



LYNWOOD UNIFIED SCHOOL DISTRICT

11321 Bullis Road, Lynwood, California 90262 (310) 886-1600

REGULAR MEETING OF THE BOARD OF EDUCATION

TUESDAY, OCTOBER 12, 2010

CLOSED SESSION: 5:00 p.m. – 6:00 p.m.

Pursuant to Government Code Section 54956 and Education Code Section 35144, the Regular Meeting of the Board of Education will be held on Tuesday, October 12, 2010, with Closed Session to be held at 5:00 p.m. to 6:00 p.m., and will reconvene into Open Session at 6:00 p.m. to conduct its business meeting at the Education Center, 11321 Bullis Road, Board Room #105, #106, Lynwood, California, 90262. Closed Session will be conducted in accordance with applicable sections of California law.

A G E N D A

CALL TO ORDER

Who: _____ Time: _____

ROLL CALL

Mr. José Luis Solache, President
Mr. Oscar Espinoza, Vice President
Mrs. Maria Lopez, Clerk
Mrs. Rachel Chavez, Member
Alfonso Morales, Esq., Member

PUBLIC COMMENT/COMMUNICATIONS

Please submit public comment forms prior to start of meeting at 5:00 p.m.
Per Board Policy #9323, Three (3) minutes may be allotted to each speaker to address
Closed Session Items Only. (Closed session items may be continued to end of meeting if necessary)

CLOSED SESSION – 5:00 PM – 6:00 PM

Motion _____ Second _____ Vote _____

4. GOVERNING BOARD

- 4.2 Conference With Legal Counsel – Anticipated Litigation (GC 54956.9(b)(3)(A)
Significant Exposure to Litigation Pursuant to Subdivision (b) of Section 54956.9
- 4.3 Conference With Legal Counsel – Existing Litigation (GC 54956.9)
Conference With Legal Counsel – Existing Litigation (GC 54956.9):
Ngozi Usim v. LUSD

7. ACADEMIC SERVICES

- Suspension or Expulsion of Pupil(s)
- 7.6 Recommendation for Expulsion of Lynwood MS Student #091710-01
- 7.7 Recommendation for Expulsion of Lynwood MS Student #091710-02
- 7.8 Recommendation for Expulsion of Lynwood MS Student #091710-03
- 7.9 Recommendation for Expulsion of Vista Continuation HS Student #091710-04

10. PERSONNEL ITEMS/CLASSIFIED

- 10.5. Public Employee Discipline/Dismissal/Release
Suspension of Classified Employees

BOARD OF EDUCATION

José Luis Solache
President

Oscar Espinoza
Vice President

Maria G. Lopez
Clerk

Rachel Chavez
Member

Alfonso Morales, Esq.
Member

Edward Velasquez

Superintendent and Secretary to the Board

CLOSED SESSION – 5:00 PM – 6:00 PM

12. ADMINISTRATION

- 12.1 Public Employee Appointment/Employment
 - 12.2 Public Employee Discipline/Dismissal/Release
 - 12.3 Public Employee Complaint
 - 12.4 Conference With Labor Negotiator
- Agency Designated Representatives: Jose Urias
Employee Organizations: LTA, CSEA #116, SEIU Local 99

OPEN SESSION

Report Out of Closed Session Pursuant to Government Code Section 54957

REGULAR MEETING OF THE BOARD OF EDUCATION

TUESDAY, OCTOBER 12, 2010

RECONVENE INTO OPEN SESSION : 6:00 PM

Pursuant to Government Code Section 54956 and Education Code Section 35144, the Regular Meeting of the Board of Education will be held on Tuesday, October 12, 2010, with Closed Session to be held at 5:00 p.m. to 6:00 p.m., and will reconvene into Open Session at 6:00 p.m. to conduct its business meeting at the Education Center, 11321 Bullis Road, Lynwood, California, 90262, Rooms #105-#106.

A G E N D A

1. CALL TO ORDER

Who _____ Time _____

2. ROLL CALL:

Mr. José Luis Solache, President
Mr. Oscar Espinoza, Vice President
Mrs. Maria Lopez, Clerk
Mrs. Rachel Chavez, Member
Alfonso Morales, Esq., Member

**3. Pledge of Allegiance To The Flag
Presentation of Colors:**

Cesar Chavez Middle School
Lynwood Unified School District Color Guard

4. GOVERNING BOARD

- 4.1 Request Approval of Agenda, Regular Board Meeting October 12, 2010
Motion _____ Second _____ Vote _____

Minutes Request Approval of Minutes, Regular Board Meeting September 28, 2010
Motion _____ Second _____ Vote _____

5. REPORTS

Student Representative Reports:

Reports on school activities, including athletic, academic, and extra curricular activities

Firebaugh High School
Lynwood High School
Vista Continuation High School
Lynwood Adult School

Superintendent's Report

Report on visits to schools, conferences attended, legislation, meetings, and/or activities scheduled throughout the district, recognitions and commendations.

Board Member Reports

Report on visits to schools, conferences attended, legislation, meetings, and/or activities scheduled throughout the district.

6. PUBLIC COMMENT/COMMUNICATIONS

No action or discussion is permitted on any item not included on the posted agenda per GC § 54954.2 (a).

No action may be taken and no discussion held on items raised by the public except as provided in GC § 54954.2 (b).

PLEASE SUBMIT PUBLIC COMMENT FORMS PRIOR TO START OF MEETING

Per Board Policy #9323 Three (3) Minutes May be Allotted to Each Speaker to address **all their items.**

If translation services are required, please state that, and an additional one (1) Minute will be allotted.

Approach the Lectern and Give Your Name and Address.

- A) The public has the opportunity to address the Board on any item appearing on the agenda or not on the agenda. Persons wishing to address the Board are asked to fill out a **Public Comment Form** located at the sign-in area, and submit the completed form to the administrative assistant **prior to start of meeting at 6:00 pm.**
- B) Those who have a group concern are encouraged to select a spokesperson to address the Board. *A copy of the full agenda is available for view at the Reception Desk area of the district office at 11321 Bullis Rd., Lynwood, California, 90262. Also, at the district web site: <http://www.lynwood.k12.ca.us/>*

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact Assistant Superintendent's Office at 310-886-1627. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure Accessibility to the Board meeting

CONSENT AGENDA

Motion_____ Second_____ Vote_____ Disposition_____

All Items on the Consent Agenda will be approved with one motion, which is not debatable and which requires a unanimous vote for passage, and if any member of the Board, the Superintendent, or the public, so requests, an item shall be removed from this section and placed in the regular order of business following the approval of the Consent Agenda.

7. ACADEMIC SERVICES

- 7.1 Request Approval for Vicente Marino, School Psychologist to Attend the Classroom Management and Student Discipline Workshop Conference on April 29, 2011
- 7.2 Request Approval For Students in the Migrant Education Program to Participate in the Science Institute Sponsored by the Los Angeles County Office of Education (LACOE) Migrant Education Department from October 16, 2010 to June 25, 2011
- 7.3 Request Approval to Attend the California Association of Administrators of State & Federal Education Programs (CAASFEP) at La Quinta, CA From October 19-21, 2010
- 7.4 Request Approval for Marco Antonio Firebaugh High School Students to Participate in an Advancement Via Individual Determination (AVID) Field Trip to Central California on October 21-22, 2010 and November 5, 2010
- 7.5 Request Approval of Saturday School Attendance Recovery Program (SSARP) for 2010-2011

CONSENT AGENDA

9. PERSONNEL ITEMS/CERTIFICATED

- 9.1 Certificated Personnel Schedule, No. 10-11-05 (Approval of Resignations, Special Assignments, Changes in Status and Appointments)

10. PERSONNEL ITEMS/CLASSIFIED

- 10.1 Classified Personnel Schedule No. 10/11-05 (Approval of Leaves, Resignations, Special Assignments, Changes in Status and Appointments)
- 10.2 Approval is Requested for the Bilingual Stipend for Classified Employees (CSEA/Confidential) for Payment for Services Rendered as Per Contractual Obligation for the 2009-10 School Year in the Amount of \$770.00
- 10.3 Approval is Requested for the Attendance Incentive/Perfect Attendance Stipend for Classified Employees (CSEA/SEIU) Non-Represented Confidential and Supervisory) for Maintaining A Minimal Absence Record (Use of two or less sick days per fiscal year) as Per Contractual Obligation and District Past Practice for the 2009-2010 Fiscal Year in the Amount of \$250.00

11. BUSINESS SERVICES DIVISION

- 11.1 Request Approval of Purchase Order Schedule
- 11.2 Request Approval of Warrant Schedule
- 11.3 Request Approval of Report of Revolving Cash Fund #1

DISCUSSION/APPROVAL AGENDA

7. ACADEMIC SERVICES

- 7.10 Public Hearing Pursuant to California Education Code Section 47605(b) Regarding the Submittal of the Crest Charter Academy Charter Petition and Support for the Petition by District Teachers, Employees and Parents of Lynwood Unified School District Students

Open_____Motion_____
Second_____
Vote_____

Close_____Motion_____
Second_____
Vote_____

10. PERSONNEL ITEMS/CLASSIFIED

- 10.4 Approval is Requested for Resolution No. 10-11/15 to Reduce and/or Restructure Certain Represented and/or Non-Represented Classified Employee Positions Due to Lack of Funds, Effective on or after December 3, 2010

11. BUSINESS SERVICES

- 11.4 Request Approval for Payment for Financial Services Rendered by School Services of California
Motion_____ Second_____ Vote_____
- 11.5 Request Approval for Contract Services With Hancock, Gonos and Park, Inc.
Motion_____ Second_____ Vote_____

DISCUSSION/APPROVAL AGENDA

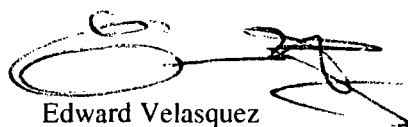
11. BUSINESS SERVICES

- 11.6 Request Approval for Payment of Legal Services Rendered by Kinaga, Olivarez, LLP
Motion_____ Second_____ Vote_____
- 11.7 Request Approval for Contract Services With William Scotsman to Remove Eleven Leased Portable Classrooms at Lynwood Middle School
Motion_____ Second_____ Vote_____
- 11.8 Request Approval for Payment for 2009-10 and 2010-11 Membership of the School Employers Association of California
Motion_____ Second_____ Vote_____
- 11.9 Request Approval to Utilize Various Agreements for Goods and Services (Piggyback)
Motion_____ Second_____ Vote_____
- 11.10 Request Approval of Contract for Workers' Compensation Claims Audit Services
Motion_____ Second_____ Vote_____
- 11.11 Request Approval for Bond Underwriter Services for the Prospective \$45 Million General Bond Measure L on the November 2, 2010 Ballot
Motion_____ Second_____ Vote_____
- 11.12 Request Approval for Bond Counsel Services for the Prospective \$45 Million General Bond Measure L on the November 2, 2010 Ballot
Motion_____ Second_____ Vote_____

14. ITEMS FOR FUTURE AGENDAS: ANNOUNCEMENTS

15. ADJOURNMENT

Respectfully Submitted,



Edward Velasquez
Superintendent

GOVERNING BOARD

LYNWOOD UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION AGENDA

DESIRED ACTION: ☐ CLOSED SESSION ☒ OPEN SESSION
☐ Consent ☒ Discussion ☐ Information ☐ Restricted

TO: Board of Education BOARD MEETING DATE: October 12, 2010
FROM: Edward Velasquez SCHOOL/DEPARTMENT: Superintendent's Office
Superintendent

AGENDA ITEM: APPROVAL OF THE REGULAR MEETING AGENDA OF
OCTOBER 12, 2010

BACKGROUND INFORMATION:

Request approval of the agenda for the regular meeting of October 12, 2010.
The agenda has been duly posted per legal requirements.

=====

☐ New Contract/Item ☒ Renewal Contract/Item

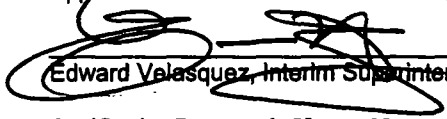
Financial Implications ☐ Yes ☐ No ☒ NA
Are funds for this item included in the 2010-11 Budget? ☐ Yes ☐ No ☒ NA

\$ N/A N/A N/A
(Amount) (Name of funding source and/or location) (Funding account number)

Original budgeted amount \$ N/A Balance after expenditure: \$ N/A
Are additional staff positions requested? ☐ Yes ☐ No ☒ NA

Number of Staff needed N/A Total cost of staff position(s) \$ N/A

Approved for Submission to Board: ☒ Approval ☐ Denial


Edward Velasquez, Interim Superintendent

Certification Requested Yes x No
Superintendent's Office Certification: _____

CONSENT

LYNWOOD UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION AGENDA

DESIRED ACTION: ☐ PRESENTATION ☒ CONSENT ☐ DISCUSSION/APPROVAL ☐ INFORMATION
☐ CLOSED SESSION ☒ OPEN SESSION

TO: Edward Velasquez
Superintendent of Schools

BOARD MEETING DATE: October 12, 2010

FROM: Paul Gothold
Chief Academic Officer

SCHOOL/DEPARTMENT: Educational Services

**AGENDA ITEM: REQUEST APPROVAL FOR VICENTE MARINO, SCHOOL PSYCHOLOGIST
TO ATTEND THE CLASSROOM MANAGEMENT AND STUDENT
DISCIPLINE WORKSHOP CONFERENCE ON APRIL 29, 2011**

BACKGROUND INFORMATION:

The administration requests approval for Vicente Marino, School Psychologist to attend the Classroom Management and Student Discipline Workshop on April 29, 2011 in Downey, Ca.

The workshop provides training on students discipline and classroom management, a form of communication, identified as necessary by the IEP team.

