

BOARD MEETING NOTICE AND AGENDA

EL RANCHO UNIFIED SCHOOL DISTRICT
Regular Meeting of the Board of Education
Conducting the District's Business in Public

Birney Elementary School
8501 Orange Avenue
Pico Rivera, CA 90660

January 19, 2012
Closed Session – 6:00 p.m.
Open Session – 7:00 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**

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

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

Dr. Myrna Rivera Coté, Superintendent
Susanna Contreras-Smith, Assistant Superintendent, Educational Services
John Lopez, Assistant Superintendent, Human Resources
Dr. Christopher Gutierrez-Lohrman, Director, Student 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. CLOSED SESSION

- 4.1 Public Employee Appointment/Employment (Pursuant to Government Code §54957)
Certificated Personnel Register No. 7-2011/2012
Classified Personnel Register No. 7-2011/2012
- 4.2 Public Employment Discipline/Dismissal/Release/Complaint (Pursuant to Government Code §54957)
- 4.3 Conference with Labor Negotiators (Pursuant to subdivision (a) of Government Code § 54957.6) Agency Designated Representatives: John Lopez, Asst. Supt., Human Resources; Edward L. Kunkel, Kunkel and Camacho
Employee Organizations: ERFT/CSEA/ERASA/Other Unrepresented Employees
- 4.4 Conference with Legal Counsel – Anticipated/Existing Litigation (Pursuant to subdivisions (a-c) of Government Code §54956.9)
[OCR Case #09-12-1072]

5. RECONVENE IN OPEN SESSION – 7:00 p.m.

5.1 PLEDGE OF ALLEGIANCE

RECORDER Myrna Atencio
INTERPRETER Herlinda Acevedo
VISITORS Register No. 9-2011/2012

6. STUDENT REPORTS

- 6.1 ASB President, El Rancho High School, Miranda Monugian
- 6.2 ASB Spokesperson, Salazar High School, Anthony Carlson

7. PUBLIC ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION

8. ADOPTION OF AGENDA

Recommendation is made that the Agenda be adopted as submitted.

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 Birney Elementary School Presentation
Principal, Gisela Castañon; Student Government President, Nicole Magaña

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 2010/2011 Annual Financial Audit Report and the General Obligation Bond Audit Report to the Board of Education by *Royce Townsend, Certified Public Accountant, Vavrinek, Trine, Day & Co., LLP.*

10.2 Presentation of the Los Angeles County Office of Education's review of the El Rancho Unified School District's 2011-2012 First Interim Report, by *Melvin Iizuka, Director, Business Advisory Services, Los Angeles County Office of Education.*

10.3 Analysis of Special Education Services Delivery by *Dr. Christopher Gutierrez-Lohrman*

11. PUBLIC COMMENTS – ITEMS NOT ON THE AGENDA (Yellow speakers 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. 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.

HEARING SESSION: (Blue speakers 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.*

14. CONSENT AGENDA

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 ITEMS

- A. Approve the Minutes of the Board of Education's Regular Meeting held December 15, 2011.
- B. Approve calendar of proposed dates for potential Board Workshops, 2012-2013.

14.2 DIVISION OF STUDENT SERVICES - None

14.3 DIVISION OF EDUCATIONAL SERVICES

- A. Approve academic field trip for fifty (50) students, one (1) certificated staff member, and one (1) classified staff member from Rio Vista Elementary School to the Los Angeles County Science Olympiad on Saturday, February 25, 2012, at Occidental College. Total expenditure of \$650.00 for PTC transportation payable from Rio Vista Elementary School PTO Funds.
- B. Approve/Ratify field trip for 47 El Rancho High School students and one (1) certificated staff member to UC San Diego on Thursday, December 1, 2011, from 7:15 a.m. – 3:30 p.m. Total expenditure of \$807.26 for King Limousine Service, Inc. charter bus payable from El Rancho High School ASB Funds. There is no cost to the District.
- C. Approve consultant agreement with Lindsey Hundley, accompanist, to assist El Rancho High School Drama Department students, effective April 16, 2012 through May 5, 2012. Total expenditure of \$1,500.00 for consultant services payable from El Rancho High School General Funds.
- D. Approve/Ratify submission to the Los Angeles County Office of Education of the William's/Valenzuela/CAHSEE Lawsuit Settlement Quarterly Report on Uniform Complaints 2011-2012. The report states that no complaints were filed with any school in the district during the second quarter, which covers October 1, 2011 through December 31, 2011.
- E. Approve the submission of the Title III Improvement Plan for Year Four (4). *(Documents are available for review in the Educational Services Office.)*

14.4 DIVISION OF BUSINESS SERVICES

- A. Approve/Ratify Business Services reports for the month of December 2011.

