO

<u>Object</u>	<u>Description</u>		<u>Amount</u>
4000-4999	Books and Supplies	\$	5,479
	Total Transfer To:	\$	5,479

POLICY/ISSUE:

Board Policy 3150 - Budget as Spending Plan

FISCAL IMPACT:

As reflected in the 2015-16 Revised Budget as shown above.

STAFF RECOMMENDATIONS:

Approve the 2015-16 Budget Adjustments for the General Funds, Unrestricted and Restricted, Adult Education Fund, Child Development Fund, Building Fund, Capital Facilities Fund, School Facilities Fund, and Cafeteria Fund.

PREPARED BY:

Ranita Browning, Interim Assistant Superintendent-Business Services

DISTRICT PRIORITY 9:

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

PARAMOUNT UNIFIED SCHOOL DISTRICT
 UNRESTRICTED GENERAL FUND (01)
 BUDGET REVISIONS
 2015-2016

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
			Adopted Budget	Unaudited Actuals Board Date 9/9/15	08/01 - 08/31 Board Date 9/23/15	09/01 - 09/31 Board Date 10/28/15	10/01 - 10/31 Board Date 11/18/15	1st Interim Board Date 12/09/15	12/01-12/31 Board Date	1/1-1/31 Board Date	2nd Interim Board Date	3/1-3/31 Board Date	04/01 - 04/31 Board Date	5/1-5/31 Board Date	Final Budget
2	Revenues:														
3	Revenue Limit Sources	8010-8099	\$ 146,033,656	(12,506)											\$ 146,021,150
4	Federal Revenues	8100-8299	\$ -												\$ -
5	Other State Revenues	8300-8599	\$ 2,552,321												\$ 2,552,321
6	Other Local Revenues	8600-8799	\$ 420,035												\$ 420,035
7	A.Total Revenues		\$ 149,006,012	\$ (12,506)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 149,993,506
8															
9	Expenditures:														
10	Certificated Salaries	1000-1999	\$ 64,016,524	48,035		(217,269)		2,998,654							\$ 65,845,944
11	Classified Salaries	2000-2999	\$ 13,174,684	564,984	(507,086)			98,502							\$ 13,281,094
12	Employee Benefits	3000-3999	\$ 27,208,908	176,091	(192,082)			951,188							\$ 28,084,095
13	Books and Supplies	4000-4999	\$ 10,012,631	238,987	(1,842,208)			190,640							\$ 8,599,950
14	Services, Other Operating Expenses	5000-5999	\$ 17,356,917	(155,442)	308,021			1,055,940							\$ 18,565,436
15	Capital Outlay	6000-6999	\$ 3,281,000	(79,124)		11,000		355,000							\$ 100,000
16	Other Outgo	7100-7299	\$ 100,000												\$ 100,000
17	Indirect Costs	7300-7399	\$ (770,232)					(316,437)							\$ (1,086,669)
18	B.Total Expenditures		\$ 134,380,332	\$ 723,541	\$ (2,439,634)	\$ -	\$ -	\$ 5,293,487	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 137,957,726
19															
20	C. Excess (Deficiency) of Revenues		\$ 14,625,680	\$ -	\$ (736,047)	\$ 2,439,634	\$ -	\$ (5,293,487)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,035,780
21	Over Expenditures														
22															
23	Other Financing Sources/Uses														
24	D. Transfers In	8910-8929													\$ -
25	E. Transfers Out	7610-7629	\$ 1,495,000												\$ 1,495,000
26	F. Financing Sources	8930-8979													\$ -
27	G. Financing Uses	7630-7699													\$ -
28	H. Flexibility Transfers	8997													\$ -
29	I. Flexibility Transfers	8998													\$ -
30	J. Contributions to Res. Programs	8980-8999	\$ (18,491,987)					(623,110)							\$ (19,115,097)
31	K.Total, Other Sources/Uses		\$ (19,986,987)	\$ -	\$ -	\$ -	\$ -	\$ (623,110)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (17,620,097)
32															
33	Net Increase (Decrease) in Fund Balance		\$ (5,361,307)	\$ (736,047)	\$ 2,439,634	\$ -	\$ -	\$ (5,916,597)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (9,574,317)
34															
35															
36	Beginning Balance		\$ 12,868,686	\$ 10,073,236											\$ 22,961,923
37	Ending Balance		\$ 7,507,379	\$ 10,073,236	\$ (736,047)	\$ 2,439,634	\$ -	\$ (5,916,597)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,387,606
38															
39															

PARAMOUNT UNIFIED SCHOOL DISTRICT
RESTRICTED GENERAL FUND (01)
BUDGET REVISIONS
2015-2016

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
			Adopted Budget	Unaudited Actuals Board Date 9/9/15	08/01 - 08/31 Board Date 9/23/15	09/01 - 09/31 Board Date 10/28/15	10/01 - 10/31 Board Date 11/18/15	1st Interim Board Date 12/09/15	12/01-12/31 Board Date	1/1-1/31 Board Date	2nd Interim Board Date	3/1-3/31 Board Date	04/01 - 04/31 Board Date	5/1-5/31 Board Date	Final Budget
1															
2	Revenues:														
3	Revenue Limit Sources	8010-8099	\$												\$
4	Federal Revenues	8100-8299	\$	8,953,793		233,774		877,309							\$ 10,069,876
5	Other State Revenues	8300-8599	\$	1,787,858	149,900			5,294,256							\$ 7,231,814
6	Other Local Revenues	8600-8799	\$	7,530,877				(5,271,009)							\$ 2,259,868
7	A. Total Revenues		\$	18,277,328	\$ 149,900	\$ 233,774	\$ -	\$ 900,556	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,561,568
8	Expenditures:														
9	Certified Salaries	1000-1999	\$	12,421,951	54,236	(54,699)		1,235,374							\$ 13,656,862
10	Classified Salaries	2000-2999	\$	7,025,266	22,786	119,656		7,622							\$ 7,175,350
11	Employee Benefits	3000-3999	\$	6,761,367	14,411	6,685		287,405							\$ 7,069,868
12	Books and Supplies	4000-4999	\$	1,883,201	31,591	179,344		1,389,484							\$ 3,483,600
13	Services, Other Operating Expenses	5000-5999	\$	7,670,368	178,505	(27,625)		445,490							\$ 8,266,838
14	Capital Outlay	6000-6999	\$	35,000	15,000			(14,000)							\$ 36,000
15	Other Outgo	7000-7299	\$	80,000											\$ 80,000
16	Indirect Costs	7100-7299	\$	645,634				61,877							\$ 719,898
17	B. Total Expenditures	7300-7399	\$	36,522,987	\$ 316,529	\$ 235,648	\$ -	\$ 3,413,232	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,488,356
18	C. Excess (Deficiency) of Revenues		\$	(18,245,659)	\$ (166,629)	\$ (1,874)	\$ -	\$ (2,512,676)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (20,926,838)
19	Over Expenditures		\$												
20	Other Financing Sources/Uses														
21	D. Transfers In	8810-8929	\$												\$ -
22	E. Transfers Out	7610-7629	\$												\$ -
23	F. Financing Sources	8930-8979	\$												\$ -
24	G. Financing Uses	7630-7699	\$												\$ -
25	H. Flexibility Transfers	8979	\$												\$ -
26	I. Flexibility Transfers	8998	\$												\$ -
27	J. Contributions to Res. Programs	8980-8999	\$	18,491,987				623,110							\$ 19,115,097
28	K. Total Other Sources/Uses		\$	18,491,987	\$ -	\$ -	\$ -	\$ 623,110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,115,097
29	Net Increase (Decrease) in Fund Balance		\$	246,328	\$ (166,629)	\$ (1,874)	\$ -	\$ (1,889,566)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,811,741)
30	Beginning Balance		\$	2,971,353	\$ 2,040,560										\$ 5,011,913
31	Ending Balance		\$	3,217,681	\$ 2,040,560	\$ (1,874)	\$ -	\$ (1,889,566)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,200,172
32															
33															
34															
35															
36															
37															
38															

PARAMOUNT UNIFIED SCHOOL DISTRICT
ADULT EDUCATION FUND (11)
BUDGET REVISIONS
2015-2016

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
			Adopted Budget	Unaudited Actuals Board Date 9/9/15	08/01 - 08/31 Board Date 9/23/15	09/01 - 09/31 Board Date 10/28/15	10/01 - 10/31 Board Date 11/18/15	1st Interim Board Date 12/09/15	12/01-12/31 Board Date	1/1-1/31 Board Date	2nd Interim Board Date	3/1-3/31 Board Date	04/01 - 04/31 Board Date	5/1-5/31 Board Date	Final Budget
1															
2	Revenues:														
3	Revenue Limit Sources	8010-8099													
4	Federal Revenues	8100-8299	995,762												995,762
5	Other State Revenues	8300-8599			1,565,233			4,440							1,565,233
6	Other Local Revenues	8600-8799	273,500												277,940
7	A.Total Revenues		\$ 1,269,262	\$ -	\$ 1,565,233	\$ -	\$ 4,440	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,838,935
9	Expenditures:														
10	Certificated Salaries	1000-1999	549,855					9,731							873,153
11	Classified Salaries	2000-2999			313,567			4,897							553,388
12	Employee Benefits	3000-3999	98,738		297,215			3,598							399,551
13	Books and Supplies	4000-4999	155,260		76,170			19,666							251,096
14	Services: Other Operating Expenses	5000-5999	282,911		149,362			36,517							488,790
15	Capital Outlay	6000-6999	4,000					9,000							13,000
16	Other Outgo	7100-7299													
17	Indirect Costs	7300-7399	4,998					2,518							7,516
18	B.Total Expenditures		\$ 1,095,762	\$ -	\$ 1,364,775	\$ -	\$ 85,927	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,546,464
19															
20	C. Excess (Deficiency) of Revenues Over Expenditures		\$ 173,500	\$ -	\$ 200,458	\$ -	\$ (81,487)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 292,471
22															
23	Other Financing Sources/Uses														
24	D. Transfers In	8910-8929													
25	E. Transfers Out	7610-7629													
26	F. Financing Sources	8930-8979													
27	G. Financing Uses	7630-7699													
28	H. Contributions to Res. Programs	8980-8999													
29	I.Total, Other Sources/Uses														
30															
31	Net Increase (Decrease) in Fund Balance		\$ 173,500	\$ -	\$ 200,458	\$ -	\$ (81,487)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 292,471
32															
33															
34	Beginning Balance		\$ 909,893	\$ 55,367											\$ 964,760
35	Ending Balance		\$ 1,082,893	\$ 55,367	\$ 200,458	\$ -	\$ (81,487)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,287,231

