

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

July 11, 2016

The meeting was called to order at 6:02 p.m. by President Tony Peña in the Boardroom at the District Office, 15110 California Avenue, Paramount California.

Pledge of Allegiance Kimberly Cole, Director-Special Education/ECE, 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
Ruben Frutos, Assistant Superintendent-Business Services
Myrna Morales, Assistant Superintendent-Human Resources
Ryan Smith, Assistant Superintendent-Secondary Educational Services
Deborah Stark, Assistant Superintendent-Educational Services
Kimberly Cole, Director-Special Education/Early Childhood Education
Cindy DiPaola, Director-Maintenance & Operations
Greg Francois, Director-Secondary Ed. & Instructional Technology
Troy Marshall, Director-Technology
Margarita Rodriguez, Director-Research & Evaluation
Manuel San Miguel, Director-Student Services
Beatriz Spelker-Levi, Director-Personnel
Chris Stamm, Director-Nutrition Services
Patricia Tu, Director-Fiscal Services
Greg Buckner, Principal-Paramount High School
Elizabeth Salcido, Principal-Paramount High School-West

Approve Agenda Trustee Cuellar moved, Trustee Anderson seconded and the motion
July 11, 2016 carried 5-0 to approve the agenda of the Regular Meeting of July 11,
1.188 2016 as amended.

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

Regular Meeting Minutes Trustee Hansen moved, Trustee Garcia seconded and the motion
June 22, 2016 carried 5-0 to approve the Regular Meeting minutes of June 22, 2016.
1.189

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

REPORTS

7-11-16 *Serving the communities of Bellflower, Lakewood, Long Beach, Paramount and South Gate.*

Great things are happening in Paramount schools

Employee Representative Reports

There was no CSEA representative in attendance.

TAP Interim President Christine Barboza shared that April O'Connor will be taking a leave of absence until the fall and she would be attending for now. She added that she has been an educator for the past 25 years and an English teacher. She has stepped down as the coach of the Varsity Track and Field. She also shared that she returned from DC as TAP rep to the NEA Representative Assembly. She added that the California Caucus CTA sent the most representatives to this conference. She also shared that one focus for TAP and the Executive Board is to support new teachers and also a goal is to have a voluntary mentoring program at each school site.

Board Members' Reports

Trustee Anderson traveled to Washington DC for the Zamboni Middle School Schools To Watch redesignation recognition.

Trustee Cuellar had no report.

Trustee Hansen shared she is looking forward to the Adult School and Paramount High School graduation.

Trustee Garcia attended the City's Summer concert.

Trustee Peña has visited school sites and added that it is nice to see the students who are there for the Summer Food Service program enjoying themselves.

Superintendent's Report

Superintendent Dr. Pérez highlighted a variety of items

- ❖ Superintendent Pérez traveled to Washington DC to see Zamboni School receive their redesignation Schools To Watch award and thanked Liz Salcido for bringing success to Zamboni Middle School.
- ❖ Dr. Pérez attended the AVID conference in Anaheim.
- ❖ Superintendent Pérez shared that she will be traveling to Washington DC as a AASA Governing Board member to advocate for what we stand for and the reauthorization of EESA and will be lobbying all day at the Capital.

Introductions

Dr. Ryan Smith received his Bachelor's Degree in Mathematics and his Master's Degree in Education - Curriculum & Instruction from Chapman University and his Doctorate Degree in Educational Leadership from the University of Southern California.

Ryan has served as a Principal in Centinela Valley Union High School District for two years and then as a Principal on Special Assignment for one year in Santa Ana Unified School District. For the past three years, Ryan has served as the Principal at Norwalk High School in the Norwalk-La Mirada School District. Ryan is known for his enthusiastic and personable demeanor. His administrative experience has been in the area of secondary education.

Dr. Smith wished to thank the Board of Education and Superintendent for the opportunity and added that it is a privilege to work with an outstanding team. He added that he has been able to meet everyone

in the room this evening and is honored to serve in the position and serve the students of the district.

We welcome Ryan as the Assistant Superintendent of Secondary Educational Services.

Title 1 Parent Survey Results

Margarita Rodriguez, Director-Research and Evaluation presented the Board with the Title 1 Parent Survey results.

Margarita shared that the purpose of the presentation is to:

- Share information on the results of the Title I Parent Survey.
- Review highlights of the survey.
- Outline next steps.

Overview:

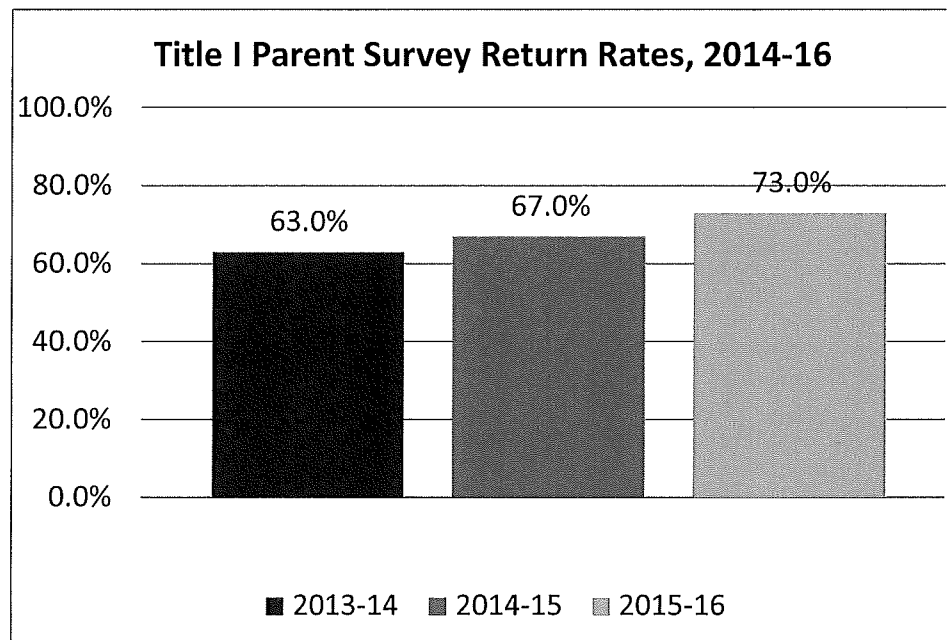
- ❖ The Title I Parent Survey is given each year to parents of students in grades K-12.
- ❖ Surveys for 2015-16 were administered in Spanish and English in May.
- ❖ Surveys assess parents' needs and experiences at their child's school.

2015-16 Survey Components:

- ❖ Engagement: Promotion of parent participation and sense of safety and school connectedness.
- ❖ Conditions of Learning: Access to courses, textbooks, and implementation of new state standards.
- ❖ College and Career Readiness: Paramount's locally defined goal.

Participation Rates:

The 73% return rate is a 6% increase from last year and meets PUSD's LCAP goal.



Engagement Questions:

These questions ask parents about participation and sense of safety and school connectedness.

	Strongly Agree/Agree		
	2014	2015	2016
My child feels safe at his or her school.	86.3%	88.1%	85.2%
I feel that I am welcome at the school at any time.	89.4%	89.6%	88.1%
I am a valued partner in my child's education.	89.3%	89.8%	89.5%

Conditions of Learning Questions:

These questions ask parents about access to courses, textbooks, and implementation of new state standards.

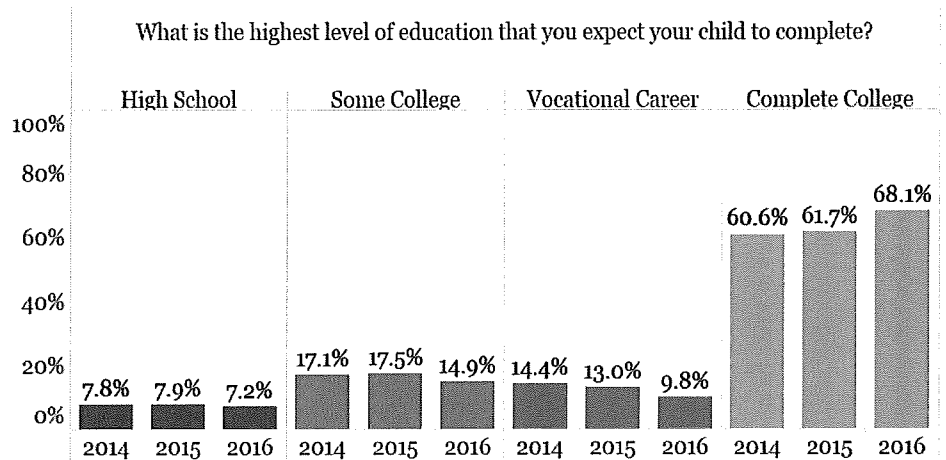
	Responded Yes				
	2014	2015	Change	2016	Change
I have accessed the school and/or District website at least once this year.	68.4%	72.0%	3.7%	75.0%	3.0%
I have received information about the new Common Core Standards for education recently implemented in California.	80.4%	83.7%	3.3%	83.0%	-0.7%
My child has access to standards aligned textbooks and instructional materials.	96.4%	96.8%	0.4%	96.8%	0.1%
My child has access to technology resources.	92.9%	94.4%	1.5%	94.3%	-0.1%
My child's school is in good repair.	94.2%	94.5%	0.3%	93.7%	-0.8%

College and Career Readiness:

More parents understand A-G courses that are required for college.

	Responded Yes				
	2014	2015	Change	2016	Change
I understand which A-G courses my student(s) need to take to get into college.	67.1%	68.8%	1.7%	70.3%	1.5%
I understand which classes my student needs to take to graduate from high school.	78.1%	78.7%	0.6%	79.4%	0.8%

More parents expect their child to complete college.



Trends:

- ❖ Over 85% of parents report feeling welcomed, valued and informed about their child's education.
- ❖ More parents report having accessed the PUSD website and the resources and information they need.
- ❖ Parents' expectation that their child complete college has increased over the last three years by 8%.

Next Steps:

- ❖ Expand PUSD's parent university to increase understanding of college readiness requirements.
- ❖ Continue and expand:
 - College and Career Centers at high schools
 - AVID in middle and high school
- Support approaches to increase A-G completion overall and for subgroups (LCAP Goal).

General Obligation Bond – Community Survey

Mr. Michael Ogburn, Senior Vice President-California Financial Services provided the Board with information on the 2006 Measure AA – Program Overview and School Facilities Long-Term Funding opportunity.

2006 Measure AA – Program Overview:

Completed School Facilities Projects

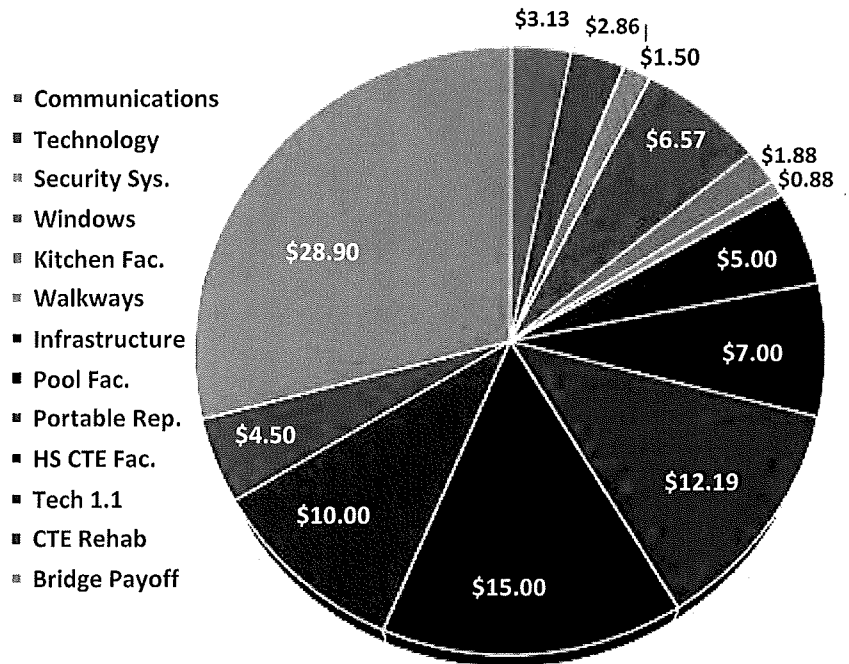
- ❖ Total School Facilities = 15 Campuses
 - Elementary Schools = 9
 - Middle/K-8 Schools = 4
 - High Schools/Continuation HS = 2
- ❖ Past School Facilities Funding Tools
 - State Grant Funds = \$122.97 Million
 - Prior GO Bond Total = \$135 Million
 - ❖ Election 1998 = \$35 Million
 - ❖ Election 2006 = \$100 Million
 - ❖ Current Tax-Rate = \$59.60 Per \$100K
 - ❖ Final Payment = 2051
 - ❖ TOTAL Permanent Funds = \$257.97 Million

Remaining School Facilities Improvement Projects Needed

- ❖ Improve Health, Safety and Security
- ❖ New High School CTE Facilities
- ❖ New Technology 1:1 Initiative Projects
- ❖ Upgrade Classroom Technology & Backbone Infrastructure
- ❖ District-Wide Utility Upgrades and Improvements
- ❖ Modernize/Upgrade Existing School Facilities and Campus Infrastructure
- ❖ Replace old Modular Classroom Facilities with New Facilities
- ❖ Replace 2012 Bridge Certificates

2006 Measure AA Remaining Priority 2 & District 2016 Additional School Facilities Project Needs

Combined Preliminary Budget Estimate Total Funding Need = \$90 to \$100 Million



Measure AA: Continued Priority 2 Project List

Measure AA: CONTINUED Priority 2 Project List

School Sites	School Facilities Project Descriptions	2014 Estimates	2016 Estimates ⁽¹⁾
All Schools:	Upgrade all Sites Communication Systems	\$2,500,000	\$3,125,000
All Schools:	Technology Infrastructure Upgrades - All Sites (Common Core)	1,250,000	2,858,180
Various Schools	Security Intrusion Alarms	1,200,000	1,500,000
Various Schools:	Window Replacements (Energy Efficiency)	5,250,000	6,565,000
Kitchen Facilities:	Rehab from Serving to Full Kitchen Facilities	1,500,000	1,875,000
Tanner:	Install Covered Walkways	700,000	875,000
Various Schools:	Utility Infrastructure Upgrades (electrical, plumbing, gas, irrigation)	4,000,000	5,000,000
PHS Campus:	New Swimming Pool and Aquatic Facilities	3,900,000	7,000,000
Various Schools:	Replace 130 Modular Classroom Buildings (20+ Years at \$75K each)	9,750,000	12,190,000
Measure AA Priority 2 Projects Budget Subtotal =		\$30,050,000	\$40,988,180

(1) 2016 Estimates have been increased by 25%.

NEW Projects: District Additional Project List

School Sites	School Facilities Project Descriptions	2014 Estimates	2016 Estimates ⁽²⁾
TBD Site:	Small High School Facilities for CTE (Using existing property)	NA	\$15,000,000
All Schools:	Technology 1:1 Initiative	NA	10,000,000
Various Schools	Renovate Old Home Economics Classrooms to Culinary CTE Pathway Standards	NA	4,500,000
Various Schools:	Replace all Portable Classrooms with Permanent Classroom Facilities	NA	TBD
NEW Projects Budget Subtotal =		NA	\$29,500,000

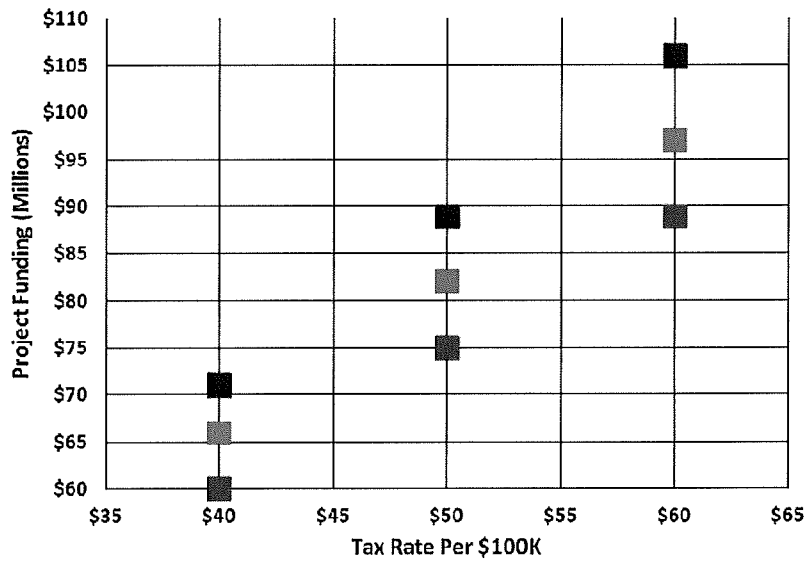
(2) 2016 Estimates are based on preliminary estimates ONLY.

COMBINED Remaining Measure AA & NEW Projects TOTAL =	\$30,050,000	\$70,488,180
2012 Bridge Funding Program Replacement	\$28,900,000	\$28,900,000
TOTAL Funding Amount Needed =	\$58,950,000	\$99,388,180

SCHOOL FACILITIES Local Funding Tool – 2016 G.O. Bond Measure

- ❖ Local Funding Tool: Proposition 39 Type of General Obligation Bond (G.O. Bond) Measure (Like 2006 Measure AA)
- ❖ 55% Voter Approval = Minimum Voter Approval Required for Passage
- ❖ \$60 Per \$100,000 AV = Maximum Estimated Annual Tax-Rate
- ❖ 2.50% of AV = Maximum COMBINED G.O. Bond Amount Outstanding Per Year
- ❖ 40-Years = Maximum Current Interest Bond (CIBs) Repayment Period
- ❖ 25-Years = Maximum Accretion Bond (CABs) Repayment Period
- ❖ 4 to 1 Repayment Ratio = Maximum Repayment Ratio Per Bond Series

G.O. Bond Preliminary Capacity Amounts (Tax Rates/AV Growth Rates)



Assessed Value Growth Rates

■ 3.00% ■ 3.50% ■ 4.00%

Establishing Local Funding Tools Viability

1. Updated School Facilities Program Needs Analysis

- ❖ Determine REMAINING Priority School Facilities Program Needs
- ❖ Conduct survey of ADDITIONAL Priority Needs at School Campuses
- ❖ Get Input from District Board Members
- ❖ Develop Budget Estimates and Timelines of Priority Needs
- ❖ Develop Revenue/Funding Plan
- ❖ Prepare Preliminary Needs Analysis Report for Board and Community Review

2. *Community Survey of District Priorities*

Community Survey Key Components

- ❖ Test Community Knowledge of District
- ❖ Test Views of District Board, Management, and Educational Programs
- ❖ Test Awareness of District Facilities Needs
- ❖ Test Community Project, Educational, and Program Priorities
- ❖ Test Community Support Levels for:
 - ✓ Bond Amounts and Tax-Rates
 - ✓ School Facilities Project Priorities

3. *District Community Information Outreach*

- ❖ Develop District Nonpartisan *INFORMATIONAL* updates distributed to the community that:
 - ✓ Updates the Community *"BEFORE THE FACT"*
 - ✓ Describes the District's Remaining *NEEDS*
 - ✓ *SOLICITS* Community *INPUT* of Facilities Priorities
- ❖ Meet with District Stakeholders, Associations, and Community Leaders to Build Consensus
- ❖ Create outreach plan to civic leaders and other influential individuals - including media outlets
- ❖ Generate balanced *EARNED* Media and maximize social *NETWORKING*
- ❖ Obtain and Utilize Community *INPUT* to refine the District's Project Priorities

Highlighted below is an updated schedule of the planning, financial, legal and implementation activities needed for a PROPOSITION 39 District G.O. Bond Measure election by the next available November 8, 2016, election date:

	Proposition 39 G.O. Bond Measure Activities required for 2016 November Bond Elections	Nov 8 th Election Completion Dates
1.	School Facility Needs Assessment & Implementation Plan Updated	In Process
2.	District Updated School Facilities Project Report to the Board	July 11 th
3.	Community Survey Prepared and Conducted (Next Step)	July 12 th – July 25 th
4.	Board Adopts Resolution calling for election and delivers resolution to County Supt & County Clerk (<i>August 12, 2016 Legal Deadline</i>)	August 8 th
5.	File Resolution and Tax Rate Statement w/ Registrar of Voters and Board of Supervisors of the County ordering election and formal notice of election	Friday, August 12 th
6.	Submit ballot arguments rebuttals to Registrar of Voters	Monday, August 26 th

7.	Election Day for District Bond Measure	Tuesday, Nov. 8 th
8.	District's Initial Series of G.O. Bonds Issued	1 st Quarter of 2017

**BOARD MEETING
CALENDER**

There were no changes to the Board meeting calendar.

HEARING SECTION

There were no speakers during the hearing section.

CONSENT ITEMS

0.190

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

Human Resources

Personnel Report
16-01
2.190

Accept Personnel Report 16-01, 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 2016-17 State Budget Act and related legislation.

Educational Services

Consultant Services
3.190

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

Overnight and/or Out-of-County Study Trips

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

Memorandum of Understanding with the Advanced Manufacturing and Engineering Technology Linked Learning Consortium

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

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

Approve the Memorandum of Understanding with the Upward Bound program at California State University Long Beach to provide college outreach services to students at Paramount High School in 2016-17.

Business Services

Purchase Order Report
16-01
4.190

Approved Purchase Order Report 16-01 authorizing the purchase of supplies, equipment, and services for the District.

Warrants for the Month on June 2016
4.190

Approve warrants for all funds through June with a total of \$15,183,931.27.

Acceptance of Donations
4.190

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.

ACTION ITEMS

General Services

Resolution 16-01
2016-17 Board Memberships

Trustee Cuellar moved, Trustee Garcia seconded, and the motion carried 5-0 to adopt Resolution 16-01 authorizing memberships in associations and organizations for the Board of Education members for the 2016-17 school year.

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

2016-17 Compensation for
Board of Education Members

Trustee Hansen moved, Trustee Anderson seconded, and the motion carried 5-0 to approve compensation per Education Code Section 25120 for the Board of Education members for the 2016-17 school year.

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

Resolution 16-02
Board Member
Compensation for Absence
Due to Illness

Trustee Garcia moved, Trustee Hansen seconded, and the motion carried 5-0 to adopt Resolution 16-02 authorizing the compensation of a Board of Education member for a maximum of two Board meetings per calendar year when the member cannot attend the meetings due to illness.

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

Human Resources

Reclassification of Student
Records Assistant to Student
Records Technician, Revise
Job Description and Salary
Realignment

Trustee Anderson moved, Trustee Cuellar seconded, and the motion carried 5-0 to approve the reclassification of the Student Records Assistant and updates to the job description, salary realignment and title change to Student Records Technician effective October 2, 2015.

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

Approval of a Job
Description, Director of Safety
and Security

Trustee Anderson moved, Trustee Garcia seconded, and the motion carried 5-0 to approve the job description of Director of Safety and Security.

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

Educational Services

Consolidated Application for
Funding Categorical Aid
Programs

Trustee Cuellar moved, Trustee Hansen seconded, and the motion carried 5-0 to approve the submission of the Consolidated Application for Funding Categorical Aid Programs to the California Department of Education for the 2016-17 school year.

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

Updated Title III: Local
Educational Agency Plan
Performance Goal 2

Trustee Anderson moved, Trustee Garcia seconded, and the motion carried 5-0 to adopt the revised Title III LEA Plan Performance that describes educational services for EL students provided through federal funds.

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

Physical Education
Exemption for High School
Students

Trustee Hansen moved, Trustee Cuellar seconded, and the motion carried 5-0 to approve the physical education course exemptions for students who meet the criteria for either the two-year exemption or the permanent exemption.

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

Nonpublic School Placement
for Special Education
Students for 2016-17

Trustee Garcia moved, Trustee Anderson seconded, and the motion carried 5-0 to approve the funds for the placement of special education students in a nonpublic school, as determined by the students' Individual Education Plan for the 2016-17 school year.

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

Memorandum of
Understanding with
Paramount Publishing
Company

Trustee Cuellar moved, Trustee Anderson seconded, and the motion carried 5-0 to ratify the Memorandum of Understanding with Paramount Publishing Company for the summer internship program for the 2015-16 and 2016-17 school years.

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

Renaming Associated
Student Body Course

Trustee Hansen moved, Trustee Anderson seconded, and the motion carried 5-0 to approve the renaming of the select Student Government course title which is offered at Paramount High School and Paramount High School –West Campus.

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

Business Services

Resolution 16-03, Annual
Delegation of Administrative
Authority to Process Routine
Budget Revisions,
Adjustments, and Transfers

Trustee Cuellar moved, Trustee Garcia seconded, and the motion carried 5-0 to adopt Resolution 16-03, authorizing the Los Angeles County Superintendent of Schools to process routine budget revisions, adjustments, and transfers.

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

Resolution 16-04, Temporary
Interfund Borrowing

Trustee Hansen moved, Trustee Anderson seconded, and the motion carried 5-0 to adopt Resolution 16-04, Temporary Interfund Borrowing between any of the District's operating funds, as needed, during the 2015-16 fiscal year.

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

Resolution 16-05, Temporary
Transfers from the School
Pools Fund Maintained by the
Los Angeles County
Treasurer

Trustee Cuellar moved, Trustee Anderson seconded, and the motion carried 5-0 to adopt Resolution 16-05, Temporary Transfers from the School Pools Fund maintained by the Los Angeles County Treasurer.

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

Revision 3 of Resolutions 15-
19 through 15-28, Signature
Authorizations

Trustee Garcia moved, Trustee Hansen seconded, and the motion carried 5-0 to approve Revision 3 of Resolutions 15-19 through 15-28, Signature Authorizations through December 13, 2016.

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

District Remaining Priority School Project Needs - Authorization to Proceed with an Updated Community Survey
4.303

Trustee Anderson moved, Trustee Cuellar seconded, and the motion carried 5-0 to approve the firm of Fairbank, Maslin, Maullin, Metz & Associates to conduct an updated Community Survey, and authorize staff to sign all necessary documents.

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

CONFERENCE ITEMS

Proposed Revised Board Policy 4118.112, 4218.112, 4331.1 – Sexual Harassment

The Board accepted for first reading the proposed revised Board Policy 4118.112, 4218.112, 4331.1 – Sexual Harassment which reflects current state regulations.

INFORMATION ITEMS

Educational Services

Beginning and Ending Times for Schools

The Board received as information the beginning and ending times for all District schools for the 2016-17 school year are presented showing that all schools comply with required instructional minutes.

Williams Settlement Quarterly Uniform Complaint Summary

The Board received as information the required Williams Settlement Quarterly Uniform Complaint Summary for the fourth quarter April 1 – June 30, 2016.

Business Services

Bid Summary – School Bus Transportation Services

The Board received as information a summary of bid results for Bus Transportation services.

General Obligation Bond – Community Survey

The Board received as information from California Financial Services an update on bond projects and funds, as well as procedural steps on an updated community survey.

ANNOUNCEMENTS

President Peña reported that the next Regular Meeting would be Monday, August 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 6:58 p.m. to discuss public employee appointment, conference with labor negotiator, student discipline and governance team items.

OPEN SESSION

The Board reconvened to Regular Session at 7:49 p.m. President Peña reported that they discussed public employee appointment, conference with labor negotiator, student discipline and governance team items.

The following action was taken in Closed Session:

Public Employee
Appointment

Trustee Anderson moved, Trustee Cuellar seconded, and the motion carried 5-0 to approve the appointment of Renee Jeffrey as Director of Educational Services effective as soon as mutually agreeable.

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

Student Discipline

Trustee Cuellar moved, Trustee Anderson seconded, and the motion carried 5-0 to expel student E-1 for the 2016-17 school year.

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

ADJOURNMENT

Trustee Cuellar moved, Trustee Anderson seconded, and the motion carried 5-0 to adjourn the Regular Meeting of the Board of Education held on July 11, 2016 at 7:50 p.m.

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

Ruth Pérez, Secretary
To the Board of Education

President

Vice President/Clerk

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Myrna Morales, Assistant Superintendent – Human Resources
DATE: August 8, 2016
SUBJECT: Personnel Report 16-02

BACKGROUND INFORMATION:

Following is Personnel Report 16-02, 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 16-02 as submitted. The report includes details, assignments, terminations and employment of personnel. Certain assignments listed in this report may be contingent upon allocation of funding in the 2016-17 State Budget Act and related legislation.