Total cost not to exceed \$80.00.

☐ Renewal or Returning Contract/Item

☒ New Contract/Item

Financial Implications

☒ YES

☐ NO

Are funds for this item included in the 2010-11 budget?

☒ YES

☐ NO

\$80.00

Special Education Department

01.0.33100.0.50010.21000.5221.7410000

(Amount)

(Name of funding source and/or location)

(Funding account number)

Original budgeted amount\$ _____ Balance after expenditure\$ _____

Are additional staff positions requested?

☐ YES

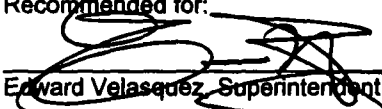
☒ NO

Number of staff needed _____ Total cost of staff position(s)\$ _____

Recommended for:

☒ Approval

☐ Denial


Edward Velasquez, Superintendent

Superintendent's Office Certification: _____

Cert. Req. YES _____ No _____

LYNWOOD UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION AGENDA

DESIRED ACTION: ☐ PRESENTATION ☒ CONSENT ☐ DISCUSSION/APPROVAL ☐ INFORMATION
☐ CLOSED SESSION ☒ OPEN SESSION

TO: Edward Velasquez
Interim Superintendent

BOARD MEETING DATE: October 12, 2010

FROM: Paul Gothold
Chief Academic Officer

SCHOOL/DEPARTMENT: Educational Services

AGENDA ITEM: REQUEST APPROVAL FOR STUDENTS IN THE MIGRANT EDUCATION PROGRAM TO PARTICIPATE IN THE SCIENCE INSTITUTE SPONSORED BY THE LOS ANGELES COUNTY OFFICE OF EDUCATION (LACOE) MIGRANT EDUCATION DEPARTMENT FROM OCTOBER 16, 2010 TO JUNE 25, 2011

BACKGROUND INFORMATION:

The administration requests approval for students in the Migrant Education Program to participate in the Science Institute sponsored by LACOE Migrant Education Department at no cost to the District.

The Youth Science Center will deliver a second year of science education with a focus on the development of English Language Arts and Mathematics skills. This program is offered to students in grades K-8. There are sixty (60) students participating. The program is scheduled as follows:

Place: Rio Vista Elementary School
El Rancho Unified School District
8809 Coffman-Pico Road
Pico Rivera, CA 90660

Dates: 20 Saturdays
October: 16, 30, 2010
November: 20, 2010
December: 4, 11, 18, 2010
January: 15, 29, 2010
February: 5, 26, 2010
March: 5, 19, 26, 2010
April: 2, 9, 30, 2010
May: 14, 2010
June: 11, 18, 25, 2010

Time: 8:30 am – 12:00 pm

☐ Renewal or Returning Contract/Item

☒ New Contract/Item

Financial Implications

☒ YES

☐ NO

Are funds for this item included in the 2010-2011 budget?

☒ YES

☐ NO

\$5,400.00

Migrant Ed.

01.0-30600.0-11100-10000-5710-7450000

(Amount)

(Name of funding source and/or location)

(Funding account number)

Original budgeted amount \$ _____ Balance after expenditure \$ _____

Are additional staff positions requested?

☐ YES

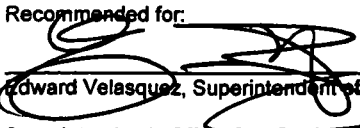
☒ NO

Number of staff needed 0 Total cost of staff position(s) \$ 0

Recommended for:

☒ Approval

☐ Denial


Edward Velasquez, Superintendent of Schools

Superintendent's Office Certification: _____

Cert. Req. YES _____ No _____

LYNWOOD UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION AGENDA

DESIRED ACTION: ☐ PRESENTATION ☒ CONSENT ☐ DISCUSSION/APPROVAL ☐ INFORMATION
☐ CLOSED SESSION ☒ OPEN SESSION

TO: Edward Velasquez
Superintendent of Schools

BOARD MEETING DATE: October 12, 2010

FROM: Paul Gothold
Chief Academic Officer

SCHOOL/DEPARTMENT: Educational Services

AGENDA ITEM: REQUEST APPROVAL TO ATTEND THE CALIFORNIA ASSOCIATION OF ADMINISTRATORS OF STATE & FEDERAL EDUCATION PROGRAMS (CAASFEP) AT LA QUINTA, CA FROM OCTOBER 19-21, 2010

BACKGROUND INFORMATION:

The administration requests approval to attend the California Association of Administrators of State and Federal Education Programs (CAASFEP) at La Quinta, CA from October 19-21, 2010.

Participants: Yesenia Fernandez, Willa Clifton, Susan Skornia and Angeli Villafior

Total cost not to exceed \$5,000.00

☐ Renewal or Returning Contract/Item

☒ New Contract/Item

Financial Implications

☒ YES

☐ NO

Are funds for this item included in the 2010-11 budget?

☒ YES

☐ NO

\$5,000.00

TITLE I

01.0-30100.0-00000-21000-5221-74400000

(Amount)

(Name of funding source and/or location)

(Funding account number)

Original budgeted amount\$ _____ Balance after expenditure\$ _____

Are additional staff positions requested?

☐ YES

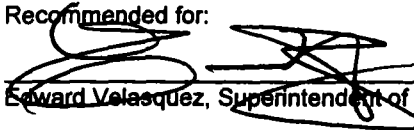
☒ NO

Number of staff needed _____ Total cost of staff position(s)\$ _____

Recommended for:

☒ Approval

☐ Denial


Edward Velasquez, Superintendent of Schools

Superintendent's Office Certification: _____

Cert. Req. YES _____ No _____

LYNWOOD UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION AGENDA

DESIRED ACTION: ☐ PRESENTATION ☒ CONSENT ☐ DISCUSSION/APPROVAL ☐ INFORMATION
☐ CLOSED SESSION ☒ OPEN SESSION

TO: Edward Velasquez
Superintendent of Schools

BOARD MEETING DATE: October 12, 2010

FROM: Paul Gothold
Chief Academic Officer

SCHOOL/DEPARTMENT: Educational Services

**AGENDA ITEM: REQUEST APPROVAL FOR MARCO ANTONIO FIREBAUGH HIGH SCHOOL
AVID SENIOR STUDENTS TO PARTICIPATE IN AN ADVANCEMENT VIA
INDIVIDUAL DETERMINATION (AVID) FIELD TRIP TO CENTRAL CALIFORNIA
ON OCTOBER 21-22, 2010 AND NOVEMBER 5, 2010**

BACKGROUND INFORMATION:

The AVID (Advancement Via Individual Determination) Program prepares students for college through academic support while guiding them through the college application process. The purpose of the field trips are to provide the AVID students with the opportunity to visit colleges outside their immediate community and to increase awareness on college helps satisfy the AVID certification process: Essential 3-Indicator of Routine Use at Level 2 "AVID students have access to college fieldtrips..."

On October 21 and October 22 thirty-five AVID students and five chaperones will visit California Polytechnic State University and University of California, Santa Barbara in order to explore the different facets of college life and become acquainted with the campus.

On November 5, 2010 fifty-five students and five chaperones will visit and participate in a guided tour at Chapman University and a self-guided tour of California State University, Fullerton. After visiting the two colleges, AVID students will attend AVID Knott's Night at Knott's Berry Farm. The amusement park is closed to the general public and open only to Southern California AVID students.

☐ Renewal or Returning Contract/Item

☒ New Contract/Item

Financial Implications

☒ YES

☐ NO

Are funds for this item included in the 2010-2011 budget?

☒ YES

☐ NO

\$2,800.00

TIIP

01.0-07394.0-00000-36000-5710-7490000

(Amount)

(Name of funding source and/or location)

(Funding account number)

Original budgeted amount\$ _____ Balance after expenditure\$ _____

Are additional staff positions requested?

☐ YES

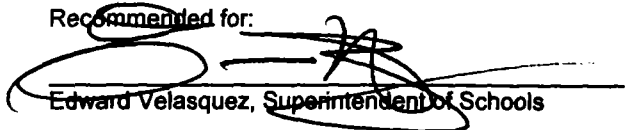
☒ NO

Number of staff needed _____ Total cost of staff position(s)\$ _____

Recommended for:

☒ Approval

☐ Denial


Edward Velasquez, Superintendent of Schools

Superintendent's Office Certification: _____

Cert. Req. YES _____ No _____

LYNWOOD UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION AGENDA

DESIRED ACTION: ☐ PRESENTATION ☒ CONSENT ☐ DISCUSSION/APPROVAL ☐ INFORMATION
☐ CLOSED SESSION ☒ OPEN SESSION

TO: Edward Velasquez
Superintendent of Schools

BOARD MEETING DATE: October 12, 2010

FROM: Paul Gothold
Chief Academic Officer

SCHOOL/DEPARTMENT: Educational Services

AGENDA ITEM: REQUEST APPROVAL OF SATURDAY SCHOOL ATTENDANCE RECOVERY
PROGRAM (SSARP) FOR 2010-2011

BACKGROUND INFORMATION:

The administration requests approval of the Saturday School Attendance Recovery Program (SSARP) for the 2010-11 school year.

Education Code Sections 37223 and 42239.5 allow for the recovery of lost instructional time and State funding due to excessive unexcused absences or truancy. Saturday school is voluntary for students unless the reason for assignment to Saturday school is truancy or more than two unexcused absences.

Saturday school will be held at designated elementary schools and at all the middle and high schools. Student attendance hours are from 8:00 a.m. 12:00 noon. Teacher work hours are from 7:30 a.m. – 12:30 p.m. Operational costs and teacher compensation will be covered under the SSARP program. A complete packet describing the program is enclosed.

☐ Renewal or Returning Contract/Item

☒ New Contract/Item

Financial Implications

☒ YES

☐ NO

Are funds for this item included in the 2010-11 budget?

☐ YES

☒ NO

INCOME TO THE DISTRICT

\$ Recovery of lost attendance revenue

(Amount)

(Name of funding source and/or location)

(Funding account number)

Original budgeted amount\$ _____ Balance after expenditure\$ _____

Are additional staff positions requested?

☐ YES

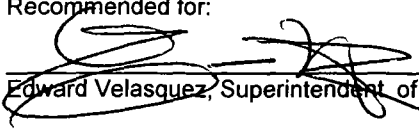
☒ NO

Number of staff needed _____ Total cost of staff position(s)\$ _____

Recommended for:

☒ Approval

☐ Denial


Edward Velasquez, Superintendent of Schools

Superintendent's Office Certification: _____

Cert. Req. YES _____ No _____

LYNWOOD UNIFIED SCHOOL DISTRICT

SATURDAY SCHOOL ATTENDANCE RECOVERY PROGRAM 2010-11

**Agenda Report 7.5
October 12, 2010**

LYNWOOD UNIFIED SCHOOL DISTRICT

Saturday School Attendance Recovery Program (SSARP) Policies and Procedures

The Saturday School Attendance Recovery Program will be mandatory for all students who have a truant, unexcused, and/or unverified absence. The Saturday school sessions will give students an opportunity to recover their absence and instructional time. Students with excessive excused absences may also be assigned to attend Saturday school. The program will be in effect at all school levels, secondary and elementary.

The following Education Code makes reference to conducting classes on Saturday in order to make-up for unexcused absences and supports the implementation of the district wide Saturday School Attendance Recovery Program.

EC 37223. Weekend classes; application

- (a) The governing board of any elementary, high school, or unified school district or any county superintendent of schools may maintain classes on Saturday. The classes may include make up classes for unexcused absences occurring during the week.

Saturday School Attendance Recovery Program policies include the following:

- A coordinator will be assigned to supervise each Saturday session.
- Credentialed teachers will conduct Saturday School classes.
- Teachers' work hours are from 7:30 a.m. to 12:30 p.m.
- Students must attend the Saturday School Attendance Recovery session from 8.a.m. to 12:00 p.m.
- Implementation dates for the Saturday School Attendance Recovery Program as indicated on 2009-10 scheduled Saturday sessions.
- Curriculum and instruction will be in the areas of Language Arts, Math, Science and Social Studies (using non-consumable student packets).
- School sites have the opportunity to implement specific curriculum as approved by the Assistant Superintendent of Curriculum and Instruction.
- **School Sites will communicate to parents and students at the beginning of the school year and on a regular basis (newsletter, parent notice, school events/assemblies, parent meetings, etc.) the importance of attending school everyday and the assignment of Saturday school for students who have a truant, unexcused and/or an unverified absence.**

Saturday School Attendance Recovery Program (SSARP) School Site Administrator Responsibilities

The administrator assigned to supervise the SSARP sessions will:

- **Designate the Saturday School classrooms-** The administrator will assign the classroom(s) or facility to be used for Saturday School. Classrooms and/or facility should be in close proximity to the school office and restrooms in order to maintain the safety of the students and teachers participating in the program.
- **Notify teachers of their SSARP assignment** – The administrator will post the position of SSARP teacher at the beginning of the school year. The site principal will select the best candidates for the extra duty positions. A SSARP teacher schedule for the school year will need to be developed and submitted to the SSARP district coordinator. The number of teacher assignments will vary according to student attendance. If needed, substitute teachers will be assigned to conduct the Saturday school sessions.
- **Determine staffing needs for Saturday School sessions** – A list of students who have been assigned to Saturday school will be provided to the supervising administrator prior to the scheduled session. The Administrator will calculate the number of teachers needed using a target ratio of 40 to 1 for high school and middle schools, 30 to 1 for elementary schools. A fifty-percent attendance rate should be considered when determining the number of teachers. *(For example, if 100 students are notified to attend Saturday school we will expect 50 students to attend the scheduled session. This percentage has been determined by the 2003-04 attendance patterns).*
- **Review student attendance reports** - The administrator will ensure that the SSARP student attendance list is completed. The students who attend Saturday school are required to sign-in **once** and teachers need to sign every page where a student signature appears. The original attendance list is placed in the SSARP tub of materials. A copy of the SSARP attendance sheet may be forwarded to the administrator in charge of discipline in order to follow-up with the "no-shows" and students who didn't receive credit due to leaving early or misbehavior.
- **Conduct parent conferences and assign appropriate consequences for non-attendance** - The supervising administrator or a designee will conduct parent conferences and/or impose other appropriate consequences when students fail to attend Saturday school or do not receive credit due to leaving early or misbehavior.
- **Communicate regularly with SSARP coordinator regarding the implementation of the Saturday School Program** - The district coordinator will assist the school sites with the implementation of Saturday School Attendance Recovery sessions. The coordinator will supply instructional packets, attendance sheets, assist with teacher assignments, and supervise school sites during the Saturday sessions. School sites are asked to provide the instructional supplies such as pencils, paper, crayons, books, etc.. **Saturday school teachers will need to have access to a district radio in order to reach the SSARP coordinator in case of any questions or concerns. The district radio will also allow Saturday school teachers to contact the district security in case of an emergency.**