PARAMOUNT UNIFIED SCHOOL DISTRICT
CHILD DEVELOPMENT FUND (12)
BUDGET REVISIONS
2015-2016

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
			Adopted Budget	Unaudited Actuals Board Date 9/9/15	08/01 - 08/31 Board Date 9/23/15	09/01 - 09/31 Board Date 10/28/15	10/01 - 10/31 Board Date 11/18/15	1st Interim Board Date 12/09/15	12/01-12/31 Board Date	1/1-1/31 Board Date	2nd Interim Board Date	3/1-3/31 Board Date	04/01 - 04/31 Board Date	5/1-5/31 Board Date	Final Budget
1															
2	Revenues:														
3	Revenue Limit Sources	8010-8099	\$												\$
4	Federal Revenues	8100-8299	\$	338,444											\$ 338,444
5	Other State Revenues	8300-8599	\$	1,074,677				759,614							\$ 1,834,291
6	Other Local Revenues	8600-8799	\$	769,120											\$ 769,120
7	A.Total Revenues		\$	2,182,241	\$			759,614	\$						2,941,855
9	Expenditures:														
10	Certificated Salaries	1000-1999	\$	679,451											\$ 679,451
11	Classified Salaries	2000-2999	\$	633,565				104,466							\$ 783,917
12	Employee Benefits	3000-3999	\$	437,724				33,172							\$ 633,565
13	Books and Supplies	4000-4999	\$	151,221	(7,900)			(9,992)							\$ 470,896
14	Services, Other Operating Expenses	5000-5999	\$	157,480	7,900			6,461							\$ 136,329
15	Capital Outlay	6000-6999	\$	-											\$ -
16	Other Outgo	7100-7299	\$	119,400											\$ -
17	Indirect Costs	7300-7399	\$	2,178,841				137,107							\$ 2,315,948
18	B.Total Expenditures		\$	2,178,841	\$			137,107	\$						2,315,948
19	C. Excess (Deficiency) of Revenues		\$	3,400	\$			622,507	\$						625,907
20	Over Expenditures		\$		\$				\$						
22	Other Financing Sources/Uses														
24	D. Transfers In	8910-8929	\$	-											\$ -
25	E. Transfers Out	7610-7629	\$	-											\$ -
26	F. Financing Sources	8930-8979	\$	-											\$ -
27	G. Financing Uses	7630-7699	\$	-											\$ -
28	H. Contributions to Res. Programs	8980-8999	\$	-											\$ -
29	I.Total, Other Sources/Uses		\$		\$				\$						\$ -
30			\$		\$				\$						\$ -
31	Net Increase (Decrease) in Fund Balance		\$	3,400	\$			622,507	\$						625,907
32			\$		\$				\$						\$
33			\$		\$				\$						\$
34	Beginning Balance		\$	637,281	\$	(9,051)									\$ 628,229
35	Ending Balance		\$	640,681	\$	(9,051)		622,507	\$						1,254,136

PARAMOUNT UNIFIED SCHOOL DISTRICT
 BUILDING FUND (21)
 BUDGET REVISIONS
 2015-2016

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
			Adopted Budget	Unaudited Actuals Board Date 9/9/15	08/01 - 08/31 Board Date 9/23/15	09/01 - 09/31 Board Date 10/28/15	10/01 - 10/31 Board Date 11/18/15	1st Interim Board Date 12/09/15	12/01-12/31 Board Date	1/1-1/31 Board Date	2nd Interim Board Date	3/1-3/31 Board Date	04/01 - 04/31 Board Date	5/1-5/31 Board Date	Final Budget	
1																
2	Revenues:															
3	Revenue Limit Sources	8010-8099	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Federal Revenues	8100-8299	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Other State Revenues	8300-8599	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Other Local Revenues	8600-8799	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
7	A. Total Revenues		\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
8																
9	Expenditures:															
10	Certificated Salaries	1000-1999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11	Classified Salaries	2000-2999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Employee Benefits	3000-3999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	Books and Supplies	4000-4999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Services, Other Operating Expenses	5000-5999	\$ 41,085	\$ 41,085	(75,000)	\$ -	\$ -	118,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84,085	\$ 84,085
15	Capital Outlay	6000-6999	\$ -	\$ -	75,000	\$ -	\$ -	7,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,000	\$ 82,000
16	Other Outlay	7100-7299	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	Indirect Costs	7300-7399	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	B. Total Expenditures		\$ 41,085	\$ 41,085	\$ -	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 166,085	\$ 166,085
19																
20	C. Excess (Deficiency) of Revenues		\$ (31,085)	\$ (31,085)	\$ -	\$ -	\$ -	\$ (125,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (156,085)	\$ (156,085)
21	Over Expenditures		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22																
23	Other Financing Sources/Uses															
24	D. Transfers In	8910-8929	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	E. Transfers Out	7610-7629	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	F. Financing Sources	8930-8979	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	G. Financing Uses	7630-7699	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	H. Contributions to Res. Programs	8980-8999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	I. Total, Other Sources/Uses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30																
31	Net Increase (Decrease) in Fund Balance		\$ (31,085)	\$ (31,085)	\$ -	\$ -	\$ -	\$ (125,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (156,085)	\$ (156,085)
32																
33																
34	Beginning Balance		\$ 31,085	\$ 2,815,509	\$ -	\$ -	\$ -	\$ (125,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,846,594	\$ 2,846,594
35	Ending Balance		\$ (0)	\$ 2,815,509	\$ -	\$ -	\$ -	\$ (125,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,690,509	\$ 2,690,509

PARAMOUNT UNIFIED SCHOOL DISTRICT
CAPITAL FACILITIES FUND (25)
BUDGET REVISIONS
2015-2016

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
			Adopted Budget	Unaudited Actuals Board Date 9/9/15	08/01 - 08/31 Board Date 9/23/15	09/01 - 09/31 Board Date 10/28/15	10/01 - 10/31 Board Date 11/18/15	1st Interim Board Date 12/09/15	12/01-12/31 Board Date	1/1-1/31 Board Date	2nd Interim Board Date	3/1-3/31 Board Date	04/01 - 04/31 Board Date	5/1-5/31 Board Date	Final Budget	
1																
2	Revenues:															
3	Revenue Limit Sources	8010-8099	\$ -													
4	Federal Revenues	8100-8299	\$ -													
5	Other State Revenues	8300-8599	\$ -													
6	Other Local Revenues	8600-8799	\$ 358,000													\$ 358,000
7	A.Total Revenues		\$ 358,000													\$ 358,000
8																
9	Expenditures:															
10	Certificated Salaries	1000-1999	\$ -													
11	Classified Salaries	2000-2999	\$ -													
12	Employee Benefits	3000-3999	\$ -													
13	Books and Supplies	4000-4999	\$ 35,000		205,312	10,000		35,000								\$ 285,312
14	Services, Other Operating Expenses	5000-5999	\$ 413,000		(105,312)	20,000		54,050								\$ 381,738
15	Capital Outlay	6000-6999	\$ -			20,000		70,950								\$ 90,950
16	Other Outgo	7100-7299	\$ -													
17	Indirect Costs	7300-7399	\$ -													
18	B.Total Expenditures		\$ 448,000		\$ 100,000	\$ 50,000		\$ 160,000								\$ 758,000
19																
20	C. Excess (Deficiency) of Revenues Over Expenditures		\$ (90,000)		\$ (100,000)	\$ (50,000)		\$ (160,000)								\$ (400,000)
21																
22	Other Financing Sources/Uses															
23	D. Transfers In	8910-8929	\$ 750,000													\$ 750,000
24	E. Transfers Out	7610-7629	\$ -													\$ -
25	F. Financing Sources	8930-8979	\$ -													\$ -
26	G. Financing Uses	7630-7699	\$ -													\$ -
27	H. Contributions to Res. Programs	8980-8999	\$ -													\$ -
28	I.Total, Other Sources/Uses		\$ 750,000													\$ 750,000
29																
30	Net Increase (Decrease) in Fund Balance		\$ 660,000		\$ (100,000)	\$ (50,000)		\$ (160,000)								\$ 350,000
31																
32																
33	Beginning Balance		\$ 1,867,525	\$ 195,041												\$ 2,062,566
34	Ending Balance		\$ 2,527,525	\$ 195,041	\$ (100,000)	\$ (50,000)		\$ (160,000)								\$ 2,412,566
35																

PARAMOUNT UNIFIED SCHOOL DISTRICT
 COUNTY SCHOOL FACILITIES FUND (35)
 BUDGET REVISIONS
 2015-2016

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
			Adopted Budget	Unaudited Actuals Board Date 9/9/15	08/01 - 08/31 Board Date 9/23/15	09/01 - 09/31 Board Date 10/28/15	10/01 - 10/31 Board Date 11/18/15	1st Interim Board Date 12/09/15	12/01-12/31 Board Date	1/1-1/31 Board Date	2nd Interim Board Date	3/1-3/31 Board Date	04/01 - 04/31 Board Date	5/1-5/31 Board Date	Final Budget	
1																
2	Revenues:															
3	Revenue Limit Sources	8010-8099	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Federal Revenues	8100-8299	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Other State Revenues	8300-8599	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Other Local Revenues	8600-8799	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
7	A.Total Revenues		\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
8																
9	Expenditures:															
10	Certificated Salaries	1000-1999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11	Classified Salaries	2000-2999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Employee Benefits	3000-3999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	Books and Supplies	4000-4999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Services, Other Operating Expenses	5000-5999	\$ 450,000	\$ -	\$ -	\$ -	\$ -	26,770	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 476,770
15	Capital Outlay	6000-6999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	Other Outgo	7100-7299	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	Indirect Costs	7300-7399	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	B.Total Expenditures		\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 26,770	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 476,770
19																
20	C. Excess (Deficiency) of Revenues		\$ (445,000)	\$ -	\$ -	\$ -	\$ -	\$ (26,770)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (471,770)
21	Over Expenditures		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22																
23	Other Financing Sources/Uses															
24	D. Transfers In	8910-8929	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	E. Transfers Out	7610-7629	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	F. Financing Sources	8930-8979	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	G. Financing Uses	7630-7699	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	H. Contributions to Res. Programs	8980-8999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	I.Total, Other Sources/Uses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30																
31	Net Increase (Decrease) in Fund Balance		\$ (445,000)	\$ -	\$ -	\$ -	\$ -	\$ (26,770)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (471,770)
32																
33																
34	Beginning Balance		\$ 470,179	\$ 18,724	\$ -	\$ -	\$ -	\$ (26,770)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 488,903
35	Ending Balance		\$ 25,179	\$ 18,724	\$ -	\$ -	\$ -	\$ (26,770)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,133

