

# BOARD MEETING NOTICE AND AGENDA

## EL RANCHO UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Education  
*Conducting the District's Business in Public*

**Pico Rivera City Hall  
6615 Passons Boulevard  
Pico Rivera, CA 90660**

**January 17, 2013**

**Closed Session – 6:00 p.m.**

**Open Session – 7:30 p.m.**

Persons in the audience during the meeting of the Board of Education are asked to not talk during presentations or the meeting. If conversation needs to take place, please do so outside of the Board Meeting so as not to disrupt others or the meeting. *Please make sure your cell phone is turned off or silenced at this time.*

### AGENDA

#### 1. CALL TO ORDER

The meeting was called to order by \_\_\_\_\_, President, at \_\_\_\_\_ p.m.

##### 1.1 **ROLL CALL – Members of the Board of Education**

Delia Alvidrez, President  
Rita Jo Ramirez, Vice President  
Rachel Canchola, Clerk  
Alfred Renteria, Jr., Member  
Dr. Joseph Rivera, Member

##### 1.2 **ROLL CALL – Members of the Administrative Cabinet**

Norbert D. Genis, Interim Superintendent  
Roxane Fuentes, Assistant Superintendent, Educational Services  
Mark Matthews, Director, Human Resources  
Dr. Christopher Gutierrez-Lohrman, Director, Student Services  
Pearl Iizuka, Consultant, Business Services

#### 2. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

#### 3. ADJOURN TO CLOSED SESSION

**4. CLOSED SESSION**

*Closed Session is conducted in accordance with applicable sections of California law. Closed Sessions are not open to the public. If additional time is required, the Board will reconvene Closed Session at the end of the regular meeting.*

- 4.1 Student Discipline (Pursuant to Education Code § 35146; § 48918 (c))  
Student Nos. 12-2012/2013 through 13-2012/2013
- 4.2 Public Employee Appointment/Employment (Pursuant to Government Code §54957)  
Certificated Personnel Register No. 12-2012/2013  
Classified Personnel Register No. 7-2012/2013
- 4.3 Public Employment Discipline/Dismissal/Release/Complaint (Pursuant to Government Code §54957)
- 4.4 Conference with Labor Negotiators (Pursuant to subdivision (a) of Government Code § 54957.6) Agency Designated Representatives: Mark Matthews, Director, Human Resources  
Employee Organizations: ERFT/CSEA/ERASA/Other Unrepresented Employees
- 4.5 Conference with Legal Counsel – Anticipated/Existing Litigation (Pursuant to subdivisions (a-c) of Government Code §54956.9)
- 4.6 Discussion: Superintendent Search

**5. RECONVENE IN OPEN SESSION – 7:30 p.m.**

**5.1 PLEDGE OF ALLEGIANCE**

**RECORDER** Sandy Watkins  
**INTERPRETER** Herlinda Acevedo  
**VISITORS** Register No. 19-2012/2013

**6. STUDENT REPORTS**

- 6.1 ASB President, El Rancho High School, Samantha Herrera
- 6.2 ASB Spokesperson, Salazar High School, Angelina Rosas

**7. PUBLIC ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION**

**8. ADOPTION OF AGENDA**

*Recommendation is made that the Agenda be adopted as submitted.  
(Reference pages 1-12)*

M \_\_\_\_\_ S \_\_\_\_\_ Vote \_\_\_\_\_

**9. AWARDS AND RECOGNITIONS**

*This is the time on the agenda when the Board recognizes personnel, school(s), and/or District programs.*

**9.1 Rio Vista Elementary School Presentation**

Principal, Dean Cochran; Student Government President, Emma Chavez

(Reference page 13)

**10. INFORMATION ITEMS**

*Information items are included on the agenda to provide information on a wide range of matters of interest to the Board of Education. These information items may require Board action at a later date.*

**10.1** Presentation of the El Rancho Unified School District's 2011/2012 Annual Financial Audit Report and the General Obligation Bond Audit Report to the Board of Education by *Shilo F. Gorospe, Certified Public Accountant, Vavrinek, Trine, Day & Co., LLP.*

(Reference page 14)

