



**BOARD OF EDUCATION MEETING
AGENDA – MEETING FORMAT “B”**

October 20, 2016

A regular meeting of the Santa Monica-Malibu Unified School District Board of Education will be held on **Thursday, October 20, 2016**, in the **District Administrative Offices**: 1651 16th Street, Santa Monica, CA. The Board of Education will call the meeting to order at 4:30 p.m. in the Board Conference Room at the District Offices, at which time the Board of Education will move to Closed Session regarding the items listed below. The public meeting will reconvene at 5:30 p.m. in the Board Room.

CLOSED SESSION (4:30-5:30 p.m.)

I. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY

Persons wishing to address the Board of Education regarding an item scheduled for closed session must submit the “Request to Address” card prior to the start of closed session.

II. CLOSED SESSION (60 minutes)

- Government Code §54956.8 (30)
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
 - Property: 1707 4th Street, Santa Monica, CA
 - Agency Negotiator: Christopher King & Sylvia Rousseau
 - Negotiating Parties: Santa Monica-Malibu Unified School District (SMMUSD), PCA I, L.P.
 - Under Negotiation: Price and terms of payment
- Government Code §54956.9(d)(2) (10)
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – SIGNIFICANT EXPOSURE TO LITIGATION
 - DN-1004-16/17 (Special Education)
- Government Code §54957 (5)
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
- Government Code §54957.6 (15)
CONFERENCE WITH LABOR NEGOTIATORS
 - Agency designated representative: Christopher King & Sylvia Rousseau
 - Employee Organizations: SEIU and Unrepresented Bargaining Unit

OPEN SESSION (5:30 p.m.)

III. CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance

IV. APPROVAL OF THE AGENDA

V. APPROVAL OF MINUTES

- A.01 October 4, 2016 1

VI. BOARD OF EDUCATION – COMMENDATIONS/RECOGNITIONS (10 minutes)

- McKinley Elementary School – Bike It! Walk It! Day (5)
- Edison Language Academy – National Blue Ribbon School (5)

VII. CONSENT CALENDAR (10 minutes)

As agreed by the President, Vice President, and Superintendent during agenda planning, consent agenda items are considered routine, require no discussion, and are normally approved all at once by the Board of Education. However, members of the Board of Education, staff, or the public may request an item be moved from the consent agenda to Section XI (Major Items) for clarification and/or discussion.

Curriculum and Instruction

A.02	Approval of Independent Contractors.....	2
A.03	Overnight Field Trip(s) 2016-17	3
A.04	Conference and Travel Approval / Ratification	4-6

Business and Fiscal

A.05	Award of Purchase Orders – 2016-2017	7-7c
A.06	Acceptance of Gifts – 2015/2016	8-9
A.07	Reduction of Retention – Walton Electric Corporation for Installation of Lighting – Malibu High and Cabrillo Elementary Schools – Bid #15.09.....	10
A.08	Award of Quote 2017.01 to Direct Source Communication for IT Expansion Suite Data Center Structured Cabling	11

Facilities Improvement Projects

A.09	Contract Amendment #03 for Material Testing and Special Inspection Services for Grant Elementary School – Windows, Flooring, & Paint Project – Alta Environmental – Measure ES.....	12
A.10	Amendment to Contract for Juan Cabrillo Elementary School – Windows, Flooring, & Paint Project – A. J. Fistes Corporation – Measure ES	13-14
A.11	Accept Work as Complete for Juan Cabrillo Elementary School – Window Replacement Project – Bid #16.11.ES – JEC, Inc. (dba J. Evans Construction) – Measure ES.....	15
A.12	Contract Amendment #01 for Interior Roller Shade Installation for Elementary School Roller Shades Districtwide Project – Bid #16.09R for Grant, Rogers, and Juan Cabrillo Elementary School – Heritage Window Coverings, Inc. – Measure ES.....	16
A.13	Contract Amendment #1 for Professional Architectural Design Services for Roosevelt Elementary School – Windows, Paint, Floors, and Doors Project – Struere – Measure ES.....	17
A.14	Contract Amendment #44 for Professional Engineering and Site Design Services – Santa Monica High School – Science & Technology Building and Site Improvements Project – Psmoas – Measure BB	18-19
A.15	Contract Amendment #01 for Professional Geotechnical Services – Santa Monica High School – Sealy Field Improvement Project and the Stairway Sidewalk Improvement Project – Leighton Consulting, Inc. – Measure ES.....	20
A.16	Accept Work as Complete – Lease Leaseback – Edison Language Academy – New Construction Project – Swinerton Builders, Inc. – Measure BB	21
A.17	Partial Release of Retention for Lease Leaseback – Edison Language Academy – New Construction Project – Swinerton Builders, Inc. – Measure BB.....	22

