

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

September 26, 2016

The meeting was called to order at 6:01 p.m. by President Tony Peña in the Boardroom at the District Office, 15110 California Avenue, Paramount California.

- Pledge of Allegiance Renée Jeffrey, Director-K-5 School Support & Innovative Programs, led the Pledge of Allegiance.
- Roll Call Trustee Tony Peña Trustee Sonya Cuellar
 Trustee Linda Garcia Trustee Vivian Hansen
 Trustee Alicia Anderson
- Administrators Present Ruth Pérez, Superintendent
 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
 Cindy DiPaola, Director-Maintenance & Operations
 Renée Jeffrey, Director-K-5 School Support & Innovative Programs
 Margarita Rodriguez, Director-Research & Evaluation
 Manuel San Miguel, Director-Student Services
 Beatriz Spelker-Levi, Director-Personnel
 Chris Stamm, Director-Nutrition Services
 Morrie Kosareff, Principal-Buena Vista High School
 Connie Toscano, Principal-Wirtz School
 Elizabeth Becerra, Assistant Principal-Paramount High School
 Theresa Cimino-Diaz, Dean of Students-Paramount High School
 Samuel Peña, Dean of Students-Paramount High School
- Approve Agenda Trustee Cuellar moved, Trustee Anderson seconded the motion.
September 26, 2016 Superintendent Perez informed the Board that item 4.1-C, P.Os number
1.250 17-00874, 17-00878 and 17-00898 were being pulled from the agenda.
 The motion carried 5-0 to approve the agenda of the Regular Meeting
 of September 26, 2016 as amended.
- Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña
- Regular Meeting Minutes Trustee Garcia moved, Trustee Cuellar seconded the motion carried 4-
August 8, 2016 0-1 to approve the minutes of the Regular Meeting of August 8, 2016.
1.251 Ayes: 4 – Trustees Anderson, Cuellar, Garcia, Hansen
 Abstention: 1 – Trustee Peña

Regular Meeting Minutes
September 12, 2016
1.252

Trustee Garcia moved, Trustee Cuellar seconded and the motion carried 3-0-2 to approve the Regular Meeting minutes of September 12, 2016.

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

REPORTS

Student Board
Representatives

Genesis Fajardo -Paramount High School-West, Karina Macias-Buena Vista High School and Ana Guevara-Paramount Adult School reported on school academic, athletic and extra-curricular activities.

Employee Representative
Reports

CSEA Labor representative Jill Marucut introduced herself as the new labor representative for CSEA Chapter 447. She shared that she is looking forward to working with the District and cultivate relationships.

TAP Interim President Christine Barboza shared that in the past couple of weeks she has been visiting sites and participating in Dr. Stark's committees. She shared that the District has signed off on the MOU. She also shared that Special Ed issues are still being addressed and appreciates the District's quick response. On behalf of the TAP members, she wished Board member Garcia a Happy Birthday.

Board Members' Reports

Trustee Anderson attended the monthly Ad HOC meeting, she also participated in the ice cream social at the high school for new teachers, and she attended the High School Promise committee meeting.

Trustee Cuellar had no report but welcomed all in attendance.

Trustee Garcia attended a 50th class reunion, she shared that she attended the Dia de los Muertos event and wished to thank the PHS JROTC for all the support they provided as well as the Leo's Club and Chicano Club.

Trustee Hansen attended the TAP mixer at Gus's Deli, the ribbon cutting for Jackson School's track and she wished to congratulate Jefferson School for moving forward in the CSBA's Golden Bell Award.

Trustee Peña has been visiting schools for GRIP classes, he attended the PHS Back to School night and the District's Strategic Planning Committee meeting.

Superintendent's Report

Superintendent Dr. Pérez highlighted a variety of items:

- ❖ Superintendent Pérez attended the monthly Ad HOC meeting.
- ❖ Dr. Pérez attended the PHS Back to School night.
- ❖ Superintendent attended the ACSA Board Council meeting in Sacramento.

Bulletin Boards – Wirtz School

Connie Toscano, Wirtz School Principal, presented an overview of the Boardroom bulletin boards representing Wirtz School's educational program and student work. The bulletin boards reflect the theme of "College Bound" and enhance the educational message sent to visitors and District employees.

Introductions – Elizabeth Becerra

Elizabeth Becerra received her Bachelor's Degree in Liberal Studies and her Master's Degree in Educational Administration from California State University, Long Beach.

Elizabeth has served as a teacher in Norwalk-La Mirada Unified School District. She served as a TOSA over the Migrant Education program and then as an Assistant Principal in Oxnard Unified School District. For the past year, Elizabeth has served as the Dean of Students at Paramount High School.

As the Dean of Students, Elizabeth established positive rapport with the students, parents and staff. Elizabeth has the motivation, work ethic, interpersonal skills and commitment to be an excellent Assistant Principal.

We welcome Elizabeth as Assistant Principal at Paramount High School.

Introductions – Theresa Cimino-Diaz

Theresa Cimino-Diaz received her Bachelor's Degree in Physical Education from California State University, Long Beach, her Master's Degree in Educational Administration from California State University, Fullerton and her Doctorate from the University of La Verne in Organizational Leadership.

Theresa served as a Dean of Discipline at Mater Dei High School in Orange County for two years. Since 1990, Theresa has worked at Alvord Unified School District in the capacity of Teacher, Testing Coordinator, Administrative Designee and Interim Assistant Principal. Theresa is viewed as being flexible, honest, positive, organized and always believes in working together as a team.

We welcome Theresa to our District as Dean of Students at Paramount High School.

Introductions – Samuel Peña

Samuel Peña received his Bachelor's Degree in Psychology from the University of Texas and his Master's Degree in Administration from Pepperdine University. Samuel is currently enrolled in the University of Southern California's Doctoral program in Educational Leadership.

Samuel was a Special Education Teacher at Americas High School in El Paso, Texas. For the past three years, he was a Special Education Teacher at The City School, a charter school in Los Angeles. This past summer, Samuel also served as an Assistant Principal at The City School.

Samuel is viewed as being extremely focused and passionate about what is best to ensure student academic achievement.

We welcome Samuel to our District as Dean of Students at Paramount High School.

Superintendent's Goals

Superintendent Dr. Ruth Pérez presented the Board with her top 10 Goals which are:

1. Increase high school graduation rate and college readiness with focus on subgroups (as ELLs, African American and Special Education students).
2. Foster and support interdependency among divisions and departments in the District office in order to increase operational efficiency through use of technology.
3. Support a cohesive leadership team that will provide focus and commitment to district goals for increased student achievement and efficient operations.
4. Build leadership capacity among all school level administrators and deans.
5. Increase parental involvement and engagement in all schools through expansion of the Adult Education program and Parent University.
6. Increase teacher and student use of technology to enhance and enrich teaching and learning.
7. Develop a 5-year Strategic Plan that will articulate a vision to increase student achievement as well as maximize operations by implementing successful operational initiatives that support the Mission of the District.
8. Develop and nurture a culture of collaboration and respect among stakeholders in the District.
9. Promote student wellness to support students' health, well-being and ability to learn through healthy eating and physical activity.
10. Integrate and strengthen the student voice in the education and work of PUSD to increase student engagement and involvement in their education.

Board of Education Subcommittees

Superintendent Dr. Pérez shared with the Board that there are a few committees that she would like to ask the Board for their support by participating.

The committees are Ad HOC, Budget, Citizens Oversight Committee/Facilities Planning, Curriculum, Assessment & Instruction, Health & Welfare, High School Promise, Human Resources, LCAP, Safety, Strategic Planning & Wellness.

Update on CAASPP Results and State Accountability

Margarita Rodriguez, Director-Research, Assessment & Student Information provided the Board with information on the CAASPP results and State Accountability.

The full version of the presentation is available on the District's website.

BOARD MEETING CALENDER

There were no changes to the Board meeting calendar.

HEARING SECTION

There were no speakers during the hearing section.

CONSENT ITEMS

Trustee Anderson moved, Trustee Garcia seconded and the motion

0.253

carried 5-0 to approve the Consent Items.

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

Human Resources

Personnel Report
16-04
2.253

Accept Personnel Report 16-04, 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

Overnight/Out-of-Country
Study Trips
3.253

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

Business Services

Purchase Order Report
16-04
4.253

Approved Purchase Order Report 16-04 authorizing the purchase of supplies, equipment, and services for the District.

Warrants for the month of
August 2016
4.253

Approve warrants for all funds through August with a total of \$6,117,500.44.

Acceptance of Donations
4.253

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.

Agreement for Use of
Facilities – Our Lady of the
Rosary
4.253

Ratify the lease agreement for use of a relocatable unit at Our Lady of the Rosary from September 1, 2016 through August 31, 2017.

Consultants Services
4.253

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

ACTION ITEMS

Educational Services

Public Hearing – Sufficiency
of Instructional Materials
3.254

Trustee Anderson moved, Trustee Hansen seconded, and the motion carried 5-0 conduct a Public Hearing regarding the Sufficiency of Instructional Materials for the 2016-17 school year.

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

Trustee Cuellar moved, Trustee Garcia seconded, and the motion carried 5-0 close the Public Hearing regarding the Sufficiency of Instructional Materials for the 2016-17 school year.

- Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña
- Resolution 16-11, Sufficiency of Instructional Materials 3.255
Trustee Hansen moved, Trustee Anderson seconded, and the motion carried 5-0 to adopt Resolution 16-11 assuring compliance with Education Code Section 60119 for State funds receivable for instructional materials including the Instructional Materials Funding Realignment Program for the 2016-17 school year.
- Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña
- Nonpublic School Placement for a Special Education Student for 2016-17 3.256
Trustee Garcia moved, Trustee Cuellar seconded, and the motion carried 5-0 to approve the placement for a special education student in a nonpublic school, as determined by the student's Individual Education Plan for the 2016-17 school year.
- Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña
- Professional Development Contract for *Amplify* Digital Textbook 3.257
Trustee Anderson moved, Trustee Cuellar seconded, and the motion carried 5-0 approve the contract to provide professional development and technical support for a selected 6-8 Language Arts and ELD teachers.
- Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña
- Resolution 16-12 Amended Contract Amount for the California State Preschool Program, 2016-17 3.258
Trustee Garcia moved, Trustee Hansen seconded, and the motion carried 5-0 approve the amended amount for the California State Preschool Contract for Expansion Funds Intended to Increase Access for Children with Exceptional Needs.
- Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña
- SAT/PSAT College Readiness Agreement 3.259
Trustee Anderson moved, Trustee Cuellar seconded, and the motion carried 5-0 approve the SAT/PSAT College Readiness Assessments Agreement with College Board for the 2016-17 school year.
- Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña
- Revised Board Policy 6172.5- Opportunity Classes and Programs and Other Alternative Placements or Involuntary Transfers 3.260
Trustee Garcia moved, Trustee Hansen seconded, and the motion carried 5-0 accept for second reading and adoption proposed revised Board Policy 6172.5- Opportunity Classes and Programs and Other Alternative Placements or Involuntary Transfers, which reflects current State requirements.
- Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña
- Naviance Software Contract 3.261
Trustee Cuellar moved, Trustee Anderson seconded, and the motion carried 5-0 amend the purchase of Naviance software program in 2016-2017 for Paramount Community Day School.
- Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

Business Services

- Resolution 16-09, Transfer of Funds 4.262
Trustee Hansen moved, Trustee Garcia seconded, and the motion carried 5-0 to adopt Resolution 16-09, Transfer of Funds from the Unrestricted General Fund to the Capital Facilities Fund.

Resolution 16-10, Transfer of Funds 4.263	Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña Trustee Anderson moved, Trustee Cuellar seconded, and the motion carried 5-0 to adopt Resolution 16-10, Transfer of Funds from the Unrestricted General Fund to the Special Reserve Fund for Capital Outlay. Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña
2016-17 Budget Adjustments as of August 31, 2016 4.264	Trustee Cuellar moved, Trustee Hansen seconded and the motion carried 5-0 to approve the 2016-17 Budget Adjustments for the General Funds, Unrestricted and Restricted, Child Development Fund, Cafeteria Fund, and Capital Facilities Fund. Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña
Notices of Completion – Field Service Contracts 4.265	Trustee Anderson moved, Trustee Hansen seconded, and the motion carried 5-0 to accept as completed the Field Service Contracts for replacement of the roof at the front office of Collins School, replacement of the energy management system at Alondra School, and replacement of asphalt at the north parking lot of Paramount High School, and authorize the Superintendent or designee to file the Notices of Completion and make payment to all contracted parties upon expiration of the lien period and determination that no liens are outstanding. Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

INFORMATION ITEMS

Educational Services

Recertification Application for <i>Schools to Watch – Taking Center Stage</i> for Alondra and Jackson Middle Schools	The Board received as information the recertification application for <i>Schools to Watch – Taking Center Stage</i> for Alondra and Jackson Middle Schools.
--	---

ANNOUNCEMENTS

Staff Employee Comments Per Government Code 54957	President Peña reported that the next Regular Meeting would be Monday, October 10, 2016, at 6:00 p.m. – Boardroom of the District Office. There were no staff/employee comments.
--	---

CLOSED SESSION

The Board adjourned to Closed Session at 7:34 p.m. to discuss public employment, public employee discipline/dismissal/release, conference with legal counsel-anticipated litigation, student discipline and governance team items.

OPEN SESSION

The Board reconvened to Regular Session at 8:45 p.m. President Peña reported that they discussed public employment, public employee discipline/dismissal/release, conference with legal counsel-anticipated litigation, student discipline and governance team items.

The following action was taken in Closed Session:

Public Employment	Trustee Hansen moved, Trustee Anderson seconded, and the motion
-------------------	---

2.266

carried 5-0 to approve the appointment of Daniel Aguilar as Director-Safety and Security effective as soon as mutually agreeable.

Student Discipline
Student E-2
3.267

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña
Trustee Cuellar moved, Trustee Hansen seconded, and the motion carried 5-0 to expel student E-2 for the 2016-17 school year.

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

ADJOURNMENT

Trustee Anderson moved, Trustee Garcia seconded, and the motion carried 5-0 to adjourn the Regular Meeting of the Board of Education held on September 26, 2016 at 8:47 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: October 10, 2016
SUBJECT: Personnel Report 16-05

BACKGROUND INFORMATION:

Following is Personnel Report 16-05, 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 16-05 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 16-05
OCTOBER 10, 2016
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>EMPLOYMENT</u>						
*Rivas, Edwin	Teacher Temporary	Hollydale	A-1	<u>ANNUAL</u> \$50,692 General Fund	09-28-16	06-30-17
*Baligad, Gretchen Angelique	Teacher Temporary	Mokler	A-1	\$50,692 General Fund	09-13-16	06-30-17
*Cimino-Diaz, Theresa	Dean of Students	Paramount High-Senior	Sch. T III-6	\$116,111 General Fund	09-26-16	
*Pena, Samuel	Dean of Students	Paramount High-Senior	Sch. T III-1	\$100,158 General Fund	09-19-16	
*Edwards, Frances	Teacher Temporary	Zamboni	A-1	\$50,692 General Fund	09-23-16	06-30-17
*Saum, Alan	Counselor Temporary	Zamboni	Sch. S C-1	\$58,819 General Fund/ Special Education	09-30-16	06-30-17
<u>PROMOTION</u>						
*Becerra, Elizabeth	Assistant Principal	Paramount High-Senior	Sch. F III-4	\$123,651 General Fund	09-13-16	
*Aparicio, Daniela	Substitute Teacher on-call, as needed	District		<u>DAILY</u> \$150 General Fund	09-20-16	
*Carranza, Jacqueline					10-03-16	
*Ellard, Jeremiah					09-20-16	
*Estrada, Richard					09-20-16	
*Fox, Susan					09-15-16	
*Mack, Melissa					09-22-16	
*Redd, Skarlett					09-22-16	
*Berger, Amy *Branstetter, Margarita *Calero-Hill, Tamara	Substitute Teacher on-call, as needed	Adult Education		<u>HOURLY</u> \$39.13 Adult Education	09-06-16	02-22-17

*Ratification

**PERSONNEL REPORT 16-05
OCTOBER 10, 2016
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>EMPLOYMENT</u> <u>continued</u>				<u>HOURLY</u>		
*Diaz Sacasa, Ramon	Substitute Teacher on-call, as needed	Adult Education		\$39.13	09-06-16	02-22-17
*Gilreath, Pamela				Adult Education		
*Lalude-Davies, Olukemi						
*Leon, Marianne						
*Marshall, Kendrick						
*Reza, Randall						
*Weller, Douglas						
<u>Adult Education</u> <u>Fall Session</u>						
*Angulo, Daniel	ESL**	Adult Education		\$43.19	09-06-16	02-22-17
*Bautista, Teresita				\$43.19		
*Bolds, Debra				\$40.91		
*Del Rosario, Romichelle				\$43.19		
*Diaz, Theresa				\$40.91		
*Holdeman, Angie				\$43.19		
*Ludwig, Lana				\$43.19		
*Navarro, Juan				\$43.19		
*Niebres-Orbita, Norma				\$43.19		
*Okeke, Jacqueline				\$43.19		
*Robertson, Linda				\$43.19		
*Sanchez, Margarita				\$43.19		
*Sasaki, Colleen				\$39.13		
*Schmidt-Mowrey, James				\$43.19		
*Taitano, Maria				\$43.19		
*Tovar, Manuel				\$43.19		
*Tribe, Jennifer				\$43.19		
*Yapjoco, Hilda				\$43.19 Adult Education		

*Ratification

**English as a Second Language

**PERSONNEL REPORT 16-05
OCTOBER 10, 2016
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>Adult Education Fall Session</u>						
<u>continued</u>						
*Bark, Samuel	High School Diploma	Adult Education		<u>HOURLY</u>	09-06-16	02-22-17
*Calero-Hill, Tamara			\$40.91			
*Dunn, Marie			\$43.19			
*Duran, Curtis			\$43.19			
*Lopez, Elaine			\$43.19			
*Perez, Sonia			\$43.19			
*Rheaume, Laura			\$43.19			
*Ruiz, Ashley			\$43.19			
*Santos David, Maria			\$43.19			
*Scott, Angela			\$43.19			
*Shafer, Janis			\$43.19			
*Vargas, Jose			\$43.19 Adult Education			
*Branstetter, Margarita			CTE	Adult Education		
*Galvan, Laura	\$43.19					
*Murillo, Maria	\$43.19					
*Whitaker, Anita	\$43.19 Adult Education					
<u>ADDITIONAL ASSIGNMENT</u>						
*Diaz Pe, Karmina *Garrett, Annie	Home/Hospital Teacher	Alternative Education		\$38.00 General Fund	08-17-16	06-08-17
*Barrios, Dolores *Gonzalez, Patricia *Morrison, Judith	Supervising Students during field trip NTE 8 hrs. each	Student Services		\$38.00 LCAP**	09-17-16	
*Aparicio, Michelle *Calero-Hill, Tamara *Lucchesi, Ashley	Saturday School NTE 4.5 hrs. each per day	Paramount High-Senior		\$38.00 Saturday School	09-10-16	06-03-17

