

**AGENDA INDEX FOR THE  
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT**

**Regular Meeting of the Board of Education  
Community Room  
Board of Education Building  
777 North F Street  
San Bernardino, California**

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**MICHAEL J. GALLO**  
Vice President

**MARGARET HILL, D.Ed.**  
Board Member

**JUDI PENMAN**  
Board Member



**DR. BARBARA FLORES**  
President

**DALE MARSDEN, Ed.D.**  
Superintendent

**BOBBIE PERONG**  
Board Member

**LYNDA K. SAVAGE**  
Board Member

**DANNY TILLMAN**  
Board Member

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November 20, 2012

**SESSION ONE - Opening**

**1.0 Opening**

- 1.1 Call to Order
- 1.2 Pledge of Allegiance to the Flag
- 1.3 Inspirational Reading

**SESSION TWO – Closed Session**

**2.0 Closed Session**

As provided by law, the Board will meet in Closed Session for consideration of the following:

**Student Matters/Discipline**

**Conference with Labor Negotiator**

District Negotiator: Harold Vollkommer  
Employee Organization: California School Employees Association  
Communications Workers of America  
San Bernardino School Police Officers Association  
San Bernardino Teachers Association

**Public Employee Discipline/Dismissal/Release**

**Anticipated Litigation**

(Government Code Section 54956.9(b)(1))  
Number of Cases: Twelve

**SESSION THREE - Special Presentations**

**3.0 *Special Presentations***

- 3.1 In Recognition of Substitute Educators Day

**SESSION FOUR – Administrative Presentation**

**4.0 *Administrative Presentation***

- 4.1 Special Education Study

**SESSION FIVE – Other Matters Brought By Citizens**

**5.0 *Other Matters Brought by Citizens***

**SESSION SIX - Reports and Comments**

**6.0 *Report by Board Members***

**7.0 *Report by Superintendent and Staff Members***

- 7.1 Book Study-District Leadership That Works, Striking the Right Balance, Chapter 2-Putting Our Findings in Perspective  
7.2 Follow Up on Requests and Questions from Board and Community Members, as of November 14, 2012

**SESSION SEVEN - Legislation and Action**

**8.0 *Consent Items (When considered as a group, unanimous approval is advised.)***

**BOARD OF EDUCATION**

- 8.1 Approval of Minutes

**BUSINESS SERVICES DIVISION**

- 8.2 Acceptance of Gifts and Donations to the District  
8.3 Amendment No. 1 to the Agreement with Communications Connectivity Solutions, Highland, California to Provide Technical Consulting Services for E-Rate 16 Projects  
8.4 Business and Inservice Meetings  
8.5 Close Associated Student Body (ASB) Fund at Burbank Elementary School  
8.6 Commercial Warrant Registers for Period from October 16, 2012, through October 31, 2012  
8.7 Extended Field Trip, Cajon High School, 2013 California State Thespian Festival, Upland, California  
8.8 Extended Field Trip, California Cadet Corps Program, Intermediate and Advanced Leadership School/Officer Candidate School, Western Regional Little League Headquarters and Chavez Middle School, San Bernardino, California

- 8.9 Federal/State/Local District Budgets and Revisions
- 8.10 Agreement with Public Economics, Inc., Orange, California, to Provide Redevelopment Consultant Services

## **EDUCATIONAL SERVICES**

### **Curriculum and Instruction**

- 8.11 Agreement with Catapult Learning West, LLC, Camden, New Jersey, to Provide Title I Services to Identified Students Attending a Local Private School-Holy Rosary School
- 8.12 Agreement with Catapult Learning, LLC, Camden, New Jersey, to Provide Title I Services to Identified Students Attending a Local Private School-Our Lady of the Assumption School
- 8.13 Agreement with Catapult Learning, LLC, Camden, New Jersey, to Provide Title I Services to Identified Students Attending a Local Private School-St. Adelaide's School
- 8.14 Agreement with Catapult Learning, LLC, Camden, New Jersey, to Provide Title I Services to Identified Students Attending a Local Private School-St. Catherine of Siena School
- 8.15 Agreement with Solutions for Effective Education, La Mirada, California, to Provide Professional Development in Guided Reading and Intervention Program
- 8.16 Agreement with The Leadership and Learning Center, Englewood, Colorado, to Implement the Data Teams Process at Serrano Middle School
- 8.17 Amendment No. 1 to the Agreement with Learn It Systems & Performance Facts, Inc., Baltimore, Maryland, to Provide Current State of Student Learning and Effectiveness of Teaching, Leadership and Organizational Practices
- 8.18 Facilities Use Agreement with National University, San Bernardino, California, for Training for the District's SIG Schools
- 8.19 Request for Waiver of California High School Exit Exam (CAHSEE) Passage Requirement for Students with a Disability

## **STUDENT SERVICES**

### **Alternative Programs Department**

- 8.20 Agreement with South Coast Community Services, Redlands, California, to Provide Mental Health Counseling Services at District School Sites

### **Creative Before- and After-School Programs for Success (CAPS)**

- 8.21 Facilities Use Agreement with Western Region Little League Headquarters, San Bernardino, California

### **Special Education Department**

- 8.22 Agreement with BMR Health Services, Inc., Pleasanton, California, to Provide Staffing for Speech and Language Services and Related Services for District Special Education Students

- 8.23 Agreement with Invo Healthcare Associates, Inc., Jamison, Pennsylvania, to Provide Staffing for Speech and Language Services and Related Services for District Special Education Students
- 8.24 Agreement with Protocol Professional Staffing, Westlake Village, California, to Provide Staffing for Speech and Language Services and Related Services for District Special Education Students
- 8.25 Amendment No. 1 to the Agreement with Key2Ed, Inc., Franklin, Tennessee, to Provide Conflict Resolution and IEP Meeting Facilitation to School Site Administrators

### **Youth Services**

- 8.26 Expulsion of Student(s)
- 8.27 Student(s) Recommended for Expulsion, but Remanded Back to the School Sites Due to Errors of Due Process, Lack of Evidence and/or Availability of Other Means of Correction
- 8.28 Lift of Expulsion of Student(s)
- 8.29 Petition to Expunge, Rescind, or Modify Expulsion

## **FACILITIES/OPERATIONS DIVISION**

### **Facilities Management**

- 8.30 Amendment No. 3 to the Professional Services Agreement with PSWC Group Architects for Architectural and Engineering Services for the Dr. Mildred Dalton Henry Elementary School Project
- 8.31 Amendment No. 23 to the Professional Services Agreement with HMC Architects for Architectural and Engineering Services for Various Modernization Projects – Group 11
- 8.32 Amendment No. 24 to the Professional Services Agreement with HMC Architects for Architectural and Engineering Services for Various Modernization Projects – SBHS
- 8.33 Request to Substitute Subcontractors, Bid No. F09-01, Category No. 01-New Construction for the Graciano Gomez Elementary School Project
- 8.34 Request to Substitute Subcontractor, Bid No. F09-01, Category No. 04 - New Construction for the Graciano Gomez Elementary School Project

### **Nutrition Services**

- 8.35 Cafeteria Warrant Register, October 1, 2012, through October 31, 2012

## **HUMAN RESOURCES DIVISION**

- 8.36 Agreement with Katherine J. Edwards, Calabasas, California, to Conduct an Independent Investigation of the Personnel Commission
- 8.37 Agreement with Rachel's Challenge, Littleton, Colorado, to Conduct an Interactive Assembly and Video Presentation on Combating a Culture of Bullying and Cruelty at Curtis Middle School

Board of Education Meeting  
November 20, 2012

- 8.38 Authorization to Approve Property-Liability-Insurance, Claims and Litigation Management Documents
- 8.39 Legal Fees Budget – Fiscal Year 2012-2013
- 8.40 Renewal of the Agreement with Musick, Peeler & Garrett, LLC, Los Angeles, California, to Provide Legal Services for Labor, Personnel and Employment Issues

**9.0 Action Items**

- 9.1 Personnel Report #10, Dated November 20, 2012

**SESSION NINE - Closed Session**

**10.0 Closed Session**

As provided by law, the Board will meet in Closed Session for consideration of the following:

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San Bernardino School Police Officers Association  
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**Public Employee Discipline/Dismissal/Release**

**Anticipated Litigation**

(Government Code Section 54956.9(b)(1))

Number of Cases: Twelve

**SESSION TEN – Open Session**

**11.0 Action Reported from Closed Session**

**SESSION ELEVEN - Closing**

**12.0 Adjournment**

The next regular meeting of the Board of Education of the San Bernardino City Unified School District will be held on Tuesday, December 4, 2012, at 5:30 p.m. in the Community Room of the Board of Education Building, 777 North F Street, San Bernardino.