Saturday School Attendance Recovery Program (SSARP) Teacher Responsibilities

The teacher will perform the following:

- **Instruct students in the areas of math, language arts, science and social studies-** Curriculum packets will be provided for every student attending the SSARP session. The teacher will **instruct** and **assist** students with their curriculum packet and/or teacher assigned work. A Teacher may prepare and implement lessons/activities within the core subject areas that are grade appropriate.
- **Evaluate student work-** The teacher will evaluate and review the student's progress during the Saturday School four-hour session. Students will be expected to participate and complete the four-hour session in order to obtain credit. At the end of the session, the teacher will evaluate and determine if the student has successfully completed Saturday school.
- **Complete the SSARP student attendance list-** The teacher will take attendance using the SSARP attendance student list and have all students present sign-in. The teacher must ensure that all information on the attendance student list is accurate (date and signatures). Upon completing the session, the teacher will indicate on the list if the student will receive credit for the session. The teacher's signature is required on every sheet where a student signature appears. Once the attendance student list is complete, it must be placed in the Saturday School materials bin. The bin must be returned to the site administrator in charge.
- **Send student work home at the end of the session-** Student work completed during the four-hour session is to be sent home with the student.
- **Use of any audio visuals (DVD, video, films) and technology (computer programs/games) requires the approval of the site administrator in charge of Saturday school.** The curriculum and instruction provided during the Saturday session needs to mirror what is implemented during a regular school day (Monday-Friday). Ultimately, the Saturday school teacher is responsible for providing instruction in order for students to recover instructional time.

Saturday School Attendance Recovery Program (SSARP)

Truancy Attendance Program (TAP)

The school sites will perform the following:

- **Identify eligible students-** The school site will process an attendance report from the student information system for the previous weeks every Monday afternoon. This report will provide student information necessary to compile a SSARP attendance list. (All attendance must be up to date in order to obtain an accurate attendance report.)
- **Prepare an attendance list of students who will be attending Saturday School-** The school site will generate a SSARP attendance list weekly and provide the school administration and the office staff with a copy. The attendance list includes student names, identification numbers, grades, date of absence being recovered, and a signature line for each student. The attendance list will be used during Saturday School as a student sign-in. Signatures of teachers and students are very important since the attendance list becomes the legal document verifying student attendance.
- **Prepare parent/student notification letters-** The school site will prepare and process the Saturday School notification letters. The school clerk may prepare Saturday School letters as needed for students who have excessive absences.
- **Notify eligible students-** School sites will mail the bulk of the parent/student notification letters using the student information system. The school site staff (office staff, administrators, deans, etc.) may give students with excessive absences a parent/student notification letter when appropriate. Middle and High schools may use the automated telephone system, "night dialer" to remind parent and students of their upcoming Saturday School assignment.
- **Input all cleared absences-** After the Saturday School Notification has been sent home parents may call to verify or clear absences. Please be reminded that the attendance policy is that an absence can be cleared within two days of the absence. After the two-day period, parents may call however, the Saturday School assignment will still remain in effect.
- **Update attendance records on student information system-** Upon receiving a completed SSARP attendance list, the school sites or attendance clerk will change the attendance code of the students who successfully received credit for attending Saturday School to "recovery" (R1 or R2).

LYNWOOD UNIFIED SCHOOL DISTRICT
SATURDAY SCHOOL ATTENDANCE RECOVERY PROGRAM
(SSARP)

2010-2011

OCTOBER 23 & 30, 2010

NOVEMBER 6 & 20, 2010

DECEMBER 4 & 11, 2010

JANUARY 8 & 22, 2011

FEBRUARY 5 & 26, 2011

MARCH 5 & 19, 2011

APRIL 16, 2011



[[schname]]
[[schaddr]]
Lynwood, Calif. 90262

SATURDAY SCHOOL ATTENDANCE RECOVERY PROGRAM NOTIFICATION

DATE: _____

Dear Parents/Guardian Of _____ Student I.D.# _____ Grade _____

Your child has been assigned to Saturday School on the following Saturday(s):

_____, _____, _____, _____, from 8:00 a.m. to 12:00 noon.

Saturday School has been assigned for the following reasons:

_____ to recover attendance for truancy, unexcused absences, or unverified absences.

_____ to voluntarily make-up an absence due to illness.

Date(s) of illness: _____, _____, _____, _____.

When attending Saturday School a student must:

- Arrive on time and be ready to begin instruction at 8:00 a.m.
- Bring classroom assignment(s) that need to be completed or complete assignments as given by the Saturday School Attendance Recovery teacher.
- Cooperate and follow the regular school rules.

Students failing to receive credit for their assigned Saturday School Attendance Recovery assignment will be reassigned to an upcoming Saturday session.

It is expected and required that your child complete this assignment on the date assigned. California law requires compulsory attendance the parent is legally responsible for the child's attendance at school. A copy of your child's actual attendance records is attached for your review. If there are further questions, please direct them to your school office: [[schtelephone]].

Sincerely,

[[schprincipal]]
Principal

cc: Student Support Services
Student Attendance Records

[[schname]]
[[schaddr]]
Lynwood, Calif. 90262

NOTIFICACION SOBRE EL PROGRAMA DE LOS SABADOS PARA RECUPERACION DE CLASES
--

FECHA: _____

Estimados Padres/Tutores de: _____ I.D. del estudiante _____ Grado _____

Su hijo (a) ha sido asignado (a) a asistir al Programa de los Sábados Para Recuperación de Clases en el/los siguiente(s) Sábado(s) _____, _____, _____, _____, de 8:00 am a 12:00 pm.

Este Programa de los Sábados Para Recuperación Escolar de Clases fué creado y asignado por las siguientes razones:

_____ para recuperar asistencia por faltas excesivas, por faltas injustificadas, o por faltas sin verificación.

_____ Para recuperar las clases que se perdieron debido a una enfermedad.

Fecha(s) de enfermedad: _____, _____, _____.

Cuando el alumno asiste a clases los sábados, el/ella debe:

- Ser puntual y estar preparado para comenzar la instrucción a las 8:00 am.
- Traer su(s) tarea(s) de su clase regular o completar las tareas asignadas por el maestro(a) que imparte las clases del Programa de los Sábados Para Recuperación de Clases
- Cooperar y seguir las reglas de la escuela.

El estudiante que no reciba crédito por asistir a la clase del Programa de los Sábados Para Recuperación de Clases será asignado en el futuro a la clase de los sábados.

Se espera y se requiere que su hijo (a) cumpla con su(s) tarea(s) en la fecha establecida por el maestro (a). La ley de California requiere asistencia continua a clases y usted como padre de familia es legalmente responsable por la asistencia regular de su hijo (a) a clases. Adjuntamos a esta carta una copia de los registros de asistencia de su hijo(a) para su información. Si tiene alguna pregunta al respecto, llame al [[schtelephone]].

Gracias por su cooperación.

[[schprincipal]]
Director(a)

cc: Departamento de Apoyo a los Estudiantes
Archivo de asistencia del estudiante

SATURDAY SCHOOL ATTENDANCE RECOVERY PROGRAM

2010-2011

SCHOOL:

Date:[illegible]

Teacher Signature: _____

Date: _____

**LYNWOOD UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT**

APPLICATION

SATURDAY SCHOOL ATTENDANCE RECOVERY PROGRAM TEACHER

Print Name _____

Current School Site _____

Current Assignment _____ Years of Experience in LUSD _____

Credential Type _____

Major/Minor _____

Please explain your interest in this position and your previous teaching experiences that would qualify you for this position.

Signature _____ Date _____

Home Telephone No. () _____

Application should be directed to:

School Site Principal

(The principal will submit names of selected personnel to Dr. Mary Willis Assistant Superintendent of Human Resources and Jose Urias, Employee Relations)

TO: Edward Velasquez, Superintendent
FROM: Dr. Mary Willis, Human Resources
DATE: October 12, 2010
SUBJECT: **PERSONNEL SCHEDULE NO. 10-11-05**

The following is Personnel Schedule No. 10-11-05 which reports details of personnel assignments, employment and separations.

NAME	POSITION	LOCATION	FUNDING ACCOUNT	CLASS STEP RANGE	EFFECTIVE DATE
<u>EMPLOYMENT</u>					
1. Ryan Belida	Teacher (Science)	Lynwood Middle School	01.0-00000.0-11100-10000-1110-3210000	Group 3, Step 1	10/14/10
<u>RE-EMPLOYMENT</u>					
2. Fernando Barrera	Teacher	Hosler Middle School	01.0-00000.0-11100-10000-1110-3220000	Group 7, Step 14	09/30/10
3. Linda Barta	Teacher	Wilson Elementary School	01.0-00000.0-11100-10000-1110-1090000	Group 6, Step 6	08/27/10
4. Ann Kim	Teacher	Wilson Elementary School	01.0-00000.0-11100-10000-1110-1090000	Group 5, Step 10	10/05/10
5. Julia Mizel	Teacher	Wilson Elementary School	01.0-00000.0-11100-10000-1110-1090000	Group 6, Step 6	10/04/10
<u>CHANGE OF STATUS</u>					
6. Adesina Adeyinka	From: Substitute Teacher To: Teacher	Wilson Elementary School	01.0-00000.0-11100-10000-1110-1090000	Group 5, Step 8	08/30/10
7. Sergio Brito	From: Substitute Teacher To: Teacher	Will Rogers Elementary School	01.0-00000.0-11100-10000-1110-1080000	Group 3, Step 4	08/30/10
8. Marlene Flores	From: Substitute Teacher To: Teacher	Mark Twain Elementary School	01.0-00000.0-11100-10000-1110-1050000	Group 3, Step 6	08/27/10
9. Barbara Le Sage	From: Substitute Teacher To: Teacher	Lynwood High School	01.0-00000.0-11100-10000-1110-4310000	Group 7, Step 10	08/26/10

**CERTIFICATED PERSONNEL
PERSONNEL SCHEDULE NO. 10-11-05 (10/12/10)**

The following is Personnel Schedule No. 10-11-05 which reports details of personnel assignments, employment and separations.

NAME	POSITION	LOCATION	FUNDING ACCOUNT	CLASS STEP RANGE	EFFECTIVE DATE
<u>CHANGE OF STATUS</u>					
1. Kieshia Meeks	From: Substitute Teacher To: Teacher	Wilson Elementary School	01.0-00000.0- 11100-10000- 1110-1090000	Group 5, Step 6	08/27/10
2. Jose Mejia	From: Substitute Teacher To: Teacher	Mark Twain Elementary School	01.0-00000.0- 11100-10000- 1110-1050000	Group 5, Step 5	08/27/10
3. Olubunmi Oduntan	From: Substitute Teacher To: Teacher	Will Rogers Elementary School	01.0-00000.0- 11100-10000- 1110-1080000	Group 7, Step 6	08/30/10
4. Maria Perez	From: Substitute Teacher To: Teacher	Will Rogers Elementary School	01.0-00000.0- 11100-10000- 1110-1080000	Group 5, Step 6	08/26/10
5. Irma Robles	From: Substitute Teacher To: Teacher	Abbott Elementary School	01.0-00000.0- 11100-10000- 1110-1010000	Group 7, Step 8	08/26/10
6. Julie Sotelo	From: Substitute Teacher To: Teacher	Will Rogers Elementary School	01.0-00000.0- 11100-10000- 1110-1080000	Group 3, Step 5	08/26/10
7. Amber Vasquez	From: Substitute Teacher To: Teacher	Wilson Elementary School	01.0-00000.0- 11100-10000- 1110-1090000	Group 7, Step 10	08/27/10
<u>SUBSTITUTE EMPLOYMENT</u>					
8. Oscar Luna	Substitute Teacher	District Wide	01.0-00000.0- 11100-10000- 1160-7690000	Group 2, Step 1	2010-2011
9. Dolores Ramirez	Substitute Teacher	District Wide	01.0-00000.0- 11100-10000- 1160-7690000	Group 2, Step 1	2010-2011

**CERTIFICATED PERSONNEL
PERSONNEL SCHEDULE NO. 10-11-05 (10/12/10)**

The following is Personnel Schedule No. 10-11-05 which reports details of personnel assignments, employment and separations.

