



## EL CAMINO COMMUNITY COLLEGE DISTRICT

16007 Crenshaw Boulevard Torrance, California 90506-0001  
Telephone (310)532-3670 or 1-877-ECAMINO

December 17, 2009

Board of Trustees  
El Camino College

Dear Members of the Board:

The last Board meeting of 2009 culminates a year of accreditation activity and the continuing "tale of two cities" as President Fallo metaphorically describes the capacity for growth at the Compton Center in contrast to the reductions experienced at El Camino. Much of this meeting will reflect our efforts to support the Center while dealing with the budget realities that the State of California has imposed upon us.

The last meeting of the year is the annual organizational meeting of the Board. I am pleased to report that in addition to Trustees Gen and O'Donnell, we will also issue the Oath of Office to our newly elected Student Trustee, Lisa Brown. A short bio of Lisa is included in your packet.

As you are aware, our students are coming to us in record numbers. Although the Center has the capacity to grow, El Camino is facing a reduction in the number of students we are funded to serve. The Academic Affairs section of the agenda provides the revised FTES targets through summer 2010 at both locations.

In Student & Community Advancement, you will find a second reading of BP5500 Academic Honesty & Standards of Conduct and deletion of BP5310 Student Grievance. An explanatory memo regarding these policies and their accompanying procedures can be found in your packet. A greater explanation of the Board's role in student expulsions is also included in your packet. Coincidentally, you have a recommendation before you for the ninth student expulsion of the year. A confidential letter regarding the expulsion is provided under separate cover.

The Administrative Services section of the agenda includes a Five-Year Budget projection. With the uncertainties surrounding the State budget, you can expect this document to undergo frequent revisions. However, it was adopted by the PBC and is presented as an informational item.

Measure E Bond Fund items include Category Budgets and Balances and several Change Orders. If it's not too dark, you will notice that the Business Building has undergone demolition. More green curtains are up as well providing a protective barrier as the trenching project advances.

Human Resources has several items reflecting the evolution of the Compton Center. As reflected in President Fallo's letter, a new position entitled Vice President, Compton Center is recommended with Ms. Barbara Perez appointed to the position. The new classification specifications are included in the agenda. In addition, it is recommended that Dr. Lynn Solomita be appointed as Interim Vice President, Human Resources. Dr. Solomita's resume is attached.

Under the Superintendent/President's area is travel for Board members and approval of sick leave for the meeting of Nov. 16, 2009 for Dr. Jackson.

A Closed Session has been scheduled to provide an opportunity for the Board to discuss a personnel matter and the recommended student expulsion.

As a follow-up to issues raised during the Nov. 16, 2009 Board meeting, Harold Tyler met with Mr. Hayes regarding the concerns he expressed during the meeting. Mr. Hayes was told that there was no policy prohibiting the use of electrical outlets in the hallways of buildings and that safety issues had to be considered when riding bicycles, skateboards and roller blades on campus. Mr. Hayes' most urgent issue was why he was not allowed to respond to the Superintendent/President's oral report. He believes that the Brown Act gives him the right to comment on any item on the agenda.

We are in the process of dropping students who registered between November 24 and December 9, 2009 and have an outstanding balance of \$131+ dollars. Estimate of Students, FTES and money owed at different amounts for both locations is attached.

Informational items in your packet include the following items:


1. Letter from President Fallo to the Board, December 15, 2009, regarding a revised partnership agreement with the Compton Community College District;
2. Memo from Scott Lay, December 8, 2009, regarding the California Community College Trustees Board Election, 2010;
3. Memo from Kenneth Shelton, Los Angeles County Office of Education, December 11, 2009, inviting Board members to the January 22, 2010 Public Finance Seminar and Luncheon;
4. Memo from Daniel Villanueva, Los Angeles County Office of Education, November 4, 2009, giving Los Angeles County Committee on School District Organization Election Results;

December 17, 2009

5. Memo from Kenneth Shelton, Los Angeles County Office of Education, November 12, 2009, giving information regarding the Oath of Office/Governing Board;
6. El Camino College Community News, Fall 2009;
7. El Camino College Compton Center Community News, Fall 2009;
8. AFT Perspective, November 2009.

President Fallo will be in the office on Monday, December 23, 2009 to meet with you prior to the Board meeting. Thank you for your service to the college throughout 2009.

Sincerely

A handwritten signature in cursive script, appearing to read "Jeanie Nishime".

Jeanie M. Nishime, Ed.D  
Acting Superintendent/President

JMN/kao

My name is Lisa Sue Brown and I am the newly elected Student Trustee in ASO. I've been attending El Camino College for almost two years. I started in 2008 during the Spring, unsure of what this college could offer me. I went in with a major for Journalism and after a year of classes, I found my true love in politics. Currently I am an English major and I plan on working my way to transfer to UCLA to become a Bruin. After completing my baccalaureate for English, I want to attend law school either at UCLA or UC Berkley. I found my love for politics because I became more and more involved with GSA which inspired me to look into outside organizations that I was already a member of, like Greenpeace, PETA, and the Humane Society. Beyond the organization I immerse myself in I work as a Peer Advisor at EOP&S. I enjoy helping out students (and people) that seek it. In high school, I attended St. Anthony High School my freshman year where I was part of the ASB Freshman Council as President. I continued my involvement with school at Torrance High School by joining the KIWIN'S club and becoming a Club Communicator and the school newspaper as a page editor. I truly enjoy making a difference in the community. I believe I have the charisma to adequately represent and speak for the people that can't speak up. I hope as the new Student Trustee I am able to fulfill my duties beyond par.