PREPARED BY:

Myrna Morales, Assistant Superintendent – Human Resources
Beatriz Spelker-Levi, Director of Personnel – Human Resources

DISTRICT PRIORITY 1:

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

**PERSONNEL REPORT 16-02
AUGUST 8, 2016
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
EMPLOYMENT				Annual		
Bowers, Alexander	Teacher Temporary	Educational Services	A-1	\$50,692 General Fund	08-12-16	06-30-17
Vazquez, Marcela	Teacher Temporary – 45%	Educational Services	A-2	\$23,495 Title I/Title II/ Title III	08-15-16	06-30-17
*Liang, Susan	Behavior Intervention Specialist Probationary	Special Education	Sch Q II-1	\$80,337 Special Education	08-01-16	
Watkins, Laurie	Program Specialist Tenured	Special Education	E-9	\$78,056 Special Education	08-15-16	
Powell, Stephanie	Teacher Temporary	Adult Transition	A-1	\$50,692 Special Education	08-12-16	06-30-17
Arambula, Matthew	Teacher Temporary	Alondra	A-1	\$50,692 General Fund	08-12-16	06-30-17
Hansbury, Laura	Teacher Temporary	Alondra	A-1	\$50,692 General Fund	08-12-16	06-30-17
Young, Emily	Teacher Temporary	Alondra	A-1	\$50,692 General Fund	08-12-16	06-30-17
Cizmar, Kevin	Teacher Temporary	Collins	A-1	\$50,692 General Fund	08-12-16	06-30-17
Hale, Jamica	Teacher Temporary	Collins	A-1	\$50,692 General Fund	08-12-16	06-30-17
Hildreth, Vianca	Teacher Temporary	Collins	A-1	\$50,692 General Fund	08-12-16	06-30-17
Rogers, Catherine	Teacher Temporary	Collins	A-1	\$50,692 General Fund	08-12-16	06-30-17
Cortes, Leticia	Teacher Temporary	Gaines	A-1	\$50,692 General Fund	08-12-16	06-30-17
Martin, Alyssa	Teacher Temporary	Gaines	A-4	\$55,393 General Fund	08-15-16	06-30-17

* Ratification

**PERSONNEL REPORT 16-02
AUGUST 8, 2016
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>EMPLOYMENT</u> <u>continued</u>						
Genchi, Selest	Teacher Temporary	Hollydale	A-1	<u>Annual</u> \$50,692 Special Education	08-12-16	06-30-17
Olmos, Crystal	Teacher Temporary	Hollydale	A-1	\$50,692 General Fund	08-12-16	06-30-17
McDaniel, Jessica	Teacher Temporary	Jackson	A-1	\$50,692 General Fund	08-12-16	06-30-17
Turner, Kristine	Teacher Temporary	Jackson	A-1	\$50,692 General Fund	08-12-16	06-30-17
Archuleta, Justine	Teacher Temporary	Jefferson	A-1	\$50,692 General Fund	08-12-16	06-30-17
Rubio, Sandra	Teacher Temporary	Keppel	A-1	\$50,692 General Fund	08-12-16	06-30-17
Dugan, Heidi	Teacher Temporary	Lincoln	A-1	\$50,692 General Fund	08-12-16	06-30-17
Garcia, Monica	Teacher Temporary	Lincoln	A-1	\$50,692 General Fund	08-12-16	06-30-17
Darcy, Lisa	Teacher Temporary	Los Cerritos	A-1	\$50,692 General Fund	08-12-16	06-30-17
Gutierrez, Maria	Teacher Temporary	Los Cerritos	A-1	\$50,692 General Fund	08-12-16	06-30-17
Hoxie, Jessica	Teacher Temporary	Los Cerritos	A-1	\$50,692 General Fund	08-12-16	06-30-17
Nastase, Brian	Teacher Temporary	Paramount High-Senior	A-1	\$50,692 General Fund	08-12-16	06-30-17
Park, Charles	Teacher Temporary	Paramount High-Senior	A-1	\$50,692 General Fund	08-12-16	06-30-17
Vasquez, Anna	Teacher Temporary	Paramount High-Senior	A-1	\$50,692 Special Education	08-12-16	06-30-17
Martinez, Nancy	Teacher Temporary	Paramount High-West	A-1	\$50,692 Special Education	08-12-16	06-30-17

**PERSONNEL REPORT 16-02
AUGUST 8, 2016
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>EMPLOYMENT</u>						
continued Covarrubias, Jennifer	Teacher Temporary	Paramount Park	B-3	Annual \$56,468 General Fund	08-15-16	06-30-17
Figueroa, Jovanna	Teacher Temporary	Paramount Park	B-2	\$54,824 Special Education	08-15-16	06-30-17
Anderson, Ryan	Teacher Temporary	Tanner	A-1	\$50,692 General Fund	08-12-16	06-30-17
Haywood, Tonika	Teacher Temporary	Wirtz	A-1	\$50,692 Special Education	08-12-16	06-30-17
<u>ADDITIONAL ASSIGNMENT</u>						
*Zelaya, Erick	Tutoring Per Settlement Agreement NTE 20 hrs.	Special Education		Hourly \$38.00 Special Education	03-01-16	04-20-16
Zelaya, Erick	Tutoring Per Settlement Agreement NTE 50 hrs.	Special Education		\$38.00 Special Education	08-17-16	06-30-17
*Cobb, Tonya	Teacher on Special Assignment NTE 40 hrs. per week	Adult Education		\$43.19 Adult Education	07-01-16	06-30-17
*Cheek, Joshua	Physical Education Enrichment/Team Building NTE 64 hrs.	Alondra		\$38.00 General Fund	07-05-16	07-28-16
*Figueroa, Anna *Sahagun, Gloria	Summer Coverage NTE 8 hrs. per day each	Gaines		\$32.37 \$28.00 ECE**/ CACFP***	06-13-16	08-22-16

* Ratification
** Early Childhood Education
*** Child and Adult Care Food Program

**PERSONNEL REPORT 16-02
AUGUST 8, 2016
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>ADDITIONAL ASSIGNMENT</u>						
<u>Continued</u>						
*Bignami, Autumn	California Activities Directors Association Conference & Activities NTE 100 hrs.	Paramount High-Senior		Hourly \$38.00 General Fund	07-01-06	07-31-16
*Barcena, Fabioloa	CELDT Testing NTE 6.25 hrs. per day each	Paramount High-Senior		\$38.00 LCFF**	07-05-16	07-28-16
*Lamphear, Shirley						
*Lopez, Joe						
*Yepes Garcia, Maria						
*Cunningham, Christina	ASB Coordination NTE 25 hrs.	Paramount High-West		\$38.00 General Fund	07-05-16	08-12-16
*Manglicmot, Monika	Kindergarten Skills Testing NTE 25 hrs.	Roosevelt		\$38.00 LCFF	06-13-16	06-30-16
Ramirez, Brenda	Testing Students for Intervention Levels NTE 50 hrs.	Wirtz		\$38.00 LCAP***	08-15-16	08-19-16
Ramirez, Brenda	Intervention Teacher NTE 350 hrs.	Wirtz		\$38.00 LCAP	08-29-16	12-16-16
<u>SUMMER SCHOOL ASSIGNMENT</u>						
*Gamez, Maria	Extended School Year NTE 3.75 hrs. each per day	Alondra		Hourly \$38.00 Special Education	06-13-16	07-14-16
*Holguin, Christopher						
*Medina, Elsa						

* Ratification

** Local Control Funding Formula

*** Local Control Accountability Plan

**PERSONNEL REPORT 16-02
AUGUST 8, 2016
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
SUMMER SCHOOL ASSIGNMENT						
<u>continued</u>						
*Angulo, Daniel *Barton, Amie *Brainard, Richard *Childres, Maria *Griffith-Wu, Isela *Lussman, John *Shaw, Veronica *Stewart, Amie *Veith, Kirsan	Summer School Supervision NTE 10 hrs. each	Alondra		Hourly \$38.00 LCAP**	07-01-16	07-14-16
*Cervantes, Fernando *Cinotto, Lisa *Contreras, Vetina *Goodlink, James *Metheny, Cheryl *Perez, Sonia *Villasenor, Rafael	Summer School NTE 5.25 hrs. each per day	Paramount High-Senior		\$38.00 Special Education	06-13-16	07-21-16
*Abarca, Daniel *Alcala-Jacobo, Patricia *Ashabraner, Robert *Beahn, Jeffrey *Bignami, Autumn *Bignami, Frank *Bozorgzadeh, Sammaneh *Brown, Scott *Carmona, Angel *Chavez, Jorge *Chung, MinYong *Dominguez, Rachel	Summer School NTE 5.25 hrs. each per day	Paramount High-Senior		\$38.00 LCAP	06-13-16	07-21-16

*Ratification

**Local Control Accountability Plan

**PERSONNEL REPORT 16-02
AUGUST 8, 2016
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
SUMMER SCHOOL ASSIGNMENT <u>continued</u> *Duran, Curtis *Durante, Anthony *Espinoza, Brenda *Felix, Josefina *Fuller, Eric *Garcia, Luis *Gonzalez, Patricia *Granillo, Sean *Guggiana, John *Harter, Tammy *Healy, Patrick *Hernandez, Luis *Hernandez, Martin *Hernandez, Meghann *Howard, Matthew *Kang, Jennifer *Lopez, Joe *Lopez, Luis *Lopez, Nancy *Lopez, Rocio *Marsh, Erin *Martinez, Anna *Merickel, Stephen *Morelli, Anthony *Moretti, Edward *Navarro, Juan *Perez, Mayra *Peterson, Joseph *Polhemus, Douglas *Quintana, Adriana	Summer School NTE 5.25 hrs. each per day	Paramount High-Senior		Hourly \$38.00 LCAP**	06-13-16	07-21-16

*Ratification
 **Local Control Accountability Plan

**PERSONNEL REPORT 16-02
AUGUST 8, 2016
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>SUMMER SCHOOL ASSIGNMENT</u> continued *Roberts, Amber *Stinton, William *Talamantes, Lourdes *Tellez, Raymundo *Vargas, Jimena *Wuchner, Charles *Xiong, Vicki *Yonaki, Andrew *Zuniga, Vicki *Zwart, Michael	Summer School NTE 5.25 hrs. each per day	Paramount High-Senior		<u>Hourly</u> \$38.00 LCAP**	06-13-16	07-21-16
<u>STIPEND</u> *Montiel, Miranda *Wright, Terri	Yearbook Advisor	Lincoln		<u>Stipend</u> \$692.00 EIA-LEP***	10-01-15	05-13-16

*Ratification
 **Local Control Accountability Plan
 ***Economic Impact Aid-Limited English Proficient

**PERSONNEL REPORT 16-02
AUGUST 8, 2016
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	DESCRIPTION	EFFECTIVE	
				FROM	TO
<u>LEAVE OF ABSENCE</u>					
Carr, Andrea	Teacher	Alondra	Personal	08-15-16	06-09-17
Burton, Yvette	Teacher	Hollydale	Personal	08-15-16	06-09-17
<u>RESIGNATION</u>					
Rodriguez Villegas, Jeanette	Counselor	Keppel	Personal	06-30-16	
Wooden, Kim	Teacher	Tanner	Personal	07-20-16	

**PERSONNEL REPORT 16-02
AUGUST 8, 2016
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
Employment Promotion						
*Keo, Monyrotana	Research Analyst 8 hrs. per day/12 mo.	Research	149-I	Monthly \$6,432 LCAP**	07-14-16	
Short Term						
*Garcia, Emma *Tittle, Alma	District Translator NTE 500 hrs. each	Special Education	Sch. 8 10-I	Hourly \$24.85 Special Education	07-01-16	12-16-16
*Salas, Teri	Office Assistant NTE 20 hrs. per week	Superintendent's Office	116-III	\$18.14 General Fund	07-05-16	12-16-16
*Alvarez, Enna *Arias, Olivia *Barrera, Cynthia *Chavers, Alexandra *Collazo Hernandez, Claudia *Contreras, Lissandy *Figueroa, Maricela *Garnett, Bethany *Gonzalez, Sarah *Hernandez, Claudia *Molina, Mercy *Newsome, Helga *Nunez, Margarita *Perez, Mayra *Perez, Susana *Zubiri-Salva, Arlene	Instructional Assistant – ECE NTE 5.5 hrs. per day each	Gaines ECE	111-I	\$14.52 ECE***	07-01-16	08-12-16
Galindo, Heylynn Johnson, Khalilah	Instructional Assistant NTE 27.5 hrs. per week each	Keppel	111-I	\$14.52 LCAP	08-15-16	12-16-16
*Dorsey, Brenda	Office Assistant NTE 32 hrs.	Wirtz	116-I	\$16.43 General Fund	08-02-16	08-12-16

* Ratification
** Local Control Accountability Plan
*** Early Childhood Education

**PERSONNEL REPORT 16-02
AUGUST 8, 2016
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>Short Term Extended School Year</u>						
*Barba, Octavio *Bonilla, Magali *Carrera Cruz, Michelle *Cervantes-Vega, Elizabeth *Chavez-Salas, Claudia *Curiel, Jeanne *De La Cruz, Claudia	Instructional Assistant – SE/SH NTE 5.5 hrs. per day each	Special Education	115-I	Hourly \$16.03 Special Education	06-13-16	07-21-16
*Guzman, Iomara	Instructional Assistant – SE/SH NTE 5.5 hrs. per day	Student Services	115-I	\$16.03 General Fund	06-13-16	07-14-16
<u>Student Worker</u>						
*Tinoco, Gabriel	Student Worker NTE 24 hrs. per week	Educational Services		Hourly \$10.00 EIA-LEP**	07-05-16	08-16-16
*Castillo, Jishaly	Student Worker NTE 100 hrs.	Paramount High-West		\$10.00 EIA-LEP	07-05-16	08-16-16
<u>Summer Assignment</u>						
*Corrales, Gregoria	Office Assistant NTE 150 hrs.	Educational Services	216-V	Hourly \$20.48*** CTE Incentive Grant	07-11-16	08-05-16
*Yrra, Elizabeth	Library Technician NTE 10 hrs. per day	Educational Services	316-V	\$20.59*** EIA-LEP	07-05-16	07-28-16
*Acevedo, Guadalupe *Berruecos, Silvia *Flores-Trejo, Mayra *Green, Gloria *Lucas, Maria *Nevarez, Maria	Nutrition Services Manager NTE 40 hrs. per week each	Student Nutrition Services	317-III 117-III 117-III 617-III 217-III 417-III	\$19.16*** \$18.58 \$18.70*** \$19.51*** \$19.04*** \$19.28*** SNS****	07-01-16	08-01-16

* Ratification

** Economic Impact Aid-Limited English Proficient

*** Includes Longevity and/or Professional Growth Increment

**** Student Nutrition Services

**PERSONNEL REPORT 16-02
AUGUST 8, 2016
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
Summer Assignment continued				Hourly		
*Perez, Leticia	Nutrition Services	Student	317-III	\$19.16**	07-01-16	08-01-16
*Rodriguez, Mayra	Manager	Nutrition	117-III	\$18.58		
*Solano, Consuelo	NTE 40 hrs. per week	Services	417-III	\$19.28**		
*Thompson, Felicia	each		117-III	\$18.58		
*Toledo, Gloria			217-III	\$19.04*** SNS		
*Diaz, Mercy	Instructional Tutor/ Mentor NTE 53 hrs.	Student Services	411-V	\$18.38** Foster Youth	06-15-16	06-30-16
*Patino, Sandra	Student Data Technician NTE 40 hrs. per week	Buena Vista	419-V	\$22.25** EIA-LEP	07-01-16	08-01-16
*Graham, Craig	Campus Security NTE 5.5 hrs.	Community Day School	618-V	\$21.95** LCAP	06-15-16 only	
*Alonso, Martha	Instructional	Gaines ECE	111-V	\$17.81**	07-01-16	08-12-16
*Amezcuca, Diana	Assistant – ECE		111-V	\$17.81**		
*Arellano, Mary E.	NTE 5.5 hrs. per day		311-V	\$18.27**		
*Ayala, Anayeli	each		211-V	\$18.15**		
*Baca, Velia			211-V	\$18.15**		
*Calderon, Elvia			211-V	\$18.15**		
*Chavez, Lucy			111-V	\$17.69		
*Cruz, Maria			611-V	\$18.61**		
*Del Campo, Jazmin			111-V	\$17.69		
*Godinez, Nathalie			111-V	\$17.69		
*Palacios-Orduno, Maria			111-V	\$17.69		
*Ramos, Angela			111-V	\$17.69		
*Rodriguez, Maria			211-V	\$18.15**		
*Ruiz, Laura Elena			311-V	\$18.27**		
*Salazar, Blanca			111-V	\$17.69		
*Salazar, Oscar			111-V	\$17.69		
*Sandoval, Yoana			111-V	\$17.69		
*Smith, Evelyn			111-V	\$17.69		
*Spear, Lisa			311-V	\$18.27**		
*Tlaseca, Rosario			411-V	\$18.38** ECE		
*Coleman, Yuvia	Technology Instructional Assistant NTE 33 hrs.	Hollydale	118-I	\$17.26 EIA-LEP	06-13-16	06-24-16

* Ratification

** Includes Longevity and/or Professional Growth Increment

**PERSONNEL REPORT 16-02
AUGUST 8, 2016
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
Summer Assignment						
<u>continued</u>						
*Martinez, Liliana	School Office Assistant NTE 30 hrs.	Hollydale	116-I	Hourly \$16.43 General Fund	06-13-16	06-30-16
*Guerrero, Monique	Technology Instructional Assistant NTE 6 hrs. per day	Jackson	118-I	\$17.38** Title I	06-13-16	06-30-16
*Miranda, Sally	School Administrative Assistant NTE 5.5 hrs. per day	Lincoln	323-V	\$24.36** LCAP	07-01-16	07-14-16
*Olmos, Christie	Student Data Technician NTE 5.5 hrs. per day	Lincoln	319-V	\$22.14** LCAP	07-01-16	07-14-16
*Salado, Jose	Technology Instructional Assistant NTE 5 hrs. per day	Lincoln	118-II	\$18.14 Title I	06-13-16	07-14-16
*Morales, Olga	Language Assessment Assistant NTE 6.25 hrs. per day	Paramount High-Senior	213-V 613-V	\$19.04** \$19.51** EIA-LEP	07-05-16	07-28-16
*Richards, Guadalupe						
*Vargas, Ruby	Student Data Technician NTE 50 hrs.	Paramount Park	319-V	\$22.14** General Fund	07-05-16	07-29-16
*Martinez, Ruben	Technology Instructional Assistant NTE 25 hrs.	Roosevelt	118-I	\$17.26 Title I	06-13-16	06-30-16
*Figueroa, Erica	Counseling Assistant NTE 16 hrs.	Wirtz	123-V	\$23.79 Title I	06-13-16	06-30-16
*Mota, Arnoldo	Technology Instructional Assistant NTE 25 hrs.	Wirtz	118-II	\$18.14 Title I	06-13-16	06-30-16

* Ratification

** Includes Longevity and/or Professional Growth Increment

**PERSONNEL REPORT 16-02
AUGUST 8, 2016
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
Summer Assignment continued *Rendon, Valerie	School Health/Office Technician NTE 32 hrs.	Wirtz	116-III	Hourly \$18.14 General Fund	07-05-16	07-14-16
WORKING OUT OF CLASSIFICATION *Peña, Antonio	Lead Custodian NTE 10 hrs. per day	Operations	123-III	Monthly \$3,737 General Fund	06-30-16	07-08-16
*Ruiz, Joe	Lead Custodian NTE 10 hrs. per day	Operations	123-I	\$3,384 General Fund	07-05-16	07-08-16
*Venegas, Viviana	Senior Payroll Technician NTE 10 hrs. per day	Fiscal Services	227-V	\$4,632** General Fund/ SNS	07-05-16	09-30-16

* Ratification

** Includes Longevity and/or Professional Growth Increment

**PERSONNEL REPORT 16-02
AUGUST 08, 2016
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	DESCRIPTION	EFFECTIVE	
				FROM	TO
<u>LEAVE OF ABSENCE</u>					
McCarty, Brent	Maintenance Worker	Operations	Family & Medical Leave	07-01-16*	06-30-17
Meza, Charles	Instructional Assistant – SE/SH	Alondra	Personal	08-15-16	12-16-16
<u>RESIGNATION</u>					
Moreno Bolanos, Mayra	Short Term Instructional Tutor/Mentor	Student Services	Personal	06-29-16	
Nava, Lisbeth	School Health/Office Technician	Alondra	Personal	08-02-16	
<u>TERMINATION</u>					
Williams, Derrick	Substitute Office Assistant	District	End of Assignment	06-30-16	

* Intermittent Leave, as needed

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Myrna Morales, Assistant Superintendent-Human Resources
DATE: August 8, 2016
SUBJECT: Consultant 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 contract service is requested:

#	Consultant	Services to be Provided/ Audience	Site/ Requested by	Time Period	Cost/ Funding Source
1	Los Angeles County Superintendent of Schools PC-16-1750	Create Employee Assistance Program to provide full-time employees a source of information, pre-referral counseling, evaluation, referrals and follow-up, and to provide training programs for management and supervisory personnel to assist in the early recognition of employee problems that can or do affect performance.	Human Resources Requested by: Myrna Morales	July 1, 2016 through June 30, 2017	Amount not to exceed \$12,342 (1210 full-time employees x \$10.20 per employee per year) from General Fund
2	eSchool Solutions PC 16-1751	Consultant will provide software, training, and ongoing support for operation of the Substitute Employee Management System.	Human Resources Requested by: Myrna Morales	July 1, 2016 through June 30, 2017	Not to exceed \$6,527 from General Fund

POLICY/ISSUE:

Board Policy 4126 – Consultants and Independent Contractors Provide Specialized Services

FISCAL IMPACT:

As indicated above.

STAFF RECOMMENDATION:

Ratify the Consultant Services Request authorizing contracts with consultants or independent contractors who provide specialized services, as submitted.

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.

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent-Secondary Educational Services
DATE: August 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/ Audience	Site/ Requested by	Time Period	Cost/ Funding Source
1	2 Teach, LLC PC16-1745	Consultant to provide staff development and follow-up to secondary teachers and administrators on co-teaching and inclusion.	Special Education Requested by: Kimberly Cole	August 25, 2016 through June 30, 2017	Not to exceed \$30,000 from LCAP and Medi-Cal Program funds
	Pediatric and Adolescent Psychology Associates PC16-1746	Consultant to provide an Independent Education Evaluation for psychoeducational assessment at District's expense.	Special Education Requested by: Kimberly Cole	August 9, 2016 through June 30, 2017	Not to exceed \$5,500 from Special Education funds
	One Child At A Time PC16-1747	Consultant to provide training to teacher and aide to monitor a student's assistive technology device.	Special Education Requested by: Kimberly Cole	August 9, 2016 through June 30, 2017	Not to exceed \$1,500 from Special Education funds

CONSENT ITEM: 3.1-C

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.

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: August 8, 2016
SUBJECT: Purchase Order Report 16-02

BACKGROUND INFORMATION:

The Board receives and approves Purchase Orders as submitted. Individual Purchase Orders and supporting documentation are available for review in the Business Services Department.

2015/2016

1. Ratified Orders – General Fund	\$	6,872.76
2. Ratified Orders (Under \$1,500)		9,615.77
TOTAL OF ALL ORDERS	\$	<u>16,488.53</u>

2016/2017

1. Ratified Orders- Cafeteria Fund	\$	4,416.67
2. Ratified Orders- Child Development Fund		14,824.98
3. Ratified Orders – General Fund		194,308.78
4. Authorized Orders – General Fund		440,678.48
5. Ratified Orders – LCAP		15,075.21
6. Authorized Orders – LCAP		252,181.43
	Subtotal \$	921,485.55
7. Ratified Orders (Under \$1,500)		36,042.06
TOTAL OF ALL ORDERS	\$	<u>957,527.61</u>

FISCAL IMPACT:

As indicated above

STAFF RECOMMENDATION:

CONSENT ITEM: 4.1-C

Approve Purchase Order Report 16-02 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.

Paramount Unified School District

2015/2016

Purchase Orders To Be Ratified and Authorized

August 08, 2016

PO Number	Vendor	Site	Description	Total Amount
010 - General Fund				
16-02873	HERFF JONES INC. DIPLOMA DIVISION	Buena Vista High School	Graduation materials	\$1,567.18
16-02879	ACADEMIC CAP AND GOWNS	Paramount High School	Diplomas (1,123)	\$2,978.43
16-02880	ACADEMIC CAP AND GOWNS	Paramount High School	Graduation gowns (121)	\$2,327.15

* 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

August 08, 2016

PURCHASE ORDER SUMMARY BY FUND

42 Purchase orders for a total of \$16,488.53

010 - General Fund	To Be Ratified Over \$1,500	\$6,872.76
	To Be Ratified Under \$1,500	\$8,940.77
	Fund Total	\$15,813.53
110 - Adult Education Fund	To Be Ratified Under \$1,500	\$675.00
	Fund Total	\$675.00

Paramount Unified School District

2016/2017

Purchase Orders To Be Ratified and Authorized

August 08, 2016

PO Number	Vendor	Site	Description	Total Amount
010 - General Fund				
17-00235	SOUTHWEST SCHOOL & OFFICE SUPPLY	Keppel Elementary School	Annual: online ordering	\$4,500.00
17-00261	STAPLES	Superintendents Office	Annual: online ordering	\$2,000.00
17-00262	STAPLES	Special Education	Annual: online ordering	\$4,500.00
17-00263	ORGANIZED SPORTSWEAR	Jackson Middle School	Annual: PE uniforms	\$5,000.00 *
17-00264	PROFORMA SURF CITY PROMO	Jackson Middle School	Annual: student uniforms & teacher supplies	\$2,000.00
17-00277	STAPLES	Secondary Ed Services	Annual: online ordering	\$1,800.00
17-00280	HERFF JONES INC. DIPLOMA DIVISION	Buena Vista High School	Annual: graduation supplies	\$1,500.00
17-00282	STAPLES	Gaines Elementary School	Annual: online ordering	\$3,000.00
17-00285	LAKESHORE LEARNING MATERIALS	Collins Elementary School	Classroom materials	\$3,968.04
17-00288	BUDDY'S ALL STARS, INC.	Paramount High School	Athletic apparel	\$4,251.00
17-00290	ALERT+SERVICES, INC.	Paramount High School	Health supplies	\$2,227.22
17-00292	LAKESHORE LEARNING MATERIALS	Jefferson Elementary School	Classroom carpets (4)	\$1,984.02
17-00296	SOUTHWEST SCHOOL & OFFICE SUPPLY	Roosevelt Elementary School	Office supplies	\$1,535.03
17-00299	STAPLES	Collins Elementary School	Annual: online ordering	\$4,998.74
17-00300	SOUTHWEST SCHOOL & OFFICE SUPPLY	Collins Elementary School	Annual: online ordering	\$4,998.74
17-00301	STAPLES	Los Cerritos Elementary School	Annual: online ordering	\$4,900.00
17-00303	RENAISSANCE LEARNING, INC.	Roosevelt Elementary School	Subscription renewal: Accelerated Reader (600), Math Fluency (600), STAR Reader (600)	\$10,169.00 *
17-00304	SOUTHWEST SCHOOL & OFFICE SUPPLY	Gaines Elementary School	Annual: online ordering	\$7,000.00 *
17-00305	STAPLES	Wirtz Elementary School	Annual: online ordering	\$4,500.00
17-00306	STAPLES	Buena Vista High School	Annual: online ordering	\$2,000.00
17-00307	SCHOOL LIFE	Wirtz Elementary School	Annual: student incentives	\$2,500.00
17-00308	SCHOOL LIFE	Wirtz Elementary School	Annual: student incentives	\$4,000.00
17-00309	SCHOLASTIC NEWS SERVICE	Collins Elementary School	Subscription renewal	\$2,217.87
17-00310	THE GATSBY LLC DBA GAME CHANGER	Maintenance & Operations	Annual: CSP uniforms	\$2,000.00
17-00311	PEARSON EDUCATION	Educational Services	Anthropology textbooks (110) (Board adopted: 06/22/2016)	\$20,990.97 *
17-00312	MCGRAW-HILL/CONTEMPO RARY	Educational Services	AP World History textbooks (175) (Board adopted: 06/22/2016)	\$27,419.71 *
17-00313	RICOH PROFESSIONAL SERVICES	Maintenance & Operations	Print shop software	\$4,000.00

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

Paramount Unified School District

2016/2017

Purchase Orders To Be Ratified and Authorized

August 08, 2016

PO Number	Vendor	Site	Description	Total Amount
010 - General Fund				
17-00317	STAPLES	Secondary Ed Services	Annual: online ordering	\$2,000.00
17-00320	PYRO-COMM SYSTEMS	Maintenance & Operations	Paramount High School: fire alarm panel	\$1,750.00
17-00325	PEARSON	Business Services	Subscription	\$2,110.36
17-00327	VEX ROBOTICS, INC.	Alondra Middle School	Classroom materials Computer Intergrated Manufacturing class	\$8,268.77 *
17-00328	CI SOLUTIONS	Paramount High School	School ID unit system rental & supplies	\$5,075.35 *
17-00339	COSTCO BUSINESS	Collins Elementary School	Teacher chairs (24)	\$3,400.54
17-00372	SOUTHWEST SCHOOL & OFFICE SUPPLY	Secondary Ed Services	Module furniture	\$4,067.42
17-00374	ALBERTSON'S MARKET	Paramount High School	Annual: meeting supplies	\$2,725.00
17-00375	STAPLES	Paramount High School	Annual: online ordering	\$2,725.00
17-00379	PETER BECKHART	Paramount High School	Marching band drill design	\$2,000.00
17-00383	CODESP	Human Resources	Membership	\$1,950.00
17-00384	KIS COMPUTER CENTER	Curriculum, Instruction & Projects	Notebook computers (2) & accessories	\$4,596.53
17-00386	KIS COMPUTER CENTER	Secondary Ed Services	Computers (3)	\$3,630.78
17-00387	REALLY GOOD STUFF	Wirtz Elementary School	Classroom supplies	\$2,411.31
17-00390	STEAM X	Maintenance & Operations	Annual: pressure washer repairs	\$4,000.00
17-00404	ABBA TERMITE & PEST CONTROL	Maintenance & Operations	Annual: bee removal services	\$1,500.00
17-00407	D & M DRAPERIES, INC.	Maintenance & Operations	Paramount High School: drapery services	\$9,357.65 *
17-00409	SOUTHWEST SCHOOL & OFFICE SUPPLY	Paramount High School	Annual: online ordering	\$4,905.00
17-00413	FOLLETT SCHOOL SOLUTIONS, INC.	Curriculum, Instruction & Projects	Paramount High School-West: Algebra textbooks (250) (Board adopted: 5/14/2014)	\$17,091.20 *
17-00417	EDUCATIONAL DATA SYSTEMS	Educational Services	CELDT set up fees	\$2,576.50
17-00418	WESTED	Educational Services	Healthy student surveys (1,168), Secondary enrollment (3,576)	\$2,392.85
17-00419	FLOOR TECH	Educational Services	Replace Carpet	\$1,900.00
17-00420	U. S. BANK	Alondra Middle School	Amazon: classroom supplies	\$3,625.28
17-00421	SOUTHWEST SCHOOL & OFFICE SUPPLY	Paramount High School West	Annual: office supplies	\$5,000.00 *
17-00422	SOUTHWEST SCHOOL & OFFICE SUPPLY	Paramount High School West	Annual: office supplies	\$4,999.00
17-00423	J. W. PEPPER OF LOS ANGELES	Paramount High School West	Annual: music supplies	\$2,500.00
17-00428	SOUTHWEST SCHOOL & OFFICE SUPPLY	Roosevelt Elementary School	Office supplies	\$3,191.36
17-00429	BSN SPORTS	Maintenance & Operations	Basketball backstop & bleacher service: Alondra, Hollydale,PHS-West,Paramount High School, & Zamboni	\$14,586.37 *