Posted: November 16, 2012

Board of Education Meeting  
November 20, 2012

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November 20, 2012

**SESSION ONE - Opening**

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Board of Education Meeting  
November 20, 2012

## **Public Employee Discipline/Dismissal/Release**

### **Anticipated Litigation**

(Government Code Section 54956.9(b)(1))

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## **SESSION THREE - Special Presentations**

### **3.0 *Special Presentations***

#### **3.1 In Recognition of Substitute Educators Day (Prepared by the Communications Office)**

**WHEREAS** substitute educators, who work in a variety of roles from clerical to instructional, are a vital part of the education profession, providing a balanced education for all students; and

**WHEREAS** the Board of Education of the San Bernardino City Unified School District joins others around the nation in recognizing Wednesday, November 21, 2012, as Substitute Educators Day; and

**WHEREAS** substitute educators provide a critical link in the education of public school children by serving as a bridge to provide continued quality education to students in the temporary absence of regular classroom educators; and

**WHEREAS** every year, the San Bernardino City Unified School District employs hundreds of substitute educators whose assignments can range from brief to long term, but who nonetheless are essential partners in the education process;

**THEREFORE, BE IT RESOLVED** that the Board of Education of the San Bernardino City Unified School District encourages all schools in the District to set aside Wednesday, November 21, 2012, to acknowledge the great contributions substitute employees make to our students and our schools each day.

## **SESSION FOUR – Administrative Presentation**

### **4.0 *Administrative Presentation***

This is the time during the agenda when the Board of Education is prepared to receive the comments of members of the public as well as get information from the school staff. If you wish to address the Board relative to the specific topic under Board consideration, complete a “Request to Address the Board of Education” form and place it in the inbox located on the

Board of Education Meeting  
November 20, 2012

agenda table. When recognized by the President of the Board, please step to the microphone at the podium, give your name and address, and limit your remarks to five minutes.

If you wish to speak on items elsewhere in the agenda or appropriate matters not on the agenda, you may do so in Session Five - Other Matters Brought by Citizens.

4.1 Special Education Study  
(Prepared by Student Services)

Dr. Jeanne Davis, partner with The Cosca Group, will discuss a proposal to perform a comprehensive Districtwide Special Education study.

**SESSION FIVE – Other Matters Brought By Citizens**

**5.0 *Other Matters Brought by Citizens***

This is the time during the agenda when the Board of Education is prepared to receive the comments of the public regarding any other items on this agenda or any school-related issues. Please complete a “Request to Address the Board of Education” form and adhere to the provisions described therein. Please place this form in the inbox located on the agenda table. The Board requests that any persons wishing to make complaints against District employees file the appropriate complaint form prior to this meeting. The Board may not have complete information available to answer questions and may refer specific concerns to the appropriate staff person for attention. When the Board goes into Session Six, there will be no further opportunity for citizens to address the Board on items under consideration.

**SESSION SIX - Reports and Comments**

**6.0 *Report by Board Members***

Individual Board members may wish to share a comment, concern, and/or observation with other Board members and/or staff about a topic not on the agenda. In addition, individual Board members may wish to suggest items to be scheduled on a future agenda.

**7.0 *Report by Superintendent and Staff Members***

The Superintendent and other members of the management staff may discuss events and future activities significant to the school district.

7.1 Book Study-District Leadership That Works, Striking the Right Balance, Chapter 2-Putting Our Findings in Perspective

Board of Education Meeting  
November 20, 2012

7.2 Follow Up on Requests and Questions from Board and Community Members, as of November 14, 2012

	Date of Request	Question/Request	Requested by	Assigned to/ Date	Anticipated Completion Date	Status/ Remarks/Action
<b>PARENT/PUBLIC REQUESTS</b>						
1	11/6/12	If Prop 30 passes, hold Legislators responsible for funding education.	Mr. Gallo			
2	10/16/12	The new report cards are cumbersome to complete.	Christine Marquez	Dr. Davalos	11/20/12	Response provided in 11/2/12 Board Correspondence. <b>Completed.</b>
3	10/16/12	Consider continuing his Y rating for five years. He was discriminated against 10 years ago.	Carl Greenwood	Dr. Vollkommer	11/20/12	
4	10/16/12	Is the District interested in piloting a program to identify seniors not on track to go to college, to enroll in occupational programs?	Joseph Williams	Dr. Davalos	1/15/13	
5	10/16/12	Reaudit Casa Ramona Academy for Special Education and ELD compliance.	Gil Navarro	Dr. Davalos	1/15/13	
6	10/16/12	Look at Arroyo Valley High School students' GPA since they don't have an API score.	Gil Navarro	Dr. Davalos	12/18/12	
7	9/18/12	Strike out the language in BP3350 that subs can be reimbursed for mileage.  Refer BP3350 to the Policy Committee.	Ron Fletcher  Mr. Gallo	Dr. Vollkommer	12/4/12	Referred to the Policy Committee.

Board of Education Meeting  
November 20, 2012

	Date of Request	Question/Request	Requested by	Assigned to/ Date	Anticipated Completion Date	Status/ Remarks/Action
8	8/7/12	The Parent Revolution group is looking to organize other parents to overtake their school.	Gil Navarro	Cabinet 8/8/12	1/15/13	Through the Strategic Planning process, schools will conduct an internal assessment and include stakeholders in a shared vision process.
<b>EDUCATIONAL SERVICES – DR. DAVALOS</b>						
1	10/2/12	Provide a calendar of professional development for common core and a detailed implementation plan.	Mrs. Hill	Dr. Davalos	12/18/12	
2	10/16/12	Provide a presentation on YAP, ICUC, and COPE.	Mrs. Hill	Dr. Davalos	12/18/12	
3	10/16/12	What are middle schools doing to teach algebra?	Dr. Flores	Dr. Davalos	12/18/12	
4	11/6/12	Consider establishing a police/military academy.	Mr. Gallo	Dr. Davalos	11/20/12	Discussion will take place regarding this issue with Linked Learning.
5	11/6/12	Is there a Board policy on student readiness to take Algebra?	Dr. Flores	Dr. Davalos	12/18/12	
<b>STUDENT SERVICES – DR. MITCHELL</b>						
1	9/11/12	Look into the City's pre-pendency plan for crossing guard funding.	Mr. Tillman	Dr. Mitchell 9/13/12	12/18/12	Currently establishing negotiations.
2	10/2/12	Find a tool for students to report bullying anonymously.	Mr. Tillman	Dr. Mitchell 10/3/12	12/4/12	Research is ongoing.

Board of Education Meeting  
November 20, 2012

	Date of Request	Question/Request	Requested by	Assigned to/ Date	Anticipated Completion Date	Status/ Remarks/Action
3	11/6/12	Provide the raw data for student suspension by race/ethnicity.	Dr. Flores	Dr. Mitchell	12/18/12	
4	11/6/12	Break down suspension and API data by ethnicity.	Mr. Tillman	Dr. Mitchell	12/18/12	
5	11/6/12	Break down the suspension data by grade level.	Mrs. Hill	Dr. Mitchell	12/18/12	
6	11/6/12	Consider visiting Oakland and Santa Ana to see what they doing to have lower suspension rates than ours?	Dr. Flores Mr. Tillman	Dr. Mitchell	12/18/12	In Progress
<b>HUMAN RESOURCES – DR. VOLLKOMMER</b>						
1	9/11/12	Agendize the calendar for discussion.	Mrs. Penman	Dr. Vollkommer 9/13/12	12/18/12	Will update Board on District Five-Year plan.
<b>SUPERINTENDENT – DR. MARSDEN</b>						
1	6/19/12	Provide a presentation on all of the agencies we contract with.	Mr. Tillman	Dr. Marsden 6/20/12	12/18/12	School Services of California will assist with this process.
2	9/11/12	Urge legislators to make education a priority for funding.	Dr. Flores Mr. Gallo Mrs. Penman	Dr. Marsden 9/13/12	12/3/12	Planned visit to Sacramento to discuss..
3	9/18/12	Consider sending out an RFP for a firm to charge a flat rate for legal fees.	Dr. Flores	Dr. Marsden 9/26/12	12/18/12	Board will consider posting an RFP following School Services' report.
4	11/6/12	Order a second set of <i>District Leadership</i> books.	Mr. Tillman	Dr. Marsden		Ordered on 11/8/12. <b>Completed.</b>

**SESSION SEVEN - Legislation and Action**

**8.0 Consent Items** (When considered as a group, unanimous approval is advised.)

Certain items of business require review and approval by the Board of Education. Other items are for information and review only. Therefore, the following items are grouped as a consent list for receipt and approval. When members have questions about items included in the consent calendar, these items are pulled out of the group and considered separately.

**BOARD OF EDUCATION**

8.1 Approval of Minutes  
(Prepared by Superintendent's Office)

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Minutes of the Board of Education Meetings held on October 2, October 16, and October 30, 2012, be approved as presented.

**BUSINESS SERVICES DIVISION**

8.2 Acceptance of Gifts and Donations to the District  
(Prepared by Business Services Division)

From time to time, the District receives requests from organizations and businesses to donate money, equipment, and/or supplies to be used for educational purposes in our schools.