El Camino College  
Office of the Vice President – Student & Community Advancement  
Jeanie M. Nishime, Vice President

December 14, 2009

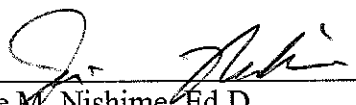
TO: President Thomas M. Fallo

SUBJECT: Clarification Regarding Board Policy 5310 – Student Grievance and  
Administrative Procedure 5530 – Student Rights and Grievances

The Community College League of California (CCLC) provides to community colleges recommended language to establish, modify or change existing Board Policies or Procedures. Currently, Board Policy 5130 – Student Grievance is the approved process by which student grievances are addressed. CCLC advises community colleges to adopt a procedure rather than a policy to resolve student grievances. The Administration is in agreement with this recommendation. At the December 21, 2009 Board Meeting, the Board will receive for First Reading the deletion of Board Policy 5310 – Student Grievance. We are sending to the Board as an information item, the recommended CCLC Administrative Procedure 5530 – Student Rights and Grievances.

Administrative Procedure 5530 – Student Rights and Grievances is an expanded version of Board Policy 5310 with the following significant changes:

1. The procedures shall include, but not be limited to, grievances regarding:
  - a. Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972
  - b. Sexual harassment as defined in Board Policy 3430
  - c. Financial Aid
  - d. Illegal discrimination
  - e. The exercise of free expression protected by State and Federal constitutions and Education Code Section 76120
2. Establishment of a standing panel comprised of College constituent groups (one member each from ASO, ECCE, Academic Senate and Management). This panel is to be assembled at the beginning of each semester, including any summer session, to hear grievances.
3. Final review and determination of the Grievance is delegated to the Vice President-Student & Community Advancement, rather than to the Superintendent/President's Cabinet.

  
\_\_\_\_\_  
Jeanie M. Nishime, Ed.D.  
Vice President  
Student & Community Advancement



El Camino College  
Office of the Vice President – Student & Community Advancement  
Jeanie M. Nishime, Vice President

December 9, 2009

TO: President Thomas M. Fallo

SUBJECT: Clarification Regarding Board of Trustees Concerns Regarding  
Administrative Procedure 5520 - Student Expulsions

At the November 16, 2009, Board of Trustees meeting, the Board received for First Reading Board Policy 5500 – Academic Honesty & Standards of Conduct. Accompanying this Policy was Administrative Procedure 5520 – Student Discipline & Due Process Procedure. There were concerns expressed regarding the Board's involvement in the expulsion process. Education Code Section 72122 does require Board action for all recommendations leading to a student's expulsion.

The CCLC, assisted by legal counsel, provides community colleges with current language to include in Board Policies and Administrative Procedures. After taking a closer look at the language provided by CCLC, we have revised AP5520 to explain in more detail the process to follow in dealing with expulsions. In particular, we needed to clarify that, "The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures."

Board Policy 5500 – Academic Honesty & Standards of Conduct is scheduled for a second reading and adoption at the December 21, 2009 Board of Trustees meeting. Administrative Procedure 5520 – Student Discipline & Due Process Procedure will be submitted as an information item with revised language dealing with the Board's role in expulsions.

  
\_\_\_\_\_  
Jeanie M. Nishime, Ed.D  
Vice President, Student & Community Advancement

## RESUME

### EMPLOYMENT HISTORY:

1997 - present                      Human Resources Consultant

Provide consulting services with an emphasis in the areas of recruitment and staffing; policy development; contract negotiation and administration; employee relations. Served as primary district liaison for three (3) Presidential searches at Santa Monica College(2) and Southwestern College.

June 1994 - Sept 1997 and May 2005 -- April 2006

Vice President, Human Resources  
Santa Monica College

Plan, organize and direct the activities of Academic and Classified Personnel, Staff Development and Affirmative Action programs. Serve as District's personnel representative to the Board of Trustees and to the Personnel Commission. Serve on District negotiation team for both classified and faculty contracts, serving as chief negotiator for faculty contract. Serve as senior management representative on Personnel Policies, Affirmative Action and Professional Development committees. Represent the District on disciplinary and grievance matters, including faculty tenure and evaluation issues.

Jan 1986 - June 1994              Director, Personnel Services  
El Camino College

Plan, organize and direct the activities of the Personnel Services division, which included labor and employee relations, recruitment and employment; classification; insurance and workers compensation for academic and classified staff. Serve as chief negotiator for district during faculty negotiations; serve as negotiation team member for classified and police officer negotiations. Serve as District's representative during disciplinary and termination proceedings for classified and academic employees. Investigated allegations of discrimination and sexual harassment. Serve as advisor to President's cabinet and Board of Trustees on all personnel related issues.

May 1983 - Jan 1985

Director, Resources Management  
Space Division, Los Angeles Air Force Base

Plan, organize and direct a full range of administrative functions including military and civilian personnel; contract compliance; employee development; employee performance, discipline and removal; manpower analysis; budget preparation and administration; facilities and equipment planning. Provided administrative direction to Contracting Officer and buyers negotiating for a \$2.5 million purchase of computer equipment, software and services.

Dec 1977 - May 1983

Chief, Employment Division  
Space Division, Los Angeles Air Force Base

Plan and administer all employment programs for local, national and overseas programs. Represent the Civilian Personnel office on Cost Management and Policy Board committees; prepared and briefed monthly manning statistics and trends to the Space Division Commander and his executive staff. Served as Space Division Civilian Personnel Officer on interim basis. As technical negotiator during contract negotiations, insured completed contracts were in compliance with governing regulations and overall management objectives. Serve as technical representative to legal counsel for all third party proceedings. Prepared and conducted employee and management training sessions throughout southern California in employment, labor and contract compliance, EEO requirements and employee performance systems.