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

Paramount Unified School District

2016/2017

Purchase Orders To Be Ratified and Authorized

August 08, 2016

PO Number	Vendor	Site	Description	Total Amount
010 - General Fund				
17-00431	RENAISSANCE LEARNING, INC.	Lincoln Elementary School	Subscription renewal: Accelerated Reader (520), STAR Reader (460)	\$4,996.00
17-00432	SOUTH BAY HEATING & AIR CONDITIONING INC	Maintenance & Operations	Alondra: replacement energy management system	\$136,300.00 *
17-00433	CI SOLUTIONS	Paramount High School West	Service agreement: student ID system	\$2,717.68
17-00435	E.D. SCREEN PRINTING	Alondra Middle School	Annual: PE supplies	\$4,999.00
17-00436	E.D. SCREEN PRINTING	Alondra Middle School	Annual: PE supplies	\$4,999.00
17-00439	ESCHOOL SOLUTIONS	Fiscal Services	Subscription renewal	\$6,527.00 *
17-00442	KIS COMPUTER CENTER	Secondary Ed Services	Notebook computer (1) & accessories	\$2,298.27
17-00443	ORGANIZED SPORTSWEAR	Alondra Middle School	PE locks (400)	\$2,289.00
17-00444	AUDIOVISION INC.	Collins Elementary School	Projector screens & installation (23)	\$25,599.00 *
17-00445	KIS COMPUTER CENTER	Alondra Middle School	Notebook computers (50), printers (2), carts (2)	\$39,611.69 *
17-00446	SOUTHWEST SCHOOL & OFFICE SUPPLY	Paramount High School West	Annual: online ordering	\$4,999.00
17-00447	BELLFLOWER MUSIC CENTER	Paramount High School West	Annual: repairs for music class	\$2,500.00
17-00448	STAPLES	Paramount High School West	Music instrument repair	\$4,999.00
17-00449	KIS COMPUTER CENTER	Special Education	Notebook computers (5)	\$3,556.13
17-00450	KIS COMPUTER CENTER	Collins Elementary School	Computers (5)	\$6,051.30 *
17-00452	AMC CONCRETE INC.	Maintenance & Operations	PHS-West: campus cafeteria replace concrete	\$4,465.00
17-00453	STAPLES	Educational Services	Annual: online ordering	\$1,500.00
17-00454	STAPLES	Educational Services	Annual: online ordering	\$3,000.00
17-00455	STAPLES	Fiscal Services	Annual: online ordering	\$3,000.00
17-00463	STAPLES	Paramount High School	Office supplies	\$1,842.39
17-00466	VIRCO INC	Paramount High School West	Stools (42)	\$2,494.09
17-00467	GARD MUSIC	Zamboni Middle School	Musical instruments (18)	\$5,406.95 *
17-00468	GARD MUSIC	Hollydale K-8 School	Musical instruments (18)	\$5,406.95 *
17-00469	GARD MUSIC	Alondra Middle School	Musical instruments (18)	\$5,406.95 *
17-00470	GARD MUSIC	Paramount Park Middle School	Musical instruments (18)	\$5,406.95 *
17-00471	GARD MUSIC	Jackson Middle School	Musical instruments (18)	\$5,406.95 *
17-00472	PIONEER CHEMICAL COMPANY	Maintenance & Operations	Warehouse stock	\$18,121.25 *
17-00480	NET ELECTRONICS	Maintenance & Operations	Fire alarm supplies	\$7,711.75 *
17-00481	GOPHER SPORTS EQUIPMENT	Paramount High School	PE supplies	\$2,040.26
17-00489	VIRCO INC	Paramount High School	Classroom tables (12), student chairs (36)	\$8,138.77 *
17-00490	VEX ROBOTICS, INC.	Paramount High School	Classroom materials Computer Intergrated Manufacturing class	\$18,312.85 *
17-00522	KIS COMPUTER CENTER	Alondra Middle School	Computers (4)	\$6,859.72 *

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

Paramount Unified School District

2016/2017

Purchase Orders To Be Ratified and Authorized

August 08, 2016

PO Number	Vendor	Site	Description	Total Amount
010 - General Fund				
17-00560	MAKERBOT	Alondra Middle School	3D printers (4) & accessories	\$13,727.75 *
010 - General Fund - LCAP				
17-00321	NAVIANCE, INC.	Paramount High School	Naviance software	\$54,588.20 *
17-00388	STEAM X	Maintenance & Operations	Pressure washers (10) & accessories	\$17,817.41 *
17-00408	UNIVERSAL ASPHALT COMPANY	Maintenance & Operations	Parking lot: asphalt repair	\$28,775.00 *
17-00434	FC & SONS ROOFING INC.	Maintenance & Operations	Collins: replace roof front office (Bid #4-15-16)	\$29,084.00 *
17-00451	KIS COMPUTER CENTER	Jefferson Elementary School	Printers (2) & supplies	\$1,702.58
17-00476	FUTURE DESIGN COMMUNICATIONS	Technology	Network cabling for wireless: CDS, Collins, Gaines, Lincoln, Los Cerritos, Mokler, & Wirtz	\$93,769.00 *
17-00479	LEARNING A-Z	Wirtz Elementary School	Professional development licenses (63)	\$4,406.85
17-00485	A-G SOD FARMS, INC.	Maintenance & Operations	Gaines: replacement sod & big roll installation	\$4,405.78
17-00486	TAPIA LANDSCAPING	Maintenance & Operations	Gaines: landscaping services	\$4,560.00
17-00487	ALLWOOD	Maintenance & Operations	Lincoln: replace countertop (2)	\$9,200.00 *
17-00488	APPLE, INC.	Collins Elementary School	Ipads (31)	\$18,947.82 *
120 - Child Development Fund				
17-00258	LAKESHORE LEARNING MATERIALS	ECE - Gaines	Annual: classroom supplies	\$3,815.00
17-00259	SOUTHWEST SCHOOL & OFFICE SUPPLY	ECE - Gaines	Annual: online ordering	\$3,270.00
17-00260	STAPLES	ECE - Gaines	Annual: online ordering	\$3,270.00
17-00324	DEFOE FURNITURE 4 KIDS	ECE - Gaines	Playhouse	\$2,542.86
17-00402	HOME DEPOT CREDIT SERVICES	ECE - Gaines	Safety gates (25)	\$1,927.12
130 - Cafeteria Fund				
17-00477	SHIRTS UNLIMITED	Nutrition Services	Cafeteria uniforms	\$4,416.67

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

Paramount Unified School District

2016/2017

Purchase Orders To Be Ratified and Authorized

August 08, 2016

PURCHASE ORDER SUMMARY BY FUND

172 Purchase orders for a total of \$957,527.61

010 - General Fund	To Be Authorized	\$440,678.48
	To Be Ratified Over \$1,500	\$194,308.78
	To Be Ratified Under \$1,500	\$34,768.18
	Fund Total	\$669,755.44
010 - General Fund - LCAP	To Be Authorized	\$252,181.43
	To Be Ratified Over \$1,500	\$15,075.21
	To Be Ratified Under \$1,500	\$1,001.71
	Fund Total	\$268,258.35
120 - Child Development Fund	To Be Ratified Over \$1,500	\$14,824.98
	To Be Ratified Under \$1,500	\$272.17
	Fund Total	\$15,097.15
130 - Cafeteria Fund	To Be Ratified Over \$1,500	\$4,416.67
	Fund Total	\$4,416.67

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: August 8, 2016
SUBJECT: Warrants for the Month of July 2016

BACKGROUND INFORMATION

The following warrants were issued during the month of July:

FUNDS	REGISTER NO.		AMOUNT
<u>GENERAL FUND (01)</u>			
Certificated Salaries	C1L/196	\$	8,019,400.36
Classified Salaries	181/207	\$	2,066,198.46
Commercial Warrants	23091983/23139969	\$	3,261,226.78
TOTAL GENERAL FUND		\$	<u>13,346,825.60</u>
<u>ADULT EDUCATION FUND (11)</u>			
Certificated Salaries	C1L/194	\$	140,512.20
Classified Salaries	E4X/H1A	\$	48,649.78
Commercial Warrants	23091983/23139969	\$	198,445.85
TOTAL ADULT EDUCATION FUND		\$	<u>387,607.83</u>
<u>CHILD DEVELOPMENT FUND (12)</u>			
Certificated Salaries	C1L/C5L	\$	67,411.78
Classified Salaries	E4X/H1A	\$	37,116.46
Commercial Warrants	23091983/23139969	\$	10,695.43
TOTAL CHILD DEVELOPMENT		\$	<u>115,223.67</u>
<u>BUILDING (BOND) FUND (21)</u>			
Commercial Warrants	23091983/23139969	\$	316,350.00
TOTAL BUILDING (BOND) FUND		\$	<u>316,350.00</u>
<u>CAPITAL FACILITIES FUND (25)</u>			
Classified Salaries		\$	0.00
Commercial Warrants	23091983/23139969	\$	100,704.19
TOTAL CAPITAL FACILITIES FUND		\$	<u>100,704.19</u>

CONSENT ITEM: 4.2-C

SCHOOL FACILITIES FUND (35)

Commercial Warrants	23091983/23139969	\$	15,475.00
TOTAL SCHOOL FACILITIES FUND		\$	<u>15,475.00</u>

CAFETERIA FUND (61)

Classified Salaries	E4X/207	\$	311,044.92
Commercial Warrants	23091983/23139969	\$	135,342.49
TOTAL CAFETERIA FUND		\$	<u>446,387.41</u>

SELF-INSURANCE FUND - H & W (67.0)

Commercial Warrants	23091983/23139969	\$	22,441.08
TOTAL SELF-INSURANCE FUND - H & W		\$	<u>22,441.08</u>

SELF-INSURANCE FUND - Workers' Comp (67.1)

Commercial Warrants	23091983/23139969	\$	0.00
TOTAL SELF-INSURANCE FUND - Workers' Comp		\$	<u>0.00</u>

SELF-INSURANCE FUND - Early Retirees (67.2)

Commercial Warrants	23091983/23139969	\$	532,967.29
TOTAL SELF-INSURANCE FUND - Early Retirees		\$	<u>532,967.29</u>

REVOLVING CASH FUND

Commercial Warrants	8743/8782	\$	21,746.95
TOTAL REVOLVING CASH FUND		\$	<u>21,746.95</u>

TOTAL WARRANTS ALL FUNDS

\$ 15,305,729.02

POLICY/ISSUE:

Education Code, Section 42643 - Keeping a Register of Warrants Open to Public Inspection Required

Board Policy 3326.1 - Warrants

FISCAL IMPACT:

As shown above

STAFF RECOMMENDATION:

Approve warrants for all funds through July with a total of \$15,305,729.02.

PREPARED BY:

Patricia Tu, Director-Fiscal Services

DISTRICT PRIORITY 9:

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

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: August 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 \$95.44 from Target's *Take Charge of Education* program. This donation will be designated for the students of Paramount High School to support student incentives.
2. The District received a donation totaling \$246.00 from Media All Stars. This donation will be designated for the students of Paramount High School to support the Athletics Department.
3. The District received a donation totaling \$70.00 from Target's *Take Charge of Education* program. This donation will be designated for the students of Los Cerritos School to support materials and supplies.
4. The District received a donation totaling \$75.51 from Target's *Take Charge of Education* program. This donation will be designated for the students of Tanner School to support student incentives.

For the current 2016-17 fiscal year through August 8, 2016, the District has received an estimated total, which includes the above amounts, of \$5,947.30 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.

CONSENT ITEM: 4.3-C

PREPARED BY:

Ruben Frutos, 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: Ruben Frutos, Assistant Superintendent-Business Services
DATE: August 8, 2016
SUBJECT: Consultant 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 contracted services are requested:

	Consultant	Services to be Provided/ Audience	Site/ Requested for	Time Period	Cost/ Funding Source
1	Durham Transportation PC16-1748	Provide transportation services for District students.	Operations Requested by: Cindy DiPaola	August 9, 2016 through August 9, 2021	Hourly rates, with a 4-hour minimum not to exceed \$398.77, and additional hours not to exceed \$37.03, to be paid from General Funds
2	DecisionInsite PC16-1749	Provide enrollment projections and the web-based Student View System.	Business Services Requested by: Ruben Frutos	July 1, 2016 through June 30, 2019	Total contract amount \$18,638 per year. Total contract amount not to exceed \$55,914 for a three-year period, from Capital Facilities Funds
3	Vicenti, Lloyd & Stutzman, LLP PC16-1753	Preparation of accounting entries related to the bridge funding and bond anticipation note activity for the 2015-16 fiscal year.	Fiscal Services Requested by: Patricia Tu	July 1, 2016 through October 31, 2016	Not to exceed \$2,500 from General Funds

POLICY/ISSUE:

Board Policy 4126 – Consultants

FISCAL IMPACT:

As shown above

STAFF RECOMMENDATION:

Approve the Consultant Services requests authorizing contracts with consultants or independent contractors who provide specialized services, and authorize the Superintendent or designee to execute all necessary documents.

PREPARED BY:

Ruben Frutos, 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: August 8, 2016
SUBJECT: Proposed Revised Board Policy 4118.112, 4218.112, 4331.1 – Sexual Harassment

BACKGROUND INFORMATION:

Submitted for second reading and adoption is the proposed revised Board Policy 4118.112, 4218.112, 4331.1 – Sexual Harassment. The current policy is being revised in order to update the policy to a more inclusive policy in following sexual harassment procedures.

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

POLICY/ISSUE:

Government Code 12900 – 12996 – Fair Employment and Housing Act

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Accept for second reading and adopt the proposed revised Board Policy 4118.112, 4218.112, 4331.1 – Sexual Harassment which reflects current state regulations.

PREPARED BY:

Beatriz Spelker-Levi, Director of Personnel – Human Resources

DISTRICT PRIORITY 6:

Monitor and promote school safety and security.

ACTION ITEM: 2.1-A

CURRENT POLICY

BP 4118.112 (a)
4218.112
4331.1

Personnel – Certificated/ Classified/ Management

Sexual Harassment Complaints

Pursuant to the guidelines on sex discrimination issued by the Equal Employment Opportunity Commission, the Board endorses the following policy:

1. It is unlawful and against the policies of the Paramount Unified School District for any employee, male or female, to sexually harass another employee by:
 - a. Making sexual advances or requests for sexual favors or other visual, verbal or physical conduct of a sexual nature; or
 - b. Making submission to, or rejection of, such conduct the basis for initial or continued employment decisions affecting the employee; or
 - c. Creating an intimidating, hostile or offensive working environment by such conduct; or
 - d. Making submission to, or rejection of, such conduct the basis for any decisions affecting benefits, services, honors, programs, or other available activities.
2. Any employee who believes he or she has been the subject of sexual harassment shall report the alleged act to an appropriate supervisory or management employee. The employee will be requested to place the complaint in writing but shall not be required to do so. The factual requirements for reporting a complaint will be emphasized with the employee. An investigation of all complaints shall be undertaken immediately. Any supervisor, employee or agent of the District who has been found by the District, after appropriate investigation, to have sexually harassed another employee will be subject to appropriate disciplinary action, depending on the circumstances, from a written warning, up to, and including, dismissal from employment.

Complaints involving sexual harassment shall not be subject to any complaint procedure requirement that would cause the employee to resolve the complaint directly with the offending person.

(cf. 4135.4 – Complaints)

The Board recognizes that the question of whether or not a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination based on all facts in the matter. Given the nature of this type of discrimination, the Board also

CURRENT POLICY

BP 4118.112 (b)
4218.112
4331.1

Personnel – Certificated/ Classified/ Management

Sexual Harassment Complaints

recognizes that false accusations of sexual harassment can have serious effects on innocent women and men. The Board trusts that all employees of the District will continue to act responsibly to establish a pleasant working environment free of discrimination. The Board encourages any employee to speak with the Assistant Superintendent of Human Resources of the Director of Personnel regarding questions they may have about discrimination.

Legal Reference: Education Code

40	Prohibition of Discrimination on the Basis of Sex
200 et al.	Prohibition of Discrimination on the Basis of Sex
212.5	Sexual Harassment, Defined
230	Particular Practices, including Sexual Harassment
44830	Employment of Certificated personnel
45293	Questions to be Asked Candidates; No Discrimination in Employment

Administrative Code, Title 5

Government Code

12900	Unlawful employment Practices
12920 et seq.	Public Policy
12940 et seq.	Discrimination Prohibited; Unlawful Practices, Generally

Labor Code

1735	Discrimination in Employment Because of Race, Color, etc.
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Title VII, Civil Rights Act as amended by
Title IX, Equal Employment Opportunity Act

Meritor Savings Bank, FSB v. Vinson et al.

86	Daily Journal D. A. R. 2130
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Policy

adopted:	2-10-87	PARAMOUNT UNIFIED SCHOOL DISTRICT
revised:	1-28-92	Paramount, California
revised:	1-12-99	

PROPOSED POLICY

BP 4118.112 (a)
4218.112
4331.1

Personnel – Certificated/ Classified/ Management

Sexual Harassment Complaints

Pursuant to the guidelines on sex discrimination issued by the Equal Employment Opportunity Commission, the Board endorses the following policy:

The Governing Board prohibits sexual harassment of District employees and job applicants. The Board also prohibits retaliatory behavior or action against District employees or other persons who complain, testify or otherwise participate in the complaint or investigative process.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Provide training notification to employees in accordance with law and administrative regulation.
2. Publicize and disseminate the district's sexual harassment policy to staff.
3. Ensuring prompt, thorough, and fair investigation of complaints.
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments.

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent actions.

Sexual Harassment Complaints

It is unlawful and against the policies of the Paramount Unified School District for any employee, male or female, to sexually harass another employee by:

1. Making sexual advances or requests for sexual favors or other visual, verbal or physical conduct of a sexual nature; or
2. Making submission to, or rejection of, such conduct the basis for initial or continued employment decisions affecting the employee; or
3. Creating an intimidating, hostile or offensive working environment by such conduct; or

PROPOSED POLICY

BP 4118.112 (b)
4218.112
4331.1

Personnel – Certificated/ Classified/ Management

Sexual Harassment Complaints

4. Making submission to, or rejection of, such conduct the basis for any decisions affecting benefits, services, honors, programs, or other available activities.

Any employee who believes he or she has been the subject of sexual harassment shall report the alleged act to an appropriate supervisory or management employee. The employee will be requested to place the complaint in writing but shall not be required to do so. The factual requirements for reporting a complaint will be emphasized with the employee. An investigation of all complaints shall be undertaken immediately. Any supervisor, employee or agent of the District who has been found by the District, after appropriate investigation, to have sexually harassed another employee will be subject to appropriate disciplinary action, depending on the circumstances, from a written warning, up to, and including, dismissal from employment.

Complaints of sexual harassment shall be filed in accordance with AR 4030-Nondiscrimination in Employment. Any employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

Complaints involving sexual harassment shall not be subject to any complaint procedure requirement that would cause the employee to resolve the complaint directly with the offending person. (cf. 4135.4 – Complaints)

~~The Board recognizes that the question of whether or not a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination based on all facts in the matter. Given the nature of this type of discrimination, the Board also recognizes that false accusations of sexual harassment can have serious effects on innocent women and men.~~ The Board trusts that all employees of the District will continue to act responsibly to establish a pleasant working environment free of discrimination. The Board encourages any employee to speak with the Assistant Superintendent of Human Resources or the Director of Personnel regarding questions they may have about discrimination.

PROPOSED POLICY

BP 4118.112 (c)
4218.112
4331.1

Personnel – Certificated/ Classified/ Management

Sexual Harassment Complaints

Legal Reference:	<u>Education Code</u>	
	40	Prohibition of Discrimination on the Basis of Sex
	200 et al.	Prohibition of Discrimination on the Basis of Sex
	212.5	Sexual Harassment, Defined
	230	Particular Practices, including Sexual Harassment
	<u>5145.7</u>	<u>Sexual Harassment</u>
	44830	Employment of Certificated personnel
	45293	Questions to be Asked Candidates;
		No Discrimination in Employment

Administrative Code, Title 5

Government Code

12900	Unlawful employment Practices
12920 et seq.	Public Policy
12940 et seq.	Discrimination Prohibited; Unlawful Practices, General
<u>12900 – 12966</u>	<u>Fair Employment and Housing Act</u>

Labor Code

1735	Discrimination in Employment Because of Race, Color, etc.
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Title VII, Civil Rights Act as amended by
Title IX, Equal Employment Opportunity Act

Meritor Savings Bank, FSB v. Vinson et al.

86	Daily Journal D. A. R. 2130
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Policy

adopted: 2-10-87
revised: 1-28-92
revised: 1-12-99

PARAMOUNT UNIFIED SCHOOL DISTRICT
Paramount, California

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Myrna Morales, Assistant Superintendent-Human Resources
DATE: August 8, 2016
SUBJECT: Resolution 16-06: Institutional Memberships for the 2016-17 School Year

BACKGROUND INFORMATION:

Each year, the Board of Education adopts a master listing of organizations to which divisions, offices, departments, or other subdivisions of the District may belong as institutional members. The Board recognizes that the benefits of membership by divisions and departments to these associations increase communication, participation in organization activities and lower costs for publications, workshops and conferences produced or sponsored by the associations and organizations.

POLICY/ISSUE:

Board Policy 1500 – Relations Between Area, State, Regional and National Associations

Board Policy 1600 – Relations Between Non-Public and Other Educational Organizations

Bylaws of the Board 9340 – Membership in Associations

FISCAL IMPACT:

Organization dues and memberships are paid from various departmental budgets.

STAFF RECOMMENDATION:

Adopt Resolution 16-06 authorizing Paramount Unified School District's institutional memberships for the 2016-17 school year.

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

RESOLUTION 16-06
INSTITUTIONAL MEMBERSHIPS FOR 2016-17

BE IT RESOLVED that the Board of Education of the Paramount Unified School District hereby authorizes institutional membership for said District for the 2016-17 fiscal year in the following organizations:

American Arbitration Association
American Association of School Administrators
American Association of School Personnel Administrators
American Counseling Association (ACA)
American Educational Research Association
American Speech-Language and Hearing Association
Association for Career and Technical Institutes
Association for School, College & University Staffing, Inc.
Association for Supervision & Curriculum Development
Association of California School Administrators
Association of Latino Administrators and Superintendents (ALAS)
Association of Learning Disabled
Association of Low Wealth Schools
Association of Mexican-American Educators
California Alliance Concerned with School Age Parents (CAC SAP)
California Association for Supervision and Curriculum Development
California Association for the Gifted
California Association of Administrators of State & Federal Education Programs
California Association of Bilingual Education
California Association of Educational Office Professionals
California Association of Health, Physical Education & Dance
California Association of Latino Superintendents and Administrators
California Association of Leaders for Career Preparation
California Association of Program Specialists
California Association of Public Purchasing Officers
California Association of Pupil Personnel Administrators
California Association of Regional Occupational Centers/Programs
California Association of Resource Specialists
California Association of School Business Officials
California Association of School Counselors
California Association of School Social Workers
California Association of Suburban School Districts

California Association of Supervisors of Child Welfare and Attendance
California Consortium for Independent Study
California Continuation School Association
California Council for Adult Education
California Educational Placement Association
California Educational Research Association
California Educational Technology Professionals Association
CAL-FED (Federal legislation regarding housing students at school facilities)
California Large Suburban School Districts (CALSSD)
California League of Middle Schools
California Mathematics Council
California Reading Association
California School-Age Consortium
California School Boards Association
California School Nutrition Association
California Science Teachers Association
California Speech-Language and Hearing Association
California Staff Development Council
Chamber of Commerce-Lakewood
Chamber of Commerce-Paramount
Coalition for Adequate School Housing
Computer Using Educators
Cooperative Organization for the Development of Employee Selection Procedures (CODESP)
Council for Exceptional Children
Credential Counselors and Analysts of California
Greater Los Angeles Chapter National Safety Council
International Reading Association
Law Offices of Keith V. Breon
Learning Forward
Los Angeles County Administrators of Special Education
Los Angeles County School Trustees Association
National Alliance of Business
National Association for Bilingual Education
National Association for the Gifted
National Association of Elementary School Principals
National Association of Federal Education Program Administrators
National Association of School Resource Officers

National Association of Secondary School Principals
National Council for the Social Studies
National Council of Teachers of Mathematics
National School Boards Association
National School Public Relations Association
National Science Teachers Association
Performing Arts Council of Los Angeles County, Music Center Educational Division
Phi Delta Kappa
Public Risk Management Association
School Employers Association of California
School Nutrition Association
School Transportation Coalition
Southern California School Nutrition Association
Southern California Superintendents
Urban Superintendents Association of America

I hereby certify that the above is a true copy of a Resolution adopted by the Board of Education of the Paramount Unified School District at its regular meeting held August 8, 2016.

Ruth Pérez, Secretary to the Board of Education

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Deborah Stark, Assistant Superintendent-Educational Services
DATE: August 8, 2016
SUBJECT: *Let's Talk About It* Consultant

BACKGROUND INFORMATION:

Let's Talk About It is a Non-Public Agency that contracts with many school districts throughout Southern California. The Non-Public Agency provides Auditory-Verbal Therapy (AVT) and Deaf and Hard of Hearing Itinerant Services on-site. *Let's Talk About It* services include initial assessments, report with present levels of functioning and annual goals. *Let's Talk About It* will provide an assessment and AVT services for a student per District's offer of free appropriate public education.

POLICY/ISSUE:

Board Policy 4126 – Consultants

FISCAL IMPACT:

Not to exceed \$20,000 from Special Education funds

STAFF RECOMMENDATION:

Approve *Let's Talk About It* consultant to provide an assessment and Auditory-Verbal Therapy services for a student per District's offer of free appropriate public education.

PREPARED BY:

Kimberly Cole, Director – Special Education & 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: 3.1-A

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Deborah Stark, Assistant Superintendent - Educational Services
DATE: August 8, 2016
SUBJECT: Attorney Fees and Settlement Agreement for a Special Education Student

BACKGROUND INFORMATION:

On July 6, 2016, the District received notice from the parents of a special education student (2009003220) 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 an occupational therapy independent educational evaluation and speech services. The District also agreed to pay attorney fees incurred per the mediation to the Law Offices of Keith E. Davis. 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:

\$10,750 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: Ryan Smith, Assistant Superintendent-Secondary Educational Services
DATE: August 8, 2016
SUBJECT: Memorandum of Understanding with Los Angeles County Workforce Development Board

BACKGROUND INFORMATION:

Paramount Adult School receives Workforce Innovation and Opportunity Act (WIOA) funds to support the integration of its adult education programs with occupational education and training. This Act now requires Districts and other Los Angeles County's America's Job Center of California (AJCC) partners to enter into agreements with Los Angeles County Workforce Development Boards to establish cooperative working relationships, ensuring ease and alignment of services. This Memorandum of Understanding establishes the framework for providing shared services to employers, incumbent workers, job seekers and others needing workforce development services.

POLICY/ISSUE:

Board Policy 3322 – Contracts

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Approve the Memorandum of Understanding with Los Angeles County Workforce Development Board to establish cooperative working relationships with AJCC partners.

PREPARED BY:

Manuel San Miguel, Director – Student Services

DISTRICT PRIORITY 1:

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

ACTION ITEM: 3.3-A

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE LOS ANGELES COUNTY WORKFORCE DEVELOPMENT BOARD
AND
MANDATED PARTNERS OF LOS ANGELES COUNTY'S
AMERICA'S JOB CENTER OF CALIFORNIA (AJCC) SYSTEM**

Purpose

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) is developed and executed between the Local Board and the partners of the America's Job Center of California (AJCC) to establish an agreement concerning the operations of the AJCC delivery system. Pursuant to California Employment Development Department (EDD) Directive WSD15-12, WIOA Memorandums of Understanding, the purpose of this MOU is to establish a cooperative working relationship among the Parties identified herein, and to define their respective roles and responsibilities related to shared customers and shared services. This MOU also serves to establish the framework for providing shared services to employers, incumbent workers, job seekers and others needing workforce development services.

AJCC's are the cornerstone of California's workforce development system. The AJCC system partners are jointly responsible for workforce and economic development, educational, and other human service programs. Therefore, the AJCC system is tasked with developing partnerships and providing programs and services to achieve three main goals established by the *California Workforce Development Strategic Plan*:

- Foster demand-driven skills attainment
- Enable upward mobility for all Californians
- Align, coordinate and integrate programs

These goals will be accomplished by ensuring access to high-quality AJCCs that provide the full range of services available in the community for all customers seeking the following:

- Looking for a job
- Building basic educational or occupational skills
- Earning a post-secondary certificate or degree
- Obtaining guidance on making career choices
- Seeking to identify and hire skilled workers

The past performance and successes of the Los Angeles County Workforce Investment Board and its partners under the Workforce Investment Act is due to high quality comprehensive services offered through the collaborative efforts of local and regional partnerships. Looking forward, central coordination of business services will increase strategic alignment and investment of training resources and sector priorities with AJCC system partners, and strengthen coordination of efforts to more effectively meet the employment and training needs of employers. Businesses and employers will have access to a larger and more competitive pool of job seekers. Sharing regional labor market information and using common economic intelligence data to inform decisions and priorities will enhance coordination and collaboration between and among all AJCC system partners.

The Los Angeles County Workforce Development Board (WDB) and AJCC system partners are committed to advancing the achievement of the local *Los Angeles County Regional Strategic Workforce Plan* under WIOA for the benefit of businesses, employers and jobseekers of Los Angeles County.

Vision

To enable the upward mobility and prosperity of Los Angeles County residents, particularly those with barriers to employment, by increasing access to quality workforce development, training and educational opportunities in the region.

Mission

To create an innovative, well-coordinated, integrated, and data-driven workforce development system that is aligned with economic development to meet the needs of employers and prepare youth and adults with the knowledge and skills needed for the jobs of tomorrow.

Goals

The following are goals shared by the Parties to this MOU:

- Develop industry-driven career pathways that prepare people for in-demand occupations in high growth industry sectors based on annual review of economic intelligence and labor market information.
- Support system alignment, service integration, and continuous improvement using data to support evidence-based decision-making.
- Strengthen communication, coordination, and decision-making between regional partners to meet labor market needs.
- Enhance existing networks between education, business and industry representatives, labor and other regional workforce development partners to develop new and align existing programs and services with regional and industry needs.
- Support the development and continued collaboration between regional workforce and economic development networks in the Los Angeles region to address workforce education and training priorities.
- Develop regional leadership and operational partnerships among community college, industry, labor, and other workforce and economic development entities to strengthen coordination and to improve the delivery of services.
- Increase the number of youth and adults who obtain marketable and industry-recognized middle skill credentials, with a priority on unemployed, underemployed, low-skilled, low-income, recipients of public assistance, limited English speaking, veterans, individuals with disabilities, foster youth, reentry and other high priority at-risk populations.
- Increase the scope and breadth of opportunities for youth, especially low-income, at-risk, disconnected and out-of-school youth, and those from low-income communities, who graduate prepared for postsecondary vocational training, post-secondary education, and/or a career.

