

# Paramount Unified School District

**TO:** Board of Education  
**FROM:** Ruth Pérez, Superintendent  
**DATE:** June 8, 2016  
**SUBJECT:** Day, Time and Place of Regular Board Meetings for Board Year 2016

## **BACKGROUND INFORMATION:**

Education Code Section 35140 and Board Bylaw 9321 require the Board of Education to establish the day, time and place of its Regular Board meetings. It is proposed that the Board meet at 6:00 p.m. and revise the meeting day from the second and fourth Wednesday to the second and fourth Monday of each month in the Boardroom of the District Office, 15110 California Avenue, Paramount, California. The following Mondays for the remainder of 2016 Board Year are proposed for adoption:

|                    |                   |
|--------------------|-------------------|
| July 11, 2016      | October 10, 2016  |
| August 8, 2016     | October 24, 2016  |
| September 12, 2016 | November 14, 2016 |
| September 26, 2016 | December 12, 2016 |

## **POLICY/ISSUE:**

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

## **FISCAL IMPACT:**

None

## **STAFF RECOMMENDATION:**

Adopt the revision to the day, time, and place of Board of Education meetings for the remainder of the 2016 calendar year (July 1, 2016 through December 12, 2016).

## **PREPARED BY:**

Ruth Pérez, Superintendent

## **DISTRICT PRIORITY 5:**

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

# Paramount Unified School District

15110 California Avenue, Paramount, California 90723-4378  
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## BOARD OF EDUCATION

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DR. RUTH PÉREZ  
*Superintendent*



## STUDY SESSION MEETING OF BOARD OF EDUCATION

### MINUTES

May 18, 2016

The meeting was called to order at 6:03 p.m. by President Tony Peña in the Boardroom at the District Office, 15110 California Avenue, Paramount California.

Pledge of Allegiance Ranita Browning, Interim Assistant Superintendent-Business Services, led the Pledge of Allegiance.

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

Administrators Present Ruth Pérez, Superintendent  
Ranita Browning, Interim-Assistant Superintendent-Business Services  
Myrna Morales, Assistant Superintendent-Human Resources  
Deborah Stark, Assistant Superintendent-Educational Services  
Cindy DiPaola, Director-Maintenance & Operations  
Greg Francois, Director-Secondary Ed. & Instructional Technology  
Margarita Rodriguez, Director-Research  
Beatriz Spelker-Levi, Director-Personnel  
Roger Ramirez, Assistant Director-Maintenance & Operations  
Kelly Anderson, Principal-Jackson School

Approve Agenda May 18, 2016  
1.142 Trustee Anderson moved, Trustee Cuellar seconded and the motion carried 5-0 to approve the agenda of the Special Study Session of May 18, 2016.

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

Hearing Section There were no speakers during the hearing section.

### Human Resources

LCAP Fund Recommended Positions for 2016-17 and General Fund Recommended Positions for 2016-17 Dr. Myrna Morales, Assistant Superintendent-Human Resources provided the Board with information on LCAP and General Fund recommended positions for 2016-17. She added that the purpose of the presentation is to:

- Review a short history of reductions and restorations across the District
- Present recommended restoration plan
- Review current LCAP positions
- Describe utilization of new recommended LCAP positions

**5-18-16** *Serving the communities of Bellflower, Lakewood, Long Beach, Paramount and South Gate.*

*Great things are happening in Paramount schools*

Reductions:

- Since 2003, there have been reductions due to the fiscal needs and recommendations have come forward through a District Fiscal Stabilization Plan.
- Reductions ensured that the District was able to reduce expenditures when revenues were reduced.
- The District restructured school programs that would support students and reduce spending.

School Level Eliminations:

| Position Eliminated                              | Restored   |
|--|--|
| <b>K-8 School Personnel</b>                      |  |
| Office Manager – 2003                            | Due to restructure to smaller schools, single track calendar and reconfiguration, this position is no longer needed. |
| Clerk Typist – 2003                              | With reconfiguration in 2009, staffing allocations restored these positions at 6-8 school sites                      |
| Assistant Principals at K-5 Schools              | With reconfiguration in 2009, staffing allocations eliminated these administrative positions.                        |
| <b>Paramount High School – Senior Campus</b>     |  |
| School Office Assistant – 2011 (2 positions)     | Restored in 2015   |
| Sr. School Office Assistant – 2011 (2 positions) | Restored in 2012 and 2015  |
| Guidance Technician – 2011 (4 positions)         | Restored in 2011 (2 positions) and 2015 (2 positions)  |
| <b>Paramount High School – West Campus</b>       |  |
| Sr. School Office Assistant – 2011               | No request for restoration   |
| <b>Adult Education Center</b>                    |  |
| Sr. Accounting Clerk - 2013                      | Program was reduced significantly.   |

District Level Eliminations:

| Position Eliminated or Not Filled       | Restored                                   |
|---|--|
| <b>Educational Services</b>             |  |
| Intermediate Clerk – 2003 (2 positions) | Not restored                               |
| IMC Clerk II – 2003                     | Not restored                               |
| Clerk Typist – 2003                     | Not restored                               |
| Office Assistant – 2009                 | Not restored                               |
| Administrative Assistant – 2011         | Not restored                               |
| <b>Business Services</b>                |  |
| Administrative Assistant – 2009         | Senior Payroll Technician restored in 2009 |
| Payroll Supervisor – 2009               | Payroll Technician restored in 2015        |

**Human Resources**

|                                   |                           |
|-----------------------------------|---------------------------|
| Receptionist – 2003               | Not restored              |
| Personnel Clerk IV – 2003         | Not restored              |
| Personnel Clerk II – 2003         | Personnel Clerk II – 2005 |
| Human Resources Technician – 2007 | Not Restored              |

**School Level Reductions:**

| Position  | Reduction  | Restorations   |
|---|--|--|
| K-8 Nutrition Services Personnel – 2009   | 12 to 11 and 10 months   | Not restored due to the restructure of the schools and the school calendar.  |
| <b>K-8 School Staff</b>   |  |  |
| K-5 Data Technicians– 2009  | 8 to 6 hours, 12 to 11 months  | 2016 hours back restored back to 8 hours based on need. Only needed 11 months due to school calendar.  |
| 6-8 Data Technicians<br>School Administrative Assistant – 2009<br>School Health/Office Technician – 2009<br>Sr. School Office Assistant – 2009<br>Principals                          | 12 to 11 months<br>12 to 11 months<br>12 to 11 months<br>12 to 11 months | Reduced during reconfiguration and implementation of a traditional single track calendar, schools closed for one month during the summer.  |
| <b>Adult Education Center</b>   |  |  |
| Adult Education Counseling Tech. – 2013 (4 positions)<br>School Administrative Assistant – 2013<br>Sr. School Office Assistant – 2013<br>Student Data Technician – 2013 (2 positions) | 12 to 11 months<br>12 to 11 months<br>12 to 11 months                    | Adult School restructures from four sessions to three sessions with no classes on Fridays. The Adult School is closed during the month of August and there is no longer a 12 month need. |

**District Level Reductions:**

| Position   | Reduction       | Restored   |
|--|-----------------|--|
| <b>Educational Services</b>                              |                 |  |
| Accounting Assistant – 2009                              | 12 to 11 months | Changed to Senior Accounting Assistant and restored to 12 months in 2014 |
| Office Assistant – 2009                                  | 12 to 11 months | Not restored   |
| Sr. Office Assistant – 2009                              | 12 to 11 months | Not restored   |
| Research Specialist – 2009                               | 12 to 11 months | Restored to 12 months in 2013  |
| Research Technician – 2009                               | 12 to 11 months | Not restored   |
| <b>Student Services</b>                                  |                 |  |
| Child Welfare/Attendance Technician – 2009 (2 positions) | 12 to 11 months | Not restored   |



|                                       |                 |                               |
|---------------------------------------|-----------------|-------------------------------|
| Student Records Assistant – 2009      | 12 to 11 months | Not restored                  |
| <b>Special Education</b>              |                 |                               |
| Special Education Technician – 2009   | 12 to 11 months | Not restored                  |
| Transition Liaison – 2009             | 12 to 11 months | Not restored                  |
| Translation Services Assistant – 2009 | 12 to 11 months | Not restored                  |
| <b>Human Resources</b>                |                 |                               |
| Sr. Human Resources Technician – 2009 | 12 to 11 months | Restored to 12 months in 2014 |
| Human Resources Technician – 2009     | 12 to 11 months | Not restored                  |

Recommended Restorations:

| Department                          | Position   | Rationale  | Funding  | Costs                |
|-------------------------------------|--|--|--|----------------------|
| Ed. Services<br>Secondary<br>Ed.    | Restore Administrative Assistant for Director, Secondary Ed. | Position was replaced with Office Assistant due to budget crisis in 2011. All director level positions should have Administrative Assistants | Shift funding of current position to grant for an increase of \$ | \$11,000             |
| Ed. Services                        | Restore Senior Office Assistant from 11 to 12 months         | Extensive professional development, curriculum work is completed in summer, requiring a 12 month employee.                                   | General Fund   | \$5,321              |
| Ed. Services<br>Student<br>Services | Restore Student Services Technicians from 11 to 12 months    | Parent requests for permits, transcripts, enrollment information during summer requires staffing during summer.                              | General Fund   | \$17,608<br>3 people |
| Human<br>Resources                  | Restore HR Technician  | New programs and initiatives have resulted in additional recruiting and hiring of classified and certificated staff                          | LCAP Base  | \$73,278             |
| Human<br>Resources                  | Restore HR Technician from 11 to 12 months                   | High volume of recruitment and employee processing at year end.  | LCAP Base  | \$6,106              |

Current LCAP Funded School Positions:

| Position   | Schools                           | Number |
|--|-----------------------------------|--------|
| • Coaches, TOSAs<br>Additional Counselors  | • K-12 Schools                    | 40     |
| • Teachers: Middle<br>School Planning<br>Period, Grade Span<br>Adjustment, Maintain<br>Staffing at Zamboni | • Middle Schools<br>• K-5 Schools | 53     |
| • Teachers – CTE   | • PHS, PHS<br>West                | 12     |
| • Teacher- AVID  | • Jackson                         | 1      |
| • PE, Music Teachers   | • K-5 Schools                     | 8      |
| • Teachers, Transitional<br>Kindergarten   | • K-5 Schools                     | 5      |
| • Counselors   | • Selected<br>Schools             | 6.5    |
| • Grade Level Deans  | • PHS                             | 3      |
| • Behavior Specialist  | • K-12 Schools                    | 1      |
| • JROTC Instructor   | • PHS                             | 1      |
| • AVID Tutors  | • Middle<br>Schools, PHS<br>West  | 23     |
| • Technology<br>Instructional Assistants   | • K-12 Schools                    | 18     |
| • Foster Youth Tutors  | • K-12 Schools                    | 3      |
| • Attendance Staff   | • PHS                             | 3      |
| • Custodial Staff  | • Various Sites                   | 5      |
| Total Positions, Schools   |                                   | 182.5  |

Current LCAP Funded District Positions:

| District Positions  |                                 | Number |
|---|---------------------------------|--------|
| • Curriculum Specialists,<br>Math, Science, CTE,<br>GATE/VAPA | • Educational<br>Services       | 4      |
| • Program Specialist  | • Special<br>Education          | 1      |
| • Attendance Specialist                                       | • Student<br>Services           | 1      |
| • Director, Research<br>and Evaluation                        | • Research and<br>Evaluation    | 1      |
| • Director, Secondary<br>Ed./CTE                              | • Secondary<br>Education        | 1      |
| • Director, Leadership<br>Development                         | • Educational<br>Services       | .5     |
| • Director, Early<br>Childhood (50%)                          | • Early Childhood<br>Education  |        |
| • Assistant Director,<br>Operations                           | • Maintenance<br>and Operations | 1      |
| • Administrative Analyst,<br>Operations                       |                                 | 1      |
|   |                                 | 1      |

|  |  |      |
|--|--|------|
| <ul style="list-style-type: none"> <li>• Buyer</li> <li>• Carpenter/Glazier</li> </ul>           |  |      |
| <ul style="list-style-type: none"> <li>• Information Technology Staff</li> </ul>                 | <ul style="list-style-type: none"> <li>• Business</li> </ul>   | 3    |
| <ul style="list-style-type: none"> <li>• Accounting/Payroll Staff</li> </ul>                     | <ul style="list-style-type: none"> <li>• Fiscal Services</li> </ul>  | 3    |
| <ul style="list-style-type: none"> <li>• Office Assistant</li> <li>• Office Assistant</li> </ul> | <ul style="list-style-type: none"> <li>• Secondary Education</li> <li>• Curriculum and Projects</li> </ul> | 2    |
| Total Positions, District  |  | 21.5 |

Proposed New Positions for 2016-17: Schools

| Position  | LCAP Goal | Explanation  | App. Cost              |
|---|-----------|--|------------------------|
| College and Career Counselor<br>Buena Vista High School   | 1         | Provide resources and support for students to leave with a post graduation plan.   | \$105,000<br>S/C Funds |
| Behavior Intervention Specialist,<br>6-8 Schools          | 1         | Feedback from LCAP surveys communicated need to support middle school students with high behavior support needs.   | \$105,000<br>S/C Funds |
| Teacher on Special Assignment (TOSA)<br>Three K-5 Schools | 3         | Expand pilot program from 3 to 6 schools to reduce behavior referrals, increase attendance of a target group of students to provide early intervention in elementary grades. | \$315,000<br>S/C Funds |
| Science Coach<br>PHS West                                 | 1         | Support transition to Next Generation Science Standards; align with PHS's coaching support.  | \$105,000<br>S/C Funds |
| Total   | 6         |  | \$630,000<br>S/C Funds |

Proposed New Positions in 2016-17: Educational Services:

| Position                                   | LCAP Goal | Explanation   | App. Cost              |
|--|-----------|---|------------------------|
| Curriculum Specialist:<br>K-12 ELD         | 1         | Provide professional development on new ELD standards, designated and integrated ELD            | \$105,000<br>S/C Funds |
| Curriculum Specialist:<br>K-5 ELA and Math | 1         | Support implementation of new K-5 ELA/ELD textbook adoption and inquiry based math instruction. | \$105,000<br>S/C Funds |

|   |          |  |                               |
|---|----------|--|-------------------------------|
| Research Analyst  | 1        | Support integration of assessment data with Student Information System<br>Provide schools support for on line testing                  | \$95,000                      |
| Data Base Specialist                                      | 1        |  | \$105,000<br>S/C Funds        |
| Director, High School Accountability & Strategic Planning | 1        | Plan and lead High School Promise Initiative, facilitate strategic planning process, support and supervise selected secondary schools. | \$150,000<br>S/C Funds        |
| Senior Office Assistant, ECE                              | 1        | Support enrollment, parent communication for TK and pre-school programs.<br>Support high school initiatives.                           | \$65,000                      |
| Senior Office Assistant, High School Accountability       | 2        |  | \$65,000<br>S/C Funds         |
| <b>Total</b>  | <b>5</b> |  | <b>\$690,000</b><br>S/C Funds |

Proposed New Positions in 2016-17: Business Services:

| Position                               | LCAP Goal | Explanation   | App. Cost                      |
|--|-----------|---|--------------------------------|
| Director, District Safety and Security | 1         | This position will plan, organize, direct and evaluate safety and security programs, develop strategies and procedures for protecting students, personnel, and property, coordinate with local law enforcement regarding activities and incidents and conducts training on security policies, procedures for safety and security. | \$150,000                      |
| <b>Total</b>                           |           |   | <b>\$150,000</b><br>Base Funds |

Director of Safety and Security:

District Safety Committee – Recommendations of Duties

- Assist with/approve school site plans for safety and security
- Standardize safety practices in school safety programs
- Provide a single point of contact for site administrators, district office staff and law enforcement
- Develop and maintain District and Departments safety and emergency preparedness manual
- Coordinate and evaluate security and emergency response training
- Supervise Campus Security Program
- Provide and oversee training of CSP's
- Develop and implement a centralized command center

Timeline:

- LCAP Public Hearing-June 8,2016
- Budget and Final LCAP Approval-June 22, 2016

**Educational Services**

Instructional Technology to Support Learning, 6-8 Grade Digital Textbooks

Dr. Debbie Stark, Assistant Superintendent-Educational Services provided the Board with information on instructional technology to support learning and 6-8 grade digital textbooks.

Dr. Stark added that the purpose of the presentation is to:

- Review progress on the 1:1 pilot program at Jackson School; share progress in other districts.
- Provide information on PUSD's readiness and plan to expand the role of instructional technology with a digital textbook program in middle school Language Arts and ELD classes.
- Outline recommended next steps.

Superintendent Dr. Ruth Pérez provide the Board with Facts and Lessons learned from LAUSD:

Facts about LAUSD's Implementation of iPads:

- Apple contracted to provide the device with digital curriculum (there were very few publishers who had developed digital curriculum aligned with the new California State Standards at the time).
- Pearson had not completed the digital development of this product. It was completed on paper and reviewed by the state for English language arts. Eventually, the math was reviewed and also adopted by the state for K-8.
- LAUSD bought an incomplete product in terms of its digital development; many technical problems ensued with implementation at the initial schools.
- LAUSD sued Apple and recovered nearly \$10 million as a result of the suit. LAUSD spent the \$10 million for technology for more schools.
- Consequently, adopted math and Language Arts materials are both digital and print.

Lessons learned from LAUSD:

- The use of technology needs to be balanced with other materials, including print. We do not want to replace print with technology. We must learn to leverage what technology can do to enhance teaching and learning.
- Ensure that all curriculum adopted has included feedback from impacted stakeholders.
- Start with a small roll out.
- It is important to provide professional development and software on digital citizenship and anti-cyberbullying.
- Ensure policies are in place. A take-home policy was not put in place prior to distribution of the Ipads. All other policies were in place. An opt-in policy needs to be established.
- Ensure that if a pilot does not work, people understand the separation of technology versus curriculum use.
- Ensure schools have person and process designated for distribution, collection, storage of mobile devices.
- Ensure that contracts with publishers and technology companies are specific to expectations for delivery, implementation and recourse.