**11. PUBLIC COMMENTS – ITEMS NOT ON THE AGENDA (Yellow speaker's card)**

*Public Comments is the time when members of the audience may address the Board on matters **not listed on the agenda**. Please be aware that Government Code 54954.2 prohibits the Board from taking action at this meeting if the item does not already appear on the posted agenda. In the interest of time, your remarks will be limited to three (3) minutes. We ask that you confine your comments to new ideas to avoid repeating what has already been said. Comments on the same topic will be limited to a maximum of fifteen (15) minutes. Please do not refer to students, employees, parents, or other individuals in a derogatory or potentially offensive manner.*

**12. BOARD OF EDUCATION ANNOUNCEMENTS AND ACKNOWLEDGEMENTS**

*Board Members have the opportunity to report and discuss information regarding conference attendance, committee updates, and other District-related activities/observations.*

**13. SUPERINTENDENT'S REPORT**

*The Superintendent reports to the Board of Education on relevant educational issues, participation in, and attendance at seminars, conferences, and District activities.*

**14. CONSENT AGENDA**

*All matters listed under the Consent Agenda are those on which the Board has previously deliberated or that can be classified as routine items of business. There will be no separate discussion of these items prior to the time the Board of Education votes on the motion unless members of the Board, staff, or public request specific items to be discussed or pulled from the Consent items (per Bylaws of the Board 9322). It is understood that the Administration recommends approval on all Consent Items. Each Item on the Consent Agenda approved by the Board of Education shall be deemed to have been considered in full and adopted as recommended.*

**14. CONSENT AGENDA**

*HEARING SESSION:* (Blue speaker's card)

*This is the time when members of the audience may speak to any item on the CONSENT AGENDA only. Your remarks will be limited to three (3) minutes. **Please note that questions from the public on personnel and/or IEP-related items cannot be accommodated due to confidentiality requirements.***

*The Board President will call for a motion and a second to open Board discussion on the Consent Agenda. Consent Items are voted on by a single motion. Board Members or the Superintendent may withdraw items for further discussion and separate action.*

M \_\_\_\_\_ S \_\_\_\_\_

**14.1 SUPERINTENDENT'S OFFICE – Norbert Genis: 801-5199**

- A. Approve the Minutes of the Board of Education's Regular Meeting held December 13, 2012 and the Special Meeting held December 20, 2012.  
(Reference pages 15-37)

**14.2 DIVISION OF STUDENT SERVICES –Dr. Christopher Gutierrez-Lohrman: 801-4810**

- A. Approve the Spectrum Center Schools and Programs Collaborative Classroom Model partnership for the 2013-2014 school year so that El Rancho Unified School District students may attend this program in accordance with Public Law 108-446; Education Code Sections 56035, 56365-56366 and 56740. Final Master Contract and Individual Service Tuition Agreements will be brought forward to the Board on or before July 1, 2013. Total expenditures will be made payable through Federal and State Special Education Funds.  
(Reference page 38)
- B. Approve attendance for one Mental Health Counselor to attend the *American Group Psychotherapy Association Annual conference* to be held February 22, 2013 through March 2, 2013 in New Orleans, Louisiana. The employee will pay for lodging, transportation, meals and airfare. Registration, which will not exceed \$800.00, will be paid by the Safe Schools/ Healthy Students Grant Funds.  
(Reference page 39)
- C. Approve/Ratify Individual Service Tuition Agreement between El Rancho Unified School District and *Rossier Park Elementary*. An El Rancho Unified School District student is to receive services from this agency from October 30, 2012 to June 30, 2013 in accordance with Public Law 108-446; Education Code Sections 56035, 56365-56366 and 56740. Total expenditure of \$30,165.95 is payable through the Federal and State Special Education Funds.  
(Reference page 40)

**14.2 DIVISION OF STUDENT SERVICES** –Dr. Christopher Gutierrez-Lohrman: 801-4810

- D. Amend/Ratify Individual Service Tuition Agreement between El Rancho Unified School District and *Beacon Day School*; Item 14.2H, Board approved September 13, 2012. An El Rancho Unified School District student is to attend this school from July 1, 2012 to June 30, 2013 in accordance with Public Law 108-446 IDEA; Education Code Sections 56035, 56365-56366 and 56740. Total expenditure of \$127,487.60 ~~\$115,637.60~~ is payable through the Federal and State Special Education Funds.

