

**STATUTORY MEETING  
OF BOARD OF EDUCATION**

**MINUTES**

**December 12, 2012**

The meeting was called to order at 6:04 p.m. by President Linda Garcia in the Boardroom at the District Office, 15110 California Avenue, Paramount California.

Pledge of Allegiance                      Troy Marshall, Director-Technology, led the Pledge of Allegiance.

Roll Call                                      Trustee Linda Garcia                      Trustee Sonya Cuellar  
Trustee Vivian Hansen                      Trustee Tony Peña  
Trustee Alicia Anderson

Administrators Present                      David Verdugo, Superintendent  
Michael Conroy, Assistant Superintendent-Business Services  
Myrna Morales, Assistant Superintendent-Human Resources  
Deborah Stark, Assistant Superintendent-Educational Services  
Ranita Browning, Director-Fiscal Services  
Kim Cole, Director- Special Education  
Randy Gray, Director-Curriculum & Instruction  
Rosemary Green, Director-Human Resources  
Troy Marshall, Director-Technology  
Jim Monico, Director-Student Services  
Manuel San Miguel, Director-Secondary/Alternative Education  
Chris Stamm, Director, Student Nutrition Services  
Elvia Galicia, Assistant Director-Fiscal Servies  
Jeff Bowers, Principal-Gaines School  
Patricia Brent-Sanco-Principal-Tanner School  
Lynn Butler, Principal-Alondra Middle School  
Linda Go, Principal-Keppel School  
Morrie Kosareff, Principal-Paramount High School-West Campus  
Jean Law, Principal-Buena Vista High School  
Kevin Longworth, Principal-Hollydale School  
Yuki Mio, Principal-Jefferson School  
Richard Morgan, Principal-Paramount Adult School  
Lisa Nunley, Principal-Jackson Middle School  
Elizabeth Salcido, Principal-Zamboni Middle School  
Beatriz Spelker-Levi, Principal-Collins School  
Kelly Williams, Principal-Wirtz School  
Pamela Williams, Principal-Lincoln School  
Kim Chavez, Assistant Principal-Paramount Park Middle School  
Edgar Ortega, Assistant Principal-Paramount High School  
Hilda Verdugo, Assistant Principal-Zamboni Middle School

## **BOARD ORGANIZATION**

Election of Officers – President 1.1	Trustee Anderson nominated Trustee Vivian Hansen for President and Trustee Peña seconded the nomination. There were no other nominations. Trustee Hansen was elected President by a vote of 5-0.
Vice President/Clerk 1.2	Trustee Peña nominated Trustee Sonya Cuellar for Vice President/Clerk, and Trustee Hansen seconded the nomination. There were no other nominations. Trustee Cuellar was elected Vice President/Clerk by a vote of 5-0.
Secretary to the Board 1.3	Trustee Anderson moved, Trustee Cuellar seconded, and the motion carried 5-0 to designate the Superintendent of Schools, David J. Verdugo, as Secretary to the Board of Education in accordance with Education Code Section 35025.
Representative to Elect County Committee on School District Organization 1.4	Trustee Garcia nominated Trustee Tony Peña as the District's representative to elect members of the County Committee on School District Organization in accordance with Education Code Section 35023, and Trustee Cuellar seconded the nomination. There were no other nominations. Trustee Peña was elected by a vote of 5-0.
Representative to Los Angeles County School Trustees Association 1.5	Trustee Peña nominated Trustee Linda Garcia as the District's representative to the Los Angeles County School Trustees Association, and Trustee Cuellar seconded the nomination. There were no other nominations. Trustee Garcia was elected by a vote of 5-0.
Establish Board Meetings – Day, Time, and Place 1.6	Trustee Anderson moved and Trustee Peña seconded the motion to establish Board of Education meetings on the second and fourth Wednesday of each month, beginning at 6 p.m. in the Boardroom. The motion carried 5-0.
	Superintendent Verdugo and Board of Education members recognized and thanked outgoing President Linda Garcia for her service to the Board of Education and to Paramount Unified School District, and presented her with a plaque. Superintendent Verdugo presented Trustee Garcia with a Certificate of Merit from County Supervisor Don Knabe, Congresswoman Linda Sanchez and the Paramount City Council.

