

Paramount Unified School District



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

BOARD OF EDUCATION

VIVIAN HANSEN

President

SONYA CUELLAR

Vice President

ALICIA ANDERSON

Member

LINDA GARCIA

Member

TONY PEÑA

Member

RUTH PÉREZ

District Superintendent

REGULAR MEETING OF BOARD OF EDUCATION

MINUTES

May 29, 2018

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

Pledge of Allegiance	Renee Jeffrey, Director-K-5 School Support & Innovative Programs, led the Pledge of Allegiance.	
Roll Call	Vivian Hansen Sonya Cuellar - ill Alicia Anderson	Linda Garcia Tony Peña
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 David Daley, Director-Special Education Jesse Flores, Interim Director-Safety & Security Greg Francois, Director-Secondary Education Renée Jeffrey, Director-K-5 School Support & Innovative Programs Scott Law, Director-Facilities and Projects Margarita Rodriguez, Director-Research, Assessment & Student Info. Manuel San Miguel, Director-Student Services Beatriz Spelker-Levi, Director-Personnel Chris Stamm, Director-Nutrition Services Patricia Tu, Director-Fiscal Services Morrie Kosareff, Principal-Buena Vista High School Michael Ono, Principal-Paramount High School Linh Roberts, Principal-Mokler School Elizabeth Salcido, Principal-Paramount High School-West Alicia Megofna, Assistant Principal-Paramount High School-West	

Approve Agenda
May 29, 2018
1.177

Trustee Anderson moved, Trustee Garcia seconded the motion carried 4-0 to approve the agenda of the Regular Meeting of May 29, 2018 as amended.

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

Absent: 1 – Trustee Cuellar

Regular Meeting Minutes May
14, 2018
1.178

Trustee Garcia moved, Trustee Peña seconded and the motion carried 3-1-0 approve the minutes of the Regular Meeting held on May 14, 2018.

Ayes: 3 – Trustees Anderson, Garcia, Peña
Abstention: 1 - Trustee Hansen
Absent: 1 – Trustee Cuellar

Facilities Corporation Meeting
Minutes May 14, 2018
1.179

Trustee Anderson moved, Trustee Garcia seconded and the motion carried 3-1-0 approve the minutes of the Facilities Corporation Meeting held on May 14, 2018.

Ayes: 3 – Trustees Anderson, Garcia, Peña
Abstention: 1 - Trustee Hansen
Absent: 1 – Trustee Cuellar

Special Meeting Minutes May
15, 2018
1.180

Trustee Peña moved, Trustee Garcia seconded and the motion carried 4-0 approve the minutes of the Special Meeting held on May 15, 2018.

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

REPORTS

Student Board
Representatives

Angel Macias-Paramount High School, Melanie Rodarte Paramount High School-West, Olivia Gonzalez-Buena Vista High School and Jairo Aguirre-Paramount Adult School reported on school academics, athletic and extra-curricular activities.

Employee Representative
Reports

There was no CSEA representative in attendance.
There was no TAP representative in attendance.

Board Members' Reports

Trustee Anderson attended the Annual PUSD STAR Awards night, the Administrative Assistants' luncheon and the District's Annual Retirement Tea/Years of Service event.

Trustee Garcia attended the LACOE Education of Excellence reception honoring Collins School, the Paramount Woman's Club Scholarship luncheon, the Annual PUSD STAR Awards night, the District's Annual Retirement Tea/Years of Service event, Paramount Park Middle School's Spring concert, the City's Memorial Day celebration and will be attending an upcoming Tepic Sister-Cities Spring luncheon.

Trustee Hansen attended the District's Annual PUSD STAR Awards night, the District's Retirement Tea/Years of Service and LACOE's reception honoring Collins School for their Golden Bell award.

Trustee Peña attended the Annual District PUSD STAR Awards night, City Council meeting, District Safety Committee meeting, the LACOE reception recognizing Collins School for receiving the Golden Bell, the Administrative Assistants' luncheon, the District's Annual Retirement Tea/Years of Service event and the attended CSULA's graduation for his son.

Superintendent Dr. Pérez highlighted the following:

- Superintendent Pérez attended Paramount Park Middle School's Spring concert.
- Pérez shared that there has been a tentative agreement reached with TAP and we are moving forward to place the agreement on the upcoming Board agenda.
- Dr. Pérez hosted the Annual PUSD STAR Awards night and she wished to thank everyone who was involved in the coordination of the event.
- She attended the District's BTSA Colloquium and thanked Human Resources for coordinating the event.
- Superintendent Pérez attended the District's Annual Retirement Tea/Years of Service and thanked Myrna and Human Resources staff for coordinating the event.
- Dr. Pérez attended the District's Annual Administrative Assistants' luncheon and thanked Ryan Smith, Ana Rodriguez and Isela Preciado for coordinating the event.

Bulletin Boards – Mokler School

Linh Roberts, Mokler School Principal presented an overview of the Boardroom bulletin boards representing Mokler School's educational program and student work. The bulletin boards reflect the theme of "Successfully Educating All Students" and enhance the educational message sent to visitors and District office employees.

Recognitions – MESA Regional Winners

The Board of Education and Superintendent Dr. Pérez recognized MESA Regional student winners from Jackson School, Paramount Park Middle School and Zamboni Middle School.

MESA is an academic program coordinated throughout the universities of California that prepares students for college admission as well as careers emphasizing math, science, technology and engineering.

Paramount students have prepared for the event they are getting recognition for tonight in the following ways:

- They've attended weekly meetings facilitated by their school's MESA advisor
- They've received hands-on instruction from university professors and students at CSULB
- Have successfully advanced at the preliminary competitions at Long Beach State against students from five local school districts

Students recognized tonight have successfully placed in their events against over fifteen school districts' MESA programs like ours that are facilitated through Cal State Long Beach, Cal State LA, UCLA and USC. Most competition activities are hands-on including the design and construction and testing of a bridge, an airplane/glider, a prosthetic arm, and a machine designed and constructed to launch a ball- the farthest distance wins! Other contests require a demonstration of advanced mathematics and presentation skills and public speaking

This year's student winners placed 1st, 2nd and 3rd. Student winners

were from Jackson School: Mike Gonzalez, Omar Ibarra, Paramount Park Middle School: Nayeli Belmontes, Emely Santos, Jacqueline Gonzalez, Sara Sanchez, Zamboni Middle School: Abraham Galarza, Jose Ramirez, Roberto Flores, Emanuel Salas and Alejandro Gonzalez Castorena.

The Board of Education and Superintendent Pérez also recognized Zamboni Middle School MESA Advisor Carlos Sierra for receiving the MESA Advisor of the Year Award.

Overview of New Services in LCAP 2018-19

Dr. Debbie Stark provided the Board with an overview in LCAP services for 2018-19, new services, described new positions to support new and continuing services and outlined next steps.

The majority of the services and activities in the LCAP are multi-year initiatives and will continue from previous years. Multiple sources of information are used to determine what to continue; what to revise; what to add in the LCAP, including

- School staff survey results
- Parent and student survey results
- Outcome data (SBAC, AP, A-G results, attendance, suspension)
- Upcoming initiatives; alignment with PUSD's Strategic Plan
- Other student needs

The LCAP must include services for any student group performing two levels or more below all students on any of the state targets. A student group = 30 or more students. Examples include English learners, students with disabilities, African American, low income, White, Pacific Islander and others. PUSD has a total of 13 student groups. The LCAP includes services to address these performance gaps. Example: actions to improve outcomes for African American students, homeless students, Foster Youth.

The District's next steps include:

- Copies of the LCAP will be at each school site and posted on the PUSD website for review and feedback
- Blackboard connect message inviting parents to review and provide feedback
- Hold a public hearing and submit for approval
- Plan submitted to LACOE

The full version is available on the District website.

BOARD MEETING CALENDAR

1.181

Trustee Anderson moved, Trustee Garcia seconded and the motion carried 4-0 to schedule a Board Study Session meeting on June 11, 2018 at 5:00 p.m. and to reschedule the August 13, 2018 Board meeting to August 6, 2018.

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

HEARING SECTION

During the hearing section, the following speakers addressed the Board:

Erika Eras, parent and community member addressed the Board with the assistance of a translator. We come tonight to thank the Board of Education, but especially our Superintendent Dr. Ruth Pérez, for the great job, she's doing here in our district, starting with the monthly bilingual publications where we find out about academic achievements, sports and arts in which our students are involved. She added that thanks to her performance and hard work with principals, assistant principals, counselors and teachers as a whole, is that they are recognized.

We want our students to prepare for the new era of science, technology, engineering and mathematics. Dr. Pérez communicated that one of her priorities as a superintendent of this district is for every student to take A-G courses; we know that together with the school personnel, with our participation as parents supporting the initiatives that will benefit the academic levels of our kids, it will be a success!

We are a group of parents from ELAC-DELAC, and thanks to the workshops, provided we are learning how to use computers for our personal development, by this; it is easier to communicate with teachers and school personnel. For this reason, we are here to give thanks for the support that you give us as parents, so we can keep learning the education system. We want to continue making the bridge for parents, teachers and administrators to fulfill the commitment to the success of our kids at Paramount Unified School District.

Kris Flaig, community member addressed the Board with concerns relating to Notice of Exemption at Odyssey STEM Academy. He commented that the CEQA process must be a collaborative process between the neighbors and the District. There are grounds, trees, pavement, squirrels and many other species, CEQA brings all parties together to develop an understanding. All involved must be included in all aspects of the effort. This is a crucible of collaboration for extending a step for providing one document, a "notice of determination." As a start, many documents pending are not addressed, who knows what's in the soil, they might have bootleg drawings and problems with all sorts of things like drainage. He did wish to thank the Board and executives for providing one document of many that he requested.

Gerald Cerda, community member expressed concern for a student who jumped from a building at Zamboni Middle School and asked how she was doing. He asked how it was that the student accessed the roof. He added that he also called Principal Saikaly and asked her why the student had jumped. He also shared that he attended the Alondra concert and added that stakeholder funds are not meeting the goals properly in the arts and would like to know what the District will do to correct.

Sara Huevo, community member commented that she was pleased that the District was offering an event on mental health on May 5th and that it was open to the public and she felt it was a great idea that it was being put together. When she arrived she was informed that the event was for staff and teachers. She also commented that some of the Board agenda items are vague and in particular item 3.10-C the MOU with Weber Metals.

CONSENT ITEMS

0.182

Trustee Garcia motioned, Trustee Anderson seconded and the motion carried 4-0 to approve the Consent items.

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

Absent: 1 – Trustee Cuellar

Human Resources

Personnel Report

17-17

2.182

Accepted Personnel Report 17-17, as submitted. The report includes details, assignments, terminations, and employment of personnel. Certain assignments listed in this report may be contingent upon allocation of funding in the 2017-18 State Budget Act and related legislation.

Educational Services

Consultant and Contract Services

3.182

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

Overnight and/or Out-of-County Study Trips

3.182

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

Professional Activities Report 17-10

3.182

Approved Professional Activities Report 17-10 an out-of-state conference request for up to ten Odyssey and PUSD staff to attend the Big Bang–Big Picture Learning’s International Conference on Student-Centered Learning that will take place in Atlanta, Georgia, from Monday, July 23 through Thursday, July 26, 2018.

Professional Activities Report 17-11

3.182

Approved the Professional Activities Report 17-11 an out-of-state conference request for two Odyssey teachers to attend Exploring Computer Science Summer professional development in Indiana from Sunday, July 15 through Thursday, July 20, 2018.

Professional Activities Report 17-14

3.182

Approved the Professional Activities Report 17-14 for the Paramount High School-West Campus staff to attend an out-of-state conference from July 15 through July 19, 2018 in Portland, Oregon.

Professional Activities Report 17-15

3.182

Approved the Professional Activities Report 17-15 an out-of-state conference request for up to four Odyssey staff to attend NuVu’s Innovation Camp for Educations in Cambridge, Massachusetts from Monday, June 18 through Friday, June 22, 2018.

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

3.182

Approved the Memorandum of Understanding with United Friends of the Children, Foster Youth – College Readiness Program effective September 1, 2018 through June 30, 2019.

Memorandum of Understanding with Tri City Consortium for Distribution of AB 104 Adult Education Block Grant Funds

3.182

Approved the Memorandum of Understanding with Tri City Consortium for Distribution of AB 104 Adult Education Block Grant Funds for the 2018-19 school year.

Contract with Los Angeles County Probation Department for a Deputy Probation Officer 3.182
Approved the contract with the Los Angeles County Probation Department for a Gang Alternative and Prevention Program Officer for 2018-19 school year.

Memorandum of Understanding with Weber Metals, Inc. 3.182
Approved the Memorandum of Understanding with Weber Metals, Inc. for the 2018-19 school year.

Memorandum of Understanding with the City of Paramount, Parks and Recreation Department 3.182
Approved the Memorandum of Understanding with the City of Paramount, Parks and Recreation Department to provide grounds supervision and supervised recreation for the Summer Food Service Program.

Business Services

Purchase Order Report 17-17 4.182
Approved Purchase Order Report 17-17 authorizing the purchase of supplies, equipment, and services for the District.

Acceptance of Donations 4.182
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.

Warrants for the Month of April 2018 4.182
Approved the warrants for all funds through April with a total of \$15,166,050.37.

ACTION ITEMS

General Services

Flippen Group Agreement 1.183
Trustee Anderson moved, Trustee Peña seconded, and the motion carried 4-0 to approve the agreement with Flippen Group for leadership training and authorize the Superintendent or designee to execute all necessary documents.

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

Human Resources

2018-19 Reservation of Options for Represented and Unrepresented Confidential, Supervisory and Management Employees 2.184
Trustee Peña moved, Trustee Garcia seconded, and the motion carried 4-0 to approve that all salaries are indefinite for 2018-19 for all bargaining unit represented and unrepresented confidential, supervisory and management employees.

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

Fieldwork Experience Agreement with California State University, Los Angeles 2.185
Trustee Anderson moved, Trustee Garcia seconded, and the motion carried 4-0 to approve the agreement with California State University, Los Angeles for participation in fieldwork experience.

Educational Services

Achievement Via Individual
Determination Agreement
3.186

Trustee Anderson moved, Trustee Garcia seconded, and the motion carried 4-0 to approve the AVID agreement for Alondra, Buena Vista, Collins, Hollydale, Jackson, Jefferson, Lincoln, Los Cerritos, Mokler, Paramount Park, Tanner, Wirtz, Zamboni, Paramount High West Campus and Paramount High School to support college readiness.
Ayes: 4 – Trustees Anderson, Garcia, Hansen, Peña
Absent: 1 – Trustee Cuellar

Nonpublic School Placement
for Special Education
Students for 2017-18
3.187

Trustee Anderson moved, Trustee Garcia seconded, and the motion carried 4-0 to approve the placement for special education students in nonpublic schools as determined by the students' Individual Education plan for the 2017-18 school year.
Ayes: 4 – Trustees Anderson, Garcia, Hansen, Peña
Absent: 1 – Trustee Cuellar

Learning Strategies and
Management Course for
Middle Schools
3.188

Trustee Garcia moved, Trustee Anderson seconded, and the motion carried 4-0 to approve Learning Strategies and Management course to support middle school students with disabilities in 2018-19.
Ayes: 4 – Trustees Anderson, Garcia, Hansen, Peña
Absent: 1 – Trustee Cuellar

NuVu Contract
3.189

Trustee Anderson moved, Trustee Peña seconded, and the motion carried 4-0 to approve the NuVu contract request for Odyssey STEM Academy for the 2018-19 school year.
Ayes: 4 – Trustees Anderson, Garcia, Hansen, Peña
Absent: 1 – Trustee Cuellar

Center for Educational
Leadership Consulting
Agreement
3.190

Trustee Anderson moved, Trustee Peña seconded, and the motion carried 4-0 to approve Center for Educational Leadership Consulting Agreement to provide professional development for high school administrators.
Ayes: 4 – Trustees Anderson, Garcia, Hansen, Peña
Absent: 1 – Trustee Cuellar

Tech Smart Agreement
3.191

Trustee Garcia moved, Trustee Peña seconded, and the motion carried 4-0 to approve the Tech Smart Agreement to provide training, support and instructional resources for teachers at Paramount High West Campus.
Ayes: 4 – Trustees Anderson, Garcia, Hansen, Peña
Absent: 1 – Trustee Cuellar

Online Courses: Edgenuity
Summer School License
Agreement
3.192

Trustee Anderson moved, Trustee Peña seconded, and the motion carried 4-0 to approve the purchase of Edgenuity licenses for Paramount High School 2018 Summer School that would allow students to complete the Health graduation requirements and expand Edgenuity courses offering for the 2018-19 school year.
Ayes: 4 – Trustees Anderson, Garcia, Hansen, Peña
Absent: 1 – Trustee Cuellar

New Link Crew Leadership Course 3.193	Trustee Anderson moved, Trustee Garcia seconded, and the motion carried 4-0 to approve the adoption of the Link Crew Leadership course and the purchase of supplemental text for the 2018-19 school year. Ayes: 4 – Trustees Anderson, Garcia, Hansen, Peña Absent: 1 – Trustee Cuellar
SchoolMint Online Registration 3.194	Trustee Anderson moved, Trustee Peña seconded, and the motion carried 4-0 to approve the SchoolMint Online Registration agreement. The contract will be in effect July 1, 2018 through June 30, 2019 for all high schools in Paramount Unified School District. Ayes: 4 – Trustees Anderson, Garcia, Hansen, Peña Absent: 1 – Trustee Cuellar

Business Services

2017-18 Budget Adjustments as of April 30, 2018 4.195	Trustee Anderson moved, Trustee Garcia seconded, and the motion carried 4-0 to approve the 2017-18 Budget Adjustments for the General Funds, Unrestricted and Restricted; Adult Education Fund; Cafeteria Fund; Building Fund; Measure I Fund; and the Workers' Compensation Fund. Ayes: 4 – Trustees Anderson, Garcia, Hansen, Peña Absent: 1 – Trustee Cuellar
Consulting Agreement with Ranita Browning 4.196	Trustee Anderson moved, Trustee Garcia seconded, and the motion carried 4-0 to approve the Consulting Agreement with Ranita Browning, and authorize the Superintendent or designee to execute all necessary documents. Ayes: 4 – Trustees Anderson, Garcia, Hansen, Peña Absent: 1 – Trustee Cuellar
Modifications to Phase 1 Work at Odyssey STEM Academy 4.197	Trustee Anderson moved, Trustee Peña seconded, and the motion carried 4-0 to accept the modifications to Phase 1 work at Odyssey STEM Academy, and authorize the Superintendent or designee to review and execute all necessary documents for payment. Ayes: 4 – Trustees Anderson, Garcia, Hansen, Peña Absent: 1 – Trustee Cuellar

INFORMATION ITEMS

Monthly Financial Statements, April 2018	The Board received in J-200 format a Financial Statement for each fund for the months of July to April 2018.
Monthly Financial Statements, April 2018 – Special Education	The Board received in J-200 format a Financial Statement for Special Education for the months of July to April 2018.
Monthly Financial Statements, April 2018 – Self-Insurance Fund – Health and Welfare	The Board received in J-200 format a Financial Statement for the Self-Insurance Fund – Health and Welfare for the months of July to April 2018.

Average Daily Attendance Report Through March 16, 2018, and the Seventh Monthly School Enrollment Report

The Board received the monthly school attendance reports for 2017-18.

ANNOUNCEMENTS

President Hansen reported that the next Regular Meeting would be Monday, June 11, 2018 at 6:00 p.m. – Boardroom of the District Office. A Study Session will take place at 5:00 p.m. on June 11, 2018.

Staff Employee Comments
Per Government Code 54957

There were no staff/employee comments.

CLOSED SESSION

The Board adjourned to Closed Session at 7:29 p.m. to discuss, Conference with Legal Counsel-Anticipated Litigation, Conference with Labor Negotiator, Public Employee Performance/Evaluation (Superintendent), Public Employee Discipline Dismissal Release and Student Discipline.

OPEN SESSION

The Board reconvened to Regular Session at 8:46 p.m. President Hansen reported that they discussed Conference with Legal Counsel-Anticipated Litigation, Conference with Labor Negotiator, and Public Employee Performance/Evaluation (Superintendent), Public Employee Discipline Dismissal Release and Student Discipline.

The following action was taken in Closed Session:

Student Discipline
3.199

Trustee Garcia moved, Trustee Anderson seconded, and the motion carried 4-0 to expel student E5 for one calendar year, May 30, 2018 – May 30, 2019.

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

ADJOURNMENT

Trustee Garcia moved, Trustee Anderson seconded, and the motion carried 4-0 to adjourn the Regular Meeting of the Board of Education held on May 29, 2018 at 8:48 p.m.

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

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: June 11, 2018
SUBJECT: Personnel Report 17-18

BACKGROUND INFORMATION:

Following is Personnel Report 17-18, 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 17-18 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 2017-18 State Budget Act and related legislation.

PREPARED BY:

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

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 2: High Quality Teaching and Learning

- Goal 1: All students will be held to high expectations for achievement and will meet or exceed the standards.

CONSENT ITEM: 2.1-C

**PERSONNEL REPORT 17-18
JUNE 11, 2018
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>EMPLOYMENT</u> Montreuil, Murielle	District Social Worker	Odyssey	Sch. Q III-2	<u>ANNUAL</u> \$91,974 General Fund	07-01-18	

**PERSONNEL REPORT 17-18
JUNE 11, 2018
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	DESCRIPTION	EFFECTIVE	
				FROM	TO
<u>LEAVE WITH PAY</u> Muller, Monserrat	Teacher	Alondra	Parental Leave	05-17-18	05-25-18
Waters, Lisa	Psychologist	Wirtz	Parental Leave	04-26-18	06-13-18
<u>RESIGNATION</u> Campbell, Annaliese	Teacher	Gaines	Personal	06-08-18	
<u>EARLY RETIREMENT</u> Aguilar, Renee	Teacher	Adult Education	Early Retirement	06-08-18	
Montemayor, Sandy	Teacher	Hollydale	Early Retirement	06-08-18	
<u>RETIREMENT</u> Yoshiba-Medeiros, Christine	Teacher	Paramount High-Senior	Retirement	06-08-18	
Brooks, Margo	Teacher	Wirtz	Retirement	06-08-18	

**PERSONNEL REPORT 17-18
JUNE 11, 2018
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>WORKING OUT OF CLASSIFICATION</u> *Ortiz, Louie	Supervisor NTE 8 hrs. per day	Operations	Sch. 2 409-I	Monthly \$6,598** Restricted Routine Mainten- ance	05-10-18	05-18-18
*Sedano, Sergio	Maintenance Carpenter NTE 8 hrs. per day	Operations	130-V	\$5,098 Restricted Routine Mainten- ance	05-21-18	05-25-18

* Ratification

** Includes Longevity and/or Professional Growth Increment

PERSONNEL REPORT 17-18
JUNE 11, 2018
CLASSIFIED PERSONNEL

NAME	POSITION	LOCATION	DESCRIPTION	EFFECTIVE	
				FROM	TO
<u>LEAVE OF ABSENCE</u>					
Godinez, Nathalie	Instructional Assistant – ECE 3.5 hours/10 months	Keppel ECE	Family & Medical Leave	05-14-18	06-08-18
<u>RESIGNATION</u>					
Camacho, Andrew	Custodian	Operations	Personal	05-23-18	
Greenhouse, Desiree	Instructional Assistant – SE/SH	Special Education	Personal	06-01-18	
Torres, Juan	Instructional Assistant – Sp. Ed.	Special Education	Personal	05-17-18	
Pena, Santiago	Instructional Assistant – Sp. Ed.	Hollydale	Personal	06-07-18	
Williford, Janet	Technology Instructional Assistant	Los Cerritos	Personal	06-08-18	
Cisneros, Jeremy	Noon Duty Aide	Zamboni	Personal	05-10-18	
Harlan, Martha	Sub Noon Duty Aide	Zamboni	Personal	04-20-18	

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent-Secondary Educational Services
DATE: June 11, 2018
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	Flippen Group PC18-1936	Consultant to provide professional development to 4-8 grade teachers from Jackson and Alondra schools. Teachers will participate in five days of professional development on building meaningful and productive relationships with students and creating safe and effective learning environments.	Jackson School Requested by: Kelly Anderson	August 16, 2018 through June 30, 2019	Not to exceed \$28,000 from LCAP site funds
2	Teaching Strategies, Inc. PC18-1945	Safe and Civil Schools to provide professional development on school and classroom strategies that promote proactive, positive and respectful behavior. Sessions will be provided for K-5, 6-8 and high schools.	Educational Services Requested by: Deborah Stark	19 days between September 1, 2018 through March 31, 2019	Not to exceed \$3,500 per day plus expenses from LCAP funds

CONSENT ITEM: 3.1-C

#	Consultant	Services to be Provided/ Audience	Site/ Requested by	Time Period	Cost/ Funding Source
3	Ed Consulting CSC PC18-1946	Provide 12 days of professional development on Cognitively Guided Instruction (CGI) in math for two cohorts of teacher teams from each K-5 school. Teachers will learn how to apply CGI approaches to deepen students' understanding of number concepts. Approximately 100 teachers will participate	Educational Services Requested by: Deborah Stark	12 days between August 1, 2018 through December 1, 2018	Not to exceed \$2,500 per day for a total of \$30,000 from LCAP funds
4	LACOE PC18-1948	Approve a consultant from LACOE to provide one day of professional development on the new History-Social Science Framework, including the FAIR Education Act, and an understanding of how to integrate inquiry based learning with instruction, for all middle school History Social Science teachers. This session supports the implementation of a newly adopted textbook for grades 6-8 Social Science classes.	Educational Services Requested by: Deborah Stark	August 13, 2018	\$50 per participant for approximately 40 teachers; not to exceed \$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

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 3: Positive School Climate and Environments Conducive to Learning

- Goal 2: Create positive, supportive, and caring relationships between all students, teachers, site leadership, and district leadership
- Goal 3: Create a safe and civil learning environment for all stakeholders that incorporates restorative practices

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent-Secondary Educational Services
DATE: June 11, 2018
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	Chicago, IL	Paramount High School Entrepreneurship and Innovation students will travel to Chicago, IL to participate in the 2018 National Student Pitch Competition. 4 students, 1 chaperone	Paramount High School Requested by: Mike Ono	July 17-19, 2018	Not to exceed \$2,867.65 from Title I site funds
2	Oxnard, CA	Paramount High School Choir Club students will travel to Oxnard to participate in the Get to Know You Games Retreat. 35 students, 4 chaperones	Paramount High School Requested by: Mike Ono	September 8-9, 2018	Not to exceed \$1,750 from Choir 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

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 2: High Quality Teaching and Learning

- Goal 3: Instruction will be standards-based, relevant, personalized, and rigorous

Itinerary for Paramount High School
National Student Pitch Competition
Chicago, IL
July 17-19, 2018

Tuesday, July 17, 2018

11:00 a.m. Depart LAX to Chicago
4:00 p.m. Check into hotel
6:00 p.m. Dinner
10:00 p.m. Lights out

Wednesday, July 18, 2018

9:00 a.m. Breakfast
11:30 a.m. Rehearsal
1:00 p.m. Lunch
3:00 p.m. National Pitch Event
6:30 p.m. Celebratory dinner
10:30 p.m. Lights out

Thursday, July 19, 2018

11:00 a.m. Depart Chicago
4:00 p.m. Arrive at LAX

Itinerary for Paramount High School Choir Retreat
Oxnard, CA
September 8-9, 2018

Saturday, September 8, 2018

- 11:20 a.m. Depart Paramount High school
- 1:20 p.m. Check into hotel
- 2:00 p.m. Get to Know You Game (choir)
- 5:45 p.m. Dinner
- 6:30 p.m. Beach time
- 8:30 p.m. Games/activities
- 10:00 p.m. Lights out

Sunday, September 9, 2018

- 7:00 a.m. Breakfast
- 8:30 a.m. Check out from hotel
- 9:45 a.m. Vocal Production Lecture
- 11:30 a.m. Audition Music for Disneyland Candlelight Event
- 12:30 p.m. Lunch
- 2:30 p.m. Depart Oxnard
- 5:00 p.m. Arrive at Paramount High School

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent-Secondary Educational Services
DATE: June 11, 2018
SUBJECT: Professional Activities Report 17-16

BACKGROUND INFORMATION:

Paramount Unified School District recently learned of the opportunity to participate in the annual Association for Career and Technical Education (ACTE) conference. ACTE is the nation's largest education association committed to the advancement of education that prepares youth for successful careers.