If you will require accommodation to participate in the Board meeting, please notify the Superintendent’s Office at least one day prior to the meeting.

A.18	Accept Work as Completed – Multiple Purchase Orders Projects – Measure ES	23
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Personnel

A.19	Certificated Personnel – Elections, Separations.....	24-29
A.20	Classified Personnel – Merit	30-35
A.21	Classified Personnel – Non-Merit.....	36-38
A.22	Teaching Authorization	39
A.23	2016-2017 Declaration of Need for Fully Qualified Educators	40

IX. STUDY SESSION (90 minutes)

These items are staff presentations and/or updates to the Board of Education.

S.01	Excellence through Equity Action Plan: 2016-17 – Part II (90).....	41
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DISCUSSION and MAJOR Items

As a general rule, items under DISCUSSION and MAJOR will be listed in an order determined by the President, Vice President, and Superintendent. Individual Board members may move to request a change in the order prior to consideration of any Major item. The Board may also move any of these items out of order to be heard earlier in the meeting if it appears that there is special interest by the public or as a courtesy to staff members making presentations.

X. DISCUSSION ITEMS (120 minutes)

These items are submitted for discussion. Any action that might be required will generally be scheduled for the next regularly scheduled Board meeting.

D.01	Santa Monica-Malibu Education Foundation SMMEF Quarterly Report to the Board of Education (30)	42
D.02	Consider Revising BP and AR 1220 – District Advisory Committees (DACs) (60).....	43-55
D.03	Consider Revising BP and AR 3100 – Budget (10)	56-63
D.04	Consider Revising BP and AR 3270 – Sale and Disposal of Equipment, Books, and Supplies (10).....	64-69
D.05	Consider Revising BP and AR 3311 – Bids (10).....	70-82

XI. INFORMATIONAL ITEMS (0 minutes)

These items are submitted for the public record for information. These items do not require discussion nor action.

I.01	Hate Motivated Behavior.....	83
I.02	Disability Harassment	84

XII. GENERAL PUBLIC COMMENTS

Public Comments is the time when members of the audience may address the Board of Education on items not scheduled on the meeting’s agenda (the following rules apply to both general public comments as well as comments about a specific agenda item). The Brown Act (Government Code) states that Board members may not engage in discussion of issues raised during Public Comments, except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff. Individual members of the public who submit a public speaking card prior to the Board hearing an agenda item or general public comments shall be allowed three (3) minutes to address the Board on each agenda or nonagenda item, depending on the number of speakers. If there are ten or more speakers on an agenda or nonagenda item, the Board shall limit the allowed time to two (2) minutes per speaker. Individual speakers who submit a public speaking card after the Board begins to hear an agenda item or general public comments shall be allowed one (1) minute to address the Board. A public speaker may yield his/her time to another speaker, but must be present when his/her name is called. The donor would then give up his/her opportunity to speak. The public speaker who receives the donated minutes shall speak for no more than four (4) minutes maximum. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. Individuals represented by a common point of view may be asked to select one individual to speak for the group. The president may, at

his/her discretion, allow five (5) minutes for those who are serving as a spokesperson for a group or organization.

XIII. BOARD MEMBER ITEMS

These items are submitted by individual board members for information or discussion, as per Board Policy 9322.