The District has received requests to accept gifts or donations of the following:

SITE	DONOR	DONATION AND PURPOSE	AMOUNT
Serrano Middle School	Ken Ramirez Highland, California	\$1,000.00 To sponsor the ASB	\$1,000.00
Serrano Middle School	San Manuel Band of Mission Indians, Highland, California	\$1,000.00 To sponsor the ASB	\$1,000.00
Barton Elementary School	Walmart Neighborhood Market, San Bernardino, California	\$1,000.00 To be used for unrestricted funds towards the INAP Account	\$1,000.00
Family Resource Center	The Gas Company Los Angeles, California	\$5,000.00 To be used towards the "Operation Save a Generation" Mentoring Program	\$5,000.00

Board of Education Meeting  
November 20, 2012

Facilities Management, Planning and Development	Adolph Ziemba, AIA & Assoc., Inc., Burbank, California	\$1,000.00 To sponsor the Measure N Informational Campaign	\$1,000.00
Facilities Management, Planning and Development	Neff Construction, Inc. Ontario, California	\$5,000.00 To sponsor the Measure N Informational Campaign	\$5,000.00
Facilities Management, Planning and Development	PJHM Architects San Clemente, California	\$1,000.00 To sponsor the Measure N Informational Campaign	\$1,000.00

The acceptance of these donations meets all requirements of Board Policy 3290, Gifts, Donations, Grants, and Bequests.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education acknowledges receipt of \$1,000.00, Ken Ramirez, Highland, California; \$1,000.00, San Manuel Band of Mission Indians, Highland, California; \$1,000.00, Walmart Neighborhood Market, San Bernardino, California; \$5,000.00, The Gas Company, Los Angeles, California; \$1,000.00, Adolph Ziemba, AIA & Assoc., Inc., Burbank, California; \$5,000.00, Neff Construction, Inc., Ontario, California; and \$1,000.00, PJHM Architects, San Clemente, California.

Requester: Various

Approver: Interim Chief Business and Financial Officer

8.3 Amendment No. 1 to the Agreement with Communications Connectivity Solutions, Highland, California to Provide Technical Consulting Services for E-Rate 16 Projects  
(Prepared by Business Services Division)

The Information Technology and the Purchasing Departments request Board of Education approval to amend the agreement with Communications Connectivity Solutions, Highland, California, approved by the Board on August 21, 2010, agenda item 9.16. The amendment is necessary to complete project design and scope-of-work documentation for 16 E-rate sites by increasing consulting hours by 520 hours, not to exceed \$31,200.00, for an aggregate total contract amount of \$62,400.00. The additional fee will be paid from the Unrestricted General Fund – E-Rate Account No. 172.

It is recommended that the following resolution be adopted:

Board of Education Meeting  
November 20, 2012

BE IT RESOLVED that the Board of Education approves amending the agreement with Communications Connectivity Solutions, Highland, California, approved by the Board on August 21, 2010, agenda item 9.16. The amendment is necessary to complete project design and scope-of-work documentation for 16 E-rate sites by increasing consulting hours by 520 hours, not to exceed \$31,200.00, for an aggregate total contract amount not to exceed \$62,400.00. The additional fee will be paid from the Unrestricted General Fund – E-Rate Account No. 172.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign all related documents.

Requester: Director, Information Technology/Director, Purchasing Services

Approver: Assistant Superintendent, Student Services/Interim Chief Business & Financial Officer

8.4 Business and Inservice Meetings  
(Prepared by Business Services Division)

During the course of the school year, members of the Board of Education, as well as students, parents, volunteers, community members, and other individuals who are not District employees, are involved in activities that include attendance at various conferences, inservices, training sessions, and other business meetings, the cost of which must be approved by the Board of Education.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education ratifies the attendance and participation of the following individuals in a scheduled business and inservice meeting:

Rebecca Forbush  
Marcus James  
Andreanetti Jones  
Patricia Schneider  
(Board Representatives, Aquinas High School)

To attend the CollegeBoard AP Workshop in Riverside, California on December 1, 2012. Total cost, including meals and mileage per District guidelines, not to exceed \$900.00, will be paid from Categorical Programs Account No. 536.

Chris Barrows  
(Board Representative, Aquinas High School)

To attend the NCEA Regional Conference in Los Angeles, California December 2, through December 3, 2012. Total cost, including meals and mileage per District guidelines, not to exceed \$375.00, will be paid from Categorical Programs Account No. 536.

Requester: Director, Categorical Programs Department

Approver: Chief Academic Officer, Educational Services Division

8.5 Close Associated Student Body (ASB) Fund at Burbank Elementary School  
(Prepared by Business Services Division)

Education Code 48930 sets forth provisions for organizing an associated student body within any public school. Schools must request Board of Education approval to organize an associated student body in order to further promote school activities. This includes the opening and closing of bank account(s) in the name of the school's student body. Due to the closure of Burbank Elementary School, the existing Associated Student Body Fund needs to be closed. All students of the school have transferred to Norton Elementary School and upon approval, the remaining funds will be transferred to the Norton Elementary ASB, once approval to establish has been granted.

It is recommended that the following resolution be approved:

BE IT RESOLVED that the Board of Education approves closing the Associated Student Body Fund at Burbank Elementary School. The remaining funds will be transferred to Norton Elementary School's ASB once established.

BE IT FURTHER RESOLVED that Elizabeth Cochrane-Benoit be authorized to close the bank account in the name of the school's Associated Student Body.

Requester: Director, Accounting Services

Approver: Interim Chief Business and Financial Officer

8.6 Commercial Warrant Registers for Period from October 16, 2012, through October 31, 2012  
(Prepared by Business Services Division)

It is requested that the Board of Education approve the Commercial Warrant Register and authorize specific individuals to sign disbursements on its behalf.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Commercial Warrant Register for period from October 16, 2012, through October 31, 2012, be approved.

BE IT FURTHER RESOLVED that the Board of Education authorizes James Cunningham, Accounting Services Director; David Moyes, Accounts Payable Supervisor; or Derek Harris, Interim Employee Benefits Director, to signed disbursements.

Requester: Director, Accounting Services

Approver: Interim Chief Business and Financial Officer

8.7 Extended Field Trip, Cajon High School, 2013 California State Thespian Festival, Upland, California  
(Prepared by Business Services Division)

Cajon High School requests Board of Education approval of an extended field trip for 12 Cajon High School students and District employees to attend The 2013 California State Thespian Festival, in Upland, California, March 22, through March 24, 2013.

The students will have the opportunity to view individual performances and tech events and participate in a variety of workshops led by theatre professionals. Also, they will have the opportunity to audition for scholarships and talk to college representatives.

The cost of the trip, not to exceed \$2,710.00, including meals and lodging for 12 Cajon High School students and 2 District employees, will be paid from Cajon High School Drama Club Account No. 730. Transportation provided by private vehicles, not to exceed \$100.00, will be paid from Cajon High School Drama Club Account No. 730. No student will be denied participation due to financial constraints.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves the extended field trip for 12 Cajon High School students and 2 District employees to attend The 2013 California State Thespian Festival, in Upland, California, March 22, through March 24, 2013. The cost of the trip, not to exceed \$2,710.00, including meals and lodging for 12 Cajon High School students and 2 District employees, will be paid from Cajon High School Drama Club Account No. 730. Transportation provided by private vehicles, not to exceed \$100.00, will be paid from Cajon High School Drama Club Account No. 730. Names of the students are on file in the Business Services office.

Requester: Principal, Cajon High School

Approver: Assistant Superintendent, Human Resources Division

8.8 Extended Field Trip, California Cadet Corps Program, Intermediate and Advanced Leadership School/Officer Candidate School, Western Regional Little League Headquarters and Chavez Middle School, San Bernardino, California  
(Prepared by Business Services Division)

The California Cadet Corps Program Department requests Board of Education approval of an extended field trip for 175 California Cadet Corps Program students and 17 District employees to attend The Intermediate and Advanced Leadership School/Officer Candidate School in Western Regional Little League Headquarters and Chavez Middle School, in San Bernardino, California, November 30, through December 2, 2012.

Board of Education Meeting  
November 20, 2012

This trip provides participating cadets with the opportunity to learn the traits and principles of leadership, study examples of civilian, military, civic, and business leadership, and apply leadership theory in a practical setting. The trip allows cadets to participate in a formal inspection, pass in review parade, and awards ceremony.

The cost of the trip, not to exceed \$7,865.00, including meals and lodging for 175 California Cadet Corps Program students and 17 District employees, will be paid from California Cadet Corps Program Account No. 030. Transportation will be provided by students' parents and guardians at no cost. No student will be denied participation due to financial constraints.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves the extended field trip for 175 California Cadet Corps Program students and 17 District employees to attend The Intermediate and Advanced Leadership School/Officer Candidate School in Western Regional Little League Headquarters and Chavez Middle School, in San Bernardino, California, November 30, through December 2, 2012. The cost of the trip, not to exceed \$7,865.00, including meals and lodging for 175 California Cadet Corps Program students and 17 District employees, will be paid from California Cadet Corps Program Account No. 030. Transportation will be provided by students' parents and guardians at no cost. Names of the students are on file in the Business Services office.

Requester: Director, California Cadet Corps Program  
Approver: Assistant Superintendent, Student Services

8.9 Federal/State/Local District Budgets and Revisions  
(Prepared by Business Services Division)

Throughout the year, the District is advised by federal, state, and local agencies of program entitlements and any additions and/or reductions in funds available for already-approved programs. The following programs requested by the Board of Education affect the restricted and unrestricted portions in the budgets of the District funds. In order to adjust the program budgets, it is necessary to have Board of Education approval.

