

# Paramount Unified School District



15110 California Avenue, Paramount, California 90723-4378  
(562) 602-6000 Fax (562) 602-8111

## BOARD OF EDUCATION

LINDA GARCIA

*President*

VIVIAN HANSEN

*Vice President*

ALICIA ANDERSON

*Member*

SONYA CUELLAR

*Member*

TONY PEÑA

*Member*

RUTH PÉREZ

*District Superintendent*

## **STUDY SESSION MEETING OF BOARD OF EDUCATION**

### **MINUTES**

**May 22, 2017**

The meeting was called to order at 5:05 p.m. by President Linda Garcia in the Boardroom at the District Office, 15110 California Avenue, Paramount, California.

Pledge of Allegiance	Ruben Frutos, Assistant Superintendent-Business Services, led the Pledge of Allegiance.
Roll Call	Trustee Linda Garcia Trustee Vivian Hansen Trustee Alicia Anderson Trustee Sonya Cuellar Trustee Tony Peña
Administrators Present	Ruth Pérez, Superintendent Ruben Frutos, Assistant Superintendent-Business Services Myrna Morales, Assistant Superintendent-Human Resources Ryan Smith, Assistant Superintendent-Secondary Educational Services Deborah Stark, Assistant Superintendent-Educational Services Daniel Aguilar, Director-Safety & Security Greg Francois, Director-Secondary Education Renee Jeffrey, Director-K-5 School Support & Innovative Programs Margarita Rodriguez, Director-Research & Evaluation Manuel San Miguel, Director-Student Services Beatriz Spelker-Levi, Director-Personnel Chris Stamm, Director-Nutrition Services Patricia Tu, Director-Fiscal Services Kelly Anderson, Principal-Jackson School Damon Dragos, Interim Principal-Paramount High School Jerry King, Principal-Paramount Adult School Morrie Kosareff, Principal-Buena Vista High School Elizabeth Salcido, Principal-Paramount High School-West
Approve Study Session Agenda May 22, 2017 1.160	Trustee Anderson moved, Trustee Cuellar seconded and the motion carried 5-0 to approve the agenda of the Study Session Meeting of May 22, 2017.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

## HEARING SECTION

### Strategic Plan Update

There were no speakers during the Hearing Section.

Dr. Ryan Smith, Assistant Superintendent-Secondary Educational Services provided the Board with an update on the Strategic Plan.

Dr. Smith shared that the Strategic Plan is guided by principles which are as follows:

- Our sole focus: raising student achievement
- Provide equity for all student groups
- Work to close achievement gaps
- Comprehensive, coordinated, and coherent
- Every stakeholder group has a role to play:
  - Teachers and Staff
  - Students
  - Parents and Community Members
  - Site Administrators
  - District Administrators
- Strive for innovative approaches
- “No shame, no blame, no excuses”

The foundational components of a Strategic Plan are:

- Mission – Why do we exist?
- Vision – What do we want to be?
- Values – How should we behave?
- Focus Areas – What should we concentrate on?
- Goals – What do we want to achieve?
- Objectives – What specific steps should we take?
- Strategies – What actions will make the most difference?

The District Focus Areas are:

- College and Career Ready Graduates
- High Quality Teaching and Learning
- Parent and Community Partnerships
- Positive School Climate and Environments Conducive to Learning

The focus areas are also meant to ensure that our work is comprehensive, coordinated and coherent.

The Districts Vision for each focus area are:

The Paramount Unified School District is committed to ensuring that our schools are focused solely on teaching, learning, and student success. We will provide an environment that is safe, drug-free, and supportive of all of our students. All school facilities, including classrooms, will be clean, orderly, well-maintained, and modern.

The Paramount Unified School District is committed to developing and maintaining strong partnerships with the families and communities that we serve. We will engage our parents and community members in meaningful ways, communicate regularly with them, and create opportunities for partnerships that will result in greater student achievement and strengthen the bond between them and our schools.

The Paramount Unified School District is committed to ensuring that our schools are focused solely on teaching, learning, and student success. We will provide an environment that is safe, drug-free, and supportive of all of our students. All school facilities, including classrooms, will be clean, orderly, well-maintained, and modern.

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The Focus Area Goals are:

### **College and Career Ready Graduates**

1. All students will graduate on time
2. All students will be eligible to attend a four-year college or university without the need for remediation
3. All students will possess the skills necessary to be successful in any career path
4. All students will receive personalized guidance on which post-secondary options will best meet their academic and career goals

### **High Quality Teaching and Learning**

1. All students will be held to high expectations for achievement and will meet or exceed the standards
2. All students will read at grade level beginning in 3<sup>rd</sup> grade
3. Instruction will be standards-based, relevant, personalized, and rigorous
4. Technology will be used as a tool for enhancing, personalizing, and improving learning

### **Positive School Climate and Environments Conducive to Learning**

1. Decrease overall suspension, truancy, and chronic absentee rates for all students, and ensure no student group is overrepresented in them
2. Create positive, supportive, and caring relationships between all students, teachers, site leadership, and district leadership
3. Create a safe and civil learning environment for all stakeholders that incorporates restorative practices
4. All school facilities will be clean, orderly, well maintained, and modern

### **Parent and Community Partnerships**

1. Increase opportunities for parents to participate in meaningful high impact activities that support teaching and learning
2. Expand community outreach efforts and increase opportunities for involvement
3. Establish, expand, and maintain partnerships with community based organizations, colleges and universities, and businesses and industries that support PUSD's goals and objectives
4. Establish and maintain meaningful, regular, and open two-way communication with all stakeholders

## AVID and CTE Update

The District's next steps include develop/update, publish, communicate, align, implement and monitor.

The full version of the presentation is available on the District's website.

Dr. Ryan Smith, Assistant Superintendent-Secondary Educational Services and Dr. Greg Francois, Director-Secondary Education provided the Board of Education with an update on AVID and CTE and explain how AVID and CTE connect to the Strategic Plan, the implementation at middle and secondary schools and report on next steps for AVID and CTE.

AVID/CTE have a direct connection with District goals.

### College & Career Ready Graduates:

AVID – all students will graduate on time, will be eligible to attend a four-year college or university without the need for remediation

AVID/CTE – all students will possess the skills necessary to be successful in any career path and will receive personalized guidance on which post-secondary options will best meet their academic and career goals.

### High Quality Teaching and Learning:

AVID/CTE – instruction will be standards-based, relevant, personalized, and rigorous, 112 PUSD teachers, counselors and administrators will attend AVID Summer Institute in Anaheim, CA and 14 PUSD teachers will attend PLTW Core training this summer.

### Parent and Community Partnerships:

CTE – establish, expand and maintain partnerships with community based organizations, colleges and universities, and businesses and industries that support PUSD's goals and objectives, establish and maintain meaningful, regular, and open two-way communication with all stakeholders and expand community outreach efforts and increase opportunities for involvement.

### School Climate and Environments Conducive to Learning:

AVID-CTE – Create positive, supportive, and caring relationships between all students, teachers, site leadership, and district leadership.

Under the direction of Dr. San Miguel, CTE classes were launched at PHS in 2008-09 with two courses in Media Design and Mr. Yak serving approximately 70 students.

To date, over 2,700 students are benefitting from CTE at PHS in five distinct pathways:

- Architectural Design
- Engineering Design
- Design, Visual, and Media Arts
- Food Service and Hospitality
- Patient Care

The District's next steps in CTE are:

- Entrepreneurship & Innovation
- Food Service Management

- Sports Medicine 2
- Broadcast Journalism
- Piloting four additional PLTW classes for 6-8
- Summer professional development for 12 PLTW teachers
- CTE Pathway expansion
- Pilot new programs: Femineers (Jackson and Zamboni)

AVID was initially piloted at Jackson School during the 2014-15 school year with 32 8<sup>th</sup> graders. This 2016-17 school year, there are a total of 471 AVID students. For 2017-18, AVID expansion projects to have 845 students enrolled.

The District's next steps include summer professionalism development for 112 AVID teachers, counselors and administrators, AVID strategies school-wide expansion, AVID elementary pilot (Jackson, Jefferson and Lincoln) and AVID Excel research.

The full version of the presentation is available on the District website.

## **ADJOURNMENT**

Trustee Cuellar moved, Trustee Peña seconded, and the motion carried 5-0 to adjourn the Special Study Session meeting of the Board of Education held on May 22, 2017 at 6:01 p.m.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

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Ruth Pérez, Secretary  
To the Board of Education

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President

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Vice President/Clerk

# Paramount Unified School District



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## BOARD OF EDUCATION

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RUTH PÉREZ

*District Superintendent*

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

### **MINUTES**

**May 22, 2017**

The meeting was called to order at 6:10 p.m. by President Linda Garcia in the Boardroom at the District Office, 15110 California Avenue, Paramount, California.

- |   |   |
|---|---|
| Pledge of Allegiance                            | Patricia Tu, Director-Fiscal Services, led the Pledge of Allegiance.  |
| Roll Call                                       | Trustee Linda Garcia<br>Trustee Vivian Hansen<br>Trustee Alicia Anderson<br>Trustee Sonya Cuellar<br>Trustee Tony Peña  |
| Administrators Present                          | Ruth Pérez, Superintendent<br>Ruben Frutos, Assistant Superintendent-Business Services<br>Myrna Morales, Assistant Superintendent-Human Resources<br>Ryan Smith, Assistant Superintendent-Secondary Educational Services<br>Deborah Stark, Assistant Superintendent-Educational Services<br>Daniel Aguilar, Director-Safety & Security<br>Greg Francois, Director-Secondary Education<br>Renee Jeffrey, Director-K-5 School Support & Innovative Programs<br>Margarita Rodriguez, Director-Research & Evaluation<br>Manuel San Miguel, Director-Student Services<br>Beatriz Spelker-Levi, Director-Personnel<br>Chris Stamm, Director-Nutrition Services<br>Patricia Tu, Director-Fiscal Services<br>Kelly Anderson, Principal-Jackson School<br>Damon Dragos, Interim Principal-Paramount High School<br>Jerry King, Principal-Paramount Adult School<br>Morrie Kosareff, Principal-Buena Vista High School<br>Elizabeth Salcido, Principal-Paramount High School-West |
| Approve Agenda<br>May 22, 2017<br>1.161         | Trustee Anderson moved, Trustee Hansen seconded and the motion carried 5-0 to approve the agenda of the Regular Meeting of May 22, 2017.<br><br>Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña  |
| Regular Meeting Minutes<br>May 8, 2017<br>1.162 | Trustee Cuellar moved, Trustee Peña seconded the motion carried 5-0 to approve the minutes of the Regular Meeting of May 8, 2017.<br><br>Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña   |

**5-22-17**

## REPORTS

### Student Board Representatives

Jaylene Martinez-Paramount High School-West, Jasmine Long-Buena Vista High School and Mario Rocha-Paramount Adult School reported on school academic, athletic and extra-curricular activities.

### Employee Representative Reports

There was no representative present for CSEA.

TAP President April O'Connor thanked Classified employees and added that because of them we have great success. She wished to introduce Omar Joseph as the new CTA representative for Paramount. She added that she attended the Annual STAR Awards event and it was so nice. She congratulated Kim Goforth for being this year's recipient of the Who's WHO Award. She hopes to have 80% participation soon on the Principals Survey to share with the Board. She met with Special Education staff to discuss current issues and hopes to have resolutions for them.

### Board Members' Reports

Trustee Anderson attended the Annual District STAR Awards reception and wished to congratulate Kim Goforth on being this year's Who's WHO awards recipient.

Trustee Cuellar attended Annual District STAR Awards reception and wished to congratulate Kim Goforth on being this year's Who's WHO awards recipient. She also attended the Governor's May Revision workshop.

Trustee Garcia attended the Annual District STAR Awards reception and wished to congratulate Kim Goforth. She also attended the Latina Art Foundation event.

Trustee Hansen attended the Annual District STAR Awards reception and thanked Dr. Pérez for introducing the event to the District. She attended the LCAP meeting and also the CSBA Delegate Assembly meeting.

Trustee Peña attended the Annual District STAR Awards event and thanked everyone who assisted in coordinating the event, the Signing reception for PHS Senior Desiree who will be attending and playing softball at Howard University. He attended and congratulated Kim Goforth for being this years Who's WHO Award recipient. He also attended the STAR Principals' dinner.

### Superintendent's Report

Superintendent Dr. Pérez highlighted the following:

- ❖ Superintendent Pérez hosted the District's Annual STAR Awards event.
- ❖ Dr. Pérez participated in the Paramount Adult Transition Workability Tour and saw the students in action.
- ❖ Superintendent Pérez visited the Learning Center at Spane Park and discussed the partnership with the City.
- ❖ Superintendent Pérez shared that she is looking forward to the promotions and graduations in the coming weeks.

### Recognition: Student Board Representatives

Superintendent Dr. Pérez and the Board of Education thanked and recognized each student Board representative Jaylene Martinez-

Paramount High School-West, Yanet Lopez--Paramount High School, Jasmine Long-Buena Vista High School and Mario Rocha-Paramount Adult School for their continued representation of their site during Board meetings. Each student was presented with a Certificate of Recognition.

#### 24th Annual Congresswoman Lucille Royball-Allard Art Contest Winners

Superintendent Dr. Pérez and the Board of Education recognized art contest winners Rebeka Martinez who won 1<sup>st</sup> place for her entry of “Light That Never Goes Out”, Noah Endo who won 2<sup>nd</sup> place for his entry of “The Monster of Many Forms” and Léana Perez for winning Honorable Mention for her entry of “Behind the Art”.

Congresswoman Lucille Royball-Allard’s art competition is known to be a magnificent showcase for the creativity and potential of our local students. This competition also reminds us that arts education is critical to a young person’s growth and development.

Rebeka will receive a \$1,000 scholarship, \$200 for art supplies, a trip to Washington, DC for herself and a parent to attend the national exhibit opening and \$500 for travel expenses. Rebeka will also have her entry displayed in the U.S. Capitol for one year, while Noah and Leana will have their artwork displayed in the Congresswoman’s District Office in Commerce also for one year.

Noah will receive a \$750 scholarship and \$175 for art supplies while Léana will receive a \$250 scholarship and \$125 for art supplies.

#### Bulletin Boards - Keppel

Dee Stephens, Keppel School Interim Principal and teachers Maricela Cuellar, Beatriz Rubio and Cindy Tsang presented an overview of the Boardroom bulletin boards representing Keppel School’s educational program and student work. The bulletin boards reflect the theme of “Keppel is the happiest place to learn” and enhance the educational message sent to visitors and District office employees.

#### Safe and Civil Schools Implementation in High Schools

Dr. Ryan Smith, Assistant Superintendent-Secondary Educational Services and Dr. Manuel San Miguel, Director-Student Services Mr. Morrie Kosareff, Principal-Buena Vista High School, Mrs. Kelly Anderson, Principal-Jackson School and Ms. Leslie Leonard, Curriculum Specialist provided the Board with an update on Save and Civil School and the implementation in High School.

Information shared with the Board the history of the 9-12 grade Safe and Civil Schools in PUSD, what professional development has been provided this year for the high schools, what has been the impact, what has been implemented at Buena Vista High School and what will be taking place in 2017-18.

The complete version of the presentation is available on the District’s website.

There were no changes to the Board meeting calendar.

## **BOARD MEETING CALENDAR**

**HEARING SECTION**

**CONSENT ITEMS**

0.163

There were no speakers during the hearing section.

Trustee Cuellar moved, Trustee Hansen seconded. Trustee Peña abstained to item 3.10-C and announced his abstention is due to his employment with the City of Paramount.

Trustee Cuellar amended her motion and asked that 3.10-C be pulled from the Consent Items and be voted on separately.

Trustee Cuellar moved, Trustee Anderson seconded and the motion carried 5-0 to approve the Consent Items 3.1-C through 3.9-C.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

Trustee Cuellar moved, Trustee Hansen seconded and the motion carried 4-1 to approve Consent Item 3.10-C.

Ayes: 4 – Trustees Anderson, Cuellar, Garcia, Hansen

Abstention: 1 – Trustee Peña

**General Services**

Professional Activities  
16-06  
1.163

Approved the Professional Activities Report 16-06 for Board of Education members Alicia Anderson, Tony Peña and Superintendent Dr. Ruth Pérez's attendance at an out-of-state conference, as submitted.

**Human Resources**

Personnel Report  
16-17  
2.163

Accepted Personnel Report 16-17, 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 2016-17 State Budget Act and related legislation.

**Educational Services**

Professional Activities  
16-08  
3.163

Approve the Professional Activities Report 16-08 for the Alondra and Jackson Middle Schools staff to attend an out-of-state conference.

Consultant and Contract  
Services  
3.163

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

Overnight-Out-of-County  
Study Trips  
3.163

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

Memorandum of  
Understanding with United  
Friends of the Children,  
Foster Youth – College  
Readiness Program  
3.163

Approve Memorandum of Understanding with United Friends of the Children, Foster Youth – College Readiness Program for the 2017-18 school year.

Memorandum of Understanding with Cerritos Community College, Foster and Kinship Care Education  
3.163

Approve the Memorandum of Understanding with Cerritos Community College, Foster and Kinship Care Education to provide services to parents and legal guardians for the 2017-18 school year.

Memorandum of Understanding with El Camino College Compton Center  
3.163

Approve the Memorandum of Understanding with El Camino College Compton Center to provide after school instruction for selected students at Buena Vista High School for the 2017-18 school year.

