



Tuesday, November 22, 2016
BOARD MEETING NOTICE AND AGENDA

CULVER CITY UNIFIED SCHOOL DISTRICT
Regular Meeting of the Board of Education to
"Conduct the District's Business in Public"
CLOSED SESSION – 6:00 p.m.
OPEN SESSION – 7:00 p.m.

City Hall, Mike Balkman Chambers
9770 Culver Boulevard, Culver City, CA 90232

1. OPENING ITEMS

Subject **1.1 Call to Order and Flag Salute**

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 1. OPENING ITEMS

Type Procedural

Roll Call – Board of Trustees

Steven M. Levin, Ph.D., President
Katherine Paspalis, Esq., Vice President
Susanne Robins, Clerk
Anne Allaire-Burke, Member
Kelly Kent, Member

Subject **1.2 Public Comment on Closed Session Items**

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 1. OPENING ITEMS

Type Information

Persons wishing to address the Board on any item on the agenda will be granted three (3) minutes at the time the item appears on the agenda. In the case of a non-agenda item, persons are invited to comment under "Public Recognition." In the interest of time and order, presentations from the public are limited to three (3) minutes per person. The total time for non-agenda items shall not exceed twenty (20) minutes. Prior to addressing the Board, please complete a card (located on the table at the rear entrance) and give the card to the Superintendent's Executive Assistant. Persons addressing the Board are asked to do so from the podium. Please state your name, address, and organization before making your presentation.

Subject **1.3 Recess to Closed Session**

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 1. OPENING ITEMS

Type Discussion

2. CLOSED SESSION ITEMS

Subject 2.1 Matters Pertaining to Students (Pursuant to Ed. Code §35146, 48912, and 49073-49079)

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 2. CLOSED SESSION ITEMS

Type Information

Subject 2.2 Conference with Labor Negotiator (Pursuant to GC §54957.6) Agency Designated Representatives: Leslie Lockhart, Assistant Superintendent of Human Resources; Mike Reynolds, Assistant Superintendent Business Services; Joshua Arnold, Superintendent - Employee Organizations: Culver City Federation of Teachers (CCFT); Association of Classified Employees (ACE); and Management Association of Culver City Schools (MACCS)

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 2. CLOSED SESSION ITEMS

Type Discussion

Subject 2.3 Public Employee Discipline/Dismissal/Release (Pursuant to GC §54957)

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 2. CLOSED SESSION ITEMS

Type Discussion

Subject 2.4 Public Appointment/Employment (Pursuant to GC §54957) Personnel Services Reports No.8

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 2. CLOSED SESSION ITEMS

Type Discussion

Subject 2.5 Adjournment of Closed Session

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 2. CLOSED SESSION ITEMS

Type Procedural

3. REGULAR MEETING – 7:00 p.m.

Subject 3.1 Roll Call - Board of Trustees

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 3. REGULAR MEETING – 7:00 p.m.

Type Procedural

Roll Call – Board of Trustees

Steven M. Levin, Ph.D., President

Katherine Paspalis, Esq., Vice President

Susanne Robins, Clerk

Anne Allaire-Burke, Member

Kelly Kent, Member

Subject 3.2 Flag Salute

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA
Category 3. REGULAR MEETING – 7:00 p.m.
Type Procedural

Subject 3.3 Public Announcement of Actions Taken by the Board in Closed Session

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA
Category 3. REGULAR MEETING – 7:00 p.m.
Type Information

4. PUBLIC HEARING - None

5. ADOPTION OF AGENDA

Subject 5.1 Adoption of Agenda

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA
Category 5. ADOPTION OF AGENDA
Type Action
Recommended Action That the agenda of November 22, 2016 be adopted as submitted.

6. CONSENT AGENDA

Subject 6.1 Consent Agenda Guidelines and Voting

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA
Category 6. CONSENT AGENDA
Type Action (Consent)
Recommended Action Move to Approve Consent Items 6.2 through 6.8 according to the recommended action on each item.

All matters listed under the Consent Agenda are those of which the Board has previously deliberated or that can be classified as routine items of business. An Administrative Recommendation on each item is contained in the agenda supplements. There will be no separate discussion of these items prior to the time the Board of Trustees votes on the motion unless members of the Board, staff, or public request specific items to be discussed or pulled from the Consent Items.

Subject 6.2 Minutes of Regular Meeting - November 9, 2016

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA
Category 6. CONSENT AGENDA
Type Action (Consent), Minutes
Recommended Action To approve the Minutes of Regular Meeting - November 9, 2016 as presented.

Subject 6.3 Purchase Orders

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA
Category 6. CONSENT AGENDA

Type Action (Consent)

Recommended Action That the Board of Education for Culver City Unified School District ratify purchase orders from October 30, 2016 through November 12, 2016 in the amount of \$433,547.71.

The attached purchase order report is submitted to the Board of Education for ratification. No other purchase orders have been issued other than those previously approved or included in the attached list. The intent of this report is to provide the Board of Education and the community with more definitive information relative to purchasing and disbursement of monies by fund and account.

Purchase order grand total from October 30, 2016 through November 12, 2016 is \$433,547.71.