The restricted program, "Operation Save a Generation" Mentoring Program (125), was not included in the Fiscal Year 2012-2013 approved budget. Based on the grant received on September 24, 2012 from Southern California Gas Company, an increase in the amount of \$5,000.00 will result in a revised total of \$5,000.00.

The restricted program, Measure N Donations (158), was included in the Fiscal Year 2012-2013 approved budget in the amount of \$7,100.00. Based on the donations received to date, an increase in the amount of \$3,750.00 will result in a revised total of \$10,850.00.

Board of Education Meeting  
November 20, 2012

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves the addition of \$5,000.00 in the budgeting of revenues and expenditures for the restricted program, “Operation Save a Generation” Mentoring Program (125).

BE IT FURTHER RESOLVED that the Board of Education approves the addition of \$3,750.00 in the budgeting of revenues and expenditures for the restricted program, Measure N Donations (158).

Requester/Approver: Director, Fiscal Services

8.10 Agreement with Public Economics, Inc., Orange, California, to Provide Redevelopment Consultant Services  
(Prepared by Business Services Division)

The Accounting Services Department requests Board of Education approval to enter into a consulting service agreement with Public Economics, Inc., Orange, California, to provide Redevelopment Consulting Services, effective November 21, 2012, through June 30, 2013. The cost for services will be paid from unrestricted General Fund 01, Account No. 086.

On November 5, 2012, RFPs 25-12 were sent to Dolinka Group, Irvine, California; Keyser Marston, Los Angeles, California; and Public Economics, Inc., Orange, California, soliciting proposals from consulting firms to assist the District in identifying redevelopment projects that exist within District boundaries, determining negotiated and statutory pass-through payments, and all other relevant services, entitlement parameters and limitations. Proposals were received as follows from Dolinka Group, and Public Economics, Inc. Keyser Marston submitted a no bid.

<u>Firm</u>	<u>Ranking</u>	<u>Fee</u>
Public Economics, Inc. Orange, California	1	\$5,000 \$110 - \$250 Per Hour (Services Outside of Scope)
Dolinka Group Irvine, California	2	\$21,500 (Plus Expenses)

On November 13, 2012, the District’s Selection Committee consisting of Accounting Services, Fiscal Services, Facilities Management, and Purchasing Services met and ranked the consultants based on experience, expertise, scope of services proposed, and proposed fee.

It is recommended that the following resolution be adopted:

Board of Education Meeting  
November 20, 2012

BE IT RESOLVED that the Board of Education approves entering into a consulting services agreement with Public Economics, Inc., deemed to be the lowest responsive bidder meeting the best interest of the District, to provide consulting services in response to RFP 25-12, effective November 21, 2012, through June 30, 2013, with the option to extend annually for a period not to exceed five years. The cost for services will be paid from unrestricted General Fund 01, Account No. 086.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Purchasing Director, to sign all related documents.

Requester: Accounting Services Director  
Approver: Interim Chief Business and Financial Officer

## **EDUCATIONAL SERVICES**

### **Curriculum and Instruction**

- 8.11 Agreement with Catapult Learning West, LLC, Camden, New Jersey, to Provide Title I Services to Identified Students Attending a Local Private School-Holy Rosary School  
(Prepared by Business Services Division)

The Categorical Programs Department requests Board of Education approval to enter into an agreement with Catapult Learning, LLC, Camden, New Jersey, to provide Title I services to students attending a local private school, Holy Rosary School, effective November 26, 2012, through May 31, 2013. Catapult Learning West, LLC, will assist students who are performing below grade level in reading and math to acquire the appropriate academic skills to increase their performance on assessments and to improve classroom performance through their AchieveReading™ and AchieveMath™ programs. Approximately 24 students will attend reading two days per week or math two days per week. The fee, not to exceed \$12,360.00, will be paid from the Restricted General Fund, Elementary Secondary Education Act Title I, Account No. 501.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves entering into an agreement with Catapult Learning, LLC, Camden, New Jersey, to provide Title I services to students attending a local private school, Holy Rosary School, effective November 26, 2012, through May 31, 2013. Catapult Learning West, LLC, will assist students who are performing below grade level in reading and math to acquire the appropriate academic skills to increase their performance on assessments and to improve classroom performance through their AchieveReading™ and AchieveMath™ programs. Approximately 24 students will attend reading two days per week or

Board of Education Meeting  
November 20, 2012

math two days per week. The fee, not to exceed \$12,360.00, will be paid from the Restricted General Fund, Elementary Secondary Education Act Title I, Account No. 501.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign all related documents.

Requester: Interim SIG Administrator, Categorical Programs Department

Approver: Chief Academic Officer, Educational Services Division

- 8.12 Agreement with Catapult Learning, LLC, Camden, New Jersey, to Provide Title I Services to Identified Students Attending a Local Private School—Our Lady of the Assumption School  
(Prepared by Business Services Division)

The Categorical Programs Department requests Board of Education approval to enter into an agreement with Catapult Learning, LLC, Camden, New Jersey, to provide Title I services to students attending a local private school, Our Lady of the Assumption School, effective November 26, 2012, through May 2, 2013. Catapult Learning West, LLC, will assist students who are performing below grade level in reading to acquire the appropriate academic skills to increase their performance on assessments and to improve classroom performance through their AchieveReading™ program. Approximately 30 students in Grades K-8 will attend reading two days per week. The fee, not to exceed \$8,240.00, will be paid from the Restricted General Fund—Elementary Secondary Education Act Title I, Account No. 501.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves entering into an agreement with Catapult Learning, LLC, Camden, New Jersey, to provide Title I services to students attending a local private school, Our Lady of the Assumption School, effective November 26, 2012, through May 2, 2013. Catapult Learning West, LLC, will assist students who are performing below grade level in reading to acquire the appropriate academic skills to increase their performance on assessments and to improve classroom performance through their AchieveReading™ program. Approximately 30 students in Grades K-8 will attend reading two days per week. The fee, not to exceed \$8,240.00, will be paid from the Restricted General Fund—Elementary Secondary Education Act Title I, Account No. 501.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign all related documents.

Requester: Interim SIG Administrator, Categorical Programs Department

Approver: Chief Academic Officer, Educational Services Division

8.13 Agreement with Catapult Learning, LLC, Camden, New Jersey, to Provide Title I Services to Identified Students Attending a Local Private School-St. Adelaide's School  
(Prepared by Business Services Division)

The Categorical Programs Department requests Board of Education approval to enter into an agreement with Catapult Learning, LLC, Camden, New Jersey, to provide Title I services to students attending a local private school, St. Adelaide's School, effective November 26, 2012, through May 2, 2013. Catapult Learning West, LLC, will assist students who are performing below grade level in math to acquire the appropriate academic skills to increase their performance on assessments and to improve classroom performance through their AchieveMath™ program. Approximately 24 students in Grades 6-8 will attend math two days per week. The fee, not to exceed \$10,300.00, will be paid from the Restricted General Fund—Elementary Secondary Education Act Title I, Account No. 501.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves entering into an agreement with Catapult Learning, LLC, Camden, New Jersey, to provide Title I services to students attending a local private school, St. Adelaide's School, effective November 26, 2012, through May 2, 2013. Catapult Learning West, LLC, will assist students who are performing below grade level in math to acquire the appropriate academic skills to increase their performance on assessments and to improve classroom performance through their AchieveMath™ program. Approximately 24 students in Grades 6-8 will attend math two days per week. The fee, not to exceed \$10,300.00, will be paid from the Restricted General Fund—Elementary Secondary Education Act Title I, Account No. 501.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign all related documents.

Requester: Interim SIG Administrator, Categorical Programs Department  
Approver: Chief Academic Officer, Educational Services Division

8.14 Agreement with Catapult Learning, LLC, Camden, New Jersey, to Provide Title I Services to Identified Students Attending a Local Private School-St. Catherine of Siena School  
(Prepared by Business Services Division)

The Categorical Programs Department requests Board of Education approval to enter into an agreement with Catapult Learning, LLC, Camden, New Jersey, to provide Title I services to students attending a local private school, St. Catherine of Siena School, effective November 26, 2012, through February 28, 2013. Catapult Learning West, LLC, will assist students who are performing below grade level in reading to acquire the appropriate academic skills to increase

Board of Education Meeting  
November 20, 2012

their performance on assessments and to improve classroom performance through their AchieveReading™ program. Approximately three students in Grades 1-8 will attend reading two days per week. The fee, not to exceed \$1,061.93, will be paid from the Restricted General Fund—Elementary Secondary Education Act Title I, Account No. 501.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves entering into an agreement with Catapult Learning, LLC, Camden, New Jersey, to provide Title I services to students attending a local private school, St. Catherine of Siena School, effective November 26, 2012, through February 28, 2013. Catapult Learning West, LLC, will assist students who are performing below grade level in reading to acquire the appropriate academic skills to increase their performance on assessments and to improve classroom performance through their AchieveReading™ program. Approximately three students in Grades 1-8 will attend reading two days per week. The fee, not to exceed \$1,061.93, will be paid from the Restricted General Fund—Elementary Secondary Education Act Title I, Account No. 501.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign all related documents.