The ACTE conference is a leading professional development opportunity for the community of Career and Technical Education (CTE) professionals, including educators, administrators, researchers, guidance counselors and others at all levels of education. The conference takes place on November 28 through December 1, 2018 in San Antonio, Texas.

This conference will provide:

- 300+ break-out CTE sessions involving key career and CTE topics including Common Core standards, model schools and STEM.
- Professional development on increasing student engagement, achievement and transition rates.
- In-depth training sessions and demonstrations of the latest technologies and asset management for classrooms.
- STEM and project-based learning opportunities.
- Access to CTE resources.
- Opportunities to network with secondary schools and secondary institutions.
- Renowned keynote speakers exploring new directions in CTE.

The Assistant Superintendent of Secondary Education, Ryan Smith, Director of Secondary Education, Greg Francois, CTE Curriculum Specialist, Administrators and CTE leadership teachers submit a request to attend this out-of-state conference. This is an out-of-state conference that requires Board approval.

POLICY/ISSUE:

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

CONSENT ITEM: 3.3-C

FISCAL IMPACT:

Approximately \$30,000 from the CTE Incentive Grant Funds

STAFF RECOMMENDATION:

Approve the Professional Activities Report 17-16 out of state conference request for the Assistant Superintendent of Secondary Education, Director of Secondary Education, CTE Curriculum Specialists, Administrators and CTE leadership teachers to attend the annual Association for Career and Technical Education conference in San Antonio, Texas from November 28 through December 1, 2018.

PREPARED BY:

Greg Francois, Director of Secondary Education and Instructional Technology

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 2: High Quality Teaching and Learning

- Goal 3: Instruction will be standards-based, relevant, personalized and rigorous.

Focus Area 4: Parent and Community Partnerships

- Goal 2: Expand community outreach efforts and increase opportunities for involvement.
- Goal 3: Establish, expand and maintain partnership with community based organizations.

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: June 11, 2018
SUBJECT: Purchase Order Report 17-18

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.

2017/2018

1. Ratified Orders – Adult Education	\$ 4,942.48
2. Authorized Orders – Adult Education	28,050.00
3. Ratified Orders – Building Fund	8,263.16
4. Authorized Orders – Building Fund	100,724.00
5. Ratified Orders – Deferred Maintenance	4,762.13
6. Ratified Orders – Early Childhood Education	9,225.00
7. Ratified Orders – General Fund	20,408.13
8. Authorized Orders – General Fund	152,908.00
9. Ratified Orders – LCAP	4,921.12
10. Authorized Orders – LCAP	903,344.71
11. Authorized Orders – Student Nutrition Services	43,901.67
	Subtotal \$ 1,281,450.40
12. Ratified Orders (Under \$1,500)	17,657.75
TOTAL OF ALL ORDERS	<u>\$1,299,108.15</u>

POLICY/ISSUE:

Board Policy 3300 - Expenditures and Purchases

Board Policy and Administrative Regulation 3320 - Purchasing Procedures

FISCAL IMPACT:

As indicated above

CONSENT ITEM: 4.1-C

STAFF RECOMMENDATION:

Approve Purchase Order Report 17-18 authorizing the purchase of supplies, equipment, and services for the District.

PREPARED BY:

Cindy DiPaola, Director-Operations

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 3: Positive School Climate and Environments Conducive to Learning

- Goal 2: Create positive, supportive, and caring relationships between all students, teachers, site leadership and District leadership

Paramount Unified School District

2017/2018

Purchase Orders To Be Ratified and Authorized

June 11, 2018

PO Number	Vendor	Site	Description	Total Amount
010 - General Fund				
18-00095	THE GATSBY LLC DBA GAME CHANGER	Operations	Annual: uniforms (increase purchase order from \$8,000 to \$20,000)	\$12,000.00 *
18-00106	TAPIA LANDSCAPING	Operations	Annual: tree removal, shrub, pruning services (increase purchase order from \$60,000 to \$63,000)	\$3,000.00
18-00141	LINDSAY LUMBER COMPANY	Operations	Annual: building supplies (increase purchase order from \$33,000 to \$38,000)	\$5,000.00 *
18-00147	JOHN'S WHOLESALE ELECTRIC	Operations	Annual: electrical supplies (increase purchase order from \$50,000 to \$60,000)	\$10,000.00 *
18-00151	GREAT SCOTT TREE SERVICE, INC.	Operations	Annual: tree trimming (increase purchase order from \$8,400 to \$14,400)	\$6,000.00 *
18-00162	ANIXTER INC.	Operations	Annual: locksmith supplies (increase purchase order from \$35,000 to \$50,000)	\$15,000.00 *
18-00167	CARSON LANDSCAPE SUPPLY/JHM	Operations	Annual: irrigation repair supplies (increase purchase order from \$24,000 to \$25,500)	\$1,500.00
18-00179	WHITTIER FERTILIZER	Operations	Annual: grounds supplies (increase purchase order from \$8,400 to \$10,400)	\$2,000.00
18-00205	MARX BROS. FIRE EXTINGUISHER COMPANY	Operations	Annual: fire extinguisher services & fire detection testing (increase purchase order from \$24,000 to \$27,000)	\$3,000.00
18-00251	SUPERIOR PROTECTION SERVICES	Operations	Annual: patrol-security (increase purchase order from \$437,750 to \$507,750)	\$70,000.00 *
18-00630	ORGANIZED SPORTSWEAR	Hollydale K-8 School	Annual: online ordering (increase purchase order from \$3,690 to \$6,690)	\$3,000.00
18-02751	KIS COMPUTER CENTER	Jackson Middle School	Computer supplies	\$1,655.64
18-02760	COAST PARTY RENTALS, INC.	K-5 Schools & Innovative Programs	Annual: 8th grade promotion rentals	\$6,000.00 *
18-02795	SPICERS PAPER INC.	Operations	Warehouse stock	\$28,908.00 *
18-02800	ETS - EDUCATIONAL TESTING SERVICE	Ed Services - K-8	California assessment of student performance and progress	\$1,952.49
18-02807	EXECUTIVE ENVIRONMENTAL SERVICES CORP.	Operations	AHERA inspection	\$4,300.00
010 - General Fund - LCAP				
18-02766	KIS COMPUTER CENTER	Alondra Middle School	Notebook computer, LCD projector, document camera & accessories	\$2,817.49
18-02769	MCGRAW-HILL/CONTEMPO RARY	Ed Services - Secondary	History Social Science textbooks (2,874) & digital subscriptions (3,373) (Board adopted: 5/14/18)	\$480,761.75 *
18-02784	SOUTH BAY TOYOTA	Operations	Replacement security vehicles (3)	\$88,212.96 *
18-02797	SOUTHWEST SCHOOL & OFFICE SUPPLY	Odyssey STEM Academy	Classroom supplies	\$2,103.63

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

Paramount Unified School District
2017/2018
Purchase Orders To Be Ratified and Authorized
June 11, 2018

PO Number	Vendor	Site	Description	Total Amount
010 - General Fund - LCAP				
18-02804	SOUTH BAY HEATING & AIR CONDITIONING INC	Collins Elementary School	Replace HVAC units (27)	\$314,500.00 *
18-02805	UNIVERSAL ASPHALT COMPANY	Paramount High School West	Install walkway: gym/parking lot	\$19,870.00 *
110 - Adult Education Fund				
18-02750	SOUTHWEST SCHOOL & OFFICE SUPPLY	Adult Education	Classroom chairs (36)	\$4,942.48
18-02799	AUMT INSTITUTE	Adult Education	Phlebotomy technician Fee	\$28,050.00 *
120 - Child Development Fund				
18-02782	LEARNING GENIE INC	ECE	Learning Genie student data subscription module-2 years (Board approved: 5/14/18)	\$9,225.00 *
130 - Cafeteria Fund				
18-00781	MODENZA ENTERPRISES LLC	Nutrition Services	Annual: Papa John's pizza (Bid# 10-16-17) (increase purchase order from \$165,000 to \$208,901)	\$43,901.67 *
140 - Deferred Maintenance Fund				
18-02773	AMERICOAT	Operations	Vehicle equipment (2)	\$2,161.50
18-02806	ARETE DIGITAL IMAGING	Operations	Schools to Watch logo decals (2)	\$2,600.63
211 - Building Fund - Measure I				
18-02768	U. S. BANK	Odyssey STEM Academy	Classroom telephones (45)	\$1,516.58
18-02772	FLOOR TECH	Odyssey STEM Academy	Install flooring and wall tile: boys restroom	\$13,424.00 *
18-02774	MEAR CONSTRUCTION	Adult Education	Exterior painting (Bid #2-17-18)	\$87,300.00 *
18-02775	MEAR CONSTRUCTION	Paramount High School West	Paint preparation services (Bid #2-17-18)	\$2,350.00
18-02786	GARDENA NURSERY	Odyssey STEM Academy	Grounds supplies	\$2,660.85
18-02787	BARCO PRODUCTS COMPANY	Odyssey STEM Academy	Outdoor table set	\$1,735.73

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

Paramount Unified School District

2017/2018

Purchase Orders To Be Ratified and Authorized

June 11, 2018

PURCHASE ORDER SUMMARY BY FUND

61 Purchase orders for a total of **\$1,299,108.15**

010 - General Fund	To Be Authorized	\$152,908.00
	To Be Ratified Over \$1,500	\$20,408.13
	To Be Ratified Under \$1,500	\$8,006.84
	Fund Total	\$181,322.97
010 - General Fund - LCAP	To Be Authorized	\$903,344.71
	To Be Ratified Over \$1,500	\$4,921.12
	To Be Ratified Under \$1,500	\$8,426.91
	Fund Total	\$916,692.74
110 - Adult Education Fund	To Be Authorized	\$28,050.00
	To Be Ratified Over \$1,500	\$4,942.48
	Fund Total	\$32,992.48
120 - Child Development Fund	To Be Authorized	\$9,225.00
	Fund Total	\$9,225.00
130 - Cafeteria Fund	To Be Authorized	\$43,901.67
	To Be Ratified Under \$1,500	\$1,224.00
	Fund Total	\$45,125.67
140 - Deferred Maintenance Fund	To Be Ratified Over \$1,500	\$4,762.13
	Fund Total	\$4,762.13
211 - Building Fund - Measure I	To Be Authorized	\$100,724.00
	To Be Ratified Over \$1,500	\$8,263.16
	Fund Total	\$108,987.16

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: June 11, 2018
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 totaling \$100.00 from 18 AAE Group LLC. This donation will be designated for the students of Gaines School for the purchase of instructional supplies.
2. The District received a donation totaling \$1,000.00 from Farmers & Merchants Bank of Long Beach. This donation will be designated for the 2018 Employees-of-the-Year Awards.
3. The District received a donation totaling \$1,000.00 from Carlton Forge. This donation will be designated for the 2018 Employees-of-the-Year Awards.
4. The District received a donation totaling \$200.00 from Rendon for Assembly 2018. This donation will be designated for the 2018 Employees-of-the-Year Awards.
5. The District received a donation totaling \$250.00 from Bellflower Music Inc. This donation will be designated for the 2018 Employees-of-the-Year Awards.

For the current 2017-18 fiscal year through June 11, 2018, the District has received an estimated total, which includes the above amounts, of \$75,640.20 in gifts, grants, and bequests.

POLICY/ISSUE:

Board Policy 3280 – Gifts, Grants, and Bequests

FISCAL IMPACT:

None

CONSENT ITEM: 4.2-C

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

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 3: Positive School Climate and Environments Conducive to Learning

- Goal 2: Create positive, supportive, and caring relationships between all students, teachers, site leadership and District leadership

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: June 11, 2018
SUBJECT: Consultant Services

BACKGROUND INFORMATION:

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

The following contracted services are requested:

	Service Provider/ Consultant	Services to be Provided/Audience	Site/ Requested for	Time Period	Cost/ Funding Source
1	Leighton Consulting, Inc. PC 18-1937	Geotechnical observations and testing services during parking lot construction	Facilities for Measure I Projects Requested by: Scott Law	July 1, 2018 through June 30, 2019	Not to exceed \$100,000 from Measure I Bond Funds
2	Knowland Construction Services PC 18-1938	Department of State Architect (DSA) inspection services	Facilities for Measure I Projects Requested by: Scott Law	July 1, 2018 through June 30, 2019	Not to exceed \$100,000 from Measure I Bond Funds
3	Facilities Commissioning & Technical Services PC 18-1939	Provide commissioning services, ongoing commissioning/monitoring of energy management program; fire alarm systems, and analysis of District use of utilities and building systems	Operations for all schools and District facilities Requested by: Cindy DiPaola	July 1, 2018 through June 30, 2019	Not to exceed \$125,000 from General Funds
4	Wilmes, LLC PC 18-1940	Safety Consultant	Operations Requested by: Cindy DiPaola	July 1, 2018 through June 30, 2019	Not to exceed \$10,000 from Restricted Funds

	Service Provider/ Consultant	Services to be Provided/Audience	Site/ Requested for	Time Period	Cost/ Funding Source
5	Superior Protection Services PC 18-1941	Security Patrol Services	Operations Requested by: Jessie Flores	July 1, 2018 through June 30, 2021	Not to exceed \$550,834 from General Funds & \$63,600 from Adult Education Funds
6	Alvarez & Associates PC 18-1942	Provide security services, training and investigations	Security Requested by: Jessie Flores	July 1, 2018 through June 30, 2019	Not to exceed \$35,000 from General Funds
7	Facilities Commissioning & Technical Services PC 18-1943	Provide program management for Proposition 39	Operations Requested by: Cindy DiPaola	July 1, 2018 through June 30, 2019	Not to exceed \$26,000 from General Funds
8	Durham School Services PC 18-1944	Provide transportation services for District students	Operations Requested by: Cindy DiPaola	August 9, 2016 through August 9, 2021 (CPI rate increase for July 1 2018 – June 30, 2019)	Hourly rates with a 4-hour minimum not to exceed \$418.14, and additional hours not to exceed \$38.83, total \$800,000 home to school services to be paid from General Funds
9	SmartE Solutions PC 18-1947	Provide software and supports for SmartE Suite solutions	Fiscal Services Requested by: Patricia Tu	July 1, 2018 through June 30, 2019	Not to exceed \$85,960 from General Funds
10	LBWSOA PC 18-1949	Consultant to supply officials for flag football, volleyball, basketball, soccer and wrestling for Middle School Intermural Sports	Business Services Requested by: Ruben Frutos	August 1, 2017 through June 30, 2018	Not to exceed \$3,500 from LCAP Funds
11	Pegleg Entertainment	Aquarium of the Pacific facility use, refreshments, VJ services, decorations for Winter Formal 2019	Paramount High School Requested by: Damon Dragos	February 23, 2019	\$52.95 per student to be paid from student funds
11	Pegleg Entertainment	Proud Bird Facility use, refreshments, DJ services, decorations for Prom 2019	Paramount High School Requested by: Damon Dragos	May 18, 2019	\$81.95 per student to be paid from student funds

POLICY/ISSUE:

Board Policy 4126 - Consultants

FISCAL IMPACT:

As indicated above

PREPARED BY:

Ruben Frutos, Assistant Superintendent-Business Services

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 3: Positive School Climate and Environments Conducive to Learning

- Goal 2: Create positive, supportive, and caring relationships between all students, teachers, site leadership and district leadership

Paramount Unified School District

TO: Board of Education
FROM: Ruth Pérez, Superintendent
DATE: June 11, 2018
SUBJECT: Employment Contracts – Assistant Superintendents

BACKGROUND INFORMATION:

Submitted for the Board's approval are extensions to employment contracts for Dr. Deborah Stark, Assistant Superintendent-Educational Services and Dr. Myrna Morales, Assistant Superintendent-Human Resources in accordance with the Government Code Section 53262(a). The term of the extension shall be from July 1, 2018 through June 30, 2021.

POLICY/ISSUE:

Board Policy 4135.1 – Personnel – Certificated/Classified Agreement
Board Policy 4300 – Management Positions/Management Team
Board Bylaw 9000 – Role of the Board and Members (Powers, Purposes, Duties)

FISCAL IMPACT:

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

STAFF RECOMMENDATION:

Approve the extension to employment contracts for Dr. Myrna Morales, Assistant Superintendent-Human Resources and Dr. Deborah Stark, Assistant Superintendent-Educational Services.

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 3: Positive School Climate and Environments Conducive to Learning

- Goal 2: Create positive, supportive, and caring relationships between all students, teachers, site leadership, and district leadership

Focus Area 4: Parent and Community Partnerships

- Goal 4: Establish and maintain meaningful, regular, and open two-way communication with all stakeholders

ACTION ITEM: 1.1-A

**PARAMOUNT UNIFIED SCHOOL DISTRICT
CONTRACT OF EMPLOYMENT**

**ASSISTANT SUPERINTENDENT - HUMAN RESOURCES
(Certificated Management Position)**

MYRNA MORALES

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

II. **EMPLOYMENT.** The Board hereby agrees to employ Myrna Morales as Assistant Superintendent-Human Resources of the Paramount Unified School District for the term as specified in Paragraph 3 below.

III. **TERM.** The term of this Contract shall be from July 1, 2018, through and including June 30, 2021. On or before June 30th of each year thereafter, the Contract may, at the Board's discretion, be extended for an additional year subject to the Assistant Superintendent receiving a satisfactory performance evaluation. Extensions of this Contract shall be at the sole discretion of the Board.

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

V. **FRINGE BENEFITS:**

A. **Health and Welfare Benefits.** The Assistant Superintendent shall be entitled to all health and welfare benefits applicable to certificated twelve (12) month management employees as are incident to their employment relationship with the District, including major medical, dental, vision, and life insurance. The District shall contribute the sum of Fourteen Thousand Thirty-Four Dollars (\$14,034) per year toward the cost of said benefits. Should the aggregate cost of these benefits exceed the District’s contribution and should other management employees be required to contribute toward the cost of providing these health and welfare benefits, the Assistant Superintendent will also be responsible for contributing the difference if she wishes to maintain coverage under all insurance plans. Should the District increase the amount of contribution for health and welfare benefits for 12-month management employees, the contribution for the Assistant Superintendent’s health and welfare benefits shall increase by an equal amount.

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

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

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

- A. Administration, supervision and implementation of a comprehensive Human Resources program, procedures, and practices.
- B. Planning and coordinating a comprehensive employer-employee relations program which includes major responsibility for the direction of negotiations with certificated and classified bargaining units.
- C. Administration of the grievance procedure and other contract-related activities with/for certificated and classified bargaining unit members.
- D. Making recommendations concerning the formulation of policies and regulations, interpreting existing personnel policies and regulations, and maintaining the District's policy manual.
- E. Preparing those sections of the Board meeting agenda which pertain to human resource matters, including those items which will be heard in Closed Session when requested by the Superintendent.
- F. Planning and coordinating an employment system which provides for effective recruitment, screening, selection, and placement of all certificated, classified, and management personnel within specified timelines and affirmative action policies and procedures.
- G. Processing recommendations for employment terminations, assembling and substantiating information for employee dismissals, and arranging necessary meetings and hearings.

- H. Reviewing, developing, and implementing office procedures and Division organizational structures which result in improved and more efficient client services. .
- I. Developing and maintaining a comprehensive, efficient, and accurate records system pertinent to employee hiring, transfers, tenure attainment, retirements, leaves, promotions, salary placement, etc.
- J. Conducting research related to human resources, including salary research, staff characteristics studies, professional standards, and/or other related projects.
- K. Consulting with and advising division, site, and department managers and administrators on individual personnel matters.
- L. Assisting in the planning and coordination of District-wide inservice training programs for all employee groups as it relates to personnel-related issues.
- M. Planning and presentation of workshops and ongoing training for the District's management employees in human resources-related areas such as performance appraisal, documentation, employee contract management, etc.
- N. Implementing and monitoring comprehensive Equal Employment Opportunity programs.
- O. Monitoring and overseeing the performance appraisal process for all District employees except the Superintendent and Assistant Superintendents; making recommendations for improvements in the process as appropriate.
- P. Monitoring and determining class sizes within contractual and statutory parameters; recommending and implementing school staffing allocations.
- Q. Developing and maintaining in a fiscally responsible manner the annual budget for the Human Resources Division.
- R. Supervising and evaluating employees directly accountable to the Assistant Superintendent and overseeing the evaluation of other employees as defined by California law and Board policy.
- S. Performing additional duties and responsibilities as delegated by the Superintendent or conferred by the Board of Education.
- T. Serving as a member of the Superintendent's Cabinet and working cooperatively with the Superintendent and all other members of the Superintendent's Cabinet for the purpose of carrying out the goals and objectives set by the Board of Education and Superintendent.

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

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

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

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

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

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

XIII. OUTSIDE PROFESSIONAL ACTIVITIES. The Assistant Superintendent may undertake outside professional activities, including consultative work, speaking engagements, writings, lecturing, or other outside activities, provided such undertakings do not interfere with the performance of her duties under this Contract. Compensation or remuneration received by the Assistant Superintendent in connection with such activities, except for publication royalties, shall

be assigned to the District, except that compensation for services rendered during non-working time shall be retained by the Assistant Superintendent.

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

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

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

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

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

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

F. Breach of Contract: The Assistant Superintendent shall fulfill all aspects of this Contract. This Contract and the services of the Assistant Superintendent may be terminated by the Board at any time for breach of this Contract or any of the grounds enumerated in Education Code Section 44932. The Board shall not terminate this Contract under this section until a written

statement of the grounds for termination has first been served upon the Assistant Superintendent. The Assistant Superintendent shall then be entitled to a conference with the Board at which time the Assistant Superintendent shall be given a reasonable opportunity to address the Board's concerns. The Assistant Superintendent shall have the right, at her own expense, to have a representative of her choice at the conference with the Board.

XV. ABUSE OF OFFICE. In accordance with the requirements of AB 1344, in the event this Contract is terminated, any cash settlement paid to the Assistant Superintendent related to such termination shall be fully reimbursed to the District in the event the Assistant Superintendent is convicted of a crime involving an abuse of office or position as described in Government Code section 53243.4. In addition, any funds paid for salary during a paid administrative leave pending an investigation into, or funds paid for criminal defense of charges of abuse of office or position shall be fully reimbursed to the District in the event the Assistant Superintendent is convicted of such crime. Any such required reimbursement shall be made within thirty (30) days of conviction, regardless of any appeal, and may be deducted from future wages, settlements, or payments owed to the Assistant Superintendent. Nothing contained herein shall preclude other means of obtaining reimbursement.

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

XVII. BOARD AUTHORIZATION. Execution of this Contract was authorized by Board action at a regular meeting of the Board of Education held _____, 2018, for a term beginning July 1, 2018, and ending June 30, 2021.

Executed at Paramount, California on _____.

<p>GOVERNING BOARD OF THE PARAMOUNT UNIFIED SCHOOL DISTRICT</p> <p>_____</p> <p>Vivian Hansen, President</p>	<p>ASSISTANT SUPERINTENDENT - HUMAN RESOURCES</p> <p>_____</p> <p>Myrna Morales</p>
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**PARAMOUNT UNIFIED SCHOOL DISTRICT
CONTRACT OF EMPLOYMENT**

**ASSISTANT SUPERINTENDENT – EDUCATIONAL SERVICES
(Certificated Management Position)**

DEBORAH STARK

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

II. **EMPLOYMENT.** The Board hereby agrees to employ Deborah Stark as Assistant Superintendent – Educational Services of the Paramount Unified School District for the term as specified in Paragraph 3 below.

III. **TERM.** The term of this Contract shall be from July 1, 2018, through and including June 30, 2021. On or before June 30th of each year thereafter, the Contract may, at the Board's discretion, be extended for an additional year subject to the Assistant Superintendent receiving a satisfactory performance evaluation. Extensions of this Contract shall be at the sole discretion of the Board.

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

V. **FRINGE BENEFITS:**

A. **Health and Welfare Benefits.** The Assistant Superintendent shall be entitled to all health and welfare benefits applicable to certificated twelve (12) month management employees as are incident to their employment relationship with the District, including major medical, dental, vision, and life insurance. The District shall contribute the sum of Fourteen Thousand Thirty-Four Dollars (\$14,034) per year toward the cost of said benefits. Should the aggregate cost of these benefits exceed the District's contribution and should other management employees be required to contribute toward the cost of providing these health and welfare benefits, the Assistant Superintendent will also be responsible for contributing the difference if she wishes to maintain coverage under all insurance plans. Should the District increase the amount of contribution for health and welfare benefits for 12-month management employees, the contribution for the Assistant Superintendent's health and welfare benefits shall increase by an equal amount.

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

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

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

- A. Providing leadership in all areas related to the operation of schools; assists in the evaluation of principals.
- B. Administering the design and implementation of the District's research and evaluation program, to include assessment of pupil progress.
- C. Serving as a member of the Superintendent's Cabinet.
- D. Supervising staff in curriculum development, implementation and evaluation; conducting the planning, direction, control, and review of all pre-kindergarten through adult articulated curriculum and instruction programs, including research trends and public relations.
- E. Supervising staff development for certificated and classified personnel.
- F. Supervising and coordinating the programs within the Education Services Division — both curricular and co-curricular — except as otherwise directed by the Superintendent. Those programs shall include, but not be limited to: regular day programs; pupil services, special education; children's center programs; curriculum consultants; curriculum and instruction, including special programs, staff development, instructional materials and other categorically funded programs.
- G. Evaluating, on a continuing basis, the evolving educational needs of students in the school system; supervising the development of long- and short-range plans for achieving the curricular and educational objectives of the District and providing

the Superintendent with timely, well-substantiated reports and recommendations for direction of the District's educational programs and services.

- H. Establishing and maintaining favorable community relations with respect to the schools and programs under her jurisdiction.
- I. Supervising the development and implementation of measures to assess student progress toward curriculum objectives consistent with the District's research and evaluation model.
- J. Assisting in evaluating school attendance boundaries, instructional minutes, and facility and staffing needs in the pre-kindergarten through adult schools.
- K. Administering the District's resource development program including, but not limited to, grants, foundations, and school-business partnerships.
- L. Assisting in the design and implementation of the District's strategic planning process, including annual development and assessment of Board-adopted goals.
- M. Ensuring articulation within and among elementary and secondary schools and between elementary and secondary schools.
- N. Performing additional duties and responsibilities as delegated by the Superintendent or conferred by the Board of Education.
- O. Serving as a member of the Superintendent's Cabinet and working cooperatively with the Superintendent and all other members of the Superintendent's Cabinet for the purpose of carrying out the goals and objectives set by the Board of Education and Superintendent.

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

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

IX. TRANSPORTATION AND EXPENSES: The Assistant Superintendent shall be reimbursed at the approved IRS mileage reimbursement rate which, from time to time, may change

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

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

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

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

XIII. OUTSIDE PROFESSIONAL ACTIVITIES. The Assistant Superintendent may undertake outside professional activities, including consultative work, speaking engagements, writings, lecturing, or other outside activities, provided such undertakings do not interfere with the performance of her duties under this Contract. Compensation or remuneration received by the Assistant Superintendent in connection with such activities, except for publication royalties, shall be assigned to the District, except that compensation for services rendered during non-working time shall be retained by the Assistant Superintendent.

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

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

B. Notwithstanding Paragraph 14(a) and pursuant to Government Code Section 53260, in event of termination of this Contract for any reason, no cash settlement may be made in an amount which exceeds salary remaining under this Contract, or salary for twelve (12) months, whichever is less. This amount shall not be construed as a guarantee or a minimum entitlement.

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

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

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

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

XV. ABUSE OF OFFICE. In accordance with the requirements of AB 1344, in the event this Contract is terminated, any cash settlement paid to the Assistant Superintendent related to such termination shall be fully reimbursed to the District in the event the Assistant Superintendent is convicted of a crime involving an abuse of office or position as described in Government Code section 53243.4. In addition, any funds paid for salary during a paid administrative leave pending an investigation into, or funds paid for criminal defense of, charges of abuse of office or position shall be fully reimbursed to the District in the event the Assistant Superintendent is convicted of such crime. Any such required reimbursement shall be made within thirty (30) days of conviction, regardless of any appeal, and may be deducted from future wages, settlements, or payments owed to the Assistant Superintendent. Nothing contained herein shall preclude other means of obtaining reimbursement.

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

XVII. BOARD AUTHORIZATION. Execution of this Contract was authorized by Board action at a regular meeting of the Board of Education held _____, 2018, for a term beginning July 1, 2018, and ending June 30, 2021.