### **REGULAR MEETING OF BOARD OF EDUCATION**

Approve Agenda December 12, 2012 1.7	Trustee Cuellar moved, Trustee Anderson seconded. Dr. Verdugo informed the Board that Action Item 3.5 was being pulled off the agenda as the District was notified by the Lead Petitioner of the Charter School that they were withdrawing their Charter Petition. The motion carried 5-0 to approve the agenda as amended.
Regular Meeting Minutes November 14, 2012 1.8	Trustee Garcia moved, Trustee Peña seconded and the motion carried 5-0 to approve the minutes of the Regular Meeting held on November 14, 2012.

**12-12-12**

Special Meeting Minutes  
November 21, 2012  
1.9

Trustee Cuellar moved, Trustee Anderson seconded and the motion carried 5-0 to approve the minutes of the Special Meeting held on November 21, 2012.

## **REPORTS**

Student Board  
Representatives

Maria Rivera, Paramount High School, Avery De La Cruz, Paramount High School-West Campus, Daniel Zuniga, Buena Vista High School and Roxanne Thomas, Paramount Adult School, reported on school academic, athletic and extra curricular activities.

Employee Representative  
Reports

No CSEA representative was present.

TAP President Deb Meyers congratulated Vivian Hansen on being appointed as Board President and also congratulated out-going Board President Linda Garcia. She congratulated the Board on their recent presentation during the CSBA Annual Education Conference. She added that bargaining sessions continue and it has been challenging bargaining for insurance but that the ultimate goal is our students. She thanked Dr. Myrna Morales for her support and meeting with her regarding personnel matters. She added that it has been a pleasure being on the District's PTA Council and wished to thank Alicia Anderson for her support. Her visits to sites continue with recent visits to the Adult School, Collins and Hollydale schools. She wished everyone Happy Holidays.

Board Members' Reports

Trustee Anderson wished everyone Happy Holidays. She attended the CTA sponsored Board member dinner, she attended the CSBA Annual Education Conference and congratulated all the presenters, she participated in the Zamboni Middle School "School's to Watch" meeting, and has visited with various sites regarding their PTAs'.

Trustee Cuellar wished everyone Happy Holidays. She attended the CTA sponsored Board member dinner and Deb Meyers for the invitation, and attended the CSBA Annual Education Conference and wished to thank Dr. Stark and Kim Cole and all personnel who assisted with the coordination of the presentation.

Trustee Hansen wished everyone Happy Holidays. She attended the CTA sponsored Board member dinner and also attended the CSBA Annual Education Conference and expressed how proud she was of the presenters. She congratulated Trustee Cuellar on being appointed Board Vice President.

Trustee Garcia thanked everyone for their support throughout the year. She attended CSBA's Annual Education Conference and congratulated Dr. Verdugo, Trustee Cuellar, Dr. Stark and Kim Cole for a wonderful presentation that they provided. She attended the CTA sponsored Board member dinner and Lincoln School's Harvest festival. She wished everyone Happy Holidays and a Happy New Year.

Trustee Peña wished everyone Happy Holidays. He attended CSBA's Annual Education Conference and congratulated Dr. Verdugo, Trustee Cuellar, Dr. Stark and Kim Cole for a wonderful presentation that they provided. He also participated in the City's Annual Senior Thanksgiving dinner, the City's Santa Train event and also assisted with the City's Breakfast with Santa.

## Superintendent's Report

Superintendent Verdugo highlighted a variety of items:

- Dr. Verdugo along with Board of Education members attended the CSBA Annual Education Conference held in San Francisco.
- Superintendent Verdugo attended Alondra Middle School's "Stand Up to Bullying" event program and assembly.
- Dr. Verdugo met with District-wide PTA representative Teodora Espinoza to discuss and plan for a stronger more involved PTA at various levels.
- Superintendent Verdugo also met with Relay for Life representatives to discuss the upcoming event.

Superintendent Verdugo shared with the Board recent news received of PHS teacher and Boy's Varsity Soccer Coach Rafael Villaseñor was selected as National Soccer Coaches Association of America Regional Coach of the Year.

### Bulletin Boards – Collins School

Principal Beatriz Spelker-Levi presented an overview of the Boardroom bulletin boards representing the Collins School educational program student work. The bulletin boards reflect the theme of "Safe and Civil, From the Beginning" and enhance the educational message sent to visitors and District office employees.