Dr. Greg Francois, Director-Secondary Education provided information on 1:1 Laptop Pilot -

- Beginning in December, 2015, a plan was developed to provide 90 students in grades 6-8 at Jackson Middle School laptops. Students have had laptops since February, 2016 (Attachment 1).
- Students use laptops to conduct research, access instructional videos and use Office 365 for technology based learning activities.
  - Monthly professional development on use of software to support learning and digital citizenship was provided.

#### 1:1 Laptop Pilot Implementation Plan -

The following activities were planned and implemented to support the 1:1 Pilot:

|  |  |
|--|--|
| <p><b>September, 2015</b><br/>Developed action plan outlining instructional benefits, curriculum connections, staff development and potential risks.</p>   | <p><b>October, 2015</b><br/>Attended conferences. Researched local districts use of 1:1 technology.</p>  |
| <p><b>October, 2015</b><br/>Visited McBride High School, San Ysidro High School and interviewed site and district staff.</p>   | <p><b>December, 2015</b><br/>Planned communication and professional development on digital citizenship, Microsoft 365, AVID curriculum connections for pilot teachers.</p> |
| <p><b>December, 2015</b><br/>Planned communication and professional development on digital citizenship, Microsoft 365, AVID curriculum connections for pilot teachers.</p>   | <p><b>January, 2016</b><br/>Ordered devices, security filter, tracking software and carrying case. Parents invited to attend mandatory meeting.</p>                        |
| <p><b>February, 2016</b><br/>Facilitated mandatory parent meetings to review student safety, instructional benefits, written protocols, student expectations. Determined home internet need. Collected signed protocols. Distributed devices in school library (similar to textbook checkout process).</p> | <p><b>February-May, 2016</b><br/>Facilitated monthly teacher professional development, ongoing classroom observations.</p>   |
| <p><b>May, 2016</b><br/>Designed and administered survey to assess impact of 1:1 pilot on students, teachers and administrators.</p>   | <p><b>June, 2016</b> Facilitate meeting to debrief laptop pilot implementation including survey results. Determine next steps.</p>   |

#### Protocols Assure Appropriate Use and Accountability

- Written protocols were created for student use and accountability. This included a Laptop Usage Policy and Student Contract (Attachments 2, 3).
- Protocols were reviewed and signed by parents during a mandatory parent meeting.
- A signed Laptop Student Contract was collected before

students were assigned their device.

What do parents say?

- After three months of implementation, feedback has been highly positive.

*I'm grateful that my daughter had the opportunity to be a part of this great experience. I found that the laptop benefited my daughter greatly. She was able to access information she needed pertaining to school work wherever we were.*

- Parent of a seventh grade student

What do teachers say?

*Computers have enriched the learning process of my students. Having access to technology has made their learning more engaging. My students have opportunities to create power point presentations and in-depth research reports that were not possible before.*

- Teacher, Jackson Middle School

Jackson School Principal, Kelly Anderson thanked the Board for providing Jackson School with the support. She added that the support Jackson has received has been fabulous and has allowed the pilot program to take off. The level of engagement is great and the collaboration goes along well with the shift of instruction. It promotes independent thinking on different levels. She added that the experience has been great for students. She feels fortunate that Jackson School has been able to pilot it. Students come to her asking her if they could sign up for AVID.

#### Instructional Technology in Other Districts

| District                  | Status  |
|---------------------------|---|
| Downey Unified            | Moving toward 1:1 implementation  |
| Long Beach Unified        | Currently have 1:1 at selected middle and high schools                          |
| Norwalk-La Mirada Unified | Currently have 1:1 at all middle schools and selected elementary, high schools. |

#### Meeting Dates and Topics:

| Date              | Topic   |
|-------------------|---|
| January 26, 2016  | Norms, Goals, ELA/ELD Framework Overview            |
| February 10, 2016 | District Lens, Program Types                        |
| February 23, 2016 | Criteria, Materials Review: <i>Houghton Mifflin</i> |
| March 1, 2016     | Materials Review: <i>McGraw-Hill – StudySync</i>    |
| March 8, 2016     | Materials Review: <i>Amplify – Amplify ELA/ELD</i>  |

March 16, 2016

Materials Review: *StudySync/Amplify*, comparison in Reading, Writing, and ELD

April 12, 2016

Materials Review: *StudySync/Amplify*, side-by-side lesson comparison  
Discussion and Consensus

### 6-8 Textbook Committee Members

| Member                       | Grade or Course                 | School       |
|------------------------------|---------------------------------|--------------|
| Ana Azevedo                  | 6-8 ELA Coach                   | Alondra      |
| David Carser                 | 8 <sup>th</sup> Grade ELA       | Alondra      |
| Kirsan Veith                 | 6 <sup>th</sup> Grade ELA       | Alondra      |
| Lynn Butler                  | Principal                       | Alondra      |
| Yvette Burton                | 6-8 ELA Coach                   | Hollydale    |
| Kimberly Forsythe            | 7 <sup>th</sup> Grade ELA       | Hollydale    |
| Samantha Valdivia            | 8 <sup>th</sup> Grade ELA       | Hollydale    |
| Maggie Barrera               | 6-8 ELA Coach                   | Jackson      |
| Heather Downs                | 7 <sup>th</sup> Grade ELA       | Jackson      |
| Wendy McWhorter              | 8 <sup>th</sup> Grade ELA       | Jackson      |
| Leilani Coco                 | 7 <sup>th</sup> Grade ELA       | P. Park      |
| Serena Cowser                | 6 <sup>th</sup> Grade ELA       | P. Park      |
| Jovana Figueroa              | 6-8 SDC                         | P. Park      |
| Jennifer Pierson             | 6-8 ELA Coach                   | P. Park      |
| Patricia Real                | 6-8 SDC                         | P. Park      |
| Jennifer Berkson             | 6-8 ELA Coach                   | Zamboni      |
| Jissell Juarez               | 6 <sup>th</sup> Grade ELA       | Zamboni      |
| Julie Ortiz                  | 7 <sup>th</sup> Grade ELA       | Zamboni      |
| Elisa Williams               | 8 <sup>th</sup> Grade ELA       | Zamboni      |
| Kimberly Rosales             | 8 <sup>th</sup> Grade ELA       | TAP          |
| Michelle Ignash              | Program Specialist, Special Ed. | Ed. Services |
| Christy Marquez, Debra Bolds | Curriculum Specialists, ELA     | Ed. Services |

What is a digital textbook/program?

Christy Marquez Language Arts/ELD Curriculum Specialist added that the recommended digital program for 6-8 Language Arts and ELD is *Amplify ELA and Amplify ELD*.

This program integrates text, images, video, audio, and embedded



apps to provide engaging Language Arts and ELD instruction. Students:

- Gather evidence from challenging text.
- Solve complex problems that require the use of written text, video and audio to organize information.
- Communicate in writing with classmates and their teacher in real time.

Materials:

*Amplify ELA* comes with materials with reading selections that can be taken home for homework. These materials will meet Williams textbook requirements.

Why Digital?

The use of technology is embedded in all of the new standards, including Language Arts, math and science. The Language Arts Standards state that students will:

*"...employ technology thoughtfully to enhance their reading, writing, speaking and listening and language use. They will...integrate what they learn with technology with what they learn off line."*

The term "digital divide" describes the gap between regions that have access to current technology and those that do not. We need to assure our students have the same opportunities to enhance and extend learning through technology that students are getting in other parts of the state and country.

Durrell Jackson, Technology Curriculum Specialist shared with the Board that there are three types of devices to consider as we expand technology use. These include:

- Laptop
- Chrome Book
- Pen Based Laptop

Device Options and Projected Costs:

Laptop

Life Cycle: App. 6 years

Cost: App. \$700

Standard student notebook computer purchased for 1:1 pilot at Jackson School and SBAC testing.

Chromebook

Life Cycle: App. 3 years

Cost: App. \$300

A lower cost web browser device. Would require replacement after 3 years, requiring \$600 for 6 years.

Pen-Based Laptop

Life Cycle: App. 5 years

Cost: App. \$750

Notebook computer with stylus for note taking and math work.

Device Selection:

A focus group of middle school teachers, students and administrators will meet to review each device and make a recommendation on which best supports digital needs across curricular areas.

Classroom set up:

Each teacher implementing the middle school ELA and ELD program will need the support of a classroom set up to support the class set of devices for students. This classroom set up includes:

- Pen-Based Laptop
- Docking Station and Monitor
- Projector and wireless connection to laptop
- Cost: App. \$2,200 per classroom

Procedures:

The following procedures will be used to assure devices are secure and students are accountable for appropriate use and care:

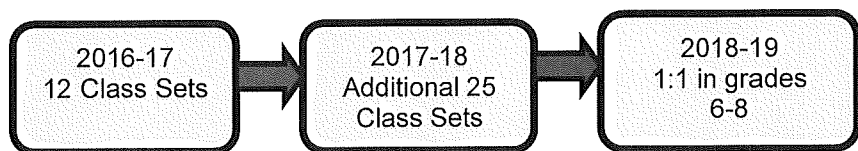
| Procedure               | Description   | Responsibility                            |
|-------------------------|---|---|
| Device Check In and Out | <ul style="list-style-type: none"> <li>• Students and parents must sign a contract before student is assigned device.</li> <li>• Devices are checked into the computer lab during vacation and at end of school year. Each device is bar coded and maintained in the District's Destiny management system.</li> </ul> | Principal Library Technician              |
| Replacement for Loss    | <ul style="list-style-type: none"> <li>• Each device contains tracking software. Students and parents notify school administration and law enforcement if a device is lost or stolen.</li> <li>• Principal informs Technology and a replacement device is provided.</li> </ul>  | Principal Technology Dept. Parent/Student |
| Repair for Damage       | <ul style="list-style-type: none"> <li>• A replacement device is checked out to students in the event of malfunction or damage while device is repaired.</li> </ul>   | Principal Technology Dept.                |

Addressing Digital Citizenship:

*Digital citizenship* is the appropriate, responsible behavior with regard to technology use. Teachers will use the iSAFE curriculum to teach digital citizenship, which addresses:

- Personal safety
- Privacy and security
- Online etiquette

To assure successful implementation, the use of devices will be phased in. This allows for a small, controlled beginning to determine what worked and what to refine before increasing in scale.



Three Year Projection: Instructional Technology

|         | Description   | Use                   | Participating Classes    | Number of Devices |
|---------|---|-----------------------|--------------------------|-------------------|
| 2016-17 | Class sets in 12 classrooms among all 5 middle schools            | In school             | 12 classrooms            | 400               |
| 2017-18 | Class sets in additional 25 classrooms among all 5 middle schools | In school             | Additional 25 classrooms | 900               |
| 2018-19 | 1:1 in all 5 middle schools                                       | In school and at home | All 6-8 students         | 2000              |

**Projected Costs and Funding:**

|                         | License and Materials | Funding Source  | Technology (@\$700 per device) | Funding Source                |
|-------------------------|-----------------------|-----------------|--------------------------------|-------------------------------|
| 2016-17                 | \$42,000              | LCAP Base Funds | \$280,000                      | LCAP S/C Funds                |
| 2017-18                 | \$90,000              | LCAP Base Funds | \$630,000                      | LCAP S/C Funds                |
| 2018-19                 | \$70,000              | LCAP Base Funds | \$1,400,000                    | LCAP S/C Funds                |
| Total for first 3 years | \$202,000             | LCAP Base Funds | \$2,310,000                    | LCAP S/C Funds                |
| Years 4-6               | \$250,000             | LCAP Base Funds | No or minimal additional cost  | No or minimal additional cost |

**Next steps:**

Recommend Amplify for adoption and early implementation for 6-8 Language Arts and ELD will be submitted for approval at a future Board Meeting (June 8).

After approval, plan early implementation for 12 selected classes, representing each middle school, to begin in 2016-17. Evaluate progress and communicate results.

**General Services**

Update: Superintendent's Entry Plan

Superintendent Dr. Ruth Perez shared with the Board an update on her Entry Plan and she will provide the Board with a full report upon the completion of the school year.

She shared with the Board her goals:

1. Build relationships with key stakeholders in and outside of the District. Assess current state of leadership dynamics and relationships.
2. Gain the trust of the Paramount community and begin to build

positive relationships with all organizations that support the school district.

3. Study data and trends on student academic achievement and progress to develop a plan of action for implementation in August 2017. The plan will aim at supporting and increasing academic achievement while supporting the four LCAP goals established and approved by the Board of Education.
4. Learn the instructional practices, LCAP initiatives, and interventions that are supporting student achievement, evaluate effectiveness of each initiative.
5. Learn the District's management and organization systems.
6. Work with a consultant affiliated with a university that will assist me in reviewing current work and support for students, especially subgroups that have unique needs. Additionally, the consultant will provide outside perspective toward the work and analyses made. This will assist the Superintendent to make the recommendations that will be presented to the Board of Education.

Dr. Pérez's Strategic Plan will include:

1. Objectives
2. A Theory of Action
3. Strategies for achieving stakeholder goals
4. Implementation Plan

Much of what she does is by means of visibility. She wants to gain the trust of the staff and community. Her recommendation of a new Director-Safety & Security comes as a result of looking at the organizational chart and asking questions. What practices do we have in place and what practices should we have in place that are supported by research that USC can help us put in place through Strategic Planning Process.

Dr. Pérez chose USC Rossier School of Education as USC studies best practices in Education to help leadership understand and analyze research and our practices to help us move forward and put our students at higher levels in education.

Dr. Pérez added that the Strategic Planning Process with support from USC Rossier School of Education timeline looks as follows:

- April – June 2016 Continue Stakeholder Meetings
- May – August 2016 Data collection and data analysis of stakeholder input
- Summer 2016 High Performance Analyses  
Workshops
- Sept. – October 2016 Refinement of Goals and Strategic Planning Activities
- November 2016 Strategic Plan Written
- December 2016 Strategic Plan edited, reviewed and finalized.

## **CLOSED SESSION**

The Board adjourned to Closed Session at 7:48 p.m. to discuss Governance Team items.

**OPEN SESSION**

The Board reconvened to Regular Session at 8:36 p.m. President Peña reported that they discussed governance team items.

There was no action taken in Closed Session.

**ADJOURNMENT**

Trustee Anderson moved, Trustee Cuellar seconded, and the motion carried 5-0 to adjourn the Special Study Session of the Board of Education held on May 18, 2016 at 8:36 p.m.

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

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Ruth Pérez, Secretary  
To the Board of Education

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President

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Vice President/Clerk

# 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

**May 25, 2016**

The meeting was called to order at 6:04 p.m. by President Tony Peña in the Boardroom at the District Office, 15110 California Avenue, Paramount California.

Pledge of Allegiance Chris Stamm, Director-Nutrition Services, led the Pledge of Allegiance.

Roll Call Trustee Alicia Anderson Trustee Linda Garcia – late 6:14p.m.  
Trustee Tony Peña Trustee Vivian Hansen  
Trustee Sonya Cuellar

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  
Cindy DiPaola, Director-Maintenance & Operations  
Greg Francois, Director-Secondary Ed. & Instructional Technology  
Randy Gray, Director-Curriculum & Instructions/Projects  
Margarita Rodriguez, Director-Research  
Manuel San Miguel, Director-Student Services  
Beatriz Spelker-Levi, Director-Personnel  
Chris Stamm, Director-Student Nutrition Services  
Patricia Tu, Interim Director-Fiscal Services  
Andrea Aguilar-Nuno, Principal-Buena Vista High School  
Kelly Anderson, Principal-Jackson School  
Greg Buckner, Principal-Paramount High School  
Jerry King, Principal-Paramount Adult School  
Morrie Kosareff, Principal-Paramount High School-West  
Hilda Verdugo, Principal-Los Cerritos School  
Kelly Morales, Facilitator/Supervisor

Approve Agenda May 25, 2016  
1.143 Trustee Cuellar moved, Trustee Anderson seconded and the motion carried 4-0 to approve the agenda of the Regular Meeting of May 25, 2016.

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

Regular Meeting Minutes April 27, 2016  
1.144 Trustee Anderson moved, Trustee Hansen seconded and the motion carried 4-0 to approve the Regular Meeting minutes of April 27, 2016.

**5-25-16** *Serving the communities of Bellflower, Lakewood, Long Beach, Paramount and South Gate.*

*Great things are happening in Paramount schools*

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

## REPORTS

### Student Board Representatives

Avery De La Cruz-Paramount High School, Yanet Lopez-Paramount High-West, Gabriela Garibay-Buena Vista High School and Martha Rubio-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 thanked the Board and Superintendent for their support and attendance at the Who's WHO dinner awards. She is looking forward to the District Retirement/Years of Service reception. She is happy to report that SBAC is wrapping up. She added that this years' Principal's surveys have been completed and will be sharing the results. The association is sun shining the TAP contract today and they are sun shining everything and is broad. They would like to consider providing support at the K-5 level and also for Special Ed and looking for ways to do that. She added the Fiscal part is very important and is asking that we analyze if the District is spending wisely. The association wants to attract new and great teachers by remaining competitive. She appreciates the conversations the association has had with administration and thanked the Board for their support.

### Board Members' Reports

Trustee Anderson attended the District's First Annual Employee of the Year awards, the Gold Ribbon Award luncheon for Collins, Jefferson, Hollydale and Mokler schools, the retirement celebration for Mary Lash and the TAP Who's WHO dinner recognizing Nelda McCone.

Trustee Cuellar attended the District's First Annual Employee of the Year awards, the Gold Ribbon Award luncheon for Collins, Jefferson, Hollydale and Mokler schools, the TAP Who's WHO dinner and the Governor's May Revise.

Trustee Hansen attended attended the District's First Annual Employee of the Year awards, the City's Live Well Health Fair, and the Mary Lash retirement celebration.