#### EDUCATION:

UCLA	A.B. Psychology
University of West Los Angeles, School of Law	J.D.
Law Review	
Admitted to California State Bar 1987 (resigned 2008)	
Harvard University	
Institute for Educational Management	
Dispute Resolution Services	
Mediation Training	

#### MAJOR CONSULTING/INTERIM ASSIGNMENTS:

Santa Monica College: Interim Vice President Human Resources  
Southwestern Community College District: Interim Vice President Human Resources; Liaison to Board of Trustees during 2004 Superintendent/President search; general human resources consulting.



California Community College Chancellor's Office: ACHRO Technical Assistance Team Co-Coordinator and Team Chair for several technical assistance visits mandated by the Chancellor's Office.

Copper Mountain Community College District: Study to determine feasibility of establishing Copper Mountain as a separate community college district.

Santa Monica Community College District: Management organization and salary schedule study.

Rio Hondo Community College District: Discrimination Complaint Investigations.

#### COMMUNITY SERVICE:

City of Torrance

Civil Service Commission - member and chair

Community Planning Forum facilitator

B.H.S. Inc. Board of Directors

Reading volunteer

Barton Hill Elementary, San Pedro

Torrance Elementary, Torrance

Docent, Los Serenos - Point Vicente Interpretive Center

#### PROFESSIONAL AFFILIATIONS:

Association of Calif. Community College Administrators (ACCCA)

ACCCA Human Resources Commission

Association of Chief Human Resources/Affirmative Action Officers

Southern 30 Human Resources Consortium

## Estimate of Students, FTES & money owed at different amounts

Data as of 12/15/2009 4:57:01 AM

Term:2010/SP      Owing more than \$1

Location	FTES	Students	Fees Owed
El Camino College	1,407.64	3572	\$386,045.00
Compton Center	40.53	150	\$24,981.00
<b>Totals</b>	<b>1,448.17</b>	<b>3687</b>	<b>\$411,026.00</b>

Term:2010/SP      Owing more than \$78

Location	FTES	Students	Fees Owed
El Camino College	485.32	1353	\$340,104.50
Compton Center	37.36	131	\$24,335.50
<b>Totals</b>	<b>522.68</b>	<b>1453</b>	<b>\$364,440.00</b>

Term:2010/SP      Owing more than \$131

Location	FTES	Students	Fees Owed
El Camino College	418.16	998	\$302,625.50
Compton Center	25.67	69	\$18,312.50
<b>Totals</b>	<b>443.83</b>	<b>1064</b>	<b>\$320,938.00</b>



## EL CAMINO COMMUNITY COLLEGE DISTRICT

16007 Crenshaw Boulevard, Torrance, California 90506-0001

Telephone (310) 532-3670 or 1-866-ELCAMINO

December 15, 2009

Board of Trustees  
El Camino Community College District

Dear Members to the Board:

Since August 2006, when the El Camino Community College District Board approved a Memorandum of Understanding (MOU), establishing the El Camino College Compton Educational Center, our focus has been on providing access to accredited courses for the Compton District communities.

Immediately after the MOU was signed, El Camino College employees worked to ensure the academic courses and student services programs met ECC's standards; other employees worked to stabilize Compton operations in all areas; train Compton District employees in ECC processes and procedures; and communicate to the public that El Camino College Compton Center was open and accredited.

Three overarching goals for the Compton CCD were established: build capacity, increase enrollment, and restore credibility. In July 2008, with evidence that we were moving closer to meeting these goals, the El Camino and Compton CCD's replaced the original MOU with a new Partnership Agreement.

With a level of stabilization attained in some Compton District areas including, consistent enrollment growth, the appointment of permanent managers, and improvements in the human resources, fiscal and facilities areas, we must now direct a more intense focus on achieving excellence and quality for the ECC Compton Educational Center. Additionally, El Camino College recognizes the need to exert more direct oversight and control of our Center in Compton.

Based on the future direction we must take, I am recommending that El Camino College have one of our employees located at the Center. This position will report to the Superintendent/President of the El Camino Community College District, supervise the employees at the Center, and manage and oversee the operations of the academic programs and student services on a daily basis.

Since Compton District employees have achieved the ability to manage some of the district work; and due to the evolution of other district functions including a fully populated Board of Trustees, a reconstituted district foundation, and a plan to revitalize the Citizens' Bond Oversight committee, the need for the Compton District CEO to focus more on Compton District activities is evident.

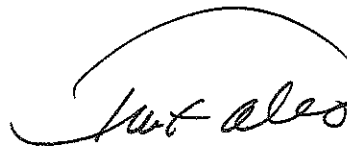
In late January/early February 2010, the most recent ACCJC and FCMAT reports will both be available. We anticipate that these reports will provide assessments and feedback toward developing a revised Partnership Agreement with a more concentrated focus for the ECC Compton Center to progress toward becoming a newly accredited college in future years; as well as feedback for the Compton District to move toward local control in future years.

With this in mind, the Senior Management Group for El Camino College and the Compton District, are recommending that a revised Partnership Agreement, including a redistribution of the duties and responsibilities of ECC and the CCD be developed over the next few months.

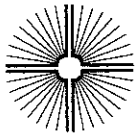
At our December 21, 2009 Board of Trustees meeting, I am recommending a Vice President of Compton Center position be approved, and that Ms. Barbara Perez be appointed to that position. In addition, I recommend that Ms. Lynn Solomita, J.D., be appointed as Interim Vice President of Human Resources. Ms. Solomita is familiar with El Camino College, having previously served as Director of Personnel Services here from 1986-94 (see attached resume).

If you have any questions, comments or concerns, prior to the Board meeting on Monday December 21, please feel free to contact me.

Sincerely

A handwritten signature in black ink, appearing to read "Tom Fallo", with a large, sweeping arch over the first part of the name.