(Reference page 41)

**14.3 DIVISION OF EDUCATIONAL SERVICES** – Roxane Fuentes: 801-5208

- A. Approve extended educational field trip for 44 fifth-grade Birney Elementary School students, three (3) certificated staff members and three (3) parent chaperones to the Los Angeles County Office of Education (LACOE) Catalina Island Marine Institute from Wednesday, February 6, 2013 through Friday, February 8, 2013. Total expenditure of \$11,915.00 for room, board, PTC transportation and program fees is payable from Birney Elementary School Dads' Club Funds, individual students, and school fundraisers. Substitute expenditure of \$900.00, which includes benefits, is payable from Birney Elementary School Title I Funds.

(Reference pages 42-43)

- B. Approve extended educational field trip for fifty (50) Burke Middle School students, five (5) certificated staff members, and two (2) parent chaperones to Washington D.C. and New York City Saturday, March 30, 2013 through Wednesday, April 3, 2013. Total expenditure of \$81,450.00 for transportation, room, board, and entrance fees is payable from student fundraisers and family donations.

(Reference pages 44-45)

- C. Approve consultant agreement with Dr. Adam Golub to present at the Teaching American History Saturday Seminar on January 26, 2013. Total expenditure for honorarium of \$700.00 is payable from Teaching American History (TAH) Grant Funds.

(Reference pages 46-47)

- D. Approve consultant agreement with Evalumetrics, Inc. to provide district and school assessment reports for diagnosing student needs to help them improve physical education achievement, effective January 18, 2013 through June 30, 2013. Total expenditure of \$1,100.00 is payable from District Testing Funds.

(Reference pages 48-49)

**14.3 DIVISION OF EDUCATIONAL SERVICES** – Roxane Fuentes: 801-5208

- E. Approve the submission of the 2012-2013 Single Plan for Student Achievement revision for all listed schools. *Documents are available for review at the District Office.*  
(Reference page 50)
  
- F. Approve submission to the Los Angeles County Office of Education of the Williams/Valenzuela/CAHSEE Lawsuit Settlement Quarterly Report on Uniform Complaints 2012-2013. The report states that no complaints were filed with any school in the district during the second quarter, which covers October 1, 2012 through December 31, 2012.  
(Reference pages 51-52)

**14.4 DIVISION OF BUSINESS SERVICES** – Pearl Iizuka: 801-5294

- A. Approve/Ratify Business Services reports for the month of December 2012.  
(Reference pages 53-55)
  
- B. Approve acceptance of the El Rancho Unified School District's 2011/2012 annual financial audit report.  
(Reference page 56)
  
- C. Approve acceptance of the 2011/2012 General Obligation Bond financial and performance audit report.  
(Reference page 57)
  
- D. Adopt Resolution No. 16-2012/2013 approving an Interfund Transfer from the District's General Fund of \$500,000 into the Self-Insurance Fund.  
(Reference pages 58-59)
  
- E. Approve/Ratify 60-month lease agreement between the El Rancho Unified School District and Xerox Corporation for the lease of a new Xerox 5765PT Copier, for the El Rancho Education Center. Monthly payment amounts of \$351.78, payable from El Rancho Education Center Funds.  
(Reference pages 60-62)
  
- F. Approve second amendment to Board Item No. 101.5, approved February 11, 2010 for the selection of Christofi Architects Inc. through the Request for Proposal process and contract agreement between El Rancho Unified School District and Christofi Architects Inc. for architectural services for the upgrade of the Boys' and Girls' Shower/Locker Rooms/new swimming pool project at El Rancho High School. Total contract cost is *based on the Architect's fee schedule for reconstruction/modernization (Exhibit "A")*, payable from General Obligation Bond Funds, Election of 2003, Series 2007.  
(Reference pages 63-95)

**14.4 DIVISION OF BUSINESS SERVICES – Pearl Iizuka: 801-5294**

- G. Approve contract agreement between El Rancho Unified School District and Del Terra Group to provide project management services for the El Rancho High School boys' and girls' shower/locker room renovation, swimming pool replacement and ADA upgrades project. Total contract cost \$ \_\_\_\_\_ payable from Measure "A" General Obligation Bond Funds.  
(Reference pages 96-97)