Memorandum of Understanding with the Long Beach Guidance Center  
3.163

Approved Memorandum of Understanding with the Long Beach Guidance Center to provide mental health care carriers at school sites throughout the District to provide outpatient mental health services.

Contract with Los Angeles County Probation Department for a Deputy Probation Officer  
3.163

Approved the contract with the Los Angeles County Probation Department for a Gang Alternative and Prevention Program Officer for the 2017-18 school year.

Professional Activities Report 16-07  
3.163

Approved the Professional Activities Report 16-07 for Assistant Superintendent of Secondary Education, Director of Secondary Education, Administrators, CTE Curriculum Specialist, AVID Curriculum Specialist and counselors to attend the annual National Association for College Admission Counseling (NACAC) Conference in Boston, MA. from September 14-16, 2017, as submitted.

Memorandum of Understanding with the City of Paramount, Parks and Recreation Department  
3.163

Approved the Memorandum of Understanding with the City of Paramount, Parks and Recreation Department to provide grounds supervision and supervised recreation for the Summer Food Services Program.

### **Business Services**

Purchase Order Report 16-17  
4.163

Approved Purchase Order Report 16-17 authorizing the purchase of supplies, equipment, and services for the District.

Warrants for the Month of April 2017  
4.163

Approve warrants for all funds through April with a total of \$18,205,482.82.

Acceptance of Donations  
4.163

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

### **ACTION ITEMS**

#### **Human Resources**

Proposed Revised Board Policy 4118.11, 4218.11 – Nondiscrimination In Employment  
2.164

Trustee Anderson moved, Trustee Hansen seconded, and the motion carried 5-0 to accept for second reading and adopt the proposed revised Board Policy 4118.11, 4218.11 – Nondiscrimination In Employment.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

Presentation of the Teachers Association of Paramount's Initial Reopener Proposal for the 2017-18 Collective Bargaining Agreement with Paramount Unified School District  
2.165

Trustee Peña moved, Trustee Cuellar seconded, and the motion carried 5-0 receive for public review the Teachers Association of Paramount's initial reopener proposal of the 2017-18 Collective Bargaining Agreement with Paramount Unified School District.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

Public Hearing on the Teachers Association of Paramount's Initial Reopener Proposal for the 2017-18 Collective Bargaining Agreement with Paramount Unified School District  
2.167

Trustee Hansen moved, Trustee Anderson seconded, and the motion carried 5-0 to conduct a public hearing regarding the Teachers Association of Paramount's initial reopener proposal of the 2017-18 Collective Bargaining Agreement with Paramount Unified School District.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

There were no speakers during the hearing section.

Trustee Hansen moved, Trustee Peña seconded, and the motion carried 5-0 to conduct a public hearing regarding the Teachers Association of Paramount's initial reopener proposal of the 2017-18 Collective Bargaining Agreement with Paramount Unified School District.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

Presentation of Paramount Unified School District's Initial Reopener Proposal for the 2017-18 Collective Bargaining Agreement with the Teachers Association of Paramount  
2.168

Trustee Cuellar moved, Trustee Anderson seconded, and the motion carried 5-0 to receive for public review the District's initial reopener proposal of the 2017-18 Collective Bargaining Agreement with the Teachers Association of Paramount.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

Public Hearing on the Paramount Unified School District's Initial Reopener Proposal for the 2017-18 Collective Bargaining Agreement with the Teachers Association of Paramount  
2.169

Trustee Peña moved, Trustee Anderson seconded, and the motion carried 5-0 to conduct a public hearing regarding the District's initial reopener proposal of the 2017-18 Collective Bargaining Agreement with the Teachers Association of Paramount.

There were no speakers during the hearing section.

Trustee Hansen moved, Trustee Anderson seconded, and the motion carried 5-0 to conduct a public hearing regarding the Teachers Association of Paramount's initial reopener proposal of the 2017-18 Collective Bargaining Agreement with Paramount Unified School District.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

Approval of a Job Description for Specialized High School Principal, Establishment of, and Employment Authorization for, One Specialized High School Principal  
2.170

Trustee Anderson moved, Trustee Cuellar seconded, and the motion carried 5-0 to approve the job description, establishment of, and employment authorization for, one Specialized High School Principal.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

Clinical Affiliation Agreement with California State University, Fullerton  
2.171

Trustee Anderson moved, Trustee Hansen seconded, and the motion carried 5-0 to approve the clinical affiliation agreement with California State University, Fullerton for participation in clinical training for School Nurses.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

### **Educational Services**

Second Amendment to the California State Preschool Program Quality Improvement Block Grant  
3.172

Trustee Peña moved, Trustee Cuellar seconded, and the motion carried 5-0 to approve the contract with Ed. Consulting CSC to provide three days of professional development for approximately 50 K-5 teachers in 2017-18.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

*Arts for All* School District Advancement Grant Application  
3.173

Trustee Anderson moved, Trustee Hansen seconded, and the motion carried 5-0 to approve the placement for a special education student in nonpublic schools as determined by the student's Individual Education Plan for the 2016-17 school year.

Ayes: 5 – Trustees Anderson, Cuellar, Hansen, Peña

Nonpublic School Placement for a Special Education Student for 2016-17  
3.174

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

Ayes: 5 – Trustees Anderson, Cuellar, Hansen, Peña

Contract for Professional Development and Instructional Materials for *English 3D*  
3.175

Trustee Hansen moved, Trustee Peña seconded, and the motion carried 5-0 to approve EndtestPro Psychology, Inc. to provide an Independent Educational Evaluation for a psychoeducational assessment at District's expense.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

Rockstar Recruiting LLC, DBA StaffRehab Consultant  
3.176

Trustee Anderson moved, Trustee Peña seconded, and the motion carried 5-0 to ratify Rockstar Recruiting LLC, DBA StaffRehab to provide a psychologist to complete evaluations and provide services to new and continuing students.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

School Sponsored Study/Incentive Trips  
3.177

Trustee Anderson moved, Trustee Hansen seconded, and the motion carried 5-0 to approve the school sponsored study/incentive trips to provide students with the experiences that extend grade-level curriculum.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

Adoption of Textbooks and Instructional Materials for Probability and Statistics Courses for Grade 9-12  
3.178

Trustee Peña moved, Trustee Anderson seconded, and the motion carried 5-0 to approve the adoption and purchase of textbooks and instructional materials for the high school Probability and Statistics course for the 2017-18.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

Carnegie Learning Agreement  
3.179

Trustee Anderson moved, Trustee Hansen seconded, and the motion carried 5-0 to approve the implementation of Carnegie Learning agreement for PHS and PHS-West for the 2017-20 school years.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

### **Business Services**

2016-17 Budget Adjustments as of April 30, 2017  
4.180

Trustee Cuellar moved, Trustee Peña seconded, and the motion carried 5-0 to approve the 2016-17 Budget Adjustments for the General Funds, Unrestricted and Restricted and Adult Education Fund.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

Resolution 16-34, Assignment of Delinquent Tax Receivables  
4.181

Trustee Hansen moved, Trustee Anderson seconded, and the motion carried 5-0 to adopt Resolution 16-34, Assignment of Delinquent Tax Receivables, authorizing the District to extend its contract to participate in the selling and assignment to a joint powers authority any or all of its rights, title and interest in the collection of delinquent and uncollected property taxes and assessments for three years 2016-17 through 2018-19.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

Authorization to Re-bid LED Lighting Replacement and Authorization for Frozen/Dry Groceries  
4.182

Trustee Anderson moved, Trustee Peña seconded, and the motion carried 5-0 to authorize staff to utilize a piggyback bid for Student Nutrition Services frozen/dry food commodities and re-bid of LED lighting replacement.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

### **INFORMATION ITEMS**

#### **Business Services**

Monthly Financial Statements, April 2017

The Board received in J-200 format a Financial Statement for each fund for the months of July to April 30, 2017.

Monthly Financial Statements, March 2017 – Special Education

The Board received in J-200 format a Financial Statement for Special Education for the months of July to April 2017.

Monthly Financial Statements, March 2017 – Health and Welfare

The Board received in J-200 format a Financial Statement for each fund for the months July to April 2017.

#### **ANNOUNCEMENTS**

President Garcia reported that the next Regular Meeting would be Monday, June 12, 2017 at 6:00 p.m. – Boardroom of the District Office.

Staff Employee Comments Per Government Code 54957

There were no staff/employee comments.

#### **CLOSED SESSION**

The Board adjourned to Closed Session at 7:42 p.m. to discuss Conference with Real Property Negotiator, Conference with Legal Counsel-Anticipated Litigation, Public Employment, Public Employee Performance/Evaluation (Superintendent), and Public Employee Discipline/Dismissal/Release.

**OPEN SESSION**

The Board reconvened to Regular Session at 8:31 p.m. President Garcia reported that they discussed Conference with Real Property Negotiator, Conference with Legal Counsel-Anticipated Litigation, Public Employment, Public Employee Performance/Evaluation (Superintendent), and Public Employee Discipline/Dismissal/Release.

President Garcia reported that an amendment was needed to the agenda for action items 3.6-A and 3.7-A as the information on the staff recommendations was incorrect. The correct information for 3.6-A should reflect: Approve the school sponsored study/incentive trips to provide students with experiences that extend grade level curriculum. 3.7-A should reflect: Approve the adoption and purchase of textbooks and instructional materials for the high school Probability and Statistics course for the 2017-18 school year.

There following action was taken in Closed Session:

Public Employment  
2.183

Trustee Hansen moved, Trustee Anderson seconded and the motion carried 5-0 to approve the appointment of David Daley as Director-Special Education effectively as soon as mutually agreeable.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

Public Employment  
2.184

Trustee Anderson moved, Trustee Peña seconded and the motion carried 5-0 to approve the appointment of Margie Domino as K-5 Principal effective as soon as mutually agreeable.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

Public Employment  
2.185

Trustee Anderson moved, Trustee Cuellar seconded and the motion carried 5-0 to approve the appointment of Theresa Diaz as K-5 Principal effective as soon as mutually agreeable.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

**ADJOURNMENT**

Trustee Anderson moved, Trustee Peña seconded, and the motion carried 5-0 to adjourn the Regular Meeting of the Board of Education held on May 22, 2017 at 8:33 p.m. with changes noted.

Ayes: 5 – Trustees Anderson, Cuellar, Garcia, Hansen, Peña

\_\_\_\_\_  
Ruth Pérez, Secretary  
To the Board of Education

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President/Clerk

# Paramount Unified School District

**TO:** Board of Education  
**FROM:** Ruth Pérez, Superintendent  
**DATE:** June 12, 2017  
**SUBJECT:** Professional Activities Report 16-09

## **BACKGROUND INFORMATION:**

The Center for Educational Leadership (CEL) is a nationally recognized organization based at the University of Washington. Their work on developing a research-based instructional framework known as the 5 Dimensions of Teaching and Learning has led to significant increases in student achievement in the districts that have partnered with them. The 5 Dimensions include: Purpose, Student Engagement, Curriculum and Pedagogy, Assessment for Student Learning, and Classroom Environment and Culture.

In March 2017, the Board of Education approved a contract that will provide professional development focused on the 5 Dimensions of Teaching and Learning for high school leadership teams, district leadership, and instructional support staff.

The professional activity requested below received budget clearance and was signed by the appropriate district administrators prior to submittal. This is an out-of-state conference and Board approval is required for this professional activity.

Superintendent Dr. Ruth Pérez and two Executive staff members will attend the 2017 Center for Educational Leadership (CEL) Summer Leadership Institute in Seattle, Washington, July 18-20, 2017. The focus of this conference is for superintendents and district leadership who will implement this work in their respective districts to deepen the knowledge of hands-on instructional leadership tools and will provide practical strategies to be utilized with our school teams. It will provide insight for transforming traditional professional learning with the ultimate goal of providing equity for all students.

## **POLICY/ISSUE:**

Board Policy 4231.1, Conferences  
Board Policy 4233, Travel; Reimbursement

## **FISCAL IMPACT:**

\$2,080.00 – Superintendent

## **STAFF RECOMMENDATION:**

Approve the Professional Activities Report 16-09 for Superintendent Dr. Ruth Pérez's attendance at an out-of-state conference, as submitted.

**CONSENT ITEM: 1.1-C**

**PREPARED BY:**

Ruth Pérez, Superintendent

**DISTRICT PRIORITY 5:**

Increase and promote team building and staff involvement in decision making throughout the District.

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Myrna Morales, Assistant Superintendent – Human Resources  
**DATE:** June 12, 2017  
**SUBJECT:** Personnel Report 16-18

## **BACKGROUND INFORMATION:**

Following is Personnel Report 16-18, which reports details of personnel assignments, employment and terminations.

## **POLICY/ISSUE:**

Board Policy 4110 – Permanent Personnel – Certificated  
Board Policy 4111 – Recruitment & Selection – Certificated  
Board Policy 4210 – Permanent Personnel – Classified  
Board Policy 4211 – Recruitment & Selection – Classified

## **FISCAL IMPACT:**

As indicated in the following personnel report.

## **STAFF RECOMMENDATION:**

Accept Personnel Report 16-18 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 2016-17 State Budget Act and related legislation.

## **PREPARED BY:**

Myrna Morales, Assistant Superintendent – Human Resources  
Beatriz Spelker-Levi, Director of Personnel – Human Resources

## **DISTRICT PRIORITY 1:**

Raise student achievement: student achievement is the District's primary focus with an emphasis on reading/language arts, ELD, mathematics and core.

**CONSENT ITEM: 2.1-C**

**PERSONNEL REPORT 16-18  
JUNE 12, 2017  
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<b><u>ADDITIONAL ASSIGNMENT</u></b>				<b><u>HOURLY</u></b>		
*Powell, Stephanie	Home/Hospital Teacher	Alternative Education		\$38.00 General Education	05-16-17	06-08-17
*White, Julie	Compensatory Education NTE 7 hrs.	Special Education		\$38.00 Special Education	04-24-17	06-08-17
*Delgadillo, Annette *Mendez, Jovani *Ortiz, Emily *Stiles, Sarah	Academic Intervention Program NTE 5 hrs. each	Collins		\$38.00 LCAP**	05-20-17	
*Alvarez, Analuz *Armenta, Margaret *Cortes, Leticia *Espina, Tracy *Leal, Claudia *McCance, Lillian *Neff, Jeni *Poole, Yvonne *Silvia, Sofia *Varela, Fanny	Math & ELA Intervention/Tutoring NTE10 hrs. each	Gaines		\$38.00 Title I	05-01-17	05-31-17
*Diaz, Gracie	Intervention NTE 40 hrs.	Lincoln		\$38.00 LCAP	05-01-17	05-31-17
*Jacobo, Ernesto	Assisting Art Teacher With digitally Submitting student Work NTE 35 hrs.	Paramount High-Senior		\$38.00 General Fund	04-12-17	05-05-17
*Poli, Nadia	Chaperone to Adelante Mujer Conference NTE 10 hrs.	Paramount High-Senior		\$38.00 Title I	04-22-17	

\*Ratification

\*\*Local Control Accountability Plan

**PERSONNEL REPORT 16-18  
JUNE 12, 2017  
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<b><u>EXTRA PERIOD ASSIGNMENT</u></b> *Caldera, Ricardo	Media Pathway	Paramount High-Senior		<b><u>DAILY</u></b> 1/6 <sup>th</sup> Daily Rate General Fund	08-17-16	02-28-17
<b><u>STIPEND</u></b> *Bodholdt, Megan *Hernandez, Julie *Ignash, Michelle *Kasper, Gina *Watkins, Laurie	Program Specialist	Special Education		<b><u>STIPEND</u></b> \$4,484 Special Education	07-01-16	06-30-17
*Aragon, Jessica *Armendariz, Irma *Armenta, Margaret *Bozorgzadeh, Sammaneh *Cavaness, Dylana *Downs, Heather *Durante, Anthony *Gilreath, Pamela *Harter, Tammy *Hornback, Jon *Lee, Katie *Manglimot, Monika *Molina, MaryAnn *Moor, Susan *Morales, Sonia *Norman, Stacy *Rosales, Kimberly *San Miguel, Kristen *Tatro, Sara *Valdivia, Samantha *Vasquez, Elizabeth *Veith, Kirsan *Weller, Douglas *Wickham, Erin *Yeng, Sinatra	Language Arts Lead Teacher	Educational Services		\$692 LCAP**	08-01-16	06-30-17

\*Ratification

\*\*Local Control Accountability Plan

**PERSONNEL REPORT 16-18  
JUNE 12, 2017  
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u><b>STIPEND</b></u> *Albert, Kristen *Angulo, Daniel *Arauz, Javier *Bronder, Amber *Chun, Helena *Chung, Minyong *De La Cruz, Maria *Diaz, Daniel *Escobar, Christina *Espinoza, Imelda *Felix, Josefina *Gonzalez, Jesus *Gonzalez, Leonardo *Grimes, Jeff *Kochanowski, Malgorzata *Lopez, Antonia *Lopez, Rocio *Loza, Oscar *MacNeil, Yolanda *Poole, Yvonne *Portillo, Adriana *Quintana, Adriana *Rivera, Rodrigo *Scalas, Carmelina *Shearer, Ruth *Thomas, Katherine *Valdez, Veronica	Math Lead Teacher	Educational Services		<u><b>STIPEND</b></u> \$692 LCAP**	08-01-16	06-30-17