### Common Cores Standards Update

Assistant Superintendent, Dr. Deborah Stark shared with the Board that the purpose of the presentation is to highlight how assessment will change with the implementation of the new Common Core Standards and, outline the District's three year plan for transitioning to the Common Core Standards and to describe actions taken to date.

National Standards provide a consistent set of K-12 standards for students across the nation. They have a common assessment to measure what student's learn and will provide a more consistent measure of student achievement across states. They include college and career readiness standards to prepare students for post secondary education or the work force.

California's current STAR assessment uses only selected response (multiple choice) questions. The new *Smarter Balanced Assessment*, which will include four different question types: selected response, constructed response, technology enhanced and performance task. What does a Constructed Response question ask students to do?, students must produce a written response in order to show their knowledge or understanding. These questions do not give students different answer choices.

What does a Technology Enhanced question ask students to do? Technology enhanced items require a non-traditional response from the student. Students may be asked to edit text or draw an object using the computer. Technology enhanced items can be scored automatically.

What does a Performance Task ask students to do? Performance tasks measure a student's ability to integrate knowledge and skills across multiple standards- a key component of college and career readiness. These tasks assess a student's depth of understanding and research skills, which cannot be adequately assessed through multiple choice items. Questions will require more than one testing period to complete and may ask students to work together as part of the process. Performance tasks must be scored by hand.

Paramount Unified School District has a four pronged strategy to address this all encompassing initiative:

1. Create an infrastructure for support
2. Pilot lessons and assessment tasks
3. Assess and plan for technology needs
4. Develop a three year plan

Strategy 1- Create an Infrastructure and provide professional development:

- Common Core Lead teachers were selected to represent every school and TAP. K-5 schools have two Lead teachers and middle and high schools have four.
- Lead teachers meet monthly with Curriculum Specialists to learn about the shifts reflected in the Common Core and new assessments.

Strategy 2 – Pilot Common Core Lessons:

- In Spring of 2013, Lead Common Core teachers will work in teams to develop a CCCS based lesson and assessment task. These teachers will pilot the lesson and assessment in their classrooms.
- Selected teachers will video taped as they implement pilot lessons. Videos will be used for future professional development.
- Pilot teachers will meet to debrief their experiences and refine lessons, which will be used by all teachers in 2013-14.

Strategy 3 – Assess Technology Needs and Develop a Plan:

- Educational Services and Technology developed a plan to assess every school's computer lab.
- A multi year computer lab plan based on technology need, Program Improvement status and the EL student population was written.
- A minimum of three computers labs will be purchased each year, beginning in 2012-13. A combination of site and district categorical funds will be used.

Strategy 4 – Have a three year plan

The District's next steps include to implement the three year plan to purchase new computer labs, beginning in January 2013. Develop and pilot Common Core lessons in Language Arts and Math. Plan a new K-8 writing program, *Write From the Beginning*, aligned to the Common Core Standards and communicate with parents and schools on how the new standards will help our students be college and career ready.

#### Budget Update

Assistant Superintendent-Business Services, Dr. Michael Conroy provided the Board with a brief summary of the First Interim Budget that will be before the Board's approval further in the agenda.

Paramount Unified School District's Fiscal Stabilization Plan is guided by three principles: Ensure District Fiscal Solvency, Advance Student Achievement and Maintain Positive Labor Relations – all equally important.

There are several factors that influence the District's budget; State economy, State politics, State budget issues, declining K-12 Revenue Limit funding levels (increasing deficit factor applied to Revenue Limit), apportionment deferrals (cash payments), Governor's January 2013-14 budget proposal, and negotiations.

The District has budgeted \$79,184,537 in revenues for 2012-13. The majority of District funding comes from the State Revenue Limit sources. The District also incurs \$12,532,418 in encroachment to cover other District programs that are not fully funded, i.e. District and county Special Education, Community Day School, and Continuation School programs.

The District has budgeted \$83,687,412 in expenditures for 2012-13. Education is a service related industry, consequently spends the majority share of its budgetary resources in personnel related areas. Employee salaries account for 68% of all expenses and employee benefits alone account for 22%. All personnel related expenses comprise 90% of all District expenses, leaving only 10% for District operational needs. The District's percentage of Personnel related expenses to total expenses continues to increase.

