

Paramount Unified School District

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

BOARD OF EDUCATION

TONY PEÑA
President

LINDA GARCIA
Vice President

ALICIA ANDERSON
Member

SONYA CUELLAR
Member

VIVIAN HANSEN
Member

DR. RUTH PÉREZ
Superintendent



REGULAR MEETING OF BOARD OF EDUCATION

MINUTES

January 27, 2016

The meeting was called to order at 6:07 p.m. by President Tony Peña in the Boardroom at the District Office, 15110 California Avenue, Paramount California.

Pledge of Allegiance Patricia Tu, Interim Director-Fiscal Services, led the Pledge of Allegiance.

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

Administrators Present Ruth Pérez, 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 Education
Randy Gray, Director-Curriculum & Instruction/Projects
Troy Marshall, Director-Technology
Margarita Rodriguez, Director-Research
Manuel San Miguel, Director-Student Services
Beatriz Spelker-Levi, Director-Personnel Services
Chris Stamm, Director, Student Nutrition Services
Roger Ramirez, Interim Director-Operations
Patricia Tu, Interim-Director-Fiscal Services
Andrea Aguilar-Nuno, Principal-Buena Vista High School
Greg Buckner, Principal-Paramount High School
Morrie Kosareff, Principal-Paramount High School-West
Scott Law, Principal-Collins School
Josephine Contreras, Assistant Principal-Collins School

Approve Agenda
January 27, 2016
1.42

Trustee Anderson moved, Trustee Garcia seconded the motion. Superintendent Dr. Pérez informed the Board that there is a change in dates for item 4.5-A and the new dates for the leadership training will now be March 21-22, 2016. The carried 5-0 to approve the agenda of the Regular Meeting of January 27, 2016 as amended.

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

Regular Meeting Minutes
January 13, 2016
1.43

Trustee Hansen moved, Trustee Cuellar seconded and the motion carried 5-0 to approve the Regular Meeting minutes of January 13, 2016.

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

Facilities Corporation Meeting
Minutes January 13, 2016
1.44

Trustee Cuellar moved, Trustee Garcia seconded and the motion carried 5-0 to approve the Facilities Corporation Meeting minutes of January 13, 2016.

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

REPORTS

Student Board
Representatives

Avery De La Cruz-PHS, Jose Jimenez -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 welcomed Superintendent Pérez. She shared that first semester has wrapped up nicely. The TAP Board met with Superintendent Pérez to discuss concerns regarding Special Education. She added that association will be surveying members on needs to address for the reopener. She also shared that the annual CTA Who's WHO dinner reception is scheduled for May 11, 2016 which is also a Board meeting night and asked the Board to consider possibly changing the date of the Board meeting to allow the Board to attend the reception.

Board Members' Reports

Trustee Anderson had no report but welcomed the Collins School Colts.

Trustee Cuellar attended the Governor's Budget Workshop.

Trustee Garcia attended a Tepic Sister Cities meeting and shared information on the "Day of the Child – Día del Niño" event that is scheduled to take place on March 26 at Paramount Park. She added that all monies raised that day will go towards scholarships for students.

Trustee Hansen had no report but shared that she is looking forward to the Collins School bulletin board presentation.

Trustee Peña visited Tanner and Jackson schools and also attended Superintendent Dr. Pérez's welcome reception.

Superintendent's Report

Superintendent Dr. Pérez highlighted a variety of items:

- Superintendent Dr. Pérez shared that she has had the opportunity to visit all schools with the exception of one and added that she is impressed with what she is seeing at schools and the consistency in learning at all schools.
- Dr. Pérez acknowledged Dr. Randy Gray and his staff members Esmeralda Lopez and Frank Rocha for their exceptional and successful work during the FPM Review.
- She held her first Superintendent/TAP Joint meeting.

- Superintendent Pérez met with Cabinet and Principals and shared her “My Mission, My Vision” presentation.
- Dr. Pérez had an opportunity to meet with all school Cafeteria Manager Superheroes for a breakfast and meeting.
- Superintendent Dr. Pérez shared that Long Beach Unified School District administration and staff would be visiting Paramount High School to see the CTE program.

Bulletin Boards – Collins School

Scott Law, Collins School Principal and students Emily Molina (Kinder), Patrick Taliauli (1st), Nia Lackey (2nd), Joyvianna Taliauli (3rd), Elijah Crumpton and Nigel Mills (4th), and Iyanah Hernandez (5th) presented an overview of the Boardroom bulletin boards representing Collins School’s educational program and student work. The bulletin boards reflect the theme of “Collins Inspired by Pixar” and enhance the educational message sent to visitors and District office employees.

Special Education Update

Kim Cole, Director-Special Education provided the Board with a Special Education update. She shared that the purpose of the presentation is to update the Board on:

- New and continuing programs in Special Education
- Common Core State Standards implementation in Special Education classes
- Special Education graduation rates for co-teaching program
- Next Steps

Hollydale Autism Program K-8

Ongoing –

- Hollydale program is focused on behavior modification through Applied Behavior Analysis (ABA)
- Data is collected daily on K-8 students through the Rethink data app. Information is used to review curriculum and address IEP goals

New –

- Per Individual Education Plans, 56 students are enrolled in the program to date an increase of 13 students from last year, 25% of the students are mainstreamed
- There have been no cases of litigation filed against the District since this program was implemented

District ED Program

Ongoing –

- The District is in the third year of the ED program at Buena Vista High School
- Teachers participate in all site professional development in Safe & Civil Schools Positive Behavior Intervention Strategies
- Administration, Teachers, Site Counselor and District Mental Health Psychologist collaborate weekly regarding student needs

New –

- All Students are mainstreamed up to 50% of their day in general education classes
- ED program Teachers co-teach up to two periods per day
- This year three students are dual enrolled at Paramount High School with the goal of full enrollment by the end of the year

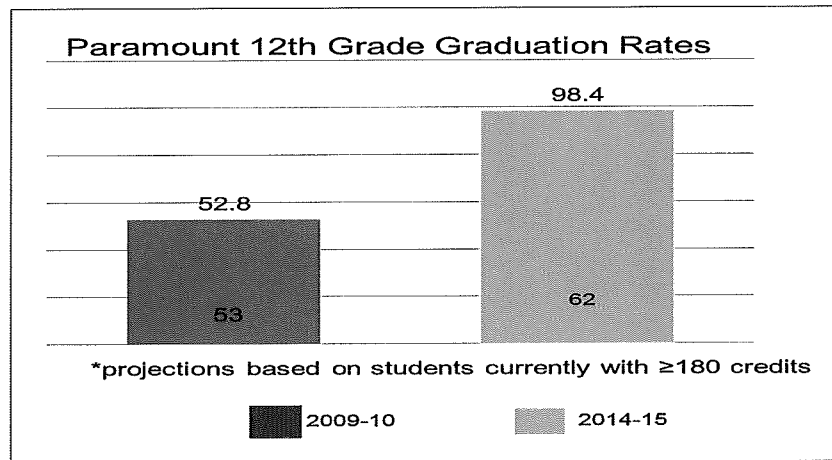
- To date, six students have graduated and received a high school diploma

Co-Teaching

- Co-teaching is implemented in grades K through 12
- Paramount High School is in the sixth year of co-teaching
- Middle Schools are in the fifth year of co-teaching
- Elementary Schools are in the third year of co-teaching
- The Special Education Department provides training for new teacher teams and review strategies as needed

Co-Teaching Graduation

High School graduation rates for students with disabilities in the co-teaching program have increased by 46% since 2009-10.

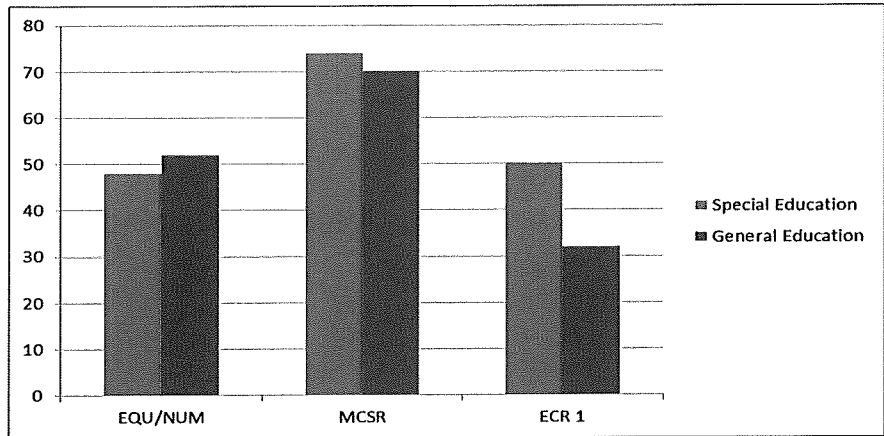


Common Core State Standards (CCSS)

- Special Education Curriculum Specialist has provided professional development on the Common Core State Standards in English Language Art and Mathematics for Mild Moderate and Moderate Severe teachers
- Assessments data for K-12 Language Arts and Mathematics are entered in OARS
- LANGUAGE! Program in grades 4-5 Special Day Classes has been aligned to the Common Core State Standards and general education reading materials
- New Attainment curriculum and curriculum pacing guides are being implemented for Moderate Severe students in grades K-12. Curriculum features rigorous, scientifically-based programs specifically designed for students with moderate-severe intellectual disability or autism aligned to Common Core Standards