Budget Number Legend for Funds

01.0 General Fund
 01.7 Tri-City SELPA
 11.0 Adult Education Fund
 12.0 Child Development Fund
 13.0 Cafeteria Fund
 14.0 Deferred Maintenance Fund
 21.0 Building Fund
 25.0 Capital Facilities Fund
 40.0 Redevelopment
 76.0 Warrant Pass-Through Fund
 96.0 General Fixed Asset Account

File Attachments

[PurchaseOrders_112216.pdf \(467 KB\)](#)

Subject 6.4 Certificated Personnel Reports No. 8

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 6. CONSENT AGENDA

Type Action (Consent)

Recommended Action That Certificated Personnel Report No. 8 be approved as presented.

File Attachments

[Certificated Personnel Report No 8 - 11-22-16.pdf \(37 KB\)](#)

Subject 6.5 Classified Personnel Reports No. 8

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 6. CONSENT AGENDA

Type Action (Consent)

Recommended Action That Classified Personnel Report No. 8 be approved as presented.

File Attachments

[Classified Personnel Report No 8 - 11-22-16.pdf \(15 KB\)](#)

Subject 6.6 Approve Culver City High School Cheerleading Team to attend the Universal Cheerleaders Association National High School Cheerleading Championship at Walt Disney World Resort in Orlando, Florida on February 9 - 13, 2017

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 6. CONSENT AGENDA

Type Action (Consent)

Recommended Action That the Board approves Culver City High School Cheerleading Team to attend the Universal Cheerleaders Association National High School Cheerleading Championship at Walt Disney World Resort in Orlando, Florida, on February 9 - 13, 2017.

Board Policy 6153, Field Trips, specifies that field trips or other student trip activities sponsored by the School District be approved by the Board of Education when they involve an overnight or a more extended stay by students. Board Policy 4133 states that all out-of-state travel must have Board approval.

Culver City High School requests approval for the Cheerleading Team to participate in the Universal Cheerleaders Association (UCA) National High School Cheerleading Championship at Walt Disney World Resort in Orlando, Florida on February 9 - 13, 2017. There will be eighteen (18) high school cheerleaders attending. Coaches, instruction, housing, food, and transportation costs will be paid by the Culver City High School Booster Club. Ms Kandyce Wallace, High School Varsity Cheerleading Coach, and Ms. Ryan Bull, will be chaperoning in an unpaid capacity. Students will miss 3 days of school.

Subject 6.7 Approve Culver City High School Cheerleading Team to participate in the Jamz Association National Cheerleading Competition at the Orlean's Arena in Las Vegas Nevada on February 17, 2017

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 6. CONSENT AGENDA

Type Action (Consent)

Recommended Action That the Board approves Culver City High School Cheerleading Team to participate in the Jamz Association National Cheerleading Competition at the Orlean's Arena in Las Vegas Nevada on February 17, 2017

Board Policy 6153, Field Trips, specifies that field trips or other student trip activities sponsored by the School District be approved by the Board of Education when they involve an overnight or a more extended stay by students. Board Policy 4133 states that all out-of-state travel must have Board approval.

Culver City High School requests approval for the Cheerleading Team to participate in the Jamz Association National Cheerleading Competition at the Orlean's Arena in Las Vegas Nevada on February 17, 2017. There will be eighteen (18) high school cheerleaders attending. Competition and transportation costs will be paid by the Culver City High School Booster Club, Cheerleading Team fundraisers and donations. Ms Kandyce Wallace, High School Varsity Cheerleading Coach, and Ms. Ryan Bull, JV High School Cheerleading Coach and Ms. Amber Masek, Assistant Coach will be chaperoning in an unpaid capacity. Students will miss 1 day of school.

Subject 6.8 Approve Culver City High School Teachers Dr. Carlos Valverde and Mr. Lucas Plotnik to attend the National Conference of Social Studies 2016 in Washington D.C. on December 2 -4, 2016

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 6. CONSENT AGENDA

Type Action (Consent)

Recommended Action That the Board approves Culver City High School Teachers Dr. Carlos Valverde and Mr. Lucas Plotnik to attend the National Conference of Social Studies 2016 in Washington D.C. on December 2 -4, 2016

Board Policy 4133 states that all out-of-state travel must have Board approval.

Culver City High School Teachers Dr. Carlos Valverde and Mr. Lucas Plotnik request approval to attend the National Conference of Social Studies 2016 in Washington D.C. on December 2 -4, 2016. CCHS is now a designated CA Democracy School, for service and commitment toward civic learning and engagement. The purpose for attendance of the conference is to gain information on instructional strategies, materials and opportunities to further enhance the role of civic learning at Culver City High School. NCSS is the most current and innovative educator's conference for Social Studies. Substitute teacher, travel and accommodation costs will be funded through the LCAP funding source for Civic Learning.