*Ratification

**Local Control Accountability Plan

**PERSONNEL REPORT 16-05
OCTOBER 10, 2016
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>ADDITIONAL ASSIGNMENT</u>						
<u>continued</u>						
*Amezcuca, Maria *Dotson, Brittany *Lopez, Rocio *Rivas, Nancy *Xiong, Vicki	Tutoring NTE 45 hrs. total	Paramount High-Senior		<u>HOURLY</u> \$38.00 LCAP**	09-06-16	10-31-16
<u>EXTRA PERIOD ASSIGNMENT</u>						
*Garcia, Moises	Film & Video Production I	Paramount High-Senior		<u>DAILY</u> 1/6 th Daily Rate LCAP	08-15-16	06-09-17
*Sewell, Jason	Advanced Graphic Design	Paramount High-Senior		1/6 th Daily Rate LCAP	08-15-16	06-09-17
*Wuchner, Charles	Computer Integrated Manufacturing	Paramount High-Senior		1/6 th Daily Rate LCAP	08-15-16	06-09-17

*Ratification

**Local Control Accountability Plan

PERSONNEL REPORT 16-05
OCTOBER 10, 2016
CERTIFICATED PERSONNEL

NAME	POSITION	LOCATION	DESCRIPTION	EFFECTIVE	
				FROM	TO
<u>LEAVE OF ABSENCE WITH PAY</u> Rice, Christopher	Teacher	Alondra	Military	09-08-16	09-09-16

**PERSONNEL REPORT 16-05
OCTOBER 10, 2016
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>Employment</u> *Shematak, Bridgit	School Office Assistant 8 hrs. per day/11 mo.	Hollydale	116-I	<u>Monthly</u> \$2,847 General Fund	09-20-16	
<u>Short Term</u> *Rangel, Amanda	Instructional Assistant – Sp. Ed. NTE 3 hrs. per day	Special Education	112-I	<u>Hourly</u> \$14.88 Special Education	09-22-16	12-16-16
*Gonzalez, Gaudy	Instructional Assistant – Sp. Ed. NTE 3 hrs. per day	Los Cerritos	112-I	\$14.88 504 Plan	09-23-16	12-16-16
<u>Substitute, on call</u> *Nunez, Hermelinda	Noon Duty Aide	Tanner		<u>Hourly</u> \$10.50 General Fund	09-22-16	
<u>Student Worker</u> *Cardenas Galindo, Irene *Correa, Maribel *Lara, Roxana *Meeks, Christopher *Ochoa, Martha *Ochoa Cervantes, Lucia *Pedroza, Lupita *Suarez, Gabriela	Student Worker NTE 27.5 hrs. per week each	Adult Ed.		<u>Hourly</u> \$10.00 Adult Education	09-06-16	02-22-17
<u>ADDITIONAL ASSIGNMENT</u> <u>Short Term</u> *Valencia, Paloma	Instructional Assistant SE/SH NTE 5.5 hrs. per day	Special Education	115-I	<u>Hourly</u> \$16.03 Special Education	08-17-16	06-08-16
<u>TEMPORARY ATHLETIC TEAM COACH</u> *Barnes, Thomas *Fletcher, Michael *Freeman, Lamont *Gaines, Alan	Varsity Football Assistant Coach	Paramount High-Senior		<u>Stipend</u> \$2,264 General Fund	08-17-16	10-28-16

* Ratification

**PERSONNEL REPORT 16-05
OCTOBER 10, 2016
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
TEMPORARY ATHLETIC TEAM COACH						
<u>continued</u>						
*Chatman, Rosanna	Junior Varsity Girls' Tennis Head Coach	Paramount High-Senior		Stipend \$2,264 General Fund	08-17-16	10-28-16
*Garcia, Hestafania	Freshman/ Sophomore Girls' Volleyball Head Coach	Paramount High-Senior		\$2,264 General Fund	08-17-16	10-28-16
*Hahn, Christopher	Varsity Girls' Volleyball Head Coach	Paramount High-Senior		\$3,156 General Fund	08-17-16	10-28-16
*Hernandez, Christopher	Freshman/ Sophomore Boys' Water Polo Head Coach	Paramount High-Senior		\$2,264 General Fund	08-17-16	10-28-16
*Hooks, Kevin *Perez, Albert	Junior Varsity Football Assistant Coach	Paramount High-Senior		\$2,264 General Fund	08-17-16	10-28-16
*Ozan, Daniel	Junior Varsity Cross Country Head Coach	Paramount High-Senior		\$2,264 General Fund	08-17-16	10-28-16
*Ramirez, Mario	Assistant Band Director	Paramount High-Senior		\$2,264 General Fund	08-17-16	06-08-17
*Thomas, Eddie	Freshman Football Assistant Coach	Paramount High-Senior		\$2,264 General Fund	08-17-16	10-28-16
*Villegas, Amber	Junior Varsity Boys' Water Polo Head Coach	Paramount High-Senior		\$2,264 General Fund	08-17-16	10-28-16

* Ratification

**PERSONNEL REPORT 16-05
OCTOBER 10, 2016
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	DESCRIPTION	EFFECTIVE	
				FROM	TO
RESIGNATION Cabral, Alyssa	Short Term Instructional Assistant	Collins	Personal	09-12-16	
Contreras, Lissandy	Short Term Instructional Assistant – ECE	Gaines ECE	Personal	09-23-16	
Hernandez, Claudia	Short Term Instructional Assistant - ECE	Gaines ECE	Personal	09-19-16	
Rodriguez, Maria	Instructional Assistant – ECE	Jackson ECE	Personal	09-20-16	
Hernandez, Rosemary	Short Term Instructional Assistant – SE/SH	Los Cerritos	Personal	09-19-16	
Lemus, Sonya	Substitute Noon Duty Aide	Mokler	Personal	09-15-16	
Lozano Mota, Jose	Nutrition Services Worker	Zamboni	Personal	09-02-16	

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent-Secondary Educational Services
DATE: October 10, 2016
SUBJECT: Consultant and Contract Services

BACKGROUND INFORMATION:

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

The following specialized service is/are requested:

#	Consultant	Services to be Provided/ Audience	Site/ Requested by	Time Period	Cost/ Funding Source
1	Lynnanne Hanson-Miller of the AMAN Dance Educators PC16-1729	Addendum to the contract with Lynnanne Hanson-Miller of the AMAN Dance Educators. Consultant to provide a 5-week program in multicultural dance to all third grade students.	Educational Services Requested by: Renée Jeffrey	September 1, 2016 through June 30, 2017	Not to exceed \$3,000 from District Arts, Music and PE Block Grant funds.
2	Jane Glaser of the AMAN Dance Educators PC16-1730	Addendum to the contract with Jane Glaser of the AMAN Dance Educators. Consultant to provide a 5-week program in multicultural dance to all third grade students.	Educational Services Requested by: Renée Jeffrey	September 1, 2016 through June 30, 2017	Not to exceed \$2,005 from District Arts, Music and PE Block Grant funds.
3	Rosina Didyk of the AMAN Dance Educators PC16-1732	Addendum to the contract with Rosina Didyk of the AMAN Dance Educators. Consultant to provide a 5-week program in multicultural dance to all third grade students.	Educational Services Requested by: Renée Jeffrey	September 1, 2016 through June 30, 2017	Not to exceed \$565 from District Arts, Music and PE Block Grant funds.

CONSENT ITEM: 3.1-C

#	Consultant	Services to be Provided/ Audience	Site/ Requested by	Time Period	Cost/ Funding Source
4	Mind Research Institute PC16-1735	Addendum to the contract with Mind Research Institute to provide Spatial Temporal Math online supplemental math program for K- 5 schools, Jackson and Hollydale.	Educational Services Requested by: Renée Jeffrey	July 1, 2016 through June 30, 2017	Not to exceed \$8,000 from Title I funds
5	Los Angeles County Office of Education PC16-1762	Consultant to provide training on required HIV-AIDS instruction to 7 th grade teachers and science curriculum specialists	Educational Services Requested by: Deborah Stark	October 12, 2016 through June 30, 2017	\$2,000 from LCAP funds

POLICY/ISSUE:

Board Policy 4126 – Consultants and Independent Contractors Provide Specialized Services

FISCAL IMPACT:

As indicated above

STAFF RECOMMENDATION:

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

PREPARED BY:

Manuel San Miguel, Director – Student Services

DISTRICT PRIORITY 1:

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

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent-Secondary Educational Services
DATE: October 10, 2016
SUBJECT: Overnight and/or Out-of-County Study Trips

BACKGROUND INFORMATION:

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

#	Site/Location	Description/ Participants	Site/ Requested by	Time Period	Cost/ Funding Source
1	Fresno, CA	Ratify Paramount High School Cross Country team travel to Fresno to participate in the Clovis Cross Country Invitational to prepare for CIF playoffs and provide quality team building skills. 7 students and 2 chaperones	Paramount High School Requested by: Greg Buckner	October 7-8, 2016	Cost of trip paid through Club funds

POLICY/ISSUE:

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

FISCAL IMPACT:

As indicated above

STAFF RECOMMENDATION:

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

PREPARED BY:

Manuel San Miguel, Director - Student Services

DISTRICT PRIORITY 1:

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

CONSENT ITEM: 3.2-C

Itinerary for Paramount High School Cross Country Team Overnight Trip
Clovis Invitational
October 7-8, 2016

Friday, October 7, 2016

- 3:00 p.m. Depart Paramount High School
- 7:00 p.m. Arrive at hotel in Fresno and dinner
- 10:00 p.m. Lights out

Saturday, October 8, 2016

- 6:00 a.m. Breakfast
- 7:00 a.m. Drive to Woodward Park – Fresno for the Clovis Cross Country
- 8:45 a.m. Athletes run race at Woodward Park
- 11:00 a.m. Drive back to the hotel for checkout
- 12:00 p.m. Lunch
- 1:00 p.m. Drive to Fresno State University to tour campus
- 2:00 p.m. Depart to Paramount High School
- 6:00 p.m. Drop off students at home

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: October 10, 2016
SUBJECT: Purchase Order Report 16-05

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.