Common Core State Standards SDC Math

Special Day Class/General Education Standards Met in grades 1-3



Total Special Education Students: 49 Total General Education Students: 1057

EQU – Equation

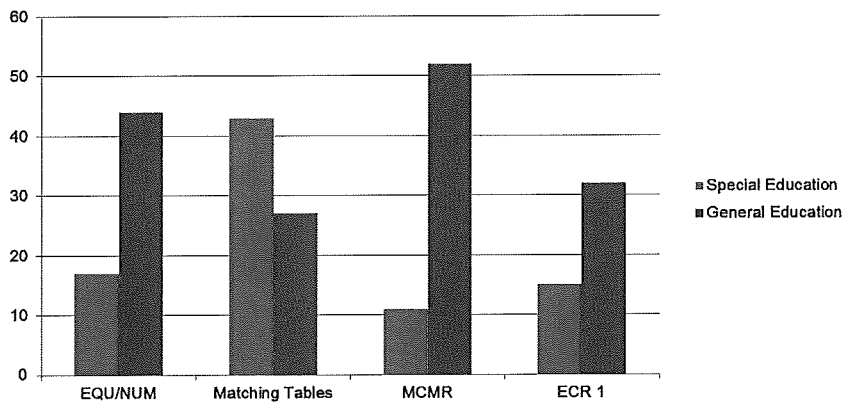
NUM - Numeric

MCSR – Multiple Choice Selected Response (Students select one answer option)

ECR – Extended Constructed Response (Requires the student to generate a response as opposed to selecting a response) Curriculum and assessment for Special Day Classes is modified for student support and compliance.

Common Core State Standards SDC Math

Special Day Class/General Education Standards Met in grades 4-5



Total Special Education Students: 50 Total General Education Students: 1792

EQU – Equation

NUM - Numeric

MCMR – Multiple Choice Multiple Response (Students selects all answers that apply)

ECR – Extended Constructed Response (Requires the student to generate a response as opposed to selecting a response) Curriculum and assessment for Special Day Classes is modified for student support and compliance.

SDC Co-Teaching Pilot Program 9-12

- Co-teaching provides resource services for students in the least restrictive environment. Since the District began the co-teaching model in elementary and secondary programs there is noted increase in academic rigor, attendance, graduation rate and a decrease in behavior referrals for students in special education.
- As a result of this success, the District is piloting three classes of co-teaching in the high school.
- Data will be reviewed on students progress and Board will continue to be updated.

SDC Co-Teaching Pilot Program 9-12

Pilot includes two SDC co-teaching classrooms at Paramount High School and West Campus

9th Grade SDC Co-Taught Earth Science
As of 1/11/2016

Period	Total Students	Gen Ed Students	Special Ed Students	Students Passing	Class Passing %	Gen Ed Passing %	Special Ed Passing %
1	40	35	5	38	95%	91.4%	100%
2	39	32	7	38	97.4%	96.9%	100%
4	40	28	12	36	90%	96.4%	75%
5	40	32	8	37	92.5%	96.9%	75%
6	30	22	8	27	90%	90.9%	87.5%

Grades 10-12 SDC Co-Taught Chemistry
As of 1/11/2016

Period	Total Students	Gen Ed Students	Special Ed Students	Students Passing	Class Passing %	Gen Ed Passing %	Special Ed Passing %
5	34	27	7	32	94.1%	100%	57.1%
6	34	30	4	32	94.1%	93%	100%

Next Steps:

Continue to:

1. Monitor co-teaching program and explore expanding to additional SDC classes at secondary level.
2. Explore opportunities to implement District ED classes in grades K-8.
3. Participate in the Districts ELA/ELD textbook adoption
4. Provide the Board with updates in Special Education

**BOARD MEETING
CALENDER**

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

There were no speakers during the hearing section.

CONSENT ITEMS
0.45

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

Human Resources

Personnel Report 15-09
2.45

Accept Personnel Report 15-09 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 3.45	Approve the consultant and contract service request authorizing contracts with consultants or independent contractors who provide specialized services, as submitted.
Overnight and/or Out-of-County Study Trips 3.45	Approve the overnight and/or out-of-county study trip for students consistent with the District policies and instructional programs.
Contract with California State University, Long Beach and the Math Engineering and Science Achievement Program 3.45	Ratify the contract with California State University Long Beach for the MESA Program during 2015-16.

Business Services

Purchase Order Report 15-09 4.45	Approve Purchase Order Report 15-09, authorizing the purchase of supplies, equipment, and services for the District.
Warrants for the Month of November 2015 4.45	Approve warrants for all funds through November with a total of \$12,141,609.33.
Warrants for the Month of December 2015 4.45	Approve warrants for all funds through December with a total of \$12,985,630.58.
Acceptance of Donations 4.45	Accept the donations as presented on behalf of the District with any bequests or gifts of money or property for a purpose deemed to be suitable by the District.
Consultant Services 4.45	Approve the consultant services requests authorizing contracts with consultants or independent contractors who provide specialized services.

ACTION ITEMS

Human Resources

Salary Realignment for Assistant Director of Operations 2.46	Trustee Anderson moved, Trustee Garcia seconded. It was requested to hold this item for further discussion and action after closed session. After further discussion, the motion carried 5-0 to approve the salary schedule for the position of Assistant Director of Operations. Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña
Proposed Revised Board Policy 4250 – <u>Leaves and Vacations</u> 2.47	Trustee Cuellar moved, Trustee Hansen seconded, and the motion carried 5-0 to ratify and approve for second reading and adopt proposed revised Board Policy 4250 – <u>Leaves and Vacations</u> which reflects current state regulations. Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

Proposed Revised Board
Policy 4144 –
Insurance/Health and Welfare
Benefits
2.48

Trustee Anderson moved, Trustee Garcia seconded, and the motion carried 5-0 to accept for second reading and adopt proposed revised Board Policy 4144 – Insurance/Health and Welfare Benefits, which reflects current Federal Regulations.

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

Educational Services

Revised Board Policy 6157.2
– Title I Programs
3.49

Trustee Hansen moved, Trustee Garcia seconded, and the motion carried 5-0 to Accept for second reading and adoption proposed revised Board Policy 6157.2 – Title I Programs, which reflects current State requirements.

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

Revised Local Educational
Agency Plan
3.50

Trustee Anderson moved, Trustee Cuellar seconded, and the motion carried 5-0 to Approve the revised 2015-2018 Local Educational Agency Plan that describes educational services for students provided through federal funds as required by the *No Child Left Behind Act*.

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

Nonpublic School Placement
for Special Education
Students for 2015-16
3.51

Trustee Cuellar moved, Trustee Garcia 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.

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

Attorney Fees and Settlement
Agreement for a Special
Education Student
3.52

Trustee Hansen moved, Trustee Anderson seconded, and the motion carried 5-0 to Approve and authorize payment for attorney fees and settlement agreement for a special education student.

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

WorkAbility I Grant Funds
3.53

Trustee Anderson moved, Trustee Garcia seconded, and the motion carried 5-0 to Accept continued funding of the WorkAbility I Grant for 2015-16 school year to provide supervision of Special Education students' on-the-job training and subsidized wages for high school and transition students and career awareness activities for middle school students.

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

Workforce Investment Act,
Title II: Adult Education and
Family Literacy Act Grant
Award
3.54

Trustee Garcia moved, Trustee Hansen seconded, and the motion carried 5-0 to Accept the Workforce Investment Act, Title II: Adult Education and Family Literacy Act Grant Award for the 2015-16 Fiscal Year.

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

Adult Education Solutions
Contract
3.55

Trustee Cuellar moved, Trustee Garcia seconded, and the motion carried 5-0 to Approve Adult Education Solutions to serve as a project manager of the Tri-City Adult Education Consortium.

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

Resolution 15-29, Amended
Local Agreement for Child
Development Services for the
California State Preschool
Program, 2015-16
3.56

Trustee Hansen moved, Trustee Anderson seconded, and the motion carried 5-0 to approve the amended amount for the California State Preschool Contract for full and part-day Preschool, provided at Alondra, Collins, Gaines, Hollydale, Keppel, Mokler, Wirtz (Jackson) and Zamboni sites for the 2015-16 school year.

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

Business Services

2015-16 Budget Adjustments
as of December 31, 2015
4.57

Trustee Anderson moved, Trustee Garcia seconded, and the motion carried 5-0 to approve the 2015-16 Budget Adjustments for the General Funds, Unrestricted and Restricted, Adult Education Fund, Child Development Fund, Capital Facilities Fund, Special Reserves Fund and Cafeteria Fund.

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

Facilities Use Agreement
Renewal with the City of
Paramount
4.58

Trustee Garcia moved, Trustee Anderson seconded, and the motion carried 5-0 to ratify the Facilities Use Agreement renewal and authorize the Superintendent or designee to execute all necessary documents pertaining thereto.

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

Notices of Completion – Field
Service Contracts
4.59

Trustee Anderson moved, Trustee Cuellar seconded, and the motion carried 5-0 to accept as completed the field service contracts for roof replacement at various classrooms at Paramount High School, and replacement of playground surfacing at Wirtz, Roosevelt, and Collins Schools; and authorize the Superintendent or designee to file the Notices of Completion and make payment to all contracted parties upon expiration of the lien period and determination that no liens are outstanding.

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

2014-15 Annual Audit
4.60

Trustee Hansen moved, Trustee Garcia seconded, and the motion carried 5-0 to accept the District's annual audit report for the 2014-2015 school year submitted under separate cover.

