

BOARD OF EDUCATION
Downey Unified School District
11627 Brookshire Avenue
Downey, California 90241

AGENDA #9

REGULAR MEETING

February 12, 2008
Tuesday, 5:00 p.m.

I. GENERAL BOARD FUNCTIONS

1. Call to Order by Mr. Tod M. Corrin, President of the Board of Education, at 5:00 p.m. on Tuesday, February 12, 2008, in the Grace E. Horney Board Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.
2. Renewal of the Pledge of Allegiance to the Flag of the United States of America to be led by Mr. D. Mark Morris, Vice President of the Board of Education.
3. Invocation to be delivered by Ms. Nancy A. Swenson, Member of the Board of Education.

4. Roll Call

Tod M. Corrin
D. Mark Morris
Barbara R. Samperi
William A. Gutierrez
Donald E. LaPlante
Martha E. Sodetani
Nancy A. Swenson
Wendy L. Doty, Ed.D.

Present	Absent

5. ADOPT Agenda #9 for the Regular Meeting of the Board of Education held on Tuesday, February 12, 2008.
6. APPROVE Official Minutes of the Regular Board of Education meeting held January 15, 2008, as submitted or with the necessary corrections.

I. GENERAL BOARD FUNCTIONS - continued

7. RECEIVE correspondence and refer it to the proper order of business or to the Superintendent for handling.
8. RECEIVE the Official 2008 California School Boards Association Delegate Assembly Ballot for Region 24, and CAST vote(s) for no more than nine candidates. 8
9. HEAR Oral Communications from Members of the Board of Education, Superintendent and Administrators.
10. HEAR a presentation by Craig Bertsch, Principal of West Middle School, honoring Valerie Herz, Deanna McConnell, and Regina Munoz, Certificated Employees in the area of Instruction.
11. HEAR a presentation by Yolanda Cornair, Principal of Gauldin Elementary School, honoring Isela Mendez, Certificated Employee in the area of Culture.
12. HEAR a presentation by Robert Jagielski, Ed.D., Director of Pupil Services, honoring Norma Apostol, Billie McCullah, and Diana Ramirez, Classified Employees in the area of Culture.
13. HEAR Public on items not appearing on the Agenda.

II. CONSENT AGENDA

14. ACCEPT with gratitude and in accordance with Board Policy 6372 the following donations: 14
 - a. Cash donation of \$3,300, to be used for student field trips at Carpenter Elementary School, from Carpenter Elementary PTA;
 - b. Cash donation of \$15,000, to be used for the purchase of playground equipment at Williams Elementary School, from Williams Elementary PTA;
 - c. Cash donation of \$7,000, to be used for teacher supplies at Williams Elementary School, from Williams Elementary PTA;

II. CONSENT AGENDA - continued

14. continued

- d. Cash donation of \$3,000, to be used for student field trips at Williams Elementary School, from Williams Elementary PTA;
- e. Cash donation of \$1,000, to be used for the Holiday Assembly at Williams Elementary School, from Williams Elementary PTA;
- f. Cash donation of \$665, to be used for the purchase of Good Citizen decals at Williams Elementary School, from Williams Elementary PTA;
- g. Cash donation of \$500, to be used for the purchase of playground balls and equipment at Williams Elementary School, from Williams Elementary PTA;
- h. Cash donation of \$181.34, to be used for the purchase of Character Counts! banners, bracelets and certificates for all students at Williams Elementary School, from Mario and Kelly Persico;
- i. Cash donation of \$100, to be used for the purchase of instructional supplies at Williams Elementary School, from Wells Fargo Community Support Campaign;
- j. Cash donation of \$10,000 from the Jerome Foundation, and \$17.20 from Albertson's, to be used in support of the TLC Family Resource Center;
- k. Donation of 28 teacher grants, valued at \$77,240, to be used to fund clubs, materials, and equipment, from the Mary R. Stauffer Foundation.

15. RATIFY and/or APPROVE attendance and authorize payment of actual and necessary expenses, including registration fees, and AUTHORIZE payment of advances on expenses as described herein, as provided by BP and AR 7310, Convention and Conference Attendance.