Requester: Interim SIG Administrator, Categorical Programs Department

Approver: Chief Academic Officer, Educational Services Division

8.15 Agreement with Solutions for Effective Education, La Mirada, California, to Provide Professional Development in Guided Reading and Intervention Program  
(Prepared by Business Services Division)

Rio Vista Elementary School requests Board of Education approval to enter into an agreement with Solutions for Effective Education, La Mirada, California, to provide professional development in expanding delivery of the Guided Reading Program and to further strengthen daily phonics instruction. Solutions for Effective Education will support the administration with classroom learning walks to monitor support in language arts and Tier I and Tier II Intervention Programs. The training will include demonstration lessons, teacher coaching, online assessment, and assistance in updating the current curriculum plan to align to common core standards, effective December 2, 2012, through July 1, 2013. Leveled reading, reading comprehension assessments, and anecdotal records of classroom progress through monthly classroom observations will be used to determine growth. The cost of the services, not to exceed \$25,200.00, will be paid from the Restricted General Fund-School Improvement Grant, New SIG, Account No. 507.

It is recommended that the following resolution be adopted:

Board of Education Meeting  
November 20, 2012

BE IT RESOLVED that the Board of Education approves entering into an agreement with Solutions for Effective Education, La Mirada, California, to provide professional development in expanding delivery of the Guided Reading Program and to further strengthen daily phonics instruction. Solutions for Effective Education will support the administration with classroom learning walks to monitor support in language arts and Tier I and Tier II Intervention Programs. The training will include demonstration lessons, teacher coaching, online assessment, and assistance in updating the current curriculum plan to align to common core standards, effective December 2, 2012, through July 1, 2013. Leveled reading, reading comprehension assessments, and anecdotal records of classroom progress through monthly classroom observations will be used to determine growth. The cost of the services, not to exceed \$25,200.00, will be paid from the Restricted General Fund-School Improvement Grant, New SIG, Account No. 507.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign all related documents.

Requester: Principal, Rio Vista Elementary School  
Approver: Chief Academic Officer, Educational Services Division

8.16 Agreement with The Leadership and Learning Center, Englewood, Colorado, to Implement the Data Teams Process at Serrano Middle School  
(Prepared by Business Services Division)

Serrano Middle School requests Board of Education approval to enter into an agreement with The Leadership and Learning Center, Englewood, Colorado, to implement the Data Teams Process effective November 21, 2012, through September 30, 2013. The Leadership and Learning Center are experts in the area of creating stable data teams that support teachers in the areas of using data in an accurate, timely, and sustainable way that dramatically increases student achievement. The Leadership and Learning Center will conduct a needs assessment to gain a firm understanding of how the PLCs have been utilized, coupled with data analysis that will form the basis for the four six-hour presentations and 10 coaching visits at six hours per visit. The cost of the services, not to exceed \$91,536.98, will be paid from the Restricted General Fund-School Improvement Grant, New SIG, Account No. 507.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves entering into an agreement with The Leadership and Learning Center, Englewood, Colorado, to implement the Data Teams Process effective November 21, 2012, through September 30, 2013. The Leadership and Learning Center are experts in the area of creating stable data teams that support teachers in the areas of using data in an accurate, timely, and sustainable way that dramatically increases student achievement. The Leadership and Learning Center will conduct a needs assessment to gain a firm understanding of how the PLCs have been utilized, coupled with data analysis that will form the basis for the four six-hour presentations and 10 coaching visits at six hours per visit. The

Board of Education Meeting  
November 20, 2012

cost of the services, not to exceed \$91,536.98, will be paid from the Restricted General Fund-School Improvement Grant, New SIG, Account No. 507.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign all related documents.

Requester: Principal, Serrano Middle School

Approver: Chief Academic Officer, Educational Services Division

- 8.17 Amendment No. 1 to the Agreement with Learn It Systems & Performance Facts, Inc., Baltimore, Maryland, to Provide Current State of Student Learning and Effectiveness of Teaching, Leadership and Organizational Practices  
(Prepared by Business Services Division)

The Categorical Programs Department requests Board of Education approval to amend the agreement with Learn It Systems & Performance Facts, Inc., Baltimore, Maryland, approved by the Board on July 17, 2012, agenda item 8.10. The amendment is necessary to include services to Belvedere, Jones, Kimbark, Muscoy, Norton, and Palm Elementary Schools, extend the term of the agreement to January 31, 2013, and to increase the contract amount by \$269,100.00, for an aggregate total contract amount of \$762,450.00. The additional fee will be paid from the Restricted General Fund—No Child Left Behind Title I Program Improvement, Account No. 524.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves amending the agreement with Learn It Systems & Performance Facts, Inc., Baltimore, Maryland, approved by the Board on July 17, 2012, agenda item 8.10. The amendment is necessary to include services to Belvedere, Jones, Kimbark, Muscoy, Norton, and Palm Elementary Schools, extend the term of the agreement to January 31, 2013, and to increase the contract amount by \$269,100.00, for an aggregate total contract amount of \$762,450.00. The additional fee will be paid from the Restricted General Fund—No Child Left Behind Title I Program Improvement, Account No. 524.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign all related documents.

Requester: Interim SIG Administrator, Categorical Programs Department

Approver: Chief Academic Officer, Educational Services Division

Board of Education Meeting  
November 20, 2012

8.18 Facilities Use Agreement with National University, San Bernardino, California, for Training for the District's SIG Schools  
(Prepared by Business Services Division)

The Categorical Programs Department requests Board of Education approval to enter into a Facilities Use Agreement with National University, San Bernardino, California, for one-day training for the District's SIG schools, effective December 5, 2012. Use of the facility will allow 60-80 people to have the opportunity for professional development and training. The cost, not to exceed \$300.00, will be paid from the Restricted General Fund—School Improvement Grant, New SIG, Account No. 507.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves entering into a Facilities Use Agreement with National University, San Bernardino, California, for one-day training for the District's SIG schools, effective December 5, 2012. Use of the facility will allow 60-80 people to have the opportunity for professional development and training. The cost, not to exceed \$300.00, will be paid from the Restricted General Fund—School Improvement Grant, New SIG, Account No. 507.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign all related documents.

Requester: Interim SIG Administrator, Categorical Programs  
Approver: Chief Academic Officer, Educational Services Division

8.19 Request for Waiver of California High School Exit Exam (CAHSEE) Passage Requirement for Students with a Disability  
(Prepared by Educational Services Division)

Education Code Section 60851(a) provides that "Commencing with the 2003-2004 school year and each school year thereafter, each pupil completing Grade 12 shall successfully pass the exit examination as a condition of receiving a diploma of graduation or a condition of graduation from high school." Waiver of the successful passage of the CAHSEE is allowed under Specific Code Section: E.C. 56101: "...the waiver is necessary or beneficial to the content and the implementation of the pupil's individualized education program..." Waiver of the successful passage of the California High School Exit Exam (CAHSEE) is requested for the specific students with the birthdates listed below:

08/16/1993    09/27/1993    07/05/1994    10/11/1994    10/28/1994    10/29/1994

It is recommended that the following resolution be adopted:

Board of Education Meeting  
November 20, 2012

BE IT RESOLVED that the Board of Education approves the Waiver of CAHSEE Passage Requirement for Students with a Disability.

Requester: Assistant Director, Research Department  
Approver: Chief Academic Officer, Educational Services Division

## **STUDENT SERVICES**

### **Alternative Programs Department**

- 8.20 Agreement with South Coast Community Services, Redlands, California, to Provide Mental Health Counseling Services at District School Sites  
(Prepared by Business Services Division)

The Alternative Programs Department requests Board of Education approval to enter into an agreement with South Coast Community Services, Redlands, California, to provide mental health counseling services at District school sites, effective July 1, 2012, through June 30, 2013. There is no cost to the District.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education ratifies entering into an agreement with South Coast Community Services, Redlands, California, to provide mental health counseling services at District school sites, effective July 1, 2012, through June 30, 2013. There is no cost to the District.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign any related documents.

Requester: Director, Alternative Programs Department  
Approver: Assistant Superintendent, Student Services

### **Creative Before- and After-School Programs for Success (CAPS)**

- 8.21 Facilities Use Agreement with Western Region Little League Headquarters, San Bernardino, California  
(Prepared by Business Services Division)

The Creative Before- and After-School Programs for Success/California Cadet Corps Department requests Board of Education approval to enter into a facilities use agreement with Western Regional Little League Headquarters, San Bernardino, California, effective November 30, through December 2, 2012. Facilities use includes dormitory housing, kitchen and dining facility, and meeting room. The facility will be used for an Intermediate and Advanced Leadership School and Officer Candidate Event. The fee per student is \$15.00. Teachers and

Board of Education Meeting  
November 20, 2012

adult chaperones are not charged a fee. The fee, not to exceed \$2,625.00, will be paid from the Unrestricted General Fund—California Cadet Corps, Account No. 030.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves entering into a facilities use agreement with Western Regional Little League Headquarters, San Bernardino, California, effective November 30, through December 2, 2012. Facilities use includes dormitory housing, kitchen and dining facility, and meeting room. The facility will be used for an Intermediate and Advanced Leadership School and Officer Candidate Event. The fee per student is \$15.00. Teachers and adult chaperones are not charged a fee. The fee, not to exceed \$2,625.00, will be paid from the Unrestricted General Fund—California Cadet Corps, Account No. 030.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign all related documents.

