

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

AGENDA #2

REGULAR MEETING

August 21, 2008
Thursday, 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 Thursday, August 21, 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. William A. Gutierrez, Member of the Board of Education.
3. Invocation to be delivered by Mrs. Barbara R. Samperi, Clerk 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 #2 for the Regular Meeting of the Board of Education held on Thursday, August 21, 2008.
6. APPROVE Official Minutes of the Regular Board of Education meeting held July 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. HEAR Oral Communications from Members of the Board of Education, Superintendent and Administrators.
9. HEAR Public on items not appearing on the Agenda.

II. CONSENT AGENDA

10. ACCEPT with gratitude and in accordance with Board Policy 6372 the following donations: 10
 - a. Cash donation of \$7,200, for the Special Principals' fund, from Rotary Club of Downey;
 - b. Cash donation of \$2,871, used in support of Rotary Recognizes Readers, Warren high School Interact, Children's Christmas Party, and Downey/Warren High School Spirit Week during the 2007-08 school year, from Rotary Club of Downey;
 - c. Cash donations of \$5,000 from the Jerome Foundation; and \$573 from Price Elementary School, to be used in support of the TLC Family Resource Center.
11. 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. 11
12. RATIFY General Agreement with Maxim Staffing Solutions for the 2008-09 fiscal year effective retroactive to July 1, 2008 through June 30, 2009. 12

II. CONSENT AGENDA - continued

- 13. RATIFY payments as submitted for services provided for Special Education placement #NPS200708-75 for the period of October 1, 2007 through June 30, 2008, not to exceed 162 days.
- 14. RATIFY Settlement Agreement regarding Case No. N2008060438 and APPROVE payment of \$8,000.00.
- 15. APPROVE the amended monthly mileage allowances for ten-month, eleven-month, and twelve month employees for 2008-09, as submitted, at an estimated annual cost of \$61,745. 15
- 16. APPROVE amended Adult School memberships for the 2008-09 fiscal year. 16
- 17. RATIFY and/or APPROVE per Board Policy 6362 the following purchase orders prepared by the Purchasing Department: 17

GENERAL FUND - 01.0	TOTAL	<u>\$ 4,553,025.50</u>
ADULT SCHOOL FUND - 11.0	TOTAL	<u>\$ 260,039.14</u>
CAFETERIA FUND - 13.0	TOTAL	<u>\$ 67,149.76</u>
DEFERRED MAINT. FUND -14.0	TOTAL	<u>\$ 533,404.28</u>
COUNTY SCHOOL FAC. - 35.0	TOTAL	<u>\$17,393,257.47</u>
SELF INS WORKERS' COMP. - 67.1	TOTAL	<u>\$ 289,289.00</u>
SELF INS HEALTH/WELFARE- 67.2	TOTAL	<u>\$ 161,500.00</u>
- 18. 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 June 2008, covered by Payroll Orders issued through July 2008. 18

II. CONSENT AGENDA - continued

19. RATIFY the following B Warrant numbers 16315116 through 16395359 issued for payment of authorized purchases or obligations incurred by law or district policy for the period beginning July 1, 2008 and ending July 31, 2008: 19

GENERAL FUND	TOTAL	<u>\$3,557,830.38</u>
ADULT EDUCATION FUND	TOTAL	<u>\$ 253,646.69</u>
CAFETERIA FUND	TOTAL	<u>\$ 149,951.52</u>
DEFERRED MAINTENANCE FUND	TOTAL	<u>\$ 96,379.52</u>
CAPITAL FACILITIES FUND	TOTAL	<u>\$ 22,349.95</u>
COUNTY SCHOOLS FACILITIES FUND	TOTAL	<u>\$1,823,135.09</u>
WORKERS' COMP. SELF-INS. FUND	TOTAL	<u>\$ 264,992.44</u>
HEALTH CARE SELF-INS. FUND	TOTAL	<u>\$ 690,663.40</u>
DENTAL CARE SELF-INS. FUND	TOTAL	<u>\$ 194,933.84</u>
VISION CARE SELF-INS. FUND	TOTAL	<u>\$ 25,043.94</u>
PAYROLL CLEARANCE FUND	TOTAL	<u>\$ 339,896.87</u>