14.4 DIVISION OF BUSINESS SERVICES

- B. Adopt Resolution No.12-2011/2012 approving an Interfund Transfer from the District's General Fund of \$500,000 into the Self-Insurance Fund.
- C. Approve acceptance of the El Rancho Unified School District's 2010/2011 annual financial audit report.
- D. Approve acceptance of the 2010/2011 General Obligation Bond financial and performance audit report.
- E. Adopt Resolution No. 13-2011/2012, Resolution of the Board of Education of the El Rancho Unified School District requesting the issuance of 2011/2012 tax and revenue anticipation notes (TRANS) for the district by the Board of Supervisors of the County of Los Angeles.
- F. Approve contract agreement between El Rancho Unified School District and AssetWorks, Inc. for the operation, maintenance and support of the District's asset management software (ASSETMAXX application). Agreement shall be effective March 1, 2012 and renewed for successive one-year terms. Total annual cost of \$4,050, shall be payable from General Funds.
- G. Approve attendance for two classified staff members from the Maintenance and Operations Department to attend the Sigler/Carrier Continuing Education HVAC Program-Winter/Spring 2012 (five dates from February – June 2012), located in Brea, California. There is no cost to the district.
- H. Approve final payment of \$15,128.63 including all change orders, to Xcel Mechanical Systems, Inc. and accept the North Park Gas Line Repair Project as complete. Total project cost payable from Measure "EE" General Obligation Bond Funds.

14.5 DIVISION OF HUMAN RESOURCES

- A. Approve/Ratify Service Agreement between the Whittier Area Cooperative Special Education Program (WACSEP) and El Rancho Unified School District to temporarily release James Templin to WACSEP on a temporary assignment beginning January 1, 2012 through June 30, 2012.
- B. Approve Certificated Personnel Register No. 7-2011/2012
 - 1. Authorization & Ratification of Employment:
 - a. Special Education Teacher (1) from the Recall List
Funding Source: Special Education Funds
Eff: 01/09/12
Baca, Guadalupe
 - b. Long Term Substitute Teacher (1) – El Rancho High School
Funding Source: General Funds
Eff: 01/16/12

14.5 DIVISION OF HUMAN RESOURCES

Vasquez, Elizabeth

c. Substitute Teacher (16) – District Wide

Funding Source: General Funds

Eff: 01/20/12

Carbajal, Richard	Orellana, Jennifer
Favela, Eduardo	Parsons, Gene
Gonzalez, Nickolas	Pena, Santiago
Johnny, Anthony	Perea, Melissa
Juarez, Esmeralda	Ponce, Matthew
Lakey, Melanie	Ramos, Aracely
Marquez, Johanna	Rizo, Natalia
Mendoza, Juan Carlos	Rodriguez, Shanel

d. Substitute School Psychologist (1) – Student Services

Funding Source: Special Education Funds

Eff: 1/23/12

Rodriguez, Robert V.

2. Authorization of Request for Unpaid Leave of Absence:

a. Teacher Secondary (1) – El Rancho High

Eff: 1/31/12 – 6/14/12

Leija-Cardenas, Veronica

b. Teacher Secondary (1) – Burke Middle

Eff: 1/23/12 – 6/14/12

Salgado, Lisa

3. Authorization & Ratification of Request for Resignation:

a. Mental Health Liaison (1) – Student Services II

Eff: Date to be determined by the El Rancho Unified School District

Huerta, Maria

4. Authorization & Ratification of Extra-Duty, Extra-Pay Assignments:

HUMAN RESOURCES:

a. Amendment to Supplemental Pay Assignment:

Certificated Staff Members ~~(9)~~ **(10)** – El Rancho High

Academic Decathlon Advisors & Coordinator

Amendment is necessary to include one staff member who was inadvertently not included on original board item.

Funding Source: District General Funds

Eff: 08/22/11 – 11/30/11

<u>Staff</u>	<u>Supplemental Pay</u>	<u>Assignment</u>
Chavez, Jazmin	\$458	Interview
Diaz, Justin	\$458	Art
Francis, Steve	\$458	Math
Katsumura, Claire	\$458	Science
Lam, Dawn	\$458	Music
Lam, Dawn	\$458	Lang./Lit.
Oase, Kristin	\$2,123	Decath. Coordinator

14.5 DIVISION OF HUMAN RESOURCES

Oase, Kristin	\$458	Super Quiz/Soc. Science
Ortiz, Herb	\$458	A.P. Coordinator
Qureshi, Parvin	\$458	Economics
Wlasick, Stan	\$458	Speech
Zeko, Charissa	\$458	Essay

b. Supplemental Pay Assignment:

Certificated Staff Members (4) – Burke Middle
 Extracurricular Activities Advisors – Second Semester
 Funding Source: District General Funds
 Eff: 2/1/12 – 6/13/12