**14.5 DIVISION OF HUMAN RESOURCES – Mark Matthews: 801-5216**

- A. Approve/Ratify Certificated Personnel Register No. 12-2012/2013  
(Reference pages 98-136)

- Certificated (3) employment as Substitute Teachers for the 2012-2013 school year. Total expenditures payable from the District General Fund.
- Certificated (1) employment as Long Term Substitute Teacher effective December 10, 2012. Total expenditures payable from the District General Fund.
- Certificated (1) request for unpaid leave of absence under the Family Medical Leave Act (FMLA), effective November 26, 2012 through February 15, 2013.
- Certificated (1) request for intermittent unpaid leave of absence under the Family Medical Leave Act (FMLA) effective December 14, 2012 through June 7, 2013.
- Certificated (1) amendment to supplemental pay assignment for certificated staff member from El Rancho High School to work the 2012-2013 Fall Athletics assignment. Total expenditure of \$3,901.35 is payable from District General Funds.
- Certificated (10) supplemental pay assignment for certificated staff members from El Rancho High School to work the 2012-2013 Spring Athletic assignments. Total expenditure of \$31,557.03 is payable from District General Funds.
- Certificated (5) extra-duty, extra-pay assignment to conduct Speech Language Assessments to students, effective 10/1/12 – 12/14/12. Total expenditure of \$6,442.80 is payable from Federal and State Special Education Funds.
- Certificated (16) extra-duty, extra-pay assignment to conduct the after-school Tutoring Program, effective 1/18/13 – 5/17/13. Total expenditure is not to exceed \$15,288.59 and is payable from Durfee Elementary School EIA/SCE Funds.
- Certificated (1) extra-duty, extra-pay assignment to serve as the English Language Arts coach, effective 1/18/13 – 6/6/13. Total expenditure of \$1,610.70 is payable from Durfee Elementary School Title I Funds.

**14.5 DIVISION OF HUMAN RESOURCES – Mark Matthews: 801-5216**

- Certificated (20) extra-duty, extra-pay assignment to teach the Extended Programs Academy, effective 1/18/13 – 5/17/13. Total expenditure of \$7,248.15 is payable from Birney Elementary School EIA/SCE (64%), EIA/LEP (22%), and TITLE I (14%) Funds.
- Administrator (1) extra-duty, extra-pay assignment to supervise the Extended Programs Academy Saturday sessions, effective 1/18/13 – 5/17/13. Total expenditure of \$796.51 is payable from Birney Elementary School Title I Funds.
- Certificated (20) extra-duty, extra-pay assignment to teach the Birney Parent Academy, effective 1/18/13 – 5/17/13. Total expenditure of \$1,449.63 is payable from Birney Elementary School EIA/LEP (58%) and TITLE I (42%) Funds.
- Certificated (19) extra-duty, extra-pay assignment to provide after-school tutorial and homework services, effective 1/18/13 – 5/10/13. Total expenditure of \$8,053.50 is payable from Magee Elementary School EIA/SCE (72%), and Title I (28%) Funds.
- Certificated (1) extra-duty, extra-pay assignment to instruct third through fifth grade students in the after-school Science Club, effective 1/18/13 – 2/28/13. Total expenditure of \$1,006.69 is payable from Magee Elementary School Title I Funds.
- Certificated (16) extra-duty, extra-pay assignment to teach at-risk students in the after-school targeted intervention program, effective 1/18/13 – 4/19/13. Total expenditure of \$11,073.56 is payable from North Park Middle School Title I (50%) and EIA/SCE (50%) Funds.
- Certificated (20) extra-duty, extra-pay assignment to act as the Curriculum Planning Committee, effective 1/18/13 – 6/6/13. Total expenditure of \$11,274.90 is payable from North Park Middle School Title I (33%), EIA/SCE (34%), and EIA/LEP (33%) Funds.
- Certificated (1) extra-duty, extra-pay assignment to work in the after-school computer lab, effective 1/18/13 – 6/7/13. Total expenditure of \$4,791.83 is payable from El Rancho High School EIA/SCE Funds.
- Counselors (4) extra-duty, extra-pay assignment to develop and write the Parent Workshops curriculum and program, effective 1/18/13 – 3/29/13. Total expenditure of \$4,570.94 is payable from El Rancho High School Title I (33.34%), EIA/SCE (33.33%) and EIA/LEP (33.33%) Funds.
- Certificated (26) amend extra-duty, extra-pay assignment to serve as English Learner Program Contact Teacher Committee representatives, effective 10/12/12 – 6/7/13. Total approved expenditure of \$18,603.59 is payable from Centralized Title III Funds.
- Certificated (9) amend extra-duty, extra-pay assignment to participate in the updating of middle school curriculum guides for the 2012-2013 school year, effective 12/14/12 – 6/7/13. Total expenditure of \$1,087.22 is payable from Centralized Title I Set Aside – PI LEA Professional Development Funds.