15

II. CONSENT AGENDA - continued

16. RATIFY and/or APPROVE attendance and authorize payment of actual and necessary expenses, including registration fees, and AUTHORIZE payment of advances on expenses as described herein, as provided by BP and AR 7310, Convention and Conference Attendance. 16
17. RATIFY General Agreement with Center for Autism and Related Disorders, Inc. for the 2007-08 fiscal year effective retroactive to July 1, 2007 through June 30, 2008. 17
18. RATIFY General Agreement with First Steps for the 2007-08 fiscal year effective retroactive to July 1, 2007 through June 30, 2008. 18
19. RATIFY payments as submitted for services provided for Special Education placement #NPS200708-54 for the period of September 7, 2007 through June 30, 2008.
20. RATIFY payments as submitted for services provided for Special Education placement #NPS200708-55 for the period of October 22, 2007 through June 30, 2008.
21. RATIFY payments as submitted for services provided for Special Education placement #NPS200708-56 for the period of July 1, 2007 through June 30, 2008.
22. RATIFY payments as submitted for services provided for Special Education placement #NPS200708-57 for the period of July 1, 2007 through June 30, 2008.
23. RATIFY payments as submitted for services provided for Special Education placement #NPS200708-58 for the period of October 22, 2007 through June 30, 2008, not to exceed 154 days.
24. RATIFY 2007-08 Community Development Block Grant (CDBG) subrecipient grant agreement with the City of Downey effective July 24, 2007 through June 30, 2008. 24

II. CONSENT AGENDA - continued

25. APPROVE Part II of the Consolidated Application for Funding Categorical Aid Programs, and

S/C

APPROVE submission of the application to the State Department of Education.

26. AUTHORIZE 2007-08 membership in the Josephson Institute of Ethics, to be charged to Account No. 01.0-64050.0-11100-10000-5310-7510000.

27. RATIFY and/or APPROVE per Board Policy 6362 the following purchase orders prepared by the Purchasing Department:

27

GENERAL FUND - 01.0	TOTAL \$	<u>444,617.68</u>
ADULT SCHOOL FUND - 11.0	TOTAL \$	<u>43,288.56</u>
CAFETERIA FUND - 13.0	TOTAL \$	<u>70,135.20</u>
DEFERRED MAINT. FUND -14.0	TOTAL \$	<u>13,750.00</u>
COUNTY SCHOOL FAC. - 35.0	TOTAL \$	<u>13,878,256.90</u>
SELF INS. FUND FUND - 67.0	TOTAL \$	<u>75,000.00</u>
SELF INS. WORKERS COMP – 67.1	TOTAL \$	<u>30,124.23</u>

28. RATIFY the issuance of Payroll Orders for Hourly, Overtime, Civic Center Work performed by classified personnel, Adult School, and Food Services for the month of December 2007, covered by Payroll Orders issued through January 2008.

28

29. RATIFY the following B Warrant numbers 15752546 through 15829374 issued for payment of authorized purchases or obligations incurred by law or district policy for the period beginning January 1, 2008 and ending January 31, 2008:

29

GENERAL FUND	TOTAL	<u>\$1,927,637.19</u>
ADULT EDUCATION FUND	TOTAL	<u>\$ 354,566.35</u>
CAFETERIA FUND	TOTAL	<u>\$ 339,948.67</u>
DEFERRED MAINTENANCE FUND	TOTAL	<u>\$ 149,190.57</u>
BUILDING FUND	TOTAL	<u>\$ 7,211.00</u>
COUNTY SCHOOL FACILITIES FUND	TOTAL	<u>\$1,465,725.00</u>
SELF-INSURANCE FUND	TOTAL	<u>\$ 45,098.43</u>

II. CONSENT AGENDA - continued

29. continued

WORKERS' COMP. SELF-INS. FUND	TOTAL \$ <u>308,233.72</u>
HEALTH CARE SELF-INS. FUND	TOTAL \$ <u>700,807.60</u>
DENTAL CARE SELF-INS. FUND	TOTAL \$ <u>175,994.11</u>
VISION CARE SELF-INS. FUND	TOTAL \$ <u>27,141.08</u>
PAYROLL CLEARANCE FUND	TOTAL \$ <u>858,787.25</u>

- 30. RATIFY agreement between Downey Adult School Career and Education Center and Cuevas Chiropractic to furnish practical experience to students enrolled in the Medical Assistant program. 30
- 31. RATIFY agreement between Downey Adult School Career and Education Center and Jones Healthcare to furnish practical experience to students enrolled in the Medical Assistant program. 31
- 32. RATIFY agreement between Downey Adult School Career and Education Center and LACNA Dialysis Access Center to furnish practical experience to students enrolled in the Medical Assistant program. 32
- 33. APPROVE the agreement between the Downey Unified School District and Borthwick Guy Bettenhausen, Inc., Irvine, for Irrigation Design Services for the redevelopment of the irrigation system at East Middle School, in the amount of \$29,800.00, to be charged to Maintenance Funds. 33
- 34. APPROVE the agreement between the Downey Unified School District and Joyce Inspections & Testing, Inc., Costa Mesa, for Certified Inspection Consulting Services for new construction and/or modernization projects, as needed, in the estimated annual amount of \$300,000.00, with no guarantee that the amount will be met or exceeded, effective July 1, 2007 through June 30, 2008, to be charged to General and/or Bond Funds. 34