Thomas M. Fallo  
Superintendent/President



COMMUNITY COLLEGE LEAGUE  
OF CALIFORNIA

RECEIVED

DEC 11 2009

**Date:** December 8, 2009  
**To:** California Community College Trustees  
California Community College Chancellors/Superintendents  
**From:** Scott Lay  
**Subject:** CCCT Board Election - 2010

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The California Community College Trustees (CCCT) board serves a major role within the Community College League of California. Meeting five times a year, the twenty-one member board provides leadership and direction to ensure a strong voice for locally elected governing board members.

From January 1 through February 15, nominations for membership on the CCCT board will be accepted in the League office. Nominations are to be made by a member district board of trustees; and each district may nominate only members of its board.

Each nominee must be a local community college district trustee, other than the student trustee, and must have consented to be nominated. Only one trustee per district may serve on the board.

An official Biographical Sketch Form and Statement of Candidacy **must** accompany the Nominating Ballot mailed to the League office, and please use only these forms. Nomination materials should be sent by certified mail – return receipt requested. Faxed materials will **not** be accepted due to the quality of transmission.

The election of members of the CCCT board will take place between March 10 and April 25. Each member district board of trustees will have one vote for each vacancy on the CCCT board. Seven persons will be elected to the board this year. Five incumbents (elected and appointed) are eligible to run for re-election. In accordance with the CCCT Board Governing Policies, as adopted by the board at its June 2008 meeting, "CCCT Board members shall be elected by the institutional member governing boards for alternate three-year terms. No CCCT Board member shall serve more than three (3) terms consecutively."

Election results will be announced at the CCCT annual conference. The newly elected members of the board will assume their responsibilities at the conclusion of the annual conference, May 2, 2010.

If you have any questions about the CCCT board election process, please call the League office.

Attachments: (mailed only to CCC Chancellors/Superintendents)  
Official Nominating Form  
Official Biographical Sketch Form  
Official Statement of Candidacy  
CCCT Board Terms of Office (adopted by the board, November 2008)  
CCCT Board Roster



# CCCT BOARD NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15, 2010**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

The governing board of the \_\_\_\_\_ Community  
College District nominates \_\_\_\_\_ to be a  
candidate for the CCCT Board.

This nominee is a member of the \_\_\_\_\_ Community  
College District governing board, which is a member in good standing of the Community College League of  
California. The nominee has been contacted and has given permission to be placed into nomination.  
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

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Signature of Clerk or Secretary of Governing Board

# CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2010**, along with the nominating ballot and statement of candidacy. **Faxed material will not be accepted.**

## PERSONAL

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ (home) \_\_\_\_\_ (office)

E-Mail: \_\_\_\_\_

## EDUCATION

Certificates/Degrees: \_\_\_\_\_  
\_\_\_\_\_

## PROFESSIONAL EXPERIENCE

Present Occupation: \_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: \_\_\_\_\_

Years of Service on Local Board: \_\_\_\_\_

Offices and Committee Memberships Held on Local Board: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State Activities (CCCT and other organizations boards, committees, workshop presenter;  
Chancellor's Committees, etc) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# CCCT BOARD

## STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2010** along with the nominating ballot and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**



<u>Election</u>	<u>Group</u>	<u>Seat</u>	<u>First Elected/Appointed</u>	<u>Next Election</u>	<u>Terms Left for Incumbent</u>
<b>2010</b>	I.	Bader	2006	2010	2
	I.	Barreras	2006	2010	2
	I.	*Beck	2001	2010	0
	I.	*Grier	2001	2010	0
	I.	Howald	2004	2010	1
	I.	Jaffe	2009	2010	2
	I.	Singer	2004	2010	1
<b>2011</b>	II.	*Albani	2000	2011	0
	II.	Figueroa	2007	2011	2
	II.	McMillin	2008	2011	2
	II.	Meng	2004	2011	1
	II.	*Mercer	2002	2011	0
	II.	Ortell	2004	2011	1
	II.	*Villegas	2000	2011	0
<b>2012</b>	III.	Chaniot	2009	2012	2
	III.	Jones	2008	2012	1
	III.	*Mann	2005	2012	0
	III.	Ontiveros	2008	2012	1
	III.	Otto	2009	2012	2
	III.	Stampolis	2009	2012	2
	III.	Zableckis	2009	2012	2
* Board member is unable to seek reelection due to three-term limit.					

**CALIFORNIA COMMUNITY COLLEGE TRUSTEES  
2009-10 BOARD ROSTER**

**KAY ALBIANI**

Los Rios CCD  
10221 Sheldon Rd  
Elk Grove, CA 95624  
916.682-2445 (res)  
916.682-2336 (fax)  
[kalbiani@cwnet.com](mailto:kalbiani@cwnet.com)

**ROSANNE BADER**

Mt. San Antonio CCD  
1050 Hillcrest Dr  
Pomona, CA 91768  
909.623-7874 (res/bus)  
909.598-2303 (CCD fax)  
[trusteebader@mtsac.edu](mailto:trusteebader@mtsac.edu)

**ISABEL BARRERAS**

State Center CCD  
1525 E. Weldon Ave  
Fresno, CA 93704  
559.675-4450 x 1339 (bus)  
559.226-3757 (CCD fax)  
[trusteebarreras@comcast.net](mailto:trusteebarreras@comcast.net)

**JUDI BECK**

Shasta-Tehama-Trinity Joint CCD  
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530.222-5671 (res & fax)  
530.941-6377 (cell)  
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**JANET CHANIOT**

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707.972-6722 (cell)  
[kiks@pacific.net](mailto:kiks@pacific.net)

**CHRIS DEBAUCHE**

Southwestern CCD  
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Chula Vista, CA 91910  
619.392-7950 (cell)  
619.482-6413 (CCD fax)  
[howsemewzyk@hotmail.com](mailto:howsemewzyk@hotmail.com)