Requester: Director, Creative Before- and After-School Programs for Success (CAPS)/  
California Cadet Corps Department  
Approver: Assistant Superintendent, Student Services

**Special Education Department**

- 8.22 Agreement with BMR Health Services, Inc., Pleasanton, California, to Provide Staffing for Speech and Language Services and Related Services for District Special Education Students  
(Prepared by Business Services Division)

The Special Education Department requests Board of Education approval to enter into an agreement with BMR Health Services Inc., Pleasanton, California, to provide California State Licensed Speech Language Pathologists, occupational therapists, physical therapists and related services to District special education students as per their IEPs, effective November 21, 2012, through June 30, 2013. Staff provided by BMR Health Services, Inc., will provide therapy in compliance with applicable state and federal regulations and in accordance with the District's policies, procedures, rules and regulations. The agreement will be terminated if the District hires a Speech Language Pathologist to fill any current vacancy. The hourly rate for the Speech and Language Therapist is \$80.00 per hour and \$75.00 per hour for Occupational Therapists. The cost of the services, not to exceed \$76,800.00, will be paid from the Restricted General Fund-Special Education-Central, Account No. 827.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves entering into an agreement with BMR Health Services Inc., Pleasanton, California, to provide California State Licensed Speech

Board of Education Meeting  
November 20, 2012

Language Pathologists, occupational therapists, physical therapists and related services to District special education students as per their IEPs, effective November 21, 2012, through June 30, 2013. Staff provided by BMR Health Services, Inc., will provide therapy in compliance with applicable state and federal regulations and in accordance with the District's policies, procedures, rules and regulations. The agreement will be terminated if the District hires a Speech Language Pathologist to fill any current vacancy. The hourly rate for the Speech and Language Therapist is \$80.00 per hour and \$75.00 per hour for Occupational Therapists. The cost of the services, not to exceed \$76,800.00, will be paid from the Restricted General Fund-Special Education-Central, Account No. 827.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign all related documents.

Requester: Director, Special Education Department  
Approver: Assistant Superintendent, Student Services

8.23 Agreement with Invo Healthcare Associates, Inc., Jamison, Pennsylvania, to Provide Staffing for Speech and Language Services and Related Services for District Special Education Students  
(Prepared by Business Services Division)

The Special Education Department requests Board of Education approval to enter into an agreement with Invo Healthcare Associates, Inc., Jamison, Pennsylvania, to provide California State Licensed Speech Language Pathologists and related services to District special education students as per their IEPs, effective November 21, 2012, through June 30, 2013. Staff provided by Invo Healthcare Associates, Inc., will provide therapy in compliance with applicable state and federal regulations and in accordance with the District's policies, procedures, rules and regulations. The agreement will be terminated if the District hires a Speech Language Pathologist to fill any current vacancy. The hourly rate for the Speech and Language Therapist is \$85.00 per hour. The cost of the services, not to exceed \$81,600.00, will be paid from the Restricted General Fund-Special Education-Central, Account No. 827.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves entering into an agreement with Invo Healthcare Associates, Inc., Jamison, Pennsylvania, to provide California State Licensed Speech Language Pathologists and related services to District special education students as per their IEPs, effective November 21, 2012, through June 30, 2013. Staff provided by Invo Healthcare Associates, Inc., will provide therapy in compliance with applicable state and federal regulations and in accordance with the District's policies, procedures, rules and regulations. The agreement will be terminated if the District hires a Speech Language Pathologist to fill any current vacancy. The hourly rate for the Speech and Language Therapist is \$85.00 per hour. The cost of the

Board of Education Meeting  
November 20, 2012

services, not to exceed \$81,600.00, will be paid from the Restricted General Fund-Special Education-Central, Account No. 827.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign all related documents.

Requester: Director, Special Education Department  
Approver: Assistant Superintendent, Student Services

8.24 Agreement with Protocol Professional Staffing, Westlake Village, California, to Provide Staffing for Speech and Language Services and Related Services for District Special Education Students  
(Prepared by Business Services Division)

The Special Education Department requests Board of Education approval to enter into an agreement with Protocol Professional Staffing, Westlake Village, California, to provide California State Licensed Speech Language Pathologists, Occupational Therapists and related services to District special education students as per their IEPs, effective November 21, 2012, through June 30, 2013. Staff provided by Protocol Professional Staffing will provide therapy in compliance with applicable state and federal regulations and in accordance with the District's policies, procedures, rules and regulations. The agreement will be terminated if the District hires a Speech Language Pathologist to fill any current vacancy. The hourly rate for the Speech and Language Therapist and/or Occupational Therapist is \$80.00 per hour. The cost of the services, not to exceed \$230,400.00, will be paid from the Restricted General Fund-Special Education-Central, Account No. 827.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves entering into an agreement with Protocol Professional Staffing, Westlake Village, California, to provide California State Licensed Speech Language Pathologists, Occupational Therapists and related services to District special education students as per their IEPs, effective November 21, 2012, through June 30, 2013. Staff provided by Protocol Professional Staffing will provide therapy in compliance with applicable state and federal regulations and in accordance with the District's policies, procedures, rules and regulations. The agreement will be terminated if the District hires a Speech Language Pathologist to fill any current vacancy. The hourly rate for the Speech and Language Therapist and/or Occupational Therapist is \$80.00 per hour. The cost of the services, not to exceed \$230,400.00, will be paid from the Restricted General Fund-Special Education-Central, Account No. 827.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign all related documents.

Board of Education Meeting  
November 20, 2012

Requester: Director, Special Education Department  
Approver: Assistant Superintendent, Student Services

8.25 Amendment No. 1 to the Agreement with Key2Ed, Inc., Franklin, Tennessee, to Provide Conflict Resolution and IEP Meeting Facilitation to School Site Administrators  
(Prepared by Business Services Division)

The Special Education Department requests Board of Education approval to amend the agreement with Key2Ed, Inc., Franklin, Tennessee, approved by Board on August 21, 2012, agenda item 9.18. The amendment is necessary to include an additional two sessions of three-day trainings for the remaining school site administrators and to increase the contract amount by \$20,000.00, for an aggregate total contract amount of \$30,000.00. The additional fee will be paid from the Restricted General Fund—Special Education Central, Account No. 827.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves amending the agreement with Key2Ed, Inc., Franklin, Tennessee, approved by Board on August 21, 2012, agenda item 9.18. The amendment is necessary to include an additional two sessions of three-day trainings for the remaining school site administrators and to increase the contract amount by \$20,000.00, for an aggregate total contract amount of \$30,000.00. The additional fee will be paid from the Restricted General Fund—Special Education Central, Account No. 827.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign all related documents.

Requester: Director, Special Education Department  
Approver: Assistant Superintendent, Student Services

**Youth Services**

8.26 Expulsion of Student(s)  
(Prepared by Youth Services Department)

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education accepts and adopts the recommendation and findings of the Hearing Panel, based on a review of the Panel's finding of facts and recommendations, and orders the expulsion of the following student(s) with the birth date(s) as listed below in accordance with the Board rules and regulations and in compliance with Education Code Section 48900:

Board of Education Meeting  
November 20, 2012

\*(S)11/22/1995 \*(S)12/17/1995 \*\*(S)10/20/1997 \*(S)10/12/1998 \*(S)7/2/1997 \*(S)2/9/1997  
\*(S)9/18/1997 \*(S)12/2/1996 \*(S)10/10/1997

\*The Board does hereby order the enforcement of the expulsion suspended for a period of not more than one calendar year. The suspension of the enforcement of the expulsion order is deemed appropriate for the rehabilitation of the pupil, per Education Code section 48917.

\*\*The Board does hereby expel the pupil for a period of one semester, and does hereby order the enforcement of the expulsion suspended for the following semester, allowing him/her to be considered for re-enrollment in the district under suspended expulsion as deemed appropriate for the rehabilitation of the pupil, per Education Code section 48917.

(S) A stipulated expulsion is a process whereby the pupil and his/her family acknowledge responsibility for the behavior leading to the recommendation for expulsion by the school administration, and waive their right to a hearing by admitting to the facts in support of an expulsion recommendation. The pupil and his/her family stipulate the facts of the case as presented by the school, accepting one of the following consequences: \*(S) suspended expulsion, \*\*(S) expulsion one semester, suspended expulsion one semester, (S) expulsion two semesters.