II. CONSENT AGENDA - continue

- 35. AWARD Bid #06/07-07, Exterior Painting of Classroom Buildings at Columbus High School, to M&R Painting and Decorating, Rowland Heights, in the amount of \$34,937.00, to be charged to Adult School Funds. 35
- 36. APPROVE Change Order #3 for the Warren High School New Library, Classroom Building and Modernization, Bid Package #5, Rough Carpentry & Framing, Bid #06/07-09, with C & H Construction, Santa Ana, in the increased amount of \$5,174.00, to be charged to Bond Funds. 36
- 37. APPROVE Change Order #3 for the Warren High School New Library, Classroom Building and Modernization, Bid Package #13, Ceramic Tile, Bid #06/07-09, with Continental Marble and Tile Company, Corona, in the increased amount of \$6,203.00, to be charged to Bond Funds. 37
- 38. APPROVE Change Order #3 for the Warren High School New Library, Classroom Building and Modernization, Bid Package #20, Low Voltage Systems, Bid #06/07-09, with JAM Fire Protection, Inc., Monrovia, in the increased amount of \$5,987.00, to be charged to Bond Funds. 38
- 39. APPROVE Change Order #6 for the Downey High School New Classroom Building – Building “B”, Bid #06/07-10, with PW Construction, Glendora, in the increased amount of \$59,400.00, to be charged to Bond Funds. 39
- 40. APPROVE Change Order #1 to Purchase Order #B96996, Commodity Processed Chicken, with Tyson Foods, Inc., Los Angeles, in the increased amount of \$5,500.00, to be charged to Food Services Funds. 40
- 41. ACCEPT as complete projects related to Improvement and Repairs to Concrete Areas, Bid #02/03-15, with 3D Concrete, Downey, in the amount of \$6,822.00, to be charged to General, Deferred Maintenance, and/or Bond Funds, and; 41

II. CONSENT AGENDA - continued

41. continued

AUTHORIZE the filing of the Notice of Completion with the County Recorder with the 10% retention payments release no sooner than 35 consecutive calendar days following the recording date.

42. ACCEPT as complete projects related to Trade Electrical Work, Bid #04/05-09, with Spike Electric, Anaheim, in the amount of \$55,879.80, to be charged to the General Fund, Deferred Maintenance Fund, and/or Bond Funds, and; 42

AUTHORIZE the filing of the Notice of Completion with the County Recorder with the 10% retention payments release no sooner than 35 consecutive calendar days following the recording date.

43. ACCEPT as complete projects related to Fencing Work, Bid #05/06-14, with McCullah Fence Co., Bell Gardens, in the amount of \$74,483.55, to be charged to Bond and/or General Funds, and; 43

AUTHORIZE the filing of the Notice of Completion with the County Recorder with the 10% retention payments release no sooner than 35 consecutive calendar days following the recording date.

44. APPROVE the adjustment of the 2007-08 Adult School restricted budget to reflect an increase to the fund balance in the amount of \$33,023.00. 44

45. APPROVE the adjustment of the 2007-08 Adult School Fund unrestricted budget to reflect an increase to the fund balance in the amount of \$86.00. 45

46. APPROVE the adjustment of the 2007-08 Cafeteria Fund restricted budget to reflect an increase to the fund balance in the amount of \$21,586.00. 46

II. CONSENT AGENDA - continued

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| 47. APPROVE the adjustment of the 2007-08 General Fund restricted budget to reflect an increase to the fund balance in the amount of \$184,464.00. | 47 |
| 48. APPROVE the adjustment of the 2007-08 General Fund unrestricted budget to reflect an increase to the fund balance in the amount of \$2,443,011.00. | 48 |
| 49. APPROVE the adjustment of the 2007-08 Health Care Self Insurance Fund unrestricted budget to reflect a decrease to the fund balance in the amount of \$2,500.00. | 49 |
| 50. APPROVE the purchase of equipment, as listed, in accordance with established purchasing policies and regulations. | 50 |
| 51. RATIFY and/or APPROVE routine Personnel items until subsequent action is taken by the Board of Education. | 51 |
| 52. APPROVE the abolishment of one vacant Energy Manager position effective February 12, 2008; and