**MARY FIGUEROA**

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951.317-2648 (cell)  
951.682-5339 (CCD fax)  
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**ANITA GRIER**

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San Francisco, CA 94132  
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**WALTER HOWALD, 1<sup>st</sup> Vice President**

Coast CCD  
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949.244-6094  
714.438-4862 (CCD fax)  
[whowald@mail.cccd.edu](mailto:whowald@mail.cccd.edu)

**LOUISE JAFFE**

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310.434-4386 (CCD fax)  
[jaffe\\_louise@smc.edu](mailto:jaffe_louise@smc.edu)

**BERNARD "BEE JAY" JONES**

Allan Hancock Joint CCD  
800 S College Dr  
Santa Maria, CA 93454  
805.922-6966 x3245 (bus)  
805.347-9896 (fax)  
[bernard.jones@verizon.net](mailto:bernard.jones@verizon.net)

**JEANETTE MANN, 2<sup>nd</sup> Vice President**

Pasadena Area CCD  
2195 E. Orange Grove Blvd.  
Pasadena, CA 91104  
626.797-0307 (res)  
626.585-7202 (bus)  
626.797-0182 (fax)  
[jxmann@pasadena.edu](mailto:jxmann@pasadena.edu)

**BILL MCMILLIN**

Ohlone CCD  
35321 Cheviot Ct  
Newark, CA 94560  
510-552-5965 (cell)  
[bill-mcmillin@pacbell.net](mailto:bill-mcmillin@pacbell.net)

**CHARLES MENG**

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1205 Olive Hill Ln  
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707.255-5480 (res)  
707.253-3362 (CCD fax)  
[chasmeng@napanet.net](mailto:chasmeng@napanet.net)

**GEORGIA L. MERCER, President**

Los Angeles CCD  
132 South Maple Dr, #104  
Beverly Hills, CA 90212  
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310.859-7349 (fax)  
818.489-6643 (cell)  
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**MANNY ONTIVEROS**

North Orange County CCD  
1830 Romney Dr  
Anaheim, CA 92801  
714.229-1956 (CCD)  
714.808-4791 (fax)  
[bot@nocccd.edu](mailto:bot@nocccd.edu)

**ED ORTELL**

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**DOUGLAS OTTO**

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562-938-4118 (CCD fax)  
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**DON SINGER**

San Bernardino CCD  
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909-889-5555 (bus)  
[dlsinger@verizon.net](mailto:dlsinger@verizon.net)

**CHRISTOPHER STAMPOLIS**

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**STAFF****SCOTT LAY**

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**Los Angeles County  
Office of Education**

**INFORMATIONAL  
BULLETIN # 192**

9300 Imperial Highway, Downey, California 90242-2890 • (562) 922-6111

Darline P. Robles, Ph.D., *superintendent*

December 11, 2009

**TO:** Superintendents and Presidents  
Business Administrators  
Governing Board Members  
Los Angeles County School and Community College Districts

**FROM:** Kenneth Shelton  
Assistant Superintendent  
Business Services

**SUBJECT:** 2010 Public Finance Seminar and Luncheon

The Los Angeles County Schools Pooled Financing Program is kicking off its 2010 Tax and Revenue Anticipation Notes and Certificates of Participation season by inviting members of your governing board and district administration to attend our annual public finance seminar and luncheon. All districts, regardless of prior participation in the program, are welcome to attend.

We are pleased to announce that our 2010 Public Finance Seminar and Luncheon will be held as follows:

<b>Date:</b> Friday, January 22, 2010
<b>Time:</b> Registration 9:30 a.m. - 10:00 a.m. Seminar 10:00 a.m. - 2:00 p.m.
<b>Place:</b> Langham Huntington Hotel (Formerly Ritz-Carlton Huntington Hotel) 1401 South Oak Knoll Avenue Pasadena, CA 91106 (626) 568-3900 *Directions and map attached

There is no charge for seminar attendance or lunch.

You will have the opportunity to meet and discuss financing issues with members of the program's public finance team (e.g., Office of the Los Angeles County Treasurer-Tax Collector; RBC Capital Markets; Annette Yee and Company; E. J. De La Rosa & Co., Inc.; Hawkins,

2010 Public Finance Seminar and Luncheon  
December 11, 2009  
Page 2

DeLafield & Wood; Fulbright & Jaworski, LLP; and the Office of the Los Angeles County Counsel).

This bulletin is posted on the Los Angeles County Office of Education's (LACOE) Web site at the following address:

[www.lacoe.edu/bas](http://www.lacoe.edu/bas)

Please select "Bulletins" on the left side of the screen under the heading "BAS Resources," and then use the "Find" function to locate the bulletin by number or keyword.

RSVPs may be made to Ms. Cynthia Nunez at (562) 940-1645. A bulletin with topics to be covered in the seminar will be transmitted in January. For more information regarding the seminar, please call Mr. Daniel G. Villanueva at (562) 922-6144, or Mr. Rod Carter at (213) 362-4133.

KS/DGV/RC:cn  
Attachment

Info. Bul. No. 192  
Bus. Svcs.-9-2009-10

**Los Angeles County Office of Education  
Division of Business Advisory Services**

**Directions to the Langham Huntington Hotel**

**From Burbank Airport**

Take the 5 South to  
134 East to  
210 East, exit Lake Avenue  
Turn right on Lake  
(it becomes South Oak Knoll Avenue)  
The hotel will be on your right.

**From LAX Airport**

Take the 105 East to  
110 North to the end of freeway  
Turn right on Glenarm Street  
Turn right on El Molino  
Turn left on Elliott Drive  
Turn right on South Oak Knoll Avenue  
The hotel will be on your right.