Values

The following are values shared by the Parties to this MOU:

Accountability

We accept individual responsibility for the quality of service provided to customers and the overall success of the system. We strive to make our practices transparent and to make our reports accessible to foster a system of shared accountability.

Collaboration

We work constructively together to better align, integrate, and coordinate the delivery of services. We recognize the importance of meaningful cooperation and compromise in ensuring the vitality and success of the system as a whole.

Excellence

We are committed to excellence and continuous improvement in all aspects of our individual and collective work. We are dedicated to providing all customers with an exemplary level of service that meet their diverse and unique needs.

Innovation

We strive to develop and adopt new strategies and methods to add value for our customers and our communities. We incorporate new tools and technologies into our work to facilitate communication, data sharing, and to streamline the delivery of services.

Partnership

We acknowledge the synergy produced from working together as true partners to operate the Los Angeles County AJCC system. We foster shared leadership and strive to build consensus to structure and oversee a system that reflects our shared goals.

Responsiveness

We aspire to operate a system that constantly seeks feedback from customers and stakeholders to stay ahead of economic and workforce development trends to deliver valuable and cutting-edge services.

Respect

We recognize and appreciate the diversity of our customers and their unique needs, particularly for individuals who face barriers to employment. We are committed to treating all individuals with the courtesy, dignity, and respect.

The Parties

- WIOA Title I Adult, Dislocated Worker, Youth: L.A. County Community & Senior Services

- WIOA Title II Adult Education and Literacy (25): Antelope Valley Union High School District; Azusa Unified School District; Baldwin Park Unified School District; Bassett Unified School District; City of Azusa; Claremont Unified School District; City of Covina; Culver City Unified School District; El Monte Union High School District; El Rancho Unified School District; Glendora Unified School District; Hacienda La Puente Unified School District; Literacy for all of Monterey Park (LAMP) Literacy Program; Los Angeles Unified School District, Lynwood Unified School District; Monrovia Unified School District; Montebello Unified School District; Mt. San Antonio Community College District; Paramount Unified School District; Pomona Unified School District; Rowland Unified School District; Santa Monica Community College District; Santa Monica-Malibu Unified School District; Whittier Union High School District; William S. Hart Union High School District
- WIOA Title III Wagner-Peyser: Employment Development Department (EDD)
- WIOA Title IV Vocational Rehabilitation: California Department of Rehabilitation (DOR)
- Carl Perkins Career Technical Education (6): Antelope Valley College; Citrus College; College of the Canyons; Mt. San Antonio College; Rio Hondo College; Santa Monica College
- Title V Older Americans Act: Community & Senior Services, Area Agency on Aging
- Los Angeles Job Corps: Department of Labor operated in Los Angeles County by YWCA Greater Los Angeles
- Native American Programs: Department of Labor operated in Los Angeles County by Southern California Indian Center, Inc.
- Migrant Seasonal Farmworkers: Employment Development Department (EDD)
- Veterans (JVSG): Employment Development Department (EDD)
- Youth Build: Department of Labor operated in Los Angeles County by Youth Policy Institute
- Trade Adjustment Assistance Act: Employment Development Department (EDD)
- Community Services Block Grant: L.A. County Department of Public Social Services
- Housing & Urban Development: L.A. County Community Development Commission
- Unemployment Compensation (Insurance): Employment Development Department (EDD)
- Second Chance: Los Angeles County Probation Department
- Temporary Assistance to Needy Families: L.A. County Department of Public Social Services

Responsibility of the AJCC System Partners

The Parties to this MOU agree to participate in joint planning, coordination and evaluation of AJCC activities to serve shared customers and deliver shared services, as appropriate, in order to:

- Identify opportunities to participate in and enhance the operation of the AJCC system
- Ensure accessibility of services
- Coordinate outreach, assistance and referrals for shared customers
- Identify and coordinate applicable service(s) available to shared customers through the one-stop delivery system
- Identify and coordinate allowable collection, reporting and sharing of performance data
- Share, review, and interpret common labor market information, economic intelligence, and occupational data
- Identify, lead and support capacity building training and professional development activities to increase awareness of the unique requirements and needs of shared customers and priority populations.
- Ensure compliance with state and federal requirements

AJCC System Design

The Los Angeles County local workforce development system is comprised of 8 Comprehensive AJCCs, which provide access to mandated partner services, including full co-location of our State partners, EDD, and 4 additional AJCCs, one of which is a dedicated countywide veterans AJCC. We also operate 8 Affiliates to the Comprehensive AJCCs and AJCCs, including one jail-based AJCC at the Pitchess Detention Center in Castaic.

The Los Angeles County AJCC system is an Integrated Service Delivery (ISD) system with EDD. All of the AJCCs in our system provide a single access point to education and training programs for both adults and youth. The youth workforce development program, Youth@Work, is inclusive of the Workforce Innovation and Opportunity Act (WIOA) Title I Youth Program and the County's Subsidized Youth Work Experience Program, referred to as Work Based Learning (WBL), and Youth/Young Adult Workforce Development special initiatives.

The Youth@Work program is designed to deliver work-based learning, academic and career development and advanced career services to Youth with direct access to the Adult program when and if needed. 100% of WIOA Youth funding under the Youth@Work program is designated for older, disconnected out-of-school youth, ages 17-24. Non-WIOA funding under the Youth@Work program supports subsidized work-based learning for youth ages 14-24 and also academic and career development for in-school youth, ages 16-21.

Comprehensive AJCCs and AJCCs deliver high quality integrated workforce services and implement sub-regional strategies, in coordination with mandated partners and other key stakeholders, within one of 8 designated economic development regions of Los Angeles County. The 8 workforce regions are *Antelope Valley, Santa Clarita Valley, San Gabriel Valley, South Bay, Gateway Cities, Westside, Central, and San Fernando Valley*. The County has further carved out 10 sub-regions to maximize service delivery, in all areas that are under the purview of the Los Angeles County Workforce Development Area. The 10 sub-regions are Antelope Valley, East San Gabriel Valley, East Los Angeles/West San Gabriel Valley, Gateway Cities, Pomona Valley, Rancho Dominguez, Rio Hondo, South Los Angeles, Westside and Santa Clarita Valley. Each sub-region has a Comprehensive AJCC and an Affiliate, or an AJCC that are located at, or in close proximity to, community colleges and adult schools.

Shared Services

The Parties to this MOU will collaborate to provide physical and/or electronic access to shared customers and, for enrolled services, to Adults and Dislocated Workers and Youth, either by referral from a partner agency or on their own initiative.

AJCCs are a central point of entry to employment and training programs for any individual, without regard to eligibility; for information on job vacancies, career options, financial aid, employment trends, and labor market information; as well as workforce development services and programs provided by mandated partners.

Los Angeles County's ISD design allows for the Parties to this MOU to deliver shared and complementary services in collaboration with a diverse scope of regional partners (see chart below) and service delivery providers designed to reach more job seekers. Sector-focused strategies will increase access to career technical education and career pathway programs to better prepare jobseekers for in-high demand occupations in high growth industries.

	WIOA Title I Adult	WIOA Title I Dislocated Worker	WIOA Title I Youth	WIOA Title II Adult Education	WIOA Title III Wagner-Peyer Act	Title I of Rehabilitation Act	Carl D. Perkins Career and Technical Education	Title V Older Americans	L.A. Job Corps	Native American Programs
Assess Skills and Needs; Eligibility; Intake; Orientation	X	X	X	X	X	X	X	X	X	X
Assist with Tuition/Fees	X	X	X							
Develop Curriculum/Programs	X	X	X	X		X	X	X	X	X
Deliver Training	X	X	X	X		X	X		X	X
Engage Employers	X	X	X	X	X	X	X	X	X	X
Identify Industry-Recognized Credentials	X	X	X			X	X	X	X	X
Provide Counseling (Academic/Personal/Career)	X	X	X	X	X	X	X	X	X	X
Provide Case Management	X	X	X			X	X			X
Provide Informational Services	X	X	X	X	X	X	X	X	X	X
Provide Job Placement	X	X	X	X	X	X	X	X		
Provide Job Search Assistance	X	X	X	X	X	X	X	X	X	X
Provide Labor Market Information	X	X	X	X	X	X	X	X	X	X
Provide Support Services	X	X	X							
Provide Work-Based Learning Opportunities	X	X	X			X	X	X	X	X
Recruit and Make Referrals	X	X	X	X	X	X		X	X	X
Housing									X	

	Migrant Seasonal Farmworkers	Veterans (JVSG)	Youth Build	Trade Adjustment Assistance Act	Community Services Block Grant	Housing and Urban Development	Unemployment Compensation	Second Chance	TANF
Assess Skills and Needs; Eligibility; Intake; Orientation	X	X	X	X	X	X		X	X
Assist with Tuition/Fees			X		X	X			
Develop Curriculum/Programs			X		X	X		X	X
Deliver Training			X		X			X	X
Engage Employers	X	X	X	X	X		X	X	X
Identify Industry-Recognized Credentials			X		X				
Provide Counseling (Academic/Personal/Career)	X	X	X	X	X	X		X	X
Provide Case Management		X	X	X	X			X	X
Provide Informational Services	X	X	X	X	X	X	X	X	X
Provide Job Placement	X	X	X	X	X			X	
Provide Job Search Assistance	X	X		X	X	X		X	X
Provide Labor Market Information	X	X	X	X	X	X		X	X
Provide Support Services				X	X	X		X	X
Provide Work-Based Learning Opportunities			X		X			X	X
Recruit and Make Referrals	X	X	X	X	X	X		X	X
Housing									

Shared Business Services

In providing services to the entire Los Angeles County region, the Parties to this MOU agree to collaborate to identify strategies and opportunities for regional and coordinated business engagement efforts that respond to industry and labor market needs.

Shared Customers

Shared customers include businesses and employers seeking assistance to find prepared and qualified candidates for current or future employment; business and employers seeking to upskill existing employees (incumbent workers) for new positions, for new equipment, new job requirements, new industry standards, and to prevent or reduce layoffs or termination.

Adult job seekers in search of pre-employment services, training for in-demand occupations, or those seeking a new career, including low-income; individuals on public assistance; limited English speaking; basic skills deficient; unemployment insurance claimants, veterans and their eligible spouses; homeless; persons with disabilities; and formerly incarcerated individuals.

Dislocated Workers who need support and services to re-connect to employment or who need additional training and services for employment in new or emerging industry sectors, or a new career.

Youth, age 14-24, especially disconnected youth who did not complete high school, not currently enrolled in school, or not working, including foster youth and probation youth.

Customer Service and Quality Control

The Parties to this MOU agree to jointly develop, implement, and regularly evaluate a Customer Service and Quality Control Plan (Plan) for AJCCs by December 2016 to ensure that a high level of service is provided throughout the term of the MOU. This Plan will include a system for on-going and periodic review to ensure quality customer service, quality programs and services, and quality training. Planned and unscheduled visits to AJCCs will be conducted by the Parties to this MOU and records of such visits and inspections will be shared and discussed with AJCC Operators, and written reports provided to all Partners. Reports will be maintained, including the timeliness and status of follow-up or corrective action, if any.

AJCCs will provide surveys for customers and employers to complete online and at all AJCCs to evaluate the quality of services. Quarterly reports on customer satisfaction survey results will be provided to all Los Angeles County AJCC system partners.

Shared Costs

The Parties to this MOU agree to explore a fair and equitable cost sharing formula by March 1, 2017 to comply with the December 31, 2017 deadline for approval of an updated MOU. Cost Sharing Agreements for Los Angeles County administered services will be negotiated through Community and Senior Services as the designated intermediary. The Parties will ensure that the shared costs, not excluding in-kind contributions, are supported by accurate data in accordance with local district and governing board policies.

Referral of Shared Customers

The Parties to this MOU may manage referrals through, but not limited to, the following methods:

- Training of designated staff
- Use of the state's CalJobsSM system
- A portal listing the respective programs and contacts for each AJCC system partner

Los Angeles County Community and Senior Services, with input from the Parties to this MOU , will develop a web-based system for referrals through which on-site and off-site referrals can be tracked to and from any of the Los Angeles County AJCC system partners. The Parties to this MOU will have access to cross-training for staff to use of the state-mandated CalJOBSSM system. Los Angeles County will provide all of the Parties to this MOU with access to CalJOBSSM and work with EDD to develop a system for referrals.

AJCCs will provide access to County AJCC system partner's programs through cross-referrals; co-location, or other integration as appropriate, of MOU party staff at AJCCs; post and disseminate printed information and materials on partner services and programs and locations; provide information sessions to shared customers at Los Angeles County AJCC system partner sites.

Access for Individuals with Barriers to Employment

Los Angeles County's AJCC system is an access point to workforce development, education and training programs for individuals with barriers to employment. Accordingly, the Parties to this MOU agree to ensure that all sites where workforce development services are delivered are accessible by transportation. Individuals with barriers to employment include: low-income, individuals on public assistance, limited English speaking; basic skills deficient, unemployment insurance claimants, Veterans and their eligible spouses, homeless, foster youth; probation youth, persons with disabilities, re-entry and Prop 47 beneficiaries with reclassified sentences.

Los Angeles County's workforce development system includes a dedicated Veteran's AJCC to ensure tailored and culturally sensitive strategies are developed and implemented; and a Jail based AJCC to provide pre-release employment and training services and referrals for this high priority populations with significant barriers to employment.

100% of WIOA Youth funding is dedicated to older, disconnected out-of-school youth. WIOA Youth services are integrated with WIOA adult services. This allows youth age 18 -24 to have access to a continuum of services and support from both the adult and youth programs, as appropriate and allowable.

A specialized job center for Veterans, and one that provides pre-release employment services to incarcerated individuals, leverage WIOA and non-WIOA resources to increase access to tailored services to these high priority individuals with barriers to employment.

The Parties to this MOU agree to identify new and innovative access points to increase access for individuals with barriers to employment such as, but not limited to, libraries, community colleges, adult schools, literacy programs, parks and community centers.

The Parties also agree to identify, lead, and participate in training and cross-training designed to increase awareness and understanding of individuals with barriers to employment

Shared Technology and System Security

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including client tracking, common case management, reporting, and data collection. To support the use of these tools, the Parties to this MOU agree to the following:

- Compliance with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act and any other appropriate requirements
- Commitment to sharing information on shared customers and shared services to the extent allowable under relevant governing legislation and confidentiality requirements
- Maintenance of records of AJCC customers or partners (e.g., applications, eligibility and referral records, individual records related to services provided under this MOU in the strictest confidence and use of them solely for purposes directly related to such services)
- Development of technological enhancements that allow the appropriate interface of common information needs
- Commitment to the provision of system security as agreed upon by all partners

Los Angeles County will maximize appropriate features of the State's CalJOBS system to implement data and demand driven initiatives to improve employment outcomes for high-growth industries and priority populations. CalJOBS is a State system and access will be increased from community centers, and libraries to allow participants to gain access to information about the local labor market, in-demand occupations and employment opportunity. LA County Community and Senior Services will allow the use of CalJOBS as the singular system for the data collection and the reporting of WIOA participant performance.

The Parties to this MOU agree to adhere to Department of Labor requirements in the handling and protection of all protected Personally Identifiable Information (PII). Protected PII is information that if disclosed could result in harm to the individual whose name or identity is linked to that information. Examples of protected PII include, but are not limited to, social security numbers, credit card numbers, bank account numbers, home telephone numbers, age, birthdate, marital status, spouse name, educational history, biometric identifiers (fingerprints, voiceprints, iris scans, etc.), medical history, financial information, and computer passwords.

The Los Angeles County's AJCC Workforce Development System (WDS) may have in their possession large quantities of protected PII relating to their organization and staff; partner organizations and their staff; and individual program participants. This information is generally found in on-line systems, personnel files, participant data sets, performance reports, program evaluations, grant and contract files and other sources.

All The Parties to this MOU agree to designate staff to attend and receive training on shared technology and system security, and sign an acknowledgment of responsibility in regards to DOL Funded data systems and protected PII.

Confidentiality

The Parties to this MOU agree to the following:

- All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, will be confidential and will not be open to examination for any purpose not directly connected with the delivery of such services.
- To abide by the existing Los Angeles County Workforce Development Board policy on the Protection of Personally Identifiable Information, which can be found on the Workforce Development Board website.
- No person will publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers unless a specific release is voluntarily signed by the participant or customer.
- To abide by the current confidentiality provisions of the respective statutes to which the AJCC system partners must adhere, and will share information necessary for the administration of the program as allowed under law and regulation.

Non-Discrimination and Equal Opportunity

The Parties to this MOU will not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to gender, race, color, ancestry, religion, national origin, English proficiency, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation or marital status.

The Parties to this MOU will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibit discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

The Parties to this MOU will commit to capacity building, professional development, and cross training for staff to increase awareness, sensitivity, and understanding of individuals with barriers to employment and individuals with disabilities.

The Parties to this MOU will abide by the existing policies of the Workforce Development Board of Los Angeles County on Non-discrimination and Equal Opportunity and on Reasonable Accommodation. These policies are published on the Los Angeles County Workforce Development Board website.

The Parties also agree to post the following in highly visible locations: Non-discrimination; Equal Opportunity Policies and Procedures; Equal Opportunity is the LAW Posting; and Grievance and Complaint Procedures posters in English and Spanish to any interested parties and members of the public.

Grievances and Complaints Procedure

The Parties to this MOU agree to abide by grievance procedures as outlined in WIOA and in the operational procedures of all partners under federal, state, county and local jurisdictions. The County of Los Angeles has its own established Program Grievance/Complaint Procedures. They recognize each individual's right to receive fair and impartial treatment under all of its services, and they encourage and support a model of open communication and resolution at all program levels.

All AJCC customers have the right to file a grievance or complaint with the AJCC Operator or with Los Angeles County Community and Senior Services. The grievance/complaint must be filed within one year of the alleged violation. Participants have the right to receive technical assistance to ensure that complaints are properly filed. Such technical assistance include providing instructions on how to file a grievance/complaint.

All grievances/complaints must be in writing and be filed with Los Angeles County Community and Senior Services. Upon receipt of any grievances or complaints, the County of Los Angeles will provide an informal resolution or an administrative hearing. An informal resolution will commence within 10 working days of the date of the complaints. An administrative hearing on any grievance or complaint shall be scheduled within 30 days of filing. The complainant and the respondent will be notified in writing of the hearing 10 days prior to the date of the hearing.

Not later than 60 days after the filing of the grievance or complaint, the Hearing Officer shall send, via certified mail, a written decision to both parties.

Any grievance or complaint may be appealed to EDD. If no decision is reached within 60 days or if either party is dissatisfied with the County of Los Angeles Hearing Officer's determination, the complainant may request a State hearing by submitting a written notice of appeal. Formal complaints may be filed with Los Angeles County Community and Senior Services, 3175 West 6th Street, Los Angeles, CA 90020; Attention: Jhony Acosta, WIOA Grievance Officer (213)738-2605; jacosta@css.lacounty.gov. All complaints will be handled confidentially.

Americans with Disabilities Act, Seismic and Amendments Compliance

The Parties to this MOU agree to ensure that the policies and procedures as well as the programs and services provided at AJCCs are in compliance with the Americans with Disabilities Act and its amendments. Additionally, partners agree to fully comply with provisions of WIOA, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the of Education Amendments of 1972, 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

The Parties also agree that all AJCC sites will comply with California ADA and seismic certification requirements.

Effective Dates and Term of the MOU

The term of this MOU will be from July 1, 2016 through December 31, 2017.

Modifications and Revisions

This MOU constitutes the entire agreement between the Parties hereto and no oral understanding not incorporated herein will be binding on any of the Parties. This MOU may be modified, altered, or revised, as necessary, by mutual consent of the Parties hereto by the issuance of a written amendment, signed and dated by the Parties.

Termination

The Parties to this MOU understand that implementation of the AJCC system is dependent on the good faith effort of every partner to work together to improve services to the community. The Parties also agree that this is a project in which different ways of working together and providing services are being tried. In the event that it becomes necessary for one or more the Parties to cease being a part of this MOU, said entity will notify the other the Parties to this MOU in writing 30 days in advance of that intention.

Administration and Operations Management

The Parties to this MOU agree the day-to-day supervision of any staff assigned to the AJCCs will be the responsibility of the site supervisor(s). The original employer of staff assigned to the AJCCs will continue to set the priorities of its staff. Any change of work assignments or any problems at the worksite will be handled by the site supervisor(s) and the management of the original employer.

The Parties to this MOU further agree the office hours for any staff at AJCCs will be established by the site supervisor(s) and the primary employer. All staff will comply with the holiday schedule of their primary employer and will provide a copy of their holiday schedule to the host agency at the beginning of the fiscal year. Disciplinary actions may result in removal of co-located staff from the AJCCs, and each party will take appropriate action.

Dispute Resolution

The Parties to this MOU agree to try to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they will be referred to the management staff of the respective staff employer for discussion and resolution. Should informal efforts at resolution fail, either party may file a formal grievance in accordance with Los Angeles County's grievance procedures. All of the Parties to this MOU agree to be bound by the final determination resulting from that proceeding.

Press Releases and Communications

Participation in media communications by each Party to this MOU will be determined by each Party's designated communications or public relations representative. The Parties to this MOU acknowledge the workforce development system and Job Centers funded by the County of Los Angeles are uniformly branded as Los Angeles County America's Job Centers of California, or L.A. County AJCC.

Hold Harmless/Indemnification/Liability

In accordance with provisions of Section 895.4 of the California Government Code, each Party to this MOU hereby agrees to indemnify, defend and hold harmless all other Parties identified in this MOU from and against any and all claims, demands, damages and costs arising out of, or resulting from, any acts or omissions that arise from the performance of the obligations by such indemnifying Party pursuant to this MOU. In addition, except for Departments of the State of California that cannot provide for indemnification of court costs and attorneys' fees under the indemnification policy of the State of California, all other Parties to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorneys' fees arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying Party pursuant to this MOU. It is understood and agreed that all indemnity provided herein will survive the termination of this MOU.

Severability

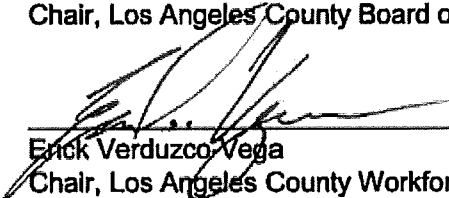
If any part of this MOU is found to be null and void or is otherwise stricken, the rest of this MOU will remain in force.

Authority and Signature

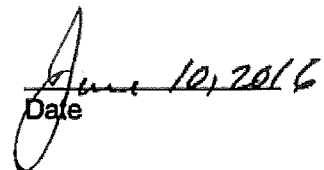
The individual signing for each mandated AJCC system partner below have the authority to commit the party they represent to the terms of this MOU.

Hilda L. Solis
Chair, Los Angeles County Board of Supervisors

Date



Erick Verduzco Vega
Chair, Los Angeles County Workforce Development Board



Date

Continued on next pages

MOU Signature Pages

Signature Page for MOU between the Los Angeles County Workforce Development Board & Partners of the Los Angeles County AJCC System: **WIOA Title II, Adult Education and Literacy**

Dr. Ruth Perez
Superintendent
Paramount Unified School District

Date

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: August 8, 2016
SUBJECT: Agreement with Children's Hospital Los Angeles Medical Group

BACKGROUND INFORMATION:

The District has required services from Children's Hospital for reviewing and authorizing speech/language protocols and prescription services for occupational therapies, as authorized by the student's Individualized Educational Plan (IEP) for the 2015-2016 school year from July 1, 2015-July 30, 2016.

Children's Hospital will review and authorize speech/language protocols and prescription services for occupational therapies, as authorized by the student's IEP.

POLICY/ISSUE:

Board Policy 3322 – Contracts

FISCAL IMPACT:

Not to exceed 10,000 from LEA Funds

STAFF RECOMMENDATION:

Approve the agreement with Children's Hospital Los Angeles Medical Group, and authorize the Superintendent or designee to execute all necessary documents.

PREPARED BY:

Ruben Frutos, Assistant Superintendent-Business Services

DISTRICT PRIORITY 9:

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

ACTION ITEM: 4.1-A



Paramount Unified School District

Agreement for Consultant Services

This is an AGREEMENT between the PARAMOUNT UNIFIED SCHOOL DISTRICT, hereinafter referred to as the "DISTRICT," and Children's Hospital Los Angeles Medical Group, hereinafter referred to as "CONSULTANT," entered into as of the date of its execution.

WHEREAS, DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required;

WHEREAS, DISTRICT is in need of such special services and advice; and

WHEREAS, CONSULTANT is specially trained and experienced and competent to perform the special services required by the DISTRICT, and such services are needed on a limited basis;

NOW, THEREFORE, the parties agree as follows:

1. CONSULTANT agrees to render all necessary and reasonable services to the DISTRICT regarding reviewing and authorizing speech/language protocols and prescription services for occupational therapies as authorized by the student's Individualized Educational Plan (IEP) for the 2015-2016 school year in accordance with directions as stipulated by the DISTRICT during the period beginning July 1, 2015, and ending July 30th, 2016. Said duties shall include, but not be limited to:

The CONSULTANT will review and authorize speech/language protocols and prescription services for occupational therapies as authorized by the student's Individualized Educational Plan (IEP).

In the performance of consulting services, the CONSULTANT will provide the DISTRICT (prior to the commencement of the services) with an outline of the proposed services indicating objectives, procedure, cost and evaluation.

Written progress reports by the CONSULTANT will be furnished if such services are performed over a period of time and such reports would be appropriate with the activities.

After all services have been performed, the Board of Education may request a written summary report of the service, including comments on the degree of the objective achievement, evaluation of the program as well as any recommendations by the CONSULTANT. CONSULTANT should be prepared, if requested, to provide this information.

2. CONSULTANT affirms awareness of all Federal, State and local licensure requirements for performing the tasks described in this contract and that all such licenses, permits, certifications or other regulatory requirements have been met and are currently valid. CONSULTANT further acknowledges compliance with California statutes pertaining to workers' compensation insurance and provisions of the California Labor Code and affirms that all activities carried out pursuant to this contract shall be in compliance with said workers' compensation statutes and regulations.
3. CONSULTANT agrees to provide evidence of General Liability Insurance with a minimum limit of \$1,000,000 per occurrence and \$2,000,000 general aggregate. CONSULTANT shall name DISTRICT as an additional insured (by a separate endorsement) on the above policies. In addition, CONSULTANT agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by DISTRICT shall be excess and noncontributory."

CONSULTANT agrees to provide DISTRICT with proof of insurance no fewer than five (5) working days prior to commencement of duties described in this contract. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice to DISTRICT. CONSULTANT further agrees to notify DISTRICT immediately of any change in status affecting CONSULTANT's licensing and/or ability to perform duties described herein.

4. In relation to this contract and in respect to carrying out any of the activities associated with the performance of this contract, CONSULTANT agrees to hold harmless and indemnify the DISTRICT, its officers, agents and employees from every claim or demand against the DISTRICT associated with alleged liability, loss, damage or expense of any nature whatsoever, which may be incurred by reason of any injury to or death of persons or damage to property, sustained or claimed to have been sustained by any person or property arising out of or in any way connected with the activities of the CONSULTANT arising out of this Agreement. However, this indemnification and hold harmless do not apply to any liability for damages which results from the sole negligence or willful misconduct of the DISTRICT, its officers, agents, or employees. DISTRICT assumes no liability whatsoever for any property/equipment placed on DISTRICT premises by CONSULTANT.

5. DISTRICT agrees to pay the CONSULTANT for services satisfactorily rendered pursuant to this AGREEMENT at a rate of \$140.00 per hour not to exceed 10,000. Payment shall be made on the basis of invoices submitted to the DISTRICT.

DISTRICT shall not be liable to CONSULTANT for any costs or expenses paid or incurred by CONSULTANT in performing services for DISTRICT, except when the DISTRICT, upon presentation of appropriate invoices, shall reimburse non-clerical expenses incurred by the CONSULTANT in the performance of activities pre-approved by the DISTRICT in writing.

6. CONSULTANT, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONSULTANT understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONSULTANT assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this AGREEMENT. CONSULTANT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONSULTANT's employees.
7. CONSULTANT shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT.

CONSULTANT's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

8. DISTRICT and CONSULTANT may, at any time, with or without reason, terminate this AGREEMENT. DISTRICT shall compensate CONSULTANT only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT or CONSULTANT shall be sufficient to stop further performance of services by CONSULTANT. Notice by DISTRICT shall be deemed given when received by the CONSULTANT or no later than five days after the day of mailing, whichever is sooner. Notice by CONSULTANT shall be deemed given when received by the DISTRICT or no later than five days after the day of mailing, whichever is sooner.

Upon termination, or notice thereof, CONSULTANT agrees to cooperate with DISTRICT in the orderly and timely transfer of service responsibilities, active case records, and shall turn over to DISTRICT all records pertaining to

DISTRICT pupils possessed by CONSULTANT or under its control at the time of termination.

THIS AGREEMENT IS ENTERED INTO THIS 8th DAY OF August, 2016.

Paramount Unified School District

Children's Hospital Los Angeles
Medical Group

Name of District

Consultant Name

By: _____

By: _____

Ruben Frutos

Larry J. Harrison, MPH, MBA

Typed Name

Typed Name

Assistant Superintendent-
Business Services

Chief Executive Officer

Title

Title

953777340

Taxpayer Identification Number

3701 Wilshire Blvd., Suite 600

Street Address

Los Angeles, CA, 90010

City, State, Zip Code

Please review, sign and return in the enclosed postage-paid envelope.

Board Approved: August 8, 2016

Funding: LEA

Account Number: 010-56400-0-11100-24900-4310-0000752

PC Number: 16-1752

Department Lead: _____

Name

Signature

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: August 8, 2016
SUBJECT: Notices of Completion – Field Service Contracts

BACKGROUND INFORMATION:

At the meeting on May 25, 2016, the Board of Education authorized the renewal of field service contracts. Individual projects over \$15,000 require a formal Notice of Completion and a five (5%) percent retention for each contract be held until the Board has accepted completion of the project.