NAME	POSITION	LOCATION	FUNDING ACCOUNT	CLASS STEP RANGE	EFFECTIVE DATE
<u>ADULT SCHOOL EMPLOYMENT</u>					
1. Michelle Lawrence	Computer Substitute Teacher (As needed)	Lynwood Adult School	11.0-06390.0- 41100-10000- 1160-5900000		2010-2011
2. Elizabeth McCray	LVN Substitute Teacher (As needed)	Lynwood Adult School	11.0-06390.0- 41100-10000- 1160-5900000		2010-2011
3. Gwendolyn Troy	ESL Substitute Teacher (As needed)	Lynwood Adult School	11.0-06390.0- 41100-10000- 1160-5900000		2010-2011
4. Scott Wiseman	Academic Substitute Teacher (As needed)	Lynwood Adult School	11.0-06390.0- 41100-10000- 1130-5900000		2010-2011
<u>HOME TEACHER (Summer Session)</u>					
5. Michelle Harnage	Home Teacher	Special Education	01.0-65000.0- 57700-11100- 1130-7410000	Group 2, Step 1/hourly	06/21/10 – 07/30/10
6. Lidia Hernandez	Home Teacher	Special Education	01.0-65000.0- 57700-11100- 1130-7410000	Group 2, Step 1/hourly	06/21/10 – 07/19/10
7. Alem Mengesha	Home Teacher	Special Education	01.0-65000.0- 57700-11100- 1130-7410000	Group 2, Step 1/hourly	06/21/10 – 07/30/10
<u>RETURN FROM LEAVE</u>					
8. Steven Fischer	Teacher	Lynwood Middle School			08/26/10

**CERTIFICATED PERSONNEL
PERSONNEL SCHEDULE NO. 10-11-05 (10/12/10)**

The following is Personnel Schedule No. 10-11-05 which reports details of personnel assignments, employment and separations.

NAME	POSITION	LOCATION	FUNDING ACCOUNT	CLASS STEP RANGE	EFFECTIVE DATE
<u>LEAVE OF ABSENCE</u>					
1. Victoria Beltran	Teacher	Lynwood High School			Medical 10/05/10 – 11/07/10
2. Jennifer Delgado	Teacher	Marshall Elementary School			Maternity 09/16/10 – 11/19/10
3. Marta Franco	Teacher	Lugo Elementary School			Maternity 09/23/10 – 09/27/10
4. Teresa Gonzalez	Teacher	Lynwood Middle School			Medical 09/27/10 – 10/13/10
5. Sonya Jones Correction on start date	Teacher	Lugo Elementary School			Personal Necessity 09/10/10 – 09/22/10
6. Lizette Kuyper	Teacher	Lindbergh Elementary			Maternity 10/18/10 – 12/14/10
7. Gema Lopez	Teacher	Lynwood High School			Medical 09/13/10 – 11/30/10
8. Joan McFarland	Teacher	Abbott Elementary			FMLA (Extension) 11/05/10 – 11/19/10
9. Cecilia Ortiz-Baldwin	Teacher	Abbott Elementary			Medical 09/27/10 – 11/03/10

**CERTIFICATED PERSONNEL
PERSONNEL SCHEDULE NO. 10-11-05 (10/12/10)**

The following is Personnel Schedule No. 10-11-05 which reports details of personnel assignments, employment and separations.

NAME	POSITION	LOCATION	FUNDING ACCOUNT	CLASS STEP RANGE	EFFECTIVE DATE
<u>LEAVES OF ABSENCE</u>					
1. Christiana Okeke	Teacher	Will Rogers Elementary			Medical 09/05/10 – 09/30/10 & Bereavement 10/01/10 – 10/07/10 & Medical 10/08/10 – 10/30/10
2. Patricia Wyatt	Teacher	Lynwood Community Adult School			Medical 10/01/10 – 10/29/10
<u>SEPARATIONS</u>					
3. Alvaro Chavez	Psychologist	Special Education Department			Resignation 07/01/10
4. Steven Fischer	Teacher	Lynwood Middle School			Resignation 09/24/10
5. Barbara Kwiatkowska- Amerton	Teacher	Lincoln Elementary School			Retirement 11/09/10

TO: Mr. Edward Velasquez, Superintendent of Schools
FROM: Kristin Olson, Director of Classified Personnel
DATE: October 12, 2010
SUBJECT: PERSONNEL REPORT 10/11-05 Following is Personnel Report 10/11-05 which reports details of personnel assignments, employment, changes of status, limited term employment, termination, resignation, retirement and leaves for approval and/or ratification.

CLASSIFIED EMPLOYMENT

NAME	POSITION	LOCATION	CLASS RANGE STEP	VA# Effective Start/End Date
1. Castaneda, Blanca D.	Campus Monitor 3hrs/10Mths/Prob Budgeted – Vacancy 01.0-00000.0-00000-81000-2230-1030000	Lindbergh	Range: 014 Step: 01	091003913 09/27/10
2. Enriquez, Martha	Campus Monitor 3hrs/10Mths/Prob Budgeted – Vacancy 01.0-00000.0-00000-81000-2230-1030000	Thurgood Marshall	Range: 014 Step: 01	101100511 09/27/10
3. Muniz, Criceida	Campus Monitor 3hrs/10Mths/Prob Budgeted – Vacancy 01.0-00000.0-00000-81000-2230-1030000	Washington	Range: 014 Step: 01	101100117 09/27/10
4. Pineda, Elia	Campus Monitor 3hrs/10Mths/Prob Budgeted – Vacancy 01.0-00000.0-00000-81000-2230-1030000	Lindbergh	Range: 014 Step: 01	091003912 09/20/10
5. Ponce, Jakeline	Campus Monitor 3hrs/10Mths/Prob Budgeted – Vacancy 01.0-00000.0-00000-81000-2230-1030000	Wilson	Range: 014 Step: 01	101100547 09/27/10
6. Soltero, Antonia Cux De	Campus Monitor 3hrs/10Mths/Prob Budgeted – Vacancy 01.0-00000.0-00000-81000-2230-1030000	Will Rogers	Range: 014 Step: 01	091003999 09/27/10

CHANGE OF STATUS

NAME	POSITION	LOCATION	CLASS RANGE STEP	VA# Effective Start/End Date
7. Romero, Brenda	From: Secretary Confidential 8Hrs/12Mths/Provisional To: Secretary Confidential 8Hrs/12Mths/Prob Budgeted – Vacancy Previous employee retired. 01.0-00000.0-00000-71500-2410-7510000	Office of the Superintendent	Range: 070C Step: 04	101100077 10/14/10

TO: Mr. Edward Velasquez, Superintendent of Schools
FROM: Kristin Olson, Director of Classified Personnel
DATE: October 12, 2010
SUBJECT: PERSONNEL REPORT 10/11-05 Following is Personnel Report 10/11-05 which reports details of personnel assignments, employment, changes of status, limited term employment, termination, resignation, retirement and leaves for approval and/or ratification.

8. Givhan, Juna	From: Secretary 8Hrs/12Mths/Perm To: Payroll Technician 8Hrs/12Mths/LT Budgeted – Working out-of-class Previous employee retired. 01.0-00000.0-00000-72000-2430-7610000	Payroll	Range: 076 Step:05	101100389 09/15/10 to 09/30/10 or sooner
-----------------	---	---------	-----------------------	--

LIMITED TERM/PROVISIONAL ASSIGNMENT

NAME	POSITION	LOCATION	CLASS RANGE STEP	VA# Effective Start/End Date
9. Alvarez, Maria	Girls Locker Room Attendant 8Hrs/10Mths/LT Budgeted – Previous employee on Medical Leave 01.0-00000.0-00000-82000-2930-3220000	HMS	Range: 44 Step: 05	101100530 09/27/10 to 10/24/10 or sooner
10. Contreras, Maria M.	Campus Monitor 3Hrs/10Mths/LT Budgeted – Provisional Assignment 01.0-11000.0-00000-36000-5710-1030000	Lindbergh	Range: 014 Step: 1	101100622 10/04/10 to 06/10/11 or sooner
11. Gonzalez, Maria	Campus Monitor 3Hrs/10Mths/LT Budgeted – Provisional Assignment 01.0-00000.0-11100-10000-2930-1010000	Abbott	Range: 014 Step: 1	101100620 10/04/10 to 06/10/11 or sooner
12. Letcher, Bennie	Student Store Worker 6Hrs/10Mths/LT Budgeted – Vacancy 01.0-00000.0-00000-27000-2930-4310000	LHS	Range: 11 Step: 1	101100312 08/30/10 to 06/10/11
13. Loera, Jose G.	Campus Monitor 3Hrs/10Mths/LT Budgeted – Provisional Assignment 01-00000.0-00000-81000-2230-1070000	Washington	Range: 014 Step: 1	101100619 10/04/10 to 06/10/11 or sooner
14. Macias, Ramiro	Sr. Warehouse Worker 8Hrs/10Mths/Provisional Budgeted – Vacancy Previous Employee Retired 13.0-53100.0-00000-37000-2210-7800000	Child Nutrition	Range: 059 Step: 1	101100466 10/05/10 to 06/10/11 or sooner
15. Mondorf, Nellie	Campus Monitor 3Hrs/10Mths/LT Budgeted – Provisional Assignment 01.0-00000-11200-81000-230-1060000	Roosevelt	Range: 014 Step: 1	101100624 10/04/10 to 06/10/11 or sooner

TO: Mr. Edward Velasquez, Superintendent of Schools
FROM: Kristin Olson, Director of Classified Personnel
DATE: October 12, 2010
SUBJECT: PERSONNEL REPORT 10/11-05 Following is Personnel Report 10/11-05 which reports details of personnel assignments, employment, changes of status, limited term employment, termination, resignation, retirement and leaves for approval and/or ratification.

LIMITED TERM/PROVISIONAL ASSIGNMENT (Cont'd)

NAME	POSITION	LOCATION	CLASS RANGE STEP	VA# Effective Start/End Date
16.Ornelas, De Mercado	Campus Monitor 3Hrs/10Mths/LT Budgeted – Provisional Assignment 01.0-00000.0-00000-81000-2230-1130000	Helen Keller	Range: 014 Step: 1	101100625 10/04/10 to 06/10/11 or sooner
17.Rodriguez, Maria G.	Campus Monitor 3Hrs/10Mths/LT Budgeted – Provisional Assignment 01.0-00000.0-00000-81000-2230-1130000	Roosevelt	Range: 014 Step: 1	101100625 10/04/10 to 06/10/11 or sooner
18.Sepulveda, De Ramirez, Mercedes	Campus Monitor 3Hrs/10Mths/LT Budgeted – Provisional Assignment 01.0-00000.0-00000-81000-2230-1080000	Will Rogers	Range: 014 Step: 1	101100621 10/04/10 to 06/10/11 or sooner
19.Solis, Josefina	Campus Monitor 3Hrs/10Mths/LT Budgeted – Provisional Assignment 01.0-00000.0-00000-81000-2230-1130000	Helen Keller	Range: 014 Step: 1	101100627 10/04/10 to 06/10/11 or sooner
20.Zuniga, Maria C.	Campus Monitor 3Hrs/10Mths/LT Budgeted – Provisional Assignment 01.0.00000-11200.81000-2230-1060000	Roosevelt	Range: 014 Step: 1	101100626 10/04/10 to 06/10/11 or sooner

LEAVES

A leave of absence may end sooner than the end date that was originally approved, if requested by the employee. To request to return sooner than the date originally approved, the employee MUST (1) furnish official paperwork releasing them to return to work to their supervisor for review who will then forward the information to Classified Personnel for review and approval (if a release is required to return to work), and (2) turn in an amended absence request form to their supervisor for review and signature to be forwarded to Classified Personnel for review and approval. (Any amended leave will be resubmitted to the Board for ratification.)

MEDICAL LEAVES

NAME	POSITION	LOCATION	Effective Start/End Date
21.Banuelos, Balori (Medical leading to maternity)	Instructional Assistant Special Needs	Special Ed	09/30/10 – 12/09/10 or sooner (release required)
22.Harden, Calvin	Bus Driver	MOT	09/04/10 – 10/27/10 or sooner (release required)

TO: Mr. Edward Velasquez, Superintendent of Schools
FROM: Kristin Olson, Director of Classified Personnel
DATE: October 12, 2010
SUBJECT: PERSONNEL REPORT 10/11-05 Following is Personnel Report 10/11-05 which reports details of personnel assignments, employment, changes of status, limited term employment, termination, resignation, retirement and leaves for approval and/or ratification.

MEDICAL LEAVES (Cont'd)

NAME	POSITION	LOCATION	Effective Start/End Date
23.Heads, Janet Extended from the 09/28/10 Board agenda.	Nutrition Service Worker I	CMS	<u>EXTENDED LEAVE</u> 09/20/10 – 09/23/10 09/27/10 – 10/01/10 or sooner (release required)
24.Hernandez, Mayra (Pending IA)	Nutrition Service Worker I	Child Nutrition	09/13/10 – 10/24/10 or sooner (release required)
25.Humber, Aaron	HVAC Mechanic	MOT	09/13/10 – 10/15/10 or sooner (release required)
26.Spring, Stewart	Child Care Assistant	Lindbergh	08/30/10 -09/17/10 or sooner (release required)
27.Trejo, Rosina (Medical leading to maternity)	ASB Bookkeeper	CMS	09/23/10 – 11/10/10 or sooner (release required)

PERSONAL BUSINESS LEAVES

NAME	POSITION	LOCATION	Effective Start/End Date
28.Clanton, Veronica	Instructional Assistant Special Education	Special Ed	10/05/10 -03/15/11
29.Soto, Erika	Instructional Assistant Special Needs	Special Ed	10/04/10 – 01/04/11

REINSTATED AS WHOLE

NAME	POSITION	LOCATION	Effective Date
30.Cardenas, Patricia	Health Services Technician	HMS	10/07/10
31.Givhan, Juna	Payroll Technician	Payroll	10/01/10
32.Gomez, Evelia	Health Services Technician	Wilson	10/07/10
33.Hernandez, Andriana	Nutrition Service Satellite Kitchen Operator	Keller	09/16/10
34.Johnson, Evelyn	Custodian	Will Rogers CC Lindbergh CC	09/24/10
35.Sevilla, Iliana	Secretary	HMS	09/29/10
36.Tizoc, Claudia	Secretary	Will Rogers	09/29/10

RESIGNATIONS

NAME	POSITION	LOCATION	Effective Date
37. Young, Denise	Child Care Assistant	Will Rogers Pre-K	10/11/10

LYNWOOD UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION AGENDA

DESIRED ACTION: ☐ PRESENTATION ☒ CONSENT ☐ DISCUSSION/APPROVAL ☐ INFORMATION
☐ CLOSED SESSION ☒ OPEN SESSION

TO: Mr. Edward Velasquez
 Superintendent of Schools

BOARD MEETING DATE: October 12, 2010

FROM: Kristin Olson
 Director of Classified Personnel

SCHOOL/DEPARTMENT: Classified Personnel

AGENDA ITEM: Approval is Requested for the Bilingual Stipend for Classified Employees (CSEA/Confidential) for Payment for Services Rendered as per Contractual Obligation for the 2009-2010 School Year in the Amount of: \$770.00.

