Montebello Unified School District
SPECIAL BOARD OF EDUCATION ACTION MEETING
STEVENS STEAK AND SEAFOOD HOUSE
5332 STEVENS PLACE
CITY OF COMMERCE, CALIFORNIA 90040

MARCH 9, 2018
9:00 A.M.

Board of Education
Ms. Joanna Flores, President
Mr. Benjamin Cárdenas, Vice President
Dr. Lani Cupchoy, Clerk
Mr. Hector A. Chacon, Member
Mr. Edgar Cisneros, Member

Executive Cabinet
Dr. Anthony J. Martinez, Superintendent of Schools
Dr. Angel E. Gallardo, Assistant Superintendent, Human Resources
Elvira Alvarado, Interim Assistant Superintendent, Educational Services
Ms. Marlene M. Pitchford, Director, Classified Human Resources

1. Call to Order/Flag Salute

2. Adoption of Agenda: Special Action Meeting – Friday, March 9, 2018

3. 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.

4. Presentation: Visionary Leadership
   Presented by: Dr. Ray Blanchard - Blanchard Consulting Group, LLC
5. Presentation: Budget
   Presented by: Caroline Larson, Vavrinek, Trine, Day & Co., LLP
   Presented by: Jennifer Meza, Client Service Supervisor – Public Agency Retirement
   Services (PARS)

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.”

6. REPORTS
   Martinez  3-a  Purchase Order Report Summary No. 13(2017-2018) – motion to accept
   "  3-b  Suspensions of Pupils - Report dated February 2018 – informational

7. NEW BUSINESS
   Anthony J. Martinez, Ph.D., Superintendent of Schools
   5-a  Signature Authorizations – Update (Original Board: December 7, 2017)
   5-b  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: December 7, 2017)

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
   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  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
7. **NEW BUSINESS (continued)**

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

**Business Services**

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

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-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 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
7. **NEW BUSINESS (continued)**  
   **Anthony J. Martinez, Ph.D., Superintendent of Schools**

   **Business Services**

   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 Bella Vista Elementary School

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

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

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

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

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

   **Angel E. Gallardo, Ed.D., Assistant Superintendent, Human Resources**

   9a - Certificated Personnel

   9a-1 Certificated Employment

   9a-2 Certificated Leaves of Absence

   9a-3 Resignation/Release/Retirement of Certificated Employees

   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

   9c – Pupil and Community Services

   9c-1 Approval of Memorandums of Understanding – The Sherwood Foundation

   9c-2 Approval of Agreement – Meredith O’Conner – Youth Services

   9c-3 Learning Communities for School Success Program (LCSSP) Grant

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

9. Superintendent’s Reports

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

11. Public Comment on Closed Session Agenda Items

12. 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

13. Report Out - Closed Session

ADJOURNMENT - To next regular meeting scheduled Thursday evening,
March 15, 2018, at 6:00 p.m. (open session)

Motion: _______________; Second: _______________; ______ p.m.
MEMORANDUM
March 2, 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: March 15, 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

#8
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 and Assistant principals.

(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=ilsy

Policy
Revised: 3-15-2018

Policy adopted: September 7, 2000

MONTEBELLO UNIFIED SCHOOL DISTRICT
Montebello, California