Priscilla Flores with Vicenti, Lloyd and Stutzman, provided the Board with a summary of two findings for 2014-15. The two findings listed were 1. GASB 68 & 71 & Cafeteria Fund and 2. Self-Insurance Fund for Workers' Compensation.

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

Agreement with Flippen
Group for Leadership
Blueprint Training
4.61

Trustee Cuellar moved, Trustee Anderson seconded, and the motion carried 5-0 to ratify the Agreement with Flippen Group for Leadership Blueprint Training, and authorize the Superintendent or designee to execute all necessary documents.

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

CONFERENCE ITEMS

Educational Services

Revised Board Policy 6146.4 – High School Graduation Requirements

The Board accepted for first reading proposed revised Board Policy 6146.4 – High School Graduation Requirements, which reflects current State requirements.

Revised Board Policy 6170.1 – Transitional Kindergarten

The Board accepted for first reading proposed revised Board Policy 6170.1 – Transitional Kindergarten, which reflects current State requirements for conducting a Transitional Kindergarten program.

INFORMATION ITEMS

Business Services

Monthly Financial Statements, December 2015

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

Monthly Financial Statements, December 2015 – Special Education

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

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

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

Average Daily Attendance Summary Report through December 4, 2015 and the Fourth Monthly School Enrollment Report

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

Bid Summary – Produce

The Board received as information a summary of bid results for Produce.

ANNOUNCEMENTS

President Péna reported that the next Regular Meeting would be February 10, 2016, at 6:00 p.m. – Boardroom of the District Office.

CLOSED SESSION

The Board adjourned to Closed Session at 7:27 p.m. to discuss public employee discipline/dismissal/release, public employee resignation/retirement, conference with legal counsel-existing litigation and governance team items.

OPEN SESSION

The Board reconvened to Regular Session at 9:21 p.m. President Peña reported that they discussed public employee discipline/dismissal/release, public employee resignation/retirement, conference with legal counsel-existing litigation and governance team items.

The Board of Education took action on the following:

Public Employee Resignation/Retirement 2.62

Trustee Anderson moved, Trustee Cuellar seconded and the motion carried 5-0 to approve the general agreement for employee #8364.

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

Conference with Legal
Counsel Existing Litigation
4.63

Trustee Hansen moved, Trustee Anderson seconded and the motion carried 5-0 to approve the settlement authorization for claim #ASCL-3451.

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

ADJOURNMENT

Trustee Cuellar moved, Trustee Anderson seconded, and the motion carried 5-0 to adjourn the Regular Meeting of the Board of Education held on January 27, 2016 at 9:22 p.m. in memory of Rosemary Green, former District Director of Personnel.

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

Ruth Pérez, Secretary
To the Board of Education

President

Vice President/Clerk

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Myrna Morales, Assistant Superintendent – Human Resources
DATE: February 10, 2016
SUBJECT: Personnel Report 15-10

BACKGROUND INFORMATION:

Following is Personnel Report 15-10, 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 15-10 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.

CONSENT ITEM: 2.1-C

**PERSONNEL REPORT 15-10
FEBRUARY 10, 2016
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>EMPLOYMENT</u>						
*Price, Samuel	Teacher Temporary	Paramount High-Senior	A-1	Annual \$50,692 General Fund	01-25-16	06-30-16
*Yakubovsky, David	Teacher – 67% Temporary	Paramount High-Senior	E-26	\$65,653 ROP**	01-25-16	06-10-16
*Cervantes Larios, Jose	Substitute Teacher on-call, as needed	District		Daily \$150 General Fund	01-25-16	
*Ottosen, Justin					01-11-16	
<u>ADDITIONAL ASSIGNMENT</u>						
*Molina, Elizabeth	Annual Cerritos College Culinary Arts Field Trip NTE 3 hrs.	Secondary Education		Hourly \$38.00 LCAP***	10-23-15	
*Beauman, Bailee *Carr, Andrea *Carser, David *Cooks, Jill *Diosdado, Gloria *Granados, Veronica *Humble, Christine *Marsh, Erin *Mora, Melissa *Ruvalcaba, Judith *Shaw, Veronica *Uriarte, Jose A. *Veith, Kirsan	Language Arts Intervention NTE 100 hrs. each	Alondra		\$38.00 Title I	01-11-16	06-09-16
*Brainard, Richard *Carser, David *Cheek, Joshua *Colenzo, Rocco *Goins, Ashley *Gonzales, Jason *Griffith-Wu, Isela	Team Building and Collaboration with English Learners NTE 200 hrs. total	Alondra		\$38.00 Title I	01-11-16	06-09-16

*Ratification
**Regional Occupation Program
***Local Control Accountability Plan

**PERSONNEL REPORT 15-10
FEBRUARY 10, 2016
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>ADDITIONAL ASSIGNMENT</u> <u>continued</u>						
*Hernandez, Martin *Hunt, Anjanett *James, Richard *Krakower, Jenna *Marsh, Erin *Otte, John *Soto, Michelle *Tsutsui, Nadine *Uriarte, Jose A.	Team Building and Collaboration with English Learners NTE 200 hrs. total	Alondra		<u>Hourly</u> \$38.00 Title I	01-11-16	06-09-16
*Barton, Amie *Brainard, Richard *Cribari, Michelle *Enciso, Maria *Garcia, Gabriel *Hernandez, Martin *James, Richard *Martin, Tina *Monroe, Shelley *Rader, DeEtta *Tilson, Courtney *Valdez, Veronica	Math Intervention NTE 60 hrs. each	Alondra		\$38.00 Title I	01-11-16	06-09-16
*McCullough, Jerome *Ramos, Hector	Saturday School NTE 88 hrs.	Buena Vista		\$38.00 LCFF**	01-16-16	06-11-16
*Taylor, Joyce	Academic & Enrichment Programs NTE 30 hrs.	Lincoln		\$38.00 LCAP***	12-17-15	06-09-16
*Megofna, Alicia *Rummell, Brent	Solar Cup NTE 70 hrs.	Paramount High-West		\$38.00 Title I	12-12-15	05-15-16

*Ratification
**Local Control Funding Formula
***Local Control Accountability Plan

**PERSONNEL REPORT 15-10
FEBRUARY 10, 2016
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	DESCRIPTION	EFFECTIVE	
				FROM	TO
<u>LEAVE OF ABSENCE WITH PAY</u> Vargas, Jose	Teacher	Community Day	Military	12-14-15	
<u>LEAVE OF ABSENCE WITHOUT PAY</u> Kim, Cecile	Teacher	Jackson	Personal	08-01-15	01-19-16*
<u>RESIGNATION</u> Springston, Adam	Teacher	Paramount Park	Personal	01-22-16	
<u>EARLY RETIREMENT</u> Go, Linda	Teacher on Special Assignment	Student Services	Early Retirement	02-29-16	

*Revised date

**PERSONNEL REPORT 15-10
FEBRUARY 10, 2016
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>Employment</u>						
*Riestra, George	Campus Security 8 hrs. per day/10 mo.	Operations	118-I	<u>Monthly</u> \$2,991 General Fund	02-09-16	
*Novelo Becerra, Cynthia	Occupational Therapist 8 hrs. per day/10 mo.	Special Education	Sch. 2 9-III	\$6,553	01-25-16	
<u>Promotion</u>						
*Greene, Johnny	Supervisor – Operations 8 hrs. per day/12 mo.	Operations	Sch. 2 209-I	<u>Monthly</u> \$6,187** Restricted Routine Mainten- ance	01-25-16	
*Castillo, Alicia	Lead Custodian 8 hrs. per day/12 mo.	Operations	123-V	\$4,123 General Fund	02-01-16	
*Munoz, Federico	Senior Custodian 8 hrs. per day/12 mo.	Zamboni	122-IV	\$3,829 General Fund	02-01-16	
<u>Reclassification</u>						
*Hernandez, Ann	Credentials Analyst 8 hrs. per day/12 mo.	Human Resources	269-V	<u>Monthly</u> \$4,985** General Fund	03-13-14	
*Mireles, Mayra	Senior Buyer 8 hrs. per day/12 mo.	Operations	332-V	\$5,250** General Fund	08-31-15	
*Franco, Sandra	Translation Services Assistant 8 hrs. per day/11 mo.	Special Education	114-V	\$3,302 Special Education	05-06-15	
<u>Short Term</u>						
*Garcia, Emma	District Translator	Educational	Sch. 8	<u>Hourly</u> \$24.85	01-04-16	06-30-16
*Tittle, Alma	NTE 50 hrs. each	Services	10-I	Multi- Cultural		
*Alcala, Elena	Office Assistant NTE 12 hrs.	Keppel	116-I	\$16.43 LCAP***	12-17-15	12-18-15

* Ratification

** Includes Longevity and/or Professional Growth Increment

*** Local Control Accountability Plan

**PERSONNEL REPORT 15-10
FEBRUARY 10, 2016
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>Short Term</u> continued *Chappell, Dolores	Office Assistant NTE 5.5 hrs. per day	Los Cerritos	116-I	<u>Hourly</u> \$16.43 EIA-LEP**	01-04-16	06-30-16
<u>Substitute, On Call</u> *Trujillo, Andrew	Noon Duty Aide	Zamboni		<u>Hourly</u> \$10.50 General Fund	12-17-15	
<u>Student Worker</u> *Chavez, Salvador *Covarrubias, Janette *Flores, Mario *Garcia Mendez, Julisa *Leon, Nathan *Lewis, Raymonte *Madrigal Basto, Esequiel *Martinez-Cruz, Ricardo *Maye, Nailah *Rivera, Rocio *Sagrero, Leticia *Salazar, Jennifer *Solis, Lilliana De Los Angeles *Soto, Daniel *Turner, Allen	Student Worker NTE 75 hrs. each	Adult Education		<u>Hourly</u> \$10.00 WorkAbility	01-14-16	06-30-16
*Bravo, Keven *Covarrubias, Jesus	Student Worker NTE 75 hrs. each	Paramount High-Senior		\$10.00 WorkAbility	12-11-15 01-14-16	06-30-16
<u>ADDITIONAL ASSIGNMENT</u> <u>Short Term</u> *Castaneda, Blanca *Sedano, Cyndi	District Translator NTE 50 hrs. each	Educational Services		<u>Hourly</u> \$24.85 Multi-Cultural	01-04-16	06-30-16