BACKGROUND INFORMATION: Board approval is requested for payment of classified employees to receive the Bilingual Stipend for the 2009-2010 fiscal year totaling at \$770.00. This payment is contractually obligated (CSEA Contract, Article VIII, Section 8.4) for services rendered for employees within the CSEA union. Payment is not contractually obligated for confidential employees, as these employees are not represented and thus not covered under the CSEA contract. However, payment to confidential employees for bilingual services rendered is recommended as this aligns with District procedure. Furthermore, approval is recommended as a result of work services having been verifiably rendered. The reason that this item comes before the Board in September 2010 for services provided in 2009-2010, results from the fact that services must be verified prior to payment being issued. As some employees potentially receiving the stipend are 12-month employees, the District must wait until the close the fiscal year to properly verify services. The verification process is extensive: (1) managers must submit a signed form certifying via signature that specific employees have been participating in work-related translating during the previous fiscal year and (2) employees must have passed a bilingual/bi-literate exam provided by a statewide testing consortium and locally content validated by subject matter experts, as per EEOC Testing Uniform Guidelines, in order to meet District fluency standards.

☒ Renewal or Returning Contract/Item	☐ New Contract/Item
Financial Implications	☒ YES ☐ NO
Are funds for this item included in the 2009-10 budget?	☒ YES ☐ NO
\$ 770.00 (Amount)	Various Categorical Funding Sources: Please see the attached page for the specific funding locations (Name of funding source and/or location)
Original budgeted amount\$	Balance after expenditures\$
Are additional staff positions requested?	☐ YES ☒ NO
Number of staff needed N/A	Total cost of staff position(s)\$
Recommended for:	☒ Approval ☐ Denial
Mr. Edward Velasquez, Superintendent	
Superintendent's Office Certification:	
Cert. Req. YES No	

Security	Arellano, Macrina	Secretary	12	\$ 420.00
Wilson	Rivera, Maria	Computer Lab Assistant	10	\$ 350.00
			TOTAL	\$ 770.00

Amount to be paid will be determined by the months worked which will be verified by the Payroll Department.

Classification	School/Site/Department	Name	Eligible Months	Funding
Computer Lab Assistant	Wilson Elementary	Rivera, Maria	10	01.0-42030.0-47600-21000-2470-7440000
Secretary	Security Department	Arellano, Macrina	12	01.0-00000.0-00000-21000-2470-7680000

LYNWOOD UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION AGENDA

DESIRED ACTION: ☐ PRESENTATION ☒ CONSENT ☐ DISCUSSION/APPROVAL ☐ INFORMATION
☐ CLOSED SESSION ☒ OPEN SESSION

TO: Mr. Edward Velasquez
 Superintendent of Schools

BOARD MEETING DATE: October 12, 2010

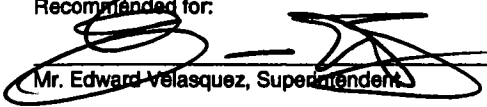
FROM: Kristin Olson,
 Director of Classified Personnel

SCHOOL/DEPARTMENT: Classified Personnel

AGENDA ITEM: Approval is Requested for the Attendance Incentive/Perfect Attendance Stipend for Classified Employees (CSEA/SEIU/Non-Represented Confidential and Supervisory) for Maintaining a Minimal Absence Record (use of two or less sick days per fiscal year) as per Contractual Obligation for the 2009-2010 Fiscal Year in the Amount of: \$250.00.

BACKGROUND INFORMATION: It is requested that the Board approve the Attendance Incentive/Perfect Attendance Stipend for classified employees (CSEA/SEIU/Non-represented confidential and supervisory) for the 2009-2010 school year (CSEA Contract, Article VIII, Section 8.5; SEIU Contract, Article VI, Section 6.5). The reason this item comes before the Board during the 2010-2011 fiscal year for services rendered during the 2009-2010 results from verification procedures, as some employees who apply for consideration are 12-month employees. Thus, the District must wait until the end of the fiscal year (i.e., June 30) to analyze applications and verify accuracy of data.

As per procedure, the implementation steps are as follows: (1) an informational correspondence is sent to classified employees along with an application (see attached), (2) employees who wish to be considered for the stipend must return the application by the application deadline, (3) a listing is established by Classified Personnel after reviewing the applications, (4) the listing is audited by Payroll to ensure the days claimed by the employees are officially reflected in the District payroll system. Employees who do not submit an application by the designated deadline are not considered for the stipend. Furthermore, this stipend only pertains to sick days; use of vacation does not impact receipt of the stipend. Lastly, in the past the District has awarded this stipend to classified non-represented and supervisory employees; however, the District is not obligated to award this stipend to such cohorts, as these employees are not covered under the classified employee contracts. It is recommended that if the District decides to eliminate this stipend for such cohorts it does so for the 2011-2012 year, not the 2010-2011 year, and if the District decides to move in this direct an informational announcement be provided to such affected employees.

☒ Renewal or Returning Contract/Item		☐ New Contract/Item	
Financial Implications		☒ YES ☐ NO	
Are funds for this item included in the 2009-10 budget?		☒ YES ☐ NO	
\$ 250.00	Paid directly from employees' regular funding source		
(Amount)	(Name of funding source and/or location)	(Funding account number)	
Original budgeted amount\$ _____		Balance after expenditure\$ _____	
Are additional staff positions requested?		☐ YES ☒ NO	
Number of staff needed _____		Total cost of staff position(s)\$ _____	
Recommended for:		☒ Approval ☐ Denial	
 Mr. Edward Velasquez, Superintendent			
Superintendent's Office Certification: _____			
Cert. Req. YES _____ No _____			



PERSONNEL COMMISSION

LYNWOOD UNIFIED SCHOOL DISTRICT
11321 Bullis Road, Lynwood, CA 90262
(310) 886-1611 Fax (310) 635-5143

"The Best Shall Serve"

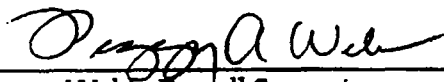
MEMO: Intra-District Correspondence

To: Peggy Webb, Payroll Supervisor
From: Regina Ramos, Sr. Personnel Specialist
Date: September 27, 2010
Subject: Perfect Attendance Incentive Stipend Eligibility

Listed below is the name and location of an employee who is requesting the Perfect Attendance Stipend. Please verify whether the following employee is eligible.

#	Name	Unit	Location	Days Absent	Payroll Days Verified
1.	Nunez, Antolina	CSEA	Mark Twain	0	

Perfect Attendance verified by Payroll Department.


Peggy Webb, Payroll Supervisor

9/29/10
Date



PERSONNEL COMMISSION

LYNWOOD UNIFIED SCHOOL DISTRICT
11321 Bullis Road, Lynwood, CA 90262
(310) 886-1611 Fax (310) 635-5143

"The Best Shall Serve"

****Please Post and Distribute to ALL Permanent Classified Supervisory, CSEA, SEIU, and**
Confidential Employees**

MEMO: Intra-District Correspondence

To: All **PERMANENT** Classified Supervisory, CSEA, SEIU, and Confidential Employees
From: Kristin Olson, Director of Classified Personnel *Kristin Olson*
Date: May 21, 2010
Subject: **Annual Attendance Incentive/Perfect Attendance Stipend 2009/2010**

The Attendance Incentive/Perfect Attendance Stipend will be available to qualified permanent classified employees, who were employed by the District during the 2009/2010 fiscal year. Employees eligible to receive the Attendance Stipend must have been in permanent status during one of the periods below, in its entirety:

Eligibility Periods for 10-Month Employees: August 30, 2009 through June 11, 2010 **OR**
August 30, 2009 through June 30, 2010 **OR**
August 24, 2009 through June 22, 2010.

Eligibility Periods for 11-Month Employees: July 1, 2009 through June 30, 2010 **OR**
August 3, 2009 through June 30, 2010

Eligibility Period for 12-Month Employees: July 1, 2009 through June 30, 2010

ATTENDANCE INCENTIVE FOR PERMANENT LOCAL 99 UNIT MEMBERS WILL BE AWARDED AS FOLLOWS:

0 Days absent will receive \$250.00
1 Day absent will receive \$200.00
2 Days absent will receive \$100.00

PERFECT ATTENDANCE STIPEND FOR CSEA UNIT MEMBERS, CONFIDENTIAL, and SUPERVISORY EMPLOYEES WILL BE AWARDED AS FOLLOWS:

0 Days absent will receive \$250.00
1 Day absent will receive \$150.00
2 Days absent will receive \$ 75.00

Application Process:

To apply for the Attendance Incentive/Perfect Attendance Stipend, you must complete the application information on the reverse side of this correspondence in its entirety and return it to the Classified Personnel Office no later than **Friday, July 9, 2010**. Forms submitted after the deadline date **will NOT be processed, as you will be considered to have missed the official deadline**. Your attendance records will be verified through the District's Official Payroll System. The anticipated date for stipend payments will be in September 2010; please **do not call** until after September. Please note that the following paid leave days are not considered missed days: (1) Local & Legal Holidays, (2) Vacation Time, (3) Floating Holiday(s), (4) Bereavement, (5) Compensation Time, and (6) Jury Duty.

C: Personnel Commissioners; Mr. Patrick Leier, Interim Superintendent; Cabinet; Sam Connor, SEIU Chief Steward; Herman Winslow, CSEA President; Classified Personnel Department; Payroll Department

PERSONNEL COMMISSION

BARBARA BATTLE, CHAIRPERSON JIM MORTON, VICE-CHAIRPERSON MARIA QUINONEZ, MEMBER

Application for Annual Attendance Incentive or Perfect Attendance Stipends 2009/2010 **Employee Information**

Employee Name:	LAST	FIRST
Current Job:	CLASSIFICATION TITLE	WORK LOCATION

Days you have been absent during 2009-2010 school year:

Please check ☒ next to the number of day(s) that you have been absent from work during the 2008/2009 school year:

☐ 0 Days Absent	☐ 1 Day Absent	☐ 2 Days Absent
--	---------------------------------------	--

--	--

Employee's Signature	Date
----------------------	------

PERSONNEL COMMISSION

BARBARA BATTLE, CHAIRPERSON JIM MORTON, VICE-CHAIRPERSON MARIA QUINONEZ, MEMBER

LYNWOOD UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION AGENDA

DESIRED ACTION: ☐ PRESENTATION ☒ CONSENT ☐ DISCUSSION/APPROVAL ☐ INFORMATION
☐ CLOSED SESSION ☒ OPEN SESSION

TO: Edward Velasquez
Superintendent of Schools

BOARD MEETING DATE: October 12, 2010

FROM: Peter Wong 
Acting Chief Business Official

DEPARTMENT: Business Services

AGENDA ITEM: REQUEST BOARD APPROVAL OF PURCHASE ORDER SCHEDULE

BACKGROUND INFORMATION:

Staff requests Board approval of Purchase Order Schedule 11-04 for the Period of September 13, through September 17, 2010.

☒ Renewal or Returning Contract/Item

☐ New Contract/Item

Financial Implications

☒ YES ☐ NO

Are funds for this item included in the 2010-11 budget?

☒ YES ☐ NO

\$460,036.74

Various

Various

(Amount)

(Name of funding source and/or location)

(Funding account number)

Original budgeted amount \$ _____ Balance after expenditure \$ _____

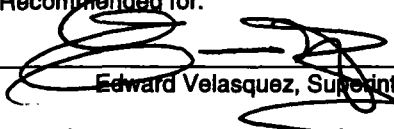
Are additional staff positions requested?