\*Ratification

\*\*Local Control Accountability Plan

**PERSONNEL REPORT 16-18  
JUNE 12, 2017  
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<b><u>STIPEND</u></b> <u>continued</u>				<b><u>STIPEND</u></b>		
*Alba, Karina *Ancil, Paul *Bakkers, Christine *De Leon, Elda *Diaz, Daniel *Ferrer, Lisa *Kuglar, Teresa *Medina, Roxanne *Mendoza, Carolina *Rodriguez, Rene *Stewart, Camille *Taracena, Natalie *Wuchner, Charles	Science Lead Teacher	Educational Services		\$692 LCAP**	08-01-16	06-30-17
*Cizmar, Kevin	Technology Lead Teacher	Collins		\$692 General Fund	09-01-16	06-08-17
*Brennan, Marguerite	Student Council Advisor	Collins		\$692 General Fund	09-01-16	06-08-17
*Olson, Natalie	Department Lead	Paramount High-Senior		\$2,020.59 Special Education	08-15-16	06-09-17
*Gonzalez, Jesus	Boys' Soccer	Paramount Park		\$172 LCAP	03-01-17	05-31-17
*Lozano, Christopher	Girls' Soccer	Paramount Park		\$172 LCAP	03-01-17	05-31-17
*Prepuk, Ronica	Cheerleading	Paramount Park		\$172 LCAP	03-01-17	05-31-17
*Ruiz-Ridgers, Monica	Girls' Soccer	Paramount Park		\$172 LCAP	03-01-17	05-31-17
*Sanchez, Darek	Boys' Soccer	Paramount Park		\$172 LCAP	03-01-17	05-31-17

\*Ratification

\*\*Local Control Accountability Plan

**PERSONNEL REPORT 16-18  
JUNE 12, 2017  
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<b><u>STIPEND</u></b> <u>continued</u>				<b><u>STIPEND</u></b>		
*Banks, Jason	Football	Zamboni		\$172 LCAP**	09-01-16	10-31-16
*Banks, Jason	Basketball	Zamboni		\$172 LCAP	01-09-17	03-02-17
*Fuller, Eric	Soccer	Zamboni		\$172 LCAP	03-01-17	05-05-17
*Luna, Art	Basketball	Zamboni		\$172 LCAP	01-09-17	03-02-17
*Luna, Art	Soccer	Zamboni		\$172 LCAP	03-01-17	05-05-17
*Meko, Nicholas	Basketball	Zamboni		\$172 LCAP	01-09-17	03-02-17
*Mendez, Rose Mary	Soccer	Zamboni		\$172 LCAP	03-01-17	05-05-17
*Reza, Randall	Basketball	Zamboni		\$172 LCAP	01-09-17	03-02-17
*Stewart, Amie	Volleyball	Zamboni		\$172 LCAP	09-01-16	10-31-16

\*Ratification

\*\*Local Control Accountability Plan

**PERSONNEL REPORT 16-18  
JUNE 12, 2017  
CERTIFICATED PERSONNEL**

NAME	POSITION	LOCATION	DESCRIPTION	EFFECTIVE	
				FROM	TO
<b><u>LEAVE OF ABSENCE WITH PAY</u></b>					
Brown, Grace	Teacher	Gaines	Parental Leave	05-04-17	06-09-17
Hornback, Jon	Teacher	Paramount High-Senior	Military	06-02-17	06-09-17
Mendoza, Carolina	Teacher	Paramount High-West	Parental Leave	05-14-17	06-09-17
<b><u>RESIGNATION</u></b>					
Fiorito, Catherine	Teacher	District	Personal	06-30-17	
Sahagun, Gloria	Teacher	Gaines	Personal	06-09-17	
<b><u>EARLY RETIREMENT</u></b>					
Garcia, Janet	Teacher	Keppel	Early Retirement	06-09-17	
<b><u>RETIREMENT</u></b>					
Mahoney, Anne	Teacher	Paramount High-Senior	Retirement	06-09-17	
Stark, Shelly	Teacher	Paramount High-Senior	Retirement	06-09-17	

**PERSONNEL REPORT 16-18  
JUNE 12, 2017  
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<b><u>EMPLOYMENT</u></b> *Sahagan, Gloria	Instructional Assistant – ECE** 3.5 hrs. per day/ 10 mo.	Jackson ECE	111-VI	<b><u>Monthly</u></b> 43.75% of \$3,237 ECE	08-14-17	
<b><u>Promotion</u></b> *Cardenas, Brenda	Library Technician 6 hrs. per day/11 mo.	Jefferson	116-II	75% of \$3,111 General Fund/ EIA-LEP***/ Title I	05-24-17	
*Guadamuz, Nadia	Student Data Technician 8 hrs. per day/11 mo.	Paramount Park	119-I	\$3,189 General Fund/ EIA-LEP	06-12-17	
<b><u>Short Term</u></b> *Greenhouse, Desiree	Instructional Assistant – SE/SH NTE 3 hrs. per day each	Special Education	115-I	<b><u>Hourly</u></b> \$16.67 Special Education	05-23-17	06-08-17
*Ochoa Ruiz, Jesus	Instructional Assistant – SE/SH NTE 3 hrs. per day each	Los Cerritos	115-I	\$16.67 Special Education	05-22-17	06-08-17
<b><u>College Tutor</u></b> *Borrayo, Christopher	College Tutor NTE 8 hrs. per week, as needed	Jackson		<b><u>Hourly</u></b> \$13.50 LCAP****	05-24-17	06-08-17
*Hortua, Jackeline	College Tutor NTE 8 hrs. per week, as needed	Jackson		\$13.50 LCAP	05-15-17	06-08-17
*Perez, Crystal	College Tutor NTE 8 hrs. per week, as needed	Paramount High-Senior		\$13.50 LCAP	05-23-17	06-08-17
*Jacobe, Veronica	College Tutor NTE 8 hrs. per week, as needed	Zamboni		\$13.50 LCAP	05-15-17	06-08-17

\* Ratification

\*\* Early Childhood Education

\*\*\* Economic Impact Aid-Limited English Proficient

\*\*\*\* Local Control Accountability Program

**PERSONNEL REPORT 16-18  
JUNE 12, 2017  
CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<b><u>ADDITIONAL ASSIGNMENT</u></b>						
<b><u>Short Term</u></b>						
*Mejia, Ashira	Instructional Assistant – Sp. Ed. NTE 3 hrs. per day	Special Education	112-I	<b><u>Hourly</u></b> \$15.47 Special Education	05-26-17	06-08-17
<b><u>WORKING OUT OF CLASSIFICATION</u></b>						
*Arvizu, Mario	Grounds Maintenance Worker/Equipment Operator NTE 8 hrs. per day	Operations	121-I	<b><u>Monthly</u></b> \$3,350 Ongoing & Major Maintenance	05-02-17	05-31-17
*Jacobs, Charles	Operations Supervisor NTE 8 hrs. per day	Operations	Sch. 2 309-I	\$6,515** Ongoing & Major Maintenance	05-01-17	05-31-17
*Platero, Carlos	Warehouse Worker/ Delivery Driver NTE 8 hrs. per day	Operations	125-I	\$3,697 General Fund	05-02-17	05-31-17
*Ruiz, Joe	Lead Custodian NTE 8 hrs. per day	Operations	123-I	\$3,519 General Fund	05-01-17	05-10-17
<b><u>TEMPORARY ATHLETIC TEAM COACH</u></b>						
*Clark, Tyisha	Middle School Intermural Sports Cheerleading	Paramount Park		<b><u>Stipend</u></b> \$172 LCAP	03-01-17	05-31-17
*Henriquez, Alvaro	Middle School Intermural Sports Wrestling	Paramount Park		\$172 LCAP	03-01-17	05-31-17
*Lara, Luis	Middle School Intermural Sports Wrestling	Paramount Park		\$172 LCAP	03-01-17	05-31-17

\* Ratification

\*\* Includes Longevity and/or Professional Growth Increment

**PERSONNEL REPORT 16-18**  
**JUNE 12, 2017**  
**CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	CLASS RANGE STEP	RATE	EFFECTIVE	
					FROM	TO
<u><b>TEMPORARY ATHLETIC TEAM COACH</b></u> continued *Villegas, Amber	Assistant Coach Water Polo CIF Playoffs	Paramount High-Senior		<u><b>Stipend</b></u> 1/10 <sup>th</sup> of \$2,264 per week General Fund	10-29-16	11-11-16

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\* Ratification

**PERSONNEL REPORT 16-18**  
**JUNE 12, 2017**  
**CLASSIFIED PERSONNEL**

NAME	POSITION	LOCATION	DESCRIPTION	EFFECTIVE	
				FROM	TO
<b><u>RESIGNATION</u></b>					
Goodman, Isaiah	Custodian	Operations	Personal	05-18-17	
Estrada, Raylynn	Short Term Instructional Assistant – Sp. Ed.	Alondra	Personal	05-26-17	
Vasquez, Vanessa	Short Term Instructional Assistant – SE/SH	Alondra	Personal	05-19-17	
Arguello, Ariel	Short Term Instructional Assistant – Sp. Ed.	Buena Vista	Personal	06-02-17	
King, Charles	Noon Duty Aide	Collins	Personal	05-08-17	
Barrios, Carlos	College Tutor	Hollydale	Personal	06-08-17	
Topete, David	PE/Locker Room Assistant	Hollydale	Personal	06-09-17	
Beahn, Andrea	College Tutor	Paramount High-Senior	Personal	05-23-17	
Rios-Romero, Yessica	Short Term Instructional Assistant – Sp. Ed.	Paramount High-West	Personal	06-08-17	
Tejeda, Silvia	College Tutor	Paramount Park	Personal	06-09-17	
Caero, Andrew	Technology Instructional Assistant	Wirtz	Personal	06-08-17	

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ryan Smith, Assistant Superintendent-Secondary Educational Services  
**DATE:** June 12, 2017  
**SUBJECT:** Consultant and Contract Services

**BACKGROUND INFORMATION:**

The District contracts with consultants or independent contractors who provide valuable and necessary specialized services not normally required on a continuing basis.

The following specialized service is/are requested:

#	Consultant	Services to be Provided/ Audience	Site/ Requested by	Time Period	Cost/ Funding Source
1	Pacific Audiologics  PC17-1803	Provide vision/hearing and scoliosis screenings for students in selected grade levels.	Student Services  Requested by: Manuel San Miguel	September 1, 2017 through June 30, 2018	Not to exceed \$48,000 from Student Services Health funds
2	City of Paramount Gang Resistance is Paramount	Consultant to provide gang resistance classes for all District students in grades 2, 5, and 9. Evening meetings for parents are held to provide information on gang awareness, crime and graffiti. The program also provides counseling to District-referred gang-involved students and their families.	Student Services  Requested by: Manuel San Miguel	July 1, 2017 through June 30, 2022	No cost to District

**POLICY/ISSUE:**

Board Policy 4126 – Consultants and Independent Contractors Provide Specialized Services

**CONSENT ITEM: 3.1-C**

**FISCAL IMPACT:**

As indicated above

**STAFF RECOMMENDATION:**

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

**PREPARED BY:**

Manuel San Miguel, Director – Student Services

**DISTRICT PRIORITY 1:**

Raise student achievement: student achievement is the District's primary focus with an emphasis on reading/language arts, ELD, mathematics and core.

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ryan Smith, Assistant Superintendent-Secondary Educational Services  
**DATE:** June 12, 2017  
**SUBJECT:** Professional Activities Report 16-10

## **BACKGROUND INFORMATION**

All Paramount Unified School District high schools and Community Day School began implementation of Safe and Civil Schools in 2014-2015. In order to increase fidelity of implementation, Safe & Civil Leadership Teams from Paramount High School West Campus, Buena Vista High School and Director of Student Services will attend 21<sup>st</sup> Annual Safe & Civil Schools National Conference in Portland, Oregon, July 16-20, 2017. This conference will increase knowledge and understanding of positive behavioral interventions and supports and multi-tiered systems of support to assist in improving:

- Student engagement
- Classroom management
- Bullying
- Adapting content area curriculum and instruction for diverse classrooms
- Leadership skills to build and maintain a positive school climate

This professional activity has been budgeted and approved by the appropriate administrators. This is an out-of-state conference that requires Board approval.

## **POLICY/ISSUE:**

Board Policy 4231.1 – Conferences  
Board Policy 4233 – Travel; Reimbursement

## **FISCAL IMPACT:**

Approximately \$20,000 from site and district LCAP funds

## **STAFF RECOMMENDATION:**

Approve the Professional Activities Report 16-10 for the Paramount High School West Campus staff, Buena Vista High School and Director of Student Services to attend an out-of-state conference.

## **PREPARED BY:**

Manuel San Miguel, Director – Student Services

**CONSENT ITEM: 3.2-C**

**DISTRICT PRIORITY 1:**

Raise student achievement: student achievement is this District's primary focus with an emphasis on reading/language arts, ELD, mathematics and core.

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ryan Smith, Assistant Superintendent- Secondary Educational Services  
**DATE:** June 12, 2017  
**SUBJECT:** Professional Activities Report 16-11

## **BACKGROUND INFORMATION:**

The professional activity requested below received budget clearance and was signed by the appropriate district administrators prior to submittal. This is an out-of-state conference and Board approval is required for this professional activity.

Assistant Superintendent Dr. Ryan Smith to attend the 2017 Center for Educational Leadership (CEL) summer Leadership Institute in Seattle, Washington, July 18-20, 2017. The focus will deepen the knowledge of hands-on instructional leadership tools and will provide practical strategies to be utilized with our school teams. It will provide insight for transforming traditional professional learning with the ultimate goal of providing equity for all students.

## **POLICY/ISSUE:**

Board Policy 4231.1, Conferences  
Board Policy 4233, Travel; Reimbursement

## **FISCAL IMPACT:**

\$2,023.00 – Assistant Superintendent of Secondary Services

## **STAFF RECOMMENDATION:**

Approve the Professional Activities Report 16-11 for Assistant Superintendent Dr. Ryan Smith's attendance at an out-of-state conference, as submitted.

## **PREPARED BY:**

Ryan Smith, Assistant Superintendent – Secondary Educational Services

## **DISTRICT PRIORITY 5:**

Increase and promote team building and staff involvement in decision making throughout the District.

**CONSENT ITEM: 3.3-C**

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ryan Smith, Assistant Superintendent–Secondary Educational Services  
**DATE:** June 12, 2017  
**SUBJECT:** Memorandum of Understanding with Paramount Publishing Company

## **BACKGROUND INFORMATION:**

This Memorandum of Understanding (MOU) is entered into by Paramount Publishing Company and Paramount Unified School District for the purpose of providing internship opportunities for Paramount High School (PHS) CTE media students. For the second consecutive summer, the owners of Paramount Publishing Company will continue to offer their summer internship program to a maximum of three PHS CTE media students who are interested in pursuing a career in graphic design after high school and beyond. The program is geared toward highly skilled CTE Media Design Pathway students who meet the following criteria:

- Current PHS Media Design Pathway students going into their senior year in the fall.
- Successfully completed the Advanced Graphic Design class with final grades of “B” or higher.

Participants will intern for 10-20 hours per week and gain valuable work-based learning experience in the following areas:

- Graphic design
- Product photography
- Web and logo design
- Customer service
- Soft skills

Paramount Unified School District will provide a pool of high school students who meet the criteria needed to participate in the summer internship program. Parent consent will be documented on the Paramount Unified School District CTE Internship Agreement form.

## **POLICY/ISSUE:**

Board Policy 6141 – Curriculum Development

## **FISCAL IMPACT:**

None

**CONSENT ITEM: 3.4-C**

**STAFF RECOMMENDATION:**

Approve the Memorandum of Understanding with Paramount Publishing Company for the summer internship program for the 2017-18 school year.

**PREPARED BY:**

Greg Francois, Director - Secondary Education and Instructional Technology

**DISTRICT PRIORITY 1:**

Raise student achievement: student achievement is the District's primary focus with an emphasis on reading/language arts, ELD, mathematics and core.

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ryan Smith, Assistant Superintendent– Secondary Educational Services  
**DATE:** June 12, 2017  
**SUBJECT:** Memorandum of Understanding with Weber Metals, Inc.

## **BACKGROUND INFORMATION:**

This Memorandum of Understanding (MOU) is entered into by Weber Metals, Inc. and Paramount Unified School District for the purpose of providing paid internship opportunities for Paramount High School (PHS) CTE engineering students. Upon selection, three PHS CTE engineering students will be connected with a mentor and placed at the local Weber Metals, Inc. site for full-time employment as a paid intern this summer in each of the following categories:

- Tool Design Engineering Intern
- Process Engineering Intern
- Manufacturing Engineering Intern

The program is geared for current engineering students who meet the following criteria:

- Will be at least 16 years old by the start of the orientation
- Currently enrolled as a 11<sup>th</sup> or 12<sup>th</sup> grade student in a Project Lead The Way (PLTW) or AutoCAD class at Paramount High School
- Be a U.S Citizen or Permanent Resident with proof of citizenship or residency

Parent consent will be documented on the Paramount Unified School District CTE Internship Agreement form.

Paramount Unified School District will provide a pool of high school students who meet the criteria needed to participate in the summer internship where employees from Weber Metals, Inc. will provide three paid internship opportunities at a rate of \$12.00 per hour up to 40 hours per week from June 13, 2017-August 4, 2017.

## **POLICY/ISSUE:**

Board Policy 6141 – Curriculum Development

## **FISCAL IMPACT:**

None

**CONSENT ITEM: 3.5-C**

**STAFF RECOMMENDATION:**

Approve the Memorandum of Understanding with Weber Metals, Inc. for the 2016-17 school year.