XIV. REQUESTS BY MEMBERS OF THE PUBLIC OR DISTRICT ADVISORY COMMITTEES TO ADDRESS THE BOARD OF EDUCATION

A member of the public may request that a matter within the jurisdiction of the board be placed on the agenda of a regular meeting, as per Board Policy 9322. The request shall be in writing and be submitted to the superintendent or designee with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue. The board president and superintendent shall decide whether a request is within the subject matter jurisdiction of the board. Items not within the subject matter jurisdiction of the board may not be placed on the agenda. In addition, the board president and superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation before placing the item on the agenda.

XV. BOARD MEMBER COMMENTS

A Board member may make a brief announcement or report on his/her own activities relative to Board business. There can be no discussion under "BOARD MEMBER COMMENTS."

XVI. FUTURE AGENDA ITEMS

Items for future consideration will be listed with the projected date of consideration. The Board of Education will be given any backup information available at this time.

XVII. CONTINUATION OF CLOSED SESSION

The Board of Education will, if appropriate, adjourn to Closed Session to complete discussion on items listed under Section III (Closed Session) following the regular business meeting.

XVIII. ADJOURNMENT

This meeting will adjourn to a regular meeting scheduled for 5:30 p.m. on **Thursday, November 3, 2016**, in the **Malibu City Council Chambers**: 23825 Stuart Ranch Road, Malibu, CA.

***Meetings held at the District Office and in Malibu are taped and rebroadcast in Santa Monica on CityTV2, Cable Channel 20 – Check TV listing.
Meetings are rebroadcast in Malibu on Government Access Ch. 3 every Saturday at 8pm.***

SMMUSD Board of Education Meeting Schedule 2016-17

Closed Session begins at 4:30pm
Public Meetings begin at 5:30pm

Meeting Date	Meeting Location	Meeting Format			Additional Notes
		"A" Format	"B" Format	Hybrid of "A" & "B"	
7/20/16 (W)	DO			X	
8/10/16 (W)	DO			X	
8/24/16 (W)	DO				Special Meeting: Retreat
9/1/16 (Th)	DO	X			
9/20/16 (T)	DO				Special Meeting: Joint Meeting w/ SMC Board of Trustees
9/22/16 (Th)	DO		X		
10/4/16 (T)	DO				Special Closed Session
10/6/16 (Th)	M	X			
10/15-16 (S-S)	DO				Special Closed Session
10/20/16 (Th)	DO		X		
11/3/16 (Th)	M	X			
11/17/16 (Th)	DO		X		
12/13/16 (T)	DO				Special Meeting: Retreat
12/15/16 (Th)	DO			X	
1/19/17 (Th)	DO			X	
1/24/17 (T)	DO				Special Meeting: Budget Wrkshp
2/2/17 (Th)	M	X			
2/16/17 (Th)	DO		X		
3/2/17 (Th)	DO	X			
3/16/17 (Th)	M		X		
3/23/17 (Th)	DO				Special Meeting: Budget Wrkshp
3/30/17 (Th)	DO				Special Meeting: Retreat
4/20/17 (Th)	DO			X	
5/4/17 (Th)	M	X			
5/18/17 (Th)	DO		X		
6/1/17 (Th)	DO	X			
6/13/17 (T)	DO				Special Meeting: Retreat
6/22/17 (Th)	DO				Special Meeting: Public Hearings
6/29/17 (Th)	DO		X		

District Office (DO): 1651 16th Street, Santa Monica.
 Malibu City Council Chambers (M): 23815 Stuart Ranch Road, Malibu, CA

Meeting Format Structures:

Meeting "A"	Meeting "B"	Hybrid of "A" and "B"
<ol style="list-style-type: none"> 1. Closed Session 2. Commendations/Recognitions 3. Study Session 4. Communications 5. Executive Staff Reports 6. Consent Calendar 7. General Public Comments <i>(max. 30 minutes)</i> 8. Discussion Items (as needed) 9. Major Items 10. Continuation of General Public Comments (if needed) 	<ol style="list-style-type: none"> 1. Closed Session 2. Consent Calendar 3. Study Session 4. Discussion Items 5. Major Items (as needed) 6. General Public Comments 	<ol style="list-style-type: none"> 1. Closed Session 2. Commendations/Recognitions 3. Study Session 4. Communications 5. Executive Staff Reports 6. Consent Calendar 7. General Public Comments <i>(max. 30 minutes)</i> 8. Discussion Items 9. Major Items 10. Continuation of General Public Comments (if needed)

If you will require accommodation to participate in the Board meeting, please notify the Superintendent's Office at least one day prior to the meeting.
 Board of Education Meeting AGENDA: October 20, 2016

TO: BOARD OF EDUCATION
FROM: SANDRA LYON
RE: APPROVAL OF MINUTES

ACTION
10/20/16

RECOMMENDATION NO. A.01

It is recommended that the Board of Education approve the following Minutes:

October 4, 2016

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:
ABSENT:

CONSENT ITEMS

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/20/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / TERRY DELORIA /
JANECE L. MAEZ / CAREY UPTON / STEVE MASSETI

RE: APPROVAL OF INDEPENDENT CONTRACTORS

RECOMMENDATION NO. A.02

It is recommended that the Board of Education enter into an agreement with the following Independent Contractors. These contracts are included in the 2015-16 budget.

Contractor/ Contract Dates	Description	Site	Funding (Measure BB)
NONE			

Contractor/ Contract Dates	Description	Site	Funding
Thinking Maps, Inc 11/1/16 – 6/30/17 Not to exceed: \$4,500	Inservice training for certificated teaching staff on Thinking Maps and Write From the Beginning writing program.	Webster Elementary	01-40350-0-11100-1000-5802-008-4080
Planet Bravo, LLC 10/1/16 – 6/30/17 Not to exceed: \$21,000	Provide weekly technology instruction for students in grades TK – 5. Each grade will learn a specific area of technological content.	Webster Elementary	01-00021-0-11100-10000-5802-008-4080
Family Service of Santa Monica 10/15/16 – 6/9/17 Not to exceed: \$7,000	Provide counseling services for students on campus 1 day per week for school year. To assist with extremely heavy counseling load.	Franklin Elementary	01-00010-0-11100-10000-5802-002-4020
The Artist Collective 10/4/16 – 4/28/17 Not to exceed: \$3,000	Contemporary Dance Workshop with Middle School Students	Lincoln Middle School	01-90830-0-17000-10000-5802-012-4120 (stretch grant)

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/20/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSEEAU / TERRY DELORIA

RE: OVERNIGHT FIELD TRIP(S) 2016-2017

RECOMMENDATION NO. A.03

It is recommended that the Board of Education approve the special field trip(s) listed below for students for the 2016-2017 school year. No child will be denied due to financial hardship.

School Grade # students	Destination Dates of Trip	Principal/ Teacher	Cost / Funding Source	Subject	Purpose Of Field Trip
Santa Monica High 9 th – 12 th 30 students	Pilgrim Pines Camp Yucaipa, CA 11/04/16 – 11/06/16	A. Shelton / K. Webb	\$130 per student paid for by SMMEF discretionary	Human Relations Camp	Community building and leadership training
Grant Elementary 5 th grade 120 students	Pali Institute Running Springs, CA Date correction: <u>2</u> 4/15/17 – 2/17/17 (originally approved 10/6/16)	J. Fullwood / S. Croft / M. Donovan / T. Kooy / S. Smith / SPED	\$38,500 total cost for all students; paid for through parent donations and fundraising	Science	Outdoor science camp for our 5 th grade students

MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY VOTE:
 AYES:
 NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/20/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / JANECE L. MAEZ /
PAT HO

RE: CONFERENCE AND TRAVEL APPROVAL / RATIFICATION

RECOMMENDATION NO. A.04

It is recommended that the Board of Education approve/ratify the following Requests for Absence on District Business (Conference and Travel) forms.

