Call to Order/Flag Salute

Approval of Minutes
1a Minutes, Regular Meeting July 26, 2018 (Dist. August 24, 2018)

Adoption of Agenda: Regular Meeting – August 29, 2018

Recognition: Montebello Community Day School
Presented by: Jose Franco

Presentation: Bella Vista Elementary School
Presented by: Stephanie Hardaway

Presentation: Fiscal Crisis & Management Assistance Team (FCMAT) Audit - Action Plan Update
Presented by: Francisco Arregui and Alice Jacquez
BOARD OF EDUCATION
REGULAR MEETING – AUGUST 29, 2018

7. School Service Organizations: Discussion
   HSPC - Elpidio Beltran, President
   CAC - Lorena De La Torre, Chair
   MCPTA - Hector Hernandez, President
   DAC – Estela Ulboa, Chair
   DELAC – Martha Cabral, Chair

8. Employee Organizations: Discussion
   CSEA - Lloyd Garrison, President
   MUSD POA - David Park, President
   AMSA – Cecilia Ramirez, President
   MTA - Doug Patzkowski, President

9. Los Angeles County Office of Education (LACOE): Comments

10. *Public Comment

*Public Comment
The Board President will recognize individuals in the audience who wish to speak to
the Board of Education. The Laws and Policies Governing Board of Education meetings
will be observed with respect to all such presentations.

Prior to the beginning of the Board Meeting, those persons wishing to speak on items
within the subject matter jurisdiction of this Board of Education are requested to register
with the Board Secretary (Superintendent) by filling out the “Speaker Request Card”
located at the rear of the Board Room. There is a three-minute time limit and the rules
when addressing the Board of Education are outlined on the Speaker Request Card.

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.”

11. REPORTS
    Martinez  3-a Purchase Order Report Summary No. 2(2018-2019 Fiscal Year) – motion to
               Accept

12. NEW BUSINESS
    Anthony J. Martinez, Ph.D., Superintendent of Schools
    5-a Approval of Amended Retainer Agreement for Legal Services -
        Summa, LLP
    5-b Ratification of Contract for Specialized Legal Services - Artiano Shinoff
        Abed Blumenfeld Carelli Kostic Sleeth & Wade, APC
    5-c Approval of Retainer Agreement for Legal Services: Individual
        Board Member Representation – Huang Ybarra Gelberg & May LLP
12. **NEW BUSINESS (continued)**

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

5-d Approval of Retainer Agreement for Legal Services: Individual Board Member Representation – Arent Fox LLP

5-e Approval of Retainer Agreement for Legal Services: Individual Board Member Representation – Walker Stevens Cannom LLP

5-f Approval of Retainer Agreement for Legal Services: Individual Board Member Representation – Theodora Orincher PC

5-g Approval of Retainer Agreement for Legal Services: Individual Board Member Representation – The Law Offices of Willoughby & Associates

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

**Educational Services**

7-a Ratification of Attendance at Meetings/Workshops/Conferences

7-b Attendance at Meetings/Workshops/Conferences

7-c Ratification of Employment of Consultants

7-d Approval of Employment of Consultants

7-e Ratification of Agreements – Students with Disabilities in Nonpublic Schools/Residential

7-f Ratification of Agreements – Students with Disabilities in Nonpublic Schools/Residential

7-g Ratification of the Special Education Local Plan Area (SELPA) Plan

7-h Ratification of Agreement – Annual Renewal for Use of PCC 20118.3 Bid Award - SchoolCity Inc. Web-Based Products and Services to Help Teaching and Learning (Original Bd. 6-21-18 - add report card templates)

7-i Approval of Agreement - California Commission on Teacher Credentialing Accreditation Fee

7-j Membership - Accrediting Commission for Schools (ACS) Western Association of Schools and Colleges (WASC)

7-k Approval of Agreement - CollegeBoard Preliminary Scholastic Aptitude Test (PSAT) and National Merit Scholarships Qualifying Test (NMSQT)

7-l Approval to Enter into Agreement with After-School All-Stars, Los Angeles and Student Success Institute, Inc. (SSI)

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

**Business Services**

8-a Approval to Enter into Agreement with National ECON Corporation for Environmental Professional Services for the Cable Installation Project at Montebello High School, Schurr High School, and Vail High School

