VISION STATEMENT

- **We Value** - An organization culture based upon both individual strengths and relationships in which learners flourish in an environment of collaboration, freedom of expression, high expectation and relationships
- **We Commit to** - Continually refining our efforts to provide educational equity and high expectations for all students as we prepare them for success in college, career and beyond
- **We Believe** - In developing and nurturing all of our students and staff through continuously creating conditions that promote rigor, relevance and relationships through our organization

1. Call to Order/Flag Salute
2. Approval of Minutes
   1-a Minutes, Regular Meeting, March 1, 2018 (Dist. March 19, 2018)
3. Adoption of Agenda: Special Meeting – March 22, 2018
4. Presentation: Second Interim Report 2017-2018
   Presented by: Caroline Larson, Vavrinek, Trine, Day & Co., LLP
5. Comments: Los Angeles County Office of Education  
   Dr. Candi Clark, Chief Financial Officer  
   Mark Skvarna, Fiscal Adviser

6. * Public Comment (Only items listed on the agenda may be discussed at a special board meeting)

SPECIAL MEETING PUBLIC COMMENT REGARDING AGENDIZED MATTERS ONLY: As provided under Government Code Section 54954.3, this time has been set aside for persons in the audience to provide comment or make inquiries on matters appearing on this Special meeting agenda only. Although no person is required to provide their name and address as a condition to attending a meeting, persons who wish to address the body are asked to state their name and address. Each speaker will be limited to three (3) continuous minutes. Speakers may not lend any portion of their speaking time to other persons or borrow additional time from other persons. All comments or queries presented by a speaker shall be addressed to the body as a whole and not to any specific member thereof. No questions shall be posed to any member of the body except through the presiding official of the meeting, members of the body are under no obligation to respond to questions posed by speakers but may provide brief clarifying responses to any comment made or questions posed. The body may not engage in any sort of prolonged discussion or deliberation with any speaker or group of speakers on matters that are not listed on this Special Meeting agenda.

CONSENT AGENDA

Items under the Consent Agenda are considered to be routine and may be enacted by one motion. However, Board members or the Superintendent may withdraw items for further discussion and/or separate action. Should any Board member desire to consider any item separately, the Board member should so indicate to the President of the Board of Education under “Consent Agenda.”

7. REPORTS
   Martinez  3-a  Purchase Order Report Summary No. 13(2017-2018) – motion to accept
   “        3-b  Record of Collections No. 8(2017-2018) – motion to accept
   “        3-d  Warrant Report No. 8(2017-2018) – motion to approve
   Gallardo  3-e  Suspensions of Pupils - Report dated February 2018 – informational

8. NEW BUSINESS
   Anthony J. Martinez, Ph.D., Superintendent of Schools
   5-a  Resolution No. 34(2017-2018)
   5-b  Personnel Commissioner Reappointment Recommendation
   5-c  Montebello Unified School District Resolution to Order Biennial Governing Board Election Resolution No.35(2017-2018)
   5-d  Candidates’ Statement of Qualifications Expense

Elvira Alvarado, Interim Assistant Superintendent of Educational Services

   Educational Services
   7-a  Attendance at Meetings/Workshops/Conferences
   7-b  Employment of Consultants
   7-c  Authorization to Submit Grant Application - Head Start Program
   7-d  Approval of participation to attend The Gamble House, USC – Applied Technology Center
8. **NEW BUSINESS (continued)**  

**Elvira Alvarado, Interim Assistant Superintendent of Educational Services**

**Educational Services**

7-e Approval of participation to attend Knott’s Berry Farm – Bell Gardens High School

7-f Approval of Out-of State/Overnight Special Study Trip – Bell Gardens High School

7-g Approval of Overnight/Out-of State Special Study Trip – Bell Gardens Intermediate School

7-h Approval of Out-of State/Overnight Special Study Trip – Washington Elementary

7-i Approval of Overnight/Out-of-State Special Study Trip – BGE, BVE, EAI, FRE, GAE, GWE, LME, LMI, MAI, MOI, MPE, RPS, and WGE