**PREPARED BY:**

Greg Francois, Director - Secondary Education and Instructional Technology

**DISTRICT PRIORITY 1:**

Raise student achievement: student achievement is the District's primary focus with an emphasis on reading/language arts, ELD, mathematics and core.

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ryan Smith, Assistant Superintendent–Secondary Educational Services  
**DATE:** June 12, 2017  
**SUBJECT:** Memorandum of Understanding with Kaiser Permanente

## **BACKGROUND INFORMATION:**

This Memorandum of Understanding (MOU) is entered into by Kaiser Permanente Watts Counseling and Learning Center (KPWCLC) and Paramount Unified School District for the second consecutive year with the purpose of preparing students for healthcare careers through the Youth Work Preparation Certificate Program. The goal of the program is to develop students into responsible employees while exposing them to careers in healthcare. One Career Technical Education Patient Care Pathway student at Paramount High School has been selected to participate in the Saturday Youth Workshop Preparation Program which takes place eight Saturdays at the KPWCLC. Our students will develop communication skills, cultural awareness and workplace expectations prior to being placed at a local Kaiser Permanente facility for paid summer employment. Parent consent will be documented on the Paramount Unified School District CTE Internship Agreement form.

Students who complete the program will receive a certificate of completion and compensation for internship. This item is ratified as a result of a delay in the MOU from Kaiser Permanente.

## **POLICY/ISSUE:**

Board Policy 6141 – Curriculum Development

## **FISCAL IMPACT:**

None

## **STAFF RECOMMENDATION:**

Ratify the Memorandum of Understanding with Kaiser Permanente for the Youth Work Preparation Certificate Program during the 2016-17 school year.

## **PREPARED BY:**

Greg Francois, Director - Secondary Education and Instructional Technology

## **DISTRICT PRIORITY 1:**

Raise student achievement: student achievement is the District's primary focus with an emphasis on reading/language arts, ELD, mathematics and core.

**CONSENT ITEM: 3.6-C**

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ruben Frutos, Assistant Superintendent-Business Services  
**DATE:** June 12, 2017  
**SUBJECT:** Purchase Order Report 16-18

**BACKGROUND INFORMATION:**

The Board receives and approves Purchase Orders as submitted. Individual Purchase Orders and supporting documentation are available for review in the Business Services Department.

**2016/2017**

1. Ratified Orders – Adult Education	4,000.00
2. Authorized Orders – Adult Education	29,625.00
3. Ratified Orders – General Fund	20,347.07
4. Authorized Orders – General Fund	18,766.46
5. Authorized Orders – LCAP	681,043.89
6. Authorized Orders – Student Nutrition Services	20,000.00
	Subtotal \$ 773,782.42
7. Ratified Orders (Under \$1,500)	20,990.49
<b>TOTAL OF ALL ORDERS</b>	<b>\$ <u>794,772.91</u></b>

**2017/2018**

1. Ratified Orders – Child Development Fund	3,500.00
2. Ratified Orders – General Fund	102,731.81
3. Authorized Orders – General Fund	2,160,794.24
4. Authorized Orders – LCAP	636,774.51
5. Ratified Orders – Student Nutrition Services	24,850.00
6. Authorized Orders – Student Nutrition Services	2,976,000.00
	Subtotal \$ 5,904,650.56
7. Ratified Orders (Under \$1,500)	22,068.88
<b>TOTAL OF ALL ORDERS</b>	<b>\$ <u>5,926,719.44</u></b>

**CONSENT ITEM: 4.1-C**

**POLICY/ISSUE:**

Board Policy 3300 - Expenditures and Purchases

Board Policy and Administrative Regulation 3320 - Purchasing Procedures

**FISCAL IMPACT:**

As indicated above

**STAFF RECOMMENDATION:**

Approve Purchase Order Report 16-18 authorizing the purchase of supplies, equipment, and services for the District.

**PREPARED BY:**

Cindy DiPaola, Director-Operations

**DISTRICT PRIORITY 9:**

Effectively manage resources in order to achieve the District's mission.

**Paramount Unified School District**

2016/2017

**Purchase Orders To Be Ratified and Authorized**

**June 12, 2017**

<b>PO Number</b>	<b>Vendor</b>	<b>Site</b>	<b>Description</b>	<b>Total Amount</b>
<b>010 - General Fund</b>				
17-00030	AMERICAN RENTALS INC.	Maintenance & Operations	Annual: equipment rental (increase from \$10,500 to \$13,000)	\$2,500.00
17-00135	O'REILLY AUTO PARTS	Maintenance & Operations	Annual: vehicle supplies (increase purchase order from \$8,000 to \$10,200)	\$2,200.00
17-02820	SOUTHWEST SCHOOL & OFFICE SUPPLY	Maintenance & Operations	Warehouse stock	\$2,573.03
17-02823	LAW OFFICES OF L. FRANK ZANKICH	Special Education	Attorney fees	\$3,500.00
17-02826	TALK TECHNOLOGIES	Paramount Park Middle School	Headset system for meeting translation services	\$7,485.80 *
17-02842	SPICERS PAPER INC.	Maintenance & Operations	Paper	\$4,213.79
17-02856	MENDEZ FOUNDATION INC.	Educational Services	Student workbooks (209) (Board adopted: 3/26/02)	\$11,280.66 *
17-02862	THE NATIONAL FORUM	Jackson Middle School	Registration fees	\$2,250.00
17-02874	SPICERS PAPER INC.	Maintenance & Operations	Paper	\$3,110.25
<b>010 - General Fund - LCAP</b>				
17-02556	REM CUSTOM BUILDERS INC.	Maintenance & Operations	Adult Ed: repair exterior wall system (increase purchase order from \$38,000 to \$239,345.55)	\$201,345.55 *
17-02708	KIS COMPUTER CENTER	Educational Services	Charging carts (35), notebook computers (1216), LCD monitors (34), licenses (1179) & supplies	\$464,876.34 *
17-02884	REM CUSTOM BUILDERS INC.	Maintenance & Operations	Lincoln: repair gazebo	\$14,822.00 *
<b>110 - Adult Education Fund</b>				
17-02824	SUM TOTAL MARKETING	Adult Education	Tri city marketing program fees: January, February, & March	\$29,625.00 *
17-02825	RICHARD MORGAN	Adult Education	Interim project manager: April	\$4,000.00
<b>130 - Cafeteria Fund</b>				
17-00046	EAST BAY RESTAURANT SUPPLY	Nutrition Services	Annual: leasing equipment (increase from \$18,000 to \$23,000)	\$5,000.00 *
17-02038	VYKOM CORPORATION	Nutrition Services	Food supplies (increase from \$28,148.44 to \$43,148.44)	\$15,000.00 *

\* Indicates a request over \$5,000 signifying approval prior to issuing the purchase order.

**Paramount Unified School District**

2016/2017

**Purchase Orders To Be Ratified and Authorized**

**June 12, 2017**

**PURCHASE ORDER SUMMARY BY FUND**

**80 Purchase orders for a total of \$794,772.91**

<b>010 - General Fund</b>	To Be Authorized	\$18,766.46
	To Be Ratified Over \$1,500	\$20,347.07
	To Be Ratified Under \$1,500	\$19,401.55
	<b>Fund Total</b>	<b>\$58,515.08</b>
<b>010 - General Fund - LCAP</b>	To Be Authorized	\$681,043.89
	To Be Ratified Under \$1,500	\$1,326.44
	<b>Fund Total</b>	<b>\$682,370.33</b>
<b>110 - Adult Education Fund</b>	To Be Authorized	\$29,625.00
	To Be Ratified Over \$1,500	\$4,000.00
	To Be Ratified Under \$1,500	\$262.50
	<b>Fund Total</b>	<b>\$33,887.50</b>
<b>130 - Cafeteria Fund</b>	To Be Authorized	\$20,000.00
	<b>Fund Total</b>	<b>\$20,000.00</b>

**Paramount Unified School District**

2017/2018

**Purchase Orders To Be Ratified and Authorized**

**June 12, 2017**

<b>PO Number</b>	<b>Vendor</b>	<b>Site</b>	<b>Description</b>	<b>Total Amount</b>
<b>010 - General Fund</b>				
18-00047	NIC PARTNERS, INC.	Technology	Annual: software maintenance for video security system	\$4,039.99
18-00048	CYBERTEK	Technology	Annual: supplies & parts- phone system	\$9,500.00 *
18-00049	AUDIOVISION INC.	Technology	Annual: projector service & support	\$5,000.00 *
18-00050	HEAT SOFTWARE USA INC.	Technology	Annual: maintenance agreement help desk & work order system	\$9,773.55 *
18-00051	FORSYTE IT SOLUTIONS	Technology	Annual: network support services	\$18,000.00 *
18-00053	KIS COMPUTER CENTER	Technology	Annual: service & repair- computers & printers	\$52,000.00 *
18-00059	FARONICS TECHNOLOGIES USA, INC.	Technology	Annual: maintenance agreement - deep freeze software for student computers	\$2,591.82
18-00060	EDUPOINT EDUCATIONAL SYSTEMS	Technology	Annual: custom report design Synergy student information system	\$21,600.00 *
18-00061	EDUPOINT EDUCATIONAL SYSTEMS	Technology	Annual: training for Synergy student information system	\$18,000.00 *
18-00062	VIATRON SYSTEMS, INC.	Technology	Annual: maintenance agreement- imaging system	\$8,647.00 *
18-00064	EDUPOINT EDUCATIONAL SYSTEMS	Technology	Annual: maintenance agreement for Synergy SIS, Special Ed., and Gradebook	\$83,294.45 *
18-00065	EDLIO	Technology	Annual: district website services	\$13,860.00 *
18-00066	CYBERTEK	Technology	Annual: maintenance- network and email system	\$40,000.00 *
18-00067	CARD INTEGRATORS CORPORATION	Technology	Annual: maintenance agreement- ID card system for Buena Vista, PHS, and PHS West Campus	\$5,130.00 *
18-00080	DURHAM SCHOOL SERVICES	Maintenance & Operations	Annual: student transportation	\$700,000.00 *
18-00082	CALIFORNIA MARQUEE	Maintenance & Operations	Annual: marquee repairs	\$4,000.00
18-00085	TCS BASYS CONTROLS	Maintenance & Operations	Annual: HVAC repair & supplies	\$40,000.00 *
18-00086	PREMIER TRUCK SERVICE	Maintenance & Operations	Annual: truck repairs	\$2,500.00
18-00089	PALFINGER LIFTGATES, LLC	Maintenance & Operations	Annual: vehicle gate lift repairs	\$2,000.00
18-00093	CENTRAL TIRE SERVICE	Maintenance & Operations	Annual: vehicle tires	\$7,000.00 *
18-00094	ARETE DIGITAL IMAGING	Maintenance & Operations	Annual: mural touch up & repairs	\$7,000.00 *
18-00095	THE GATSBY LLC DBA GAME CHANGER	Maintenance & Operations	Annual: uniforms	\$8,000.00 *
18-00096	YALE CHASE MATERIALS HANDLING, INC.	Maintenance & Operations	Annual: forklift equipment repairs	\$2,000.00
18-00097	WESTERN GRAPHIX	Maintenance & Operations	Annual: laminator maintenance	\$3,000.00
18-00098	WEST COAST SAND AND GRAVEL	Maintenance & Operations	Annual: grounds supplies	\$7,000.00 *
18-00100	TURF STAR, INC.	Maintenance & Operations	Annual: mower repairs	\$2,500.00
18-00101	TRL SYSTEMS	Maintenance & Operations	Annual: fire alarm testing	\$17,100.00 *

\* Indicates a request over \$5,000 signifying approval prior to issuing the purchase order.

**Paramount Unified School District**

2017/2018

**Purchase Orders To Be Ratified and Authorized**

**June 12, 2017**

<b>PO Number</b>	<b>Vendor</b>	<b>Site</b>	<b>Description</b>	<b>Total Amount</b>
<b>010 - General Fund</b>				
18-00102	TAVITO'S MOVERS	Maintenance & Operations	Annual: moving services	\$20,000.00 *
18-00103	TARGET SPECIALTY PRODUCTS	Maintenance & Operations	Annual: grounds supplies	\$3,500.00
18-00104	BSN SPORTS	Maintenance & Operations	Annual: backstop repairs & bleacher service various sites	\$13,080.00 *
18-00105	PACIFIC FLOOR COMPANY	Maintenance & Operations	Refinish gym floors: Paramount High School, PHS-West Campus, Hollydale, Zamboni, Alondra	\$18,532.00 *
18-00106	TAPIA LANDSCAPING	Maintenance & Operations	Annual: tree removal, shrub, pruning services	\$60,000.00 *
18-00107	NAPA AUTO PARTS	Maintenance & Operations	Annual: vehicle supplies	\$2,000.00
18-00109	STOVER SEED COMPANY	Maintenance & Operations	Annual: grounds supplies	\$3,000.00
18-00110	STATEWIDE TRAFFIC SAFETY & SIGNS	Maintenance & Operations	Annual: traffic control supplies	\$2,500.00
18-00111	STAPLES	Maintenance & Operations	Annual: online ordering	\$2,000.00
18-00112	SOUTHWEST SCHOOL & OFFICE SUPPLY	Maintenance & Operations	Annual: online ordering	\$2,000.00
18-00113	SOUTH BAY HEATING & AIR CONDITIONING INC	Maintenance & Operations	Annual: energy management services & repairs	\$200,000.00 *
18-00114	STEAM X	Maintenance & Operations	Annual: pressure washer repairs	\$3,000.00
18-00115	SMITH PAINT	Maintenance & Operations	Annual: paint supplies	\$4,000.00
18-00117	SHOETERIA	Maintenance & Operations	Annual: safety shoes	\$4,500.00
18-00118	RPW SERVICES INC.	Maintenance & Operations	Annual: gopher control service	\$14,000.00 *
18-00119	ROBERTSON'S READY MIX	Maintenance & Operations	Annual: concrete mix	\$2,500.00
18-00122	RELIABLE DELIVERY SERVICES	Maintenance & Operations	Annual: seabin container repairs	\$2,500.00
18-00124	QUALITY LANDSCAPE MANAGEMENT	Maintenance & Operations	Annual: tree trimming	\$75,000.00 *
18-00125	QUALITY FENCE	Maintenance & Operations	Annual: fence repairs	\$17,000.00 *
18-00126	RAYVERN LIGHTING SUPPLY CO.	Maintenance & Operations	Annual: building supplies	\$2,000.00
18-00127	PORTER BOILER SERVICE	Maintenance & Operations	Annual: Paramount High Field House boiler preventative maintenance	\$1,500.00
18-00128	PIONEER CHEMICAL COMPANY	Maintenance & Operations	Annual: custodial equipment repairs	\$8,000.00 *
18-00129	PIONEER CHEMICAL COMPANY	Maintenance & Operations	Annual: custodial supplies	\$20,000.00 *
18-00131	PALOMO'S STEEL	Maintenance & Operations	Annual: building supplies	\$1,500.00
18-00132	ORTCO, INC.	Maintenance & Operations	Annual: wood chips	\$5,000.00 *
18-00133	O'REILLY AUTO PARTS	Maintenance & Operations	Annual: vehicle supplies	\$9,000.00 *
18-00134	NORWALK TRUE VALUE HARDWARE	Maintenance & Operations	Annual: window glazing supplies	\$15,000.00 *
18-00135	MANERI SIGN COMPANY	Maintenance & Operations	Annual: signs	\$2,500.00

\* Indicates a request over \$5,000 signifying approval prior to issuing the purchase order.