Executed at Paramount, California on _____.

<p>GOVERNING BOARD OF THE PARAMOUNT UNIFIED SCHOOL DISTRICT</p> <hr/> <p>Vivian Hansen, President</p>	<p>ASSISTANT SUPERINTENDENT - EDUCATIONAL SERVICES</p> <hr/> <p>Deborah Stark</p>
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Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Myrna Morales, Assistant Superintendent-Human Resources
DATE: June 11, 2018
SUBJECT: Public Hearing – Negotiated Tentative Agreement between Paramount Unified School District and the Teachers Association of Paramount, Regarding Salary Enhancement and Health & Welfare Benefits for 2017-18 and 2018-19

BACKGROUND INFORMATION:

The District and the Teachers Association of Paramount, reached an agreement on the contract term for 2017-18 and 2018-19 on salary enhancement and health and welfare benefits. The proposed Tentative Agreement, dated May 18, 2018, is attached with accompanying disclosure information regarding the fiscal impact of the salary enhancement and health and welfare benefits, as required by AB 1200.

The negotiated agreement was disclosed to the public through notice in the *Long Beach Press Telegram* and notices posted at District schools and departmental sites. The negotiated contract provision and the AB 1200 document, “Public Disclosure of the Tentative of Agreement between the Paramount Unified School District and the Teachers Association of Paramount, has been available for public review and comment in the Human Resources office since June 1, 2018.

POLICY/ISSUE:

Board Policy 4135 – Organizations/Units

FISCAL IMPACT:

Approximately \$1,775,207 from unrestricted general funds, \$368,240 from restricted general funds and \$16,316 from all other funds.

STAFF RECOMMENDATION:

Hold a public hearing regarding the Tentative Agreement, dated May 18, 2018, between the District and the Teachers Association of Paramount, regarding salary enhancement and health and welfare benefits for 2017-18 and 2018-19.

PREPARED BY:

Myrna Morales, Assistant Superintendent – Human Resources

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 3: Positive School Climate and Environments Conducive to Learning

- Goal 2: Create positive, supportive, and caring relationships between all students, teachers, site leadership, and district leadership.

ACTION ITEM: 2.1-A

May 18, 2018

1. 2017-2018

- Increase base salary schedules for all classifications by 2.5 percent effective August 1, 2017.
- The District will assume the increased cost in health and welfare benefit premiums and adjust the District's maximum contribution accordingly (\$14,144).

2. 2018-2019

- Increase base salary schedules for all classifications by 3.0 percent effective August 1, 2018.
- The District will assume the increased cost in health and welfare benefit premiums and adjust the District's maximum contribution accordingly.
- Current stipend positions will increase by 3.0 percent effective July 1, 2018 (appendices D1-D4)
- One-time bonus equal to .5 percent of unit member's base salary paid on or before August 30, 2018. In order to be eligible for this bonus, the unit member must be employed as of ratification of this agreement.

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**Los Angeles County Office of Education
Division of Business Advisory Services**

**PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/Statutes 1992), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5**

Name of School District:	Paramount Unified School District
Name of Bargaining Unit:	Teachers Association of Paramount
Certificated, Classified, Other:	Certificated

The proposed agreement covers the period beginning: July 1, 2017 and ending: June 30, 2019
(date) (date)

The Governing Board will act upon this agreement on: June 11, 2018
(date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

Bargaining Unit Compensation All Funds - Combined	Annual Cost Prior to Proposed Settlement	Fiscal Impact of Proposed Agreement (Complete Years 2 and 3 for multiyear and overlapping agreements only)		
		Year 1 Increase/(Decrease)	Year 2 Increase/(Decrease)	Year 3 Increase/(Decrease)
		2017-18	2018-19	2019-20
1. Salary Schedule Including Step and Column	\$ 68,718,359	\$ 1,717,959	\$ 2,113,090	\$ -
		2.50%	3.00%	0.00%
2. Other Compensation Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.			\$ 366,775	
Description of Other Compensation			one-time bonus, 3% enhancement to stipends	
3. Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 14,059,776	\$ 351,494	\$ 546,547	\$ -
		2.50%	3.79%	0.00%
4. Health/Welfare Plans	\$ 11,521,914	\$ 90,310	\$ -	\$ -
		0.78%	0.00%	0.00%
5. Total Bargaining Unit Compensation Add Items 1 through 4 to equal 5	\$ 94,300,049	\$ 2,159,763	\$ 3,026,411	\$ -
		2.29%	3.14%	0.00%
6. Total Number of Bargaining Unit Employees (Use FTEs if appropriate)	813.50			
7. Total Compensation Average Cost per Bargaining Unit Employee	\$ 115,919	\$ 2,655	\$ 3,720	\$ -
		2.29%	3.14%	0.00%

Paramount Unified School District
Teachers Association of Paramount

8. What was the negotiated percentage change? For example, if the change in "Year 1" was for less than a year, what is the annualized percentage of that change for "Year 1"?

The negotiated settlement for salary enhancement is a 2.5% increase ongoing for fiscal year 2017-18, retroactive to July 1, 2017, a 3% increase ongoing for fiscal year 2018-19, and a 0.5% one-time bonus based on 2018-19 salary schedules. In 2018-19, extra pay stipends (Appendix D 1-4 in the contract) will also be increased by 3%.

9. Were any additional steps, columns, or ranges added to the salary schedules? (If yes, please explain.)

No.

10. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

11. Does this bargaining unit have a negotiated cap for Health and Welfare Yes No

If yes, please describe the cap amount.

The negotiated cap for Health and Welfare increases to \$14,144 per employee commencing January 1, 2018.

B. Proposed negotiated changes in noncompensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

None

C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

None

Paramount Unified School District
Teachers Association of Paramount

D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

None

E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

None

F. Source of Funding for Proposed Agreement:

1. Current Year

The source of funding for this proposed settlement is the use of District reserves.

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

The ongoing cost of this settlement will be funded from a combination of LCFF increases, reduction in expenditures (if needed) and reserves (if needed).

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

Paramount Unified School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Bargaining Unit:

Teachers Association of Paramount

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 4/30/18)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
LCFF Revenue 8010-8099	\$ 159,610,211		\$ 148,207	\$ 159,758,418
Federal Revenue 8100-8299	\$ 104,262		\$ 333,363	\$ 437,625
Other State Revenue 8300-8599	\$ 5,100,720		\$ -	\$ 5,100,720
Other Local Revenue 8600-8799	\$ 1,070,673		\$ 728,971	\$ 1,799,644
TOTAL REVENUES	\$ 165,885,866		\$ 1,210,541	\$ 167,096,407
EXPENDITURES				
Certificated Salaries 1000-1999	\$ 69,226,004	\$ 1,412,143	\$ (296,111)	\$ 70,342,036
Classified Salaries 2000-2999	\$ 15,826,246		\$ 232,809	\$ 16,059,055
Employee Benefits 3000-3999	\$ 31,930,055	\$ 363,064	\$ (275,582)	\$ 32,017,537
Books and Supplies 4000-4999	\$ 11,375,032		\$ (4,249,863)	\$ 7,125,169
Services, Other Operating Expenses 5000-5999	\$ 19,382,389		\$ (5,081,405)	\$ 14,300,984
Capital Outlay 6000-6999	\$ 4,411,523		\$ (3,384,870)	\$ 1,026,653
Other Outgo 7100-7299	\$ 100,000		\$ 7,936	\$ 107,936
7400-7499				
Indirect/Direct Support Costs 7300-7399	\$ (567,647)		\$ 92,378	\$ (475,269)
TOTAL EXPENDITURES	\$ 151,683,602	\$ 1,775,207	\$ (12,954,708)	\$ 140,504,101
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources 8900-8979		\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ 5,901,289	\$ -	\$ -	\$ 5,901,289
Contributions 8980-8999	\$ (20,749,659)	\$ -	\$ -	\$ (20,749,659)
OPERATING SURPLUS (DEFICIT)*	\$ (12,448,684)	\$ (1,775,207)	\$ 14,165,249	\$ (58,642)
BEGINNING FUND BALANCE				
9791	\$ 45,334,639			\$ 45,334,639
Prior-Year Adjustments/Restatements 9793/9795	\$ -			\$ -
ENDING FUND BALANCE	\$ 32,885,955	\$ (1,775,207)	\$ 14,165,249	\$ 45,275,997
COMPONENTS OF ENDING BALANCE:				
Nonspendable Amounts 9711-9719	\$ 340,000			\$ 340,000
Restricted Amounts 9740				
Committed Amounts 9750-9760		\$ -	\$ -	\$ -
Assigned Amounts 9780	\$ 17,121,112	\$ (1,775,207)	\$ 14,165,249	\$ 29,511,154
Reserve for Economic Uncertainties 9789	\$ 13,000,000			\$ 13,000,000
Unassigned/Unappropriated Amount 9790	\$ 2,424,843	\$ -	\$ -	\$ 2,424,843

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Paramount Unified School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Bargaining Unit:		Restricted General Fund Teachers Association of Paramount			
Object Code		Column 1	Column 2	Column 3	Column 4
		Latest Board- Approved Budget Before Settlement (As of 4/30/18)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	\$ -		\$ -	\$ -
Federal Revenue	8100-8299	\$ 11,309,059		\$ (1,022,614)	\$ 10,286,445
Other State Revenue	8300-8599	\$ 9,509,836		\$ (957,322)	\$ 8,552,514
Other Local Revenue	8600-8799	\$ 1,590,812		\$ -	\$ 1,590,812
TOTAL REVENUES		\$ 22,409,707		\$ (1,979,936)	\$ 20,429,771
EXPENDITURES					
Certificated Salaries	1000-1999	\$ 15,033,773	\$ 293,276	\$ (548,590)	\$ 14,778,459
Classified Salaries	2000-2999	\$ 8,590,918	\$ -	\$ 174,930	\$ 8,765,848
Employee Benefits	3000-3999	\$ 8,661,958	\$ 74,964	\$ (246,778)	\$ 8,490,144
Books and Supplies	4000-4999	\$ 4,524,913		\$ (1,023,731)	\$ 3,501,182
Services, Other Operating Expenses	5000-5999	\$ 9,663,480		\$ (1,766,281)	\$ 7,897,199
Capital Outlay	6000-6999	\$ 664,463		\$ -	\$ 664,463
Other Outgo	7100-7299 7400-7499	\$ -		\$ -	\$ -
Indirect/Direct Support Costs	7300-7399	\$ 425,641		\$ (392,378)	\$ 33,263
TOTAL EXPENDITURES		\$ 47,565,146	\$ 368,240	\$ (3,802,828)	\$ 44,130,558
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979		\$ -	\$ -	\$ -
Transfers Out and Other Uses	7600-7699	\$ -	\$ -	\$ -	\$ -
Contributions	8980-8999	\$ 20,749,659	\$ -	\$ -	\$ 20,749,659
OPERATING SURPLUS (DEFICIT)*		\$ (4,405,780)	\$ (368,240)	\$ 1,822,892	\$ (2,951,128)
BEGINNING FUND BALANCE					
Prior-Year Adjustments/Restatements	9791 9793/9795	\$ 7,789,442			\$ 7,789,442
		\$ -			\$ -
ENDING FUND BALANCE		\$ 3,383,662	\$ (368,240)	\$ 1,822,892	\$ 4,838,313
COMPONENTS OF ENDING BALANCE:					
Nonspendable Amounts	9711-9719	\$ -	\$ -	\$ -	\$ -
Restricted Amounts	9740	\$ 3,383,662	\$ (368,240)	\$ 1,822,892	\$ 4,838,314
Committed Amounts	9750-9760				
Assigned Amounts	9780				
Reserve for Economic Uncertainties	9789		\$ -	\$ -	\$ -
Unassigned/Unappropriated Amount	9790	\$ (0)	\$ 0	\$ -	\$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Paramount Unified School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Bargaining Unit:		Combined General Fund			
		Teachers Association of Paramount			
Object Code		Column 1	Column 2	Column 3	Column 4
		Latest Board- Approved Budget Before Settlement (As of 4/30/18)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	\$ 159,610,211		\$ 148,207	\$ 159,758,418
Federal Revenue	8100-8299	\$ 11,413,321		\$ (689,251)	\$ 10,724,070
Other State Revenue	8300-8599	\$ 14,610,556		\$ (957,322)	\$ 13,653,234
Other Local Revenue	8600-8799	\$ 2,661,485		\$ 728,971	\$ 3,390,456
TOTAL REVENUES		\$ 188,295,573		\$ (769,395)	\$ 187,526,178
EXPENDITURES					
Certificated Salaries	1000-1999	\$ 84,259,777	\$ 1,705,419	\$ (844,701)	\$ 85,120,495
Classified Salaries	2000-2999	\$ 24,417,164	\$ -	\$ 407,739	\$ 24,824,903
Employee Benefits	3000-3999	\$ 40,592,013	\$ 438,029	\$ (522,360)	\$ 40,507,682
Books and Supplies	4000-4999	\$ 15,899,945		\$ (5,273,594)	\$ 10,626,351
Services, Other Operating Expenses	5000-5999	\$ 29,045,869		\$ (6,847,686)	\$ 22,198,183
Capital Outlay	6000-6999	\$ 5,075,986		\$ (3,384,870)	\$ 1,691,116
Other Outgo	7100-7299 7400-7499	\$ 100,000		\$ 7,936	\$ 107,936
Indirect/Direct Support Costs	7300-7399	\$ (142,006)		\$ (300,000)	\$ (442,006)
TOTAL EXPENDITURES		\$ 199,248,748	\$ 2,143,448	\$ (16,757,536)	\$ 184,634,660
OTHER FINANCING SOURCES/USES					
Transfer In and Other Sources	8900-8979	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses	7600-7699	\$ 5,901,289	\$ -	\$ -	\$ 5,901,289
Contributions	8980-8999	\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*		\$ (16,854,464)	\$ (2,143,448)	\$ 15,988,141	\$ (3,009,771)
BEGINNING FUND BALANCE					
Prior-Year Adjustments/Restatements	9791 9793/9795	\$ 53,124,081			\$ 53,124,081
		\$ -			\$ -
ENDING FUND BALANCE		\$ 36,269,617	\$ (2,143,448)	\$ 15,988,141	\$ 50,114,310
COMPONENTS OF ENDING BALANCE:					
Nonspendable Amounts	9711-9719	\$ 340,000	\$ -	\$ -	\$ 340,000
Restricted Amounts	9740	\$ 3,383,662	\$ (368,240)	\$ 1,822,892	\$ 4,838,314
Committed Amounts	9750-9760	\$ -	\$ -	\$ -	\$ -
Assigned Amounts	9780	\$ 17,121,112	\$ (1,775,207)	\$ 14,165,249	\$ 29,511,154
Reserve for Economic Uncertainties	9789	\$ 13,000,000	\$ -	\$ -	\$ 13,000,000
Unassigned/Unappropriated Amount	9790	\$ 2,424,843	\$ 0	\$ -	\$ 2,424,843

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Paramount Unified School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**Fund 12 - Child Development Fund**

Bargaining Unit:

Teachers Association of Paramount

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 4/30/18)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
Federal Revenue 8100-8299	\$ 184,000		\$ -	\$ 184,000
Other State Revenue 8300-8599	\$ 1,966,372		\$ -	\$ 1,966,372
Other Local Revenue 8600-8799	\$ 30,000		\$ -	\$ 30,000
TOTAL REVENUES	\$ 2,180,372		\$ -	\$ 2,180,372
EXPENDITURES				
Certificated Salaries 1000-1999	\$ 614,844	\$ 12,540	\$ -	\$ 627,384
Classified Salaries 2000-2999	\$ 675,097	\$ -	\$ -	\$ 675,097
Employee Benefits 3000-3999	\$ 473,729	\$ 3,776	\$ -	\$ 477,505
Books and Supplies 4000-4999	\$ 177,469		\$ -	\$ 177,469
Services, Other Operating Expenses 5000-5999	\$ 164,454		\$ -	\$ 164,454
Capital Outlay 6000-6999	\$ -		\$ -	\$ -
Other Outgo 7100-7299	\$ -		\$ -	\$ -
7400-7499				
Indirect/Direct Support Costs 7300-7399	\$ 65,870		\$ -	\$ 65,870
TOTAL EXPENDITURES	\$ 2,171,463	\$ 16,316	\$ -	\$ 2,187,779
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources 8900-8979	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*	\$ 8,909	\$ (16,316)	\$ -	\$ (7,407)
BEGINNING FUND BALANCE	\$ 655,933			\$ 655,933
Prior-Year Adjustments/Restatements 9793/9795	\$ -			\$ -
ENDING FUND BALANCE	\$ 664,842	\$ (16,316)	\$ -	\$ 648,527
COMPONENTS OF ENDING BALANCE:				
Nonspendable Amounts 9711-9719		\$ -	\$ -	\$ -
Restricted Amounts 9740	\$ 606,207	\$ (16,316)	\$ -	\$ 589,891
Committed Amounts 9750-9760	\$ -	\$ -	\$ -	\$ -
Assigned Amounts 9780	\$ 58,635		\$ -	\$ 58,635
Reserve for Economic Uncertainties 9789	\$ -	\$ -	\$ -	\$ -
Unassigned/Unappropriated Amount 9790	\$ -	\$ -	\$ -	\$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Paramount Unified School District
Teachers Association of Paramount

Explanations for Column 3 "Other Revisions" entered on Pages 4a through 4h:

Page 4a: Unrestricted General Fund	Amount	Explanation
Revenues	\$ 1,210,541	Amounts adjusted to reflect 2017-18 Estimated Actuals
Expenditures	\$ (12,954,708)	and 18-19 Salary Enhancements
Other Financing Sources/Uses	\$ -	

Page 4b: Restricted General Fund	Amount	Explanation
Revenues	\$ (1,979,936)	Amounts adjusted to reflect 2017-18 Estimated Actuals
Expenditures	\$ (3,802,828)	and 18-19 Salary Enhancements
Other Financing Sources/Uses	\$ -	

Page 4d: Fund 11 - Adult Education Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

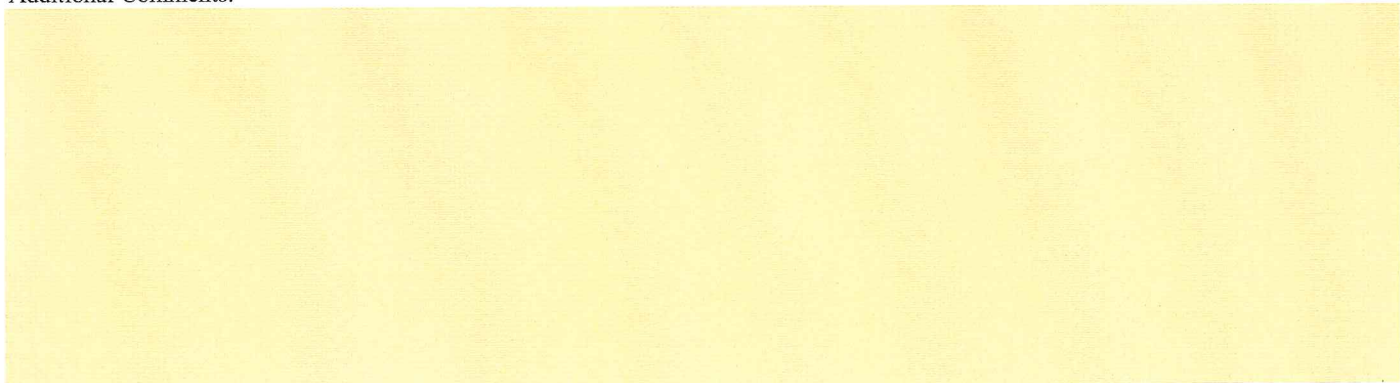
Page 4e: Fund 12 - Child Development Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4f: Fund 13/61 - Cafeteria Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4g: Other	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4h: Other	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Additional Comments:



Paramount Unified School District

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS**Unrestricted General Fund MYP**

Bargaining Unit:

Teachers Association of Paramount

Object Code	2017-18	2018-19	2019-20
	Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
LCCFF Revenue 8010-8099	\$ 159,758,418	\$ 169,313,594	\$ 170,168,891
Federal Revenue 8100-8299	\$ 437,625	\$ 52,820	\$ 52,820
Other State Revenue 8300-8599	\$ 5,100,720	\$ 4,334,242	\$ 2,829,292
Other Local Revenue 8600-8799	\$ 1,799,644	\$ 537,160	\$ 537,160
TOTAL REVENUES	\$ 167,096,407	\$ 174,237,816	\$ 173,588,163
EXPENDITURES			
Certificated Salaries 1000-1999	\$ 70,342,036	\$ 73,813,571	\$ 75,289,842
Classified Salaries 2000-2999	\$ 16,059,055	\$ 16,745,691	\$ 17,048,801
Employee Benefits 3000-3999	\$ 32,017,537	\$ 36,065,480	\$ 37,508,099
Books and Supplies 4000-4999	\$ 7,125,169	\$ 17,405,225	\$ 15,036,526
Services, Other Operating Expenses 5000-5999	\$ 14,300,984	\$ 15,787,946	\$ 15,039,412
Capital Outlay 6000-6999	\$ 1,026,653	\$ 4,150,000	\$ 1,265,000
Other Outgo 7100-7299 7400-7499	\$ 107,936	\$ 88,000	\$ 88,000
Indirect/Direct Support Costs 7300-7399	\$ (475,269)	\$ (654,240)	\$ (654,240)
Other Adjustments		\$ -	\$ -
TOTAL EXPENDITURES	\$ 140,504,101	\$ 163,401,673	\$ 160,621,440
OTHER FINANCING SOURCES/USES			
Transfers In and Other Sources 8900-8979	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ 5,901,289	\$ 5,778,988	\$ 5,778,988
Contributions 8980-8999	\$ (20,749,659)	\$ (20,651,792)	\$ (22,097,417)
OPERATING SURPLUS (DEFICIT)*	\$ (58,642)	\$ (15,594,637)	\$ (14,909,682)
BEGINNING FUND BALANCE			
9791	\$ 45,334,639	\$ 45,275,997	\$ 29,681,360
Prior-Year Adjustments/Restatements 9793/9795	\$ -		
ENDING FUND BALANCE	\$ 45,275,997	\$ 29,681,360	\$ 14,771,678
COMPONENTS OF ENDING BALANCE:			
Nonspendable Amounts 9711-9719	\$ 340,000	\$ 340,000	\$ 340,000
Restricted Amounts 9740			
Committed Amounts 9750-9760	\$ -	\$ -	\$ -
Assigned Amounts 9780	\$ 29,511,154	\$ 14,686,632	
Reserve for Economic Uncertainties 9789	\$ 13,000,000	\$ 13,000,000	\$ 13,000,000
Unassigned/Unappropriated Amount 9790	\$ 2,424,843	\$ 1,654,728	\$ 1,431,678

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

Paramount Unified School District

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS**Restricted General Fund MYP**

Bargaining Unit:

Teachers Association of Paramount

Object Code	2017-18	2018-19	2019-20
	Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
LCFF Revenue 8010-8099	\$ -	\$ -	\$ -
Federal Revenue 8100-8299	\$ 10,286,445	\$ 9,318,546	\$ 9,318,546
Other State Revenue 8300-8599	\$ 8,552,514	\$ 7,575,152	\$ 7,075,152
Other Local Revenue 8600-8799	\$ 1,590,812	\$ 1,964,736	\$ 1,964,736
TOTAL REVENUES	\$ 20,429,771	\$ 18,858,434	\$ 18,358,434
EXPENDITURES			
Certificated Salaries 1000-1999	\$ 14,778,459	\$ 15,429,158	\$ 15,737,741
Classified Salaries 2000-2999	\$ 8,765,848	\$ 7,618,650	\$ 7,733,353
Employee Benefits 3000-3999	\$ 8,490,144	\$ 8,855,234	\$ 9,209,443
Books and Supplies 4000-4999	\$ 3,501,182	\$ 2,392,769	\$ 2,444,692
Services, Other Operating Expenses 5000-5999	\$ 7,897,199	\$ 5,843,815	\$ 5,077,019
Capital Outlay 6000-6999	\$ 664,463	\$ -	\$ -
Other Outgo 7100-7299 7400-7499	\$ -	\$ -	\$ -
Indirect/Dirrect Support Costs 7300-7399	\$ 33,263	\$ 458,005	\$ 458,005
Other Adjustments		\$ -	\$ -
TOTAL EXPENDITURES	\$ 44,130,558	\$ 40,597,630	\$ 40,660,253
OTHER FINANCING SOURCES/USES			
Transfers In and Other Sources 8900-8979	\$ -		
Transfers Out and Other Uses 7600-7699	\$ -	\$ -	\$ -
Contributions 8980-8999	\$ 20,749,659	\$ 20,651,792	\$ 22,097,417
OPERATING SURPLUS (DEFICIT)*	\$ (2,951,128)	\$ (1,087,404)	\$ (204,402)
BEGINNING FUND BALANCE 9791	\$ 7,789,442	\$ 4,838,313	\$ 3,750,909
Prior-Year Adjustments/Restatements 9793/9795	\$ -		
ENDING FUND BALANCE	\$ 4,838,313	\$ 3,750,909	\$ 3,546,507
COMPONENTS OF ENDING BALANCE:			
Nonspendable Amounts 9711-9719	\$ -	\$ -	\$ -
Restricted Amounts 9740	\$ 4,838,314	\$ 3,750,909	\$ 3,546,507
Committed Amounts 9750-9760			
Assigned Amounts 9780			
Reserve for Economic Uncertainties 9789	\$ -		\$ -
Unassigned/Unappropriated Amount 9790	\$ (0)	\$ 0	\$ 0

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

Paramount Unified School District

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS**Combined General Fund MYP**

Bargaining Unit:

Teachers Association of Paramount

Object Code	2017-18	2018-19	2019-20
	Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
LCFF Revenue 8010-8099	\$ 159,758,418	\$ 169,313,594	\$ 170,168,891
Federal Revenue 8100-8299	\$ 10,724,070	\$ 9,371,366	\$ 9,371,366
Other State Revenue 8300-8599	\$ 13,653,234	\$ 11,909,394	\$ 9,904,444
Other Local Revenue 8600-8799	\$ 3,390,456	\$ 2,501,896	\$ 2,501,896
TOTAL REVENUES	\$ 187,526,178	\$ 193,096,250	\$ 191,946,597
EXPENDITURES			
Certificated Salaries 1000-1999	\$ 85,120,495	\$ 89,242,728	\$ 91,027,583
Classified Salaries 2000-2999	\$ 24,824,903	\$ 24,364,341	\$ 24,782,154
Employee Benefits 3000-3999	\$ 40,507,682	\$ 44,920,713	\$ 46,717,542
Books and Supplies 4000-4999	\$ 10,626,351	\$ 19,797,994	\$ 17,481,218
Services, Other Operating Expenses 5000-5999	\$ 22,198,183	\$ 21,631,761	\$ 20,116,431
Capital Outlay 6000-6999	\$ 1,691,116	\$ 4,150,000	\$ 1,265,000
Other Outgo 7100-7299 7400-7499	\$ 107,936	\$ 88,000	\$ 88,000
Indirect/Direct Support Costs 7300-7399	\$ (442,006)	\$ (196,235)	\$ (196,235)
Other Adjustments		\$ -	\$ -
TOTAL EXPENDITURES	\$ 184,634,660	\$ 203,999,303	\$ 201,281,693
OTHER FINANCING SOURCES/USES			
Transfers In and Other Sources 8900-8979	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ 5,901,289	\$ 5,778,988	\$ 5,778,988
Contributions 8980-8999	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*	\$ (3,009,771)	\$ (16,682,041)	\$ (15,114,084)
BEGINNING FUND BALANCE			
9791	\$ 53,124,081	\$ 50,114,310	\$ 33,432,269
Prior-Year Adjustments/Restatements 9793/9795	\$ -		
ENDING FUND BALANCE	\$ 50,114,310	\$ 33,432,269	\$ 18,318,185
COMPONENTS OF ENDING BALANCE:			
Nonspendable Amounts 9711-9719	\$ 340,000	\$ 340,000	\$ 340,000
Restricted Amounts 9740	\$ 4,838,314	\$ 3,750,909	\$ 3,546,507
Committed Amounts 9750-9760	\$ -	\$ -	\$ -
Assigned Amounts 9780	\$ 29,511,154	\$ 14,686,632	\$ -
Reserve for Economic Uncertainties 9789	\$ 13,000,000	\$ 13,000,000	\$ 13,000,000
Unassigned/Unappropriated Amount 9790	\$ 2,424,843	\$ 1,654,728	\$ 1,431,678

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

Public Disclosure of Proposed Collective Bargaining Agreement

Paramount Unified School District
Teachers Association of Paramount

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2017-18	2018-19	2019-20
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 190,535,949	\$ 209,778,291	\$ 207,060,681
b.	Less: Special Education Pass-Through Funds	\$ -	\$ -	\$ -
c.	Net Expenditures, Transfers Out, and Uses	\$ 190,535,949	\$ 209,778,291	\$ 207,060,681
d.	State Standard Minimum Reserve Percentage for this District Enter percentage →	3.00%	3.00%	3.00%
e.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b. or \$50,000)	\$ 5,716,078	\$ 6,293,349	\$ 6,211,820

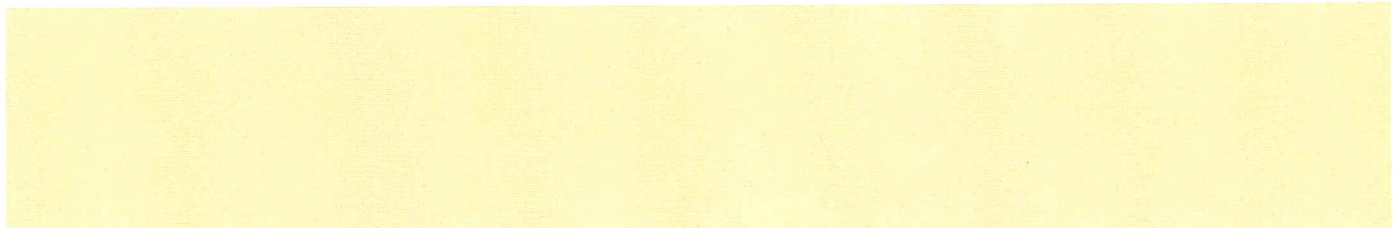
2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	\$ 13,000,000	\$ 13,000,000	\$ 13,000,000
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	\$ 2,424,843	\$ 1,654,728	\$ 1,431,678
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)	\$ -	\$ -	\$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	\$ -	\$ -	\$ -
e.	Total Available Reserves	\$ 15,424,843	\$ 14,654,728	\$ 14,431,678
f.	Reserve for Economic Uncertainties Percentage	8.10%	6.99%	6.97%

3. Do unrestricted reserves meet the state minimum reserve amount?

2017-18	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2018-19	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2019-20	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

4. If no, how do you plan to restore your reserves?



Paramount Unified School District
Teachers Association of Paramount

5. Does the Total Compensation Increase/(Decrease) on Page 1, Section A, #5 agree with the Total Increase/(Decrease) for all funds as a result of the settlement(s)? Please explain any variance.

