

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

AGENDA #4

REGULAR MEETING

September 21, 2004
Tuesday, 5:00 p.m.

I. GENERAL BOARD FUNCTIONS

1. Call to Order by Mr. D. Mark Morris, President of the Board of Education, at 5:00 p.m. on Tuesday, September 21, 2004, 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. Tod M. Corrin, Member of the Board of Education.
3. Invocation to be delivered by Mrs. Cheryl A. Andresen, Member of the Board of Education.

4. Roll Call

D. Mark Morris
Barbara R. Samperi
Donald E. LaPlante
Cheryl A. Andresen
Tod M. Corrin
Betty N. Ferraro
William A. Gutierrez
Wendy L. Doty, Ed.D.

Present	Absent

5. ADOPT Agenda #4 for the Regular Meeting of the Board of Education held on Tuesday, September 21, 2004.
6. APPROVE Official Minutes of the Regular Board of Education meeting held August 24, 2004, 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 Presentation from Denise Takano, Director of Elementary Education, to Diana Ono, Teacher of the Year, LACOE Program.
9. HEAR Oral Communications from Members of the Board of Education, Superintendent and Administrators.
10. HEAR Public on items not appearing on the Agenda.

II. CONSENT AGENDA

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 New Haven Youth and Family Services for the 2004-05 fiscal year effective retroactive to July 1, 2004, and terminating on June 30, 2005. 12
13. RATIFY General Agreement with Rossier Park Elementary School for the 2004-05 fiscal year effective retroactive to July 1, 2004, and terminating on June 30, 2005. 13
14. RATIFY payments as submitted for services provided for special education placement #NPS200405-17 for the period of July 1, 2004 through June 30, 2005, not to exceed 209 days.
15. RATIFY payments as submitted for services provided for special education placement #NPS200405-18 for the period of July 1, 2004 through June 30, 2005, not to exceed 209 days.

II. CONSENT AGENDA - continued

- 16. RATIFY payments as submitted for services provided for special education placement #NPS200405-19 for the period of July 1, 2004 through June 30, 2005, not to exceed 209 days.
- 17. RATIFY payments as submitted for services provided for special education placement #NPS200405-20 for the period of July 1, 2004 through June 30, 2005, not to exceed 209 days.
- 18. RATIFY payments as submitted for services provided for special education placement #NPS200405-21 for the period of July 1, 2004 through June 30, 2005, not to exceed 209 days.
- 19. RATIFY payments as submitted for services provided for special education placement #NPS200405-22 for the period of July 1, 2004 through June 30, 2005, not to exceed 225 days.
- 20. APPROVE revisions to AR 2460, Expulsions. 20
- 21. APPROVE revisions to AR 2541, Food Sale Regulations. 21
- 22. APPROVE deletion of AR 5219, Separation from Service. 22
- 23. RATIFY and/or APPROVE per Board Policy 6362 the following purchase orders prepared by the Purchasing Department: 23

GENERAL FUND - 01.0	TOTAL \$	<u>988,052.43</u>
ADULT SCHOOL FUND - 11.0	TOTAL \$	<u>251,424.32</u>
CAFETERIA FUND - 13.0	TOTAL \$	<u>179,900.81</u>
DEFERRED MAINT. FUND - 14.0	TOTAL \$	<u>12,112.36</u>
CAPITAL FACILITIES FUND - 25.0	TOTAL \$	<u>2,500.00</u>
COUNTY SCHOOL FAC. - 35.0	TOTAL \$	<u>722,092.43</u>
SELF INSURANCE/ WORKERS COMP FUND - 67.1	TOTAL \$	<u>219.77</u>

II. CONSENT AGENDA - continued

24. 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 July, 2004, covered by Payroll Orders issued through August, 2004. 24

25. RATIFY B Warrants issued for payment of authorized purchases or obligations incurred by law or district policy for the period beginning August 1, 2004, and ending August 31, 2004: 25