The following projects are complete:

Vendor	Project Description	Contract Amount	5% Retention Amount
REM Custom Builders, Inc.	Construction and firtex for 6 computer labs: (Bid #4-11-12) P.O. 16-01488	\$ 55,241.00	\$ 2,762.05
REM Custom Builders, Inc.	Collins: office renovation (Bid #4-11-12) P.O. 16-02612	\$ 157,887.50	\$ 7,894.00
REM Custom Builders, Inc.	Gaines: replace windows administration office (Bid #4-11-12) P. O. 17-00194	\$ 16,335.00	\$ 867.75
Van Diest Brothers, Inc.	Jackson: artificial turf project field preparation (Bid #5-11-12) P. O. 16-02545	\$ 352,000.00	\$ 17,600.00
Ortco, Inc.	Wirtz, Roosevelt, Collins: playground resurfacing (Bid #1-14-15) P. O. 16-00913	\$ 252,500.50	\$ 12,625.00
Ortco, Inc.	Gaines, Los Cerritos, Lincoln, Hollydale: playground resurfacing (Bid #1-14-15) P. O. 16-02630	\$ 204,129.50	\$ 10,206.00
Fieldturf USA, Inc.	Jackson: install artificial turf (CMAS Contract No. 4-06-78-0031A)	\$ 244,270.00	\$ 12,213.50
Fieldturf USA, Inc.	PHS: replace artificial turf in field (CMAS Contract No. 4-06-78-0031A)	\$ 225,000.00	\$ 11,250.00
Current Electric	Electrical for security cameras at Buena Vista, Gaines, Hollydale, Jackson, PHS & Roosevelt (Bid #5-13-14) P. O. 16-02094	\$ 77,048.00	\$ 3,852.40

Once the project is deemed complete, it is the responsibility of the District’s Board to formally accept the project, file a Notice of Completion, and authorize payment to all contracted parties as allowed by contract.

POLICY/ISSUE:

Board Policy 7430 – Acceptance of Completed Projects

ACTION ITEM: 4.2-A

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Accept as completed the Field Service Contracts for construction and installation of firtex for six computer labs; office renovation at Collins; replacement of windows in the administration office at Gaines; artificial turf project preparation and installation at Jackson; replacement of artificial turf in the field at Paramount High School; playground resurfacing at Wirtz, Roosevelt, Collins, Gaines, Los Cerritos, Lincoln and Hollydale Schools; and electrical for security cameras at Buena Vista, Gaines, Hollydale, Jackson, Paramount High School, and Roosevelt Schools; and authorize the Superintendent or designee to file the Notices of Completion and make payment to all contracted parties upon expiration of the lien period and determination that no liens are outstanding.

PREPARED BY:

Cindy DiPaola, Director-Operations

DISTRICT PRIORITY 9:

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

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: August 8, 2016
SUBJECT: Claim Rejection

BACKGROUND INFORMATION:

The individual has submitted a claim for damages that allegedly occurred with a District vehicle. This claim is identified as Claim No. 2016:001.

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

POLICY/ISSUE:

Government Code Section 945.6

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

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Reject Claim No. 2016:001 submitted by an individual and remand to the District's insurance carrier for adjudication.

PREPARED BY:

Ruben Frutos, Assistant Superintendent-Business Services

DISTRICT PRIORITY 6:

Monitor and promote school safety and security.

ACTION ITEM: 4.3-A

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: August 8, 2016
SUBJECT: Claim Rejection

BACKGROUND INFORMATION:

The individual has submitted a claim for damages that allegedly occurred with a District vehicle. This claim is identified as Claim No. 2016:002.

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

POLICY/ISSUE:

Government Code Section 945.6

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

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Reject Claim No. 2016:002 submitted by an individual and remand to the District's insurance carrier for adjudication.

PREPARED BY:

Ruben Frutos, Assistant Superintendent-Business Services

DISTRICT PRIORITY 6:

Monitor and promote school safety and security.

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: August 8, 2016
SUBJECT: Claim Rejection

BACKGROUND INFORMATION:

The individual has submitted a claim for damages that allegedly occurred with a District vehicle. This claim is identified as Claim No. 2016:003.

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

POLICY/ISSUE:

Government Code Section 945.6

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

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Reject Claim No. 2016:003 submitted by an individual and remand to the District's insurance carrier for adjudication.

PREPARED BY:

Ruben Frutos, Assistant Superintendent-Business Services

DISTRICT PRIORITY 6:

Monitor and promote school safety and security.

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: August 8, 2016
SUBJECT: Sale, Disposal or Recycle of Surplus Property

BACKGROUND INFORMATION:

The District is in possession of equipment, furniture, and machinery that are obsolete and not in use. The sale or disposal of surplus property would give the District much-needed storage space at the warehouse. Some electronic equipment may be recycled, which may possibly generate income. The attached list of surplus property includes furniture, fixtures, vehicles, and electronic equipment.

The sale will be conducted on a date to be determined. The public will be notified of the sale through a local newspaper seven days prior to the event.

Upon completion of the sale at the warehouse site, these items will be purged from the equipment inventory of the District for insurance and auditing purposes.

POLICY/ISSUE:

Board Policy 3260 – Sale and Disposal of Books, Equipment and Supplies

FISCAL IMPACT:

Income to be determined after sale.

STAFF RECOMMENDATION:

Authorize staff to identify surplus or obsolete property, and further authorize the Superintendent or designee to arrange for the sale or disposal of District surplus property in accordance with Board Policy and the requirements of State law.

PREPARED BY:

Cindy DiPaola, Director-Operations

DISTRICT PRIORITY 9:

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

ACTION ITEM: 4.6-A

**OBSOLETE AND/OR UNUSABLE FURNITURE/EQUIPMENT ITEMS
FOR SURPLUS PICKUP**

PUSD TAG #	DESCRIPTION	SERIAL #	PUSD TAG #	DESCRIPTION	SERIAL #
BC 15358	HP LASERJET 8100 DN	N/A	28511	HP LASERJET 4200 TN	N/A
24006	HP DESKJET 6122	N/A	N/A	HP PSC 2410 ALL-IN-ONE	MY3CAK354V
28726	HP LASERJET 2420 DN	N/A/	28482	HP PHOTOSMART C3180 ALL-IN-ONE	N/A
N/A	HP LASERJET 1300	CNCB843860	37648	CANON FAX MACHINE	N/A
35667	PC - BLACK	N/A	28494	PC-BLACK	N/A
28510	PC - BLACK	N/A	28491	PC-BLACK	N/A
35659	PC- BLACK	N/A	N/A	MONITOR - TATUNG	M17A62CAZ000458
N/A	MICROSOFT-KEYBOARD	6968200262277	N/A	MONITOR - TATUNG	M17A62CAZ000205
N/A	MICROSOFT-KEYBOARD	200701950656	N/A	MONITOR - TATUNG	M7A54CAZ000060
N/A	MICROSOFT-KEYBOARD	6690120240	35417	MONITOR - TATUNG	N/A
N/A	MICROSOFT-KEYBOARD	2000701950988	N/A	MONITOR - TATUNG	M7A54CAZ000345
N/A	MICROSOFT-KEYBOARD	6968201852522	35470	MONITOR - TATUNG	N/A
N/A	MICROSOFT-KEYBOARD	6968200262418	N/A	MONITOR - TATUNG	M7A54CAZ000338
N/A	MICROSOFT-KEYBOARD	6968200262184	N/A	MONITOR - TATUNG	M17A62CAZ000218
N/A	PANASONIC-DVD PLAYER	E41C30635	N/A	MONITOR - TATUNG	M7A54CAZ000058
N/A	PANASONIC-DVD PLAYER	E41C30641	N/A	MONITOR - TATUNG	M17A62CAZ000438
33247	SHARP-PROJECTOR	N/A	45085	SHARP-PROJECTOR	N/A
28728	SHARP-PROJECTOR	N/A	33283	SHARP-PROJECTOR	N/A
34450	EPSON-PROJECTOR	N/A	26382	ASK PROXIMA-PROJECTOR	N/A
26451	ASK PROXIMA-PROJECTOR	N/A	27878	NOTEVISION-PROJECTOR	N/A
N/A	COMPUTER MONITOR	624700172	N/A	COMPUTER MONITOR	624701288
N/A	COMPUTER MONITOR	M17A62CAZ00048	35194	COMPUTER MONITOR	N/A
25619	COMPUTER MONITOR	N/A	N/A	COMPUTER MONITOR	M17A62CAZ000054
31602	COMPUTER TOWER	N/A	29845	COMPUTER TOWER	N/A
32249	COMPUTER TOWER	N/A	27036	COMPUTER TOWER	N/A
35112	COMPUTER TOWER	N/A	29581	COMPUTER TOWER	N/A
N/A	KEYBOARDS (6)	N/A	N/A	COMPUTER MICE (6)	N/A
N/A	STUDENT TABLES (9)	N/A	28679	HP LAPTOP	2UA416PITS
28704	HP LAPTOP	2UA416P1VP	28703	HP LAPTOP	2UA413P1BV
28701	HP LAPTOP	2UA416PV16	28702	HP LAPTOP	2UA1416P1US
28677	HP LAPTOP	2UA416PITX	27378	HP LAPTOP	CNU54801W0
27327	HP LAPTOP	CNU60821IKQ	28678	HP LAPTOP	2UA416P1V2
28687	HP LAPTOP	2AUA416P1VR	28673	HP LAPTOP	2UA416P1V2
28695	HP LAPTOP	2UA416P1V9	28715	DUKANE PROJECTOR	N/A
39068	DUKANE PROJECTOR	1228355	38050	EPSON PROJECTOR	PAAK3200489
N/A	HP FAX 1240	N/A	N/A	HP LASERJET 2420 DN	CNGKK52713
27311	HP LAPTOP	CNU607G9S	27312	HP LAPTOP	CNU614QF8
27372	HP LAPTOP	CNU607G9H	27320	HP LAPTOP	CNU60821M5
27338	HP LAPTOP	CNU6070GKY	30850	HP LAPTOP	CNU716MYD
30849	HP LAPTOP	CNU7160MRM	23082	COMPUTER TOWER	2029835
36838	HP PRINTER	N/A	23083	TATUNG MONITOR	61A312680037
33370	HP PRINTER	N/A	N/A/	HEADPHONES/LISTENING CENTER (2)	N/A
N/A	TECHNOLOGY CARTS (2)	N/A	N/A	EMERSON RADIO & SPEAKERS	300800836
N/A	ACCELSKAN	N/A	6293	RCA TV 1384	N/A
8735	RCA TV 1421	N/A	8486	RCA TV 1405	N/A
12435	SAMSUNG TV	N/A	N/A	PANASONIC RADIO/CD PLAYER	CQ51C49374
19778	HP LASERJET 4000	N/A	N/A	ZENITH C27A25 TV	42132051714
N/A	ADMIRAL MICROWAVE	4988	N/A	ZENITH C27A25 TV	42132051721
29077	DESKTOP TOWER	2004038122	26174	DESKTOP TOWER	2004042719
N/A	DESKTOP TOWER	BLS203905254	28539	DESKTOP TOWER	20050022400
36655	HP LASERJET P3005	CNDLT03661	29025	DESKTOP TOWER	ABEF42214316

PUSD TAG #	DESCRIPTION	SERIAL #	PUSD TAG #	DESCRIPTION	SERIAL #
25922	DESKTOP TOWER	N/A	N/A	TATUNG MONITOR	33G807210536Q
N/A	LEXMARK IMAGING KIT	N/A	22638	HP PRINTER 2280 TN	MY25OF141V
N/A	HP DESKJET PRINTER	MY78H1R12G	10084	SAMSUNG VCR	6RH1000094
N/A	RCA VCR	430291224	N/A	RCA VCR	46340987
N/A	HP DESKJET 6980	MY61Q7Q12Z	N/A	28A33 SLIDE PROJECTOR	864131
N/A	ELECTRIC HOLE PUNCH	SJO9816H	N/A	CANON INKJET PRINTER	N/A
N/A	EIKI OVERHEAD PROJECTOR	3231040	N/A	CUMMINS JETCOUNT CURRENCY COUNTER	5643
N/A	PAYMASTER X-550 CHECK MAKER	RBRC65398	N/A	SAMSUNG VCR/DVD	6RBXB289971
N/A	TOSHIBA VCR	18740176	N/A	PANASONIC VCR	FLO1E84618
N/A	COIN SORTING MACHINE	5062892	N/A	DX-404 DIMMER PACK	930714181
N/A	400W POWER SUPPLY	N/A	N/A	ALPHASMART 2000	ALF2000049900949
N/A	BOXES (2) OF MISC. CABLES	N/A	N/A	TONER (28 BOXES)	N/A
1153	PANASONIC AV MIXER	32A05359	19689	SIMA AV MIXER SPX-M	116
N/A	HANDHELD LIGHT	K041469	27841	HP FAX 1250	CN630CH23H
31849	EPSON POWERLITE 822	KMFF910895L	31843	ESPSO POWERLITE 822	KMFF910912L
31844	EPSON POWERLITE 822	KMFF910908L	31857	DUKANE LIGHT	N/A
32582	ELMO LIGHT	N/A	15596	SAMSUNG VCR	6VBKCO4627XAA
N/A	SPIRIT CD PLAYER	N/A	N/A	PHILLIPS CD PLAYER	N/A
30966	HP LASERJET 4700	N/A	30941	HP LAPTOP	CNU7231TZ5
36308	HP LAPTOP	N/A	22080	COMPAQ LAPTOP	1V28KQDZY2B6
N/A	HP DESKJET 6122	M73B62B1GB	N/A	HP DESKJET 895	M798Q1BQK1
25907	TATUNG MONITOR	M7A51CAZ000204	25906	TATUNG MONITOR	M7A51CAZ0002043
N/A	TATUNG MONITOR	M7A51CAZ000246	N/A	TATUNG MONITOR	M17A62CAZ000369
N/A	MICROSOFT KEYBOARD	65802593916	N/A	MICROSOFT KEYBOARD	65802593914
N/A	MICROSOFT KEYBOARD	5167713234373	33455	HP TOWER	45565399651
N/A	HP TOWER	45572126383	33338	INTEL TOWER	45645168494
N/A	MICROSOFT KEYBOARD	6968200377518	N/A	D-LINK ETHERNET SWITCH	B205453001357
N/A	HP JET DIRECT 300X	SG81960487	N/A	HP JET DIRECT 500X	SG93940962
N/A	HP JET DIRECT 500X	SG01043388	15760	HP JET DIRECT 500X	SG01043386
13428	HP JET DIRECT 500X	SG90560977	13428	HP JET DIRECT 500X	SG90560977
13423	HP JET DIRECT 500X	SG905521148		CENTRE COM MR820TR	S18M8364CI
28110	INTEL TOWER	00045565399658	14732	HP DESKJET 895	M7977190QK
N/A	MICROSOFT KEYBOARD	516700470414	N/A	TATUNG MONITOR	M7A51CAZ000234
N/A	JVC DVD	HRXVC16BU	35234	TATUNG MONITOR	S100K03250483
N/A	TATUNG MONITOR	M7A51CAZ0000237	N/A	MICROSOFT KEYBOARD	6968200262106
N/A	INTEL TOWER	00045614630020	28284	INTEL TOWER	00045614630019
28072	RICOH DUPLICATOR	N/A	12852	HP PRINTER	N/A
35396	HPO PRINTER	U62269MOJ616453	35402	HP PRINTER	U62269A1J640310
N/A	OVERHEAD PROJECTOR	320005	T32280	RADIO	FL13318
N/A	TYPEWRITER	J58931070	N/A	OVERHEAD PROJECTOR	4062031
N/A	TATUNG MONITOR	M17A62CA2000557	25533	TATUNG MONITOR	M7A48CA2002061
30891	EPSON PROJECTOR	JXUF750596L	30889	EPSON PROJECTOR	JXUF740782L
31083	EPSON PROJECTOR	JXUF780424L	30930	EPSON PROJECTOR	JXUF751045L
30887	EPSON PROJECTOR	JXUF750782L	31086	EPSON PROJECTOR	JXUF780445L
30985	EPSON PROJECTOR	JXUF770079L	29727	EPSON PROJECTOR	JUXF751039L

PUSD TAG #	DESCRIPTION	SERIAL #	PUSD TAG #	DESCRIPTION	SERIAL #
30892	EPSON PROJECTOR	JXUF750767L	31084	EPSON PROJECTOR	JXUF760767L
28991	SCANNER	N/A	N/A	TATUNG MONITOR	M17A62CAZ000453
N/A	TATUNG MONITOR	M17A62CAZ000439	N/A	TATUNG MONITOR	700516BM1027
32774	EPSON PROJECTOR	MSUF027701L	32529	EPSON PROJECTOR	SMSUF0403451
29386	DUKANE LUMENS	DC0613731	39058	ELMO PROJECTOR	1209657
N/A	HP DESKJET 6122	MY29A2B1MD	23191	LAPTOP	2US516064H
21522	COMPAQ LAPTOP	N160C933V420VC	29400	DESKTOP COMPUTER	00045614933909
29361	DESKTOP COMPUTER	00045614933913	29333	DESKTOP COMPUTER	BQTP6010390
31757	DESKTOP MONITOR	N/A	31750	DESKTOP MONITOR	N/A
31749	DESKTOP MONITOR	N/A	31753	DESKTOP MONITOR	N/A
31751	DESKTOP MONITOR	N/A	31747	DESKTOP MONITOR	N/A
31746	DESKTOP MONITOR	N/A	31744	DESKTOP MONITOR	N/A
31742	DESKTOP MONITOR	N/A	N/A	DESKTOP MONITOR	N/A
31728	DESKTOP MONITOR	N/A	N/A	DESKTOP MONITOR	N/A
31740	DESKTOP MONITOR	N/A	31724	DESKTOP MONITOR	N/A
31738	DESKTOP MONITOR	N/A	25555	DESKTOP MONITOR	N/A
31736	DESKTOP MONITOR	N/A	31733	DESKTOP MONITOR	N/A
31732	DESKTOP MONITOR	N/A	31745	DESKTOP MONITOR	N/A
31735	DESKTOP MONITOR	N/A	31731	DESKTOP MONITOR	N/A
31730	DESKTOP MONITOR	N/A	31724	DESKTOP MONITOR	N/A
31737	DESKTOP MONITOR	N/A	31727	DESKTOP MONITOR	N/A
31726	DESKTOP MONITOR	N/A	31748	DESKTOP MONITOR	N/A
31729	DESKTOP MONITOR	N/A	25309	DESKTOP MONITOR	N/A
25624	DESKTOP MONITOR	N/A	25624	DESKTOP MONITOR	N/A
20871	DESKTOP MONITOR	N/A	31741	DESKTOP MONITOR	N/A
35229	DESKTOP MONITOR	N/A	35229	DESKTOP MONITOR	N/A
24407	DESKTOP MONITOR	N/A	24415	DESKTOP MONITOR	N/A
31987	DESKTOP MONITOR	N/A	25984	DESKTOP MONITOR	N/A
25986	DESKTOP MONITOR	N/A	25982	DESKTOP MONITOR	N/A
25792	DESKTOP MONITOR	N/A	N/A	DESKTOP MONITOR	S127919320110
N/A	DESKTOP MONITOR	SO28988190077	N/A	DESKTOP MONITOR	S10624701913
N/A	DESKTOP MONITOR	S10624700206	N/A	DESKTOP MONITOR	S10624700207
N/A	DESKTOP MONITOR	M7A51CAZ000187	N/A	DESKTOP MONITOR	CUD6162B0348
N/A	DESKTOP MONITOR	M7A54CAZ000221	N/A	DESKTOP MONITOR	A404270516
N/A	DESKTOP MONITOR	SC8111020558	N/A	DESKTOP MONITOR	S10624700226
N/A	DESKTOP MONITOR	M7A56CAZ000090	34028	HP LAPTOP	N/A
37473	HP LAPTOP	N/A	27163	HP LAPTOP	N/A
37472	HP BUSINESS INKJET 2300	N/A	31716	COMPUTER TOWER	N/A
31720	COMPUTER TOWER	N/A	31718	COMPUTER TOWER	N/A
31723	COMPUTER TOWER	N/A	45417	COMPUTER TOWER	N/A
31722	COMPUTER TOWER	N/A	45416	COMPUTER TOWER	N/A
31714	COMPUTER TOWER	N/A	31713	COMPUTER TOWER	N/A
31712	COMPUTER TOWER	N/A	31721	COMPUTER TOWER	N/A
45415	COMPUTER TOWER	N/A	31711	COMPUTER TOWER	N/A
31710	COMPUTER TOWER	N/A	31709	COMPUTER TOWER	N/A

PUSD TAG #	DESCRIPTION	SERIAL #	PUSD TAG #	DESCRIPTION	SERIAL #
31708	COMPUTER TOWER	N/A	30633	COMPUTER TOWER	N/A
31706	COMPUTER TOWER	N/A	31705	COMPUTER TOWER	N/A
31705	COMPUTER TOWER	N/A	31704	COMPUTER TOWER	N/A
32349	LAPTOP	CNU9250953X	30702	LAPTOP	CNU7130XIJ
32356	LAPTOP	CNU92594DD	N/A	OVERHEAD PROJECTORS (3)	N/A
N/A	25" TELEVISION	MC41550301	N/A	25" TELEVISION	MC41550531
30946	COMPUTER TOWER	N/A	25350	COMPUTER NC8000	2UA428P1YR
30361	COMPUTER NC8000	2UA5290WQT	25356	COMPUTER NC8000	2UA428P1YJ
31036	COMPUTER 6710B	CNU741DVF1	31037	COMPUTER 6710B	CNU7410VB4
33694	COMPUTER NC8230	CNU60216KO	33692	COMPUTER TC4200	CND62100MN
18773	HP DESKJET 950	MY02F11224	00851	IBM TYPEWRITER	N/A
35599	HP PRINTER 6460B	CNU14625B1	34990	COMPUTER TOWER	N/A
45083	DELL COMPUTER TOWER	N/A	25692	COMPUTER TOWER	2044416
26647	COMPUTER TOWER	B4EV51603145	28840	COMPUTER TOWER	ABBF40515929
22400	COMPUTER TOWER	CFWN23720363	23171	COMPUTER TOWER	N/A
33551	COMPUTER TOWER	N/A	30046	HP LASERJET 3000	N/A
19536	HP PRINTER LASERJET 4050	N/A	22402	HP LASERJET 1000	N/A
14577	COMPUTER TOWER	N/A	19635	COMPUTER TOWER	B15295011760
19675	COMPUTER TOWER	N/A	20300	COMPUTER TOWER	GT5290254649
21916	COMPUTER TOWER	202117S6RCPR028	23321	EVO LAPTOP	9X35KQDZ634F
25003	COMPUTER TOWER	N/A	25180	COMPUTER TOWER	BQ5V61116935
25512	COMPUTER TOWER	43600251L5R05	25516	COMPUTER TOWER	50805091LTR01
25518	COMPUTER TOWER	43600381L5R05	25920	COMPUTER TOWER	N/A
25934	COMPUTER TOWER	4360046615R05	28535	COMPUTER TOWER	ABBF40516221
33540	COMPUTER TOWER	41500241L5R05	33545	COMPUTER TOWER	ABBF40516020
N/A	COMPUTER TOWER	41702523JKR05	N/A	COMPUTER TOWER	41500198L5R05
27774	LASERJET 3800	N/A	19262	COMPUTER TOWER	2011881
29737	COMPUTER TOWER	2026693	27701	DUKANE PROJECTOR	DCS103263
27930	DUKANE PROJECTOR	DC5403480	27387	DUKANE PROJECTOR	601911307
27874	DUKANE PROJECTOR	703914057	27795	DUKANE PROJECTOR	701912665
32762	DUKANE PROJECTOR	HSUF020223L	27794	DUKANE PROJECTOR	701912670
27738	DUKANE PROJECTOR	611911152	34070	DUKANE PROJECTOR	60191283
27868	DUKANE PROJECTOR	703914056	34492	DUKANE PROJECTOR	MSUF0317322
29704	LAPTOP	CNU6070H00	36188	LAPTOP	CNU609112X
31840	EPSON PROJECTOR	KMFF910898L	26389	LAPTOP	2UA522OW9P
31533	HP COMPUTER 6710B	CNU8210451	33948	HP COMPUTER NC8230	CNU5351HGW
37456	HP COMPUTER NC8230	CNU602175P	34308	EPSON PRINTER	MSUF010530L
27430	SHARP PRINTER	601912078	30896	EPSON PRINTER	JXUF750072L
34312	EPSON PRINTER	MSUFO12199L	27816	SHARP PRINTER	701912827
N/A	40' SEA BINS (3)				

OBSOLETE AND/OR UNUSABLE VEHICLES

VEHICLE #	DESCRIPTION	VIN #
SP-4 SECURITY VEHICLE	2000 DODGE DAKOTA	1B7FL26X7Y5628428
M-45 GROUNDS TRAILER	2001 JACOBSON TRAILER	1J9DE2E231F015488
M-82 TRAILER	1993 CAL TRAILERS	1C9CG87BX01145212

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: August 8, 2016
SUBJECT: Agreement for Services with Forsyte IT, Inc. Solutions for 2016-17

BACKGROUND INFORMATION:

The District has many initiatives that will require students to use online technology. Keeping all students accessing the technology from multiple-content providers is a manual time-consuming process that must be done continually. In addition, when new content sources are added, such as online textbook publishers, a new manual process must be created each time. This adds to the complexity and reliability of the services. To simplify this process, the District seeks to contract with Forsyte IT to configure and implement Microsoft software and services.

There are many tasks associated with this project. Infrastructure must be placed in the cloud so that student online access is preserved, even if there is a problem at the District Office itself. This is an important aspect of the District's disaster recovery plan. Processes will be created to automatically "sync" student accounts from the student system (Synergy) to Microsoft 365. Student accounts will be created in Microsoft 365 within an hour after the student is added in Synergy. This provides immediate access for new students, so that instructional time is not wasted.

Similarly, accounts will also automatically synchronize to Google, so that teachers and students can use Google Docs and the online resources that this provides. Doing so will also allow the use of chromebooks to reduce the cost per-device as the District moves to lower student-to-computer ratios, and even 1:1. The synchronization system will also be used to automate account creation with book publishers for access to online books and materials by students.

Forsyte IT Solutions has worked with the District in obtaining \$6,000 in rebates from Microsoft, and they will continue to assist the District with any programs that Microsoft may be announcing in Fiscal Year 2016 to further reduce the cost to the District. Forsyte will complete this project by September 30, 2016, so that it will be ready for students as soon as possible.

POLICY/ISSUE:

Board Policy 4126 - Consultants

FISCAL IMPACT:

\$52,500 from budgeted Technology Department funds

ACTION ITEM: 4.7-A

STAFF RECOMMENDATION:

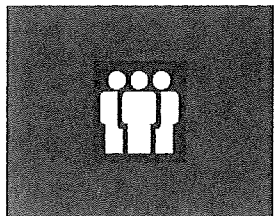
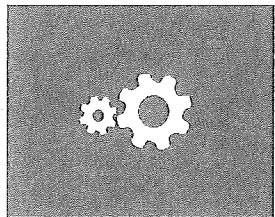
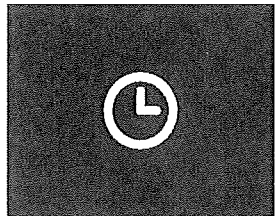
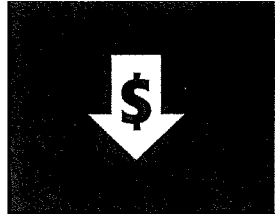
Approve the 2016-17 contract agreement with Forsyte IT Solutions to provide configuration and implementation services for online providers, as appropriate, to meet all deadlines, and authorize the Superintendent or designee to execute all necessary documents.

PREPARED BY:

Troy Marshall, Director-Technology

DISTRICT PRIORITY 3:

Use technology to manage information throughout the District.



Enhance Productivity
& Enable Mobility
with Cloud Services

Identity, SSO and MIM Integration
Contract for Services
07/18/2016

Solution for:
Paramount USD
15110 California Ave
Paramount, CA 90723

Presented By:

Forsyte IT Solutions
6903 Park Avenue
Richmond, VA 23226
Tel: (804) 301-7550
Website: www.forsyteit.com



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Contract for Services Prepared For

Paramount USD
15110 California Ave
Paramount, CA 90723

Ruben Frutos
Assistant Superintendent of Business
562-602-6025
Rfrutos@paramount.k12.ca.us

Revision History

Date	Version	Description	Author
06/01/2016	1.0	Statement of Work written for Paramount USD	David Michael
7/18/2016	2.0	Updating per Paramount USD	Chris Irwin

Forsyte IT Solutions Contacts

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david.michael@forsyteit.com

Introduction

This Contract for Services is entered into by and between the Forsyte IT Solutions ("Forsyte IT Solutions") and Paramount Unified School District (Paramount USD) in support of Identity and MIM Implementation ("Services") to be provided by Forsyte IT Solutions.

The purpose of this CONTRACT is to document the services to be delivered, the price of the requested services to be delivered as well as the responsibilities of the various parties responsible for their delivery.

Upon acceptance of this CONTRACT by Forsyte IT Solutions and Paramount any changes or modifications to the CONTRACT must be submitted via the Change Request Form attached to this document. All approved changes will become attachments to this document, which will then form the new baseline upon which future changes will be measured.

Client Goals

Paramount wishes to extent and improve their current environment by:

- Upgrading to the latest version of Azure Active Directory Connect
- Enable Self Service Password Reset
- Establish ADFS 3.0 in Azure
- Configure Single Sign-on to Google Aps
- Install and configure Microsoft Identity Manager to integrate Students, Faculty and Staff with their Active Directory
- Establish Dynamic Groups

Paramount USD has requested the professional services of Forsyte IT Solutions to assist with implementation of a solution to address these challenges. Key features of the solution to be implemented are outlined by this Statement of Work.

In Scope

- Assesment and upgrade of the current Dirsync to Azure AD Connect
- Enablement of Azure AD Premium
- Configuration of the Self Service Password Reset Portal in accordance to Paramounts' requirements
- configure ADFS 3.0 in Microsoft Azure (5 Servers) for redundancy
- Establishment of "smart links" to improve the end user browsing experience
- Azure Assessment provided by Forsyte
- Configuration of Dynamic Groups based on Paramount criteria
- Installation of Microsoft Identity Manager
 - Import of Students from SQL View
 - Import of Faculty and Staff from a CSV
 - Provision/Deprovision the users into Active Directory

The services may be provided remotely (unless otherwise required by funding options) to keep costs down as well as meet Paramount USD’s schedule or can be conducted on site if required.