* Ratification

** Economic Impact Aid-Limited English Proficient

**PERSONNEL REPORT 15-10
 FEBRUARY 10, 2016
 CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>TEMPORARY ATHLETIC TEAM COACH</u> *Duenas, Gabriel	Middle School Inter-mural Sports Boys Basketball	Hollydale		<u>Stipend</u> \$172 LCAP	01-11-16	03-30-16

* Ratification

**PERSONNEL REPORT 15-10
FEBRUARY 10, 2016
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	DESCRIPTION	EFFECTIVE	
				FROM	TO
<u>LEAVE OF ABSENCE</u>					
Lim-Wong, Millie	Instructional Assistant – ECE	Gaines ECE	Personal	01-19-16	06-30-16
<u>RESIGNATION</u>					
Gonzalez, Yesenia	Substitute Office Assistant	District	Personal	01-11-16	
Medina Reynaga, Vanessa	Short Term Instructional Assistant – Sp. Ed.	Buena Vista	Personal	01-29-16	
Ramos, Veronica	Technology Instructional Assistant	Hollydale	Personal	02-04-16	
Cervantes Larios, Jose	Short Term Instructional Assistant – Sp. Ed.	Paramount High-Senior	Personal	01-22-16	

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Deborah Stark, Assistant Superintendent-Educational Services
DATE: February 10, 2016
SUBJECT: Consultant and Contract Services

BACKGROUND INFORMATION:

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

The following specialized service is/are requested:

#	Consultant	Services to be Provided/ Audience	Site/ Requested by	Time Period	Cost/ Funding Source
1	STAR Inc. PC15-16129	Consultant to provide a family interactive workshop for grades 2-5. Families will engage in hands-on activities focusing on Math. 120 students	Roosevelt School Requested by: Susan Marilley	February 18, 2016	Not to exceed \$1,000 paid from PTA funds
2	STAR Education PC15-16130	Consultant to provide three workshops to GATE students in grade 3-5 at Jefferson, Collins and Gaines Schools. 120 students	Jefferson School Requested by: Kelly Williams	February 20, 2016, April 23, 2016 and June 4, 2016	Not to exceed \$10,800 paid from GATE funds

POLICY/ISSUE:

Board Policy 4126 – Consultants and Independent Contractors Provide Specialized Services

FISCAL IMPACT:

As indicated above

CONSENT ITEM: 3.1-C

STAFF RECOMMENDATION:

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

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.

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Deborah Stark, Assistant Superintendent-Educational Services
DATE: February 10, 2016
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 will participate in the cheer/dance competition to learn techniques, review cheer, song materials and develop team unity. 42 students, 5 female chaperones	Paramount High School Requested by: Greg Buckner	February 13, 2016	Cost of trip to be paid through students
2	Santa Barbara, CA	Students from Paramount High School will travel to the University of California Santa Barbara to attend workshops in preparation for college studies. 25 students, 1 female chaperone	Paramount High School Requested by: Greg Buckner	April 6-8, 2016	The cost of the trip is paid through USCB Making Educational Networks That Open Roads

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.

Itinerary for Paramount High School
Cheer/Dance Competition
Las Vegas, Nevada
February 13, 2016

Saturday, February 13, 2016

8:00 a.m.	Check in University of Nevada Las Vegas Cox Pavilion
10:00 a.m.	Varsity Cheer competes
12:00 p.m.	Junior Varsity Cheer competes
3:00 p.m.	Varsity Song competes
5:00 p.m.	Junior Varsity Song competes
7:00-8:00 p.m.	Awards

*Students will be transported by parent/guardian.

Parent and students will meet at the Cashman Center for competition.

Itinerary for Paramount High School Students
Santa Barbara, California
April 6-8, 2016

Wednesday, April 6, 2016

7:30 a.m.	Depart Paramount High School
11:00 a.m.	Arrive at University of California Santa Barbara
12:30 p.m.	Tour campus
2:00 p.m.	Lunch
3:00 p.m.	Workshop
5:00 p.m.	Dinner
6:15 p.m.	Workshops
9:15 p.m.	Game night
11:45 p.m.	Lights out

Thursday, April 7, 2016

8:00 a.m.	Breakfast
10:00 a.m.	Speaker
11:15 a.m.	Workshop
12:45 p.m.	Lunch
2:00 p.m.	Workshops
7:00 p.m.	Dinner
9:00 p.m.	Dance
12:30 p.m.	Lights out

Friday, April 8, 2016

8:00 a.m.	Breakfast
9:00 a.m.	Evaluations
11:00 a.m.	Visit Goleta Beach
1:00 p.m.	Lunch
3:30 p.m.	Depart University of California Santa Barbara
7:00 p.m.	Arrive at Paramount High School

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ranita Browning, Interim Assistant Superintendent-
Business Services
DATE: February 10, 2016
SUBJECT: Purchase Order Report 15-10

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 – Adult Education Fund	\$	1,927.45
2. Authorized Orders – Adult Education Fund		6,839.75
3. Ratified Orders – General Fund Unrestricted		3,665.80
4. Authorized Orders – General Fund		46,568.38
5. Ratified Orders – LCAP Fund Unrestricted		2,071.00
6. Authorized Orders – LCAP Fund		60,023.76
7. Authorized Orders – Student Nutrition Services		118,431.92
8. Ratified Orders (Under \$1,500)		7,697.52
TOTAL OF ALL ORDERS	\$	<u>247,225.58</u>

POLICY/ISSUE:

Board Policy 3300 - Expenditures and Purchases

FISCAL IMPACT:

As indicated above

STAFF RECOMMENDATION:

Approve Purchase Order Report 15-10 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

February 10, 2016

PO Number	Vendor	Site	Description	Total Amount
010 - General Fund				
16-01622	KIS COMPUTER CENTER	Business Services	Notebook computers for District nurses (4)	\$5,478.82 *
16-01627	BARNES AND NOBLE	Educational Services	Classroom library books (648)	\$3,665.80
16-01630	BELLFLOWER MUSIC CENTER	Jackson Middle School	Music instruments (5)	\$5,952.49 *
16-01631	KIS COMPUTER CENTER	Roosevelt Elementary School	Notebook computers (7)	\$6,985.27 *
16-01632	FUTURE DESIGN COMMUNICATIONS	Gaines Elementary School	Networking for projectors in classrooms (6)	\$7,969.60 *
16-01633	AUDIOVISION INC.	Gaines Elementary School	Install projector screens (10)	\$9,979.80 *
16-01636	PEARSON EDUCATION	Paramount High School	Custom Chemistry Lab notebooks (800) (Board adopted: 5/28/14)	\$10,202.40 *
010 - General Fund - LCAP				
16-01609	NIC PARTNERS	Technology	Security cameras for Zamboni	\$25,649.84 *
16-01610	FUTURE DESIGN COMMUNICATIONS	Technology	Network cabling for Zamboni security cameras	\$6,904.13 *
16-01611	CURRENT ELECTRIC CONSTRUCTION	Technology	Electrical work for Zamboni security cameras	\$13,950.00 *
16-01625	SAFETY SCREENS	Technology	Wirtz: security window coverings for computer lab	\$2,071.00
16-01629	KIS COMPUTER CENTER	Zamboni Middle School	Print cartridges (130)	\$7,388.54 *
16-01635	BELLFLOWER MUSIC CENTER	Curriculum, Instruction & Projects	Music instruments (16)	\$6,131.25 *
110 - Adult Education Fund				
16-01529	FUTURE DESIGN COMMUNICATIONS	Adult Education	Network cabling	\$1,927.45
16-01624	KIS COMPUTER CENTER	Adult Education	Computers (5)	\$6,839.75 *
610 - Cafeteria Fund				
16-01634	CITY OF PARAMOUNT	Nutrition Services	Summer program reimbursement	\$118,431.92 *

* 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

February 10, 2016

PURCHASE ORDER SUMMARY BY FUND

33 Purchase orders for a total of \$247,225.58

010 - General Fund	To Be Authorized	\$46,568.38
	To Be Ratified Over \$1,500	\$3,665.80
	To Be Ratified Under \$1,500	\$4,902.30
	Fund Total	\$55,136.48
010 - General Fund - LCAP	To Be Authorized	\$60,023.76
	To Be Ratified Over \$1,500	\$2,071.00
	To Be Ratified Under \$1,500	\$1,805.47
	Fund Total	\$63,900.23
110 - Adult Education Fund	To Be Authorized	\$6,839.75
	To Be Ratified Over \$1,500	\$1,927.45
	To Be Ratified Under \$1,500	\$239.75
	Fund Total	\$9,006.95
120 - Child Development Fund	To Be Ratified Under \$1,500	\$750.00
	Fund Total	\$750.00
610 - Cafeteria Fund	To Be Authorized	\$118,431.92
	Fund Total	\$118,431.92

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ranita Browning, Interim Assistant Superintendent-Business Services
DATE: February 10, 2016
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 \$1,555.56 from La Serena High School. This donation will be designated for the students of Paramount High School for the Athletics Department.