<u>Staff</u>	<u>Supplemental Pay</u>	<u>Assignment</u>
Salisbury, Beth	\$529.50	Newspaper (1/2)
Perea, Steve	\$529.50	Newspaper (1/2)
Mak, Barry	\$1,059.00	Annual
Mendez, Roberto	\$1,509.00	Band

c. Supplemental Pay Assignment:

Certificated Staff Members (2) – Salazar High
 Extracurricular Activities Advisors – Second Semester
 Funding Source: District General Funds
 Eff: 1/30/12 – 6/13/2012

<u>Staff</u>	<u>Supplemental Pay</u>	<u>Assignment</u>
Gaeta, Leticia	\$1,059.00	Yearbook
Quintero-Cadena, Karen	\$1,059.00	Newspaper

EDUCATIONAL SERVICES:

d. Extra-Duty, Extra-Pay Assignment:

Certificated Staff Members (3)
 To teach 30 English Learner Literacy Support Classes (ELLSC)
 Categorical Programs/Educational Services
 Total Expenditure Not to Exceed: \$3,589.65
 Funding Source: Title III English Learner Program Funds
 Eff: 1/20/12 – 5/11/12

- Abrams, Bertha – Burke Middle School
- Ammerman, John – Burke Middle School
- Melton, Sue – Burke Middle School

e. Ratify Extra-Duty, Extra-Pay Assignment:

Certificated Staff Member (1)
 To assist teachers of Title I students before and after school hours in
 implementing computer program requirements of district benchmarks
 Burke Middle School/Educational Services
 Total Expenditure Not to Exceed: \$1,395.97
 Funding Source: Title I Funds
 Eff: 10/14/11 – 6/8/12

- Ammerman, John

f. Extra-Duty, Extra-Pay Assignment:

Certificated Staff Members (15), Administrators (2)
 To implement the Saturday School Program
 Total Expenditure Not to Exceed: \$10,024.75
 Funding Source: Title 1 Funds

14.5 DIVISION OF HUMAN RESOURCES

Eff: 1/21/12 – 5/12/12

Abrams, Bertha
Ammerman, John
Chavez, Christine
Fierro, Ed
Garcia, Nadia
Larios, Andrea
Mak, Barry
Martin, Elbia
Melton, Sue
O'Dell, Laura
Ormseth, Tor
Ramirez, Josephine
Salisbury, Beth
Sloper, Lorraine
Vela-Amaya, Sylvia
Administrators:
Matthews, Mark
Tristan, Edna

g. Extra-Duty, Extra-Pay Assignment:

Certificated Staff Member (1)
To serve as Language Arts Coach
Rivera Middle School/Educational Services
Total Expenditure Not to Exceed: \$1,994.25
Funding Source: Title 1 Funds
Eff: 1/20/12– 6/14/12
Chiboucas, Gigi

h. Stipend Pay Assignment:

Certificated Staff Member (1)
To work as the Apex Learning facilitator during the second semester
Salazar High School/Educational Services
Total Expenditure Not to Exceed: \$1,709.36
Funding Source: Title 1 Funds
Eff: 1/30/12 – 6/13/12
Gonzalez, Gabriel

i. Extra-Duty, Extra-Pay Assignment:

Certificated Staff Members (4)
To provide an after-school language arts intervention program
Valencia Elementary School/Educational Services
Total Expenditure Not to Exceed: \$5,105.27
Funding Source: Title 1 Funds
Eff: 1/20/12 – 5/11/12
Cano, Laura
Carrera, Nancy
Vigil, Magdalena
Ziola, Patricia

14.5 DIVISION OF HUMAN RESOURCES

- j. Extra-Duty, Extra-Pay Assignment:
Certificated Staff Members (1)
To instruct 3rd through 5th grade students in the after-school Science Club
Rio Vista Elementary School/Educational Services
Total Expenditure Not to Exceed: \$977.12
Funding Source: Title 1 Funds
Eff: 1/20/12 – 5/31/12
Baille, Melina
- k. Extra-Duty, Extra-Pay Assignment:
Certificated Staff Members (22)
to provide tutoring for Title 1 students and English Language Learners in the
areas of phonics, comprehension, math skills and writing skills
Rio Vista Elementary School/Educational Services
Total Expenditure Not to Exceed: \$17,549.38
Funding Source: Title 1 Funds
Eff: 1/20/12 – 5/31/12
Alonso, Janet
Brandenburg, Anthony
Bronson, Christopher
Cabral, Rosa
Crook, Susan
Chavez, Olivia
Dickinson, Janice
Dornoff, Doris
Espinoza, Carolyn
Galvan, Maybrit
Hernandez, Anna
Kahler, Bonnie
Kust, Melina
Lopez, Jesus
McLaughlin, Holly
Murillo, Linda
Navarro, Kathee
Pallone, Raymond
Ponce, Bernice
Somarriba, Lorena
Verbera, Judith
Weaver, Kerrie