20. RATIFY agreement between Downey Adult School Career and Education Center and Toni Johnson Chavis Medical Clinic to furnish practical experience to students enrolled in the Medical Assistant program. 20
21. RATIFY agreement between Downey Adult School Career and Education Center and Victoria Medical Group to furnish practical experience to students enrolled in the Medical Assistant program. 21
22. RATIFY the Legal Service Agreement with Breon & Shaeffer, to be used on an as needed basis only, effective July 1, 2008 through June 30, 2009. 22
23. RATIFY Student Teaching Agreement with Point Loma Nazarene University beginning July 1, 2008. 23
24. RATIFY Successor Agreement with the Downey Family YMCA to cover facilities and services made available by Downey Unified School District, effective July 1, 2008. 24

II. CONSENT AGENDA - continued

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| 25. APPROVE agreement with Family Service of Long Beach to provide a Counseling Program to children and families referred from the District, effective October 1, 2008 through June 30, 2009. | 25 |
| 26. APPROVE Agreement with Participation in GASB-45 Program with ASCIP for the Other-Than-Pension Post-Employment Benefits actuarial study. | 26 |
| 27. APPROVE the renewal of refuse/recycling system contract for the 2008-09 school year with CALMET Services, Downey, in the amount of \$150,014.02, to be charged to the General Fund. | 27 |
| 28. RATIFY Contract for Participation in the Los Angeles County Regional Occupational Program with the Los Angeles County Office of Education, effective July 1, 2008 through June 30, 2009. | 28 |
| 29. AUTHORIZE the advertisement for bids for Trade Labor – Painters, Bid #08/09-05, in the estimated annual amount of \$200,000.00, with no guarantee that this amount will be met or exceeded, to be funded by the General Fund, Maintenance Fund, and/or Bond Fund as appropriate. | 29 |
| 30. APPROVE the renewal of Bid #05/06-05, Purchase of Snack Foods for the Food Services Department, with A&R Wholesale Distributors, Anaheim, and Campus Foods, City of Industry, to be charged to the Food Services Fund. | 30 |
| 31. APPROVE the renewal of Bid #06/07-01, Purchase of Milk and Dairy Products for the Food Services Department, with Clearbrook Farms, Downey, to be charged to the Food Services Fund. | 31 |
| 32. APPROVE the renewal of Bid #06/07-02, Purchase of Pre-Made Pizzas for the Food Services Department, with Goody's Pizza, Lakewood, to be charged to the Food Services Fund. | 32 |

II. CONSENT AGENDA - continued

33. AWARD Bid #08/09-01, Dry and Refrigerated Foods for the Food Services Department, to A&R Wholesale Distributors, Inc., Anaheim (Item #1, 3, 4, 6, 8, 10, 12, 14, 15, 24, 27, 29 and 30) in the amount of \$89,768.65; Campus Foods, City of Industry (Item #9 and 31), in the amount of \$9,648.00; Gold Star Foods, Vernon (Item #16, and 19) in the amount of \$14,731.20; LA Foods, Canoga Park (Item #17) in the amount of \$2,677.50; Newport Farms, Inc., Corona (Item #25) in the amount of \$1,336.00 and US Foodservice, Inc., Vista (Item #2, 5, 7, 11, 13, 18, 20, 21, 22, 23, 26 and 28) in the amount of \$62,393.45, to be charged to the Food Services Fund. 33
34. AWARD Bid #08/09-04 for the Purchase of Food Services Paper Products to ASR Food Distributors, Inc., Commerce, in the amount of \$14,231.00 (Bid Item #11); P&R Paper Supply Co., Inc., Redlands, in the amount of \$81,122.50 (Bid Item #2, 3, 4, and 10); Multi Pak Packaging, Anaheim, in the amount of \$459.00 (Bid Item #9); and Team Distributions, Inc., Laguna Niguel, in the amount of \$50,847.30 (Bid Item #1, 5, 6, 7, 8, 12, 13, and 14), to be charged to Food Service Funds. 34
35. APPROVE Change Order #6 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 \$7,906.00, to be charged to Bond Funds. 35
36. APPROVE Change Order #4 for the Warren High School New Library, Classroom Building and Modernization, Bid Package #10, Lath & Plaster, Bid #06/07-09, with Angeles Contractor, Buena Park, in the increased amount of \$77,945.00, to be charged to Bond Funds. 36
37. APPROVE Change Order #5 for the Warren High School New Library, Classroom Building and Modernization, Bid Package #11, Paint FRP, Bid #06/07-09, with Royal Construction Co., Fullerton, in the increased amount of \$4,854.00, to be charged to Bond Funds. 37