7. AWARDS, RECOGNITIONS AND PRESENTATIONS - NONE

8. PUBLIC RECOGNITION

Subject 8.1 Public Recognition Guidelines

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 8. PUBLIC RECOGNITION

Type Information

(Public Recognition is the time when members of the audience may address the Board on matters not listed on the agenda. Those persons wishing to speak should complete a Speaker's Card and submit it to the superintendent's Executive Assistant. In the interest of time and order, presentations from the public are limited to three (3) minutes per person. The total time for non-agenda items shall not exceed twenty (20) minutes. Board members will be allotted fifteen (15) minutes to comment during this portion of the agenda. The Board of Trustees may reduce the time limit(s) if there are a large number of individuals desiring to address the Board.

Subject 8.2 Superintendent's Report

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 8. PUBLIC RECOGNITION

Type Information

Subject 8.3 Assistant Superintendents' Reports

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 8. PUBLIC RECOGNITION

Type Information

Subject 8.4 Student Representatives' Reports

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 8. PUBLIC RECOGNITION

Type Information

Subject 8.5 Members of the Audience

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 8. PUBLIC RECOGNITION

Type Information

Subject 8.6 Members of the Board

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 8. PUBLIC RECOGNITION

Type Information

9. RECESS (10 Minutes)

10. INFORMATION ITEMS

Subject 10.1 Information Item Guidelines

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 10. INFORMATION ITEMS

Type Information

Information items are generally included on the agenda for two reasons: to solicit reactions from the Board and the public on matters which may require Board action at a later date; and to provide information on a wide range of matters of interest to the Board and public. Comments by the public shall be limited to three (3) minutes per person and twenty (20) minutes per agenda item unless the Board, by majority vote, agrees to extend or reduce the time.

Subject 10.2 First Reading of Revised Board Policy/Administrative Regulation 4112.2, Certification

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 10. INFORMATION ITEMS

Type Information

It is recommended practice that the Board of Education review Board Policies/Administrative Regulations that are significant to the operation of the District on a regular basis. District Administration recommends review of revised Board Policy/Administrative Regulation 4112.2, Certification to reflect requirements, as amended by the Every Student Succeeds Act.

File Attachments

[11-22-16 BP 4112-2 Certification.pdf \(30 KB\)](#)

[11-22-16 AR 4112-2 Certification -current and revised version.pdf \(61 KB\)](#)

Subject 10.3 Bond Program Update

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 10. INFORMATION ITEMS

Type Information

Mr. Chet Wang of Keygent LLC will provide an update on the District's Measure CC Bond Program.

File Attachments

[Bond Program Update - Culver City USD \(11.22.16\) v.1.pdf \(299 KB\)](#)

Subject 10.4 Culver City Unified School District College Readiness Expenditure Plan

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 10. INFORMATION ITEMS

Type Information

The 2016 Budget Act included one-time money called the "College Readiness Block Grant." In order to receive College Readiness funds, a school district must develop and adopt a preliminary plan outlining how the College Readiness Fund will be spent. The plan describes how funds will increase or improve services for unduplicated students (low income, English Learner, foster, homeless) to ensure college readiness. Culver City Unified School District Unduplicated Pupil Count (UPC) is 2,532. The plan must be presented in a public meeting of the Board of Education before its adoption in a subsequent public meeting. On or before July 1, 2019, a detailed expenditure report must be submitted to the California Department of Education (CDE).

The CCUSD apportionment is \$119,306. Funds can be used to support any of the following areas:

1. Professional Development: Provide teachers, administrators, and counselors with professional development to improve student A-G course completion rates as well as college going rates
2. Counseling Services: Increase counseling services to student and their families regarding college admission requirements and financial aid programs.
3. College Readiness Materials: Develop or purchase materials to support college readiness, including materials that support high performance on college readiness assessments
4. Student Advisement Plans: Develop comprehensive advising plans to support A-G completion
5. Developing Partnerships: Develop and implement partnerships between high schools and post-secondary educational institutions to support unduplicated student transfers to colleges and universities
6. Advanced Placement (AP) Exams: Provide subsidies to pay for AP exam fees

7. Access to additional courses: Increase opportunities for students to complete additional coursework to satisfy A-G requirements, for example at other secondary schools or postsecondary schools, e.g. colleges

