

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

AGENDA #5

REGULAR MEETING

November 18, 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, November 18, 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 Ms. Nancy A. Swenson, Member of the Board of Education.
3. Invocation to be delivered by Mrs. Martha E. Sodetani, 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 #5 for the Regular Meeting of the Board of Education held on Tuesday, November 18, 2008.
6. APPROVE Official Minutes of the Regular Board of Education meeting held October 14, 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 a presentation by Karen Dabney, Ed.D., Vice Principal of Downey High School, honoring Beatrice Flores and Ruth Tan, who won \$500 scholarships from the 27th Senate District for their essay submissions.
10. HEAR a presentation by Tom Houts, Principal of Downey High School, honoring Nicole Gunnette, in the area of Instruction.
11. HEAR a presentation by Jerilyn King-Brown, Assistant Superintendent of Instructional Services, honoring Janice Hobson in the area of Instruction.
12. HEAR a presentation by Tod M. Corrin, President of the Board of Education, honoring John Lacey in recognition of his dedicated service as a Personnel Commissioner of the Downey Unified School District.
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:
 - a. Cash donation of \$393.52, to be used for school supplies at Carpenter Elementary School, from Target – Take Charge of Education;
 - b. Donation of 18 cases of bottled water valued at \$150, for student use at Gauldin Elementary School during the City water alert, from Rafaela Martinez;

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II. CONSENT AGENDA – continued

14. continued

- c. Cash donation of \$200, to purchase instruments for the Strum and Drum Club at Rio San Gabriel, from Nancy Swenson;
- d. Cash donation of \$500, to be used in support of the student band at East Middle School, from James Ziegenbein;
- e. Cash donation of \$2,900, to provide new wrestling mats for the wrestling room at Downey High School, from Leroy Thomas Houts;
- f. Donation of a microwave, chairs, and cups, valued at \$300, to be used for student activities in the pool area at Warren High School, from Audrey King;
- g. Cash donation of \$50, to be used to purchase supplies for the CHARACTER COUNTS! Program from CBMC, Inc;
- h. Cash donations of \$250 from West Middle School PTA; \$200 from Robin Martin; \$80 from Lewis Elementary School PTA; and \$17.99 from Albertsons', to be used in support of the TLC Family Resource Center.

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

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

II. CONSENT AGENDA - continued

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| 17. RATIFY Agreement with Administrative Services Cooperative, Inc., for the 2008-09 fiscal year effective retroactive to July 1, 2008 through June 30, 2009. | 17 |
| 18. RATIFY General Agreement with Hillside Education Center for the 2008-09 fiscal year effective July 1, 2008 through June 30, 2009. | 18 |
| 19. RATIFY General Agreement with More Than Words for the 2008-09 fiscal year effective July 1, 2008 through June 30, 2009. | 19 |
| 20. RATIFY payments as submitted for services provided for Special Education Placement #NPS200708-82 for the period of April 1, 2008 through June 30, 2008. | |
| 21. RATIFY payments as submitted for services provided for Special Education Placement #NPS200708-83 for the period of March 1, 2008 through June 30, 2008. | |
| 22. RATIFY payments as submitted for services provided for Special Education Placement #NPS200708-84 for the period of March 1, 2008 through June 30, 2008. | |
| 23. RATIFY payments as submitted for services provided for Special Education Placement #NPS200809-53 for the period of September 4, 2008 through June 30, 2009, not to exceed 180 days. | |
| 24. RATIFY payments as submitted for services provided for Special Education placement #NPS200809-55 for the period of July 1, 2008 through June 30, 2009. | |
| 25. RATIFY payments as submitted for services provided for Special Education Placement #NPS200809-56 for the period of July 1, 2008 through January 30, 2009. | |
| 26. RATIFY payments as submitted for services provided for Special Education Placement #NPS200809-57 for the period of July 1, 2008 through June 30, 2009, not to exceed 204 days. | |

II. CONSENT AGENDA - continued

27. RATIFY payments as submitted for services provided for Special Education Placement #NPS200809-58 for the period of July 1, 2008 through June 30, 2009, not to exceed 204 days.
28. RATIFY payments as submitted for services provided for Special Education Placement #NPS200809-59 for the period of July 1, 2008 through June 30, 2009, not to exceed 204 days.
29. RATIFY Settlement Agreement regarding Case #2008060869; and APPROVE payment of \$16,000.00.
30. RATIFY Settlement Agreement regarding Case #2008061009; and APPROVE payment of \$17,000.00.
31. RATIFY Settlement Agreement regarding Case #2008070316; and APPROVE payment of \$3,625.00.
32. RATIFY Settlement Agreement regarding Case #2008080189; and APPROVE payment of \$4,000.00.
33. APPROVE proposed revisions to BP 5211, Employment. 33
34. APPROVE proposed deletion of BP 5238 and AR 5238, Employee's Suggestion Plan. 34
35. APPROVE revisions to BP 7310 and AR 7310, Conventions and Conference Attendance. 35
36. APPROVE revisions to BP 9262 and AR 9262, Complaints or Charges Against Employees. 36
37. RATIFY amended signatories, as presented, to become effective retroactive to July 1, 2008 and to remain in effect until subsequent action is taken by the Board of Education. 37
38. APPROVE the 2008-09 Operations Application for the K-3 Class Size Reduction Program. 38