COMMENTS: Entries are alphabetical, by employee last name. In addition to the employee's name and site/location, each entry contains the following information: name, location and date (s) of the conference, complete account code, fund and program names, and the total estimated cost as provided by the site administrator. The average cost for substitute teachers is \$130/day. This figure is furnished for informational purposes and does not reflect the actual amount paid for an individual substitute.)

<u>NAME</u> <u>SITE</u> Account Number Fund – Resource Number	<u>CONFERENCE NAME</u> <u>LOCATION</u> <u>DATE (S)</u>	<u>COST</u> <u>ESTIMATE</u>
<u>CHECK, Laura</u> Adams Middle 01-00010-0-11100-10000-5220-011-4110 General Fund- Resource: Formula	Embracing the Diversity of GLBTQ Youth Los Angeles, CA November 18, 2016	\$130
<u>COOPERBAND, Paula</u> Special Education 01-65000-0-50010-21000-5220-043-1400 General Fund- Resource: Special Education	Language Acquisition Through Motor Planning El Segundo, CA October 10, 2016	\$99
<u>CORPUZ, Nestor</u> Special Education 01-65000-0-50010-21000-5220-043-1400 General Fund- Resource: Special Education	Workability, Region 1 Fall Training Valencia, CA October 28, 2016	\$162
<u>GUZMAN, Priscilla</u> Lincoln Middle 01-00000-0-11100-31400-5220-041-2400 General Fund- Function: Health Services	CSNO Fall Conference Riverside, CA October 15, 2016	\$255
<u>HO, Pat</u> Fiscal Services 01-00000-0-00000-73100-5220-051-2510 General Fund- Function: Fiscal Services	2017-2018 Governor’s Proposed Budget Workshop Garden Grove, CA January 18, 2017	\$230
<u>MAEZ, Jan</u> Business Services 01-00000-0-00000-73000-5220-050-1500 General Fund- Function: Business Services	2017-2018 Governor’s Proposed Budget Workshop Garden Grove, CA January 18, 2017	\$205
<u>MILLER, Stephanie</u> Olympic High 01-00010-0-32000-72000-5220-014-4140 General Fund- Resource: Formula	Section 504 Downey, CA September 30, 2016	\$60

<u>MORGAN, Alexandra</u> Adult Education Center 11-63910-0-41100-10000-5220-035-1300 Adult Education Fund- Resource: Adult BLC	CALPRO/ Enhancing Learner Persistence Los Angeles, CA October 28, 2016	\$100
<u>NGUYEN, Kim</u> Business Services 01-00000-0-00000-73000-5220-050-1500 General Fund- Function: Business Services	“Subpoenas” _ We’ve Been Served! Now What? Cerritos, CA October 12, 2016	\$40
<u>RISCHE, Jessica</u> SMASH 01-00010-0-31000-10000-5220-009-4090 General Fund- Resource: Formula	Big Picture Learning Leadership Conference Sacramento, CA December 6, 7, 8, 2016	\$850
<u>SHAFIEY, Mariam</u> Santa Monica High No Cost to District	Distributive Education Clubs of America Advisor Conference September 23 – 24, 2016	\$0
<u>ANDREW, Vy</u> Lincoln Middle 01-00010-0-11100-10000-5220-012-4120 General Fund- Resource: Formula	AVID Leadership for Implementation Downey, CA September 21 – 22, 2016	\$400

Adjustments <i>(Preapproved expenses 10% in excess of approved costs that must be approved by Board/Changes in Personnel Attendance)</i>		
NONE		

