

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 July 16, 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 | Margarita Rodriguez, Director-Research, Assessment & Student Information, 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
David Daley, Director-Special Education
Cindy DiPaola, Director-Maintenance & Operations
Jessie Flores, Interim-Director-Safety & Security
Renée Jeffrey, Director-K-5 School Support & Innovative Programs
Manuel San Miguel, Director-Student Services
Chris Stamm, Director-Student Nutrition Services
Patricia Tu, Director-Fiscal Services |
| Approve Agenda
July 16, 2018
1.252 | Trustee Anderson moved, Trustee Garcia seconded the motion. motion carried 4-0 to approve the agenda of the Regular Meeting of July 16, 2018.

Ayes: 4 – Trustees Anderson, Garcia, Hansen, Peña
Absent: 1 – Trustees Cuellar |
| Regular Meeting Minutes
June 25, 2018
1.253 | Trustee Anderson moved, Trustee Peña seconded and the motion carried 4-0 to approve the minutes of the Regular Meeting held on June 25, 2018.

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

REPORTS

7-16-18

Employee Representative Reports

There was no CSEA representative in attendance.

There was no TAP representative present.

Board Members' Reports

Trustee Anderson attended Paramount Adults School's graduation, Schools To Watch celebration for Paramount Park and Hollydale School and she participated in a tour of the Compton College Cosmetology program.

Trustee Garcia attended the Paramount Adult School graduation.

Trustee Hansen attended the Paramount Adult School graduation.

Trustee Peña visited various school sites to observe the SNAP program, the Paramount Adult School graduation and attended the Schools To Watch celebration for Paramount Park Middle School and Hollydale School.

Superintendent's Report

Superintendent Dr. Pérez highlighted the following:

- Superintendent Pérez attended the Paramount Adult School graduation.
- Superintendent Pérez shared that the District and Department of Health are working together to provide services to students with asthma.
- Dr. Pérez thanked Board member Anderson for visiting Compton College and touring the Cosmetology program.
- She attended the Schools To Watch celebration honoring Paramount Park Middle School and Hollydale School.
- Dr. Pérez provided a reminder of the upcoming Paramount High School summer graduation.
- Superintendent Pérez shared with the Board that she would be proposing a Board Study Session at 5:00 p.m. on August 6, 2018.

BOARD MEETING
CALENDAR
1.254

Trustee Anderson motioned, Trustee Peña seconded and the motion carried 4-0 to schedule a Board Study Session on August 6, 2018 at 5:00 p.m.

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

HEARING SECTION

During the hearing section the following community members addressed the Board:

Gerald Cerda requested from the Board results from the water testing related to AB 746 and wanted a copy of the results either emailed or mailed to him. He commented that during the Alondra School promotion an incident occurred and he brought this concern to the District. There has been no follow up and he will now be filing a complaint. He added that the Alondra facility is too small for a promotion. Guests that had a handicap were separated from their family and had a side view of the promotion. He added that maybe the High School can be looked at as an alternative.

Sara Patricia Huezco commented that a couple of weeks ago, there was

a town hall meeting and it was shared that the AQMD moved the air monitors near Wirtz, Keppel, Zamboni, Jackson, Gaines, Mokler, Alondra, PHS-West, Lincoln, Los Cerritos and Tanner because the air quality is better. She looked for data, but she added that the data is not there so how could they say that the air is better. She asked how did they come to the decision to remove the monitors and was the Board consulted. She also asked if the Chromebook initiative is being extended to other grades other than third grade and if the indoor testing results are ready.

CONSENT ITEMS

0.255

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

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

Absent: 1 – Trustees Cuellar

Human Resources

Personnel Report

18-01

2.255

Accepted Personnel Report 18-01, as submitted. The report includes details, assignments, terminations, and employment of personnel. Certain assignments listed in this report may be contingent upon allocation of funding in the 2018-19 State Budget Act and related legislation.

Educational Services

Consultant and Contract
Services

3.255

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

Business Services

Purchase Order Report 18-01

4.255

Approved Purchase Order Report 18-01 authorizing the purchase of supplies, equipment, and services for the District.

Warrants for the Month of
June 2018

4.255

Approved warrants for all funds through June with a total of \$17,735,775.55.

Acceptance of Donations

4.255

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

ACTION ITEMS

General Services

Resolution 18-01

2018-19 Board Memberships

1.256

Trustee Anderson moved, Trustee Peña seconded, and the motion carried 4-0 to adopt Resolution 18-01 authorizing memberships in associations and organizations for the Board of Education members for the 2018-19 school year.

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

Absent: 1 – Trustees Cuellar

2018-19 Compensation for
Board of Education Members

1.257

Trustee Peña moved, Trustee Garcia seconded and the motion carried 4-0 to approve compensation per Education Code Section 25120 for the Board of Education members for the 2018-19 school

year.

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

Resolution 18-02
Board Member
Compensation for Absence
Due to Illness
1.258

Trustee Anderson moved, Trustee Garcia seconded and the motion carried 4-0 to Adopt Resolution 18-02 authorizing the compensation of a Board of Education member for a maximum of two Board meetings per calendar year when the member cannot attend the meetings due to illness.

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

Employment Agreement
Extension between
Paramount Unified School
District and Dr. Ruth Pérez
1.259

Trustee Anderson moved, Trustee Garcia seconded and the motion carried 4-0 to Approve the extension to employment agreement between Paramount Unified School District and Superintendent Dr. Ruth Pérez to reflect a new expiration date of June 30, 2021.

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

Human Resources

Student Field Placement
Agreement with California
State University, Long Beach
2.260

Trustee Anderson moved, Trustee Garcia seconded, and the motion carried 4-0 to approve the agreement with California State University, Long Beach for participation in fieldwork experience.

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

Internship Agreement with
Loyola Marymount University
2.261

Trustee Garcia moved, Trustee Anderson seconded, and the motion carried 5-0 to approve the agreement with Loyola Marymount University for participation in the internship program.

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

Practicum Agreement with
Alliant International University
2.262

Trustee Anderson moved, Trustee Peña seconded, and the motion carried 4-0 to approve the agreement with Alliant International University for participation in practicum experience.

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

Educational Services

Physical Education
Exemption for High School
Students
3.264

Trustee Garcia moved, Trustee Anderson seconded, and the motion carried 4-0 to approve the physical education course exemptions for students who meet the criteria for either the Two-year exemption or the Permanent exemption.

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

Hero Agreement
3.265

Trustee Anderson moved, Trustee Peña seconded, and the motion carried 4-0 to approve the agreement with Hero to continue services at

Paramount High School and provide services to three additional schools, Alondra, Jackson and PHS West for the 2018-19 school year.

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

Parent Engagement
Academy Agreement
3.266

Trustee Anderson moved, Trustee Garcia seconded, and the motion carried 4-0 to approve the Parent Engagement Academy agreement to provide the FACTOR program at both Paramount High School and Paramount High School West Campus for the 2018-19 school year.

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

Memorandum of
Understanding with Care
Solace
3.267

Trustee Anderson moved, Trustee Peña seconded, and the motion carried 4-0 to approve the Memorandum of Understanding with Care Solace to provide students, parents and staff access to local, reliable, ethical and high quality substance abuse mental health agencies through an on-line staff and parent portal link.

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

Revised Board Policy
6146.4 – High School
Graduation Requirements
3.268

Trustee Garcia moved, Trustee Anderson seconded, and the motion carried 4-0 to accept for second reading and adopt proposed revised Board Policy 6146.4 – High School Graduation Requirements which reflects current State requirements and amend District graduation requirements.

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

Revised Board Policy
5131.62 – Tobacco
3.269

Trustee Anderson moved, Trustee Peña seconded, and the motion carried 4-0 to accept for second reading and adopt proposed revised Board Policy 5131.62 – Tobacco, which reflects current State requirements.

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

Revised Board Policy 4149 –
Tobacco-Free Workplace
3.270

Trustee Garcia moved, Trustee Peña seconded, and the motion carried 4-0 to accept for second reading and adopt proposed revised Board Policy 4149 – Tobacco-Free Workplace, which reflects current State requirements.

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

Mixed Media Art Studio to
include CTE classification
3.271

Trustee Anderson moved, Trustee Garcia seconded, and the motion carried 4-0 to approve the Mixed Media Art Studio course to include CTE course classification for the 2018-2019 school year.

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

Business Services

<p>Resolution 18-03, Interfund Cash Transfers 4.272</p>	<p>Trustee Andeson moved, Trustee Peña seconded, and the motion carried 4-0 to adopt Resolution 18-03, Interfund Cash Transfers between any of the District's operating funds, as needed, during the 2018-19 fiscal year.</p> <p>Ayes: 4 – Trustees Anderson, Garcia, Hansen, Peña Absent: 1 – Trustees Cuellar</p>
<p>Resolution 18-04, Annual Delegation of Administrative Authority to Process Routine Budget Revisions, Adjustments, and Transfers 4.273</p>	<p>Trustee Garcia moved, Trustee Peña seconded, and the motion carried 4-0 to adopt Resolution 18-04, authorizing the Los Angeles County Superintendent of Schools to process routine budget revisions, adjustments, and transfers.</p> <p>Ayes: 4 – Trustees Anderson, Garcia, Hansen, Peña Absent: 1 – Trustees Cuellar</p>
<p>Resolution 18-05, Temporary Interfund Borrowing 4.274</p>	<p>Trustee Anderson moved, Trustee Peña seconded, and the motion carried 4-0 to adopt Resolution 18-05, Temporary Interfund Borrowing between any of the District's operating funds as needed, during the 2018-19 fiscal year.</p> <p>Ayes: 4 – Trustees Anderson, Garcia, Hansen, Peña Absent: 1 – Trustees Cuellar</p>
<p>Resolution 18-06, Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 4.275</p>	<p>Trustee Garcia moved, Trustee Peña seconded, and the motion carried 4-0 to adopt Resolution 18-06, Temporary Transfers from the School Pools Fund maintained by the Los Angeles County Treasurer.</p> <p>Ayes: 4 – Trustees Anderson, Garcia, Hansen, Peña Absent: 1 – Trustees Cuellar</p>
<p>Field Service Contracts Renewal 4.276</p>	<p>Trustee Anderson moved, Trustee Garcia seconded, and the motion carried 4-0 to authorize the renewal of field service contract for LED lighting replacement installation and authorize the Superintendent or designee to execute all necessary documents.</p> <p>Ayes: 4 – Trustees Anderson, Garcia, Hansen, Peña Absent: 1 – Trustees Cuellar</p>
<p>Notices of Completion – Field Service Contracts 4.277</p>	<p>Trustee Anderson moved, Trustee Garcia seconded, and the motion carried 4-0 to accept as completed the Field Service Contracts for window installation – Phase 5 at PHS West Campus and electrical and related services at Odyssey Stem Academy and authorize the Superintendent or designee to file the Notices of Completion and make payment to all contracted parties upon expiration of the lien period and determination that no liens are outstanding.</p> <p>Ayes: 4 – Trustees Anderson, Garcia, Hansen, Peña Absent: 1 – Trustees Cuellar</p>
<p>Resolution 18-07, 2016 Measure I - Authorized School Projects, Series 2018 General Obligation Bond Issue 4.278</p>	<p>Trustee Anderson moved, Trustee Garcia seconded, and the motion carried 4-0 to adopt Resolution No. 18-07 approving the substantially final forms of the Bond Documents, and authorizing the activities required to complete the issuance of the District's 2018 Series "B" Bonds. Authorize the Superintendent or designee to execute all necessary documents.</p> <p>Ayes: 4 – Trustees Anderson, Garcia, Hansen, Peña</p>

Absent: 1 – Trustees Cuellar

INFORMATION ITEMS

Educational Services

Golden Bell Award
Application for Tanner
Elementary School

The Board received as information Tanner's application submission for the California School Board Association's Golden Bell Award

Beginning and Ending Times
for Schools

The Board received as information the beginning and ending times for the 2018-19 school year. All schools comply with required instructional minutes.

Business Services

Bid Summary – Flooring and
Taxi Service Program

The Board received as information a summary of bid results for flooring and taxi service program.

ANNOUNCEMENTS

Staff Employee Comments
Per Government Code 54957

President Hansen reported that the next Regular Meeting would be Monday, August 6, 2018 at 6:00 p.m. – Boardroom of the District Office.

There were no staff/employee comments.

CLOSED SESSION

The Board adjourned to Closed Session at 6:39 p.m. to discuss, Conference with Legal Counsel-Anticipated Litigation, Public Employee Performance/Evaluation (Superintendent), Public Employee Discipline Dismissal Release.

OPEN SESSION

The Board reconvened to Regular Session at 9:04 p.m. President Hansen reported that they discussed Conference with Legal Counsel-Anticipated Litigation, Public Employee Performance/Evaluation (Superintendent), and Public Employee Discipline Dismissal Release.

ADJOURNMENT

Trustee Garcia moved, Trustee Peña seconded, and the motion carried 4-0 to adjourn the Regular Meeting of the Board of Education held on July 16, 2018 at 9:05 p.m.

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

Ruth Pérez, Secretary
To the Board of Education

President

Vice President/Clerk

Paramount Unified School District



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District Superintendent

STUDY SESSION OF BOARD OF EDUCATION

MINUTES August 6, 2018

The meeting was called to order at 5:02 p.m. by President Vivian Hansen in the Boardroom at the District Office, 15110 California Avenue, Paramount, California.

Roll Call

Trustee Vivian Hansen
Trustee Sonya Cuellar
Trustee Alicia Anderson

Trustee Linda Garcia - ill
Trustee Tony Peña - ill

Administrators Present

Ruth Pérez, Superintendent
Ruben Frutos, Assistant Superintendent-Business Services
Myrna Morales, Assistant Superintendent-Human Resources
Ryan Smith, Assistant Superintendent-Secondary Educational Services
David Daley, Director-Special Education
Jessie 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
Manuel San Miguel, Director-Student Services
Beatriz Spelker-Levi, Director-Personnel
Chris Stamm, Director-Student Nutrition Services
Jim Wolff, Director-Technology

Approve Study Session
Agenda August 6, 2018
1.281

Trustee Cuellar moved, Trustee Anderson seconded and the motion carried 3-0 to approve the agenda of the Study Session of August 6, 2018.

Ayes: 3 – Trustees Anderson, Cuellar, Hansen

HEARING SECTION

There were no speakers during the Hearing Section.

General Services

Planning for the Future –
Potential District Initiatives

Superintendent Pérez and the Executive Cabinet presented the Board with information related to the planned professional development, potential initiatives and/or programs that can enhance safety of students and improve office efficiencies.

Dr. Debbie Stark, Assistant Superintendent-Educational Services provided the Board with information on planned professional development for 2018-19.

Why professional development?

California has implemented large scale educational changes in the last five years, including:

- ✓ New Standards in Language Arts, Math, ELD, Science; a new State Framework in History Social Science.
- ✓ New State Accountability Measures: SBAC, ELPAC, College and Career Indicator.
- ✓ Assessments are more academically challenging, requiring extensive writing and complex reasoning.

Summer Professional Development

- Summer months are fully utilized to offer professional development.
- In June and August, 45 days of professional development offered for K-5 and 6-8 teachers; a total of 430 sign ups.
- Topics included: math, science, history social science, AVID, TK/Preschool Math, New Teacher Institute, Co-Teaching for New Special Ed. Teams.

K-5 Professional Development 2018-19

Literacy/ELD

- To customize professional development to each school's needs, schools will select from a menu of topics that address literacy and ELD.
- Sessions will take place after school (D-days).

Math

- Cognitively guided instruction in math expands to include two grade levels at each school.
- Two days of professional development provided in summer; two days follow up for these teams.
- Fractions Institute for grades 3-5.

Science

- One day science institute for each grade, K-5, offered in summer; 220 teachers participating.
- One day follow up for all 5th grade teachers in 2018-19.

6-8 Professional Development

Language Arts/ELD and Math:

- To customize professional learning based on each school's needs and to minimize out of class time, ELA/ELD and math professional learning will take place on site at each middle school.
- ELA/ELD teachers will participate in a half day session on site; math teachers will participate in a half day session on the same day (AM/PM).
- Topics for ELA and math will be focused on each school's needs and will include planning a common lesson and/or analyzing student work as evidence of learning.

History Social Science

- New textbooks and new Framework emphasize literacy and inquiry; first new adoption in 12 years.
- Three day institute provided in August.
- One day follow up for teachers provided during the school year.

Science

- One day summer science institute focused on NGSS implementation for each grade level.
- An additional day will be provided during the school year.

9-12 Emphasis

- Getting Curriculum Specialists Onto Sites
- Embedding PD into collaboration time
- After school workshops and seminars
- Weekend opportunities
- Online opportunities – e.g. Google Certification

9-12 PD: ELA

- CEL: 10 Follow up Days
- ELA CADT Team Meetings: 13 days across grade levels
- Thinking Maps for new teachers: 1 Day
- Newcomer and Sheltered ELD training: 4 Sessions
- New English 3D Teachers: 6 Coaching Sessions
- How to Teach a Novel: 2 Days

9-12 PD: Math

- TDG Studio Cycle: 8 Total Days (4 for Group A, 4 for Group B)
- Algebra 1/Geometry Institute: 2 Days
- Financial Applications New Adoption: 2 Days
- CADT Team Meetings: 3 Days
- IMP: 3 Days
- Carnegie: Pending TBD
- Tech Smart: Pending TBD

9-12 PD: Science

- CHYA (Health)
- CADT Team: 7 Days with Bio, 8 Days with Chem and 7 Days with Physics

9-12 PD: Social Studies

- New Adoption Make-up Training: 1 day
- New Textbook Adoption Support: TBD

Parchment Partnership

Dr. Ryan Smith, Assistant Superintendent-Secondary Educational Services provided the Board with information on Parchment partnership.

Currently in the District, in order to receive transcripts, students and alumni must fill out a form and pay an applicable fee; after this, the request must be processed by hand - i.e. printed, stamped officially, sealed, and mailed. This process takes significant time and is costly. Parchment provides a service that sends our transcripts to colleges, universities, and other institutions around the world electronically, resulting in a transcript request and fulfillment process that literally takes minutes and is secure.

The partnership is free. There is a one-time cost of \$2,500 for one day of training for registrars and administrators that is conducted on site. Current students would receive 4 transcripts for free (they currently receive 2 for free), which is more than enough. In the event, a student needs more, there would be a fee of \$3.75 for each additional transcript plus any district surcharges. Alumni would pay \$3.75 per transcript

plus any district surcharges. Currently, we charge \$5 for additional transcripts for current students and alumni. Our registrars love this idea and are fully supportive. They have been looking for an alternative to the cumbersome and inefficient processing of transcripts by hand for some time. They welcome this new partnership. If approved by the Board, a training date will be set up for registrars in September or October, and begin implementation.

Gaggle – Safety Management

Mr. Ruben Frutos, Assistant Superintendent-Business Services provided information on Gaggle-Safety Management System.

Gaggle Safety Management system combines learning technology with expert Safety Representatives who review content 24.7 to assure students are safe. Millions of inappropriate words and images in student email, email attachments and shared files lead to thousands of warnings sent to school district administrators and law enforcement every year. A pilot program for 2018-19 is recommended at Jackson School.

Based on the services used, the pilot cost will be around \$5,600. The typical license is between \$4 and \$7 per student depending on the services provided, such as Gaggle Safety Management for e-mail and/or for Office 365.

School personnel as well as Technology and Safety and Security staff will coordinate and work together with Gaggle to respond to the content review provided by Gaggle. The District Safety Committee met and reviewed the Gaggle application. Their recommendation included implementation primarily in the lower grades as high school communications through social media are not captured by Gaggle's review systems. Committee members also consulted with other districts that have successfully used the Gaggle system. The pilot program at Jackson School can be fully implemented in the 2018-19 school year. If approved by the Board, the contract and timelines will be finalized with Gaggle and District staff will collaborate with Jackson School staff to develop and implement the application.

Cosmetology Program - Partnership with Compton College

Mr. Ruben Frutos, Assistant Superintendent-Business Services provided information on Cosmetology Program Partnership with Compton College.

District staff has been working with Compton College on the development of plans for offering a Cosmetology program at the Adult School. Phase 1, Cosmetology Year 1, hosted at Paramount Adult School during the 2018-19 school year. PUSD will provide facility and renovation work for the cosmetology program. Compton College will provide instructional staff and has offered to provide the cosmetology equipment for the facility. This offering aligns with action 2 of LCAP Goal 2, Create new CTE courses and pathways to increase career readiness and graduation rate.

First year program costs are estimated at \$62,000 which include power and water service for the Year 1 classroom in the Adult Education

facility. Additional costs will be analyzed and presented for Board consideration and approval for the development of the permanent program and facilities.

District staff will work collaboratively with Compton CCD staff on the development and implementation of the program. Site and District instructional staff will be directly involved with the instructional program, while administrative service staff will provide support for facilities and business services. Paramount Adult Education facility will host the program. Advanced planning has begun for the development of a permanent location to host the full program. These plans will be developed for Board consideration and approval. For the first year (2018-19), PUSD will recondition room to provide facilities for Year 1 program.

District staff has been working with the Adult Education administrative team as well as Compton College staff to evaluate the Cosmetology program development. After careful consideration, the team proposes the program to start in the Spring with Cosmetology Year 1.

Staff will work on the reconditioning of the Adult Education rooms identified to start the program in the Spring. Additionally, staff will begin the planning process for the permanent facility for Board review and approval, as well as the development of the necessary contracts and curriculum documents.

ADJOURNMENT

Trustee Anderson moved, Trustee Cuellar seconded, and the motion carried 3-0 to adjourn the Special meeting of the Board of Education held on August 6, 2018 at 5:48 p.m.

Ayes: 3 – Trustees Anderson, Cuellar, Hansen

Absent: 2 – Trustees Garcia, Peña

Ruth Pérez, Secretary
To the Board of Education

President

Vice President/Clerk

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District Superintendent

REGULAR MEETING OF BOARD OF EDUCATION

MINUTES

August 6, 2018

The meeting was called to order at 6:00 p.m. by President Vivian Hansen in the Boardroom at the District Office, 15110 California Avenue, Paramount, California.

- | | | |
|---|--|--------------------------------------|
| Pledge of Allegiance | Chris Stamm, Director-Nutrition Services, led the Pledge of Allegiance. | |
| Roll Call | Vivian Hansen
Sonya Cuellar
Alicia Anderson | Linda Garcia - ill
Tony Peña- ill |
| Administrators Present | Ruth Pérez, Superintendent
Ruben Frutos, Assistant Superintendent-Business Services
Myrna Morales, Assistant Superintendent-Human Resources
Ryan Smith, Assistant Superintendent-Secondary Educational Services
David Daley, Director-Special Education
Jessie 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
Manuel San Miguel, Director-Student Services
Beatriz Spelker-Levi, Director-Personnel
Chris Stamm, Director-Student Nutrition Services
Jim Wolff, Director-Technology | |
| Approve Agenda
August 6, 2018
1.282 | Trustee Cuellar moved, Trustee Anderson seconded the motion and the motion carried 3-0 to approve the agenda of the Regular Meeting of August 6, 2018.

Ayes: 3 – Trustees Anderson, Cuellar, Hansen
Absent: 2 – Trustees Garcia, Peña | |
| Regular Meeting Minutes July 16, 2018 | These minutes were tabled and will be brought back to the September 10, 2018 Board meeting. | |

Trustee Cuellar moved, Trustee Anderson seconded the motion and the motion carried 3-0 to approve the minutes of the Special Meeting of July 21, 2018.

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

REPORTS

Employee Representative Reports

There was no CSEA representative in attendance.

Kim Goforth, TAP President apologized for not being in attendance at the last meeting but she was in attendance at the Schoology Next conference which was amazing and can't wait to incorporate new ideas in the classroom. She is excited for the new school year and based on the Study Session they know that there are a lot of new programs that may be overwhelming to some and encourages the District and Directors to be mindful as we move forward.

Board Members' Reports

Trustee Anderson attended the ribbon cutting for Odyssey STEM Academy.

Trustee Cuellar attended the Governor's Budget Workshop and participated in the July 21st Goals and Objectives workshop for the District.

Trustee Hansen attended the ribbon cutting for Odyssey STEM Academy and added that it was very inspiring.

Superintendent's Report

Superintendent Dr. Pérez highlighted the following:

- Superintendent Pérez attended the Odyssey STEM Academy ribbon cutting.
- Superintendent Pérez hosted the Annual Leadership Retreat and had two fabulous keynote speakers retired Three Star General Van and 2009 California Teacher of the Year Alex Kajitani.
- Dr. Pérez shared that at the previous Board meeting there were two speakers who spoke in regards to air quality and water and asked Mr. Ruben Frutos to provide an update and share the Districts efforts.

Mr. Ruben Frutos shared that The District has been working with our environmental consultant to develop a plan for water testing under the new required timelines. Under the new state law, California school districts and providers will need to test for lead in local schools' drinking water on or before July 1, 2019. The new law, AB 746, imposes certain requirements on both water providers and school districts. The District is implemented a pilot of water dispensing system at PHS-Senior and Lincoln schools. One goal was to test the water for contaminants and we have received preliminary information that is favorable.

AB 746 contains statutory requirements to test the lead levels of drinking water at all California public, K-12 schools and preschools and child day care facilities located on public school property by July 1, 2019.

Paramount USD has been in contact with our environmental consultants to develop a plan for water testing in partnership with our providers. The AQMD team, serving as the local lead regulatory agency for air quality, has determined that the levels of Cr6 have decreased enough through their enforcement efforts that a number of testers are being removed. Although District staff have been in constant communication with the AQMD and other regulatory agencies, we rely on the expertise of the AQMD to test and enforce adequately so that the air quality in our community is free of pollutants such as Chromium 6 and our goal is to have the purest air in our community.

BOARD MEETING CALENDAR

There were no changes to the Board meeting calendar.

HEARING SECTION

During the hearing section the following speakers addressed the Board:

Gerald Cerda wished to comment on the AB 746 and the pilot program of two water fountains in the District. He commented that these water fountains are exposed and asks that it be considered to be placed indoors instead of outdoors where there are exposed to contaminants. He added that LACOE says that they are suffice with what the city has done with testing but if that is the case then why would we have AB 746. The schools are old and would be good to test the pipes as food is also prepared in the kitchens. He asked that the District show some integrity and transparency, we are here for the kids, consider the kids safety and health.

Jose De Leon is in attendance as a parent and shared his concerns. He added that he knows most Board members thinks that the air problem is solved but it's not. In July there were monitors for seven days and one day the levels were high. He added that he checked he monitors everyday. He wants the Board to ask the AQMD to keep the monitors as the air problem has not been solved. He added that we have to work together, the Board is stronger than the residents and he asks that something please be done. In the beginning of 2017, it was asked to allow the Health Department to do testing at schools and there is no data.

Sonia De Leon is in attendance to address two topics: collaboration and transparency. The District has failed to collaborate with parents and not following up and addressing public inquiries. She added that the last time staff made an attempt to address public inquiries was August 2017. In August 2017, staff would not allow blue cards once the meeting had begun. This demonstrates the lack of collaborative efforts with parents. They have requested transparency of the report of phase 2 testing that took place in classrooms December 2017 and yet no transparency with the results. In addition it was requests that the District allow DPH to conduct testing and after the intervention of public attorneys for in February 2018, now August 2018 we are not aware if the testing took place and if it did take place, where are the results and if it has not, when will it take place? They have asked for transparency on Measure I. They asked how are members of the COC selected, who are the members and where is there a record of minutes of the meetings for public view, and where is the annual expenditure report? Information has not been able to be located on the website? She asks

that a follow up be made for public inquiries?

CONSENT ITEMS

0.284

Trustee Anderson motioned, Trustee Cuellar seconded and the motion carried 3-0 to approve the Consent items.

Ayes: 3 – Trustees Anderson, Cuellar, Hansen

Absent: 2 – Trustees Garcia, Peña

Human Resources

Personnel Report

18-02

2.284

Accepted Personnel Report 18-02, as submitted. The report includes details, assignments, terminations, and employment of personnel. Certain assignments listed in this report may be contingent upon allocation of funding in the 2018-19 State Budget Act and related legislation.

Consultant and Contract Services

2.284

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

Educational Services

Consultant and Contract Services

3.284

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

Memorandum of Understanding with Upward Bound Program at California State University, Long Beach
3.284

Approve the Memorandum of Understanding with the Upward Bound program at California State University Long Beach to provide college outreach services to students at Paramount High School in 2018-19.

Overnight and/or Out-of-County Study Trips
3.284

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

Business Services

Purchase Order Report 18-02
4.284

Approved Purchase Order Report 18-02 authorizing the purchase of supplies, equipment, and services for the District.

Agreement for Use of Facilities – Our Lady of the Rosary
4.284

Approve the lease agreement for use of a relocatable unit at Our Lady of the Rosary from September 1, 2018 through August 31, 2019.

Consultant Services
4.284

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

Acceptance of Donations
4.284

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

ACTION ITEMS

Human Resources

Student Field Placement Agreement with the University of Southern California
2.285

Trustee Anderson moved, Trustee Cuellar seconded, and the motion carried 3-0 to approve the agreement with the University of Southern California for participation in fieldwork experience.

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

Educational Services

Contract with Counseling Partners of Los Angeles
3.286

Trustee Cuellar moved, Trustee Anderson seconded, and the motion carried 3-0 to approve the Counseling Partners of Los Angeles contract to provide counseling and support services to Our Lady of the Rosary School for the 2018-19 school year.

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

Memorandum of Understanding with Los Angeles County Medical Center in conjunction with the University of Southern California
3.287

Trustee Anderson moved, Trustee Cuellar seconded, and the motion carried 3-0 to approve the Memorandum of Understanding with Los Angeles County Medical Center in conjunction with the University of Southern California to provide asthma related health services to students and families at no cost.

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

Extended Day High School Program for 2018-19
3.288

Trustee Cuellar moved, Trustee Anderson seconded, and the motion carried 3-0 to approve an Extended Day High School program for the 2018-19 school year including hourly employment of certificated and classified staff.

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

New CTE Course: Civil Engineering and Architecture (PLTW) Honors
3.289

Trustee Anderson moved, Trustee Cuellar seconded, and the motion carried 3-0 to approve the adoption of the CTE Civil Engineering and Architecture (PLTW) Honors course, professional development costs, site registration fees, curriculum access and related materials/equipment for the 2019-20 school year.

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

Business Services

Authorization to Expand the State of California Department of General Services Program for Purchase of Commodities, Employee Expenses, and Professional Development
4.290

Trustee Anderson moved, Trustee Cuellar seconded, and the motion carried 3-0 to authorize staff to utilize State of California, Department of General Services, Cal-Card and Cal-Travel program and authorize the Superintendent or designee to review and execute all necessary documents

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

Notices of Completion – Field
Services Contracts
4.291

Trustee Anderson moved, Trustee Cuellar seconded, and the motion carried 3-0 to accept as completed the Field Service Contracts for installation of EMS system at Odyssey, replacement of HVAC units at Collins, and authorize the Superintendent or designee to file the Notices of Completion and make payment to all contracted parties upon expiration of the lien period and determination that no liens are outstanding.

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

INFORMATION ITEMS

Business Services

Student Fundraisers at
Paramount High School,
Paramount High School-West
Campus and Buena Vista
High School

Submitted for the Board's information is a list of proposed student organization fundraising activities.

ANNOUNCEMENTS

Staff Employee Comments
Per Government Code 54957

President Hansen reported that the next Regular Meeting would be Monday, September 10, 2018 at 6:00 p.m. – Boardroom of the District Office.

There were no staff/employee comments.

There was no Closed Session meeting.

ADJOURNMENT

Trustee Cuellar moved, Trustee Anderson seconded, and the motion carried 3-0 to adjourn the Regular Meeting of the Board of Education held on August 6, 2018 at 6:29 p.m.