GENERAL FUND	TOTAL	<u>\$1,716,295.63</u>
ADULT EDUCATION FUND	TOTAL	<u>\$ 71,286.75</u>
CAFETERIA FUND	TOTAL	<u>\$ 19,959.60</u>
DEFERRED MAINTENANCE FUND	TOTAL	<u>\$ 38,982.70</u>
BUILDING FUND	TOTAL	<u>\$3,804,832.01</u>
CAPITAL FACILITIES FUND	TOTAL	<u>\$ 19,465.23</u>
COUNTY SCHOOL FACILITIES FUND	TOTAL	<u>\$ 928,797.07</u>
WORKERS' COMP. SELF-INS. FUND	TOTAL	<u>\$ 55,304.80</u>
HEALTH CARE SELF-INS. FUND	TOTAL	<u>\$ 903,813.52</u>
DENTAL CARE SELF-INS. FUND	TOTAL	<u>\$ 236,178.86</u>
VISION CARE SELF-INS. FUND	TOTAL	<u>\$ 39,042.94</u>
PAYROLL CLEARANCE RUND	TOTAL	<u>\$ 4,691.70</u>

26. RATIFY 2004-2005 CDBG Subrecipient Grant Agreement with the City of Downey, effective August 24, 2004 through June 30, 2005. 26

27. RATIFY LACOE License Contract for Use of Software Personal Computer Products for District Use of HRS and/or PSFS Data, effective July 1, 2004 through June 30, 2006. 27

28. RATIFY contract with San Diego County Office of Education for District Employee on Loan Reimbursement Advancement via Coordinator/Project Specialist and AVID Program effective September 1, 2004 through June 17, 2005. 28

II. CONSENT AGENDA - continued

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| 29. RATIFY Los Angeles County Office of Education Contract for Workability Program, Regional Occupational Program, effective September 1, 2004 through August 31, 2005. | 29 |
| 30. RATIFY LACOE Contract for Participation Marine Education Programs, effective September 1, 2004 through August 31, 2005. | 30 |
| 31. APPROVE the contract with Interquest Detection Canines of Los Angeles for substance awareness and detection services effective September 1, 2004. | 31 |
| 32. APPROVE the interdistrict attendance agreement with the Whittier Union High School District of Los Angeles County effective July 1, 2004 through June 30, 2009. | 32 |
| 33. APPROVE the 2004-05 Operations Application for the K-3 Class Size Reduction Program. | 33 |
| 34. APPROVE the release of CDS Code 19-64451-19737119 to the California Department of Education. | 34 |
| 35. RATIFY the advertisement for bids for the Purchase of Produce for the Food Services Department, Bid #04/05-02, in the annual estimated amount of \$100,000.00, to be charged to the Food Services Fund. | 35 |
| 36. RATIFY the advertisement for bids for the Purchase of Pre-Made Pizzas for the Food Services Department, Bid #04/05-03, with the option to renew the awarded contract upon mutual agreement for no longer than three (3) years, in the estimated annual amount of \$200,000.00, to be charged to the Food Services Fund. | 36 |
| 37. RATIFY the advertisement for bids for the Purchase of Food Services Paper Products, Bid #04/05-04, with the option to renew the awarded contract upon mutual agreement for no longer than (3) years, in the estimated annual amount of \$120,000.00, to be charged to the Food Services Fund. | 37 |

II. CONSENT AGENDA - continued

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| 38. RATIFY the advertisement for bids for the Purchase of Dry and Refrigerated Food for the Food Services Department, Bid #04/05-05, with the option to renew the awarded contract upon mutual agreement for no longer than three (3) years, in the estimated annual amount of \$112,000.00, to be charged to the Food Services Fund. | 38 |
| 39. AUTHORIZE the advertisement for bids for the Expansion and Modernization of Lewis Elementary School, Bid #04/05-06, Bid Packages 1 Through 20, in the estimated amount of \$6.5 million, to be charged to Bond Funds. | 39 |
| 40. AUTHORIZE the advertisement for bids for Unsworth Elementary School – Campus Expansion, Bid #04/05-07, in the estimated amount of \$3.3 million, to be charged to Bond Funds. | 40 |
| 41. AWARD Bid #04/05-02 for the Purchase of Produce for the Food Services Department, to ASR Food Distributors, Inc., Commerce, in the estimated annual amount of \$100,000.00, with no guarantee that this amount will be met or exceeded, to be charged to Food Services Funds. | 41 |
| 42. AWARD Bid #04/05-03 for the Purchase of Pre-Made Pizzas for the Food Services Department to Goody's Pizza, Lakewood, in the estimated annual amount of \$200,000.00, with the option to renew the contract upon mutual agreement for no longer than three (3) years, to be charged to the Food Services Fund. | 42 |