Group Conference and Travel: In-State <i>* a complete list of conference participants is on file in the Department of Fiscal Services</i>		
<u>ABRAMS, Meredith</u> <u>TOMITA, Karen</u> Special Education 01-65000-0-50010-21000-5220-043-1400 General Fund- Resource: Special Education	The HELP Group Summit 2016 Los Angeles, CA October 14 – 15, 2016	\$288 +1 SUB
<u>BARBA-CASTRO, Graciela</u> <u>+2 Additional Staff</u> SMASH 01-40350-0-31000-10000-5220-009-4090 General Fund- Resource: Formula	Pre National Association for the Education of Young Children Tour of Reggio- Inspired Schools Santa Monica, CA November 1, 2016	\$825 +3 SUBS
<u>BRAVO, Lisette</u> <u>+2 Additional Staff</u> Santa Monica High 01-00021-0-11100-10000-5220-015-4150 General Fund- Resource: SMMEF	ASB Workshop Riverside, CA October 20, 2016	\$120

<u>KROGMANN, Allyson</u> <u>+7 Additional Staff</u> Edison/Grant/Cabrillo 01-00030-0-11100-10000-5220-030-1300 General Fund- Resource: LCAP	Education Colloquium – Early Learning Programs Fullerton, CA September 27, 2016	\$1,080 +7 SUBS
<u>MORN, Lora</u> <u>+6 Additional Staff</u> Various Sites 01-00000-0-11100-31400-5220-041-2400 General Fund- Function: Health Services	Pediatric School Health Conference San Diego, CA November 5, 2016	\$800
<u>TANIOS, Elhamy</u> <u>+3 Additional Staff</u> Fiscal Services 01-00000-0-00000-73100-5220-051-2510 General Fund- Function: Fiscal Services	1099 Workshops for Calendar Year 2016 Reporting Downey, CA November 9, 2016	\$250
<u>THORESON, Bonita</u> <u>SCHMIDT, Samantha</u> Malibu High 01-40350-0-11100-10000-5220-010-4100 General Fund- Resource: Title II	AP Workshop – English Language & Composition Los Angeles, CA October 22, 2016	\$650

Out-of-State Conferences: Individual

<u>KELEHER, Darci</u> Special Education 01-65000-0-50010-21000-5220-043-1400 General Fund- Resource: Special Education	Testing a Student Provo, UT October 4 – 5, 2016	\$1,000
<u>LARSEN, Mark</u> Malibu High 01-90127-0-11100-10000-5220-030-1300 General Fund- Resource: Project Lead the Way	2016 PLTW Summer Training Institute Baltimore, MD July 25 - August 5, 2016	\$5,000

Out-of-State Conferences: Group

<u>DIAZ, Aida</u> <u>+3 Additional Staff</u> Educational Services 01-00030-0-11100-10000-5220-030-1300 General Fund- Resource: LCAP	National Network of Partnership Schools (NNPS) Leadership Institute Baltimore, MD October 20 – 21, 2016	\$6,300
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MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY VOTE:
 AYES:
 NOES:
 ABSENT:

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/20/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / JANECE L. MAEZ /
VIRGINIA I. HYATT

RE: AWARD OF PURCHASE ORDERS – 2016-17

RECOMMENDATION NO. A.05

It is recommended that the Board of Education approve the following Purchase Orders and Changed Purchase Orders from September 29, 2016, to October 13, 2016, for fiscal year 2016-17.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF OCTOBER 20, 2016

U-GENERAL FUND, UNRESTRICTED R-GENERAL FUND, RESTRICTED A-ADULT ED CD-CHILD DEVELOPMENT F-CAFETERIA
SF-SPECIAL FINANCING (FLEX) BB,X-BONDS D-DEVELOPER FEES SR-SPECIAL RESERVE CAPITAL
DF-DEFERRED MAINTENANCE SM-STATE MODERNIZATION ES-BOND