**14.5 DIVISION OF HUMAN RESOURCES – Mark Matthews: 801-5216**

- Certificated (2) from North Park Middle School and (3) from El Rancho High School to conduct the after-school Credit Recovery Program, effective 1/28/13 – 6/6/13. Total estimated expenditure of \$8,697.78 is payable from El Rancho Education Center General Funds.
- Certificated (58) amend extra-duty, extra-pay assignment to serve as English Learner Literacy Support Class (ELLSC) representatives, effective 11/13/12 – 5/2/13. Total expenditure of \$83,353.73 is payable from Centralized Title III Funds.

B. Approve/Ratify Classified Personnel Register No. 7-2012/2013  
(Reference pages 137-154)

- Out-of-Category Assignment (2) Electrical Crew Leaders
- Permanent Employment pulled from the 39-Month Re-hire list (1) Behavior Technician
- Amend Permanent Employment pulled from the 39-Month Re-hire list (1) Instructional Aide-SH
- Rescind Notice of Layoff (2) Classified Positions
- Substitute Employment (3) Special Ed. Instructional Aide
- Temporary Employment (3) Bus Riders
- Substitute Employment (3) Cafeteria Helper I
- Unclassified Substitute Employment (1) Noon Supervisor
- Unclassified Employment (1) Instructional Aide Trainee
- Unclassified Employment (2) College Tutors
- Unclassified Employment (1) Language Assessor
- Increase in Hours (1) Clerk Typist II
- Increase in Hours (1) Instructional Aide – SH
- Reduction in Hours (1) Clerk Typist II
- Resignation (1) Clerk Typist II/Bilingual
- Early Retirement (1) Inst. Aide – RSP

**15. CONSENT AGENDA VOTE**

M \_\_\_\_\_ S \_\_\_\_\_ Vote \_\_\_\_\_

**16. NEW BUSINESS – ACTION ITEMS**

*This is the time of the meeting when members of the public may address the Board on matters that **are on the ACTION ITEMS agenda only**. In the interest of time, individual comments will be limited to three (3) minutes. The Board shall limit the total time for each agenda item to a maximum of fifteen (15) minutes.*

**16.1 SUPERINTENDENT'S OFFICE** – Norbert Genis: 801-5199

- A. Adopt Resolution No. 17-2012/2013 declaring that Board Member Rita Jo Ramirez was absent from the December 20, 2012 special board meeting in accordance with Education Code 35120, which allows Governing Board of Education members to be absent from board meetings and not have their monthly stipend affected.

(Reference pages 155-156)

M\_\_\_\_\_S\_\_\_\_\_Vote\_\_\_\_\_

- B. Approve Civic Center Use of School Facilities application for the El Rancho High School Teen Court Foundation, a 501(c) 3 charitable organization, to hold charitable bingo on the first and third Saturday of the month at El Rancho High School effective January 18, 2013. Proceeds from the charity events will support the El Rancho High School Teen Court Program.