2016/2017

1. Ratified Orders- Adult Education	\$	7,436.04
2. Ratified Orders- Child Development Fund		2,420.52
3. Ratified Orders – General Fund		51,333.62
4. Authorized Orders – General Fund		194,388.52
5. Ratified Orders – LCAP		2,583.00
6. Authorized Orders – LCAP		122,913.52
	Subtotal	\$ 381,075.22
7. Ratified Orders (Under \$1,500)		33,984.13
TOTAL OF ALL ORDERS	\$	<u>415,059.35</u>

POLICY/ISSUE:

Board Policy 3300 - Expenditures and Purchases

FISCAL IMPACT:

As indicated above

STAFF RECOMMENDATION:

Approve Purchase Order Report 16-05 authorizing the purchase of supplies, equipment, and services for the District.

CONSENT ITEM: 4.1-C

PREPARED BY:

Cindy DiPaola, Director-Operations

DISTRICT PRIORITY 9:

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

Paramount Unified School District

2016/2017

Purchase Orders To Be Ratified and Authorized

October 10, 2016

PO Number	Vendor	Site	Description	Total Amount
010 - General Fund				
17-00096	CHROMATIC INC	Maintenance & Operations	Annual: printing service (increase purchase order from \$5,000 to \$15,000)	\$10,000.00 *
17-00235	SOUTHWEST SCHOOL & OFFICE SUPPLY	Keppel Elementary School	Annual: online ordering (increase purchase order from \$6,500 to \$9,000)	\$4,500.00
17-00436	E.D. SCREEN PRINTING	Alondra Middle School	Annual: PE supplies (increase purchase order from \$4,999 to \$6,999)	\$2,000.00
17-00943	SOUTHWEST SCHOOL & OFFICE SUPPLY	K-5 Schools and Innovative Programs	Office furniture: desks (6) & file cabinets (2)	\$6,875.90 *
17-00955	SOUTHWEST SCHOOL & OFFICE SUPPLY	Paramount High School West	Storage cabinets (6)	\$2,562.70
17-00959	SOUTH COAST A.Q.M.D.	Maintenance & Operations	Annual emission fees	\$2,409.80
17-00960	WILLIAMS SCOTSMAN, INC.	Fiscal Services	January & June 2015 annual lease payment portable classroom (OLR)	\$2,050.00
17-00964	THE GATSBY LLC DBA GAME CHANGER	Keppel Elementary School	Spirit wear (360)	\$1,725.18
17-00967	PARADIGM HEALTHCARE SERVICES, LLC	Business Services	MAA services fees	\$6,000.00 *
17-00975	BELLFLOWER MUSIC CENTER	Zamboni Middle School	Annual: music supplies	\$2,250.00
17-00978	GALE SUPPLY COMPANY	Maintenance & Operations	Warehouse stock	\$10,081.94 *
17-00981	ACSA FOUNDATION	Business Services	Membership fees	\$1,525.00
17-00984	KIS COMPUTER CENTER	Paramount High School	LCD projectors (6)	\$4,113.66
17-01000	APPERSON EDUCATION PRODUCTS	Paramount High School	Scanners (2)	\$2,203.01
17-01004	R TURNER ASSOCIATES LLC	Maintenance & Operations	Waterless urinal cartridges (96)	\$3,222.91
17-01022	LEADERSHIP ASSOCIATES, LLC	Business Services	Leadership retreat fees	\$2,500.00
17-01028	SCHOOL SERVICES OF CALIFORNIA	Business Services	Fiscal budget management services	\$3,700.00
17-01032	LAW OFFICES OF L. FRANK ZANKICH	Special Education	Settlement fees	\$3,600.00
17-01040	JOHN'S WHOLESALE ELECTRIC	Maintenance & Operations	Annual: electrical supplies for LED projects	\$5,000.00 *
17-01041	BELLFLOWER MUSIC CENTER	Zamboni Middle School	Annual: instrument repairs	\$2,250.00
17-01043	STEAM X	Maintenance & Operations	Repair pressure washer	\$2,381.65
17-01047	PEARSON	Special Education	Psychological assessments	\$2,122.57
17-01048	PEARSON	Special Education	Psychological assessments	\$1,508.34
17-01055	COSTCO WHOLESALE	Paramount High School West	Folding tables (12) & folding chairs (152)	\$6,397.85 *
17-01058	VMA COMMUNICATIONS, INC.	Business Services	Professional services (Board approved: 09/12/16)	\$85,000.00 *
17-01059	CHEFS' TOYS	Paramount High School	CTE Program: cafeteria supplies	\$5,479.54 *

* 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

October 10, 2016

PO Number	Vendor	Site	Description	Total Amount
010 - General Fund				
17-01060	GM BUSINESS INTERIORS	Paramount High School	Office furniture: Administration office	\$23,222.81 *
17-01061	E.D. SCREEN PRINTING	Alondra Middle School	Spirit wear (190)	\$5,179.23 *
17-01062	MIRACLE PLAYGROUND SALES	Paramount High School West	Outdoor lunch tables (10)	\$11,139.50 *
17-01064	PIONEER CHEMICAL COMPANY	Maintenance & Operations	Warehouse stock	\$5,606.96 *
17-01065	JOHN'S WHOLESALE ELECTRIC	Maintenance & Operations	Warehouse stock	\$4,708.80
17-01066	GARD MUSIC	Jackson Middle School	Music instruments (38) & supplies	\$14,404.79 *
010 - General Fund - LCAP				
17-00958	ALLWOOD	Maintenance & Operations	Paramount High School: cabinetry modification for mailboxes	\$2,583.00
17-01001	FUTURE DESIGN COMMUNICATIONS	Maintenance & Operations	District office annex project: network cabling	\$5,973.82 *
17-01023	KIS COMPUTER CENTER	Educational Services	Notebook computers (15), monitors (15) & supplies	\$26,969.33 *
17-01054	KIS COMPUTER CENTER	Paramount High School	Computers (36)	\$43,556.40 *
17-01057	REM CUSTOM BUILDERS INC.	Maintenance & Operations	Keppel: installation of bird deterrent screen	\$14,800.00 *
17-01107	SCHOOL SAVERS	Secondary Ed Services	Scientific calculators (3676)	\$31,613.97 *
110 - Adult Education Fund				
17-00953	QUALITY LANDSCAPE MANAGEMENT	Adult Education	Tree trimming	\$3,050.00
17-01042	PEARSON EDUCATION	Adult Education	Side-by-Side workbooks (125)	\$4,386.04
120 - Child Development Fund				
17-01051	KIS COMPUTER CENTER	ECE - Gaines	Computers (2)	\$2,420.52

* 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

October 10, 2016

PURCHASE ORDER SUMMARY BY FUND

117 Purchase orders for a total of \$415,059.35

010 - General Fund	To Be Authorized	\$194,388.52
	To Be Ratified Over \$1,500	\$51,333.62
	To Be Ratified Under \$1,500	\$28,075.80
	Fund Total	\$273,797.94
010 - General Fund - LCAP	To Be Authorized	\$122,913.52
	To Be Ratified Over \$1,500	\$2,583.00
	To Be Ratified Under \$1,500	\$2,755.22
	Fund Total	\$128,251.74
110 - Adult Education Fund	To Be Ratified Over \$1,500	\$7,436.04
	To Be Ratified Under \$1,500	\$3,153.11
	Fund Total	\$10,589.15
120 - Child Development Fund	To Be Ratified Over \$1,500	\$2,420.52
	Fund Total	\$2,420.52

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: October 10, 2016
SUBJECT: Acceptance of Donations

BACKGROUND INFORMATION:

The Board may accept and utilize, on behalf of the District, any bequests or gifts of money or property for a purpose deemed to be suitable by the Board.

The following donations have been presented to the District:

1. The District received a donation of \$100.00 from Marilyn Meador to the Delores Stephens Library in memory of Troy Stephens. This donation will be designated for the purchase of educational materials for the Library.
2. The District received a donation of \$25.00 from Pamela Houston to the Delores Stephens Library in memory of Troy Stephens. This donation will be designated for the purchase of educational materials for the Library.
3. The District received a donation of \$200.00 from Suzanne Fraser to the Delores Stephens Library in memory of Troy Stephens. This donation will be designated for the purchase of educational materials for the Library.
4. The District received a donation of \$25.00 from Carolyn Shuck to the Delores Stephens Library in memory of Troy Stephens. This donation will be designated for the purchase of educational materials for the Library.
5. The District received a donation of \$40.00 from Teri Salas to the Delores Stephens Library in memory of Troy Stephens. This donation will be designated for the purchase of educational materials for the Library.
6. The District received a donation of \$60.00 from Cynthia DiPaola to the Delores Stephens Library in memory of Troy Stephens. This donation will be designated for the purchase of educational materials for the Library.

CONSENT ITEM: 4.2-C

7. The District received a donation of \$50.00 from Patricia Cummings to the Delores Stephens Library in memory of Troy Stephens. This donation will be designated for the purchase of educational materials for the Library.

For the current 2016-17 fiscal year through October 10, 2016, the District has received an estimated total, which includes the above amounts, of \$15,408.20 in gifts, grants, and bequests.

POLICY/ISSUE:

Board Policy 3280 – Gifts, Grants, and Bequests

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Accept the donations as presented on behalf of the District with any bequests or gifts of money or property for a purpose deemed to be suitable by the District.

PREPARED BY:

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: October 10, 2016
SUBJECT: 2016-17 Declaration of Need for Fully Qualified Educators

BACKGROUND INFORMATION:

The following Declaration of Need for Fully Qualified Educators is required by the California Commission on Teacher Credentialing (CCTC) to implement a process for hiring teachers holding emergency teaching permits. The Declaration is a statement that establishes the possibility that the District may need emergency permit teachers.