II. CONSENT AGENDA - continued

43. AWARD Bid #04/05-04 for the Purchase of Food Services Paper Products to ASR Food Distributors, Inc., Commerce, in the amount of \$22,555.60 (bid items 17 & 18), P&R Paper Supply Co., Inc., Redlands, in the amount of \$25,059.30 (bid items 2, 4, 5, 6, 8, 9, 10, 11, 12, 14, 15, 16, 19, 21, 23, 25, 26, 27, 28, 29, 30, 32, 34, 35, 38, 39, and 40), Multi Pak Packaging, Anaheim in the amount of \$6,202.50 (bid items 3 and 7), and the Team Distributions, Inc., Laguna Niguel, in the amount of \$62,315.00 (bid items 1, 13, 20, 22, 24, 31, 33, 36 and 37), to be charged to Food Services Fund. 43
44. AWARD Bid #04/05-05 for the Purchase of Dry and Refrigerated Food for the Food Services Department to Art Candy & Beverage Co., Pico Rivera, in the amount of \$7,241.20 (bid items 48, 49, and 50), Gold Star Foods, Los Angeles, in the amount of \$2,957.92 (bid items 23, 27, 29, 32, 33, 34, and 40), Newport Farms, Inc., Corona, in the amount of \$10,070.45 (bid items 11, 12, 16, 18, 19, 26, 35, 36, 39, 41, and 42), Campus Foods, City of Industry, in the amount of \$3,090.25 (bid items 10, 13, and 25), A&R Wholesale Distributors, Inc., Anaheim, in the amount of \$51,366.40 (bid items 3, 4, 5, 8, 9, 14, 15, 17, 20, 21, 46, and 47), and Joseph Webb Foods, Fullerton, in the amount of \$35,459.85 (bid items 1, 2, 6, 22, 24, 28, 30, 31, 37, 38, 43, 44, and 45), to be charged to Food Services Funds. 44
45. ACCEPT as complete projects related to Roof Repairs, Replacement, and Asbestos Abatement of Roofing Materials, Bid #99/00-07, Purchase Order 74860, with FC & Sons Roofing Co., Bell Gardens, in the amount of \$2,300.00, to be charged to Bond Funds, and; 45
- 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.

II. CONSENT AGENDA - continued

46. ACCEPT as complete projects related to Trade Electrical Work, Bid #99/00-10, with Spike Electric, Whittier, in the amount of \$67,439.32, to be charged to the General Fund and/or Bond Funds, and; 46

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.

47. ACCEPT as complete projects related to Fencing Work, Bid #00/01-10, with McCullah Fence Co., Bell Gardens, in the amount of \$8,916.54, to be charged to Bond and/or General Funds, and; 47

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.

48. ACCEPT as complete projects related to Backhoe Services, Bid #01/02-08, with Terra Pave, Whittier, in the amount of \$14,040.00, to be charged to Maintenance, Deferred Maintenance and/or Bond Funds, and; 48

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.

49. ACCEPT as complete projects related to Improvement and Repairs to Concrete Areas, Bid #02/03-15, with 3D Concrete, Downey, in the amount of \$10,360.00, to be charged to General and/or Bond Funds, and; 49

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.

II. CONSENT AGENDA - continued

50. ACCEPT as complete Bid #03/04-06, Bid Packages 2, 3, 5, 9, 10, 12, 14, 15, 16, and 17, with Jones & Wert Construction Specialities, Santa Fe Springs, in the final amount of \$90,633.00; Hana Construction Company, Inc., Paramount in the final amount of \$500,755.00; Crowner Sheet Metal Products, Baldwin Park, in the final amount of \$102,000.00; Borbon, Inc., Buena Park, in the final amount of \$55,903.00; Angeles Contractor, Garden Grove, in the final amount of \$47,900.00; ISEC, Inc., Los Alamitos, in the final amount of \$91,609.00; All Area Plumbing, Los Angeles, in the final amount of \$172,565.00; Mek Air Tech, Los Angeles, in the final amount of \$139,420.00; Master K Electric, Northridge, in the final amount of \$321,258.00; Nature Tech Landscaping, Inc., Riverside, in the final amount of \$152,205.00, to be charged to Bond Funds, and;
- 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.
51. APPROVE Change Order #3 for the Warren High School Administration Building, Specialities, Bid #03/04-06L, Bid Package #12, with ISEC Incorporated, Los Alamitos, in the amount of \$1,808.00, to be charged to Bond Funds. 51
52. APPROVE Change Order #3 for the New Stadiums Structural Package for Downey and Warren High Schools, Bid #03/04-09, with R & G Builders, Inc., Irvine, in the deductive amount of \$4,164.00, to be credited to Bond Funds. 52
53. APPROVE Change Order #1 for the Downey and Warren High Schools New Stadiums, Fire Protection, Bid Package No. 1, Bid #03/04-11, with Daart Engineering Company, Inc., San Bernardino, in the amount of \$1,560.00, to be charged to Bond Funds. 53