Total Compensation Increase/(Decrease) on Page 1, Section A, #5	\$ 2,159,763
General Fund balance Increase/(Decrease), Page 4c, Column 2	\$ (2,143,448)
Adult Education Fund balance Increase/(Decrease), Page 4d, Column 2	\$ -
Child Development Fund balance Increase/(Decrease), Page 4e, Column 2	\$ (16,316)
Cafeteria Fund balance Increase/(Decrease), Page 4f, Column 2	\$ -
Other Fund balance Increase/(Decrease), Page 4g, Column 2	\$ -
Other Fund balance Increase/(Decrease), Page 4h, Column 2	\$ -
Total all fund balances Increase/(Decrease) as a result of the settlement(s)	\$ (2,159,763)
Variance	\$ 0

Variance Explanation:



6. Will this agreement create or increase deficit financing in the current or subsequent years?

"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If a deficit is shown below, provide an explanation and any deficit reduction plan, as necessary.

General Fund Combined	Surplus/ (Deficit)	(Deficit) %	Deficit primarily due to:
Current FY Surplus/(Deficit) before settlement(s)?	\$ (16,854,464)	(8.2%)	
Current FY Surplus/(Deficit) after settlement(s)?	\$ (3,009,771)	(1.6%)	
1st Subsequent FY Surplus/(Deficit) after settlement(s)?	\$ (16,682,041)	(8.0%)	
2nd Subsequent FY Surplus/(Deficit) after settlement(s)?	\$ (15,114,084)	(7.3%)	

Deficit Reduction Plan (as necessary):

The District plans to re-align its spending priorities in current and subsequent years by examining program costs and reducing expenditures in other areas.

Were "Other Adjustments" amount(s) entered in the multiyear projections (pages 5a and 5b) for 1st and 2nd

7. Subsequent FY?

"Other Adjustments" could indicate that a budget reduction plan was/is being developed to address deficit spending and to rebuild reserves. Any amount shown below must have an explanation. If additional space is needed, attach a separate sheet or use Page 9a.

MYP	Amount	"Other Adjustments" Explanation
1st Subsequent FY Unrestricted, Page 5a	\$ -	
1st Subsequent FY Restricted, Page 5b	\$ -	
2nd Subsequent FY Unrestricted, Page 5a	\$ -	
2nd Subsequent FY Restricted, Page 5b	\$ -	

Teachers Association of Paramount

J. COMPARISON OF PROPOSED CHANGE IN TOTAL COMPENSATION TO CHANGE IN LCFF FUNDING FOR THE NEGOTIATED PERIOD

The purpose of this form is to determine if the district has entered into bargaining agreements that would result in salary increases that are expected to exceed the projected increase in LCFF funding

(fill out columns for which there is agreement)

	Prior Year	2017-18	2018-19	2019-20
a. LCFF Gap Funding per ADA	774.62	318.30 #	770.88	-
b. Amount Change from Prior Year Funding per ADA		(456.32)	452.57	-
c. Percentage Change from Prior Year Funding per ADA		-58.91%	142.18%	0.00%
d. Total Compensation Amount Change (from Page 1, Section A, Line 5)		2,159,763.39	3,026,411.00	-
e. Total Compensation Percentage Change (from Page 1, Section A, Line 5)		2.29%	3.14%	0.00%
f. Proposed agreement is within/exceeds change in LCFF Funding (f vs. e)		Exceeds	Within	-

K. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Sections 3540.2 and 3547.5, the Superintendent and Chief Business Official of the Paramount Unified School District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from July 1, 2017 to June 30, 2019

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

Budget Adjustment Categories:

Revenues/Other Financing Sources
Expenditures/Other Financing Uses
Ending Balance(s) Increase/(Decrease)

Budget Adjustment Increase/(Decrease)	
\$	(769,395)
\$	(14,597,773)
\$	13,828,378

Subsequent Years

Budget Adjustment Categories:

Revenues/Other Financing Sources
Expenditures/Other Financing Uses
Ending Balance(s) Increase/(Decrease)

Budget Adjustment Increase/(Decrease)	
\$	-
\$	-
\$	-

Budget Revisions

If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Assumptions

See attached page for a list of the assumptions upon which this certification is based.

Certifications

I hereby certify I am unable to certify


 District Superintendent
 (Signature)

6/5/18

 Date

I hereby certify I am unable to certify


 Chief Business Official
 (Signature)

6/5/18

 Date

Special Note: The Los Angeles County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

L. CERTIFICATION NO. 2

The disclosure document must be signed by the district Superintendent at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.

Paramount Unified School District

District Name

District Superintendent
(Signature)

Patricia Tu

Contact Person

Date

562-602-6021

Phone

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on June 11, 2018, took action to approve the proposed agreement with the Teachers Association of Paramount Bargaining Unit(s).

President (or Clerk), Governing Board
(Signature)

Date

Special Note: The Los Angeles County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Myrna Morales, Assistant Superintendent-Human Resources
DATE: June 11, 2018
SUBJECT: Approval of the Negotiated Tentative Agreement between Paramount Unified School District and the Teachers Association of Paramount, Regarding Salary Enhancement and Health & Welfare Benefits for 2017-18 and 2018-19

BACKGROUND INFORMATION:

Presented herewith is the Tentative Agreement, dated May 18, 2018, between the Paramount Unified School District and the Teachers Association of Paramount, for salary enhancement and health and welfare benefits for 2017-18 and 2018-19.

POLICY/ISSUE:

Board Policy 4135 – Organizations/Units

FISCAL IMPACT:

Approximately \$1,775,207 from unrestricted general funds, \$368,240 from restricted general funds and \$16,316 from all other funds.

STAFF RECOMMENDATION:

Approve the Tentative Agreement, dated May 18, 2018, between the District and the Teachers Association of Paramount, regarding salary enhancement and health and welfare benefits for 2017-18 and 2018-19.

PREPARED BY:

Myrna Morales, Assistant Superintendent – Human Resources

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 3: Positive School Climate and Environments Conducive to Learning

- Goal 2: Create positive, supportive, and caring relationships between all students, teachers, site leadership, and district leadership.

ACTION ITEM: 2.2-A

May 18, 2018

1. 2017-2018

- Increase base salary schedules for all classifications by 2.5 percent effective August 1, 2017.
- The District will assume the increased cost in health and welfare benefit premiums and adjust the District's maximum contribution accordingly (\$14,144).

2. 2018-2019

- Increase base salary schedules for all classifications by 3.0 percent effective August 1, 2018.
- The District will assume the increased cost in health and welfare benefit premiums and adjust the District's maximum contribution accordingly.
- Current stipend positions will increase by 3.0 percent effective July 1, 2018 (appendices D1-D4)
- One-time bonus equal to .5 percent of unit member's base salary paid on or before August 30, 2018. In order to be eligible for this bonus, the unit member must be employed as of ratification of this agreement.

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**Los Angeles County Office of Education
Division of Business Advisory Services**

**PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/Statutes 1992), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5**

Name of School District:	Paramount Unified School District
Name of Bargaining Unit:	Teachers Association of Paramount
Certificated, Classified, Other:	Certificated

The proposed agreement covers the period beginning: July 1, 2017 and ending: June 30, 2019
(date) (date)

The Governing Board will act upon this agreement on: June 11, 2018
(date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

Bargaining Unit Compensation All Funds - Combined	Annual Cost Prior to Proposed Settlement	Fiscal Impact of Proposed Agreement (Complete Years 2 and 3 for multiyear and overlapping agreements only)		
		Year 1 Increase/(Decrease)	Year 2 Increase/(Decrease)	Year 3 Increase/(Decrease)
		2017-18	2018-19	2019-20
1. Salary Schedule Including Step and Column	\$ 68,718,359	\$ 1,717,959	\$ 2,113,090	\$ -
		2.50%	3.00%	0.00%
2. Other Compensation Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.			\$ 366,775	
Description of Other Compensation			one-time bonus, 3% enhancement to stipends	
3. Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 14,059,776	\$ 351,494	\$ 546,547	\$ -
		2.50%	3.79%	0.00%
4. Health/Welfare Plans	\$ 11,521,914	\$ 90,310	\$ -	\$ -
		0.78%	0.00%	0.00%
5. Total Bargaining Unit Compensation Add Items 1 through 4 to equal 5	\$ 94,300,049	\$ 2,159,763	\$ 3,026,411	\$ -
		2.29%	3.14%	0.00%
6. Total Number of Bargaining Unit Employees (Use FTEs if appropriate)	813.50			
7. Total Compensation Average Cost per Bargaining Unit Employee	\$ 115,919	\$ 2,655	\$ 3,720	\$ -
		2.29%	3.14%	0.00%

Paramount Unified School District
Teachers Association of Paramount

8. What was the negotiated percentage change? For example, if the change in "Year 1" was for less than a year, what is the annualized percentage of that change for "Year 1"?

The negotiated settlement for salary enhancement is a 2.5% increase ongoing for fiscal year 2017-18, retroactive to July 1, 2017, a 3% increase ongoing for fiscal year 2018-19, and a 0.5% one-time bonus based on 2018-19 salary schedules. In 2018-19, extra pay stipends (Appendix D 1-4 in the contract) will also be increased by 3%.

9. Were any additional steps, columns, or ranges added to the salary schedules? (If yes, please explain.)

No.

10. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

11. Does this bargaining unit have a negotiated cap for Health and Welfare Yes No

If yes, please describe the cap amount.

The negotiated cap for Health and Welfare increases to \$14,144 per employee commencing January 1, 2018.

B. Proposed negotiated changes in noncompensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

None

C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

None

Paramount Unified School District
Teachers Association of Paramount

D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

None

E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

None

F. Source of Funding for Proposed Agreement:

1. Current Year

The source of funding for this proposed settlement is the use of District reserves.

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

The ongoing cost of this settlement will be funded from a combination of LCFF increases, reduction in expenditures (if needed) and reserves (if needed).

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

Paramount Unified School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Bargaining Unit:

Teachers Association of Paramount

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board-Approved Budget Before Settlement (As of 4/30/18)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
LCFF Revenue 8010-8099	\$ 159,610,211		\$ 148,207	\$ 159,758,418
Federal Revenue 8100-8299	\$ 104,262		\$ 333,363	\$ 437,625
Other State Revenue 8300-8599	\$ 5,100,720		\$ -	\$ 5,100,720
Other Local Revenue 8600-8799	\$ 1,070,673		\$ 728,971	\$ 1,799,644
TOTAL REVENUES	\$ 165,885,866		\$ 1,210,541	\$ 167,096,407
EXPENDITURES				
Certificated Salaries 1000-1999	\$ 69,226,004	\$ 1,412,143	\$ (296,111)	\$ 70,342,036
Classified Salaries 2000-2999	\$ 15,826,246		\$ 232,809	\$ 16,059,055
Employee Benefits 3000-3999	\$ 31,930,055	\$ 363,064	\$ (275,582)	\$ 32,017,537
Books and Supplies 4000-4999	\$ 11,375,032		\$ (4,249,863)	\$ 7,125,169
Services, Other Operating Expenses 5000-5999	\$ 19,382,389		\$ (5,081,405)	\$ 14,300,984
Capital Outlay 6000-6999	\$ 4,411,523		\$ (3,384,870)	\$ 1,026,653
Other Outgo 7100-7299	\$ 100,000		\$ 7,936	\$ 107,936
7400-7499				
Indirect/Direct Support Costs 7300-7399	\$ (567,647)		\$ 92,378	\$ (475,269)
TOTAL EXPENDITURES	\$ 151,683,602	\$ 1,775,207	\$ (12,954,708)	\$ 140,504,101
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources 8900-8979		\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ 5,901,289	\$ -	\$ -	\$ 5,901,289
Contributions 8980-8999	\$ (20,749,659)	\$ -	\$ -	\$ (20,749,659)
OPERATING SURPLUS (DEFICIT)*	\$ (12,448,684)	\$ (1,775,207)	\$ 14,165,249	\$ (58,642)
BEGINNING FUND BALANCE				
9791	\$ 45,334,639			\$ 45,334,639
Prior-Year Adjustments/Restatements 9793/9795	\$ -			\$ -
ENDING FUND BALANCE	\$ 32,885,955	\$ (1,775,207)	\$ 14,165,249	\$ 45,275,997
COMPONENTS OF ENDING BALANCE:				
Nonspendable Amounts 9711-9719	\$ 340,000			\$ 340,000
Restricted Amounts 9740				
Committed Amounts 9750-9760		\$ -	\$ -	\$ -
Assigned Amounts 9780	\$ 17,121,112	\$ (1,775,207)	\$ 14,165,249	\$ 29,511,154
Reserve for Economic Uncertainties 9789	\$ 13,000,000			\$ 13,000,000
Unassigned/Unappropriated Amount 9790	\$ 2,424,843	\$ -	\$ -	\$ 2,424,843

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Paramount Unified School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Bargaining Unit:		Restricted General Fund Teachers Association of Paramount			
Object Code		Column 1	Column 2	Column 3	Column 4
		Latest Board- Approved Budget Before Settlement (As of 4/30/18)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	\$ -		\$ -	\$ -
Federal Revenue	8100-8299	\$ 11,309,059		\$ (1,022,614)	\$ 10,286,445
Other State Revenue	8300-8599	\$ 9,509,836		\$ (957,322)	\$ 8,552,514
Other Local Revenue	8600-8799	\$ 1,590,812		\$ -	\$ 1,590,812
TOTAL REVENUES		\$ 22,409,707		\$ (1,979,936)	\$ 20,429,771
EXPENDITURES					
Certificated Salaries	1000-1999	\$ 15,033,773	\$ 293,276	\$ (548,590)	\$ 14,778,459
Classified Salaries	2000-2999	\$ 8,590,918	\$ -	\$ 174,930	\$ 8,765,848
Employee Benefits	3000-3999	\$ 8,661,958	\$ 74,964	\$ (246,778)	\$ 8,490,144
Books and Supplies	4000-4999	\$ 4,524,913		\$ (1,023,731)	\$ 3,501,182
Services, Other Operating Expenses	5000-5999	\$ 9,663,480		\$ (1,766,281)	\$ 7,897,199
Capital Outlay	6000-6999	\$ 664,463		\$ -	\$ 664,463
Other Outgo	7100-7299 7400-7499	\$ -		\$ -	\$ -
Indirect/Direct Support Costs	7300-7399	\$ 425,641		\$ (392,378)	\$ 33,263
TOTAL EXPENDITURES		\$ 47,565,146	\$ 368,240	\$ (3,802,828)	\$ 44,130,558
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979		\$ -	\$ -	\$ -
Transfers Out and Other Uses	7600-7699	\$ -	\$ -	\$ -	\$ -
Contributions	8980-8999	\$ 20,749,659	\$ -	\$ -	\$ 20,749,659
OPERATING SURPLUS (DEFICIT)*		\$ (4,405,780)	\$ (368,240)	\$ 1,822,892	\$ (2,951,128)
BEGINNING FUND BALANCE					
Prior-Year Adjustments/Restatements	9791	\$ 7,789,442			\$ 7,789,442
	9793/9795	\$ -			\$ -
ENDING FUND BALANCE		\$ 3,383,662	\$ (368,240)	\$ 1,822,892	\$ 4,838,313
COMPONENTS OF ENDING BALANCE:					
Nonspendable Amounts	9711-9719	\$ -	\$ -	\$ -	\$ -
Restricted Amounts	9740	\$ 3,383,662	\$ (368,240)	\$ 1,822,892	\$ 4,838,314
Committed Amounts	9750-9760				
Assigned Amounts	9780				
Reserve for Economic Uncertainties	9789		\$ -	\$ -	\$ -
Unassigned/Unappropriated Amount	9790	\$ (0)	\$ 0	\$ -	\$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Paramount Unified School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Bargaining Unit:		Combined General Fund			
		Teachers Association of Paramount			
Object Code		Column 1	Column 2	Column 3	Column 4
		Latest Board- Approved Budget Before Settlement (As of 4/30/18)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	\$ 159,610,211		\$ 148,207	\$ 159,758,418
Federal Revenue	8100-8299	\$ 11,413,321		\$ (689,251)	\$ 10,724,070
Other State Revenue	8300-8599	\$ 14,610,556		\$ (957,322)	\$ 13,653,234
Other Local Revenue	8600-8799	\$ 2,661,485		\$ 728,971	\$ 3,390,456
TOTAL REVENUES		\$ 188,295,573		\$ (769,395)	\$ 187,526,178
EXPENDITURES					
Certificated Salaries	1000-1999	\$ 84,259,777	\$ 1,705,419	\$ (844,701)	\$ 85,120,495
Classified Salaries	2000-2999	\$ 24,417,164	\$ -	\$ 407,739	\$ 24,824,903
Employee Benefits	3000-3999	\$ 40,592,013	\$ 438,029	\$ (522,360)	\$ 40,507,682
Books and Supplies	4000-4999	\$ 15,899,945		\$ (5,273,594)	\$ 10,626,351
Services, Other Operating Expenses	5000-5999	\$ 29,045,869		\$ (6,847,686)	\$ 22,198,183
Capital Outlay	6000-6999	\$ 5,075,986		\$ (3,384,870)	\$ 1,691,116
Other Outgo	7100-7299 7400-7499	\$ 100,000		\$ 7,936	\$ 107,936
Indirect/Direct Support Costs	7300-7399	\$ (142,006)		\$ (300,000)	\$ (442,006)
TOTAL EXPENDITURES		\$ 199,248,748	\$ 2,143,448	\$ (16,757,536)	\$ 184,634,660
OTHER FINANCING SOURCES/USES					
Transfer In and Other Sources	8900-8979	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses	7600-7699	\$ 5,901,289	\$ -	\$ -	\$ 5,901,289
Contributions	8980-8999	\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*		\$ (16,854,464)	\$ (2,143,448)	\$ 15,988,141	\$ (3,009,771)
BEGINNING FUND BALANCE					
Prior-Year Adjustments/Restatements	9791 9793/9795	\$ 53,124,081			\$ 53,124,081
ENDING FUND BALANCE		\$ 36,269,617	\$ (2,143,448)	\$ 15,988,141	\$ 50,114,310
COMPONENTS OF ENDING BALANCE:					
Nonspendable Amounts	9711-9719	\$ 340,000	\$ -	\$ -	\$ 340,000
Restricted Amounts	9740	\$ 3,383,662	\$ (368,240)	\$ 1,822,892	\$ 4,838,314
Committed Amounts	9750-9760	\$ -	\$ -	\$ -	\$ -
Assigned Amounts	9780	\$ 17,121,112	\$ (1,775,207)	\$ 14,165,249	\$ 29,511,154
Reserve for Economic Uncertainties	9789	\$ 13,000,000	\$ -	\$ -	\$ 13,000,000
Unassigned/Unappropriated Amount	9790	\$ 2,424,843	\$ 0	\$ -	\$ 2,424,843

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Paramount Unified School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**Fund 12 - Child Development Fund**

Bargaining Unit:

Teachers Association of Paramount

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 4/30/18)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
Federal Revenue 8100-8299	\$ 184,000		\$ -	\$ 184,000
Other State Revenue 8300-8599	\$ 1,966,372		\$ -	\$ 1,966,372
Other Local Revenue 8600-8799	\$ 30,000		\$ -	\$ 30,000
TOTAL REVENUES	\$ 2,180,372		\$ -	\$ 2,180,372
EXPENDITURES				
Certificated Salaries 1000-1999	\$ 614,844	\$ 12,540	\$ -	\$ 627,384
Classified Salaries 2000-2999	\$ 675,097	\$ -	\$ -	\$ 675,097
Employee Benefits 3000-3999	\$ 473,729	\$ 3,776	\$ -	\$ 477,505
Books and Supplies 4000-4999	\$ 177,469		\$ -	\$ 177,469
Services, Other Operating Expenses 5000-5999	\$ 164,454		\$ -	\$ 164,454
Capital Outlay 6000-6999	\$ -		\$ -	\$ -
Other Outgo 7100-7299 7400-7499	\$ -		\$ -	\$ -
Indirect/Direct Support Costs 7300-7399	\$ 65,870		\$ -	\$ 65,870
TOTAL EXPENDITURES	\$ 2,171,463	\$ 16,316	\$ -	\$ 2,187,779
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources 8900-8979	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*	\$ 8,909	\$ (16,316)	\$ -	\$ (7,407)
BEGINNING FUND BALANCE				
Prior-Year Adjustments/Restatements 9791	\$ 655,933			\$ 655,933
9793/9795	\$ -			\$ -
ENDING FUND BALANCE	\$ 664,842	\$ (16,316)	\$ -	\$ 648,527
COMPONENTS OF ENDING BALANCE:				
Nonspendable Amounts 9711-9719		\$ -	\$ -	\$ -
Restricted Amounts 9740	\$ 606,207	\$ (16,316)	\$ -	\$ 589,891
Committed Amounts 9750-9760	\$ -	\$ -	\$ -	\$ -
Assigned Amounts 9780	\$ 58,635		\$ -	\$ 58,635
Reserve for Economic Uncertainties 9789	\$ -	\$ -	\$ -	\$ -
Unassigned/Unappropriated Amount 9790	\$ -	\$ -	\$ -	\$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Paramount Unified School District
Teachers Association of Paramount

Explanations for Column 3 "Other Revisions" entered on Pages 4a through 4h:

Page 4a: Unrestricted General Fund	Amount	Explanation
Revenues	\$ 1,210,541	Amounts adjusted to reflect 2017-18 Estimated Actuals
Expenditures	\$ (12,954,708)	and 18-19 Salary Enhancements
Other Financing Sources/Uses	\$ -	

Page 4b: Restricted General Fund	Amount	Explanation
Revenues	\$ (1,979,936)	Amounts adjusted to reflect 2017-18 Estimated Actuals
Expenditures	\$ (3,802,828)	and 18-19 Salary Enhancements
Other Financing Sources/Uses	\$ -	

Page 4d: Fund 11 - Adult Education Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

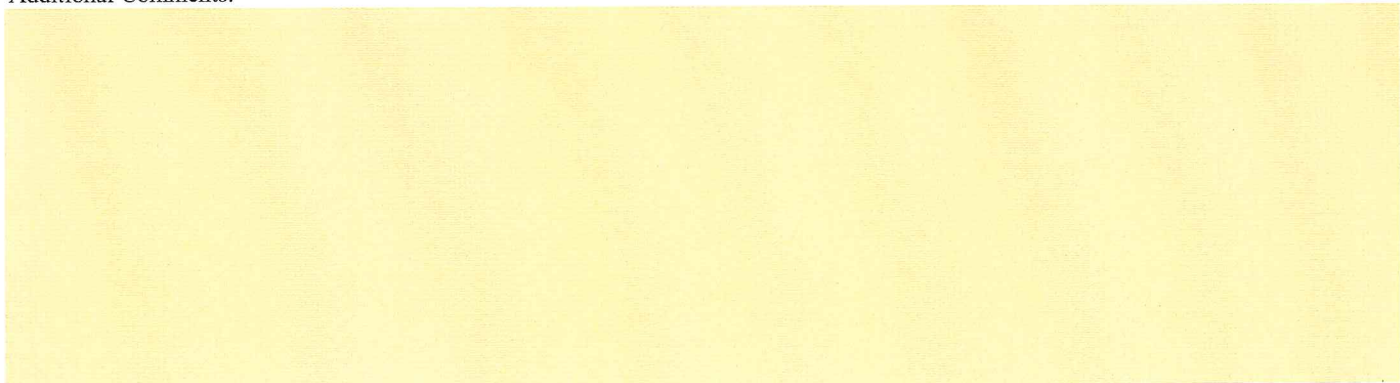
Page 4e: Fund 12 - Child Development Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4f: Fund 13/61 - Cafeteria Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4g: Other	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4h: Other	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Additional Comments:



Paramount Unified School District

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS**Unrestricted General Fund MYP**

Bargaining Unit:

Teachers Association of Paramount

Object Code	2017-18	2018-19	2019-20
	Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
LCCFF Revenue 8010-8099	\$ 159,758,418	\$ 169,313,594	\$ 170,168,891
Federal Revenue 8100-8299	\$ 437,625	\$ 52,820	\$ 52,820
Other State Revenue 8300-8599	\$ 5,100,720	\$ 4,334,242	\$ 2,829,292
Other Local Revenue 8600-8799	\$ 1,799,644	\$ 537,160	\$ 537,160
TOTAL REVENUES	\$ 167,096,407	\$ 174,237,816	\$ 173,588,163
EXPENDITURES			
Certificated Salaries 1000-1999	\$ 70,342,036	\$ 73,813,571	\$ 75,289,842
Classified Salaries 2000-2999	\$ 16,059,055	\$ 16,745,691	\$ 17,048,801
Employee Benefits 3000-3999	\$ 32,017,537	\$ 36,065,480	\$ 37,508,099
Books and Supplies 4000-4999	\$ 7,125,169	\$ 17,405,225	\$ 15,036,526
Services, Other Operating Expenses 5000-5999	\$ 14,300,984	\$ 15,787,946	\$ 15,039,412
Capital Outlay 6000-6999	\$ 1,026,653	\$ 4,150,000	\$ 1,265,000
Other Outgo 7100-7299 7400-7499	\$ 107,936	\$ 88,000	\$ 88,000
Indirect/Direct Support Costs 7300-7399	\$ (475,269)	\$ (654,240)	\$ (654,240)
Other Adjustments		\$ -	\$ -
TOTAL EXPENDITURES	\$ 140,504,101	\$ 163,401,673	\$ 160,621,440
OTHER FINANCING SOURCES/USES			
Transfers In and Other Sources 8900-8979	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ 5,901,289	\$ 5,778,988	\$ 5,778,988
Contributions 8980-8999	\$ (20,749,659)	\$ (20,651,792)	\$ (22,097,417)
OPERATING SURPLUS (DEFICIT)*	\$ (58,642)	\$ (15,594,637)	\$ (14,909,682)
BEGINNING FUND BALANCE			
9791	\$ 45,334,639	\$ 45,275,997	\$ 29,681,360
Prior-Year Adjustments/Restatements 9793/9795	\$ -		
ENDING FUND BALANCE	\$ 45,275,997	\$ 29,681,360	\$ 14,771,678
COMPONENTS OF ENDING BALANCE:			
Nonspendable Amounts 9711-9719	\$ 340,000	\$ 340,000	\$ 340,000
Restricted Amounts 9740			
Committed Amounts 9750-9760	\$ -	\$ -	\$ -
Assigned Amounts 9780	\$ 29,511,154	\$ 14,686,632	
Reserve for Economic Uncertainties 9789	\$ 13,000,000	\$ 13,000,000	\$ 13,000,000
Unassigned/Unappropriated Amount 9790	\$ 2,424,843	\$ 1,654,728	\$ 1,431,678