For the current 2015-16 fiscal year through February 10, 2016, the District has received an estimated total, which includes the above amounts, of \$20,541.53 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: Ruth Pérez, Superintendent
FROM: Ranita Browning, Interim Assistant Superintendent-Business Services
DATE: February 10, 2016
SUBJECT: Agreement for Use of Facilities – Our Lady of the Rosary

BACKGROUND INFORMATION:

For many years the agreement with Our Lady of the Rosary has permitted the District a lease extension for one relocatable unit for use by the Title 1 Program for the District's students. Our Lady of the Rosary has requested an extension of the current lease agreement for this relocatable unit for another one-year period ending August 31, 2016.

POLICY/ISSUE:

Board Policy 3322 – Contracts

FISCAL IMPACT:

\$7,200 – Title 1 funds

STAFF RECOMMENDATION:

Ratify the lease agreement for use of a relocatable unit at Our Lady of the Rosary from September 1, 2015 through August 31, 2016.

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: Ruth Pérez, Superintendent
DATE: February 10, 2016
SUBJECT: Amendment to Employment Agreement between Paramount Unified School District and Dr. Ruth Pérez.

BACKGROUND INFORMATION:

In the past, the Board has adopted, as part of the employment agreement entered into with the Superintendent, a five-step salary schedule. This was not done at the time the Board acted to approve the new employment agreement between the District and Dr. Pérez.

This will require a Board action amending the agreement so that the schedule is incorporated as a term of that agreement.

POLICY/ISSUE:

Board Policy 4300 – Management Positions/Management Team
Board Bylaw 9000 – Role of the Board and Members (Powers, Purposes, Duties)

FISCAL IMPACT:

As per the placement on the Superintendent's salary schedule.

STAFF RECOMMENDATION:

Approve amendment to employment agreement between Paramount Unified School District and Dr. Ruth Pérez and adopt salary schedule.

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

**AMENDMENT TO EMPLOYMENT AGREEMENT
BETWEEN
PARAMOUNT UNIFIED SCHOOL DISTRICT
AND
DR. RUTH PÉREZ**

WHEREAS, the Governing Board of the Paramount Unified School District (“District”), on December 9, 2015, approved and then executed an employment agreement (hereafter “Agreement”) between the District and Superintendent of Schools, Dr. Ruth Pérez; and

WHEREAS, in the past, the Governing Board has proposed and made part of the employment agreements of past superintendents, a salary schedule which calls for increases in base salary over a predetermined number of years; and

WHEREAS, the Governing Board wishes to amend the Agreement entered into with Dr. Ruth Pérez by including a five-step salary schedule and incorporating that schedule into the Agreement;

SO BE IT RESOLVED that the attached schedule shall be made part of the terms of employment specified in Dr. Pérez’s Agreement with the District immediately.

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

By: _____
Tony Peña, President

By: _____
Sonya Cuellar, Member

By: _____
Linda Garcia, Vice President/Clerk

By: _____
Alicia Anderson, Member

By: _____
Vivian Hansen, Member

I hereby accept this modification to my employment agreement and agree to comply with each and every condition thereof and to perform faithfully all the duties of employment of Superintendent of the Paramount Unified School District and Chief Executive Officer of the Board of Education.

Date of Acceptance

Dr. Ruth Pérez
Superintendent of Schools

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Deborah Stark, Assistant Superintendent-Educational Services
DATE: February 10, 2016
SUBJECT: Revised Board Policy 6146.4 – High School Graduation Requirements

BACKGROUND INFORMATION:

Submitted for second reading and adoption is revised Board Policy 6146.4 – High School Graduation Requirements. The policy reflects recent changes to Education Code in light of the elimination of the requirement for students to pass the California High School Exit Examination.

In order to facilitate easier reading, revisions are reflected with underlines and strikethroughs. Words or sentences that are additions are underlined.

POLICY/ISSUE:

Board Policy 6146.4 – High School Graduation Requirements

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Accept for second reading and adopt proposed revised Board Policy 6146.4 – High School Graduation Requirements, which reflects current State requirements.

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: 3.1-A

CURRENT POLICY

Instruction

BP 6146.4(a)

High School Graduation Requirements

The Governing Board recognizes its responsibility to prescribe requirement for a high school diploma of graduation. The course of study for students obtaining a high school diploma in Paramount Unified School District shall include the specific courses and disciplines required by law, as well as those deemed appropriate by the Board of Education.

To obtain a high school diploma, students shall complete at least the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Four courses in Language Arts (40 credits).
2. Three courses in Mathematics (30 credits).

At least one mathematics course, or a combination of the two Mathematics courses required for completion in grades 9-12, shall meet or exceed state academic content standards for Algebra I. Completion of Algebra coursework, prior to grade 9 that meets or exceeds state academic content standards shall satisfy the Algebra coursework but shall not exempt a student from the requirement to complete thirty credits of mathematics in grades 9-12.

Up to ten mathematics credits may be fulfilled by completing a UC/CSU approved Computer Science Course.

3. Two courses in Science, including a Biological and a Physical Science (20 credits).
4. Three courses in Social Studies, including United States History and Geography, World History, Culture, and Geography; a one-semester course in American Government and Civics; and a one-semester course in Economics (30 credits).
5. One course in Visual or Performing Arts, Foreign Language (including American Sign Language) or Career Technical Education (10 credits).
6. Two courses in Physical Education unless the student has been otherwise exempted pursuant to other sections of the Education Code (20 credits).

CURRENT POLICY

High School Graduation Requirements (continued)

BP 6146.4(c)

7. Elective credits (65 credits).
8. One semester Health course (5 credits).

Total 220 credits

Because the prescribed course of study may not accommodate the needs of some students, the Board of Education shall provide alternative means for the completion of prescribed courses in accordance with law.

The Superintendent or designee shall exempt or waive specific course requirements for Foster Youth, homeless or children of military families in accordance with Education Code 51225.1 and 47901.

As a condition of high school graduation, each student completing grade 12 shall have successfully passed the state Exit Examination in Language Arts Instruction and Mathematics unless he/ she receives a waiver or exemption. Students in grade 7-12 who do not demonstrate sufficient progress, as defined in Board Policy 6179 - Supplemental Instruction shall be offered supplemental instruction toward passing the Exit Exam.

Certificate of Credit Completion

Students who have completed all requirements for high school graduation with the exception of passing the California High School Exit Exam will be provided a Certificate of Credit Completion and will be eligible to participate in the commencement ceremony.

The Individualized Education Plan may assign a student to a non-diploma course of study. A Certificate of Completion will be provided to students who have satisfactorily met their individual course of study during high school. Students completing a non-diploma program will be eligible to participate in the commencement ceremony and all other senior activities.

Legal Reference: Education Code

51225.3	Requirements for Graduation
51228	Minimum Standards
56375(b)	Special Education-Certificates and Diplomas
AB1062	(effective January 1, 2000)

Policy adopted: 8-12-97
revised: 5-9-00
revised: 02-14-06
revised: 06-27-12
revised: 04-22-15

PARAMOUNT UNIFIED SCHOOL DISTRICT
Paramount, California

PROPOSED POLICY

BP 6146.4(a)

Instruction

High School Graduation Requirements

The Governing Board recognizes its responsibility to prescribe requirement for a high school diploma of graduation. The course of study for students obtaining a high school diploma in Paramount Unified School District shall include the specific courses and disciplines required by law, as well as those deemed appropriate by the Board of Education.

To obtain a high school diploma, students shall complete at least the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Four courses in Language Arts (40 credits).
2. Three courses in Mathematics (30 credits).

At least one mathematics course, or a combination of the two Mathematics courses required for completion in grades 9-12, shall meet or exceed state academic content standards for Algebra I. Completion of Algebra coursework, prior to grade 9 that meets or exceeds state academic content standards shall satisfy the Algebra coursework but shall not exempt a student from the requirement to complete thirty credits of mathematics in grades 9-12.

Up to ten mathematics credits may be fulfilled by completing a UC/CSU approved Computer Science Course.

3. Two courses in Science, including a Biological and a Physical Science (20 credits).
4. Three courses in Social Studies, including United States History and Geography, World History, Culture and Geography; a one-semester course in American Government and Civics; and a one-semester course in Economics (30 credits).
5. One course in Visual or Performing Arts, Foreign Language (including American Sign Language) or Career Technical Education (10 credits).
6. Two courses in Physical Education unless the student has been otherwise exempted pursuant to other sections of the Education Code (20 credits).

PROPOSED POLICY

BP 6146.4 (e) (b)

Instruction

High School Graduation Requirements

7. Elective credits (65 credits).
8. One semester Health course (5 credits).

Total 220 credits

Because the prescribed course of study may not accommodate the needs of some students, the Board of Education shall provide alternative means for the completion of prescribed courses in accordance with law.

The Superintendent or designee shall exempt or waive specific course requirements for Foster Youth, homeless or children of military families in accordance with Education Code 51225.1 and 47901.