7-j Approval of participation to attend Junior Achievement Finance Park – Montebello High School and Schurr High School

7-k Approval of participation to attend Junior Achievement Finance Park – Bell Gardens High School

7-l Agreement for Services Napa County Office of Education Project READ-Suva Intermediate School (Original Bd.: 9/14/17 – increase in amount)

7-m Agreement for Services Napa County Office of Education Project READ-Montebello Intermediate School (Original Bd.: 9/14/17 – increase in amount)

7-n Agreements – Students with Disabilities in Nonpublic Schools/Residential

**Anthony J. Martinez, Ph.D., Superintendent of Schools**

**Business Services**

8-a Revised Audited Financial Statements and Other Financial Information – Year Ended June 30, 2016

8-b Revised Audited Financial Statements and Other Financial Information – Year Ended June 30, 2017

8-c Use of PCC 20118 Bid Award – RFQ No. 01(2018/2019) E-rate Category 2 Equipment (Dell EMC)

8-d Approval of Resolution No. 32(2017-2018) A Resolution of the Board of Education Expressing its Support of the Proposed Transfer of the Bristow Park Neighborhood of the City of Commerce from the Los Angeles Unified School District to the Montebello Unified School District

8-e Award of Contract: Bid No. 19 (17-18) 2H Construction, Inc. for the Installation of Interim Housing, Power, Fire Alarm and Plumbing at Montebello Intermediate School (Phase 1)

8-f Approval for Additional Services: American Modular Systems for the Purchase of one (1) 40’ x 120’ Modular Classroom with Upgraded Synthetic Stucco Finish under the Santa Rita Union School District’s Piggyback Contract Rates, Terms and Pricing

8-g Approval to Enter into Agreement with Executive Environmental for the Asbestos and Lead Survey and Specifications Necessary for the Fire Alarm System Upgrade to the Entire Site at Bella Vista Elementary School
8. **NEW BUSINESS (continued)**

*Anthony J. Martinez, Ph.D., Superintendent of Schools*

**Business Services**

8-h Approval to Enter into Agreement with Titan Environmental Solutions, Inc. for the Asbestos and Lead Survey and Specifications Necessary for the Fire Alarm System Upgrade to the Entire Site at Fremont Elementary School

8-i Approval of Expenditure for the State Water Resources Control Board Agency Annual License, Fees and Permits for District-Wide Facilities

8-j Second Amendment to Approval to Enter Into Agreements for Geotechnical Services for Various District Projects (Original Board Date April 20, 2017 – Correction to Submittal Process and Extension of Contract Term)

8-k Approval to Enter into Agreement with CO-AR Design, Inc. for Architectural and Planning Services for the Fire Alarm System Upgrade at Garfield Elementary School

8-l Approval to Enter into Agreement with Sky Blue Environmental, Inc. for the Limited Abatement of 13 Bard HVAC Wall Units Located at Garfield Elementary School, Suva Elementary School and Bell Gardens Intermediate School

8-m Approval to Enter into Agreement with Koury Engineering Testing, Inc. for Geotechnical Testing and Inspection Services for the Solar Project at Garfield Elementary School

8-n Approval to Enter into Agreement with Koury Engineering Testing, Inc. for Geotechnical Testing and Inspection Services for the Solar Project at Suva Intermediate School

8-o Approval to Enter into Agreement with ADM Architects, Inc. for Architectural and Planning Services for the Fire Alarm System Upgrade and Associated Site Work at Bella Vista Elementary School

8-p Approval to Enter into Agreement with ADM Architects, Inc. for Architectural and Planning Services for the Fire Alarm System Upgrade and Associated Site Work at Fremont Elementary School

8-q Approve the First Annual Renewal of the Annual Maintenance and Support Agreement for Colbi Technologies Account-Ability Software for Tracking Bond Related Expenditures

8-r Use of PCC 20118 Bid Award – Curriculum Materials, Supplies, Equipment and Related Materials (Southwest School and Office Supply)

8-s Use of PCC 20118 Bid Award – Technology Catalog Bid (CDW Government, LLC)

8-t Use of PCC 20118 Bid Award – RFQ No. 01(2018/2019) E-rate Category 2 Information Technology Goods & Services (Golden Star Technology, Inc.)