Area to be funded	Action and Alignment	Estimate	
		2016-17	2017
<p>Naviance improves student outcomes by helping students connect their strengths and interests to long-term goals today.</p> <p>The Naviance College & Career Readiness Curriculum is a blended learning solution for students in grades 6-12 that helps them develop critical non-cognitive skills and college knowledge and instills confidence so that they'll persevere to reach their long-term college and career goals.</p> <p>Naviance offers academic planning tools including complete management of Individual Learning Plans. Through student, educator and family collaboration, these tools ensure students have the right plan for them at each grade from 6-12.</p>	<p>Subscription to Naviance</p> <p>Aligns with LCAP Goal 3 to help ensure open access to courses for all students.</p> <p>Aligns with LCAP Goal 4 Every student will progress academically through each grade level ensuring college and career readiness by the end of 12th grade</p> <p>Aligns with LCAP Goal 5 to engage and inform stakeholders</p>	\$22,943	\$22,943
<p>Subscription to Trunitin.com to engage students in the writing process and increase their writing skills to be college and career ready and meet their a-g requirements</p> <ul style="list-style-type: none"> • Help students get quick writing support • Make more informed assessments based on effort and process, rather than the final product. • See prompt-specific feedback on individual writing traits that are mapped to standards. 	<p>Subscription to Trunitin.com</p> <p>Aligns with LCAP Goal 1 in utilizing standards aligned materials</p> <p>Aligns with LCAP Goal 3 to ensure access to rigorous coursework regardless of program placement</p> <p>Aligns with LCAP Goal 4 every student will progress academically through each grade level ensuring college and career readiness by the end of 12th grade.</p> <p>Aligns with LCAP Goal 6 to increase student engagement.</p>	\$11,845	\$11,845
<p>Provide students increased access to transcripts for college submission and assist in the matriculation to institutions of higher education</p>	<p>Subscription to Parchment Inc.</p> <p>Aligns with LCAP Goal 3 To ensure open access to all courses, all students will be enrolled in all required areas of study to successfully prepare them for college and career.</p> <p>Aligns with LCAP Goal 5 to inform stakeholders.</p>	\$5,775	\$5,775
<p>Provide AP Exams for high school students.</p>	<p>Pay for AP Exams.</p> <p>Aligns with LCAP Goal 4 identified needs in which the goal states we will increase students taking the AP by 10% and we will increase the number of students earning a 3 or higher by 1% each year.</p>	\$9,500	\$11,000

11. ACTION ITEMS

Subject 11.1 Action Item Guidelines

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 11. ACTION ITEMS

Type Information

This is the time of the meeting when members of the audience may address the Board on matters that are on the agenda. Those persons wishing to speak should complete a Speaker's Card and submit it to the Superintendent's Executive Assistant. Routine Board procedure on action items includes: receiving additional background information or analysis from staff; receiving comments from members of the audience; receiving additional information from the Superintendent or other resource personnel; introducing a motion on the item; taking action on the agenda item. Comments by the public will be limited to three (3) minutes per person and twenty (20) minutes per agenda item unless the Board, by majority vote, agrees to extend or reduce the time.

12. SUPERINTENDENT'S ACTION ITEMS

Subject 12.1 Resolution #4 – 2016/2017 Culver City Unified School District Campuses as Safe Zones and Resource Centers for Students and Families

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 12. SUPERINTENDENT'S ACTION ITEMS

Type Action

Recommended Action To approve Resolution #4 - 2016/2017 Culver City Unified School District Campuses as Safe Zones and Resource Centers for students and Families as presented.

The following Resolution is being recommended for all students, staff, and families of the Culver City Unified School District.

File Attachments

[CCUSD Resolution #4 - Safety for All 2016 V.pdf \(182 KB\)](#)

Subject 12.2 Resolution #7 - 2016/2017 Resolution for Consolidation of Future Governing Board Member Elections with the Statewide General Election

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 12. SUPERINTENDENT'S ACTION ITEMS

Type Action

Recommended Action That the Board approve Resolution #7 - 2016/2017 Resolution for Consolidation of Future Governing Member Elections with the Statewide General Election as presented.

At the meeting of November 9, 2016 Mr. Aaron O'Donnell of the law firm Atkinson, Andelson, Loya, Ruud, and Romo presented information to the Board regarding the new law, SB 415. The Board requested that the attached Resolution be brought to the next meeting so that they could consolidate future Governing Board Member elections with the Statewide General Election pursuant to SB 415.

File Attachments

[CCUSD Resolution #7 Regarding Changing Election Cycle.pdf \(176 KB\)](#)

Subject 12.3 Resolution #8 - 2016/2017 Resolution to Adopt a Plan to Consolidate Future Governing Board Member Elections with the Statewide General Election

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 12. SUPERINTENDENT'S ACTION ITEMS

Type Action

Recommended Action That the Board approve Resolution #8 - 2016/2017 To Adopt a Plan to Consolidate Future Governing Board Member Elections with the Statewide General Election Pursuant to SB 415 as presented.

At the meeting of November 9, 2016 Mr. Aaron O'Donnell of the law firm Atkinson, Andelson, Loya, Ruud, and Romo presented information to the Board regarding the new law, SB 415. The Board requested that the attached Resolution be brought to the next meeting so that they could adopt a plan to consolidate future Governing Board Member Elections pursuant to SB 415.

File Attachments

[CCUSD Resolution #8 Adoption of Plan to Consolidate.pdf \(186 KB\)](#)

13. EDUCATIONAL SERVICES ACTION ITEMS - NONE

14. BUSINESS SERVICES ACTION ITEMS

Subject 14.1 BEST Project Memorandum of Understanding with Los Angeles County Office of Education

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 14. BUSINESS SERVICES ACTION ITEMS

Type Action

Recommended Action That the Board of Education for Culver City Unified School District ratify the BEST Project Memorandum of Understanding between with the Los Angeles County Office of Education as presented.

Ratification is required of the Business Enhancement System Transformation ("BEST") Project Memorandum of Understanding ("MOU") with the Los Angeles County Office of Education ("LACOE") for the District's share of the development cost of the upcoming Enterprise Resource Planning ("ERP") system, which will replace the current financial and human resource systems operated by LACOE to process our information and transactions. The MOU calls for payments of \$74,891.92 annually for the next five years for a total of \$374,459.61. All school districts served by LACOE are being asked to provide similar MOU's, each based on a per-ADA charge of \$57.80 per ADA. LACOE has agreed to contribute \$40,000,000 in funding to match the contributions from the participating school districts.