Because of zero COLA projections in 2013-14, the multi-year projections indicated that the District would have an operational shortfall over \$1.9 million in the 2014-15 school year. Meaning as the District budget currently stands today without budget reductions, we will be short by over \$1.9 million to cover our State-required three (3) percent reserve, warehouse and revolving cash fund in the third year (2014-15) of our multi-year budget projections.

As we look at budget solutions, we look at a combination of one-time and on-going options. One-time options include continued use of budget reserves and one-time budget reductions. On-going options include on-going budget reductions in programs and personnel.

When we look at a Fiscal Stabilization plan to address a \$1.987 million operational shortfall in 2014-15, this budget includes a total reduction plan of \$1,072,366 beginning in 2013-14. This plan would include shifting Classified services to Restricted programs (\$281,611), reduce Classified services (\$332,989) and reduce Certificated and Administrative services (\$457,766).

Budget reductions are included in this Budget to address the shortfall. Programs and services, meaning staffing, are being affected. With these reductions, the District's operation shortfall is reduced significantly to \$27,615 short of meeting our State-required three (3) percent reserve, warehouse and revolving cash fund in the third year of our multi-year budget projections. As a result, the District will be self-certifying "Qualified" for the 1<sup>st</sup> Interim Budget.

Our next steps include seeking approval from the Board of Education of the 1<sup>st</sup> Interim Budget with a Self-Certify "Qualified" Certification, approve a resolution for a mid-year TRANS and continue with Health & Welfare negotiations. We will await for the Governor's Budget proposal in January 2013, and will analyze data and make a determination on the Early Retirement Incentive. The District will also be planning for the Second Interim Budget update.

#### Meeting Break Celebration

The Board of Education recessed the regular meeting at 7:32 p.m. and staff and guests celebrated the election of the new 2013 officers.

The Paramount High School-West Choir, under the direction of Sandra Wilson-Espinoza, provided an entertaining musical tribute to the holidays.

President Hansen reconvened the meeting at 8:06 p.m.

### **BOARD MEETING CALENDAR**

There were no changes in the Board meeting calendar.

### **HEARING SECTION**

There were no speakers during the hearing section.

### **CONSENT ITEMS**

0.10

Trustee Anderson moved, Trustee Cuellar seconded and the motion carried 5-0 to approve the Consent Items.

### **Human Resources**

#### Personnel Report

12-08

2.10

Accept Personnel Report 12-08, as submitted. The report includes details, assignments, terminations, and employment of personnel. Certain assignments listed in this report may be contingent upon allocation of funding in the 2012-13 State Budget Act and related legislation.

### **Educational Services**

#### Consultant and Contract Services

3.10

Approve the consultant and contract service request authorizing contracts with consultants or independent contractors who provide specialized services, as submitted.

**12-12-12**

Overnight and/or Out-of-County  
3.10

Approve the overnight and/or out-of-county study trips for students consistent with the District policies and instructional programs.

### **Business Services**

Purchase Order Report  
12-08  
4.10

Approve Purchase Order Report 12-08 as submitted, authorizing the purchase of supplies, equipment, and services for the District.

Donations  
4.10

Accept donations as presented on behalf of the District of any bequests or gifts of money or property for a purpose deemed to be suitable by the District.

### **ACTION ITEMS**

#### **Human Resources**

Internship Memorandum of Understanding with Los Angeles County Office of Education  
2.11

Trustee Garcia moved, Trustee Peña seconded, and the motion carried 5-0 to the Memorandum of Understanding with Los Angeles County Office of Education for participation in the internship program..

#### **Educational Services**

Acceptance of Funds from the Central Basin Municipal Water District to Participate in the Solar Cup Event  
3.12

Trustee Anderson moved, Trustee Peña seconded, and the motion carried 5-0 to accept funds of \$2,500 from the Central Basin Municipal Water District for Paramount High School students to participate in the Solar Cup event.

Revised Board Policy 5116.1 – Intradistrict Open Enrollment  
3.13

Trustee Cuellar moved, Trustee Garcia seconded, and the motion carried 5-0 to accept for second reading and adopt proposed revised Board Policy 5116.1 – Intradistrict Open Enrollment which will establish consistency and uniformity with California Education Codes.