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

Ruth Pérez, Secretary
To the Board of Education

President

Vice President/Clerk

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Myrna Morales, Assistant Superintendent – Human Resources
DATE: September 10, 2018
SUBJECT: Personnel Report 18-03

BACKGROUND INFORMATION:

Following is Personnel Report 18-03, 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 18-03 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 2018-19 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 18-03
SEPTEMBER 10, 2018
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>EMPLOYMENT</u>				<u>ANNUAL</u>		
*Dupuy, Jacob	Teacher Temporary	Special Education	A-1	\$55,659 Special Education	08-17-18	06-30-19
*Layton, Jillian	Psychologist	Special Education	Sch. H III-2	\$102,214 Special Education	08-20-18	
*Covarrubias, Lucia	Counselor	Adult Education	A-1	\$55,560 Adult Education	08-21-18	06-30-19
*Montez, Melissa	District Social Worker	Alondra	Sch. Q III-4	\$103,232 Special Education	08-01-18	
*Pulido, Margarita	Teacher Temporary	Alondra	A-1	\$55,659 General Fund	08-17-18	06-30-19
*Gutierrez, Victor	Teacher Temporary	Buena Vista	A-1	\$55,659 General Fund	08-17-18	06-30-19
*Vancil, Mia	Teacher Temporary	Collins	A-1	\$55,659 Special Education	08-17-18	06-30-19
*Velasco, Jazmin	Teacher Temporary	Collins	A-1	\$55,659 General Fund	08-17-18	06-30-19
*Cortez, Leah	Teacher Temporary	Gaines	A-1	\$55,659 General Fund	08-17-18	06-30-19
*Gonzalez, Javier	Teacher Temporary	Hollydale	A-1	\$55,659 General Fund	08-17-18	06-30-19
*Morones, Georgina	Teacher Temporary	Hollydale	A-1	\$55,659 General Fund	08-17-18	06-30-19
*Siordia, Stephanie	Teacher Temporary	Hollydale	A-1	\$55,659 Special Education	08-20-18	06-30-19

*Ratification

**PERSONNEL REPORT 18-03
SEPTEMBER 10, 2018
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>EMPLOYMENT</u> <u>continued</u>						
*Pogue, Melody	Teacher Temporary	Jefferson	A-1	<u>ANNUAL</u> \$55,659 General Fund	08-17-18	06-30-19
*Martinez, Holly	Teacher Temporary	Keppel	A-1	\$55,659 General Fund	08-17-18	06-30-19
*Pearce, Tracy	Teacher Temporary	Keppel	A-1	\$55,659 LCAP	08-17-18	06-30-19
*Daunis, Lori	Teacher Temporary	Lincoln	A-1	\$55,659 General Fund	08-17-18	06-30-19
*Harris, Heather	Teacher Temporary	Lincoln	A-1	\$55,659 General Fund	08-17-18	06-30-19
*Spirk, Sara	Teacher Temporary	Lincioln	A-1	\$55,659 General Fund	08-17-18	06-30-19
*Madrigal, Gina	Teacher Temporary	Los Cerritos	A-1	\$55,659 General Fund	08-17-18	06-30-19
*Ayala, Stephanie	District Social Worker	Mokler	A-1	\$94,185 LCAP	08-01-18	
*Benavente, Marlon	Teacher Temporary	Odyssey	A-1	\$55,659 General Fund	08-17-18	06-30-19
*Kilkenny, _Kathleen	Teacher Temporary	Odyssey	A-1	\$55,659 General Fund	08-17-18	06-30-19
*Guevara, Maribel	Teacher Temporary	Paramount High-Senior	D-3	\$68,357 CTE	08-20-18	06-30-19
*Higley, Dean	Teacher Temporary	Paramount High-Senior	A-1	\$55,659 General Fund	08-17-18	06-30-19

*Ratification

**PERSONNEL REPORT 18-03
SEPTEMBER 10, 2018
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>EMPLOYMENT</u>						
continued						
*Kinsey, Benjamin	Teacher Temporary	Paramount High-Senior	A-1	<u>ANNUAL</u> \$55,659 LCAP**	08-20-18	06-30-19
*Ortega Benitez, Elda	Teacher Temporary	Paramount High-Senior	A-1	\$55,659 General Fund	08-17-18	06-30-19
*Schoonover, Kristen	Teacher Temporary	Paramount High-Senior	A-1	\$55,659 Special Education	08-17-18	06-30-19
*Yap, Kristell	Teacher Temporary	Paramount High-Senior	A-1	\$55,659 General Fund	08-17-18	06-30-19
*Najera, Maria	Teacher Temporary	Paramount High-West	A-1	\$55,659 Special Education	08-17-18	06-30-19
*Rothschild, Shayna	Teacher Temporary	Paramount Park	A-1	\$55,659 General Fund	08-17-18	06-30-19
*Adams-Sinclair, Teresia	Teacher Temporary	Zamboni	A-1	\$55,659 Special Education	08-17-18	06-30-19
*Jackson, Rebecca	Teacher Temporary	Zamboni	A-1	\$55,659 LCAP	08-20-18	06-30-19
*Montgomery, Madalene	Teacher Temporary	Zamboni	A-1	\$55,659 General Fund	08-17-18	06-30-19
*Moulton, Jody	Teacher Temporary	Zamboni	A-1	\$55,659 General Fund	08-17-18	06-30-19
<u>PROMOTION</u>						
*Gray, Kelly	District Social Worker	Buena Vista CDS	Sch. Q III-4	\$103,232 LCAP	08-01-18	
*Duran, Lucy	District Social Worker	Paramount High-West	Sch. Q III-4	\$103,232 LCAP	08-01-18	

*Ratification

**Local Control Accountability Plan

**PERSONNEL REPORT 18-03
SEPTEMBER 10, 2018
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>EMPLOYMENT</u>						
<u>continued</u>						
*Angulo, Amelia	Substitute Teacher on-call, as needed	District		<u>DAILY</u> \$150	08-27-18	
*Robles Luna, Sandy					08-20-18	
*Salazar, Oscar					08-20-18	
<u>CTE</u>						
*Torres, Jose	Entrepreneurship & Innovation NTE 3.5 hrs. per day	Buena Vista		<u>HOURLY</u> \$44.92 LCAP**	08-28-18	06-14-19
*Margo, Ashley	Art Instructor NTE 3.9 hrs. per day	Odyssey		\$44.92 General Fund	08-17-18	06-14-19
*Amore, Holly	Culinary Arts NTE 6 hrs. per day	Paramount High-Senior		\$44.92 LCAP	08-22-18	06-13-19
*Galvan, Laura	Health Careers Academy NTE 6 hrs. per day	Paramount High-Senior		\$47.16 LCAP	08-19-18	06-12-19
*Tereth, Jessica	Entrepreneurship & Innovation NTE 6 hrs. per day	Paramount High-Senior		\$44.92 LCAP	08-19-18	06-12-19
<u>ADDITIONAL ASSIGNMENT</u>						
*Lee, Hannah	Preschool Assessments NTE 240 hrs.	Special Education		\$38.00 Special Education	07-02-18	08-10-18
*Barton, Amie	Compensatory Specialized Academic Instruction NTE 60 hrs.	Special Education		\$38.00 Special Education	07-01-18	06-30-19
*Cervantes, Fernando	Compensatory Specialized Academic Instruction NTE 204 hrs.	Special Education		\$38.00 Special Education	07-01-18	06-30-19
*Shaw, Veronica						

*Ratification

**Local Control Accountability Plan

**PERSONNEL REPORT 18-03
 SEPTEMBER 10, 2018
 CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>ADDITIONAL ASSIGNMENT</u> continued Altier, Autumn Beck, Maloree Brennan, Marguerite Carroll, Caitlin Cortez Alvarado, Magdalena Delgadillo, Annette Diaz, Ligia Hagood, Michaela Herman, Lauren Houston, Larry Hughes, Jamie Jimenez, Liliana Ketelsleger, Danielle Knox, Rhonda Lappin, Lisa Lee, Katie Mendoza, Flavia Nguyen, Jennifer Ortiz, Emily Podlovits, Amy Rogers, Catherine Romero, Maria Rutherford, Ashley Seo, Sueng-Hae Stiles, Sarah Thrasher, Jamica Toston, Lashonda Vasquez, Jennifer Yenkelun, Amanda	Battle of the Books NTE 75 hrs.	Collins		<u>HOURLY</u> \$38.00 Title I	01-07-19	06-13-19

**PERSONNEL REPORT 18-03
 SEPTEMBER 10, 2018
 CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>ADDITIONAL ASSIGNMENT</u> continued *Altier, Autumn *Brennan, Marguerite *Carroll, Caitlin *Cortez Alvarado, Magdalena *Delgadillo, Annette *Diaz, Ligia *Hagood, Michaela *Houston, Larry *Hughes, Jamie *Jimenez, Liliana *Ketelsleger, Danielle *Kinzy, Jessica *Knox, Rhonda *Lee, Katie *Mendoza, Flavia *Nguyen, Jennifer *Ortiz, Emily *Podlovits, Amy *Rogers, Catherine *Romero, Maria *Romero, Gabriela *Rubio, Sandra *Rutherford, Ashley *Seo, Sueng-Hae *Stiles, Sarah *Thrasher, Jamica *Toston, Lashonda *Vancil, Mia *Vasquez, Jennifer *Velasco, Jazmin *Yenkelun, Amanda	Afterschool Intervention NTE 60 hrs.	Collins		<u>HOURLY</u> \$38.00 Title I	09-03-18	05-31-19
<hr/> *Ratification						

**PERSONNEL REPORT 18-03
 SEPTEMBER 10, 2018
 CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>ADDITIONAL ASSIGNMENT</u> continued Altier, Autumn Brennan, Marguerite Carroll, Caitlin Cortez Alvardo, Magdalena Delgadillo, Annette Diaz, Ligia Hagood, Michaela Houston, Larry Hughes, Jamie Jimenez, Liliana Ketelsleger, Danielle Kinzy, Jessica Knox, Rhonda Lee, Katie Mendoza, Flavia Nguyen, Jennifer Ortiz, Emily Podlovits, Amy Rogers, Catherine Romero, Maria Romero, Gabriela Rubio, Sandra Rutherford, Ashley Seo, Sueng-Hae Stiles, Sarah Thrasher, Jamica Toston, Lashonda Vancil, Mia Vasquez, Jennifer Velasco, Jazmin Yenkelun, Amanda	Academic Intervention NTE 5 hrs. each	Collins		<u>HOURLY</u> \$38.00 LCAP*	10-01-18	06-13-19

*Local Control Accountability Plan

**PERSONNEL REPORT 18-03
SEPTEMBER 10, 2018
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>ADDITIONAL ASSIGNMENT</u>						
continued						
*Perez-Corona, Sonia	Assisting in Summer School NTE 14.5 hrs.	Paramount High-Senior		<u>HOURLY</u> \$38.00 LCAP**	07-19-18	07-23-18
*Aldave, Elizabeth *Guerrero, Andrea *Walker, Jessica *Yonaki, Andrew	Meeting with Students for School Year Activities NTE 78 hrs.	Paramount High-Senior		\$38.00 LCAP	08-07-18	08-16-18
*Chavez, Jorge *Cunningham, Christina	Student Intervention NTE 100 hrs.	Paramount High-West		\$38.00 LCAP	07-02-18	08-17-18
*Alba, Karina *Hampton, Brittany *Van Eede, Heather	Academic Intervention NTE 100 hrs.	Paramount High-West		\$38.00 LCAP	07-09-18	07-19-18
*Calero-Hill, Tamara	Summer Program NTE 28 hrs.	Zamboni		\$38.00 LCAP	06-11-18	06-14-18
<u>SUMMER SCHOOL ASSIGNMENT</u>						
*Barton, Amie *Bradley, Tawny *McCullough, Jerome	Home/Hospital	Special Education		\$38.00 Special Education	07-02-18	07-19-18
*Del Toro, Maria	Preschool Assessments NTE 240 hrs.	Special Education		\$70.02 Special Education	07-02-18	08-03-18

*Ratification

**Local Control Accountability Plan

**PERSONNEL REPORT 18-03
SEPTEMBER 10, 2018
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>HOURLY</u> <u>continued</u>				<u>HOURLY</u>		
*Watson, Shanelle	Extended School Year NTE 70 hrs.	Special Education		\$70.62 LCAP	07-02-18	07-19-18
*Montreuil, Murielle	Social Worker NTE 160 hrs.	Odyssey		\$62.56 LCAP**	05-02-18	07-31-18
<u>STIPEND</u>				<u>STIPEND</u>		
*Akuamoah, Felicia	Lead Teachers 2017-2018	Educational Services		\$692 LCAP	07-01-17	06-30-18
*Albert, Kirsten						
*Alexis, Stephanie						
*Arauz, Javier						
*Archuleta, Justine						
*Armendariz, Irma						
*Armenta, Margaret						
*Azevedo, Ana						
*Bakkers, Christine						
*Barrera, Margaret						
*Beasley, Elba						
*Bergman, Michelle						
*Breuklander, Tiffany						
*Butler, Mandy						
*Caballero, Esperanza						
*Caero, Gypsy						
*Carson, Kimberly						
*Choung, Becky						
*Chun, Helena						
*Cooks, Jill						
*Covarrubias, Kellie						
*Cribari, Michelle						

*Ratification

**Local Control Accountability Plan

**PERSONNEL REPORT 18-03
 SEPTEMBER 10, 2018
 CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>STIPEND</u> continued *Equihua, Marlin *Ferrarer-Bias Anastasia *Ferrell, Belinda *Galvan, Erin *Garcia, Gabriel *Genchi, Selest *Gonzalez, Patricia I. *Gonzalez, Sandra *Gutierrez, Maria *Gutierrez, Rebecca *Guzman, Irma *Halliburton, Jennifer *Harmon, Torey *Hazelwood, Mickie *Herman, Lauren *Hildreth, Vianca *Hoxie, Jessica *Jauregui, Carlos *Kaing, Anita *Kiely, Delia *Kim, Cecile *Kugler, Teresa *Leal, Claudia *Lee, Iris *Lee, Katie *Lopez, Maria *Loredo, Maria *Loza, Oscar *Maberry, Amanda *MacNeil, Yolanda *Macy, David *Manglicmot, Monika *Martin, Christie *McCone Praytor, Nelda	Lead Teachers 2017-2018	Educational Services		<u>STIPEND</u> \$692 LCAP**	07-01-17	06-30-18

*Ratification

**Local Control Accountability Plan

**PERSONNEL REPORT 18-03
 SEPTEMBER 10, 2018
 CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>STIPEND</u> continued *McCullough, Jerome *McDaniel, Jessica *Medina, Roxanne *Moor, Susan *Morrison, Tina *Muller, Monserrat *Murrietta, Mandy *Nandino, Yvonne *Nekomoto, Amber *Nichols, Angela *Norman, Stacey *O'Connor, April *Ortiz, Julie *Pierson, Jennifer *Poole, Yvonne *Portillo, Adriana *Ramos, Claudia *Redd, Virginia *Richards, Veronica *Rivera, Jenara *Rodriguez, Rene *Rogers, Melody *Romero, Gabriela *Rosa, Kenia *Rosales, Kimberly *Ruiz, Monica *San Miguel, Kristin *Seo, Sueng-Hae *Sierra, Carlos *Spurling, Trenise *Stiles, Sarah	Lead Teachers 2017-2018	Educational Services		<u>STIPEND</u> \$692 LCAP**	07-01-17	06-30-18

*Ratification

**Local Control Accountability Plan

**PERSONNEL REPORT 18-03
SEPTEMBER 10, 2018
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>STIPEND</u> continued				<u>STIPEND</u>		
*Tatro, Sarah *Thompson, Christine *Toston, Lashonda *Turner, Kristine *Uribe, Janet *Varela, Eric *Varela, Fanny *Veith, Kirsten *Wilson, Sheri	Lead Teachers 2017-2018	Educational Services		\$692 LCAP**	07-01-17	06-30-18
*Butler,Carolynn	Summer School Principal	Collins		\$2,000 LCAP	07-02-18	07-12-18
*Kochanowski, Malgorzata	Yearbook	Jefferson		\$692 State Lottery Revenue	01-08-18	06-07-18
*Mapp, Hilda	Principal	Los Cerritos		\$2,000 LCAP	07-02-18	07-12-18
*Bergamini- Guerrero, Robert	Varsity Swim Head Coach	Paramount High-Senior		\$3,156 State Lottery Revenue	02-24-18	05-11-18
*Guggiana, John	Softball Freshman Coach	Paramount High-Senior		\$2,264 State Lottery Revenue	02-24-18	05-11-18
*Johnston, Mark	Boys' Baseball J.V Coach	Paramount High-Senior		\$2,264 State Lottery Revenue	02-24-18	05-11-18
*Liwanag Polk, Rosheka	Boys' Tennis Varsity Head Coach	Paramount High-Senior		\$3,156 State Lottery Revenue	02-24-18	05-11-18
*Park, Charles	Boys' Volleyball Varsity Head Coach	Paramount High-Senior		\$3,156 State Lottery Revenue	02-24-18	05-11-18

*Ratification

**Local Control Accountability Plan

**PERSONNEL REPORT 18-03
SEPTEMBER 10, 2018
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>STIPEND</u> <u>continued</u>				<u>STIPEND</u>		
*Schultz, Michael	Varsity Boys' Baseball Freshman Coach	Paramount High-Senior		\$3,156 State Lottery Revenue	02-24-18	05-11-18
*Aldave, Elizabeth	Department Chair VAPA	Paramount High-Senior		\$1,176 State Lottery Revenue	07-03-17	06-29-18
*Harter, Tammy	Department Chair Language Arts	Paramount High-Senior		\$3,817 State Lottery Revenue	07-03-17	06-29-18
*Lindshield, Erik	Department Chair Counseling	Paramount High-Senior		\$2,009 State Lottery Revenue	07-03-17	03-31-18
*Lopez, Betsaida	Department Chair Foreign Language	Paramount High-Senior		\$1,535 State Lottery Revenue	07-03-17	06-29-18
*Marchesini, Melissa	Department Chair Social Science	Paramount High-Senior		\$2,411 State Lottery Revenue	07-03-17	06-29-18
*Olson, Natalie	Department Chair Special Education	Paramount High-Senior		\$2,913 State Lottery Revenue	07-03-17	06-29-18
*Rios, Santiago	Department Chair Mathematics	Paramount High-Senior		\$3,099 State Lottery Revenue	07-03-17	06-29-18
*Sewell, Jason	Department Chair Career Technical Education	Paramount High-Senior		\$1,793 State Lottery Revenue	07-03-17	06-29-18

*Ratification

**PERSONNEL REPORT 18-03
 SEPTEMBER 10, 2018
 CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>STIPEND</u> continued						
*Talamantes, Lourdes	Department Chair Counseling	Paramount High-Senior		<u>STIPEND</u> \$2,009 State Lottery Revenue	04-01-17	06-30-18
*Vargas, Jimena	Department Chair Physical Education	Paramount High-Senior		\$1,750 State Lottery Revenue	07-03-17	06-29-18
*Wuchner, Charles	Department Chair Science	Paramount High-Senior		\$2,913 State Lottery Revenue	07-03-17	06-29-18
*Cunningham, Arthur	District Middle School Intramural Program	Zamboni		\$692 LCAP**	09-01-17	06-01-18

*Ratification

**Local Control Accountability Plan

**PERSONNEL REPORT 18-03
 SEPTEMBER 10, 2018
 CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	DESCRIPTION	EFFECTIVE	
				FROM	TO
<u>LEAVE OF ABSENCE WITH PAY</u>					
Um, Angela	Teacher	Jefferson	Parental Leave	08-20-18	11-13-18
Kuykendall, Casey	Teacher	Wirtz	Parental Leave	08-20-18	11-09-18
<u>LEAVE OF ABSENCE WITHOUT PAY</u>					
Cervantes, Maria	Teacher	Keppel	Family & Medical Leave Act	08-20-18	10-22-18
Davis, Amy	Teacher	Paramount Park	Personal	07-01-18	06-30-19
<u>RESIGNATION</u>					
Romero, Maria	Teacher	Wirtz	Personal	06-08-18	
<u>EARLY RETIREMENT</u>					
Lappin, Lisa	Teacher	Collins	Early Retirement	09-06-18	

**PERSONNEL REPORT 18-03
SEPTEMBER 10, 2018
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>EMPLOYMENT</u>				<u>Monthly</u>		
*Nunez, Amelia	Administrative Assistant to the Superintendent 8 hrs. per day/12 mo.	Superintendent's Office	169-I	\$4,419 General Fund	08-13-18	
*Bonilla, Magali	Instructional Assistant – SH/SH 3 hrs. per day/10 mo.	Adult Education	115-III	37.5% of \$3,367 Special Education	08-20-18	
*Carrera Cruz, Michelle	Instructional Assistant – SH/SH 3 hrs. per day/10 mo.	Adult Education	115-III	37.5% of \$3,367 Special Education	08-20-18	
*Jimenez, Heather	Instructional Assistant – SE/SH 3 hrs. per day/10 mo.	Adult Education	115-I	37.5% of \$3,050 Special Education	08-20-18	
*Durr, Maurice	Campus Security 8 hrs. per day/10 mo.	Jackson	118-III	\$3,626 General Fund	08-13-18	
*Gonzalez, Gabriela	Instructional Assistant – Sp. Ed. 3 hrs. per day/10 mo.	Jackson	112-III	37.5% of \$3,126 Special Education	08-20-18	
*Zubiri, Annel Jan	Instructional Assistant – Sp. Ed. 3.5 hrs. per day/10 mo.	Jackson	112-II	43.75% of \$2,974 Special Education	08-20-18	
*Archuleta, Amber	Instructional Assistant – Sp. Ed. 3 hrs. per day/10 mo.	Jefferson	112-III	37.5% of \$3,126 Special Education	08-20-18	
*Campos, Amy	Instructional Assistant – Sp. Ed. 3 hrs. per day/10 mo.	Lincoln	112-I	37.5% of \$2,831 Special Education	08-20-18	

* Ratification

**PERSONNEL REPORT 18-03
SEPTEMBER 10, 2018
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>EMPLOYMENT</u>						
<u>continued</u>						
*Cuen, Christopher	Technology Instructional Assistant 6 hrs. per day/10 mo.	Lincoln	118-III	Monthly 75% of \$3,626 LCAP**	08-20-18	
*Ornelas, Rafael	Instructional Assistant – Sp. Ed. 3 hrs. per day/10 mo.	Lincoln	112-III	37.5% of \$3,126 Special Education	08-20-018	
*Arce, Ivette	School Health/Office Technician 8 hrs. per day/11 mo.	Los Cerritos	116-I	\$3,126 General Fund	07-30-18	
*Caballero, Jovany	Instructional Assistant – SE/SH 3 hrs. per day/10 mo.	Los Cerritos	115-I	37.5% of \$3,050 Special Education	08-20-18	
*Gonzalez, Andrea	Instructional Assistant – SE/SH 3 hrs. per day/10 mo.	Los Cerritos	115-I	37.5% of \$3,050 Special Education	08-20-18	
*Griffin, Diana	Technology Instructional Assistant 6 hrs. per day/10 mo.	Los Cerritos	118-I	75% of \$3,285 LCAP	08-20-18	
*Plunkett, Danielle	Instructional Assistant – SE/SH 3 hrs. per day/10 mo.	Los Cerritos	115-I	37.5% of \$3,050 Special Education	08-20-18	
*Reyes, Ariana	Instructional Assistant – SE/SH 3 hrs. per day/10 mo.	Los Cerritos	115-I	37.5% of \$3,050 Special Education	08-20-18	
*Menchu, Edith	Instructional Assistant – Sp. Ed. 3 hrs. per day/10 mo.	Mokler	112-I	37.5% of \$2,831 Special Education	08-20-18	

* Ratification

** Local Control Accountability Plan

**PERSONNEL REPORT 18-03
SEPTEMBER 10, 2018
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>EMPLOYMENT</u>						
<u>continued</u>						
*Aguayo, Rosa	Student Data Technician 8 hrs. per day/11 mo.	Odyssey Stem Academy	119-III	Monthly \$3,715 General Fund/ Title I	07-30-18	
*Montano, Pedro	Instructional Assistant – Sp. Ed. 3 hrs. per day/10 mo.	Paramount High-West	112-I	37.5% of \$2,831 Special Education	08-20-18	
*Winrow, Jamar	Campus Security 8 hrs. per day/10.5 mo.	Paramount High-West	118-I	\$3,285 General Fund	08-27-18	
*Ochoa, Jose	Instructional Assistant – Sp. Ed. 3 hrs. per day/10 mo.	Paramount Park	112-I	37.5% of \$2,831 Special Education	08-20-18	
*Munoz Santos, Claudia	Instructional Assistant – Sp. Ed. 3 hrs. per day/10 mo.	Paramount Park	112-I	37.5% of \$2,831 Special Education	08-20-18	
*Martinez Ruiz, Diana	Instructional Assistant – Sp. Ed. 3 hrs. per day/10 mo.	Paramount Park	112-I	37.5% of \$2,831 Special Education	08-20-18	
*Hortua, Angie	Language Assessment Assistant 3 hrs. per day/11 mo.	Paramount Park	113-I	37.5% of \$2,904 EIA-LEP**	08-15-18	
*Lozano, Maria	Language Assessment Assistant 3 hrs per day/11 mo.	Tanner	113-I	37.5% of \$2,904 EIA-LEP	08-02-18	
*Diaz, Paulina	Instructional Assistant – Sp. Ed. 3 hrs. per day/10 mo.	Zamboni	112-I	37.5% of \$2,831 Special Education	08-20-18	

* Ratification

** Economic Impact Aide-Limited English Proficient

**PERSONNEL REPORT 18-03
SEPTEMBER 10, 2018
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
Short Term				Hourly		
*Fox, Andrea	Office Assistant NTE 200 hrs.	Human Resources	116-III	\$19.92 General Fund	07-02-18	12-28-18
*Tittle, Alma	District Translator NTE 50 hrs	Human Resources		\$24.85 General Fund	07-02-18	12-28-18
*Aguilar, Sheila	Office Assistant NTE 400 hrs.	Operations	116-III	\$19.92 Restricted Routine Maintenance	08-06-18	12-28-18
*Bedolla-Zamudio, Antonio *Corral, Rosemary	Custodian NTE 8 hrs. per day each	Operations	117-I	\$18.49 STAR After-School Program	07-02-18	06-30-19
*Venegas, Elani	Office Assistant NTE 960 hrs.	Operations	116-I	\$18.03 General Fund	08-01-18	06-30-19
*Aguilera, Sergio *Alvarez, Yadimahara *Becerra, Angela *Covarrubias, Angelica *Covarrubias, Megan *Delgado, Joana *Dobson, Susan *Estrada, Yenis *Gamez, Vanessa *Garcia, Karen *Garcia, Michelle *Gomez, Deysi *Herrera, Jasmin *Jimenez, Liliana *Juarez, Elizabeth *Ledezma, Julianna *Lopez, Jacqueline *Martos, Erica *Mata, Guadalupe *Mendez, Jocelyne *Montes, Sarah *Munoz, Erika	Instructional Assistant – Sp. Ed. NTE 3 hrs. per day each	Special Education	112-I	\$16.33 Special Education	08-22-18	12-14-18
* Ratification						

**PERSONNEL REPORT 18-03
SEPTEMBER 10, 2018
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
Short Term						
<u>continued</u>						
*Ollison, Lov Vya *Perez, Yvette *Portillo, Gerardo *Quijano, Mariana *Rangel, Amanda *Robietos, Ciprian *Romo, Gabriel *Salinas, Graciela *Sanchez, Etati *Sandoval, Maricela *Silva, Roger *Seo, Keungil *Torres, Martha *Trejo, Stephanie	Instructional Assistant – Sp. Ed. NTE 3 hrs. per day each	Special Education	112-I	Hourly \$16.33 Special Education	08-22-18	12-14-18
*Cabral, Margarita *Delgado, Jose *Padilla, Jessica *Santillan, Stephanie	Instructional Assistant – SE/SH NTE 3 hrs. per day each	Special Education	115-I	\$17.60 Special Education	08-22-18	12-14-18
*Garcia, Emma	District Translator NTE 500 hours.	Special Education		\$24.85 Special Education	07-01-18	06-30-19
*Moreno, Rocio	Instructional Assistant – Sp. Ed. NTE 3 hrs.	Special Education	112-I	\$16.33 Special Education	08-09-18 only	
*Trujillo, Andrew	Office Assistant NTE 8 hrs. per day	Student Information Systems	116-I	\$18.03 General Fund	08-06-18	08-09-18
*Ojeda, Katherine *Rawles-Flora, Cynthia	Instructional Tutor/ Mentor NTE 60 hrs. each	Student Services	111-I	\$15.94 LCAP	07-16-18	07-31-18
*Ojeda, Katherine *Noriega, Michelle *Rawles-Flora, Cynthia *Rubio, Christian *Trujillo, Erika	Instructional Tutor/ Mentor NTE 5.5 hrs. per day each	Student Services	111-I	\$15.94 LCAP	08-13-18	12-14-18
* Ratification						

**PERSONNEL REPORT 18-03
SEPTEMBER 10, 2018
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
Short Term <u>continued</u>				Hourly		
*Ceja, Giovanni *Hickman, Barbara	Instructional Assistant – Sp. Ed. NTE 3 hrs. per day each	Adult Education	112-I	\$16.33 Special Education	08-22-18	12-14-18
*Coleman, Ronald *Del Angel, Daniel *Flores, Justin *Jones, Andrea *Morales, Osvaldo *Vidauri, Maribel	Instructional Assistant – SE/SH NTE 3 hrs. per day each	Adult Education	115-I	\$17.60 Special Education	08-22-18	12-14-18
*Camacho, Marielena *Gomez, John *Jacobo, Maria *Maldonado, Daniel *Mendoza, Rosa *Moreno, Rocio *Olague, Gisell *Olague, Nicolas *Ortiz, Iris *Osorio, Richard *Thomas, Leah	Instructional Assistant – Sp. Ed. NTE 3 hrs. per day each	Alondra	112-I	\$16.33 Special Education	08-22-18	12-14-18
*Castanon, Denise *Castillo, Maritza *De Los Palos, Wendy *Estrada, Jessica *Finley, Simone *Llamas, Crystal *Lozada, Jeremiah *Martinez, Sarai *Robledo, Javier *Salazar, Monica *Sloan, Loretta *Tapia Murillo, Elizabeth *Valencia, Paloma	Instructional Assistant SE/SH NTE 3 hrs. per day each	Alondra	115-I	\$17.60 Special Education	08-22-18	12-14-18
*Gomez, Rose *Perez, Yesenia	Instructional Assistant – Sp. Ed. NTE 3 hrs. per day each	Buena Vista	112-I	\$16.33 Special Education	08-22-18	12-14-18

* Ratification

**PERSONNEL REPORT 18-03
SEPTEMBER 10, 2018
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
Short Term <u>continued</u>				Hourly		
*Palomo, Gisele	Instructional Assistant – SE/SH NTE 3 hrs. per day	Buena Vista	115-I	\$17.60 Special Education	08-22-18	12-14-18
*Alarcon, Stephanie	Instructional Assistant NTE 5.5 hrs. per day	Collins	111-I	\$15.94 Title I	08-22-18	12-14-18
*Cos Alvarado, Jessika	Instructional Assistant – Sp. Ed. NTE 3 hrs. per day	Collins	112-I	\$16.33 Special Education	08-22-18	12-14-18
*Farias, Leonardo						
*Montano, Daniel						
*Moreno, Brenda						
*Munoz, Katherine						
*Ortiz, Iris						
*Pissi, Jose						
*Rangel, Anita						
*Ruvalcaba, Maria						
*Sanchez, Daniela						
*Vidauri Millan, Abigail						
*Williams, Brianna						
*Zaragoza, Cristina						
*Bustamante, Sebastian	Instructional Assistant – Sp. Ed. NTE 3 hrs. per day	Gaines	112-I	\$16.33	08-22-18	12-14-18
*Zepeda, Kimberly						
*De La Paz, Monica	Instructional Assistant – SE/SH NTE 3 hrs. per day	Gaines	115-I	\$17.60 General Fund	08-22-18	12-14-18
*Arias, Olivia	Instructional Assistant – ECE NTE 3.5 hrs. per day	Gaines ECE	111-I	\$15.94 ECE**	08-17-18	12-14-18
*Banda, Adriana						
*Cerde, Odalys						
*Figueroa, Maricela						
*Gomez, Patricia						
*Gonzalez, Sarah						
*Newsome, Helga						
*Perez, Mayra						
*Perez, Susana						
*Rodriguez, Ashly						
*Taylor, Englande						

* Ratification

** Early Childhood Education

**PERSONNEL REPORT 18-03
SEPTEMBER 10, 2018
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
Short Term						
<u>continued</u>						
*Tiscareno, Maria *Urzua, Sandra *Zubiri-Salva, Arlene	Instructional Assistant – ECE NTE 3.5 hrs. per day each	Gaines ECE	111-I	Hourly \$15.94 ECE	08-17-18	12-14-18
*Ayon, Brenda *Garnett, Bethany	Instructional Assistant – Sp. Ed. NTE 25 hrs. each	Gaines ECE	112-I	\$16.33 CSPP**	08-17-18	08-21-18
*Barajas, Beatriz *Bedolla, Teresa *Cano, Jesus *Carranza, Guadalupe *Castro, Beatriz *Chacon, Lucero *Cortez Zavala, Emerelda *Doroteo, Daisy *Escobar, Dulce *Garibay Ochoa, Alejandra *Herrera, Ashley *Herrera, Kimberly *Llamas, Roxana *Martinez, Brenda *Mendoza-Quintero, Silvia *Padilla, Wendy *Ruiz, Elizabeth *Sandoval, Meghan *Sustaita, Maribel *Trinidad, Ada	Instructional Assistant – Sp. Ed. NTE 3 hrs. per day each	Hollydale	112-I	\$16.33 Special Education	08-22-18	12-14-18
*Butler, Gayle *Cisneros, Karina *Lopez, Melissa *Thompson, Ian *White, Valencia	Instructional Assistant – Sp. Ed. NTE 3 hrs. per day each	Jackson	112-I	\$16.33 Special Education	08-22-18	12-14-18
*Ayon, Brenda *Garnett, Bethany	Instructional Assistant – Sp. Ed. NTE 3 hrs. per day each	Jackson ECE	112-I	\$16.33 Special Education	08-22-18	12-14-18

* Ratification

** California State Preschool Program

**PERSONNEL REPORT 18-03
SEPTEMBER 10, 2018
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
Short Term <u>continued</u>						
*Barajas, Kathian *Rodriguez, Jessica	Instructional Assistant – Sp. Ed. NTE 3 hrs. per day each	Jefferson	112-I	Hourly \$16.33 Special Education	08-22-18	12-14-18
*Calderon, Alicia *Del Toro, Adela *Godinez, Wendy *Gonzalez, Marla *Gonzalez Valencia, Valeria *Lazcano, Isaura *Lopez, Elpidia *Manalese, Dina *Martinez Vazquez, Luz *Pacheco, Rachel *Shaw, Nikeya	Instructional Assistant – SE/SH NTE 3 hrs. per day each	Lincoln	115-I	\$17.60 Special Education	08-22-18	12-14-18
*Cortez, Katherine *Henriquez Lopez, Alvaro *Jacobo, Maria *Raygoza, Jennyfer *Sanchez, Fabian *Thomas, Leah	Instructional Assistant – Sp. Ed. NTE 3 hrs. per day each	Lincoln	112-I	\$16.33 Special Education	08-22-18	12-14-18
*Salado, Jose	Technology Instructional Assistant NTE 4 hrs.	Lincoln	118-IV	\$21.98 LCAP	07-16-18	07-19-18
*Alarcon Lopez, Cristina *Aldape, Josie *Castro, Ivan *Corrales, Teresa *Curiel, Jeanne *Flores, Genesis *Gonzalez, Arsenia *Gutierrez, Maria *Meraz, Amy *Olague, Elvia *Padilla, Jocelyn	Instructional Assistant – SE/SH NTE 3 hrs. per day each	Los Cerritos	115-I	\$17.60 Special Education	08-22-18	12-14-18

* Ratification

**PERSONNEL REPORT 18-03
SEPTEMBER 10, 2018
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
Short Term <u>continued</u>						
*Palafox Chavez, Ariana *Perry, Daranisha *Robles, Abilene *Soto Aboite, Estefania *Zaragoza, Jacqueline	Instructional Assistant – SE/SH NTE 3 hrs. per day	Los Cerritos	115-I	Hourly \$17.60 Special Education	08-22-18	12-14-18
*Chappell, Dolores	Instructional Assistant NTE 5.5 hrs. per day	Los Cerritos	111-I	\$15.94 LCAP	08-01-18	12-31-18
*Johnson, Khalilah *Morales Mendoza, Stephanie *Ortega, Cristina *Silva Hernandez, Angela	Instructional Assistant – Sp. Ed. NTE 3 hrs. per day each	Mokler	112-I	\$16.33 Special Education	08-22-18	12-14-18
*Aguayo, Rosa	Student Data Technician NTE 30 hrs.	Odyssey Stem Academy	119-I	\$19.43 LCAP	07-25-18	07-27-18
*Andrade, Irene *Brown, Regina *Ceja, Giovanni *Gurrola, Leonel *Hernandez, Jessica *Leon, Carlos *Noriega, Carla *Sibrian, Claudia *Vazquez Zepeda, Jessica	Instructional Assistant – Sp. Ed. NTE 3 hrs. per day each	Paramount High-Senior	112-I	\$16.33 Special Education	08-22-18	12-14-18
*Budgett, Kelsie *Cardenas Hermosillo, Jocelyne *Diaz, Alejandra *Estrada, Marina *Gastelum, Nia *Lopez, Francisca *Nava, Vanesa *Ochoa Ruiz, Jesus *Padilla, Jessica	Instructional Assistant – SE/SH NTE 3 hrs. per day each	Paramount High-Senior	115-I	\$17.60 Special Education	08-22-18	12-14-18
* Ratification						