**Paramount Unified School District**

2017/2018

**Purchase Orders To Be Ratified and Authorized**

**June 12, 2017**

<b>PO Number</b>	<b>Vendor</b>	<b>Site</b>	<b>Description</b>	<b>Total Amount</b>
<b>010 - General Fund</b>				
18-00136	MAJOR CLEANUP, INC.	Maintenance & Operations	Annual: sump pump maintenance	\$3,500.00
18-00137	MARCO LAWN & GARDEN SUPPLY	Maintenance & Operations	Annual: grounds equipment repair & preventative maintenance	\$8,000.00 *
18-00138	MAACO	Maintenance & Operations	Annual: vehicle painting	\$14,000.00 *
18-00139	M.S. DISCOUNT AUTO, INC.	Maintenance & Operations	Annual: vehicle smog	\$2,000.00
18-00140	LYNN'S AUTO AIR INC.	Maintenance & Operations	Annual: vehicle repairs	\$6,000.00 *
18-00141	LINDSAY LUMBER COMPANY	Maintenance & Operations	Annual: building supplies	\$25,000.00 *
18-00142	LAWRENCE ROLL UP DOORS, INC.	Maintenance & Operations	Annual: roll-up door repair services	\$2,000.00
18-00143	KM SHOES BOOT WORLD	Maintenance & Operations	Annual: safety shoes	\$10,000.00 *
18-00144	LAURA'S MUFFLER & WELDING	Maintenance & Operations	Annual: vehicle repairs	\$1,500.00
18-00147	JOHN'S WHOLESALE ELECTRIC	Maintenance & Operations	Annual: electrical supplies	\$50,000.00 *
18-00148	J.M. MCKINNEY COMPANY	Maintenance & Operations	Annual: plumbing supplies	\$2,000.00
18-00149	HOME DEPOT CREDIT SERVICES	Maintenance & Operations	Annual: building supplies	\$80,000.00 *
18-00151	GREAT SCOTT TREE SERVICE, INC.	Maintenance & Operations	Annual: tree trimming	\$2,000.00
18-00152	GEORGE CHEVROLET	Maintenance & Operations	Annual: vehicle supplies	\$2,500.00
18-00153	GCR TRUCK TIRE CENTER INC.	Maintenance & Operations	Annual: vehicle supplies	\$2,000.00
18-00154	FLOOR TECH	Maintenance & Operations	Annual: floor repairs	\$14,000.00 *
18-00155	FILE KEEPERS, LLC.	Maintenance & Operations	Annual: shredding services	\$4,000.00
18-00156	FIRST CALL BUSINESS SOLUTIONS	Maintenance & Operations	Annual: Print Shop equipment maintenance	\$3,000.00
18-00157	FELIX UPHOLSTERY	Maintenance & Operations	Annual: vehicle repair services	\$7,500.00 *
18-00159	DON MILLER & SON'S PLUMBING SUPPLY	Maintenance & Operations	Annual: plumbing supplies	\$15,000.00 *
18-00161	DE LAGE LANDEN PUBLIC FINANCE LLC	Maintenance & Operations	Copier equipment lease	\$306,777.24 *
18-00162	CLARK SECURITY PRODUCTS	Maintenance & Operations	Annual: lock supplies	\$10,000.00 *
18-00163	CHROMATIC INC	Maintenance & Operations	Annual: printing services	\$8,000.00 *
18-00164	CHEM PRO LABORATORY, INC.	Maintenance & Operations	Annual: equipment maintenance	\$2,100.00
18-00165	CHARLES G. HARDY, INC	Maintenance & Operations	Annual: maintenance roof supplies	\$30,000.00 *
18-00167	CARSON LANDSCAPE SUPPLY/JHM	Maintenance & Operations	Annual: irrigation repair supplies	\$14,000.00 *
18-00168	C.R. LAURENCE COMPANY	Maintenance & Operations	Annual: window glazing supplies	\$1,500.00
18-00171	BAVCO	Maintenance & Operations	Annual: plumbing supplies	\$1,500.00
18-00172	BATTERY SYSTEMS	Maintenance & Operations	Annual: garage supplies	\$5,000.00 *

\* Indicates a request over \$5,000 signifying approval prior to issuing the purchase order.

**Paramount Unified School District**

2017/2018

**Purchase Orders To Be Ratified and Authorized**

**June 12, 2017**

<b>PO Number</b>	<b>Vendor</b>	<b>Site</b>	<b>Description</b>	<b>Total Amount</b>
<b>010 - General Fund</b>				
18-00173	B & V TRANSMISSION	Maintenance & Operations	Annual: vehicle repairs	\$4,000.00
18-00174	B & D ALIGNMENT	Maintenance & Operations	Annual: vehicle repairs	\$3,000.00
18-00176	AIRGAS	Maintenance & Operations	Annual: welding supplies	\$3,000.00
18-00178	ABBA TERMITE & PEST CONTROL	Maintenance & Operations	Annual: bee removal services	\$1,500.00
18-00179	WHITTIER FERTILIZER	Maintenance & Operations	Annual: grounds supplies	\$7,000.00 *
18-00181	COAST LINE EQUIPMENT	Maintenance & Operations	Annual: grounds equipment supplies	\$5,000.00 *
<b>010 - General Fund - LCAP</b>				
18-00083	VAN DIEST BROTHERS, INC.	Maintenance & Operations	Annual: plumbing services (Bid # 5-16-17)	\$300,000.00 *
18-00084	ABEL PLUMBING	Maintenance & Operations	Annual: plumbing services (Bid # 5-16-17)	\$30,000.00 *
18-00092	CAL-LIFT	Maintenance & Operations	Annual: forklift & pallet jack repairs	\$20,000.00 *
18-00180	SIGNATURE FLOORING, INC.	Maintenance & Operations	Annual: floor repairs (Bid # 4-16-17)	\$85,000.00 *
18-00182	AMC CONCRETE INC.	Maintenance & Operations	Annual: concrete repairs (Bid # 3-16-17)	\$100,000.00 *
18-00183	TURFSTAR	Maintenance & Operations	Replace field lawn mower	\$101,774.51 *
<b>120 - Child Development Fund</b>				
18-00108	LAKESHORE LEARNING MATERIALS	ECE - Gaines	Annual: classroom supplies	\$3,500.00
<b>130 - Cafeteria Fund</b>				
18-00001	SMART & FINAL	Nutrition Services	Annual: food purchases	\$15,000.00 *
18-00002	CAL-TROPIC PRODUCERS, INC.	Nutrition Services	Annual: food purchases	\$2,000.00
18-00003	SMART & FINAL	Nutrition Services	Annual: food purchases	\$2,000.00
18-00004	COSTCO WHOLESALE	Nutrition Services	Annual: food purchases	\$2,000.00
18-00006	PRESSTIGE PRINTING	Nutrition Services	Annual: printing services	\$3,000.00
18-00007	LA COUNTY DEPARTMENT OF PUBLIC HEALTH	Nutrition Services	Annual: health department inspections	\$6,000.00 *
18-00008	FUTURE DESIGN COMMUNICATIONS	Nutrition Services	Annual: network cabling	\$5,000.00 *
18-00009	CULLIGAN WATER CONDITIONING	Nutrition Services	Annual: water softening services	\$14,000.00 *
18-00010	GLOBE GAS CORPORATION	Nutrition Services	Annual: propane	\$6,000.00 *
18-00011	PORTER BOILER SERVICE	Nutrition Services	Annual: preventative maintenance	\$5,000.00 *
18-00013	COCA-COLA REFRESHMENTS	Nutrition Services	Annual: canned beverages	\$2,000.00
18-00014	COSTCO WHOLESALE	Nutrition Services	Annual: food purchases	\$8,000.00 *

\* Indicates a request over \$5,000 signifying approval prior to issuing the purchase order.

**Paramount Unified School District**

2017/2018

**Purchase Orders To Be Ratified and Authorized**

**June 12, 2017**

<b>PO Number</b>	<b>Vendor</b>	<b>Site</b>	<b>Description</b>	<b>Total Amount</b>
<b>130 - Cafeteria Fund</b>				
18-00015	HARRIS COMPUTER SYSTEMS	Nutrition Services	Annual: Point of Sale equipment	\$5,000.00 *
18-00016	KIS COMPUTER CENTER	Nutrition Services	Annual: computer equipment	\$6,000.00 *
18-00017	CHEFS' TOYS	Nutrition Services	Annual: kitchen equipment	\$34,000.00 *
18-00018	ARROW RESTAURANT EQUIPMENT	Nutrition Services	Annual: small kitchen equipment	\$5,000.00 *
18-00020	KM SHOES BOOT WORLD	Nutrition Services	Annual: safety shoes	\$12,000.00 *
18-00021	CHEFS' TOYS	Nutrition Services	Annual: kitchen supplies	\$30,000.00 *
18-00025	STAPLES	Nutrition Services	Annual: online ordering	\$3,500.00
18-00027	PRUDENTIAL OVERALL SUPPLY	Nutrition Services	Annual: mop heads	\$9,000.00 *
18-00028	GA SYSTEMS, INC.	Nutrition Services	Annual: equipment repair	\$10,000.00 *
18-00029	PIONEER CHEMICAL COMPANY	Nutrition Services	Annual: equipment repair	\$8,000.00 *
18-00030	PORTER BOILER SERVICE	Nutrition Services	Annual: equipment repair	\$4,000.00
18-00031	EAST BAY RESTAURANT SUPPLY	Nutrition Services	Annual: leasing equipment	\$20,000.00 *
18-00032	CALIFORNIA SCHOOL NUTRITION ASSOCIATION	Nutrition Services	Annual: professional activity attendance	\$2,350.00
18-00033	HARRIS COMPUTER SYSTEMS	Nutrition Services	Annual: software support	\$30,000.00 *
18-00035	CCP INDUSTRIES	Nutrition Services	Annual: kitchen supplies	\$2,000.00
18-00036	EAST BAY RESTAURANT SUPPLY	Nutrition Services	Annual: equipment supplies	\$8,000.00 *
18-00037	P & R PAPER SUPPLY COMPANY	Nutrition Services	Annual: food supplies (Bid # 6-15-16)	\$175,000.00 *
18-00038	THE PLATINUM PACKAGING GROUP	Nutrition Services	Annual: food transport supplies	\$2,000.00
18-00039	PLASTIC PACKAGE	Nutrition Services	Annual: food transport supplies	\$15,000.00 *
18-00042	GOLD STAR FOODS	Nutrition Services	Annual: food purchases (Board approved: 5/22/17)	\$1,700,000.00 *
18-00044	DRIFTWOOD DAIRY	Nutrition Services	Annual: food purchases (Bid # 2-14-15)	\$750,000.00 *
18-00045	GALASSO'S BAKERY	Nutrition Services	Annual: food purchases (Bid # 4-14-15)	\$100,000.00 *

\* Indicates a request over \$5,000 signifying approval prior to issuing the purchase order.

**Paramount Unified School District**

**2017/2018**

**Purchase Orders To Be Ratified and Authorized**

**June 12, 2017**

**PURCHASE ORDER SUMMARY BY FUND**

**158 Purchase orders for a total of \$5,926,719.44**

<b>010 - General Fund</b>	To Be Authorized	\$2,160,794.24
	To Be Ratified Over \$1,500	\$102,731.81
	To Be Ratified Under \$1,500	\$15,068.88
	<b>Fund Total</b>	<b>\$2,278,594.93</b>
<b>010 - General Fund - LCAP</b>	To Be Authorized	\$636,774.51
	<b>Fund Total</b>	<b>\$636,774.51</b>
<b>120 - Child Development Fund</b>	To Be Ratified Over \$1,500	\$3,500.00
	<b>Fund Total</b>	<b>\$3,500.00</b>
<b>130 - Cafeteria Fund</b>	To Be Authorized	\$2,976,000.00
	To Be Ratified Over \$1,500	\$24,850.00
	To Be Ratified Under \$1,500	\$7,000.00
	<b>Fund Total</b>	<b>\$3,007,850.00</b>

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ruben Frutos, Assistant Superintendent-Business Services  
**DATE:** June 12, 2017  
**SUBJECT:** Consultant Services

**BACKGROUND INFORMATION:**

The District contracts with consultants or independent contractors who provide valuable and necessary specialized services not normally required on a continuing basis.

The following contract services are requested:

	Consultant	Services to be Provided/ Audience	Site/ Requested for	Time Period	Cost/ Funding Source
1	Smartetools, Inc.  PC 17-1835	Software License and Maintenance Agreement for SmarteFinance, SmarteHR, and SmartePCR.	Business Services  Requested by: Patricia Tu	July 1, 2017 through June 30, 2022	Not to exceed \$105,080 for 2017-18; \$85,960 for each year 2018-19 through 2021-22 from General Funds
2	Capitol Advisors Group, LLC  PC 17-1839	Provide professional services for legislative consulting and advocacy, strategic counsel, and assistance in developing mutually beneficial partnerships.	Business Services  Requested by: Ruben Frutos	July 1, 2017 through June 30, 2018	Not to exceed \$25,200 from General Funds
3	Facilities Commissioning & Technical Services  PC17-1836	Provide commissioning services, monitoring of energy management program and fire alarm systems, intrusion systems and analysis of District use of utilities.	Operations for all schools and District facilities.  Requested by: Cindy DiPaola	July 1, 2017 through June 30, 2018	Not to exceed \$80,000 from General Funds
4	Wilmes LLC  PC17-1837	Safety consultant	Operations  Requested by: Cindy DiPaola	July 1, 2017 through June 30, 2018	Not to exceed \$10,000 from Restricted Funds

**POLICY/ISSUE:**

Board Policy 4126 - Consultants

**FISCAL IMPACT:**

As indicated above

**CONSENT ITEM: 4.2-C**

**STAFF RECOMMENDATION:**

Approve the consultant services requests authorizing contracts with consultants or independent contractors who provide specialized services, and authorize the Superintendent or designee to execute all necessary documents.

**PREPARED BY:**

Ruben Frutos, Assistant Superintendent-Business Services

**DISTRICT PRIORITY 9:**

Effectively manage resources in order to achieve the District's mission.

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ruben Frutos, Assistant Superintendent-Business Services  
**DATE:** June 12, 2017  
**SUBJECT:** Acceptance of Donations

**BACKGROUND INFORMATION:**

The Board may accept and utilize, on behalf of the District, any bequests or gifts of money or property for a purpose deemed to be suitable by the Board.

The following donations have been presented to the District:

1. The District received a donation totaling \$500.00 from Schools First Federal Credit Union. This donation will be designated for the Veteran Employees and Retirees Celebration.
2. The District received a donation totaling \$500.00 from Paramount Petroleum. This donation will be designated for the 2017 Employees of the Year event.
3. The District received a donation totaling \$50.00 from Paramount Care Foundation. This donation will be designated for the 2017 Employees of the Year event.

For the current 2016-17 fiscal year through June 12, 2017, the District has received an estimated total, which includes the above amounts, of \$39,438.44 in gifts, grants, and bequests.

**POLICY/ISSUE:**

Board Policy 3280 – Gifts, Grants, and Bequests

**FISCAL IMPACT:**

None

**STAFF RECOMMENDATION:**

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

**PREPARED BY:**

Ruben Frutos, Assistant Superintendent-Business Services

**DISTRICT PRIORITY 9:**

Effectively manage resources in order to achieve the District's mission.

**CONSENT ITEM: 4.3-C**

# Paramount Unified School District

**TO:** Board of Education  
**FROM:** Ruth Pérez, Superintendent  
**DATE:** June 12, 2017  
**SUBJECT:** Amendment to Employment Agreement between Paramount Unified School District and Dr. Ruth Pérez

## **BACKGROUND INFORMATION:**

A recent review of the Superintendent Dr. Pérez's contract revealed an incorrect number of working calendar days. Upon clarification received, it was determined that an amendment to the current contract is necessitated and is before the Board for approval.

It is also the wishes of the Board of Education to extend Superintendent Dr. Pérez's employment agreement an additional year, making for a new expiration date of June 30, 2020.

## **POLICY/ISSUE:**

Board Policy 4300 – Management Positions/Management Team  
Board Bylaw 9000 – Role of the Board and Members (Powers, Purposes, Duties)

## **FISCAL IMPACT:**

None

## **STAFF RECOMMENDATION:**

Approve the amendment to employment agreement between Paramount Unified School District and Dr. Ruth Pérez to reflect the correct number of work days and extension to the contract.

## **DISTRICT PRIORITY 1:**

Raise student achievement: student achievement is the District's primary focus, especially reading/language arts, ELD, mathematics and CORE.

**ACTION ITEM: 1.1-A**

**AMENDMENT TO EMPLOYMENT AGREEMENT  
BETWEEN  
PARAMOUNT UNIFIED SCHOOL DISTRICT  
AND  
DR. RUTH PÉREZ**

**WHEREAS**, the Governing Board of the Paramount Unified School District (“District”), on December 9, 2015, approved and then executed an employment agreement (hereafter “Agreement”) between the District and Superintendent of Schools, Dr. Ruth Pérez; and

WHEREAS, the Governing Board will extend Dr. Pérez’s employment agreement an additional year, making for a new expiration date of June 30, 2020; and

**WHEREAS**, the Governing Board wishes to amend the Agreement entered into with Dr. Pérez by modifying the first paragraph of Section 8, Work Year and Vacation, as follows:

The Superintendent shall be required to render 223 days of full and regular services during each year of this Agreement, excluding vacation days. The Superintendent shall be entitled to twenty-four (24) days of annual vacation with full pay and shall also be entitled to such holidays offered other certificated twelve (12) month management employees.

**WHEREAS**, this amendment shall not be considered, nor is it intended, to be a new employment agreement between the parties;

**SO BE IT RESOLVED** that the above change will be made effective July 1, 2017.

**FOR THE GOVERNING BOARD OF THE  
PARAMOUNT UNIFIED SCHOOL DISTRICT**

By: \_\_\_\_\_  
Linda Garcia, President

By: \_\_\_\_\_  
Sonya Cuellar, Member

By: \_\_\_\_\_  
Vivian Hansen, Vice President/Clerk

By: \_\_\_\_\_  
Alicia Anderson, Member

By: \_\_\_\_\_  
Tony Peña, Member

I hereby accept this modification to my employment agreement and agree to comply with each and every condition thereof and to perform faithfully all the duties of employment of Superintendent of the Paramount Unified School District and Chief Executive Officer of the Board of Education.

\_\_\_\_\_  
Date of Acceptance

\_\_\_\_\_  
Dr. Ruth Pérez  
Superintendent of Schools

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Myrna Morales, Assistant Superintendent – Human Resources  
**DATE:** June 12, 2017  
**SUBJECT:** Approval of a Job Description for District Social Worker – Special Education and Establishment of, and Employment Authorization for One District Social Worker – Special Education

## **BACKGROUND INFORMATION:**

Research shows that students who have the social emotional support needed have a higher chance of dealing with adversity and becoming academically successful. Collins Elementary School has the highest number of homeless and Foster Youth families in the District. As a result, parents in the Collins community need the support of a District Social Worker to access community services, including mental health resources and local agencies that provide services to families. Under the direction of the Director of Special Education, the District Social Worker's primary responsibilities will include meeting the psychosocial needs of students and families through counseling, conducting assessments, making referrals and recommending resources to outside agencies.