Agreement for Fiscal Crisis & Management Assistance Team to conduct a Special Education Program Review and Fiscal Audit  
3.14

Trustee Anderson moved, Trustee Peña seconded, and the motion carried 5-0 to approve the agreement for Fiscal Crisis & Management Assistance Team to conduct a program and fiscal review/audit of the District's Special Education Program and related services in January 2013.

Attorney Fees and Settlement Agreement for a Special Education Student  
3.15

Trustee Garcia moved, Trustee Cuellar seconded, and the motion carried 5-0 to approve and authorize payment for attorney fees settlement agreement for a special education student.

Resolution 12-23 Denying the Charter School Petition from Ingenium Schools/Rancho Los Nietos Charter School

This item was pulled from the agenda.

**12-12-12**

## **Business Services**

Resolutions 12-12 through  
12-21 Signature and Other  
Authorizations  
4.16

Trustee Peña moved, Trustee Anderson seconded, and the motion carried 5-0 to adopt Resolutions 12-12 through 11-34, Signature and Other Authorizations for 2012-13.

First Interim Report  
4.17

Trustee Garcia moved and Trustee Cuellar seconded the motion to approve the First Interim Report with qualified certification.

Notice of Completion – E-  
Rate Funded Network Cabling  
Project at Keppel  
4.18

Trustee Anderson moved and Trustee Peña seconded the motion to accept as completed the network cabling work at Keppel and authorize the Superintendent or designee to file the Notice of Completion and make payment to all contracted parties upon expiration of the lien period and determination that no liens are outstanding.

Resolution 12-22, Tax and  
Revenue Anticipation Notes  
2012-2013  
4.19

Trustee Cuellar moved and Trustee Garcia seconded the motion to adopt Resolution 12-22 authorizing the estimated issuance of \$10.0 million in Tax Revenue Anticipation Notes, and further authorize the Superintendent or designee to execute all necessary documents pertaining thereto.

## **CONFERENCE ITEMS**

### **Business Services**

Revised Board Policy 3330-  
Payment of  
Judgment/Settlement of  
Claims, being renamed  
Claims and Actions Against  
the District

The Board accepted for first reading the proposed revised Board Policy 3330 – Claims and Actions Against the District, being renamed from Payment of Judgment/Settlement of Claims, conforming to current law and CSBA's suggested policies and regulations guidelines.

## **INFORMATION ITEMS**

### **Human Resources**

Revised Administrative  
Regulation 4217.3 –  
Reduction in Classified  
Personnel

The Board received as information revised Administrative Regulation 4217.3 – Reduction in Classified Personnel which is being revised in accordance with Assembly Bill 1908.

### **Educational Services**

Revised Administrative  
Regulation 5145.11 –  
Questioning and  
Apprehension

The Board received as information revised Administrative Regulation 5145.11 – Questioning and Apprehension reflecting changes in Education Code.

### **Business Services**

Measure AA – Change Orders for Paramount High School – Phase V Modernization

The Board received as information change orders for Paramount High School – Phase V Modernization within the Guaranteed Maximum Price.

Average Daily Attendance Summary Report Through November 9, 2012, and the Third Monthly School Enrollment Report

The Board received as information the monthly school attendance reports for 2012-13.

**ANNOUNCEMENTS**

President Hansen reported that the next Regular Meeting would be January 9, 2013, at 6:00 p.m. – Boardroom of the District Office.

**CLOSED SESSION**

The Board adjourned to Closed Session at 8:17 p.m. to discuss Conference with Labor Negotiator and Governance Team Items.

**OPEN SESSION**

The Board reconvened to Regular Session at 9:56 p.m. President Hansen reported that the Board had discussed Conference with Labor Negotiator and Governance Team Items.

There was no action taken in Closed Session.

**ADJOURNMENT**

Trustee Cuellar moved, Trustee Anderson seconded, and the motion carried 5-0 to adjourn the Regular Meeting of the Board of Education held on December 12, 2012, at 9:57 p.m.

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David J. Verdugo Ed.D., Secretary  
To the Board of Education

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President

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Vice President/Clerk