Based on prior- and current-year data, the following Declaration stipulates those service areas and numbers of emergency permit holders the District may need for 2016-17. With Board approval, the Declaration will be sent to the CCTC and thereby establish the District's possible areas of need for 2016-17. Then, as it is necessary to employ teachers under emergency permits, the individual application and approval process will be quickly completed.

POLICY/ISSUE:

Education Code 44300 – Senate Bill 322 of 1993, Requirement for
Emergency Teachers

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Approve the 2016-17 Declaration of Need for Fully Qualified Educators in Paramount Unified School District for submission to the California Commission on Teacher Credentialing.

PREPARED BY:

Myrna Morales, Assistant Superintendent - Human Resources

DISTRICT PRIORITY 1:

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

ACTION ITEM: 2.1-A



DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

- Original Declaration of Need for year: 2016-2017
 Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Paramount Unified District CDS Code: 64873
 Name of County: Los Angeles County CDS Code: 19

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 10 / 10 / 16 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2017.

Submitted by (Superintendent, Board Secretary, or Designee):

<u>Myrna Morales, Ed.D.</u>	<u>Assistant Superintendent - HR</u>	
<small>Name</small>	<small>Signature</small>	<small>Title</small>
<u>562-602-8118</u>	<u>562-602-6006</u>	<u>October 11, 2016</u>
<small>Fax Number</small>	<small>Telephone Number</small>	<small>Date</small>
<u>15110 California Ave. Paramount, CA 90723</u>		
<small>Mailing Address</small>		
<u>mmorales@paramount.k12.ca.us</u>		
<small>EMail Address</small>		

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____
 Name of State Agency _____
 Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____ / ____ / ____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

_____	_____	_____
<i>Name</i>	<i>Signature</i>	<i>Title</i>
_____	_____	_____
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>

<i>Mailing Address</i>		

<i>E-Mail Address</i>		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
<input checked="" type="checkbox"/> CLAD/English Learner Authorization (applicant already holds teaching credential)	15 _____
<input checked="" type="checkbox"/> Bilingual Authorization (applicant already holds teaching credential)	5 _____
List target language(s) for bilingual authorization: Spanish _____	
<input checked="" type="checkbox"/> Resource Specialist	5 _____
<input type="checkbox"/> Teacher Librarian Services	_____
<input type="checkbox"/> Visiting Faculty Permit	_____

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	5
Single Subject	10
Special Education	10
TOTAL	25

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved intern program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. We rely on University and County Office Intern programs

Does your agency participate in a Commission-approved college or university intern program? Yes No

If yes, how many interns do you expect to have this year? 25

If yes, list each college or university with which you participate in an intern program.

California State University - Long Beach, Dominguez Hills, Los Angeles

National University

Loyola Marymount University

If no, explain why you do not participate in an intern program.

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Myrna Morales, Assistant Superintendent-Human Resources
DATE: October 10, 2016
SUBJECT: Presentation of the California School Employees Association (CSEA), Chapter 447 Initial Reopener Proposal for 2016-17

BACKGROUND INFORMATION:

Presented herewith is CSEA's initial reopener proposal for the 2016-17 Collective Bargaining Agreement with the Paramount Unified School District. The document is presented for Board and public review.

POLICY/ISSUE:

Board Policy 4135 – Organizations/Units

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Receive for public review the California School Employees Association (CSEA), Chapter 447, 2016-17 initial reopener proposal of the Collective Bargaining Agreement.

PREPARED BY:

Beatriz Spelker-Levi, Director of Personnel – Human Resources

DISTRICT PRIORITY 9:

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

ACTION ITEM: 2.2-A



California School Employees Association

4600 Santa Anita Ave. El Monte, CA 91731-9912

(626) 258-3300 (800) 988-6949 FAX: (626) 444-1373 www.csea.com

Member of the AFL-CIO

The nation's largest independent classified employee association



September 12, 2016

Myrna Morales, Ed.D, Assistant Superintendent Paramount Unified School District 15110 California Ave. Paramount, CA 90723

RECEIVED SEP 14 2016 HUMAN RESOURCES PUSD

Re: 2016 Reopener Contract Proposal

Dear Dr. Morales:

California School Employees Association (CSEA) and its Paramount Chapter 447 intend to reopen the articles of the collective bargaining agreement listed below. CSEA respectfully submits its reopener proposals for 2016-2017 negotiations to be placed on the next Board agenda.

Each initial proposal submitted by CSEA is of significant interest to our bargaining unit members and each of these initial proposals is presented in general rather than specific terms. This reopener proposal assumes the parties will develop specific contract language upon general agreement of the issue. Our initial proposal for each topic is based on a significant "need" or "interest" that requires solution. These needs and interests will be shared during the bargaining process. CSEA proposes the following matters to be negotiated:

Article 15: Vacation and Holidays

- Increase vacation accrual. Revise policies regarding vacation approval. Add an additional floating holiday.

Article 16: Salaries

- Increase longevity pay. Add an additional salary step and column to the salary table.

Additional Items

- Negotiate the working conditions of Campus Security staff. Establish alternative summer work options.

CSEA is enthusiastic about working with the District to achieve successful negotiations that benefits CSEA members and improves the services to the students and community. Should you have any questions or concerns, please do not hesitate to contact me at (626) 258-3346 or Jmarucut@csea.com.

Sincerely,

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Jill Marucut (handwritten signature)

Jill Marucut Labor Relations Representative

JM/es

- c: Rita Garner, Chapter 447 President; John Nieto, Area G Director; Pamela Martinez, Region 3 Representative; Andy Ritchie, Labor Relations Representative; Patrick Prezioso, Interim Field Director

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Myrna Morales, Assistant Superintendent - Human Resources
DATE: October 10, 2016
SUBJECT: Public Hearing on the California School Employees Association (CSEA), Chapter 447, Reopener Proposal for the 2016-17 Collective Bargaining Agreement with Paramount Unified School District

BACKGROUND INFORMATION:

In keeping with the requirements of the Education Employment Relations Act, a public hearing regarding the California School Employees Association (CSEA), Chapter 447, reopener proposal for the 2016-17 collective bargaining agreement with Paramount Unified School District must be conducted so that the Board of Education may receive any possible comment.

The initial reopener proposal was disclosed to the public through notice in the *Long Beach Press Telegram* and notices posted at District schools and departmental sites.

POLICY/ISSUE:

Board Policy 4315 – Organizations/Units

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Conduct a public hearing regarding the California School Employees Association (CSEA), Chapter 447, 2016-17 reopener proposal of the Collective Bargaining Agreement with Paramount Unified School District.

PREPARED BY:

Beatriz Spelker-Levi, Director of Personnel – Human Resources

DISTRICT PRIORITY 9:

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

ACTION ITEM: 2.3-A



AFL-CIO

California School Employees Association

4600 Santa Anita Ave.
El Monte, CA 91731-9912

(626) 258-3300
(800) 988-6949
FAX: (626) 444-1373
www.csea.com

Member of the AFL-CIO

The nation's largest
independent classified
employee association



September 12, 2016

Myrna Morales, Ed.D, Assistant Superintendent
Paramount Unified School District
15110 California Ave.
Paramount, CA 90723

RECEIVED
SEP 14 2016
HUMAN RESOURCES
PUSD

Re: 2016 Reopener Contract Proposal

Dear Dr. Morales:

California School Employees Association (CSEA) and its Paramount Chapter 447 intend to reopen the articles of the collective bargaining agreement listed below. CSEA respectfully submits its reopener proposals for 2016-2017 negotiations to be placed on the next Board agenda.

Each initial proposal submitted by CSEA is of significant interest to our bargaining unit members and each of these initial proposals is presented in general rather than specific terms. This reopener proposal assumes the parties will develop specific contract language upon general agreement of the issue. Our initial proposal for each topic is based on a significant "need" or "interest" that requires solution. These needs and interests will be shared during the bargaining process. CSEA proposes the following matters to be negotiated:

Article 15: Vacation and Holidays

- Increase vacation accrual.
- Revise policies regarding vacation approval.
- Add an additional floating holiday.

Article 16: Salaries

- Increase longevity pay.
- Add an additional salary step and column to the salary table.

Additional Items

- Negotiate the working conditions of Campus Security staff.
- Establish alternative summer work options.

CSEA is enthusiastic about working with the District to achieve successful negotiations that benefits CSEA members and improves the services to the students and community. Should you have any questions or concerns, please do not hesitate to contact me at (626) 258-3346 or Jmarucut@csea.com.

Sincerely,

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Jill Marucut
Labor Relations Representative

JM/es

- c: Rita Garner, Chapter 447 President; John Nieto, Area G Director; Pamela Martinez, Region 3 Representative; Andy Ritchie, Labor Relations Representative; Patrick Prezioso, Interim Field Director

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Deborah Stark, Assistant Superintendent-Educational Services
DATE: October 10, 2016
SUBJECT: Nonpublic School Placement for a Special Education Student for 2016-17

BACKGROUND INFORMATION:

In order to facilitate appropriate educational progress some students require programs not available in the District. These students receive services from nonpublic schools (NPS) and agencies which provide the necessary programs and services. The District contracts on an as needed basis for services based on needs identified and delineated through the Individual Education Plan (IEP) process.

A middle school student (2009003538) with a diagnosis of emotional disturbance was unsuccessful in a District placement. The IEP team recommends placement at Rossier Park School with designated instructional services counseling as the least restrictive environment for the 2016-17 school year. The estimated cost not to exceed \$36,000

POLICY/ISSUE:

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

FISCAL IMPACT:

Estimated cost not to exceed \$25,000 from special education funds and \$11,000 from mental health funds.

STAFF RECOMMENDATION:

Approve the placement for a special education student in nonpublic schools, as determined by the student's Individual Education Plan for the 2016-17 school year.