File Attachments

[LACOE BEST MOU.pdf \(2,840 KB\)](#)

Subject 14.2 Amendment to Existing Agreement with Enviser

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 14. BUSINESS SERVICES ACTION ITEMS

Type Action

Recommended Action That the Board of Education for Culver City Unified School District ratify the Amendment to the existing Agreement with Enviser.

At this time, the Board needs to ratify the Amendment to the existing Agreement with Enviser to cover the increased cost for the interior servicing and cleaning of each of the portable air conditions in use across the District. The additional cost was due to the need to take each unit completely apart to ensure that all mold, dust, etc. was completely removed from the interior of each individual portable A/C unit in order to ensure continued safe operation.

File Attachments

[Enviser PortableAC AddtlMaint.pdf \(438 KB\)](#)

Subject 14.3 Multi-Prime Construction Contract with Brian DeVries Construction, Inc.

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 14. BUSINESS SERVICES ACTION ITEMS

Type Action

Recommended Action That the Board of Education for Culver City Unified School District approve the Multi-Prime Construction Contract for concrete and masonry work with Brian DeVries Construction, Inc.

Approval is required of the attached Multi-Prime Construction Contract with Brian DeVries Construction, Inc. for concrete and masonry work to be performed at Robert Frost Auditorium for a not to exceed cost of \$862,000.

File Attachments

[ConstructContract_BrianDeVries.pdf \(34 KB\)](#)
Subject 14.4 Multi-Prime Construction Contract with Columbia Steel, Inc.

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 14. BUSINESS SERVICES ACTION ITEMS

Type Action

Recommended Action That the Board of Education for Culver City Unified School District approve the Multi-Prime Construction Contract for structural steel work with Columbia Steel, Inc.

Approval is required of the attached Multi-Prime Construction Contract with Columbia Steel, Inc. to provide structural steel work, miscellaneous metals, pipe and tube railing at Robert Frost Auditorium for a not to exceed cost of \$2,342,700.

File Attachments

[ConstructContract_ColumbiaSteel.pdf \(34 KB\)](#)
Subject 14.5 Resolution #5 / 2016-2017 Issuance of General Obligation Bonds, Series B

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 14. BUSINESS SERVICES ACTION ITEMS

Type Action

Recommended Action That the Board of Education for Culver City Unified School District approve and adopt Resolution #5/2016-2017 Authorizing the Issuance of Culver City Unified School District (Los Angeles County, California) Election of 2014 General Obligation Bonds, Series B, and actions related thereto.

An election was held in the Culver City Unified School District (the "District") on June 3, 2014 (the "Election") for the issuance and sale of general obligation bonds of the District for various purposes in the maximum principal amount of \$106,000,000 ("Measure CC"). Pursuant to Measure CC, the District has previously issued one series of bonds. The District now desires to finance additional voter-approved projects through the issuance of the second series of bonds under Measure CC (the "Bonds") in an aggregate principal amount not-to-exceed \$53,000,000.

- (a) Resolution. The Resolution authorizes the issuance of the Bonds, specifies the basic terms, parameters and forms of the Bonds, and approves the form of a Notice Inviting Proposals for Purchase of Bonds, a Notice of Intention to Sell, a form of Preliminary Official Statement, and a form of Continuing Disclosure Certificate, as described below. In particular, Section 1 of the Resolution establishes the maximum aggregate principal amount of the Bonds to be issued (\$53,000,000). The Resolution authorizes the issuance of current interest bonds only; capital appreciation bonds are not authorized. Section 3 authorizes the bonds to be sold at a competitive sale, and authorizes Keygent LLC, the District's Financial Advisor, to solicit bids from prospective bidders, and award the sale of the Bonds on the basis of the lowest true interest cost.

(b) Notice Inviting Proposals for Purchase of Bonds; Notice of Intention to Sell. The Resolution includes as Exhibits B and C the forms of Notice Inviting Proposals for Purchase of Bonds and a Notice of Intention to Sell. The Resolution authorizes the District's Financial Advisor to distribute the Notice Inviting Proposals for Purchase of Bonds to prospective bidders and to cause the Notice of Intention to Sell to be published in the Bond Buyer, a national municipal securities newspaper, to satisfy applicable legal requirements. The Notice Inviting Proposals for Purchase of Bonds sets forth certain conditions of closing the transaction, including certain of the documentation to be provided at the closing by various parties.

(c) Form of Preliminary Official Statement. The Preliminary Official Statement (the "POS") is the offering document describing the Bonds which may be distributed to prospective purchasers of the Bonds. The POS discloses information with respect to, among other things, (i) the proposed uses of proceeds of the Bonds, (ii) the terms of the Bonds (interest rate, redemption terms, etc.), (iii) the bond insurance policy for the Bonds, if any, (iv) the security for repayment of the Bonds (the *ad valorem* property tax levy), (v) information with respect to the District's tax base (upon which such *ad valorem* property taxes may be levied), (vi) District financial and operating data, (vii) continuing disclosure with respect to the Bonds and the District, and (viii) absence of material litigation and other miscellaneous matters expected to be of interest to prospective purchasers of the Bonds. Following the pricing of the Bonds, a final Official Statement for the Bonds will be prepared, substantially in the form of the POS.