Trustee Garcia attended attended the District's First Annual Employee of the Year awards, the Mary Lash retirement celebration, the City Council meeting recognizing teachers of the year and PEP scholarship student recipients, the Mother's Day brunch at Lincoln School, the Tepic Sister Cities meeting. She also participated and assisted the Red Cross and Paramount Petroleum in installing smoke detectors in homes throughout the city and she visited Keppel school for the Woman's Club Essay contest.

Trustee Peña attended the Pennies for PEP pizza parties at Lincoln and Jackson schools, the Safety Committee meeting, the TAP Who's WHO awards dinner, the District's First Annual Employee of the Year awards, Mariachi Night at PHS, Rotary Scholarship Luncheon, the Woman's Club Scholarship luncheon, the STAR Principals dinner, the City's Live Well Health Fair, the Mary Lash retirement celebration and the visited PHS-West for their GRIP program.

Superintendent Dr. Pérez highlighted a variety of items

- Superintendent Pérez wished to thank the entire team who helped coordinate the Employee of the Year event.
- She attended the Pennies for PEP Pizza parties at Jackson and Lincoln Schools.
- Dr. Pérez met with Principals to review their site's solar project.
- Superintendent Pérez attended the Annual Rotary Scholarship luncheon and shared she was very impressed with the generosity of the community.
- Superintendent Pérez attended the DELAC meeting and thanked Randy Gray for the great leadership he has provided parents.
- Dr. Pérez attended the first High School Design team meeting and shared it is well represented.
- Superintendent Pérez attended the Gold Ribbon awards ceremony and shared she is very proud of Collins, Jefferson, Hollydale and Mokler schools.
- Dr. Pérez attended the Mary Lash retirement celebration.

#### Student Board Representative Recognition

Superintendent Dr. Pérez and the Board of Education thanked and recognized each student Board representative Yanet Lopez-Paramount High School-West, Avery De La Cruz-Paramount High School, Gabriela Garibay-Buena Vista High School and Martha Rubio-Paramount Adult School for their continued representation of their site during Board meetings. Each student was presented with a Certificate of Merit.

#### 23<sup>rd</sup> Annual Congresswoman Lucille Royball-Allard Art Contest Winners

Superintendent Dr. Pérez and the Board of Education recognized art contest winners Luis Angel Calderon who won 1<sup>st</sup> place for his entry of "Pondering Innocence", Juan Serrano who won 3<sup>rd</sup> place for his entry of "Art is a Universal Phenomenon" and Luis A. Fuentes for winning Honorable Mention for his entry of "Under the Moonlight".

Congresswoman Lucille Royball-Allard's art competition is known to be a magnificent showcase for the creativity and potential of our local students. This competition also reminds us that arts education is critical to a young person's growth and development.

Luis will receive a \$1,000 scholarship, \$200 for art supplies, a trip to Washington, DC for himself and a parent to attend the national exhibit opening and \$500 for travel expenses. Luis will also have his entry displayed in the U.S. Capitol for one year, while the remaining winning students will have their artwork displayed in the Congresswoman's District Office in Commerce.

Juan will receive a \$500 scholarship and \$150 for art supplies while Luis will receive a \$250 scholarship and \$125 for art supplies.

#### Gates Millennium Scholars

Superintendent Dr. Pérez and the Board of Education members recognized Gates Millennium Scholars Hector Galarza and Daniel Lopez. The Gates Millennium Scholarship is renewable annually based on meeting program guidelines. The goal of the Gates scholarship is to



promote academic excellence and to provide an opportunity for outstanding minority students with significant financial need to reach their highest potential. Congratulations Hector and Daniel.

PHS 2016 Salutatorian & Valedictorian

Superintendent Dr. Pérez and the Board of Education recognized Paramount High School's Class of 2016 Valedictorian Guadalupe Quirarte and Salutatorian Hector Galarza. Guadalupe and Hector were presented with Certificates of Achievement.

Bulletin Board – Los Cerritos School

Hilda Verdugo, Los Cerritos School Principal and students Ashley Ontiveros 5<sup>th</sup> grade, Leilani Navarro 5<sup>th</sup> grade, Milly Perez 5<sup>th</sup> grade, Monserrat Carrillo 5<sup>th</sup> grade, Jennifer Lopez 5<sup>th</sup> grade, Dulce Nolasco 4<sup>th</sup> grade, Joan Padilla 4<sup>th</sup> grade and Jocelyn Medina 4<sup>th</sup> grade presented an overview of the Boardroom bulletin boards representing Los Cerritos School's educational program and student work. The bulletin boards reflect the theme of "A Monopoly on Learning" and enhance the educational message sent to visitors and District office employees.

Placement and Acceleration in Secondary Math

Kelly Morales, Facilitator of Instructional Improvement provided the Board with information on student placement and acceleration in secondary mathematics.

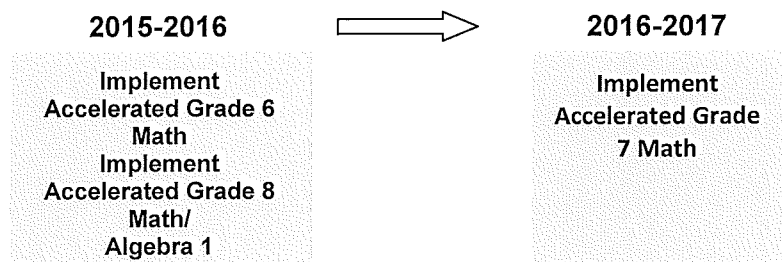
Kelly shared that the purpose of the presentation is to:

- Present information on PUSD's middle school acceleration pathway.
- Provide an overview of Senate Bill 359, the California Mathematics Placement Act of 2015, to ensure appropriate placement of students into secondary mathematics courses.
- Outline recommended high school acceleration pathways in mathematics.

What is acceleration in Mathematics?

- Acceleration takes place when a student's math sequence is "quickened" in middle or high school in order to provide the student with the opportunity to participate in advanced, higher level math courses in high school.
- Accelerated courses include the full-range of mathematical content and skills, taught at a faster pace or with more compressed mathematical information than the standard courses without omitting important concepts. Students are expected to master and fully comprehend all important topics in the curriculum.

Middle School Acceleration Implementation Timeline:



Assessments Results for Accelerated Math, Grades 6 and 8:  
Average of Students Who Scored "At or Above Standard" on all Unit Assessments

Grade 6 Accelerated: 70%  
Grade 8 Accelerated: 84%

Senate Bill 359: The California Mathematics Placement Act of 2015  
What is Senate Bill 359, the California Mathematics Placement Act of 2015?

Placement in appropriate math courses is critically important for a student during middle and high school.

A student's 9<sup>th</sup> grade mathematics placement is a crucial crossroad for future educational success.

Misplacement in the sequence of math courses creates a number of barriers and results in students being less competitive for college admissions.

Implementation of new Education Code requires Districts to develop and adopt a mathematics placement policy before the 2016-17 school year.

A district's math placement policy for pupils entering grade nine must:

- Systematically take multiple objective academic measures of student performance into consideration.
- Include at least one placement checkpoint within the first month of school to ensure accurate placement.
- Include an annual examination of placement data to ensure that students are not held in a disproportionate manner on the basis of race, ethnicity, gender, or socioeconomic background.
- Provide an annual report of results to the Board of Education.
- Offer clear and timely recourse for student and parent or legal guardian who question placement.

#### Secondary Math Placement and Acceleration Committee

The Committee:

- Met regularly to review information on new requirements, learn from other districts' practices and outline priorities for PUSD.
- Made a recommendation on *placement criteria* for secondary mathematics courses as required by Senate Bill 359 and *accelerated pathway options* at the high school level.

| <b>Member</b>    | <b>Position</b>      | <b>School</b> |
|------------------|----------------------|---------------|
| Michelle Cribari | Math Coach           | Alondra       |
| Tyra Trujillo    | Grade 8 Math Teacher | Zamboni       |
| Kelly Anderson   | Principal            | Jackson       |
| Katherine Thomas | Algebra 1 Teacher    | PHS West      |
| Ali Radmanesh    | Geometry Teacher     | PHS West      |
| Claudia Catalan  | Math Coach           | PHS West      |

|  |   |              |
|--|---|--------------|
| Alicia Megofna                                 | TOSA  | PHS West     |
| Rebecca Johns                                  | Counselor   | PHS West     |
| Morrie Kosareff                                | Principal   | PHS West     |
| Yvonne Rodriguez                               | Assistant Principal   | PHS West     |
| Marya Hughes                                   | Middle School Math Curriculum Specialist  | Ed. Services |
| Vicki Xiong                                    | Geometry Teacher  | PHS          |
| Lori Louzy                                     | Geometry Teacher  | PHS          |
| Rocio Lopez                                    | Algebra 2 Teacher   | PHS          |
| Santiago Rios                                  | Math Department Chairperson   | PHS          |
| Clarinda Allen                                 | Math Coach  | PHS          |
| Krystal Fierro                                 | Counselor   | PHS          |
| Greg Buckner                                   | Principal   | PHS          |
| Sue Saikaly                                    | Assistant Principal   | PHS          |
| Steve Merickel                                 | Pre-Calculus Teacher  | TAP          |
| Hector Ramos                                   | Algebra 2 Teacher   | Buena Vista  |
| Theresa Diaz                                   | High School Math Curriculum Specialist  | Ed. Services |
| Kelly Morales<br>Greg Francois<br>Debbie Stark | Facilitator of Instructional Improvement<br>Director of Secondary Education<br>Asst. Superintendent | Ed. Services |

### Committee Meeting Dates and Topics

| Date     | Topic  |
|----------|--|
| March 21 | <ul style="list-style-type: none"> <li>Share meeting norms, role of committee, definition of consensus.</li> <li>Provide an overview of Senate Bill 359.</li> <li>Review middle school acceleration pathway.</li> </ul>                    |
| March 24 | <ul style="list-style-type: none"> <li>Develop placement criteria for all 9-12 math courses.</li> </ul>  |
| April 21 | <ul style="list-style-type: none"> <li>Finalize placement criteria and provide feedback.</li> <li>Review California Mathematics Framework's recommendations for developing accelerated courses and placing students in courses.</li> </ul> |
| April 28 | <ul style="list-style-type: none"> <li>Review the Framework's recommended acceleration options.</li> <li>Share acceleration pathways from local school districts.</li> </ul>   |
| May 4    | <ul style="list-style-type: none"> <li>Analyze acceleration options for alignment to Framework.</li> </ul>   |
| May 10   | <ul style="list-style-type: none"> <li>Analyze benefits and risks for students by the acceleration options. Prioritize recommendations.</li> </ul>   |

Committee Recommendation on Placement Criteria for Students Entering 9<sup>th</sup> Grade:

Students beginning the 9<sup>th</sup> grade will have their math placement identified by the following academic measures of performance:

- The course the student completed in the previous year to ensure the sequence of mastery of standards will continue.
- Semester math grades.
- Unit assessment results including special attention to extended, constructed response questions.
- Teacher input.
- State standardized mathematics assessment data.
- A placement test for students new to the district.

Recommended Acceleration Options for High School

Acceleration Point 1 – Geometry Summer School:  
Algebra 1 (9<sup>th</sup>) to Geometry Summer School, Algebra 2 (10<sup>th</sup>), Pre-Calculus Honors (11<sup>th</sup>), AP Calculus (12<sup>th</sup>)

Acceleration Point 2 – Algebra 2/Pre-Calculus Course:  
Algebra 1 (9<sup>th</sup>), Geometry (10<sup>th</sup>), Algebra 2/Pre-Calculus (11<sup>th</sup>), AP Calculus (12<sup>th</sup>)

Acceleration Point 3 – Pre-Calculus Bridge Summer School:  
Algebra 1 (9<sup>th</sup>), Geometry (10<sup>th</sup>), Algebra 2/Pre-Calculus Summer Bridge (11<sup>th</sup>), AP Calculus (12<sup>th</sup>)

High School Acceleration Implementation Timeline

2016-17 Summer – Geometry Summer School Pilot  
2017-18 Summer – Pre-Calculus Bridge (Summer School)  
2017-18 Fall – Algebra 2/Pre-Calculus Course

Next Steps:

- Identify eligible students for placement in the Geometry Summer School course pilot.
- Evaluate the performance of students who participated in the Geometry summer course pilot and their achievement in 10<sup>th</sup> grade math.
- Reconvene the Math Placement Committee in 2016-17 to review performance of students who participated in the summer Geometry pilot and provide input on planning the Pre-Calculus Summer Bridge and the Algebra 2/Pre-Calculus courses.

**BOARD MEETING  
CALENDER**

There were no changes to the Board meeting calendar.

**HEARING SECTION**

There were no speakers during the hearing section.

**CONSENT ITEMS**  
0.145

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

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

## **General Services**

Professional Activities  
15-03  
1.145

Approve the Professional Activities Report 15-03 for Board of Education President Tony Peña, members Alicia Anderson, Sonya Cuellar and Superintendent Dr. Ruth Pérez attendance at an out-of-state conference, as submitted.

## **Human Resources**

Personnel Report  
15-16  
2.145

Accept Personnel Report 15-16, 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  
3.145

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

Overnight and/or Out-of-  
County Study Trips  
3.145

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

Memorandum of  
Understanding with United  
Friends of the Children,  
Foster Youth – College  
Readiness Program  
3.145

Approve of the Memorandum of Understanding with United Friends of the Children, Foster Youth – College Readiness Program for the 2016-17 school year.

Memorandum of  
Understanding with Cerritos  
Community College, Foster  
and Kinship Care Education  
3.145

Approve the Memorandum of Understanding with Cerritos Community College, Foster and Kinship Care Education to provide services to parents and legal guardians for the 2016-17 school year.

Memorandum of  
Understanding with  
California Youth Connection  
3.145

Approve the Memorandum of Understanding with California Youth Connection to provide Foster Youth students the opportunity to gain leadership skills.

Memorandum of  
Understanding with Long  
Beach Guidance Center  
3.145

Approve the Memorandum of Understanding with the Long Beach Guidance Center for the 2016-17 school year.

Contract with Los Angeles  
County Probation  
Department for a Gang  
Alternative and Prevention  
Program Officer  
3.145

Approve the contract with the Los Angeles County Probation Department for a Gang Alternative and Prevention Program Officer for the 2016-17 school year.

Memorandum of Understanding with the City of Paramount, Parks and Recreation Department  
3.145

Approve the Memorandum of Understanding with the City of Paramount, Parks and Recreation Department to provide ground supervision and supervised recreation for the Summer Food Service Program.

### **Business Services**

Purchase Order Report 15-16  
4.145

Approved Purchase Order Report 15-16 authorizing the purchase of supplies, equipment, and services for the District.

Warrants for the Month of April 2016  
4.145

Approved warrants for all funds through April with a total of \$12,826,649.46.

Acceptance of Donations  
4.145

Accepted 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  
4.145

Approved the Consultant Services requests authorizing contracts with consultants or independent contractors who provide specialized services.

Consultant #2 was pulled from the agenda.

The Board of Education pulled consultant #2 School Innovations & Achievement.

### **ACTION ITEMS**

#### **Human Resources**

Presentation of the Teachers Association of Paramount's Initial Reopener Proposal for the 2016-17 Collective Bargaining Agreement with Paramount Unified School District  
2.146

Trustee Cuellar moved, Trustee Anderson seconded, and the motion carried 5-0 to receive for public review the Teachers Association of Paramount's initial reopener proposal of the 2016-17 Collective Bargaining Agreement with Paramount Unified School District.

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

Public Hearing on the Teachers Association of Paramount's Initial Reopener Proposal for the 2016-17 Collective Bargaining Agreement with Paramount Unified School District  
2.147

Trustee Hansen moved, Trustee Garcia seconded, and the motion carried 5-0 to conduct a public hearing regarding the Teachers Association of Paramount's initial reopener proposal of the 2016-17 Collective Bargaining Agreement with Paramount Unified School District.

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

There were no speakers during the hearing section.

Trustee Cuellar moved, Trustee Anderson seconded, and the motion carried 5-0 to close the public hearing regarding the Teachers Association of Paramount's initial reopener proposal of the 2016-17 Collective Bargaining Agreement with Paramount Unified School District.

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

|   |  |
|---|--|
| <p>Presentation of Paramount Unified School District's Initial Reopener Proposal for the 2016-17 Collective Bargaining Agreement with the Teachers Association of Paramount<br/>2.148</p>       | <p>Trustee Garcia moved, Trustee Hansen seconded, and the motion carried 5-0 to receive for public review the District's initial reopener proposal of the 2016-17 Collective Bargaining Agreement with the Teachers Association of Paramount.</p> <p>Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña</p>  |
| <p>Public Hearing on the Paramount Unified School District's Initial Reopener Proposal for the 2016-17 Collective Bargaining Agreement with the Teachers Association of Paramount<br/>2.149</p> | <p>Trustee Hansen moved, Trustee Anderson seconded, and the motion carried 5-0 to conduct a public hearing regarding the District's initial reopener proposal of the 2016-17 Collective Bargaining Agreement with the Teachers Association of Paramount.</p> <p>Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña</p> <p>There were no speakers during the hearing section.</p> <p>Trustee Cuellar moved, Trustee Garcia seconded, and the motion carried 5-0 to close the public hearing regarding the District's initial reopener proposal of the 2016-17 Collective Bargaining Agreement with the Teachers Association of Paramount.</p> <p>Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña</p> |
| <p>2016-17 Reservation of Options for Represented and Unrepresented Confidential, Supervisory and Management Employees<br/>2.150</p>  | <p>Trustee Cuellar moved, Trustee Anderson seconded, and the motion carried 5-0 to approve that all salaries are indefinite for 2016-17 for all bargaining unit represented and unrepresented confidential, supervisory and management employees.</p> <p>Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña</p>  |
| <p>Proposed Revised Board Policy 4121 – <u>Substitute Teachers</u><br/>2.151</p>  | <p>Trustee Garcia moved, Trustee Hansen seconded, and the motion carried 5-0 to accept for second reading and adopt the proposed revised Board Policy 4121 – <u>Substitute Teachers</u> that reflects current state regulations.</p> <p>Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña</p>   |
| <p>Student Teaching Agreement with Biola University<br/>2.152</p>   | <p>Trustee Hansen moved, Trustee Garcia seconded, and the motion carried 5-0 to approve the agreement with Biola University for participation in the student teaching program.</p> <p>Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña</p>   |
| <p>Student Teaching Affiliation Agreement with Grand Canyon University<br/>2.153</p>  | <p>Trustee Anderson moved, Trustee Hansen Garcia, and the motion carried 5-0 to approve the agreement with Grand Canyon University for participation in the student teaching program.</p> <p>Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña</p>  |
| <p>Clear Education Specialist Program Application<br/>2.154</p>   | <p>Trustee Cuellar moved, Trustee Anderson seconded, and the motion carried 5-0 to approve the submission of the Clear Education Specialist Program Application.</p> <p>Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña</p>   |

## **Educational Services**

School Study/Incentive Trips  
3.155

Trustee Garcia moved, Trustee Hansen seconded, and the motion carried 5-0 to approve the school sponsored study/incentive trips to provide students with experiences that extend grade level curriculum.