8-b Approval to Enter into Agreement with Argus Contracting for the Abatement of Asbestos Aircell Duct Wrap and Decontamination of Mechanical/Mezzanine Room in Building 130 at Bell Gardens High School

8-c Approval to Enter into Agreement with Freight Tech. Inc., for Door Hardware and Keying Schedules Consulting Services for Various District Projects

8-d Repair of First Floor Air Conditioner at the Maintenance & Operations Building
12. **NEW BUSINESS** (continued)

Elvira Alvarado, Interim Assistant Superintendent, Educational Services

9a - Certified Personnel

9a-1 Ratification of Certified Employment
9a-2 Approval of Certified Employment
9a-3 Ratification of Certified Leaves of Absence
9a-4 Ratification of Resignation/Release/Retirement of Certified Employees
9a-5 Ratification of Summer Employment - Certified Personnel - 2018
9a-6 Approval of Agreement for Legal Services - Fagen Friedman & Fulfrost LLP
9a-7 Modification of Salary Schedule “C”
9a-8 Extended Day Salary Schedule 2018-2019
9a-9 Approval of Agreement for Specialized Legal Services - Liebert Cassidy Whitmore

9b - Classified Personnel

9b-1 Ratification of Classified Personnel Employment
9b-2 Approval of Classified Personnel Employment
9b-3 Resignation/Release/Retirement of Classified Personnel
9b-4 Ratification of Non-Classified Personnel Employment
9b-5 Ratification of Classified Personnel Summer Employment
9b-6 Proposed Revisions of Board Policy 5146 - Married/Pregnant/Parenting Students
9b-7 Approval of an Addendum to Corrected Tentative Agreement Dated May 2, 2018, Between the Board of Education of the Montebello Unified School District and the California School Employees Association (CSEA), Chapter 505

9c - Student Services

9c-1 Approval of Agreement - WestEd - California Healthy Kids Survey (CHKS)
9c-2 Approval of Memorandum of Understanding for Mental Health Services-Hillsides-Bienvenidos
9c-3 Approval of Memorandum of Understanding for Mental Health Services-The Whole Child

9d - Adult Education

9d-1 Los Angeles Regional Adult Education Consortium (LARAEC) Primary Voting Member

13. Approval of New Administrative Regulation 1114 - District-Sponsored Social Media (First Reading)

14. Consideration of Public employee/discipline/dismissal/release

15. Superintendent’s Reports

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

17. Public Comment on Closed Session Agenda Items

18. Recess to Closed Session

Motion: ___________________; Second: ___________________; ______ p.m.
Closed Session Agenda:

a) Closed Session pursuant to Government Code §54956.9(d)(1) – Conference with Legal Counsel – Existing Litigation

- Kenney Kropff v. MUSD, Los Angeles Superior Court Case No. BC678131
- Contreras-Smith & Pell v. MUSD, Los Angeles Superior Court Case No. 666775
- Pell v. MUSD, Los Angeles Superior Court Case No. BC679686
- Sarmiento v. MUSD, Los Angeles Superior Court Case No. BC592319
- Zhang v. MUSD, Los Angeles Superior Court Case No. VC066026
- NY0571074 v. MUSD (Claim No. MOTB-009376)
- BQ2638776 v. MUSD (Claim No. MONZ-009156)
- WC3518363 v. MUSD (Claim No. MOTB-009240)
- RA4397636 v. MUSD (Claim No. MONZ-009171)
- DS0149326 v. MUSD (Claim No. MONS-007434)
- Compromise and Release Agreement: 153932 v. MUSD, (OAH Case No. 2018060902)
- Compromise and Release Agreement: 139758 v. MUSD, (OAH Case No. 2018060899)
- Compromise and Release Agreement: 153196 v. MUSD, (OAH Case No. 2018050136)
- Compromise and Release Agreement: 133530 v. MUSD, (OAH Case No. 2018070244)
- Compromise and Release Agreement: 800514 v. MUSD, (OAH Case No. 2018050021)
- Compromise and Release Agreement: 154211 v. MUSD, (OAH Case No. 2018070177)
- Compromise and Release Agreement: 153004 v. MUSD, (OAH Case No. 2018061219)

b) Closed Session pursuant to Government Code §54956.9(d)(2), (e)(2) – Conference with Legal Counsel – Anticipated Litigation