**PERSONNEL REPORT 18-03
SEPTEMBER 10, 2018
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
Short Term <u>continued</u>				Hourly		
*Padilla, Jocelyn *Rivas Mora, Rosa *Rivero, Raul *Salazar, Diana *Santis, Rosemary	Instructional Assistant – SE/SH NTE 3 hrs. per day each	Paramount High-Senior	115-I	\$17.60 Special Education	08-22-18	12-14-18
*Smith, Maria *Sparks, Erica	Instructional Assistant – SE/SH NTE 3 hrs. per day each	Paramount High-Senior	115-I	\$17.60 Special Education	08-22-18	12-14-18
*Martinez, Sandra *Zubiri, Amiel Jai	Instructional Assistant – SE/SH NTE 3 hrs. per day Each	Paramount High-West	115-I	\$17.60 Special Education	08-22-18	12-14-18
*Briones, Jennifer *Rodriguez, Jennifer	Instructional Assistant – Sp. Ed. NTE 3 hrs. per day each	Paramount Park	112-I	\$16.33 Special Education	08-22-18	12-14-18
*Campos-Zavala, Vanessa *Gutierrez-Ortega, Elizabeth *Pena, Lindsey *Serrano-Rocha, Yvette *Valdez, Paola *Villarreal, Yarityzy	Instructional Assistant – Sp. Ed. NTE 3 hrs. per day each	Roosevelt	112-I	\$16.33 Special Education	08-22-18	12-14-18
*Ortiz, Daniel	Instructional Assistant – Sp. Ed. NTE 3 hrs. per day	Tanner	112-I	\$16.33 Special Education	08-22-18	12-14-18
*Angulo, Amelia *Castillo, Jazmyn *Collazo Hernandez, Claudia *Dobbins, Michelle *Hernandez, Stephany *Nijera Perez, Marlene *Nunez, Jazlyn *Valdizon, Eduardo *Yepez, Adriana	Instructional Assistant – Sp. Ed. NTE 3 hrs. per day each	Wirtz	112-I	\$16.33 Special Education	08-22-18	12-14-18

* Ratification

**PERSONNEL REPORT 18-03
SEPTEMBER 10, 2018
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
Short Term						
<u>continued</u>						
*Aguilera, Belen *Duncan, Elizabeth *Franklin, Donna *Ibarra, Lorena	Instructional Assistant – Sp. Ed. NTE 3 hrs. per day each	Zamboni	112-I	<u>Hourly</u> \$16.33 Special Education	08-22-18	12-14-18
*Lopez, Angelica *Nieves, Jasmine *Padilla, Justine *Servin, Guadalupe *Trejo, Cristina *Velazquez, Daisy	Instructional Assistant – Sp. Ed. NTE 3 hrs. per day each	Zamboni	112-I	\$16.33 Special Education	08-22-18	12-14-18
Substitute, On Call Clayter, Nyja Nichelle	Office Assistant	District	116-I	<u>Hourly</u> \$18.03 General Fund	08-21-18	
STUDENT WORKER						
*Garcia, Claudia *Mora, Geovanny *Perez, Bethany *Tellez, Destiny *Zertuche, Kristyn	Student Worker NTE 24 hrs. each	K-5 School Support & Innovative Programs		<u>Hourly</u> \$11.00 General Fund	08-01-18	09-30-18
*Aguirre, Jairo *Cardenas Galindo, Irene *Ochoa, Martha *Ochoa Cervantes, Lucia *Padilla, Deseree *Pedroza, Lupita *Perez, Paolla *Suarez, Gabriela *Torres, Lizzette	Student Worker NTE 6 hrs. per day each	Adult Education		\$11.00 Adult Education	07-02-18	07-31-18
*Aguirre, Jairo *Cardenas Galindo, Irene *Suarez, Gabriela *Torres, Lizzette	Student Worker NTE 25 hrs each	Adult Education		\$11.00 Adult Education	08-06-18	08-31-18

* Ratification

**PERSONNEL REPORT 18-03
 SEPTEMBER 10, 2018
 CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>Summer Assignment</u>				<u>Hourly</u>		
*Aguirre, Gloria	Noon Duty Aide	Business	100-I	\$12.18	08-15-18	
*Amaro, Genesis	NTE 2 hrs. each	Services		General	only	
*Ayala, Rocio				Fund		
*Baker, Jennifer						
*Barboza Garcia, Daniela						
*Barnette, Isabel						
*Barrundia, Lesly						
*Belloso, Angelica						
*Bernabe, Jessica						
*Bojorquez, Julie						
*Camacho-Cervantes, Alma						
*Cardenas de Ruiz, Laura						
*Carstens, Sandra						
*Chavez, Margarita						
*Clark, Tyishia						
*Collazo, Marivel						
*Diaz, Judy						
*Flores, Veronica						
*Galaviz, Elias						
*Gallegos, Maria						
*Garcia, Pedro						
*Garcia, Rebecca						
*Gardner, Jeannett						
*Gonzalez, Juana						
*Hernandez, Griselda						
*Hernandez, Melyssa						
*Herrera-Fuerte, Alejandra						
*King, Jayne						
*Laguna, Silvia						
*Lara, Maria						
*Lopez, Sandra						
*Luna, Briana						
*Maravilla, Ana						
*Martinez, Guadalupe						
*Martinez, Maria G.						
*Martinez, Wendy						
*Monje, Vitzania						
*Montes, Arthur						
*Munoz, Cindy						
*Munoz, Maria						
*Negrete, Erma						

* Ratification

**PERSONNEL REPORT 18-03
SEPTEMBER 10, 2018
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
Summer Assignment <u>continued</u>						
*Oliva, Maria *Oropeza, Valeria *Pico Gastelum, Nubia *Ponce, Francelia *Ramirez A, Chantel *Ramirez, Carmen *Ramirez, Maria *Ramos, Maia *Ramos, Veronica *Reyes, Veronica *Rivera, Casimir *Robinson Rosalind *Romero Pimentel, Mirella *Rosales, Angelica *Ruiz, Olivia *Salazar, Maria *Salcedo, Mercedes *Sanchez, Ruth *Sandoval, Sonia *Segovia, Pilar *Silvia, Pauline *Smith, Christina *Tapia, Graciela *Ulloa, Maria *Valenzuela, Ashley *Valle, Minerva *Vargas, Livier *Vargas, Norma *Vasquez, Rosa *Vega, Martha *Velazquez, Elsy *Williams, Brittney *Zepeda, Maria	Noon Duty Aide NTE 2 hrs. each	Business Services	100-I	<u>Hourly</u> \$12.18 General Fund	08-15-18 only	
*Jacobo, Silvia *Lewis, Jeffrey *Ruiz, Diana *Salazar, Maria *Vidal, Mauricio	Noon Duty Aide- Secondary NTE 2 hrs. each	Business Services	105-I	\$13.78 General Fund	08-15-18 only	
*Garcia, Pedro	Noon Duty Aide NTE 200 hrs.	K-5 School Support & Innovative Programs	100-I	12.18	07-11-18	08-17-18
* Ratification						

**PERSONNEL REPORT 18-03
SEPTEMBER 10, 2018
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
Summer Assignment <u>continued</u>				Hourly		
*Rodriguez, Mayra *Casas, Martha	Nutrition Services Manager NTE 8 hrs. per day	Student Nutrition Services	117-IV 617-VI	\$21.43 \$23.83** SNS***	07-02-18	07-27-18
*Lainez, Dora	Office Assistant NTE 75 hrs.	Adult Education	416-VI	\$23.06** General Fund	07-30-18	08-24-18
*Luna, Lillian *Olmos-Sanchez, Silvina	Student Data Technician NTE 75 hrs.	Adult Education	419-VI 419-VI	\$24.77** \$24.89** General Fund	07-30-18	08-24-18
*Moss, Alma *Quintanilla, Adelina *Romero, Sandra	Adult Ed. Counseling Technician NTE 75 hrs. each	Adult Education	626-VI 426-VI 126-III	\$29.66** \$29.31** \$25.49 General Fund	07-30-18	08-24-18
*Osnaya, Mary	Senior Office Assistant NTE 75 hrs.	Adult Education	418-VI	\$24.18** General Fund	07-30-18	08-24-18
*Pena, Alejandra	Adult Ed. Counseling Technician NTE 5 hrs.	Adult Education	326-VI	\$29.19** General Fund	08-07-18 only	
*Wiley, Amanda	School Administrative Assistant NTE 100 hrs.	Adult Education	123-III	\$23.67 General Fund	07-30-18	08-24-18
*Barboza, Beatriz	School Office Assistant NTE 40 hrs.	Buena Vista	116-VI	\$22.37 Title I	07-18-18	07-26-18
*Barboza, Beatriz	School Office Assistant NTE 3 hrs. per day	Buena Vista	116-VI	\$22.37 EIA-LEP/ Title I	08-02-18	08-17-18
*Graham, Craig	Campus Security NTE 8 hrs.	Buena Vista	618-VI	\$24.41** General Fund	08-01-18 only	

* Ratification

** Includes Longevity and/or Professional Growth Increment

*** Student Nutrition Services

**PERSONNEL REPORT 18-03
SEPTEMBER 10, 2018
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
Summer Assignment						
<u>continued</u>						
*Patino, Sandra	Student Data Technician NTE 25 hrs.	Buena Vista	419-VI	Hourly \$24.77** EIA-LEP	07-16-18	07-19-18
*Polk, Leon	Noon Duty Aide NTE 40 hrs.	Buena Vista	105-I	\$13.78 EIA-LEP	07-18-18	07-26-18
*Alonso, Martha	Instructional Assistant – ECE NTE 3.5 hrs. each	Gaines ECE	111-VI	\$19.89	08-17-18 only	
*Amezcuca, Diana			211-VI	\$20.23**		
*Arellano, Mary			411-VI	\$20.46**		
*Baca, Velia			311-VI	\$20.35**		
*Chacon, Susana			111-VI	\$19.77		
*Cruz, Maria			611-VI	\$20.69**		
*Del Campo, Jazmin			111-VI	\$19.77		
*Figueroa, Alejandra			411-VI	\$20.46**		
*Godinez, Nathalie			111-VI	\$19.77		
*Gonzales, Sofia			311-VI	\$20.35**		
*Jenkins, Elzbieta			111-VI	\$19.77		
*Lieneke, Vivian			611-VI	\$20.69**		
*Ortega Curiel, Elisa			111-VI	\$19.77		
*Palacios-Orduna, Maria			111-VI	\$19.77		
*Ruiz, Laura Elena			311-VI	\$20.35**		
*Sahagun, Gloria			611-VI	\$20.69**		
*Salazar, Blanca			111-VI	\$19.77		
*Sandoval, Yoana	211-VI	\$20.23**				
*Smith, Evelyn	211-VI	\$20.23**				
*Spear, Lisa	411-VI	\$20.46**				
*Zurita, Beatriz	511-VI	\$20.81** CSPP				
*Lara, Maria	Noon Duty Aide NTE 5 hrs. each	Hollydale	100-I	\$12.18 LCAP	06-11-18	06-15-18
*Oliva, Maria						
*Seals, Diana						
*Tapia, Graciela						
*Valle, Minerva						
*Vega, Martha						
*Vasquez, Rosa						
*Martinez, Liliana	School Office Assistant NTE 50 hrs.	Hollydale	116-III	\$19.92 EIA-LEP	07-30-18	08-17-18

* Ratification

** Includes Longevity and/or Professional Growth Increment

**PERSONNEL REPORT 18-03
SEPTEMBER 10, 2018
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
Summer Assignment <u>continued</u>						
*Soto, Edith	Instructional Assistant – Sp. Ed. NTE 100 hrs.	Jackson	112-VI	Hourly \$20.27 Special Education	07-30-18	08-17-18
*Aceves, Angela	School Administrative Assistant NTE 12 hrs.	Keppel	223-VI	\$27.03** General Fund	07-02-18	07-27-18
*Aguirre, Gloria *King, Jayne *Ramirez, Maria *Zarinana, Valerie	Noon Duty Aide NTE 4 hrs. each	Los Cerritos	100-I	\$12.18 LCAP	06-11-18	06-29-18
*Varela, Jessica	School Administrative Assistant NTE 5 hrs. per day	Los Cerritos	122-VI	\$26.57 LCAP	07-02-18	07-12-18
*Zarinana, Valerie	Noon Duty Aide NTE 3.5 hrs.	Los Cerritos	101-I	\$12.18 LCAP	07-30-18	08-10-18
*Rivera, Casimir	Library Technician NTE 6 hrs. per day	Mokler	116-I	\$18.03 General Fund/ EIA-LEP	07-30-18	08-17-18
*Richards, Guadalupe	Language Assessment Assistant NTE 32 hrs.	Paramount High-Senior	613-VI	\$21.69** General Fund	08-14-18	08-17-18
*Vasquez, Raquel	Instructional Assistant – Sp. Ed. NTE 8 hrs. per day	Paramount High-Senior	112-IV	\$18.95 General Fund	07-23-18	08-16-18
*Gomez, Daisy *Lemus, Beatriz	Instructional Assistant – Sp. Ed. NTE 15 hrs. each	Paramount High-West	112-VI	\$20.27 Special Education	08-15-18	08-17-18
*Grace, Keelan *Ravelo, Amy	Instructional Assistant – Sp. Ed. NTE 6 hrs. per day each	Paramount High-West	112-VI 112-VI	\$20.27 Special Education	08-15-18	08-16-18
*Lewis, Jeffrey	Noon Duty Aide-Secondary	Paramount High-West	105-I	\$13.78 General Fund	08-06-18	08-17-18

* Ratification

** Includes Longevity and/or Professional Growth Increment

**PERSONNEL REPORT 18-03
SEPTEMBER 10, 2018
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>Summer Assignment</u>						
<u>continued</u>						
*Mejia, Ashira	Instructional Assistant – Sp. Ed. NTE 5.5 hrs.	Paramount Park	112-I	<u>Hourly</u> \$16.33 Special Education	08-16-18 only	
*Celiz, Annette	Instructional Assistant – Sp. Ed. NTE 40 hrs.	Roosevelt	312-VI	\$20.84** EIA-LEP	08-01-18	08-17-18
*Vega, Lizbett	Language Assessment Assistant NTE 30 hrs.	Roosevelt	113-V	\$20.41 EIA-LEP	08-08-18	08-17-18
*Barrundia, Lesly *Camacho-Cervantes, Alma *Gardner, Jeannett *Hernandez, Melyssa *Munoz, Cindy *Rosales, Angelica	Noon Duty Aide NTE 3 hrs. each	Wirtz	100-I	\$12.18 General Fund	08-06-18	08-17-18
*Gardner, Jeannett *Hernandez, Melyssa *Rosales, Angelica	Noon Duty Aide NTE 48 hrs. each	Wirtz	100-I	\$12.18 LCAP	06-11-18	06-28-18
*Ponce, Francelia *Romero Pimental, Mirella *Thompson, Brandi *Williams, Tiarra	Noon Duty Aide NTE 72 hrs. each	Zamboni	100-I	\$12.18	06-11-18	06-21-18
<u>ADDITIONAL ASSIGNMENT</u>						
<u>Short Term</u>						
*Chavez-Salas, Claudia *Espinoza, Esther *Martinez, Rosalba *Medal Martinez, Rosa *Nunez Barragan, Margarita *Rodriguez, Yeida	Instructional Assistant – Sp. Ed. NTE 3 hrs. per day each	Special Education	115-II 115-III 115-III 115-V 115-III 115-III	<u>Hourly</u> \$18.49 \$19.43 \$19.43 \$21.43 19.43 \$19.43 Special Education	08-22-18	12-14-18

* Ratification

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**PERSONNEL REPORT 18-03
SEPTEMBER 10, 2018
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>ADDITIONAL ASSIGNMENT</u> <u>Short Term continued</u>						
*Palacios-Orduno, Maria	Instructional Assistant – Sp. Ed. NTE 3 hrs. per day	Special Education	112-VI	<u>Hourly</u> \$20.27 Special Education	08-22-18	12-14-18
<u>WORKING OUT OF CLASSIFICATION</u>						
*Flores, Jesus	Director of Safety & Security NTE 8 hrs. per day	Business	Sch. 2 314-I	<u>Monthly</u> \$10,795** LCAP	07-01-18	12-31-18
*Rodriguez-Lamason, Patricia	Medi-Cal Admin. Activities Coordinator NTE 8 hrs. per day	Business	Sch. 2 209-I	\$6,785 MAA/Medi-Cal***	07-01-18	12-31-18
*Turner, Nadya	Executive Assistant NTE 10 hrs. per day	Educational Services-Secondary	172-II	\$4,998 General Fund/LCAP	07-16-18	08-10-18
*Diaz, Claudia	Administrative Assistant NTE 10 hrs. per day	K-5 School Support & Innovative Programs	128-I	\$4,204 General Fund/ EIA-LEP/ Title I	07-16-18	07-19-18
*Craft, Fred	Lead Warehouse Worker/Delivery Driver NTE 8 hrs. per day	Operations	428-V	\$5,242** General Fund	07-02-18	12-31-18
*Doeun, Vanra	Security Supervisor NTE 10 hrs. per day	Operations	Sch. 2 9-I	\$6,702 General Fund	07-02-18	07-06-18
*Galvez, David	Warehouse Worker/Delivery Driver NTE 8 hrs. per day	Operations	125-I	\$3,903 General Fund	07-02-18	12-31-18
*Jacobs, Charles	Maintenance Carpenter NTE 10 hrs. per day	Operations	330-VI	\$5,403** General Fund	07-02-18	12-31-18

* Ratification

** Includes Longevity and/or Professional Growth Increment

*** Medi-Cal Admin Activities/Medi-Cal Program

**PERSONNEL REPORT 18-03
SEPTEMBER 10, 2018
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>WORKING OUT OF CLASSIFICATION</u> <u>continued</u>						
*Mercado, Efrain	Grounds Maintenance Worker/Equipment Operator NTE 10 hrs. per day	Operations	421-V	Monthly \$4,430** Restricted Routine Maintenance	07-02-18	12-31-18
*Mercado, Efrain	Maintenance Worker NTE 10 hrs. per day	Operations	426-II	\$4,324 Restricted Routine Maintenance	07-23-18	08-03-18
*Ortiz, Louie	Operations Supervisor NTE 10 hrs. per day	Operations	Sch. 2 409-I	\$6,952 Restricted Routine Maintenance	07-02-18	08-17-18
*Platero, Carlos	Maintenance Worker NTE 8 hrs. per day	Operations	126-II	\$4,204 Restricted Routine Maintenance	08-06-18	08-17-18
*Rodriguez, Armando	Assistant Director of Operations NTE 8 hrs. per day	Operations	Sch. 2 411-VI	\$8,504 LCAP	07-30-18	08-09-18
*Ruiz, Joe	Lead Custodian NTE 10 hrs. per day	Operations	123-II	\$3,903 General Fund	07-02-18	08-31-18
*Awadallah, George	Lead Custodian NTE 8 hrs. per day	Operations	123-IV	\$4,319 General Fund	07-23-18	08-31-18
*Zuniga, Andy	Senior Custodian – HS NTE 10 hrs. per day	Operations	125-III	\$4,310 General Fund	07-24-18	07-31-18

* Ratification

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**PERSONNEL REPORT 18-03
SEPTEMBER 10, 2018
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u>ASSIGNMENT CHANGE</u>						
*Vega, Lizbett	Language Assessment Assistant 3 hrs. per day/11 mo.	Roosevelt	113-VI	<u>Monthly</u> 37.5% of \$3,599 EIA-LEP	08-20-18	
<u>Voluntary Increase in Work Hours</u>						
*Mendez, Valerie	Library Technician 6 hrs. per day/11 mo.	Mokler	116-IV	<u>Monthly</u> 75% of \$3,626 General Fund/ EIA-LEP	08-20-18	
<u>TEMPORARY ATHLETIC TEAM COACH</u>						
*Johnson, Jahsaan	Assistant Coach	Paramount		<u>Stipend</u> 1/10 th of	05-14-18	05-19-18
*Lopez Mendoza, Donaldo	Track & Field CIF Playoffs	High-Senior		\$2,264 per week		
*Levi Jr., Gary	Assistant Coach Boys' Football	Paramount High-Senior		\$2,332 General Fund	08-17-18	11-02-18
*Sun, Kelani	Assistant Coach Boys' Water Polo	Paramount High-Senior		\$2,332 General Fund	08-17-18	11-02-18

* Ratification

**PERSONNEL REPORT 18-03
SEPTEMBER 10, 2018
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	DESCRIPTION	EFFECTIVE	
				FROM	TO
<u>LEAVE OF ABSENCE</u>					
Keo, Monyrotana	Research Analyst	Research & Evaluation	Parental Leave	09-04-18	09-17-18
Aguirre, Victor	Student Data Technician	Collins	Parental Leave	07-30-18	08-10-18
Lopez, Natalie	Instructional Assistant – Sp. Ed.	Gaines	Personal	09-05-18	12-14-18
Lozano-Vallejo, Lizette	Instructional Assistant – Sp. Ed.	Wirtz	Personal	08-20-18	01-19-19
<u>RESIGNATION</u>					
Shine, Troy	Research Specialist	Research & Evaluation	Personal	08-02-18	
DeLeon, Jaycob	PE/Locker Room Assistant	Alondra	Personal	08-02-18	
Valenzuela, Diana	Instructional Assistant – Sp. Ed.	Collins	Personal	08-16-18	
Vega, Belen	Instructional Assistant – Sp. Ed.	Collins	Personal	06-07-18	
Ayala, Anayeli	Instructional Assistant-ECE	Gaines ECE	Personal	07-26-18	
Calderon, Elvia	Instructional Assistant-ECE	Gaines ECE	Personal	08-16-18	
Perez, Mayra	Short Term Instructional Assistant-ECE	Gaines ECE	Personal	08-07-18	
Rodriguez, Ashly	Short Term Instructional Assistant-ECE	Gaines ECE	Personal	08-15-18	
Tiscareno, Maria	Short Term Instructional Assistant-ECE	Gaines ECE	Personal	08-17-18	
Real, Lisbeth	Student Data Technician	Keppel	Personal	08-23-18	
Zaragoza, Elizabeth	Instructional Assistant – Sp. Ed.	Lincoln	Personal	07-24-18	
Covarrubias, Yolanda	Instructional Assistant – SE/SH	Los Cerritos	Personal	06-08-18	

**PERSONNEL REPORT 18-03
 SEPTEMBER 10, 2018
 CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	DESCRIPTION	EFFECTIVE	
				FROM	TO
<u>RESIGNATION</u>					
<u>continued</u>					
Villagrana, Liliana	Noon Duty Aide	Mokler	Personal	08-09-18	
Garcia, Jessica	Short Term Instructional Assistant – Sp. Ed.	Paramount High-Senior	Personal	08-13-18	
Gomez, Jazmin	Instructional Assistant – Sp. Ed.	Paramount High-Senior	Personal	08-17-18	
Perez, Crystal	College Tutor	Paramount High-Senior	Personal	06-07-18	
Romero, Nicole	Short Term Instructional Assistant – Sp. Ed.	Paramount High-Senior	Personal	08-13-18	
Naveja, Priscilla	Language Assessment Assistant	Paramount Park	Personal	08-10-18	
Castaneda, Laura	Language Assessment Assistant	Roosevelt	Personal	08-17-18	
Martinez, Ruben	Technology Instructional Assistant	Roosevelt	Personal	07-19-18	
<u>TERMINATION</u>					
Gomez, Karla	Nutrition Services Worker	Hollydale	Deceased	08-02-18	

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent-Secondary Educational Services
DATE: September 10, 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	Learning for Living, Inc. PC18-1978	Consultant to provide interactive assembly activities addressing the importance of working as a team, creating a place of respect and safe learning environment. 700 students in grade 6-8	Jackson School Requested by: Kelly Anderson	December 3-5, 2018	Not to exceed \$9,075 from LCAP site funds
2	Camfel Productions, Inc. PC18-1979	Consultant to provide interactive assemblies addressing the importance of education, making good choices and setting goals. 620 students in grade TK-5	Tanner School Requested by: Holly Hennessy	September 28, 2018	Not to exceed \$920 from Title I site funds
3	Resource for Education, Advocacy, Communicating and Housing PC18-1983	Consultant to provide an Independent Education Evaluation for an assistive technology assessment as a result of a parent request.	Special Education Requested by: David Daley	September 11, 2018 through June 30, 2019	Not to exceed \$3,500 from Special Education funds

CONSENT ITEM: 3.1-C

#	Consultant	Services to be Provided/ Audience	Site/ Requested by	Time Period	Cost/ Funding Source
4	Educational Based Services PC18-1984	Ratify consultant to provide one speech/language pathologist (SLP) to complete evaluations and provide services to new and continuing students. The District continues to recruit and hire SLPs; services are contracted on a temporary basis. Contracts are requested to assure the District is in compliance with services required by students' IEPs.	Special Education Requested by: David Daley	August 22, 2018 through June 30, 2019	Not to exceed \$125,000 from previously allocated Special Education funds
5	Parent Institute for Quality Education PC18-1985	Consultant to provide families with knowledge and skills to partner with schools and communities to ensure their children achieve their full potential.	Keppel School Requested by: Darrenn Platt	September 11, 2018 through November 13, 2018	Not to exceed \$7,600 from Title I site 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: September 10, 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	Redlands, CA	Paramount High School Choir Club students will travel to Redlands to participate in the Southern California Regional Honor Choir. 10 students, 1 chaperone	Paramount High School Requested by: Mike Ono	November 15-17, 2018	Not to exceed \$1,000 from Choir Club funds
2	San Jose, Costa Rica	Paramount High School students will travel to San Jose, Costa Rica to explore its cultural heritage and history. 12 students and 2 chaperones	High School Requested by: Mike Ono	June 17-25, 2019	Not to exceed \$2,579 per student paid through fundraising activities
3	Venice, Alps, Paris and London	Paramount High School students will travel to Venice, Alps, Paris and London to visit historical places and develop international and cross-cultural skills. 44 students and 3 chaperones	High School Requested by: Mike Ono	June 17-27, 2019	Cost of trip is \$4,834 per student paid through fundraising activities

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 Students
Southern California Regional Honor Choir
Redlands, CA
November 15-17, 2018

Thursday, November 15, 2018

- 12:00 p.m. Depart Paramount High school
- 3:00 p.m. Arrive at University of Redlands
- 3:30 p.m. Registration for Regional Honor Choir
- 6:30 p.m. Dinner
- 7:00 p.m. General meeting
- 10:00 p.m. Lights out

Friday, November 16, 2018

- 7:00 a.m. Breakfast
- 8:30 a.m. General meeting
- 9:00 a.m. Rehearsal
- 12:00 p.m. Lunch
- 1:45 p.m. Rehearsals
- 4:30 p.m. Dinner
- 6:00 p.m. Rehearsals
- 10:00 p.m. Lights out

Saturday, November 17, 2018

- 8:00 a.m. Breakfast
- 9:00 a.m. Rehearsal
- 12:00 p.m. Lunch
- 1:30 p.m. Dress rehearsal
- 4:30 p.m. Dinner
- 5:30 p.m. Prepare for concert
- 7:00 p.m. Honor Choir concert
- 9:30 p.m. Leave University of Redlands
- 11:00 p.m. Arrive at Paramount High School

Itinerary for Paramount High School Study Trip
San Jose, Costa Rica
June 17-25, 2019

Monday, June 17, 2019

1:00 p.m. Depart LAX for Costa Rica
7:00 p.m. Arrive in Costa Rica
8:00 p.m. Check in hotel
10:00 p.m. Lights out

Tuesday, June 18, 2019

8:00 a.m. Breakfast
9:00 a.m. Group tour to Tortuguero
1:00 p.m. Lunch
2:00 p.m. Visit Caribbean Conservation Cooperation Museum
6:00 p.m. Dinner
10:00 p.m. Lights out

Wednesday, June 19, 2019

8:00 a.m. Breakfast
9:00 a.m. Group tour to Canal
1:00 p.m. Lunch
2:30 p.m. Visit Tortuguero National Park
7:00 p.m. Dinner
10:00 p.m. Lights out

Thursday, June 20, 2019

8:00 a.m. Breakfast at hotel
9:00 a.m. Travel to Arenal
1:00 p.m. Lunch
2:00 p.m. Visit Hot Springs
7:00 p.m. Dinner
10:00 p.m. Lights out

Friday, June 21, 2019

8:00 a.m. Breakfast at hotel
9:00 a.m. Lake Arenal kayaking tour
1:00 p.m. Lunch
2:00 p.m. Horseback ride
7:00 p.m. Dinner
10:00 p.m. Lights out

Saturday, June 22, 2019

8:00 a.m. Breakfast at hotel
9:00 a.m. Tour Monteverde
1:00 p.m. Lunch
2:00 p.m. Visit Santa Elena Biological Reserve
7:00 p.m. Dinner
10:00 p.m. Lights out

Sunday, June 23, 2019

8:00 a.m. Breakfast at hotel
9:00 a.m. Visit butterfly garden and ecological farm
1:00 p.m. Lunch
2:00 p.m. Travel to San Jose
7:00 p.m. Dinner
10:00 p.m. Lights out

Monday, June 24, 2019

8:00 a.m. Breakfast at hotel
9:00 a.m. Whitewater rafting guided excursion
1:00 p.m. Lunch
2:00 p.m. Continue whitewater rafting guided excursion
7:00 p.m. Dinner
10:00 p.m. Lights out

Tuesday, June 25, 2019

7:00 a.m. Depart Costa Rica
1:00 p.m. Arrive LAX

Itinerary for Paramount High School Study Trip
Venice, Alps, Paris and London
June 17-27, 2019

Day 1 Overnight flight to Italy; depart LAX

Day 2 Milan/Venice

9:00 a.m. Arrive in Italy
12:30 p.m. Lunch
1:30 p.m. Sightseen tour
7:00 p.m. Dinner
10:00 p.m. Lights out

Day 3 Venice

8:00 a.m. Breakfast
9:00 a.m. Tour Venice
12:30 p.m. Lunch
1:30 p.m. Visit National Archaeological Museum
7:00 p.m. Dinner
10:00 p.m. Lights out

Day 4 Italian Lake Region

8:00 a.m. Breakfast
9:00 a.m. Travel to Italian Lake Region
12:30 p.m. Lunch
1:30 p.m. Take a cruise on Lake Como
7:00 p.m. Dinner
10:00 p.m. Lights out

Day 5 Lucerne

8:00 a.m. Breakfast
9:00 a.m. Guided tour of Lucerne
12:30 p.m. Lunch
1:30 p.m. Enjoy a Swiss Alps experience
7:00 p.m. Dinner
10:00 p.m. Lights out

Day 6 Lucerne/Paris

8:00 a.m. Breakfast
9:00 a.m. Travel to Paris
12:30 p.m. Lunch
1:30 p.m. Tour Paris
7:00 p.m. Dinner
10:00 p.m. Lights out

Day 7 Paris

8:00 a.m. Breakfast
9:00 a.m. Guided tour of Paris
12:30 p.m. Lunch
1:30 p.m. Visit Versailles
7:00 p.m. Dinner
10:00 p.m. Lights out

Day 8 Paris

8:00 a.m. Breakfast
9:00 a.m. Visit Pel's iconic glass pyramid
12:30 p.m. Lunch
1:30 p.m. Visit Notre Dame Cathedral
7:00 p.m. Dinner
10:00 p.m. Lights out

Day 9 Paris/London

8:00 a.m. Breakfast
9:00 a.m. Travel to London
12:30 p.m. Lunch
7:00 p.m. Tour London
10:00 p.m. Lights out

Day 10 London

8:00 a.m. Breakfast
9:00 a.m. Guided tour of London
12:30 p.m. Lunch
7:00 p.m. Visit St. Paul's Cathedral
10:00 p.m. Lights out

Day 11 London/Los Angeles

Depart for the U.S.

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent-Secondary Educational Services
DATE: September 10, 2018
SUBJECT: Memorandum of Understanding with the Los Angeles County District Attorney's Abolish Chronic Truancy Program

BACKGROUND INFORMATION:

The Los Angeles County District Attorney's Abolish Chronic Truancy (ACT) program works with all elementary and middle schools in the District. Schools refer students with chronic attendance and tardy problems to the ACT District Attorney representative. Meetings are scheduled at each school with the parents of children who are chronically truant. Parents are given an explanation of the School Attendance Review Board (SARB) process and placed on a School Attendance Review Team (SART) contract. Students are monitored for improvement and may be referred to SARB.

POLICY/ISSUE:

Board Policy 5112 - [Ages of Attendance](#)
Board Policy 5113 - [Absences and Excuses](#)

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Accept the Memorandum of Understanding with the Los Angeles County District Attorney for the Abolish Chronic Truancy Program for the 2018-19 school year to provide assistance to students with attendance problems.

PREPARED BY:

Manuel San Miguel, Director – Student Services

CONSENT ITEM: 3.3-C

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 1: Expand community outreach efforts and increase opportunities for involvement
- Establish and maintain meaningful, regular, and open two-way communication with all stakeholders



**MEMORANDUM OF UNDERSTANDING
ABOLISH CHRONIC TRUANCY (ACT) PROGRAM
A Parental Responsibility Program**

Jefferson School and the District Attorney's Office hereby enter into this **Memorandum of Understanding** concerning implementation of the ACT program at the school for the 2018/2019 academic year.

DISTRICT ATTORNEY'S OFFICE RESPONSIBILITIES:

1. Send letters on District Attorney letterhead inviting parents/guardians of students identified for the ACT Program to attend the scheduled Parent Meeting.
2. Send second letters on District Attorney letterhead to parents/guardians who fail to attend the Parent Meeting.
3. Conduct the School Attendance Review Team (SART) meeting.
4. Participate in School Attendance Review Board (SARB) hearings involving ACT students, when notified of such hearings by school personnel.
5. Provide training and guidance for designated school personnel in order for them to determine the validity of absences, methods of recording contacts, and provide any other training necessary for school to carry out its responsibilities concerning this Memorandum of Understanding.

SCHOOL RESPONSIBILITIES:

1. Upon request from the District Attorney's Office, school will provide the following information **within thirty (30) calendar days or sooner:**
 - A. **PARENT MEETING:** The name, date of birth, home address, grade, and gender of students whose absences meet the criteria established by the ACT Program, to wit: **10 full-day unexcused absences in one school semester or 15 full-day unexcused absences within the previous 12-month period (excludes absences deemed excused by school personnel)**. The school will provide to the District Attorney's Office representative, **30 calendar days prior to the scheduled Parent Meeting, 2 sets of mailing address labels** for the parents/guardians of

each student identified and a list of the names of students with the number of qualifying absences.