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

Approval of Services and  
Shared Cost Agreement with  
Los Angeles County  
Sherriff's Department for  
Two School Resource  
Officers  
3.156

Trustee Cuellar moved, Trustee Garcia seconded, and the motion carried 5-0 to approve the Services Agreement with the Los Angeles County Sherriff's Department for two School Resource Officers from July 1, 2016 through June 30, 2017.

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

Carl D. Perkins Grant  
Applications for Grades 7-12  
and Paramount Adult School  
3.157

Trustee Anderson moved, Trustee Garcia seconded, and the motion carried 5-0 to approve the submission of the applications for Carl D. Perkins Grant for the 2016-17 school year.

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

Nonpublic School Placement  
for Special Education  
Students for 2015-16  
3.158

Trustee Garcia moved, Trustee Hansen seconded, and the motion carried 5-0 to approve the placement for special education students in nonpublic schools, as determined by the students' Individual Education Plan for the 2015-16 school year.

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

New Course: Mathematics  
Grade 7 Accelerated  
3.159

Trustee Anderson moved, Trustee Cuellar seconded, and the motion carried 5-0 to approve the Grade 7 Mathematics Accelerated course for implementation at all middle schools for the 2016-17 school year.

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

Memorandum of  
Understanding with the Los  
Angeles County of Education  
for Foster Youth Data  
Sharing  
3.160

Trustee Hansen moved, Trustee Garcia seconded, and the motion carried 5-0 to approve the Memorandum of Understanding with the Los Angeles County of Education to share foster youth student data with Los Angeles County Department of Child Family Services and other agencies with legitimate educational interests.

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

New Middle School  
Electives: Automation and  
Robotics and Design and  
Modeling  
3.161

Trustee Anderson moved, Trustee Garcia seconded, and the motion carried 5-0 to approve the adoption of the Automation and Robotics and Design and Modeling courses and the purchase of materials and supplies for the 2016-17 school year.

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

## **Business Services**

2015-16 Budget Adjustments  
as of April 30, 2016  
4.162

Trustee Cuellar 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, Cafeteria Fund, Building Fund, and Capital Facilities



Fund.

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

Approval of Settlement Agreement  
4.163

Trustee Hansen moved, Trustee Anderson seconded, and the motion carried 5-0 to approve the settlement agreement regarding a voluntary insurance plan for Employee ZE0979270, and authorize the Superintendent or designee to execute all documents.

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

Contract Renewal - Vernon Security Services  
4.164

Trustee Anderson moved, Trustee Cuellar seconded, and the motion carried 5-0 to approve the contract renewal with Vernon Security Services for two years from July 1, 2016 through June 30, 2018, and authorize the Superintendent or designee to execute all necessary documents.

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

Contract Renewal – Administrative Services Cooperative, Inc.  
4.165

Trustee Cuellar moved, Trustee Garcia seconded, and the motion carried 5-0 to renew the contract with Administrative Services Cooperative, Inc. for the Taxi Service Program for approved students, and authorize the Superintendent or designee to execute all necessary documents.

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

Authorization to Bid and Field Service Contracts and Student Nutrition Services Supplies Renewal  
4.166

Trustee Anderson moved, Trustee Cuellar seconded, and the motion carried 5-0 to authorize the renewal of construction-related field service contracts, contracts for the supply of computers and food commodities, and authorize the Superintendent or designee to execute all necessary documents. Authorize staff to prepare bid specifications for painting, network cabling, lighting replacement services, school bus services, and window coverings. Authorize the Superintendent or designee to advertise, review, award, and execute all necessary documents to the lowest responsive and responsible bidder(s).

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

## **CONFERENCE ITEMS**

### **Educational Services**

New Board Policy 6152.2 – Mathematics Placement

The Board accepted proposed new Board Policy 6152.2 – Mathematics Placement for first reading, which reflects current State requirements.

## **INFORMATION ITEMS**

### **Business Services**

Monthly Financial Statements, April 2016

The Board received as information in J-200 format a Financial Statement for each fund for the months of July to April 2016.

Monthly Financial Statements, April 2016 – Special Education

The Board received as information in J-200 format a financial statement for Special Education for the months of July to April 2016.

Monthly Financial Statements, April 2016 – 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 July to April 2016.

**ANNOUNCEMENTS**

President Peña reported that the next Regular Meeting would be June 8, 2016, at 6:00 p.m. – Boardroom of the District Office.

Staff Employee Comments Per Government Code 54957

There were no staff/employee comments.

**CLOSED SESSION**

The Board adjourned to Closed Session at 7:41 p.m. to discuss public employee appointment and governance team items.

Trustee Pena opened the meeting back up and announced that the Board would not be discussing Conference with Labor Negotiator.

The Board adjourned to Closed Session at 7:42 p.m. to discuss public employee appointment and governance team items.

**OPEN SESSION**

The Board reconvened to Regular Session at 9:25 p.m. President Peña reported that they discussed public employee appointment and governance team items.

The following action was taken in Closed Session:

Public Employee Appointment 2.167

Trustee Garcia moved, Trustee Anderson seconded, and the motion carried 5-0 to approve the appointment of Ruben P. Frutos as Assistant Superintendent-Business Services as soon as mutually agreeable.

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

**ADJOURNMENT**

Trustee Cuellar moved, Trustee Garcia seconded, and the motion carried 4-0 to adjourn the Regular Meeting of the Board of Education held on May 25, 2016 at 9:26 p.m.

Ayes: 4 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

Absent: 1 - Trustee Anderson (*left early from Closed Session*)

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Ruth Pérez, Secretary  
To the Board of Education

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President

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Vice President/Clerk



# Paramount Unified School District

**TO:** Board of Education  
**FROM:** Ruth Pérez, Superintendent  
**DATE:** June 8, 2016  
**SUBJECT:** Representatives to Athletic Leagues for 2016-17

**BACKGROUND INFORMATION:**

The California Interscholastic Federation (CIF) Constitution (Article 2, Section 25) stipulates that on a yearly basis, each local school district Board of Education shall approve the appointment of school representatives to the appropriate CIF section. CIF voting privileges will be suspended if the requirement is not met.

Dr. Greg Buckner, Principal, Mr. Alex Acosta, Athletic Director and Ms. Rachel Dominguez, Athletic Director, are recommended as representatives for Paramount High School for 2016-17.

**POLICY/ISSUE:**

Education Code Section 33353 - California Interscholastic Federation; Implementation

**FISCAL IMPACT:**

None

**STAFF RECOMMENDATION:**

Approve Dr. Greg Buckner, Paramount High School Principal, Mr. Alex Acosta, Athletic Director and Ms. Rachel Dominguez, Athletic Director as District representatives to athletic leagues for 2016-17.

**PREPARED BY:**

Ruth Pérez, Superintendent

**DISTRICT PRIORITY 5:**

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

**CONSENT ITEM: 1.1-C**

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Myrna Morales, Assistant Superintendent – Human Resources  
**DATE:** June 8, 2016  
**SUBJECT:** Personnel Report 15-17

## **BACKGROUND INFORMATION:**

Following is Personnel Report 15-17, 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 15-17 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 15-17  
JUNE 08, 2016  
CERTIFICATED PERSONNEL**

| NAME                                    | POSITION   | LOCATION                 | CLASS<br>RANGE<br>STEP | RATE                            | EFFECTIVE |          |
|---|--|--------------------------|------------------------|---------------------------------|-----------|----------|
|   |  |                          |                        |                                 | FROM      | TO       |
| <b><u>EMPLOYMENT</u></b>                |  |                          |                        |                                 |           |          |
| *Abanto, Elizabeth                      | Substitute Teacher<br>on-call, as needed                       | District                 |                        | <b><u>Daily</u></b>             | 05-23-16  |          |
| *Dominguez,<br>Bryan                    |  |                          |                        | \$150                           | 05-23-16  |          |
| *Marchena,<br>Josefina                  |  |                          |                        | General Fund                    | 05-23-16  |          |
| *Pascual, Adrian                        |  |                          |                        |                                 | 05-23-16  |          |
| <b><u>ADDITIONAL<br/>ASSIGNMENT</u></b> |  |                          |                        |                                 |           |          |
| *Cunningham,<br>Christina               | Home/Hospital<br>Teacher                                       | Alternative<br>Education |                        | <b><u>Hourly</u></b>            | 05-16-16  |          |
| *Lee, Hannah                            | Pre-School<br>Assessments<br>NTE 200 hrs.                      | Special<br>Education     |                        | \$38.00<br>Special<br>Education | 06-13-16  | 08-05-16 |
| *Caero, Gypsy                           | Home/Hospital<br>Teacher                                       | Special<br>Education     |                        | \$38.00<br>Special<br>Education | 04-21-16  | 06-30-16 |
| *Gomez, Maria                           | Home/Hospital<br>Teacher                                       | Special<br>Education     |                        | \$38.00<br>Special<br>Education | 04-21-16  | 06-30-16 |
| *Zelaya, Erick                          | Home/Hospital<br>Teacher                                       | Special<br>Education     |                        | \$38.00<br>Special<br>Education | 04-21-16  | 06-30-16 |
| *Molina, Elizabeth                      | Field Trip to<br>SoCal Food Service<br>Equipment<br>NTE 2 hrs. | Secondary<br>Education   |                        | \$39.13<br>LCAP**               | 04-04-16  |          |
| *Ortiz, Emily<br>*Toston,<br>Lashonda   | Facilitating<br>Water Science Day<br>NTE 3 hrs. each           | Collins                  |                        | \$38.00<br>Title I              | 05-14-16  |          |
| *Aragon, Jessica                        | GATE Super Saturday<br>NTE 5 hrs.                              | Jefferson                |                        | \$38.00<br>GATE***              | 04-23-16  |          |

\*Ratification

\*\*Local Control Accountability Plan

\*\*\*Gifted and Talented Education

**PERSONNEL REPORT 15-17  
JUNE 08, 2016  
CERTIFICATED PERSONNEL**

| NAME  | POSITION  | LOCATION              | CLASS RANGE STEP | RATE  | EFFECTIVE |          |
|---|---|-----------------------|------------------|---|-----------|----------|
|   |   |                       |                  |   | FROM      | TO       |
| <b><u>ADDITIONAL ASSIGNMENT</u></b>                                   |   |                       |                  |   |           |          |
| <u>continued</u>  |   |                       |                  |   |           |          |
| *Durante, Anthony<br>*Tran, Annemarie                                 | Tutoring for SAT Test<br>NTE 15 hrs. each       | Paramount High-Senior |                  | <b><u>Hourly</u></b><br>\$38.00<br>LCAP**                           | 05-03-16  | 06-02-16 |
| *Cunningham, Christina  | Student Leadership Workshop<br>NTE 5 hrs.       | Paramount High-West   |                  | \$38.00<br>LCAP   | 04-09-16  |          |
| *Hernandez, Cynthia   | Math Tutorial<br>NTE 10 hrs.                    | Paramount High-West   |                  | \$38.00<br>LCAP   | 05-04-19  | 06-09-16 |
| <b><u>SUMMER SCHOOL ASSIGNMENT</u></b>                                |   |                       |                  |   |           |          |
| *Kent, Elizabeth<br>*Knapp, Joni<br>*Rueda, Jill<br>*Sawyer, Danielle | Nurse<br>NTE 96 hrs. each<br>NTE 192 hrs. total | Special Education     |                  | \$38.00<br>Special Education  | 06-13-16  | 07-21-16 |
| *Yoshiba-Medeiros, Christine  | Speech Teacher                                  | Special Education     |                  | \$38.00<br>Special Education  | 06-13-16  | 07-21-16 |
| <b><u>ADDITIONAL DAYS/PER DIEM</u></b>                                |   |                       |                  |   |           |          |
| *Day, Timothy<br>*Smith, Karen  | Psychologist<br>NTE 25 days each                | Special Education     |                  | <b><u>Per Diem</u></b><br>\$541.60<br>\$541.60<br>Special Education | 06-13-16  | 08-05-16 |
| <b><u>STIPEND</u></b>   |   |                       |                  |   |           |          |
| *Martinez, Javier<br>*Sewell, Jason                                   | Advisor/Pirate News                             | Paramount High-Senior |                  | \$1,147<br>General Fund   | 08-19-15  | 06-10-16 |

\*Ratification

\*\*Local Control Accountability Plan

**PERSONNEL REPORT 15-17  
JUNE 08, 2016  
CERTIFICATED PERSONNEL**

| NAME                                      | POSITION                               | LOCATION               | CLASS<br>RANGE<br>STEP | RATE                       | EFFECTIVE |          |
|---|--|------------------------|------------------------|----------------------------|-----------|----------|
|   |  |                        |                        |                            | FROM      | TO       |
| <b><u>STIPEND</u></b><br><u>continued</u> |  |                        |                        | <b><u>Stipend</u></b>      |           |          |
| *Cunningham,<br>Christina                 | ASB Advisor                            | Paramount<br>High-West |                        | \$2,264<br>General Fund    | 08-19-15  | 06-09-16 |
| *Alba, Karina                             | Science<br>Department Chair            | Paramount<br>High-West |                        | \$2,841.54<br>General Fund | 08-17-15  | 06-10-16 |
| *Bozorgzadeh,<br>Sammaneh                 | Language Arts<br>Department Chair      | Paramount<br>High-West |                        | \$3,960.84<br>General Fund | 08-17-15  | 06-10-16 |
| *Chaidez, Lorena                          | Electives<br>Department Chair          | Paramount<br>High-West |                        | \$1,664.84<br>General Fund | 08-17-15  | 06-10-16 |
| *Cinotto, Lisa                            | Special Education<br>Department Chair  | Paramount<br>High-West |                        | \$1,463.94<br>General Fund | 08-17-15  | 06-10-16 |
| *Godfrey, Pama                            | Physical Education<br>Department Chair | Paramount<br>High-West |                        | \$703.27<br>General Fund   | 08-17-15  | 01-22-16 |
| *Gray, Kelly                              | Counseling<br>Department Chair         | Paramount<br>High-West |                        | \$681.75<br>General Fund   | 08-17-15  | 01-22-16 |
| *Ramirez, Jaime                           | Physical Education<br>Department Chair | Paramount<br>High-West |                        | \$703.27<br>General Fund   | 01-25-16  | 06-10-16 |
| *Ramirez, Sheryl                          | Counseling<br>Department Chair         | Paramount<br>High-West |                        | \$681.75<br>General Fund   | 01-25-16  | 06-10-16 |
| *Thomas,<br>Katherine                     | Mathematics<br>Department Chair        | Paramount<br>High-West |                        | \$3,587.74<br>General Fund | 08-17-15  | 06-10-16 |

\*Ratification



**PERSONNEL REPORT 15-17  
JUNE 08, 2016  
CERTIFICATED PERSONNEL**

| NAME   | POSITION | LOCATION                 | DESCRIPTION                     | EFFECTIVE |           |
|--|----------|--------------------------|---------------------------------|-----------|-----------|
|  |          |                          |                                 | FROM      | TO        |
| <b><u>LEAVE OF ABSENCE<br/>WITHOUT PAY</u></b><br>Triche-Harris,<br>Kimberly | Teacher  | Tanner                   | Family and<br>Medical Leave Act | 05-17-16* | 07-08-16* |
| <b><u>RESIGNATION</u></b><br>Ross, Richard                                   | Teacher  | Paramount<br>High-Senior | Personal                        | 06-10-16  |           |
| <b><u>EARLY RETIREMENT</u></b><br>Triche-Harris,<br>Kimberly                 | Teacher  | Tanner                   | Early Retirement                | 07-11-16  |           |

\*Revised Date

**PERSONNEL REPORT 15-17**  
**JUNE 8, 2016**  
**CLASSIFIED PERSONNEL**

| NAME                              | POSITION  | LOCATION                     | CLASS RANGE STEP | RATE   | EFFECTIVE |          |
|-----------------------------------|---|------------------------------|------------------|--|-----------|----------|
|                                   |   |                              |                  |  | FROM      | TO       |
| <b><u>Employment</u></b>          |   |                              |                  |  |           |          |
| *Araujo, Kurt                     | Maintenance Worker<br>8 hrs. per day/12 mo.                     | Operations                   | 126-III          | <b><u>Monthly</u></b><br>\$4,024<br>General<br>Fund        | 06-06-16  |          |
| *Llamas Luna,<br>Natalia          | Instructional<br>Assistant – SE/SH<br>3 hrs. per day/10 mo.     | Adult<br>Education/<br>CDS** | 115-III          | 37.5% of<br>\$3,066<br>Special<br>Education                | 05-16-16  |          |
| <b><u>Short Term</u></b>          |   |                              |                  |  |           |          |
| *Browning, Cheryl                 | Student Information<br>Systems Specialist<br>NTE 8 hrs. per day | Educational<br>Services      | 135-III          | <b><u>Hourly</u></b><br>\$28.98<br>General<br>Fund         | 03-02-16  | 06-30-16 |
| *Ledesma, Alberto                 | Custodian<br>NTE 5 hrs. per day                                 | Educational<br>Services      | 117-I            | \$16.84<br>General<br>Fund                                 | 05-01-16  | 05-31-16 |
| *Munoz, Karla                     | Instructional<br>Assistant – SE/SH<br>NTE 3 hrs. per day        | Lincoln                      | 115-I            | \$16.03<br>504 Plan  | 05-12-16  | 05-09-16 |
| *Rathnayake,<br>Sumudu            | Instructional<br>Assistant – Sp. Ed.                            | Paramount<br>High-Senior     | 112-I            | \$14.88<br>Special<br>Education                            | 05-18-16  | 06-09-16 |
| <b><u>Substitute, on Call</u></b> |   |                              |                  |  |           |          |
| *Shematak, Bridgit                | Office Assistant  | District                     | 116-I            | <b><u>Hourly</u></b><br>\$16.43<br>General<br>Fund         | 05-24-16  |          |
| *Peña, Rebekah                    | Noon Duty Aide  | Hollydale                    |                  | \$10.50<br>General<br>Fund                                 | 05-10-16  |          |
| *Barboza Garcia,<br>Daniela       | Noon Duty Aide  | Keppel                       |                  | \$10.50<br>General<br>Fund                                 | 05-18-16  |          |
| <b><u>Summer Assignment</u></b>   |   |                              |                  |  |           |          |
| *Smith, Franklin                  | Mental Health<br>Specialist                                     | Special<br>Education         |                  | <b><u>Per diem</u></b><br>\$505.20<br>Special<br>Education | 07-13-16  | 07-21-16 |