~~As a condition of high school graduation, each student completing grade 12 shall have successfully passed the state Exit Examination in Language Arts Instruction and Mathematics unless he/ she receives a waiver or exemption. Students in grade 7-12 who do not demonstrate sufficient progress, as defined in Board Policy 6179 Supplemental Instruction shall be offered supplemental instruction toward passing the Exit Exam.~~

Certificate of Credit Completion

~~Students who have completed all requirements for high school graduation with the exception of passing the California High School Exit Exam will be provided a Certificate of Credit Completion and will be eligible to participate in the commencement ceremony.~~

The Individualized Education Plan may assign a student to a non-diploma course of study. A Certificate of Completion will be provided to students who have satisfactorily met their individual course of study during high school. Students completing a non-diploma program will be eligible to participate in the commencement ceremony and all other senior activities.

Legal Reference: Education Code

51225.3	Requirements for Graduation
51228	Minimum Standards
56375(b)	Special Education –Certificates and Diplomas
AB1062	(effective January 1, 2000)

Policy adopted: 8-12-97
revised: 5-9-00
revised: 02-14-06
revised: 04-22-06
revised: 06-22-15
revised:

PARAMOUNT UNIFIED SCHOOL DISTRICT
Paramount, California

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Deborah Stark, Assistant Superintendent-Educational Services
DATE: February 10, 2016
SUBJECT: Revised Board Policy 6170.1 – Transitional Kindergarten

BACKGROUND INFORMATION:

Submitted for second reading and adoption is revised Board Policy 6170.1 – Transitional Kindergarten. The proposed policy reflects revisions related to age eligibility, curriculum, staffing and assessment as required by Senate Bill 858 and 876. State requirements include early childhood education units for credentialed teachers in Transitional Kindergarten assignments. 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 6170.1 – Transitional Kindergarten
Education Code 48000 – Minimum age of admission (kindergarten)

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Accept for second reading and adopt proposed revised Board Policy 6170.1 – Transitional Kindergarten, which reflects current State requirements for conducting a Transitional Kindergarten program.

PREPARED BY:

Kimberly Cole, Director-Special Education and Early Childhood Education

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

BP 6170.1(a)

Transitional Kindergarten

The Governing Board desires to offer a high-quality transitional kindergarten program for eligible children who do not yet meet the minimum age criterion for kindergarten. The program shall assist children in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The District's transitional kindergarten shall be the first year of a two-year kindergarten program.

The Board encourages ongoing collaboration among District preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in program development, implementation, and evaluation.

Eligibility

The District's transitional kindergarten program shall admit children whose fifth birthday lies between:

1. November 2 and December 2 in the 2012-13 school year
2. October 2 and December 2 in the 2013-14 school year
3. September 2 and December 2 in the 2014-15 school year and each school year thereafter

Parents/guardians of eligible children shall be notified of the availability of this program and the age, residency, and any other enrollment requirements. Enrollment in the transitional kindergarten program shall be voluntary.

Curriculum and Instruction

The District's transitional kindergarten program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate.

Upon recommendation by the Superintendent or designee, the Board shall approve academic program for transitional kindergarten that bridge preschool learning foundations and kindergarten standards. Such standards shall be designed to facilitate students' development in essential skills which may include, as appropriate, language and literacy, mathematics, physical development, the arts, science, social sciences, English language development, and social-emotional development.

The number of instructional minutes offered in transitional kindergarten shall be the same as that required for the District's kindergarten program.

CURRENT POLICY

BP 6170.1(b)

Transitional Kindergarten (continued)

Transitional kindergarten students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

Staffing

Teachers assigned to teach in transitional kindergarten classes shall possess a teaching credential or permit that authorizes instruction at the kindergarten grade level.

The Superintendent or designee may provide professional development as needed to ensure that transitional kindergarten teachers are knowledgeable about district standards and effective instructional methods for teaching young children.

Continuation to Kindergarten

Students who complete the transitional kindergarten program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed parental permission form for kindergarten attendance.

A student shall not attend more than two years in a combination of transitional kindergarten and kindergarten.

Legal Reference: EDUCATION CODE

8973	Extended-day kindergarten
44258.9	Assignment monitoring by county office of education
46111	Kindergarten, hours of attendance
46114-46119	Minimum school day, kindergarten
46300	Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten
48000	Minimum age of admission (kindergarten)
48002	Evidence of minimum age required to enter kindergarten or first grade
48200	Compulsory education, starting at age six
60605.8	Academic Content Standards Commission, development of Common Core Standard

PROPOSED POLICY

BP 6170.1(a)

Instruction

Transitional Kindergarten

The Governing Board desires to offer a high-quality Transitional Kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The program shall assist children in developing the academic, social and emotional skills they need to succeed in kindergarten and beyond.

The District's transitional kindergarten shall be the first year of a two-year kindergarten program (Education Code 48000).

The Board encourages ongoing collaboration among District preschool staff, other preschool providers, elementary teachers, administrators and parents/guardians in program development, implementation and evaluation.

Eligibility

The District's transitional kindergarten program shall admit children whose fifth birthday is from September 2 through December 2. (Education 48000). ~~lies between:~~

- ~~1. November 2 and December 2 in the 2012-13 school year~~
- ~~2. October 2 and December 2 in the 2013-14 school year~~
- ~~3. September 2 and December 2 in the 2014-15 school year and each school year thereafter~~

Parents/guardians of eligible children shall be notified of the availability of ~~this~~ the TK program and the age, residency and any other enrollment requirements. Enrollment in the transitional kindergarten program shall be voluntary.

Upon request of a child's parents/guardians, the district may, on a case-by-case basis after the Superintendent or designee determines that it is in the child's best interest, admit into the District's TK program a child whose birth is on or before September 1 and who is therefore eligible for kindergarten.

The District may, at any time during the school year, admit into the TK program a child whose fifth birthday is after December 2 of that same school

PROPOSED POLICY

BP 6170.1(b)

Instruction

Transitional Kindergarten (continued)

year, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages any other explanatory information about the effect of early admittance. (Education Code 48000)

Curriculum and Instruction

The District's transitional kindergarten program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate.

~~Upon recommendation by the Superintendent or designee, the Board shall approve academic program for transitional kindergarten that bridge preschool learning foundations and kindergarten standards. Such standards shall be designed to facilitate students' development in essential skills which may include, as appropriate, language and literacy, mathematics, physical development, the arts, science, social sciences, English language development, and social-emotional development.~~

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education. It will facilitate students' development in essential skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development and social-emotional development.

The number of instructional minutes offered in transitional kindergarten shall be the same as that required for the District's kindergarten program.

Transitional kindergarten students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

Staffing

~~Teachers assigned to teach in transitional kindergarten classes shall possess a teaching credential or permit that authorizes instruction at the kindergarten grade level.~~

PROPOSED POLICY

BP 6170.1(c)

Instruction

Transitional Kindergarten (continued)

The Superintendent or designee shall ensure that teachers assigned to TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction. A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2020, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by the CTC.

The Superintendent or designee may provide professional development as needed to ensure that transitional kindergarten teachers are knowledgeable about the district standards and effective instructional methods for teaching young children.

Continuation to Kindergarten

Students who complete the transitional kindergarten program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed parental permission form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of transitional kindergarten and kindergarten.

Assessment

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. He/she shall regularly monitor and report to stakeholders regarding program implementation and the progress of students in meeting related academic standards.

PROPOSED POLICY

BP 6170.1(d)

Instruction

Transitional Kindergarten (continued)

Legal Reference: EDUCATION CODE

8973	Extended-day kindergarten
<u>37202</u>	<u>School calendar; equivalency of instructional minutes</u>
44258.9	Assignment monitoring by county office of education
46111	Kindergarten, hours of attendance
46114-46119	Minimum school day, kindergarten
46300	Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten
48000	Minimum age <u>Age</u> of admission, (kindergarten) and transitional kindergarten
48002	Evidence of minimum age required to enter kindergarten or first grade
48200	Compulsory education, starting at age six
60605.8	Academic Content Standards Commission, development of Common Core Standard

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAQs

Desired Results Developmental Profile, 2015

Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, 2013

California Preschool Curriculum Framework, Vol. 1, 2010

California Preschool Learning Foundations, Vol. 1, 2008

Websites:

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Kindergarten Association: <http://www.ckanet.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Transitional Kindergarten California: <http://www.tkcalifornia.org>

Policy adopted: 8-22-12

Revised:

PARAMOUNT UNIFIED SCHOOL DISTRICT

Paramount, California

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Deborah Stark, Assistant Superintendent-Educational Services
DATE: February 10, 2016
SUBJECT: Nonpublic School Placement for Special Education Students 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.

An elementary school student (2015002655) with a diagnosis of other health impairment was unsuccessful in a District placement. The IEP team recommends placement at Approach Learning and Assessment Centers with designated instructional services (DIS) counseling as the least restrictive environment for the 2015-16 school year. The estimated cost not to exceed \$28,000.

A high school student (20110001634) with a diagnosis of other health impairment was unsuccessful at a NPS placement. The IEP team recommends placement at Personal Coaching System School with DIS counseling as the least restrictive environment for the 2015-16 school year. The estimated cost not to exceed \$18,000.

POLICY/ISSUE:

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

FISCAL IMPACT:

Estimated cost not to exceed \$20,500 from special education funds, \$7,500 from mental health funds and \$18,000 from previously allocated funds.

STAFF RECOMMENDATION:

Approve the placement for special education students in nonpublic schools, as determined by the students' Individual Education Plan for the 2015-16 school year.

ACTION ITEM: 3.4-A

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.

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ranita Browning, Interim Assistant Superintendent-Business Services
DATE: February 10, 2016
SUBJECT: Claim Rejection

BACKGROUND INFORMATION:

The individual has submitted a claim for damages that allegedly occurred at a District school site. This claim is identified as Claim No. 2015:001.