II. CONSENT AGENDA - continued

39. RATIFY and/or APPROVE per Board Policy 6362 the following purchase orders prepared by the Purchasing Department: 39

GENERAL FUND - 01.0	TOTAL	<u>\$ 1,812,107.30</u>
ADULT SCHOOL FUND - 11.0	TOTAL	<u>\$ 135,831.35</u>
CAFETERIA FUND - 13.0	TOTAL	<u>\$ 224,201.20</u>
DEFERRED MAINT. FUND -14.0	TOTAL	<u>\$ 150,000.00</u>
COUNTY SCHOOL FAC. - 35.0	TOTAL	<u>\$ 3,907,468.59</u>
SELF INSURANCE HEALTH – 67.2	TOTAL	<u>\$ 194,250.00</u>

40. 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 September 2008, covered by Payroll Orders issued through October 2008. 40

41. RATIFY the following B Warrant numbers 16551315 through 16650651 issued for payment of authorized purchases or obligations incurred by law or district policy for the period beginning October 1, 2008 and ending October 31, 2008: 41

GENERAL FUND	TOTAL	<u>\$2,116,210.27</u>
ADULT EDUCATION FUND	TOTAL	<u>\$ 203,444.50</u>
CAFETERIA FUND	TOTAL	<u>\$ 519,903.65</u>
DEFERRED MAINTENANCE FUND	TOTAL	<u>\$ 28,512.98</u>
CAPITAL FACILITIES FUND	TOTAL	<u>\$ 19,023.00</u>
COUNTY SCHOOLS FACILITIES FUND	TOTAL	<u>\$2,002,727.84</u>
WORKERS' COMP. SELF-INS. FUND	TOTAL	<u>\$ 126,937.17</u>
HEALTH CARE SELF-INS. FUND	TOTAL	<u>\$1,013,329.82</u>
DENTAL CARE SELF-INS. FUND	TOTAL	<u>\$ 150,761.84</u>
VISION CARE SELF-INS. FUND	TOTAL	<u>\$ 38,633.01</u>
PAYROLL CLEARANCE FUND	TOTAL	<u>\$ 772,469.38</u>

42. RATIFY the license agreement with the Administrative Office of the Courts for use of space for SARB hearings effective October 1, 2008 through June 30, 2009. 42

II. CONSENT AGENDA – continued

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| 43. APPROVE the 2008-2012 Local Plan for Career Technical Education, under separate cover. | S/C |
| 44. APPROVE Change Order #8 for the Warren High School New Library, Classroom Building and Modernization, Bid Package #1, Demolition, Earthwork, and Grading, Bid #06/07-09, with Hanan Construction, Inc., Pomona, in the increased amount of \$29,634.00, to be charged to Bond Funds. | 44 |
| 45. APPROVE Change Order #7 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 \$15,940.00, to be charged to Bond Funds. | 45 |
| 46. APPROVE Change Order #2 for the Warren High School New Library, Classroom Building and Modernization, Bid Package #6, Finish Carpentry, Bid #06/07-09, with Dow Diversified, Inc., Costa Mesa, in the increased amount of \$36,132.00, to be charged to Bond Funds. | 46 |
| 47. APPROVE Change Order #2 for the Warren High School New Library, Classroom Building and Modernization, Bid Package #8, Doors, Frames and Hardware, Bid #06/07-09, with T.R. Mulligan, Inc., Carlsbad, in the increased amount of \$4,442.00, to be charged to Bond Funds. | 47 |
| 48. APPROVE Change Order #11 for the Warren High School New Library, Classroom Building and Modernization, Bid Package #17, Plumbing, Bid #06/07-09, with All Area Plumbing, Inc., Los Angeles, in the increased amount of \$85,653.00, to be charged to Bond Funds. | 48 |
| 49. APPROVE Change Order #8 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 \$34,188.00, to be charged to Bond Funds. | 49 |

II. CONSENT AGENDA – continued

50. APPROVE Change Order #6 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 \$9,560.00, to be charged to Bond Funds. 50
51. APPROVE Change Order #17 for the Downey High School New Classroom Building – Building “B”, Bid #06/07-10, with PW Construction, Glendora, in the increased amount of \$472,683.00, to be charged to Bond Funds. 51
52. APPROVE Change Order #5 for the Warren High School Modernization Portion 2 – Cafeteria, Bid #07/08-05, with Angeles Contractor, Buena Park, in the increased amount of \$300,600.00, to be charged to Bond and Food Service Funds. 52
53. APPROVE Change Order #1 to Purchase Order #111126, Web Management and Updating of the Student Messaging System at the Downey Adult School, with California Research Tabulations, Inc., Brea, in the increased amount of \$4,000.00, to be charged to Adult School Funds. 53
54. ACCEPT as complete projects related to Trade Electric Work, Bid #04/05-09, with Spike Electric, Anaheim, in the amount of \$54,839.83, to be charged to the General Fund, Deferred Maintenance Fund, and/or Bond Funds, and; 54
- 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