**From Ontario Airport**

Take the 10 West to  
210 West, exit Lake Avenue  
Turn left on Lake  
(it becomes South Oak Knoll Avenue)  
The hotel will be on your right.

**From the South**

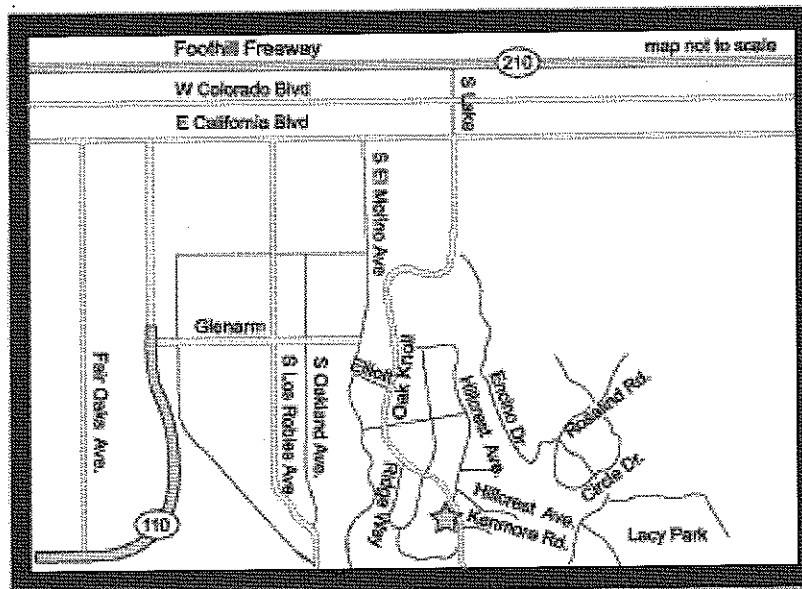
Take the 5 North to  
57 North to  
210 West, exit Lake Avenue  
Turn left on Lake  
(it becomes South Oak Knoll Avenue)  
The hotel will be on your right.

**From the 10 Freeway**

Exit Atlantic Avenue, go North  
Turn right on Huntington Drive  
Turn left on South Oak Knoll Avenue  
The hotel will be on your left.

**From San Fernando Valley**

Take the 101 South to  
134 East to  
210 East, exit Lake Avenue  
Turn right on Lake  
(it becomes South Oak Knoll Avenue)





**Los Angeles County  
Office of Education**

**INFORMATIONAL  
BULLETIN # 156**

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9300 Imperial Highway, Downey, California 90242-2890 • (562) 922-6111

Darline P. Robles, Ph.D., *superintendent*

November 4, 2009

TO: Superintendents and Presidents  
Governing Board Members  
Los Angeles County School and Community College Districts

FROM: Daniel G. Villanueva, Secretary  
Los Angeles County Committee on School District Organization  
and  
Assistant Director  
Regionalized Business Services  
Division of Business Advisory Services

SUBJECT: Los Angeles County Committee on School District Organization-  
Election Results

The annual election of members to the Los Angeles County Committee on School District Organization (County Committee) was held in conjunction with the Los Angeles County School Trustees Association fall workshop on October 24, 2009. The County Committee appreciates your support and wishes to thank the school and community college districts that submitted nominations and all who participated in the election process, either as candidates or as governing board voting representatives.

This bulletin is to apprise you of the results of the election.

**Election Results**

Second Supervisorial District (two vacancies)

**Ms. Maria Calix** was re-elected to this seat and will serve as the representative of the Second Supervisorial District through October 2013.

Ms. Calix has served on the County Committee for the past four years. She is a former board member of the Lennox School District (SD).

**Ms. Joan Jakubowski** was re-elected to this seat and will serve as the representative of the Second Supervisorial District through October 2013.

Ms. Jakubowski has served on the County Committee for the past eight years. She is a former board member of the Culver City Unified SD.

Third Supervisorial District (one vacancy)

**Mr. AJ Willmer** was re-elected to this seat and will serve as the representative of the Third Supervisorial District through October 2013.

Mr. Willmer has served on the County Committee for the past 11 years. He is a former board member of the Beverly Hills Unified SD.

This bulletin is posted on the LACOE Web site at the following address:

[www.lacoe.edu/bas](http://www.lacoe.edu/bas)

Select "Bulletins" on the left side of the screen under the heading "BAS Resources," and then use the "Find" function to locate a specific bulletin by number or keyword.

If you have any questions regarding the election or this bulletin, please feel free to contact me at (562) 922-6144.

Approved:  
Melvin Iizuka, Director  
Division of Business Advisory Services

DGV/AD:mb

Info. Bul. No. 156  
BAS-71-2009-10





**Los Angeles County  
Office of Education**

**INFORMATIONAL  
BULLETIN # 158**

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9300 Imperial Highway, Downey, California 90242-2890 • (562) 922-6111

Darline P. Robles, Ph.D., *superintendent*

November 12, 2009

TO: Superintendents and Presidents  
Members of Governing Boards  
Los Angeles County School and Community College Districts

FROM: Kenneth Shelton  
Assistant Superintendent  
Business Services

SUBJECT: Oath of Office/Governing Board Information

The California Government Code requires that all governing board members execute an oath of office at the beginning of each new term. Government Code (GC) §1360 specifies:

*"Unless otherwise provided, before any officer enters on the duties of his office, he shall take and subscribe the oath or affirmation set forth in Section 3 of Article XX of the Constitution of California."*

Further, GC §1367 provides as follows:

*"No compensation nor reimbursement for expenses incurred shall be paid to any officer by any public agency unless he has taken and subscribed to the oath or affirmation required by this chapter."*

In compliance with the above requirements, the Los Angeles County Office of Education (LACOE) requests that you complete the following attached documents in order to maintain accurate and complete records regarding your district's governing board. **Please note that these documents need to be completed each year by all districts whether or not a governing board election is held.**

**Oath of Office (Attachment 1)**

- Complete this form for newly elected, newly appointed (either to fill vacancy or in lieu of election), or re-elected (incumbents) governing board members only. **All incumbents elected to a new term must execute a new Oath of Office form.**
- See sample form (Attachment 1A) and step-by-step instructions (Attachment 1B).