II. CONSENT AGENDA - continued

38. APPROVE Change Order #5 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 \$4,821.00, to be charged to Bond Funds. 38
39. APPROVE Change Order #6 for the Warren High School New Library, Classroom Building and Modernization, Bid Package #19, Electrical, Bid #06/07-09, with Master K Electric, Northridge, in the increased amount of \$38,858.00, to be charged to Bond Funds. 39
40. APPROVE Change Order #14 for the Downey High School New Classroom Building – Building “B”, Bid #06/07-10, with PW Construction, Glendora, in the increased amount of \$63,593.00, to be charged to Bond Funds. 40
41. APPROVE Change Order #2 for the Warren High School Modernization Portion 2 – Cafeteria, Bid #07/08-05, with Angeles Contractor, Buena Park, in the increased amount of \$84,840.00, to be charged to Bond Funds. 41
42. ACCEPT as complete projects related to Trade Electrical Work, Bid #04/05-09, with Spike Electric, Anaheim, in the amount of \$86,722.18, 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 released 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 \$36,725.45, to be charged to Bond and/or General Funds, and; 43

II. CONSENT AGENDA – continued

43. continued

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

44. ACCEPT as complete projects related to Improvement and Repairs to Concrete Areas, Bid #07/08-04, with 3D Concrete, Downey, in the amount of \$85,270.00, to be charged to General, Deferred Maintenance, and/or Bond Funds, and; 44

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

45. APPROVE the declaration and sale and/or recycling of District surplus property and abate the income to the General Fund, Account #01.0-00000.0-00000-00000-8631-0000000, and/or the Food Services Fund, Account #13.0-53100.0-00000-00000-8631-0000000, and/or pick up by a local e-waste recycler for proper recycling. 45

46. APPROVE the purchase of equipment, as listed, in accordance with established purchasing policies and regulations. 46

47. ACKNOWLEDGE receipt of claim dated July 8, 2008 and received July 24, 2008, submitted by Howard H. Hall, Inc., A Law Corporation, on behalf of Michael Gonzalez, a minor, and DENY claim in compliance with Government Code Section 911-15 and 945.

48. RATIFY and/or APPROVE routine Personnel items until subsequent action is taken by the Board of Education. 48

II. CONSENT AGENDA – continued

- 49. RATIFY reclassification of Principal, Adult School, Range 109, to Director, Adult Education, Range 110, effective July 1, 2008.
- 50. RATIFY the abolishment of one Senior Instructional Assistant position at West Middle School, effective July 31, 2008. 50
- 51. RATIFY the abolishment of one Senior Instructional Assistant position at Downey High School, effective July 31, 2008. 51
- 52. APPROVE the establishment of two new limited-term positions with duties corresponding to the current classification of Intermediate Clerical Assistant, assigned to Food Services, varied part-time hours, at range 115, \$15.63 hours per day, effective August 25, 2008 through November 1, 2008. 52
- 53. APPROVE the establishment of one new position, eight hours per day, twelve months per year, with duties as attached, effective August 21, 2008. 53

III. SPECIAL ADMINISTRATIVE SERVICES

Instruction

- 54. REVIEW proposed 2008-09 Downey Adult School Course of Study. 54

Business

- 55. APPROVE the schedule for elementary bus stops for the 2008-09 school year. 55

III. SPECIAL ADMINISTRATIVE SERVICES

Personnel

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| 56. REVIEW proposed revisions to BP 4110.1 and BP 5210, Affirmative Action Program. | 56 |
| 57. REVIEW proposed revisions in AR 4113, Certification, effective 2008-09 school year. | 57 |
| 58. REVIEW proposed revisions to AR 4116, Classification. | 58 |
| 59. REVIEW proposed revisions to AR 4119, Separation. | 59 |
| 60. REVIEW the proposed deletion of BP 4138 and AR 4138, Employees' Suggestion Plan. | 60 |
| 61. REVIEW proposed changes to MAR 4162 and AR 4162, Personal Necessity Leave. | 61 |
| 62. APPROVE the Temporary Suspension or Article VII Part A with the Downey Education Association for the 2008-09 school year. | 62 |
| 63. APPROVE the Memorandum of Understanding changing the PAR Panel annual stipend. | 63 |

Student Cases

- 64. TAKE appropriate action on Student Case No. 200708-74.*
- 65. TAKE appropriate action on Student Case No. 200809-01.*
- 66. TAKE appropriate action on Student Case No. 200809-02.*

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

IV. ITEMS FOR FUTURE AGENDA

V. The next meeting of the Board of Education will be a Regular Meeting to be held on Tuesday, September 16, 2008, at 5:00 p.m. in the Grace E. Horney Board Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

VI. CLOSED SESSION: to discuss:

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

VII. 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.

Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 11627 Brookshire Avenue, Downey, California during normal business hours.