PARAMOUNT UNIFIED SCHOOL DISTRICT
CAFETERIA FUND (61)
BUDGET REVISIONS
2015-2016

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
			Adopted Budget	Unaudited Actuals Board Date 9/9/15	08/01 - 08/31 Board Date 9/23/15	09/01 - 09/31 Board Date 10/28/15	10/01 - 10/31 Board Date 11/18/15	1st Interim Board Date 12/09/15	12/01-12/31 Board Date	1/1-1/31 Board Date	2nd Interim Board Date	3/1-3/31 Board Date	04/01 - 04/31 Board Date	5/1-5/31 Board Date	Final Budget	
2	Revenues:															
3	Revenue Limit Sources	8010-8099	\$ -													\$ -
4	Federal Revenues	8100-8299	\$ 8,620,000													\$ 8,620,000
5	Other State Revenues	8300-8599	\$ 705,000													\$ 705,000
6	Other Local Revenues	8600-8799	\$ 385,000													\$ 385,000
7	A. Total Revenues		\$ 9,910,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,910,000
9	Expenditures:															
10	Certificated Salaries	1000-1999	\$ -													\$ -
11	Classified Salaries	2000-2999	\$ 3,025,265													\$ 3,025,265
12	Employee Benefits	3000-3999	\$ 1,426,571													\$ 1,426,571
13	Books and Supplies	4000-4999	\$ 4,939,650					5,479								\$ 4,945,129
14	Services, Other Operating Expenses	5000-5999	\$ 399,514					(5,479)								\$ 394,035
15	Capital Outlay	6000-6999	\$ 119,000													\$ 119,000
16	Other Outgo	7100-7299	\$ -													\$ -
17	Indirect Costs	7300-7399	\$ -													\$ -
18	B. Total Expenditures		\$ 9,910,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,910,000
19																
20	C. Excess (Deficiency) of Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Over Expenditures															
22																
23	Other Financing Sources/Uses															
24	D. Transfers In	8910-8929	\$ -													\$ -
25	E. Transfers Out	7610-7629	\$ -													\$ -
26	F. Financing Sources	7930-8979	\$ -													\$ -
27	G. Financing Uses	7630-7699	\$ -													\$ -
28	H. Contributions to Res. Programs	8980-8999	\$ -													\$ -
29	I. Total Other Sources/Uses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30																
31	Net Increase (Decrease) in Fund Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32																
33																
34	Beginning Balance		\$ 1,467,569	\$ (162,636)												\$ 1,304,933
35	Ending Balance		\$ 1,467,569	\$ (162,636)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,304,933

Paramount Unified School District

TO: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
FROM: Ranita Browning, Interim Assistant Superintendent-Business Services
DATE: December 9, 2015
SUBJECT: Resolutions 15-19 through 15-28, Signature Authorizations

BACKGROUND INFORMATION:

The Governing Board of each school district shall be responsible for filing, or causing to be filed with the County Superintendent of Schools, the verified signature of each person, including members of the Governing Board, authorized to sign notices of employment, contracts and orders in its name. The Los Angeles County Office of Education requires an annual renewal of authorized signatures following the reorganization of the Board of Education each December. Resolutions 15-19 through 15-28 designate those persons who are authorized to sign documents on behalf of the District.

POLICY/ISSUE:

Board Policy 3326.3 - Signatures/Facsimiles

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Adopt Resolutions 15-19 through 15-28, Signature Authorizations through December 7, 2016.

PREPARED BY:

Ranita Browning, Interim Assistant Superintendent-Business Services

DISTRICT PRIORITY 9:

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

ACTION ITEM: 4.3-A

**PARAMOUNT UNIFIED SCHOOL DISTRICT
SIGNATURE AUTHORIZATIONS
BOARD TERM -- 2015-2016**

RESOLUTION 15-19

The Board of Education of the Paramount Unified School District hereby resolves that Delores Stephens and David Verdugo, Co-Interim Superintendents; and/or Deborah Stark, Assistant Superintendent-Educational Services; and/or Ranita Browning, Interim Assistant Superintendent-Business Services/Director of Fiscal Services, shall sign manually or by facsimile, the orders drawn on funds of the Paramount Unified School District for warrants, revolving cash checks, and orders for salary payments and cafeteria checks for the period beginning December 10, 2015, and ending December 7, 2016.

RESOLUTION 15-20

The Board of Education of the Paramount Unified School District hereby authorizes Delores Stephens and David Verdugo, Co-Interim Superintendents; and/or Ranita Browning, Interim Assistant Superintendent-Business Services/ Director of Fiscal Services; and/or Christopher Stamm, Student Nutrition Services Director, to sign all applications and reports connected with the Special School Milk Program and the National School Lunch Program for the period beginning December 10, 2015, and ending December 7, 2016.

RESOLUTION 15-21

The Board of Education of the Paramount Unified School District hereby authorizes Delores Stephens and David Verdugo, Co-Interim Superintendents; and/or Deborah Stark, Assistant Superintendent-Educational Services; and/or Ranita Browning, Interim Assistant Superintendent-Business Services/Director of Fiscal Services; and/or Myrna Morales, Assistant Superintendent-Human Resources; and/or Beatriz Spelker-Levi, Director of Personnel, to sign manually or by facsimile, employment-related notices for District personnel whose employment status has been authorized or ratified by the Board of Education, and related documents for the period beginning December 10, 2015, and ending December 7, 2016.

RESOLUTION 15-22

The Board of Education of the Paramount Unified School District hereby designates Delores Stephens and David Verdugo, Co-Interim Superintendents; and/or Ranita Browning, Interim Assistant Superintendent-Business Services/Director of Fiscal Services; and/or Deborah Stark, Assistant Superintendent-Educational Services; and/or Randy Gray, Director of Special Projects/Elementary Education/VAPA; and/or Manuel San Miguel, Director of Student Services/ Alternative Education; and/or Gregoire Francois, Director of Secondary Education/CTE and Instructional Technology; and/or Adrian Ayala, Director of Leadership Development; and/or Kim Cole, Director of Special Education/Early Childhood Education; and/or Margarita Rodriguez, Director of Research and Evaluation, as authorized

representatives for the purpose of furnishing information to the United States of America, and/or to the State of California, such information, data, documents as pertain to the application for funds under the provisions of any and all federal- and state-connected projects and subsequent amendments to such projects. Certified copies of this resolution shall be included as a part of any application for funds to be submitted to the United States of America or the State of California in connection with any and all federal and state projects for the period beginning December 10, 2015, and ending December 7, 2016.

RESOLUTION 15-23

The Board of Education of the Paramount Unified School District hereby authorizes the continuation of a Cash Clearing Account. The checks will be preprinted for payment to the Treasurer, County of Los Angeles. The authorized signatories of this account will be Delores Stephens and David Verdugo, Co-Interim Superintendents; and/or Ranita Browning, Interim Assistant Superintendent-Business Services/Director of Fiscal Services; during the period beginning December 10, 2015, and ending December 7, 2016.

RESOLUTION 15-24

The Board of Education of the Paramount Unified School District hereby authorizes Delores Stephens and David Verdugo, Co-Interim Superintendents, and/or Ranita Browning, Interim Assistant Superintendent-Business Services/Director of Fiscal Services, to invest surplus cash in U.S. Treasury Bills at their discretion. It is understood that a report will be made on interest rates of return on the investments as they mature and that an annual report will be presented to the Board of Education for the period beginning December 10, 2015, and ending December 7, 2016.

RESOLUTION 15-25

The Board of Education of the Paramount Unified School District hereby authorizes Delores Stephens and David Verdugo, Co-Interim Superintendents; and/or Ranita Browning, Interim Assistant Superintendent-Business Services/Director of Fiscal Services; Cynthia A. DiPaola, Director of Operations; and/or Roger Ramirez, Assistant Director of Operations, to sign manually or by facsimile, all purchase orders and/or documents relating to purchase orders, including the purchase of fuel through the Los Angeles Procurement Division, during the period beginning December 10, 2015, and ending December 7, 2016.

RESOLUTION 15-26

The Board of Education of the Paramount Unified School District hereby authorizes the reimbursement of the Cash Revolving Fund for awards, plaques, and certificates made to members of the staff of the Paramount Unified School District and students who participate as an advisory group to the Board of Education during the period beginning December 10, 2015, and ending December 7, 2016.

RESOLUTION 15-27

The Board of Education of the Paramount Unified School District hereby authorizes Ranita Browning, Interim Assistant Superintendent-Business Services/Director of Fiscal Services; and/or Patricia Tu, Assistant Director of Fiscal Services, to approve vendor payments through the PeopleSoft and SmarteFinance systems during the period beginning December 10, 2015, and ending December 7, 2016.

RESOLUTION 15-28

The Board of Education of the Paramount Unified School District hereby resolves that in the out-of-district absence of the Superintendent from December 10, 2015, through December 7, 2016, the Assistant Superintendent-Educational Services shall act as Superintendent. The Board further resolves that in the out-of-district absence of both the Superintendent and the Assistant Superintendent-Educational Services, the Assistant Superintendent-Human Resources shall act as Superintendent. The Board further resolves that in the out-of-district absences of the Superintendent, the Assistant Superintendent-Educational Services, and the Assistant Superintendent-Human Resources, the Assistant Superintendent-Business Services shall act as Superintendent.

BE IT, THEREFORE, RESOLVED, that this Governing Board is hereby establishing the District Signature Authorizations for the 2015-2016 Board term year.

ADOPTED this 9th day of December, 2015.