   Significant exposure to litigation: Three (3) matters

c) Closed Session pursuant to Government Code § 54956.9(c) – Conference with Legal Counsel – Initiation of Litigation: Two (2) Matters

d) Closed Session Pursuant to Government Code §54957(b)(1) – Public Employee discipline/dismissal/release - One (1) matter

e) Closed Session Pursuant to Government Code §54957 – Public Employment
   • Chief Business Officer

f) Closed Session Pursuant to Government Code §54957.6 – Conference with Labor Negotiators
   Agency Designated Representative: Anthony J. Martinez, Ph.D.
   Unrepresented Employee: Chief Business Officer


g) Closed Session under Govt. Code §54957.6 – Conference with Labor Negotiators
   Agency Designated Representative: Marlene M. Pitchford/Adrianna Guzman
   Employee Organization: Montebello Unified School District Police Officers Association

19. Report Out - Closed Session

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

Motion: ____________________; Second: ____________________; _______ p.m.
MEMORANDUM
August 21, 2018

TO: Board of Education
FROM: Anthony J. Martinez, Ph.D., Superintendent of Schools
SUBJECT: Approval of New Administrative Regulation 1114 - District-Sponsored Social Media (first reading)

The Montebello Unified School District ("District") Board of Education ("Board") recognizes the value of technology, such as social media platforms, in promoting community involvement and collaboration. In support of the use of online social media, and to facilitate District programs, departments and school sites in building a more successful parent, community, student and employee network, the District proposes content guidelines and protocols for official District social media platforms to ensure the appropriate and responsible use of these resources and compliance with applicable law and Board policy.

The District presents draft Administrative Regulation 1114 for first reading and encourages members of the community to contribute information and opinions for the Board’s consideration prior to the second reading and/or adoption. When proposing Administrative Regulations, which affect District students and families, the Board welcomes input from the community and will cooperate to address matters of mutual concern. The Board of Education invite the members of the public to submit their issues, concerns or suggestions regarding draft Administrative Regulation 1114 for Board of Education consideration prior to the second reading and/or adoption.

I recommend adoption of the following motion:

That the Board of Education adopt the new Administrative Regulation 1114 - District-Sponsored Social Media.

Approved for presentation to the Board of Education: September 6, 2018

[Signature]
Anthony J. Martinez, Ph.D.
Superintendent of Schools
Secretary to the Board of Education
Community Relations

DISTRICT-SPONSORED SOCIAL MEDIA

The district encourages students and employees who use online platforms, including but not limited to social media and networking sites, for official district, district sponsored, and district-related purposes to do so solely to support the district’s educational mission, and in a manner consistent with applicable law, Board policy and administrative regulation. The district further encourages students and employees to follow district guidelines for communications and the appropriate use of technology.

Definitions

Social media means any online platform for collaboration, interaction, and active participation, including, but not limited to, social networking sites such as Facebook, Instagram, Twitter, YouTube, LinkedIn, or blogs; excluding District-adopted educational and administrative software.

Official district social media platform is a site authorized by the Superintendent or designee. Sites that have not been authorized by the Superintendent or designee, but that contain content related to the district or comments on district operations, such as a site created by a parent-teacher organization, booster club, or other school-connected organization or a student’s or employee’s personal site, are not considered official district social media platforms.

Authorization for Official District Social Media Platforms

The Superintendent or designee shall authorize the development of any official district social media platform. Teachers and coaches shall obtain approval from the school site principal before creating an official classroom or team social media platform.

Guidelines for Content

The content of all official district or district-sponsored online platform presences shall be limited to current and useful information regarding the district’s official and/or sponsored educational programs, activities and operations. Such content shall support the educational mission of the district and be appropriate for all audiences. Official district and district-sponsored online platform presences shall not post, display, or otherwise communicate content not expressly authorized by these guidelines.

(cf. 4119.25 – Political Activities of Employees)

The posting on official district or district-sponsored online platform presences of links to other online platforms or social media sites is permissible if the linked sites’ content is of an academic nature, support the district’s educational mission, and are consistent with the district’s policies and regulations. The district is not responsible for the content of external online platforms.