The Social Worker will be an integral member of the Student Support Team at Collins School, working collaboratively with the counselor, Behavior Intervention Specialist, psychologist, principal and staff. It is recommended that the position of District Social Worker be established as an eleven month (194-day) position and be placed on the certificated management salary schedule in alignment with years of experience.

## **POLICY/ISSUE:**

Board Policy 4110 – Permanent Personnel (Certificated)  
Board Policy 4111 – Recruitment and Selection (Certificated)  
Board Policy 4000 – Concept and Roles in Personnel  
Board Policy 4118.3 – Duties of Personnel

## **FISCAL IMPACT:**

Approximately \$114,678 - \$139,084 annually from LCFF Supplemental and Concentration funds.

## **STAFF RECOMMENDATION:**

Approve the job description of District Social Worker – Special Education, and establishment of, and employment authorization for one District Social Worker – Special Education.

**ACTION ITEM: 2.1-A**

**PREPARED BY:**

Myrna Morales, Assistant Superintendent – Human Resources

**DISTRICT PRIORITY 1:**

Raise student achievement: student achievement is the District's primary focus, with an emphasis on reading/language arts, ELD, mathematics and core.

## **DISTRICT SOCIAL WORKER – SPECIAL EDUCATION – Job Description**

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### **POSITION SUMMARY**

The District Social Worker will provide a full range of school counseling and mental health services to children grades K-12 under the direction of the Director of Special Education. The District Social Worker will be an integral member of the Student Support Team.

### **ADMINISTRATIVE RELATIONSHIP**

The District Social Worker is directly responsible to the Director of Special Education.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Provide consultation and ongoing casework management of related cases.
- Arrange for student/family treatment and services, as needed.
- Help to plan, implement and monitor programs at the school sites.
- Possess an extensive knowledge of a variety of forms of evidence based practice intervention and prevention models for both individuals and group settings.
- Collaborate with schools on universal interventions for students such as Positive Behavior Intervention Support (PBIS) and Restorative Justice.
- Foster healthy families through community and school programming, including but not limited to: parent education and community service.
- Create and maintain relationships with outside agencies to help foster better learning and support for the students of Paramount Unified and their families.
- Perform initial intake screening; assess need and urgency of response; determine services and potential need for referral to other service providers; monitor deliver of treatment and social services.
- Link students and parents to mental health, medical and social services; including food, clothing and shoes.
- Provide crisis counseling and referrals for students as needed.
- Consistently and routinely update case files for students under their caseload.
- Oversee the monitoring of students and assist in follow-up by phone.
- Exhibit positive rapport with students and families.
- Work with school and District personnel in obtaining needed assistance for pupils and/or families from community agencies.
- Assist site and District staff in conducting home visits as needed.
- Possess a thorough understanding of and abide by the NASW Code of Ethics.
- Create positive and consistent communication with Paramount Unified staff and administration about social work goals and processes.
- Attend and participate in a variety of internal and external meetings at school site and District levels, inter-disciplinary case conferences, inter-agency meetings, etc.
- Perform other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:*

- Organizational structure of educational systems.
- All applicable laws, regulations and policies related to students.
- Principles, practices, trends, goals and objectives of public education, particularly as they apply to school social work and child welfare and attendance.

## **DISTRICT SOCIAL WORKER – SPECIAL EDUCATION – Job Description - continued**

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### **KNOWLEDGE, SKILLS, AND ABILITIES - continued:**

#### *Knowledge of:*

- Legal mandates, policies, regulation and guidelines pertaining to student attendance.
- Homeless education, Foster Youth Services and At-risk students.
- Socio-economic and psychological social behavior affecting individual behavior, social functioning and behavioral abnormalities.
- Techniques for dealing with individuals from a variety of socio-economic, ethnic and cultural backgrounds including those with emotional problems.

#### *Ability to:*

- Plan, organize and complete responsibilities independently.
- Learn methods, regulations and guidelines pertaining to student attendance.
- Collect, analyze and present data.
- Evaluate and analyze complex problems, issues and concerns, recommend appropriate alternative solutions and make effective and timely decisions.
- Communicate effectively in oral and written form, with the ability to utilize a “non-jargonized” communication mode that ensures understandable and thorough communication.
- Establish and maintain professional relationships with students, parents, faculty, staff and representatives of the community served, employees of County departments, professional staff and other public agencies.
- Effectively use and apply computer and other technology in daily work, including but not limited to word processing, spreadsheets, web-based and presentation programs.
- Strong problem-solving and organizational skills. Must be detail-oriented, flexible and decisive with outstanding customer service skills.
- Be organized and manage time efficiently by demonstrating an ability to successfully handle multiple cases concurrently.
- Work as part of a team and demonstrate abilities to adjust to and use new approaches in the performance of duties.
- Deal with obstacles and constraints in a positive manner.
- Perform the duties of a field instructor to MSW level interns/PPS interns.

### **EDUCATION AND EXPERIENCE**

- Possession of Pupil Personnel Services Credential specializing in school social work.
- Master’s Degree in social work.
- Possession of a valid Class C California Driver’s License (Vehicle will be required).
- Insurability by the District’s liability insurance carrier.
- Minimum of three (3) years of successful experience in a position performing pupil personnel services and/or related functions in a K-12 school setting or as a teacher in a K-12 school setting.
- California License in Clinical Social Work (LCSW) preferred.
- Bilingual English and Spanish preferred.

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Deborah Stark, Assistant Superintendent–Educational Services  
**DATE:** June 12, 2017  
**SUBJECT:** Public Hearing – Local Control Accountability Plan, 2017-2020

## **BACKGROUND INFORMATION:**

All districts are required to update their Local Control Accountability Plans annually. The District has used an inclusive process to engage teachers, administrators, parents and students to review the requirements for the LCAP, analyze state and district data and gather input on goals and services. PUSD’s Plan includes:

LCAP Section	Summary of Content
Plan Summary	Provides a summary of the district, highlights of the updated LCAP and identifies areas of greatest strength and need. Outlines performance gaps for student groups performing two levels below all students and how the LCAP addresses these needs.
Annual Update	Describes the actions, services and expenditures implemented in 2016-17 and an analysis of the overall effectiveness of these services.
Stakeholder Engagement	Describes the process used to involve stakeholders in the development of the updated LCAP and how the feedback from surveys and committees was used to inform the new plan.
Goals, Actions and Services	Describes the plan’s four goals and the services, actions and expenditures that will be implemented in the next three years to meet each goal.

A draft of the plan is posted on the Paramount Unified School District website and has been sent to schools for review and comment. The final Plan will be presented to the Board of Education for approval on June 26, 2017 and to LACOE by June 30, 2017. A copy of the final plan will be posted on the District website.

The required notice of public hearing was published in the Long Beach Press Telegram and posted the District Office, all K-12 school sites and the Paramount Public Library. The public was invited to review the proposed plan at Educational Services in the Paramount Unified School District Office.

## **POLICY/ISSUE:**

Education Code Section 52060-52077(8)(g)

## **FISCAL IMPACT:**

None

**ACTION ITEM: 3.1-A**

**STAFF RECOMMENDATION:**

Conduct a public hearing regarding the Local Control Accountability Plan required to receive Local Control Funding for years 2017-2020.

**PREPARED BY:**

Deborah Stark, Assistant Superintendent – Educational Services

**DISTRICT PRIORITY 1:**

Raise student achievement: student achievement is the District's primary focus with an emphasis on reading/language arts, ELD, mathematics and core.

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Deborah Stark, Assistant Superintendent–Educational Services  
**DATE:** June 12, 2017  
**SUBJECT:** Organization Management System Subscription

## **BACKGROUND INFORMATION:**

An Organization Management System (OMS) is a web-based customizable professional development registration tracking system. This system allows teachers and administrators to register online for professional development sessions. The system can generate a list of attendees for trainings, send reminders to those registered and track professional development that teachers participate in over time, which is useful for grants and fiscal audits.

After reviewing different systems, a team of District staff responsible for professional development found the Organization Management System developed by the San Bernardino County Superintendent of Schools Office to best meet Paramount Unified School District's needs. This system has been piloted during the last three months to plan summer professional development registration and has been highly effective. The OMS will be used by District staff to schedule upcoming professional development.

## **POLICY/ISSUE:**

Board Policy 6141.1 – Experimental/Innovative Programs

## **FISCAL IMPACT:**

Not to exceed \$5,000 from LCAP funds

## **STAFF RECOMMENDATION:**

Approve the subscription renewal for the Organization Management System for the 2017-18 school year.

## **PREPARED BY:**

Deborah Stark, Assistant Superintendent–Educational Services

## **DISTRICT PRIORITY 1:**

Raise student achievement: student achievement is the District's primary focus with an emphasis on reading/language arts, ELD, mathematics and core.

**ACTION ITEM: 3.2-A**

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Deborah Stark, Assistant Superintendent-Educational Services  
**DATE:** June 12, 2017  
**SUBJECT:** Sunbelt Staffing Consultant

## **BACKGROUND INFORMATION:**

Sunbelt Staffing is a nonpublic, nonsectarian agency which provides school psychologists services. Due to the resignation of a District psychologist and growth at a school site, Sunbelt Staffing will provide a psychologist to complete evaluations and provide services to new and continuing students.

## **POLICY/ISSUE:**

Board Policy 4126 – Consultants

## **FISCAL IMPACT:**

Not to exceed \$120,000 from Special Education funds

## **STAFF RECOMMENDATION:**

Approve Sunbelt Staffing to provide a psychologist to complete evaluations and provide services to new and continuing students for the 2017-18 school year.

## **PREPARED BY:**

Deborah Stark, Assistant Superintendent – Educational Services

## **DISTRICT PRIORITY 1:**

Raise student achievement: student achievement is the District's primary focus with an emphasis on reading/language arts, ELD, mathematics and core.

**ACTION ITEM: 3.3-A**

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Deborah Stark, Assistant Superintendent-Educational Services  
**DATE:** June 12, 2017  
**SUBJECT:** Nonpublic School Placement for Special Education Students for 2016-17

## **BACKGROUND INFORMATION:**

In order to facilitate appropriate educational progress some students require programs not available in the District. These students receive services from nonpublic schools and agencies which provide the necessary programs. The District contracts on an as needed basis for services based on needs identified in the Individual Education Plan (IEP) process.

An elementary school student (2016002188) with a diagnosis of other health impairment was unsuccessful in a District placement. The IEP team recommends placement at Spectrum Center with designated instructional services (DIS) counseling as the least restrictive environment for the 2016-17 school year. The estimated cost not to exceed \$5,000.

A middle school student (2015003139) with a diagnosis of emotional disturbance was unsuccessful in a District placement. The IEP team recommends placement at Rossier Park School with DIS counseling as the least restrictive environment for the 2016-17 school year. The estimated cost not to exceed \$6,000.

## **POLICY/ISSUE:**

Education Code 56020-56040 - Education of Exceptional Children in Non-Public Schools

## **FISCAL IMPACT:**

Estimated cost not to exceed \$9,200 from special education funds and \$1,800 from mental health funds.

## **STAFF RECOMMENDATION:**

Approve the placement for special education students in nonpublic schools as determined by the students' Individual Education Plan for the 2016-17 school year.

## **PREPARED BY:**

Deborah Stark, Assistant Superintendent – Educational Services

**ACTION ITEM: 3.4-A**

**DISTRICT PRIORITY 1:**

Raise student achievement: student achievement is this District's primary focus with an emphasis on reading/language arts, ELD, mathematics and core.

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Deborah Stark, Assistant Superintendent - Educational Services  
**DATE:** June 12, 2017  
**SUBJECT:** WorkAbility I Grant Application for the 2017-18 School Year

## **BACKGROUND INFORMATION:**

The District is required to complete the WorkAbility I Grant Application to be eligible for 2017-18 funding. This grant provides funds for job development, job coaching and subsidized employment for special education students at the high school and transition levels. Employment for students is at District sites and local businesses. In addition, the grant provides career awareness activities, materials and pre-vocational training and experiences for students in grades 6-8 Special Day Classes.

## **POLICY/ISSUE:**

Board Policy 3230 – Categorical Funds

## **FISCAL IMPACT:**

Income of approximately \$120,000 to restricted funds

## **STAFF RECOMMENDATION:**

Approve the application of the WorkAbility I Grant for the 2017-18 school year to provide supervision of special education students' on-the-job training and subsidized wages for high school and transition students and career awareness activities for middle school students.

## **PREPARED BY:**

Deborah Stark, Assistant Superintendent – Educational Services

## **DISTRICT PRIORITY 1:**

Raise student achievement: student achievement is the District's primary focus with an emphasis on reading/language arts, ELD, mathematics and core.

**ACTION ITEM: 3.5-A**

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ryan Smith, Assistant Superintendent-Secondary Educational Services  
**DATE:** June 12, 2017  
**SUBJECT:** Approval of A-G Edgenuity On-line Courses

## **BACKGROUND INFORMATION:**

In an effort to expand opportunities for students to complete course work for meeting graduation requirements at all high schools, new Edgenuity Courses were approved by the Board of Education on February 27, 2017. High School administrative staff have requested the approval of additional A-G Edgenuity courses based on student needs:

Subject	Course Title	Location for New Courses
Math	CA- Algebra II (A-G)	Buena Vista, Adult School, Paramount High School-West Campus and Paramount High School
Math	CA-Biology (A-G)	Buena Vista, Adult School, Paramount High School-West Campus and Paramount High School
Science	CA-Physics (A-G)	Buena Vista, Adult School, Paramount High School-West Campus and Paramount High School
Electives	CA-Art Appreciation (A-G)	Buena Vista, Adult School, Paramount High School-West Campus and Paramount High School

## **POLICY/ISSUE:**

Board Policy 6141 – Curriculum Development

## **FISCAL IMPACT:**

Approximately \$199,000 from LCFF Target Student and Adult Education funds.

## **STAFF RECOMMENDATION:**

Approve A-G Edgenuity on-line courses at Adult School Diploma Lab, Buena Vista High School, Paramount High School-West Campus and Paramount High School.

## **PREPARED BY:**

Manuel San Miguel, Director – Student Services

**ACTION ITEM: 3.6-A**

**DISTRICT PRIORITY 1:**

Raise student achievement: student achievement is the District's primary focus with an emphasis on reading/language arts, ELD, mathematics and core.

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ryan Smith, Assistant Superintendent-Secondary Educational Services  
**DATE:** June 12, 2017  
**SUBJECT:** International Institute for Restorative Practices Professional Development

## **BACKGROUND INFORMATION:**

Restorative Practices are effective and proven techniques used in helping to shape positive school cultures and improve student discipline. Restorative Practices compliment the District's Safe and Civil Schools Program and help schools develop proactive strategies to student discipline infractions. In an effort to implement Restorative Practices in the District, three schools will pilot Restorative Practices in 2017-18: Alondra, Buena Vista and Jackson. Professional Development with on-going training and support will be provided to ensure that school staffs know, understand and receive support for the effective implementation of Restorative Practices. There will be additional funding provided in the LCAP to begin initial training at Paramount High School West Campus.

## **POLICY/ISSUE:**

Board Policy 6141 – Curriculum Development

## **FISCAL IMPACT:**

Approximately \$100,000 from LCAP funds.

## **STAFF RECOMMENDATION:**

Approve implementation of Restorative Practices professional development for Alondra, Buena Vista and Jackson for the 2017-18 school year.

## **PREPARED BY:**

Manuel San Miguel, Director – Student Services

## **DISTRICT PRIORITY 1:**

Raise student achievement: student achievement is the District's primary focus with an emphasis on reading/language arts, ELD, mathematics and core.

**ACTION ITEM: 3.7-A**

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ryan Smith, Assistant Superintendent- Secondary Educational Services  
**DATE:** June 12, 2017  
**SUBJECT:** Carl D. Perkins Grant Applications for Grades 7-12

**BACKGROUND INFORMATION:**

The Carl D. Perkins Career and Technology Education Improvement Act of 2006 authorized the distribution of funds to school districts to support the development of academic, career and technical skills. To qualify for funds, districts must offer Career and Technical Education programs to secondary students in grades 7-12.

To maintain eligibility for Perkins funds, Paramount Unified School District must submit application for the 2017-18 fiscal year. The application is submitted under separate cover.

**POLICY/ISSUE:**

Board Policy 3230 – Categorical Funds  
Education Code 12400 - Authority to Receive and Expend Funds

**FISCAL IMPACT:**

None

**STAFF RECOMMENDATION:**

Approve the submission of the application for Carl D. Perkins Grant for the 2017-18 school year.

**PREPARED BY:**

Greg Francois, Director of Secondary Education and Instructional Technology

**DISTRICT PRIORITY 1:**

Raise student achievement: student achievement is the District's primary focus with an emphasis on reading/language arts, ELD, mathematics and core.

**ACTION ITEM: 3.8-A**

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ryan Smith, Assistant Superintendent –Secondary Educational Services  
**DATE:** June 12, 2017  
**SUBJECT:** Forms and Graphics Unlimited

**BACKGROUND INFORMATION:**

During the Board Study Session on the District’s Strategic Plan, Dr. Smith indicated that he would be bringing a proposal for the publishing of the Strategic Plan for the Board’s consideration at the June 12, 2017 meeting. If this proposal is approved, Forms and Graphics Unlimited will work closely with staff to create a formal document in both English and Spanish that highlights our Strategic Plan. Forms and Graphics has extensive experience with this type of work, and have produced several brochures for educational institutions including the University of Southern California. The document will include graphics, narratives, pictures, and district branding, and can be printed or published online. The document will serve as a tool that all district stakeholders can use for several years as they reference the Strategic Plan, and will also serve as a vehicle for the district to publicize its work in this area.