PREPARED BY:

Kimberly Cole, Director - Special Education

DISTRICT PRIORITY 1:

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

ACTION ITEM: 3.1-A

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Superintendent-Business Services
DATE: October 10, 2016
SUBJECT: Bid Authorization – Field Service Contracts

BACKGROUND INFORMATION:

The Board has previously approved staff requests for authorization to bid field service contracts for concrete, carpet, plumbing, and carpentry. Field Service contracts provide the District a fixed price for work over a period of one year. These contracts reduce the District's need to meet with multiple vendors each time work is required.

Staff seeks approval to place the current specifications for field service contracts for concrete, carpet, plumbing, and carpentry. Each contract is valid for one year. At the end of the contract year, if the company has provided acceptable services and bid prices are maintained, the District may elect to renew the contract, pursuant to the terms of the bid. Purchase orders will be issued on an individual project basis.

POLICY/ISSUE:

Board Policy 3309 – Bids & Quotations

FISCAL IMPACT:

Deferred Maintenance Program-Use of existing funds
Restricted Funds-Use of existing funds

STAFF RECOMMENDATION:

Authorize staff to prepare bid specifications for concrete, carpet, plumbing, and carpentry. Authorize the Superintendent or designee to advertise, review, award, and execute all necessary documents to the lowest responsive and responsible bidder(s).

PREPARED BY:

Cindy DiPaola, Director-Operations

DISTRICT PRIORITY 9:

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

ACTION ITEM: 4.1-A

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: October 10, 2016
SUBJECT: Memorandum of Understanding with Vision to Learn

BACKGROUND INFORMATION:

Vision to Learn is offering to operate a Mobile Vision Clinic on District school sites. The services provided will include: basic vision examination for referred students, prescription and fitting of glasses, provision of glasses from their available selection, and as feasible and appropriate, referrals to the school nurse for additional care where indicated.

The District will be responsible for prescreening all students in selected Title 1 schools and identifying those with potential uncorrected vision difficulties and obtaining written consents from the parents or guardians. There is no charge to the students or the District for the services.

POLICY/ISSUE:

Board Policy 4126 – Consultants

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Approve the Memorandum of Understanding with Vision to Learn 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: 4.2-A

MEMORANDUM OF UNDERSTANDING
between
VISION TO LEARN,
a California not for profit corporation
and
PARAMOUNT UNIFIED SCHOOL DISTRICT

This Agreement is entered into between **Vision To Learn**, hereafter referred to as Provider, and Paramount Unified School District, hereafter referred to as District, for the purpose of operating a Mobile Vision Clinic ("Mobile Clinic") on the campus of District schools.

1. Description of Services. Provider will provide the following vision services (the "Services") to students referred to Provider by the District as having been identified as potentially having uncorrected vision difficulties (hereafter referred to as "Referred Student(s)"):

- A. Basic vision examination for Referred Students
- B. Prescription and fitting of glasses
- C. Provision of glasses from Provider's available selection. Glasses will be delivered on a separate date approximately three weeks after exam.
- D. As feasible and appropriate, referrals to the school nurse for additional care where indicated.

2. Services Provided Without Charge. Neither the District nor any student will be asked to pay for Provider's services.

3. Schools to be Served. Schools to be served and dates of service will be determined jointly by agreement of the District and the Provider ("Selected Schools").

4. Role of the District. In order to enable Vision To Learn to provide the Services, the District will be responsible for the following:

- Prescreen all students in Selected Title I Schools and identify those with potential uncorrected vision difficulties.
- Obtain written parental/guardian consents for Referred Students on a form provided by Provider.
- Provide parking and electrical service for the Mobile Clinic (a converted Mercedes Sprinter) on the date of exams, and a classroom or other suitable space for glasses delivery on the date of delivery.
- Provide staff or volunteers to accompany Referred Students to and from the Mobile Clinic.
- Provide demographic and other data requested by Provider.
- Provide access to photocopy and/or fax machine for incidental use.

5. Responsibilities of Provider.

- Provider will be responsible for staffing the Mobile Clinic and obtaining any necessary or appropriate licenses, permits or registrations.
- Provider will provide the services.

- Provider will maintain in effect the following forms of insurance in the following amounts:
 - Commercial General Liability Insurance - \$1,000,000 per occurrence.
 - Vehicle Liability Insurance - \$1,000,000 per occurrence
 - Worker's Compensation Insurance.
 - Professional Liability Insurance - \$1,000,000 per occurrence.
- Provider will retain records on services provided for Referred Students.

6. Exclusivity of MOU.

- District agrees that Provider will be the sole provider of eye exams and eyeglasses on District school sites as long as the MOU is in effect. District agrees not to enter into agreements with any other student eye care providers for the term of the MOU.

7. Term & Termination. This agreement will continue in effect until terminated by either party upon 180 days notice to the other, or by mutual consent.

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: October 10, 2016
SUBJECT: Authorization to Use State Government Contracts for Purchase of Equipment and Authorization to Purchase

BACKGROUND INFORMATION:

The Board of Education has approved in prior years for staff to use State government contracts for discounted pricing for commodities such as copiers, services and other equipment and peripherals. This approval requires renewal, in compliance with the Public Contract Code.

District procurement staff can identify best pricing in addition to bids by using contracts from larger purchasing entities, such as the State. Examples of these contracts include:

- California Strategic Sourcing Initiative (CSSI)
- California Multiple Award Schedule (CMAS), 06-78-0031A
- NASPO – Value Point Coop Association, No. MNNVP-134
- NASPO - Western States Contracting Alliance (WSCA), #1715
- Piggyback Contract – Local Agencies

Board approval allows District staff to use procurement, such as the use of cooperative bid contracts, or “piggyback” contracts, to procure equipment and services, as authorized by the Public Contract Code.

The District has a need to purchase HP Chromebooks and accessories. Staff has performed research on the specifications of the Chromebook best suited to meet the District’s needs. In addition, staff has obtained premium value in pricing through a State contract. Staff is requesting authorization to use NASPO Value Point Cooperative Contract No. MNNVP-134 and authorization to purchase the HP Chromebooks and accessories.

Further, if needed, staff is requesting the use of State Cooperative Contracts, whenever it is deemed most cost-effective and efficient for the District’s needs. Such contract numbers would be listed on purchase orders. The authorization to use State contracts for purchase of equipment shall remain in effect until June 30, 2020. Additional purchases will be submitted to the Board of Education to be authorized via a purchase order report.

ACTION ITEM: 4.3-A

POLICY/ISSUE:

Public Contract Code – 10298, 10299, 12100

Board Policy 3313 – Bids & Quotations

Board Policy 3309 – District Purchasing Policies

Board Policy 3322 – Contracts

FISCAL IMPACT:

Up to \$115,000 for Chromebook procurement – LCAP funds

STAFF RECOMMENDATION:

Authorize staff to utilize NASPO Contract No. MNNVP-134 with HP to purchase HP Chromebooks equipment and related peripherals, and authorize staff to use State-level contracts as described, and further authorize the Superintendent or designee to sign all documents as required for use of cooperative bid contracts.

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: Deborah Stark, Assistant Superintendent-Educational Services
DATE: October 10, 2016
SUBJECT: Revised Board Policy 6161 – Equipment, Books and Materials

BACKGROUND INFORMATION:

Submitted for the first reading is revised Board Policy 6161 – Equipment, Books and Materials. The proposed policy reflects current State requirements that gave greater flexibility to Governing Boards in adopting basic instructional materials for grades K-8. In order to facilitate easier reading, revisions are reflected with underlines and strikethroughs. Words or sentences that are additions are underlined. Words or phrases that are no longer included are indicated with a strikethrough.

POLICY/ISSUE:

Board Policy 6161 – Equipment, Books and Materials

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Accept for first reading proposed revised Board Policy 6161 – Equipment, Books and Materials which reflects current State requirements.

PREPARED BY:

Renée Jeffrey, Director – K-5 School Support and Innovative Programs

DISTRICT PRIORITY 1:

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

CURRENT POLICY

BP 6161(a)

Instruction

Equipment, Books and Materials

It is the intent of the District to purchase equipment, books and instructional material, which meet the needs of students and relate to the District courses of study. The process for the selection of instructional material shall provide for involvement by school personnel and community members, as appropriate.

The Board shall adopt instructional materials that are aligned with State content standards to help students achieve grade-level competency. To ensure that instructional materials support the District's adopted courses of study, the selection of textbooks, instructional technology other educational materials, shall align with the District's curriculum and practices.

Students in grades K-12 are provided with instructional materials aligned to State content standards in language arts, mathematics, science, and history-social studies. Students in grades K-8 shall be provided with instructional materials provided by the State Board of Education.

The Board will certify that standards-aligned textbooks and instructional materials have been provided to all students in accordance with Education Code 60422. A copy of the certification shall be kept on file. The District will provide, free of charge, all books, supplies and equipment necessary for students to satisfactorily complete the course of study. Students may be required to pay for the replacement of books, supplies or equipment when lost or damaged through the negligence of the student.

Public Hearing on Sufficiency of Textbooks or Instructional Materials

The Board shall annually conduct a public hearing on the sufficiency of the District's textbooks or instructional materials. The hearing shall be held on or before the end of the eighth week from the first day students attend school.

The Board shall determine, through a resolution, whether each student in each school, has sufficient textbooks or instructional materials that are aligned to the State Content Standards and consistent with the State's Curriculum Frameworks in each of the following subjects:

- Mathematics
- Science
- History-Social Studies
- English Language Arts, including the English Language Development component of an adopted program.

CURRENT POLICY

BP 6161(b)

Instruction

Equipment, Books and Materials (continued)

The Board shall make a written determination as to whether each student enrolled in a foreign language or health course has sufficient textbooks or instructional materials that are consistent with the State Curriculum Frameworks. The Board shall determine the availability of science laboratory equipment, as applicable to science laboratory courses in grades 9-12.