55. ACCEPT as complete projects related to Fencing Work, Bid #05/06-14, with McCullah Fence Co., Bell Gardens, in the amount of \$1,389.60, to be charged to Bond and/or General 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.
56. ACCEPT as complete projects related to Improvement and Repairs to Concrete Areas, Bid #07/08-04, with 3D Concrete, Downey, in the amount of \$23,730.00, to be charged to General, Deferred Maintenance, and/or 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.
57. APPROVE the adjustments of the 2008-09 budget for all funds to reflect the 2007-08 ending Unaudited Actuals in the 2008-09 beginning budget.
58. APPROVE the adjustment of the 2008-09 General Fund unrestricted budget to reflect an increase to the fund balance in the amount of \$8,849.00.
59. APPROVE the adjustment of the 2008-09 General Fund restricted budget to reflect an increase to the fund balance in the amount of \$2,309.00.
60. APPROVE the adjustment of the 2008-09 Adult Education Fund restricted budget, which does not affect the fund balance.
61. APPROVE the transfer of \$1,100,000 from the General Fund to the Deferred Maintenance Fund.

II. CONSENT AGENDA – continued

62. APPROVE the transfer of \$5,060,036 from the Unrestricted General Fund to the Restricted General Fund (Special Education) for the 2008-09 special education ADA contribution. 62
63. APPROVE the purchase of equipment, as listed, in accordance with established purchasing policies and regulations. 63
64. RATIFY and/or APPROVE routine Personnel items until subsequent action is taken by the Board of Education. 64
65. AUTHORIZE the service of the teacher, as submitted, for the 2008-09 school year, pursuant to Education Code Section 44263. 65
66. AUTHORIZE the approval of the Committee on Assignments to approve teaching assignments based on special skills and preparation for a maximum of one school year at a time, for the 2008-09 school year. 66
67. RATIFY the abolishment of one vacant Senior Instructional Assistant-Behaviorally Challenged position at Price Elementary School, effective October 1, 2008. 67
68. RATIFY the abolishment of one vacant Senior Instructional Assistant position at Griffiths Middle School, effective October 8, 2008. 68
69. APPROVE the abolishment of twelve vacant classified positions as follows: four Custodians, two Utility Workers, two Floor Maintenance Workers, one Maintenance Painter, one Skilled Trades Assistant, and two Intermediate Clerical Assistants, effective December 1, 2008. 69
70. RATIFY the establishment of one new limited-term position with duties corresponding to the current classification of Child Care Assistant, assigned to Downey Adult School, fifteen hours per week, at range 50, \$11.37 per hour, effective October 1, 2008 through April 10, 2009. 70

II. CONSENT AGENDA – continued

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| 71. RATIFY the establishment of one new limited-term position with duties corresponding to the current classification of Senior Instructional Assistant-Severely/Multiply Handicapped, to be assigned to Sussman Middle School, six and one-half hours per day, at range 115, \$15.63 per hour, effective October 6, 2008 through January 30, 2009. | 71 |
| 72. 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, five and one-half hours per day, at range 105, \$14.90 per hour, effective October 23, 2008 through April 30, 2009. | 72 |
| 73. APPROVE the establishment of one new limited-term position with duties corresponding to the current classification of Senior Instructional Assistant, assigned to Sussman Middle School, six and one-half hours per day, at range 105, \$14.90 per hour, effective November 18, 2008 through April 6, 2009. | 73 |

III. GENERAL ADMINISTRATIVE SERVICES

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| 74. REVIEW proposed revisions to AR 1221.1, Use of School Facilities – Type of Use. | 74 |
| 75. REVIEW proposed revisions to AR 4121.1, Administrators' Substitute Coverage. | 75 |
| 76. REVIEW proposed revisions to AR 5260, Senior Management Positions. | 76 |
| 77. RECEIVE 2007-2008 Annual Report. | S/C |

IV. SPECIAL ADMINISTRATIVE SERVICES

Instruction

78. REVIEW the proposed 2009-10 Course of Study for the middle schools and the high schools. 78

Student Cases

79. TAKE appropriate action on Student Case No. 200607-126.*
80. TAKE appropriate action on Student Case No. 200708-25.*
81. TAKE appropriate action on Student Case No. 200708-85.*
82. TAKE appropriate action on Student Case No. 200809-06.*
83. TAKE appropriate action on Student Case No. 200809-07.*
84. TAKE appropriate action on Student Case No. 200809-08.*
85. TAKE appropriate action on Student Case No. 200809-09.*
86. TAKE appropriate action on Student Case No. 200809-10.*
87. TAKE appropriate action on Student Case No. 200809-11.*
88. TAKE appropriate action on Student Case No. 200809-13.*
89. TAKE appropriate action on Student Case No. 200809-14.*

* 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 an Organizational Meeting to be held on Tuesday, December 16, 2008, 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. Student Cases
 2. Potential Litigation
- 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.

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.