(Over)

**2009-10 Governing Board Information (Attachment 2)**

- Complete the requested information for each of your district's governing board members, including identification of board officers and new terms of office. **Please note that the name and residence address for all governing board members is required in this section. This information will be used to only confirm residency within the school district and will not be provided to the public.**
- Indicate present term of office **only**. For re-elected governing board members (incumbents), only indicate re-elected term dates, **not** dates for all years of service.
- Identify your district's voting representative to elect members to the Los Angeles County Committee on School District Organization.
- Provide the date of your district's annual organizational meeting and the days and time of your regular governing board meetings.
- See sample form (Attachment 2A) and step-by-step instructions (Attachment 2B).

**Note:** Education Code §35143 requires that the annual organizational meeting be held within 15 calendar days of the first Friday in December (no later than **December 19, 2009**). Districts that are governed by a city charter will hold their annual organizational meeting on the date specified in the charter.

**If your district's annual organizational meeting is held in December, the original documents are due by January 22, 2010. If your district is governed by a city charter, the original documents are due 30 days after the annual election or annual organizational meeting (as specified by the city charter), whichever occurs later.**

**Please sign and return the completed original documents to the following address:**

Ms. Mary Bracamontes  
Los Angeles County Office of Education  
Division of Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

This bulletin and its attachments are posted on the LACOE Web site at the following address:

[www.lacoe.edu/bas](http://www.lacoe.edu/bas)

Select "Bulletins" on the left side of the screen under the heading "BAS Resources," and then use the "Find" function to locate a specific bulletin by number or keyword.

Oath of Office/Governing Board Information  
November 12, 2009  
Page 3

Should you have any questions concerning this bulletin, please call Mr. Daniel Villanueva at (562) 922-6144 or Mr. Matthew Spies at (562) 922-6336.

KS/AD:mb  
Attachments

Info. Bul. No. 158  
Bus. Svcs.-7-2009-10

Book \_\_\_\_\_ Page \_\_\_\_\_  
Code \_\_\_\_\_

State of California  
County of Los Angeles

I, Dean C. Logan Registrar Recorder/County Clerk of said County, do hereby certify that

\_\_\_\_\_ was duly ☐ Elected ☐ Appointed

\_\_\_\_\_ of Los Angeles County, at the ☐ Primary ☐ General election held on \_\_\_\_\_, 20\_\_\_\_

WITNESS my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

*Dean C. Logan*  
DEAN C. LOGAN  
Registrar Recorder/County Clerk

By \_\_\_\_\_  
Deputy Registrar Recorder/County Clerk

**-OATH OF OFFICE-**

FOR THE OFFICE OF \_\_\_\_\_

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this

Address: \_\_\_\_\_

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Telephone: \_\_\_\_\_

Bus: \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE AND TITLE OF PERSON ADMINISTERING OATH)

State of California  
County of Los Angeles

I, Dean C. Logan, Registrar-Recorder/County Clerk of said County, do hereby certify that

George Smith ① was duly ☒ elected ☐ appointed

Governing Board Member (or Trustee) of the Famous School District

of Los Angeles County, at the ☐ primary ☒ general election held on November 3, ②, 2009

WITNESS my hand this 18th day of December, 2009. ③

④ Dean C. Logan

DEAN C. LOGAN, Registrar-Recorder/County Clerk

By ⑤

Deputy Registrar-Recorder/County Clerk  
Daniel G. Villanueva

**-OATH OF OFFICE-**

**FOR THE OFFICE OF** Governing Board Member (or Trustee) of the Famous School District ⑥

I, George Smith ⑦, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

⑧ George Smith

Signature

Subscribed and sworn to before me this  
⑨ 18 day of December, 2009

Address: ⑩ 4611 Spirit Avenue  
Downey, CA 90242

Telephone: (562) 868-2121

Bus: (562) 868-2929

⑪ Dr. Paul Jones

(SIGNATURE AND TITLE OF PERSON ADMINISTERING OATH)