Requester: Director, Youth Services  
Approver: Assistant Superintendent, Student Services

8.27 Student(s) Recommended for Expulsion, but Remanded Back to the School Sites Due to Errors of Due Process, Lack of Evidence and/or Availability of Other Means of Correction  
(Prepared by Youth Services Department)

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the following student(s) were recommended for expulsion, but expulsion is deemed inappropriate based on due process errors, insufficient evidence, and/or the availability of other means of correction in compliance with the Education Code section 48900. Therefore, although they were recommended for expulsion, the expulsion is not granted:

2/28/1997

Requester: Director, Youth Services  
Approver: Assistant Superintendent, Student Services

8.28 Lift of Expulsion of Student(s)  
(Prepared by Youth Services Department)

It is recommended that the following resolution be adopted:

Board of Education Meeting  
November 20, 2012

BE IT RESOLVED that the Board of Education authorizes the readmission of the following student(s), with the birth date(s) as indicated below, to schools of the San Bernardino City Unified School District in accordance with the Board rules and regulations and in compliance with the Education Code Section 48900:

7/11/1998      1/29/1997

Requester: Director, Youth Services  
Approver: Assistant Superintendent, Student Services

8.29    Petition to Expunge, Rescind, or Modify Expulsion  
(Prepared by Youth Services Department)

12/3/1998      10/27/1998      9/15/1998      3/8/1997      2/10/1995      5/13/1999  
6/13/2001

Education Code 48917, Section (e) states: upon satisfactory completion of the rehabilitation assignment of a pupil, the governing board shall reinstate the pupil in a school of the district and may also order the expungement of any or all records of the expulsion proceedings.

Education Code 48213 states: that a student can be excluded from attendance pursuant to Section 120230 of the Health and Safety Code or Section 49451 of this code if a principal or his designee determines that the continued presence of the child would constitute a clear and present danger to the life, safety, and health of a pupil or school personnel. The governing board is not required to send prior notice of the exclusion to the parent or guardian of the pupil. The governing board shall send a notice of the exclusion as soon as is reasonably possible after the exclusion.

Requester: Director, Youth Services  
Approver: Assistant Superintendent, Student Services

## **FACILITIES/OPERATIONS DIVISION**

### **Facilities Management**

8.30    Amendment No. 3 to the Professional Services Agreement with PSWC Group Architects for Architectural and Engineering Services for the Dr. Mildred Dalton Henry Elementary School Project  
(Prepared by Facilities/Operations Division)

The Facilities Management Department requests Board of Education approval to amend the professional services agreement with PSWC Group Architects, San Bernardino, California, previously renewed by the Board on February 3, 2009, and effective through June 30, 2014, for architectural and engineering services for the Dr. Mildred Dalton Henry Elementary School project. This amendment is needed due to changes in the scope of work, special reimbursement

Board of Education Meeting  
November 20, 2012

billing, water plan update, site and floor plans, and exterior elevation rendering; as well as a reuse fee discount in the amount of \$97,807.00. The cost, not to exceed \$12,578.69, plus approved reimbursables will be paid from Funds 21, 25, 35, and 40. All other terms and conditions remain the same.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves amending the professional services agreement with PSWC Group Architects for architectural and engineering services for the Dr. Mildred Dalton Henry Elementary School project. This amendment is needed due to changes in the scope of work, special reimbursement billing, water plan update, site and floor plans, and exterior elevation rendering; as well as a reuse fee discount in the amount of \$97,807.00. The cost, not to exceed \$12,578.69, plus approved reimbursables will be paid from Funds 21, 25, 35, and 40. All other terms and conditions remain the same.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign said Amendment No. 3.

Requester: Interim Facilities Administrator, Facilities Management Department

Approver: Assistant Superintendent, Facilities/Operations Division

- 8.31 Amendment No. 23 to the Professional Services Agreement with HMC Architects for Architectural and Engineering Services for Various Modernization Projects – Group 11  
(Prepared by Facilities/Operations Division)

The Facilities Management Department requests Board of Education approval to amend the agreement with HMC Architects, Ontario, CA, previously renewed by the Board on June 15, 2010, and effective through June 30, 2015. This amendment is needed to provide extended construction administration and project closeout support beyond the original construction period due to delays associated with the takeover by the bonding company for the Group 11 modernization projects at Barton, Burbank, Emmerton, and Lankershim Elementary Schools. The cost, not to exceed \$109,396.00, plus approved reimbursables, will be paid from Funds 21, 25, or 35. All other terms and conditions remain the same.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves amending the agreement with HMC Architects, Ontario, CA to provide extended construction administration and project closeout support beyond the original construction period due to delays associated with the takeover by the bonding company for the Group 11 modernization project. The cost, not to exceed \$109,396.00, plus approved reimbursables, will be paid from Funds 21, 25, or 35. All other terms and conditions remain the same.

Board of Education Meeting  
November 20, 2012

<b>Sites</b>	<b>Amount</b>
Barton Elementary School	\$22,400.00
Burbank Elementary School	\$18,382.00
Emmerton Elementary School	\$34,951.00
Lankershim Elementary School	\$33,663.00
<b>Total</b>	<b>\$109,396.00</b>

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign said Amendment No. 23.

Requestor: Interim Facilities Administrator, Facilities Management  
Approver: Assistant Superintendent, Facilities/Operations

8.32 Amendment No. 24 to the Professional Services Agreement with HMC Architects for Architectural and Engineering Services for Various Modernization Projects – SBHS  
(Prepared by Facilities/Operations Division)

The Facilities Management Department requests Board of Education approval to amend the agreement with HMC Architects, Ontario, California, previously renewed by the Board on June 15, 2010, and effective through June 30, 2015. This amendment is needed to provide extended construction administration and project closeout support beyond the original construction period due to delays associated with the takeover by the bonding company for the San Bernardino High School modernization project (Group 8). The cost, not to exceed \$14,120.00, plus approved reimbursables, will be paid from Funds 21 and 35. All other terms and conditions remain the same.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves amending the agreement with HMC Architects, Ontario, California, to provide additional services for extended construction administration and project closeout support beyond the original construction period due to delays associated with the takeover by the bonding company for the San Bernardino High School modernization project (Group 8). The total cost, not to exceed \$14,120.00, plus approved reimbursables, will be paid from Funds 21 and 35. All other terms and conditions remain the same.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department to sign said Amendment No. 24.

Requester: Interim Facilities Administrator, Facilities Management Department  
Approver: Assistant Superintendent, Facilities/Operations Division

Board of Education Meeting  
November 20, 2012

8.33 Request to Substitute Subcontractors, Bid No. F09-01, Category No. 01-New Construction for the Graciano Gomez Elementary School Project  
(Prepared by Facilities/Operations Division)

The Facilities Management Department requests Board of Education approval to allow the Prime Contractor, Woodcliff Corporation, Bid F09-01, New Construction for the Graciano Gomez Elementary School Project, Category No. 01 - General Construction/Buildings, pursuant to Public Contract Code Section 4107:

- to release its metal, lath and plaster subcontractor, Davcal, Inc., from their obligation on the project due to a backlog of projects and will substitute with J & J Plastering, Fontana, California. There is no additional cost. All other terms and conditions remain the same.
- to release its tile subcontractor, California Marble & Tile, from their obligation on the project due to their current workload, and will substitute with TSI Company, Santa Ana, California. There is no additional cost. All other terms and conditions remain the same.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves the request by the Prime Contractor, Woodcliff Corporation, Bid F09-01, New Construction for the Graciano Gomez Elementary School Project, Category No. 01 - General Construction/Buildings, pursuant to Public Contract Code Section 4107, to allow the following:

- to release its metal, lath and plaster subcontractor, Davcal, Inc., from their obligation on the project due to a backlog of projects and will substitute with J & J Plastering, Fontana, California. There is no additional cost. All other terms and conditions remain the same.
- to release its tile subcontractor, California Marble & Tile, from their obligation on the project due to their current workload, and will substitute with TSI Company, Santa Ana, California. There is no additional cost. All other terms and conditions remain the same.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign any required documents to effect said substitutions.

Requester: Interim Facilities Administrator, Facilities Management Department

Approver: Assistant Superintendent, Facilities/Operations Division

8.34 Request to Substitute Subcontractor, Bid No. F09-01, Category No. 04 - New Construction for the Graciano Gomez Elementary School Project  
(Prepared by Facilities/Operations Division)

The Facilities Management Department requests Board of Education approval to allow the Prime Contractor, West-Tech Mechanical, Inc., Bid F09-01, New Construction for the Graciano Gomez

Board of Education Meeting  
November 20, 2012

Elementary School Project, Category No. 04 - Mechanical & Plumbing, to release its fire sprinkler subcontractor, Nicholas Domnick Fire Protection, from their obligation on the project due to their inability to perform the work and will substitute with DMI Fire Protection, Yucaipa, CA, pursuant to Public Contract Code Section 4107. There is no additional cost. All other terms and conditions remain the same.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves the request by the Prime Contractor, West-Tech Mechanical, Inc., Bid F09-01, New Construction for the Graciano Gomez Elementary School Project, Category No. 04 - Mechanical & Plumbing, to release its fire sprinkler subcontractor, Nicholas Domnick Fire Protection, from their obligation on the project, and to substitute DMI Fire Protection, Yucaipa, CA, pursuant to Public Contract Code Section 4107. There is no additional cost. All other terms and conditions remain the same.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign any required documents to effect said substitution.