School will reinforce the notice of the Parent Meeting by telephonic contact with the parents/guardians several days prior to the scheduled meeting and/or by sending backpack letters home with each invited student. School will ensure that a person familiar with the student attendance records is present at the Parent Meeting to assist with recording the signatures of attendees and to respond at the conclusion of the Parent Meeting to specific questions regarding a student's attendance.

When the participation of District Attorney personnel is grant funded, school will complete the necessary ACT tracking forms for each student and provide them to the District Attorney's Office representative **thirty (30) calendar days before** the Parent Meeting. School further agrees to maintain and provide to the District Attorney's Office follow-up information for each ACT student for the 12-month period subsequent to the Parent Meeting.

School agrees to schedule at least one Parent Meeting and one School Attendance Review Team meeting per academic year.

Unless otherwise stated by the District Attorney's Office, school will provide translation services at these meetings.

- B. **SART MEETING:** Subsequent to the Parent Meeting, school agrees to monitor the attendance of all students invited to the Parent Meeting. School will provide the District Attorney's Office representative with the names of all students whose attendance has not **significantly** improved after the date of the Parent Meeting and/or who have experienced 5 or more additional full-day unexcused absences, excluding absences verified by medical note or school personnel. Such students will be identified for a School Attendance Review Team (SART) meeting with the District Attorney's Office representative and school personnel, and a date for the SART meeting will be selected.

Before the SART meeting, school will provide a list of students which includes each student's date of birth, ethnicity, grade, student room number, whether the parent attended the initial Parent Meeting, and the number of unverified full-day absences since the date of the Parent Meeting. This list shall be provided **7 calendar days before** the SART meeting.

When a student is identified for SART, school will prepare, on school letterhead, an appointment notice for the parents/guardians and hand deliver, or deliver via **certified mail**, at least one week prior to the

scheduled SART meeting, the appointment notice advising of the date, time, and location of the SART meeting. School will reinforce the notice by telephonic contact with the parents/guardians several days prior to the scheduled meeting. School will ensure that a school administration representative, a person familiar with the student's attendance records, a school nurse when appropriate, and an interpreter when needed, are in attendance at the SART. School shall seek from the teacher(s) of each student scheduled for SART an updated performance evaluation. If parents/guardians fail to attend the scheduled SART meeting, school will hand deliver or deliver via certified mail a copy of the SART contract to the parents/guardians and will maintain a copy of the SART contract in the student's cumulative file.

School agrees to schedule at least one day of SART meetings per academic year.

School will provide translation services at all SART meetings.

- C. **Subsequent to SART**, school will investigate, document and ensure the validity of all excused absences of the students identified for a SART meeting, whether or not the parents/guardians attended the meeting.
- 1) No claimed illness absence subsequent to the SART meeting will be recorded as "excused" without compliance with the SART contract. Excuses provided by the parent which simply state that the student "feels sick" or is "ill" are insufficient. The parent must provide written verification from a doctor or medical advisor, or present the child to school personnel for examination on the date of the illness absence for verification of the illness, unless, after close questioning or a home visit, school is satisfied with the legitimacy of the parent's representation of the illness absence. School will maintain and make accessible to the District Attorney's Office representative all written notes provided by the parents/guardians submitted to explain an absence.
 - 2) Vacation absences during scheduled school days will always be counted as "unexcused" unless such absence qualifies as bereavement leave under district policy.
- D. Once a student has been included in the ACT program, all contacts between school personnel and the student and/or parents/guardians concerning attendance shall be in written form and include the name of the school representative who has had such contact.

- E. School will designate and identify to District Attorney personnel assigned to the school specific named personnel to carry out the responsibilities of the ACT Program.
- F. School agrees to share necessary information with ACT Program personnel for the purpose of determining legitimacy of absences and for preparation of legal action if necessary.
- G. In the event legal action becomes necessary, school agrees to provide the District Attorney's Office all documentation and information necessary for the filing of a case, including, but not limited to, all parental notes submitted for absences, names and addresses of all witnesses, complete attendance records, results of home visits, statements made by parents/guardians, and any other information deemed necessary for successful prosecution. School also agrees to make school personnel who are percipient witnesses available to testify in the event that testimony becomes necessary in a criminal case.

MANAGEMENT OF PERSONALLY IDENTIFIABLE STUDENT DATA:

This section of this Memorandum of Understanding is meant to ensure that the District Attorney's Office, schools, and school districts that receive services from the District Attorney's Office related to education and school attendance adhere to the requirements concerning the use of student information protected under the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, 34 Code of Federal Regulations Part 99, and California Education Code sections 49060-49085.

34 C.F.R. §99.30 and Education Code §49076(a) require the consent of the educational rights holder prior to the release of personally identifiable information (PII) from the education record of a student unless an exception applies. An exception to the consent requirement is provided for in both 34 CFR §99.31(a)(1)(i) and Education Code §49076(a)(2)(G)(i) for contractors "performing institutional services or functions otherwise performed by school employees." These contractors are considered "school officials" under FERPA and the California Education Code.

School districts and local schools will provide the District Attorney's Office with personally identifiable information ("PII") from student education records ("student data") without consent so that the District Attorney representative may perform the institutional service or function for which the district would otherwise use employees as described in this Memorandum of Understanding.

Pursuant to this Memorandum of Understanding, school districts and local schools will consider the District Attorney representative to be a "school official" with legitimate educational interests performing an institutional service or function for which the district would otherwise use employees within the meaning of 34 C.F.R. §99.31(a)(1)(i) and Education Code §49076(a)(2)(G)(i). This allows the school district or the local school to

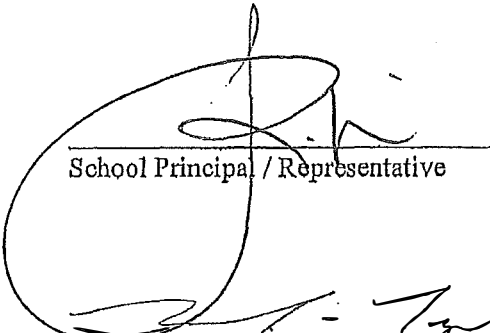
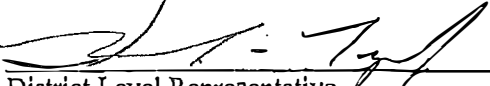
disclose PII from education records of students without the consent required by 34 C.F.R. § 99.30 and Education Code §49076(a).

The District Attorney representative will perform the following duties with regard to any student data it obtains:

- A. Not disclose the information to any other party without the consent of the parent or eligible student unless an exception applies under state or federal law or regulation;
- B. Use the data for no purpose other than the work stated in this Memorandum of Understanding;
- C. Allow a school district or local school to access any relevant records for purposes of an audit unless disclosure of relevant records would otherwise violate state or federal law;
- D. Require all employees, contractors and agents of any kind to comply with all applicable provisions of FERPA and other federal and California laws with respect to the data shared under this Memorandum of Understanding;
- E. Designate in writing a single authorized representative able to request data under this Memorandum of Understanding. The authorized representative is considered the designee and shall sign this Memorandum of Understanding. The authorized representative shall be responsible for transmitting all data requests and maintaining a log, case file, or other record of all data requested and received pursuant to this Memorandum of Understanding, including confirmation of the completion of any projects and the return or destruction of data as required by this Memorandum of Understanding. District or its agents may, upon request, review the records required to be kept under this section;
- F. Maintain all data obtained pursuant to this Memorandum of Understanding in a secure computer environment and not copy, reproduce or transmit data obtained pursuant to this agreement except as necessary to fulfill the purpose of this Memorandum of Understanding. All copies of data of any type, including any modifications or additions to data from any source that contains information regarding students, are subject to the provisions of this Memorandum of Understanding in the same manner as the original data. The ability to access or maintain data under this Memorandum of Understanding shall not under any circumstances transfer from the District Attorney's Office to any other institution or entity with the exception of a contractor or agent who complies with applicable provisions of FERPA and other federal and California laws with respect to data shared under this Memorandum of Understanding;

G. May destroy or return all PII obtained under this Memorandum of Understanding when it is no longer needed for the purpose for which it was obtained. The District Attorney's Office may provide a school district or local school with a certification of destruction of PII. It is the responsibility of the school district or the local school to provide the District Attorney's Office with a designated authorized representative in the school district or local school to receive certification or notification of destruction or for return of the PII obtained by the District Attorney's Office. In the absence of an identified designated representative, the District Attorney's Office may destroy or retain records consistent with the destruction or retention of other similar records maintained by the District Attorney's Office. Destruction of PII and certification or notification of destruction of PII will not be provided to the school district or local school in the instance where such information has become the subject of truancy mediation pursuant to the California Education Code, a criminal investigation, or criminal prosecution.

Failure to abide by these responsibilities may result in cancellation of a District Attorney sponsored program in a school district or a local school.

 _____ School Principal / Representative	_____ District Attorney Representative
 _____ District Level Representative	_____ Date 8/20/18

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent-Secondary Educational Services
DATE: September 10, 2018
SUBJECT: Professional Activities Report 18-01

BACKGROUND INFORMATION:

Since there are multiple Student Information System projects currently in progress (Report Cards, Synergy SE (Special Ed), Parent portal, and CALPADS State reporting) it is critical to discuss high-level direction and planning with Edupoint executives and staff. To support these projects, Director of Technology, Jim Wolff, Director of Research, Assessment & Student Information, Margarita Rodriguez, Student Information Systems Manager, Elena Mejia, Student Information System Specialists, Juan Arellano and Maria Galvez, Special Education Program Specialist, Laurie Watkins, and Data Base Specialist, Juan Carpio, if approved will attend the Edupoint National Users Conference in Scottsdale, Arizona from Thursday, November 8 through Friday, November 9, 2018.

The registration for this conference is covered by an open purchase order (#19-00171) for Synergy Student Information System training. The remaining cost is not to exceed \$8,100 to be paid out of budgeted departmental funds.

This professional activity has been budgeted and approved by the appropriate administrator. It is an out of state conference that requires Board approval.

POLICY/ISSUE:

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

FISCAL IMPACT:

Not to exceed \$8,100 from General Funds

STAFF RECOMMENDATION:

Approve the out of state conference request for the Director of Technology, Jim Wolff, Director of Research, Assessment & Student Information, Margarita Rodriguez, Student Information Systems Manager, Elena Mejia, Student Information System Specialists, Juan Arellano and Maria Galvez, Special Education Program Specialist, Laurie Watkins, and Data Base Specialist, Juan Carpio to attend the Edupoint National Users Conference that will take place in Scottsdale, Arizona from Thursday, November 8 through Friday, November 9, 2018.

PREPARED BY:

Margarita Rodriguez, Director – Research, Assessment and Student Information

CONSENT ITEM: 3.4-C

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 2: High Quality Teaching and Learning

- Goal 4: Technology will be used as a tool for enhancing, personalizing and improving learning.

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent-Secondary Educational Services
DATE: September 10, 2018
SUBJECT: Professional Activities Report 18-02

BACKGROUND INFORMATION:

The College Board Forum is an annual event that brings together educators from districts around the nation with leadership from the College Board to discuss the latest developments, resources, and best practices associated with programs like Advanced Placement, PSAT, SAT, and related programs. These programs are an important part of Paramount Unified School District's work to ensure that all students are college and career ready. At the Forum, Dr. Francois and Dr. Smith will have the opportunity to join a panel with College Board leaders and share Paramount's SAT School Day program.

The conference takes place on October 22nd through October 24th, 2018 in Dallas, Texas.

The Assistant Superintendent of Secondary Educational Services, Ryan Smith and Director of Secondary Education, Greg Francois 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

FISCAL IMPACT:

Not to exceed \$4,000.00 from LCAP Funds

STAFF RECOMMENDATION:

Approve the out-of-state conference request for the Assistant Superintendent of Secondary Educational Services and the Director of Secondary Education to attend the College Board Forum that will take place in Dallas, Texas from Monday, October 22 through Thursday, October 24, 2018.

PREPARED BY:

Ryan Smith, – Assistant Superintendent-Secondary Educational Services

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 1: College and Career Ready Graduates

- Goal 2: All students will be eligible to attend a four-year college or university without the need for remediation

CONSENT ITEM: 3.5-C

- 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

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

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: September 10, 2018
SUBJECT: Purchase Order Report, 18-03

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.

2018/2019

1.	Ratified Orders – Adult Education	8,573.24
2.	Authorized Orders – Adult Education	11,347.16
3.	Ratified Orders – Building Fund	10,140.51
4.	Authorized Orders – Building Fund	357,626.53
5.	Ratified Orders – Deferred Maintenance	6,668.73
6.	Authorized Orders – Deferred Maintenance	181,613.09
7.	Ratified Orders – General Fund	175,285.45
8.	Authorized Orders – General Fund	325,725.95
9.	Ratified Orders – LCAP	156,921.24
10.	Authorized Orders – LCAP	696,506.41
11.	Ratified Orders – Student Nutrition Services	3,900.00
12.	Authorized Orders – Student Nutrition Services	70,413.08
	Sub Total	\$ 2,004,721.39
13.	Ratified Orders (Under \$1,500)	112,605.88
	TOTAL OF ALL ORDERS	\$ <u>2,117,327.27</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 18-03 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

2018/2019

Purchase Orders To Be Ratified and Authorized

September 10, 2018

PO Number	Vendor	Site	Description	Total Amount
010 - General Fund				
19-00438	STAPLES	Paramount High School	Office supplies	\$5,081.90 *
19-00439	SOUTHWEST SCHOOL & OFFICE SUPPLY	Tanner Elementary School	Office supplies	\$2,328.32
19-00441	US GAMES	Mokler Elementary School	P.E. supplies	\$1,838.54
19-00451	CREATIVE NOTEBOOK SOLUTIONS	Ed Services - Secondary	CTE Engineering notebooks (500)	\$1,505.63
19-00454	GOPHER SPORTS EQUIPMENT	Collins Elementary School	P.E. supplies	\$2,092.79
19-00462	SOUTHWEST SCHOOL & OFFICE SUPPLY	Keppel Elementary School	Annual: online ordering	\$5,000.00 *
19-00467	STAPLES	Secondary Ed/CTE	Annual: online ordering	\$4,600.00
19-00469	SPICERS PAPER INC.	Print Shop	Paper rolls (18)	\$10,347.75 *
19-00480	LAKESHORE LEARNING MATERIALS	Tanner Elementary School	Instructional materials	\$2,528.05
19-00486	NETWORK CONSULTING SERVICE INC.	Technology	Annual: maintenance agreement help desk & work order system	\$11,023.19 *
19-00488	UNCHARTED LEARNING, NFP	Secondary Ed/CTE	Paramount High School & PHS-West Campus: annual renewal for entrepreneurship online educational programs	\$5,000.00 *
19-00493	E.D. SCREEN PRINTING	Alondra Middle School	P.E. uniforms (650) & backpacks (300)	\$4,161.00
19-00494	E.D. SCREEN PRINTING	Alondra Middle School	Teacher incentive shirts (95)	\$1,576.80
19-00495	VIRCO INC	Jackson Middle School	Classroom tables (13) & stools (2)	\$4,598.58
19-00496	THE GATSBY LLC DBA GAME CHANGER	Jackson Middle School	P.E. uniforms (500)	\$2,874.38
19-00503	FLIPPEN GROUP	Superintendents Office	Keynote Confirmation Agreement for leadership training (Board approved: 5/29/18)	\$5,000.00 *
19-00506	U. S. BANK	Facilities Department	Bookcases (5), storage cabinets (3)	\$2,002.67
19-00507	VIRCO INC	Operations	Teacher desks (5) & student chairs (20)	\$4,377.26
19-00515	CYBERTEK	Technology	Software renewal & warranty	\$35,987.02 *
19-00528	CLIFTONLARSONALLEN LLP	Business Services	Renewal of auditing services (Board approved: 6/11/18)	\$76,850.00 *
19-00529	NAVIANCE, INC.	Secondary Ed/CTE	College & Career Center software & materials (Board approved: 6/25/18)	\$18,020.80 *
19-00545	CODESP	Human Resources	Membership renewal fees	\$2,050.00
19-00553	SAN JOAQUIN COUNTY OF EDUCATION	Human Resources	Annual: EDJOIN service agreement	\$2,216.85
19-00558	CENGAGE LEARNING	Ed Services - K-8	Social Studies textbooks (150) (Board adopted: 4/23/18)	\$4,475.81
19-00563	STAPLES	Business Services	Annual: online ordering	\$1,500.00
19-00564	STAPLES	Special Education	Annual: online ordering	\$4,500.00
19-00566	STAPLES	Human Resources	Annual: online ordering	\$3,000.00
19-00567	STAPLES	Secondary Ed	Annual: online ordering	\$2,500.00

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

Paramount Unified School District

2018/2019

Purchase Orders To Be Ratified and Authorized

September 10, 2018

PO Number	Vendor	Site	Description	Total Amount
010 - General Fund				
19-00568	STAPLES	Paramount Park Middle School	Annual: online ordering	\$2,000.00
19-00572	ALBERTSON'S MARKET	Buena Vista High School	Annual: food supplies	\$1,500.00
19-00574	IXL LEARNING	Special Education	Math & ELA site license	\$2,363.00
19-00575	PERFECTION LEARNING CORP.	Paramount High School	AP Government workbooks (75)	\$1,698.40
19-00578	SOUTHWEST SCHOOL & OFFICE SUPPLY	Paramount High School West	Conference room chairs (9)	\$1,699.99
19-00580	SUPER DUPER PUBLICATIONS	Special Education	Psychological assessments	\$3,251.67
19-00584	GOPHER SPORTS EQUIPMENT	Paramount High School	P.E. supplies	\$1,853.89
19-00587	THE GATSBY LLC DBA GAME CHANGER	Alondra Middle School	P.E. shorts (650)	\$3,914.63
19-00616	STAPLES	Roosevelt Elementary School	Annual: online ordering	\$5,000.00 *
19-00617	BELLFLOWER MUSIC CENTER	Jackson Middle School	Annual: music supplies	\$4,500.00
19-00644	WESTERN PSYCHOLOGICAL SERVICES	Special Education	Psychological assessments	\$1,694.51
19-00645	SCHOLASTIC INC.	Gaines Elementary School	Accelerated Reader book sets (10)	\$1,744.34
19-00646	SCHOLASTIC INC.	Gaines Elementary School	Reading book sets (10)	\$1,965.53
19-00647	SCHOLASTIC INC.	Gaines Elementary School	Reading book sets (8)	\$1,611.84
19-00648	SCHOLASTIC INC.	Gaines Elementary School	Accelerated Reader book sets (10)	\$1,961.15
19-00649	MCGRAW-HILL/CONTEMPORARY	Ed Services - K-8	ELD instructional materials (Board adopted: 4/27/16)	\$4,169.49
19-00650	PEARSON	Special Education	Psychological assessments	\$5,216.74 *
19-00659	SOUTHWEST SCHOOL & OFFICE SUPPLY	Alondra Middle School	Office supplies	\$4,339.66
19-00665	SOUTHWEST SCHOOL & OFFICE SUPPLY	Lincoln Elementary School	Office supplies	\$2,563.86
19-00668	MULTI-HEALTH SYSTEMS	Special Education	Psychological assessments	\$2,310.00
19-00670	MCGRAW-HILL/CONTEMPORARY	Ed Services - K-8	ELD instructional materials (Board adopted: 4/27/16)	\$12,442.41 *
19-00671	MCGRAW-HILL/CONTEMPORARY	Ed Services - K-8	ELD workbooks (4,296) (Board adopted: 4/27/16)	\$26,587.09 *
19-00689	HOUGHTON MIFFLIN HARCOURT	Special Education	Psychological assessments	\$1,985.82
19-00691	PEARSON	Special Education	Psychological assessments	\$2,932.48
19-00692	PEARSON	Special Education	Psychological assessments	\$3,453.26
19-00697	STAPLES	Alondra Middle School	Office supplies	\$1,500.12
19-00702	J&C BOOKS	Ed Services - K-8	K-2: HSS class kits (29) (Board adopted: 5/9/06)	\$7,325.55 *
19-00717	FIRST CALL BUSINESS SOLUTIONS	Print Shop	Annual: maintenance for print shop equipment	\$3,000.00
19-00723	STAPLES	Los Cerritos Elementary School	Annual: online ordering	\$4,900.00
19-00725	STAPLES	Tanner Elementary School	Annual: online ordering	\$4,800.00

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

Paramount Unified School District

2018/2019

Purchase Orders To Be Ratified and Authorized

September 10, 2018

PO Number	Vendor	Site	Description	Total Amount
010 - General Fund				
19-00727	STAPLES	Superintendents Office	Annual: online ordering	\$2,000.00
19-00728	SOUTHWEST SCHOOL & OFFICE SUPPLY	Jackson Middle School	Annual: online ordering	\$4,000.00
19-00736	SOUTHWEST SCHOOL & OFFICE SUPPLY	Alondra Middle School	Office supplies	\$3,695.65
19-00740	MULTI-HEALTH SYSTEMS	Special Education	Psychological assessments	\$4,912.98
19-00745	SOUTHWEST SCHOOL & OFFICE SUPPLY	Paramount High School	Office supplies	\$1,960.40
19-00754	ACCENT FLAGS & FLAGPOLES	Operations	Annual: service for flagpoles	\$4,000.00
19-00755	STAPLES	Secondary Ed	Office workstations (4)	\$5,294.75 *
19-00756	FUTURE DESIGN COMMUNICATIONS	Operations	Annual: network cabling	\$14,000.00 *
19-00757	CARD INTEGRATORS CORPORATION	Alondra Middle School	Student ID machine	\$5,053.43 *
19-00758	MCGRAW-HILL/CONTEMPORARY	Ed Services - K-8	Language Arts instructional materials (Board adopted: 4/27/16)	\$4,708.93
19-00760	AMPLIFY	Ed Services - K-8	Language Arts workbooks & instructional material sets (44) (Board adopted: 4/10/17)	\$1,830.40
19-00766	KIS COMPUTER CENTER	Special Education	Probooks (6)	\$4,848.66
19-00790	FIRST CALL BUSINESS SOLUTIONS	Operations	Annual: print shop supplies	\$3,500.00
19-00792	AUDIOVISION INC.	Paramount High School	CTE: TV's (5) & installation	\$12,214.73 *
19-00795	LIBERTY PAPER	Operations	Warehouse stock	\$5,858.25 *
19-00809	VISION COMMUNICATIONS	Paramount High School	Two-way radios (3)	\$2,551.33
19-00810	TEXTBOOK WAREHOUSE	Ed Services - Secondary	AP statistics textbooks (13)	\$2,433.06
19-00811	MCGRAW-HILL/CONTEMPORARY	Ed Services - Secondary	Language Arts textbooks (45) (Board adopted: 4/27/16)	\$4,321.52
19-00812	PARAMOUNT CHAMBER OF COMMERCE, INC	Superintendents Office	Annual: Pulse Beat publications	\$24,996.00 *
19-00824	PEARSON	Special Education	Psychological assessments	\$1,815.51
19-00826	MARCO LAWN & GARDEN SUPPLY	Operations	Grounds equipment	\$2,836.05
19-00847	BEDFORD FREEMAN & WORTH PUBLISHING GROUP	Paramount High School	AP Statistics Textbooks (20) (Board adopted: 4/10/17)	\$3,430.64
19-00853	GAS CONTROL TECHNOLOGIES, L.L.C.	Operations	Keppel: gas seismic shut off valve	\$14,980.00 *
19-00858	PIONEER CHEMICAL COMPANY	Operations	Warehouse stock	\$14,446.34 *

010 - General Fund - LCAP

18-02864	KIS COMPUTER CENTER	Odyssey STEM Academy	Printers (9) & supplies	\$4,986.63
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* Indicates a request over \$5,000 signifying approval prior to issuing the purchase order.

Paramount Unified School District

2018/2019

Purchase Orders To Be Ratified and Authorized

September 10, 2018

PO Number	Vendor	Site	Description	Total Amount
010 - General Fund - LCAP				
19-00417	MATTERHACKERS, INC.	Odyssey STEM Academy	3D printers (7), maintenance agreement & supplies (increase purchase order from \$8,041 to \$22,620)	\$14,579.36 *
19-00435	U. S. BANK	Odyssey STEM Academy	Instructional materials	\$3,711.17
19-00436	FULL SPECTRUM LASER	Odyssey STEM Academy	Laser cutting machines (3) & fume extractors (3)	\$18,324.75 *
19-00447	MCGRAW-HILL/CONTEMPORARY	Ed Services - Secondary	AP World History textbooks (105) (Board adopted: 6/22/16)	\$20,967.58 *
19-00448	FOLLETT EDUCATIONAL SERVICES	Ed Services - Secondary	Mixed Media Art Studio Electronic Design books (150) (Board adopted: 4/23/18)	\$2,908.87
19-00449	TEXTBOOK WAREHOUSE	Ed Services - Secondary	Mixed Media Art Studio Engineering books (450) (Board adopted: 4/23/18)	\$8,077.82 *
19-00450	CENGAGE LEARNING	Ed Services - Secondary	Mixed Media Art Studio Dimensional Design textbooks (150) (Board adopted: 4/23/18)	\$24,637.50 *
19-00461	STAPLES	Odyssey STEM Academy	Annual: online ordering	\$3,000.00
19-00463	PROJECT LEAD THE WAY	Jackson Middle School	Instructional materials	\$3,059.43
19-00466	PROJECT LEAD THE WAY	Zamboni Middle School	Instructional materials	\$2,475.80
19-00478	FLINN SCIENTIFIC INC	Paramount High School	Science supplies	\$6,616.40 *
19-00484	RABBIT LASER USA	Odyssey STEM Academy	Laser cutting engraving machine	\$19,732.88 *
19-00485	COOLE SCHOOL	Paramount High School West	Student planners (1300)	\$4,970.90
19-00508	U. S. BANK	Odyssey STEM Academy	Instructional materials	\$3,234.74
19-00509	KAPLAN K12 LEARNING SERVICES LLC	Secondary Ed	AP study guides (1324) & SAT prep testing support (Board approved: 6/25/18)	\$94,678.91 *
19-00516	PROJECT LEAD THE WAY	Paramount High School West	Instructional materials	\$6,172.52 *
19-00523	THE GATSBY LLC DBA GAME CHANGER	Paramount High School West	Student achievement T-shirts (600)	\$2,551.90
19-00525	CHEFS' TOYS	Paramount High School	Classroom supplies	\$2,498.31
19-00526	MIND RESEARCH INSTITUTE	Ed Services - K-8	Subscription renewal	\$54,000.00 *
19-00527	PROJECT LEAD THE WAY	Paramount Park Middle School	Instructional materials	\$1,874.37
19-00529	NAVIANCE, INC.	Secondary Ed/CTE	College & Career Center software & materials (Board approved: 6/25/18)	\$100,000.00 *
19-00530	U. S. BANK	Odyssey STEM Academy	Instructional materials	\$3,497.26
19-00546	LEARNING FOR LIVING, INC.	Jackson Middle School	Professional Development Academic plan & assembly	\$9,075.00 *
19-00548	DEPCO ENTERPRISES LLC.	Hollydale K-8 School	Instructional materials	\$4,187.25
19-00549	DEPCO ENTERPRISES LLC.	Jackson Middle School	Instructional materials	\$4,187.25
19-00550	DEPCO ENTERPRISES LLC.	Paramount Park Middle School	Instructional materials	\$4,187.25
19-00551	DEPCO ENTERPRISES LLC.	Alondra Middle School	Instructional materials	\$4,187.25
19-00552	CREATIVE THERAPY STORE	Los Cerritos Elementary School	Instructional materials	\$2,029.53

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

Paramount Unified School District

2018/2019

Purchase Orders To Be Ratified and Authorized

September 10, 2018

PO Number	Vendor	Site	Description	Total Amount
010 - General Fund - LCAP				
19-00554	SCHOOLZILLA	Research & Evaluation	Monitoring of student/school academic progress-OARS subscription	\$90,469.38 *
19-00556	CENGAGE LEARNING	Ed Services - Secondary	Health workbooks (300) (Board adopted: 5/8/2017)	\$12,906.00 *
19-00559	CENGAGE LEARNING	Ed Services - Secondary	Medical textbooks (60) (Board adopted: 5/8/17)	\$8,048.33 *
19-00571	ALBERTSON'S MARKET	Paramount High School	Annual: food supplies	\$5,000.00 *
19-00589	KIS COMPUTER CENTER	Paramount High School West	Toner cartridges (44)	\$4,500.45
19-00590	KIS COMPUTER CENTER	Collins Elementary School	Probook & LCD projector	\$1,904.83
19-00593	U. S. BANK	Jefferson Elementary School	Laptop sleeves (200)	\$2,312.86
19-00601	SMART & FINAL IRIS COMPANY	Paramount High School West	Annual: food supplies	\$5,000.00 *
19-00602	SMART & FINAL IRIS COMPANY	Paramount High School	Annual: food supplies	\$5,000.00 *
19-00603	U. S. BANK	Paramount High School	Annual: food supplies (Costco)	\$5,000.00 *
19-00604	PROJECT LEAD THE WAY	Hollydale K-8 School	Instructional materials	\$2,911.61
19-00605	ALBERTSON'S MARKET	Paramount High School West	Annual: food supplies	\$5,000.00 *
19-00606	U. S. BANK	Paramount High School West	Annual: food supplies (Costco)	\$5,000.00 *
19-00607	COMMERCE PRINTING	Ed Services - K-8	Expository reading & writing textbooks (340) (Board adopted: 4/9/14)	\$3,443.78
19-00608	BEDFORD FREEMAN & WORTH PUBLISHING GROUP	Ed Services - Secondary	AP Statistics workbooks (125) (Board adopted: 4/10/17)	\$2,458.44
19-00609	TEXTBOOK WAREHOUSE	Ed Services - Secondary	French workbooks (80) (Board adopted: 7/16/96), AP calculus workbooks (150) (Board adopted: 5/12/15), Spanish workbooks (243) (Board adopted: 5/25/04), Edge interactive practice workbooks (40) (Board adopted: 3/23/11)	\$4,211.88
19-00611	SUPERIOR TEXT	Ed Services - Secondary	CSU Expository books (700) (Board adopted: 4/9/14)	\$5,127.89 *
19-00612	TEXTBOOK WAREHOUSE	Ed Services - Secondary	Restaurant management textbooks (30) (Board adopted: 4/27/16), Spanish textbooks (260) (Board adopted: 5/25/04), Chemistry textbooks (100) (Board adopted: 4/27/04)	\$10,515.83 *
19-00613	TEXTBOOK WAREHOUSE	Ed Services - Secondary	French workbooks (180) (Board adopted: 7/26/96), AP history workbooks (260) (Board adopted: 6/22/16) Edge interactive practice books (10) (Board adopted: 3/23/11)	\$4,662.18
19-00621	KIS COMPUTER CENTER	Technology	3D printer accessories	\$1,551.62
19-00622	KIS COMPUTER CENTER	Zamboni Middle School	Probooks (36) & accessories	\$42,218.15 *
19-00624	CAROLINA BIOLOGICAL SUPPLY CO.	Paramount High School	Science materials	\$3,876.30

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

Paramount Unified School District

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Purchase Orders To Be Ratified and Authorized

September 10, 2018

PO Number	Vendor	Site	Description	Total Amount
010 - General Fund - LCAP				
19-00625	STAPLES	Secondary Ed	Office stools (9)	\$3,035.34
19-00627	FLINN SCIENTIFIC INC	Paramount High School	Science materials	\$5,289.13 *
19-00633	MCDOWELL-CRAIG	Ed Services - Secondary	Student desks (40)	\$6,661.98 *
19-00635	KIS COMPUTER CENTER	Paramount High School West	Printers (6) & supplies	\$5,019.48 *
19-00658	STAPLES	Paramount High School	Office supplies	\$4,868.91
19-00664	SOUTHWEST SCHOOL & OFFICE SUPPLY	Alondra Middle School	Office supplies	\$2,831.01
19-00676	U. S. BANK	Odyssey STEM Academy	Instructional materials	\$3,174.76
19-00703	SHI	Odyssey STEM Academy	Adobe license subscription (155)	\$3,766.50
19-00708	BEDFORD FREEMAN & WORTH PUBLISHING GROUP	Ed Services - K-8	PHS: AP Biology workbooks (125) (Board adopted: 4/10/17)	\$2,458.44
19-00710	BEDFORD FREEMAN & WORTH PUBLISHING GROUP	Ed Services - K-8	PHS: AP Environmental Science, AP Psychology workbooks (280) (Board adopted: 2/26/18)	\$4,248.15
19-00713	AVID CENTER HQ	Paramount High School West	AVID membership fees	\$4,449.00
19-00714	AVID CENTER HQ	Paramount High School	AVID membership fees	\$4,449.00
19-00726	MOREY'S MUSIC STORE, INC.	Paramount High School	Music instruments (15)	\$2,110.61
19-00733	BELLFLOWER MUSIC CENTER	Paramount High School	Music instruments (21) & accessories	\$27,097.94 *
19-00738	OFFICE SOLUTIONS	Odyssey STEM Academy	Storage equipment (12)	\$3,773.04
19-00751	MCGRAW-HILL/CONTEMPORARY	Ed Services - Secondary	US History textbooks (105) (Board adopted: 5/14/18)	\$9,839.56 *
19-00761	TEXTBOOK WAREHOUSE	Ed Services - Secondary	Spanish textbooks (39) (Board adopted: 5/25/04), Art textbooks (52) (Board adopted: 9/13/05)	\$2,475.69
19-00763	SUPERIOR TEXT	Ed Services - Secondary	Physiology textbooks (80) (Board adopted: 5/27/08)	\$2,092.76
19-00767	BELLFLOWER MUSIC CENTER	Paramount High School	Music instruments (5) & accessories	\$9,898.80 *
19-00771	KIS COMPUTER CENTER	Paramount High School West	Computers (4)	\$4,220.04
19-00777	U. S. BANK	Odyssey STEM Academy	Cameras (5), tablet & accessories	\$4,580.06
19-00793	U. S. BANK	Odyssey STEM Academy	Instructional materials	\$3,225.34
19-00800	KIS COMPUTER CENTER	Paramount Park Middle School	Tablets (36) & accessories	\$9,529.11 *
19-00801	KIS COMPUTER CENTER	Zamboni Middle School	Tablets (36) & accessories	\$9,529.11 *
19-00808	MY SBAC COACH GET AHEAD WRITTING, LLC	Tanner Elementary School	Online subscription - English Language Arts & Math	\$8,995.00 *
19-00829	HP INC.	Technology	Notebook computers (2)	\$3,318.40
19-00830	IXL LEARNING	Wirtz Elementary School	Professional Development Math & ELA site license	\$9,158.00 *
19-00832	SCHOOLMINT	Secondary Ed	Monitoring software	\$19,340.00 *
19-00838	ROBERT MCNEEL & ASSOCIATES	Odyssey STEM Academy	Software license	\$2,135.25
19-00844	U. S. BANK	K-5 Schools & Innovative Programs	Portable speakers (12)	\$1,970.87