President of the Board

Vice President of the Board

Member of the Board

Member of the Board

Member of the Board

Delores Stephens, Co-Secretary to the Board

David Verdugo, Co-Secretary to the Board

Paramount Unified School District

TO: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
FROM: Ranita Browning, Interim Assistant Superintendent-Business Services
DATE: December 9, 2015
SUBJECT: Authorization to Purchase Artificial Turf System – California Multiple Award Schedule (CMAS)

BACKGROUND INFORMATION:

In 2008, as part of the facilities renovation at the Paramount High School Athletic Complex, artificial turf was installed at the Paramount High School Football Stadium. The school uses the field year round, which has provided for extended practice and play for our athletes and the physical education program. At Jackson School, the grass turf and track has had significant use for recreation and the physical education program, without the needed rest period for maintenance and re-seeding. As a result, the conditions do not fully support the middle school program needs.

Artificial turf systems have an estimated useful life of ten years for the play surface and infill subsurface of sand and rubber. The Paramount High School play system is showing signs of wear, and repairs have been needed. On hot days, surface temperatures rise and staff must use water to temporarily cool the surface temperature on the field.

The manufacturer of the Paramount High School artificial turf systems has introduced a new technology that offers enhanced play and safety value. The turf fibers have a longer life, and the infill system is the newest technology, which uses a combination of sand and rubber on the under surface, with a new style cork infill (“Cool Play” technology) on the top layer, which deflects the heat from the sun on the field surface. The cooler surface temperature for students would improve the play area for all sports and physical education programs. This would also save the District water costs during the hot months of play.

Staff recommends replacement of the artificial turf with the new “Cool Play” technology infill by Field Turf, USA, Inc.

At Jackson School, staff recommends replacement of the current grass field and decomposed granite (DG) track with an artificial turf and track system. Steps to complete this would include turf removal, installation of a drainage subsystem and new artificial field surface with the “Cool Play” technology infill system.

ACTION ITEM: 4.4-A

The Governing Board may authorize alternate methods to public bid, such as the use of cooperative bid contracts, or “piggyback” contracts, to procure equipment and services, as authorized by the Public Contract Code. The State of California has authorized school districts to purchase turf systems and installation from Field Turf USA, Inc. Staff is requesting authorization to utilize CMAS Contract 4-06-78-0031A, effective date October 9, 2012, to complete the purchase and installation.

POLICY/ISSUE:

Public Contract Code: 10298, 10299, 12100
Board Policy 3322 – Contracts

FISCAL IMPACT:

Not to exceed \$800,000 – Bond Funds

STAFF RECOMMENDATION:

Authorize staff to utilize the California Multiple Award Schedule with Field Turf USA, Inc. (CMAS Contract No. 4-06-78-0031A) to purchase artificial turf systems and installation at Paramount High School and Jackson School, and further authorize the Co-Interim Superintendents or designee to sign all related documents.

PREPARED BY:

Roger Ramirez, Assistant Director-Operations

DISTRICT PRIORITY 9:

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

Paramount Unified School District

TO: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
FROM: Myrna Morales, Assistant Superintendent-Human Resources
DATE: December 9, 2015
SUBJECT: Proposed Revised Board Policy 4250 – Leaves and Vacations

BACKGROUND INFORMATION:

Submitted for the first reading is the proposed revised Board Policy 4250 – Leaves and Vacations. The current policy is being revised in order to update ill leave for employees who work on a short-term or part-time basis as enacted by Healthy Workplaces, Health Families Act requirements.

The revised policy is included for the Board with changes indicated with an underscore and deletions with a strikethrough.

POLICY/ISSUE:

Labor Code 245-249 – Healthy Workplaces, Healthy Families Act of 2014

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Accept for first reading the proposed revised Board Policy 4250 – Leaves and Vacations which reflects current state regulations.

PREPARED BY:

Beatriz Spelker-Levi, Director of Personnel – Human Resources

DISTRICT PRIORITY 5:

Increase and promote team building and staff involvement in decision making throughout the District

CONFERENCE ITEM: 2.1-CF

CURRENT BOARD POLICY

BP 4250 (a)

Personnel - Classified

Leaves and Vacations

Employed personnel of the school district may be required to be absent for several reasons:

1. Those beyond their control, such as personal sickness or injury, jury duty, military service, or emergencies
2. Those governed by compassion or conviction, such as family illness, bereavement, and other personal reasons
3. Those stemming from occupational status such as attendance at meetings, conventions, in-service courses and seminars, and other patterns of additional study
4. Those provided by scheduled vacations

The governing board recognizes that absences for such reasons are justifiable and will provide for employee absences as authorized by law and as permitted by the board in the following policies and regulations, or as negotiated between the board and employee organizations.

The following policies and regulations do not apply to those employees who are exempt from the classified service, as defined in Regulation 4220; namely,

1. Substitute and short-term employees, employed and paid for less than 75 percent of a school year
2. Part-time playground employees
3. Apprentices
4. Professional experts employed on a temporary basis for a specific project, regardless of length of employment
5. Full-time students employed part-time, and part-time students employed part time in any college work-study program, or in a work experience education program conducted by a community college district

Legal Reference: (see next page)

CURRENT BOARD POLICY

BP 4250 (b)

Personnel - Classified

Leaves and Vacations

Legal Reference: Education Code
44036 Leaves of Absence for Judicial and Official
Appearance
44037 Unlawful to Encourage Exemption from Jury
Duty
45103 Classified Service in Districts Not Incorporating
the Merit System
45190-45207 Leaves of Absences and Vacations
(Classified)

Government Code
3543.2 Scope of Representation

Policy
adopted: 1-25-83

PARAMOUNT UNIFIED SCHOOL DISTRICT
Paramount, California

PROPOSED BOARD POLICY

BP 4250 (a)

Personnel - Classified

Leaves and Vacations

Employed personnel of the school District may be required to be absent for several reasons:

1. Those beyond their control, such as personal sickness or injury, jury duty, military service, or emergencies
2. Those governed by compassion or conviction, such as family illness, bereavement, and other personal reasons
3. Those stemming from occupational status such as attendance at meetings, conventions, in-service courses and seminars, and other patterns of additional study
4. Those provided by scheduled vacations

The Governing Board recognizes that absences for such reasons are justifiable and will provide for employee absences as authorized by law and as permitted by the Board in the following policies and regulations, or as negotiated between the Board and employee organizations.

~~The following policies and regulations do not apply to those employees who are exempt from the classified service, as defined in Regulation 4220; namely, Employees not represented by a bargaining unit, who average 30 hours or less per week, after working 30 days in the District, shall be granted three paid ill leave days. The following employees will be offered three paid ill leave days, pursuant to Healthy Workplaces, Healthy Families Act Requirements. These non-classified employees include:~~

1. ~~Substitute (Teachers, Campus Security, Custodial and Clerical) and short-term or part-time employees (Instructional Assistants and Nutrition Service Workers). employed and paid for less than 75 percent of a school year~~
2. ~~Part-time playground employees Noon Duty Aides (K-8) and (Secondary)~~
3. ~~Apprentices~~
3. ~~Professional experts Walk-on Coaches who are employed on a temporary basis for a specific project, regardless of length of employment~~

PROPOSED BOARD POLICY

BP 4250 (b)

Personnel - Classified

Leaves and Vacations

54. Full-time students employed part-time, and part-time students employed part time in any college work-study program, mentors, college tutors, or in a work experience education program conducted by a community college district

Legal Reference:

Education Code:

- 44036 Leaves of Absence for Judicial and Official Appearance
44037 Unlawful to Encourage Exemption from Jury Duty
45103 Classified Service in Districts Not Incorporating the Merit System
45190-45207 Leaves of Absences and Vacations (Classified)

Labor Code:

- 245-249 Healthy Workplaces, Healthy Families Act of 2014

Government Code:

- 3543.2 Scope of Representation

Policy
adopted: 1-25-83
revised:

PARAMOUNT UNIFIED SCHOOL DISTRICT
Paramount, California

Paramount Unified School District

TO: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
FROM: Myrna Morales, Assistant Superintendent - Human Resources
DATE: December 9, 2015
SUBJECT: Proposed Revised Board Policy 4144 – Insurance/Health and Welfare Benefits

BACKGROUND INFORMATION:

Submitted for the first reading is the proposed revised Board Policy 4144 – Insurance/Health and Welfare Benefits. The current policy is being revised in order to update insurance/health and welfare benefits to match the enacted Affordable Care Act regulations.

The revised policy is included for the Board with changes indicated with an underscore and deletions with a strikethrough.

POLICY/ISSUE:

Board Policy 4140 – Compensation and Related Benefits

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Accept for first reading the proposed revised Board Policy 4144 – Insurance/Health and Welfare Benefits, which reflects current Federal Regulations.

PREPARED BY:

Beatriz Spelker-Levi, Director of Personnel – Human Resources

DISTRICT PRIORITY 5:

Increase and promote team building and staff involvement in decision making throughout the District.

CONFERENCE ITEM: 2.2-CF

CURRENT BOARD POLICY

BP 4144 (a)
4244
4364

Personnel – Certificated/Classified/Management

Insurance/Health and Welfare Benefits

Health and welfare benefits for employees in certificated and classified bargaining units shall be governed by the provisions of negotiated employee contracts.

Health and welfare benefits for employees not represented by a bargaining unit shall be the same as for bargaining unit members.

All employees shall be covered by job-related liability and indemnity insurance carried by the district. (Ed. Code 35208)

District employees, electing to participate, shall be provided continued health insurance upon termination of employment, retirement or reduction in hours. Termination for gross misconduct shall be excluded as a qualifying factor for continued coverage.

Continued health insurance coverage through the district shall also be made available to an employee's spouse and dependents upon the employee's death, separation or divorce, eligibility for medicare or upon termination of a child's dependent status under the district health insurance program.

Persons electing to participate in the continued health insurance program shall be charged the full costs of coverage within the limits specified by law.

The district shall provide continued health insurance for no more that eighteen (18) months in the cases of termination or reduction in hours and not more than thirty-six (36) months for other qualifying events as specified above. Coverage will be terminated by the district if the employee or beneficiary (1) fails to pay the insurance premium; (2) secures health insurance coverage through subsequent employment or remarriage; or (3) becomes eligible for Medicare benefits.

Health and welfare benefit plans approved by the governing board shall be governed by provisions of Government Code 53200 et. seq.

Insurance/Health and Welfare Benefits for Early Retirees Between Ages 55 and 65

Health and welfare benefits for employees in certificated and classified bargaining units between ages 55 and 65 who are members of the district's early retirement programs shall be governed by the provisions of negotiated employee contracts.