(Reference page 157)

M\_\_\_\_\_S\_\_\_\_\_Vote\_\_\_\_\_

**16.2 DIVISION OF STUDENT SERVICES** –Dr. Christopher Gutierrez-Lohrman: 801-4810

- A. Approve Student Expulsion: Student #12-2012/2013

(Reference pages 158-164)

M\_\_\_\_\_S\_\_\_\_\_Vote\_\_\_\_\_

- B. Approve Student Expulsion: Student #13-2012/2013

(Reference pages 165-171)

M\_\_\_\_\_S\_\_\_\_\_Vote\_\_\_\_\_

- C. Approve first reading of *new* Board Policy and Administrative Regulation 5126, Students, Awards and Achievement.

(Reference pages 172-177)

M\_\_\_\_\_S\_\_\_\_\_Vote\_\_\_\_\_

- D. Approve second reading and adopt *revised* Administrative Regulation 5144.2, Students, Suspension and Expulsion/Due Process (Students with Disabilities).

(Reference pages 178-191)

M\_\_\_\_\_S\_\_\_\_\_Vote\_\_\_\_\_

**16.2 DIVISION OF STUDENT SERVICES** –Dr. Christopher Gutierrez-Lohrman: 801-4810

- E. Approve second reading and adopt *revised* Board Policy 5145.3, Students, Nondiscrimination/Harassment.  
(Reference pages 192-198)

M\_\_\_\_\_S\_\_\_\_\_Vote\_\_\_\_\_

**16.3 DIVISION OF EDUCATIONAL SERVICES** – Roxane Fuentes: 801-5208

- A. Approve first reading of *revised* Board Policy 0410, Philosophy-Goals-Objectives and Comprehensive Plans, Nondiscrimination in District Programs and Activities.  
(Reference pages 199-202)

M\_\_\_\_\_S\_\_\_\_\_Vote\_\_\_\_\_

- B. Approve first reading of *revised* Board Policy 6145.2, Instruction, Interscholastic Competition.  
(Reference pages 203-205)

M\_\_\_\_\_S\_\_\_\_\_Vote\_\_\_\_\_

- C. Approve second reading and adopt *revised* Board Policy and Administrative Regulation 6159, Instruction, Individualized Education Program.  
(Reference pages 206-233)

M\_\_\_\_\_S\_\_\_\_\_Vote\_\_\_\_\_

- D. Approve second reading and adopt *revised* Board Policy and Administrative Regulation 6164.4, Instruction, Identification of Individuals for Special Education.  
(Reference pages 234-249)

M\_\_\_\_\_S\_\_\_\_\_Vote\_\_\_\_\_

**16.4 DIVISION OF BUSINESS SERVICES** – Pearl Iizuka: 801-5294

None

**16.5 DIVISION OF HUMAN RESOURCES – Mark Matthews: 801-5216**

- A. Presentation of ERFT’s Initial Proposal between the El Rancho Federation of Teachers (ERFT) and El Rancho Unified School District (ERUSD) for the 2012-2013 school year, and approval of a public hearing for the regular meeting of February 14, 2013.

(Reference pages 250-251)

M\_\_\_\_\_S\_\_\_\_\_Vote\_\_\_\_\_

- B. Presentation of CSEA’s Initial Proposal between the California School Employees Association (CSEA) and El Rancho Unified School District (ERUSD) for the 2012-2013 school year, and approval of a public hearing for the regular meeting of February 14, 2013.

(Reference pages 252-253)

M\_\_\_\_\_S\_\_\_\_\_Vote\_\_\_\_\_

**17. ADJOURNMENT**

M\_\_\_\_\_S\_\_\_\_\_Vote\_\_\_\_\_

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REASONABLE ACCOMMODATIONS: Any individual with a disability who requires reasonable accommodation to participate in a Board Meeting may request assistance by contacting the Superintendent’s Office at 9333 Loch Lomond Drive, Pico Rivera, CA 90660. Phone number (562) 801-5199; fax number (562) 949-2821.

**FUTURE BOARD MEETINGS**  
**Thursday, February 14, 2013 Regular Public Mtg. (7:30 p.m. Open Session) at City Hall**  
**Thursday, March 14, 2013 Regular Public Mtg. (7:30 p.m. Open Session) at City Hall**

A copy of the Board Meeting Agenda is posted on the District’s website, [www.erusd.org](http://www.erusd.org). Written materials distributed to the Board after the 72 hour posting period will also be made available for public review at the time of distribution. Copies may also be obtained at the District Office or at the Board Meeting.