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Paramount Unified School District

2018/2019

Purchase Orders To Be Ratified and Authorized

September 10, 2018

PO Number	Vendor	Site	Description	Total Amount
010 - General Fund - LCAP				
19-00855	CDW GOVERNMENT LLC	Technology	Network equipment	\$4,356.21
110 - Adult Education Fund				
19-00638	PEARSON EDUCATION	Adult Education	Side by Side ESL books (50)	\$2,349.41
19-00639	PEARSON EDUCATION	Adult Education	Side by Side ESL books (100)	\$3,523.83
19-00640	PEARSON EDUCATION	Adult Education	Side by Side ESL books (125)	\$5,713.57 *
19-00641	PEARSON EDUCATION	Adult Education	Side by Side ESL books (125)	\$5,633.59 *
19-00709	ALEKS CORPORATION	Adult Education	Aleks K12 12-month subscriptions (60)	\$2,700.00
130 - Cafeteria Fund				
19-00444	EAST BAY RESTAURANT SUPPLY	Nutrition Services	Los Cerritos: kitchen equipment	\$8,133.25 *
19-00517	ABEL PLUMBING	Nutrition Services	Los Cerritos: tankless water heaters (2)	\$10,900.00 *
19-00555	MARX BROS. FIRE EXTINGUISHER COMPANY	Nutrition Services	Hollydale: replace fire suppression hood system	\$3,900.00
19-00569	KIS COMPUTER CENTER	Nutrition Services	Annual: computer equipment	\$9,000.00 *
19-00594	ACTION SALES	Nutrition Services	Los Cerritos: kitchen equipment	\$37,826.78 *
19-00815	MURRAY'S MOCHA	Nutrition Services	Annual: food purchases	\$6,000.00 *
140 - Deferred Maintenance Fund				
19-00096	GRAINGER INDUSTRIAL SUPPLY	Operations	Annual: electrical supplies (increase purchase order from \$1,000 to \$3,000)	\$2,000.00
19-00107	ABEL PLUMBING	Operations	Annual: plumbing services (Bid# 5-16-17) (increase purchase order from \$40,000 to \$100,000)	\$60,000.00 *
19-00460	SIGNATURE FLOORING, INC.	Operations	Annual: floor repairs	\$70,000.00 *
19-00547	JK ELECTRONICS	Operations	Fire alarm batteries (140)	\$4,668.73
19-00581	BSN SPORTS	Operations	Gym & bleacher repairs: Alondra, PHS-West Campus & Paramount High School	\$14,525.13 *
19-00673	ALLWOOD	Buena Vista High School	Cabinetry in office	\$17,288.00 *
19-00775	RPW SERVICES INC.	Operations	Annual: weed control services	\$13,975.33 *
19-00836	ALVAS LLC.	Operations	Zamboni: dance mirrors (6) & dance barres (5)	\$7,039.76 *
211 - Building Fund - Measure I				
18-02732	KNOWLAND CONSTRUCTION SERVICES	Odyssey STEM Academy	DSA inspector fees (increase purchase order from \$8,500 to \$14,280)	\$5,780.00 *
19-00453	FLOOR TECH	Odyssey STEM Academy	Install flooring & wall tile: boys & girls restroom	\$48,798.76 *
19-00458	AMERICA'S INSTANT SIGNS	Odyssey STEM Academy	ADA room signage (52)	\$2,684.02

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

Paramount Unified School District

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Purchase Orders To Be Ratified and Authorized

September 10, 2018

PO Number	Vendor	Site	Description	Total Amount
211 - Building Fund - Measure I				
19-00459	WLC ARCHITECTS, INC.	Operations	Digital plans & site maps for all sites	\$29,000.00 *
19-00583	AMERICA'S INSTANT SIGNS	Paramount High School West	ADA room signage (153)	\$5,661.15 *
19-00629	VIRCO INC	Keppel Elementary School	Staff lounge furniture: tables (8), chairs (32)	\$8,141.28 *
19-00630	U. S. BANK	Keppel Elementary School	Staff lounge furniture: sofa set	\$2,956.49
19-00789	MEAR CONSTRUCTION	Operations	Alondra: exterior painting of 2 portables	\$4,500.00
19-00813	MEAR CONSTRUCTION	Gaines Elementary School	Exterior paint all rooms (Bid #2-17-18)	\$93,000.00 *
19-00816	REM CUSTOM BUILDERS INC.	Los Cerritos Elementary School	Kitchen remodel	\$137,900.00 *
19-00834	SEERS LUMBER CO. INC.	Los Cerritos Elementary School	Building supplies	\$12,255.81 *
19-00856	QUALITY FENCE	Alondra Middle School	Fence repairs	\$7,370.65 *
19-00857	ARETE DIGITAL IMAGING	Adult Education	Logo wall decals (3)	\$9,718.88 *

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

Paramount Unified School District

2018/2019

Purchase Orders To Be Ratified and Authorized

September 10, 2018

PURCHASE ORDER SUMMARY BY FUND

385 Purchase orders for a total of **\$2,117,327.27**

010 - General Fund	To Be Authorized	\$325,725.95
	To Be Ratified Over \$1,500	\$175,285.45
	To Be Ratified Under \$1,500	\$55,699.92
	Fund Total	\$556,711.32
010 - General Fund - Calif. Clean Energy Jobs Act	To Be Ratified Under \$1,500	\$541.86
	Fund Total	\$541.86
010 - General Fund - LCAP	To Be Authorized	\$696,506.41
	To Be Ratified Over \$1,500	\$156,921.24
	To Be Ratified Under \$1,500	\$46,139.91
	Fund Total	\$899,567.56
110 - Adult Education Fund	To Be Authorized	\$11,347.16
	To Be Ratified Over \$1,500	\$8,573.24
	To Be Ratified Under \$1,500	\$2,159.68
	Fund Total	\$22,080.08
120 - Child Development Fund	To Be Ratified Under \$1,500	\$36.20
	Fund Total	\$36.20
130 - Cafeteria Fund	To Be Authorized	\$70,413.08
	To Be Ratified Over \$1,500	\$3,900.00
	To Be Ratified Under \$1,500	\$2,853.38
	Fund Total	\$77,166.46
140 - Deferred Maintenance Fund	To Be Authorized	\$181,613.09
	To Be Ratified Over \$1,500	\$6,668.73
	To Be Ratified Under \$1,500	\$1,857.27
	Fund Total	\$190,139.09
211 - Building Fund - Measure I	To Be Authorized	\$357,626.53
	To Be Ratified Over \$1,500	\$10,140.51
	To Be Ratified Under \$1,500	\$3,317.66
	Fund Total	\$371,084.70

Paramount Unified School District

TO: Ruth Perez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: September 10, 2018
SUBJECT: Warrants for the Month of July 2018

BACKGROUND INFORMATION

The following warrants were issued during the month of July:

FUNDS	REGISTER NO.		AMOUNT
<u>GENERAL FUND (01)</u>			
Certificated Salaries	C1L/R01	\$	9,242,332.59
Classified Salaries	V2B/206	\$	2,894,533.57
Commercial Warrants	24668792/24710519	\$	2,230,028.97
TOTAL GENERAL FUND		\$	<u>14,366,895.13</u>
<u>ADULT EDUCATION FUND (11)</u>			
Certificated Salaries	C1L/R01	\$	158,711.47
Classified Salaries	E4X/H1A	\$	70,226.57
Commercial Warrants	24668792/24710519	\$	442,965.17
TOTAL ADULT EDUCATION FUND		\$	<u>671,903.21</u>
<u>CHILD DEVELOPMENT FUND (12)</u>			
Certificated Salaries	C1L/R01	\$	74,441.85
Classified Salaries	186/R01	\$	47,988.92
Commercial Warrants	24668792/24710519	\$	368.92
TOTAL CHILD DEVELOPMENT		\$	<u>122,799.69</u>
<u>CAFETERIA FUND (13)</u>			
Classified Salaries	E4X/206	\$	389,918.65
Commercial Warrants	24668792/24710519	\$	185,347.34
TOTAL CAFETERIA FUND		\$	<u>575,265.99</u>
<u>DEFERRED MAINTENANCE FUND (14)</u>			
Classified	E4X/R01	\$	37,477.34
Commercial Warrants	24668792/24710519	\$	176,439.26
TOTAL CHILD DEVELOPMENT		\$	<u>213,916.60</u>

CONSENT ITEM: 4.2-C

BUILDING (BOND) FUND (21)

Commercial Warrants	24668792/24710519	\$	2,500.00
TOTAL BUILDING (BOND) FUND		\$	<u>2,500.00</u>

MEASURE I (BOND) FUND (21.1)

Commercial Warrants	24668792/24710519	\$	882,409.24
TOTAL BUILDING (BOND) FUND		\$	<u>882,409.24</u>

CAPITAL FACILITIES FUND (25)

Certificated Salaries	C1L/R01	\$	7,749.67
Classified Salaries		\$	0.00
Commercial Warrants	24668792/24710519	\$	25,705.45
TOTAL CAPITAL FACILITIES FUND		\$	<u>33,455.12</u>

SCHOOL FACILITIES FUND (35)

Commercial Warrants	24668792/24710519	\$	15,723.37
TOTAL SCHOOL FACILITIES FUND		\$	<u>15,723.37</u>

SELF-INSURANCE FUND - H & W (67.0)

Commercial Warrants	24668792/24710519	\$	34,087.90
TOTAL SELF-INSURANCE FUND - H & W		\$	<u>34,087.90</u>

SELF-INSURANCE FUND - Workers' Comp (67.1)

Commercial Warrants	24668792/24710519	\$	2,500.00
TOTAL SELF-INSURANCE FUND - Workers' Comp		\$	<u>2,500.00</u>

SELF-INSURANCE FUND - Early Retirees (67.2)

Commercial Warrants	24668792/24710519	\$	5,321.82
TOTAL SELF-INSURANCE FUND - Early Retirees		\$	<u>5,321.82</u>

REVOLVING CASH FUND

Commercial Warrants	10308/10323	\$	12,024.32
TOTAL REVOLVING CASH FUND		\$	<u>12,024.32</u>

TOTAL WARRANTS ALL FUNDS

\$ 16,938,802.39

POLICY/ISSUE:

Education Code, Section 42643 - Keeping a Register of Warrants Open to Public Inspection Required
Board Policy 3326.1 - Warrants

FISCAL IMPACT:

As shown above

STAFF RECOMMENDATION:

Approve warrants for all funds through July with a total of \$16,938,802.39

PREPARED BY:

Patricia Tu, Director of Fiscal 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

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: September 10, 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 totaling \$35.00 from Wells Fargo Community Support Campaign. This donation will be designated for the students of Hollydale School to support student academic achievement.
2. The District received a donation totaling \$35.00 from Wells Fargo Community Support Campaign. This donation will be designated for the students of Hollydale School to support student academic achievement.
3. The District received a donation totaling \$1,500.00 from Costco-Lakewood. This donation will be designated for the students of Collins and Mokler Preschools to support student academic achievement.

For the current 2018-19 fiscal year through September 10, 2018, the District has received an estimated total, which includes the above amounts, of \$9,855.35 in gifts, grants, and bequests.

POLICY/ISSUE:

Board Policy 3280 – Gifts, Grants, and Bequests

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

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

PREPARED BY:

Ruben Frutos, Assistant Superintendent-Business Services

CONSENT ITEM: 4.3-C

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: Myrna Morales, Assistant Superintendent – Human Resources
DATE: September 10, 2018
SUBJECT: 2018-19 Declaration of Need for Fully Qualified Educators

BACKGROUND INFORMATION:

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

Based on prior- and current-year data, the following Declaration stipulates those service areas and numbers of emergency permit holders the District may need for 2018-19. With Board approval, the Declaration will be sent to the CCTC and thereby establish the District's possible areas of need for 2018-19. Then, as it is necessary to employ teachers under emergency permits, the individual application and approval process will be quickly completed.

POLICY/ISSUE:

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

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Approve the 2018-19 Declaration of Need for Fully Qualified Educators in Paramount Unified School District for submission to the California Commission on Teacher Credentialing.

PREPARED BY:

Myrna Morales, Assistant Superintendent – Human Resources

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.

ACTION ITEM: 2.1-A

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

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

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

Submitted by Superintendent, Director, or Designee:

<i>Name</i>	<i>Signature</i>	<i>Title</i>
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>
<i>Mailing Address</i>		
<i>E-Mail Address</i>		

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

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

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

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

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	_____
Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization: _____	
Resource Specialist	_____
Teacher Librarian Services	_____

LIMITED ASSIGNMENT PERMITS

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

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

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

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

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

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

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

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. _____

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

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

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

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

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Myrna Morales, Assistant Superintendent-Human Resources
DATE: September 10, 2018
SUBJECT: Dietetic Student Field Placement Agreement with California State University, Long Beach

BACKGROUND INFORMATION:

Periodically, the District enters into agreements with accredited universities and colleges to provide fieldwork placement or clinical experience for students enrolled in such institutions. California State University, Long Beach has requested that the District participate in such an agreement for community nutrition learning experiences for Dietetic Interns. The agreement, if approved, would commence September 11, 2018 and terminate August 1, 2021. Either party may terminate this agreement upon written notice.

The District has participated in numerous programs, which have proven to be of definite benefit to the students, as well as the college students.

POLICY/ISSUE:

Board Policy 1600 – Relations between Non-public and other Educational Organizations

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Approve the agreement with California State University, Long Beach for participation in community nutrition learning experiences for Dietetic Interns.

PREPARED BY:

Myrna Morales, Assistant Superintendent – Human Resources

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 4: Parent and Community Partnerships

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

ACTION ITEM: 2.2-A



STUDENT FIELD PLACEMENT AGREEMENT

This agreement (“Agreement”) is between the Trustees of the California State University (CSU) on behalf of California State University Long Beach (“University”) and _____ (“Facility”).

University offers degree programs in a wide variety of disciplines, which are academically enhanced by practical experiences outside of the traditional classroom setting. For this Agreement, the Facility shall provide practical experience pursuant to the terms of this agreement and serve as a learning site offering facilities, resources and supervision to students. In consideration the mutual promises and conditions set forth below, the University and the Facility (“Party or Parties”) agree as follows:

- I. **EDUCATIONAL PROGRAMS** – The following University educational programs are included in this Agreement and are governed by the corresponding Exhibit(s), incorporated as if fully stated herein:

Exhibit A – Individualized Supervised Practice Pathway Program Protocol, consisting of 2 page(s).

II. **GENERAL PROVISIONS**

- A. Term of Agreement** - The term of this Agreement shall be operative from date of full execution until _____. Either Party may terminate this agreement upon forty-five (45) days written notice. If either Party sends a Notice of Termination prior to the completion of an academic semester, all students enrolled at that time shall be allowed to continue their education experience until that student completes their placement work.
- B. Relationship of Parties** – Facility (including its employees and agents) shall act in an independent capacity and not as officers, employees or agents of CSU or University. Nothing in this Agreement shall be construed to constitute a partnership, joint venture or any other relationship other than that of independent contractors.
- C. Indemnification** - University shall be responsible for damages caused by the negligence of its directors, officers, agents and employees as required by law (Gov. Code §815, et seq), and agrees to indemnify and hold harmless Facility (including its officers, agents and employees) from any and all liability arising out of the negligent acts, omissions or willful misconduct of University directors, officers, agents or employees (as required by Gov. Code §815, et seq.) in the performance of this Agreement.
- Facility shall be responsible for damages caused by the negligence of its directors, officers, agents and employees, and agrees to indemnify and hold harmless CSU and University (including its officers, agents and employees) from any and all liability arising out of the negligent acts, omissions or willful misconduct of Facility’s directors, officers, agents or employees in the performance of this Agreement.
- D. Insurance**
1. Each Party shall maintain General Liability Insurance (or a program of self-insurance), comprehensive or commercial form, with a minimum limit of \$1,000,000 for each occurrence and \$3,000,000 general aggregate.
 2. Students maintain general liability coverage through the Student Academic Field Experience for Credit Liability Insurance (SAFECLIP) program, in the amount of \$2,000,000 for each occurrence and \$4,000,000 general aggregate.
 3. Workers’ compensation insurance coverage for students shall be provided by Facility.
- E. Confidential Student Information** - Student records shall remain confidential as required by the Family Educational Rights and Privacy Act (FERPA). Facility shall not release any protected student information without written consent of the student, unless required to do so by law or as dictated by the terms of this Agreement.
- F. Governing Law** – This agreement shall be construed in accordance with and governed by the laws of the State of California, except where superseded by federal law. All actions or proceedings arising in connection with this Agreement shall be subject to the exclusive jurisdiction of the state courts of the County of Los Angeles, State of California.
- G. Assignments** - This Agreement is not assignable in whole or in part.
- H. Renewal** - This agreement may be renewed by mutual written consent of authorized representatives of the parties. Nothing herein guarantees any such renewal(s).

- I. Endorsement** - Nothing contained in this Agreement shall be construed as conferring on any Party hereto any right to use the other Party's name as an endorsement of product/service or to advertise, promote or otherwise market any product or service without the prior written consent of the other parties. Furthermore, nothing in this Agreement shall be construed as endorsement of any commercial product or service by University its officers or employees.
- J. Fair Labor Standards Act and Displacement of Organization Employees** – It is not the intention of this Agreement for students to perform services that would displace or replace regular employees of the Facility.
- K. Nondiscrimination** - During the performance of this Agreement, the Parties may not deny placement under this Agreement to any student on the basis of religion, color, ethnic group identification, sex, age, physical or mental disability, nor may they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age (over 40) or sex. The parties will insure that the evaluation and treatment of students are free of such discrimination.
- L. Survival** - Upon termination of this contract for any reason, the terms, provisions, representations and warranties contained in this agreement shall survive expiration or earlier termination of this agreement.
- M. Severability** - If any provision of this agreement is held invalid by any law, rule, order of regulation of any government, or by the final determination of any state or federal court, such invalidity shall not affect the enforceability of any other provision not held to be invalid.
- N. Authority** - Each Party represents and warrants that the person(s) signing below on its behalf has the authority to enter into this Agreement and that this Agreement does not violate any of its existing agreements or obligations.
- O. Entire Agreement** - This document contains the entire agreement and understanding of the Parties, and supersedes all prior agreements, arrangements, and understandings with respect to the subject matter of this document. No amendment, alternation or variation of the terms of the Agreement shall be valid unless made in writing and signed by the Parties hereto.

UNIVERSITY:

California State University, Long Beach
 1250 Bellflower Blvd., BH-346
 Long Beach, CA 90840-0123

Facility: _____
(please write the complete legal name of the entity)

Phone Number *Fax Number*

Authorized Signature *Date*

Name and Title

Authorized Signature *Date*

Print Name and Title

SPECIFIC PROTOCOL
STUDENT FIELD PLACEMENT AGREEMENT
Family and Consumer Sciences: Individualized Supervised Practice Pathway (ISPP)
Exhibit A

The following California State University Long Beach program is approved by the California State University (CSU) Trustees. As well, the Academy of Nutrition and Dietetics (AND) and the Accreditation Council for Education in Nutrition and Dietetics (ACEND) have heretofore granted approval to the University's Family and Consumer Sciences, Didactic Program in Dietetics, ISPP program. The ISPP program requires supervised practice experience for DPD verified students admitted into the program.

Students shall have the status of learners and shall not be considered employees or agents of the Facility of University.

I. FACILITY SHALL:

- a. Permit each student designated by the University Pursuant to Paragraph II A below to receive supervised practice experience at the Facility and shall permit such student free access to appropriate organizational facilities for such supervised practice experience.
- b. Maintain facilities used for supervised practice experience in such a manner that said facilities shall at all times meet the minimum essentials for local and national health and safety standards.
- c. Provide emergency first aid for any student who becomes sick or injured by conditions arising out of or in the course of said student's participation in the practical experience at the Facility. All costs associated with said emergency health care are the sole responsibility of the student(s).
- d. Have the right, after consultation with the University, to refuse to accept for further supervised practice experience any participating student intern who in the Facility's judgment is not participating satisfactorily in said program.
- e. Notify the University's instructors (ISPP Director) of any change in the Facility's contact personnel.

UNIVERSITY SHALL:

- a. Designate ISPP students for practical experience at the Facility, in such numbers as are mutually agreed to by both parties
 - a. Facility may participate in the choosing of students/interns as requested.
- b. Work with Facility to supervise the instruction and supervised practice experience of this agreement.
- c. Keep all attendance and academic records of students participating in said program.
- d. Require every student to conform to all applicable Facility policies, procedures, and regulations, and all requirements and restrictions specified jointly by representatives of the University and Facility.
- e. Require University representative to notify Facility's internship sponsor in advance of:
 - a. Student schedules

- b. Placement of students in supervised practice assignments
- c. Changes in supervised practice assignments
- f. In consultation and coordination with the Facility's personnel, students will establish goals for the supervised practice experience to meet the ISPP guidelines under the Agreement.
- g. In consultation and coordination with appropriate Facility personnel arrange for periodic conferences between appropriate representatives of the University and Facility to evaluate the supervised practice experience program under this agreement.

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Myrna Morales, Assistant Superintendent-Human Resources
DATE: September 10, 2018
SUBJECT: Resolution 18-08: Institutional Memberships for the 2018-19 School Year

BACKGROUND INFORMATION:

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

POLICY/ISSUE:

Board Policy 1500 – Relations Between Area, State, Regional and National Associations
Board Policy 1600 – Relations Between Non-Public and Other Educational Organizations
Bylaws of the Board 9340 – Membership in Associations

FISCAL IMPACT:

Organization dues and memberships are paid from various departmental budgets.

STAFF RECOMMENDATION:

Adopt Resolution 18-08 authorizing Paramount Unified School District's institutional memberships for the 2018-19 school year.

PREPARED BY:

Myrna Morales, Assistant Superintendent – Human Resources

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 4: Parent and Community Partnerships

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

ACTION ITEM: 2.3-A

RESOLUTION 18-08
INSTITUTIONAL MEMBERSHIPS FOR 2018-19

BE IT RESOLVED that the Board of Education of the Paramount Unified School District hereby authorizes institutional membership for said District for the 2018-19 fiscal year in the following organizations:

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

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

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

I hereby certify that the above is a true copy of a Resolution adopted by the Board of Education of the Paramount Unified School District at its regular meeting held September 10, 2018.

Ruth Pérez, Secretary to the Board of Education

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Deborah Stark, Assistant Superintendent–Educational Services
DATE: September 10, 2018
SUBJECT: Memorandum of Understanding with Cal Poly Pomona College of Engineering for the Femineer Program

BACKGROUND INFORMATION:

The Femineer Program was created and is funded by Cal Poly Pomona’s College of Engineering in 2013 to inspire, engage and empower girls to pursue STEM (Science, Technology, Engineering, Math) in their education and career. It is guided by the belief that girls will thrive in STEM careers if given the opportunity. Cal Poly Pomona supplies the academic support to sustain this three-year program, which provides students with project-based learning, female engineering student mentors and opportunities to visit Cal Poly Pomona. The Femineer program has been recognized by the White House for increasing educational outcomes and opportunities for K-12 female Hispanic students.

After teachers receive training at Cal Poly Pomona in September, the Femineer Program will be implemented at Alondra, Jackson and Zamboni Middle Schools in 2018-19. Students will be challenged to design and create wearable gadgets by using conductive thread for sewing electrical circuits and learn to solder during this 30-hour after-school program. The ‘Wearable Technology’ projects will be showcased at the Femineer Summit at Cal Poly Pomona in April, 2019.

The following chart highlights the curricular focus for each year:

	Year One: 2017-18	Year Two: 2018-19	Year Three: 2019-20
Curriculum	<ul style="list-style-type: none">• Creative robotics• Safety procedures• How to use tools• How to work in teams to design robots out of everyday materials	<ul style="list-style-type: none">• Curriculum Wearable Technology• Basic Circuitry and C programming• How to use conductive thread, bright neopixels, and wearable microcontrollers	<ul style="list-style-type: none">• How to program in languages such as Scratch and Python• Raspberry Pi

POLICY/ISSUE:

Board Policy 6141 – Curriculum Development

FISCAL IMPACT:

\$15,000 from LCAP funds

ACTION ITEM: 3.1-A

STAFF RECOMMENDATION:

Approve the Memorandum of Understanding with Cal Poly Pomona College of Engineering for Alondra, Jackson and Zamboni Middle School's participation in the Femineer School Program and the purchase of materials 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: 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 4: Parent and Community Partnerships

- 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.



Cal Poly Pomona College of Engineering (CPP CoE) Femineer™ School Program Memorandum of Understanding

Cal Poly Pomona College of Engineering's Responsibilities

The purpose of the Cal Poly Pomona College of Engineering (CPP CoE) Femineer™ School Program is to assist schools in starting or continuing the CPP CoE Femineer™ Program at their sites for the 2018-2019 academic year. The Femineer™ Program has three years of curriculum 1) Creative Robotics, 2) Wearable Technology, 3) Pi Robotics that are taken consecutively. All schools will start with Creative Robotics. The schools can then choose if they would like to continue with a second year of Creative Robotics, or move onto Wearable Technology and then Pi Robotics.

School's Responsibilities

As a participant in the CPP CoE Femineer™ School Program, your school agrees to the following:

- 1) The Femineer™ teacher(s) must attend Femineer™ teacher training.
- 2) Implement any one of the three years of curriculum during the 2018-2019 academic year. If you do not implement the curriculum, during the 2018-2019 academic year, you must notify us immediately.
- 3) Promote this partnership with Cal Poly Pomona College of Engineering.
- 4) Attend the Femineer™ Summit in Spring 2019 or hold a Femineer™ Summit at your school.
- 5) Sustain the CPP CoE Femineer™ Program after the 2018-2019 academic year.
- 6) Create a safe, warm, welcoming, and female-oriented learning environment where STEM centered learning can grow.

Which year curriculum is your school using for the 2018-2019 academic year?

Creative Robotics

Wearable Technology

Pi Robotics

School Name: Alondra Middle School

Please sign below

Christina Wolf
Femineer™ Teacher

8/27/18
Date

[Signature]
School Administrator

8.21.18
Date

Dr. Kristina Rigden, Outreach Program Director
Cal Poly Pomona College of Engineering

Date



Cal Poly Pomona College of Engineering (CPP CoE) Femineer™ School Program Memorandum of Understanding

Cal Poly Pomona College of Engineering's Responsibilities

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School's Responsibilities

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- 4) Attend the Femineer™ Summit in Spring 2019 or hold a Femineer™ Summit at your school.
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- 6) Create a safe, warm, welcoming, and female-oriented learning environment where STEM centered learning can grow.

Which year curriculum is your school using for the 2018-2019 academic year?

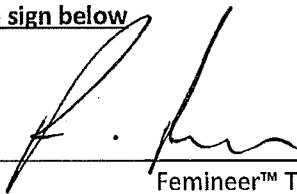
Creative Robotics

Wearable Technology

Pi Robotics

School Name: Leona Jackson

Please sign below


Femineer™ Teacher Rodrigo Rivera

8/27/18
Date


School Administrator

8/27/18
Date

Dr. Kristina Rigden, Outreach Program Director
Cal Poly Pomona College of Engineering

Date



**Cal Poly Pomona College of Engineering (CPP CoE)
Femineer™ School Program Memorandum of Understanding**

Cal Poly Pomona College of Engineering's Responsibilities

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- 5) Sustain the CPP CoE Femineer™ Program after the 2018-2019 academic year.
- 6) Create a safe, warm, welcoming, and female-oriented learning environment where STEM centered learning can grow.

Which year curriculum is your school using for the 2018-2019 academic year?

Creative Robotics

Wearable Technology

Pi Robotics

School Name: Leona Jackson

Please sign below


Femineer™ Teacher Natalie Taracena

8/27/18
Date


School Administrator

8/27/18
Date

Dr. Kristina Rigden, Outreach Program Director
Cal Poly Pomona College of Engineering

Date



Cal Poly Pomona College of Engineering (CPP CoE) Femineer™ School Program Memorandum of Understanding

Cal Poly Pomona College of Engineering's Responsibilities

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School's Responsibilities

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- 5) Sustain the CPP CoE Femineer™ Program after the 2018-2019 academic year.
- 6) Create a safe, warm, welcoming, and female-oriented learning environment where STEM centered learning can grow.

Which year curriculum is your school using for the 2018-2019 academic year?

Creative Robotics

Wearable Technology

Pi Robotics

School Name: Leona Jackson

Please sign below

Femineer™ Teacher Kristine Turner

8/27/18

Date

School Administrator

8/27/18

Date

Dr. Kristina Rigden, Outreach Program Director
Cal Poly Pomona College of Engineering

Date



Cal Poly Pomona College of Engineering (CPP CoE) Femineer™ School Program Memorandum of Understanding

Cal Poly Pomona College of Engineering's Responsibilities

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Which year curriculum is your school using for the 2018-2019 academic year?

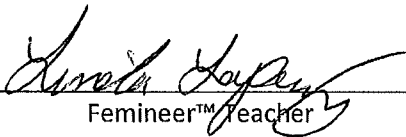
Creative Robotics

Wearable Technology

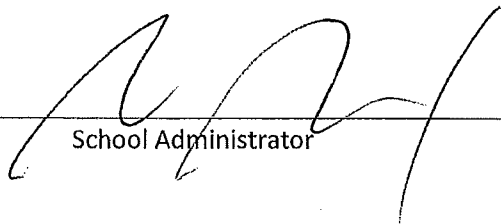
Pi Robotics

School Name: Zamboni M.S.

Please sign below


Femineer™ Teacher

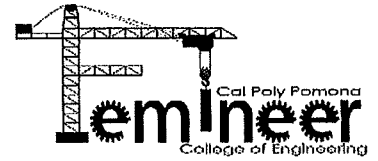
8-21-18
Date


School Administrator

8-21-18
Date

Dr. Kristina Rigden, Outreach Program Director
Cal Poly Pomona College of Engineering

Date



Cal Poly Pomona College of Engineering (CPP CoE) Femineer™ School Program Memorandum of Understanding

Cal Poly Pomona College of Engineering's Responsibilities

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Which year curriculum is your school using for the 2018-2019 academic year?


Creative Robotics

Wearable Technology

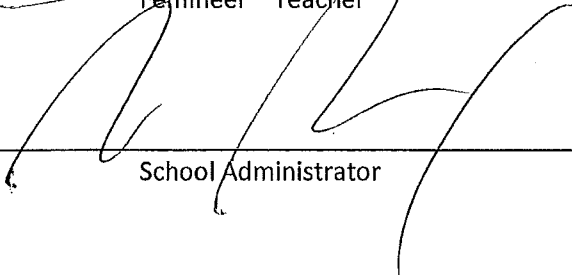
Pi Robotics

School Name: Zamboni Middle School

Please sign below



Femineer™ Teacher



School Administrator

8/28/2018

Date

8/28/18

Date

Dr. Kristina Rigden, Outreach Program Director
Cal Poly Pomona College of Engineering

Date

Paramount Unified Schools District

TO: Ruth Pérez, Superintendent
FROM: Deborah Stark, Assistant Superintendent-Educational Services
DATE: September 10, 2018
SUBJECT: Arts Education Collective Advancement Grant Award

BACKGROUND INFORMATION:

In recognition of the District's commitment to the performing arts, the District has received notice of the Arts Education Collective Advancement Grant Award from the Los Angeles County Arts Commission. This grant provides support for districts by placing artists directly in the classrooms to support Visual and Performing Arts standards.

The Arts Education Collective Advancement Grant Award will provide \$21,400 for performing arts instruction. Paramount Unified School District will supplement funds awarded through the grant to hire a full-time credentialed performing arts specialist to provide dance instruction at Zamboni School.

POLICY/ISSUE:

Board Policy 3280 – Gifts, Grants and Bequests

FISCAL IMPACT:

Income of \$21,400 to restricted funds

STAFF RECOMMENDATION:

Accept the Arts Education Collective Advancement Grant Award to provide K-5 students with Visual and Performing Arts instruction from September 2018 through June 2019.

PREPARED BY:

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

STRATEGIC PLAN FOCUS AREAS AND GOALS:

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: 3.2-A

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Deborah Stark, Assistant Superintendent-Educational Services
DATE: September 10, 2018
SUBJECT: *Gunn Psychological Services, Inc* Consultant

BACKGROUND INFORMATION:

The parent of student (2015002201) requested *Gunn Psychological Services, Inc* to provide an independent educational evaluation in the area psycho-education, which has been agreed to by the District. *Gunn Psychological Services, Inc* is a Non-Public Agency which provides psychological assessments. Assessments include school observation, testing, record review, report writing and IEP attendance.

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' IEPs or settlement agreements.

POLICY/ISSUE:

Board Policy 4126 – Consultants

FISCAL IMPACT:

Not to exceed \$5,000 from previously allocated Special Education funds

STAFF RECOMMENDATION:

Approve *Gunn Psychological Services, Inc* consultant to provide an Independent Educational Evaluation for a 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: September 10, 2018
SUBJECT: *Haynes Family of Programs* Consultant

BACKGROUND INFORMATION:

The parent of student (2010004652) filed for a Due Process Hearing on April 13, 2018 with the Office of Administrative Hearing. Through mediation, the District agreed to compensatory education. The parent requested *Haynes Family of Programs*, a non-public agency that provides supplemental academic support.

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' IEPs or settlement agreements.

POLICY/ISSUE:

Board Policy 4126 – Consultants

FISCAL IMPACT:

Not to exceed \$5,600 from Special Education funds

STAFF RECOMMENDATION:

Approve *Haynes Family of Programs* consultant to provide supplemental academic support 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: September 10, 2018
SUBJECT: Residential Treatment Center and Nonpublic School Placement for Special Education Students for 2018-19

BACKGROUND INFORMATION:

In order to facilitate appropriate educational progress some students require programs not available in the District. These students receive services from residential treatment centers, 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.

A high school student (2008000170) with an eligibility of emotional disturbance was unsuccessful in a County placement. The IEP team recommends residential placement at Oak Grove Center in Murrieta, California as the least restrictive environment for the 2018-19 school year. The student will be housed at the 24-hour therapeutic facility as part of this placement. The estimated cost not to exceed \$147,000.

A middle school student (2010004652) with an eligibility of autism was unsuccessful in a District placement. Per settlement agreement, the student will be placed at Speech & Language Development Center with speech services and a one on one aide. The estimated cost not to exceed \$75,000.

An elementary school student (2018000947) with an eligibility of autism transferred into the District with NPS placement. The IEP team recommends placement at Spectrum Center as the least restrictive environment for the 2018-19 school year. The estimated cost not to exceed \$35,000.

POLICY/ISSUE:

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

FISCAL IMPACT:

Estimated cost not to exceed \$138,000 from special education funds and \$119,000 from mental health funds.

ACTION ITEM: 3.5-A

STAFF RECOMMENDATION:

Approve the placement for special education students in residential treatment centers and nonpublic schools as determined by the students' Individual Education Plan for the 2018-19 school year.