II. CONSENT AGENDA – continued

- 54. APPROVE Change Order #1 for the Downey and Warren High Schools New Stadiums Interior and Exterior Finishes, Asphalt Paving, Bid Package No. 1, Bid #03/04-12, with Terra Pave, Inc., Whittier, in the deductive amount of \$1,225.00, to be charged to Bond Funds. 54

- 55. APPROVE Change Order #1 for the Downey and Warren High Schools New Stadiums Interior and Exterior Finishes, and Site Work, Bid #03/04-12, Bid Category No. 7, Lath, Plaster and Drywall, with Church and Larsen, Inc., Irwindale, in the amount of \$101,566.00, to be charged to Bond Funds. 55

- 56. APPROVE Change Order #1 for the Downey and Warren High Schools New Stadiums Interior and Exterior Finishes, Painting, Bid Package No. 11, Bid #03/04-12, with Robert J. Patterson Painting, San Juan Capistrano, in the deductive amount of \$2,756.00, to be charged to Bond Funds.

- 57. APPROVE the adjustment of the 2004-05 Adult Education Fund to reflect the decrease in income for the following program: 57

Increase (Decrease) Revenue Accounts:

8699	Local Income	\$ <u>5,000</u>
	Total Revenue Accounts:	\$ <u><u>5,000</u></u>

Increase (Decrease) in Appropriations:

1000	Certificated Salaries	\$ 13,433
2000	Classified Salaries	7,500
3000	Employee Benefits	120
4000	Books and Supplies	34,530
5000	Contracted Services	34,400
6000	Capital Outlay	<u>19,400</u>
	Total Expenditure Accounts:	\$ <u><u>109,383</u></u>

Increase (Decrease) in Fund Balance:

9791	Fund Balance	\$ <u><u>(104,383)</u></u>
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II. CONSENT AGENDA - continued

58. APPROVE the adjustment of the 2004-05 General Fund budget to reflect the increase in income for the following: 58

Increase (Decrease) Income Account:

8011-8091 Revenue Limit \$ 481,001

Total Income Account: \$ 481,001

Increase (Decrease) in Fund Balance:

9791 Fund Balance \$ 481,001

59. APPROVE 2004-05 transfer of funds for the Adult Education program. 59

Transfer From		
Account #	Account Title	Amount
2000	Classified Salaries	<u>\$ 25,000</u>
	Total	<u>\$ 25,000</u>

Transfer to		
Account #	Account Title	Amount
4000	Books and Supplies	\$ 20,000
5000	Contracted Services	<u>5,000</u>
	Total	<u>\$ 25,000</u>

60. APPROVE 2004-05 transfer of funds for the Instructional programs. 60

Transfer From		
Account #	Account Title	Amount
5000	Contracted Services	<u>\$ 83,800</u>
	Total	<u>\$ 83,800</u>

II. CONSENT AGENDA – continued

60. continued

Transfer to		
Account #	Account Title	Amount
4000	Books and Supplies	\$ <u>83,800</u>
	Total	\$ <u>83,800</u>

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

61
- 62. RATIFY and/or APPROVE routine Personnel items until subsequent action is taken by the Board of Education.

62
- 63. AUTHORIZE the service of the teacher, as submitted, assigned a subject area not listed on her teaching credential for the 2004-05 school year, pursuant to Title 5 Section 80048.3.

63
- 64. RATIFY the establishment of one new position with duties corresponding to our current classification of Instructional Assistant, three and one-half hours per day, ten months per year, at range 95, \$2,079 - \$2,525 per month, effective September 7, 2004.