Paramount USD will be required to assign Forsyte IT Solutions as the Partner of Record for the next three years.

Out of Scope

Tasks that are considered to be Out of Scope for this Statement of Work include:

- Infrastructure remediation unless otherwise specified with the project phases (EXAMPLE: Active Directory, Network Switches, Network Routers, Network Hubs, DNS, SAN Performance and capacity, etc.).
- The purchase of any Microsoft licenses needed for this project
- The purchase of any third party SSL certificates.
- Changes or remediation within the current environment outside of those specified within the current statement of work.
- Analysis and remediation of network related issues.
- Application packages other than those specified within this statement of work.
- Regulatory compliance requirements.
- Knowledge transfer is provided as part of this statement of work, but should not be presented as or take the place of any formal training that may be beneficial to the ongoing management by the customer of the solution provided.
- Remediation of application compatibility issues.

Any activity not mentioned explicitly “In scope” section is considered Out of Scope and hence will not be considered. Any additional requirements will be treated as change request and will follow the standard change request mechanism and will be estimated accordingly.

Operational Model

Estimated Project Timeline

6 Weeks (30 Business Days)

Resource Descriptions

Resource	Responsibilities
Engagement Manager	<ul style="list-style-type: none"> • Project Plan Document • Project Update Communication • Project Resource Planning • Project Escalations • Project Hours and Budget Tracking

	<ul style="list-style-type: none"> • Other Project Management Duties and Tasks as needed
Chief Architect	<ul style="list-style-type: none"> • Determine detailed architecture requirements • Provide Documentation • Provide Knowledge Transfer • Knowledge Transfer
Cloud Engineer	<ul style="list-style-type: none"> • Deploy designed solution • Configuraiton of solution • Troubleshooting as needed

Project/Engagement Preparation & Planning

Project Kickoff

The purpose of this activity is to identify the project team members, and facilitate a common understanding of the project objectives, roles and responsibilities within the scope of the Services covered by this CONTRACT.

Forsyte IT Solutions will conduct a kick off meeting to:

- Review and validate the project objectives and scope
- Discuss project activities and milestones
- Create a contact list of parties and members involved in the project
- Discuss and prepare remote connectivity requirements and needs

Phase 1 – Azure Assessment

Data Collection

- Collect environmental information
- Collect workload specific technical data
- Collect workload specific business requirments
- Produce detailed report covering:
 - Azure workload readiness
 - VM sizing recommendations
 - Azure vs On-site ROI analysis
 - Migration recommendations
- In order to keep cost down as well as collect, analyse and produce any documentation as quickly as possible all services will be provided **remotely**.

Data analysis and report preperation

Forsyte IT will analyse all data collected then cross reference it with the business use cases. This will be factored into the Azure Assessment report that is being produced.

Assessment Review

Upon completion of the assessment Forsyte IT Solutions will schedule a meeting to review our findings. During this meeting Forsyte IT will present all findings and data to Paramount USDParamount.

Phase 2 – Upgrade to Azure Active Directory Connect

Validation of the Existing Solution

Review Existing Directory Sync Implementation

- Determine the version, health and any custom configurations
- Document findings and make recommendations

Install the latest version of Azure Active Directory Connect

- Perform a parallel installation of AADC (unless it is determined a new server is required).
- Import any custom rules
- Enable Writeback
- Validate Installation

Phase 3 – Configuration of Active Directory Federation Services in Azure

Azure Service Enablement and Configuration

- Configure “Smart Links” (Forsyte)
- Provide Paramount with end user and workstation requirements for ADFS.
- Configure 4 Windows Server 2012R2 Servers
 - 2 Domain Joined with ADFS Roles
 - 2 non-domain joined with Web Application Proxy roles
 - Install the appropriate certificate (provided by Paramount)
 - Establish Federation with Office 365

Phase 4 – Configuration of Azure Active Directory Premium

- Activate the Azure AD Premium Service
- Determine SSPR validation requirements with Paramount USD
- Enable Self Service Password Reset based off Paramount requirements
- Validate SSPR functionality

- Configure Single Sign-on and Provisioning with the Paramount Google Aps for Education tenant
- Validate SSO with Google Aps for Education

Phase 5 – Installation and Configuration of Microsoft Identity Manager

- Paramount will provide the appropriate hardware
- Forsyte IT will install and configure MIM and management portal
- Create 3 Management Agents:
 - Import the Students from SQL View
 - Import Faculty and Staff programmatically from a CSV file. Updates and access to the CSV will be owned by Paramount
 - Provision/De-provision Students, Faculty and Staff into Active Directory
- Configure Dynamic Group Management based off attributes provided by Paramount.

- Configure/Validate VPN Connectivity From Active Directory

Knowledge Transfer & Closure

Knowledge Transfer

- For selected options and featured of the solution implemented and/ or deployed, provide informal training sessions.
- It is implied that knowledge transfer will be ongoing throughout this engagement.

Documentation

- Create Final version of the Design and Build Document for the relevant solutions implemented as part of this engagement.

Deliverables

Engagement deliverables are listed below:

- Project Plan
- Weekly Project Status Report
- Design & Build Document in PDF format
- Ongoing knowledge transfer until project/engagement closure

Assumptions

- All work on this project engagement will be delivered remotely.
- All required licensing is in place without issues.
- Equipment staging and deployment will occur at the customer's facility or remotely.
- The actual effort, time and cost estimations, and the order of releases for the implementation shall be revisited after the design phase. These shall be mutually agreed by Paramount USD and Forsyte IT Solutions.
- Paramount USD will provide physical and remote access to equipment as necessary to perform functions/tasks pertinent to this project.
- Paramount will provide resource and information as necessary to perform tasks pertinent to this project.
- Paramount will provide the required SSL certificate for ADFS.
- Paramount will be responsible for any DNS changes required.
- The Active Directory at Paramount is healthy and relatively free of major issues that may prevent proper implementation of the proposed solution.

Paramount's Responsibilities

- Assign a single Point of Contact who is:
 - Responsible for all Paramount aspects of this project.
 - Authorized to make all decisions relative to the project, including identification and assignment of Paramount resources.
 - Available to Forsyte IT Solutions consulting personnel throughout the delivery of the Services.
 - Is authorized to sign acceptance forms, approve consultant hours, and approve project changes.
 - Will coordinate all interviews or meeting schedules.
- All Project requests and changes must be communicated and negotiated through the Forsyte IT Solutions project coordinator in writing. Refer to the change request form attached to this document.
- Provide User ID and passwords to the Forsyte IT Solutions engineers for all existing systems that needs to be configured as part of this project.
- Assign personnel as appropriate to work with Forsyte IT Solutions for the duration of the project. Delays in providing this staffing may lead to a Change Order, and result in additional cost and/or delay in completion of the Services.
- Perform any backups required to systems affected by the project.
- Provide accurate, complete and timely information, business and technical data or documentation as requested by Forsyte IT Solutions to perform the Services.
- If Forsyte IT Solutions' performance under this CONTRACT depends upon services, hardware or software being supplied by third parties. Paramount is responsible for obtaining all such

third-party hardware, software, and consulting services, which are a prerequisite or dependency to Forsyte IT Solutions' performance under this CONTRACT. Paramount is also responsible for any such third-party product and/or service charges and fees.

- Paramount is responsible for ensuring all necessary cabling infrastructure is installed and functional prior to cutover.

Forsyte IT Solutions Responsibilities

- Review and administer a Project Change Control Procedure with Paramount Point of Contact, as defined in this CONTRACT.
- Forsyte IT Solutions will assign a Project Manager to manage resources and organization for this engagement.
- Review the CONTRACT, and any associated documents, with Paramount Point of Contact.
- Coordinate and manage the technical activities of Forsyte IT Solutions' personnel.
- Prepare and maintain the project plan which lists the activities, tasks, assignments, milestones and estimates for performance of this CONTRACT.
- Help resolve deviations from the project plan with Paramount Point of Contact.
- Manage and support services stated under this CONTRACT.

Pricing

This offer is extended to Paramount USD until 08/15/2016 at close of business (5:00 PM Eastern Standard Time). If this offer is not accepted within this time frame Forsyte IT Solutions reserves the right to withdraw this CONTRACT. In the event that Paramount USD does not accept this CONTRACT and Forsyte IT Solutions exercises its right of withdrawal; this document becomes the sole property of Forsyte IT Solutions and must be returned in its entirety and is accepted as copyrighted material.

A signature within the pricing section of this Statement of Work (CONTRACT) by an authorized Paramount USD representative indicates an acceptance of this CONTRACT and authorizes Forsyte IT Solutions to proceed with all necessary actions to start this project / engagement including procurement of the products, services, and resources described in this CONTRACT. Each party warrants and represents that its respective representative whose signature appears below is duly authorized to execute and deliver this CONTRACT.

Fixed Fee	
Service Description	Item Price
Planning and Envisioning <ul style="list-style-type: none"> • Project Spin-Up • Entry Criteria • Project Kick-Off Meeting(s) Discovery 	\$780.00
Phase 1 <ul style="list-style-type: none"> • Azure Assessment 	\$2,000.00
Phase 2 <ul style="list-style-type: none"> • Azure AD Connect Upgrade 	\$2,170.00
Phase 3 <ul style="list-style-type: none"> • ADFS in Azure 	\$5,000.00
Phase 4 <ul style="list-style-type: none"> • Azure Premium Configuration 	\$4,000.00
Phase 5 <ul style="list-style-type: none"> • Microsoft Identity Manager Implementation 	\$37,530.00
Project Conclusion <ul style="list-style-type: none"> • Post Transition Support (6hrs) • Project Wrap-Up Meeting • Change Management 	\$1,560
Project Management	\$5,460
ESTIMATED SUBTOTAL	\$58,500.00
Microsoft Funding CIF - \$4,000 Azure - \$2,000	\$6,000.00
ESTIMATED TOTAL PRICE	\$52,500.00

Pricing Assumptions:

- Pricing shown is a fixed fee cost.
- If travel is required, the price associated with consultant travel, lodging, and other project related expenses will be on actual costs. Travel and expenditures will be billed at actual cost upon completion of the project or on a monthly basis as it is accrued, if the project duration exceeds three (3) weeks. Travel pricing is based on a minimum of fourteen (14) days advance notice for the booking of travel. Should fourteen (14) days not be given, additional costs may be necessary.

- International Travel is excluded from this scope of work. Should international be required, a Project Change order will be submitted for mutual approval for travel expenses and travel time at \$125/hour, up to 8 hours per one-way trip maximum.
- Upon completion of any "Planning Services" milestones and delivery of their corresponding deliverable documents, Forsyte IT Solutions will redeem any Microsoft SA Benefit Vouchers used as funding for this statement of work.
- Use of Microsoft SA Benefit Vouchers (whole or in part) may require on-site engagement delivery for all or part of the project/ engagement. Any travel required will be billed at actual cost to Paramount as stated above.
- Normal working hours for Service Provider Party resources will be 8 hours per day. Forsyte IT Solutions shall define dedicated resource(s) to work on-site/remote throughout the tenure of the project and shall bill a minimum of 8 hours per day, unless other arrangements are mutually agreed upon.



Payment terms

Paramount USD agrees with the tasks and scope of this project. Upon sign-off of project, or sign-off on monthly progress, Paramount will pay Forsyte IT Solutions directly.

Paramount USD	Forsyte IT Solutions
_____	_____
<i>Authorized Signature</i>	<i>Authorized Signature</i>
_____	_____
<i>Printed Name</i>	<i>Printed Name</i>
_____	_____
<i>Title</i>	<i>Title</i>
_____	_____
<i>Date</i>	<i>Date</i>



Terms and Conditions

1. **Agreement.** This Agreement, together with any Special Terms and Conditions to which you and Forsyte IT Solutions will agree, establishes a relationship between us so that you may, at your option, engage us to provide Services ("Services") to you. This Agreement does not require you to purchase Services from Forsyte IT Solutions. If you do elect to engage Forsyte IT Solutions to provide Services to you, those Services will be governed by the terms and conditions of this Agreement. If we have agreed to any Special Terms and Conditions, those Special Terms and Conditions will be attached as Exhibit A to this Agreement.
2. **The Services.**
 - a. We will perform the Services pursuant to Statements of Work.
 - b. Statements of Work must be signed by your authorized representative and the authorized representative of Forsyte IT Solutions. We will not begin performing Services until we have a mutually-agreed to and signed Statement of Work.
 - c. The Services will be performed diligently, in accordance with industry standards, and in compliance with the specifications of the Statement of Work.
 - d. If, at any time, you require a replacement of an individual performing the Services for you, we will replace that individual with an individual of like skills and experience at no additional charge to you.
 - e. All Services will be deemed as being performed satisfactorily unless you promptly and specifically notify us otherwise.
 - f. Acceptance Criteria for the Services will be set forth in the Statement of Work.
3. **Changes in Scope of the Services.**
 - a. If at any time during the performance of the Services you wish Forsyte IT Solutions to perform any Services beyond those described in the Statement of Work, the parties will agree on a Change Order. Change Orders will describe the additional or different Services to be performed, the period of performance, additional fees (if applicable) and such other terms as you and Forsyte IT Solutions mutually agree.
 - b. Change Orders must be signed by the authorized representatives of both parties, and will be attached and become a part of the Statement of Work to which the Change Order pertains.
4. **Use of Subcontractors.**
 - a. We may use independent contractors or subcontractors to perform the Services or some part of the Services. We will be fully responsible for the acts and omissions of our independent contractors or subcontractors performing the Services – or any part of the Services on our behalf, to the same extent as we would be responsible if we, Forsyte IT Solutions, performed those Services.

5. Payment Terms.

- a. You will pay Forsyte IT Solutions in accordance with the payment terms stated in the Statement of Work.
- b. Unless otherwise stated in the Statement of Work, you will pay Forsyte IT Solutions no later than thirty (30) days from your receipt of a Forsyte IT Solutions invoice.
- c. Unless you and Forsyte IT Solutions have agreed otherwise in a Statement of Work, we will invoice you monthly.
- d. If you do not dispute an invoice within thirty (30) days after you receive that invoice, that invoice will be deemed accepted and payable by you.
- e. We reserve the right to suspend Services for non-payment. For purposes of this section 6, "non-payment" means your failure to pay all undisputed invoices when due. If that situation occurs we will serve you with a Notice to Suspend Services for Non-Payment and reference the applicable invoice. If you do not pay Forsyte IT Solutions no later than ten (10) days from your receipt of that notice we have the right to suspend the Services without further notice to you until the applicable invoice is paid in full.
- f. Unless otherwise stated in the Statement of Work, we may increase the hourly, daily, weekly, monthly or per-incident rates charged annually with 60 days prior written notice to you. The increase will be the lesser of five percent (5%) of the current rate charged or the annual percentage increase in the United States Department of Labor's Bureau of Labor Statistics Consumer Price Index ("Index")¹. Any price increase will be determined by comparing the Index as published on the date that we deliver to you a proposed increase in rates to the Index published 12 months immediately prior to that date. Unless we mutually agree to do so, we will not increase your rates more than once in any 12-month period.

6. Expenses.

- a. Forsyte IT Solutions will be responsible for its own expenses in the performance of an engagement unless the Statement of Work states that we will be reimbursed for certain expenses. The Statement of Work will state the expenses Forsyte IT Solutions will be reimbursed for.
- b. Any reimbursable expenses will be pre-approved by you, either in the Statement of Work or by your expense reimbursement policies. If you have reimbursable expense guidelines (such as for airline travel, ground transportation, hotel accommodations, etc.) you may attach those guidelines to this Agreement and they will become a part of this Agreement.

7. Purchase Orders.

- a. You must issue Forsyte IT Solutions a Purchase Order for all Products and Services which must be signed by, or issued to us by, your authorized representative.

¹ All US Cities average CPI for urban wage earners and clerical workers (CPI-W)

- b. We will notify you of our acceptance of your Purchase Order.
- c. Forsyte IT Solutions may accept or reject your Purchase Order in Forsyte IT Solutions' sole discretion.

8. **Confidential Information.**

- a. We will each maintain the confidentiality of the other party's non-public information.
- b. We each will protect the other's Confidential Information with the same degree of care we use to maintain our own non-public information.
- c. We will disclose the other party's Confidential Information only to our employees, agents, or representatives on a need-to-know basis. For purposes of this section, the term "need to know" means an individual needing that Confidential Information to carry out its duties under the Statement of Work.
- d. We will each mark our Confidential Information as "Confidential" or "Proprietary" or by other marks or indications as are appropriate to the media on which the Confidential Information is disclosed.
- e. If we have previously agreed to and signed Mutual Non-Disclosure and Confidentiality Agreement or other agreement (however it is named) designed to protect the Confidential Information of both parties, then that agreement will supersede this paragraph 9. We have provided you a copy of Forsyte IT Solutions' Mutual Non-Disclosure and Confidentiality Agreement ("NDA") for your reference; if you find it acceptable you may sign it or provide us with your NDA for review.

9. **Intellectual Property.**

- a. You will own all Deliverables specifically created for you ("Original Works").
- b. Forsyte IT Solutions will, however, retain all right, title and interest in and to any inventions, discoveries, tools or improvements which we create or develop in connection with our performance of the Services or creation of the Original Works which arise out of or from use of our proprietary, licensed, trademarked or otherwise protected software, tools, programs, or other intellectual property.
- c. If any Statement of Work involves the proprietary or intellectual property of any third party, the respective intellectual property rights of the parties, including the third party, will be described in the Statement of Work or attached to the Statement of Work.
- d. If any Forsyte IT Solutions intellectual property is imbedded in a Deliverable, to protect and preserve your right to use that Deliverable in perpetuity, we grant you a non-exclusive, world-wide, paid up, license to use that Intellectual property for your internal use only.

10. **Infringement.**

- a. We have all the necessary licenses or rights to perform the Services or deliver the deliverables and we will indemnify you in connection with any claim that the Services – or

any part of the Services – infringe upon the proprietary or intellectual property rights of others.

- b. Our duty to indemnify you does not extend to any infringement claim based on your unauthorized or non-permitted combination, operation, or use of the Services or any deliverable with any other software, hardware, or work product if that non-permitted combination, operation or use is the cause of the infringement and the cause of that infringement and the infringement claim would have been avoided in the absence of such combination, operation or use.
- c. If any third-party software or hardware is provided to you in connection with the Services or as part of the Services (whether or not provided by Forsyte IT Solutions), that hardware or software is sold subject to an End User License Agreement (“EULA”) or other use agreement which is between you and the software publisher or hardware manufacturer (collectively, “OEM”) and is not between you and Forsyte IT Solutions. Our duty to indemnify you does not extend to any infringement claim based on your violation of any OEM EULA or other use agreement governing your use of any software or hardware. We are contractually prohibited from modifying an OEM EULA or use agreement in any way.

11. Forsyte IT Solutions Warranties.

- a. Forsyte IT Solutions warrants to you that we are duly-authorized and maintain the necessary licenses to provide the Services to you.
- b. If any Products are delivered to you in connection with the Services, those Products will be provided to you free of any liens and encumbrances;
- c. All Products sold to you in connection with the Services will be new and not re-manufactured unless otherwise agreed to by you or Products are specially configured for you by your written instructions to Forsyte IT Solutions;
- d. All Product documentation will be provided to you together with the Products if the manufacturer or publisher provides that documentation with the Products. We will not remove or separate any documentation from the Products;
- e. You understand that Forsyte IT Solutions is a value-added reseller of Products. Forsyte IT Solutions does not manufacture Products but obtains Products from manufacturers, publishers and distributors (“Suppliers”) in their original “as is” condition. Products are not warranted by Forsyte IT Solutions prior to delivery to you.
- f. You understand that Forsyte IT Solutions is contractually prohibited from making any representations or warranties concerning the Products other than those provided by the manufacturer or publisher. Therefore, Forsyte IT Solutions cannot and does not warrant any Product’s merchantability or fitness for any purpose. Any defective Products purchased from Forsyte IT Solutions are subject to the manufacturer’s or publisher’s warranty, repair and return policies.

- g. At your request, we will assist you with all warranty, return, repair and replacement issues in connection with any Products sold to you in connection with the Services.
- h. While the Products are sold to you or provided to you by Forsyte IT Solutions in connection with the Services are provided "as is", to the best of our knowledge, the Products do not infringe the proprietary rights of third parties.

12. Termination.

- a. Either of us may terminate this Agreement for convenience prior to its expiration by giving the other party 30 days prior written notice.
- b. Either of us may terminate this Agreement or any Statement of Work if the other party materially breaches this Agreement. If there is a material breach, the non-breaching party will notify the other party pursuant to the Notice section of this Agreement. The notice of breach must describe the nature of the breach. The breaching party will be given thirty (30) days to cure the breach. If the breach is not cured within that 30-day period, the non-breaching party may terminate this Agreement without further notice.
- c. This Agreement may be also be terminated if:
 - i. either party files a declaration for bankruptcy; or
 - ii. a third party seeks an involuntary declaration of bankruptcy; or
 - iii. if either party makes a general assignment for the benefit of creditors; or
 - iv. if a receiver is appointed due to a party's insolvency.
- d. Termination will be effective upon Receipt of Notice of Termination or on the termination date specified by any Notice of Termination.
- e. If this Agreement (or any Statement of Work arising out of this Agreement) is terminated for any reason, you will pay Forsyte IT Solutions for the Services satisfactorily performed up to the date of Termination and for any Products ordered by you prior to the date of Termination.

13. Insurance.

- a. If you require Forsyte IT Solutions to maintain insurance with specific coverage or limits, you must provide those requirements to us.
- b. Forsyte IT Solutions will confirm to you if we can comply with your insurance requirements. If we are unable to comply with your insurance requirements we will tell you. If we cannot reach an agreement with respect to insurance requirements, we will decline to accept the engagement. You may waive any insurance requirement in your sole discretion.
- c. If we can comply with your insurance requirements they will be attached to this Agreement as part of your Special Terms and Conditions and will be incorporated into this Agreement.

- 14. Indemnification.** We will indemnify, defend, and hold you (including your officers, directors, employees and agents) from and against:

- a. Any gross negligent act or omission or any willful misconduct on our part in connection with Forsyte IT Solutions' performance of the Services described in the Statement of Work;
- b. Our failure to comply with any Federal, State, or local law or regulation governing our activities under this Agreement or any Statement of Work arising out of this Agreement.
- c. Any assessment or penalty if any taxing authority makes a claim or determination against you based on our status as an independent contractor.

15. Limitation of Liability.

- a. We are liable to you for damages only to the extent caused by our own actions in our performance of the Services;
- b. We are not liable to you or to any third party for any negligent act or omission or willful misconduct by you or your employees, agents, contractors, representatives, consultants or subcontractors;
- c. We are not liable to you or any third party in connection with:
 - i. Any third party claim that you (and not Forsyte IT Solutions) have violated any Federal, State, or local law or regulation;
 - ii. Any delay in the performance of the Services caused by reasons beyond our control or that we cannot reasonably remedy ("Force Majeure Events");
 - iii. Third Party hardware or software which is provided to you in connection with the Services in its "as is" original condition from the OEM.
- d. Our liability for damages (except for personal injury or death or damage to your physical property), regardless of the form of action, will not exceed the total amount you paid Forsyte IT Solutions for the Services out of which the claim arose.
- e. **NEITHER PARTY WILL BE LIABLE TO THE OTHER FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS, LOSS OF GOOD WILL, LOSS OF BUSINESS ADVANTAGE, OR LOST DATA EVEN IF A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**

16. Non-Solicitation.

- a. You will not hire or attempt to hire any Forsyte IT Solutions employee to perform the same or similar services as the Services being performed under a Statement of Work during the term of the Statement of Work, and for a period of one (1) year following the completion of the Statement of Work, without Forsyte IT Solutions' prior written permission;
- b. If you offer employment to such an employee, and the employee accepts your offer, you will pay Forsyte IT Solutions a sum equal to the six-months billing rate paid to that employee based on the employee's base hourly rate at the time of his or her hiring by you;
- c. You acknowledge that Forsyte IT Solutions invests time and money to train and certify its technical and professional personnel and maintain ongoing training and certifications of

its employees. You acknowledge that Forsyte IT Solutions employees are its most valuable asset and the fee that you must pay Forsyte IT Solutions is reasonable and just compensation;

- d. You must notify Forsyte IT Solutions in advance, in writing, of your intent to hire an Forsyte IT Solutions employee;
 - e. You are not restricted in any way from hiring an employee who responds to any public advertisement or open recruitment solicitation placed in any public medium by you or referred to you by a recruitment agent without your direct encouragement or enticement targeting the particular employee.
17. **Compliance with Laws.** Each party warrants that it will comply with all Federal, State, and local laws and regulations, including U.S. export regulations, as applicable to each party in the performance or use of the Services, and will indemnify, defend, and hold the other party harmless from a party's violation of those laws.
18. **Assignment.** Neither of us will assign this Agreement without the other's prior written consent, except to an affiliate, or as part of a transaction by which all or substantially all of that party's assets are transferred to a third party. This Agreement will be binding on a party's permitted successors or assigns. If a party rejects the assignment, that party may terminate this Agreement.
19. **Notice.** Notices under this Agreement are effective on delivery when made by personal delivery, Certified Mail (return receipt requested) or by nationally-recognized courier. Notice must be in writing. Notice must be sent to the persons and to the addresses stated below each party's signature to this Agreement. Either party may change its addressee or address for Notice by providing the other party with that information in accordance with this Section.

For Forsyte IT Solutions
Forsyte IT Solutions LLC.
Attention: President
6903 Park Ave,
Richmond, Virginia 23226

For
Paramount USD
15110 California Ave
Paramount, CA 90723

Communications of a purely operational or technical nature may be made by the parties by such methods as they agree from time to time.

20. **Force Majeure Events.** Neither party will be liable for any default or delay of its performance or obligations under this Agreement to the extent that default or delay is caused, directly or indirectly, by any or all of the following:
- a. A natural disaster, or what is commonly referred to as an "act of God", including but not limited to fire, flood, earthquake or other elements of nature;
 - b. Civil disorders, including but not limited to riot, rebellion, or revolution;

- c. Quarantines or other governmental actions;
 - d. Malicious acts of third parties or labor disputes; or
 - e. Any other cause that a party could not have anticipated, planned for, or that is beyond the reasonable control of a party.
21. **Waiver.** The waiver of any default by one party with respect to any provision of this Agreement is not a waiver of any other terms and conditions of this Agreement; a waiver at a particular time will not be implied or deemed to be a waiver at any time in the future.
22. **Sever.** If any court or tribunal of competent jurisdiction, or the enactment of any law, statute or regulation with retroactive effect, determines that any provision of this Agreement is void or unenforceable, it will not affect the enforceability of any other provision; all other provisions of this Agreement will remain in full force and effect.
23. **Governing Law and Jurisdiction.** This Agreement is governed by the law of the State of Virginia. The parties by their signature to this Agreement agree that any claim or action arising out of this Agreement will be maintained in the City of Richmond, Virginia. Jurisdiction and venue will lie exclusively in Richmond Virginia unless the parties agree otherwise.
24. **Entire Agreement.** This Agreement, together with its incorporated Exhibits, is the entire agreement of the parties with respect to the subject matter of this agreement.
- a. This Agreement supersedes any and all other agreements between the parties whether oral or in writing.
 - b. This Agreement may be modified only by a written Amendment signed by the duly-authorized representatives of the parties.
25. **Warrant of Authority.** The individual signing this Agreement represents, by his or her signature to this Agreement, that he or she has been properly authorized and empowered to sign this Agreement on behalf of the party he or she represents.



Change Request Form

Pursuant to the Statement of Work ("CONTRACT") referenced as CONTRACT ID Number: 1596182915001 between **Paramount USD** and **Forsyte IT Solutions**, both parties hereby agree that this Change Request will amend and be fully incorporated into, and made part of, the CONTRACT.

Change Request Number: CR <#>

Reason for Change Request:

Changes to CONTRACT:

Schedule Impact:

Cost Impact:

	CONTRACT/Change Request	Services	T&E	Total
a.	Original Value of CONTRACT	\$0.00	\$0.00	\$0.00
b.	Value of Change Request No. 1	\$0.00	\$0.00	\$0.00
c.	New Value of CONTRACT:	\$0.00	\$0.00	\$0.00

Purchase Order Issuance (if applicable): Paramount USD shall issue a written Purchase Order to Forsyte IT Solutions for this Change Request for the total amount of **\$0.00**.

Except as changed herein, all terms and conditions of the CONTRACT remain in full force and effect.

Each party, as evidenced by the signature below or electronic signature, as applicable, by its authorized representative, acknowledges that it has read and agrees to this Change Request in its entirety.

Paramount USD

Forsyte IT Solutions

Authorized Signature

Authorized Signature

Printed Name

Printed Name

Title

Title

Date

Date

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: August 8, 2016
SUBJECT: Resolution No. 16-07, Resolution of the Board of Education of the Paramount Unified School District Ordering a School Bond Election and Authorizing Necessary Action in Connection Therewith

BACKGROUND INFORMATION:

In 2006, the community approved Measure AA that provided the District with \$100 million of bond principal financing authorization, combined with \$23 million of State matching grants, that funded the completion of nineteen (19) major facilities projects ("Priority 1 School Projects") at fifteen (15) school campuses. The District completed the authorized Measure AA Priority 1 School Projects in 2013, which included renovations, improvements, upgrades, expansions, and new construction of school facilities at nine (9) elementary, three (3) middle, one (1) K-8, and two (2) high school campuses.

At the June 8th meeting, the Board was presented with a summary of the school facilities and types of projects that still remain to be completed from the District's 2006 Facilities Needs Assessment Analysis. Subsequently, District staff and its facilities team continued the process of updating the District's remaining school facilities needs and budget estimates ("2016 Priority School Projects") under its 2016 School Facilities Needs Analysis.

At the July 11th meeting, the Board approved proceeding with an updated 2016 Community Survey ("2016 Community Survey") for the primary purposes of: a) obtaining input from the community regarding the District's remaining 2016 Priority School Projects; and b) identifying the potential support levels for a 2016 Bond Measure that is needed for funding the implementation of the 2016 Priority School Projects. The updated Community Survey was conducted by Fairbank, Maslin, Maullin & Metz ("FM3").

At the August 2nd meeting, the Board was presented with a summary of the Community Survey results by FM3. The Community Survey results identified viable community support levels for both the completion of the District's 2016 Priority School Projects and the 2016 Bond Measure needed to provide the District with the local funding required for implementation of the District's updated 2016 School Facilities Needs Analysis.