CURRENT BOARD POLICY

BP 4144 (b)
4244
4364

Personnel – Certificated/Classified/Management

Insurance/Health and Welfare Benefits

Health and welfare benefits for early retirees who are not presented by a bargaining unit shall be the same as for bargaining unit members.

Continuance of Health Insurance Program for Retired Employees Age 65 and Over

A health insurance program (Including dental care benefits) shall be available to those retired former certificated employees and their spouses or surviving spouses electing to participate. The availability of this benefit shall be limited to eligible certificated retirees under a public retirement system and their spouses or surviving spouses.

The superintendent shall maintain procedures for the designation of enrollment periods and insurance coverage rates for those individuals eligible under this policy.

The insurance shall provide full benefits for retired employees up to the age at which they become eligible for Medicare/Medicaid, and after that shall cover only those eligible expenses not covered by Medicare or Medicaid, or other health insurance programs.

The superintendent of his designee is directed to negotiate the coverage indicated above with the insurance carrier.

Retired certificated employees and their spouses or surviving spouses electing to participate in the district's health (and dental) insurance program shall be charged the full costs for benefits coverage.
(cf 4144.1)

Coverage under this program will continue only as long as the retiree reimburses the district monthly for the premium paid the insurance carrier. After a break in coverage, a retiree is thereafter ineligible.

CURRENT BOARD POLICY

BP 4144 (c)
4244
4364

Personnel – Certificated/Classified/Management

Insurance/Health and Welfare Benefits

Legal Reference:	Education Code	
	1252	Power to Contract for Group Worker's Compensation Insurance (County Superintendent)
	7000-7003	Health and Welfare Benefits, Retired Certified Employees
	35176	Replacing or Repairing Employees' Property
	35208	Liability Insurance
	35212	Insurance Coverage for Volunteers
	35213	Reimbursement for Loss, Destruction or Damage of Personal Property
	35214	Liability Insurance (Self-Insurance)
	44041	Deduction in Salary Payment as Requested by Employee
	44042	Payroll Deduction for Collection of Insurance Premium
	45136	Benefits for Classified
	Government Code	
	53200-53209	Group Insurance, Especially Definitions: Group Insurance, Local Agency: Health and Welfare Benefits, Employees
	Federal Law	
		Consolidated Omnibus Reconciliation Act (COBRA)

Policy
adopted: 5-27-86
revised: 1-13-87

PARAMOUNT UNIFIED SCHOOL DISTRICT
Paramount, California

CURRENT BOARD POLICY

BP 4144 (d)
4244
4364

Personnel – Certificated/Classified/Management

Insurance/Health and Welfare Benefits

Insurance/ Health & Welfare Benefits

Note: The following is a chronological summary of the notice responsibilities required under COBRA for continued health benefits coverage.

	<u>Responsibility</u>	<u>Timeline</u>
Plan Administrator	Provide written notice to All employees of coverage Under COBRA	At commencement of coverage
District	Notify Plan Administrator of employee death, termination, retirement, Medicare eligibility or reduction in hours	Within 30 days of event
Plan Administrator	Notify employee/ beneficiary of option to elect continued health coverage	Within 14 days
Employee/Beneficiary	Elect to accept or refuse continuation coverage	60 days
Employee/Beneficiary	Notify Plan Administrator of a divorce, legal separation or termination of a child's dependent status	Upon occurrence

PROPOSED BOARD POLICY

BP 4144 (a)
4244
4364

Personnel – Certificated/Classified/Management

Insurance/Health and Welfare Benefits

~~Health and welfare benefits for employees in certificated and classified bargaining units shall be governed by the provisions of negotiated employee contracts. The Governing Board recognizes that health and welfare benefits are essential to promote employee health and productivity and are an important part of the compensation offered to employees. The District shall provide health and welfare benefits for employees in accordance with state and federal law and subject to negotiated agreements.~~

~~Health and welfare benefits for employees not represented by a bargaining unit shall be the same as for bargaining unit members. Certificated management, administrative, confidential, and supervisory employees who are not in bargaining units shall receive the same health and welfare benefits as all other represented employees.~~

Short-term employees, who are not in the bargaining unit, who average more than 30 hours or more per week, shall be offered health and welfare benefits. The medical coverage offered by Paramount Unified provides minimum value, as well as all essential health benefits with no annual/lifetime maximum dollar limits, pursuant to regulations under the Patient Protection and Affordable Care Act (PPACA). These short-term employees include: Substitutes (Teachers, Campus Security, Clerical, and Custodians); short-term employees (Instructional Aides and Nutrition Service Workers), Noon Duty Aides, and College Tutors.

All employees shall be covered by job-related liability and indemnity insurance carried by the District. (Ed. Code 35208)

District employees, electing to participate, shall be ~~provided~~ offered continued health insurance upon termination of employment, retirement or reduction in hours in accordance with state and federal law. Termination for gross misconduct shall be excluded as a qualifying factor for continued coverage.

Continued health insurance coverage through the District shall also be made available to an employee's or early retiree's covered spouse and dependents if they lose coverage upon the employee's or early retiree's death, separation or divorce, eligibility for Medicare or upon termination of a child's dependent status under the District health insurance program.

PROPOSED BOARD POLICY

BP 4144 (b)
4244
4364

Personnel – Certificated/Classified/Management

Insurance/Health and Welfare Benefits

Unless otherwise provided for the applicable collective bargaining agreement, covered employees and their qualified beneficiaries may receive continuation coverage by paying the full premiums, and other charges, including any increases in premiums, and costs incurred by the District in administering the program.

~~Persons electing to participate in the continued health insurance program shall be charged the full costs of coverage within the limits specified by law.~~

The District shall provide continued health insurance for no more that eighteen (18) months in the cases of termination or reduction in hours and not more than thirty-six (36) months for other qualifying events as specified above. Coverage will be terminated by the District if the employee or beneficiary (1) fails to pay the insurance premium; (2) secures health insurance coverage through subsequent employment or remarriage; or (3) becomes eligible for Medicare benefits.

Health and welfare benefit plans approved by the Governing Board shall be governed by provisions of Government Code 53200 et. seq.

Insurance/Health and Welfare Benefits for Early Retirees Between Ages 55 and 65

Health and welfare benefits for employees in certificated and classified bargaining units between ages 55 and 65 who are members of the district's early retirement programs shall be governed by the provisions of negotiated employee contracts.

Health and welfare benefits for certificated and classified management, administrative, confidential, and supervisory early retirees who are not represented by a bargaining unit shall be the same as for bargaining unit members.

Insurance/Health and Welfare Benefits for Certificated Retirees Over Age 65

A health insurance program (Including dental care benefits) shall be available to those retired former certificated employees and their spouses or surviving spouses electing to participate. The availability of this benefit shall be limited to

PROPOSED BOARD POLICY

BP ~~4144~~ (c)
4244
4364

Personnel – Certificated/Classified/Management

Insurance/Health and Welfare Benefits

eligible certificated retirees under a public retirement system and their spouses or surviving spouses.

~~The superintendent shall maintain procedures for the designation of enrollment periods and insurance coverage rates for those individuals eligible under this policy.~~

The insurance shall provide full benefits for retired employees up to the age at which they become eligible for Medicare/Medicaid, and after that shall cover only those eligible expenses not covered by Medicare or Medicaid, or other health insurance programs.

~~The superintendent or his designee is directed to negotiate the coverage indicated above with the insurance carrier.~~

Retired certificated employees and their spouses or surviving spouses electing to participate in the district's health (and dental) insurance program shall be charged the full costs for benefits coverage. (cf 4144.1)

Coverage under this program will continue only as long as the retiree reimburses the District monthly for the premium paid the insurance carrier. After a break in coverage, a retiree is thereafter ineligible. If not elected upon eligibility, or after a break in coverage, a retiree is thereafter ineligible.

Confidentiality

The Superintendent or designee shall not use or disclose any employee's medical information the District possesses without the employee's authorization obtained in accordance with Civil Code 56.21, except for the purpose of administering and maintaining employee benefit plans and for other purposes specified in law.

PROPOSED BOARD POLICY

BP 4144 (d)
4244
4364

Personnel – Certificated/Classified/Management

Insurance/Health and Welfare Benefits

Legal Reference:

Education Code:

- 1252 Power to Contract for Group Worker's Compensation Insurance (County Superintendent)
- 17566 Self-insurance fund
- 7000-70038 Health and Welfare Benefits, Retired Certified Employees
- 35176 Replacing or Repairing Employees' Property
- 35208 Liability Insurance
- 35212 Insurance Coverage for Volunteers
- 35213 Reimbursement for Loss, Destruction or Damage of Personal Property
- 35214 Liability Insurance (Self-Insurance)
- 44041 ~~Deduction in Salary Payment as Re-Requested by Employee~~
- 44041-44042 Payroll Deduction for Collection of Insurance Premiums
- 44986 Leave of absences, state disability benefits
- 45136 Benefits for Classified Employees

Civil Code:

- 56.10-56.16 Disclosure of information by medical providers
- 56.20-56.245 Use and disclosure of medical information by employers

Government Code:

- 12940 Discrimination in employment
- 22750 – 22944 Public Employee's Medical and Hospital Care Act
- 53200-5320910 Group Insurance Especially Definitions: Group Insurance, Local Agency: Health and Welfare Benefits, Employees

Health and Safety Code:

- 1366.20-1366.29 Cal-COBRA program, health insurance Federal Law Consolidated Omnibus Reconciliation Act (COBRA)
- 1367.08 Disclosure of fees and commissions paid related to health care service plan
- 1373 Health services plan, coverage for dependent children who are full-time students
- 1373.621 Continuation coverage, age 60 or older after five years with district

PROPOSED BOARD POLICY

BP 4144 (e)
4244
4364

Personnel – Certificated/Classified/Management

Insurance/Health and Welfare Benefits

Legal Reference (continued)

Insurance Code:

10116.5 Continuation coverage, age 60 or older after five years with district

10128.50-10128.59 Cal-COBRA program, disability insurance

10277-10278 Group and individual health insurance, coverage for dependent children

10604.5 Annual disclosure of fees and commissions paid

12670112692.5 Conversion coverage

Labor Code:

2800.2 Notification of conversion and continuation coverage

4856 Health benefits for spouse of peace officer killed in performance of duties

Unemployment Insurance Code:

2613 Education program; notice of rights and benefits

United States Code, Title 17 Definitions of marriage, spouse

United States Code, Title 26

4980B COBRA continuation coverage

4980H Penalty for noncompliance with employer-provider health care requirements

5000A Minimum essential coverage

6056 Report of health coverage provided by employees

United States Code, Title 29

1161-1168 COBRA continuation coverage

United States Code, Title 42

300gg-300gg95 Patient Protection and Affordable Care Act, especially:

300gg-16 Group health plan; nondiscrimination in favor of highly compensated individuals

1395-1395g Medicare benefits

PROPOSED BOARD POLICY

BP 4144 (f)
4244
4364

Personnel – Certificated/Classified/Management

Insurance/Health and Welfare Benefits

Legal Reference (continued)

Code of Federal Regulations, Title 26

54.4980B-1-54.4980B-10 COBRA continuation coverage

54.4980H-1-54.4980H-6 Patient Protection and Affordable Care Act

1.105-11 Self-insured medical reimbursement plan

Code of Federal Regulations, Title 45

164.500-164.534 Health Insurance Portability and Accountability Act
(HIPAA)

Policy
adopted: 5-27-86
revised: 1-13-87
revised:

PARAMOUNT UNIFIED SCHOOL DISTRICT
Paramount, California

PROPOSED BOARD POLICY

BP 4144 (g)
4244
4364

Personnel – Certificated/Classified/Management

Insurance/Health and Welfare Benefits

Insurance/ Health & Welfare Benefits

Note: The following is a chronological summary of the notice responsibilities required under COBRA for continued health benefits coverage.