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

Paramount Unified School District

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS**Restricted General Fund MYP**

Bargaining Unit:

Teachers Association of Paramount

Object Code	2017-18	2018-19	2019-20
	Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
LCFF Revenue 8010-8099	\$ -	\$ -	\$ -
Federal Revenue 8100-8299	\$ 10,286,445	\$ 9,318,546	\$ 9,318,546
Other State Revenue 8300-8599	\$ 8,552,514	\$ 7,575,152	\$ 7,075,152
Other Local Revenue 8600-8799	\$ 1,590,812	\$ 1,964,736	\$ 1,964,736
TOTAL REVENUES	\$ 20,429,771	\$ 18,858,434	\$ 18,358,434
EXPENDITURES			
Certificated Salaries 1000-1999	\$ 14,778,459	\$ 15,429,158	\$ 15,737,741
Classified Salaries 2000-2999	\$ 8,765,848	\$ 7,618,650	\$ 7,733,353
Employee Benefits 3000-3999	\$ 8,490,144	\$ 8,855,234	\$ 9,209,443
Books and Supplies 4000-4999	\$ 3,501,182	\$ 2,392,769	\$ 2,444,692
Services, Other Operating Expenses 5000-5999	\$ 7,897,199	\$ 5,843,815	\$ 5,077,019
Capital Outlay 6000-6999	\$ 664,463	\$ -	\$ -
Other Outgo 7100-7299 7400-7499	\$ -	\$ -	\$ -
Indirect/Dirrect Support Costs 7300-7399	\$ 33,263	\$ 458,005	\$ 458,005
Other Adjustments		\$ -	\$ -
TOTAL EXPENDITURES	\$ 44,130,558	\$ 40,597,630	\$ 40,660,253
OTHER FINANCING SOURCES/USES			
Transfers In and Other Sources 8900-8979	\$ -		
Transfers Out and Other Uses 7600-7699	\$ -	\$ -	\$ -
Contributions 8980-8999	\$ 20,749,659	\$ 20,651,792	\$ 22,097,417
OPERATING SURPLUS (DEFICIT)*	\$ (2,951,128)	\$ (1,087,404)	\$ (204,402)
BEGINNING FUND BALANCE 9791	\$ 7,789,442	\$ 4,838,313	\$ 3,750,909
Prior-Year Adjustments/Restatements 9793/9795	\$ -		
ENDING FUND BALANCE	\$ 4,838,313	\$ 3,750,909	\$ 3,546,507
COMPONENTS OF ENDING BALANCE:			
Nonspendable Amounts 9711-9719	\$ -	\$ -	\$ -
Restricted Amounts 9740	\$ 4,838,314	\$ 3,750,909	\$ 3,546,507
Committed Amounts 9750-9760			
Assigned Amounts 9780			
Reserve for Economic Uncertainties 9789	\$ -		\$ -
Unassigned/Unappropriated Amount 9790	\$ (0)	\$ 0	\$ 0

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

Paramount Unified School District

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS**Combined General Fund MYP**

Bargaining Unit:

Teachers Association of Paramount

Object Code	2017-18	2018-19	2019-20
	Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
LCFF Revenue 8010-8099	\$ 159,758,418	\$ 169,313,594	\$ 170,168,891
Federal Revenue 8100-8299	\$ 10,724,070	\$ 9,371,366	\$ 9,371,366
Other State Revenue 8300-8599	\$ 13,653,234	\$ 11,909,394	\$ 9,904,444
Other Local Revenue 8600-8799	\$ 3,390,456	\$ 2,501,896	\$ 2,501,896
TOTAL REVENUES	\$ 187,526,178	\$ 193,096,250	\$ 191,946,597
EXPENDITURES			
Certificated Salaries 1000-1999	\$ 85,120,495	\$ 89,242,728	\$ 91,027,583
Classified Salaries 2000-2999	\$ 24,824,903	\$ 24,364,341	\$ 24,782,154
Employee Benefits 3000-3999	\$ 40,507,682	\$ 44,920,713	\$ 46,717,542
Books and Supplies 4000-4999	\$ 10,626,351	\$ 19,797,994	\$ 17,481,218
Services, Other Operating Expenses 5000-5999	\$ 22,198,183	\$ 21,631,761	\$ 20,116,431
Capital Outlay 6000-6999	\$ 1,691,116	\$ 4,150,000	\$ 1,265,000
Other Outgo 7100-7299 7400-7499	\$ 107,936	\$ 88,000	\$ 88,000
Indirect/Direct Support Costs 7300-7399	\$ (442,006)	\$ (196,235)	\$ (196,235)
Other Adjustments		\$ -	\$ -
TOTAL EXPENDITURES	\$ 184,634,660	\$ 203,999,303	\$ 201,281,693
OTHER FINANCING SOURCES/USES			
Transfers In and Other Sources 8900-8979	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ 5,901,289	\$ 5,778,988	\$ 5,778,988
Contributions 8980-8999	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*	\$ (3,009,771)	\$ (16,682,041)	\$ (15,114,084)
BEGINNING FUND BALANCE			
9791	\$ 53,124,081	\$ 50,114,310	\$ 33,432,269
Prior-Year Adjustments/Restatements 9793/9795	\$ -		
ENDING FUND BALANCE	\$ 50,114,310	\$ 33,432,269	\$ 18,318,185
COMPONENTS OF ENDING BALANCE:			
Nonspendable Amounts 9711-9719	\$ 340,000	\$ 340,000	\$ 340,000
Restricted Amounts 9740	\$ 4,838,314	\$ 3,750,909	\$ 3,546,507
Committed Amounts 9750-9760	\$ -	\$ -	\$ -
Assigned Amounts 9780	\$ 29,511,154	\$ 14,686,632	\$ -
Reserve for Economic Uncertainties 9789	\$ 13,000,000	\$ 13,000,000	\$ 13,000,000
Unassigned/Unappropriated Amount 9790	\$ 2,424,843	\$ 1,654,728	\$ 1,431,678

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

Paramount Unified School District
Teachers Association of Paramount

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2017-18	2018-19	2019-20
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 190,535,949	\$ 209,778,291	\$ 207,060,681
b.	Less: Special Education Pass-Through Funds	\$ -	\$ -	\$ -
c.	Net Expenditures, Transfers Out, and Uses	\$ 190,535,949	\$ 209,778,291	\$ 207,060,681
d.	State Standard Minimum Reserve Percentage for this District Enter percentage →	3.00%	3.00%	3.00%
e.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b. or \$50,000)	\$ 5,716,078	\$ 6,293,349	\$ 6,211,820

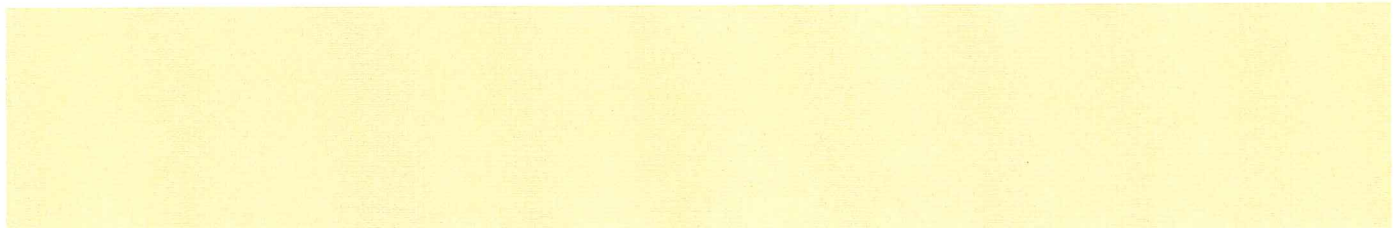
2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	\$ 13,000,000	\$ 13,000,000	\$ 13,000,000
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	\$ 2,424,843	\$ 1,654,728	\$ 1,431,678
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)	\$ -	\$ -	\$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	\$ -	\$ -	\$ -
e.	Total Available Reserves	\$ 15,424,843	\$ 14,654,728	\$ 14,431,678
f.	Reserve for Economic Uncertainties Percentage	8.10%	6.99%	6.97%

3. Do unrestricted reserves meet the state minimum reserve amount?

2017-18	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2018-19	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2019-20	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

4. If no, how do you plan to restore your reserves?



Paramount Unified School District
Teachers Association of Paramount

5. Does the Total Compensation Increase/(Decrease) on Page 1, Section A, #5 agree with the Total Increase/(Decrease) for all funds as a result of the settlement(s)? Please explain any variance.

Total Compensation Increase/(Decrease) on Page 1, Section A, #5	\$ 2,159,763
General Fund balance Increase/(Decrease), Page 4c, Column 2	\$ (2,143,448)
Adult Education Fund balance Increase/(Decrease), Page 4d, Column 2	\$ -
Child Development Fund balance Increase/(Decrease), Page 4e, Column 2	\$ (16,316)
Cafeteria Fund balance Increase/(Decrease), Page 4f, Column 2	\$ -
Other Fund balance Increase/(Decrease), Page 4g, Column 2	\$ -
Other Fund balance Increase/(Decrease), Page 4h, Column 2	\$ -
Total all fund balances Increase/(Decrease) as a result of the settlement(s)	\$ (2,159,763)
Variance	\$ 0

Variance Explanation:



6. Will this agreement create or increase deficit financing in the current or subsequent years?

"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If a deficit is shown below, provide an explanation and any deficit reduction plan, as necessary.

General Fund Combined	Surplus/ (Deficit)	(Deficit) %	Deficit primarily due to:
Current FY Surplus/(Deficit) before settlement(s)?	\$ (16,854,464)	(8.2%)	
Current FY Surplus/(Deficit) after settlement(s)?	\$ (3,009,771)	(1.6%)	
1st Subsequent FY Surplus/(Deficit) after settlement(s)?	\$ (16,682,041)	(8.0%)	
2nd Subsequent FY Surplus/(Deficit) after settlement(s)?	\$ (15,114,084)	(7.3%)	

Deficit Reduction Plan (as necessary):

The District plans to re-align its spending priorities in current and subsequent years by examining program costs and reducing expenditures in other areas.

Were "Other Adjustments" amount(s) entered in the multiyear projections (pages 5a and 5b) for 1st and 2nd

7. Subsequent FY?

"Other Adjustments" could indicate that a budget reduction plan was/is being developed to address deficit spending and to rebuild reserves. Any amount shown below must have an explanation. If additional space is needed, attach a separate sheet or use Page 9a.

MYP	Amount	"Other Adjustments" Explanation
1st Subsequent FY Unrestricted, Page 5a	\$ -	
1st Subsequent FY Restricted, Page 5b	\$ -	
2nd Subsequent FY Unrestricted, Page 5a	\$ -	
2nd Subsequent FY Restricted, Page 5b	\$ -	

Teachers Association of Paramount

J. COMPARISON OF PROPOSED CHANGE IN TOTAL COMPENSATION TO CHANGE IN LCFF FUNDING FOR THE NEGOTIATED PERIOD

The purpose of this form is to determine if the district has entered into bargaining agreements that would result in salary increases that are expected to exceed the projected increase in LCFF funding

(fill out columns for which there is agreement)

	Prior Year	2017-18	2018-19	2019-20
a. LCFF Gap Funding per ADA	774.62	318.30 #	770.88	-
b. Amount Change from Prior Year Funding per ADA		(456.32)	452.57	-
c. Percentage Change from Prior Year Funding per ADA		-58.91%	142.18%	0.00%
d. Total Compensation Amount Change (from Page 1, Section A, Line 5)		2,159,763.39	3,026,411.00	-
e. Total Compensation Percentage Change (from Page 1, Section A, Line 5)		2.29%	3.14%	0.00%
f. Proposed agreement is within/exceeds change in LCFF Funding (f vs. e)		Exceeds	Within	-

K. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Sections 3540.2 and 3547.5, the Superintendent and Chief Business Official of the Paramount Unified School District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from July 1, 2017 to June 30, 2019

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

Budget Adjustment Categories:

Revenues/Other Financing Sources
Expenditures/Other Financing Uses
Ending Balance(s) Increase/(Decrease)

	Budget Adjustment Increase/(Decrease)
\$	(769,395)
\$	(14,597,773)
\$	<u>13,828,378</u>

Subsequent Years

Budget Adjustment Categories:

Revenues/Other Financing Sources
Expenditures/Other Financing Uses
Ending Balance(s) Increase/(Decrease)

	Budget Adjustment Increase/(Decrease)
\$	-
\$	-
\$	<u>-</u>

Budget Revisions

If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Assumptions

See attached page for a list of the assumptions upon which this certification is based.

Certifications

I hereby certify I am unable to certify


 District Superintendent
 (Signature)

6/5/18

 Date

I hereby certify I am unable to certify


 Chief Business Official
 (Signature)

6/5/18

 Date

Special Note: The Los Angeles County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

L. CERTIFICATION NO. 2

The disclosure document must be signed by the district Superintendent at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.

Paramount Unified School District

District Name

District Superintendent
(Signature)

Patricia Tu

Contact Person

Date

562-602-6021

Phone

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on June 11, 2018, took action to approve the proposed agreement with the Teachers Association of Paramount Bargaining Unit(s).

President (or Clerk), Governing Board
(Signature)

Date

Special Note: The Los Angeles County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Deborah Stark, Assistant Superintendent–Educational Services
DATE: June 11, 2018
SUBJECT: Public Hearing – Local Control Accountability Plan, 2018-2020

BACKGROUND INFORMATION:

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

LCAP Section	Summary of Content
Plan Summary	Provides a summary of the district, highlights of the updated LCAP and identifies areas of greatest strength and need. Outlines performance gaps for student groups performing two levels below all students and how the LCAP addresses these needs.
Annual Update	Describes the actions, services and expenditures implemented in 2016-17 and an analysis of the overall effectiveness of these services.
Stakeholder Engagement	Describes the process used to involve stakeholders in the development of the LCAP and how the feedback from surveys and committees was used to inform the new plan.
Goals, Actions and Services	Describes the plan’s four goals and the services, actions and expenditures that will be implemented.
Increased/Improved Services	Describes how actions increase or improve services for unduplicated students.
Expenditure Summary	Summarizes expenditures by budget category, funding source and goal.

A draft of the plan is posted on the Paramount Unified School District website and has been sent to schools for review and comment. The final Plan will be presented to the Board of Education for approval on June 25, 2018 and to LACOE by June 29, 2018. A copy of the final plan will be posted on the District website.

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

POLICY/ISSUE:

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

ACTION ITEM: 3.1-A

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

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

PREPARED BY:

Deborah Stark, Assistant Superintendent – Educational Services

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 2: High Quality Teaching and Learning

- Goal 1: All students will be held to high expectations for achievement and will meet or exceed the standards.
- Goal 3: Instruction will be standards-based, relevant, personalized and rigorous
- Goal 4: Technology will be used as a tool for enhancing, personalizing and improving learning

Focus Area 3: Positive School Climate and Environments Conducive to Learning

- Goal 2: Create positive, supportive and caring relationships between all students, teachers, site leadership and district leadership
- Goal 3: Create a safe and civil learning environment for all stakeholders that incorporates restorative practices
- Goal 4: All school facilities will be clean, orderly, well maintained and modern

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Deborah Stark, Assistant Superintendent-Educational Services
DATE: June 11, 2018
SUBJECT: Nonpublic School Placement for Special Education Students for 2017-18

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

The following IEP recommendations are based on the need for a higher level of behavioral support. These students finished the remainder of the 2017-18 school year at a non-public school and will begin the 2018-19 school year at the same school placement.

A middle school student (2011002068) with an eligibility of emotional disturbance was unsuccessful in a District placement. The IEP team recommends placement at Olive Crest Academy with designated instructional services (DIS) counseling as the least restrictive environment for the 2017-18 school year. The estimated cost not to exceed \$6,000.

A high school student (2006001133) with an eligibility of specific learning disability was unsuccessful in a District placement. The IEP team recommends placement at Rossier Park School with DIS counseling as the least restrictive environment for the 2017-18 school year. The estimated cost not to exceed \$4,000.

A middle school student (2010002441) with an eligibility of autism was unsuccessful in a District placement. The IEP team recommends placement at Rossier Park School with DIS counseling as the least restrictive environment for the 2017-18 school year. The estimated cost not to exceed \$5,500.

POLICY/ISSUE:

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

FISCAL IMPACT:

Estimated cost not to exceed \$10,700 from special education funds and \$4,800 from mental health funds.

ACTION ITEM: 3.2-A

STAFF RECOMMENDATION:

Approve the placement for special education students in nonpublic schools as determined by the students' Individual Education Plan for the 2017-18 school year.

PREPARED BY:

David Daley, Director – Special Education

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 2: High Quality Teaching and Learning

- Goal 1: All students will be held to high expectations for achievement and will meet or exceed the standards

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Deborah Stark, Assistant Superintendent - Educational Services
DATE: June 11, 2018
SUBJECT: Settlement Agreement for a Special Education Student

BACKGROUND INFORMATION:

On April 26, 2018, the District entered a settlement agreement for compensatory education with the parents of a special education student (2005002864). The District and parents agreed on a tentative settlement to provide:

- Thirteen sessions of compensatory social skills groups by *Our Village Inc.*, a non-profit organization.
- Thirty hours of speech and language services conducted by a District contracted nonpublic agency.
- Access to Fast ForWord software on District provided technology.
- Six hours per year of supervision by a teacher trained in the administration of the Fast ForWord program.

Payment of these fees finalizes the agreement and resolves all claims related to this case.

POLICY/ISSUE:

Board Policy 3330 – Payment of Judgment/Settlement of Claims

FISCAL IMPACT:

Not to exceed \$5,975 from Special Education Funds

STAFF RECOMMENDATION:

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

PREPARED BY:

David Daley, Director – Special Education

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 2: High Quality Teaching and Learning

- Goal 3: Instruction will be standards-based, relevant, personalized, and rigorous.

ACTION ITEM: 3.3-A

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Deborah Stark, Assistant Superintendent-Educational Services
DATE: June 11, 2018
SUBJECT: *Our Village Inc.* Consultant

BACKGROUND INFORMATION:

The parent of a Paramount Unified School District student agreed to compensatory education through a settlement agreement. Part of the agreement includes compensatory social skills services. The parent requested *Our Village Inc.*, a certified PEERS (Program for the Education and Enrichment of Relational Skills) provider for these social skills services. Services provided from March 21, 2018 through August 31, 2018.

The District continues to recruit and hire for services that are contracted on a temporary basis. Contracts are requested to assure the District is in compliance with services required by students' Individual Education Plan or settlement agreements.

POLICY/ISSUE:

Board Policy 4126 – Consultants

FISCAL IMPACT:

Not to exceed \$1200 from Special Education funds

STAFF RECOMMENDATION:

Ratify *Our Village Inc.* consultant to provide compensatory social skills services for a special education student.

PREPARED BY:

David Daley, Director – Special Education

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 2: High Quality Teaching and Learning

- Goal 3: Instruction will be standards-based, relevant, personalized, and rigorous.

ACTION ITEM: 3.4-A

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Deborah Stark, Assistant Superintendent–Educational Services
DATE: June 11, 2018
SUBJECT: Middle School Elective Course: *Leadership Academy*

BACKGROUND INFORMATION:

Social and emotional learning (SEL) is the process through which children and adults acquire and apply the knowledge, attitudes and skills necessary to understand and manage emotions, set and achieve goals, establish and maintain positive relationships and make responsible decisions. Recent research shows the importance of assuring that students have the social emotional skills needed to succeed in adolescence; these skills are as essential as academic skills to be successful in school, the workplace and life.

Leadership Academy, an elective course with a focus on social emotional learning, will be piloted at Alondra, Jackson and Paramount Park Middle Schools in 2018-19. This course will provide students the skills to be successful by learning and applying communication skills, goal setting and responsible decision making. In addition, students will receive academic support and tutoring for core classes, as needed. The curriculum will be based on the five SEL competencies:

- Self-Awareness
- Social Awareness
- Responsible Decision Making
- Self-Management
- Relationship Skills

Students will be identified for participation based on social, behavioral and/or academic support needs. A course outline that includes supplemental materials will be developed by a team of teachers in June, 2018. As part of the pilot, this new elective will be evaluated in terms of the impact on participating students' grades and behavior. This service and funding for implementation are included in the LCAP.

POLICY/ISSUE:

Board Policy 6141 – Curriculum Development

FISCAL IMPACT:

Approximately \$6,000 from LCAP funds

ACTION ITEM: 3.5-A

STAFF RECOMMENDATION:

Approve the pilot of a new elective course, *Leadership Academy*, at three middle schools in 2018-19.

PREPARED BY:

Deborah Stark, Assistant Superintendent – Educational Services

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 2: High Quality Teaching and Learning

- Goal 1: All students will be held to high expectations for achievement and will meet or exceed the standards.

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent –Secondary Educational Services
DATE: June 11, 2018
SUBJECT: SAT/PSAT College Readiness Assessments Agreement for the 2018-19 School year

BACKGROUND INFORMATION:

The SAT is a college readiness assessment that is used as a key factor in admissions by most colleges and universities. It is highly recommended that every student take the SAT at least twice in high school – once during the 11th grade year and again in 12th grade. The PSAT is a college readiness assessment that prepares students to take the PSAT. Both PSAT and SAT provide students with valuable information about their academic skills and what colleges and careers may be a match for them. Students who take these exams are provided with lots of resources to help them improve their skills, explore both colleges and careers that will best fit their goals and develop personalized plans. For the past two years, selected 8th graders and all 9th-11th graders took the PSAT in the fall; 11th graders took the SAT in the spring.

This proposal builds upon our partnership with the College Board to offer the PSAT and SAT exam to students in grades 8-12, and will offer the following for the 2018-2019 school year:

- PSAT for all 8th-11th grade students in the fall
- SAT for all 12th grade students in the fall
- SAT for all 11th grade students in the spring

POLICY/ISSUE:

Board Policy 6162.7– Student Assessment

FISCAL IMPACT:

Approximately \$123.428.00 from LCAP Funds

STAFF RECOMMENDATION:

Approve the SAT/PSAT College Readiness Assessments Agreement with College Board for the 2018-19 school year.

PREPARED BY:

Ryan Smith, Assistant Superintendent – Secondary Educational Services

ACTION ITEM: 3.6-A

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 1: College and Career Ready Graduates

- Goal 1: All students will graduate on time
- Goal 3: All students will possess the skills necessary to be successful in any career path

Focus Area 2: High Quality Teaching and Learning

- Goal 1: All students will be held to high expectations for achievement and will meet or exceed the standards
- Goal 3: Instruction will be standards-based, relevant, personalized, and rigorous



This proposal is confidential. Its contents, including pricing and any terms, may not be shared with any third party. Any such dissemination shall make this proposal null and void.

Company Address 250 Vesey Street
New York, New York 10281
United States

Created Date 5/17/2018
Expiration Date 6/30/2018
Quote Number 00030057

Prepared By Norfina Joves
Phone 2134162132
Email njoves@collegeboard.org

Bill To Name Paramount Unified School District
Bill To 15110 California Avenue
Paramount, California 90723-4378
United States

Product	Catalog Unit Price	Unit Price	Quantity	Subtotal	Total Discount Amount	Total Price
PSAT 8/9 EPP Fixed-Fee - 8th Grade	\$11.00	\$6.00	1,243	\$13,673.00	\$6,215.00	\$7,458.00
PSAT 8/9 EPP Fixed-Fee - 9th Grade	\$11.00	\$6.00	1,232	\$13,552.00	\$6,160.00	\$7,392.00
PSAT/NMSQT EPP Fixed-Fee - 10th Grade	\$16.00	\$10.00	1,238	\$19,808.00	\$7,428.00	\$12,380.00
PSAT/NMSQT EPP Fixed-Fee - 11th Grade	\$16.00	\$10.00	1,198	\$19,168.00	\$7,188.00	\$11,980.00
SAT SD Fixed-Fee With Essay - 11th Grade	\$64.50	\$34.00	1,198	\$77,271.00	\$36,539.00	\$40,732.00
SAT SD Fixed-Fee With Essay - 12th Grade	\$64.50	\$34.00	1,279	\$82,495.50	\$39,009.50	\$43,486.00

Subtotal \$225,967.50
Total Price \$123,428.00
Shipping and Handling \$0.00
Grand Total \$123,428.00

Quoted total price does not include applicable sales taxes

Associated Contacts

Contact Name	Email	Role
Ryan Smith	rdsmith@paramount.k12.ca.us	Billing Contact
Monyrotana Keo	mkeo@paramount.k12.ca.us	Bulk Registration Coordinator
Monyrotana Keo	mkeo@paramount.k12.ca.us	Data Contact
Ryan Smith	rdsmith@paramount.k12.ca.us	Primary Contact
Ryan Smith	rdsmith@paramount.k12.ca.us	Signatory

Participating Schools

Organization Name	AI Code	Administration	Grades Covered	Primary or make-up	DigitalAssessment
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Odyssey Stem Academy	051614	PSAT 8/9: Sept. 2018 - Jan. 2019	9		<input type="checkbox"/>
Leona Jackson School	059272	PSAT 8/9: Sept. 2018 - Jan. 2019	8		<input type="checkbox"/>
Buena Vista High School	054576	PSAT/NMSQT: Fall 2018	10, 11		<input type="checkbox"/>
Buena Vista High School	054576	SAT School Day: October 10, 2018	12	Primary	<input type="checkbox"/>
Buena Vista High School	054576	SAT School Day: March 27, 2019	11	Primary	<input type="checkbox"/>
Paramount High School	052365	PSAT/NMSQT: Fall 2018	10, 11		<input type="checkbox"/>
Paramount High School	052365	SAT School Day: October 10, 2018	12	Primary	<input type="checkbox"/>
Paramount High School	052365	SAT School Day: March 27, 2019	11	Primary	<input type="checkbox"/>
Paramount High School West Campus	059519	PSAT 8/9: Sept. 2018 - Jan. 2019	9		<input type="checkbox"/>
Alondra Middle School	059344	PSAT 8/9: Sept. 2018 - Jan. 2019	8		<input type="checkbox"/>
Hollydale Middle School	059354	PSAT 8/9: Sept. 2018 - Jan. 2019	8		<input type="checkbox"/>
Frank J Zamboni Middle School	059362	PSAT 8/9: Sept. 2018 - Jan. 2019	8		<input type="checkbox"/>
Paramount Park School	059377	PSAT 8/9: Sept. 2018 - Jan. 2019	8		<input type="checkbox"/>
Buena Vista High School	054576	SAT School Day: October 24, 2018	12	Make-Up	<input type="checkbox"/>
Buena Vista High School	054576	SAT School Day: April 9, 2019	11	Make-Up	<input type="checkbox"/>
Paramount High School	052365	SAT School Day: October 24, 2018	12	Make-Up	<input type="checkbox"/>
Paramount High School	052365	SAT School Day: April 9, 2019	11	Make-Up	<input type="checkbox"/>

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent-Secondary Educational Services
DATE: June 11, 2018
SUBJECT: Interactive Mathematics Program Contract

BACKGROUND INFORMATION:

Interactive Mathematics Program (IMP) is the district-approved, college preparatory mathematics curriculum for Odyssey STEM Academy. Emphasizing the development of conceptual understanding, IMP's approach is grounded in developing students' critical thinking through the analysis of real-world problems and scenarios.

In order to support the implementation of IMP in the 2018-2019 school year and to deepen mathematical instructional strategies among Paramount High School math teachers, Paramount Unified School District is seeking to contract with James Short, who will provide IMP professional development to up to 25 Paramount Unified School District educators on August 13 and 14, 2018. The contracted fees will be a flat \$1,100.00 per day for a total of \$2,200.00 which includes all expenses as well as travel, hotel, meals and stipend.