ACTION ITEM: 4.8-A

The District's 2016 School Facilities Needs Analysis has identified a preliminary amount of over \$120 million in funding that will be needed for the completion of the District's 2016 Priority School Projects. The District has also identified that it may qualify to receive up to \$15 million in additional State matching grant funds that, if received, will augment the funding available for the District's 2016 Priority School Projects.

As with Measure AA, the Board can authorize an election for the purpose of submitting to the registered voters within the District's boundaries the question of whether bonds of the District shall be issued and sold for the purpose of raising the local funding needed for the completion of the 2016 Priority School Projects. Pursuant to Section 18 of Article XVI and Section 1 of Article XIII A of the California Constitution, and Section 15266 of the Education Code ("Proposition 39 Parameters"), school districts may seek approval of general obligation bonds and levy an *ad valorem* tax to repay those bonds upon a 55% vote of those voting on a proposition for the purpose, provided certain accountability measures are included in the proposition.

Attached is Resolution No. 16-07, under which the Board deems it necessary and advisable to submit such a bond proposition ("2016 Bond Proposition") under the Proposition 39 Parameters to the electors to be approved by 55% of the votes cast. Resolution No. 16-07 authorizes a special election to be held within the boundaries of the District on November 8, 2016, for the purpose of submitting to the registered voters of the District the 2016 Bond Proposition providing for the authorization for the Paramount Unified School District to issue and sell bonds of up to \$106 million in aggregate principal amount to provide financing for the specific school facilities projects listed in the Bond Project List attached to the Resolution No. 16-07 as Exhibit A, and qualify the District to receive up to \$15 million in State of California matching grants.

The 2016 Bond Proposition also includes certain Accountability Safeguards in order that the voters and taxpayers of the District may be assured that their money will be spent to address specific school facility needs of the District. The 2016 Proposition's Accountability Safeguards include an evaluation of the District's updated school facility needs, limitation on the uses of the bonds, establishment of an independent citizens' oversight committee, annual performance audits, annual financial audits, and an annual report to the Board.

Representatives from California Financial Services and other members of the District's School Funding Program team will be in attendance to answer questions that the Board may have regarding the 2016 Proposition.

POLICY/ISSUE:

Board Policy 7215- General Obligation Bonds

FISCAL IMPACT

Upon approval of by the voters of the District's 2016 Bond Proposition, the bonds are planned to be issued in multiple series over an eight to twelve-year period to provide periodic funding for the priority school facility projects set forth in the authorized Bond Project List, and to obtain State matching grant funds. The initial bond series is planned to be issued in the first quarter of 2017 and all closing costs will be funded from the bond proceeds. The District's periodic issuance of the authorized bonds will have no fiscal impact on its General Fund.

STAFF RECOMMENDATION

Adopt Resolution 16-07, authorizing the special election of the 2016 Bond Proposition to be held within the District's boundaries on November 8, 2016.

PREPARED BY:

Ruben Frutos, Assistant Superintendent-Business Services

DISTRICT PRIORITY 9:

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

RESOLUTION NO. 16-07

RESOLUTION OF THE BOARD OF EDUCATION OF THE PARAMOUNT UNIFIED SCHOOL DISTRICT ORDERING A SCHOOL BOND ELECTION, AND AUTHORIZING NECESSARY ACTIONS IN CONNECTION THEREWITH

WHEREAS, the Board of Education (the “Board”) of the Paramount Unified School District (the “District”), located within the County of Los Angeles, California (the “County”), is authorized to order elections within the District and to designate the specifications thereof, pursuant to Sections 5304 and 5322 of the California Education Code (the “Education Code”);

WHEREAS, the Board is specifically authorized to order elections for the purpose of submitting to the electors the question of whether bonds of the District shall be issued and sold for the purpose of raising money for the purposes hereinafter specified, pursuant to Education Code Sections 15100 *et seq.*;

WHEREAS, pursuant to Section 18 of Article XVI and Section 1 of Article XIII A of the California Constitution, and Section 15266 of the Education Code, school districts may seek approval of bonds and levy an *ad valorem* tax to repay those bonds upon a 55% vote of those voting on a proposition for the purposes hereinafter specified, provided certain accountability measures are included in the proposition, including performance and financial audits and oversight by an independent citizens’ oversight committee to ensure that all funds are spent properly and as promised to the voters;

WHEREAS, the Board deems it necessary and advisable to submit such a bond proposition to the electors, which, if approved by 55% of the votes cast, would permit the District to issue its bonds;

WHEREAS, such a bond election must be conducted concurrent with a statewide primary election, general election or special election, or at a regularly scheduled local election at which all of the electors of the District are entitled to vote, as required by Section 15266 of the Education Code;

WHEREAS, on November 8, 2016, a statewide general election is scheduled to be conducted throughout the District;

WHEREAS, the Board has determined that, based upon a projection of assessed property valuation, if approved by voters, the tax rate levied to meet the debt service requirements of the bonds proposed to be issued will not exceed the maximum tax rate permitted by Section 15270 of the Education Code;

WHEREAS, Section 9400 *et seq.* of the California Elections Code (the “Elections Code”) requires that a tax rate statement be contained in all official materials, including any ballot pamphlet prepared, sponsored or distributed by the District, relating to the election;

WHEREAS, the Board now desires to authorize the filing of a ballot argument in favor of the bond proposition to be submitted to the voters at the election; and

WHEREAS, if a project to be funded by the bonds will require State matching grant funds for any phase, the sample ballot must contain a statement, in the form prescribed by law, advising the voters of that fact, and the Board finds that completion of all or a portion of certain of the projects listed in the bond proposition set forth herein will require State matching grant funds not yet received by the District;

NOW, THEREFORE, be it resolved, determined and ordered by the Board of Education of the Paramount Unified School District as follows:

Section 1. **Recitals.** All of the above recitals are true and correct.

Section 2. **Specifications of Election Order; Required Certification.** Pursuant to Education Code Sections 5304, 5322, 15100 *et seq.*, and 15266, a special election shall be held within the boundaries of the District on November 8, 2016, for the purpose of submitting to the registered voters of the District the bond proposition contained in Exhibit A attached hereto and incorporated herein. In accordance with Section 1 of Article XIII A of the California Constitution, and as provided in the text of the bond proposition, the Board hereby certifies that it has evaluated safety, class size reduction and information technology needs in developing the bond project list set forth in the bond proposition.

Section 3. **Conduct of Election.** (a) *Request to County Officers.* Pursuant to Section 5303 of the Education Code, the Registrar of Voters of the County (the “Registrar of Voters”) is required to, and is hereby requested to take all steps to hold the election in accordance with law and these specifications.

(b) *Abbreviation of Proposition.* Pursuant to Section 13247 of the Elections Code and Section 15122 of the Education Code, the Board hereby directs the Registrar of Voters to use the following abbreviation of the bond proposition on the ballot:

“NEIGHBORHOOD SCHOOL REPAIR, CAREER EDUCATION, SAFETY IMPROVEMENT MEASURE. To repair/upgrade schools that prepare students for college/careers; upgrade classrooms/labs for job training/college preparation; improve school security/technology, electrical wiring, air conditioning, emergency alarms, earthquake safety, disabled access, aging gymnasiums/athletic fields and tracks; repair deteriorating roofs, water pipes; remove lead paint/asbestos; shall Paramount Unified School District issue 106 million dollars in bonds at legal rates, with independent audits, citizens’ oversight, all funds used locally?”

(c) *Voter Pamphlet.* The Registrar of Voters is hereby requested to reprint the full text of the bond proposition as set forth in Exhibit A in its entirety in the voter information pamphlet to be distributed to voters pursuant to Section 13307 of the Elections Code. In the event the full text of the bond proposition is not reprinted in the voter information pamphlet in its entirety, the Registrar of Voters is hereby requested to print, immediately below the impartial analysis of the bond proposition, in no less than 10-point boldface type, a legend substantially as follows:

“The above statement is an impartial analysis of Measure __. If you desire a copy of the measure, please call the Los Angeles County Registrar of Voters at (800) 815 -2666 or the Paramount Unified School District at (562) 602-6000, and a copy will be mailed at no cost to you. Measure __ is also available on the Internet at <http://www.paramount.k12.ca.us>.”

(d) *Accountability Safeguards.* In the event the full text of the bond proposition is not reprinted in the voter information pamphlet in its entirety, the Registrar of Voters is hereby requested to include the following statement in the ballot in compliance with Section 15272 of the Education Code:

“If Measure __ is approved, the Board of Education of the Paramount Unified School District will appoint a citizens’ oversight committee and conduct annual independent audits to assure that bond funds are spent only on the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities, and for no other purposes.”

(e) *State Matching Funds.* The District hereby requests that the Registrar of Voters include the following statement in the ballot pamphlet, pursuant to Section 15122.5 of the Education Code:

“Approval of Measure __ does not guarantee that the proposed project or projects in the Paramount Unified School District that are the subject of bonds under Measure __ will be funded beyond the local revenues generated by Measure __. The District’s proposal for the project or projects assumes the receipt of matching State funds, which could be subject to appropriation by the Legislature or approval of a statewide bond measure.”

(f) *Consolidation Requirement.* Pursuant to Section 15266(a) of the Education Code, the election shall be consolidated with the statewide general election on November 8, 2016, and pursuant to Part 3 (commencing with Section 10400) of Division 10 of the Elections Code, the Registrar of Voters and the Board of Supervisors of the County are hereby requested to order consolidation of the election with such other elections as may be held on the same day in the same territory or in territory that is in part the same. The District hereby acknowledges that the

consolidated election will be held and conducted in the manner prescribed by Section 10418 of the Elections Code.

(g) *Canvass of Results.* The Board of Supervisors of the County is authorized and requested to canvass the returns of the election, pursuant to Section 10411 of the Elections Code.

(h) *Required Vote.* Pursuant to Section 18 of Article XVI and Section 1 of Article XIII A of the California Constitution, the bond proposition shall become effective upon the affirmative vote of at least 55% of those voters voting on the proposition.

(i) *Election Costs.* The District shall pay all costs of the election approved by the Board of Supervisors of the County pursuant to Education Code Section 5421.

Section 4. Delivery of Order of Election to County Officers. The Clerk of the Board of the District is hereby directed to cause to be filed as soon as practicable, and in any event no later than August 12, 2016 (which date is not fewer than 88 days prior to the date set for the election), one copy of this Resolution to the Registrar of Voters, including the tax rate statement attached hereto as Exhibit B, containing the information required by Elections Code Section 9400 *et seq.*, completed and signed by the Superintendent of the District, and shall file a copy of this Resolution with the Clerk of the Board of Supervisors of the County.

Section 5. Ballot Arguments. The President of the Board, or any member or members of the Board as the President shall designate, are hereby authorized, but not directed, to prepare and file with the Registrar of Voters a ballot argument in favor of the bond proposition, within the time established by the Registrar of Voters, which shall be considered the official ballot argument of the Board as sponsor of the bond proposition.

Section 6. Further Authorization. The members of the Board, the Superintendent of the District, and all other officers of the District are hereby authorized and directed, individually and collectively, to do any and all things that they deem necessary or advisable in order to effectuate the purposes of this resolution in accordance with the terms hereof and of applicable provisions of law.

Section 7. Effective Date. This Resolution shall take effect upon its adoption by a two-thirds vote.

PASSED AND ADOPTED this day, August 8, 2016, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

President of the Board of Education of the
Paramount Unified School District

Attest:

Clerk of the Board of Education of the
Paramount Unified School District

EXHIBIT A

FULL TEXT OF BOND PROPOSITION

PARAMOUNT UNIFIED SCHOOL DISTRICT NEIGHBORHOOD SCHOOL REPAIR, CAREER EDUCATION, SAFETY IMPROVEMENT MEASURE

This Proposition may be known and referred to as the “*Paramount Unified School District Neighborhood School Repair, Career Education, Safety Improvement Measure*” or as “Measure ___”. [*designation to be assigned by County Registrar of Voters*]

KEY FINDINGS

- Paramount Unified School District (the “District”) is committed to safe schools with upgraded classrooms, libraries, science, technology, engineering and mathematics (STEM) labs and learning environments needed to support career technical education and 21st-century instruction; and
- The District has conducted a thorough assessment of its school facility needs and received input from teachers, staff and the community and evaluated the District’s urgent and critical school facility needs, including safety issues, career technical education facility requirements, computer and classroom instructional technology needs, class size reduction objectives, and prepared a needs assessment in developing the scope of facility projects to be funded; and
- The District believes that improving school facilities will improve the high quality of education for each student in every classroom; and
- The District desires to improve student safety and security and reduce risks from earthquakes and fires by upgrading school security communication systems, fire alarms, and sprinklers, and retrofitting buildings, as required; and
- The District believes that updating instructional technology will equip our students with skills and solid background in science, math and technology needed to succeed in high school, college and careers; and
- With many aging facilities, the District desires to remove hazardous materials like asbestos from older school campuses; and
- This measure will benefit local schools and no funds can be taken away by the State or other school districts, and by law, no money can be used for administrator salaries; and
- This bond requires strict fiscal accountability protections including mandatory annual audits and an independent citizens’ oversight committee made up of local residents to ensure funds are managed and spent properly; and

BOND AUTHORIZATION

By approval of this proposition by at least 55% of the registered voters voting on the proposition, the Paramount Unified School District (the “District”) shall be authorized to issue and sell bonds of up to \$106,000,000 in aggregate principal amount to provide financing for the specific school facilities projects listed under the heading entitled “BOND PROJECT LIST” below (the “Bond Project List”), and qualify to receive State of California matching grant funds, subject to all of the accountability safeguards specified below.

ACCOUNTABILITY SAFEGUARDS

The provisions in this section are specifically included in this proposition in order that the voters and taxpayers of the District may be assured that their money will be spent to address specific facilities needs of the District, all in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution, and the Strict Accountability in Local School Construction Bonds Act of 2000 (codified at Sections 15264 and following of the California Education Code (the “Education Code”)).

Evaluation of Needs. The Board of Education of the District (the “Board”) has prepared an updated School Facilities Needs Assessment Analysis in order to evaluate and address all of the facilities needs of the District at each campus and facility, and to determine which projects to finance from a local bond at this time. The Board hereby certifies that it has evaluated safety, student career and college preparation standards, facility and classroom information technology needs, and class size reduction objectives in developing the Bond Project List.

Limitations on Use of Bonds. Proceeds from the sale of bonds authorized by this proposition shall be used only for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities, including, to the extent permitted by law, the acquisition or lease of real property in connection with an existing or future financing of the specific school facilities projects listed in the Bond Project List, including the prepayment of existing or future interim lease, certificate of participation or lease revenue bond financings, and not for any other purpose, including teacher and administrator salaries and other school operating expenses.

Independent Citizens’ Oversight Committee. The Board shall establish an independent citizens’ oversight committee (pursuant to Education Code Section 15278 and following), to ensure bond proceeds are expended only for the school facilities projects listed in the Bond Project List. The committee shall be established within 60 days of the date when the results of the election appear in the minutes of the Board. In accordance with Section 15282 of the Education Code, the citizens’ oversight committee shall consist of at least seven members and shall include a member active in a business organization representing the business community located within the District, a member active in a senior citizens’ organization, a member active in a bona fide taxpayers’ organization, a member that is a parent or guardian of a child enrolled in the District, and a

member that is both a parent or guardian of a child enrolled in the District and active in a parent-teacher organization. No employee or official of the District and no vendor, contractor or consultant of the District shall be appointed to the citizens' oversight committee.

Annual Performance Audits. The Board shall conduct an annual, independent performance audit to ensure that the bond proceeds have been expended only on the school facilities projects listed in the Bond Project List. These audits shall be conducted in accordance with the Government Auditing Standards issued by the Comptroller General of the United States for performance audits. The results of these audits shall be made publicly available and shall be submitted to the citizens' oversight committee in accordance with Section 15286 of the Education Code.

Annual Financial Audits. The Board shall conduct an annual, independent financial audit of the bond proceeds until all of those proceeds have been spent for the school facilities projects listed in the Bond Project List. These audits shall be conducted in accordance with the Government Auditing Standards issued by the Comptroller General of the United States for financial audits. The results of these audits shall be made publicly available and shall be submitted to the citizens' oversight committee in accordance with Section 15286 of the Education Code.

Special Bond Proceeds Account; Annual Report to Board. Upon approval of this proposition and the sale of any bonds approved, the Board shall take actions necessary to establish an account in which proceeds of the sale of bonds will be deposited. As long as any proceeds of the bonds remain unexpended, the Superintendent of the District shall cause a report to be filed with the Board no later than January 1 of each year, commencing January 1, 2018, stating (a) the amount of bond proceeds received and expended in that year, and (b) the status of any project funded or to be funded from bond proceeds. The report may relate to the calendar year, fiscal year, or other appropriate annual period as the Superintendent of the District shall determine, and may be incorporated into the annual budget, audit, or other appropriate routine report to the Board.

FURTHER SPECIFICATIONS

Joint-Use Projects. The District may enter into agreements with other public agencies or nonprofit organizations for joint use of school facilities financed with the proceeds of the bonds in accordance with Education Code Section 17077.42 (or any successor provision). The District may seek State grant funds for eligible joint-use projects as permitted by law, and this proposition hereby specifies and acknowledges that bond funds will or may be used to fund all or a portion of the local share for any eligible joint-use projects identified in the Bond Project List or as otherwise permitted by California State regulations, as the Board shall determine.

Single Purpose. All of the purposes enumerated in this proposition shall be united and voted upon as one single proposition, pursuant to Education Code

Section 15100, and all the enumerated purposes shall constitute the specific single purpose of the bonds, and proceeds of the bonds shall be spent only for such purpose, pursuant to California Government Code Section 53410.

Bonds may be Issued in Excess of Statutory Bonding Limit. Issuance of all of the authorized bonds might require the outstanding debt of the District to exceed its statutory bonding limit of 2.50% of the total assessed valuation of taxable property in the District. In that event, the District intends to seek a waiver of its bonding limit from the State Board of Education, which has the power to waive certain requirements of the Education Code applicable to the District. By approval of this proposition, the voters have authorized the District to seek such a waiver, and to issue authorized bonds in excess of the 2.50% limit as the State Board of Education may approve. No such waiver has yet been sought or granted.

Other Terms of the Bonds. When sold, the bonds shall bear interest at an annual rate not exceeding the statutory maximum, and that interest shall be made payable at the time or times permitted by law. The bonds may be issued and sold in several series, and no bond shall be made to mature more than the statutory maximum number of years from the date borne by that bond.

BOND PROJECT LIST

The Bond Project List below lists the specific projects the District proposes to finance with proceeds of the bonds. The Bond Project List shall be considered a part of the bond proposition and shall be reproduced in any official document required to contain the full statement of the bond proposition. Listed projects will be completed as needed at a particular school or facility site according to Board-established priorities, and the order in which such projects appear on the Bond Project List is not an indication of priority for funding or completion. Any authorized repairs shall be capital expenditures. The Bond Project List does not authorize non-capital expenditures. Each project is assumed to include its share of costs of the election and bond issuance, construction-related costs, such as project and construction management, architectural, engineering, inspection and similar planning and testing costs, demolition and interim housing costs, legal, accounting and similar fees, costs related to the independent annual financial and performance audits, a contingency for unforeseen design and construction costs, and other costs incidental to and necessary for completion of the listed projects (whether the related work is performed by the District or third parties). The final cost of each project will be determined as plans are finalized, construction bids are awarded, and projects are completed. In addition, certain construction funds expected from non-bond sources, including State of California grant funds for eligible projects, have not yet been secured. Therefore, the Board cannot guarantee that the bonds will provide sufficient funds to allow completion of all listed projects. Alternatively, if the District obtains unexpected funds from non-bond sources with respect to listed projects, such projects may be enhanced, supplemented or expanded to the extent of such funds. Some projects may be subject to further government approvals, including by State officials and boards and/or local environmental or agency approval. Inclusion of a project on the Bond Project List is not a guarantee that the project will be completed (regardless of whether bond funds are available).

The specific projects authorized to be financed with proceeds of the bonds under this proposition are as follows:

NEIGHBORHOOD SCHOOL REPAIR, CAREER EDUCATION, SAFETY IMPROVEMENT MEASURE PROJECTS	
The following projects are authorized to be financed at the schools listed below.	
• Collins Elementary School	• Gaines Elementary School
• Jefferson Elementary School	• Keppel Elementary School
• Lincoln Elementary School	• Los Cerritos Elementary School
• Mokler Elementary School	• Roosevelt Elementary School
• Tanner Elementary School	• Wirtz Elementary School
• Alondra Middle School	• Jackson Middle School
• Paramount Park Middle School	• Zamboni Middle School
• Paramount High School Senior Campus	• Paramount High School West Campus
• Buena Vista High School	• Hollydale K-8 School
• Alternative Education Center	• Paramount Community Day School
• Regional Occupational Program	• Paramount Adult School
• Paramount Preschool Programs	• District-Wide Facilities

Safety, Security and Health Projects
<ul style="list-style-type: none"> • Acquire, replace, upgrade and/or install student safety and security systems, including lighting, fencing, smoke detectors, fire alarms, sprinklers, security alarms, signage, safety locks and hardware, cameras and emergency communication systems. • Renovate, rehabilitate, re-configure, replace and/or upgrade portable classrooms and restrooms, and furnish and equip the same. • Renovate, replace and/or install drinking fountains. • Reconfigure, renovate, repair, resurface, improve and/or expand roads, sidewalks, driveways, parking lots and related areas, and pick-up/drop-off areas. • Upgrade/improve sites/grounds and facilities and acquire/install equipment and furniture, for students with disabilities and compliance with Americans with Disabilities Act. • Renovate, repair, resurface, upgrade, expand, construct and/or install and improve paved and other hard surfaces, playgrounds, playfields and landscaping, and acquire, improve, replace and/or upgrade playground equipment and fixtures.

Improvements and Equipment to Support 21st Century Learning and District Classroom Instructional Technology 1:1 Program

- Acquire, install and upgrade technology equipment, fixtures and infrastructure, including interactive educational technology and projection systems, computers, tablets, laptops, printers, scanners, digital projectors and cameras, audio systems, video systems, phone and sound projections systems, peripherals, smart boards, education software, telecommunications software, security software, monitors, network equipment (including servers, network interface devices, network switches and routers, wireless network equipment, firewalls, network security equipment, racking, power and cooling equipment, wiring and uninterruptible power supplies), etc.,.
- Rehabilitate and replace such equipment, fixtures and infrastructure as needed in the future; technology equipment, fixtures and infrastructure includes existing technology equipment, fixtures and infrastructure as well as technology equipment, fixtures and infrastructure developed in the future.
- Renovate, replace, upgrade, acquire, install and integrate electrical (including wiring and related infrastructure for modern technology) and data systems, equipment, power sources and supplies and related technology infrastructure.
- Renovate, reconfigure and/or upgrade school facilities as needed to install or accommodate new technology and equipment.

**Career Technical Education Facilities, School Building,
Classroom and Support Facility Projects**

- Improve, upgrade, renovate, and/or construct and install classroom and lab facilities and related support facilities needed to support the career technical education requirements for student job training, career placement, and college preparation.
- Renovate, rehabilitate, re-configure, replace, expand and/or upgrade portable and permanent classrooms, classroom buildings, labs and school support facilities, including interior and exterior doors, windows, door and window hardware, roofs, rain gutters and downspouts, walls, marker boards, ceilings and floors and finishes, paint, siding, insulation, casework, cabinets, carpets, drapes, window coverings, lighting, sinks, fixtures, signage, fencing, furniture and equipment.
- Acquire and install and/or replace heating, ventilation and air conditioning and lighting systems.
- Furnishing and equipping of career technical education facilities; furnishing and equipping shall include initial purchases, and scheduled and necessary replacements, technology upgrades and classroom modernization.

Other School Facility and District-Wide Projects

- Improve, update, renovate, and expand athletic fields, tracks, and gym facilities at the middle school campuses and other school sites as needed.
- Acquisition and improvement of real property and the construction of new school facilities needed to accommodate future increases in student enrollment and/or from reductions in the number students per classroom.
- Acquire and install and/or replace heating, ventilation and air conditioning and lighting systems.
- Planning, designing and providing temporary housing necessary for listed bond projects.
- The inspection, sampling and analysis of grounds, buildings and building materials to determine the presence of hazardous materials or substances, including asbestos, lead, etc., and the encapsulation, removal, disposal and other remediation or control of such hazardous materials and substances.
- The inspection and analysis of grounds, buildings and structures to assess health and safety risks to students, faculty, staff, parents and the public and compliance with local, state and federal building, health, safety, access and other related requirements, including seismic safety requirements, Field Act requirements and access requirements of the Americans with Disabilities Act (ADA), and the improvement, correction, repair or renovation of such grounds, buildings and structures or portions thereof identified as such health and safety risks or acquire, install and/or construct other improvements to comply with such laws and requirements.
- Necessary onsite and offsite preparation or restoration in connection with new construction, renovation or remodeling, or installation or removal of relocatable buildings, including demolition of structures; removing, replacing, or installing irrigation, drainage, utility lines (gas, water, sewer, electrical, data and voice, etc.), trees and landscaping; relocating fire access roads.
- Acquisition of all or a portion of any school site or facility, or an interest therein, or make lease payments with respect to any school site or facility, encumbered in order to finance or refinance the listed bond projects pursuant to a lease, certificate of participation or lease revenue bond financing.
- Address other unforeseen conditions revealed by construction, renovation or modernization (including plumbing or gas line breaks, dry rot, seismic and structural deficiencies, etc.).
- Furnishing and equipping of school facilities; furnishing and equipping shall include initial purchases, and scheduled and necessary replacements, upgrades and updating of technology.
- All other costs and work necessary and incidental to the listed bond projects.

EXHIBIT B

TAX RATE STATEMENT

An election will be held in the Paramount Unified School District (the "District") on November 8, 2016, to authorize the sale of up to \$106,000,000 in bonds of the District to finance school facilities as described in the proposition. If the bonds are approved, the District expects to issue the Bonds in multiple series over time. Principal and interest on the bonds will be payable from the proceeds of tax levies made upon the taxable property in the District. The following information is provided in compliance with Sections 9400 through 9404 of the California Elections Code.

1. The best estimate of the tax which would be required to be levied to fund this bond issue during the first fiscal year after the sale of the first series of bonds, based on estimated assessed valuations available at the time of filing of this statement, is 5.823 cents per \$100 (\$58.23 per \$100,000) of assessed valuation in fiscal year 2017-18.
2. The best estimate of the tax rate which would be required to be levied to fund this bond issue during the first fiscal year after the sale of the last series of bonds, based on estimated assessed valuations available at the time of filing of this statement, is 5.860 cents per \$100 (\$58.60 per \$100,000) of assessed valuation in fiscal year 2026-27.
3. The best estimate of the highest tax rate which would be required to be levied to fund this bond issue, based on estimated assessed valuations available at the time of filing of this statement, is 5.900 cents per \$100 (\$59.00 per \$100,000) of assessed valuation, which is projected to be the same in every fiscal year that the bonds remain outstanding.
4. The best estimate of the total debt service, including the principal and interest, that would be required to be repaid if all of the bonds are issued and sold is \$209,450,342.

Voters should note that estimated tax rates are based on the *ASSESSED VALUE* of taxable property on the County's official tax rolls, *not* on the property's market value, which could be more or less than the assessed value. In addition, taxpayers eligible for a property tax exemption, such as the homeowner's exemption, will be taxed at a lower effective tax rate than described above. Certain taxpayers may also be eligible to postpone payment of taxes. Property owners should consult their own property tax bills and tax advisors to determine their property's assessed value and any applicable tax exemptions.

Attention of all voters is directed to the fact that the foregoing information is based upon the District's projections and estimates only, which are not binding upon the District. The actual tax rates and the years in which they will apply, and the actual total debt service, may vary from those presently estimated, due to variations from these estimates in the timing of bond sales, the amount of bonds sold and market interest rates at the time of each sale, and actual assessed valuations over the term of repayment of the bonds. The dates of sale and the amount of bonds sold at any given time will be determined by the District based on need for construction funds and other factors, including the legal limitations on bonds approved by a 55% affirmative vote. The actual interest rates at which the bonds will be sold will depend on the bond market at the time of each sale. Actual future assessed valuation will depend upon the amount and value of taxable property within the District as determined by the County Assessor in the annual assessment and the equalization process.

Dated: August 8, 2016.

Superintendent
Paramount Unified School District

CLERK'S CERTIFICATE

I, Linda Garcia, Clerk of the Board of Education of the Paramount Unified School District, of the County of Los Angeles, California, hereby certify as follows:

The attached is a full, true and correct copy of a resolution duly adopted at a special meeting of the Board of Education of the District duly and regularly held at the regular meeting place thereof on August 8, 2016, and entered in the minutes thereof, of which meeting all of the members of the Board of Education had due notice and at which a quorum thereof was present. The resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

An agenda of the meeting was posted at least 72 hours beforehand at 15110 California Avenue, Paramount, California, a location freely accessible to members of the public, and a brief description of the adopted resolution appeared on the agenda. A copy of the agenda is attached hereto. The resolution has not been amended, modified or rescinded since the date of its adoption, and the same is now in full force and effect.

WITNESS my hand this _____ day of August, 2016.

Clerk of the Board of Education
Paramount Unified School District

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: August 8, 2016
SUBJECT: Agreement for Consultant Services with Leadership Associates, LLC

BACKGROUND INFORMATION:

The District is interested in engaging the services of Leadership Associates, LLC for preparation and facilitation of the Executive Cabinet Retreat on August 11, 2016.

POLICY/ISSUE:

Board Policy 4126 – Consultants

FISCAL IMPACT:

Not to exceed \$2,500 from General Funds

STAFF RECOMMENDATION:

Approve the Agreement for Consultant Services with Leadership Associates, LLC, and authorize the Superintendent or designee to execute all necessary documents.

PREPARED BY:

Ruben Frutos, Assistant Superintendent-Business Services

DISTRICT PRIORITY 9:

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

ACTION ITEM: 4.9-A



LEADERSHIP ASSOCIATES, LLC
50-855 Washington Street #C-205
La Quinta, CA 92253
Phone (760) 771-4277

AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT is made this **July 2016** between **LEADERSHIP ASSOCIATES**, hereinafter called the Contractor, and **PARAMOUNT UNIFIED SCHOOL DISTRICT** hereinafter called the District.