8-u Use of PCC 20118 Bid Award – Wireless Equipment and Service (Sprint Solutions, Inc.)

8-v Approval to Enter into Agreement with Public Economics, Inc. for a Developer Fee Justification Study
8. **NEW BUSINESS (continued)**
   Angel E. Gallardo, Ed.D., Assistant Superintendent, Human Resources
   9a - Certified Personnel
   9a-1 Certified Employment
   9a-2 Certified Leaves of Absence
   9a-3 Resignation/Release/Retirement of Certified Employees
   9a-4 Release of Temporary Contract Teachers at the end of the 2017-2018 School Year
   9b - Classified Personnel – Marlene M. Pitchford, Director
   9b-1 Classified Personnel Employment
   9b-2 Resignation/Release/Retirement of Classified Personnel
   9b-3 Non-Classified Personnel Employment
   9b-4 Classified Personnel Leaves of Absence
   9b-5 Salary Schedule for Classified Position – Transportation Manager
   9d – Pupil and Community Services
   9d-1 Learning Communities for School Success Program (LCSSP) Grant – Strategic Partnership Schools Group-Local Evaluator
   9d-2 Approval of Agreement – Meredith O’Conor – Youth Services
   9d-3 Approval of Memorandum of Understanding – The Sherwood Foundation

9. **Discussion and Action Items:**
   A. Signature Authorizations: Consider and update list of authorized signatures for contracts and other Legal documents (Original Board Action: December 7, 2017)
   B. Revise and update following designations Secretary to the Board of Education; Person in Charge in the Absence of Superintendent of Schools; Assistant Secretary; Board of Education Interdistrict Agent, Board of Education (Original Board Action: December 7, 2017)
   C. Approval of Resolution No.33(2017-2018) A Resolution of the Board of Education of the Montebello Unified School District Recognizing Down Syndrome Week
   D. Approval of Second Interim Budget for 2017-2018
   E. Approval of Budget Adjustments for 2017-2018

10. Proposed Revisions of Board Policy 4112.8, 4212.8, 4312.8 - Employment of Relatives (first reading)

11. Superintendent’s Reports

12. Board of Education Members – Reports or individual member items for discussion, research or future agendas

13. Public Comment on Closed Session Agenda Items

14. Recess to Closed Session

   Motion: ________________; Second: ________________; _______ p.m.
Closed Session Agenda:

a) Closed Session under Govt. Code §54957.6 – Conference with Labor Negotiators
   
   Agency Designated Representative: Angel E. Gallardo, Ed.D./Adrianna Guzman
   Employee Organizations: Montebello Teachers Association
   All Unrepresented Employees
   
   Agency Designated Representative: Elvira Alvarado/Adrianna Guzman
   Employee Organizations: California School Employees Association
   
   Agency Designated Representative: Marlene M. Pitchford/Adrianna Guzman
   Employee Organization: Montebello Unified School District Police Officers Association

b) Closed Session pursuant to Government Code Sections 54956.9(d)(1) – Conference with Legal Counsel – Existing Litigation
   • Murillo v. MUSD et al. - Los Angeles Superior Court Case No. BC691493

c) Closed Session pursuant to Government Code §54956.9(d)(1) - Conference with legal counsel – Existing Litigation
   • Compromise and Release Agreement: 149225 v. MUSD, OAH Case No. 2017-12-0748
   • Compromise and Release Agreement: 800552 v. MUSD, OAH Case No. 2017-12-0294
   • Compromise and Release Agreement: 826252 v. MUSD, OAH Case No. 2017-11-0974

d) Closed Session pursuant to Government Codes §54956.9(d)(2), (c)(3) - Conference with legal counsel – Anticipated Litigation
   One (1) Matter