\* Ratification

\*\* Adult Education/Community Day School

**PERSONNEL REPORT 15-17  
JUNE 8, 2016  
CLASSIFIED PERSONNEL**

| NAME  | POSITION   | LOCATION             | CLASS RANGE STEP | RATE                                      | EFFECTIVE |          |
|---|--|----------------------|------------------|---|-----------|----------|
|   |  |                      |                  |   | FROM      | TO       |
| <b><u>WORKING OUT OF CLASSIFICATION</u></b> |  |                      |                  |   |           |          |
| *Turner, Nadya                              | Executive Assistant – Confidential<br>NTE 8 hrs. per day | Educational Services | 172-I            | <u>Monthly</u><br>\$4,333<br>General Fund | 05-10-16  | 05-25-16 |
| *Pena, Antonio                              | Lead Custodian<br>NTE 8 hrs. per day                     | Operations           | 123-III          | \$3,737<br>General Fund                   | 05-02-16  | 05-06-16 |
| *Galvez, Maria                              | School Administrative Assistant<br>NTE 8 hrs. per day    | Keppel               | 123-IV           | \$3,925<br>General Fund                   | 05-05-16  | 05-13-16 |
| <b><u>TEMPORARY ATHLETIC TEAM COACH</u></b> |  |                      |                  |   |           |          |
| *Ramirez, Yecenia                           | Middle School Intermural Sports Cheer Coach              | Hollydale            |                  | <u>Stipend</u><br>\$172<br>LCAP**         | 04-04-16  | 06-09-16 |

\* Ratification

\*\* Local Control Accountability Plan

**PERSONNEL REPORT 15-17**  
**JUNE 08, 2016**  
**CLASSIFIED PERSONNEL**

| NAME                      | POSITION                                   | LOCATION       | DESCRIPTION       | EFFECTIVE |    |
|---------------------------|--|----------------|-------------------|-----------|----|
|                           |  |                |                   | FROM      | TO |
| <b><u>RESIGNATION</u></b> |  |                |                   |           |    |
| Tunnell, Victoria         | Nutrition Services Worker                  | Alondra        | Personal          | 05-13-16  |    |
| Coronel, Mia              | Substitute Noon Duty Aide                  | Collins        | Personal          | 05-05-16  |    |
| Carrillo Ruiz, Monserrat  | Short Term Instructional Assistant – SE/SH | Lincoln        | Personal          | 05-13-16  |    |
| Ruiz, Raemund             | Technology Instructional Assistant         | Paramount Park | Personal          | 05-06-16  |    |
| <b><u>TERMINATION</u></b> |  |                |                   |           |    |
| Martinez, Rachel          | Substitute Noon Duty Aide                  | Lincoln        | End of Assignment | 10-30-15  |    |
| Parra, Leticia            | Substitute Noon Duty Aide                  | Lincoln        | End of Assignment | 11-16-15  |    |

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Deborah Stark, Assistant Superintendent-Educational Services  
**DATE:** June 8, 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/<br>Audience   | Site/<br>Requested<br>by  | Time<br>Period                                   | Cost/<br>Funding<br>Source                                       |
|---|---|--|---|--|--|
| 1 | Pivot Learning<br>Partners<br><br>PC16-1737 | Consultant to provide professional development for K-12 academic coaches and principals and one on one training for new principals and coaches | Educational<br>Services<br><br>Requested<br>by:<br>Deborah<br>Stark | August 1,<br>2016<br>through<br>June 30,<br>2017 | \$78,000 from<br>LCAP<br>Supplemental/<br>Concentration<br>Funds |

**POLICY/ISSUE:**

Board Policy 4126 – Consultants and Independent Contractors Provide Specialized Services

**FISCAL IMPACT:**

As indicated above

**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.

**CONSENT ITEM: 3.1-C**

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Deborah Stark, Assistant Superintendent-Educational Services  
**DATE:** June 8, 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/<br>Participants   | Site/<br>Requested by                                      | Time<br>Period    | Cost/<br>Funding Source                                      |
|---|---------------|--|--|-------------------|--|
| 1 | San Diego, CA | Paramount High School students will travel to San Diego to participate in the Future Homemakers of America 2016 State Leadership meeting.<br><br>4 students, 1 chaperone | Paramount High School<br><br>Requested by:<br>Greg Buckner | July 3-7,<br>2016 | Not to exceed \$900 from Paramount High School general funds |

**POLICY/ISSUE:**

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

**FISCAL IMPACT:**

As indicated above

**STAFF RECOMMENDATION:**

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

**PREPARED BY:**

Manuel San Miguel, Director - Student Services

**DISTRICT PRIORITY 1:**

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

**CONSENT ITEM: 3.2-C**

Itinerary for Paramount High School  
Future Homemakers of America State Leadership Meeting  
San Diego, CA  
July 3-7, 2016

**Sunday, July 3, 2016**

|            |                              |
|------------|------------------------------|
| 7:00 a.m.  | Depart Paramount High School |
| 8:30 a.m.  | Check into hotel             |
| 9:00 a.m.  | Orientation meetings         |
| 1:00 p.m.  | Lunch                        |
| 1:30 p.m.  | General session meeting      |
| 3:30 p.m.  | National leadership meeting  |
| 7:00 p.m.  | Dinner                       |
| 7:30 p.m.  | State meetings               |
| 11:00 p.m. | Lights out                   |

**Monday, July 4, 2016**

|            |  |
|------------|--|
| 6:30 a.m.  | Breakfast                                  |
| 8:00 a.m.  | Leadership and career development workshop |
| 12:30 a.m. | Lunch                                      |
| 4:00 p.m.  | General business session                   |
| 6:00 p.m.  | Dinner                                     |
| 7:00 p.m.  | Reception                                  |
| 10:00 p.m. | Lights out                                 |

**Tuesday, July 5, 2016**

|            |               |
|------------|---------------|
| 6:30 a.m.  | Breakfast     |
| 8:00 a.m.  | State finals  |
| 3:15 p.m.  | Lunch         |
| 4:30 p.m.  | State meeting |
| 7:30 p.m.  | Dinner        |
| 10:00 p.m. | Lights out    |

**Wednesday, July 6, 2016**

|            |                                |
|------------|--------------------------------|
| 6:00 a.m.  | Breakfast                      |
| 7:00 a.m.  | Competitive recognition events |
| 5:30 p.m.  | Dinner                         |
| 7:30 p.m.  | Tour of San Diego              |
| 10:00 p.m. | Lights out                     |

**Thursday, July 7, 2016**

|            |                                 |
|------------|---------------------------------|
| 7:00 a.m.  | Breakfast                       |
| 8:00 a.m.  | Competitive recognition events  |
| 11:30 a.m. | Awards presentation             |
| 12:30 p.m. | Lunch                           |
| 1:00 p.m.  | State recognition session       |
| 5:00 p.m.  | Closing general session         |
| 7:00 p.m.  | Dinner                          |
| 7:30 p.m.  | Depart San Diego                |
| 9:00 p.m.  | Arrive at Paramount High School |

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Deborah Stark, Assistant Superintendent-Educational Services  
**DATE:** June 8, 2016  
**SUBJECT:** Memorandum of Understanding with El Camino College Compton Center

**BACKGROUND INFORMATION:**

El Camino College Compton Center will offer two college courses in Human Development at Buena Vista High School in 2016-17. Students who participate will receive both high school and college credit. Classes are held after school once a week September, 2016 through June, 2017.

**POLICY/ISSUE:**

Board Policy 3322 - Contracts

**FISCAL IMPACT:**

None

**STAFF RECOMMENDATION:**

Approve the Memorandum of Understanding with El Camino College Compton Center to provide after school instruction for selected students at Buena Vista High School for the 2016-17 school year.

**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.

**CONSENT ITEM: 3.3-C**





# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Deborah Stark, Assistant Superintendent – Educational Services  
**DATE:** June 8, 2016  
**SUBJECT:** Professional Activities Report 15-04

## **BACKGROUND INFORMATION:**

The Educator Effectiveness Grant, which was approved in December, 2015, includes resources to support teachers in classroom management. In order to support the implementation of this grant, Leslie Leonard will attend the Safe and Civil Schools National Conference in Portland, Oregon on July 17-21. As part of this conference Ms. Leonard will attend a four day Trainer of Trainer session on the topic of CHAMPS, a positive, proactive system to manage student behavior and structure classroom procedures. This intensive four day session will provide Ms. Leonard with in depth understanding of how to model, coach and provide feedback on CHAMPS. In 2016-17, Ms. Leonard will provide professional development and coaching for CHAMPS as part of the Educator Effectiveness Grant's plan. This professional activity has been budgeted and approved by the appropriate administrator. It is an out of state conference that requires Board approval.

## **POLICY/ISSUE:**

Board Policy 4231.1 – Conferences  
Board Policy 4233 – Travel; Reimbursement

## **FISCAL IMPACT:**

Approximately \$3,500 from Educator Effectiveness Grant funds

## **STAFF RECOMMENDATION:**

Approve the Professional Activities Report 15-04 for the CHAMPS coach to attend the Safe and Civil National Conference in Portland, Oregon on July 17-21, 2016.

## **PREPARED BY:**

Deborah Stark, Assistant Superintendent-Educational Services

## **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.

**CONSENT ITEM: 3.4-C**

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ranita Browning, Interim Assistant Superintendent-Business Services  
**DATE:** June 8, 2016  
**SUBJECT:** Purchase Order Report, 15-17

**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. Authorized Orders – Capital Facilities      | 6,400.00                    |
| 2. Ratified Orders – General Fund Unrestricted | 44,787.31                   |
| 3. Authorized Orders – General Fund            | 94,163.20                   |
| 4. Ratified Orders – LCAP Fund                 | 13,431.49                   |
| 5. Authorized Orders – LCAP Fund               | 578,019.76                  |
|  | Sub Total \$ 736,801.76     |
| 6. Ratified Orders (Under \$1,500)             | 27,204.68                   |
| <b>TOTAL OF ALL ORDERS</b>                     | <b>\$ <u>764,006.44</u></b> |

**POLICY/ISSUE:**

Board Policy 3300 - Expenditures and Purchases

**FISCAL IMPACT:**

As indicated above.

**STAFF RECOMMENDATION:**

Approve Purchase Order Report 15-17 authorizing the purchase of supplies, equipment, and services for the District.

**PREPARED BY:**

Cindy DiPaola, 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**

**June 08, 2016**

| <b>PO Number</b>          | <b>Vendor</b>                    | <b>Site</b>              | <b>Description</b>  | <b>Total Amount</b> |
|---------------------------|----------------------------------|--------------------------|---|---------------------|
| <b>010 - General Fund</b> |                                  |                          |   |                     |
| 16-00007                  | B & D ALIGNMENT                  | Maintenance & Operations | Annual: vehicle repairs (increase purchase order from \$2,000 to \$3,500)                     | \$1,500.00          |
| 16-00030                  | GARDENA NURSERY                  | Maintenance & Operations | Annual: grounds supplies (increase purchase order from \$17,500 to \$21,000)                  | \$3,500.00          |
| 16-00176                  | DRO MANAGEMENT SERVICES, INC.    | Maintenance & Operations | Energy consulting services (increase from \$45,000 to \$61,000)                               | \$16,000.00 *       |
| 16-00593                  | QUALITY LANDSCAPE MANAGEMENT     | Maintenance & Operations | Annual: tree trimming (increase purchase order from \$75,000 to \$85,000)                     | \$10,000.00 *       |
| 16-02642                  | VIRCO INC                        | Paramount High School    | Folding tables (15)   | \$1,544.94          |
| 16-02650                  | TOMARK SPORTS INC.               | Maintenance & Operations | PE supplies   | \$2,788.64          |
| 16-02651                  | FOLLETT EDUCATIONAL SERVICES     | Educational Services     | Buena Vista: Algebra textbooks (45) (Board adopted: 5/14/14)                                  | \$3,453.12          |
| 16-02661                  | PEARSON EDUCATION                | Educational Services     | Paramount High School: Culinary textbooks (36) (Board adopted: 4/27/16)                       | \$2,759.93          |
| 16-02665                  | CHROMATIC INC                    | Maintenance & Operations | Warehouse stock   | \$2,702.33          |
| 16-02669                  | PIONEER CHEMICAL COMPANY         | Maintenance & Operations | Warehouse stock   | \$2,178.64          |
| 16-02671                  | SOUTHWEST SCHOOL & OFFICE SUPPLY | Paramount High School    | Storage cabinets (3)  | \$1,778.23          |
| 16-02678                  | PUMPMAN                          | Maintenance & Operations | Adult Education Center: sewage pump system repair   | \$2,500.00          |
| 16-02683                  | AUDITORY INSTRUMENTS             | Special Education        | Audio instrument system   | \$2,219.96          |
| 16-02687                  | KIS COMPUTER CENTER              | Jackson Middle School    | Printer supplies  | \$2,126.59          |
| 16-02689                  | SOUTHWEST SCHOOL & OFFICE SUPPLY | Zamboni Middle School    | Office supplies   | \$3,129.08          |
| 16-02690                  | DEMCO INC.                       | Paramount High School    | Office supplies   | \$2,005.55          |
| 16-02693                  | TEXTBOOK WAREHOUSE               | Educational Services     | Paramount High School: supplemental books (260)   | \$2,190.68          |
| 16-02695                  | PEARSON EDUCATION                | Educational Services     | Paramount High School: Calculus textbooks & software license (55) (Board adopted: 05/12/2015) | \$11,645.42 *       |
| 16-02697                  | KIS COMPUTER CENTER              | Keppel Elementary School | Notebook computers (25) (split fund)  | \$9,840.00 *        |
| 16-02698                  | KIS COMPUTER CENTER              | Paramount High School    | Notebook computers (12)   | \$12,363.74 *       |
| 16-02706                  | SOUTHWEST SCHOOL & OFFICE SUPPLY | Maintenance & Operations | Warehouse stock   | \$12,573.15 *       |
| 16-02710                  | BUCKEYE CLEANING CENTER          | Maintenance & Operations | Warehouse stock   | \$11,140.89 *       |
| 16-02712                  | REM CUSTOM BUILDERS INC.         | Zamboni Middle School    | Firtex wall system for computer lab   | \$10,600.00 *       |
| 16-02725                  | GALE SUPPLY COMPANY              | Maintenance & Operations | Warehouse stock   | \$4,988.93          |
| 16-02730                  | PIONEER CHEMICAL COMPANY         | Maintenance & Operations | Warehouse stock   | \$3,420.69          |

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

**Paramount Unified School District**

2015/2016

**Purchase Orders To Be Ratified and Authorized**

**June 08, 2016**

| <b>PO Number</b>                     | <b>Vendor</b>                         | <b>Site</b>                           | <b>Description</b>  | <b>Total Amount</b> |
|--------------------------------------|---------------------------------------|---------------------------------------|---|---------------------|
| <b>010 - General Fund - LCAP</b>     |                                       |                                       |   |                     |
| 16-00023                             | DON MILLER & SON'S<br>PLUMBING SUPPLY | Maintenance & Operations              | Annual Increase: plumbing supplies order<br>(increase from \$12,000 to \$14,600)                          | \$2,600.00          |
| 16-00055                             | MARCO LAWN & GARDEN<br>SUPPLY         | Maintenance & Operations              | Annual: grounds equipment repair and<br>maintenance (increase purchase order<br>from \$6,000 to \$10,300) | \$4,300.00          |
| 16-02648                             | GLENCOE/MCGRAW-HILL                   | Educational Services                  | K-5 ELA adoption supplemental support<br>materials for all K-5 schools                                    | \$505,270.20 *      |
| 16-02672                             | GARD MUSIC                            | Curriculum, Instruction &<br>Projects | Music instruments (9)   | \$2,825.28          |
| 16-02685                             | HILLYARD                              | Maintenance & Operations              | Custodial equipment   | \$7,900.76 *        |
| 16-02686                             | PIONEER CHEMICAL<br>COMPANY           | Maintenance & Operations              | Custodial equipment   | \$13,112.70 *       |
| 16-02691                             | SUPERIOR GRAFFITI<br>SOLUTIONS        | Maintenance & Operations              | Custodial equipment   | \$13,719.10 *       |
| 16-02696                             | THINKING MAPS, INC.                   | Educational Services                  | Instructional materials   | \$26,016.12 *       |
| 16-02697                             | KIS COMPUTER CENTER                   | Keppel Elementary School              | Notebook computers (25) (split fund)  | \$12,000.88 *       |
| 16-02704                             | STAPLES                               | Paramount High School West            | Office supplies   | \$3,706.21          |
| <b>250 - Capital Facilities Fund</b> |                                       |                                       |   |                     |
| 16-02717                             | TAPIA LANDSCAPING                     | Maintenance & Operations              | Collins: tree root barrier installation   | \$6,400.00 *        |