POLICY/ISSUE:

Board Policy – 4126 Consultants

FISCAL IMPACT:

Approximately \$2,200 from LCAP Funds

STAFF RECOMMENDATION:

Approve the contract request with James Short from Interactive Mathematics Program in order to provide professional development to PUSD mathematics teachers on August 13 and 14, 2018.

PREPARED BY:

Ryan Smith, Assistant Superintendent-Secondary Educational Services

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 2: High Quality Teaching and Learning

- Goal 1: All students will be held to high expectations for achievement and will meet or exceed the standards
- Goal 3: Instruction will be standards-based, relevant, personalized, and rigorous

ACTION ITEM: 3.7-A

Focus Area 1: College and Career Ready Graduates

- Goal 1: All students will graduate on time
- Goal 2: All students will be eligible to attend a four-year college or university without the need for remediation
- Goal 3: All students will possess the skills necessary to be successful in any career path
- Goal 4: All students will receive personalized guidance on which post-secondary options will best meet their academic and career goals

**CONTRACT AGREEMENT
BETWEEN
PARAMOUNT UNIFIED SCHOOL DISTRICT & JAMES SHORT**

This contract is made between Paramount Unified School District ("PUSD") and James Short for the services indicated below.

A. SCOPE OF WORK AND GENERAL TERMS

1. **Statement of Work.** James Short agrees to provide 2 days of Professional Development on the Interactive Mathematics Program for up to 25 staff of PUSD, as selected by PUSD.

James Short may also agree to provide additional services to PUSD if such are requested. Such additional services would be covered under a separate contract.

2. **Location.** James Short agrees to provide the Professional Development (PD) at a site determined by the PUSD, and PUSD agrees to provide a suitable site for the PD, including presentation equipment (LCD projector, document camera), and usual participant supplies (paper etc.).

3. **James Short's Contact Information.**

Contact Name/Title: James Short
Address: 1277 Ferrara Drive
City/State/Zip: Oaji, CA 93023
Email Address: jshort@vcoe.org
Phone Number: 805-640-0131

4. **PUSD Contact Information.**

Name/Title: Leo Gonzalez, 9-12 Math Curriculum Specialist
Address: 15110 California Ave.
City/State/Zip: Paramount, CA 90723
Email Address: legonzalez@paramount.k12.ca.us
Phone Number: 562-602-6048 ext. 5650

5. **Contracted Fees. IMP PD training** - The fees will be a flat \$1,100.00 per day for a total of \$2,200.00 which includes all expenses: any copies needed will be provided by James Short (other than textbooks), as well as travel, hotel, meals and stipend.

6. **Payment Terms.** James Short will invoice PUSD upon the completion of the PD, scheduled for August 13 and 14, 2018. Full payment for the services will be provided within 30 days of PUSD receiving the invoice for the PD.

This contract shall be effective upon signature, and will be implemented in August, 2018.

James Short

Paramount Unified School District

Signature/Date

Signature/Date

Printed Name

Printed Name

Title

Title

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent-Secondary Educational Services
DATE: June 11, 2018
SUBJECT: Big Picture Learning Four-Year Contract

BACKGROUND INFORMATION:

This contract extends the temporary bridge contract with Big Picture Learning (BPL) that runs through the end of July 2018; the Board approved this contract in February 26, 2018. The extended contract will provide Odyssey STEM Academy with needed expertise, technical assistance, teacher professional development, and principal coaching to open the new high school and ensure its long-term sustainability. With over 20-years in high school design, Big Picture Learning is a national leader in creating student-centered learning environments with an emphasis on creating supportive school structures, workplace learning opportunities, curriculum, and resources.

The agreement runs from July 1, 2018 to June 30, 2022 and defines a four-year partnership with BPL. BPL received a grant from the Walton Foundation to subsidize in large part the cost of our partnership; this benefit is saving Paramount Unified School District close to over \$100,000, and will also connect our team with other schools in the region who are engaged in work similar to Odyssey STEM Academy.

POLICY/ISSUE:

Board Policy – 4126 Consultants

FISCAL IMPACT:

\$163,600.00 from LCAP

STAFF RECOMMENDATION:

Approve the four-year contract with Big Picture Learning to provide expertise, professional development, and technical assistance for Odyssey STEM Academy and Paramount Unified School District from July 1, 2018 to June 30, 2022.

PREPARED BY:

Ryan Smith, Assistant Superintendent-Secondary Educational Services

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 1: College and Career Ready Graduates

- Goal 1: All students will graduate on time

ACTION ITEM: 3.8-A

- Goal 2: All students will be eligible to attend a four-year college or university without the need for remediation
- Goal 3: All students will possess the skills necessary to be successful in any career path
- Goal 4: All students will receive personalized guidance on which post-secondary options will best meet their academic and career goals

Focus Area 2: High Quality Teaching and Learning

- Goal 1: All students will be held to high expectations for achievement and will meet or exceed the standards
- Goal 3: Instruction will be standards-based, relevant, personalized, and rigorous

Focus Area 3: Positive School Climate and Environments Conducive to Learning

- Goal 2: Create positive, supportive, and caring relationships between all students, teachers, site leadership, and district leadership
- Goal 3: Create a safe and civil learning environment for all stakeholders that incorporates restorative practices

Focus Area 4: Parent and Community Partnerships

- Goal 1: Increase opportunities for parents to participate in meaningful high impact activities that support teaching and learning
- Goal 2: Expand community outreach efforts and increase opportunities for involvement
- Goal 3: Establish, expand, and maintain partnerships with community based organizations, colleges and universities, and businesses and industries
- Goal 4: Establish and maintain meaningful, regular, and open two-way communication with all stakeholders



CONTRACT WITH *Paramount School District*
TO PROVIDE TECHNICAL ASSISTANCE AND SUPPORT IN THE
DEVELOPMENT OF INNOVATIVE BIG PICTURE INSPIRED SCHOOLS

May 4, 2018
Revised May 24, 2018

Paramount School District intends to open schools based on the Big Picture Learning (BPL) school design, with openings beginning in the Fall of 2018. This contract describes the specific services to be provided, the timetable for the specified work, and their associated costs for the period **July 1, 2018 – June 30, 2022**.

I. BIG PICTURE LEARNING SERVICES - OVERVIEW

School, Program, and Curriculum Designs. BPL will provide assistance in creating school, program, and curriculum designs, including adaptations of the BPL organizational structures (e.g., rooms and spaces, school calendar and schedules, and staffing), school budget development, program development (e.g., daily schedule, organization of advisories, integration of LTI – Learning through Internship), and curriculum development (e.g., standards alignment, instructional strategies, and assessment).

Parent, Business, and Community Engagement Programs. BPL will assist Paramount Unified School District in developing descriptive materials and presentations regarding the proposed new BPL school. These materials and presentations will be customized to specific audiences.

Staff Selection. BPL will assist in developing position descriptions, recruitment activities, and selection criteria and processes.

Principal Training/Coaching. BPL will develop and provide education, training, and support services for Paramount Unified School District/BPL school principal during the planning year and continued coaching during the first three years the school is open.

Staff Training/Coaching. BPL will develop and provide education, training, and support services for Paramount Unified School District/BPL school advisors and staff.



II. SERVICE LEVEL AGREEMENT & COSTS JULY 1, 2018 – June 30, 2020

All services listed below, including BPL grant funded portion to be delivered to Paramount School District according to the timelines indicated.

Total Value	BPL Grant Funded Portion	Cost to Paramount School District
Planning Period (February 1, 2017 – July 31)	Refer to Bridge Contract	
Year 2 (July 1, 2018 – June 30, 2019)	\$75,000	\$25,000
	<ul style="list-style-type: none"> > 20 days of principal and teacher coaching (on-site, Skype, email, phone) for training, education and support. (August 2018 – June 2019) > Travel for five (5) attendees to Big Bang, July, 2018 > ImBlaze Internship Management System implementation and multi day training for 18 staff and 300 students > Learning Big Picture Professional Development Implementation, multi day training, plus subscription for up to 20 staff > Bi-monthly cohort and individual Video Conference Calls with the school principal and Elliot Washor or Charlie Plant > Support data collection and management of new assessment tools and data management system. 	<ul style="list-style-type: none"> >Big Bang: Refer to Bridge Contract >Semi-Annual site visits to two BPL schools on the west coast for four people. Includes travel, hotel, meals, and site visit fee. <i>(specific dates to be agreed upon by Paramount programmatic lead and BPL design coach)</i> > Attendance at our annual Leadership Conference for two participants. Includes travel, hotel, conference registration, meals, and materials. <i>(December 2018)</i>



Year 3 (July 1, 2019 – June 30, 2020)	\$150,000	\$100,000	\$50,000
		<ul style="list-style-type: none"> > > Big Bang Attendance for up to 5 attendees. Includes travel, hotel, conference registration, meals, and materials <i>(July 2019)</i>. Plus one additional hotel night to attend Affinity Cohort Convening. > 20 days of principal and teacher coaching (on-site, Skype, email, phone) for training, education and support. <i>(July 2019 – June 2020) Elliot Washor will be the coach</i> > Support data collection and management of new assessment tools and data management system <i>(annual period)</i> > ImBlaze Internship Management System subscription for 26 staff and 450 students > Learning Big Picture Professional Development subscription for up to 20 users <i>(annual period)</i> > Bi-monthly cohort and individual Video Conference Calls with the school principal and Elliot Washor and/or Charlie Plant > Weekly principal and teacher coaching call. Equivalent to five days. > BPL Peer Review on Big Picture Learning Distinguishers: 2-day study with 3 people from the BPL network <i>(Specific dates to be agreed upon by Paramount programmatic lead and BPL design coach)</i> 	<ul style="list-style-type: none"> > Big Bang Attendance for up to 5 attendees. Includes travel, hotel, conference registration, meals, and materials <i>(July 2019)</i>. Plus, one additional hotel night to attend Affinity Cohort Convening. > Semi-Annual site visits to two BPL schools on the west coast for four people. Includes travel, hotel, meals, and site visit fee. <i>(Specific dates to be agreed upon by Paramount programmatic lead and BPL design coach)</i> > Attendance at our annual Leadership Conference for two participants. Includes travel, hotel, conference registration, meals, and materials. <i>(December 2019)</i>



YEAR 4 SERVICES (JULY 1, 2020 – JUNE 30, 2021)

TOTAL COST TO PARAMOUNT SCHOOL DISTRICT: \$44,300

>Big Bang attendance for up to five attendees. Includes travel, hotel, conference registration, meals, and materials. *(July 2020)*

>8 days of principal and teacher coaching (on-site, Skype, email, phone) for training, education and support. *(July 2020 – June 2021)*

>ImBlaze Internship Management System for 32 staff and 600 students

>Learning Big Picture Professional Development *(annual period)*

>Bi-Monthly BPL Network newsletter and monthly network support and engagement.

>Attendance at our annual Leadership Conference for two participants. Includes travel, hotel, conference registration, meals, and materials. *(December 2020)*

YEAR 5 SERVICES (JULY 1, 2021 – JUNE 30, 2022)

TOTAL COST TO PARAMOUNT SCHOOL DISTRICT: \$44,300

>Big Bang attendance for up to five attendees. Includes travel, hotel, conference registration, meals, and materials. *(July 2021)*

>8 days of principal and teacher coaching (on-site, Skype, email, phone) for training, education and support. *(July 2021 – June 2022)*

>ImBlaze Internship Management System for 32 staff and 600 students

>Learning Big Picture Professional Development *(annual period)*

>Bi-Monthly BPL Network newsletter and monthly network support and engagement.

>Attendance at our annual Leadership Conference for two participants. Includes travel, hotel, conference registration, meals, and materials. *(December 2021)*

III. GRANT FUNDS SUPPORT

The BPL grant funded portion is subject to grant approval and continued funding. BPL will provide Paramount School District with no less than a 45-day notification of any grant funded adjustments that could impact service delivery and/or require a change to Paramount charges listed above.



IV. BPL DATA & PROJECT REQUIREMENTS

Paramount School District agrees to participate in networking meetings and engage in feedback & project management activities that include weekly status calls. Paramount School District also agrees to participate in Principal measures, and assist with the collection of related data.

V. PAYMENT SCHEDULE

July 31, 2018	\$8,000
December 15, 2018	\$8,000
April 15, 2019	\$9,000
August, 15, 2019	\$17,000
December 15, 2019	\$17,000
April 15, 2020	\$16,000
July 31, 2020	\$15,000
December 15, 2020	\$15,000
April 15, 2021	\$14,300
July 15, 2021	\$15,000
December 15, 2021	\$15,000
April 15, 2022	\$14,300

Total Payments \$163,600

Please pay all invoices within 30 days. Delinquent payments will be assessed a 1.5% interest charge per month. If payment exceeds 60 days past due, all services will be discontinued until payment is received.

VI. CONTACTS

For Big Picture Learning:

M. R. Brezler
Chief Operating Officer
Big Picture Learning
325 Public Street
Providence, RI 02905
Direct Line: 401.447.5062
mrbrezler@bigpicturelearning.org

For Invoice Inquiries:

Pam Genovesi Macdonald
Big Picture Learning
325 Public Street
Providence, RI 02905
Office: 401-743-3795
pgmacdonald@bigpicturelearning.org

For the District:

Coordinator of Contract

Name:
Title:
Email:
Phone:

Business Office/Invoices

Name
Title
Email
Phone



VII. OTHER TERMS

This Agreement constitutes the entire agreement of the parties with regard to the subject matter hereof, and replaces and supersedes all other agreements or understandings, whether written or oral. No amendment or extension of the Agreement shall be binding unless in writing and signed by both parties.

VIII. TERMINATION OF AGREEMENT

Either party may terminate this Agreement upon thirty (30) days prior written notice to the other party. Upon Termination, Paramount School District is responsible for prompt payment to Big Picture Learning for all services rendered and for reasonable expenses and non-cancellable commitments incurred in the performance of this Agreement up to and including the date of termination.

Ruben Frutos

Date

M. R. Brezler

M. R. Brezler
Chief Operating Officer

May 24, 2018

Date

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent-Secondary Educational Services
DATE: June 11, 2018
SUBJECT: Approval of Service and Shared Cost Agreement with Los Angeles County Sheriff's Department for Two School Resource Officers

BACKGROUND INFORMATION:

The District has maintained a Service Agreement with the Los Angeles County Sheriff's Department for School Resource Officers (SRO) since 1997. The SRO's provide service to Paramount High School and all District campuses. The SRO's handle crimes which occur on or immediately adjacent to District campuses if related to students or student activity.

The service agreement that is currently in place provides two sheriff deputies and cars for 215 days of service each year. The agreement also allows the District to contract for hourly services to provide additional security at football games, school dances and other school functions. The estimated costs for hourly services is \$11,400. This two year agreement is brought to the Board annually for approval to accommodate any adjustments that may occur annually. The billable amount for July 1, 2018 through June 30, 2019 is \$189,124 for each officer plus any adjustments to salary, employee benefits and/or overhead rates approved by the Sheriff's Department during the fiscal year.

The District and the City of Paramount agree to share equally in the cost of the second SRO as outlined in the Shared Cost Agreement between the two agencies. The agreement is renewable each year in advance of the ensuing fiscal year, which begins July 1, 2018. Fifty percent of the cost of the additional School Resource Officer will be paid by the City of Paramount, which will reimburse the District in the amount of approximately \$94,562.

POLICY/ISSUE:

Board Policy 4126 – Consultants

FISCAL IMPACT:

Net amount of \$295,085 from General Fund

STAFF RECOMMENDATION:

Approve the Services Agreement with the Los Angeles County Sheriff's Department for two School Resource Officers from July 1, 2018 through June 30, 2019.

ACTION ITEM: 3.9-A

PREPARED BY:

Manuel San Miguel, Director – Student Services

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 3: Positive School Climate and Environments Conducive to Learning

- Goal 3: Create a safe and civil learning environment for all stakeholders that incorporates restorative practices
- Goal 4: All school facilities will be clean, orderly, well maintained, and modern

Focus Area 4: Parent and Community Partnerships

- Goal 3: Establish, expand, and maintain partnerships with community based organizations, colleges and universities, and businesses and industries

**SHARED COST AGREEMENT
BETWEEN
THE CITY OF PARAMOUNT
AND
THE PARAMOUNT UNIFIED SCHOOL DISTRICT
FOR A SCHOOL RESOURCE OFFICER**

R E C I T A L S

WHEREAS, it is the goal of the Board of Education and administration of the Paramount Unified School District (“District”) to provide a safe environment on school campuses;

WHEREAS, it is believed that the presence of a School Resource Officer (SRO) on a school campus, along with other measures employed by the District, can help promote a safe school environment;

WHEREAS, the Los Angeles County Sheriff’s Department operates a School Resource Deputy Program which provides law enforcement services to school districts;

WHEREAS, the District has entered into a Law Enforcement Services Agreement with the Los Angeles County Sheriff’s Department, the terms of which are included in a written agreement which is attached hereto and identified as Attachment A;

WHEREAS, the District wishes to add one additional SRO for their safety program;

WHEREAS, the City of Paramount (“City”) shares an interest with the District of fostering a safe environment on school campuses and the surrounding community;

WHEREAS, the District and the City have agreed to share equally in the cost of adding this additional SRO;

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, and for good and valuable consideration, the parties hereby agree as follows:

1. The District and City agree to share equally in the cost of a second SRO based on the schedule that is attached to the Law Enforcement Services Agreement as Exhibit A, or any amendment to that schedule that may occur.
2. Under the Law Enforcement Services Agreement, the District is billed monthly for all services performed by the SRO. The District shall provide to the City a copy of the invoices received from the County for the entire year of service. City will reimburse the District for 50% of the cost billed for the services rendered. The City agrees to pay the District within 30 days of receipt of the invoices referred to herein.

3. Either party may terminate this Agreement if they are unable or unwilling to support their commitment to equally share in the cost of the SRO by giving notice to the other sufficiently in advance of the timelines mentioned in Section 7.1, 7.2 and/or 7.3 of the Law Enforcement Services Agreement so those timelines can be satisfied by the District. For purposes of this MOU, “sufficiently in advance” shall mean at least thirty (30) days in advance of the sixty (60) day prior notice requirement referenced in Sections 7.1 and 7.2 and the one hundred eighty (180) days referenced in Section 7.3.

4. Should the parties desire, this Agreement may be renewed each year in advance of the ensuing fiscal year, which commences on July 1.

Date

For the City of Paramount

Date

For the Paramount Unified School District

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

SCHOOL DISTRICT LAW ENFORCEMENT SERVICES

SCHOOL DISTRICT: Paramount Uniifed School District

FISCAL YEAR: 2018-2019 EFFECTIVE DATE: 1-Jul-18

CODE #	SERVICES	TOTAL SERVICE UNITS PURCHASED			CONTRACT LAW USE ONLY
		NEW	PREVIOUS	CHANGE	
	DEPUTY SHERIFF SERVICE UNIT	2.0000	2.0000	0.0000	
	DEPUTY SHERIFF SERVICE UNIT (BONUS LEVEL)	0.0000	0.0000	0.0000	
	SERGEANT	0.0000	0.0000	0.0000	

DEPLOYMENT SURVEY

STATION ASSIGNED TO	CAMPUS	DEPUTY	BONUS 1	SERGEANT	CSO/LET
Lakewood	Paramount High School	2.0000			

REPORT PREPARED BY: Sergeant Rudy Sanchez DATE: 7/1/2018

APPROVED BY: _____ DATE: _____
STATION COMMANDER

APPROVAL BY: _____ DATE: _____
SCHOOL DISTRICT OFFICIAL "I certify that I am authorized to make this change on behalf of the School District"

PROCESSED AT CLEB BY: _____ DATE: _____

NO	YES

BILLING MEMO REQUIRED:

DATE SENT TO CHIEF'S OFFICE: _____

"BLUE" REQUIRED:
 SH-AD 575 (REV. 6/16)

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Paramount Unified School District

TO: Ruth Perez, Superintendent
FROM: Ryan Smith, Assistant Superintendent–Educational Services
DATE: June 11, 2018
SUBJECT: Approve the Adoption for the New Speech and Debate Course and the Purchase of New Textbooks

BACKGROUND INFORMATION:

Speech and Debate is a course designed to give a broad overview of the various events in competitive speech and debate. It seeks to equip students with the skills necessary to effectively deliver public speeches, to speak in front of crowds and clearly articulate one’s opinions, both academically and professionally. The first half of the class is focused on speech and requires students to write, prepare and present at least four different types of speeches. The second half of the class deals with debate and students learn, prepare and practice Public Forum and Student Congress debates. The Speech and Debate class will be offered at Paramount High School in 2018-19.

Once approved, this course will be submitted for UC A-G approval.

A committee of teachers, instructional coaches and administrators reviewed a variety of instructional materials and recommend the following textbook for this course:

Course	School	Projected Enrollment	Grades	Textbook	Year	Publisher
Speech and Debate	Paramount High School	70	11-12	Writing with Sources 3 rd edition	2017	Hackett
				Glencoe Speech 3 rd edition	2016	McGraw-Hill

The required public notice of intent to recommend the adoption of textbooks and materials for the Speech and Debate course was published in the Long Beach Press Telegram and posted in the Instructional Media Center. Staff and community members were invited to examine the textbooks and resources on display in the Instructional Media Center at the District Office.

A copy of the course outline is attached under separate cover.

POLICY/ISSUE:

Board Policy 6141 – Curriculum Development

FISCAL IMPACT:

Approximately \$7,000 from LCAP funds

ACTION ITEM: 3.10-A

STAFF RECOMMENDATION:

Approve the adoption of the Speech and Debate course and the purchase of textbooks for the 2018-19 school year.

PREPARED BY:

Greg Francois, Director – Secondary Education and Instructional Technology

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 1: College and Career Ready Graduates

- Goal 3: All students will possess the skills necessary to be successful in any career path.

Focus Area 2: High Quality Teaching and Learning

- Goal 1: All students will be held to high expectations for achievement and will meet or exceed the standards.
- Goal 3: All students will possess the skills necessary to be successful in any career path.

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent-Secondary Educational Services
DATE: June 11, 2018
SUBJECT: Memorandum of Understanding with Bayfront Youth and Family Services

BACKGROUND INFORMATION:

Paramount Unified School District seeks to enter into an agreement with Bayfront Youth & Family Services. This program would provide youth with Therapeutic Behavioral Services (TBS) for the purpose of resolving behaviors that put students at risk of needing a higher level of care. Bayfront's services help children and adolescents who have severe emotional problems, are at risk of placement in a mental health facility, or have been hospitalized recently for mental health problems. An individualized treatment plan is developed in collaboration with parents/caregivers and is delivered by qualified TBS coaches. These coaches work wherever behaviors occur, including the client's school, in the community, or in the home. Bayfront's program supports student success through the following interventions at no charge to the District:

- Assist youth in learning social skills
- Help youth minimize impulsive behaviors
- Role-model healthy communication skills
- Assist youth in self-monitoring
- Provide youth coping skills
- Help youth control fear-based anxiety

POLICY/ISSUE:

Board Policy 6141.1 – Experimental/Innovative Programs
Board Policy 1210 – Community Relations

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Approve the Memorandum of Understanding with Bayfront Youth and Family Services to provide Therapeutic Behavioral Services to students at risk.

PREPARED BY:

Manuel San Miguel, Director– Student Services

ACTION ITEM: 3.11-A

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 3: Parent and Community Partnerships

- Goal 3: Establish, expand, and maintain partnerships with community based organizations, colleges and universities, and businesses and industries

Focus Area 4: Parent and Community Partnerships

- Goal 3: Establish, expand, and maintain partnerships with community based organizations, colleges and universities, and businesses and industries

**MEMORANDUM OF UNDERSTANDING
FOR
MENTAL & BEHAVIORAL HEALTH SERVICES
BETWEEN
COMMUNITY-BASED & SCHOOL-BASED MENTAL HEALTH PROGRAMS**

This Memorandum of Understanding (MOU) between Bayfront Youth and Family Services, hereinafter referred to as **Agency**, and [school district], hereinafter referred to as **District**, is for the purpose of coordinating healthcare services, enrollment, and outreach activities within the District.

The District recognizes the need for regular and preventive health care services/activities to support students' learning. As a result, the District is working with a variety of partners to (1) enhance students' access to mental health services, and (2) improve community-based systems of healthcare delivery to students.

This MOU is for use with Agencies that are contractors with Los Angeles County and/or the State Department of Health Services to conduct healthcare services, enrollment, and outreach activities. This agreement is not applicable to any other services/activities. It is recognized that this agreement will be construed in a manner consistent with the California Education Code, Federal Law, and other applicable laws and regulations. Neither party shall charge the other for services/activities performed in connection with this MOU. Additionally, neither party shall charge any fee to CUSD students or families for services/activities.

1. Term of Agreement: This MOU shall be in effect from the date signed by both parties through [date] (3 years) and maybe extended by mutual agreement of both parties. Either party may cancel this MOU with a 30 day written notice to the other party.
2. Duties of District: The District agrees to:
 - Identify a District Liaison for service referral, assessment, outreach, and enrollment efforts who will respond to agency requests for information, policy clarifications, and work with Agency regarding all aspects of service coordination.
 - Work collaboratively with Agency staff by identifying and resolving system and program barriers that prevent access to services.
 - Identify office space that supports confidentiality for therapeutic purposes as needed.
 - Provide school-based training materials as needed and mutually agreed to by each party.
 - Provide to Agency a list of school-based and school-linked health centers and associated providers who work in District schools.
 - Provide materials and incentives that maybe available.
 - Provide advocacy for overall service implementation.
 - Include agency in health fairs, conferences, and media events scheduled within its area that are sponsored by District and that are relevant to healthcare outreach efforts of the partnership.
 - Maintain confidentiality of health care statuses and records at all times.
3. Duties of Agency: The Agency agrees to:
 - Provide Mental Health Services, including, but not limited to, Therapeutic Behavioral Services (TBS) to Medi-Cal eligible children who meet TBS eligibility requirements, Individual

and Group Therapy, Case Management, and Medication Support and Management as needed, and Intensive Services if eligible.

- With approval from Health, Human, and Homeless Service Administrator, provide any other appropriate school-based mental health services and/or activities that Agency has been granted authority to provide by Los Angeles County DMH/DCFS.
 - Secure a signed Authorization for Release of Information to share pertinent information with District staff and others involved in the child's care as indicated.
 - Provide follow-up services and assistance to parents/caregivers during the assessment and service process (i.e., obtain consent for treatment, assist in goal setting, progress, and treatment).
 - Provide timely status reports on treatment progress where indicated by District.
 - Convene, at minimum, in monthly meetings with parents/caregivers, TBS Coach, TBS Coordinator, and any identified District personnel related to specified students to discuss progress and treatment.
 - Follow applicable District administrative policies and procedures as indicated by the Health, Human, and Homeless Service Office.
 - Coordinate outreach activities as needed with District Liaison.
 - Employ culturally and linguistically sensitive staff for all student/parent contacts.
 - Notify Health, Human, and Homeless Service Administrator of any personnel changes.
 - Agency will work on district school sites as mutually agreed between parties.
 - Maintain student and family confidentiality at all times.
 - Follow all mandated reporting requirements as defined by law.
4. Confidentiality of Records: Agency and District recognize that records relative to students and related health care services, maintained by them respectively, are confidential pursuant to related provisions of federal and state law.
5. Independent Contractor: While engaged in performance of this MOU, Agency is an independent contractor and is not an officer, agent, or employee of the District.
6. Conflicts: Should any problems or conflict arise in the course of the delivery of services under this MOU, it is understood that the Health, Human, and Homeless Service Administrator or other authorized representative of District will work with the parties in conflict to accomplish an effective resolution through mediation. Agency and District agree to inform each other of any complaints immediately and cooperate in processing and resolving all complaints whether written or oral.
7. Insurance: Agency shall present District with an original certificate of insurance evidencing insurance coverage for General Liability and Workers' Compensation. Evidence of insurance covering vehicles will also be required if Agency's services involve use of vehicle(s) on District site(s). Agency's general liability and vehicle coverage shall, at a minimum, provide for limits of \$1,000,000/\$3,000,000 per claim/occurrence. District shall be named as an additional insured on the general liability and vehicle coverage. Agency shall maintain the aforementioned insurance in effect at all times during the term of this MOU and shall provide the District notification at least thirty (30) days prior to cancellation, non-renewal, or material change of policy. District warrants that it is self-insured for all such types of liability with reserves in excess of \$3,000,000.