If the Board determines that there are insufficient textbooks and/or instructional materials, information on the percentage of students who lack sufficient standard-aligned textbooks in each subject area and the reasons will be provided for each school in which an insufficiency exists. The Board shall ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made.

Legal Reference:

Education Code

1240	County superintendent, general duties
1240.3	Definition of sufficiency for categorical flexibility
32050-33053	General waiver authority
33126	School accountability report card
35272	Education and athletic materials
42605	Tier 3 categorical flexibility
44805	Enforcement of course of studies; use of textbooks, rules and regulations
49415	Maximum textbook weight
51501	Subject matter reflecting on race, color, etc.
51510	Prohibited study or supplemental materials
60000-60005	Instructional materials, legislative intent
60010	Definitions
60040-60052	Instructional requirements and materials
60060-60062	Requirements for publishers and manufacturers
60070-60076	Prohibited Acts (re instructional materials)
60110-60115	Instructional materials on alcohol and drug education
60119	Public hearing on sufficiency of materials
60200-60206	Elementary school materials
60226	Requirements for publishers and manufacturers
60240-60252	State Instructional Materials Fund
60260-60265	Local ordering procedures (including involvement of teachers, parents and community)
60350-60352	Core reading program instructional materials

CURRENT POLICY

BP 6161(c)

Instruction

Equipment, Books and Materials (continued)

60400-60414	High school textbooks;
60420-60424	Instructional Materials Funding Realignment Program
60510-60511	Donation of sale of obsolete instructional materials State content standards

Code of Regulations, Title 6

9505-9535	Instructional Materials; especially:
9531-9532	Instructional Materials Funding Realignment Program

Policy
adopted: 6-25-85
revised: 5-11-11

PARAMOUNT UNIFIED SCHOOL DISTRICT
Paramount, California

PROPOSED POLICY

BP 6161(a)

Instruction

Equipment, Books and Materials

~~It is the intent of the District to purchase equipment, books and instructional material, which meet the needs of students and relate to the District courses of study. The process for the selection of instructional material shall provide for involvement by school personnel and community members, as appropriate.~~

The Governing Board desires that District instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect society's diversity, and enhance the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the District's curriculum to ensure that they effectively support the District's adopted courses of study.

Students in grades K-12 are provided with instructional materials aligned to State content standards in language arts, mathematics, science, and history-social studies science. Students in grades K-8 shall be provided with instructional materials provided by the State Board of Education.

Review Process

The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board. The Superintendent or designee may establish an instructional materials review committee to evaluate and recommend instructional materials. The review process shall involve teachers in a substantial manner and encourage the participation of parents/guardians and community members.

~~The Board shall adopt instructional materials that are aligned with State content standards to help students achieve grade level competency. To ensure that instructional materials support the District's adopted courses of study, the selection of textbooks, instructional technology other educational materials, shall align with the District's curriculum and practices.~~

PROPOSED POLICY

BP 6161(b)

Instruction

Public Hearing on Sufficiency of Textbooks or Instructional Materials

~~The Board will certify that standards aligned textbooks and instructional materials have been provided to all students in accordance with Education Code 60422. A copy of the certification shall be kept on file. The District will provide, free of charge, all books, supplies and equipment necessary for students to satisfactorily complete the course of study. Students may be required to pay for the replacement of books, supplies or equipment when lost or damaged through the negligence of the student.~~

The Board shall annually conduct a public hearing on the sufficiency of the District's textbooks or instructional materials. The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year.

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing, the Superintendent or designee shall post a notice in three public places within the District containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours.

~~The Board shall determine, through a resolution, whether each student in each school, has sufficient textbooks or instructional materials that are aligned to the State Content Standards and consistent with the State's Curriculum Frameworks in each of the following subjects:~~

At the hearing, the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks or instructional materials which are aligned to the State Standards adopted pursuant to Education Code 60605.8 and are consistent with the content and cycles of the state's curriculum frameworks. Sufficiency of instructional materials shall be determined in each of the following subjects:

- Mathematics
- Science
- History-Social Studies Science
- English Language Arts, including the English Language Development component of an adopted program.
- World/Foreign language
- Health

PROPOSED POLICY

BP 6161(c)

Instruction

~~The Board shall make a written determination as to whether each student enrolled in a foreign language or health course has sufficient textbooks or instructional materials that are consistent with the State Curriculum Frameworks.~~ The Board shall determine the availability of science laboratory equipment, as applicable to science laboratory courses in grades 9-12.

In making these determinations, the Board shall consider whether each student has sufficient textbooks and/or instructional materials to use in class and take home. However, this does not require that each student have two sets of materials. The materials may be in a digital format as long as each student, at a minimum, can access the same materials in class and to take home as all other students in the same class or course in the District and has the ability to use and access them at home. Materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage.

If the Board determines that there are insufficient textbooks and/or instructional materials, information on the percentage of students who lack sufficient standard-aligned textbooks in each subject area and the reasons will be provided for each school in which an insufficiency exists. The Board shall ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made.

Complaints

Complaints concerning instructional materials shall be handled in accordance with law, Board policy, and administrative regulation.

Legal Reference:

Education Code

1240	County superintendent, general duties
1240.3	Definition of sufficiency for categorical flexibility
32050-33053	General waiver authority
33126	School accountability report card
35272	Education and athletic materials
42605	Tier 3 categorical flexibility
44805	Enforcement of course of studies; use of textbooks, rules and regulations
49415	Maximum textbook weight
51501	Subject matter reflecting on race, color, etc.
51510	Prohibited study or supplemental materials

PROPOSED POLICY

BP 6161(d)

Instruction

51510	Prohibited study or supplemental materials
60000-60005	Instructional materials, legislative intent
60010	Definitions
60040-60052	Instructional requirements and materials
60060-60062	Requirements for publishers and manufacturers
60070-60076	Prohibited Acts (re instructional materials)
60110-60115	Instructional materials on alcohol and drug education
60119	Public hearing on sufficiency of materials
60200-60206	Elementary school materials
60226	Requirements for publishers and manufacturers
60240-60252	State Instructional Materials Fund
60260-60265	Local ordering procedures (including involvement of teachers, parents and community)
60350-60352	Core reading program instructional materials
60400-60414	High school textbooks;
60420-60424	Instructional Materials Funding Realignment Program
60510-60511	Donation of sale of obsolete instructional materials State content standards
Code of Regulations, Title 6	
9505-9535	Instructional Materials; especially:
9531-9532	Instructional Materials Funding Realignment Program

Policy
adopted: 6-25-85
revised: 5-11-11
revised:

PARAMOUNT UNIFIED SCHOOL DISTRICT
Paramount, California

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent-Secondary Educational Services
DATE: October 10, 2016
SUBJECT: Revised Board Policy 1250 – Community Relations Visits to the Schools

BACKGROUND INFORMATION:

Submitted for first reading is revised Board Policy 1250 – Community Relations Visits to the Schools. The proposed policy reflects revisions related to current State requirements and procedures established to visit schools during school hours. Revisions are indicated with underlines and strikethroughs. Words or sentences that are additions are underlined. Words or phrases that are no longer included are indicated with a strikethrough.

POLICY/ISSUE:

Board Policy 1250 – Community Relations Visits to the Schools

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Accept for first reading proposed revised Board Policy 6172.5 – Community Relations Visits to the Schools, which reflects current State requirements.

PREPARED BY:

Manuel San Miguel, Director – Student Services

DISTRICT PRIORITY 1:

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

CONFERENCE ITEM: 3.2-CF

CURRENT POLICY

1250 (a)

Community Relations

Visits to the Schools

The governing board encourages visits to the schools by parents/guardians, members of the community and other interested persons in order to view the educational program and facilities and to offer constructive comments to the board. The board recognizes the staff time and commitment required by school visits and encourages staff to accommodate as many requests for visitations as possible.

Parents, members of the community and other interested persons shall be encouraged to view the district and school programs in a variety of ways, such as school-wide open house occasions, special program demonstrations, and classroom activities.

The superintendent or designee shall communicate specific times and locations of school events to parents/guardians and members of the community.

The superintendent or designee shall develop procedures to facilitate school visits in a manner which will cause minimal disruption to the instructional program and ensure the preservation of a safe and suitable learning environment on campus. In all cases, unobtrusive adult behavior shall be required of all visitors.

The procedures shall provide, at a minimum, for the registration of all visitors and the removal of unauthorized visitors who pose a threat to the health and safety to students, teachers or other employees of the district or otherwise disrupt the normal operations of the campus.
(cf. 1314, 1324)

Possession of unauthorized dangerous instruments, weapons or devices on the school campus is not permitted. Anyone in violation of this policy shall be reported immediately to the local law enforcement agency.