PREPARED BY:

David Daley, Director – Special Education

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.

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Deborah Stark, Assistant Superintendent-Educational Services
DATE: September 10, 2018
SUBJECT: Agreement with California Women, Infants, and Children Supplemental Nutrition Program

BACKGROUND INFORMATION:

A Memorandum of Understanding (MOU) with the California Women, Infants, and Children Supplemental Nutrition Program for the 2018-19 school year is submitted for Board approval. The South Los Angeles Health Projects Women, Infants, and Children (WIC) Supplemental Nutrition Program is a nutrition program that helps pregnant women, new mothers, and young children eat well and stay healthy. The WIC Program also provides nutrition and health education, nutritional counseling, and referrals to health care agencies to the California school-age families of the Paramount Unified School District. WIC has provided this service for the District since 2006 and will continue through June 30, 2019.

POLICY/ISSUE:

Board Policy 5141 – Health & Health Examinations

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Approve the agreement with the South Los Angeles Health Projects WIC Supplemental Nutrition Program to provide health and nutrition information to District families for the 2018-19 school year.

PREPARED BY:

Elida Garcia, Director-Early Childhood Education

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 4: Parent and Community Partnerships

- Goal 2: Expand community outreach efforts and increase opportunities for involvement

ACTION ITEM: 3.6-A

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent-Secondary Educational Services
DATE: September 10, 2018
SUBJECT: Memorandum of Understanding with Dr. Albert E. Clegg

BACKGROUND INFORMATION:

This agreement will provide both Paramount Adult School and Paramount High West Campus Principals with up to 50 hours each of coaching and mentorship. Dr. Albert E. Clegg is a recently retired educator with over 30 years of experience as an assistant superintendent, director, and high school principal. He also has extensive experience with developing adult school, community, and alternative programs. The agreement also provides up to 25 additional hours of coaching, consultation, and the like as needed by the Paramount Unified School District.

POLICY/ISSUE:

Board Policy – 4126 Consultants

FISCAL IMPACT:

\$12,500.00 – LCAP Funds

STAFF RECOMMENDATION:

Approve the Memorandum of Understanding with Dr. Albert E. Clegg to provide one-on-one and collegial leadership coaching for Paramount Adult School and Paramount High West Campus Principals and attendance and collaboration with Paramount Unified School District.

PREPARED BY:

Ryan Smith, Assistant Superintendent-Secondary 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
- Goal 3: Create a safe and civil learning environment for all stakeholders that incorporates

ACTION ITEM: 3.7-A

Paramount Unified School District

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into by Dr. Albert E. Clegg and the Paramount Unified School District for the purpose of providing one-on-one and collegial leadership coaching for Paramount Adult School and Paramount High West Campus Principals and attendance and collaboration with Paramount Unified School District.

Dr. Albert E. Clegg will provide a total up to 125 hours for the 2018-19 school year at a per hour rate of \$100.00 totaling \$12,500 for the contract year. Dr. Albert Clegg will provide 50 hours of one-on-one principal leadership coaching for each principal and 25 hours of attendance and collaboration with Paramount Unified School District leadership as directed by the District as follows:

- Developing professional leadership and excellence, as defined in the California Professional Standards for Educational Leaders.
- Focusing on Paramount Adult School and Paramount High West Campus Principals' professional growth to effectively lead and improve the school site's managerial systems, instructional systems and change efforts that support the success of all students.
- Supporting Paramount Adult School and Paramount High West Campus Principals' professional growth as the lead learner and developer of stakeholder capacity and student success.
- Collaborate with Paramount Unified School District leadership and attend district meetings and professional development as directed by the District in order to support system-coherence with district goals and initiatives.
- Provide support for the Assistant Superintendent of Secondary Educational Services as needed.
- Provide District staff development for leadership development of the Assistant Principals and Co-Administrators.

Paramount Unified School District agrees to provide:

- A meeting room at Paramount Adult School
- A meeting room at Paramount High West Campus

This Memorandum of Understanding shall be effective September 2018 through June 2019. If this Memorandum of Understanding requires modifications during this period, they shall be added with mutual agreement by both parties. Either party may cancel this agreement at any time.

Dr. Albert E. Clegg

Paramount Unified School District

By: _____

By: _____

Name: Dr. Albert E. Clegg

Print
Name: Dr. Ryan Smith

Title: _____

Title: Assistant Superintendent
Secondary Ed. Services

Date: _____

Date: _____

Paramount Unified School District

By: _____

Print

Name: Ruben Frutos

Title: Assistant Superintendent

Title: Business Services

Date: _____

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent-Secondary Educational Services
DATE: September 10, 2018
SUBJECT: Memorandum of Understanding with Parchment, Inc.

BACKGROUND INFORMATION:

Parchment is a service that provides electronic request and delivery of transcripts for students and alumni. Almost every college and university in the United States accepts electronically sent transcripts, which is their preferred method of receipt. Currently, we process transcripts by hand and deliver them through mail; a process that takes significant time is expensive and is not as secure as electronic delivery would be. Parchment's service is free of charge to districts. In the proposed agreement, there is one full day of in-person training provided for school and district staff. Dr. Smith shared information about Parchment, Inc., with the Board at the August 6, 2018 Study Session Meeting.

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 Parchment, Inc. and Paramount Unified School District to provide electronic request and delivery of transcripts for students and alumni.

PREPARED BY:

Ryan Smith, Assistant Superintendent – Secondary Educational Services

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 1: College and Career Ready Graduates

- Goal 2: All students will be eligible to attend a four-year college or university without the need for remediation.

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: 3.8 -A

MEMORANDUM OF UNDERSTANDING
BETWEEN PARAMOUNT UNIFIED SCHOOL DISTRICT
AND PARCHMENT, INC.

September 11, 2018

STUDENT DATA ACCESS FOR PARCHMENT INC.,’s eTranscript PROGRAM

1. PARCHMENT INC. agrees to accept student data from Paramount USD for the purpose of the eTranscript program.
2. PARCHMENT INC. agrees to follow the guidelines and laws pertaining to California Assembly Bill 1584 ("AB 1584"), the California Education Code, the Children's Online Privacy and Protection Act ("COPPA"), Senate Bill 1177 Student Privacy ("SB 1177"), and the Family Educational Rights and Privacy Act ("FERPA");
3. PARCHMENT INC. will not use any Confidential Information for targeting ads or provide Confidential Information to any 3rd party companies. Furthermore, PARCHMENT INC. will comply with SOPIPA and consider XXX Unified School District information a "privacy zone".
4. PARCHMENT INC. agrees to follow the guidelines and laws pertaining to Family Educational Rights and Privacy Act (FERPA) and Privacy.
5. PARCHMENT INC. acknowledges and agrees that all student records and data shall be subject to the confidentiality and disclosure provisions of federal and state law including but not limited to the FERPA and agrees to maintain the confidentiality of all such records and data in accordance with such laws, which includes the prohibition against re-disclosing this information without the written authorization of the parent/legal guardian/eligible student, as defined by FERPA.
6. Student Records and data provided to PARCHMENT INC. shall not be used by PARCHMENT INC. for any purpose other than as required or otherwise set forth under the Order Form between PARCHMENT INC. and XXX USD, shall not be disclosed, sold, assigned, leased or otherwise disposed of to third parties by PARCHMENT INC. or commercially exploited or otherwise used by or on behalf of PARCHMENT INC., its officers, directors, employees, or agents, except as otherwise set forth in the Order Form between PARCHMENT INC. and XXX USD. Notwithstanding any other provision of this Agreement, PARCHMENT INC. agrees to indemnify the District for any violation of this paragraph and agrees to be liable for any damages resulting from a violation of this paragraph.
7. PARCHMENT INC. will not use any Confidential Information of the Disclosing Party, except for the purpose of fulfilling its obligations under this Agreement. The Receiving

Party will protect the Disclosing Party's Confidential Information from unauthorized use, access, or disclosure to the maximum extent permitted by law

8. PARCHMENT INC. shall give District immediate notice of any threatened or actual unauthorized use or disclosure of the Student Data in breach of this Section. PARCHMENT INC. shall take immediate steps to mitigate any harm or damages resulting from a breach. Such a breach constitutes grounds for immediate termination by District
9. PARCHMENT INC. agrees that any information disclosed by Paramount Unified School District Located in Paramount, CA in connection data transfer will be considered confidential.

IN WITNESS THEREOF, the parties have, by their duly authorized representatives, executed this MOU, in duplicate, as of the Effective Date set forth above, and agree that this MOU shall constitute binding MOU.

DISTRICT: PARAMOUNT UNIFIED SCHOOL DISTRICT

By: _____

Printed Name / Title: _____

Date: _____

COMPANY: PARCHMENT INC.

By: _____

Printed Name / Title: _____

Date: _____



ORDER FORM – K12

Member: Paramount Unified School District	
Effective Date (if left blank, effective date is date signed by Member below):	Initial Order Term: 36 months
Member Contact Name: Ryan D. Smith, Assistant Superintendent, Secondary Education Member Address: 15110 California Ave., Paramount, CA 90723 Primary Contact Phone: 562-602-6012 Primary Contact Email: rdsmith@paramount.k12.ca.us <input type="checkbox"/> P.O. Required P.O. Number:	
<u>PARCHMENT SERVICES:</u>	
<input checked="" type="checkbox"/> Parchment Send: K12 – Multi-Credential	<input checked="" type="checkbox"/> Training and Professional Development
	<input type="checkbox"/> Webinar Training
	<input type="checkbox"/> Onsite Training
	<input checked="" type="checkbox"/> Professional Development Training - \$2,500

Member hereby orders and subscribes to the Parchment Services selected on this Order Form, which is governed by and incorporates by reference, the Services Description and Fees Schedule attached hereto as Exhibit A, the Parchment Terms and Conditions attached hereto as Exhibit B, and the Service Level Agreement, attached hereto as Exhibit C (collectively, the “Agreement”), effective as of the Effective Date above. Capitalized terms used on this Order Form but not defined herein will have the meaning given to them in the Terms and Conditions.

The Term of this Agreement will commence on the Effective Date and continue for the period of time set forth as the Initial Order Term above, at which point it will automatically renew for successive one (1) year terms unless either Party provides notice of its intent not to renew at least thirty (30) days prior to the end of the then-current term.

	PARAMOUNT UNIFIED SCHOOL DISTRICT
Name: Robert J. Colletti, President, Parchment Exchange	Name: _____
	Signature: _____
Signature:	Title: _____
Date: July 12, 2018	Date: _____

When completed, please email a copy to contracts@parchment.com and mail original to: Parchment Inc. 7001 N. Scottsdale Road, Suite 1050, Scottsdale, AZ 85253



**EXHIBIT A
PARCHMENT SEND – K12 – MULTI-CREDENTIAL
SERVICES DESCRIPTION AND FEE SCHEDULE**

Parchment and Member agree that the Parchment Services shall be provided in accordance with the following fees and provisions. Capitalized terms not otherwise defined herein shall have the meaning set forth in the Terms and Conditions.

1. **FEES.** The fees for the Parchment Services shall be paid to Parchment as selected below:

MEMBER SUBSCRIPTION: Member shall pay an annual subscription fee of \$_____, which covers the request of unlimited Credentials for up to _____ currently enrolled Credential Owners and/or Alumni (as checked below in Member’s Use of Services) to Credential Recipients. Electronic delivery of the Credential (and any Supplemental Documents requested) is included at no charge with each Credential request.

- | | | |
|---|---|---|
| <input type="checkbox"/> Currently Enrolled Credential Owners Only | <input type="checkbox"/> Alumni Credential Owners Only | <input type="checkbox"/> Currently Enrolled Credential Owners & Alumni Credential Owners |
|---|---|---|

PRINT SUBSCRIPTION: The Member Subscription includes the U.S. domestic paper delivery of Credentials only for currently enrolled Credential Owners (and Alumni if checked below in Member’s Use of Services) to Credential Recipients.

- | | | |
|---|---|---|
| <input type="checkbox"/> Currently Enrolled Credential Owners Only | <input type="checkbox"/> Alumni Credential Owners Only | <input type="checkbox"/> Currently Enrolled Credential Owners & Alumni Credential Owners |
|---|---|---|

LEARNER PAY (Per Transaction): The Credential Owner or Member will be billed the Credential Request fee during the Order Term. The Credential Request fee is \$3.75. Third party Credential Requestors will pay a per Request fee at Parchment’s then-current prevailing list rates. Electronic delivery of the Credential is included at no charge with each Credential request.

- | | | |
|---|---|--|
| <input type="checkbox"/> Currently Enrolled Credential Owners Only | <input type="checkbox"/> Alumni Credential Owners Only | <input checked="" type="checkbox"/> Currently Enrolled Credential Owners & Alumni Credential Owners |
|---|---|--|

Please check the box for each credential type(s) that your campus would like to be configured for ordering and fulfillment during the initial implementation. (Additional supported credential types can be added at a future date if desired).

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Transcripts | <input type="checkbox"/> Academic Certificates | <input type="checkbox"/> Birth Certificates |
| <input type="checkbox"/> Replacement Diplomas | <input type="checkbox"/> Immunization Records | <input type="checkbox"/> Special Education Records |
| <input type="checkbox"/> Enrollment Verification Certificates | <input type="checkbox"/> Graduation Verification Certificates | |

All payments under this Order Form are due within thirty (30) days of the date of the invoice sent by Parchment. Invoices are sent upon the execution of this Agreement, or as otherwise shown in this Order Form.

All fees are **non-refundable**.

2. **SURCHARGE.** Member can add a surcharge to each transcript as a method of cost recovery for some or all of Member’s fees, or an auxiliary revenue source. Surcharge amounts are decided by Member and may be adjusted by them using the Parchment Send administrator interface. Parchment shall retain 20% of these surcharges actually collected by Parchment and remit to Member on a quarterly basis, no later than 15 days following the end of each calendar quarter provided that the amount due is more than \$500. If below \$500, the balance will be carried to the next quarter and paid when the amount exceeds the minimum.



3. **PRINT SERVICES.** Parchment is an electronic credential delivery system. However, Credential Owners may elect to print and mail their Credentials at the time of request, subject to additional fees. The current print and mail additional fees are listed below.

\$2.50 for U.S. domestic paper delivery (including first class postage)

\$5.00 for international paper delivery (including first class postage)

4. **TRAINING AND PROFESSIONAL DEVELOPMENT SERVICES.** If and as selected on the Order Form, Member and Parchment agree that Parchment shall provide certain on-site training services to Member as described, and for the fees, set forth in this section.

- 4.1 **Webinar Training.** Parchment will provide a customized webinar training for Member for up to thirty (30) participants per session. Parchment will coordinate one 30-minute prep call with Member's contact to schedule the webinar training. Member shall pay a one-time fee of **\$750** per webinar training. All fees are non-refundable and are due within thirty (30) days of receipt of Parchment's invoice by Member.

- 4.2 **Onsite Training.** Parchment will provide a customized on-site training for Member for up to thirty (30) participants per session at the Member's location. Parchment will coordinate two 30-minute prep calls with Member's contact to schedule and prepare for the onsite training. Member will pay a one-time fee of **\$1,500** per onsite training. All fees are non-refundable and are due within thirty (30) days of receipt of Parchment's invoice by Member.

- 4.3 **Professional Development Training.** Parchment will provide one day of on-site professional development training sessions, consistent with professional development standards, for up to twelve (12) participants per session, and two (2) sessions, or a maximum of twenty-four (24) participants per day (the "Professional Development Training"). Member will pay a one-time fee of **\$2,500** per Professional Development Training, which includes all travel expenses, lunch, and materials for up to twenty-four (24) participants. If Member requests multi-day training services, such additional days shall be subject to an additional \$2,000 per day fee. All fees are non-refundable and are due within thirty (30) days of receipt of Parchment's invoice by Member.

5. **DESCRIPTION OF PARCHMENT SEND: K12.** The Parchment Services ordered and described herein shall enable Credential Owners to order and request delivery of Credentials from the Credential holding institution to Credential Recipients (referred to as "Parchment Send"). Parchment Send also provides a number of additional features and functions, including Credential retrieval and the delivery of Analytics. Subject to Member's compliance with this Agreement, Parchment will use commercially reasonable efforts to electronically deliver and/or to print and manually send Credentials to Credential Recipients. Member hereby designates Parchment as the Member's authorized provider in sending official copies of Credentials, on paper or electronically, to Credential Recipients, and agrees to provide such documents and certificates as Parchment reasonably requests, to confirm such authority to prospective Credential Recipients. The Parchment Services provides Member with several processing options, while providing a secure and intuitive online workflow for current students/alumni to request their credentials to be sent to any recipient worldwide. The Parchment Services provide full tracking, notifications, and reporting to both the Member's administrators and current students/alumni.

The Parchment Services shall be provided with the following features/functionality:

- 5.1 Fulfillment of receiver-initiated requests through the Document Request interface

- 5.2 eCommerce features to define surcharges to be collected on behalf of the Member, including:

- Support for different surcharges for current Students or Alumni
- Support for administrative control of transactions subject to a surcharge (i.e. all transactions or transactions after the first 'X' transactions)

- 5.3 Enhanced Credential upload options

- 5.4 Full transactional reporting

- 5.5 Administrative panel to manage the Member's account including:

- Grading Periods
- Approval Settings
- 'To Do List' Queues Settings

- 5.6 Student Rosters & Registration Codes

- As part of the implementation process, Members upload a Student Roster for the full student body (grades 9-12)
- Parchment auto-generates a unique PIN for each student
- Students (and parents) can use the PIN to register at a Parchment Site



5.7 Common App integration with the Common App online school forms to deliver transcripts electronically to Common App member colleges



PARCHMENT NEW CLIENT DATA SHEET

Please complete the sections as thoroughly as possible. This form is required to assist us in accurately configuring your account on the Parchment Member Network and ensuring we support your specific implementation process.

Primary Contact

Parchment’s primary contact at the district / high school responsible for the Parchment Implementation and assisting us in communication and clarification throughout the implementation process.

Name _____ Title _____
Email _____ Phone _____

Roster & Transcript Upload

Responsible for working with Parchment’s Project Manager to Upload Student Roster(s) and Batch Upload Transcripts to support expediting the fulfillment process.

Name _____ Title _____
Email _____ Phone _____

Website Communication: Adding Parchment Link

Responsible for adding the necessary HTML links, communication and Parchment ordering button to your website that will go to your customized Parchment ordering page.

Name _____ Title _____
Email _____ Phone _____

Alumni Credentials Processing: District Contact

District Credentials contact responsible for processing Alumni Credentials Requests within Parchment.

Name _____ Title _____
Email _____ Phone _____

- District Process Alumni Requests earlier than the class of _____
- High School Process Alumni Requests for current students and alumni after the class of _____
- No Alumni Requests will be processed through Parchment

CONFIGURATION DETAILS

STUDENT INFORMATION SYSTEM

Name _____ Version _____

OPERATING SYSTEM

Name _____ Version _____



IMPLEMENTATION DATES

Begin Account Configuration	_____	Upload Parchment Link	_____
District Attend Training	_____	High School Attend Training	_____

HIGH SCHOOL DATA

High School Information

Name	_____	CEEB Code	_____
Website	_____	Enrollment (9-12)	_____

Primary Contact

Responsible for initial Parchment communication and ongoing outreach at the high school level.

Name	_____	Title	_____
Email	_____	Phone	_____

Primary Sender

Primary contact for approving and processing credential requests.

Name	_____	Title	_____
Email	_____	Phone	_____

Backup Sender

Backup contact for approving and processing credential requests when the Primary Sender is unavailable / out of office.

Name	_____	Title	_____
Email	_____	Phone	_____

There is not a limit to the number of contacts. Additional Parchment Users may be added by the Primary Sender after initial training. The High School is responsible for adding and deleting Users as necessary.

HIGH SCHOOL DATA

High School Information

Name	_____	CEEB Code	_____
Website	_____	Enrollment (9-12)	_____

Primary Contact

Responsible for initial Parchment communication and ongoing outreach at the high school level.

Name	_____	Title	_____
Email	_____	Phone	_____

Primary Sender

Primary contact for approving and processing credential requests.

Name	_____	Title	_____
------	-------	-------	-------



Email

Phone

Backup Sender

Backup contact for approving and processing credential requests when the Primary Sender is unavailable / out of office.

Name

Title

Email

Phone

There is not a limit to the number of contacts. Additional Parchment Users may be added by the Primary Sender after initial training. The High School is responsible for adding and deleting Users as necessary.

Additional Copies of this sheet may be included to ensure Parchment receives all High School(s) Contact Information



EXHIBIT B

TERMS & CONDITIONS

Parchment Inc. and Member hereby agree to be bound by these Terms and Conditions as of the Effective Date, as attached and incorporated into the Order Form for the Parchment Services. The communications between Member set forth on the applicable Order Form, and Parchment Inc. ("**Parchment**") relating to the Parchment Services may include electronic means. Each of Member and Parchment may be referred to as a "**Party**" and collectively as the "**Parties**".

1 DEFINITIONS.

1.1 "Agreement" has the meaning set forth on the Order Form.

1.2 "Authorized User" means any Member employee or contractor or such other individual as may be authorized by virtue of such individual's relationship to, or permissions from, Member, to access the Parchment Services pursuant to Member's rights under this Agreement. Credential Owners will not be considered Authorized Users except as otherwise set forth herein.

1.3 "Confidential Information" means any non-public material or information relating to a Party which it discloses or makes available to the other Party under this Agreement, including, by way of example, research, strategies, inventions, processes, formulas, technologies, designs, drawings, finances, or other non-public information or trade secrets that such disclosing Party treats as proprietary or confidential. Without limiting the foregoing, the Services, the Analytics, Transactional Data, De-Identified Data, and any databases of Parchment (including any data models and data contained therein that is not Member-specific) are Confidential Information of Parchment.

1.4 "Credential" means a licensed transcript, academic certificate, enrollment verification certificate, graduation verification certificate, immunization records, birth certificate, special education records, or diploma of a Credential Owner.

1.5 "Credential Issuer" means the institution that issues, certifies, Awards, and/or maintains the Credential of a Credential Owner.

1.6 "Credential Owner" means an individual who has registered for the Parchment Services and uses the Parchment Site for the management of his or her Credential. Credential Owners may be provided access to the Parchment Services by their Credential Issuer.

1.7 "Credential Recipient" means an institution or an individual that receives (or is awarded) a Credential through the Parchment Services (for example, a college or employer or Credential Owner).

1.8 "Credential Requestor" means an authorized third party individual or institution that uses the Parchment Services to request electronic delivery and fulfillment of a Credential.

1.9 "De-Identified Data" means data for which the personally identifying information (e.g. name, email address, postal address) has been removed, and may include aggregated data, or statistics.

1.10 "Documentation" means Parchment's standard user manuals and/or related documentation generally made available to members of the Parchment Services purchased.

1.11 "Effective Date" has the meaning set forth on the Order Form.

1.12 "Intellectual Property Rights" means any and all now known or hereafter existing (a) rights associated with works of authorship, including copyrights, mask work rights, and moral rights; (b) trademark or service mark rights and trade dress; (c) trade secret rights; (d) patents, patent rights, and industrial property rights; (e) layout design rights, design rights, and other proprietary rights of every kind and nature other than trademarks, service marks, trade dress, and similar rights; and (f) all registrations, applications, renewals, extensions, or reissues of the foregoing, in each case in any jurisdiction throughout the world.

1.13 "Member Data" means the data, information and content provided by Member and/or Authorized Users through the Parchment Services, including Credentials, but excluding De-Identified Data and Transactional Data.

1.14 "Order Form" means Parchment's standard Parchment Services order form, executed by both Parties, which incorporates by reference the Services Description and Fees Schedule (attached to the Order Form as Exhibit A), these Terms and Conditions (attached to the Order Form as Exhibit B), and the Service Level Agreement (attached to the Order Form as Exhibit C).

1.15 "Parchment Services" means Parchment's digital credential services, as identified in a mutually executed Order Form or amendment to this Agreement, which enable Credential Owners and/or Authorized Users to access certain features and functions of Parchment's credential exchange and analytics platform as selected on the Order Form and described on Exhibit A to such Order Form. References to any Parchment Services include the Documentation.

1.16 "Parchment Site" means any of the websites located at <http://parchment.com> and any other URLs owned or operated by Parchment and designated by Parchment for use by Credential Owners as part of the Parchment Services.

1.17 "Professional Services" means any implementation, set-up, integration, training, custom development or other professional services provided to Member by Parchment.

1.18 "Request" (whether or not such term is capitalized) means to digitally request the issuance and transmission of one Credential electronically to one Credential Recipient.

1.19 "Services" means the Parchment Services combined with the Professional Services.

1.20 "Supplemental Document" means a school report, school profile, letter of recommendation, counselor recommendation, teacher evaluation, or unofficial test score. Supplemental Documents may be included with a Credential request at no additional charge.

1.21 “Terms and Conditions” means all the provisions, terms and conditions set forth in these Terms and Conditions and incorporated into each Order Form.

1.22 “Term” shall have the meaning set forth in Section 11.1.

1.23 “Transactional Data” means any non-personally identifiable data or information generated from Authorized Users’ or Credential Owners’ use of the Parchment Services, which may include, without limitation, the number of Credential Owners applying or requesting their Credentials be sent to a particular Credential Recipient, information provided to Parchment during registration, such as login details and test scores, and order history.

2 PARCHMENT SERVICES; ORDERS AND USE.

2.1 Orders and Provision of Access. Subject to this Agreement, Parchment grants to Member a non-exclusive, non-transferable right to permit Authorized Users to access the features and functions of the applicable Parchment Services ordered pursuant to an Order Form, subject to any restrictions set forth therein. As soon as reasonably practicable after the Effective Date, Parchment will provide to Member the necessary access protocols to allow Member and its Authorized Users to access the Parchment Services.

2.2 Multiple Institutions. Subject to payment of applicable fees and as indicated on the Order Form, Member can make the Parchment Services available to any of its participating institutions, divisions, or locations, if applicable. Each such participating institution may be referred to herein as an **“Institution”** and any reference to Member will include such institutions, divisions, or locations and Member will be responsible for the acts and omissions of its Institutions and any act or omission by an Institution which, if undertaken by Member, would constitute a breach of this Agreement, will be deemed a breach of this Agreement by Member.

2.3 Usage Restrictions.

2.3.1 Member and its Authorized Users will not: (a) decompile, disassemble, reverse engineer or otherwise attempt to obtain or perceive the source code from which any component of the Parchment Services are compiled or interpreted, and Member acknowledges that nothing in this Agreement will be construed to grant Member any right to obtain or use such code; (b) create any derivative product from any of the Parchment Services; or (c) allow third parties other than Authorized Users to gain access to the Parchment Services, with the understanding that Member will not be in breach of the foregoing restriction by using the Parchment Services to authorize, enable and permit Credential Owners who attend one of its Institution(s) to access the Parchment Services.

2.3.2 Member will use the Parchment Services only as contemplated by this Agreement and will not, nor will Member authorize any Authorized User, Credential Owner or other third party to, use the Parchment Services to: (a) send any form of duplicative and unsolicited messages; (b) harvest, collect, gather or assemble information or data regarding other users without their consent; (c) transmit through or post on the Parchment Services any unlawful, immoral, libelous, tortuous, infringing, defamatory, threatening, vulgar, or obscene material or material harmful to minors; (d) transmit material containing software viruses or other harmful or deleterious computer code, files, scripts, agents, or programs; (e) interfere with or disrupt the integrity or performance of the Parchment Services or the data contained therein; or (f) attempt to gain unauthorized access to the

Parchment Services, computer systems or networks related to the Parchment Services.

2.4 Conditions on Use by Authorized Users and Credential Owners. Parchment may condition Credential Owners’ or Authorized Users’ (if using the Parchment Services on their own behalf and not on behalf of the Member) use of the Parchment Services, including the Parchment Site, on their acceptance of and compliance with the Parchment’s then-current terms of service, including the payment of any applicable fees. Any Credential Owner affiliated with the Member or an Institution may access the Parchment Site, subject to this Section 2.4.

2.5 Exclusivity. Parchment will be Member’s preferred and primary method to electronically deliver and/or Award Credentials to Credential Owners or Credential Recipients, as applicable.

2.6 Fee Waivers. Parchment may provide fee-waivers that can be used in place of other payment methods in order to assist students who have demonstrated that payment of the fees for the Parchment Services might represent an economic barrier to college entrance. Up to a maximum of four fee waivers may be allocated by the Member to any qualifying Credential Owner who has met the requirements for, and received a fee waiver from The College Board or ACT.

3 MEMBER RIGHTS AND OBLIGATIONS.

3.1 Authorized User Access to Service; Usernames.

Member may permit Authorized Users to access and use the features and functions of the Parchment Services in accordance with this Agreement. Member will: (a) provide to Parchment information and other assistance as necessary to enable Parchment to establish usernames to be used by Authorized Users; (b) be responsible for maintaining the confidentiality of all Authorized Users’ usernames and passwords; (c) be solely responsible for all activities that occur under these usernames; (d) not to allow a third party to use its account, usernames or passwords at any time; and (e) notify Parchment promptly of any actual or suspected security breach. Parchment reserves the right to terminate any username and password that Parchment reasonably determines may be suspect. As between Member and Parchment, Member will be responsible for all acts and omissions of Authorized Users, and any act or omission by such Authorized Users which, if undertaken by Member, would constitute a breach of this Agreement, will be deemed a breach of this Agreement by Member.

3.2 Member Obligations. Member is solely responsible for (a) the accuracy of any Member-provided means of authenticating Credential Owners using the Parchment Services; (b) the options it selects as part of the Parchment Services; (c) completeness, accuracy, and timely delivery of all Credentials to Parchment; (d) compliance with the Member’s regulations related to the transmission, issuance, and Award of Credentials, including the accuracy, completeness, of the Credentials; (e) operation of Member’s computer and communication systems; and (f) results of Member’s use of the Parchment Services. Additionally, Member will (i) inform Credential Owners and Authorized Users about the use and benefits of the Parchment Services, (ii) schedule appropriate staff training on how to use the Parchment Services, (iii) place Parchment name and logo and provided descriptive text and hyperlink promoting the Parchment Services on Member’s website; (iv) provide any required or requested data (e.g., roster of Credential Owners,

bulk uploads, course catalog data) necessary for the full functioning of the Parchment Services; (v) monitor and promptly respond to any requests for Credentials; and (vi) periodically update Credentials for use in the Parchment Services.

3.3 Requirement to Provide Member Data to Parchment. Certain Member Data may be required for the proper operation of the Parchment Services. Member will make available in a timely manner at no charge to Parchment all Member Data required by Parchment for the performance of its obligations under this Agreement. Member will be responsible for and assumes the risk, responsibility and expense of: (a) any problems resulting from, the accuracy, quality, integrity, legality, reliability, and appropriateness of all such Member Data; and (b) acquiring, installing and maintaining all connectivity equipment, hardware, software and other equipment as may be necessary for it and its Authorized Users to connect to, access, and use the Parchment Services. Member acknowledges and agrees that it is the legal custodian of the Credentials and that Parchment will send or Award the Credential as provided to Parchment by Member. Accordingly, Parchment is not responsible for any inaccuracies in the Member Data or Credential provided to Parchment.

3.4 Legal and Regulatory Compliance. Member agrees to comply with all applicable federal, state, county, and municipal, statutes, laws, ordinances, and regulations in its acts and omissions relating to this Agreement, including without limitation the Family Education Rights and Privacy Act and the Protection of Pupil Rights Act. Member acknowledges that it has selected to accept electronic signature via the Parchment Services as a valid method of consent to disclose Credentials pursuant to FERPA.

4 PARCHMENT RIGHTS AND OBLIGATIONS.

4.1 Technical Assistance. Parchment provides certain limited support services as part of the Parchment Services. Member can designate up to two (2) Authorized Users to receive technical assistance from Parchment ("**Eligible Support Recipients**"). Such designees may be changed at any time by written notice to Parchment. Parchment will also use reasonable efforts to provide support to Credential Owners in accordance with Parchment's then-current support policies. Except as set forth above, Member will be solely responsible for the support of all Authorized User and Credential Owners accessing the Parchment Services. Subject to this Agreement including the payment of the applicable fees, Parchment will provide technical assistance to Member during Parchment's ordinary and customary business hours in accordance with its standard policies and procedures, with the understanding that such policies do not provide for any on-site support. To the extent the Parties agree that Parchment will provide on-site technical assistance, Member will be obligated to pay a fee to Parchment, in an amount determined by Parchment's then-standard hourly rates for such support, and Member will further reimburse Parchment for expenses related to travel and/or living expenses incurred by Parchment personnel in the provision of such on-site support.

4.2 Training. Parchment may, in its sole discretion, offer access to web-based classes and self-directed online training modules on the use of the Parchment Services. Member may request for Parchment to provide training services related to Member's use of the Parchment Services. Until the Member has ordered training services pursuant to a statement of work

or separate agreement, Parchment will have no obligation to provide training services to Member other than as indicated above.

4.3 Communication with Users. As part of the provision of the Parchment Services under this Agreement, Member agrees that Parchment may communicate with Authorized Users and Credential Owners from time-to-time as may be necessary for the provision of the Parchment Services, in Parchment's reasonable discretion. Upon a Credential Owner registering on the Parchment Site, Parchment may communicate with such Credential Owner to the extent permitted under such relationship.

4.4 Continuous Development. The Parties acknowledge and agree that Parchment may continually develop, deliver and provide to Member ongoing innovation to the Parchment Services in the form of new features, functionality, capabilities and services. Accordingly, Parchment reserves the right to modify the Parchment Services from time to time. Some modifications will be provided to Member at no additional charge. In the event that Parchment adds additional functionality to the Parchment Services, Parchment may condition the implementation of such modifications on Member's payment of additional fees, and Member will not be entitled to such new functionality unless Member pays such fees, provided that Member may continue to use the version of the Parchment Services that Parchment makes generally available (without such features) without paying additional fees. If any modification materially and adversely affects the functionality of the Parchment Services, Member may provide written notice to Parchment within thirty (30) days of such change and, if Parchment is unable to provide substantially the same functionality to Member in the Parchment Services within thirty (30) days of Parchment receiving such notice, Member may terminate the applicable Order Form as its sole and exclusive remedy for such modification.

4.5 Parchment Obligations; Legal and Regulatory Compliance. Parchment will: (a) provide the Services in material accordance with the Order Form, Documentation and Exhibit A; (b) implement and maintain backup, security and business continuity measures, in accordance with industry practices, in order to maintain the security and integrity of the Parchment Services and Member Data; provided, however, that Parchment will have no obligation to backup or maintain the security of Credentials and other data and materials that are within the control of Member or any other Authorized User or Credential Owner; and (c) comply with all applicable federal, state, county, and municipal, statutes, laws, ordinances, and regulations relating to this Agreement, as amended from time to time, including the Family Educational Rights and Privacy Act and the Protection of Pupil Rights Act.