64
- 65. RATIFY the abolishment of one vacant Senior Clerical Assistant position and establishment of one new position with duties corresponding to the current classification of Intermediate Clerical Assistant-Bilingual, at range 115, (plus bilingual stipend), \$2,288 - \$2,784 per month, effective September 13, 2004.

65

II. CONSENT AGENDA - continued

66. RATIFY changes to assistant positions working with students receiving special education services as summarized below.

66

Senior Instructional Assistant

Abolish two positions as follows:

- one 5.5 hours per day position at Pace
- one 6.5 hours per day position at Unsworth.

Reduce hours of one vacant position from 6.5 to 5.5 hours per day at Pace.

Establish five positions with duties corresponding to our current classification of Senior Instructional Assistant as follows:

- one 6.5 hours per day position at Gauldin;
- one 5.5 hours per day position at Lewis;
- one 7 hours per day position at Lewis;
- one 6.5 hours per day position at Ward;
- one 3.5 hours per day position, three days per week at Ward.

Senior Instructional Assistant – B.C.

Abolish one 6.5 hours per day position at Gauldin.

Increase hours of one position from 4 to 6.5 hours per day at Alameda.

Establish one limited-term position at 6.5 hours per day at Alameda from 9/7/04 - 12/17/04.

Establish two positions with duties corresponding to our current classification of Senior Instructional Assistant – B.C. as follows:

- two 6.5 hours per day positions at Rio Hondo.

Senior Instructional Assistant – S/MH

Abolish two vacant positions as follows:

- one 5.5 hours per day position at Rancho School;
- one 6.5 hours per day position at West Middle School.

III. GENERAL ADMINISTRATIVE SERVICES

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| 67. REVIEW proposed revisions to BP 4145 and AR 4145, Early Retirement Benefit Plan. | 67 |
| 68. REVIEW initial proposals for BP 4166, AR 4166, BP 5273, and AR 5273, Employee Use of Technology. | 68 |
| 69. ADOPT Resolution No. 200405-02, District Appropriations Subject to Limitations for 2004-05. | 69 |
| 70. ADOPT Resolution No. 200405-03, In Support of Red Ribbon Week in the Downey Unified School District, October 25-29, 2004. | 70 |

IV. SPECIAL ADMINISTRATIVE SERVICES

Instruction

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| 71. REVIEW the proposed Test Administration Calendar for the 2004-2005 school year. | 71 |
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Business

- | | |
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| 72. APPROVE the Unaudited Actual Financial Report for fiscal year 2003-04. | 72 |
| 73. RECEIVE Downey Unified School District Acturial Study of the Self-Insured Medical, Dental and Vision plans as of June 30, 2004, prepared by The Epler Company. | 73 |

Personnel

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| 74. PRESENT Initial Bargaining Proposals for Negotiations with Downey Education Association/CTA/NEA for a 2004-2007 Master Agreement. | 74 |
| 75. DECLARE a Public Hearing to hear public resonance to Initial Bargaining Proposals for Negotiations with Downey Education Association/CTA/NEA for a 2004-2007 Master Agreement. | |
| a. Open the Hearing | |
| b. Close the Hearing | |

IV. SPECIAL ADMINISTRATIVE SERVICES - continued

Student Cases

76. TAKE appropriate action on Student Case No. 200203-115.*
77. TAKE appropriate action on Student Case No. 200203-126.*
78. TAKE appropriate action on Student Case No. 200203-133.*
79. TAKE appropriate action on Student Case No. 200304-15.*
80. TAKE appropriate action on Student Case No. 200304-197.*
81. TAKE appropriate action on Student Case No. 200405-11.*
82. TAKE appropriate action on Student Case No. 200405-12.*
83. TAKE appropriate action on Student Case No. 200405-13.*
84. TAKE appropriate action on Student Case No. 200405-14.*
85. TAKE appropriate action on Student Case No. 200405-15.*
86. TAKE appropriate action on Student Case No. 200405-16.*
87. TAKE appropriate action on Student Case No. 200405-17.*

* 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, October 19, 2004, at 5:00 p.m. in the Grace E. Horney Board Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

VII. CLOSED SESSION: to discuss:

1. Potential Litigation
2. Student Cases

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.