CorVel, the District's claims administrator, recommends rejection of this claim.

POLICY/ISSUE:

Government Code Section 945.6

Limitation Practices on Claims Required to be Presented in Accordance with Chapter 1 and 2 of part 3

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Reject Claim No. 2015:001 submitted by an individual and remand to the District's insurance carrier for adjudication.

PREPARED BY:

Ranita Browning, Interim Assistant Superintendent-Business Services

DISTRICT PRIORITY 6:

Monitor and promote school safety and security.

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ranita Browning, Interim Assistant Superintendent-Business Services
DATE: February 10, 2016
SUBJECT: Approval of Agreement with Anthony M. Minotti Asset Recovery Consulting for Recovery of Dormant Assets

BACKGROUND INFORMATION:

The District was contacted by the Anthony M. Minotti Asset Recovery Consulting (AMM) offering their services to the District to recover an uncashed check that was paid to the District of which staff was unaware.

AMM has completed hundreds of recoveries for over 20 years. AMM works on a purely contingent-fee basis so there is no out-of-pocket expense whatsoever to the District should they recover any funds owed to the District.

POLICY/ISSUE:

Board Policy 4126 - Consultants

FISCAL IMPACT:

As indicated above

STAFF RECOMMENDATION:

Approve the agreement with Anthony M. Minotti Asset Recovery Consulting for the recovery of dormant assets owed to the District on a contingent-fee basis.

PREPARED BY:

Ranita Browning, Interim Assistant Superintendent-Business Services

DISTRICT PRIORITY 9:

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



ANTHONY M. MINOTTI
ASSET RECOVERY CONSULTING

Reduced Fee Agreement

In consideration of Anthony M. Minotti's ("AMM"), a Limited Liability Company performing its services from its office in Vancouver Washington, efforts for successfully locating, and notifying Paramount Unified School District ("Claimant") of approximately \$9,000.00 in unclaimed, uncashed or dormant assets to which Claimant is apparently entitled, and for AMM's assistance in directing Claimant into the appropriate channels for recovery, Claimant agrees to pay AMM 15% of the amount recovered. Claimant makes this offer with the following understanding:

- 1) Upon receipt of this agreement, AMM will disclose to Claimant the source and nature of these Asset(s).
- 2) Claimant will cooperate by executing all necessary forms and documents necessary to complete a successful claim on behalf of Claimant.
- 3) If recovery is pursued on Claimant's behalf or as a result of Claimant's action, and any cash or cash equivalent is received, then Claimant will pay AMM its fee within thirty (30) days of receipt of the cash or cash equivalent.
- 4) If Claimant was aware of the assets, was actively involved in their recovery within ninety (90) days prior to signing this agreement, and can provide evidence to that effect (in the form of a letter to the holder of the assets, making a demand for the funds) within thirty (30) days of AMM's disclosure of said asset(s), then Claimant may proceed with the recovery and no fee will be due AMM.
- 5) No fee will be due AMM unless the dormant assets, or any part of them, are recovered.
- 6) Claimant may forgo recovery at any time and for any reason.
- 7) This letter may be returned to AMM by facsimile transmission, in which case the signed facsimile shall be deemed an original.

Signed _____

Phone _____

Name _____

Fax _____

Title _____

Address _____

Date _____

Email _____

RETURN VIA FAX
(888) 866-4581

Paramount Unified School District

TO: Ruth Perez, Superintendent
FROM: Ranita Browning, Interim Assistant Superintendent-Business Services
DATE: February 10, 2016
SUBJECT: Revised Board Policy 3100 – Budget

BACKGROUND INFORMATION:

Submitted for first reading is proposed revised Board Policy 3100 – Budget. The policy reflects recent changes to Education Code in the following areas:

- Local Control Accountability Plan
- Budget Criteria & Standards
- The District's Long-Term Obligations such as OPEB and unfunded workers' compensation claims

In order to facilitate easier reading, revisions are reflected with underlines and strikethroughs. Words or sentences that are additions are underlined.

POLICY/ISSUE:

Board Policy 3100 – Budget

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Accept for first reading proposed revised Board Policy 3100 – Budget, which reflects current State requirements.

PREPARED BY:

Ranita Browning, Interim Assistant Superintendent-Business Services

DISTRICT PRIORITY 9:

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

CURRENT POLICY

Business and Non-Instructional Operations

BP 3100(a)

Budget

The Governing Board recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with the District's vision, goals, and priorities, and comprehensive plans. The District budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the District.

(cf. 0000 – Vision)

(cf. 0200 – Goals for the School District)

(cf. 0400 – Comprehensive Plans)

(cf. 3000 – Concepts and Roles)

(cf. 3300 – Expenditures and Purchases)

(cf. 3460 – Financial Reports and Accountability)

(cf. 9000 – Role of the Board)

The District budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

The Board shall adopt the budget only after a local control and accountability plan (LCAP) developed pursuant to Education Code 52060-52077 or an annual update to the LCAP is in place for the budget year. Expenditures necessary to implement the LCAP or the annual update during the subsequent fiscal year shall be included in the budget. (Education Code 42127)

(cf. 0460 – Local Control and Accountability Plan)

Budget Development and Adoption Process

The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget process described in Education Code 42127(i). He/she shall annually notify the County Superintendent of Schools of the District's decision to use the single budget adoption process in the subsequent year. (Education Code 42127)

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified District needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed District budget for approval by the Board and shall involve appropriate staff in the development of budget projections.

CURRENT POLICY

Business and Non-Instructional Operations

BP 3100(b)

Budget

The Board encourages public input in the budget development process and shall hold a public hearing on the proposed budget in accordance with Education Code 42103 and 42127.

(cf. 9320 – Meetings and Notices)

(cf. 9322 – Agenda/ Meeting Materials)

(cf. 9323 – Meeting Conduct)

The budget that is formally adopted by the Board shall be in the format prescribed by the Superintendent of Public Instruction. The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

Budget Advisory Committee

The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

The committee shall develop recommendations during the budget development process and its duties shall be assigned each year based on District needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board or the Superintendent or designee.

(cf. 1220 – Citizen Advisory Committees)

(cf. 2230 – Representative and Deliberative Groups)

(cf. 3350 – Travel Expenses)

(cf. 9130 – Board Committees)

(cf. 9140 – Board Representatives)

Budget Criteria and Standards

The Superintendent or designee shall develop a District budget in accordance with criteria and standards adopted by the State Board of Education (SBE). (Education Code 33127, 33128, 33128.3, 33129; 5 CCR 15440-15451)

The budget shall provide that funding received through state supplemental and concentration grants pursuant to Education Code 42238.02 and 42238.03 shall be used in accordance with regulations adopted by the SBE for schoolwide or districtwide purposes to increase or improve services for students who are English learners, eligible for free or reduced-price meals, and/or foster youth at least in proportion to the increase to the District's revenue generated from such funds. (Education Code 42238.07)

(cf. 3553 – Free and Reduced-Price Meals)

CURRENT POLICY

Business and Non-Instructional Operations

BP 3100(c)

Budget

(cf. 6173.1 – Education for Foster Youth)

(cf. 6174 – Education for English Language Learners)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, categorical program requirements, and any other factors necessary to ensure that the budget is a realistic plan for District revenues and expenditures.

(cf. 2210 – Administrative Discretion Regarding Board Policy)

(cf. 3110 – Transfer of Funds)

The District shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

1. Nonspendable fund balance includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.
2. Restricted fund balance includes amounts constrained to specific purposes by their providers or by law.
3. Committed fund balance includes amounts constrained to specific purposes by the Board.

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period of June 30, although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. Assigned fund balance includes amounts which the Board or its designee intends to use for a specific purpose.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent or designee and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements.

5. Unassigned fund balance includes amounts that are available for any purpose.

CURRENT POLICY

Business and Non-Instructional Operations

BP 3100(d)

Budget

When multiple types of funds are available for an expenditure, the District shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

To protect the District against unforeseen circumstances such as revenue shortfalls and unanticipated expenditures, the Board intends to maintain a minimum unassigned fund balance which includes a reserve for economic uncertainties equal to at least one month of total general fund operating expenditures.

If the unassigned fund balance falls below this level due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

Long-Term Financial Obligations

The District's current-year budget and multi-year projections shall include adequate provisions for addressing the District's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

(cf. 4141/4241 – Collective Bargaining Agreement)

(cf. 4143/4243 – Negotiations/ Consultation)

(cf. 4154/4254/4354 – Health and Welfare Benefits)

(cf. 7210 – Facilities Financing)

(cf. 9250 – Remuneration, Reimbursement and Other Benefits)

Budget Amendments

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending fund balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval when the state budget is adopted, collective bargaining agreements are accepted, District income declines, increased revenues or unanticipated savings are made

CURRENT POLICY

Business and Non-Instructional Operations

BP 3100(e)

Budget

available to the District, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

Legal Reference:

Education Code

- 1240 Duties of County Superintendent of Schools
- 33127-33131 Standards and Criteria for Local Budgets and Expenditures
- 35035 Powers and Duties of Superintendent
- 35161 Powers and Duties, Generally, of Governing Boards
- 42103 Public Hearing on Proposed Budget; Requirements for Content of Proposed Budget; Publication of Notice of Hearing
- 42122-42129 Budget Requirements
- 42130-42134 Financial Certifications
- 42140-42141 Disclosure of Fiscal Obligations
- 42238-42551 Apportionments to districts, especially:
 - 42238.01-42238.07 Local Control Funding Formula
 - 42602 Use of Unbudgeted Funds
 - 42605 Tier 3 Categorical Flexibility
 - 42610 Appropriation of Excess Funds and Limitation Thereon
 - 45253 Annual Budget of Personnel Commission
 - 45254 First Year Budget of Personnel Commission
 - 52060-52077 Local Control and Accountability Plan

Government Code

- 7900-7914 Appropriations Limit

Code of Regulations, Title 5

- 15060 Standardized account code structure
- 15440-15451 Criteria and standards for school district budgets

Policy

Adopted: 1-25-83

Revised: 12-8-87

Revised: 9-24-02

Revised: 10-28-08

Revised: 10-26-11

Revised: 5-14-14

PARAMOUNT UNIFIED SCHOOL DISTRICT
Paramount, California

PROPOSED POLICY

Business and Non-Instructional Operations

BP 3100(a)

Budget

The Governing Board recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with the District's vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans. The District budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the District.