Dr. Paul Jones - Superintendent

**\*\*SAMPLE FORM FOR INSTRUCTIONAL PURPOSES ONLY\*\***

**Los Angeles County Office of Education  
Division of Business Advisory Services**

**OATH OF OFFICE\***  
**Step-By-Step Instructions for Filling Out Form**  
(per circled numbers on sample form)

**NOTE: Please type all requested information on form.**

- ① **First and last name as he/she will be sworn in for newly elected, newly appointed (either to fill vacancy or in lieu of election), or re-elected (incumbents) governing board members only.** Place an ☒ to indicate whether the board member was elected or appointed to the position. Also indicate that the member is a governing board or trustee member of said district.
- ② Place an ☒ to indicate whether he/she became a member at the primary or general election held and the date of the election. If the member is appointed at the district's board meeting, line through "primary/general election" and type "Board Meeting" above the line then indicate the date that the meeting was held.
- ③ Date that the member is sworn into his/her position.
- ④ Original forms from the Los Angeles County Registrar-Recorder/County Clerk's (Registrar-Recorder) office have Mr. Dean C. Logan's signature already preprinted on the form. **(No information required on this line.)**
- ⑤ Mr. Daniel G. Villanueva, as the designated Deputy Registrar-Recorder/County Clerk, will sign the Oath of Office form after it is returned from your district. **(No information required on this line.)**
- ⑥ Indicate either Governing Board Member or Trustee of said district.
- ⑦ **First and last name (no nicknames) as he/she will be sworn in is required on this line.**
- ⑧ After oath of office has been administered, board member will sign his/her name **exactly** as it appears on line ⑦. **NOTE: Registrar-Recorder's office will not accept/record forms without the original signature and if the original signature is not identical to the typed name in line ⑦. They also will not accept/record xerox copies of signed forms.**
- ⑨ Indicate date the oath of office is administered.
- ⑩ Original signature of the person administering the oath of office is required on this line. Also type the name and title of the person administering the oath of office below the signature line.
- ⑪ Board member's **residence** address, telephone number, and business telephone number (if available) are required on these lines. **This information will be used to only confirm residency within the school district and will not be provided to the public.**

**\* Form will be submitted to the Registrar-Recorder's office for recording.**

## 2009-10 GOVERNING BOARD INFORMATION

### BOARD MEMBERSHIP - District: Famous School District ①

Please type names, residence address, residence/business telephone numbers, and present terms of office for officers and members of the governing board of your district which are effective as a result of your annual organizational meeting. If your board is elected on a trustee area basis, please indicate the trustee area number for each board member (\*).

Name and Residence Address ②	Telephone Numbers ③	Present Term ④	
		Began	End
<u>Ms. Carmen Stay</u> Pres. <small>Name</small> <u>4444 Cornerstone Avenue</u> <small>Residence Address</small> <u>Downey, CA</u> <u>90242</u> <small>City, State</small> <small>Zip Code</small>	Res: <u>(562) 333-6111</u> Bus: <u>(562) 666-3444</u>	<u>12/09</u>	<u>12/13</u>
		*Trustee Area No. _____	
<u>Mr. George Carlin</u> Clerk <small>Name</small> <u>3677 Hello Avenue</u> <small>Residence Address</small> <u>Downey, CA</u> <u>90242</u> <small>City, State</small> <small>Zip Code</small>	Res: <u>(562) 555-3111</u> Bus: <u>None</u>	<u>12/09</u>	<u>12/13</u>
		*Trustee Area No. _____	
<u>Mr. Joe Cass</u> <small>Name</small> <u>4446 Cornerstone Avenue</u> <small>Residence Address</small> <u>Downey, CA</u> <u>90242</u> <small>City, State</small> <small>Zip Code</small>	Res: <u>(562) 788-3232</u> Bus: <u>None</u>	<u>12/07</u>	<u>12/11</u>
		*Trustee Area No. _____	
<u>Ms. Lucy Jones</u> <small>Name</small> <u>3445 Oakdale Avenue</u> <small>Residence Address</small> <u>Downey, CA</u> <u>90242</u> <small>City, State</small> <small>Zip Code</small>	Res: <u>(562) 338-6221</u> Bus: <u>(562) 556-3434</u>	<u>12/07</u>	<u>12/11</u>
		*Trustee Area No. _____	
<u>Ms. Deborah Smith</u> <small>Name</small> <u>4566 Duarte Avenue</u> <small>Residence Address</small> <u>Downey, CA</u> <u>90242</u> <small>City, State</small> <small>Zip Code</small>	Res: <u>(562) 788-3636</u> Bus: <u>None</u>	<u>12/09</u>	<u>12/13</u>
		*Trustee Area No. _____	
_____ <small>Name</small> _____ <small>Residence Address</small> _____ <small>City, State</small> <small>Zip Code</small>	Res: _____ Bus: _____		
		*Trustee Area No. _____	
_____ <small>Name</small> _____ <small>Residence Address</small> _____ <small>City, State</small> <small>Zip Code</small>	Res: _____ Bus: _____		
		*Trustee Area No. _____	

**Representative to elect members to the Los Angeles County Committee on School District Organization (Education Code §§35023/72403).**

NAME Ms. Lucy Jones ⑤ was elected at the annual organizational meeting as this governing board's voting representative to elect members to the Los Angeles County Committee on School District Organization in October/November 2010.

### GOVERNING BOARD MEETING INFORMATION:

**Los Angeles County Office of Education  
Division of Business Advisory Services**

**2009-10 GOVERNING BOARD INFORMATION\***  
**Step-By-Step Instructions for Filling Out Form**  
(per circled numbers on sample form)

**NOTE: Please type all requested information on form.**

- ① Name of school district.
- ② Name and **residence** address for all governing board members is required in this section. The officers for president and clerk should be listed first followed by other board members. **This information will be used to only confirm residency within the school district and will not be provided to the public.**
- ③ Residence and business telephone numbers are required in this section. If the member does not have a residential or business telephone number, please indicate this by typing the word "none."
- ④ Indicate present term of office only. If the governing board member is elected/appointed on a trustee area basis, indicate the trustee area number. **NOTE: For re-elected governing board members (incumbents), only indicate re-elected term dates not all years of service dates.**
- ⑤ Indicate the name of the governing board member elected as the board's voting representative to elect members to the Los Angeles County Committee on School District Organization at the annual election in October/November 2010.
- ⑥ Indicate the date of the district's annual organizational meeting in 2009-10. **NOTE: Most districts will hold this meeting in December 2009. Districts that are governed by a city charter will hold their annual organizational meeting on the date specified by the city charter.**
- ⑦ Indicate the days and time the district holds their regular board meetings.
- ⑧ Original signature of the district's superintendent/governing board secretary.
- ⑨ Form is to be returned to the Los Angeles County Office of Education immediately following the district's annual organizational meeting.

**\* Information on this form will be used to only confirm residency within the school district and will not be provided to the public.**