	<u>Responsibility</u>	<u>Timeline</u>
Plan Administrator	Provide written notice to All employees of coverage Under COBRA	At commencement of coverage
District	Notify Plan Administrator of employee death, termination, retirement, Medicare eligibility or reduction in hours	Within 30 days of event
Plan Administrator	Notify employee/ beneficiary of option to elect continued health coverage	Within 14 days
Employee/Beneficiary	Elect to accept or refuse continuation coverage	60 days
Employee/Beneficiary	Notify Plan Administrator of a divorce, legal separation or termination of a child's dependent status	Upon occurrence

Paramount Unified School District

TO: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
FROM: Deborah Stark, Assistant Superintendent-Educational Services
DATE: December 9, 2015
SUBJECT: Revised Board Policy 6157.2 – Title I Programs

BACKGROUND INFORMATION:

Submitted for first reading is revised Board Policy 6157.2 – Title I Programs. The proposed policy reflects revisions related to current State requirements. Revisions are indicated with underlines and strikethroughs. Words or sentences that are additions are underlined. Words or phrases that are no longer included are indicated with a strikethrough.

POLICY/ISSUE:

Board Policy 6157.2 – Title I Programs

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Accept for first reading proposed revised Board Policy 6157.2 – Title I Programs, which reflects current State requirements.

PREPARED BY:

Randy Gray, Director – Curriculum & Instruction-Projects

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.

CURRENT POLICY

BP 6157.2(a)

Instruction

Title I Programs

In order to improve the academic achievement of disadvantaged students, the District shall use Federal Title I funds to provide eligible students with supplementary services to reinforce the core curriculum and assist students in attaining proficiency on State academic standards and assessments.

A school may operate a Title I schoolwide program in order to upgrade the entire educational program of the school when at least 40 percent of the students in the school attendance area, or at least 40 percent of the students enrolled in the school, are from-low income families. The Superintendent or designee shall inform any such eligible school and the school's parents/guardians of the school's eligibility and its ability to consolidate funds from Federal, State and local sources for program purposes.

In any school receiving Title I funds that does not operate a schoolwide program, the District shall use Title I funds only for targeted assistance programs for eligible students.

The Superintendent or designee shall provide technical assistance and support to any school participating in the Title I program, including consultation in the development and implementation of school plans and activities.

The Superintendent or designee shall ensure the coordination of Title I activities with other programs as appropriate.

District Plan

The District shall submit to the California Department of Education a plan containing the components specified in 20 USC 6312, which describe the assessments, strategies and services the District will use to help low-achieving students meet challenging academic standards.

The District shall periodically review and as necessary, revise the District plan.

Comparability of Services

State and local funds used in schools receiving Title I funds shall provide services that, taken as a whole, are at least comparable to services in schools that are not receiving Title I funds or, if all District schools are receiving Title I Funds, that are substantially comparable in each school. Comparability may be determined on a school-by-school basis or by grade span.

CURRENT POLICY

BP 6157.2(b)

Instruction

Title I Programs (continued)

The Governing Board shall adopt a Districtwide salary schedule and the Superintendent or designee shall establish procedures which ensure that all District schools are provided with the same level of base funding, per student, for staff services, curriculum materials and instructional supplies. At the beginning of each school year, the ratio of students to teachers and other staff shall vary as little as possible from school to school. The Superintendent or designee shall maintain records of the quantity and quality of books and equipment at each school.

The Superintendent or designee shall develop procedures for ensuring comparability of services and shall biennially update records documenting the District's compliance.

Program Evaluations

The Board shall use State assessment results and other available measures or indicators to annually review the progress of each participating school and determine whether the school is making adequate yearly progress toward ensuring that all students meet the State's proficient level of achievement on State assessments.

Legal Reference:

Education Code

11500-11506

Programs to encourage parent involvement

United States Code

6301

Program purpose

6312

Local Educational Agency plan

6313

Eligibility of schools and school attendance areas;
funding allocation

6314

Title I schoolwide programs

6315

Targeted assistance schools

6316

School Improvement

6320

Participation of private school students

6321

Comparability of services

6322

Coordination with early childhood education

Programs

7881

Participation of private school students

Policy
adopted: 6/22/11

PARAMOUNT UNIFIED SCHOOL DISTRICT
Paramount, California

PROPOSED POLICY

BP 6157.2(a)

Instruction

Title I Programs

In order to improve the academic achievement of disadvantaged students, the District shall use ~~Federal~~ federal Title I funds to provide eligible students with supplementary services to reinforce the core curriculum and assist students in attaining proficiency on State academic standards and assessments.

A school may operate a Title I schoolwide program in order to upgrade the entire educational program of the school when at least 40 percent of the students in the school attendance area, or at least 40 percent of the students enrolled in the school, are from-low income families. The Superintendent or designee shall inform any such eligible school and the school's parents/guardians of the school's eligibility and its ability to consolidate funds from ~~Federal~~ federal, ~~State~~ state and local sources for program purposes.

In any school receiving Title I funds that does not operate a schoolwide program, the District shall use Title I funds only for targeted assistance programs for eligible students.

The Superintendent or designee shall provide technical assistance and support to any school participating in the Title I program, including consultation in the development and implementation of school plans and activities.

The District and each school receiving Title I funds shall develop a written parent involvement policy in accordance with 20 USC 6318.

The Superintendent or designee shall ensure the coordination of Title I activities with other programs as appropriate.

District Plan

Local Educational Agency

The District shall submit to the California Department of Education a Local Educational Agency (LEA) plan containing the components specified in 20 USC 6312, which describe the assessments, strategies and services the District will use to help low-achieving students meet challenging academic standards.

The Superintendent or designee shall consult with teachers, principals, administrators, other appropriate school personnel and parents/guardians of participating students in the development, periodic review and, as necessary, the revision of an LEA plan. The plan and any revisions shall be submitted to the Governing Board for approval.

The District shall periodically review and as necessary, revise the ~~District~~ LEA plan.

PROPOSED POLICY

BP 6157.2(b)

Instruction

Title I Programs (continued)

Comparability of Services

State and local funds used in schools receiving Title I funds shall provide services that, taken as a whole, are at least comparable to services in schools that are not receiving Title I funds or, if all District schools are receiving Title I Funds funds, that are substantially comparable in each school. Comparability may be determined on a school-by-school basis or by grade span.

To demonstrate comparability of services among district schools:

~~The Governing Board shall adopt a Districtwide salary schedule and the Superintendent or designee shall establish procedures which ensure that all District schools are provided with the same level of base funding, per student, for staff services, curriculum materials and instructional supplies. At the beginning of each school year, the ratio of students to teachers and other staff shall vary as little as possible from school to school. The Superintendent or designee shall maintain records of the quantity and quality of books and equipment at each school.~~

1. The Governing Board shall adopt a Districtwide salary schedule.
2. The ratio of students to teachers, administrators and other staff at each Title I school shall not exceed 110 percent of the average ratio across non-Title I schools.
3. Salary expenditures at each Title I school shall be no less than 90 percent of the average salary expenditure across non-Title I schools.
4. All District schools are provided with the same level of base funding, per student, for staff services, curriculum materials and instructional supplies.
5. The Superintendent or designee shall maintain records of the quantity and quality of instructional materials and equipment at each school. If any instances of noncomparability are identified, the Superintendent or designee shall promptly implement adjustments as needed to ensure comparability.

At the beginning of each school year, the Superintendent or designee shall measure comparability in accordance with established criteria. The Superintendent or designee shall develop procedures for ensuring comparability of services and shall biennially update records documenting the District's compliance.

PROPOSED POLICY

BP 6157.2(c)

Instruction

Participation of Private School Students

The Superintendent or designee shall provide or contract to provide special educational services or other Title I benefits to eligible private school students residing in a participating school attendance area. Such services and benefits shall be provided on an equitable basis with participating public school students.

Teachers, other educational personnel, and families of participating private school students shall have an opportunity to participate, on an equitable basis, in parent involvement activities and professional development pursuant to 20 USC 6318 and 6319.

The Superintendent or designee shall consult, in a meaningful and timely manner, with appropriate private school officials during the design and development of the District's Title I programs. Such consultation shall occur before the District makes any decision that affects the opportunities of eligible private school students to participate in Title I programs and shall include a discussion of:

1. How the needs of private school students will be identified.
2. Services offered.
3. How, where, and by whom the services will be provided.
4. How the services will be assessed and how assessment results will be used to improve those services.
5. The size and scope of the equitable services to be provided to private school students and the proportion of funds allocated for such services.
6. The method or sources of data used to determine the number of students from low-income families in participating school attendance areas who attend private schools.
7. The information the District will consider when making decisions about delivery of services.
8. How, if the District disagrees with the views of private school officials on the provision of services through a third-party provider, the District will provide a written analysis of the reasons that the District has chosen not to use a contractor.

Paramount Unified School District

TO: Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim Superintendent
FROM: Deborah Stark, Assistant Superintendent-Educational Services
DATE: December 9, 2015
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 second quarter October 1 – December 31, 2015.