(cf. 0000 – Vision)

(cf. 0200 – Goals for the School District)

(cf. 0400 – Comprehensive Plans)

(cf. 0460 – Local Control and Accountability Plan)

(cf. 3000 – Concepts and Roles)

(cf. 3300 – Expenditures and Purchases)

(cf. 3460 – Financial Reports and Accountability)

(cf. 9000 – Role of the Board)

The District budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

The Board shall adopt the budget only after a local control and accountability plan (LCAP) developed pursuant to Education Code 52060-52077 or an annual update to the LCAP is in place for the budget year. Expenditures necessary to implement the LCAP or the annual update during the subsequent fiscal year shall be included in the budget. (Education Code 42127)

(cf. 0460 – Local Control and Accountability Plan)

Budget Development and Adoption Process

~~The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget process described in Education Code 42127(i). He/she shall annually notify the County Superintendent of Schools of the District's decision to use the single budget adoption process in the subsequent year. (Education Code 42127)~~

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified District needs and goals and on realistic projections of available funds.

PROPOSED POLICY

Business and Non-Instructional Operations

BP 3100(b)

Budget

The Superintendent or designee shall oversee the preparation of a proposed District budget for approval by the Board and shall involve appropriate staff in the development of budget projections.

~~The Board encourages public input in the budget development process and shall hold a public hearing on the proposed budget in accordance with Education Code 42103 and 42127.~~

(cf. 9320 – Meetings and Notices)
(cf. 9322 – Agenda/ Meeting Materials)
(cf. 9323 – Meeting Conduct)

The Board shall adopt the District budget on or before July 1 of each year. (Education Code 42127)

At a public meeting held on a date after the public hearing on the budget, the Board shall adopt the budget following its adoption of the LCAP or an annual update to the LCAP at the same meeting. The budget shall include the expenditures necessary to implement the LCAP or the annual update to the LCAP. (Education Code 42127)

The budget that is formally adopted by the Board shall adhere to the State's Standardized Account Code Structure as ~~be in the format~~ prescribed by the Superintendent of Public Instruction. (Education Code 42126, 42127)

The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

No later than five days after the Board adopts the District budget, or by July 1, whichever occurs first, the Board shall file with the County Superintendent of Schools the adopted District budget and supporting data. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

(cf. 1340 – Access to District Records)

If the County Superintendent disapproves or conditionally approves the District's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before October 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

(cf. 9320 – Meetings and Notices)

PROPOSED POLICY

Business and Non-Instructional Operations

BP 3100(c)

Budget

Budget Advisory Committee

OPTION 1: The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

OPTION 2: The Board may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

OPTION 3: The Board may establish a budget subcommittee composed exclusively of Board members.

The committee shall ~~develop~~ submit recommendations during the budget development process and its duties shall be assigned each year based on District needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board ~~or the Superintendent or designee.~~

(cf. 1220 – Citizen Advisory Committees)

(cf. 2230 – Representative and Deliberative Groups)

(cf. 3350 – Travel Expenses)

(cf. 9130 – Board Committees)

(cf. 9140 – Board Representatives)

Budget Criteria and Standards

The Superintendent or designee shall develop a District budget in accordance with state criteria and standards specified in 5 CCR 15440-15450 as they relate to projections of average daily attendance (ADA), enrollment, ratio of ADA to enrollment, local control funding formula revenue, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, unrestricted general fund balance, and reserves. In addition, he/she shall provide the supplemental information specified in 5 CCR 15451 which addresses the methodology and budget assumptions used, contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, status of collective bargaining agreements, the LCAP, and LCAP expenditures. adopted by the State Board of Education (SBE). (Education Code ~~33127, 33128, 33128.3, 33129;~~ 42127.01; 5 CCR 15440-15451)

PROPOSED POLICY

Business and Non-Instructional Operations

BP 3100(d)

Budget

The District budget shall provide for increasing or improving services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. Unduplicated students are students who are eligible for free or reduced-price meals, English learners, and/or foster youth. that funding received through state supplemental and concentration grants pursuant to Education Code 42238.02 and 42238.03 shall be used in accordance with regulations adopted by the SBE for schoolwide or districtwide purposes to increase or improve services for students who are English learners, eligible for free or reduced price meals, and/or foster youth at least in proportion to the increase to the District's revenue generated from such funds. (Education Code 42238.07; 5 CCR 15496)

(cf. 3553 – Free and Reduced-Price Meals)

(cf. 6173.1 – Education for Foster Youth)

(cf. 6174 – Education for English Language Learners)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, eategerical program requirements, and any other factors necessary to ensure that the budget is a realistic plan for District revenues and expenditures.

(cf. 2210 – Administrative Discretion Regarding Board Policy)

(cf. 3110 – Transfer of Funds)

Fund Balance

The District shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

1. *Nonspendable fund balance* includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.
2. *Restricted fund balance* includes amounts constrained to specific purposes by their providers or by law.
3. *Committed fund balance* includes amounts constrained to specific purposes by the Board.

PROPOSED POLICY

Business and Non-Instructional Operations

BP 3100(e)

Budget

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period of June 30, although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. *Assigned fund balance* includes amounts which ~~the Board or its designee intends to use~~ are intended for a specific purpose but do not meet the criteria to be classified as restricted or committed.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent ~~or designee~~ and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements. The Superintendent may further delegate the authority to assign funds at his/her discretion.

5. *Unassigned fund balance* includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the District shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

~~To protect the District against unforeseen circumstances such as revenue shortfalls and unanticipated expenditures, the~~ The Board intends to maintain a minimum assigned and unassigned fund balance equal to at least one month of total general fund operating expenditures to maintain fiscal solvency and stability and to protect the District against unforeseen circumstances.

If the assigned and unassigned fund balance falls below ~~the this~~ level set by the Board due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance, which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

PROPOSED POLICY

Business and Non-Instructional Operations
Budget

BP 3100(f)

Long-Term Financial Obligations

The District's current-year budget and multi-year projections shall include adequate provisions for addressing the District's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

(cf. 4141/4241 – Collective Bargaining Agreement)

(cf. ~~4143/4243 – Negotiations/Consultation~~)

(cf. 4154/4254/4354 – Health and Welfare Benefits)

(cf. 7210 – Facilities Financing)

(cf. 9250 – Remuneration, Reimbursement and Other Benefits)

The Board shall approve a plan for meeting the District's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the District's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the District to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the District and maintains flexibility to adjust for changing budgetary considerations.

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of OPEBs, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of workers' compensation claims, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve in the budget sufficient amounts to fund the present value of accrued but unfunded workers' compensation claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code 42141)

PROPOSED POLICY

Business and Non-Instructional Operations

BP 3100(g)

Budget

Budget Amendments

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which occur as a result of the funding made available by that Budget Act. (Education Code 42127)

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the District's net ending fund balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year's budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval as necessary when ~~the state budget is adopted~~, collective bargaining agreements are accepted, District income declines, increased revenues or unanticipated savings are made available to the District, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

Legal

Reference:

EDUCATION CODE

1240	Duties of County Superintendent of Schools
33127-33131	Standards and Criteria for Local Budgets and Expenditures
35035	Powers and Duties of Superintendent
35161	Powers and Duties, Generally, of Governing Boards
42103	Public hearing on proposed budget; requirements for content of proposed budget
42122-42129	Budget Requirements
42130-42134	Financial Certifications
42140-42141	Disclosure of Fiscal Obligations
42238-42551	Apportionments to districts, especially:
42238.01-42238.07	Local Control Funding Formula
42602	Use of Unbudgeted Funds
42605	Tier 3 Categorical Flexibility
42610	Appropriation of Excess Funds and Limitation Thereon
45253	Annual Budget of Personnel Commission
45254	First Year Budget of Personnel Commission
52060-52077	Local Control and Accountability Plan

PROPOSED POLICY

Business and Non-Instructional Operations

BP 3100(h)

Budget

GOVERNMENT CODE

7900-7914 Appropriations Limit

CODE OF REGULATIONS, TITLE 5

15060 Standardized account code structure

15440-15451 Criteria and standards for school district budgets

15494-15496 Local control funding formula, expenditures

Policy

Adopted: 1-25-83

Revised: 12-8-87

Revised: 9-24-02

Revised: 10-28-08

Revised: 10-26-11

Revised: 5-14-14

Revised:

PARAMOUNT UNIFIED SCHOOL DISTRICT

Paramount, California