\* 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**

**June 08, 2016**

**PURCHASE ORDER SUMMARY BY FUND**

95 Purchase orders for a total of \$764,006.44

|                                      |                              |                     |
|--------------------------------------|------------------------------|---------------------|
| <b>010 - General Fund</b>            | To Be Authorized             | \$94,163.20         |
|                                      | To Be Ratified Over \$1,500  | \$44,787.31         |
|                                      | To Be Ratified Under \$1,500 | \$23,826.20         |
|                                      | <b>Fund Total</b>            | <b>\$162,776.71</b> |
| <b>010 - General Fund - LCAP</b>     | To Be Authorized             | \$578,019.76        |
|                                      | To Be Ratified Over \$1,500  | \$13,431.49         |
|                                      | To Be Ratified Under \$1,500 | \$66.27             |
|                                      | <b>Fund Total</b>            | <b>\$591,517.52</b> |
| <b>110 - Adult Education Fund</b>    | To Be Ratified Under \$1,500 | \$1,617.50          |
|                                      | <b>Fund Total</b>            | <b>\$1,617.50</b>   |
| <b>120 - Child Development Fund</b>  | To Be Ratified Under \$1,500 | \$1,438.03          |
|                                      | <b>Fund Total</b>            | <b>\$1,438.03</b>   |
| <b>130 - Cafeteria Fund</b>          | To Be Ratified Under \$1,500 | \$256.68            |
|                                      | <b>Fund Total</b>            | <b>\$256.68</b>     |
| <b>250 - Capital Facilities Fund</b> | To Be Authorized             | \$6,400.00          |
|                                      | <b>Fund Total</b>            | <b>\$6,400.00</b>   |

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ranita Browning, Interim Assistant Superintendent-Business Services  
**DATE:** June 8, 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 \$25.00 from Target's *Take Charge of Education* program. This donation will be designated for the students of Jefferson School to support student incentives.
2. The District received a donation totaling \$38.47 from Target's *Take Charge of Education* program. This donation will be designated for the students of Collins School to support student academic achievement, incentives and spirit wear.
3. The District received a donation totaling \$50.00 from Target's *Take Charge of Education* program. This donation will be designated for the students of Collins School to support student academic achievement, incentives and spirit wear.
4. The District received a donation totaling \$403.18 from Lifetouch National School Studios. This donation will be designated for the students of Collins School to support student academic achievement, incentives and spirit wear.
5. The District received a donation totaling \$50.00 from Target's *Take Charge of Education* program. This donation will be designated for the students of Mokler School to support student incentives.
6. The District received a donation totaling \$500.00 from Schools First Federal Credit Union. This donation will be designated for District staff to support the 2015-16 Veteran Employees and Retirees Celebration.
7. The District received a donation totaling \$50.00 from Target's *Take Charge of Education* program. This donation will be designated for the students of Roosevelt School to support student incentives for grades TK through 5.

**CONSENT ITEM: 4.2-C**

8. The District received a donation totaling \$7,026.00 from Thirty Third District PTA. This donation will be designated for the students of Wirtz School to support student incentives and field trips.
9. The District received a donation totaling \$670.87 from Lifetouch National School Studios. This donation will be designated for the students of Wirtz School to support student incentives.

For the current 2015-16 fiscal year through June 8, 2016, the District has received an estimated total, which includes the above amounts, of \$62,256.17 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:** Myrna Morales, Assistant Superintendent – Human Resources  
**DATE:** June 8, 2016  
**SUBJECT:** Revised Job Description for Assistant Director of Fiscal Services

**BACKGROUND INFORMATION:**

Staff is recommending that the job description for the Assistant Director of Fiscal Services be revised to reflect a more inclusive job qualification to allow for more direct experience in the fiscal area and supervisory skill set.

It is recommended that a revised job description be approved for the position of Assistant Director of Fiscal Services.

**POLICY/ISSUE:**

Board Policy 4213.2 – Reclassification and Range Changes

**FISCAL IMPACT:**

No fiscal impact.

**STAFF RECOMMENDATION:**

Approve the revised job description for the position of Assistant Director of Fiscal Services.

**PREPARED BY:**

Beatriz Spelker-Levi, Director of Personnel – Human Resources

**DISTRICT PRIORITY 5:**

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

## PARAMOUNT UNIFIED SCHOOL DISTRICT

### CLASS DESCRIPTION – CLASSIFIED MANAGEMENT

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#### ASSISTANT DIRECTOR OF FISCAL SERVICES

##### DEFINITION

Under the general direction of the Director of Fiscal Services, to assist the Director in supervising and coordinating assigned functions of the Fiscal Services Department; to prepare, analyze and evaluate complex financial data and reports; to perform analytical functions relative to financial legislation; and to perform related duties as required.

##### TYPICAL DUTIES AND RESPONSIBILITIES:

- Plans, organizes and supervises assigned functions of the Fiscal Services Department, including budget, payroll processing, receipt and disbursement of funds, internal auditing, position control and other fiscal activities; **E**
- Trains and directs the work of accounting staff in processing payrolls, payables, receivables, claims and fund accounting; assists in the selection and evaluation of department personnel; **E**
- Assists in the preparation of the annual budget; maintains budget account structure (Chart of Accounts) according to state mandates; **E**
- Prepares reports of expenses and surveys required by state and federal government; **E**
- Analyzes and evaluates accounting issues, problems and procedures; assists in the implantation of new systems and procedures; **E**
- Coordinates budget data and related statistical information and documents with other agencies such as the County Office of Education or other governmental agencies; **E**
- Communicates with District employees and representatives of outside organizations regarding accounting matters; approves requisitions, petty cash disbursements and other financial disbursements as required; **E**
- Prepares journal vouchers and makes adjusting and closing entries; prepares, plans and supervises year-end closing; **E**
- Maintains accounting records in such as self-insurance fund, developer fees, State Board of Equalization and State School Building projects; **E**
- Facilitates the processing of state mandates; **E**
- Prepares annual physical inventory adjustments for the District's warehouse inventory; **E**
- Coordinates the external audit of the District's general, adult education, child development, facilities, deferred maintenance, self insurance and special projects funds; **E**
- Reviews and authorizes the disbursement of District funds in accordance with the availability of funds, Board policies and accounting requirements; **E**
- Keeps current on changes in regulations and rulings on accounting procedures and practices that may require changes in District accounting functions; **E**
- Reconciles fringe benefit accounts for general and restricted funds; reconciles the Payroll Clearance fund; assures regular reconciliation of District bank accounts; **E**
- Manages the employee health and welfare insurance program through payroll reports and trouble shooting; **E**
- Controls budgeted positions by means of document review, availability of funds, reviews of expenditures and Chart of Accounts; initiates and controls budget revisions through appropriate transfers to effect changes needed in program budgets; **E**
- Analyzes funding sources, staffing requirements and funding guidelines; balances income to appropriations; **E**

Operates a variety of office equipment including a personal computer; **E**  
Makes presentations of groups regarding District accounting procedures and budget requirements;  
Performs related duties as assigned.

## **QUALIFICATIONS**

### **Experience and Training**

Required: A bachelor's degree from an accredited institution in accounting, business administration or a related field and two years of professional experience in accounting supervision or five or more years of fiscal work experience and supervisory management experience.

Desirable: Experience in supervising public school accounting procedures.

### **Knowledge and Abilities**

Required: Knowledge of: technical and administrative principles and practices of public sector accounting including accounting systems, fiscal documentation and auditing; principles and practices of administration, supervision and training; data processing systems utilized in the District; standard principles and techniques of financial and other types of quantitative analysis; applicable laws, codes, regulations, policies and procedures; interpersonal skills using tact, patience and courtesy; report writing and record-keeping techniques.

Required: Ability to: assist the Director in supervising and coordinating the functions of the Fiscal Services Department; develop, implement and supervise comprehensive accounting and payroll systems; supervise and evaluate the performance of assigned staff; analyze quantitative data and prepare comprehensive narrative and statistical reports; communicate effectively both orally and in writing; interpret, apply and explain rules, regulations, policies and procedures; establish and maintain cooperative and effective working relationships with others; operate a computer and assigned office equipment; analyze situations accurately and adopt an effective course of action; meet schedules and timelines; work independently with little direction; plan and organize work.

## **WORKING CONDITIONS**

### **Environment**

Office environment utilizing office equipment.

### **Physical Abilities**

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

## **SALARY AND WORK YEAR**

Classified Management Salary Schedule

12 months

adopted: 7-14-98

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Myrna Morales, Assistant Superintendent – Human Resources  
**DATE:** June 8, 2016  
**SUBJECT:** Approval of Employment Contract of Assistant Superintendent – Business Services

## **BACKGROUND INFORMATION:**

The Governing Board of the Paramount Unified School District has successfully completed the recruitment of the Assistant Superintendent – Business Services and selected Ruben P. Frutos as the Assistant Superintendent – Business Services. The employment contract is being submitted to the Board for approval in accordance with the Government Code Section 53262(a).

## **POLICY/ISSUE:**

Board Policy 4135.1 – Personnel – Certificated/Classified Agreement  
Board Policy 4300 – Management Positions/Management Team  
Board Bylaw – Role of the Board and Members (Powers, Purposes, Duties)

## **FISCAL IMPACT:**

As per the proper placement on the Assistant Superintendent District's Management salary schedule.

## **STAFF RECOMMENDATION:**

Approve the employment contract of Ruben P. Frutos as Assistant Superintendent – Business Services, effective July 1, 2016, in accordance with the provision of the contract.

## **PREPARED BY:**

Myrna Morales, Assistant Superintendent – Human Resources

## **DISTRICT PRIORITY 1:**

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

**ACTION ITEM: 2.2-A**

**PARAMOUNT UNIFIED SCHOOL DISTRICT  
CONTRACT OF EMPLOYMENT**

**ASSISTANT SUPERINTENDENT – BUSINESS SERVICES  
(Classified Management Position)**

RUBEN FRUTOS

I. **PARTIES.** The parties of this Employment Contract are the Board of Education of the Paramount Unified School District, Los Angeles County (hereinafter called “Board”), and Ruben Frutos (hereinafter called “Assistant Superintendent”).

II. **EMPLOYMENT.** The Board hereby agrees to employ Ruben Frutos as Assistant Superintendent-Business Services of the Paramount Unified School District for the term as specified in Paragraph 3 below.

III. **TERM.** The term of this Contract shall be from July 1, 2016, through and including June 30, 2019. On or before June 30th of each year thereafter, the Contract may, at the Board’s discretion, be extended for an additional year subject to the Assistant Superintendent receiving a satisfactory performance evaluation. Extensions of this Contract shall be at the sole discretion of the Board.

IV. **SALARY.** The base salary of the Assistant Superintendent shall be established by the District management salary schedule in accordance with the policy of the Board governing payment of other professional staff members in the District. The Governing Board may review the Assistant Superintendent’s salary as part of the annual performance evaluation process and reserves the right to increase or decrease the annual salary rate for any or all years of this Contract with the mutual consent of the Assistant Superintendent. The Board shall not decrease this amount unless the salary rate of the majority of other classified employees has been adjusted downward, in which event the Board shall have the right to adjust the Assistant Superintendent’s salary downward in a like or equal percentage, provided no such decrease shall be retroactive.

V. **FRINGE BENEFITS:**

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

B. Early Retirement Benefits. If eligible under the terms specified in the applicable Board Policy and Administrative Regulation, the Assistant Superintendent may participate in the District's early retirement plan under the terms and conditions specified in the applicable Board Policy and Administrative Regulation. If eligible to participate in the District's early retirement plan, the Assistant Superintendent, at the time of retirement, shall make an irrevocable election to either (1) participate in the District health benefit insurance plans in effect at that time with the District making its contribution to the premiums as required by Board Policy and Administrative Regulation, or (2) elect to receive in cash, the District contribution to the health benefits premium as specified in Board Policy and Administrative Regulation, and purchase any District health benefit insurance plan at that time if desired.

VI. DUTIES AND RESPONSIBILITIES. The Assistant Superintendent shall be governed by and perform duties and responsibilities as set forth in the California Education Code and the formal job description for the position of "Assistant Superintendent-Business Services" as well as Rules and Regulations of the State Board of Education and Rules, Regulations, Policies and Directives of the Governing Board of the Paramount Unified School District or its duly authorized agent, and shall perform such duties and responsibilities at a professional level of competence and with due diligence.

Under the direction of the Superintendent of Schools, the Assistant Superintendent shall plan, organize and direct the activities of the Financial Services and Business Services branches of the District; provide internal financial consulting services in support of District programs; oversee administration of a District annual budget.

Specific essential duties and responsibilities of the Assistant Superintendent shall include, but are not limited to, the following:

- a. Plan, organize, control, integrate and evaluate the work of the Financial Services and Business Services branches, with responsibility for Accounting, Audit, Budget, Information Technology, Payroll, Purchasing and Contracts, Records, Risk Management, Workers Compensation, Health and Welfare Benefits, Facilities, Maintenance, Food and Nutrition Services, Operation and Transportation divisions.
- b. Provide internal consultation services and recommend financial and business policies to the Superintendent of Schools and Board of Education.
- c. Implement and evaluate programs, plans, processes, systems and procedures to achieve District goals for business and financial services.
- d. Provide support to District divisions, internal and external stakeholders in assessing the financial impact of legislation, ballot measures, negotiations and related matters; direct the analysis of impending legislation and recommend new and revised legislation language to assure business and financial services laws which enhance the District's educational mission.

- e. Assure compliance with local, state and federal laws relating to school business functions, construction and reconstruction, financial accounting, and related activities.
- f. Analyze, develop and review reports of findings, alternatives and recommendations involving a broad range of revenue, financing, business operations, financial planning and financial and business management issues; make presentations to District management, Board of Education, District employees, the general public and others on District financial and business status and operations.
- g. Advise District administration regarding financially related issues and impacts on collective bargaining negotiations.
- h. Oversee preparation, administration and control of District budgets including general and special funds.
- i. Represent the District at local, state and national organization meetings and conferences relating to school business and financial management; represent the District in a variety of local community based organizations and coalitions to effect positive dialogue and relations in school business and financial matters.
- j. Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

VII. DUTY YEAR. The Assistant Superintendent shall render 223 days of paid service per year to the District during the term of this Contract, exclusive of paid vacation days.

VIII. EVALUATIONS. By September 1st of each year, the Superintendent and Assistant Superintendent shall meet to establish time lines for the evaluation process. The performance of the Assistant Superintendent shall be evaluated at least once per year, by means of a written evaluation. The written evaluation shall be prepared by the Superintendent and shall be based upon, but not limited to, the Assistant Superintendent's performance of the duties and responsibilities contained in the job description, and written goals and objectives established by mutual agreement between the Superintendent and the Assistant Superintendent. If mutual agreement cannot be reached, the Superintendent shall establish the goals and objectives. The format of the written evaluation shall be devised by the Superintendent with input from the Assistant Superintendent. The written evaluation shall be discussed with the Assistant Superintendent, after which a written summary of the discussion and evaluation shall be provided for the Assistant Superintendent.

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

X. VACATION AND SICK LEAVE. The Assistant Superintendent shall receive two days of paid vacation per month, exclusive of legal and Board-adopted holidays, and shall accrue sick leave in accordance with Governing Board policies for classified management and extended illness leave pursuant to statute. Vacation shall be taken during the year in which it is earned at a time that is deemed appropriate by the Board and Superintendent. In the event all vacation days are not used during year earned, the Assistant Superintendent will be compensated at the end of each year for all vacation days accumulated over twenty-four (24) at the then-effective salary rate.

XI. AUTHORIZED WITHHOLDING. Upon request of the Assistant Superintendent, the Board may withhold from the Assistant Superintendent's salary such sums for transmittal to insurance plans for other purposes as the Assistant Superintendent may require and the District can legally provide.

XII. REIMBURSEMENT OF EXPENSES. All expenses incurred by the Assistant Superintendent outside of the District on behalf of the District shall be reimbursed based on District policies and regulation, upon the submission of appropriate expense vouchers or accounts.

XIII. CHANGES OR TERMINATION. This Contract may be changed, altered, amended, or terminated during its term by the mutual written agreement of the Board and Assistant Superintendent. Any adjustment in the salary of the Assistant Superintendent during the term of this Contract shall be deemed an amendment and not a new contract. In the event a new contract is agreed upon by the parties, it shall be deemed to supersede this Contract.

A. Termination by Board Without Cause: Notwithstanding any other provisions of this Contract, the Board, in its discretion and upon giving of ninety (90) days' notice, shall have the option to terminate this Contract effective as of June 30 of any year during the term of this Contract. If the Board elects this option to terminate the Contract, it shall continue to pay the Assistant Superintendent all compensation and benefits for up to twelve (12) months after the effective date of termination. All such payments shall cease as of the date the Assistant Superintendent commences comparable employment. "Comparable Employment" shall mean a position of substantially equal responsibilities and compensation in the field of educational administration.

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B. Notwithstanding paragraph 13(a) and pursuant to Government Code Section 53260, in event of termination of this Contract for any reason, no cash settlement may be made in an amount which exceeds salary remaining under this Contract, or salary for twelve (12) months, whichever is less. This amount shall not be construed as a guarantee or a minimum entitlement.

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

D. Termination by Assistant Superintendent: Notwithstanding any other provisions of this Contract, the Assistant Superintendent shall have the option to terminate this Contract by providing the Board with a written notice of intent to terminate. This notice shall be provided no less than ninety (90) days prior to said termination date. The Assistant Superintendent and the Board may mutually agree to a termination notice of less than ninety (90) days. In the event the Assistant Superintendent voluntarily terminates this Employment Agreement prior to its expiration, the District shall be liable for his salary for only that portion of the Agreement for which his services were actually rendered.