8. Liability: Agency shall defend and indemnify District, its officers, agents, and employees against all claims, regardless of form, and lawsuits for damages for death or injury to persons or property arising from or connected with activities and services rendered by Agency, its officers, agents, or employees under this MOU. District shall defend and indemnify Agency, its officers, agents, and employees against all claims, regardless of form, and lawsuits for damages for death or injury to persons or property arising from or connected with activities and services rendered by District, its officers, agents or employees under this MOU.
9. Notice: Any notice pursuant to this MOU shall be deemed give when deposited in certified mail, all charges prepaid, and addressed as shown below:

Notice to District

Attn: Ruben Frutos, Assistant Superintendent – Business
Address: 15110 California Ave., Paramount, CA 90723
Phone: 562.602.6025
Fax: 562.602.8128
Email: rfrutos@paramount.k12.ca.us

Notice to Agency:

Attn: Maryam Ribadu-Jenkins, President/CEO
Bayfront Youth and Family Services
324 E. Bixby Rd.
Long Beach, CA 90807
Phone: (562) 595-8111 ext. 221
Fax: (562) 595-8148
Email: maryam@bayfrontyfs.org

(SPACE LEFT INTENTIONALLY BLANK)

In witness hereof, the parties hereto have caused this MOU to be duly executed.

Bayfront Youth and Family Services

Name of Agency

"Unified School District

Name of District

Signature, Agency Authorized Representative

Signature, District Authorized Representative

Maryam Ribadu Jenkins

Print Name

Print Name

President/CEO

Title

Date

Title

Date

Name, District Superintendent

Signature, District Superintendent

Date

Attachments:

- C: District Superintendent
- School Administrator(s)
- District Liaison
- Agency Liaison
- Agency CEO

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent-Secondary Educational Services
DATE: June 11, 2018
SUBJECT: McKinney-Vento Homeless Grant Award

BACKGROUND INFORMATION:

The Los Angeles County Office of Education (LACOE), Division of Support Services is offering McKinney-Vento Homeless grant funds to assist districts in meeting the needs of homeless youth. Due to the abbreviated timelines, the District would need to spend the funds prior to June 30, 2018. The District has submitted an application for the mini-grant and is seeking Board approval for the expenditures of the funds, if the grant is awarded to the District. The grant award totals \$1,200 and would be used for necessary school supplies, materials and spirit wear clothing.

POLICY/ISSUE:

Board Policy 3280 – Gifts, Grants and Bequests

FISCAL IMPACT:

Restricted income of \$1,200

STAFF RECOMMENDATION:

Accept the McKinney-Vento Homeless grant funds that will be used to assist in meeting the needs of homeless youth.

PREPARED BY:

Manuel San Miguel, Director – Student Services

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 3: Positive School Climate and Environments Conducive to Learning

- Goal 1: Decrease overall suspension, truancy, and chronic absentee rates for all students, and ensure no student group is overrepresented in them

Focus Area 4: Parent and Community Partnerships

- Goal 3: Establish, expand, and maintain partnerships with community based organizations, colleges and universities, and businesses and industries

ACTION ITEM: 3.12-A

LOS ANGELES COUNTY OFFICE OF EDUCATION

CONTRACT
FOR
REIMBURSEMENT TO DISTRICT UNDER THE
MCKINNEY-VENTO HOMELESS GRANT

The LOS ANGELES COUNTY OFFICE OF EDUCATION, a public educational agency, located at 9300 Imperial Highway, Downey, California 90242-2890, hereinafter referred to as "LACOE," and PARAMOUNT UNIFIED SCHOOL DISTRICT, hereinafter referred to as "District", mutually agree as follows:

1. BASIS OF CONTRACT AND SCOPE OF WORK

LACOE has determined that reimbursement will be offered to assist District in meeting the needs of their homeless students. Per the terms of the McKinney-Vento Homeless grant, LACOE will reimburse the District for qualified expenditures made prior to June 1, 2018 in accordance with the terms and conditions in Exhibit A, attached hereto, incorporated herein, and made a part hereof. District has the required background, training and expertise to perform the work to be done and agrees to do so in accordance with the terms and conditions of this Contract. All work shall be coordinated with LACOE's project director, who is Melissa Schoonmaker.

2. TERM OF CONTRACT

This Contract is effective April 3, 2018 and shall remain in effect through June 30, 2018.

3. REIMBURSEMENT

LACOE shall reimburse District an amount not to exceed Two Thousand One Hundred Dollars (\$2,100.00). Any expenditure made by the District in excess of this amount shall be considered as having been done at no additional cost to LACOE, unless this Contract is so amended by written amendment. Reimbursement shall be made within thirty (30) days of receipt of an approved invoice, including submission of back up documentation and LACOE's acceptance of the expenditure(s). Invoices shall be submitted to the attention of the LACOE Accounts Payable Unit.

4. INDEMNIFICATION

District agrees to defend, indemnify, save, and hold harmless LACOE from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorneys' fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property unless such injury, damage or loss results from or is connected with the sole negligence or error or omission of LACOE. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

LACOE agrees to defend, indemnify, save, and hold harmless the District from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorneys' fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property unless such injury, damage or loss results from or is connected with the sole negligence or error or omission of the District. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

5. INSURANCE

District shall maintain such general liability, property damage, workers' compensation, and auto insurance as is required to protect District and LACOE as their interests may appear.

6. NOTICES

Any notices to be given pursuant to this Contract shall be in writing and such notices, as well as any other document to be delivered, shall be delivered by personal service or by deposit in the U.S. Mail, certified or registered, return receipt requested, postage prepaid, and addressed to the party for whom intended as follows:

LACOE:

Contracts Section
LOS ANGELES COUNTY OFFICE OF EDUCATION
9300 Imperial Highway, ECW-153
Downey, CA 90242-2890

DISTRICT:

PARAMOUNT UNIFIED SCHOOL DISTRICT
15110 California Ave.
Paramount, CA 90723
ATTN: Manuel San Miguel

7-10. SECTIONS RESERVED (Intentionally left blank.)

11. COVENANT AGAINST CONTINGENT FEES

District warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon a Contract or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide established commercial or selling agencies retained by District for the purpose of securing business. For breach or violation of this warranty, LACOE shall have the right to immediate termination of this Contract and, at its sole discretion, deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or commission fee.

12. EMPLOYEE FINGERPRINTING

During the entire term of the Contract, District, including all subcontractors, shall fully comply with the provisions of the Education Code Section 45125.1.

13. TUBERCULOSIS TESTING

Contracting Entity's employees and/or employees of subcontractors must have a current tuberculosis (TB) test to determine that the employee is free from active tuberculosis as required by Education Code Section 49406. Those employees whose TB screening test is reactive (positive) shall be required to submit a chest x-ray and a radiological report to rule out active TB.

14. INDEPENDENT CONTRACTOR

While performing its obligations under this Contract, District is an Independent Contractor and not an officer, employee or agent of LACOE. District shall not at any time or in any manner represent that it or any of its officers, employees, or agents are employees of LACOE. District warrants its compliance with the criteria established by the U.S. Internal Revenue Service (I.R.S.) and the California Employment Development Department (EDD) for qualification as an Independent District including, but not limited to, being hired on a temporary basis, having some discretion in scheduling time to complete contract work, working for more than one employer at a time, and acquiring and maintaining its own office space and equipment.

15. ASSIGNMENT

District shall not in any manner, directly or indirectly, by operation of law or otherwise, assign, transfer or encumber this Contract or any portion hereof of any interest herein, in whole or in part, without the prior written consent of LACOE. If prior written consent is not given by LACOE to assign, transfer, or encumber this Contract, such action shall be deemed automatically void. In addition, District shall not subcontract the work to be performed pursuant to this Contract without prior written approval of LACOE. The names and qualifications of subcontractors or others whom District intends to employ, other than those identified, shall be submitted to LACOE for prior written approval.

16. INTEGRATION

This Contract, including all exhibits and other documents incorporated herein or made applicable by reference, contains the complete and final understanding of the parties' rights, duties and obligations with respect to the transaction discussed in the Contract and supersedes all prior Contracts, understandings and commitments, whether oral or written. This Contract shall not be amended in any way except by a writing expressly purporting to be such an amendment, signed and acknowledged by both of the parties hereto.

17. MODIFICATION

The Contract shall not be modified or amended without mutual written consent of the parties. If any actual or physical deletions or changes appear on the face of the Contract, such deletions or changes shall only be effective if the initials of both contracting parties appear beside such deletion or change.

18. ORDER OF PRECEDENCE

Except as specifically provided elsewhere in this Contract, conflicting, vague and/or ambiguous provisions of this Contract shall prevail in the following order of precedence: (1) the provisions in the body of this Contract, (2) the exhibits of the Contract, if any; (3) all other documents cited in this Contract or incorporated by reference.

19. SEVERABILITY/WAIVER

19.1 If any provision of this Contract is determined to be illegal, unenforceable, or invalid, such act shall in no way affect the validity of any other provision in this Contract.

19.2 No waiver of any provision of this Contract shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding unless executed in writing by the party making the waiver.

20. AMENDMENTS

The Contract may be amended by mutual written consent of the parties.

21. TERMINATION

The Contract may be terminated by LACOE upon written notification.

22. FAILURE TO COMPLY

In the event District fails to perform in accordance with the indemnification or insurance requirement clauses of this Contract, makes inaccurate certifications as a part of this contract or contracting process, or otherwise breaches any other clause of this Contract, LACOE, the Los Angeles County Board of Education and the individuals thereof, and all officers, agents, employees, representatives, and volunteers shall be entitled to recover all legal fees, costs, and other expenses incident to securing performance or incurred as a consequence of nonperformance.

23. ATTORNEY'S FEES

Should either party be required to file any legal action or claim to enforce any provision of this Contract or resolve any dispute arising under or connected to this Contract, except as set forth in the "Failure to Comply" in this contract, each party

shall bear its own attorney's fees and costs in bringing such an action and any judgment or decree rendered in such a proceeding shall not include an award thereof.

24. COMPLIANCE WITH LAW

District shall comply with all applicable federal, state, and local laws, statutes, ordinances, rules, regulations, policies, and procedures in performing under this Contract. District warrants that it has all licenses, permits, certificates and credentials required by law to perform the work specified under this Contract and shall, upon request by LACOE, provide evidence of same.

25. FORCE MAJEURE

In the event that performance on the part of any party hereto shall be delayed or suspended as a result of circumstances beyond the reasonable control and without the fault or negligence of said party, none of the parties shall incur any liability to the other parties as a result of such delay or suspension. Circumstances deemed to be beyond the control of the parties hereunder shall include, but not be limited to, acts of God or of the public enemy, insurrection, acts of the federal government or any unit of state or local government in sovereign capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes or delays in transportation, to the extent that such circumstances are not caused by the party's willful or negligent acts or omissions, and to the extent that they are beyond the party's reasonable control.

26. GOVERNING LAW/FORUM SELECTION

This Contract is made, entered into and executed in Los Angeles County, California, and the parties agree that any legal action, claim or proceeding arising out of or connected with this Contract shall be filed in the applicable court in Los Angeles County, California. The parties further agree this Contract shall be construed, and all disputes hereunder shall be settled, in accordance with the laws of the State of California.

27. INCORPORATION BY REFERENCE

Any exhibits referenced herein shall be incorporated and made a part of this Contract.

28. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were so inserted and included.

29. RECORD RETENTION AND INSPECTION

District agrees that LACOE shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent records pertaining to this Contract. All records shall be kept and maintained by District and made available to LACOE during the entire term of this Contract and for a period not less than five (5) years after final payment hereunder by LACOE.

30. NO THIRD PARTY OBLIGATIONS

The execution and delivery of this Contract shall not be deemed to confer any rights upon, nor obligate any parties thereto, to any person or entity other than the parties hereto.

31. LACOE BUDGET/GRANT FUNDS CONTINGENCY

This section is applicable only to Contracts in which LACOE is expending funds: If any portion(s) of LACOE's financial budget affecting the contractual time period of this agreement does not appropriate sufficient funds for these contracted services and/or related programs, or if grant funds related to these contracted services and/or related programs are not available for any reason whatsoever, this agreement shall be of no further force and effect. In this event, LACOE shall have no liability to pay any funds to District under this agreement, and the District shall not be obligated to perform any provisions of this agreement.

In such instances, particularly when partial funding remains available, LACOE shall have the option to either terminate this agreement with no liability occurring to LACOE, or LACOE may offer an amendment to this agreement to reflect the reduced availability of funds.

32. NON-DISCRIMINATION AND NON-SEGREGATION

During the performance of this Contract, both parties hereby agrees to comply with all Federal, state and local laws respecting non-discrimination in employment and non-segregation of facilities including, but not limited to requirements set out in 41 CFR 60-1.4, 60-250.4 and 60-741.4, which equal opportunity clauses are hereby incorporated by reference.

33. TOBACCO-FREE WORKPLACE

When at LACOE-owned or LACOE-leased buildings, both parties hereby agree to comply with the Los Angeles County Board of Education's Policy 3513.3 which states: The County Board recognizes the health hazards associated with smoking and the use of tobacco products including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. The County Board prohibits the use of tobacco products at any time in LACOE-owned or leased buildings, on LACOE property and in LACOE vehicles.

34. ALCOHOL AND DRUG-FREE WORKPLACE

Both parties hereby certify under penalty of perjury under the laws of the State of California that Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et. seq.), and the Los Angeles County Board of Education's Alcohol and Drug-Free Workplace Policy 4020.

35. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR OTHER INELIGIBILITY (Federal Executive Order 12549)

By executing this contractual instrument, District certifies to the best of its knowledge and belief that it and its principals:

- 35.1 Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency;
- 35.2 Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (Federal, State or Local) or contract under a public transaction; or violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 35.3 Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in Section 35.2 above, of this certification; and,
- 35.4 Have not, within a three-year period preceding the execution of this contractual instrument, had one or more public transactions (Federal, State or Local) terminated for cause of default.

36. FEDERAL AND/OR STATE LAW COMPLIANCES

Contractor shall ensure compliance with the following Federal/State statutes and regulations. Contractor shall ensure all contractors, subcontractors and vendors comply with the following statutes and regulations as required by law, regulations and this Agreement.

37. COPELAND ACT

Contracts in excess of two thousand dollars and 00/100 (\$2,000.00) for construction or repair shall include a provision for compliance with the Copeland "Anti-Kick-Back" Act (40 U.S.C. 276a to a-7), as supplemented by Department of Labor regulations (29 CFR Part 5). All suspected or reported violations shall be reported to LACOE by Contractor.

38. DAVIS-BACON ACT

The Davis-Bacon Act requires that any contractor, or its sub-contractors, hired to construct, renovate or repair (if the contract exceeds \$2,000) must pay the laborers and mechanics engaged in the construction, renovation, or repair "prevailing rate" wages. Prevailing wages are the higher of those listed with the Federal Department of Labor, or the State of California. A Notice of Intent to Begin a Davis-Bacon Project Form must be submitted to LACOE by the Contractor, prior to commencement of any designated project, using the Notice of Intent to Begin a Davis-Bacon Project

Form provided by LACOE. Contractor shall comply with the Act and be solely responsible for its enforcement and consequences. Should Contractor (applies to local governments only) use its own employees for the renovation or repair of facilities, this section does not apply. However, should Contractor contract for the renovation or repair, all provisions of the Davis-Bacon Act are the responsibility of the Contractor.

39. COPYRIGHTS

The rights to any report, evaluation, book, or any other material developed by the Contractor under the performance of this sub-award shall belong to LACOE.

40. PUBLIC AND MEDIA RELATIONS

In all communications with the press, television, radio, or any other means of communicating with the general public, Contractor shall make specific reference to LACOE as the sponsoring agency. All planned contacts with the media or public officials relative to funding received from LACOE must be reported within twenty-four (24) hours prior to activity by the Contractor to the LACOE community outreach program manager. Unplanned media activity must be reported immediately.

41. CA STATE "HEALTHY SCHOOLS ACT OF 2007"

Child development Contractor must a) provide annual written notification with specified information on pesticides to all staff and parents, (b) provide the opportunity for interested staff and parents to register with the facility if they want to be notified about individual pesticide applications at the school site before they occur, (c) post warning signs at each of the facilities where pesticides will be applied, (d) maintain records of all pesticide use at the facility for four years and make the records available to the public upon request, and (e) inform contractors hired to apply pesticides at the center that the facility must comply with the Healthy Schools Act.

42. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

Where applicable, all contracts awarded by the Contractor in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 USC 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).

43. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT

If the Federal award meets the definition of "funding agreement" under 37 CFR Part 401.2 and the Contractor desires to enter into a contract with a small business firm or non-profit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement", the Contractor must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Non-Profit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements", and any implementing regulations issued by the awarding agency.

44. CLEAN AIR ACT AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 USC 1251-1387), AS AMENDED

Contracts and sub-grants of amounts in excess of \$150,000 must contain a provision that requires the Contractor to agree to comply with all applicable standards, orders or regulations issued pursuant to the above-referenced acts.

45. ENERGY POLICY AND CONSERVATION ACT

Contractors shall comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

46. BYRD ANTI-LOBBYING AMENDMENT (31 USC 1352)

Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connections with obtaining any Federal contract, grant or any other award covered by 31 USC 1352.

47. CIVIL RIGHTS ACT

Contractor shall comply with the provisions of all Civil Rights Acts including Title VII of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991, which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. In addition, allocated State programs funded by the LACOE shall comply with the provisions of the "nondiscrimination Clause" included in the prime as specified in Title II, California Code of Regulations, Chapter 5, Section 8107.

48. SECTION 504

Contractor shall comply with Section 504 of the Rehabilitation Act of 1973 which provides that no otherwise qualified handicapped individual in the United States shall, solely by reason of the handicap, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any programs or activity receiving Federal financial assistance. In addition, the Contractor shall comply with the provisions of the Americans with Disabilities Act (A).

49. SMALL BUSINESSES, FIRMS OWNED BY MINORITY/WOMEN/DISABLED

The Los Angeles County Board of Education (LACOE) believes that small businesses, women-owned, minority-owned, and disabled veteran-owned business enterprises shall enjoy an equal opportunity to provide goods and services to LACOE.

The County Superintendent of Schools will be responsible for establishing administrative regulations for the development, implementation, and monitoring of a

program to ensure nondiscriminatory participation in the purchase of goods and services and the award of contracts.
See 37 CFR Part 401 for specific information for Contractors.

50. EXECUTION REQUIREMENTS

Proper signatures required for execution of this instrument may be by original signature; photocopy; fax/facsimile copy; valid, encrypted, electronic transmission/signature; and/or other commonly accepted, widely used, commercially acceptable signature methods. This instrument may be executed in counter-parts by each party on a separate copy thereof with the same force and effect as though all parties had executed a single original copy.

LOS ANGELES COUNTY
OFFICE OF EDUCATION

PARAMOUNT UNIFIED
SCHOOL DISTRICT

By _____
Patricia Smith
Executive Director
Business and Finance

By _____

Typed or Printed Name

Date _____
ab 4/12
Report 4/2/18

Title _____
Date _____



DATE: January 25, 2018
TO: LEA Homeless Liaison
FROM: Melissa Schoonmaker, Consultant II, Homeless Education
Los Angeles County Office of Education
SUBJECT: Request for LACOE McKinney-Vento Grant Assistance 2017-2018

The Los Angeles County Office of Education (LACOE), Division of Support Services, is proud to be able to offer additional funds to assist your district to meet the needs of its homeless youth. You have the opportunity to receive up to \$3,000 for the 2017 - 2018 school year, dependent upon the number of applications submitted. Priority will be given to districts that do not currently receive a grant directly from the California Department of Education (CDE).

Please provide *a brief overview of your district, the homeless education services currently in place and a detailed list of the items and quantities that you would like to order* if you were awarded this sub-grant. Please utilize the accompanying *Homeless Education Mini-Grant Application Information Form* to answer the provided questions as well as the *Homeless Education Mini-Grant Budget Request Form* to note the items you would like to purchase and the rationale for the purchase. Feel free to add additional pages if necessary. **This mini-grant application MUST be received by LACOE by close of business on Friday, February 2, 2018.** Submissions received after the deadline will not be accepted.

The following is a list of the types of services these funds may be utilized for:

- Tutoring, supplemental services, and enriched educational services where needs are determined. These services should be linked to the achievement of the same challenging academic standards established for all students.
- Expedited evaluations of the strengths and needs of homeless students, including need and eligibility for programs and services (Gifted and Talented Education, Special Education, English-Language Development, Vocational Education, etc.).
- Professional development and other activities for educators and student services personnel to heighten their understanding and sensitivity to the needs of homeless students, including the specific needs of runaways.
- Referral services for homeless students for medical, dental, mental, and other health services.
- Assistance to defray the excess cost of transportation for homeless students to attend school.
- Developmentally appropriate early childhood education programs not otherwise provided through federal, state, or local funding for pre-school age homeless children.
- Services and assistance to attract, engage, and retain homeless children and youth in public school programs and services that are provided to all non-homeless children and youth.
- Before- and after-school mentoring and summer programs that provide tutoring, homework assistance, and supervision of educational activities of homeless children and youth.
- The payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youth in school.



- Education and training for the parents/guardians of homeless students about their rights and available resources.
- Coordination between schools and agencies providing services to homeless students.
- Student services (including violence prevention counseling) and referrals for services.
- Activities to address the particular needs of homeless youth that may arise from domestic violence.
- The adaptation of space and purchase of supplies for any non-school facilities to provide services under this subsection.
- School supplies, including those supplies to be distributed at shelters, temporary housing facilities, or other appropriate locations.
- Other extraordinary or emergency assistance needed to enable homeless children and youth to attend school.

Additional documentation such as receipts, purchase orders, etc. must be provided as proof of expenditure for reimbursement. Please note that if these funds are utilized for gift cards; additional documentation must be provided to ensure that the gift card was spent on the intended item(s).

Approved recipients of this sub-grant will receive a contract from the LACOE and it must be signed by the LEA and returned to the LACOE in order for the contract to be activated. *The funds must be spent prior to the LACOE issuing the funds for reimbursement to the approved recipient.* Upon receipt of expenditure documentation, the LACOE will reimburse approved expenditures related to the sub-grantee agreement. **These funds must be spent prior to Friday, June 1, 2018. Final expenditure documentation must be submitted by Friday, June 15, 2018 to ensure timely reimbursement.**

Please note that all sub-grantees will be required to fill out the online California Annual Homeless Education Data Collection required by CDE prior to October 2018. The sub-grantee must provide the number of homeless children serviced by grade, subpopulation homeless count (unaccompanied youth, migrant, special education, and those with LEP services), nighttime residence, and any other items requested via the state data collection. You will also be required to select from a checklist of options about how the funds were spent, and note any barriers to services that homeless youth may still experience. An email with explanatory information and a link to the online survey site will be sent from the California Department of Education to the District Homeless Liaison in order to submit these numbers prior to the final submission date in the fall of 2018.

This mini-grant application MUST be received by LACOE by close of business on Friday, February 2, 2018. You will be notified by Friday, February 9, 2018 if your mini-grant application has been approved, the grant amount, and additional contract process information. Please send the request via mail, email or fax to:

Los Angeles County Office of Education
12830 Columbia Way, Room 376
Downey, CA 90242
c/o Melissa Schoonmaker, Consultant II, Homeless Education
Fax: (562) 922-6781 Email: schoonmaker_melissa@lacoed.edu

Please contact our office at (562) 922-6247 if you have additional questions in regard to these funds.

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: June 11, 2018
SUBJECT: Public Hearing – 2018-2019 Tentative Budget

BACKGROUND INFORMATION:

Per Education Code 42127 and 52062, two separate Governing Board public meetings, held at least one day apart, are now required for the District's budget hearing and budget adoption. The budget was made available for public review on June 7, 2018, at the Educational Services Office. Public notice was published in the *Press-Telegram* on May 31, 2018, and was posted at the following District locations: District Office and all K-12 school offices. The final budget will be presented for approval to the Governing Board of the District following this public hearing at the regular Board of Education meeting to be held on June 25, 2018.

POLICY/ISSUE:

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

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Conduct a public hearing prior to the approval of the 2018-2019 Tentative Budget.

PREPARED BY:

Ruben Frutos, Assistant Superintendent-Business Services

DISTRICT PRIORITY 9:

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

ACTION ITEM: 4.1-A

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: June 11, 2018
SUBJECT: Authorization to Use State Government Contracts for Purchase of Equipment and Commodities

BACKGROUND INFORMATION:

In prior years the Board of Education has approved 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 Contracts Code.

To take advantage of joint buying power, piggybackable bids are made available to state agencies, cities, and school districts. These bids allow school districts to go out to bid individually for the same types of purchases.

District administration requests authorization to use any available piggybackable bids to purchase technology supplies, office supplies, classroom supplies, custodial supplies, classroom and office furniture for fiscal year 2018-2019, including, but not limited to:

- California Strategic Sourcing Initiative (CSSI)
- California Multiple Award Schedule (CMAS)
- NASPO – Value Point Coop Association
- Western States Contracting Alliance (WSCA)
- U. S. Communities 2018 Contract #R-TC-18004
- CAL-SAVE
- National Cooperative Purchasing Alliance (NCPA)
- The Cooperative Purchasing Network (TCPN)
- National Joint Powers Alliance (NJPA)
- Piggybackable bids - local

POLICY/ISSUE:

Board Policy 3313 – Bids & Quotations

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

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.

ACTION ITEM: 4.2-A

PREPARED BY:

Cindy DiPaola, Director-Operations

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 3: Positive School Climate and Environments Conducive to Learning

- Goal 2: Create positive, supportive, and caring relationships between all students, teachers, site leadership and District leadership

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: June 11, 2018
SUBJECT: Notices of Completion – Field Service Contracts

BACKGROUND INFORMATION:

At the meeting of April 10, 2017, the Board of Education authorized the renewal of field service contracts. Individual projects over \$15,000 require a formal notice of completion and a five (5%) percent retention for each contract be held until the Board has accepted completion of the project.

The following projects are complete:

Vendor	Project Description	Contract Amount	5% Retention Amount
Mear Construction	Odyssey: Exterior paint project (Bid #2-17-18) P.O. 18-01613	\$ 57,100.00	\$ 2,855.00
Mear Construction	PHS West: Exterior paint project (Bid #2-17-18)	\$ 172,000.00	\$ 8,600.00
3D Concrete	Odyssey: Install ramps & landings (4) (Bid #3-16-17)	\$ 23,840.00	\$ 1,192.00
FC & Sons Roofing	Replace roofs (16) rooms & replace gutters (24) rooms (Bid # 4-15-16)	\$ 335,625.00	\$ 16,781.25

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

POLICY/ISSUE:

Board Policy 7430 – Acceptance of Completed Projects

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Accept as completed the Field Service Contract for the exterior paint project at Odyssey and Paramount High School-West Campus, installation of ramps and landings at Odyssey, and roof and gutter replacements at Roosevelt. 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.

ACTION ITEM: 4.3-A

PREPARED BY:

Cindy DiPaola, Director-Operations

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 3: Positive School Climate and Environments Conducive to Learning

- Goal 2: Create positive, supportive and caring relationships between all students, teachers, site leadership and District leadership.

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: June 11, 2018
SUBJECT: Bid Authorization – Taxi Service Program

BACKGROUND INFORMATION:

The Board of Education has previously approved the taxi transportation program. Students riding in taxis include special education students, Program Improvement Permit (PIP) riders, newcomers, and over-enrollment riders. The current contract is due to expire on June 30, 2018.

Staff seeks approval to bid the current specifications for taxi services. 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.

POLICY/ISSUE:

Board Policy 3313 – Bids & Quotations

FISCAL IMPACT:

Transportation funds: \$1,750,000

STAFF RECOMMENDATION:

Authorize staff to prepare bid specifications for taxi services. 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

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 3: Positive School Climate and Environments Conducive to Learning

- Goal 2: Create positive, supportive, and caring relationships between all students, teachers, site leadership and district leadership

ACTION ITEM: 4.4-A

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: June 11, 2018
SUBJECT: Renewal of Agreement for Audit Services

BACKGROUND INFORMATION:

Section 41020 of the Education Code provides that each fiscal year the Governing Board of each school district shall either provide for an audit of the books and accounts of the district or make arrangements with the Los Angeles County Office of Education to provide for such an audit.