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 2015-2016**

District Name: Paramount Unified School District

Date: November 13, 2015

Person completing this form: Manuel San Miguel

Title: Director

Quarter covered by this report (Check One Below):

- | | | |
|---|--------------------------|-----------------|
| <input checked="" type="checkbox"/> 1st QTR | July 1 to September 30 | Due 15-Oct 2015 |
| <input type="checkbox"/> 2nd QTR | October 1 to December 31 | Due 15-Jan 2016 |
| <input type="checkbox"/> 3rd QTR | January 1 to March 31 | Due 15-Apr 2016 |
| <input type="checkbox"/> 4th QTR | April 1 to June 30 | Due 15-Jul 2016 |

Date for information to be reported publicly at governing board meeting: December 9, 2015

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	0	0	0
Facilities	0	0	0
Teacher Vacancy and Misassignment	0	0	0
TOTAL	0	0	0

Print Name of District Superintendent Delores Stephens, Co-Interim Superintendent
David Verdugo, Co-Interim 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

Paramount Unified School District

TO: David Verdugo, Co-Interim Superintendent
Dolores Stephens, Co-Interim Superintendent
FROM: Ranita Browning, Interim Assistant Superintendent-Business Services
DATE: December 9, 2015
SUBJECT: Average Daily Attendance Summary Report Through
November 6, 2015 and the Third Monthly School Enrollment Report

BACKGROUND INFORMATION:

Average daily attendance summary reports are prepared monthly by the Business Division based on information provided from each school site.

HIGHLIGHTS:

Average Daily Attendance (ADA)

Regular Education

- Actual K-12 ADA increased 172 from Projected P-2 ADA for the 3rd month of 2015-16
 - Grade K increased 88 (20.70%) from Projected to Actual
 - Grades 1-3 decreased 2 (-0.17%) from Projected to Actual
 - Grades 4-8 increased 38 (1.53%) from Projected to Actual
 - Grades 9-12 increased 48 (2.41%) from Projected to Actual
- Actual enrollment as of the 3rd month decreased 231 from 2014-15 to 2015-16
 - Grade K increased 36 (3.70%) from 2014-15 to 2015-16
 - Grades 1-3 decreased 276 (-8.38%) from 2014-15 to 2015-16
 - Grades 4-8 increased 63 (1.10%) from 2014-15 to 2015-16
 - Grades 9-12 decreased 54 (-1.11 %) from 2014-15 to 2015-16
- Rate of Attendance for Regular K-12 at the 3rd month was 97%, compared to 96% in 2014-15

Special Education

- Actual K-12 ADA increased 35 (14.88%) from Projected P-2 ADA for the 3rd month of 2015-16
- Actual enrollment as of the 3rd month increased 36 from 2014-15 to 2015-16
 - Grades K-8 increased 12 (3.26%) from 2014-15 to 2015-16
 - Grades 9-12 increased 24 (10.30%) from 2014-15 to 2015-16

PREPARED BY:

Ranita Browning, Interim Assistant Superintendent-Business Services

DISTRICT PRIORITY 9:

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

**Paramount Unified School District
2015-2016
Average Daily Attendance Summary**

Program	Grade	P-2	ADA	% of	Actual	% of	Rate of	
School	Type	Projected	Projected	Projected ADA	ADA	Actual ADA	Attendance	
		ADA *	3rd Month	3rd Month	3rd Month	3rd Month	3rd Month	
			11/6/2015	11/6/2015	11/6/2015	11/6/2015	11/6/2015	
Regular Ed		9-12						
Community Day	9-12	21	9	45%	5	N/A	N/A	
Buena Vista Continuation	9-12	197	88	45%	78	40%	N/A	
Paramount High	9-12	3202	1426	45%	1,472	46%	97%	
Paramount High-West	9-12	1106	492	45%	507	46%	98%	
Home/Hospital	9-12	N/A	N/A	N/A	1	N/A	N/A	
Cal-SAFE	9-12	N/A	N/A	N/A	N/A	N/A	N/A	
Subtotal		4,526	2,015	45%	2,064	46%	97%	
Total Regular K-12		13,975	6,223	45%	6,395	46%	97%	
Special Ed		K-8						
Alondra	K-8	58	26	45%	26	45%	96%	
Collins	K-8	23	10	45%	11	48%	97%	
Gaines	K-8	N/A	N/A	N/A	N/A	N/A	N/A	
Hollydale	K-8	39	17	45%	24	61%	96%	
Jackson	K-8	25	11	45%	7	30%	97%	
Jefferson	K-8	47	21	45%	21	0%	96%	
Keppel	K-8	N/A	N/A	N/A	N/A	N/A	N/A	
Lincoln	K-8	14	6	45%	8	56%	91%	
Los Cerritos	K-8	44	19	45%	20	46%	94%	
Mokler	K-8	N/A	N/A	N/A	N/A	N/A	N/A	
Paramount Park	K-8	33	15	45%	11	0%	95%	
Roosevelt	K-8	34	15	45%	16	46%	95%	
Tanner	K-8	N/A	N/A	N/A	N/A	N/A	N/A	
Wirtz	TK/K-8	N/A	N/A	N/A	N/A	N/A	N/A	
Zamboni	K-8	29	13	45%	15	51%	96%	
Home/Hospital	K-8	N/A	N/A	N/A	1	N/A	N/A	
Extended Year	K-8	N/A	N/A	N/A	N/A	N/A	N/A	
NonPublic School	K-8	N/A	N/A	N/A	N/A	N/A	N/A	
Subtotal		346	154	45%	160	46%	95%	
Special Ed		9-12						
Paramount High School	9-12	177	79	45%	101	57%	93%	
Buena Vista Continuation	9-12	2	1	45%	5	N/A		
Home/Hospital	9-12	N/A	N/A	N/A	1	N/A	N/A	
NonPublic School	9-12	N/A	N/A	N/A	N/A	N/A	N/A	
Extended Year	9-12	N/A	N/A	N/A	N/A	N/A	N/A	
Subtotal		179	80	45%	108	61%	93%	
Total Special Ed	K-12	524	234	45%	268	51%	95%	
Independent Study	K-12	22	10	45%	6	N/A	N/A	
Total Independent Study	K-12	22	10	45%	6	N/A	N/A	
County Students - SpEd	K-12	N/A	N/A	N/A	N/A	N/A	N/A	
Total County Students	K-12	N/A	N/A	N/A	N/A	N/A	N/A	
ALL PROGRAMS EXCEPT FOR ADULT ED								
Regular		13,975	6,223	45%	6,395	46%	97%	
Special Ed		524	234	45%	268	51%	95%	
Independent Study		22	10	45%	6	N/A	N/A	
County Students		N/A	N/A	N/A	N/A	N/A	N/A	
Grand Total Except for Adult Ed		14,521	6,466	45%	6,670	46%	97%	
Adult Ed		675	301	45%	178	N/A	N/A	

Note: ADA is projected at 95% of projected enrollment except for:
Independent Study, County Special Ed and Adult Ed which are based on 2014-15 P-2 ADA

**Paramount Unified School District
2015-2016
Average Daily Attendance Summary**

Program	Grade	P-2	ADA	% of	Actual	% of	Rate of
School	Type	Projected	Projected	Projected ADA	ADA	Actual ADA	Attendance
		ADA *	3rd Month	3rd Month	3rd Month	3rd Month	3rd Month
			11/6/2015	11/6/2015	11/6/2015	11/6/2015	11/6/2015
Regular Ed. TK - K							
Alondra	K	N/A	N/A	N/A	N/A	N/A	N/A
Collins	TK/K	88	39	45%	50	57%	95%
Gaines	TK/K	94	42	45%	52	55%	97%
Hollydale	TK/K	91	41	45%	52	57%	96%
Jackson	K	N/A	N/A	N/A	N/A	N/A	N/A
Jefferson	K	53	24	45%	23	44%	96%
Keppel	TK/K	79	35	45%	44	56%	97%
Lincoln	TK/K	91	41	45%	48	52%	97%
Los Cerritos	TK/K	76	34	45%	40	52%	96%
Mokler	TK/K	90	40	45%	53	59%	96%
Paramount Park	K	N/A	N/A	N/A	N/A	N/A	N/A
Roosevelt	TK/K	111	49	45%	44	40%	95%
Tanner	TK/K	84	37	45%	55	66%	96%
Wirtz	TK/K	99	44	45%	53	54%	96%
Zamboni	K	N/A	N/A	N/A	N/A	N/A	N/A
Subtotal		957	426	45%	514	54%	96%
Regular Ed. 1-3							
Alondra	1-3	N/A	N/A	N/A	N/A	N/A	N/A
Collins	1-3	244	109	45%	101	41%	96%
Gaines	1-3	277	124	45%	126	46%	98%
Hollydale	1-3	263	117	45%	124	47%	98%
Jackson	1-3	N/A	N/A	N/A	N/A	N/A	N/A
Jefferson	1-3	181	80	45%	87	48%	98%
Keppel	1-3	234	104	45%	103	44%	97%
Lincoln	1-3	281	125	45%	130	46%	98%
Los Cerritos	1-3	249	111	45%	118	47%	98%
Mokler	1-3	334	149	45%	142	43%	97%
Paramount Park	1-3	N/A	N/A	N/A	-	N/A	N/A
Roosevelt	1-3	324	144	45%	139	43%	97%
Tanner	1-3	250	111	45%	106	42%	97%
Wirtz	1-3	285	127	45%	123	43%	97%
Zamboni	1-3	N/A	N/A	N/A	N/A	N/A	N/A
Subtotal		2922	1301	45%	1299	44%	97%
Regular Ed. 4-8							
Alondra	4-8	863	384	45%	387	45%	98%
Collins	4-8	166	74	45%	69	42%	97%
Gaines	4-8	N/A	N/A	N/A	N/A	N/A	N/A
Hollydale	4-8	566	252	45%	264	47%	98%
Jackson	4-8	737	328	45%	339	46%	98%
Jefferson	4-8	146	65	45%	65	45%	97%
Keppel	4-8	191	85	45%	83	44%	97%
Lincoln	4-8	194	86	45%	90	46%	98%
Los Cerritos	4-8	198	88	45%	85	43%	98%
Mokler	4-8	257	115	45%	116	45%	98%
Paramount Park	4-8	726	323	45%	331	46%	97%
Roosevelt	4-8	251	112	45%	111	44%	98%
Tanner	4-8	203	91	45%	92	45%	97%
Wirtz	4-8	199	88	45%	96	48%	98%
Zamboni	4-8	871	388	45%	387	44%	97%
Community Day	4-8	2	1	45%	2	N/A	N/A
Home/Hospital	4-8	N/A	N/A	N/A	1	N/A	N/A
Subtotal		5,570	2480	45%	2518	45%	97%
Regular Ed. K-8		9,449	4208	45%	4332	46%	97%