E. Non-Renewal of Contract: Notwithstanding any other provision of this Contract or the policies and regulations of the Board, the Board may elect not to renew this Contract, and/or not to reemploy the Assistant Superintendent upon expiration of this Contract pursuant to Education Code Section 35031.

F. Breach of Contract: The Assistant Superintendent shall fulfill all aspects of this Contract. This Contract and the services of the Assistant Superintendent may be terminated by the Board at any time for breach of this Contract or any of the grounds enumerated in Education Code Section 44932. The Board shall not terminate this Contract under this section until a written statement of the grounds for termination has first been served upon the Agreement Superintendent. The Assistant Superintendent shall then be entitled to a conference with the Board at which time the Assistant Superintendent shall be given a reasonable opportunity to address the Board's concerns. The Assistant Superintendent shall have the right, at his own expense, to have a representative of his choice at the conference with the Board.

XIV. APPLICABLE LAWS. This Contract is subject to all applicable laws of the State of California, the Rules and Regulations of the California State Board of Education, and Rules, Regulations, Policies, and directives of the Board of Education of the Paramount Unified School District.

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XV. BOARD AUTHORIZATION. Execution of this Contract was authorized by Board-action at a regular meeting of the Board of Education held June 8, 2016, for a term beginning July 1, 2016, and ending June 30, 2019.

Executed at Paramount, California on \_\_\_\_\_.

|   |   |
|---|---|
| GOVERNING BOARD OF THE<br>PARAMOUNT UNIFIED SCHOOL DISTRICT | ASSISTANT SUPERINTENDENT -<br>BUSINESS SERVICES |
| _____<br>Tony Peña, President                               | _____<br>Ruben Frutos                           |

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Deborah Stark, Assistant Superintendent–Educational Services  
**DATE:** June 8, 2016  
**SUBJECT:** Middle School Language Arts Textbook and Instructional Materials Program Adoption

## **BACKGROUND INFORMATION:**

As a result of the state budget crisis, the textbook adoption cycle in California was put on hold to provide school districts flexibility in spending textbook funds. Recently the state resumed the process for approving new textbooks and materials. This year districts have the opportunity to recommend new instructional materials for Language Arts and ELD in grades 6-8. The current textbook and materials have been in use since the early 2000s.

A committee of middle school Language Arts, ELD and SDC teachers met to review new Language Arts and ELD programs. The recommended materials are digital with print resources that can be used for homework and which meet Williams requirements. In order to support a smooth transition to a text that includes technology, in 2016-17 the materials will be used for early implementation in a total of 12 classes across all middle schools to develop expertise at each site. The program will be implemented in all remaining middle school Language Arts, ELD and SDC classes in 2017-18. Professional development on the use of the new materials will be provided. After closely reviewing programs the committee recommends the following for adoption:

| Course                                 | Program                    | Year         | Publisher        |
|--|----------------------------|--------------|------------------|
| Language Arts, Grade 6<br>ELD, Grade 6 | Amplify ELA<br>Amplify ELD | 2017<br>2017 | Amplify Learning |
| Language Arts, Grade 7<br>ELD, Grade 7 | Amplify ELA<br>Amplify ELD | 2017<br>2017 | Amplify Learning |
| Language Arts, Grade 8<br>ELD, Grade 8 | Amplify ELA<br>Amplify ELD | 2017<br>2017 | Amplify Learning |

The required public notice of intent to recommend the adoption of textbooks and materials was published in the Long Beach Press Telegram and posted at Instructional Media Center, Paramount High School, Paramount High West Campus, Buena Vista High School and the Paramount Public Library. Staff and community members were invited to examine the textbooks and resources on display in the Instructional Media Center at the District Office.

## **POLICY/ISSUE:**

Board Policy 6141 – Curriculum Development

**ACTION ITEM: 3.1-A**

**FISCAL IMPACT:**

Approximately \$56,000 from LCAP Base Funds for licenses and print materials for 12 middle school Language Arts and ELD classrooms for the 2016-17 school year.

**STAFF RECOMMENDATION:**

Approve the adoption and purchase of digital and print materials for 6-8 Language Arts and ELD classes for early implementation in selected classes in 2016-17 followed by full implementation in all 6-8 ELA and ELD classes beginning in 2017-18.

**PREPARED BY:**

Deborah Stark, Assistant Superintendent – Educational 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:** June 8, 2016  
**SUBJECT:** Attorney Fees and Settlement Agreement for a Special Education Student

## **BACKGROUND INFORMATION:**

On April 5, 2016, the District received notice from the parents of a special education student (2013000654) who filed a request for a Due Process Hearing with the Office of Administrative Hearings. Through mediation, the District, parents and attorneys for both sides agreed on a tentative settlement pending the Board of Education's approval. As part of the settlement, the District agreed to fund a functional behavior assessment. The District also agreed to pay attorney fees incurred related to the mediation to Barbara Dixon, Attorney at Law. Payment of these fees finalizes the agreement and resolves all claims related to this case.

## **POLICY/ISSUE:**

Board Policy 3330 – Payment of Judgment/Settlement of Claims

## **FISCAL IMPACT:**

\$4,000 from Special Education Funds

## **STAFF RECOMMENDATION:**

Approve and authorize payment for attorney fees and settlement agreement for a special education student.

## **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**

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Deborah Stark, Assistant Superintendent-Educational Services  
**DATE:** June 8, 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 (2016000168) with a diagnosis of emotional disturbance was unsuccessful in a District placement. The IEP team recommends placement at Approach Learning and Assessment Center with designated instructional services (DIS) counseling as the least restrictive environment for the 2015-16 school year. The estimated cost not to exceed \$10,000.

A high school student (2015003403) with a diagnosis of specific learning disability transferred into the District with NPS placement. The IEP team recommends placement at Rossier Park School with DIS counseling as the least restrictive environment for the 2015-16 school year. The estimated cost not to exceed \$7,500.

A middle school student (2013002418) with a diagnosis of emotional disturbance attends Approach School and Assessment Center. The IEP team recommends a 1:1 transportation aide for the 2015-16 school year. The estimated cost not to exceed \$7,500.

## **POLICY/ISSUE:**

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

## **FISCAL IMPACT:**

Estimated cost not to exceed \$10,600 from special education funds and \$14,400 from mental health funds.

**ACTION ITEM: 3.3-A**

**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.

**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:** Deborah Stark, Assistant Superintendent–Educational Services  
**DATE:** June 8, 2016  
**SUBJECT:** Carl D. Perkins Grant Award Amendment

## **BACKGROUND INFORMATION:**

The Carl D. Perkins Career and Technology Education Improvement Act of 2006 has been amended to reflect an increase in available funds. The Perkins Consortium that Paramount Adult School belongs to include such districts as Compton, Downey, Inglewood, Long Beach, Lynwood and Torrance. This consortium was awarded an amended amount of \$51,638, in which Paramount Adult School received \$5,934 of that amount for 2015-16. The funds will be used to support Career and Technical Education programs for Paramount Adult School that promote academic, career and technical skills.

| Original Amount | Amended Amount | Total    | Award Starting Date | Award Ending Date |
|-----------------|----------------|----------|---------------------|-------------------|
| \$18,824        | \$5,934        | \$24,758 | July 1, 2015        | June 30, 2016     |

## **POLICY/ISSUE:**

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

## **FISCAL IMPACT:**

Restricted income of \$5,934

## **STAFF RECOMMENDATION:**

Approve the Carl D. Perkins Grant Award amendment for the 2015-16 school year.

## **PREPARED BY:**

Greg Francois, Director of 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: 3.4-A**

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Deborah Stark, Assistant Superintendent–Educational Services  
**DATE:** June 8, 2016  
**SUBJECT:** Memorandum of Understanding with Weber Metals, Inc.

## **BACKGROUND INFORMATION:**

Weber Metals, Inc. will launch an 18-month maintenance apprenticeship program that is designed to provide classroom and hands-on mechanical education to thirty students interested in pursuing a career in industrial maintenance from local school districts. The objective of the program is to select, train and develop maintenance apprentices who will have a rich technical and theoretical understanding of the mechanical profession. The apprentice will participate in formal instruction and on the job training in such fields as mechanical, electrical, hydraulic, combustion and forklift-related maintenance. Students who complete the program will learn hands-on skills in electrical, hydraulic, combustion and other mechanical systems and receive HAZWOPER and OSHA certifications.

This Memorandum of Understanding (MOU) is entered into by Weber Metals, Inc. and Paramount Unified School District for the purpose of providing orientation and recruitment for eligible 12<sup>th</sup> grade students. The program is geared for mechanically inclined high school graduates who meet the following criteria:

- will be 18 years old by the start of the orientation
- possess a high school diploma or equivalent
- be a U.S Citizen or Permanent Resident with proof of citizenship or residency

Paramount Unified School District will provide a pool of high school students who meet the criteria needed to participate in the Maintenance Apprenticeship Program and a room or location to facilitate informational meetings where employees from Weber Metals, Inc. will provide an overview of the company, job expectations and employment projections at Buena Vista High School and Paramount High School. Weber Metals, Inc. will provide presentations and handouts on the Maintenance Apprenticeship to staff and select students who meet the criteria.

This item is ratified as a result of a delay in the MOU submission from Weber Metals, Inc. and the need to hold recruitment meetings in May and June, 2016.

**ACTION ITEM: 3.5-A**

**POLICY/ISSUE:**

Board Policy 6141 – Curriculum Development

**FISCAL IMPACT:**

None

**STAFF RECOMMENDATION:**

Ratify the Memorandum of Understanding with Weber Metals, Inc. for the Maintenance Apprenticeship program for the 2015-16 and 2016-17 school years.

**PREPARED BY:**

Greg Francois, Director - Secondary Education and Instructional Technology

**DISTRICT PRIORITY 1:**

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

# Paramount Unified School District

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between Weber Metals, Inc. and the Paramount Unified School District.

### **Weber Metals, Inc. will provide:**

- Presentations and handouts on the Maintenance Apprenticeship Program to staff and select students who meet the criteria.

### **Paramount Unified School District agrees to provide:**

- High school students who meet the criteria needed to participate in the Maintenance Apprenticeship Program.
- A room or location to facilitate informational meetings during the school year.

This Memorandum of Understanding shall be effective June, 2016 through June, 2017. Should this Memorandum of Understanding require modifications during this period, they shall be added with mutual agreement by both parties. Either party may cancel this agreement at any time.

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Dawn Kazoleas  
Vice President of Human  
Resources & Safety  
Weber Metals, Inc.

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Ranita Browning  
Interim Assistant  
Superintendent  
Business Services  
Paramount Unified School  
District

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Deborah Stark, Assistant Superintendent–Educational Services  
**DATE:** June 8, 2016  
**SUBJECT:** Public Hearing – Local Control Accountability Plan

## **BACKGROUND INFORMATION:**

All districts are required to update their Local Control Accountability Plans annually. The District has used an inclusive process to engage teachers, administrators, parents and students to review the requirements for the LCAP, analyze district data and gather input on goals, services and expenditures. PUSD's Plan includes the following:

| LCAP Section | Section Topic                   | Summary of Content   |
|--------------|---------------------------------|--|
| 1            | Stakeholder Engagement          | Describes the process used to involve stakeholders in developing the plan.   |
| 2            | Goals and Progress Indicators   | Outlines four district goals and measurable indicators.  |
| 2            | Annual Update                   | Describes the services and activities implemented and funds expended in 2015-16.                                     |
| 3            | Actions, Services, Expenditures | Describes the actions, services that will be implemented to meet goals and the funds needed to implement activities. |

The draft version of the plan has been posted on the Paramount Unified School District website and has been sent to schools for review and comment. The final Plan will be presented to the Board of Education for approval on June 22, 2016 and to LACOE by June 30, 2016. A copy of the final plan will be posted on the District website.

The required notice of public hearing was published in the Long Beach Press Telegram and posted at Instructional Media Center, all K-12 school sites and the Paramount Public Library. The public was invited to review the proposed plan at Educational Services in the Paramount Unified School District office.

## **POLICY/ISSUE:**

Education Code Section 52060-52077(8)(g)

## **FISCAL IMPACT:**

None

**ACTION ITEM: 3.6-A**

**STAFF RECOMMENDATION:**

Conduct a public hearing regarding the Local Control Accountability Plan which is required to receive Local Control Funding.

**PREPARED BY:**

Deborah Stark, Assistant Superintendent – Educational 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:** June 8, 2016  
**SUBJECT:** New Board Policy 6152.2 – Mathematics Placement

**BACKGROUND INFORMATION:**

Submitted for second reading and adoption is Board Policy 6152.2 – Mathematics Placement. This new policy addresses the requirements of Assembly Bill 359, The Math Placement Act, which requires districts to adopt a math placement policy for students entering high school before the beginning of the 2016-17 school year.

**POLICY/ISSUE:**

Board Policy 6152.2 – Mathematics Placement

**FISCAL IMPACT:**

None

**STAFF RECOMMENDATION:**

Accept for second reading and adoption proposed new Board Policy 6152.2 – Mathematics Placement, which reflects current State requirements.

**PREPARED BY:**

Kelly Morales – K-12 Facilitator of Instructional Improvement

**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: 3.7-A**

# PROPOSED POLICY

BP 6152.2 (a)

## Instruction

### Placement in Mathematics Courses

A sound educational program must include the study of subjects that prepare students for admission to higher education and/or a fulfilling career. District students shall be provided an opportunity to complete a sequence of mathematics courses recommended for admission into the University of California and California State University systems.

The Paramount Unified School District is committed to creating a fair, objective, and transparent protocol that serves pupils who are transitioning between middle school and high school. The District will implement the requirements outlined in the California Mathematics Placement Act of 2015 to ensure that all students are accurately evaluated and appropriately placed into mathematics courses. Students will have opportunities to participate in mathematical pathways in middle and high school including accelerated options for eligible students.

The Superintendent or designee shall work with teachers, counselors and administrators to develop protocols for placing students in mathematics courses offered in high schools. Placement in math courses shall systematically take into consideration multiple objective academic measures that may include, but are not limited to, the following:

1. The course the student completed in the previous year or in the summer to ensure the sequence of mastery of standards will continue.
2. Semester math grades.
3. Unit assessment results including special attention to extended, constructed response questions.
4. Teacher input.
5. State standardized mathematics assessment data (where applicable).
6. A placement test for students new to the district.

For pupils receiving special education services, the final mathematics placement will be determined by the pupil's IEP.



# PROPOSED POLICY

BP 6152.2 (b)

## Instruction (cont.)

Students shall be enrolled in mathematics courses based on these placement protocols. A student shall not repeat a mathematics course which he/she has successfully completed based on the district's placement protocols.

Within the first month of school, students shall be evaluated to ensure they are appropriately placed in mathematics courses. This determination shall be made based upon the student's grade, performance on the district's common assessments and the teacher's recommendation. Any student found to be misplaced shall be promptly placed in the appropriate mathematics course.

Within 15 school days of an initial placement decision or a placement decision upon reevaluation, a student and his/her parent/guardian who disagrees with the placement may appeal the decision to the Superintendent or designee. The Superintendent or designee shall decide whether or not to overrule the placement determination within 10 school days of receiving the appeal. The decision of the Superintendent or designee shall be final.

A waiver requesting that the pupil be placed in a higher sequence course, contrary to the professional recommendation of the site administration, is available to the parent/ guardian. By signing this waiver, the parent/ guardian will accept responsibility for the requested placement.

District staff shall implement the placement protocols uniformly and without regard to students' race, sex, gender, nationality, ethnicity, socioeconomic background, or other subjective or discriminatory consideration in making placement decisions.

The Superintendent or designee shall ensure that all teachers, counselors, and other district staff responsible for determining students' placement in mathematics courses receive training on the placement protocols.

Prior to the beginning of each school year, the Superintendent or designee shall communicate the district's commitment to providing students with the opportunity to complete mathematics courses recommended for college admission, including approved placement protocols and appeal process, to parents/guardians, students, teachers, school counselors, and administrators. This policy and the district's mathematics placement protocols shall be posted on the district's website.

# PROPOSED POLICY

BP 6152.2 (c)

## Instruction (cont.)

Annually, the Board and the Superintendent or designee shall review student data related to placement and advancement in the mathematics courses offered to ensure that students who are qualified to progress in mathematics courses based on their performance on objective academic measures are not held back in a disproportionate manner on the basis of race, ethnicity, gender or socioeconomic backgrounds.

## Legal Reference:

Education Code:

200-262.4 Prohibition of Discrimination

48070.5 Promotion and Retention

51224.5 Completion of Algebra 1

51224.7 California Mathematics Placement Act of 2015

51225.3 High School Graduation Requirements

Policy adopted:

PARAMOUNT UNIFIED SCHOOL DISTRICT  
Paramount, California

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ranita Browning, Interim Assistant Superintendent of Business Services  
**DATE:** June 8, 2016  
**SUBJECT:** Authorization to Make Appropriation Transfers

**BACKGROUND INFORMATION:**

At the close of each fiscal year, a school district may, with the approval of the Governing Board, identify and request the County Superintendent of Schools to make transfers between the designated fund balance or the unappropriated fund balance and any expenditure classifications. This authorization will allow the County Superintendent to balance expenditure classifications of the budget for the current year, as necessary, to permit the payment of obligations the District incurred during the school year.

**POLICY/ISSUE:**

Education Code Section 42601 – Transfer Between Funds to Permit Payment of Obligations at Close of Year

**FISCAL IMPACT:**

None

**STAFF RECOMMENDATION:**

Authorize the Los Angeles County Superintendent of Schools to make appropriate transfers at the close of the 2015-2016 school year.

**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 of Business Services  
**DATE:** June 8, 2016  
**SUBJECT:** Public Hearing – 2016-2017 Tentative Budget

**BACKGROUND INFORMATION:**

Per Education Code 42127 and 52062, two separate Governing Board public meetings, held at least one day apart, are now required for the school district's budget hearing and budget adoption. The budget was made available for public review on June 3, 2016, at the Business Services Department. Public notice was published in the *Press-Telegram* on May 29, 2016, and was posted at the following District locations: District Office and all K-12 school offices. The final budget will be presented for approval to the Governing Board of the District following this public hearing at the regular Board of Education meeting to be held on June 22, 2016.