The Contractor agrees to perform services for the District as follows:

The Contractor will provide preparation for and facilitation of the Executive Cabinet Retreat on August 11, 2016

The District agrees to pay the Contractor **TWO THOUSAND, FIVE HUNDRED DOLLARS (\$2,500)** for THE services provided. The Contractor will submit an invoice to the District upon completion of the services. Payments are due within 30 days of receipt of invoice.

Contractor agrees to hold harmless and indemnify the District, its officers, agents, and employees with respect to all damages, costs, expenses or claims, in law or in equity, arising or asserted because of injuries to or death of person or damage to, destruction, loss, or theft of property arising out of faulty performance of the services to be performed by Contractor hereunder.

It is expressly understood and agreed to by both parties hereto that the Contractor, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District. Either party may terminate this agreement by providing the other party with ten (10) days written notice. Upon such termination, fees will be determined on a pro rata basis.

Leadership Associates does not participate in a California public pension system. Leadership Associates and the District understand that the work/services provided should not be considered creditable toward the STRS earnings limit as the work is not normally performed by employees of the District and requires less than 24 months (496 business days). REF. CA Education Code § 26135.7 (2014)

CONTRACTOR:
LEADERSHIP ASSOCIATES, LLC
Taxpayer ID#: 68-038 3653

DISTRICT:
PARAMOUNT UNIFIED SCHOOL DISTRICT

By 

By _____

Name Linda Hunt, Office Administrator

Name _____

Date July 2016

Date _____

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: August 8, 2016
SUBJECT: Revision 4 of Resolutions 15-19 through 15-28, Signature Authorizations

BACKGROUND INFORMATION:

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

The revision of Resolution Nos. 15-19 through 15-28 will authorize the following District staff members in new positions to sign documents on behalf of the District effective August 1, 2016 through December 13, 2016: Renee Jeffrey, Director of K-5 Schools and Innovative Programs.

POLICY/ISSUE:

Board Policy 3326.3 - Signatures/Facsimiles

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Approve Revision 4 of Resolutions 15-19 through 15-28, Signature Authorizations through December 13, 2016.

PREPARED BY:

Ruben Frutos, Assistant Superintendent-Business Services

DISTRICT PRIORITY 9:

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

ACTION ITEM: 4.10-A

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

REVISION 4

RESOLUTION 15-19

The Board of Education of the Paramount Unified School District hereby resolves that Ruth Pérez, Superintendent; and/or Deborah Stark, Assistant Superintendent-Educational Services; and/or Ryan D. Smith, Assistant Superintendent-Secondary Educational Services; and/or Ruben P. Frutos, Assistant Superintendent-Business Services; and/or Patricia Tu, Director of Fiscal Services, shall sign manually or by facsimile, the orders drawn on funds of the Paramount Unified School District for warrants, revolving cash checks, and orders for salary payments and cafeteria checks for the period beginning December 10, 2015, and ending December 13, 2016.

RESOLUTION 15-20

The Board of Education of the Paramount Unified School District hereby authorizes Ruth Pérez, Superintendent; and/or Ruben P. Frutos, Assistant Superintendent-Business Services; and/or Patricia Tu, Director of Fiscal Services; and/or Christopher Stamm, Student Nutrition Services Director, to sign all applications and reports connected with the Special School Milk Program and the National School Lunch Program for the period beginning December 10, 2015, and ending December 13, 2016.

RESOLUTION 15-21

The Board of Education of the Paramount Unified School District hereby authorizes Ruth Pérez, Superintendent; and/or Deborah Stark, Assistant Superintendent-Educational Services; and/or Ryan D. Smith, Assistant Superintendent-Secondary Educational Services; and/or Ruben P. Frutos, Assistant Superintendent-Business Services; and/or Myrna Morales, Assistant Superintendent-Human Resources; and/or Beatriz Spelker-Levi, Director of Personnel; and or Patricia Tu, Director of Fiscal Services, to sign manually or by facsimile, employment-related notices for District personnel whose employment status has been authorized or ratified by the Board of Education, and related documents for the period beginning December 10, 2015, and ending December 13, 2016.

RESOLUTION 15-22

The Board of Education of the Paramount Unified School District hereby designates Ruth Pérez, Superintendent; and/or Ruben P. Frutos, Assistant Superintendent-Business Services; and/or Deborah Stark, Assistant Superintendent-Educational Services; Ryan D. Smith, Assistant Superintendent-Secondary Educational Services; and/or Renee Jeffrey, Director of K-5 Schools and Innovative Programs; and/or Manuel San Miguel, Director of Student Services/ Alternative Education; and/or Gregoire Francois, Director of Secondary

Education/CTE and Instructional Technology; and/or Kim Cole, Director of Special Education/Early Childhood Education; and/or Margarita Rodriguez, Director of Research and Evaluation, as authorized representatives for the purpose of furnishing information to the United States of America, and/or to the State of California, such information, data, documents as pertain to the application for funds under the provisions of any and all federal- and state-connected projects and subsequent amendments to such projects. Certified copies of this resolution shall be included as a part of any application for funds to be submitted to the United States of America or the State of California in connection with any and all federal and state projects for the period beginning December 10, 2015, and ending December 13, 2016.

RESOLUTION 15-23

The Board of Education of the Paramount Unified School District hereby authorizes the continuation of a Cash Clearing Account. The checks will be preprinted for payment to the Treasurer, County of Los Angeles. The authorized signatories of this account will be Ruth Pérez, Superintendent; and/or Ruben P. Frutos, Assistant Superintendent-Business Services; and/or Patricia Tu, Director of Fiscal Services, during the period beginning December 10, 2015, and ending December 13, 2016.

RESOLUTION 15-24

The Board of Education of the Paramount Unified School District hereby authorizes Ruth Pérez, Superintendent, and/or Ruben P. Frutos, Assistant Superintendent-Business Services, to invest surplus cash in U.S. Treasury Bills at their discretion. It is understood that a report will be made on interest rates of return on the investments as they mature and that an annual report will be presented to the Board of Education for the period beginning December 10, 2015, and ending December 13, 2016.

RESOLUTION 15-25

The Board of Education of the Paramount Unified School District hereby authorizes Ruth Pérez, Superintendent; and/or Ruben P. Frutos, Assistant Superintendent-Business Services; Cynthia A. DiPaola, Director of Operations; and/or Roger Ramirez, Assistant Director of Operations, to sign manually or by facsimile, all purchase orders and/or documents relating to purchase orders, including the purchase of fuel through the Los Angeles Procurement Division, during the period beginning December 10, 2015, and ending December 13, 2016.

RESOLUTION 15-26

The Board of Education of the Paramount Unified School District hereby authorizes the reimbursement of the Cash Revolving Fund for awards, plaques, and certificates made to members of the staff of the Paramount Unified School District and students who participate as an advisory group to the Board of Education during the period beginning December 10, 2015, and ending December 13, 2016.

RESOLUTION 15-27

The Board of Education of the Paramount Unified School District hereby authorizes Ruben P. Frutos, Assistant Superintendent-Business Services; and/or Patricia Tu, Director of Fiscal Services; and/or Yolanda Calderon, Assistant Director of Fiscal Services, to approve vendor payments through the PeopleSoft and SmarteFinance systems during the period beginning December 10, 2015, and ending December 13, 2016.

RESOLUTION 15-28

The Board of Education of the Paramount Unified School District hereby resolves that in the out-of-district absence of the Superintendent from December 10, 2015, through December 13, 2016, the Assistant Superintendent-Educational Services shall act as Superintendent. The Board further resolves that in the out-of-district absence of both the Superintendent and the Assistant Superintendent-Educational Services, the Assistant Superintendent-Human Resources shall act as Superintendent. The Board further resolves that in the out-of-district absences of the Superintendent, the Assistant Superintendent-Educational Services, and the Assistant Superintendent-Human Resources, the Assistant Superintendent-Business Services shall act as Superintendent. The Board further resolves that in the out-of-district absences of the Superintendent, the Assistant Superintendent-Educational Services, the Assistant Superintendent-Human Resources, and the Assistant Superintendent-Business Services, the Assistant Superintendent-Secondary Educational Services shall act as Superintendent

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

ADOPTED this 8th day of August, 2016.

President of the Board

Vice President of the Board

Member of the Board

Member of the Board

Member of the Board

Ruth Pérez, Secretary to the Board

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Deborah Stark, Assistant Superintendent-Educational Services
DATE: August 8, 2016
SUBJECT: Renaming of Offices in Educational Services to Align with Responsibilities

BACKGROUND INFORMATION:

As the result of changes in state initiatives and district roles and responsibilities, there is a need to rename two offices within Educational Services beginning in the 2016-17 school-year. A description of the rationale for each is provided below.

Research and Evaluation and Student Information Systems

Currently the Office for Research and Evaluation coordinates, plans and provides reports on District assessments, state testing and school and District academic achievement. The Student Information Systems (SIS) Office handles data that pertains to enrollment, attendance, health records, student transcripts, CalPADS as well as many other required reports. Director Margarita Rodriguez oversees both of these offices which must work closely together on many projects that require data from multiple sources. Since both offices are closely aligned and work under the supervision of one administrator, renaming these offices as *Research, Assessment and Student Information* will provide a clear and accurate title.

K-5 Schools and Special Projects

When California transitioned to the Local Control Funding Formula (LCFF), the myriad state funds and programs were combined into a single funding source. As the result of this change state programs previously supervised by the K-5 Schools and Special Projects Office are now included in the LCAP. The Special Projects Office now has the opportunity to develop and plan innovative programs to support K-5 schools. The renaming of this office to *K-5 Schools and Innovative Programs* will support this new focus.

Retitle the Office of Research, Evaluation and Student Information Services to *Research, Assessment and Student Information*; retitle the K-5 Schools and Special Projects Office to *K-5 Schools and Innovative Program*.

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: Ryan Smith, Assistant Superintendent-Secondary Educational Services
DATE: August 8, 2016
SUBJECT: Revised Administrative Regulation 5111.1 – District Residency

BACKGROUND INFORMATION:

Submitted for the Board's information is revised Administrative Regulation 5111.1 – District Residency. The current Administrative Regulation is being revised to align with current legislative changes to methods of verifying residency, revoking enrollment and appealing residency determination.

PREPARED BY:

Manuel San Miguel, Director – Student Services

DISTRICT PRIORITY 4:

Improve student support services.

CURRENT REGULATION

AR 5111.1(a)

Students

District Residency

Prior to admission, parents/guardians of students living within the District must provide proof of residency and verify or establish guardianship.

Establishment of Guardianship: General Procedures

Establishment of guardianship is accomplished by presenting the following at the school site:

1. A birth, baptismal, marriage, death, or divorce certificate by the parent upon enrollment
2. A copy of the court order or foster care license by the legal guardian(s)

If the individual is not the parent or legal guardian, he/she may schedule a meeting with the District level administrator responsible for residency for assistance in establishing guardianship.

Establishment of Guardianship: Procedures for Immediate Relatives

The following documents will be requested to establish guardianship if the student is living with a niece, nephew, brother, sister, half brother, half sister, aunt, uncle, spouse, stepparent, stepbrother, stepsister, cousin, grandparent, or great grandparent or the spouse of any of the persons specified in this definition, even after the marriage has been terminated by death or dissolution.

1. A birth, baptismal, marriage, death, or divorce certificate to show relationship; and
2. Completion of the "Assumption of Responsibility" and "Special Power of Attorney" forms.

A copy of all completed Guardianship Verification forms shall be provided to the schools. The Student Services office may conduct up to three home visits annually to verify guardianship.

School Site Guardianship Verification Procedures

The site administrator and staff at each school site shall be responsible for verifying the continued residence and guardianship status of each student once they have been established by doing any or all of the following:

1. Request that established guardians maintain current address and phone number information by reporting new information to the school;
2. Make immediate and periodic home visits to verify that the student resides with the established guardian;

CURRENT REGULATION

AR 5111.1(b)

Students

District Residency

3. Disenroll students whose residence has been verified to no longer be with the established guardian.

School personnel shall contact the Student Services office for assistance.

Verification of Residency

All parents/guardians must establish residency in the District through the presentation of verifiable documentation.

The parent/guardian must complete the following steps at the school prior to the admission of a student.

1. Complete the Verification of Residence Form
2. Establish proof of residence by providing the following:
 - a. Utility Bills
 - (1) One of the current month's utility bills in the name of the parent: gas, electric, water/trash, cable company, or landline telephone bill or
 - (2) A "Utility notice of service" in lieu of a bill pending receipt of the actual bill within 30 days, or
 - (3) A notarized letter signed by the apartment manager verifying that the individual does not pay utilities, or
 - (4) A notarized letter signed by the homeowner and renter plus a copy of the owner's home tax statement or mortgage statement to verify home ownership.
 - b. Driver's License
 - (1) A California driver's license or
 - (2) A California Identification Card
 - c. Conditional Residency
 - (1) Parents/guardians who do meet the utility bill and/or driver's license requirement must schedule an appointment with the school site administrator who will establish conditional residency using other forms of identification.
 - (2) Parents unable to provide proof of residency must present 2-3 official letters or correspondence to the school within 30 days of enrollment exhibiting the new address. Such official letters or correspondence could include official government mail (Welfare, Social Security, Income Tax), bank statements, insurance statements, or bills.
 - (3) Parents/guardians unable to provide identification must provide a

CURRENT REGULATION

(4) AR 5111.1(c)

Students

District Residency

birth certificate, passport or other legal form of identification. Failure to provide these documents may result in disenrollment.

The site administrator and staff at each school shall be responsible for verifying established residence on an annual basis by:

1. Requiring that parents and guardians provide accurate address and phone number information;
2. Investigating cases where mail has been returned and insist on the immediate provision of current and accurate information;
3. Making periodic home visits to verify residence, especially in cases where several families share a residence;
4. Requesting the assistance of the Student Services office.

If, after determining through conferences, phone calls, and/or home visits, it is found that the residency is based on false information, the student may be immediately disenrolled.

Appeal Procedures

1. Should a student be denied admission, a parent may make an appointment to appeal the decision with the Coordinator of Student Services. Each appeal will be considered on an individual basis.
2. Should the permit continue to be denied after the meeting with the Coordinator or Director, the parent may appeal the decision to the Assistant Superintendent of Educational Services. If the permit is denied after meeting with the Assistant Superintendent of Educational Services, the parent may appeal the decision to the Los Angeles County Board of Education.
3. The appeal must be filed in writing by the parent or guardian having legal custody, within 30 calendar days of the permit denial.
4. Within 30 calendar days after the appeal is filed, the Governing Board will conduct a hearing to determine if the student should be permitted to attend school in the district of choice.
5. The Governing Board will grant or deny an appeal on a case-by-case basis. If the Board determines that the student should be allowed to attend school in the district of choice, the student may immediately be enrolled in that district.
6. Should the appeal be denied, the student should continue attending school in the home district.

CURRENT REGULATION

AR 5111.1(d)

Students

District Residency

7. Written notice of the decision will be sent to the parent and to both school districts.

Homeless Students

Homeless students living in the District shall be admitted to District schools upon presentation of any of the following:

1. Hotel or motel receipts
2. A letter from a social service agency or homeless shelter verifying that the student lives within the District
3. An affidavit from the parent/guardian stating that the family lives within the District.

Regulations

revised: 9/21/99

revised: 3/25/03

revised: 5/8/07

PARAMOUNT UNIFIED SCHOOL DISTRICT

Paramount, California

PROPOSED REGULATION

AR 5111.1(a)

Students

District Residency

~~Prior to admission, parents/guardians of students living within the District must provide proof of residency and verify or establish guardianship.~~

Establishment of Guardianship: General Procedures

~~Establishment of guardianship is accomplished by presenting the following at the school site:~~

- ~~1. A birth, baptismal, marriage, death, or divorce certificate by the parent upon enrollment~~
- ~~2. A copy of the court order or foster care license by the legal guardian(s)~~

~~If the individual is not the parent or legal guardian, he/she may schedule a meeting with the District level administrator responsible for residency for assistance in establishing guardianship.~~

Establishment of Guardianship: Procedures for Immediate Relatives

~~The following documents will be requested to establish guardianship if the student is living with a niece, nephew, brother, sister, half brother, half sister, aunt, uncle, spouse, stepparent, stepbrother, stepsister, cousin, grandparent, or great grandparent or the spouse of any of the persons specified in this definition, even after the marriage has been terminated by death or dissolution.~~

- ~~1. A birth, baptismal, marriage, death, or divorce certificate to show relationship; and~~
- ~~2. Completion of the "Assumption of Responsibility" and "Special Power of Attorney" forms.~~

~~A copy of all completed Guardianship Verification forms shall be provided to the schools. The Student Services office may conduct up to three home visits annually to verify guardianship.~~

School Site Guardianship Verification Procedures

~~The site administrator and staff at each school site shall be responsible for verifying the continued residence and guardianship status of each student once they have been established by doing any or all of the following:~~

- ~~1. Request that established guardians maintain current address and phone number information by reporting new information to the school;~~
- ~~2. Make immediate and periodic home visits to verify that the student resides with the established guardian;~~

PROPOSED REGULATION

AR 5111.1(b)

Students

District Residency (continued)

~~3. Disenroll students whose residence has been verified to no longer be with the established guardian.~~

~~School personnel shall contact the Student Services office for assistance.~~

Verification of Residency

~~All parents/guardians must establish residency in the District through the presentation of verifiable documentation.~~

~~The parent/guardian must complete the following steps at the school prior to the admission of a student.~~

~~1. Complete the Verification of Residence Form~~

~~2. Establish proof of residence by providing the following:~~

~~a. Utility Bills~~

~~(1) One of the current month's utility bills in the name of the parent: gas, electric, water/trash, cable company, or landline telephone bill or~~

~~(2) A "Utility notice of service" in lieu of a bill pending receipt of the actual bill within 30 days, or~~

~~(3) A notarized letter signed by the apartment manager verifying that the individual does not pay utilities, or~~

~~(4) A notarized letter signed by the homeowner and renter plus a copy of the owner's home tax statement or mortgage statement to verify home ownership.~~

~~b. Driver's License~~

~~(1) A California driver's license or~~

~~(2) A California Identification Card~~

~~c. Conditional Residency~~

~~(1) Parents/guardians who do meet the utility bill and/or driver's license requirement must schedule an appointment with the school site administrator who will establish conditional residency using other forms of identification.~~

~~(2) Parents unable to provide proof of residency must present 2-3 official letters or correspondence to the school within 30 days of enrollment exhibiting the new address. Such official letters or correspondence could include official government mail (Welfare, Social Security, Income Tax), bank statements, insurance statements, or bills.~~

~~(3) Parents/guardians unable to provide identification must provide a~~

PROPOSED REGULATION

(4) AR 5111.1(c)

Students

District Residency (continued)

~~birth certificate, passport or other legal form of identification. Failure to provide these documents may result in disenrollment.~~

~~The site administrator and staff at each school shall be responsible for verifying established residence on an annual basis by:~~

- ~~1. Requiring that parents and guardians provide accurate address and phone number information;~~
- ~~2. Investigating cases where mail has been returned and insist on the immediate provision of current and accurate information;~~
- ~~3. Making periodic home visits to verify residence, especially in cases where several families share a residence;~~
- ~~4. Requesting the assistance of the Student Services office.~~

~~If, after determining through conferences, phone calls, and/or home visits, it is found that the residency is based on false information, the student may be immediately disenrolled.~~

Appeal Procedures

- ~~1. Should a student be denied admission, a parent may make an appointment to appeal the decision with the Coordinator of Student Services. Each appeal will be considered on an individual basis.~~
- ~~2. Should the permit continue to be denied after the meeting with the Coordinator or Director, the parent may appeal the decision to the Assistant Superintendent of Educational Services. If the permit is denied after meeting with the Assistant Superintendent of Educational Services, the parent may appeal the decision to the Los Angeles County Board of Education.~~
- ~~3. The appeal must be filed in writing by the parent or guardian having legal custody, within 30 calendar days of the permit denial.~~
- ~~4. Within 30 calendar days after the appeal is filed, the Governing Board will conduct a hearing to determine if the student should be permitted to attend school in the district of choice.~~
- ~~5. The Governing Board will grant or deny an appeal on a case-by-case basis. If the Board determines that the student should be allowed to attend school in the district of choice, the student may immediately be enrolled in that district.~~
- ~~6. Should the appeal be denied, the student should continue attending school in the home district.~~

PROPOSED REGULATION

AR 5111.1(d)

Students

District Residency (continued)

7. ~~Written notice of the decision will be sent to the parent and to both school districts.~~

Homeless Students

~~Homeless students living in the District shall be admitted to District schools upon presentation of any of the following:~~

1. ~~Hotel or motel receipts~~
2. ~~A letter from a social service agency or homeless shelter verifying that the student lives within the District~~
3. ~~An affidavit from the parent/guardian stating that the family lives within the District.~~

A student shall be deemed to have complied with district residency requirements for enrollment in a district school if he/she meets any of the following criteria:

1. The student's parent/guardian reside within district boundaries.
2. The student is placed within district boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to a court-order or placement.
3. The student has been admitted through an interdistrict attendance option.
4. The student is an emancipated minor residing within district boundaries.
5. The student lives with a caregiving adult within district boundaries and the caregiving adult submits an affidavit to the effect.
6. The student resides in a state hospital located within district boundaries.
7. The student is confined to a hospital or other residential health facility within district boundaries for treatment of a temporary disability.
8. The student's parent/guardian resides outside district boundaries but is employed within district boundaries and lives with the student at the place of employment for a minimum of three days during the school week.

PROPOSED REGULATION

AR 5111.1(e)

Students

Criteria for Residency (continued)

Proof of Residency

Evidence of residency may be established by documentation showing the name and address of the parent/guardian within the district, including, but not limited to, any of the following:

1. Parent/Guardian current utility bill
2. Declaration – Verification of Residency

The Superintendent or designee shall make a reasonable effort to secure evidence that a homeless or foster youth resides within the district, including, but not limited to, utility bill, letter from a homeless shelter, hotel/motel receipt, or affidavit from the student's parent/guardian or other qualified adult relative. However, a homeless or foster youth shall not be required to provide proof of residency as a condition of enrollment in district schools.

A parent/guardian seeking residency status on the basis of his/her employment within district boundaries shall submit proof of the employment which may include, but not be limited to, a paycheck stub or letter from his/her employer listing a physical address within district boundaries, such evidence shall also indicate the number of hours or days per school week that the parent/guardian is employed at that location.

When a student or parent/guardian participate in the Safe at Home program requests that the district use the substitute address designated by the Secretary of State, the Superintendent or designee may request the actual residence address for the purpose of establishing residency within district boundaries but shall use the substitute address for all future communications and correspondence and shall not include the actual address in the student's file or any other public record.

Investigation by District Staff

If district staff reasonably believes that the parent or legal guardian of a pupil has provided false or unreliable evidence of residency, the school district may make reasonable efforts to determine that the pupil actually meets the residency requirements.

PROPOSED REGULATION

AR 5111.1(f)

Students

Criteria for Residency (continued)

The school district may initiate an investigation whenever staff can identify specific, articulable facts supporting the belief that the parent or legal guardian of the pupil has provided false or unreliable evidence.

Conduct of the Investigation

District staff may utilize any reasonable method of confirming the residency of the pupil once an investigation has commenced, including:

1. Interview of the pupil.
2. Interview of the parent(s) or guardian(s).
3. Telephonic contact.
4. Search of public and/or official records.
5. Query to other public agencies.
6. Announced and unannounced home visits.
7. Retention of a private investigator.
8. Surveillance employees engaged in the investigation shall identify themselves truthfully as such to individuals contacted or interviewed during the course of the investigation. District staff shall not surreptitiously photograph or video record pupils who are being investigated. Surreptitious photographing or video-recording means the covert collection of photographic or videographic images of person or places subject to an investigation. The collection of images is not covert if the technology is used in open and public view of residency.

District staff shall make reasonable efforts to determine whether the pupil resides in the district before contracting for the services of an investigation professional.

Contracting for Investigation

The school district may utilize, by contract, the services of investigation professionals for purposes of confirming the residency of pupils as to whom staff have identified specific, articulable facts supporting the belief that false or unreliable evidence of residency has been submitted, once district staff has

PROPOSED REGULATION

AR 5111.1(g)

Students

Criteria for Residency (continued)

already taken reasonable efforts to determine whether the pupil resides in the district. The Superintendent shall ensure that any contracts with investigation professionals include the following provisions:

1. “The surreptitious photographing or video-recording of pupils who are being investigated is prohibited. For purposes of this agreement, ‘surreptitious photographing or video-recording’ means the covert collection of photographic or videographic images of person or places subject to an investigation. The collection of images is not covert if the technology is used in open and public view.”
2. “All contractors of the school district engaged in the investigation must identify themselves truthfully as such to individuals contacted or interviewed during the course of the investigation.”

Revocation of Enrollment/Appeal of Residency Determination

If the Superintendent or designee, upon investigation, determines that a student does not meet district residency requirements and denies the student’s enrollment in the district, he/she shall provide the student’s parent/guardian an opportunity to appeal that determination.

The Superintendent or designee shall send the student’s parent/guardian written notice specifying the basis for the district’s determination. This notice shall also inform the parent/guardian that he/she may, within 10 school days, appeal the decision and provide new evidence of residency.

The burden shall be on the parent/guardian to show why the district’s determination to deny enrollment should be overruled.

A student who is currently enrolled in the district shall be allowed to remain in attendance at his/her school pending the results of the appeal. A student who is not currently enrolled in the district shall not be permitted to attend any district school unless his/her appeal is successful.

In an appeal to the Superintendent or designee of a determination that district residency requirements were not met, the Superintendent or designee shall review any evidence provided by the parent/guardian or obtained during the district’s

PROPOSED REGULATION

AR 5111.1(h)

Students

Criteria for Residency (continued)

investigation and shall make a decision within 10 school days of receipt of the parent/guardian's request for the appeal. The Superintendent's or designee's decision shall be final.

Regulations
revised: 9/21/99
revised: 3/25/03
revised: 5/8/07

PARAMOUNT UNIFIED SCHOOL DISTRICT
Paramount, California

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent–Secondary Educational Services
DATE: August 8, 2016
SUBJECT: Career Technical Education Courses for the 2016-17 School Year

BACKGROUND INFORMATION:

The Local Control and Accountability Plan outlines Paramount Unified School District’s effort to improve student college and career readiness through the addition of Career Technical Education (CTE) and A-G approved courses. In 2016-17 Paramount High School will offer a new course within the Food Service and Hospitality Pathway and Alondra Middle School will pilot two Project Lead The Way Courses (PLTW). The following CTE courses will also be offered:

Career Technical Education Pathways	Existing Courses	New Courses for 2016-17	Location for New Courses
Engineering Design	PLTW: Introduction to Engineering Design (A-G)	PLTW: Design and Modeling	Alondra
	PLTW: Principles of Engineering (A-G)	PLTW: Automation and Robotics	Alondra
	PLTW: Computer Integrated Manufacturing (A-G)		
	PLTW: Engineering Design and Development (Capstone) (A-G)		
	Architectural Design (A-G) Computer Assisted Drafting		
Media Support and Services	Introduction to Media Design (A-G)		
	Film & Video Production I (A-G)		
	Graphic Design (A-G)		
	Film & Video Production II (A-G)		
	Photography (A-G) Graphic Design 2 (Capstone) (A-G)		
Patient Care	Introduction to Medical Terminology		
	Health Careers Academy – Foundation		
	Health Careers Academy – Exploration		
	Health Career Academy- Internship (Capstone) Sports Medicine 1		
Food Service and Hospitality	Principles of Nutrition	Food Service and Hospitality	PHS

PREPARED BY:

Greg Francois, Director – Secondary Education and Instructional Technology

DISTRICT PRIORITY 1:

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

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: August 8, 2016
SUBJECT: Letter of Notification of Amendment to the Local Control
Accountability Plan – Supplemental and Concentration Grant
Funds

BACKGROUND INFORMATION:

On June 22, 2016, the Board approved the Local Control Accountability Plan (LCAP), 2016-19 which outlines how the District will use Local Control Funding Formula (LCFF) funds to meet the needs of students over the next three years. The LCAP is required as a result of California's new funding formula.

The LCAP was submitted electronically to the Los Angeles County Office of Education (LACOE) after Board approval. District staff from Educational Services and Business Services has been working with LACOE to review the provisions of the Supplemental and Concentration Grant funds. As a result of the review, LACOE requested an update for the 2016 plan to address the utilization of additional Supplemental and Concentration Grant funds and sent a letter requiring updated information. Additionally, LACOE requested a letter providing notification of the amendment to the LCAP. The District letter provides the required expenditures for actions and services for the Supplemental and Concentration Grant funds.

PREPARED BY:

Ruben Frutos, Assistant Superintendent-Business 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

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

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DR. RUTH PÉREZ
Superintendent



August 8, 2016

Los Angeles County Board of Education
LACOE
9300 Imperial Highway · Downey, CA 90242

Subject: Letter of notification of amendment to the Local Control Accountability Plan –
Supplemental and Concentration Grant Funds

District staff from Educational Services and Business Services has been working with the Los Angeles County Office of Education (LACOE) to review the provisions of Supplemental and Concentration Grant funds. LACOE indicated that the estimate for Paramount USD included an additional \$3.3 Million for the 2016 plan, and that an update for the use of those funds is to be provided.

The fund utilization for the Supplemental and Concentration Grant funds is as follows:

LCAP Goal 2.15B -	For AP testing support, enhance the provision of PSAT to District students.	\$100 Thousand
LCAP Goal 2.20B -	Under the HS initiative, to pilot innovative programs specific to grades 9-12.	\$1 Million
LCAP Goal 4.1B -	Supplementary instructional materials, services and digital resources to support core instruction, ELA and ELD.	\$1.1 Million
LCAP Goal 4.14B -	To provide innovative student technology and to reduce the student-to-computer ratio.	\$1 Million

The district approach for the use of these funds is based on the Paramount Unified School District adopted plan and the priorities that have been implemented in the District's Local Control Accountability Plan. As instructed by LACOE staff, this letter serves as notification of the LCAP amendment for the Supplemental and Concentration funds.

Sincerely,

Dr. Ruth Pérez
Superintendent

Mr. Tony Peña
Board President

Serving the communities of Bellflower, Lakewood, Long Beach, Paramount and South Gate.

Great things are happening in Paramount schools