5 PROPRIETARY RIGHTS.

5.1 Member Data. As between Parchment and Member, Member owns all right, title, and interest in and to the underlying Member Data. Subject to the terms of this Section 5, Parchment agrees to hold confidential (in accordance with state laws, federal laws and specifically as provided for under FERPA) all Member Data it receives, and will not read the contents of any such Credentials in the Parchment Services, except as necessary to process the transaction through the Parchment Services or store the data as part of Services or in the ordinary course of its business. The parties agree and understand that Parchment does not verify any Member Data or the contents of any Credentials as

complete or accurate, nor does it provide verification of status or any other item. The parties further agree and understand that Parchment shall not modify the Member Data or Credentials provided to it for purposes of processing transactions through the Parchment Services, unless otherwise specified and agreed upon by Member and Parchment. The Parchment Services are limited to the description provided herein and in related Documentation. Notwithstanding the above, once Credentials are lawfully transmitted to a third party, the third party's, and those acting on behalf of the third party's, use of those Credentials is not governed by this Agreement.

5.2 Transactional Data. Parchment may utilize data capture, syndication, and analysis tools, and other similar tools, to extract, compile, synthesize, and analyze Transactional Data. Transactional Data relies solely on data regarding the transaction of registering or transmitting the Credential through the Parchment Services, and does not include any data from the Credential itself. To the extent that any Transactional Data is generated through the Parchment Services and collected by Parchment, such Transactional Data will be solely owned by Parchment and may be used by Parchment for any lawful purpose, provided that the Transactional Data is used only in de-identified form and in a manner that does not permit the identification of any Credential Owner. Parchment agrees to comply with applicable privacy and other laws and regulations respecting the dissemination and use of such Transactional Data.

5.3 De-Identified Data. Parchment may create De-Identified Data from Member Data. Parchment may create De-Identified Data from any data it collects or receives in connection with the Parchment Services. Parchment may use and disclose such De-Identified Data for any lawful purpose, provided that it is used in such a manner that does not permit the identification of any Credential Owner.

5.4 Intellectual Property Rights in Parchment Services. Member acknowledges that Parchment and its licensors own all Intellectual Property Rights in and to the Services (including all components thereof) and all work product, developments, inventions, technology or materials provided under this Agreement. Parchment reserves all rights not expressly granted to Member in this Agreement. Member will not engage in any act or omission that would impair Parchment's and/or its licensors' Intellectual Property Rights in the Services, and any other materials, information, processes or subject matter proprietary to Parchment. Member further acknowledges that Parchment retains the right to use the foregoing for any purpose in Parchment's sole discretion.

5.5 Feedback. From time to time, Member and its Authorized Users may provide suggestions, enhancement requests, recommendations or other feedback relating to the operation or functionality of the Services ("**Feedback**"). Member will have no obligation to provide Feedback. Member hereby grants Parchment, and Parchment will have, a royalty-free, worldwide, transferable, sub-licensable, irrevocable, perpetual license to use, disclose, reproduce, license or otherwise distribute and exploit any Feedback as it sees fit, entirely without obligation or restriction of any kind on account of intellectual property rights or otherwise.

5.6 Analytics. As part of certain Parchment Services, Parchment may provide Member with access to certain analytics and benchmarking data, which may include Transactional Data or De-Identified Data, each as defined above, and derivative works thereof, and other standard

and/or customized reports prepared by Parchment for Member (all such reports, analytics, data, content and information, to be referred to as the "**Analytics**"). As between Member and Parchment, Parchment retains all right, title and interest in and to the Analytics, including all Intellectual Property Rights therein, except for any underlying Member Data therein. To the extent Parchment provides Member with access to any Analytics, Parchment grants Member a limited, non-exclusive, non-transferable license, subject to this Agreement, to use and reproduce the Analytics solely for Member's internal business use and for no other purpose. Member acknowledges that the Analytics are the Confidential Information of Parchment (and thus subject to the obligations in Section 7) and contain valuable trade secrets and other intellectual property of Parchment and its licensors. Member agrees that it will not, and will not permit any third party to: (a) reproduce (except as expressly permitted herein), modify, translate, or create any derivative work of all or any portion of the Analytics; (b) sell, rent, lease, distribute, sublicense, disclose, assign, transfer, or otherwise make available to any third party all or any portion of the Analytics; (c) make the Analytics available for access by anyone over a network or use the Analytics on a service bureau or time sharing basis; or (d) use the Analytics in any way to create products or services similar to or competitive with the Parchment Services. The foregoing restrictions in this Section 5.6 will not limit how Member can use the Member Data to the extent it is not included in the Analytics.

6 FEES AND PAYMENTS.

6.1 Fees Payable. All fees are listed and payable in United States dollars. Parchment will submit invoices to Member for fees in accordance with the relevant payment schedules indicated on the applicable Order Form, if any, and, if applicable, each invoiced amount will be due and payable by Member within thirty (30) days of receipt of the relevant invoice. Unless otherwise expressly specified in Exhibit A to this Agreement, after the first twelve (12) months of the Agreement, Parchment, in its sole discretion, may increase the fees payable for Services under this Agreement annually. Parchment will provide at least sixty (60) days advance notice of such fees increase, which will be effective as of the date in such notice.

6.2 Disputed Charges. Member must notify Parchment in writing of any dispute or disagreement with invoiced charges within thirty (30) days after the date of invoice. Absent such notice, Member will be deemed to have agreed to the charges as invoiced after the expiration of such time period.

6.3 Late Payments; Interest. Parchment reserves the right to charge, and Member agrees to pay, a late charge equal to one and one-half percent (1½%) per month or the maximum rate permitted by applicable law, whichever is less, on any amount that is not the subject of a good faith dispute that is unpaid on the due date, and on any other outstanding balance.

6.4 Taxes. Member understands that all amounts payable under this Agreement exclude all applicable sales, use, excise, gross receipts, other taxes fees, duties and charges and all applicable export and import fees, customs duties and similar charges (other than taxes based on Parchment's income) (collectively "**Taxes**"). Member agrees to be responsible for and to remit payment of all such Taxes arising from the payment of any fees hereunder. In the event that any state assesses liability for such Taxes to Parchment, Member agrees that, upon Parchment's request,

it will provide Parchment with documentary proof that such Taxes have been paid or it will provide a tax exemption certificate. Any such Taxes imposed on any payments hereunder to Parchment will be Member's sole responsibility and if Member fails to make such tax payments, Member agrees to pay all Taxes assessed to Parchment, along with applicable interest and penalties, within ten (10) days of demand therefor to Parchment.

7 CONFIDENTIALITY. During this Agreement, each Party will have access to certain Confidential Information of the other Party. Each Party agrees: (a) not to disclose the Confidential Information of the other Party to anyone except its employees, contractors and advisors ("Representatives") on a strict need to know basis and subject to a written duty of confidence, (b) to use the Confidential Information strictly for the performance or receipt of this Agreement and (c) to use commercially reasonable efforts to protect the confidentiality of the other Party's Confidential Information. This Section will not apply to Confidential Information that (i) is or becomes publicly available through no fault of the recipient, (ii) is already in the recipient's possession at the time of its disclosure without any duty of confidence, or (iii) is independently developed by the recipient without reference to or use of the disclosing party's Confidential Information and by personnel without access to such Confidential Information. Each Party may disclose Confidential Information to the extent required: (1) by securities laws, (2) to comply with a court or governmental order, or to comply with applicable law or (3) to establish or preserve a Party's rights under this Agreement. Each Party will be responsible for the acts and omissions of its Representatives related to any breach of this Section.

8 WARRANTIES.

8.1 Mutual Representations and Warranties. Each Party represents and warrants to the other Party that the execution and performance of this Agreement does not and will not violate any other contract, obligation, or instrument to which it is a party, or which is binding upon it, including terms relating to covenants not to compete and confidentiality obligations.

8.2 Parchment Warranties. Parchment represents and warrants that it will provide the Services in a professional and workmanlike manner substantially consistent with general industry standards.

8.3 FERPA Warranty. Parchment will comply with the regulations of FERPA which are applicable to Parchment. NOTWITHSTANDING ANYTHING ELSE SET FORTH HEREIN, PARCHMENT WILL NOT BE RESPONSIBLE FOR VIOLATIONS OF FERPA RELATED TO MEMBER'S PROCESSES NOT RELATED TO THE SERVICES.

8.4 Member Warranties. Member hereby represents and warrants that it owns or otherwise has sufficient rights and all necessary consents to grant Parchment access to and use and display of the Member Data in accordance with this Agreement, and that its collection and provision of such Member Data complies with all applicable laws and does not violate any person's right of privacy or publicity.

8.5 No Other Warranties. EXCEPT AS EXPRESSLY WARRANTED IN THIS AGREEMENT, THE PARCHMENT SERVICES, PARCHMENT SITE, AND ANY OTHER MATERIALS, DATA AND/OR SERVICES PROVIDED BY PARCHMENT ARE PROVIDED "AS IS" AND "WITH ALL FAULTS," AND PARCHMENT EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES OF ANY KIND OR NATURE,

WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING ANY IMPLIED WARRANTIES OF NON-INFRINGEMENT, NON-INTERFERENCE, VALUE OR ACCURACY OF DATA, AS WELL AS ANY WARRANTIES OF MERCHANTABILITY, SYSTEM INTEGRATION, FITNESS FOR A PARTICULAR PURPOSE, OR THE ABSENCE OF ANY DEFECTS THEREIN, WHETHER LATENT OR PATENT. NO WARRANTY IS MADE BY PARCHMENT ON THE BASIS OF TRADE USAGE, COURSE OF DEALING OR COURSE OF PERFORMANCE. PARCHMENT DOES NOT WARRANT THAT THE PARCHMENT SERVICES OR ANY OTHER INFORMATION, MATERIALS, TECHNOLOGY OR SERVICES PROVIDED UNDER THIS AGREEMENT WILL MEET MEMBER'S REQUIREMENTS OR THAT THE OPERATION THEREOF WILL BE UNINTERRUPTED OR ERROR-FREE, OR THAT ALL ERRORS WILL BE CORRECTED. MEMBER ACKNOWLEDGES THAT PARCHMENT'S OBLIGATIONS UNDER THIS AGREEMENT ARE FOR THE BENEFIT OF MEMBER ONLY.

8.6 Delays. PARCHMENT'S SERVICES MAY BE SUBJECT TO LIMITATIONS, DELAYS, AND OTHER PROBLEMS INHERENT IN THE USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS. PARCHMENT IS NOT RESPONSIBLE FOR ANY DELAYS, DELIVERY FAILURES, OR OTHER DAMAGE RESULTING FROM SUCH PROBLEMS.

9 LIMITATION OF LIABILITY.

9.1 LIMITATIONS OF LIABILITY. IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY INCIDENTAL, INDIRECT, SPECIAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, REGARDLESS OF THE NATURE OF THE CLAIM, INCLUDING LOST PROFITS, COSTS OF DELAY, ANY FAILURE OF DELIVERY, BUSINESS INTERRUPTION, COSTS OF LOST OR DAMAGED DATA OR DOCUMENTATION OR LIABILITIES TO THIRD PARTIES ARISING FROM ANY SOURCE, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THIS LIMITATION UPON DAMAGES AND CLAIMS IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE PROVEN INEFFECTIVE. TO THE MAXIMUM EXTENT PERMITTED BY LAW AND EXCEPT FOR PARCHMENT'S INDEMNIFICATION OBLIGATIONS, THE CUMULATIVE LIABILITY OF PARCHMENT TO MEMBER FOR ALL CLAIMS ARISING FROM OR RELATING TO THIS AGREEMENT, INCLUDING ANY CAUSE OF ACTION SOUNDING IN CONTRACT, TORT, OR STRICT LIABILITY, WILL NOT EXCEED THE TOTAL AMOUNT OF ALL FEES PAID TO PARCHMENT BY MEMBER IN THE TWELVE (12) MONTHS PRECEDING THE DATE ON WHICH THE APPLICABLE CLAIM AROSE. THIS LIMITATION OF LIABILITY IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE PROVEN INEFFECTIVE.

9.2 Essential Basis. The disclaimers, exclusions and limitations of liability set forth in this Agreement form an essential basis of the bargain between the Parties, and, absent any of such disclaimers, exclusions or limitations of liability, the provisions of this Agreement, including the economic terms, would be substantially different.

10 Indemnification Obligations of Parchment.

Parchment will defend at its expense any suit brought against Member by a third party, and will pay any settlement Parchment makes or approves, or any damages finally awarded in such suit, insofar as such suit is based on a claim by any third party alleging: (a) that the Parchment Services misappropriate any Intellectual Property Rights of a third party; (b) Parchment's breach of Section 8.3; or (c) Parchment's gross negligence or willful misconduct in handling the Credentials. If any portion of the Parchment Services becomes, or in Parchment's opinion is likely to become, the subject of a claim of infringement, Parchment may, at Parchment's option: (i) procure for Member the right to continue using the Parchment Services; (ii) replace the Parchment Services with non-infringing services which do not materially reduce the functionality of the Services; (iii) modify the Parchment Services so that it becomes non-infringing; or (iv) terminate the Parchment Services and refund any fees actually paid by Member to Parchment for the remainder of the Term then in effect, and upon such termination, Member will immediately cease all use of the Services. Notwithstanding the foregoing, Parchment will have no obligation under this Section 10 or otherwise with respect to any claim based upon (1) any use of the Services not in accordance with these Terms and Conditions or the Documentation; (2) Parchment's conformance to Member's specifications; (3) any use of the Services in combination with other products, equipment, services or content not supplied by Parchment; (4) any modification of the Services by any person other than Parchment or its authorized agents; or (5) the Member Data. THIS SECTION STATES MEMBER'S SOLE AND EXCLUSIVE REMEDY FOR INFRINGEMENT CLAIMS AND ACTIONS. Parchment's obligations as set forth above are expressly conditioned upon each of the following: (A) Member promptly notifying Parchment in writing of any threatened or actual claim or suit; (B) Parchment having sole control of the defense or settlement of any claim or suit; and (C) Member cooperating with Parchment to facilitate the settlement or defense of any claim or suit.

11 TERM AND TERMINATION.

11.1 Term. This Agreement is effective as of the Effective Date listed on the Order Form. The Term of this Agreement will commence on the Effective Date and will continue for as long as the Initial Order Term indicated on the Order Form and any subsequent renewals is in effect, unless terminated in accordance with this Section 11 (the "**Term**").

11.2 Termination for Breach. Either Party may terminate this Agreement immediately upon written notice in the event that the other Party materially breaches this Agreement and thereafter: (a) in the case of material breach resulting from non-payment of amounts due hereunder, has failed to pay such amounts within ten (10) days after receiving written notice thereof; or (b) has failed to cure any other material breach (or to commence diligent efforts to cure such breach that are reasonably acceptable to the terminating Party) within thirty (30) days after receiving written notice thereof.

11.3 Termination upon Bankruptcy, Insolvency or Lack of Funding. Either Party may, at its option, terminate this Agreement immediately upon written notice to the other Party, in the event (a) that the other Party becomes insolvent or unable to pay its debts when due; (b) the other Party files a petition in bankruptcy, reorganization or similar proceeding, or, if filed against, such petition is not removed within ninety (90) days after such filing; (c) the other Party discontinues its

business; (d) a receiver is appointed or there is an assignment for the benefit of such other Party's creditors; or (e) if the Member or the Member's sponsor is a state or federal agency or institution, the funding for this Agreement is not provided to Member or the Member's sponsor by the legislature of the applicable state or federal government.

11.4 Suspension of Service. If Member fails to pay undisputed amounts in accordance with this Agreement or, if and as necessary to protect the Member Data and/or Credentials in the event of a threat to the security of the Parchment Service(s), Parchment will have the right, in addition to any of its other rights or remedies, to immediately suspend the provision of the Services (including access to the Parchment Services and/or Parchment Site) to Member and/or its Credential Owners, without liability to Member until such amounts are paid in full or such breach is cured (in Parchment's sole discretion), as applicable.

11.5 Accrued Obligations. Termination of this Agreement will not release the Parties from any liability which, at the time of termination, has already accrued or which thereafter may accrue with respect to any act or omission before termination, or from any obligation which is expressly stated in this Agreement to survive termination. Notwithstanding the foregoing, the Party terminating this Agreement as permitted by any provision in this Section 11 will incur no additional liability merely by virtue of such termination.

11.6 Effect of Termination. Upon any expiration or termination of this Agreement, Member will immediately discontinue all use of the Parchment Services and pay all amounts due and payable hereunder. Each Party will promptly delete or destroy any Confidential Information of the other Party, including all copies thereof, except that Parchment may retain the Member Data: (a) as required by law; (b) for up to thirty (30) days after the effective date of termination, Parchment will, upon written request, make available to Member a copy of its Member Data in one of Parchment's standard formats. After such period, Parchment may delete Member Data.

11.7 Survival of Obligations. The provisions of Sections 2.5, 3.4, 5, 7 through 10, 11.6 through 11.7, and 12, and Member's obligations to pay any amounts due and outstanding hereunder, will survive termination or expiration of this Agreement.

12 MISCELLANEOUS.

12.1 Force Majeure. Either Party will be excused from performance of its obligations under this Agreement if such a failure to perform results from compliance with any requirement of applicable law, acts of God, fire, strike, embargo, terrorist attack, war, insurrection or riot or other causes beyond the reasonable control of that Party. Any delay resulting from any of such causes will extend performance accordingly or excuse performance, in whole or in part, as may be reasonable under the circumstances.

12.2 Notices. Member (a) consents to receive communications from Parchment in electronic form, whether via email, posting updates on the Parchment Site, or by other reasonable means, and (b) agrees that all agreements and other communication that Parchment provides to Member electronically satisfies all legal requirements as if on print writing. All notices required under these Terms and Conditions will be in writing, delivered personally, by email, or by nationally recognized overnight courier (e.g., FedEx) at the Parties' respective addresses set forth on the Order Form (with notices to Parchment sent to the attention of the General

Counsel). All notices will be deemed effective upon personal delivery, or when received if sent by email or overnight courier.

12.3 Assignment. Neither Party will assign its rights or delegate its obligations under this Agreement without the other Party's prior written consent, and, absent such consent, any purported assignment or delegation will be null, void and of no effect. However, either Party may, without the written consent of the other Party, assign this Agreement and its rights and obligations hereunder in connection with the transfer or sale of all or substantially all of its business related to this Agreement, or in the event of a merger, consolidation, change in control or similar transaction. This Agreement will be binding upon and inure to the benefit of Parchment and Member and their successors and permitted assigns.

12.4 Independent Contractors. Member and Parchment acknowledge and agree that the relationship arising from this Agreement does not constitute or create any joint venture, partnership, employment relationship or franchise between them, and the Parties are acting as independent contractors in making and performing this Agreement.

12.5 Amendment. No amendment to this Agreement will be valid unless such amendment is made in writing and is signed by the authorized representatives of the Parties.

12.6 Waiver. No waiver under this Agreement will be valid or binding unless set forth in writing and duly executed by the Party against whom enforcement of such waiver is sought. Any such waiver will constitute a waiver only with respect to the specific matter described therein and will in no way impair the rights of the Party granting such waiver in any other respect or at any other time. Any delay or forbearance by either Party in exercising any right hereunder will not be deemed a waiver of that right.

12.7 Severability. If any provision of this Agreement is invalid or unenforceable for any reason in any jurisdiction, such provision will be construed to have been adjusted to the minimum extent necessary to cure such invalidity or unenforceability. The invalidity or unenforceability of one or more of the provisions contained in this Agreement will not have the effect of rendering any such provision invalid or unenforceable in any other case, circumstance or jurisdiction, or of rendering any other provisions of this Agreement invalid or unenforceable whatsoever.

12.8 Causes of Action. No action arising from or related to this Agreement may be brought by either Party more than one (1) year after the cause of action has accrued, except that an

action for non-payment may be brought within two (2) years after the date such amount was due.

12.9 No Third Party Beneficiaries. The Parties acknowledge that the covenants set forth in this Agreement are intended solely for the benefit of the Parties, their successors and permitted assigns. Nothing herein, whether express or implied, will confer upon any person or entity, other than the Parties, their successors and permitted assigns, any legal or equitable right whatsoever to enforce any provision of this Agreement.

12.10 Counterparts. This Agreement may be executed in any number of counterparts, each of which when so executed will be deemed to be an original and all of which when taken together will constitute one Agreement.

12.11 Construction. Unless otherwise specified herein: (a) the word "including" means "including but not limited to"; and (b) any reference to days will mean calendar days. All headings are for convenience only.

12.12 Publicity. Parchment will be permitted to use Member's name and logo (subject to the appropriate party's style guidelines to ensure proper placement or use by the other party) (a) in association with Parchment's provision of the Services; and (b) on a client or partner list or partial client list during the term of this Agreement, provided that such list does not state or imply Member's endorsement of Parchment or the Services.

12.13 Entire Agreement. This Agreement sets forth the entire agreement and understanding between the Parties hereto with respect to the subject matter hereof and, except as specifically provided herein, supersedes and merges all prior oral and written agreements, discussions and understandings between the Parties with respect to the subject matter hereof, and neither of the Parties will be bound by any conditions, inducements or representations other than as expressly provided for herein. No additional terms, modifications, or edits (whether hand-marked or set forth in an addendum or PO) added to this Agreement will be valid, accepted, or form part of or be incorporated into this Agreement unless accepted in writing by both parties hereto.

[End of Terms]

EXHIBIT C
SERVICE LEVEL AGREEMENT

1. Parchment will use commercially reasonable efforts, commensurate with the severity of the error, to correct any malfunction, defect, or non-conformity in the operation of the Parchment Services to substantially perform in accordance with the Documentation. Member will be responsible for conducting adequate research with respect to a defect or related issue prior to contacting Parchment for assistance. Member is obligated to respond promptly to all reasonable Parchment requests for pertinent information, documentation, technical and other assistance to assist Parchment with problem resolution. A reported issue will be logged and tracked by Parchment, and assigned a unique identifier that can be used by Member to refer to the reported issue, and will remain open until the issue is resolved. Reported issues will be assigned a severity level that is mutually agreed upon by Member and Parchment.
2. Parchment will employ commercially reasonable efforts to correct, or address with an action plan, issues reported by Member as follows:
 - a. Severity 1: Within four (4) business hours of receipt of the reported issue or its detection by Parchment. Level 1 is defined as a condition in which all or a critical function within the Parchment Services is unavailable to Member.
 - b. Severity 2: Within two (2) business days of receipt of the reported error. Level 2 is defined as a condition in which the Parchment Services is not fully performing, but is still able to operate at a reduced capacity.
 - c. Severity 3: Within five (5) business days of receipt of the reported error. Severity 3 is defined as a condition where the Member is experiencing a non-critical loss of function.
3. System Enhancements and Functionality Improvements.
 - a. Parchment will respond to requests for enhancements or upgraded workflow functionality within thirty (30) business days. The response will include a valuation of the request and whether it was an item for inclusion within the product roadmap or would be considered a client specific customization. Enhancements and improvements cover a desire to change either the look and feel or workflow of a feature or function within the Parchment Services. Any enhancements, modifications or improvements to the Parchment Services will be considered part of the Parchment Services.
 - b. Parchment may perform maintenance to the Parchment Services during its preexisting maintenance schedule (currently 12 p.m. to 4 p.m. Pacific Time on Saturdays) as necessary for the proper operation of the Parchment Services. During these periods, the Parchment Services may be unavailable to Member. Parchment will notify Member at least two (2) business days in advance of any planned maintenance. Parchment may change planned maintenance windows at its sole discretion and will notify Member of any such changes that affect previously notified plans, provided such maintenance is done during low-volume times. Parchment will also post notifications on both the Parchment Services and Parchment Site notifying interested parties of any planned service outages.
4. Parchment will use reasonable commercial efforts to make the Parchment Services available ninety-nine and one-half percent (99.5%) of the time, measured monthly, exclusive of planned maintenance and any of the following events that will not be considered downtime for the purposes of such measurement:
 - a. Any outage lasting less than five (5) minutes;
 - b. Any outage determined to be a result of Member's breach of the Agreement or other acts or omissions of Member;
 - c. Any outage determined to be a result of a failure of outside services or equipment not within the control of Parchment, including Member's hardware and software; or
 - d. Any outage determined to be beyond the reasonable control of Parchment, its subcontractors and/or business partners, including a force majeure event.
5. Member is responsible for (i) maintenance and management of its computer network(s), servers, software, and any equipment or services related to maintenance and management of the foregoing; and (ii) correctly configuring its systems in accordance with the Documentation. Member will promptly notify Parchment in the event any downtime occurs. Downtime will be deemed to begin when Parchment receives accurate notification thereof from Member, or when Parchment first becomes aware of such downtime, whichever first occurs. The obligations of Parchment set forth in this Exhibit C will be excused to the extent any failures to meet such obligations result in whole or in part from Member's failure(s) to meet the foregoing requirements.
6. Parchment will use reasonable commercial efforts to respond to any email inquiries through the Parchment Site by Credential Owners within two (2) business days.
7. Member's sole and exclusive remedy, and Parchment's sole and exclusive liability, for Parchment's breach of this Exhibit C will be the following credits. If Parchment fails to meet the service level in Section 4 in any month for a specific Parchment Services, Parchment will credit to Member one percent (1%) of the monthly subscription fee paid by Member (i.e., the prorated annual subscription fee) for such Parchment Services for each cumulative hour, or portion thereof, of unavailability of such Parchment Services in that month, up to a maximum of fifty percent (50%) of the prorated monthly subscription fee paid by Member. In the event Member has not elected to pay a subscription fee to Parchment hereunder, as Member's sole and exclusive remedy under this Section 7, Parchment will credit to Member one percent (1%) of the net amount of surcharges (if any) added to each Credential request by Member for such Parchment Services for each cumulative hour, or portion thereof, of unavailability of such Parchment Services in that month, up to a maximum of fifty percent (50%) of the net amount of surcharges added to each Credential request by Member.

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent –Secondary Educational Services
DATE: September 10, 2018
SUBJECT: Los Angeles County Office of Education’s Instructional Technology Agreement

BACKGROUND INFORMATION:

Last year, Paramount Unified School District partnered with the Los Angeles County Office of Education’s Instructional Technology Outreach (ITO) division to provide support to the schools that were part of the first year of our 1-1 Chromebook initiative – i.e. Jackson, School, Paramount High School, and Paramount High School West Campus.

This agreement will continue this partnership, and expand it to include every school in our district as our 1-1 Chromebook initiative now spans grades 3, 4, 8, 9, 10, 11, and grades 6 and 7 at Jackson.

Specifically, this agreement will provide:

- Full access to available online educational resources through CalSnap for every teacher.
- 8 total “D-day” professional development sessions for 4th and 8th grade teachers.
- 8 total “PLC time” collaboration sessions for teachers at PHS, PHS West, and Buena Vista
- 2 workshops for principals
- Monthly professional development sessions for Instructional Coaches, Technology Lead Teachers, and Technology Instructional Assistants

POLICY/ISSUE:

Board Policy 4126 – Consultants

FISCAL IMPACT:

\$23,019 – LCAP Funds

STAFF RECOMMENDATION:

Approve the Los Angeles County Office of Education’s Instructional Technology (ITO) Agreement to support the implementation of Chromebooks at Jackson School, Paramount High School and Paramount High School West for the 2018-19 school year.

ACTION ITEM: 3.9-A

PREPARED BY:

Ryan Smith, Assistant Superintendent – Secondary Educational Services

STRATEGIC PLAN FOCUS AREA AND GOALS:

Focus Area 2: High Quality Teaching and Learning

- Goal 4: Technology will be used as a tool for enhancing, personalizing, and improving learning

**LOS ANGELES COUNTY OFFICE OF EDUCATION
Amendment 1**

**INSTRUCTIONAL TECHNOLOGY OUTREACH
MULTIMEDIA SERVICES CONTRACT
PUBLIC & NON-PUBLIC SCHOOLS
2018-2019 SCHOOL YEAR**

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 "Client," mutually agree to amend Contract #C-18201:18:19 as follows:


For the time period July 1, 2018, through June 30, 2019, the amount payable to LACOE, as specified in Option 1 Attachment 1 of the original Contract of \$11,019.05, shall be revised to reflect **an additional amount** beyond the Option 1 Attachment 1 of an amount not to exceed Twelve Thousand Dollars (\$12,000.), a total between Option 1 Attachment 1 and Amendment 1 of **\$23,019.05**.

1. To support the Client's District-wide Strategic Plan Focus Area: **High Quality Teaching and Learning**, LACOE will provide the following additional customized professional development support, which includes ongoing planning and consultation with Ryan Smith and team:
 - a. Four 2-hour "D-Days" - 8 sessions total (*included in LACOE's Multimedia Services Option 1 Attachment 1*)
 - i. 4th grade teachers in two groups of five schools X 2 in a central location - 4 sessions
 - ii. 8th grade teachers in two groups by subject area X 2 in a central location - 4 sessions
 - b. Eight 1/1.5-hour Collaboration Periods (*included in LACOE's Multimedia Services Option 1 Attachment 1*)
 - i. Eight sessions for teachers at PHS, PHS West, and Buena Vista
 - c. Two 2-hour Workshops for Principals (*included in LACOE's Multimedia Services Option 1 Attachment 1*)
 - d. **Monthly full day PD for Coaches, TIAs, and Tech Leads – 9 total – days to be split between K-5 and 6-12**
(10 days maximum at \$1,200 per day = \$12,000 – this Amendment 1 will allow for this additional professional development support)

This Amendment is effective upon execution. Any dates set forth in the original Contract and/or prior Amendment(s) shall be deemed updated/revised, if necessary, to be compatible with this Amendment. Except as herein expressly modified, all terms, conditions and provisions shall remain in full force and effect. To the extent of any inconsistency between the terms and conditions of the Contract and the terms and conditions of this Amendment, the terms and conditions of this Amendment shall govern.

LOS ANGELES COUNTY
OFFICE OF EDUCATION

PARAMOUNT UNIFIED SCHOOL
DISTRICT

By 
Patricia Smith
Executive Director
Business and Finance

By _____
Typed or Printed Name

Date Aug 8, 2018
jmd 8/8
Report 8/20/18

Title _____
Date _____

AB
AB

LOS ANGELES COUNTY OFFICE OF EDUCATION

**INSTRUCTIONAL TECHNOLOGY OUTREACH
MULTIMEDIA SERVICES CONTRACT
PUBLIC & NON-PUBLIC SCHOOLS
2018-2019 SCHOOL YEAR**

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 the **Paramount Unified School District**, hereinafter referred to as "Client," mutually agree as follows:

1. BASIS OF CONTRACT

LACOE shall provide **Multimedia Services** to the Client with identified services described herein for educational use in and support to schools, districts, and organizations. A consolidation of all items to be provided is contained in **Attachment 1, pages 4-6**. Optional content for additional cost is described in **Attachment 2, pages 7-8**.

2. TERM AND TERMINATION OF CONTRACT

This Contract is effective upon full execution and is in effect for the selected membership term defined on page 5 of this contract. If the Client wishes to enter into a multi-year Contract for Multimedia Services, please indicate the required term of contract on Attachment 1. The Contract may be amended by mutual written consent of the parties and may be terminated by LACOE upon advance written notification.

3. REVISING SERVICE OPTION

Both parties understand that during the fiscal year, changes may be made to subscribed services and revisions may need to be made to Attachments 1 or 2, which are parts of this Contract. In these instances, the Client shall issue to LACOE a signed Revised Attachment 1 and/or 2 to reflect additional services desired during the fiscal year. The Revised Attachments shall be received prior to March 31 of the applicable fiscal year.

4. COST AND PAYMENT

This Contract is available with further detailed costs on Attachments 1 and 2. All pricing is standard academic discounted pricing. For public schools within Los Angeles county, a journal voucher account number will be provided by the Client to LACOE for journal voucher transfers to be made on or before January 1 of the applicable fiscal year. Private, charter, and nonpublic schools will receive an invoice no later than February of the applicable fiscal year; payment will be paid by Client within 30 days of invoice receipt. If the Client has requested a multi-year Contract for Multimedia Services, the amount will be transferred or invoiced annually per the preference indicated by the Client on Attachment 1. No multi-year options are available for the optional content add-on as described on Attachment 2.

5. ASSIGNMENT

Client shall not assign this Contract, in whole or in part, to any third party without the prior written consent of LACOE.

6. INDEMNIFICATION

Client 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 Client 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 Client. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

7. INDEPENDENT CONTRACTOR

While performing its obligations under this Contract, LACOE is an independent contractor and not an officer, employee or agent of the Client. LACOE shall not at any time or in any manner represent that it or any of its officers, employees, or agents are employees of the Client.

8. 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.

9. SEVERABILITY/WAIVER

- a. 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.
- b. 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.

10. 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.

11. 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, 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.

12. 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. This Contract

shall be construed, and all disputes hereunder shall be settled, in accordance with the laws of the State of California.

13. 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:
Administrative Services Manager, Contracts Section
LOS ANGELES COUNTY OFFICE OF EDUCATION
9300 Imperial Highway, ECW Room 153
Downey, CA 90242-2890

Client:
Mailing Address is Client's School or District Office
Attn: Assistant Superintendent/CFO

14. 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.

15. ORDER OF PRECEDENCE

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

16. 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

SCHOOL DISTRICT
School/District Name:

By *Patricia Smith*
Patricia Smith
Executive Director
Business and Finance

By _____

Typed or Printed Name

Title _____

Date 4/13/18

Date _____

After signature is secured and contract is executed, please return the following:

- A. Pages 1-3 of the signed copy**
 - B. Completed and signed Attachment 1 on pages 4-6**
 - C. Completed and signed Attachment 2 on pages 7-8 if opting in for additional content; return pages 7-8 blank if optional content is not wanted**
 - D. School/District Service Quote with any corrections, additions, and deletions marked**
- Please mail to:**

Multimedia Services, ITO
Los Angeles County Office of Education
9300 Imperial Highway

Downey, California 90242-2890

Option 1, Attachment 1 (Four Pages; Pages 4-6)**MULTIMEDIA SERVICES:**

CalSNAP - Online Multimedia with CaliforniaStreaming, Scholastic's Grolier Online (GO!) Databases, and Additional Open Content

(in compliance with the provisions of the Cal. Educ. Code §1250 and §1251)

**LOS ANGELES COUNTY OFFICE OF EDUCATION
INSTRUCTIONAL TECHNOLOGY OUTREACH SERVICES CONTRACT
PUBLIC & NON-PUBLIC SCHOOLS
2018-2019**

1. DISTRICT/ORGANIZATION: Paramount Unified School District

(Please type or print)

2. LACOE- ASSIGNED CONTRACT NUMBER: C-18201:18:19

(located in the top right-hand corner this contract)

3. MULTIMEDIA SERVICES MEMBERSHIP SERVICE OPTIONS

Multimedia Services membership is available to Client Members with pricing based on a per student formula by school site and is standard educational discounted pricing as reflected on your custom quote. ***(Please select one.)***

 A. Multimedia Services Membership- LACOE's CalSNAP:

Provides access through single user login with the **CalSNAP** online search system: online video streaming with CaliforniaStreaming, Scholastic's Grolier Online (GO!) Encyclopedias and Databases, plus bonus open content from Pics4Learning, Library of Congress, Project Gutenberg, Storynory, Khan Academy, Common Sense Education, and more.