(d) Form of the Continuing Disclosure Certificate. The form of the Continuing Disclosure Certificate can be found in APPENDIX C to the POS. Effective July 3, 1995, all underwriters of municipal bonds are obligated to procure from a bond issuer a covenant that such public agency will annually file "material financial information and operating data with respect to the District" through the web-based Electronic Municipal Market Access ("EMMA") system maintained by the Municipal Securities Rulemaking Board (which is the federal agency that regulates "broker-dealers," including investment bank firms that underwrite municipal obligation issuance). This requirement is expected to be satisfied by the filing of the District's audited financial statements and other operating information about the District, in the same manner the District has filed in connection with prior bond issuances. The purpose of the law is to provide investors in the Bonds with current information regarding the District.

File Attachments

[Resolution 5 2016-2017 Issuance of General Obligation Bonds Series B.pdf \(165 KB\)](#)
[BondIssuance PreliminaryOfficialStatement.pdf \(364 KB\)](#)

Subject **14.6 Resolution #6 / 2016-2017 Approving Debt Issuance and Management Policy**

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 14. BUSINESS SERVICES ACTION ITEMS

Type Action

Recommended Action That the Board of Education for Culver City Unified School District approve and adopt Resolution #6/2016-2017 Debt Issuance and Management Policy.

This Debt Management Policy (the "Policy") provides written guidelines for the issuance of indebtedness by the Culver City Unified School District (the "District") in satisfaction of the requirements of S.B. 1029, codified as part of Government Code Section 8855.

Article I

Purpose and Goals

This Policy provides a framework for debt management and capital planning by the District.

This Policy has been developed to meet following goals:

- (1) Identifying the purposes for which the debt proceeds may be used.
- (2) Identifying the types of debt that may be issued.
- (3) Describing the relationship of the debt to, and integration with, the District's capital improvement program.
- (4) Establishing policy goals related to the District's planning goals and objectives.
- (5) Implementing internal control procedures to ensure that the proceeds of the proposed debt issuance will be directed to the intended use upon completion of the issuance.

Article II

Purposes for Which Debt Proceeds May be Used

Section 2.01. Authority and Purposes of the Issuance of Debt

The laws of the State of California (the "State") authorize the District to incur debt to make lease payments, contract debt, borrow money, and issue bonds for school improvement projects. The District is authorized to contract debt to acquire, construct, reconstruct, rehabilitate, replace, improve, extend, enlarge, and equip such projects; to refund existing debt; or to provide for cash flow needs.

Section 2.02. State Law

Section 18 of Article XVI of the State Constitution contains the "debt limitation" formula applicable to the District.

There are a number of State laws that govern the issuance of general obligation bonds ("GO Bonds") by school districts. Sections 1(b)(2) (Proposition 46) and 1(b)(3) of Article XIII A (Proposition 39) of the State Constitution allow the District to issue GO Bonds. The statutory authority for issuing GO Bonds is contained in Education Code Section 15000 *et seq.*

Additional provisions applicable only to Proposition 39 GO Bonds are contained in Education Code Section 15264 *et seq.* An alternative procedure for issuing GO Bonds is also available in Government Code Section 53506 *et seq.*

The statutory authority for issuing Tax and Revenue Anticipation Notes ("TRANS") is contained in Government Code Section 53850 *et seq.* Authority for lease financings is found in Education Code Section 17455 *et seq.* and additional authority is contained in Education Code Sections 17400 *et seq.*, 17430 *et seq.* and 17450 *et seq.* The District may also issue Mello-Roos bonds pursuant to Government Code Section 53311 *et seq.*

Section 2.03. Debt Issued to Finance Operating Costs

The District may deem it necessary to finance cash flow requirements under certain conditions. Such cash flow borrowing must be payable from taxes, income, revenue, cash receipts and other moneys attributable to the fiscal year in which the debt is issued.

General operating costs include, but are not limited to, those items normally funded in the District's annual operating budget.

The District's Superintendent, or Assistant Superintendent, Business Services ("Assistant Superintendent"), will review potential financing methods to determine which method is most prudent for the District. Potential financing sources include tax and revenue anticipation notes, temporary borrowing from the Los Angeles County Treasurer and Tax Collector, and internal temporary interfund borrowing.

Article III

Types of Debt That May be Issued

Section 3.01. Types of Debt Authorized to be Issued

A. Short-Term: The District may issue fixed-rate and/or variable rate short-term debt, which may include TRANS, when such instruments allow the District to meet its cash flow requirements. The District may also issue bond anticipation notes ("BANs") to provide interim financing for bond projects that will ultimately be paid from GO Bonds.

B. Long-Term: Debt issues may be used to finance essential capital facilities, projects and certain equipment where it is appropriate to spread the cost of the projects over more than one budget year. Long-term debt should not be used to fund District operations.