**POLICY/ISSUE:**

Board Policy 6145.3 – Publications

**FISCAL IMPACT:**

\$8,005.00 - LCAP Funds

**STAFF RECOMMENDATION:**

Approve Forms and Graphics Unlimited to design and produce finished handbook for Paramount Unified School District Strategic Plan.

**PREPARED BY:**

Ryan Smith, Assistant Superintendent – Secondary Educational Services

**DISTRICT PRIORITY 9:**

Effectively manage resources in order to achieve the District’s Mission.

**ACTION ITEM: 3.9-A**



**Nina Crum**  
o 818.957.0209 / c 213.514.2695  
ninaacrum12@gmail.com  
ninaacrum@formsandgraphicsunltd.com

## **PROJECT PROPOSAL – PUSD Strategic Plan**

Date: updated May 30, 2017

To: Ryan D. Smith, Ed.D.  
Assistant Superintendent  
Secondary Educational Services  
Paramount Unified School District

### **PROJECT SUMMARY**

- Forms and Graphics Unlimited (F&G) will design and produce finished artwork for a PUSD Strategic Plan booklet; create a finished PDF that can be posted online (by PUSD); and create final print-ready art file for the booklet that can be used to create printed copies
- *Note: We offer printing services for the booklet. Estimates for the printing will be quoted upon request.*

*Other project elements:*

#### **Translation**

- Translate the finished brochure into Spanish, insert the Spanish text into the final brochure layout, create a finished PDF that can be posted online and create print-ready art file for the booklet

#### **Website Design and Development - TBD**

- Design website for the PUSD Strategic Plan
- Website design to be complementary to the booklet
- From the design, build a custom WordPress template and install to PUSD's hosting service
- Deploy website and provide PUSD with a walk-through PDF so they can update the contents of the site

### **Booklet Description**

- Finished size: 11" wide x 8.5" high or 8.5" wide x 11" high
- Anticipated page count: 16 or 20 pages, full color
- Final deliverable to be a PDF that will be posted by PUSD on their website and a print-ready PDF that can be used to create printed copies

### **PROCESS, SERVICES and DELIVERABLES**

#### **Booklet**

- Initial telephone consultation with PUSD to determine project goals
- Concept development and creation of three preliminary design themes for elements of the PUSD Strategic Plan booklet
  - The preliminary designs will demonstrate the general design theme and aesthetics
    - Color scheme, fonts, and layout examples for the key components of the plan (i.e. Cover and a Focus Area example with goals and strategies)
- PUSD to select preferred design theme
  - If necessary, a telephone meeting will be held to discuss adjustments to the selected theme

- PUSD to provide content to F&G for all pages in a WORD document
  - Content to include:
    - Strategic Plan (which we have already)
    - Welcome letter or introductory text (1 page typed)
    - Mission and Vision (1 page typed)
    - District information (2 pages typed)
    - Other – TDB by PUSD (1 page typed)
- PUSD to provide a ‘library’ of 50-100 high quality photos that can be used in the booklet
  - F&G will provide guidelines for photo needs
  - If additional graphics or icons are needed, F&G to select ‘free’ stock graphics for the design from Freepik, a free graphic resource, as needed
    - If images must be purchased from an alternate site, PUSD will be responsible for the cost of those images
- PUSD to provide necessary logos in EPS, AI or TIF format
- F&G to produce the first draft of the booklet using the provided content and selected theme (16 or 20 pages)
- First draft reviewed by PUSD and edits provided to F&G
  - Second draft created by F&G; PUSD to review and provide second round of edits
  - Third draft created by F&G; PUSD to review and *make minor edits* at this point
  - Final draft created by F&G for a final review and approval by PUSD
  - If additional drafts are required, the cost to produce those drafts will be billed on an hourly basis (see cost breakdown below)
- Print-ready PDF and PDF suitable for posting online to be produced and provided to PUSD
  - PUSD will be responsible for uploading the document to the PUSD website

#### **Booklet – Spanish version**

- Upon completion of the booklet, F&G to produce a translated version (Spanish) of the booklet
  - Process: Booklet text to be translated and provided as a WORD document to PUSD; translation reviewed by PUSD and one round of edits provided to F&G; F&G to lay out the translated text into the booklet design used for the English version and PUSD to review this draft; final edits are provided to F&G; F&G applies edits and provides a print-ready PDF and a PDF suitable for posting online

#### **Website Design and Development - TBD**

- A separate estimate will be provided upon request.

*continued on next page*

**PROJECT ESTIMATE**

Description	Est. Time	Cost/Rate	Total
Strategic Plan booklet - Process and services as outlined above, 16-20 page booklet	65 hours	\$85/hr	\$5525
<b>BOOKLET SUBTOTAL</b>	<b>65 hours</b>		<b>\$5525</b>
Spanish translation of booklet content – Estimate based on content listed under “Booklet” on page 2, 4 <sup>th</sup> bullet*	30 hours	\$60/hr	\$1800
Translated content inserted into the final English version design and final PDFs created	8 hours	\$85/hr	\$680
<i>*If additional content must be translated, the work will be billed at \$60/hour.</i>			
<b>TRANSLATION SUBTOTAL</b>	<b>38 hours</b>		<b>\$2480</b>
<b>Total Estimate</b>			<b>\$8005</b>

- Any work that is required above and beyond what is outlined in the Process and Services, will be billed at an hourly rate of \$85/hour (additional translation services will be billed at \$60/hour).
- If the project is canceled at any time, the client will be billed for fees and expenses incurred up to that time.
- Sales tax will be charged according to the State of California Board of Equalization Regulation 1540 - Lump Sum Billing which presumes design projects to be 75% non-taxable and 25% taxable.
- A \$2500 deposit is required at the start of the booklet portion of the project.
- The booklet portion of the project will be billed in full and due upon completion of the booklet.
- The Spanish translation portion of the project will be billed upon completion of that portion.

**Suggested Timeline – Booklet**

M, June 12	• PUSD Board Meeting – proposal reviewed
Tu, June 13	• Project green-lighted; F&G begins work on the 3 preliminary designs for the booklet
by W, June 21	• PUSD provides all content, including photo library, to F&G
by M, June 26	• F&G emails 3 preliminary designs to PUSD
by Th, June 29	• PUSD selects the preferred design (If necessary, a telephone call with F&G to discuss ‘tweaking’ the preferred design)
<i>M, July 3 &amp; Tu July 4</i>	<i>Independence Day Holiday</i>
by W, July 12	• F&G produces first draft of booklet and emails draft to PUSD
by M, July 17	• PUSD provides first round of edits to F&G
by M, July 24	• F&G emails second draft to PUSD
by F, July 28	• PUSD provides second round of edits to F&G
by W, Aug 2	• F&G emails third draft to PUSD; PUSD reviews and identifies <i>minor</i> edits
by F Aug 4 COB	• PUSD provides minor edits to F&G
by Tu, Aug 8 COB	• F&G emails ‘final’ PDF to PUSD for approval
by F, Aug 11 COB	• PUSD gives final approval to F&G
By Tu, Aug 15	• F&G emails final PDF to PUSD – ready to be uploaded <i>If printed copies are needed, production time will depend on finished booklet size and quantity needed. Allow 5-10 working days.</i>

After the English version of the booklet is completed, we can move on to creating the Spanish version of the booklet.

see next page for Spanish translation timeline

**Suggested Timeline – Booklet Translation and Creation of Final PDF of Translated Version**

M, June 12	<ul style="list-style-type: none"><li>• PUSD Board Meeting – proposal reviewed</li></ul>
Tu, June 13	<ul style="list-style-type: none"><li>• Project green-lighted;</li><li>• Translation of the known components begins (i.e. the Strategic Plan)</li></ul>
<i>M, July 3 &amp; Tu July 4</i>	<i>Independence Day Holiday</i>
by Th, July 6	<ul style="list-style-type: none"><li>• Translation of the Strategic Plan is complete</li><li>• F&amp;G provides the translation (WORD format) to PUSD for review</li></ul>
by F, July 21	<ul style="list-style-type: none"><li>• PUSD returns translation with comments/edits to F&amp;G</li></ul>
by F, Aug 11 COB	<ul style="list-style-type: none"><li>• PUSD gives final approval of the <b>English</b> booklet to F&amp;G</li></ul>
M, Aug 14	<ul style="list-style-type: none"><li>• Translation of the remaining text begins</li></ul>
by F, Aug 25 COB	<ul style="list-style-type: none"><li>• All translation is complete and F&amp;G begins layout</li></ul>
by F, Sep 1 COB	<ul style="list-style-type: none"><li>• F&amp;G provides a PDF of the Spanish booklet to PUSD for review and minor edits</li></ul>
<i>M, Sep 4</i>	<i>Labor Day Holiday</i>
by F, Sep 8	<ul style="list-style-type: none"><li>• PUSD returns PDF of Spanish booklet with minor edits to F&amp;G</li></ul>
by Th, Sep 14	<ul style="list-style-type: none"><li>• F&amp;G emails 'final' PDF of Spanish booklet to PUSD for approval</li></ul>
by Tu, Sep 19	<ul style="list-style-type: none"><li>• PUSD gives final approval to F&amp;G</li></ul>
by F, Sep 22	<ul style="list-style-type: none"><li>• F&amp;G emails final PDF of Spanish booklet to PUSD – ready to be uploaded</li></ul>

Thank you for this opportunity to provide this proposal for the PUSD Strategic Plan booklet. Please do not hesitate to email or call me if you have any questions.

I look forward to working on this project.

Sincerely,

Nina Crum  
Partner and Co-Founder  
Forms and Graphics Unlimited

o 818.957.0209  
c 213.514.2695  
e ninacrum12@gmail.com  
web formsandgraphicsunltd.com

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ruben Frutos, Assistant Superintendent-Business Services  
**DATE:** June 12, 2017  
**SUBJECT:** Authorization to Make Appropriation Transfers

## **BACKGROUND INFORMATION:**

At the close of each fiscal year, a school district may, with the approval of the Governing Board, identify and request the County Superintendent of Schools to make the transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification. This authorization will allow the County Superintendent to balance expenditure classifications of the budget for the current year, as necessary, to permit the payment of obligations the District incurred during the school year.

## **POLICY/ISSUE:**

Education Code Section 42601 – Transfer Between Funds to Permit Payment of Obligations at Close of Year

## **FISCAL IMPACT:**

None

## **STAFF RECOMMENDATION:**

Authorize the Los Angeles County Superintendent of Schools to make appropriate transfers at the close of the 2016-2017 school year.

## **PREPARED BY:**

Patricia Tu, Director-Fiscal Services

## **DISTRICT PRIORITY 9:**

Effectively manage resources in order to achieve the District's mission.

**ACTION ITEM: 4.1-A**



# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ruben Frutos, Assistant Superintendent-Business Services  
**DATE:** June 12, 2017  
**SUBJECT:** Agreement with Food Safety Systems

## **BACKGROUND INFORMATION:**

Food Safety Systems is a company that provides services in a systematic approach to food safety, a standardized Hazard Analysis and Critical Control Point (HACCP) program across all sites, mandated United States Department of Agriculture (USDA) professional standards training, mandated pesticide training according to the California Healthy Schools Act 2016, regularly scheduled on-site food safety and sanitation assessments. They will provide all detergents and sanitizers was well.

In addition, Food Safety Systems works to protect students from food-borne illnesses. The consultant will provide the tools for the District to comply with USDA food safety, sanitation and professional standards.

## **POLICY/ISSUE:**

Board Policy 4126 - Consultant

## **FISCAL IMPACT:**

Not to exceed \$62,000 from the Cafeteria Fund

## **STAFF RECOMMENDATION:**

Approve the agreement with Food Safety Systems to provide consultant services for a three-year period beginning July 1, 2017, for regularly scheduled service visits, reviewing 45 points of food safety and sanitation requirements, averaging 9 visits per year per site. USDA Professional standards training modules will be provided at each service visit, to meet regulation requirements for all 20-hour-or-less employees.

## **PREPARED BY:**

Chris Stamm, Director-Student Nutrition Services

## **DISTRICT PRIORITY 4:**

Improve student support services.

**ACTION ITEM: 4.2-A**



**FOOD SERVICE SAFETY AND SANITATION PROGRAM SERVICE AGREEMENT**

**Overview**

This agreement is made between Food Safety Systems ("FSS") and Paramount Unified School District ("School District"), effective as of July 1, 2017. Under this agreement, FSS will provide School District with a complete and sustainable food safety and sanitation system, inclusive of oversight, safety and sanitation training, education, and inventory control as detailed in **Schedule A**.

Schedule A includes trade secrets of FSS, which derive independent economic value from not being generally known to the public or by FSS competitors, and are the subject of reasonable efforts to maintain their secrecy. Therefore, School District will not, except as required in the conduct of School District's business or as required under California State or other laws, use, publish or disclose any of FSS's trade secrets (e.g., Schedule A) until at least such time that the information are no longer trade secrets. If School District discloses any of FSS's trade secrets, School District will notify FSS of such disclosure or use.

**Term and Termination**

This agreement is year three (3) of a three (3) year agreement, and may be extended at the discretion and consensus of both parties for the stated additional no (-0-) one-year term(s). The pricing submitted for the SY17-18 will remain fixed until June 30, 2018. Pricing agreed to for each renewal will remain fixed throughout each annual agreement period ending June 30. FSS may petition a price increase annually for each renewal period. The School District reserves the right to accept or reject any price increase, and terminate the agreement, without penalty.

The term of this agreement is one year, unless terminated by either party for any reason with thirty (30) days advanced written notice. All materials, dispensers, accessories and instructional charts that are provided as part of this program remain the property of Food Safety Systems and may be removed if, and when, the program is cancelled.

**Services**

FSS will visit each of the schools listed in **Schedule B** during each service visit cycle unless otherwise specified here. There will be a total of nine, ten or eleven service visit cycles during each full school year. (see Schedule B for breakdown by site)

School District will pay a total agreement cost of \$61,930.00 for this school year, which will be divided into installment payments of \$5,630.00, to be paid upon being invoiced after the completion of each of the service visit cycles. If the term of this agreement includes a partial school year, the district will only be invoiced for the service visit cycles completed. Schedule B may be modified to add additional schools, which in turn may affect total agreement cost.

**Billing and Remittance**

All billing will be from FSS unless otherwise notified. Remittance should be made payable to:

Food Safety Systems  
5405 Alton Parkway, Suite 5A-539  
Irvine, CA 92604

**Accepted By:**

***Paramount Unified School District***

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FSS**

 \_\_\_\_\_ Date 4/25/17

Stacy Sagowitz, President

**YOUR TRUSTED RESOURCE. MAKING COMPLIANCE SIMPLE.**



## SCHEDULE A EDUCATION AND SERVICES

All services, materials, and consultation are included in the total cost provided under the Food Service Safety and Sanitation Service Agreement, offering complete budget control and predictability to School District. FSS will prepare a staff training schedule ("Training Schedule") with custom objectives and timelines, and provide education, materials, services and reports as follows.

### **I. Education**

- A. FSS's food safety and sanitation education program includes district in-service education, site-based education, and educational materials for the Participating Schools. The goal of the FSS education program is to provide education for managers and employees of the School District, and standardize sanitation and safety procedures in each Participating School's kitchen facility.
- B. Education will be provided during each service cycle at each of the Participating Schools. Each educational session is approved for a minimum of .25 Continuing Education Credits (CEU) for School Nutrition Association (SNA) and/or a minimum of .25 CE units towards USDA mandated Professional Standards Curriculum. The education provided will address each school's specific needs, and will include an ongoing curriculum of sanitation and workplace topics.
- C. As required by California State Mandate, CalCode Article 2, Sections 113947 and 113947.1-3, FSS will make available the N.R.A. (National Restaurant Association Foundation) ServSafe® training to School District employees on a scheduled training date to be determined for a maximum of 35 employees, per training date.
  - 1. FSS will offer the course for eligible employees at an additional cost of \$75.00 per person, if requested by the School District.
  - 2. The education provided through ServSafe® courses will complement the services provided by FSS, and fulfill the 10-hour Sanitation and Safety component of SNA Certification, as well as CalCode requirements above.
  - 3. Testing materials will also be included in the total cost of \$75.00 per person. Textbooks are not included in this cost, and may be ordered at the current prevailing rate at time of order.

### **II. Materials**

- A. Sufficient cleaning products and OSHA approved dispensing systems will be provided and replenished as needed at each Participating School.
- B. SDS, posters, binders, procedure guides, and ancillary items (e.g., pac cutters, sanitizer test strips) will be provided and replenished as needed at each Participating School.
- C. Each of the Participating Schools is granted a non-exclusive license to use the program and the program materials. FSS will take steps to safeguard use of the program content by entities operating without an agreement from FSS or a related entity.
- D. Providing chemical service application and delivery.



III. **Service**

- A. FSS service technicians will visit each of the Participating schools nine (9) times per full school year in accordance with the Training Schedule. FSS service technicians are certified in the administration, instruction and recognition of HACCP program integrity and verification.
- B. FSS service technicians will survey and audit each Participating School's kitchen, and provide immediate corrective action, staff training, action documentation, and supervisor notifications for follow ups. The survey and audit is intended to measure due-diligence and verify system execution and staff motivation.