The accounting firm of CliftonLarsenAllen LLP, formerly known as Vicenti, Lloyd and Stutzman, has been providing professional audit services to the District since 1992. It is proposed that the agreement be extended for the fiscal years ending June 30, 2019 through June 30, 2021. The maximum audit fees are based upon all compliance areas that are required as of June 30, 2018. Rates for 2018-19 remain the same as 2017-18. There is a modest 2 percent increase in the fees for 2019-20 through 2020-21. Fees for GASB 68 and GASB 34 audits are not included.

The District may request the firm to provide other services, which could include bookkeeping, advisory or systems and procedures services, extended auditing procedures, and special audits. If so contracted, such services must be supervised by a partner other than the partner in charge of the audit. The annual rates are shown below:

	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
Maximum Fee for District Audit	<u>\$ 67,800</u>	<u>\$ 69,200</u>	<u>\$ 70,500</u>
Prop 39 Financial and Performance Audits	<u>\$ 9,050</u>	<u>\$ 9,200</u>	<u>\$ 9,500</u>

POLICY/ISSUE:

Board Policy 3322 – Contracts

FISCAL IMPACT:

Not to exceed \$76,850 for 2018-19 – General Fund
Not to exceed \$78,400 for 2019-20 – General Fund
Not to exceed \$80,000 for 2020-21 – General Fund

ACTION ITEM: 4.5-A

STAFF RECOMMENDATION:

Approve the renewal of the agreement with CliftonLarsonAllen LLP for professional audit services for the fiscal years ending June 30, 2019, through June 30, 2021.

PREPARED BY:

Patricia Tu, Director-Fiscal Services

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 3: Positive School Climate and Environments Conducive to Learning

- Goal 2: Create positive, supportive, and caring relationships between all students, teachers, site leadership and District leadership

April 26, 2018

The School Board and Management of
Paramount Unified School District
15100 S. California Ave.
Paramount, CA 90723

Dear Mr. Ruben Frutos:

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit services CliftonLarsonAllen LLP (“CLA,” “we,” “us,” and “our”) will provide for Paramount Unified School District (“you,” “your,” or “the entity”) for the years ended June 30, 2019 through June 30, 2021.

Priscilla Flores is responsible for the performance of the audit engagement.

Linda Saddlemire is relationship and audit engagement principal.

Audit services

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of Paramount Unified School District, as of and for the years ended as listed above, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity’s basic financial statements. The following RSI will be subjected to certain limited procedures, but will not be audited.

1. Management’s discussion and analysis.
2. Budgetary comparison schedules.
3. GASB-required supplementary pension and OPEB reporting.

We will also evaluate and report on the presentation of the supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole:

1. Combining fund financial statements and supporting schedules.
2. Schedule of expenditures of federal awards.
3. Other schedules as required by the 2018 *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of a trial balance;
- Preparation of your financial statements, schedule of expenditures of federal awards, and related notes;
- Preparation of adjusting journal entries.

Audit objectives

The objective of our audit is the expression of opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports. We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the result of that testing based on the

requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If our opinions on the financial statements or the single audit compliance opinion are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

As part of our audit, we will also perform the procedures and provide the report required as described in the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel upon completion of our audit.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error. An audit involves performing procedures to obtain sufficient appropriate audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and the Uniform Guidance. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will

also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements and compliance in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with the direct and material compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that may have occurred that are required to be communicated under *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the entity's major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether the information complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the

financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

You are responsible for ensuring that management is reliable and for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and for the accuracy and completeness of that information, and for ensuring the information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation and fair presentation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our

report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a trial balance for use during the audit. Our preparation of the trial balance is limited to formatting information into a working trial balance based on management's chart of accounts or general ledger. You will be required to review, approve, and accept responsibility for the trial balance.
- We will prepare a draft of your financial statements, schedule of expenditures of federal awards, and related notes in conformity with U.S. GAAP and the Uniform Guidance based on information provided by you. Since the preparation and fair presentation of the financial statements and schedule of expenditures of federal awards is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted

responsibility for them. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements and schedule of expenditures of federal awards.

- We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the financial statements.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Use of financial statements

With regard to using the auditors' report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. The financial statements and our report thereon are for management's use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or bond offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We expect to begin our audit during March of each year as listed above.

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

We are available to perform additional procedures with regard to fraud detection and prevention, at your request, as a separate engagement, subject to completion of our normal engagement acceptance procedures. The terms and fees of such an engagement would be documented in a separate engagement letter.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the California Department of Education, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies or electronic versions of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies and legislative staff.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the California Department of Education. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Except as permitted by the "Consent" section of this agreement, CLA will not disclose any confidential, proprietary, or privileged information of the entity to any persons without the authorization of entity management or unless required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such

discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

Our engagement and responsibility end on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Mediation

Any disagreement, controversy, or claim (“Dispute”) that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice (“Mediation Notice”) to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Any Dispute will be governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

Time limitation

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute that may arise between the parties. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against us must be commenced within twenty-four (24) months (“Limitation Period”) after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

Fees

Our fees for these services will be based on the time involved and the degree of responsibility and skills required, plus expenses including internal and administrative charges. Based on our preliminary estimates, the fee for these engagements should approximate:

	June 30, 2019	June 30, 2020	June 30, 2021
Financial Statement audit:	\$67,800	\$69,200	\$70,500
Measure AA performance audit:	\$9,050	\$9,200	\$9,500

This fee also includes entering the information in the Data Collection Form SF-SAC and creating the single audit reporting package. The fee estimate is based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the estimated fee for services will likely be higher. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee estimate. Our invoices for these fees will be rendered as work progresses as follows: 25% of total contract on March 30; 25% of total contract on June 30; 25% of total contract on September 30; and 25% upon submission of report. Billings are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

It is understood that in accordance with Education Code 14505 and 41020, the entity and CLA agree to the following: ten percent (10%) of the audit fee shall be withheld by you until the Office of the Controller, State of California, certifies that the audit report conforms to the reporting provisions of the Audit Guide. (EC Section 14505(a). Fifty percent (50%) of the audit fee for any subsequent year of a multi-year contract will be withheld if the prior year's audit report was not certified as conforming to reporting provisions of the Audit Guide. This contract shall be null and void if CLA or individual(s) is declared ineligible, pursuant to subdivision (c) of Section 41020.5. The withheld amount shall not be payable unless payment is ordered by the State Board of Accountancy or the audit report for that subsequent year is certified by the Office of the Controller, State of California, as conforming to reporting provisions of the Audit Guide. (EC Section 14505(b)). In accordance with Education Code Section 41020, all audit reports for the 1988-89 fiscal year, and for each subsequent fiscal year, shall be developed and reported using a format established by the Controller after consultation with the Superintendent of Public Instruction.

Unanticipated services

We do not anticipate encountering the need to perform additional services beyond those described in this letter. Below are listings of services considered to be outside the scope of our engagement. If any such service

needs to be completed before the audit can proceed in an efficient manner, we will determine whether we can provide the service and maintain our independence. If appropriate, we will notify you and provide a fair and reasonable price for providing the service. We will bill you for the service at periodic dates after the additional service has been performed.

Bookkeeping services

Bookkeeping services are not audit services. Bookkeeping services include the following activities:

- Preparation of a trial balance
- Account reconciliations
- Bank statement reconciliations
- Capital asset accounting (e.g., calculating depreciation, identify capital assets for additions and deletions)
- Calculating accruals
- Analyzing transactions for proper recording
- Converting cash basis accounting records to accrual basis
- Preparation of financial statements and the related notes to the financial statements
- Processing immaterial adjustments through the financial statements
- Adjusting the financial statements for new activities and new disclosures

Additional work resulting from unanticipated changes in your organization or accounting records

If your organization undergoes significant changes in key personnel, accounting systems, and/or internal control, we are required to update our audit documentation and audit plan. The following are examples of situations that will require additional audit work:

- Revising documentation of your internal control for changes resulting from your implementation of new information systems
- Deterioration in the quality of the entity's accounting records during the current-year engagement in comparison to the prior-year engagement
- Significant new accounting issues
- Significant changes in your volume of business
- Mergers, acquisitions, or other business combinations

- New or unusual transactions
- Changes in audit scope or requirements resulting from changes in your activities
- Erroneous or incomplete accounting records
- Evidence of material weaknesses or significant deficiencies in internal control
- Substantial increases in the number or significance of problem loans
- Regulatory examination matters
- Implementation or adoption of new or existing accounting, reporting, regulatory, or tax requirements
- New financial statement disclosures

Changes in engagement timing and assistance by your personnel

The fee estimate is based on anticipated cooperation from your personnel and their assistance with timely preparation of confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, we will advise management. Additional time and costs may be necessary because of such unanticipated delays. Examples of situations that may cause our estimated fee to increase include:

- Significant delays in responding to our requests for information such as reconciling variances or providing requested supporting documentation (e.g., invoices, contracts, and other documents)
- Rescheduling our fieldwork
- Schedule disruption caused by litigation, financial challenges (going concern), loan covenants (waivers), etc.
- Identifying a significant number of proposed audit adjustments
- Schedules prepared by your personnel that do not reconcile to the general ledger
- Numerous revisions to information and schedules provided by your personnel
- Restating financial statements for accounting errors in the prior year
- Lack of availability of entity personnel during audit fieldwork

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities

we are required to perform. To the extent that the amount of time required to provide the services described in the letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Other fees

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf.

Finance charges and collection expenses

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

HIPAA Business Associate Agreement

To protect the privacy and provide for the security of any protected health information, as such is defined by the Health Insurance Portability and Accountability Act of 1996, as amended from time to time, and the regulations and policy guidances thereunder (HIPAA), Paramount Unified School District and CLA shall enter into a HIPAA Business Associate Agreement (BAA) in the form attached hereto. If the attached HIPAA Business Associate Agreement is acceptable, please sign, date, and return it to us.

Consent

Consent to use financial information

Annually, we assemble a variety of benchmarking analyses using client data obtained through our audit and other engagements. Some of this benchmarking information is published and released publicly. However, the information that we obtain is confidential, as required by the AICPA Code of Professional Conduct. Your acceptance of this engagement letter will serve as your consent to use of Paramount Unified School District's information in these cost comparison, performance indicator, and/or benchmarking reports.

Subcontractors

CLA may, at times, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement and the BAA.

Agreement

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. Please sign, date, and return the electronic copy of this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP



Linda Saddle-mire, CPA
Principal
626-857-7300
Linda.Saddle-mire@CLAconnect.com

Enclosures

Response:

This letter correctly sets forth the understanding of Paramount Unified School District.

Authorized governance signature: _____

Title: _____

Date: _____

Authorized management signature: _____

Title: _____

Date: _____

HIPAA BUSINESS ASSOCIATE AGREEMENT

THIS HIPAA BUSINESS ASSOCIATE AGREEMENT (“Agreement”) is made by and between Paramount Unified School District (hereinafter referred to as “Client”) and CliftonLarsonAllen LLP (hereinafter referred to as “CLA”). This Agreement is effective as of the date signed by Client.

RECITALS

WHEREAS, Client is a “covered entity” within the meaning of 45 CFR § 160.103;

WHEREAS, CLA provides accounting, consulting, or other services to Client and, in connection therewith, Client wishes to disclose “protected health information” within the meaning of 45 CFR § 160.103 to CLA and CLA wishes to receive protected health information and, on behalf of Client, create, maintain, or transmit protected health information (collectively, “Client’s PHI”);

WHEREAS, CLA is a “business associate” within the meaning of 45 CFR § 160.103;

WHEREAS, Client and CLA intend to protect the privacy and provide for the security of Client’s PHI in compliance with the Health Insurance Portability and Accountability Act of 1996, the Health Information Technology for Economic and Clinical Health Act of 2009, and the regulations and policy guidance thereunder (“HIPAA Rules”);

WHEREAS, the HIPAA Rules require that Client receive adequate assurances that CLA will comply with certain obligations with respect to Client’s PHI and, accordingly, the parties hereto desire to enter into this Agreement for the purpose of setting forth in writing the terms and conditions for the use, disclosure, and safeguarding of Client’s PHI, including provisions required by the HIPAA Rules as the same may be amended from time to time;

NOW, THEREFORE, in consideration of the foregoing recitals and mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

TERMS OF AGREEMENT

1. Obligations and Activities of CLA.

a. Permitted and Required Uses and Disclosures. CLA shall not use or disclose Client's PHI except as permitted or required by this Agreement or as required by law. Specifically, CLA agrees as follows:

i. CLA may only use or disclose Client's PHI as necessary to perform the services set forth in the service agreement, if any, between Client and CLA, to perform functions, activities, or services for, or on behalf of, Client as requested by Client from time to time, or as required by law.

ii. CLA shall use or disclose only the "Minimum Necessary" amount of information, as such term is defined in the HIPAA Rules, required to conduct the authorized activities herein, except that CLA will limit disclosures to a limited data set as set forth in 45 CFR § 164.514(e)(2) as required by the HIPAA Rules.

iii. CLA may not use or disclose Client's PHI in a manner that would violate Subpart E of 45 CFR Part 164 if done by Client, except that CLA may use or disclose Client's PHI for the proper management and administration of CLA or to carry out the legal responsibilities of CLA, provided the use or disclosures are required by law or CLA obtains reasonable assurances from the person to whom the information is disclosed that Client's PHI will remain confidential and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person, and the person notifies CLA of any instances of which it is aware in which the confidentiality of Client's PHI has been breached.

iv. CLA may use Client's PHI to provide "data aggregation services" relating to the health care operations of Client within the meaning of 45 CFR § 164.501.

v. CLA shall not disclose Client's PHI in a manner that would violate any restriction thereof which has been duly communicated to CLA.

vi. Except as permitted by the HIPAA Rules, CLA shall not directly or indirectly receive remuneration in exchange for any of Client's PHI unless authorized in writing by Client.

b. Safeguards. CLA shall use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of Client's PHI other than as provided in this Agreement.

i. Administrative Safeguards. CLA shall implement all required administrative safeguards pursuant to 45 CFR § 164.308 as such are made applicable to business associates pursuant to the HIPAA Rules. Additionally, CLA shall either implement or properly document the reasons for non-implementation of all administrative safeguards of 45 CFR § 164.308 that are

designated as “addressable” as such are made applicable to business associates pursuant to the HIPAA Rules.

ii. Physical Safeguards. CLA shall implement all required physical safeguards pursuant to 45 CFR § 164.310 as such are made applicable to business associates pursuant to the HIPAA Rules. Additionally, CLA shall either implement or properly document the reasons for non-implementation of all physical safeguards of 45 CFR § 164.310 that are designated as “addressable” as such are made applicable to business associates pursuant to the HIPAA Rules.

iii. Technical Safeguards. CLA shall implement all required technical safeguards pursuant to 45 CFR § 164.312 as such are made applicable to business associates pursuant to the HIPAA Rules. Additionally, CLA shall either implement or properly document the reasons for non-implementation of all technical safeguards of 45 CFR § 164.312 that are designated as “addressable” as such are made applicable to business associates pursuant to the HIPAA Rules.

c. Reporting of Disclosures. CLA shall report to Client any use or disclosure of Client’s PHI not provided for by this Agreement of which CLA becomes aware, including any acquisition, access, use or disclosure (i.e., “breach”) of “unsecured protected health information,” within the meaning of 45 CFR § 164.403, and any security incident of which CLA becomes aware. CLA shall make such report to Client without unreasonable delay and in no case later than sixty (60) calendar days following discovery of the breach. CLA’s notice to Client shall include all information needed by Client to provide notice to affected individuals and otherwise satisfy the requirements of 45 CFR § 164.410.

d. CLA’s Subcontractors. CLA may disclose Client’s PHI to one or more subcontractors and may allow its subcontractors to create, receive, maintain, or transmit Client’s PHI on behalf of CLA. CLA shall obtain satisfactory assurances from any such subcontractor that it will appropriately safeguard Client’s PHI in accordance with 45 CFR § 164.314(a) and shall ensure that the subcontractor agrees in writing to the same or more stringent restrictions, conditions, and requirements that apply to CLA with respect to Client’s PHI. Upon CLA contracting with a subcontractor regarding Client’s PHI, CLA shall provide Client written notice of such executed agreement and copy of agreement.

e. Satisfying Requests for Access. CLA shall make available to Client Client’s PHI in a “designated record set,” within the meaning of 45 CFR § 164.501, as Client may require to satisfy its obligations to respond to a request for access pursuant to 45 CFR § 164.524. If CLA receives a request for access directly from an individual or an individual’s designee, CLA shall forward such request within five (5) calendar days to Client for Client to fulfill. Alternatively, if directed by Client and agreed to by CLA, CLA shall make available to the individual or the individual’s designee Client’s PHI in a designated record set, as necessary to satisfy the requirements of 45 CFR § 164.524. CLA shall provide such access within thirty (30) calendar days of receiving a request for access and shall confirm to Client in writing that such request has been fulfilled.

f. Satisfying Requests for Amendment. CLA shall make any amendments to Client's PHI in a designated record set, as Client may require to satisfy its obligations to respond to a request for amendment pursuant to 45 CFR § 164.526. If CLA receives a request for amendment directly from an individual or an individual's designee, CLA shall forward such request within ten (10) calendar days to Client for Client to fulfill. Alternatively, if directed by Client and agreed to by CLA, CLA shall make an amendment to Client's PHI in a designated record set, as necessary to satisfy the requirements of 45 CFR § 164.526. CLA shall make such amendment within sixty (60) calendar days of receiving a request for amendment and shall confirm to Client in writing that such request has been fulfilled.

g. Internal Practices. CLA shall make its internal practices, books and records relating to the use and disclosure of Client's PHI available to the Secretary of the United States Department of Health and Human Services or his or her designee for purposes of determining compliance with the HIPAA Rules.

h. Accounting. CLA shall document disclosures of Client's PHI and information related to such disclosures and otherwise maintain and make available the information required to provide an accounting of disclosures to the Client as necessary to permit the Client to respond to a request for an accounting pursuant to 45 CFR § 164.528. If CLA receives a request for an accounting directly from an individual or an individual's designee, CLA shall forward such request within ten (10) calendar days to Client for Client to fulfill. Alternatively, if directed by Client and agreed to by CLA, CLA shall provide an accounting as necessary to satisfy the requirements of 45 CFR § 164.528. CLA shall satisfy such request within sixty (60) calendar days of receiving a request for an accounting and shall confirm to Client in writing that such request has been fulfilled.

i. Policies and Procedures; Documentation. CLA shall develop appropriate policies and procedures relating to its compliance with the administrative, physical, and technical safeguards set forth in Section 1.b. and shall document, retain, and update such policies and procedures as required by 45 CFR § 164.316.

j. Compliance as if Covered Entity. To the extent CLA is to carry out one or more of the obligations imposed on the Client as a "covered entity" under Subpart E of 45 CFR Part 164, CLA shall comply with the requirements of said Subpart E that apply to the Client in the performance of such obligations.

2. Client Obligations. Client shall provide notice to CLA of any of the following:

a. Any limitations in the notice of privacy practices of Client under 45 CFR § 164.520, as well as any changes to such limitations, to the extent that such limitation may affect CLA's use or disclosure of Client's PHI.

b. Any changes in, or revocation of, the permission by an individual to use or disclose his or her protected health information, to the extent that such changes may affect CLA's use or disclosure of Client's PHI.

c. Any restriction on the use or disclosure of protected health information that Client has agreed to or is required to abide by under 45 CFR § 164.522, to the extent that such restriction may affect CLA's use or disclosure of Client's PHI.

Client shall not request CLA to use or disclose Client's PHI in any manner that would not be permissible under the HIPAA Rules if done by Client, except that Client may request CLA to provide to Client "data aggregation services" relating to the health care operations of the Client within the meaning of 45 CFR § 164.501, as permitted by 45 CFR § 164.504(e)(2)(i)(B).

3. Termination of Agreement.

a. This Agreement shall terminate on the earliest to occur of the date either party terminates the Agreement "for cause," as described in Section 3.b., the date CLA terminates as described in Section 3c., or pursuant to Section 5 upon either party's failure to negotiate or enter into an amendment to this Agreement.

b. Termination for Cause. A breach of any provision of this Agreement by either party, as determined by the non-breaching party, shall constitute a material breach of the Agreement and shall provide grounds for termination of the Agreement for cause if the breaching party is unable to cure such breach to the other party's satisfaction within ten (10) days following written notice of such breach. The breaching party shall cooperate with the other party as necessary to mitigate the extent of any unauthorized disclosures of Client's PHI or any damages or potential damages and liability under the HIPAA Rules caused by any violation of this Agreement or other unauthorized use of Client's PHI.

c. Termination by CLA. Upon thirty (30) days' advance written notice, CLA shall have the right to terminate this Agreement if Client imposes additional restrictions or requirements regarding the use, disclosure, or maintenance of Client's PHI that CLA reasonably determines will materially affect CLA's ability to perform its responsibilities under this Agreement or will materially increase CLA's costs to perform its responsibilities under this Agreement.

4. Treatment of Client's PHI after Termination. Upon termination of this Agreement for any reason, CLA, with respect to Client's PHI, shall:

a. Retain only that portion of Client's PHI which is necessary for CLA to continue its proper management and administration or to carry out its legal responsibilities;

b. Return to Client or, if agreed to by Client, destroy remaining Client's PHI that CLA still maintains in any form and retain no copies of such Client's PHI;

c. Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information to prevent use or disclosure of Client's PHI, other than as provided for in this Section, for as long as CLA retains any Client's PHI;

d. Not use or disclose Client's PHI retained by CLA other than for the purposes for which Client's PHI was retained and subject to the same conditions, as set forth in Section 2, which applied prior to termination;

e. Return to Client or, if agreed to by Client, destroy remaining Client's PHI retained by CLA when it is no longer needed by CLA for its proper management and administration or to carry out its legal responsibilities and retain no copies of such Client's PHI;

f. Obtain or ensure the destruction of any Client's PHI created, received, or maintained by any of CLA's subcontractors; and

g. Within thirty (30) calendar days after termination of this Agreement, certify in a written statement signed by a senior officer of CLA, that all Client's PHI has been returned or disposed of as required above.

If the parties mutually agree that return or destruction is not feasible, this Agreement shall continue to apply to Client's PHI and, without limitation to the foregoing, the obligations of CLA under this Agreement shall survive the termination of this Agreement with respect to any Client's PHI retained by CLA. CLA shall limit further use and disclosure of Client's PHI to those purposes that make the return or destruction of Client's PHI infeasible.

5. Amendment to Comply with Law. The parties acknowledge that state and federal laws relating to electronic data security and privacy are rapidly evolving and that amendment of this Agreement may be required to provide for procedures to ensure compliance with such developments. The parties agree to promptly enter into negotiations concerning the terms of an amendment to this Agreement embodying written assurances consistent with the HIPAA Rules or other applicable law upon the written request of either party. Either party may terminate this Agreement upon thirty (30) days' written notice in the event (i) the other party does not promptly enter into negotiations to amend this Agreement upon the request of the party giving notice or (ii) the other party fails to execute an amendment to this Agreement upon the request of the party giving notice.

6. No Third Party Beneficiaries. Nothing expressed or implied in this Agreement is intended to confer, nor shall anything herein confer, upon any person other than Client, CLA, and their respective successors or assigns, any rights, remedies, obligations, or liabilities whatsoever.

7. Indemnification. Client shall indemnify, hold harmless, and defend (with counsel of CLA's choosing) CLA, its subsidiaries, affiliates, partners, and employees from and against all claims, suits, administrative proceedings, demands, losses, damages, or penalties, including reasonable attorneys' fees, arising out of Client's misuse or improper disclosure of Client's PHI, breach of this Agreement, or violation of the HIPAA Rules or any other law or regulation.

8. Interpretation. This Agreement shall be interpreted as broadly as necessary to implement and comply with the HIPAA Rules. The parties agree that any ambiguity in this

Agreement shall be resolved in favor of a meaning that complies and is consistent with the HIPAA Rules. There shall be no presumption for or against either party, by reason of one of the parties causing this Agreement to be drafted, with respect to the interpretation or enforcement of this Agreement.

9. Notices. All notices and other communications required or permitted hereunder or necessary or convenient in connection herewith shall be in writing and shall be deemed to have been given when hand delivered or mailed by registered or certified mail, as follows (provided that notice of change of address shall be deemed given only when received):

If to Client, to: Paramount Unified School District
15110 S. California Ave.
Paramount, CA 90723
Attention: Mr. Ruben Frutos, Associate Superintendent

If to CLA, to: CliftonLarsonAllen LLP
2210 E. Route 66
Glendora, CA 91740
Attention: Priscilla Flores, Director

or to such other names or addresses as Client or CLA, as the case may be, shall designate by notice to the other in the manner specified in this Section 9.

10. Survival. The obligations contained in this Agreement which by their nature or context survive or are expressly intended to survive the termination of this Agreement will so survive and continue in full force and effect. Without limiting the generality of the foregoing, Sections 2, 4, and 7 shall survive the termination of this Agreement.

11. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid, illegal, or unenforceable, the remaining provisions of this Agreement shall remain in full force, if the essential terms and conditions of this Agreement for each party remain valid, binding, and enforceable.

12. Entire Agreement. This Agreement constitutes the entire agreement between the parties on the matters contained herein. All prior and contemporaneous negotiations and agreements between the parties on the matters contained in this Agreement are superseded by this Agreement.

13. Non-Waiver. No failure or delay in exercising any right or remedy under this Agreement and no course of dealing between the parties operates as a waiver or estoppel of any right, remedy, or condition. A waiver made in writing on one occasion is effective only in that instance and only for the purpose that it is given and is not to be construed as a waiver on any future occasion.

14. Governing Law. This Agreement shall be governed, construed, and interpreted in accordance with the laws of the State of Minnesota without regard to such state's conflict of laws provisions.

IN WITNESS WHEREOF, the parties have signed this Agreement.

Paramount Unified School District

CliftonLarsonAllen LLP

By: _____

By: *Linda Saddle mire*

Print Name: _____

Print Name: Linda Saddle mire

Title: _____

Title: Principal

Date: _____

Date: April 26, 2018

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: June 11, 2018
SUBJECT: Authorization to Make Appropriation Transfers

BACKGROUND INFORMATION:

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

POLICY/ISSUE:

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

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Authorize the Los Angeles County Superintendent of Schools to make appropriation transfers at the close of the 2017-2018 school year.

PREPARED BY:

Patricia Tu, Director-Fiscal Services

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 3: Positive School Climate and Environments Conducive to Learning

- Goal 2: Create positive, supportive, and caring relationships between all students, teachers, site leadership and District leadership

ACTION ITEM: 4.6-A

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Deborah Stark, Assistant Superintendent-Educational Services
DATE: June 11, 2018
SUBJECT: Program Self-Evaluation Report for State Preschool

BACKGROUND INFORMATION:

Paramount Unified School District has a contract with the California Department of Education to operate the California State Preschool Program (CSPP). The contract requires an annual program self-evaluation report and submission to the California Department of Education. The program self-evaluation tool used by CSPP includes the Program Review Instrument and the Desired Results Developmental Profiles (DRDP). The program self-evaluation process identifies areas of strengths and for continuous improvement.

The program self-evaluation report is submitted under separate cover.

PREPARED BY:

Elida Garcia, Director - Early Childhood Education

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 2: High Quality Teaching and Learning

- Goal 1: All students will be held to high expectations for achievement and will meet or exceed the standards.

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: June 11, 2018
SUBJECT: Bid Summary – Computers and Related Components

BACKGROUND INFORMATION:

At the meeting of September 11, 2017, the Board of Education authorized staff to seek proposals for personal computers, notebooks, and related components and to award a contract to the lowest responsive and responsible bidder. Four companies participated in the bid process. The bid is awarded to KIS Computers. The summary of the bid results is as follows:

Vendor	Personal Computers, Notebooks, and Related Components *	Base Price
KIS Computers	System #1 – Surface Pro or equal (FJS0001)	\$ 901.00
	System #2 – HP ProBook or equal – IMJ74AV	738.00
	System #3 – Chromebook – 1VS76HTABA	254.00
	System #4 – HP All-in-One or equal 1LU51AV	958.00
	System #5 – HP ProBook or equal Model PLTW	1,021.00
	All others systems fix discount from MSRP	

- All systems have 3-year extended warranty, onsite service, lifetime technical support, and are custom configured to individual user needs.

PREPARED BY:

Cindy DiPaola, Director-Operations

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 3: Positive School Climate and Environments Conducive to Learning

- Goal 2: Create positive, supportive, and caring relationships between all students, teachers, site leadership and District leadership