The Superintendent or designee shall ensure that official district social media platforms provide current information regarding district programs, activities, and operations, consistent with the goals and purposes of this policy and regulation. Official district social media platforms shall contain content that is appropriate for all audiences.
Community Relations

DISTRICT-SPONSORED SOCIAL MEDIA

(cf. 0440 - District Technology Plan)
(cf. 0510 - School Accountability Report Card)
(cf. 1100 - Communication with the Public)
(cf. 1112 - Media Relations)
(cf. 6020 - Parent Involvement)

The Superintendent or designee shall ensure that copyright laws are not violated in the use of material on official district social media platforms consistent with all legal requirements.

The use of district or school logos requires the express permission of the Superintendent or designee.

(cf. 4132/4232/4332- Publication or Creation of Materials)
(cf. 6162.6- Use of Copyrighted Materials)

The Superintendent or designee shall ensure that official district social media platforms are regularly monitored. Staff members responsible for monitoring content may remove posts based on viewpoint-neutral considerations, such as lack of relation to the site's purpose or violation of the district's policy, regulation, or content guidelines.

Each official district social media platform shall prominently display:

1. The purpose of the site along with a statement that users are expected to use the site only for those intended purposes.
2. Information on how to use the security settings of the social media platform.
3. A statement that the site is regularly monitored and that any inappropriate post will be promptly removed. Inappropriate posts include those that:
   a. Are obscene, libelous, or so incite students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation.
   b. Are not related to the stated purpose of the site, including, but not limited to, comments of a commercial nature, political activity, and comments that constitute discrimination or harassment.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1160 - Political Processes)
(cf. 1325 - Advertising and Promotion)

4. Protocols for users, including expectations that users will communicate in a respectful, courteous, and professional manner.

5. A statement that users are personally responsible for the content of their posts and that the district is not responsible for the content of external online platforms.
Community Relations

DISTRICT-SPONSORED SOCIAL MEDIA

6. A disclaimer that the views and comments expressed on the site are those of the users and do not necessarily reflect the views of the district.

7. A disclaimer that any user's reference to a specific commercial product or service does not imply endorsement or recommendation of that product or service by the district.

8. The individual(s) to contact regarding violation of district guidelines on the use of official district social media platforms.

Appropriate Use by District Employees

District employees who participate in official district social media platforms shall adhere to all applicable law, Board policy and administrative regulation, including, but not limited to, professional standards related to interactions with students.

1. When appropriate, identify the name and district title of the school, administrator, department, organization or employee that is responsible for posting and monitoring online content.
2. When appropriate, identify themselves by name and district title, and include a disclaimer stating that the views and opinions expressed are theirs alone and do not necessarily represent those of the district or school site.
3. Ensure the factual accuracy of posted content.
4. Keep content current and respond to comments in a timely fashion.
5. Communicate with others in a respectful, courteous and professional manner.
6. Avoid communications that contain any form of bullying, intimidation or harassment.
7. Immediately report online platform communications that violate this administrative regulation to his or her supervisor or appropriate District official.

(cf. 4040 - Employee Use of Technology)
(cf. 4119.21/4219.21/4319.21 - Code of Ethics)

All staff shall receive information about appropriate use of the official district social media platforms.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

No one may use district online platform presences to provide access to a personal online platform, or to promote or advertise personal events, commercial activities or enterprises, except as permitted by this administrative regulation.
Community Relations

DISTRICT SPONSORED SOCIAL MEDIA

(cf. 1100 – Communication with the Public)
(cf. 4158 – Employee Protection and Safety)
(cf. 4040 – Employee Use of Technology)
(cf. 6163.4 – Student Use of Technology Resources)

Use of official district or district-sponsored online platform presences in violation of this regulation may result in disciplinary actions, up to and including termination of employment, expulsion, and/or referral to the appropriate law enforcement agencies.

The district encourages users of online platforms, including district employees and students, to be aware of the public nature and accessibility of such electronic postings, messages, and displays, and to adhere to standards of civility.

(cf. 1311 – Civility)
(cf. 4119.21/4219.21/4319.21 – Code of Ethics)
(cf. 5144.1/5144.2 – Suspension and Expulsion/Due Process)

Regulation approved: September 6, 2018

MONTEBELLO UNIFIED SCHOOL DISTRICT
Montebello, California

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