Long term debt in the form of GO Bonds may be issued under Article XIII A of the State Constitution, either under Proposition 46, which requires approval by at least a two-thirds (66.67%) majority of voters, or Proposition 39, which requires approval by at least 55% of voters, subject to certain accountability requirements and additional restrictions.

The District may also enter into long-term leases and/or COPs for public facilities, property, and equipment.

C. Lease Financing: Lease-purchase obligations are a routine and appropriate means of financing capital equipment and certain capital facilities. However, lease obligations may impact on budget flexibility.

D. Use of General Obligation Bonds: A significant portion of the District's capital projects are projected to be funded by GO Bond proceeds. Projects financed by the GO Bonds will be determined by the constraints of applicable law and the project list approved by voters.

Article IV

Relationship of Debt to and Integration with District's Capital Improvement Program or Budget

Section 4.01. Impact on Operating Budget and District Debt Burden

In evaluating financing options for capital projects, both short and long-term debt amortization will be evaluated when considering a debt issuance, along with the potential impact of debt service, and additional costs associated with new projects on the operating

budget of the District. The cost of debt issued for major capital repairs or replacements may be judged against the potential cost of delaying such repairs.

Section 4.02. Capital Improvement Program

The Assistant Superintendent, Business Services and the facilities staff have responsibility for the planning and management of the District's capital improvement program subject to review and approval by the Board of Education. Staff will, as appropriate, supplement and revise any applicable Facilities Master Plan in keeping with the District's current needs for the acquisition, development and/or improvement of District's real estate and facilities. Such plans may include a summary of the estimated cost of each project, schedules for the projects, the expected quarterly cash requirements, and annual appropriations, in order for the projects to be completed.

Section 4.03. Refunding and Restructuring Policy

A. Considerations for Refunding.

1. District's Best Interest. Whenever deemed to be in the best interest of the District, the District shall consider refunding or restructuring outstanding debt if it will be financially advantageous or beneficial for debt repayment and/or structuring flexibility.
2. Net Present Value Analysis. The Assistant Superintendent, Business Services shall review a net present value analysis of any proposed refunding in order to make a determination regarding the cost-effectiveness of the proposed refunding.
3. Maximization of Expected Net Savings. Another consideration in deciding which debt to refinance and the timing of the refinancing shall be maximization of the District's expected net savings over the life of the bonds.
4. Comply with Existing Legal Requirements. The refunding of any existing debt shall comply with all applicable State and Federal laws governing such issuance.

Article V

Policy Goals Related to District's Planning Goals and Objectives

In following this Policy, the District shall pursue the following goals:

1. The District shall strive to fund capital improvements from voter-approved GO Bond issues to preserve the availability of its General Fund for District operating purposes and other purposes that cannot be funded by such bond issues.
2. The District shall endeavor to attain the best possible credit rating for each debt issue in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements.
3. The District shall take all practical precautions and proactive measures to avoid any financial decision that will negatively impact current credit ratings on existing or future debt issues.
4. The District shall, with respect to GO Bonds, remain mindful of its statutory debt limit in relation to assessed value growth within the school district and the tax burden needed to meet long-term capital requirements.
5. The District shall consider market conditions and District cash flows when timing the issuance of debt.
6. The District shall determine the amortization (maturity) schedule which will fit best within the overall debt structure of the District at the time the new debt is issued.
7. The District shall match the term of the issue to the useful lives of assets funded by that issue whenever practicable and economic, while considering repair and replacement costs of those assets to be incurred in future.
8. The District shall, when planning for the issuance of new debt, consider the impact of such new debt on overlapping debt of local, state and other governments that overlap with the District.
9. The District shall, when issuing debt, assess financial alternatives to include new and innovative financing approaches, including whenever feasible, categorical grants, revolving loans or other State/federal aid, so as to minimize the encroachment on the District's General Fund.
10. The District shall, when planning for the sizing and timing of debt issuance, consider its ability to expend the funds obtained in a timely, efficient and economical manner.

Article VI

Internal Control Procedures for Issuance of Debt to Ensure Intended Use of Proceeds

Section 6.01. Structure of Debt Issues

- A. Maturity of Debt: The duration of a debt issue shall be consistent, to the extent possible, with the economic or useful life of the improvement or asset that the issue is financing. Accordingly, the final maturity of the debt shall be equal to or less than the useful life of the assets being financed, and the average life of the financing shall not exceed 120% of the average life of the assets being financed. In addition, the District shall consider the overall impact of the current and future debt burden of the financing when determining the duration of the debt issue.
- B. Debt Structure:
1. GO Bonds:
 - a. *New Money Bond Issuances*: For new money bond issuances, the District shall size the bond issuance consistent with the "spend-down" requirements of the Internal Revenue Code and within any limits approved by the District's voters. To the extent possible, the District will also consider credit issues, market factors (e.g. bank qualification) and tax law when sizing the District's bond issuance.
 - b. *Refunding Bond Issuances*: The sizing of refunding bonds will be determined by the amount of money that will be required to cover the principal of, accrued interest (if any) on, and redemption premium for the bonds to be defeased on the call date and to cover appropriate financing costs.
 - c. *Maximum Maturity*: All bonds issued by the District shall mature within the limits set forth in applicable provisions of the Education Code or the Government Code. The final maturity of bonds will also be limited to the average useful life of the assets financed or as otherwise required by tax law.
 2. Lease-Purchase Obligations: The final maturity of equipment or real property lease obligations will be limited to the useful life of the assets to be financed.
- C. Debt Service Structure: The District shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, provide flexibility, and, as practical, to recapture or maximize its debt capacity for future use.