☐ YES ☐ NO

Number of staff needed _____ Total cost of staff position(s) \$ _____

Recommended for:

☐ Approval ☐ Denial


Edward Velasquez, Superintendent

Superintendent's Office Certification: _____

Cert. Req. YES _____ No _____

BOARD LIST PURCHASE ORDER REPORT
Printed By Fund: From 9/13/10 TO 9/17/10

PO NUMBER	VENDOR NAME	DESCRIPTION	SITE/DEPT	FUND	FUND AMOUNT
FUND 01					
0000018726	JOSE LUIS ESPINOZA	PHOTOGRAPHERS	Undistributed	01.0	1,499.00
0000018730	LAWSON PRODUCTS, INC	MAINTENANCE SUPP/EQUIP	Undistributed	01.0	388.48
0000018744	BHT ENTERPRISES	CUSTODIAL SUPPLIES	Undistributed	01.0	5,857.84
0000018747	LONG BEACH UNIFORM CO. / GALLS	UNIFORMS	Undistributed	01.0	188.01
0000018753	CSULB	MISCELLANEOUS	Undistributed	01.0	4,585.12
0000018755	IPMTECH PEST MANAGEMENT	PEST CONTROL	Undistributed	01.0	3,360.00
0000018724	PREMIER AGENDAS	BOOKS	Lindbergh Elementary	01.0	3,208.14
0000018764	ACTION PUBLISHING INC	INSTRUCTIONAL SUPPLIES	Mark Twain Elementary	01.0	503.48
0000018727	HOUGHTON MIFFLIN HARCOURT	BOOKS	Washington Elementary	01.0	342.70
0000018723	T.A.J. OFFICE & SCHOOL SUPPLY	OFFICE SUPPLIES	Wilson Elementary	01.0	320.41
0000018763	ACTION PUBLISHING INC	INSTRUCTIONAL SUPPLIES	Helen Keller Elementary	01.0	753.07
0000018725	WESTERN GRAPHIX	INSTRUCTIONAL SUPPLIES	Lynwood Middle School	01.0	1,959.04
0000018714	HERFF JONES	OFFICE SUPPLIES	Lynwood High School	01.0	15.17
0000018718	HOUGHTON MIFFLIN HARCOURT	INSTRUCTIONAL SUPPLIES	Lynwood High School	01.0	5,084.64
0000018728	H.W. WILSON COMPANY	MISCELLANEOUS	Lynwood High School	01.0	705.71
0000018758	JUNIOR'S GOLF CARTS	REPAIRS - OTHER	Lynwood High School	01.0	3,000.00
0000018759	CENTER FOR EDUC/EMPLOYMENT LAW	OFFICE SUPPLIES	Lynwood High School	01.0	269.90
0000018760	HOUGHTON MIFFLIN HARCOURT	BOOKS	Lynwood High School	01.0	263.54
0000018762	SCANTRON CORPORATION	OFFICE SUPPLIES	Lynwood High School	01.0	974.90
0000018770	PEARSON	BOOKS	Lynwood High School	01.0	15,713.32
0000018716	LAKESHORE LEARNING MATERIAL	OFFICE SUPPLIES	Special Education	01.0	1,206.31
0000018716	LAKESHORE LEARNING MATERIAL	OFFICE SUPPLIES	Special Education	01.0	624.53
0000018720	EAI EDUCATION	INSTRUCTIONAL SUPPLIES	Special Education	01.0	8,563.28
0000018731	PEARSON	INSTRUCTIONAL SUPPLIES	Special Education	01.0	2,985.94
0000018732	PEARSON	INSTRUCTIONAL SUPPLIES	Special Education	01.0	768.88
0000018733	PEARSON	INSTRUCTIONAL SUPPLIES	Special Education	01.0	3,079.78
0000018734	PEARSON	INSTRUCTIONAL SUPPLIES	Special Education	01.0	3,813.84
0000018735	PEARSON	INSTRUCTIONAL SUPPLIES	Special Education	01.0	4,057.46
0000018748	WESTERN PSYCHOLOGICAL SERVICES	INSTRUCTIONAL SUPPLIES	Special Education	01.0	1,358.16
0000018758	HOUGHTON MIFFLIN HARCOURT	INSTRUCTIONAL SUPPLIES	Special Education	01.0	106.58
0000018761	HOUGHTON MIFFLIN HARCOURT	INSTRUCTIONAL SUPPLIES	Special Education	01.0	2,255.00
0000018765	MULTI-HEALTH SYSTEMS	INSTRUCTIONAL SUPPLIES	Special Education	01.0	1,903.50
0000018768	MULTI-HEALTH SYSTEMS	INSTRUCTIONAL SUPPLIES	Special Education	01.0	11,522.39
0000018775	OFFICE DEPOT	OFFICE SUPPLIES	Special Education	01.0	208.42
0000018715	MOBILE MINI, LLC.	RENTS/RENTALS	LEAP	01.0	1,500.00
0000018778	FEDERAL EXPRESS	MAILROOM SUPP/EQUIP	LEAP	01.0	250.00
0000018717	EDUCATIONAL DATA SYSTEMS	INSTRUCTIONAL SUPPLIES	Multilingual	01.0	2,869.45
0000018771	OFFICE DEPOT	INSTRUCTIONAL SUPPLIES	Vea/Rop	01.0	131.70
0000018772	SOUTHWEST SCHOOL & OFFICE	INSTRUCTIONAL SUPPLIES	Vea/Rop	01.0	754.71
0000018779	FEDERAL EXPRESS	COMMUNICATION SUPP/EQ	Certificated Personnel	01.0	200.00
0000018729	CDW GOVERNMENT, INC.	COMPUTER SUPP/EQUIP	Controller	01.0	372.58
0000018748	WASTE MANAGEMENT OF LA METRO	MISCELLANEOUS	Districtwide	01.0	140,000.00
0000018757	WILLIAMS SCOTSMAN, INC.	MISCELLANEOUS	Districtwide	01.0	184,000.00
					<u>421,102.98</u>
FUND 12.0					
0000018754	ORANGE COUNTY ICE	MISCELLANEOUS	Undistributed	12.0	371.45
0000018721	CM SCHOOL SUPPLY CO.	INSTRUCTIONAL SUPPLIES	Child Development	12.0	1,810.17
0000018722	KAPLAN EARLY LEARNING	MISCELLANEOUS	Child Development	12.0	388.84
0000018736	MCGRAW HILL	INSTRUCTIONAL SUPPLIES	Child Development	12.0	2,878.87
0000018737	MCGRAW HILL	INSTRUCTIONAL SUPPLIES	Child Development	12.0	2,878.87
0000018738	MCGRAW HILL	INSTRUCTIONAL SUPPLIES	Child Development	12.0	2,245.19
0000018739	MCGRAW HILL	INSTRUCTIONAL SUPPLIES	Child Development	12.0	2,245.19
0000018740	MCGRAW HILL	INSTRUCTIONAL SUPPLIES	Child Development	12.0	2,245.19

BOARD LIST PURCHASE ORDER REPORT
Printed By Fund: From 9/13/10 TO 9/17/10

PO NUMBER	VENDOR NAME	DESCRIPTION	SITE/DEPT	FUND	FUND AMOUNT
0000018741	MCGRRAW HILL	INSTRUCTIONAL SUPPLIES	Child Development	12.0	2,245.19
0000018742	MCGRRAW HILL	INSTRUCTIONAL SUPPLIES	Child Development	12.0	2,245.19
0000018743	MCGRRAW HILL	INSTRUCTIONAL SUPPLIES	Child Development	12.0	2,245.19
0000018745	MCGRRAW HILL	INSTRUCTIONAL SUPPLIES	Child Development	12.0	4,184.42
0000018767	LAKE SHORE LEARNING MATERIAL	INSTRUCTIONAL SUPPLIES	Child Development	12.0	1,588.13
0000018768	NAEYC	MISCELLANEOUS	Child Development	12.0	647.56
0000018769	NAEYC	MISCELLANEOUS	Child Development	12.0	1,010.43
0000018774	BECKER SCHOOL SUPPLY	MISCELLANEOUS	Child Development	12.0	940.93
0000018776	LAKE SHORE LEARNING MATERIAL	MISCELLANEOUS	Child Development	12.0	3,296.37
					<u>33,445.18</u>

FUND 13.0

0000018749	ARROWHEAD MOUNTAIN SPRING WATER	FOOD PRODUCTS	Undistributed	13.0	38.49
0000018750	PRISMPAK	FOOD SERVICES SUP/EQ	Central Kitchen	13.0	450.09
0000018752	MOBILE LIFT GATE	REPAIRS - OTHER	Central Kitchen	13.0	5,000.00
					<u>5,488.58</u>

TOTAL 460,036.74

**LYNWOOD UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION AGENDA**

DESIRED ACTION: ☐ PRESENTATION ☒ CONSENT ☐ DISCUSSION/APPROVAL ☐ INFORMATION
☐ CLOSED SESSION ☒ OPEN SESSION

TO: Edward Velasquez
Superintendent

BOARD MEETING DATE: October 12, 2010

FROM: Peter Wong 
Acting Chief Business Official

SCHOOL/DEPARTMENT: Business Services

AGENDA ITEM: REQUEST BOARD APPROVAL OF WARRANTS SCHEDULE

BACKGROUND INFORMATION:

Request Board approval of the Warrant Schedule for the period of September 01, 2010 through September 17, 2010.

☒ Renewal Contract/Item ☐ New Contract/Item

Financial Implications

Are funds for this item included in the 2010-2011 budget?

☒ YES

☐ NO

☒ YES

☐ NO

\$ Various
(Amount) (Name of funding source and/or location) (Funding account number)

Original budgeted amount \$ _____ Balance after expenditure: \$ _____

Are additional staff positions requested?

☐ YES

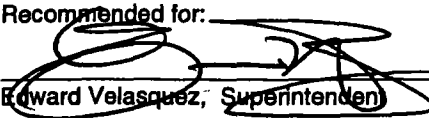
☒ NO

Number of staff needed: _____ Total cost of staff position(s) \$ _____

Recommended for:

☒ Approval

☐ Denial


Edward Velasquez, Superintendent

Superintendent's Office Certification: _____

Cert. Req. YES _____ No _____

**LYNWOOD UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION AGENDA**

DATE: October 12, 2010
TO: Edward Velasquez, Superintendent
FROM: Business Services Division
SUBJECT: Warrant Schedule for the period of September 01 through September 17, 2010

<u>FUNDS</u>	<u>AMOUNT</u>
1) General Fund (01)	
Commercial Warrants	\$ 3,380,219.29
Total General Fund	\$ 3,380,219.29
2) Adult Education Fund (11)	
Commercial Warrants	\$ 393.80
Total Adult Education Fund	\$ 393.80
3) Child Development Fund (12)	
Commercial Warrants	\$ 8,466.32
Total Child Development Fund	\$ 8,466.32
4) Cafeteria Fund (13)	
Commercial Warrants	\$ 89,628.22
Total Cafeteria Fund	\$ 89,628.22
5) Deferred Maintenance Fund (14)	
Commercial Warrants	\$ -
Total Deferred Maintenance Fund	\$ -
6) Building Fund (21)	
Commercial Warrants	\$ -
Total Building Fund	\$ -
7) Capital Facilities Fund (25)	
Commercial Warrants	\$ -
Total Capital Facilities Fund	\$ -
8) School Facilities Fund (35)	
Commercial Warrants	\$ 5,166.94
Total School Facilities Fund	\$ 5,166.94
9) Self-Insurance Fund (67)	
Commercial Warrants	\$ 576,880.95
Total Self-Insurance Fund	\$ 576,880.95
10) Scholarship Fund (73)	
Commercial Warrants	\$ -
Total Scholarship Fund	\$ -
11) Payroll Clearance Fund (76)	
Commercial Warrants	\$ 172,458.59
Total Payroll Clearance Fund	\$ 172,458.59
Total Warrants All Funds	\$ 4,233,214.11

DATE: October 12, 2010

TO: Edward Velasquez, Superintendent

FROM: Business Services Division

SUBJECT: Warrant Schedule for the period of September 01, 2010 through September 17, 2010

Copies of the registers are available for inspection during normal office hours in the Accounting Department, Lynwood Unified School District, 11321 Bullis Road, Lynwood, California 90262.

Issue Date	Amount
09/01/10	\$ 17,048.76
09/02/10	\$ 212,447.66
09/03/10	\$ 456,910.35
09/08/10	\$ 348,174.00
09/09/10	\$ 626,431.81
09/10/10	\$ 523,743.44
09/13/10	\$ 577.66
09/14/10	\$ 1,338,245.22
09/15/10	\$ 625,447.73
09/16/10	\$ 9,625.76
09/17/10	\$ 74,561.72
Total	\$ 4,233,214.11

For a more detailed account of specific District expenditures, please refer to page 3.

LYNWOOD UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION AGENDA

DESIRED ACTION:

☐ PRESENTATION
☐ CLOSED SESSION

☒ CONSENT

☐ DISCUSSION/APPROVAL
☒ OPEN SESSION

☐ INFORMATION

TO: Edward Velasquez
Superintendent of Schools

BOARD MEETING DATE: October 12, 2010

FROM: Peter Wong *PW*
Acting Chief Business Official

DEPARTMENT: Business Services

AGENDA ITEM: **REQUEST BOARD APPROVAL OF REVOLVING CASH FUND AND CASH COLLECTION REPORTS**

BACKGROUND INFORMATION:

Staff requests Board approval of Revolving Fund Cash Fund #1 Report and Record of Collections Report #1 for the Period of September 7, through September 30, 2010.

☒ Renewal or Returning Contract/Item

☐ New Contract/Item

Financial Implications

☒ YES

☐ NO

Are funds for this item included in the 2010-11 budget?

☒ YES

☐ NO

\$Income to the District
(Amount)

Various

(Name of funding source and/or location)

Various

(Funding account number)

Original budgeted amount \$ _____ Balance after expenditure \$ _____

Are additional staff positions requested?

☐ YES

☐ NO

Number of staff needed _____ Total cost of staff position(s) \$ _____

Recommended for:

☐ Approval

☐ Denial

Edward Velasquez
Edward Velasquez, Superintendent

Superintendent's Office Certification: _____

Cert. Req. YES _____ No _____

MEMORANDUM

September 30, 2010

ACTION

TO: Edward Velasquez, Superintendent

FROM: Peter Wong, Acting Chief Business Official *PW*

SUBJECT: Report of Revolving Cash Fund # 1 (FY 2010/2011)

I hereby certify that the following is a summary of Revolving Cash Fund disbursements for the period September 7, 2010 through September 30, 2010, and recommend that the Board ratify these expenditures.