Governing board members who visit schools of their own volition have no more authority than any other citizen. Board members have authority only in regularly called meetings of the governing board, or when delegated specific tasks by board action.
(cf. 9010)

CURRENT POLICY

1250 (b)

Community Relations

Visits to the Schools – (Continued)

Legal Reference: Education Code

- 32210 Willful Disturbance of Public School or Meeting:
Misdemeanor
- 32211 Threatened Disruption or Interference With
Classes: Misdemeanor
- 35292 Visits to Schools (Board Members)
- 44810 Willful Interference With Classroom Conduct
- 44811 Upbraiding, Insulting and Abusing Teachers
- 44812 Insulting and Abusing Teachers

Penal Code

- 243.5 Assault and Battery on School Grounds
- 626.4 Notice of withdrawal or Consent;
Report; Action on Report; Reinstatement of
Consent; Hearing; Unlawful Entry Upon Campus
or Facility; Punishment
- 626.8 Disruptive Presence at Schools
- 627-627.3 Access to School Premises
- 627.4 Refusal or Revocation of Registration
- 627.5 Hearing Request Following Denial or Revocation
of Registration
- 627.6 Posted Signs
- 653g Loitering About Schools or Public Places

Welfare and Institutions Code

- 729 Battery on School Grounds by a Minor

Policy
adopted: 1-25-83
revised: 2-10-87

PARAMOUNT UNIFIED SCHOOL DISTRICT
Paramount, California

PROPOSED POLICY

BP1250 (a)

Community Relations

Visits to the Schools

~~The governing board encourages visits to the schools by parents/guardians, members of the community and other interested persons in order to view the educational program and facilities and to offer constructive comments to the board. The board recognizes the staff time and commitment required by school visits and encourages staff to accommodate as many requests for visitations as possible.~~

~~Parents, members of the community and other interested persons shall be encouraged to view the district and school programs in a variety of ways, such as school-wide open house occasions, special program demonstrations, and classroom activities.~~

~~The superintendent or designee shall communicate specific times and locations of school events to parents/guardians and members of the community.~~

~~The superintendent or designee shall develop procedures to facilitate school visits in a manner which will cause minimal disruption to the instructional program and ensure the preservation of a safe and suitable learning environment on campus. In all cases, unobtrusive adult behavior shall be required of all visitors.~~

~~The procedures shall provide, at a minimum, for the registration of all visitors and the removal of unauthorized visitors who pose a threat to the health and safety to students, teachers or other employees of the district or otherwise disrupt the normal operations of the campus.~~

~~(cf. 1314, 1324)~~

~~Possession of unauthorized dangerous instruments, weapons or devices on the school campus is not permitted. Anyone in violation of this policy shall be reported immediately to the local law enforcement agency.~~

~~Governing board members who visit schools of their own volition have no more authority than any other citizen. Board members have authority only in regularly called meetings of the governing board, or when delegated specific tasks by board action.~~

~~(cf. 9010)~~

PROPOSED POLICY

BP1250 (b)

Community Relations

Visits to the Schools – (Continued)

The Governing Board believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during noninstructional time.

The principal or designee may provide a visible means of identification for all individuals who are not students or staff members while on school premises.

No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission.

The Board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the district's complaint processes if they have concerns with any district program or employee. In accordance with Penal Code 626.7, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a district student, shall request written permission from the principal before entering the school campus or grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the Superintendent or designee anytime he/she gives such written permission.

The principal shall indicate on the written permission the date(s) and times for which permission has been granted. (Penal Code 626.81)

PROPOSED POLICY

BP1250 (c)

Community Relations

Visits to the Schools – (Continued)

Legal Reference: Education Code

32210	Willful Disturbance of Public School or Meeting: Misdemeanor
32211	Threatened Disruption or Interference With Classes: Misdemeanor
32212	<u>Classroom Interruptions</u>
35160	<u>Authority of Governing Boards</u>
35292	Visits to Schools (Board Members)
44810	Willful Interference With Classroom Conduct
44811	Upbraiding, Insulting and Abusing Teachers
44812	Insulting and Abusing Teachers
49091.10	<u>Parental rights to inspect instructional materials and observe school activities</u>
51101	<u>Parent Rights Act of 2002</u>
51512	<u>Prohibited use of electronic listening or recording device</u>

Penal Code

243.5	Assault and Battery on School Grounds
290	<u>Sex Offenders</u>
626.4	Notice of withdrawal or Consent; Report; Action on Report; Reinstatement of Consent; Hearing; Unlawful Entry Upon Campus or Facility; Punishment
626.8	Disruptive Presence at Schools
62681	<u>Misdemeanor for registered sex offender to come onto school grounds</u>
627-627.3	Access to School Premises
627.5	Refusal or Revocation of Registration
627.5	Hearing Request Following Denial or Revocation of Registration
627.6	Posted Signs
653g	Loitering About Schools or Public Places

Welfare and Institutions Code

729	Battery on School Grounds by a Minor
-----	--------------------------------------

PROPOSED POLICY

BP1250 (d)

Community Relations

Visits to the Schools – (Continued)

Policy
adopted: 1-25-83
revised: 2-10-87

PARAMOUNT UNIFIED SCHOOL DISTRICT
Paramount, California

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent-Secondary Educational Services
DATE: October 10, 2016
SUBJECT: Revised Administrative Regulation 6172.5 Opportunity Classes and Programs and Other Alternative Placements or Involuntary Transfers

BACKGROUND INFORMATION:

Submitted for the Board's information is revised Administrative Regulation 6172.5 – Opportunity Classes and Programs and Other Alternative Placements or Involuntary Transfers. The proposed regulation reflects revisions related to current State requirements and programs offered throughout the District. This regulation supports Board Policy 6172.5 – Opportunity Classes and Programs and Other Alternative Placements or Involuntary Transfers, which was revised and adopted on September 26, 2016.

PREPARED BY:

Manuel San Miguel, Director – Student Services

DISTRICT PRIORITY 4:

Improve student support services.

CURRENT REGULATION

AR6172.5(a)

Instruction

Opportunity Classes and Programs and other Alternative Placements or Involuntary Transfers

The following procedures shall be followed in the event that a student who legally resides in the district is involuntarily transferred to an opportunity class/program:

1. The school administrator recommending the transfer shall forward to the district's Coordinator of Student Services the following information:
 - a. Name, age, legal address, telephone number, school, grade level of student;
 - b. Name, legal address, telephone number (home and work) of parent (s)/guardian(s);
 - c. Academic and attendance record of student for last two (2) years;
 - d. Behavioral record of student for last two (2) years; unless records dating back (2) years are unavailable;
 - e. A narrative description of the reason(s) for the referral and documented prior measures taken to effect desired behavior by the student;
 - f. Other information necessary to support the school's referral of the student to an opportunity program class or alternative placement.
2. The Coordinator of Student Services will promptly convene a meeting of the district's Administrative Hearing Panel to hear the case. The Panel shall be comprised of administrators and school counselors. The parent/guardian may designate a representative, such as a counselor, social worker, or other community member, to attend the Panel meeting.
3. Within three (3) school days of the hearing, the parent/guardian will be notified by the Coordinator of Student Services of the Panel's decision. Placement in the opportunity class or other alternative placement will commence within five (5) school days of the Panel's decision.

Regulation
Adopted: 3-10-87
Revised: 3-21-05

PARAMOUNT UNIFIED SCHOOL DISTRICT
Paramount, California

PROPOSED REGULATION

AR6172.5 (a)

Instruction

~~Opportunity Classes and Programs~~ Community Day School and other Alternative Placements or Involuntary Transfers

The following procedures shall be followed in the event that a student who legally resides in the district is involuntarily transferred to ~~an opportunity class/program:~~ a Community Day School or other alternative placement.

1. The school administrator recommending the transfer shall forward to the district's ~~Coordinator~~ Director of Student Services the following information:
 - a. Name, age, legal address, telephone number, school, grade level of student;
 - b. Name, legal address, telephone number (home and work) of parent (s)/guardian(s);
 - c. Academic and attendance record of student for last two (2) years;
 - d. Behavioral record of student for last two (2) years; unless records dating back (2) years are unavailable;
 - e. A narrative description of the reason(s) for the referral and documented prior measures taken to effect desired behavior by the student;
 - f. Other information necessary to support the school's referral of the student to an ~~opportunity program class~~ Community Day School or other alternative placement.
2. The ~~Coordinator~~ Director of Student Services will promptly convene a meeting of the district's Administrative Hearing Panel to hear the case. The Panel shall be comprised of administrators and school counselors. The parent/guardian may designate a representative, such as a counselor, social worker, or other community member, to attend the Panel meeting.
3. Within three (3) school days of the hearing, the parent/guardian will be notified by the ~~Coordinator~~ Director of Student Services of the Panel's decision. Placement in the ~~opportunity class~~ Community Day School or other alternative placement will commence within five (5) school days of the Panel's decision.

PROPOSED REGULATION

AR6172.5 (b)

Instruction

Opportunity Classes and Programs-Community Day School and other Alternative Placements or Involuntary Transfers

Regulation

Adopted: 3-10-87

Revised: 3-21-05

PARAMOUNT UNIFIED SCHOOL DISTRICT

Paramount, California

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent-Secondary Educational Services
DATE: October 10, 2016
SUBJECT: Williams Settlement Quarterly Uniform Complaint Summary

BACKGROUND INFORMATION:

Submitted for the Board's information is the required Williams Settlement Quarterly Uniform Complaint Summary for the first quarter July 1 – September 30, 2016.

PREPARED BY:

Manuel San Miguel, Director - Student Services

DISTRICT PRIORITY 1:

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



**Los Angeles County
Office of Education**
Serving Students • Supporting Communities
Leading Educators

**Williams Lawsuit Settlement
Quarterly Report on Uniform Complaints 2016-2017**

District Name: Paramount Unified School District

Date: September 21, 2016

Person completing this form: Manuel San Miguel

Title: Director

Quarter covered by this report (Check One Below):

- 1st QTR July 1 to September 30 Due 21-Oct 2016
- 2nd QTR October 1 to December 31 Due 20-Jan 2017
- 3rd QTR January 1 to March 31 Due 21-Apr 2017
- 4th QTR April 1 to June 30 Due 21-Jul 2017

Date for information to be reported publicly at governing board meeting: October 10, 2016

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

	Number of Complaints Received in Quarter	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials	0	0	0
Facilities	0	0	0
Teacher Vacancy and Misassignment	0	0	0
TOTAL	0	0	0

Print Name of District Superintendent Dr. Ruth Pérez. Superintendent

Signature of District Superintendent _____ Date _____

Return the **Quarterly Summary** to:
Williams Legislation Implementation Project
Los Angeles County Office of Education
c/o Kirit Chauhan, Williams Settlement Legislation
9300 Imperial Highway, ASM/Williams ECW 284
Downey, CA 90242

Telephone: (562) 803-8382
FAX: (562) 803-8325
E-Mail: Chauhan_Kirit@lacoed.edu