* **LACOE Service Area – \$1.00 per student** for individual schools or partial district enrollment; a minimum fee per school site is \$400 with a maximum of \$1,000 per site; 5% discount for full-district participation.

* **Outside of LACOE Service Area – \$1.10 per student** for individual schools or partial district enrollment; a minimum fee per school site is \$500 with a maximum of \$1,200 per site; 5% discount for full-district participation *(including specific agencies with historical agreements)*.

 B. Multimedia Services Membership- CCETC's CalSNAP:

Provides access through single user login with the **CalSNAP** online search system: online video streaming with CaliforniaStreaming plus bonus open content from Pics4Learning, Library of Congress, Project Gutenberg, Storynory, Khan Academy, Common Sense Education, and more. *(A quote for additional subscription content will be provided upon request.)*

* **California County Educational Technology Consortium (CCETC) Service Area – \$1.10 per student** for individual schools or partial district enrollment; the minimum fee per school site is \$500 with a maximum of \$1,200 per site; 5% discount for full-district participation.

 C. Custom Quote:

Available only to districts, educational broadcast agencies, consortium, and county offices.

4. COST FOR MEMBERSHIP (Please select one.)

A custom quote is hereby provided – please make any additions or corrections and return with corrections.

- Quote correct as provided. See adjustments on enclosed quote.

5. PAYMENT

A. For **public schools within Los Angeles County**, payment shall be made by journal voucher on or before January 1 of the applicable fiscal year. Enter your **28-Digit Account Code for Journal Voucher Transfer** (one only please):

B. Private and nonpublic schools **receive an invoice** by February of the applicable fiscal year.

6. TERM

Choose One (see Section 2: Term and Termination of Contract):

- One-year membership; July 1, 2018 - June 30, 2019
Expires: 6/30/19
- Multi-year membership to be paid during each year of provided service.

<i>Circle one:</i> 2 years	3 years	5 years
Expires: 6/30/20	6/30/21	6/30/23

7. LIST OF PARTICIPATING SCHOOLS & CONTACTS:

Please provide a school site contact for each Client school in the categories below. The role of this contact is to provide current staff list information so we may update accounts, assign a shared student account, coordinate workshops, distribute information about special opportunities, etc.

If this contract is for more than one school, please attach a list providing one contact per school site.

<u>SCHOOL</u>	<u>CONTACT NAME</u>	<u>PHONE NUMBER</u>	<u>EMAIL</u>
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Information will be sent separately.

8. Authorization to Provide Instructional Media Programming

The Member Client hereby grants LACOE permission to act on their behalf to purchase and license rights to allow Client the use of online instructional video-streaming programming in accordance with procedures published by LACOE. Enter into contracts, either alone or in cooperation with other county offices of education, consortia, and/or school districts, for the purpose of participating in, or the procuring of: closed circuit broadcast rights, duplication rights, digital rights, video streaming and download rights and services, and other functions necessary to the presentation of video, instructional television, and Internet delivery via CaliforniaStreaming.org, which may be retained by the client when membership is maintained. All classroom media titles shall support the California Content and Common Core Standards and Frameworks. Nothing contained herein shall be construed as permission by LACOE to record or use any programs not listed by title on the CaliforniaStreaming website.

9. Instructional Media Delivery, Support Materials, and Services

- 1) **CalSNAP:** LACOE shall provide Client Member access to CalSNAP search and licensed media-on-demand with CaliforniaStreaming.org, Scholastic's Grolier Online (GO!) Encyclopedia and Databases, and open content from various partnering vendors.
- 2) **CalSNAP within the CCETC service area:** LACOE shall provide Client Member access to licensed media-on-demand with CaliforniaStreaming.org and open content from various partnering vendors.
- 3) **All services:** As detailed on the website, the Client Member has access to unlimited streaming and download rights for teachers at home or school (unless specific titles deny these rights, in which case, the limitation will be clearly noted on the website) as detailed on the website of entire videos, video segments, and multimedia videos and stills, including portable document format (PDF) teacher guides, audio files, podcasts, with content and standards correlations. Students have unlimited streaming rights at school and home with the exception of titles explicitly noted in the title annotation.
- 4) **Professional development and workshop support:** Provide utilization services and webinars at no cost to assist the Client Member in making effective use of multimedia in the classroom in support of the California Content Standards; provide in person workshops at no cost within Los Angeles County or no or low cost workshops by special arrangement in the CCETC service area; provide support materials and information either in print format or online to assist the Client Member in the dissemination of information. As available, teacher guides are available online in PDF format. Additional online resources will be referenced as available. District, regional, or consortium-coordinated workshops will be provided upon request utilizing instructional media for effective instruction.

10. Access, Download, and Copyright Compliance

- a. All licensed programs have specific terms and conditions for download and retention on DVD, hard drive, or on any other means. All available titles are listed in the online CalSNAP search. Copyrights are retained by LACOE or at its sole discretion.
- b. Members shall not charge an admission fee for viewing any of the instructional media provided hereunder.
- c. If membership is not renewed, to maintain copyright compliance, a **“Certification of Erasure” of all media duplicated or downloaded during a membership period will be signed by the authorized administrator of the Client and provided to LACOE.** This certification will be provided within 60-days of membership lapse and must be returned to LACOE within 30-days for copyright compliance.

11. MEMBER LIAISON:

Please provide the name of district school-site person to whom all contract-related correspondence is sent. This person is often the signatory below, but may be a designee.

Name: Ruben Frutos

Title: Assistant Superintendent, Business Services

Phone: (562) 602-6025

Email: RFrutos@Paramount.k12.ca.us

FAX: (562) 602-8128

Street Address: 15110 California Avenue

City, State, Zip: Paramount CA 90723-4378

Authorized School/District Administrator Signature

Date

Option 2, Attachment 2 (Two Pages; Pages 7-8)
MULTIMEDIA SERVICES: BrainPOP Add-On (Optional)

LOS ANGELES COUNTY OFFICE OF EDUCATION
INSTRUCTIONAL TECHNOLOGY OUTREACH SERVICES CONTRACT
PUBLIC & NON-PUBLIC SCHOOLS
2018-2019

1. DISTRICT/ORGANIZATION: _____
(Please type or print)

2. LACOE- ASSIGNED CONTRACT NUMBER: C-18201:18:19 (located in the top right-hand corner this contract)

3. MULTIMEDIA SERVICES MEMBERSHIP SERVICE OPTION for BrainPOP
As a Multimedia Services benefit to Client Members, this contract option offers BrainPOP and BrainPOP ELL as a cost add-on resource. These are available to Client Members with pricing based on a per student formula by school site and is standard educational discounted pricing.

In addition to the licensed and open online resources provided by the Multimedia Services agreement in Option 1, Attachment 1, this optional “Option 2, Attachment 2” add-on provides access to BrainPOP combo and BrainPOP ELL through single user login with the **CalSNAP** online search system at the following add-on rates:

A. Multimedia Services Membership Add-On- BrainPOP Combo & BrainPOP ELL*:
For All Service Areas – \$2.50 per student for the BrainPOP Combo, which includes BrainPOP, BrainPOP Jr., BrainPOP Español, and BrainPOP Francais, plus BrainPOP ELL*.

Enrollment for ELL: _____

B. Multimedia Services Membership Add-On- BrainPOP Combo Only:
For All Service Areas – \$1.70 per student with a \$2,250 maximum per site for the BrainPOP Combo, which includes BrainPOP, BrainPOP Jr., BrainPOP Español, and BrainPOP Francais. (*Enrollment will match your CalSNAP enrollment.*)

C. Multimedia Services Membership Add-On- BrainPOP ELL Only:
For All Service Areas – \$.85 per English Learner student for the BrainPOP ELL*. (**When choosing BrainPOP ELL, members only need to report their students who are designated as English Learners.*)

Enrollment for ELL: _____

4. PAYMENT

A. For **public schools within Los Angeles County**, payment shall be made by journal voucher on or before January 1 of the applicable fiscal year. Enter your **28 Digit Account Code for Journal Voucher Transfer** (*one only please*):

B. Private and nonpublic schools **receive an invoice** by February of the applicable fiscal year.

5. LIST OF PARTICIPATING SCHOOLS

Please provide a school site contact for each Client school in the categories below. The role of this contact is to provide current staff information so we may update accounts, assign a shared student account, coordinate workshops, distribute information about special opportunities, etc.

If this contract is for more than one school, please attach a list providing one contact per school site.

<u>SCHOOL</u>	<u>CONTACT NAME</u>	<u>PHONE NUMBER</u>	<u>EMAIL</u>
---------------	---------------------	---------------------	--------------

6. Authorization to Provide Instructional Online Resource

The Member Client hereby grants LACOE permission to act on their behalf to participate in a group buy and subscribe to BrainPOP to allow the Client use of the selected BrainPOP products as an add-on and for the additional subscription fees. The Member Client acknowledges that the BrainPOP add on is available through a subcontract between LACOE and the Contra Costa County Office of Education. If at any point LACOE loses the ability to subcontract for this product, LACOE may be unable to provide this option.

This Attachment is effective upon execution. Any dates set forth in the original Contract and/or prior Amendment(s) or Attachments shall be deemed updated/revised, if necessary, to be compatible with this Amendment. All other terms and conditions of the original Contract and/or prior Amendment(s) shall remain the same.

Authorized School/District Administrator Signature

Date



Los Angeles County Office of Education
9300 Imperial Hwy., Downey, CA 90242
Ph: 562-922-6107 Fax: 562-940-1667

2018-19
Quote for Member Services
Paramount Unified School District

5/24/2018

School	Enrollment	\$1/Student with Minimum / Maximum Applied	***5% Discount for Full District/ Participation
Abraham Lincoln	650	\$650.00	\$617.50
Alondra Middle	1,009	\$1,000.00	\$950.00
Buena Vista High	196	\$400.00	\$380.00
Captain Raymond Collins	564	\$564.00	\$535.80
Frank J. Zamboni	937	\$937.00	\$890.15
Harry Wirtz Elementary	594	\$594.00	\$564.30
Hollydale	1,032	\$1,000.00	\$950.00
Howard Tanner	542	\$542.00	\$514.90
Jefferson Elementary	396	\$400.00	\$380.00
Leona Jackson	854	\$854.00	\$811.30
Los Cerritos	598	\$598.00	\$568.10
Major Lynn Mokler	656	\$656.00	\$623.20
Mark Keppel	522	\$522.00	\$495.90
Paramount High	4,722	\$1,000.00	\$950.00
Paramount Park Middle	802	\$802.00	\$761.90
Theodore Roosevelt	650	\$650.00	\$617.50
Wesley Gaines	430	\$430.00	\$408.50
TOTAL:	15,154	\$11,599.00	\$11,019.05

Standard Academic Pricing

Multimedia Services Membership: Minimum of \$400 or Maximum of \$1000 Per Campus

***Discount of 5% for Full District Participation

All contracts include professional development in classroom utilization and research-based strategies, as well as other features of usage such as searching and ordering online.

Multimedia Services Membership includes:

1. Online Video and Multimedia-on-Demand- Full stream and download capabilities from CaliforniaStreaming.org, including video, segments, images, audio files, and PDFs.
2. Grolier Online - Award-winning encyclopedia reference materials from Grolier Multimedia Encyclopedia and Encyclopedia Americana with multimedia visual support with over 70,000 articles, plus an atlas, dictionary, and over 1,100 world newspapers in 73 languages representing 195 countries. Additional resources include news articles, timelines, quizzes and games, research starters, and over 340,000 editor vetted web links.
3. Single login access and single search results through CalSNAP – Our integrated search system not only searches premium content in CaliforniaStreaming and two Grolier Online encyclopedias, it searches open content from Annenberg Learner, Docs Teach, Library of Congress, Pics4Learning, Storynory, Echoes and Reflections, Khan Academy, Common Sense Education, textbooks and interactives from CK-12, and ebooks from Unite for Literacy and Project Gutenberg.

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent-Secondary Educational Services
DATE: September 10, 2018
SUBJECT: Saturday School Program for 2018-19

BACKGROUND INFORMATION:

The District provides a Saturday School program for students in grades 6-12. This voluntary program is a viable means for truant students to recapture lost instructional time while learning the value of regular school attendance. Students attend class for four hours. Students in grades 6-9 will attend Saturday School at Paramount High School-West Campus and grades 10-12 will attend Paramount High School-Senior Campus. Revenue generated by Saturday School attendance is expected to exceed the personnel and security costs to operate the program.

Saturday School attendance data for the 2017-18 school year is shown in the following table:

Grade Level	Attendance Make-up Days
6-8	560
9	1,197
10-12	5,053
TOTAL	6,810

POLICY/ISSUE:

Board Policy 5113.2 - Failure to Attend/Truancy

FISCAL IMPACT:

Anticipated revenue of approximately \$65,000 to General funds

STAFF RECOMMENDATION:

Approve the Saturday School program for grades 6-12 for the 2018-19 school year to recapture lost instructional time.

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

ACTION ITEM: 3.10-A

- 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 1: Expand community outreach efforts and increase opportunities for involvement
- Establish and maintain meaningful, regular, and open two-way communication with all stakeholders

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent-Secondary Educational Services
DATE: September 10, 2018
SUBJECT: Workforce Investment Act, Title II: Adult Education and Family Literacy Act Grant Award

BACKGROUND INFORMATION:

On March 14, 2012, the Board approved the application for the Workforce Investment Act, Title II: Adult Education and Family Literacy Act program. These funds provide English as a Second Language and Citizenship classes at Paramount Adult School. The California Department of Education has approved funding in the amount of \$431,499 for 2018-2019.

POLICY/ISSUE:

Board Policy 3280 – Gifts, Grants and Bequests

FISCAL IMPACT:

\$431,499 to restricted funds

STAFF RECOMMENDATION:

Accept the Workforce Investment Act, Title II: Adult Education and Family Literacy Act Grant Award for the 2018-19 Fiscal Year.

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

Focus Area 4: Parent and Community Partnerships

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

ACTION ITEM: 3.11-A

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent–Secondary Educational Services
DATE: September 10, 2018
SUBJECT: Request to Purchase Electronic Textbooks for the CTE Entrepreneurship 2 Course

BACKGROUND INFORMATION:

On April 23, 2018, the Board approved the adoption of the Network for Teaching Entrepreneurship (NFTE) Entrepreneurship 2 class, which serves as the capstone course to the CTE Entrepreneurship Pathway. Upon attending the summer teacher training at the NFTE Program Office, we learned that the Entrepreneurship: Owing Your Future textbook is highly recommended to be used for this course.

Entrepreneurship: Owing Your Future provides a comprehensive guide to developing a business plan, with a strong financial focus. The text focuses on critical basic business skills such as communications, negotiating, business ethics, social responsibility, and goal setting. Students will understand the process of analyzing a business opportunity, preparing a business plan, determining feasibility of an idea using research and developing a plan to organize and promote the business and its products and services. The units of this popular text walk students through the entrepreneurial process of ideation, business model validation, creation, operation and growth.

Course	School	Projected Enrollment	eTextbook	Publisher	Year
Entrepreneurship 2	Paramount High School	30	Entrepreneurship: Owing Your Future, High School Version, 12 th Edition	Pearson	2016

POLICY/ISSUE:

Board Policy 6141 – Curriculum Development

FISCAL IMPACT:

Approximately \$2,500 from LCAP and CTEIG funds

STAFF RECOMMENDATION:

Approve the purchase of electronic textbooks for the Entrepreneurship 2 course for the 2018-19 school year at Paramount High School.

ACTION ITEM: 3.12-A

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: September 10, 2018
SUBJECT: Memorandum of Understanding with Compton College for American Sign Language I Course Offering

BACKGROUND INFORMATION:

After a successful pilot in 2017-18, Compton College will offer another section of the American Sign Language I college course at Paramount High School in 2018-19. This beginning course, taught within the context of deaf culture, introduces students to signing and comprehending elementary American Sign Language (ASL). Through a visual-gestural approach and multimedia activities, students develop basic vocabulary and grammar that deal with everyday topics.

Students who participate will receive both high school and college credit. Classes will be held after school twice a week in which the course will be offered in the Fall and Spring semesters to students in 11th and 12th grade. With this memorandum of understanding, students can earn up to four units of college credit before they graduate high school. Since textbooks were purchased in 2017-18, additional books are not needed for 2018-19. This course is CSU and UC transferrable and is comparable to two years of high school sign language.

POLICY/ISSUE:

Board Policy 3322 - [Contracts](#)

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Approve the Memorandum of Understanding with Compton College to provide after school instruction for selected students for the Sign Language/Interpreter Training 111 course at Paramount High School for the 2018-19 school year.

PREPARED BY:

Greg Francois, Director –Secondary Education and Instructional Technology

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.

ACTION ITEM: 3.13-A

- 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 partnerships with community based organizations, colleges and universities, and businesses and industries.

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent-Secondary Educational Services
DATE: September 10, 2018
SUBJECT: Memorandum of Understanding with Compton College for American Sign Language II Course Offering and the Purchase of Textbooks

BACKGROUND INFORMATION:

Compton College will offer the American Sign Language II course at Paramount High School in 2018-19. This course is a continuance of the study of American Sign Language (ASL) and deaf culture. Focusing on ASL structure and grammar used by native signers, students will develop fluency at the intermediate level.

Students who participate will receive both high school and college credit. Classes will be held after school twice a week in which the course will be offered in the Fall and Spring semesters to students in 11th and 12th grade. With this memorandum of understanding, students can earn up to four units of college credit before they graduate high school. This course is CSU and UC transferrable and is comparable to two years of high school sign language.

Course	School	Projected Enrollment	Grade	Textbook	Year	Publisher
Sign Language/Interpreter Training 112	Paramount High School	25	11-12	Signing Naturally, Units 6-10	2008	Dawn Sign Press

POLICY/ISSUE:

Board Policy 3322 - Contracts

FISCAL IMPACT:

\$3,000.00 from LCAP funds

STAFF RECOMMENDATION:

Approve the Memorandum of Understanding with Compton College to provide after school instruction for selected students and the purchase of textbooks and materials for the Sign Language/Interpreter Training 112 course at Paramount High School for the 2018-19 school year.

PREPARED BY:

Greg Francois, Director –Secondary Education and Instructional Technology

ACTION ITEM: 3.14-A

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.

Focus Area 4: Parent and Community Partnerships

- 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.

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent– Secondary Educational Services
DATE: September 10, 2018
SUBJECT: Carl D. Perkins Grant Applications for Paramount Adult School

BACKGROUND INFORMATION:

The Carl D. Perkins Career and Technology Education Improvement Act of 2006 authorized the distribution of funds to school districts to support the development of academic, career and technical skills. To qualify for funds, districts must offer Career and Technical Education programs to students attending Paramount Adult School.

To maintain eligibility for Perkins funds, Paramount Unified School District must submit application for the 2018-19 fiscal year. The application is submitted under separate cover.

POLICY/ISSUE:

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

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Approve the submission of the application for Carl D. Perkins Grant for the 2018-19 school year.

PREPARED BY:

Greg Francois, Director of 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 4: Technology will be used as a tool for enhancing, personalizing and improving learning.

ACTION ITEM: 3.15-A

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent– Secondary Educational Services
DATE: September 10, 2018
SUBJECT: Carl D. Perkins Grant Applications for Grades 7-12

BACKGROUND INFORMATION:

The Carl D. Perkins Career and Technology Education Improvement Act of 2006 authorized the distribution of funds to school districts to support the development of academic, career and technical skills. To qualify for funds, districts must offer Career and Technical Education programs to secondary students in grades 7-12.

To maintain eligibility for Perkins funds, Paramount Unified School District must submit application for the 2018-19 fiscal year. The application is submitted under separate cover.

POLICY/ISSUE:

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

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Approve the submission of the application for Carl D. Perkins Grant for the 2018-19 school year.

PREPARED BY:

Greg Francois, Director of 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 4: Technology will be used as a tool for enhancing, personalizing and improving learning.

ACTION ITEM: 3.16-A

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent- Secondary Educational Services
DATE: September 10, 2018
SUBJECT: Memorandum of Understanding with Compton College for Administration of Justice 100 Course Offering

BACKGROUND INFORMATION:

Compton College will offer a college course in Administration of Justice at Paramount High School in Fall, 2018 for the third consecutive year. Administration of Justice 100: Introduction to Administration of Justice introduces students to the characteristics of the criminal justice system in the United States. Focus is placed on examining crime measurement, theoretical explanations of crime, components of the system and current changes in the system. The course examines the evolution of the principles and approaches utilized by the justice system and the evolving forces which have shaped those principles and approaches.

Students who participate will receive both high school and college credit. Classes are held after school twice a week September, 2018 through January, 2019. This course will be offered to students in 11th and 12th grade. With this memorandum of understanding, students can earn up to 3 units of college credit before they graduate high school. Since textbooks were purchased in 2016-17, additional books are not needed for 2018-19. This course is CSU and UC transferrable.

POLICY/ISSUE:

Board Policy 3322 - Contracts

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Approve the Memorandum of Understanding with Compton College to provide after school instruction for the Administration of Justice 100 course at Paramount High School for the 2018-19 school year.

PREPARED BY:

Greg Francois, Director –Secondary Education and Instructional Technology

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 2: High Quality Teaching and Learning

ACTION ITEM: 3.17-A

- 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 4: Parent and Community Partnerships

- 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.

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ryan Smith, Assistant Superintendent-Secondary Educational Services
DATE: September 10, 2018
SUBJECT: Memorandum of Understanding with Compton College for Administration of Justice 103 Course Offering

BACKGROUND INFORMATION:

Compton College will offer an additional college course in Administration of Justice at Paramount High School in Spring, 2019. Administration of Justice 103: Concepts of Criminal Law 1, is a course that introduces students to the historical development and philosophy of law and its application to the criminal justice system. Topics covered include legal research, case law, classification of crime, crimes against persons and property, and crimes against the state.

Students who participate will receive both high school and college credit. Classes are held after school twice a week February, 2019 through June, 2019. This course will be offered to students in 11th and 12th grade. With this memorandum of understanding, students can earn up to 3 units of college credit before they graduate high school. Since textbooks were purchased in 2017-18, additional books are not needed for 2018-19. This course is CSU and UC transferrable.

POLICY/ISSUE:

Board Policy 3322 - Contracts

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Approve the Memorandum of Understanding with Compton College to provide after school instruction for the Administration of Justice 103 course at Paramount High School for the 2018-19 school year.

PREPARED BY:

Greg Francois, Director-Secondary Education and Instructional Technology

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: 3.18-A

Focus Area 4: Parent and Community Partnerships

- 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.

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: September 10, 2018
SUBJECT: 2017-18 Unaudited Actuals

BACKGROUND INFORMATION:

After closing the District's 2017-18 books, the District must file the Standardized Account Code Structure (SACS) Unaudited Actual Financial Report with the Los Angeles County Office of Education.

The 2017-18 Unaudited Actuals Financial Report is being provided to the Board of Education for approval. It will also be provided to the public, all school sites and District departments.

POLICY/ISSUE:

Education Code Section 42100 – Requirement to Prepare and File Annual Statement

Education Code Section 42123 – Itemization of Revenues and Expenditures

FISCAL IMPACT:

As reflected in the 2017-18 Unaudited Actuals Financial Report provided under separate cover.

STAFF RECOMMENDATION:

Approve the 2017-18 Unaudited Actuals Financial Report.

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 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

ACTION ITEM: 4.1-A

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: September 10, 2018
SUBJECT: Resolution 18-07, Establishing the 2018-2019 Gann Appropriations Limit

BACKGROUND INFORMATION:

In 1979 California voters approved Proposition 4, which limited the growth in government spending to be no greater than the growth in population inflation. This limit on government spending became known as the Gann Limit.

Each school district is required to report appropriations information to the State Superintendent of Public Instruction and to the State Director of Finance at least annually. This information includes appropriations subject to limitation, the amount of state aid apportionments, subventions included within the proceeds of taxes of the school district, and amounts excluded from the appropriations limit.

POLICY/ISSUE:

Education Code Section 1629 – Resolution to Identify Appropriations Limits; Documentation Available to Public

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Adopt Resolution 18-07, establishing the 2018-2019 Gann Appropriations Limit at \$98,512,712, as calculated by the State formula.

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: 4.2-A

PARAMOUNT UNIFIED SCHOOL DISTRICT

**RESOLUTION 18-07
DISTRICT APPROPRIATIONS LIMIT FOR 2018-2019**

WHEREAS, Article XIII B of the Constitution of the State of California, as approved by the voters in November 1979, requires the establishment of Appropriations Limits on “Proceeds of Taxes” revenues for public agencies, including school districts, beginning with the 1980-81 fiscal year; and,

WHEREAS, each district is required to determine and adopt such Appropriations Limits for the 2018-2019 fiscal year, as a legislative act; and,

WHEREAS, this School District’s Appropriations Limits have been calculated in accordance with Article XIII B of the State Constitution and Division 9 of Title 1 of the Government Code; and,

BE IT, THEREFORE, RESOLVED, as a legislative act of this Governing Board, that the purpose of Article XIII B is hereby establishing this District’s “appropriations limit” of \$98,512,712 for the 2018-2019 fiscal year.

ADOPTED THIS 10th day of September, 2018.

Vivian Hansen, President
Board of Education

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent-Business Services
DATE: September 10, 2018
SUBJECT: Approve Purchase of Document Management Software

BACKGROUND INFORMATION:

The District currently remains heavily reliant on paper when it comes to forms and records. Accordingly, the District has a need to automate document management and workflow. Archival of documents is currently sent to the warehouse and then back-scanned by an outside vendor as opposed to creating digital content from the point of origin with the exception of purchase and personnel requisitions.

An electronic document management solution would enable the District to streamline archiving and imaging services needed for staff to refer to records for information and advance the digitization of forms. It would allow for the automation of current operational forms as well as streamline the processing of campus and District level documents. By utilizing an electronic workflow, the District will be able to implement cost effective processes with a reduction of paper, toner, and copier related expenses and improve efficiency, productivity, and service quality to campuses and departments.

Staff would coordinate training and manage the ongoing use and possible expansion of the program.

POLICY/ISSUE:

Board Policy 3322 – Contracts

FISCAL IMPACT:

Not to exceed \$90,000 + \$30,000 for 2018-19 – General Fund

Not to exceed \$16,195 + \$30,000 for 2019-20 – General Fund

Not to exceed \$16,195 + \$30,000 for 2020-21 – General Fund

STAFF RECOMMENDATION:

Authorize the purchase of Laserfiche software as provided by ECS Imaging for the fiscal years ending June 30, 2019 through June 20, 2021 and authorize the Superintendent or designee to execute all necessary documents.

PREPARED BY:

Patricia Tu, Director of Fiscal Services

Cindy DiPaola, Director of Operations

ACTION ITEM: 4.3-A

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

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Ruben Frutos, Assistant Superintendent - Business Services
DATE: September 10, 2018
SUBJECT: Notices of Completion – Field Service Contracts

BACKGROUND INFORMATION:

At the meeting of April 23, 2018 and July 16, 2018, the Board of Education authorized the renewal of field service contracts. Individual projects over \$15,000 require 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
Signature Flooring, Inc.	Odyssey: Install Carpeting (Bid #10-17-18) P.O. 19-00316 reference P.O. 18-01803	\$ 39,184.06	\$ 1,959.20
West Co.	Alondra: Electrical Maintenance and Repairs – Band Room (Bid #3-17-18) P.O. 19-00301 reference P.O. 18-02833	\$ 56,142.00	\$ 2,807.10
West Co.	Keppel: Electrical Maintenance and Repairs – Staff Room, Teachers’ Work Area, RSP, SDC, and Student Intervention Rooms (Bid #3-17-18) P.O. 19-00302 reference P.O. 18-02832	\$ 102,131.00	\$ 5,106.55
West Co.	Adult Education: Electrical Maintenance and Repairs (Bid #3-17-18) P. O. 19-00383	\$ 61,400.00	\$ 3,070.00
Universal Asphalt Company	Buena Vista: Remove and replace asphalt parking lots – (Bid #3-18-19) P. O. 19-00410	\$ 42,988.00	\$ 2,149.40
Mear Construction	Adult Education: Exterior Painting (Bid #2-17-18) P. O. 19-00363 reference P.O. 18-0274	\$ 87,300.00	\$ 4,365.00
West Co.	Odyssey: Electrical Maintenance and Repairs (Bid #3-17-18) P. O. 19-00353	\$ 17,200.00	\$ 860.00
Quality Fence	Odyssey: Install fence (Bid #2-18-19) P.O. 19-00307 reference P.O. 18-01992	\$ 25,997.00	\$ 1,299.85

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

POLICY/ISSUE:

Board Policy 7430 – Acceptance of Completed Projects

ACTION ITEM: 4.4-A

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Accept as completed the Field Service Contracts for installation of carpeting at Odyssey, electrical maintenance repairs at Alondra band room, electrical maintenance repairs at Keppel staff room, teachers' work area, RSP, SDC, and student intervention rooms, electrical maintenance repairs at Adult Education, remove and replace asphalt parking lots at Buena Vista, exterior painting of Adult Education, electrical maintenance repairs at Odyssey, and install fence at Odyssey, and authorize the Superintendent or designee to file the Notices of Completion and make payment to all contracted parties upon expiration of the lien period and determination that no liens are outstanding.

PREPARED BY:

Cindy DiPaola, Director-Operations

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: September 10, 2018
SUBJECT Bid Summary – Asphalt, Fencing, Landscape, and Heating, Ventilation, and Air Conditioning Services

BACKGROUND INFORMATION:

At the meeting of February 5, 2018 and April 23, 2018, the Board of Education authorized staff to seek bids and award contracts for asphalt, landscape, fencing, and heating, ventilation, and air conditioning services. The Board of Education further authorized the Superintendent or designee to advertise, review, award, and execute all documents to the lowest responsive bidder. The bid process is now complete and the contracts have been awarded to the lowest responsive bidder. The summary below reflects the pricing:

Asphalt Repair and Installation

Vendor	Pricing for Sample Project:	
Universal Asphalt	\$	58,000
JB Bostick	\$	67,900
Excel Paving Company	\$	141,750

The company listed above in bold was awarded the field service contract.

Landscape Services and Tree Trimming

Vendor	Landscape/Tree Trimming	Sample Project
Tapia Landscaping	Landscape Services	\$ 75,000
Quality Landscape Management	Tree Trimming	\$ 72,500

The companies listed above in bold were awarded the field service contract.

Fencing Repair and Installation

Vendor	Pricing for Sample Project	
Quality Fence	\$	106,374
Innovative Fence	\$	183,994
A-1 Fence*	\$	*95,167

The company listed above in bold was awarded the field service contract.

*Non-Responsive

Heating, Ventilation, Air Conditioning (HVAC) Maintenance/Repair

Vendor		Bid Price
South Bay Heating & Air Conditioning, Inc.	Base Preventive Maintenance	\$ 208,500
	Add – Alternative for filter services	\$ 231,000
F. M. Thomas Air Conditioning	Base Preventive Maintenance	\$ 804,354
	Add – Alternative for filter services	\$ 274,902

The company listed above in bold was awarded the field service contract.

The above-listed contracts are renewable upon District approval.

POLICY/ISSUE:

Board Policy 3313 Bids and Quotations

FISCAL IMPACT:

Measure I Bond Funds

LCAP funds

STAFF RECOMMENDATION:

To approve the above-mentioned contracts to the lowest responsive bidders as identified above.

PREPARED BY:

Cindy DiPaola, Director-Operations

STRATEGIC PLAN FOCUS AREAS AND GOALS:

Focus Area 3: Positive Climate and Environments Conducive to Learning

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

Paramount Unified School District

TO: Ruth Pérez, Superintendent
FROM: Myrna Morales, Assistant Superintendent-Human Resources
DATE: September 10, 2018
SUBJECT: Proposed New Board Policy 4033 – Lactation Accommodation

BACKGROUND INFORMATION:

Submitted for first reading is the proposed new Board Policy 4033 – Lactation Accommodation. The policy is being added to the Board Policies as the Board prohibits discrimination, harassment, and/or retaliation against any District employee who chooses to express breast milk for her infant child while at work.

POLICY/ISSUE:

Board Policy 4118.11 – Nondiscrimination in Employment
Government Code 12940 – Discriminatory Employment Practices
Labor Code 1030-1033 and 29 USC 207

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Accept for first reading the proposed new Board Policy 4033 – Lactation Accommodation.

PREPARED BY:

Beatriz Spelker-Levi, Director of Personnel – 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.

CONFERENCE ITEM: 2.1-CF

PROPOSED BOARD POLICY

BP 4033 (a)

Personnel – All Personnel

Lactation Accommodation

The Board prohibits discrimination, harassment, and/or retaliation against any district employee who chooses to express breast milk for her infant child while at work.

The District shall provide a reasonable amount of break time to accommodate an employee each time she has a need to express breast milk for her infant child.

To the extent possible, such break time shall run concurrently with the break time already provided to the employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid.

The employee shall be provided a private location, other than a restroom, that is in close proximity to her work areas and meets the requirements of Labor Code 1031.

Employees are encouraged to notify their supervisor or other appropriate personnel in advance of their intent to make use of the accommodations offered for employees who are nursing mothers. As needed, the supervisor shall work with the employee to address arrangements and scheduling in order to ensure that the employees' essential job duties are covered during break time.

Lactation accommodations may be denied only in limited circumstances in accordance with law, as outlined in Labor Code 1032.

Before an employee's supervisor makes a determination to deny lactation accommodations, he/she shall consult the Superintendent or designee. In any case in which lactations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.

Legal Reference: EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex

CIVIL CODE
43.3 Right of mothers to breastfeed in any public or private location

GOVERNMENT CODE
12940 Discriminatory employment practices
12945 Discrimination based on pregnancy, childbirth, or related medical conditions

PROPOSED BOARD POLICY

BP 4033 (b)

Personnel – All Personnel

Lactation Accommodation

LABOR CODE

1030-1033 Lactation accommodation

CODE OF REGULATIONS, TITLE 2

7291.2-7291.16 Sex discrimination; pregnancy and related
medical conditions

UNITED STATES CODE, TITLE 29

207 Fair Labor Standards Act; lactation accommodation

FAIR EMPLOYMENT AND HOUSING COMMISSION
DECISIONS

Department of Fair Employment and Housing v. Acosta
Tacos (Chavez), FEHC Precedential Decision 09—3P, 2009

Policy
adopted:

PARAMOUNT UNIFIED SCHOOL DISTRICT
Paramount, California