IV. **Reports / Review**

- A. FSS will provide documentation of the education received for School District due diligence files.
- B. All materials required for OSHA compliance will be placed in and kept current in each of the Participating Schools.
- C. After completion of each survey and audit, FSS will generate a service report that documents program compliance and areas where further management action is required. These reports can serve as critical due-diligence confirmation, and provide the School District with an electronic record of program compliance.
- D. After each full school year, FSS's general manager will meet with district administrators to review the year's accomplishments and make recommendations for program improvement.



**SCHEDULE B**

**PARAMOUNT SCHOOL DISTRICT  
SY 17-18 PARTICIPATING SITES**

All sites will receive 11 service visit rotations except as noted below

	<b>Elementary Schools</b>	<b>Middle Schools</b>	<b>High Schools</b>	<b>Notes</b>
1	<b>Collins</b>	<b>Alondra</b>	<b>Buena Vista**</b>	
2	<b>Gaines</b>	<b>Jackson*</b>	<b>Community Day**</b>	<b>*Sites with 10 visits</b>
3	<b>Hollydale (K-8)</b>	<b>Paramount Park</b>	<b>Paramount – East*</b>	<b>**Sites with 9 visits</b>
4	<b>Jefferson</b>	<b>Zamboni</b>	<b>Paramount – West*</b>	
5	<b>Keppel</b>			
6	<b>Lincoln</b>			
7	<b>Los Cerritos</b>			
8	<b>Mokler</b>			
9	<b>Roosevelt</b>			
10	<b>Tanner</b>			
11	<b>Wirtz</b>			
12				
13				
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# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ruben Frutos, Assistant Superintendent-Business Services  
**DATE:** June 12, 2017  
**SUBJECT:** Notice of Completion – Cabling for Wireless Access Points at Community Day School, Collins, Gaines, Lincoln, Los Cerritos, Mokler, and Wirtz

**BACKGROUND INFORMATION:**

Future Design, the District’s network cabling contractor, completed network cabling at Community Day School, Collins, Gaines, Lincoln, Los Cerritos, Mokler, and Wirtz (PO 17-00476). Individual projects over \$15,000 require a formal Notice of Completion and a five (5%) percent retention for each contract be held until the Board has accepted completion of the project(s). The following projects are complete:

Vendor	Project Description	Contract Amount	5% Retention Amount
Future Design	Network cabling for Wireless Access Points at Community Day School, Collins, Gaines, Lincoln, Los Cerritos, Mokler, and Wirtz	\$93,769.00	\$4,688.45

Once the project is deemed complete, it is the responsibility of the District’s Board to formally accept the project, file a Notice of Completion and authorize payment to all contracted parties, as allowed by contract.

**POLICY/ISSUE:**

Board Policy 7430 – Acceptance of Completed Projects

**FISCAL IMPACT:**

None

**STAFF RECOMMENDATION:**

Accept as completed the network cabling work for wireless access points at Community Day School, Collins, Gaines, Lincoln, Los Cerritos, Mokler, and Wirtz school sites. 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.

**PREPARED BY:**

Ruben Frutos, Assistant Superintendent-Business Services

**DISTRICT PRIORITY 3:**

Use technology to manage information throughout the District.

**ACTION ITEM: 4.3-A**

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ruben Frutos, Assistant Superintendent-Business Services  
**DATE:** June 12, 2017  
**SUBJECT:** Agreement for Consultant Services – Proposition 39 California Clean Energy Jobs Act Project Implementation – Part II

## **BACKGROUND INFORMATION:**

On March 30, 2016, the District received notification that the Proposition 39 California Clean Energy Jobs Act Project Application was approved. The project will reduce electricity use through energy conservation. The exact amount is determined based on dynamic state calculations. The Board of Education authorized the use of Consultant Facilities Commissioning & Technical Services to assist in expediting the assessment and application process of the Proposition 39 requirements. We are now ready to complete the approved, eligible work within the guidelines of the Clean Energy Jobs Act.

There are costs related to the next phase of construction, project management, closeout and monitoring, along with the continued interface with the California Energy Commission (CEC) to assure compliance with guidelines. The first phase will be to complete work this year. The cost for managing the first phase was \$83,500.

Staff recommends utilizing a consultant to complete this work. Facilities Commissioning & Technical Services performed the first part of the application process and has a long history with the District and has a keen knowledge of its standards. Proposition 39 has an allocation of \$250,000 for planning costs. Part II of the implementation is \$105,500, which had an unused balance from planning funds. If approved, the Part II implementation project would be funded out of that balance.

## **POLICY/ISSUE:**

Board Policy 4126 – Consultants

## **FISCAL IMPACT:**

\$105,500 – Proposition 39 Grant Planning Funds

## **STAFF RECOMMENDATION:**

Approve the consultant agreement with Facilities Commissioning & Technical Services to assist the District with completion of the Proposition 39 California Clean Energy Jobs Act project implementation – Part II. Authorize the Superintendent or designee to execute all necessary documents.

**ACTION ITEM: 4.4-A**

**PREPARED BY:**

Cindy DiPaola, Director-Operations

**DISTRICT PRIORITY 9:**

Effectively manage resources in order to achieve the District's mission.



## Facilities Commissioning & Technical Services

*Making Your Facility Work For You*

5701 E. Circle Drive, Suite #314  
Cicero, N.Y. 13039  
Office: 315.505.6624 eFax: 866.698.2997

May 30, 2017

Paramount Unified School District  
15110 California Ave.  
Paramount, Ca. 90723

Attn: Cindy DiPaola, Director of Operations  
Reference: Proposition 39, Project Construction Oversight

Ms. DiPaola,

Thank you for your trust in allowing Facilities Commissioning & Technical Services (FCTS) to perform the Proposition 39 project scoping, submission to the California Energy Commission (CEC) and provide project design and oversight for the HVAC system replacements and the Exterior Lighting System on behalf of the District.

As these projects are coming out, it is now time to focus on the to last two project scope of work items, the interior lighting systems modifications and the installation of window covering systems throughout the District. At this time Facilities Commissioning & Technical Services would like to present the District with the following proposal to provide for the construction oversight and required Proposition 39 progress reporting for the final phase of the approved projects.

As you are aware, all sites within the District will be impacted by the scope of this project in some manner. The projects can be summarized as follows:

- Provide a comprehensive interior fluorescent lighting retrofit for site within the District. The focus of this project will be on replacing existing fluorescent tube lamps and electronic ballasts with new ballast free LED tube lamps.
- Replace current “screw in” type incandescent and compact fluorescent lamps at all sites with replacement LED lamps.
- Install window covering systems where appropriate and cost justifiable to reduce HVAC operating costs. These systems will also provide the added benefit of allowing staff to have more flexibility in the lighting of their environments.

**Facilities Commissioning & Technical Services**

As part of these services, Facilities Commissioning & Technical Services will provide the following for Phase II of the project installations:

- Contractor walk-thru and design review services for each scope of work.
- Material Handling Services for the LED Lighting and Window Covering portion of the projects to ensure all materials are properly delivered, stored and staged to ensure a smooth installation.
- Provide in-construction period contractor services for any questions or review of design documents.
- Provide Request for Proposal services for the Window Covering scope of work in order to select and retain installation contractor(s) for the installations.
- Act as contractor liaison for District with all subcontractors.
- Oversight of installation all scopes of work to ensure District installation standards are being maintained.
- Provide Project Tracking as required per the CEC / Proposition 39 Project Progress Reporting.
- Provide Commissioning Services / acceptance testing for all systems on behalf of the District.

The costs for the above services have been included in the Proposition 39 Project Costs as submitted to and approved by the California Energy Commission.

We are pleased to provide the above described services for the District for the total sum of:

**One Hundred Five Thousand, Five Hundred Dollars \$ 105,500.00**

This proposal is valid for 60 days from the above date and shall become effective upon return receipt with signature(s) below.

**Owners Representative:**

\_\_\_\_\_  
Signature,

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Title:

**Facilities Commissioning & Technical Services**

  
\_\_\_\_\_  
Signature, Darrin O'Hara

President  
\_\_\_\_\_  
Title:

\_\_\_\_\_  
Date:

## Facilities Commissioning & Technical Services

### Preferred Customer Labor / Rate Table:

Labor Category	Labor Rate for additional hours as required †
Commissioning Agent – Field	115.00
Commissioning Agent – Office	90.00
Mechanical Specialties	125.00
Electrical Specialties	125.00
Engineering Services	175.00
Project Manager / CxA Assistant	95.00

Reimbursable Expenses	Units
Mileage	\$0.75 Per mile
Bond Prints (up to 36"x42")	\$2.50 Per sheet
Copying Services –Black & White	\$0.45 Per copy (8 ½ x 11)
Copying Services – Color	\$1.00 Per copy (8 ½ x 11)
Copying Services –Black & White	\$0.75 Per copy (11 x 17)
Copying Services – Color	\$1.50 Per copy (11 x 17)
Shipping / Courier Services	Cost Plus 10%
Other non-specified direct expenses	Cost Plus 10%

† Base Project Reimbursable Expenses for all in-scope items are included in the lump sum cost estimate of this project. Expenses for additional scope of work will be per the above schedule.

# Facilities Commissioning & Technical Services

## DRO Management Services Inc., DBA Facilities Commissioning & Technical Services Terms and Conditions of Proposal

**These terms and conditions constitute part of the Proposal Offer between DRO Management Services Inc. ("Seller") and the Buyer ("Buyer") named in the attached Proposal.**

1. **Acceptance.** Acceptance of the attached Proposal is expressly limited to the terms and conditions contained in this agreement, and Seller objects to, and shall not be bound by, any terms and conditions at variance with such terms and conditions unless mutually agreed upon, in writing by the Seller and the Buyer.
2. **Contract Documents.** The Contract Documents, including plans, specifications, general conditions, and special conditions between Seller and the Buyer / Owner named on the Purchase Order Document hereof are hereby incorporated by reference and made a part of this Proposal, only to the extent as specifically referenced within the Proposal.
3. **Purchase Price.** Unless otherwise expressly provided in this Proposal, the purchase price (I) is payable in United States Currency and (II) includes all sales, use, occupation, license, excise and other taxes with respect to the purchase and delivery of the goods identified on this Proposal. The Proposal Price is firm and includes, where applicable, all Seller engineering and preparation and submittal of such shop drawings, material lists, samples and details as may be required by the Buyer or under the Contract Documents. Seller shall execute and furnish all necessary lien waivers, affidavits, or other documents required to keep the Owners premises free from liens arising hereunder.
4. **Schedule.** Any project that is referred to in this Proposal is being executed on the basis of a progress schedule. Time is of the essence of that progress schedule and of this Proposal. Necessary shop drawings and any required data samples are to be submitted by the date indicated on this Proposal as agreed upon in writing with the Buyer to meet the progress schedule.
5. **Compensation.** Buyer agrees to pay compensation to Seller for the Scope of Work and other services, as provided for in this Agreement and detailed in the Proposal and any subsequent approved scope changes. Seller will submit to Buyer a detailed Schedule of Values, as requested, including labor and material breakdowns, allocated to the various parts of the work equal to the total Compensation, in such detail as Buyer and Seller agree.
  - a. **Payment Application.** Seller will submit a payment application to Buyer by the 15th day of the month, or as otherwise agreed upon, for that portion of Work completed that calendar month. Each payment application will itemize the work in a manner consistent with the Schedule of Values approved by the Buyer. The itemization will show the percent of Work completed on the Project for each component or task in sufficient detail satisfactory to Buyer.
  - b. **Payments.** Payment to Seller for Work included under this Agreement will be regardless of Buyers receipt of payments made by any other party. Buyer will pay Seller each progress payment within thirty (30) days after receipt of approved payment applications. Payment as used in this clause shall include retainage, progress payments, payment for change orders and work orders, and final payment. Should the Buyer deem a payment application by the Seller as being non-acceptable, the Buyer shall notify the Seller within five (5) calendar days of receipt of said payment applications with specific reason(s) for the non-approval of a Payment Application. Buyer and Seller agree to work together in good faith to rectify any reasons for said non-approval and rectify the discrepancy within five (5) additional calendar days in order to provide the Buyer with an acceptable Payment Application.

*Facilities Commissioning & Technical Services*  
*Making Your Facility Work for You!*

## Facilities Commissioning & Technical Services

- c. **Stop Work:** At any time that approved payment applications are not processed and payments are received by the Seller within 45 days of the original invoice date, the Seller reserves the right to stop all work associated with the Proposal, including the withholding of completed yet not submitted work, until such time as the Buyer has made past due payment.
  - d. **Prompt Payment Discounts:** Upon written agreement, DRO Management Services Inc. offers up to a 5% prompt payment discount at the end of each project, in the form an invoice credit in the Final Payment Application, should the Buyers make ALL prior project payments within the agreed upon 30 day payment window.
6. **Warranties.** Seller warrants to Buyer that the services provided are made in good faith and based upon industry practices in use at the time of the services being rendered. Buyer acknowledges that seller is not a licensed engineering firm nor employs licensed engineers. Buyer agrees that seller shall 'pass through' any manufacturers warrantees in effect for products purchased by the seller on behalf of the buyer / owner. No other warrantees are expressed or implied.
  7. **Indemnification.** Seller agrees to indemnify and Buyer from any and all liability, expense, costs, damages, and loss of any kind including reasonable attorney's fees, to the extent arising out of or alleged to have arisen out of any injury to or death of any person or persons or damage to any property of any kind in connection with Seller's performance hereunder or resulting from any defect or non-conformity in the goods or services furnished hereunder or from any infringement or alleged infringement of any letters patent.
  8. **The default remedies.** If (I) Seller fails to perform any of the terms and conditions to be performed by Seller under this Proposal, (II) Seller dissolves or is dissolved, liquidates or is liquidated, or (III) a proceeding in bankruptcy, insolvency, receivership or assignment for the benefit of creditors is instituted by or against Seller, then Buyer may, in its sole discretion, and without notice to Seller, declare the Seller to be in default under this Proposal. Upon and after a default, Buyer may, without notice to Seller, (I) cancel in whole, or in part, this Purchase Order and any and all other orders then outstanding between Buyer and Seller, (II) declare all sums owing under any other agreement, document or instrument between Buyer and Seller, whether now or hereinafter existing to be immediately due and payable, and (III) exercise any and all other rights and remedies available to an aggrieved Buyer under applicable laws, including without limitation, the Uniform Commercial Code. If Seller fails to make deliveries as required, Buyer shall have the right to cancel any remaining parts of this Proposal and to purchase the goods elsewhere, for a value up to the remaining value of the work not already executed and agreed upon as being completed, as evident by the buyers payment for such services as previously invoiced, up to the price provided in this Proposal.
  9. **Governing law.** This Proposal shall be governed by the laws of the State of New York, seller's principal place of business. Any litigation resulting from this agreement shall be venued in the NY State Supreme Court at Watertown, NY.
  10. **Successors and assigns.** The terms and conditions of this Proposal shall be binding on Buyer and Seller, their respective successors and assigns. None of the Seller's rights or obligations under this Proposal may be assigned or otherwise transferred without Buyers written consent.
  11. **Complete Agreement; Waiver; Modification.** This Proposal constitutes the entire agreement between the parties, and all prior representations, conversations, negotiations, or quotations are merged in said Proposal. No change, modification or waiver to any of the terms and conditions of the Proposal shall be binding to Seller unless agreed upon, in writing, by a duly authorized employee of Seller.

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Ruben Frutos, Assistant Superintendent-Business Services  
**DATE:** June 12, 2017  
**SUBJECT:** Public Hearing – 2017-2018 Tentative Budget

## **BACKGROUND INFORMATION:**

Per Education Code 42127 and 52062, two separate Governing Board public meetings, held at least one day apart, are now required for the District's budget hearing and budget adoption. The budget was made available for public review on May 25, 2017, at the Educational Services Office. Public notice was published in the *Press-Telegram* on May 25, 2017, and was posted at the following District locations: District Office and all K-12 school offices. The final budget will be presented for approval to the Governing Board of the District following this public hearing at the regular Board of Education meeting to be held on June 26, 2017.

## **POLICY/ISSUE:**

Education Code 42103 – Publication of Budget; Hearing  
Board Policy 3100 – Budget

## **FISCAL IMPACT:**

None

## **STAFF RECOMMENDATION:**

Conduct a public hearing prior to the approval of the 2017-2018 Tentative Budget.

## **PREPARED BY:**

Ruben Frutos, Assistant Superintendent-Business Services

## **DISTRICT PRIORITY 9:**

Effectively manage resources in order to achieve the District's mission.

**ACTION ITEM: 4.5-A**

# Paramount Unified School District

**TO:** Ruth Pérez, Superintendent  
**FROM:** Deborah Stark, Assistant Superintendent-Educational Services  
**DATE:** June 12, 2017  
**SUBJECT:** Program Self-Evaluation Report for State Preschool

## **BACKGROUND INFORMATION:**

Paramount Unified School District has a contract with the California Department of Education to operate the California State Preschool Program (CSPP). The contract requires an annual program self-evaluation report and submission to the California Department of Education. The program self-evaluation tool used by CSPP includes the Program Review Instrument and the Desired Results Developmental Profiles (DRDP). The program self-evaluation process identifies areas of strengths and needs for improvement and is included under separate cover.

## **PREPARED BY:**

Elida Garcia, Director - Early Childhood Education

## **DISTRICT PRIORITY 7:**

Increase parent and community involvement and collaboration.