Note: ADA is projected at 95% of projected enrollment except for:
Independent Study, County Special Ed and Adult Ed which are based on 2014-15 P-2 ADA

Paramount Unified School District

2015-2016

Rate of Attendance Comparison

School	Grade	1st Mo.	2nd Mo.	3rd Mo.	4th Mo.	5th Mo.	6th Mo.	7th Mo.	8th Mo.	9th Mo.	10th Mo.
Regular Ed.		K									
Alondra	K	N/A	N/A	N/A							
Collins	K	97%	96%	95%							
Gaines	K	98%	97%	97%							
Hollydale	K	97%	96%	96%							
Jackson	K	N/A	N/A	N/A							
Jefferson	K	97%	97%	96%							
Keppel	K	97%	97%	97%							
Lincoln	K	98%	97%	97%							
Los Cerritos	K	96%	96%	96%							
Mokler	K	96%	96%	96%							
Paramount Park	K	N/A	N/A	N/A							
Roosevelt	K	95%	95%	95%							
Tanner	K	97%	96%	96%							
Wirtz	K	98%	97%	96%							
Zamboni	K	N/A	N/A	N/A							
Subtotal		97%	96%	96%							
Regular Ed.		1-3									
Alondra	1-3	N/A	N/A	N/A							
Collins	1-3	97%	96%	96%							
Gaines	1-3	98%	98%	98%							
Hollydale	1-3	98%	98%	98%							
Jackson	1-3	N/A	N/A	N/A							
Jefferson	1-3	98%	98%	98%							
Keppel	1-3	98%	98%	97%							
Lincoln	1-3	98%	98%	98%							
Los Cerritos	1-3	98%	98%	98%							
Mokler	1-3	97%	97%	97%							
Paramount Park	1-3	N/A	N/A	N/A							
Roosevelt	1-3	98%	97%	97%							
Tanner	1-3	97%	97%	97%							
Wirtz	1-3	98%	98%	97%							
Zamboni	1-3	N/A	N/A	N/A							
Subtotal		98%	97%	97%							
Regular Ed		4-8									
Alondra	4-8	98%	98%	98%							
Collins	4-8	98%	97%	97%							
Gaines	4-8	N/A	N/A	N/A							
Hollydale	4-8	98%	98%	98%							
Jackson	4-8	98%	98%	98%							
Jefferson	4-8	98%	98%	97%							
Keppel	4-8	98%	98%	97%							
Lincoln	4-8	98%	98%	98%							
Los Cerritos	4-8	99%	98%	98%							
Mokler	4-8	97%	97%	98%							
Paramount Park	4-8	97%	97%	97%							
Roosevelt	4-8	98%	98%	98%							
Tanner	4-8	98%	97%	97%							
Wirtz	4-8	98%	98%	98%							
Zamboni	4-8	99%	98%	97%							
Community Day	4-8	N/A	N/A	N/A							
Subtotal		98%	98%	97%							
Regular Ed.	K-8	98%	97%	97%							

*Note: ADA is projected at 95% of projected enrollment except for:
Independent Study, County Special Ed and Adult Ed which are based on 2014-15 P-2 ADA.

**Paramount Unified School District
2015-2016**

Rate of Attendance Comparison

School	Grade	1st Mo.	2nd Mo.	3rd Mo.	4th Mo.	5th Mo.	6th Mo.	7th Mo.	8th Mo.	9th Mo.	10th Mo.
Regular Ed		9-12									
Community Day	9-12	N/A	N/A	N/A							
Buena Vista High School	9-12	N/A	N/A	N/A							
Paramount High	9-12	97%	97%	97%							
Paramount High-West	9-12	98%	98%	98%							
Home to Hospital	9-12	N/A	N/A	N/A							
Cal-SAFE	9-12	N/A	N/A	N/A							
Subtotal		98%	97%	97%							
Total Regular K-12		98%	97%	97%							
Special Ed		K-8									
Alondra	K-8	97%	96%	96%							
Collins	K-8	97%	97%	97%							
Gaines	K-8	N/A	N/A	N/A							
Hollydale	K-8	96%	97%	96%							
Jackson	K-8	98%	97%	97%							
Jefferson	K-8	95%	95%	96%							
Keppel	K-8	N/A	N/A	N/A							
Lincoln	K-8	91%	91%	91%							
Los Cerritos	K-8	94%	94%	94%							
Mokler	K-8	N/A	N/A	N/A							
Paramount Park	K-8	97%	94%	95%							
Roosevelt	K-8	95%	96%	95%							
Tanner	K-8	N/A	N/A	N/A							
Wirtz	K-8	N/A	N/A	N/A							
Zamboni	K-8	99%	97%	96%							
Home to Hospital	K-8	N/A	N/A	N/A							
Extended Year	K-8	N/A	N/A	N/A							
NonPublic School	K-8	N/A	N/A	N/A							
Subtotal		96%	96%	95%							
Special Ed		9-12									
Paramount High School	9-12	95%	94%	93%							
Home to Hospital	9-12	N/A	N/A								
NonPublic School	9-12	N/A	N/A	N/A							
Extended Year	9-12	N/A	N/A	N/A							
Subtotal		95%	94%	N/A							
Total Special Ed		95%	97%	95%							
Independent Study	K-12	N/A	N/A	N/A							
Total Independent Study		N/A	N/A								
County Students - SpEd	K-12	N/A	N/A	N/A							
Total County Students		N/A	N/A	N/A							
ALL PROGRAMS EXCEPT FOR ADULT ED											
Regular	K-12	98%	97%	97%							
Special Ed	K-12	95%	95%	95%							
Independent Study	K-12	N/A	N/A	N/A							
County Students	K-12	N/A	N/A	N/A							
Grand Total Except for Adult Ed		97%	97%	97%							
Adult Ed		N/A	N/A	N/A							

*Note: ADA is projected at 95% of projected enrollment except for:
Independent Study, County Special Ed and Adult Ed which are based on 2014-15 P-2 ADA.



District Schools

Monthly School Enrollment Report

Year: 2015-2016

Report: ATD606

Through end of Report Period: 3 (11/06/2015)

School	Type	1st 09/11	2nd 10/09	3rd 11/06	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
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Regular Education

K

Collins School	89	101	105											
Gaines School	98	102	103											
Hollydale School	92	97	101											
Jefferson School	55	54	54											
Keppel School	85	79	78											
Lincoln School	91	92	93											
Los Cerritos School	71	76	76											
Mokler School	97	100	100											
Roosevelt School	83	82	83											
Tanner School	98	111	111											
Wirtz School	102	104	105											
Subtotal	961	998	1,009											

Regular Education

1-3

Collins School	228	241	238											
Gaines School	288	291	291											
Hollydale School	284	287	287											
Jefferson School	197	199	201											
Keppel School	236	238	238											
Lincoln School	296	299	303											
Los Cerritos School	270	271	274											
Mokler School	326	332	331											
Roosevelt School	322	321	320											
Tanner School	242	245	248											
Wirtz School	280	283	285											
Subtotal	2,969	3,007	3,016											

Regular Education

4-8

Alondra School	877	891	891											
Collins School	162	160	160											
Community Day School	4	5	5											
Hollydale School	606	608	610											
Jackson School	758	782	791											
Jefferson School	149	152	151											
Keppel School	192	194	191											
Lincoln School	207	207	206											
Los Cerritos School	194	196	197											
Mokler School	265	267	267											
Paramount Park School	758	762	762											
Roosevelt School	256	254	254											
Tanner School	209	213	213											
Wirtz School	218	218	219											



District Schools Monthly School Enrollment Report

Year: 2015-2016
Report: ATD606

Through end of Report Period: 3 (11/06/2015)

School	Type	1st 09/11	2nd 10/09	3rd 11/06	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
Zamboni School		887	893	891										
Subtotal		5,742	5,802	5,808										

Regular Education 9-12

Buena Vista High School	11	50	54	53										
	12	134	138	137										
Subtotal		184	192	190										
Community Day School	9	1	1	1										
	10	5	6	7										
	11	6	7	6										
	12	3	4	4										
Subtotal		15	18	18										
Paramount High School	9	1,168	1,180	1,181										
	10	1,208	1,224	1,219										
	11	1,117	1,120	1,115										
	12	1,064	1,071	1,069										
Subtotal		4,557	4,595	4,584										
(9-12) Subtotal		4,756	4,805	4,792										
Total K-12	Reg.	14,428	14,612	14,625										

Regular K-8 Totals

Alondra School	877	891	891											
Collins School	479	502	503											
Community Day School	4	5	5											
Gaines School	386	393	394											
Hollydale School	982	992	998											
Jackson School	758	782	791											
Jefferson School	401	405	406											
Keppel School	513	511	507											
Lincoln School	594	598	602											
Los Cerritos School	535	543	547											
Mokler School	688	699	698											
Paramount Park School	758	762	762											
Roosevelt School	661	657	657											
Tanner School	549	569	572											
Wirtz School	600	605	609											
Zamboni School	887	893	891											
Subtotal	9,672	9,807	9,833											

Regular 9-12 Totals

Buena Vista High School	184	192	190											
Community Day School	15	18	18											
Paramount High School	4,557	4,595	4,584											
Subtotal	4,756	4,805	4,792											



District Schools Monthly School Enrollment Report

Year: 2015-2016

Report: ATD606

Through end of Report Period: 3 (11/06/2015)

School	Type	1st 09/11	2nd 10/09	3rd 11/06	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
Hollydale School		17	20	20										
Jackson School		17	20	20										
Jefferson School		17	20	20										
Keppel School		17	20	20										
Lincoln School		17	20	20										
Los Cerritos School		17	20	20										
Mokler School		17	20	20										
Paramount High School		17	20	20										
Paramount Park School		17	20	20										
Roosevelt School		17	20	20										
Tanner School		17	20	20										
Wirtz School		17	20	20										
Zamboni School		17	20	20										