Requester: Interim Facilities Administrator, Facilities Management Department

Approver: Assistant Superintendent, Facilities/Operations Division

### **Nutrition Services**

8.35 Cafeteria Warrant Register, October 1, 2012, through October 31, 2012  
(Prepared by Facilities/Operations Division)

It is requested that the Board of Education adopt the Cafeteria Warrant Registers and authorize specific individuals to sign disbursements on its behalf.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Cafeteria Warrant Register, October 1, 2012, through October 31, 2012, be approved.

BE IT FURTHER RESOLVED that the Board of Education authorizes Adriane Robles, Nutrition Services Director; Tony DeMille, Interim Nutrition Services Program Manager; John A. Peukert, Assistant Superintendent, Facilities/Operations; or James Cunningham, Accounting Services Director; to sign disbursements. Two signatures are required on all cafeteria warrants.

Requester: Director, Nutrition Services Department

Approver: Assistant Superintendent, Facilities/Operations Division

**HUMAN RESOURCES DIVISION**

- 8.36 Agreement with Katherine J. Edwards, Calabasas, California, to Conduct an Independent Investigation of the Personnel Commission  
(Prepared by Business Services Division)

The Personnel Commission requests Board of Education approval to enter into an agreement with Katherine J. Edwards, Calabasas, California, to conduct an independent investigation into allegations of misconduct of Personnel Commission staff concerning the merit system pursuant to Education Code Sections 45311 and 45312, effective November 21, 2012, through June 30, 2013. The fee, not to exceed \$12,000.00, will be paid from the Unrestricted General Fund—Human Resources Legal Fees, Account No. 077.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education approves entering into an agreement with Katherine J. Edwards, Calabasas, California, to conduct an independent investigation into allegations of misconduct of Personnel Commission staff concerning the merit system pursuant to Education Code Sections 45311 and 45312, effective November 21, 2012, through June 30, 2013. The fee, not to exceed \$12,000.00, will be paid from the Unrestricted General Fund—Human Resources Legal Fees, Account No. 077.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign all related documents.

Requester: Chair, Personnel Commission

Approver: Assistant Superintendent, Human Resources Division

- 8.37 Agreement with Rachel's Challenge, Littleton, Colorado, to Conduct an Interactive Assembly and Video Presentation on Combating a Culture of Bullying and Cruelty at Curtis Middle School  
(Prepared by Business Services Division)

Curtis Middle School requests Board of Education approval to enter into an agreement with Rachel's Challenge, Littleton, Colorado, to conduct an interactive assembly and video presentation which focuses on a positive approach to combating a culture of bullying and cruelty at Curtis Middle School, effective November 29, 2012. The presentation includes two assemblies, student leadership training, and a parent community event. The cost of the services, not to exceed \$4,000.00, will be paid from the Unrestricted General Fund-INAP Middle Schools, Account No. 204.

It is recommended that the following resolution be adopted:

Board of Education Meeting  
November 20, 2012

BE IT RESOLVED that the Board of Education approves entering into an agreement with Rachel's Challenge, Littleton, Colorado, to conduct an interactive assembly and video presentation which focuses on a positive approach to combating a culture of bullying and cruelty at Curtis Middle School, effective November 29, 2012. The presentation includes two assemblies, student leadership training, and a parent community event. The cost of the services, not to exceed \$4,000.00, will be paid from the Unrestricted General Fund-INAP Middle Schools, Account No. 204.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign all related documents.

Requester: Principal, Curtis Middle School

Approver: Assistant Superintendent, Human Resources Division

8.38 Authorization to Approve Property-Liability-Insurance, Claims and Litigation Management Documents  
(Prepared by Human Resources)

The District receives various property, liability, and insurance claims. The District's Assistant Superintendent, Human Resources reviews documents related to property, liability, and insurance claims correspondence for the purpose of rejecting or authorizing payments up to the deductible of \$15,000.00.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education authorizes Harold J. Vollkommer, Assistant Superintendent, Human Resources, to approve Property-Liability-Insurance, Claims and Litigation Management documents.

Requestor: Interim Director, Employee Relations

Approver: Assistant Superintendent, Human Resources

8.39 Legal Fees Budget – Fiscal Year 2012-2013  
(Prepared by Business Services Division)

The Human Resources Division requests Board of Education approval to increase the Unrestricted General Fund Program 01, Legal Fees Account No. 077. The program was included in the Fiscal Year 2012-2013 approved budget in the amount of \$770,000.00. Based on the estimated legal fees for Musick, Peeler, and Garrett, an increase of \$100,000.00 in expenditures and a decrease of \$100,000.00 in Unrestricted General Fund balance will result in a revised total of \$870,000.00.

It is recommended that the following resolution be adopted:

Board of Education Meeting  
November 20, 2012

BE IT RESOLVED that the Board of Education approves the increase of \$100,000.00 budgeted in Legal Fees Account No. 077, resulting in a total budgeted expenditures of \$870,000.00.

Requester: Assistant Superintendent, Human Resources Division  
Approver: Director, Fiscal Services

8.40 Renewal of the Agreement with Musick, Peeler & Garrett, LLC, Los Angeles, California, to Provide Legal Services for Labor, Personnel and Employment Issues  
(Prepared by Business Services Division)

The Personnel Commission requests Board of Education approval to renew the agreement with Musick, Peeler & Garrett, LLC, Los Angeles, California, to provide legal opinion regarding the Personnel Commission matters and/or the Writ of Mandate hearing as it relates to the Personnel Commission matters, effective July 1, 2012, through June 30, 2013. The fee, not to exceed \$100,000.00, will be paid from the Unrestricted General Fund—Human Resources Legal Fees, Account No. 077.

It is recommended that the following resolution be adopted:

BE IT RESOLVED that the Board of Education ratifies renewing the agreement with Musick, Peeler & Garrett, LLC, Los Angeles, California, to provide legal opinion regarding the Personnel Commission matters and/or the Writ of Mandate hearing as it relates to the Personnel Commission matters, effective July 1, 2012, through June 30, 2013. The fee, not to exceed \$100,000.00, will be paid from the Unrestricted General Fund—Human Resources Legal Fees, Account No. 077.

BE IT FURTHER RESOLVED that the Board of Education authorizes Debra Love, Director, Purchasing Department, to sign all related documents.

Requester: Director, Personnel Commission  
Approver: Assistant Superintendent, Human Resources Division

Board of Education Meeting  
November 20, 2012

**9.0 Action Items**

9.1 Personnel Report #10, Dated November 20, 2012  
(Prepared by Human Resources Division)

It is requested that the Board approves the Personnel Report #10, dated November 20, 2012, which contains action such as hiring, retirements, resignations, promotions, and terminations involving certificated, classified, and other employees in the categories of noon duty aides, recreational supervisors, substitute employees, and others. These actions are consistent with policies of the Board of Education, the rules and regulations of the Personnel Commission, and the District's Affirmative Action Plan.

The following resolution is recommended:

BE IT RESOLVED that the Personnel Report #10, dated November 20, 2012, be approved as presented. Personnel actions included in this report are in accordance with policies of the Board of Education, the rules and regulations of the Personnel Commission, and the District's Affirmative Action Plan.

Board of Education Meeting  
November 20, 2012

Board of Education Meeting  
November 20, 2012

## **SESSION EIGHT - Closed Session**

### ***10.0 Closed Session***

As provided by law, the Board will meet in Closed Session for consideration of the following:

#### **Student Matters/Discipline**

##### **Conference with Labor Negotiator**

District Negotiator: Harold Vollkommer  
Employee Organization: California School Employees Association  
Communications Workers of America  
San Bernardino School Police Officers Association  
San Bernardino Teachers Association

#### **Public Employee Discipline/Dismissal/Release**

##### **Anticipated Litigation**

(Government Code Section 54956.9(b)(1))

Number of Cases: Twelve

## **SESSION NINE – Open Session**

### ***11.0 Action Reported from Closed Session***

## **SESSION TEN - Closing**

### ***12.0 Adjournment***

The next regular meeting of the Board of Education of the San Bernardino City Unified School District will be held on Tuesday, December 4, 2012, at 5:30 p.m. in the Community Room of the Board of Education Building, 777 North F Street, San Bernardino.

The District is committed to provide equal access to individuals with a disability to open and public meetings. For information on the availability of disability-related aids or services to enable any person with a disability to participate in a public meeting and/or to request reasonable accommodations, please contact:

Marie Arakaki, Affirmative Action Director  
777 North F Street  
San Bernardino, CA 92410  
(909) 381-1122, (909) 381-1121 fax  
email: [marie.arakaki@sbcusd.k12.ca.us](mailto:marie.arakaki@sbcusd.k12.ca.us)

Board of Education Meeting  
November 20, 2012

Office Hours: Monday through Friday, 8 a.m.-4:30 p.m.

Requests for reasonable accommodations must be received by the Affirmative Action Office no later than five working days before the public meeting so that an interactive process can be effectuated to determine an effective accommodation that would best serve the needs of the individual with a disability.

Posted: November 16, 2012