Section 6.02. Use of Proceeds

The District shall be vigilant in using bond proceeds in accordance with the stated purposes at the time such debt was incurred. In furtherance of the policy, and in connection with the issuance of all GO Bonds:

1. As required by Government Code Section 53410, the District shall only use GO Bond proceeds for the purposes defined in Measure CC; and
2. The Assistant Superintendent, Business Services shall have the responsibility, no less often than annually, to provide to the District's Board of Education a written report which shall contain at least the following information:
 - (i) The amount of the Bonds proceeds received and expended during the applicable reporting period; and
 - (ii) The status of the acquisition, construction or financing of the school facility projects, as identified in Measure CC, with the proceeds of the GO Bonds.

These reports may be combined with other periodic reports which include the same information, including but not limited to, periodic reports made to the California Debt and Investment Advisory Commission, or continuing disclosure reports or other reports made in connection with the GO Bonds. These requirements shall apply only until the earliest of the following: (i) all the GO Bonds are redeemed or defeased, but if the GO Bonds are refunded, such provisions shall apply until all such refunding bonds are redeemed or defeased, or (ii) all proceeds of the GO Bonds, or any investment earnings thereon, are fully expended.

3. Post on the District website the Annual Report of the District's Independent Bond Oversight Committee which has been given the responsibility to review the expenditure of GO Bond proceeds to assure the community that all GO Bond funds have been used for the construction, renovation, repair, furnishing and equipping of school facilities, and not used for teacher or administrator salaries or other operating expenses.

4. Hire an independent auditor to perform an annual independent financial and performance audit of the expenditure of GO Bond proceeds, and to post such audits on the District website.

File Attachments

[Resolution6 Approving Debt Issuance and Management Policy.pdf \(10 KB\)](#)

15. PERSONNEL ACTION ITEMS - NONE

16. BOARD BUSINESS

Subject 16.1 Discussion Regarding the December Board Reorganization Meeting

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 16. BOARD BUSINESS

Type Discussion

Board President Steven Levin has notified the Superintendent that he will be absent at the December Reorganization meeting. This item is on the agenda so that the Board can discuss how the meeting will run in his absence. This also allows for Dr. Levin to provide his thoughts and/or any suggestions prior to the meeting.

Subject 16.2 Self-Evaluation of the Board

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 16. BOARD BUSINESS

Type Discussion

Board members will complete a self-assessment of their collective governance of/for the current Board meeting. Prior to adjournment, one Board member will complete and share his/her assessment of Board performance by answering the following questions:

In your opinion, did every Board Member?

Study the agenda prior to the meeting and clarify questions in advance?

Participate in the meeting, with no one dominating?

Listen attentively as each participant spoke, avoiding side conversations?

Treat each other with respect and courtesy?

Contribute to an atmosphere of trust and openness?

Focus on governance rather than operations during presentations and discussions?

Follow the agenda and not get sidetracked?

Was information provided in a manner that made it easily understandable?

Was the agenda well-planned to focus on the work of the Board?

File Attachments

[Board Self Evaluation Form - Attachment.pdf \(51 KB\)](#)

17. ADJOURNMENT

Subject 17.1 Adjournment

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 17. ADJOURNMENT

Type Action

Recommended Action To adjourn the Regular Meeting of November 22, 2016.

Subject 17.2 Future Meetings

Meeting Nov 22, 2016 - BOARD MEETING NOTICE AND AGENDA

Category 17. ADJOURNMENT

Type Information

December 13 – 7:00 p.m. – Regular Public Meeting (6:00 p.m. Closed Session), City Hall, Balkman Chambers, 9770 Culver Boulevard

January 10 – 7:00 p.m. – Regular Public Meeting, (6:00 p.m. Closed Session), City Hall, Balkman Chambers, 9770 Culver Boulevard

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY. 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 4034 Irving Place, Culver City, CA 90232. Phone Number: (310)842-4220 Fax Number: (310)842-4205

NOTE: The CCUSD TIP Hotline is (310) 535-2590. Culver City Unified School District meetings are regularly scheduled for the second and fourth Tuesdays of every month. Public records related to the public session agenda, that are distributed to the Governing Board less than 72 hours before a regular meeting, may be inspected by the public at the District Office, 4034 Irving Place in Culver City during regular business hours (8:00 a.m. to 4:30 p.m.) A complete agenda is available for review in each school office and also available for pickup at the District Office. Visit the Culver City Unified School District Website at www.ccusd.org. Each school office has a suggestion box. We look forward to receiving your comments and suggestions.