EXPLANATION	AMOUNT
Instructional Supplies:	\$ -
Other Instructional Supplies:	\$ 412.38
Other Operating Exp: LUSD, Revolving Fund Interest Income	341.46
Atlantic Car Wash, Aug. 2010 services	22.00
Metro Truck Body, Inc., District vehicle repairs	237.62
Total School Solutions, Workshops	335.00
T.A.J. Office & School Supply (LEAP awards)	155.48
White Cap Construction Supply (battery)	93.29
Other Supplies:	\$ 1,035.24
Categorical Instructional Supplies:	\$ -
Categorical Other Instructional Supplies:	\$ 687.47
Prior Board Approved Items:	\$ -
TOTAL	\$ 3,319.94

Board Date: October 12, 2010

To: Edward Velasquez, Superintendent of Schools

Board Date:

12-Oct-10

From: Peter Wong, Acting Chief Business Official

Subject: REPORT OF RECORD OF COLLECTIONS # 1 (FY 2010/2011)

The following is a list of receipts issued by the Accounting Department during the month of September 2010 and covers moneys received by the Accounting Department. I hereby certify that these collections have been forwarded to the County Treasurer as provided by law.

Receipt #	Source	Explanation	Amount
36739	Schwan's Food Service	Food Services Rebates	21.72
36740	Richandre, Inc.	Food Services Rebates	1,098.55
36741	Richandre, Inc.	Food Services Rebates	636.77
36742	Simply Blues Food Marketing	Food Services Rebates	54.00
36743	Schwan's Food Service, Inc	Food Services Rebates	370.45
38330	Peggy Wilson	Record Fees	157.00
38360	Jeanette Miranda	Facilities fees 8/14-8/28	500.00
38361	Caitlin V. Murphy	Cobra Payment	124.03
38362	David S De La Cruz	Cobra Payment	132.50
38363	Susana Gonzalez	Cobra Payment	132.50
38364	L.K. and P.A. Rourman	Insurance Premium	641.61
38365	Xerox Corporation	Donation	2,493.00
38366	Sam Ash Music Corp and Affiliates	Credit Memo Reimbursement	46.02
38369	TRISTAR Risk Mgmt	Salary Continuance	312.94
38369	TRISTAR Risk Mgmt	Salary Continuance	66.55
38369	TRISTAR Risk Mgmt	Salary Continuance	1,916.02
38369	TRISTAR Risk Mgmt	Salary Continuance	1,916.02
38369	TRISTAR Risk Mgmt	Salary Continuance	1,916.02
38369	TRISTAR Risk Mgmt	Salary Continuance	1,916.02
38369	TRISTAR Risk Mgmt	Salary Continuance	1,916.02
38369	TRISTAR Risk Mgmt	Salary Continuance	563.82
38369	TRISTAR Risk Mgmt	Salary Continuance	1,916.02
38369	TRISTAR Risk Mgmt	Salary Continuance	69.84
38369	TRISTAR Risk Mgmt	Salary Continuance	141.80
38370	Peggy Wilson	Record Fees	146.00
38371	California Virtual Ed Partners	Dist Oversight/Admin Fees: 04/01-6/30/10	98,133.20
38372	California Virtual Ed Partners	Dist Oversight/Admin Fees: 01/01/10-3/10/10	23,978.70
38373	Nathan Hirsch	Cobra Payment	441.28
38374	Mathieu Alain Cailler	Cobra Payment	253.75
38375	Nathan Hirsch	Cobra Payment	93.66
38376	Wilson Elementary School PTA	Bus for Field Trip	240.00
38377	Los Angeles Freightliner	Credit Memo Reimbursement	15.80
38378	Williams Recycling	Recycling	335.94
38379	Williams Recycling	Recycling	216.65
38380	Tristar Risk Management	Salary Continuance	1,973.38
38381	Tristar Risk Management	Salary Continuance	1,916.02
39428	Obed Romero (Premier Youth Soccer League)	Facilities Rental Fees @ Mark Twain	200.00
39429	Obed Romero (Premier Youth Soccer League)	Facilities Rental Fees @ Mark Twain	200.00
39430	Paul Rourman	Annual Insurance Premium 10/1/10 - 9/30/11	9,236.29
36738	State of California	State Meal Prop 98	532.68
38359	The Associated Students of LHS	Student Store Salary Reimbursement	5,478.82
39427	Linda Crain	Annual Insurance Premium 10/1/10 - 9/30/11	5,194.00
			<u>\$ 167,645.39</u>

DISCUSSION

LYNWOOD UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION AGENDA

DESIRED ACTION: ☐ CLOSED SESSION ☒ OPEN SESSION
☐ Consent ☒ Discussion ☐ Information ☐ Restricted

TO: Edward Velasquez BOARD MEETING DATE: October 12, 2010
FROM: Paul Gothold SCHOOL/DEPARTMENT: Educational Services
Chief Academic Officer

AGENDA ITEM: PUBLIC HEARING PURSUANT TO CALIFORNIA EDUCATION CODE
SECTION 47605(b) REGARDING THE SUBMITTAL OF THE CREST
CHARTER ACADEMY CHARTER PETITION AND SUPPORT FOR
THE PETITION BY DISTRICT TEACHERS, EMPLOYEES AND
PARENTS OF LYNWOOD UNIFIED SCHOOL DISTRICT STUDENTS

BACKGROUND INFORMATION:
Request approval of the Public Hearing

☐ New Contract/Item ☒ Renewal Contract/Item

Financial Implications

Are funds for this item included in the 2010-11 Budget?

☐ Yes ☐ No ☒ NA
☐ Yes ☐ No ☒ NA

\$ N/A N/A N/A
(Amount) (Name of funding source and/or location) (Funding account number)

Original budgeted amount \$ N/A

Are additional staff positions requested?

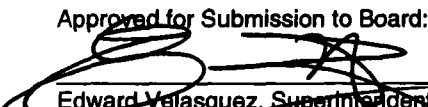
Balance after expenditure: \$ N/A

☐ Yes ☐ No ☒ NA

Number of Staff needed N/A

Total cost of staff position(s) \$ N/A

Approved for Submission to Board: ☒ Approval ☐ Denial


Edward Velasquez, Superintendent

Certification Requested Yes x No

Superintendent's Office Certification: _____

LYNWOOD UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION AGENDA

DESIRED ACTION: ☐ PRESENTATION ☐ CONSENT ☒ DISCUSSION/APPROVAL ☐ INFORMATION
☐ CLOSED SESSION ☒ OPEN SESSION

TO: **Mr. Edward Velasquez**
Superintendent of Schools

BOARD MEETING DATE: **October 12, 2010**

FROM: **Kristin Olson,**
Director of Classified Personnel

SCHOOL/DEPARTMENT: **Classified Personnel**

AGENDA ITEM: **Approval is Requested for Resolution 10-11/15 to Reduce and/or Restructure Certain Represented and/or Non-Represented Classified Employee Positions Due to Lack of Funds, Effective on or after December 3, 2010.**

BACKGROUND INFORMATION: Approve **Resolution 10-11/15** (attached) to Reduce and/or Restructure Certain Represented and/or Non-Represented Classified Employee Positions Due to Lack of Funds, effective on or after **December 3, 2010**. The District will negotiate effects (if any) in conjunction with the issuance of the 45-day notifications and implementation thereof.

☐ Renewal or Returning Contract/Item

☐ New Contract/Item

Financial Implications

☒ YES

☐ NO

Are funds for this item included in the 2010-11 budget?

☒ YES

☐ NO

\$ _____
(Amount) (Name of funding source and/or location) (Funding account number)

Original budgeted amount\$ _____ Balance after expenditure\$ _____

Are additional staff positions requested?

☐ YES

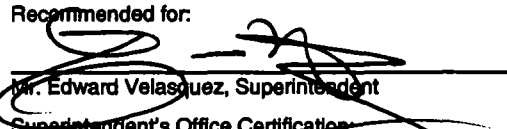
☒ NO

Number of staff needed N/A Total cost of staff position(s)\$ _____

Recommended for:

☒ Approval

☐ Denial


Mr. Edward Velasquez, Superintendent

Superintendent's Office Certification: _____

Cert. Req. YES _____ No _____

Lynwood Unified School District

BOARD RESOLUTION NO. 10-11/15

**BEFORE THE BOARD OF EDUCATION
OF THE LYNWOOD UNIFIED SCHOOL DISTRICT**

In the Matter of the) RESOLUTION
Reduction of Classified Services)
for the 2010 – 2011 School Year)

WHEREAS, Education Code sections 45101, 45114, 45117, 45298 and 45308 authorize the Lynwood Unified School District ("District") to layoff classified employees for lack of work and/or lack of funds upon forty-five (45) days prior notice; and.

WHEREAS due to a lack of funds, certain services now being provided by classified employees of the District must be reduced for the upcoming school year;

NOW, THEREFORE, BE IT RESOLVED that on or after the 3rd day of December, 2010, the following positions listed within the attached document will be eliminated.

BE IT FURTHER RESOLVED that the District Superintendent or designee is hereby authorized and directed to give notice of termination of employment to the affected employee(s) of this District pursuant to district rules and regulations and applicable provisions of the Education Code not later than forty-five (45) days prior to the effective date of such reduction or discontinuance as set forth above.

BE IT FURTHER RESOLVED that the District Superintendent or designee is hereby authorized and directed to take any other actions necessary to effectuate the intent of this resolution.

The foregoing Resolution was adopted at a regularly called meeting of the governing board of the Lynwood Unified School District on the **12th day of October, 2010**, by the following vote:

AYES: **NOES:** **ABSENT:**

**José Luis Solache,
President, Board of Education
Lynwood Unified School District**

Proposed Classified Layoffs for 10/12/10 Board Agenda

The Superintendent recommends that the following positions be eliminated as of December 3, 2010 due to a lack of work and/or lack of funds:

Position	Position Hours	Location/s (if applicable)	No.	Position Elimination	No.	Month Reduction	No.	Hour Reduction	FTE Reduction
Security Operations Supervisor	8	Districtwide	2	yes	na	na	na	na	2
TOTALS			2						2

LYNWOOD UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION AGENDA

DESIRED ACTION: ☐ PRESENTATION ☒ CONSENT ☐ DISCUSSION/APPROVAL ☐ INFORMATION
☐ CLOSED SESSION ☒ OPEN SESSION

TO: Edward Velasquez
Superintendent of Schools

BOARD MEETING DATE: October 12, 2010

FROM: Peter Wong
Acting Chief Business Official

SCHOOL/DEPARTMENT: Fiscal Services

AGENDA ITEM: REQUEST APPROVAL FOR PAYMENT FOR FINANCIAL SERVICES
RENDERED BY SCHOOL SERVICES OF CALIFORNIA

BACKGROUND INFORMATION:

The District contracted School Services of California (SSC) in 2009-10 and 2010-11 to review and redesign the Position Control process, which is extremely critical for budgetary purposes. SSC has worked diligently with District staff since last April in developing the process and the total costs of these services is approximately \$15,000. Staff recommend the Board authorize the payment for these services.

☐ Renewal or Returning Contract/Item

☒ New Contract/Item

Financial Implications

☒ YES

☐ NO

Are funds for this item included in the 2010-11 budget?

☒ YES

☐ NO

\$15,000.00
(Amount)

Unrestricted General Fund
(Name of funding source and/or location)

01.0-00000.0-00000-72000-5850-7690000
(Funding account number)

Original budgeted amount\$ _____ Balance after expenditure\$ _____

Are additional staff positions requested?

☐ YES

☒ NO

Number of staff needed _____ Total cost of staff position(s)\$ _____

Recommended for:

☒ Approval

☐ Denial

Edward Velasquez, Superintendent

Superintendent's Office Certification: _____

Cert. Req. YES _____ No _____

LYNWOOD UNIFIED SCHOOL DISTRICT**BOARD OF EDUCATION AGENDA**

DESIRED ACTION: ☐ PRESENTATION ☒ CONSENT ☐ DISCUSSION/APPROVAL ☐ INFORMATION
☐ CLOSED SESSION ☒ OPEN SESSION

TO: Edward Velasquez
Superintendent of Schools

BOARD MEETING DATE: October 12, 2010

FROM: Peter Wong 
Acting Chief Business Official

DEPARTMENT: Fiscal Services

AGENDA ITEM: REQUEST APPROVAL FOR CONTRACT SERVICES WITH HANCOCK
GONOS AND PARK, INC

BACKGROUND INFORMATION:

The District has contracted Hancock Gonos and Park, Inc. for facilities consulting services to assist with the State construction funding process. The service contract ended June 30, 2010. There is currently a pending Office of Public School Construction (OPSC) audit finding, which potentially may require the District to return \$8 million of construction funding the District received in prior years.

Staff recommends approval of an agreement with Hancock Gonos and Park Inc. to appeal to OPSC to reduce or eliminate the audit finding and also assist the District to reinstate four Emergency Repair Program funding applications at Lindbergh Elementary School. The total service fees of these services will be \$12,600.00 for the period of July 1, 2010 to September 30, 2010 plus a contingency of ten percent (10%) of the reductions achieved, but not to exceed \$100,000.00 and reasonable out of pocket expenses.

Staff recommends that the Board authorize the contract service with Hancock Gonos and Park, Inc.

☐ Renewal or Returning Contract/Item

☒ New Contract/Item

Financial Implications

☒ YES

☐ NO

Are funds for this item included in the 2010-11 budget?

☒ YES

☐ NO

\$115,000.00
(Amount)

Capital Facilities Fund
(Name of funding source and/or location)

25.0-00000.0-00000
(Funding account number)

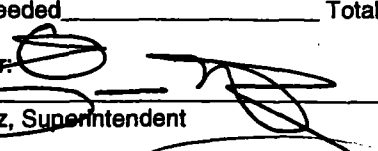
Original budgeted amount\$ _____ Balance after expenditure\$ _____

Are additional staff positions requested?