REVISE AR 5241, Classified Management Salary Schedule, accordingly. | 52 |
| 53. APPROVE the abolishment of two vacant Senior Instructional Assistant positions at Downey High School, effective February 12, 2008. | 53 |
| 54. APPROVE the establishment of one new limited-term position with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged to be assigned to Griffiths Middle School, six and one-half hours per day, at range 115, \$14.97 per hour effective November 13, 2007 through May 1, 2008. | 54 |
| 55. RATIFY the establishment of one new limited-term position with duties corresponding to the current classification of Senior Instructional Assistant, assigned to Gallatin Elementary School, three and one-half hours per day, at range 105, \$14.27 per hour, effective January 17, 2008 through March 7, 2008. | |

II. CONSENT AGENDA - continued

56. RATIFY the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant, to be assigned to Warren High School, six and one-half hours per day, ten months per year, at range 105, \$2,473 - \$3,005 per month, effective January 22, 2008. 56
57. RATIFY the establishment of one new limited-term position with duties corresponding to the current classification of Senior Instructional Assistant, assigned to East Middle School, six and one-half hours per day, at range 105, \$14.27 per hour, effective January 22, 2008 through June 30, 2008. 57
58. RATIFY the establishment of two new positions with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged, to be assigned to Alameda Elementary School, six and one-half hours per day, ten months per year, at range 115, \$2,595 - \$3,158 per month effective January 22, 2008. 58
59. RATIFY the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant-Severely/Multiply Handicapped, assigned to East Middle School, six and one-half hours per day, ten months per year, at range 115, \$2,595 - \$3,158 per month effective February 1, 2008. 59
60. RATIFY the establishment of one new limited-term position with duties corresponding to our current classification of Senior Instructional Assistant-Severely/Multiply Handicapped, assigned to Price Elementary School, eight hours per day, at range 115, \$14.97 per hour, effective February 4, 2008 through June 30, 2008. 60

II. CONSENT AGENDA - continued

- 61. APPROVE changes to the duties of Data Processing Manager as shown in the attached duty statement effective February 12, 2008; and

REVISE AR 5241, Classified Management Salary Schedule, accordingly. 61

III. GENERAL ADMINISTRATIVE SERVICES

- 62. REVIEW proposed addition to AR 6360, Purchasing of Supplies – Debarment. 62

IV. SPECIAL ADMINISTRATIVE SERVICES

Instruction

- 63. APPROVE the Single Plans for Student Achievement and Title I Parent Involvement Policies. 63
- 64. REVIEW proposed revisions to Administrative Regulation 3162, Title I Parent Involvement. 64
- 64a. APPROVE the Career Technical Education Application Grants submitted by Downey and Warren high schools.** **S/C**

Business

- 65. APPROVE the State Allocation Board from SAB 40-20, Deferred Maintenance Five-Year Plan. 65

Student Cases

- 66. TAKE appropriate action on Student Case No. 200405-104.*
- 67. TAKE appropriate action on Student Case No. 200506-177.*
- 68. TAKE appropriate action on Student Case No. 200506-206.*
- 69. TAKE appropriate action on Student Case No. 200607-73.*

* Individual expulsion cases may require the Board of Education to move to Closed Session pursuant to California Education Code 48918 (c).

IV. SPECIAL ADMINISTRATIVE SERVICES - continued

Student Cases - continued

70. TAKE appropriate action on Student Case No. 200607-145.*
71. TAKE appropriate action on Student Case No. 200607-157.*
72. TAKE appropriate action on Student Case No. 200708-62.*
73. TAKE appropriate action on Student Case No. 200708-63.*
74. TAKE appropriate action on Student Case No. 200708-64.*
75. TAKE appropriate action on Student Case No. 200708-65.*
76. TAKE appropriate action on Student Case No. 200708-66.*
77. TAKE appropriate action on Student Case No. 200708-67*
78. TAKE appropriate action on Student Case No. 200708-68.*
79. TAKE appropriate action on Student Case No. 200708-69*
80. TAKE appropriate action on Student Case No. 200708-70.*
81. TAKE appropriate action on Student Case No. 200708-71.*

* Individual expulsion cases may require the Board of Education to move to Closed Session pursuant to California Education Code 48918 (c).

V. ITEMS FOR FUTURE AGENDA

- VI. The next meeting of the Board of Education will be a Regular Meeting to be held on Tuesday, March 11, 2008, at 5:00 p.m. in the Grace E. Horney Board Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

2/12/07-08 Agenda - continued

VII. CLOSED SESSION: to discuss:

1. Student Cases
2. Potential Litigation
3. Negotiations
4. Public Employment – Certificated Administration/Management

VIII. ADJOURN the Regular Meeting of the Board of Education at the specified hour with the consent of the members.

NOTE: The Superintendent's recommendation for action on each agenda item is indicated by the word appearing in CAPS.