15. Report Out - Closed Session

ADJOURNMENT - To next regular meeting scheduled Thursday evening,
April 19, 2018, at 6:00 p.m. (open session)

Motion: _____________; Second: ______________; _______ p.m.
MEMORANDUM
March 12, 2018

TO: Anthony J. Martinez, Ph.D., Superintendent of Schools
FROM: Marlene Marin Pitchford, Director, Classified Human Resources
SUBJECT: Proposed Revisions of Board Policy 4112.8, 4212.8, 4312.8 - Employment of Relatives - FIRST READING

The District recognizes that potential conflicts of interest may exist when members of the same, immediate family are employed by the District, particularly in the same department, unit or division. The Governing Board desires to maximize staff and community confidence in district hiring, promotion, and other employment decisions by promoting practices that are free of conflicts of interest or the appearance of impropriety.

The purpose of this policy is to provide guidance in the assignment of relatives of employees, in accordance with appropriate laws and rules.

It is recommended that the Board adopt the following motion:

That the Board of Education adopt the attached revisions to Board Policy 4112.8/4212.8/4312.8 – Employment of Relatives.

Approved for presentation to the Board of Education: April 19, 2018

Marlene Marin Pitchford
Director
Classified Human Resources

Anthony J. Martinez, Ph.D.
Superintendent of Schools
Secretary to the Board of Education

Angel E. Gallardo, Ed.D.
Assistant Superintendent
Human Resources
EMPLOYMENT OF RELATIVES

In order to preclude situations which could bring about a conflict of interest for members of the administrative staff, an employee should not be appointed to a position where a member of his/her immediate family maintains supervisory or evaluation responsibilities for the position.

Immediate family members may be employed at the same department or work location with the approval of the Superintendent or designee.

(cf. 9270 - Conflict of Interest)

Legal Reference:
GOVERNMENT CODE
12940. Unlawful employment practices; exceptions

The Governing Board desires to maximize staff and community confidence in district hiring, promotion, and other employment decisions by promoting practices that are free of conflicts of interest or the appearance of impropriety.

(cf. 4030 - Nondiscrimination in Employment)
(cf. 9270 - Conflict of Interest)

The Board prohibits the appointment of any person to a position for which his/her relative or co-habitant maintains management, supervisory, evaluation, or promotion responsibilities and prohibits an employee from participating in any decision that singularly applies to any of his/her relatives. This includes relatives of the Governing Board Members, Executive Cabinet, Directors, Assistant Directors, Principals, Assistant Principals, managers, and supervisors.

(cf. 4111/4211/4311 - Recruitment and Selection)
(cf. 4115 - Evaluation/Supervision)
(cf. 4215 - Evaluation/Supervision)
(cf. 4315 - Evaluation/Supervision)

For purposes of this policy, relative includes the individual's spouse, domestic partner, parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse or domestic partner.

In addition, the Superintendent or designee may determine, on a case-by-case basis, whether to appoint a person to a position in the same department or facility as an employee who is a close relative or co-habitant of the appointee when that relationship has the potential to create (1) an adverse impact on supervision, safety, security, or morale of other district employees or (2) a conflict of interest for the individuals involved which is greater because of the their relationship than it would be for another person.

An employee shall notify his/her supervisor within 30 days of any change in his/her circumstances that may constitute a violation of this policy.
Legal Reference:
EDUCATION CODE
35107 School district employees

FAMILY CODE
297-297.5 Rights, protections, benefits under the law; registered domestic partners

GOVERNMENT CODE
1090-1098 Prohibitions applicable to specified officers
12940 Unlawful employment practices

CODE OF REGULATIONS, TITLE 2
7292.0-7292.6 Marital status discrimination, especially:
7292.5 Employee selection

Management Resources:
WEB SITES
California Department of Fair Employment and Housing: http://www.dfeh.ca.gov
Institute for Local Government: http://www.cacities.org/index.jsp?zone=ilsg

Policy
Revised: 4-19-2018

Policy
adopted: September 7, 2000

MONTEBELLO UNIFIED SCHOOL DISTRICT
Montebello, California