C. Approve Classified Personnel Register No. 7-2011/2012

- 1. Authorization & Ratification of Temporary Employment:
 - a. Bus Rider (3) – Student Services
Payable at: \$13.94/hr.
Funding Source: Special Ed/SH Account
Eff: 11/7/11
Aguilar Marcela, Maria
Espinoza, Gabriela

14.5 DIVISION OF HUMAN RESOURCES

Macias, Dawn

2. Authorization & Ratification Out of Category Employment:
 - a. Superintendent's Secretary (1) – District Office I
Payable at: \$6922.00/month
Funding Source: District General
Eff: 1/3/12
Atencio, Myrna
 - b. Administrative Secretary II Confidential (1) – District Office I
Payable at: \$5168.00
Funding Source: District General
Eff: 1/3/12
Bowers, Mary
 - c. Grounds Equipment Operator (1) – Maintenance
Payable at: \$3927.00/month
Funding Source: General
Eff: 12/5/11
Beltran, Art
 - d. Grounds Worker (1) – Maintenance
Payable at: \$3675.00/month
Funding Source: General
Eff: 12/6/11
Telles, Ron
3. Authorization and Ratification of Substitute Employment:
 - a. Cafeteria Helper I Substitute (1) – District Wide
Payable at: \$10.67/hr.
Funding Source: Food Services
Eff: 1/9/12
Rodriguez, Francine
4. Authorization/Ratification of Unclassified Employment:
 - a. Varsity Asst. Football Coach (1) – ERHS
Payable at: \$3597.00/Lump
Funding Source: District General
Eff: 8/26/11 – 11/11/11
Parent, Matthew
 - b. Girls Basketball Varsity Asst. (1) – ERHS
Payable at: \$2545.00/Lump
Funding Source: District General
Eff: 11/17/11 – 2/10/12
Afan, Kristina
 - c. Girls JV Head Waterpolo Coach (1) – ERHS
Payable at: \$2545.00/Lump
Funding Source: District General
Eff: 11/17/11 – 2/10/12
Weighlin, Garrett

14.5 DIVISION OF HUMAN RESOURCES

- d. Powder Puff Advisor (1) – ERHS
Payable at: \$250.00/Lump
Funding Source: ASB Funds
Eff: 11/30/11 – 12/15/11
Zook, Thomas
- e. ASB Worker (1) - ERHS
Payable at: \$10.00/hr.
Funding Source: ASB Funds
Eff: 1/20/12 – 2/28/12
Elliott, Sylvia
- f. School Safety Officer (1) - ERHS
Payable at: \$13.24/hr.
Funding Source: General Funds
Eff: 1/9/12 – 6/30/12
Mendoza, Adrian
- g. Instructional Aide Trainees (3) – So. Ranchito
Payable at: \$10.13/hr.
Funding Source: Title I
Eff: 1/23/12 – 6/13/12
Escalera, Monica
Pacheco, Carlos
Perez, Nicole
- h. Noon Supervisor Substitute (1) – Rio Vista
Payable at: \$8.52/hr.
Funding Source: General Funds
Eff: 1/9/12 – 6/13/12
Viera, Irene
- 5. Authorization & Ratification of Request for Leave of Absence under the Family Medical Leave Act (FMLA):
 - a. Library Media Technician (1) – Rio Vista
Eff: 10/21/11 – 1/13/12
Gonzalez, Rose Ann
- 6. Authorization & Ratification of Request for Unpaid Leave of Absence:
 - a. Library Media Technician (1) – Rio Vista
Eff: 1/16/12 – 6/30/12
Gonzalez, Rose Ann
- 7. Authorization & Ratification of Request for Resignation:
 - a. Data Processing Clerk I Temporary – (1) – Categorical Programs
Eff: 12/23/11
Altounian, Jennifer
 - b. Cafeteria Helper I (1) – Birney Elementary
Eff: 12/14/11
Rodriguez, Francine

15. CONSENT AGENDA VOTE

Vote _____

16. OLD BUSINESS – None

17. 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.*

17.1 SUPERINTENDENT’S OFFICE

17.2 DIVISION OF STUDENT SERVICES

17.3 DIVISION OF EDUCATIONAL SERVICES

17.4 DIVISION OF BUSINESS SERVICES

17.5 DIVISION OF HUMAN RESOURCES

18. ADJOURNMENT

M _____ S _____ Vote _____

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.

<p style="text-align: center;"><u>FUTURE BOARD MEETINGS</u> Thursday, Feb. 9, 2012 Regular Public Mtg. (7:00 p.m. Open Session) @ Rivera El. Thursday, March 15, 2012 Regular Public Mtg. (7:00 p.m. Open Session) @ No. Ranchito El.</p>
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A copy of the Board Meeting Agenda is posted on the District’s website, 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.