**POLICY/ISSUE:**

Education Code 42103 – Publication of Budget; Hearing  
Board Policy 3100 – Budget

**FISCAL IMPACT:**

None

**STAFF RECOMMENDATION:**

Conduct a public hearing prior to the approval of the 2016-2017 Tentative Budget.

**PREPARED BY:**

Ranita Browning, Interim Assistant Superintendent-Business Services

**DISTRICT PRIORITY 9:**

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

**ACTION ITEM: 4.2-A**

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ranita Browning, Interim Assistant Superintendent of Business Services  
**DATE:** June 8, 2016  
**SUBJECT:** Agreement with USC Rossier School of Education for a Framework for Strategic Planning

**BACKGROUND INFORMATION:**

USC Rossier School of Education will provide professional development services to train District and school site leadership personnel on the use of the “Building Capacity for High Performance” framework to build organizational capacity to achieve organizational goals related to the District’s Local Control and Accountability Plan (LCAP) and strategic plan. (PC 16-1736)

**POLICY/ISSUE:**

Board Policy 3322 - Contracts

**FISCAL IMPACT:**

\$23,000 from LCAP Funds

**STAFF RECOMMENDATION:**

Approve the agreement with USC Rossier School of Education for a Framework for Strategic Planning, and authorize the Superintendent or designee to sign all necessary documents.

**PREPARED BY:**

Ranita Browning, Interim Assistant Superintendent-Business Services

**DISTRICT PRIORITY 9:**

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

USC ROSSIER SCHOOL OF EDUCATION  
PROFESSIONAL DEVELOPMENT PROGRAMS  
CUSTOM PROGRAM AGREEMENT

This Custom Program Agreement (“Agreement”), dated as of June 20, 2016, is made by and between the UNIVERSITY OF SOUTHERN CALIFORNIA, a California nonprofit corporation (“University”), on behalf of its Rossier School of Education, USC Professional Development (“School”), and Paramount Unified School District (“Client”) (collectively, the “Parties”) for School to render a NAME OF CUSTOM PROGRAM.

1. PROGRAM TERM: Client hereby engages University to provide Teacher Training Institute to Client’s trainees (the “Participants”) at the School (the “Program”), during the period of June 2016 through December 2016 (the “Term”).

2. PROGRAM COST AND PAYMENT DEADLINES.

A. Client shall pay University \$23,000 total.

B. No refunds or credits are available in the event Client terminates this Agreement or any of its Participants is unable or unwilling to commence or complete the Program for whatever reason. Payments shall be directed to University of Southern California, Rossier School of Education, Professional Development Programs, 3470 Trousdale Parkway, Waite Phillips Hall 504, Los Angeles, CA 90089. Attention: Cecilia Olmos

C. Client shall be responsible for the full program fees totaling \$23,000. All program fees must be received by January 31, 2017.

3. RESPONSIBILITIES OF UNIVERSITY. University shall provide the following services to Participants:

**I. Consultation**

USC will provide ongoing consultation for Superintendent, Dr. Ruth Perez, the PUSD cabinet and executive cabinet, and PUSD strategic planning coordinator(s) for any and all meetings related to the creation of a Strategic Plan. Consultation Services serve to increase buy-in and gain stakeholder input on the District’s mission, vision, and goals as it pertains to the LCAP. Buy-in is created as stakeholders understand what strategic planning is, who is involved, the costs of planning, and its value to the District.

This includes:

1. Developing and discussing agenda items tied to Strategic Planning at Cabinet meetings,
2. Attending and co-facilitating planning meetings,
3. Attending and co-facilitating on-site stakeholder meetings,
4. Conducting data collection and data analysis including interviews with stakeholders and observations of related strategic planning activities, and
5. Developing communication strategies.

Consultation services are designed to:

1. Promote collaboration with PUSD leadership to identify, discuss, and set goals around LCAP priorities,
2. Determine parent and other stakeholder priorities for LCAP actions,
3. Create buy-in at the district level for building capacity, accountability, community, and strategic planning, and
4. Identify key issues, questions, and choices to be addressed as part of the strategic planning effort.

USC will meet with Dr. Perez and the “Strategic Planning Team” as needed over the course of USC’s provision of the Services in person and/or by telephone or teleconference.

## **II. High Performance Needs Analysis**

USC will collaborate with the Strategic Planning Team to conduct a High Performance Needs Analysis to determine the LCAP priorities, key issues, and critical questions related to the development of a Strategic Plan and the “High School Promise.” USC will model the purpose, framework, and outcomes of a Needs Analysis using the High School Promise in which PUSD explores opportunities to help students have more academic support to achieve college and career readiness.

## **III. Workshop: Theory of Action – Building Capacity for High Performance**

A “Theory of Action” for improving teaching and learning seeks to leverage leadership to identify, prioritize, diagnose, and solve pressing problems of practice by matching the underlying causes for those problems to evidence-based solutions.<sup>1</sup> It is a framework for gauging leadership capacities, strategic planning, and implementing evidence-based solutions to increase student achievement.

The Workshop will provide an overview of the Building Capacity framework and process, and will include a demonstration of the process using a goal from the district’s LCAP list. Participants include, but are not limited to the strategic planning teams as well as (1) central office and/or cabinet members, (2) Board of Education, (3) principals and assistant principals, (4) teacher leaders, and (5) superintendent.

Due to the number of schools and leaders in the district, USC will host 2-3 half-day workshops total in order to accommodate any and all stakeholder groups Dr. Perez and the Strategic Planning team would like to attend.

During the workshop, participants will be asked to work through a “light version” of the Building Capacity process (Appendix A) in their workgroups or school sites using one of the goals from that group. At the end of the Workshop, each group will be asked to select the goals they will further address in as part of the implementation plan for the District’s Strategic Plan. Appendix A outlines the Workshop’s content.

## **IV. Strategic Plan**

USC will collaborate and consult with PUSD in the writing of its district Strategic Plan that describes data and conclusions drawn from stakeholder input with respect to PUSD and the LCAP. The strategic plan will draw upon the district’s core beliefs, mission, vision, LCAP priorities and goals. PUSD has established December 2016 as the target date for completion of the Strategic Plan.

Additionally, the Strategic Plan will include:

1. Objectives (stakeholder goals)
2. Theory of Action
3. Strategies for achieving stakeholder goals
4. Implementation Plan
5. Measurable outcomes

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<sup>1</sup> Adapted from: Center for Educational Leadership and Honig, M. I. (2014). “Creating a Theory of Action for Improving Teaching and Learning.” *Creating Your Theory of Action for Districtwide Teaching and Learning Improvement*. University of Washington. <http://info.k-12leadership.org/hs-fs/hub/381270/file-2166618739-pdf/documents/webinar-presentation-pdfs/creating-a-theory-of-action.pdf>

USC Rossier will collaborate and consult with the strategic planning team to develop a Strategic Plan document that includes goals and strategies specific to stakeholders and is reflective of and informed by the data collected and the results of the Workshop(s). USC will then work with the strategic planning team to translate strategic goals and strategies into performance goals with a specific implementation plan for what, when, and how must be accomplished in order for the performance, strategic, and organization goals to be met.

USC will provide feedback and support evaluation of implementation plans until final approval of the Strategic Plan is provided by the Superintendent of Schools.

4. RESPONSIBILITIES OF COMPANY AND PARTICIPANTS. Client shall secure and maintain insurance or self-insurance to cover the workers' compensation liability of persons designated by Client who are employees of Client, including the Participants. University is not responsible or liable for any costs, damages, expenses or other liability incurred by Participants as a result of personal injuries or property damage in connection with the Program. Participants shall be responsible for complying with the rules and regulations of University, School and the laws of the State of California and the United States. Client shall be ultimately responsible and liable for the actions and attendance requirements under the F1 Visa regulations of the Participants who participate in the Program.

5. STATUS OF STAFF AND INSTRUCTORS. University's instructors and staff are not to be considered employees or agents of Client for any purpose including compensation for services, employee welfare and pension benefits, workers' compensation insurance, or any other fringe benefits of employment.

6. INDEMNIFICATION. University shall indemnify, defend and hold harmless Client, its parent, subsidiary and affiliated corporations and their respective officers, partners, employees or agents (each of which persons and organizations are referred to collectively herein as "Indemnitees" or individually as "Indemnitee") from and against any and all demands, debts, liens, claims, loss, damage, liability, costs, expenses, judgments, or obligations, actions or causes of action, (including the payment of reasonable attorneys' fees and expenses actually incurred whether or not litigation be commenced) arising solely out of the instructional services rendered during the Classes, provided hereunder by University or the School, except for any loss, damage or expense arising from the negligence or willful misconduct of any Indemnitee. Client shall indemnify and hold harmless (and at University's request, defend) University and the School and their officers, directors, trustees, employees or agents from any and all claims, losses, damages, liability, costs, expenses, judgments, or obligations, actions or causes of action, (including the payment of reasonable attorneys' fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage to any person or property resulting from the performance or failure to perform obligations hereunder by Client, its parent, subsidiary and affiliated corporations and their respective officers, directors, employees or agents.

7. LIMITED LICENSE TO USE OF MATERIALS.

A. Limited License to Client. University hereby grants and Client and the Participants hereby accept a non-exclusive, non-transferable license during the Term to use, solely in connection with the Program, the curriculum designed for the Program in connection with the Classes which includes course materials and other instructional materials provided to Participants in accordance with this Agreement, know-how and methods provided by School in accordance with the types of instruction and training set forth in the Agreement (the "Materials").

B. Intellectual Property Rights. Client acknowledges and agrees as follows: (i) all Materials and content of the Materials and any copies thereof shall in all cases remain the sole and exclusive property of University; and (ii) except as otherwise provided or permitted herein, Client, its agents and employees shall not make or permit the participants in the Classes to make any copies of the Materials, nor shall Client disclose or make available



to any third party any such Materials, in any form, without the prior express written consent of University. All use of the name, marks or logos for the University, the Program, or the Materials and advertising must be approved in advance by the University in writing.

- C. Materials and Confidentiality. All Materials shall be the sole and exclusive property of University. Any portion of such Materials made available to Client and Participants shall be maintained in confidence, and Client and Participants will not, at any time during or after the Term, disclose or sell such Materials to any person, or permit any person to examine and/or make copies of such Materials in any form. Client expressly agrees that University may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, and shall be entitled to its reasonable attorneys' fees and costs as a prevailing party, in addition to any other legal remedies which may be available.
- D. Rights of University. Client, its parent, subsidiary and affiliated corporations and their respective officers, partners, employees or agents, including the Participants recognize the exclusive right of University in and to all of the University's trademarks, copyrights and other proprietary rights applied to or otherwise associated with the Materials and other materials used in connection therewith.

8. CONFIDENTIALITY.

- A. Definitions and Obligations. In addition to the Materials, during the Term, the parties may disclose to each other, orally or in writing, or a party may otherwise obtain, through observation or otherwise, Confidential Information (as defined below). During the Term and for a period of five (5) years thereafter, each party shall: (i) keep all Confidential Information confidential; (ii) restrict the use of Confidential Information to the intended purpose of this Agreement; and (iii) limit dissemination of Confidential Information within its own organization to only those individuals who require disclosure for performance of their duties and who clearly understand the requirements of this Section. "Confidential Information" shall mean all proprietary information concerning the parties unless specifically identified as "non-confidential," including, but not limited to, all of the parties' confidential or proprietary information, trade secrets, data, know-how, formulas, designs, drawings, photographs, documentation, forms of software or electronic media, equipment, processes, ideas, methods, concepts, facilities, construction plans and specifications, research, development, and business and financial information. The parties expressly agree that each party shall be entitled to injunctive relief to prevent or curtail any such breach, threatened or actual without the necessity of posting a bond, and shall be entitled to its reasonable attorneys' fees and costs as a prevailing party. The foregoing shall be in addition and without prejudice to such rights that such party may have at law or equity.
- B. Exclusions. The receiving party shall have no obligation of confidentiality and non-use with respect to any portion of Confidential Information which (i) is or later becomes generally available to the public by use, publication or the like, through no act or omission of the receiving party, (ii) is obtained from a third party who had the legal right to disclose the information to the receiving party or (iii) the receiving party already possesses as evidenced by the receiving party's written records predating receipt thereof from the disclosing party. In the event the receiving party becomes legally compelled to disclose any Confidential Information, it shall immediately provide the disclosing party with notice thereof prior to any disclosure, use its best efforts to minimize the disclosure of any Confidential Information and shall cooperate with the disclosing party should the disclosing party seek to obtain a protective order or other appropriate remedy.

- C. Return of Confidential Information. The receiving party must return all Confidential Information in tangible form, including, but not limited to, all copies, translations, interpretations and adaptations thereof, immediately upon request by the disclosing party.

9. TERMINATION AND AMENDMENT. In the event that either party fails to perform any of the terms, provisions, conditions or covenants contained herein, the Agreement may be terminated with cause upon five (5) days' prior written notice to the breaching party subject to a reasonable opportunity to cure such breach. This Agreement may not be modified except by a writing signed by all the parties.

10. MISCELLANEOUS.

- A. No Joint Venture, No Partnership. It is expressly understood that this Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between University and Client and their employees, or agents, but rather is an agreement by and among independent contractors.
- B. Assignment. Neither of the parties shall assign its respective rights or obligations pursuant to this Agreement without the express written consent of the other party.
- C. Entire Agreement. This Agreement contains the final, complete and exclusive agreement between the parties hereto. Any prior agreements, promises, negotiations or representations relating to subject matter of this Agreement not expressly set forth herein are of no force or effect.
- D. Jurisdiction and Venue. This Agreement is made and entered into in the State of California, and shall in all respects be interpreted, enforced and governed by and under the laws of that State, and shall be resolved by a court of competent jurisdiction located in the County of Los Angeles in the State of California. The parties expressly agree hereby to submit to the jurisdiction of such court(s), and waive any objection they might otherwise have to such jurisdiction and/or venue.
- E. Counterparts. This Agreement may be executed in counterparts, and all such counterparts together shall constitute the entire agreement of the parties hereto.
- F. Severability. The provisions of this Agreement are specifically made severable. If any clause, provision, right and/or remedy provided herein is unenforceable or inoperative, the remainder of this Agreement shall be enforced as if such clause, provision, right and/or remedy were not contained herein.
- G. Force Majeure. Neither party shall be deemed in default of this Agreement to the extent that performance of its obligations or attempts to cure any breach are delayed, restricted or prevented by reason of any acts of God, fire, natural disaster, act of government, strikes or labor disputes, inability to provide materials, power or supplies, or any other act or condition beyond the reasonable control of any of the parties.
- H. Notice. Any written notice given under this Agreement shall be sent, postage prepaid, by certified mail, return receipt requested, to the person and at the address specified below the signature block hereof and shall be effective upon receipt.
- I. LIMITATION OF LIABILITY. TO THE MAXIMUM EXTENT PERMITTED BY LAW, IN NO EVENT WILL EITHER PARTY BE RESPONSIBLE FOR ANY INCIDENTAL DAMAGES, CONSEQUENTIAL DAMAGES, EXEMPLARY DAMAGES OF ANY KIND, LOST GOODWILL, LOST PROFITS, LOST BUSINESS AND/OR ANY INDIRECT ECONOMIC DAMAGES WHATSOEVER REGARDLESS



# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ranita Browning, Interim Assistant Superintendent-Business Services  
**DATE:** June 8, 2016  
**SUBJECT:** Field Service Contract Renewal – Heating, Ventilation and Air Conditioning

**BACKGROUND INFORMATION:**

On May 25<sup>th</sup>, staff brought Action Item 4.5-A, Authorization to Bid and Field Service Contracts and Student Nutrition Services Supplies Renewal. There was a typographical error in the Proposed Field Service Contract Amount for the Heating, Ventilation and Air Conditioning (HVAC).

The following chart denotes the corrected contracted amount to be renewed:

| Type of Service/Product                          | Vendor                                 | Current Field Service Contract Amount | Proposed Field Service Contract Amount |
|--|--|---------------------------------------|--|
| Heating, Ventilation and Air Conditioning (HVAC) | South Bay Heating and Air Conditioning | \$ 800,000                            | \$ 450,000                             |

**POLICY/ISSUE:**

Board Policy 3313 - Bids & Quotations

**FISCAL IMPACT:**

None

**STAFF RECOMMENDATION:**

Authorize the renewal of the field service contract for the corrected amount for Heating, Ventilation and Air Conditioning (HVAC). Authorize the Superintendent or designee to execute all necessary documents.

**PREPARED BY:**

Cindy DiPaola, Director-Operations

**DISTRICT PRIORITY 9:**

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

**ACTION ITEM: 4.4-A**



# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Deborah Stark, Assistant Superintendent-Educational Services  
**DATE:** June 8, 2016  
**SUBJECT:** Program Self-Evaluation Report for State Preschool

## **BACKGROUND INFORMATION:**

Paramount Unified School District has a contract with the California Department of Education to operate the California State Preschool Program (CSPP). The contract requires an annual program self-evaluation report and submission to the California Department of Education. The program self-evaluation tool used by CSPP includes the Program Review Instrument and the Desired Results Developmental Profiles (DRDP). The results of the DRDP are used to identify group summary findings and develop an action plan for 2016-17.

The Desired Results Developmental Profiles is submitted under separate cover.

## **PREPARED BY:**

Kimberly Cole, Director - Special Education and Early Childhood Education

## **DISTRICT POLICY 7:**

Increase parent and community involvement and collaboration.

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ranita Browning, Interim Assistant Superintendent-Business Services  
**DATE:** June 8, 2016  
**SUBJECT:** General Obligation Bond

**BACKGROUND INFORMATION:**

Michael Ogburn from California Financial Services will present an update on current bond funds, list of projects completed, and other projects that are on the list of proposed projects.

Information will be presented related to potential bond opportunities available this year.

**PREPARED BY:**

Cindy DiPaola, Director-Operations

**DISTRICT PRIORITY 9:**

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