☐ YES

☒ NO

Number of staff needed _____ Total cost of staff position(s)\$ _____

Recommended for: 

☒ Approval

☐ Denial

Edward Velasquez, Superintendent

Superintendent's Office Certification: _____

Cert. Req. YES _____ No _____

LYNWOOD UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION AGENDA

DESIRED ACTION: ☐ PRESENTATION ☒ CONSENT ☐ DISCUSSION/APPROVAL ☐ INFORMATION
☐ CLOSED SESSION ☒ OPEN SESSION

TO: Edward Velasquez
Superintendent of Schools

BOARD MEETING DATE: October 12, 2010

FROM: Peter Wong 
Acting Chief Business Official

DEPARTMENT: Fiscal Services

AGENDA ITEM: REQUEST APPROVAL FOR PAYMENT FOR LEGAL SERVICES RENDERED
BY KINAGA, OLIVAREZ, LLP

BACKGROUND INFORMATION:

The Law Office of Kinaga, Olivarez, LLP. has been servicing the District on various miscellaneous legal matters from May through August 2010. Fees for these services total to \$8,056.75.

Staff recommends that the Board authorize the payment of \$8,056.75 for legal services rendered.

☐ Renewal or Returning Contract/Item

☒ New Contract/Item

Financial Implications

☒ YES

☐ NO

Are funds for this item included in the 2010-11 budget?

☒ YES

☐ NO

\$8,056.75
(Amount)

Unrestricted General Fund
(Name of funding source and/or location)

01.0-00000.0-00000-71100-5820-7690000
(Funding account number)

Original budgeted amount\$ _____ Balance after expenditure\$ _____

Are additional staff positions requested?

☐ YES

☒ NO

Number of staff needed _____ Total cost of staff position(s)\$ _____

Recommended for:

☒ Approval

☐ Denial

Edward Velasquez, Superintendent

Superintendent's Office Certification: _____

Cert. Req. YES _____ No _____

LYNWOOD UNIFIED SCHOOL DISTRICT**BOARD OF EDUCATION AGENDA**

DESIRED ACTION: ☐ PRESENTATION ☒ CONSENT ☐ DISCUSSION/APPROVAL ☐ INFORMATION
☐ CLOSED SESSION ☒ OPEN SESSION

TO: Edward Velasquez
Superintendent of Schools

BOARD MEETING DATE: October 12, 2010

FROM: Peter Wong
Acting Chief Business Official

SCHOOL/DEPARTMENT: Fiscal Services

AGENDA ITEM: REQUEST APPROVAL FOR CONTRACT SERVICES WITH WILLIAM SCOTSMAN TO REMOVE ELEVEN (11) LEASED PORTABLE CLASSROOMS AT LYNWOOD MIDDLE SCHOOL

BACKGROUND INFORMATION:

The District entered an agreement with William Scotsman few years ago to lease 33 portable classrooms at Lynwood Middle School due to the implementation of Quality Education Investment Act (QEIA), which requires smaller than standard class size. Due to the enrollment decline, eleven of these leased portable classrooms are no longer needed. The annual rental of these 11 portable classrooms is approximately \$60,000. The removal cost of these classrooms is approximately \$86,000, which includes refurbishing and necessary repairs. It is prudent that the District returns these portables as early as possible and avoid the rental cost.

The staff recommends that the Board authorize the contract services with William Scotsman for a cost of approximately \$86,000.

☐ Renewal or Returning Contract/Item

☒ New Contract/Item

Financial Implications

☒ YES

☐ NO

Are funds for this item included in the 2010-11 budget?

☒ YES

☐ NO

\$86,000

Unrestricted General Fund

01.0-00000.0-00000

(Amount)

(Name of funding source and/or location)

(Funding account number)

Original budgeted amount\$ _____ Balance after expenditure\$ _____

Are additional staff positions requested?

☐ YES

☒ NO

Number of staff needed _____ Total cost of staff position(s)\$ _____

Recommended for:

☒ Approval

☐ Denial

Edward Velasquez, Superintendent

Superintendent's Office Certification: _____

Cert. Req. YES _____ No _____

LYNWOOD UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION AGENDA

DESIRED ACTION: ☐ PRESENTATION ☒ CONSENT ☐ DISCUSSION/APPROVAL ☐ INFORMATION
☐ CLOSED SESSION ☒ OPEN SESSION

TO: Edward Velasquez
Superintendent of Schools

BOARD MEETING DATE: October 12, 2010

FROM: Peter Wong
Acting Chief Business Official

SCHOOL/DEPARTMENT: Fiscal Services

AGENDA ITEM: REQUEST APPROVAL FOR PAYMENT FOR 2009-10 AND 2010-11
MEMBERSHIP OF SCHOOL EMPLOYERS ASSOCIATION OF CALIFORNIA

BACKGROUND INFORMATION:

The District has been a member of the School Employers Association of California (SEAC) for many years. There are about 150 other school districts belong to SEAC. The joint effort of this group allows the districts to band together in collective bargaining. The staff recommend that the Board authorize the participation of SEAC at an annual membership fee of \$2,236 for a total of \$4,472 for 2009-10 and 2010-11.

☐ Renewal or Returning Contract/Item

☒ New Contract/Item

Financial Implications

☒ YES

☐ NO

Are funds for this item included in the 2010-11 budget?

☒ YES

☐ NO

\$4,472 Unrestricted General Fund
(Amount)

(Name of funding source and/or location)

01.0-00000.0-00000-74000-5310-7520000
(Funding account number)

Original budgeted amount\$ _____ Balance after expenditure\$ _____

Are additional staff positions requested?

☐ YES

☒ NO

Number of staff needed _____ Total cost of staff position(s)\$ _____

Recommended for

☒ Approval

☐ Denial

Edward Velasquez, Superintendent

Superintendent's Office Certification: _____

Cert. Req. YES _____ No _____

LYNWOOD UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION AGENDA

DESIRED ACTION: ☐ PRESENTATION ☒ CONSENT ☐ DISCUSSION/APPROVAL ☐ INFORMATION
☐ CLOSED SESSION ☒ OPEN SESSION

TO: Edward Velasquez
Superintendent of Schools

BOARD MEETING DATE: October 12, 2010

FROM: Peter Wong 
Acting Chief Business Official

DEPARTMENT: Business Services

AGENDA ITEM: REQUEST BOARD APPROVAL TO UTILIZE VARIOUS AGREEMENTS FOR GOODS AND SERVICES (PIGGYBACK)

BACKGROUND INFORMATION:

Under the authority granted by the Public Contract Code, Sections 20118, 38110 and 38112, it is requested that the Board of Education authorize the Purchasing Department to utilize the following piggyback bid for the 2010-2011 school year:

1. U.S. Communities Cooperative Purchasing Alliance Master Agreement Listing (for Various Commodities)
Vendors: Multiple Vendors (Effective Date: Separate contract numbers and effective dates)
2. San Diego Unified School District Bid Agreement with Multiple Vendors for Classroom Supplies, Equipment, and Chemicals. Vendors: Multiple Vendors (Effective Date: October 11, 2009 through December 31, 2012)
3. Val Verde Unified School District Contract No. 09/10-001 for Just-In-Time Classroom and Office Supply System
Vendor: Southwest School & Office Supply (Effective Date: January 29, 2010 through January 27, 2011)
4. Western States Contracting Alliance (WSCA) Contract No. B27160 for Computer Equipment, Software, Peripherals and Related Services. Vendor: Dell Marketing L.P.

☒ Renewal or Returning Contract/Item

☐ New Contract/Item

Financial Implications

☒ YES

☐ NO

Are funds for this item included in the 2010-11 budget?

☒ YES

☐ NO

\$ _____
(Amount)

VARIOUS _____
(Name of funding source and/or location)

VARIOUS _____
(Funding account number)

Original budgeted amount \$ _____ Balance after expenditure \$ _____

Are additional staff positions requested?

☐ YES

☐ NO

Number of staff needed _____ Total cost of staff position(s) \$ _____

Recommended for:

☐ Approval

☐ Denial


Edward Velasquez, Superintendent

Superintendent's Office Certification: _____

Cert. Req. YES _____ No _____

LYNWOOD UNIFIED SCHOOL DISTRICT**BOARD OF EDUCATION AGENDA**

DESIRED ACTION: ☐ PRESENTATION ☒ CONSENT ☐ DISCUSSION/APPROVAL ☐ INFORMATION
☐ CLOSED SESSION ☒ OPEN SESSION

TO: Edward Velasquez
Superintendent of Schools

BOARD MEETING DATE: October 12, 2010

FROM: Peter Wong 
Acting Chief Business Official

DEPARTMENT: Business Services

**AGENDA ITEM: REQUEST BOARD APPROVAL OF CONTRACT FOR WORKERS' COMPENSATION
CLAIMS AUDIT SERVICES**

BACKGROUND INFORMATION:

The District continues to contract with Tristar Risk Management Services (Santa Ana), as a third party administrator, to manage its Workers' Compensation claims. As of September 30, 2010, there are over 250 active indemnity or medical only open claims.

In conjunction with an effective claims management process, it is recommended that an outside review (claims audit) be conducted at least every three years. According to District records no audit of District claims has occurred within the last five to ten years to complete an audit in conjunction with the handling of its Worker's Compensation claims.

The cost of the audit is \$4,500, which would be charged to the Worker's Compensation Fund (fund 67).

Staff recommends that the Board of Education approve a contract with Nicholas L. Cali, Claim Consultant/Auditor.

☒ Renewal or Returning Contract/Item

☐ New Contract/Item

Financial Implications

☒ YES

☐ NO

Are funds for this item included in the 2010-11 budget?

☒ YES

☐ NO

\$4,500.00
(Amount)

Self Insurance Fund
(Name of funding source and/or location)

(Funding account number)

Original budgeted amount \$ _____ Balance after expenditure \$ _____

Are additional staff positions requested?

☐ YES

☐ NO

Number of staff needed _____ Total cost of staff position(s) \$ _____

Recommended for:

☐ Approval

☐ Denial


Edward Velasquez, Superintendent

Superintendent's Office Certification: _____

Cert. Req. YES _____ No _____

LYNWOOD UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION AGENDA

DESIRED ACTION: ☐ PRESENTATION ☐ CONSENT ☒ DISCUSSION/APPROVAL ☐ INFORMATION
☐ CLOSED SESSION ☒ OPEN SESSION

TO: **Edward Velasquez**
Superintendent of Schools

BOARD MEETING DATE: October 12, 2010

FROM: **Peter Wong**
Interim Chief Business Official

SCHOOL/DEPARTMENT: **Fiscal Services**

AGENDA ITEM: **BOND UNDERWRITER SERVICES FOR THE PROSPECTIVE \$45 MILLION
GENERAL BOND MEASURE L ON THE NOVEMBER 2, 2010 BALLOT**

BACKGROUND INFORMATION:

In conjunction with the District's prospective \$45 million General Obligation Bond on the November 2, 2010 ballot, the staff has initiated an informal request for proposal for bond underwriter services. Based on the responses received, De La Rosa & Company's underwriting service fee of \$9.00 per \$1,000 of par amount of each bond issuance, plus any reasonable out-of-pocket expenses, was equal to or less than other similar providers of underwriting services.

The staff recommends the entering of an agreement with De La Rosa & Co. for underwriting services in conjunction with the prospective \$45 million General Obligation bond on the November 2, 2008 ballot.

☐ Renewal or Returning Contract/Item

☒ New Contract/Item

Financial Implications

☐ YES

☒ NO

Are funds for this item included in the 2010-11 budget?

☐ YES

☐ NO

0.9% of par amount
(Amount)

Building Fund
(Name of funding source and/or location)

21.0-00000.0
(Funding account number)

Original budgeted amount\$ _____ Balance after expenditure\$ _____

Are additional staff positions requested?

☐ YES

☒ NO

Number of staff needed _____ Total cost of staff position(s)\$ _____

Recommended by _____

☒ Approval

☐ Denial

Edward Velasquez, Superintendent

Superintendent's Office Certification: _____

Cert. Req. YES _____ No _____

LYNWOOD UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION AGENDA

DESIRED ACTION: ☐PRESENTATION ☐CONSENT ☒DISCUSSION/APPROVAL ☐INFORMATION
☐CLOSED SESSION ☒OPEN SESSION

TO: Edward Velasquez
Superintendent of Schools

BOARD MEETING DATE: October 12, 2010

FROM: Peter Wong
Interim Chief Business Official

SCHOOL/DEPARTMENT: Fiscal Services

**AGENDA ITEM: BOND COUNSEL SERVICES FOR THE PROSPECTIVE \$45 MILLION
GENERAL BOND MEASURE L ON THE NOVEMBER 2, 2010 BALLOT**

BACKGROUND INFORMATION:

In conjunction with the District's prospective \$45 million General Obligation Bond on the November 2, 2010 ballot, the staff has initiated an informal request for proposal for bond counsel services. Based on the responses received, Stradling, Yocca, Carlson & Rauth has the most competitive service fees schedule at \$45,000 per series of bonds plus out-of-pocket expenses.

The staff recommends the entering of an agreement with Stradling, Yocca, Carlson & Rauth for bond counsel services in conjunction with the prospective \$45 million General Obligation Bond on the November 2, 2010 ballot.

☐ Renewal or Returning Contract/Item

☒ New Contract/Item

Financial Implications

☐ YES

☒ NO

Are funds for this item included in the 2010-11 budget?

☐ YES

☐ NO

\$45,000 plus out-of-pocket Building Fund
(Amount) (Name of funding source and/or location)

21.0-00000.0
(Funding account number)

Original budgeted amount\$ _____ Balance after expenditure\$ _____

Are additional staff positions requested?

☐ YES

☒ NO

Number of staff needed _____ Total cost of staff position(s)\$ _____

Recommended for:

☒ Approval

☐ Denial

Edward Velasquez, Superintendent

Superintendent's Office Certification: _____

Cert. Req. YES _____ No _____