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
*** NEW PURCHASE ORDERS ***					
176096	SINE INC	DECALS FOR DISTRICT VEHICLES	TRANSPORTATION	958.13	U
176663	A 1 LAWNMOWER	GROUNDS EQUIPMENT	GROUNDS MAINTENANCE	16,789.15	R
176646	ALCANTARA-CHIBANE, LUCIA	Reimb for exp L.Alcantara PS1	PLURALISTIC PRIVATE SCHOOL	1,319.40	R
176731	AMERICAN TIME	CLOCKS	FACILITY MAINTENANCE	4,932.66	R
176672	AMFRO INC	PIZZA SERVED AT WEBSTER	FOOD SERVICES	180.00	F
176622	B & H PHOTO VIDEO	CAMERAS FOR YEARBOOK	JOHN ADAMS MIDDLE SCHOOL	1,392.41	R
176625	B & H PHOTO VIDEO	AV EQUIPMENT	JOHN ADAMS MIDDLE SCHOOL	2,581.33	R
176808	BARNES & NOBLE/SANTA MONICA	OPEN ORDER/INST SUP	JOHN ADAMS MIDDLE SCHOOL	300.00	R
176628	CALIFORNIA ACCESS SCAFFOLD LLC	JAMS AUDITORIUM TRUSS 1 & 2	FACILITY MAINTENANCE	28,835.00	SR
176657	CANOGA PARK A/C INC	REPLACE AC UNITS FRANKLIN	FACILITY MAINTENANCE	17,646.00	R
176796	CANON SOLUTIONS AMERICA INC	STAPLE HOLDER FOR COPER	SMASH SCHOOL	74.46	R
176602	CAROLINA BIOLOGICAL SUPPLY CO	CURRICULAR SUPPLIES	SANTA MONICA HIGH SCHOOL	4,823.20	R
176662	CDW-G COMPUTING SOLUTIONS	PRESENTATION REMOTE CONTROL	LINCOLN MIDDLE SCHOOL	216.74	U
176670	CDW-G COMPUTING SOLUTIONS	INTERNAL HARD DRIVES	LINCOLN MIDDLE SCHOOL	490.06	R
176675	CDW-G COMPUTING SOLUTIONS	SLIM DRIVE FOR MAC	SPECIAL EDUCATION REGULAR YEAR	67.08	R
176706	CENGAGE LEARNING	TEXTBOOKS	LINCOLN MIDDLE SCHOOL	711.87	R
176816	CLEMENT COMMUNICATIONS INC	Poster Program	TRANSPORTATION	142.60	U
176660	COMPLETE BUSINESS SYSTEMS	DUPLO MAINTENANCE	MCKINLEY ELEMENTARY SCHOOL	950.00	R
176553	COMPLETE OFFICE OF CA	SAFETY VESTS	GRANT ELEMENTARY SCHOOL	303.32	U
176608	COMPLETE OFFICE OF CA	SCIENCE CURRICULAR SUPPLIES	SANTA MONICA HIGH SCHOOL	136.52	U
			GRANT ELEMENTARY SCHOOL		
176791	COMPLETE OFFICE OF CA	CONFERENCE TABLE	SPECIAL EDUCATION REGULAR YEAR	421.58	R
176633	CONSOLIDATED PLASTICS	AQUASORB CLASSIC MATS	PT DUME ELEMENTARY SCHOOL	1,067.72	R
176726	DEMCO INC	Library Supplies	JOHN ADAMS MIDDLE SCHOOL	219.00	R
176785	EBSO PUBLISHING	EBSO LICENSE AGREEMENT	STATE AND FEDERAL PROJECTS	5,715.00	R
176653	EPS/SCHOOL SPECIALTY	WORDLY WISE-SUBSCRIPTION	STATE AND FEDERAL PROJECTS	837.68	R
176601	FLINN SCIENTIFIC INC	CURRICULAR SUPPLIES	SANTA MONICA HIGH SCHOOL	2,619.48	R
176742	FOLLETT SCHOOL SOLUTIONS INC	CONSUMABLE WORKBOOKS	ROOSEVELT ELEMENTARY SCHOOL	133.43	R
176647	GAINOR, DEIRDRE	Reimb for exp D.Gainor PS1	PLURALISTIC PRIVATE SCHOOL	2,391.84	R
176809	HERC RENTALS INC	REPAIR FOR EQUIPMENT	GROUNDS MAINTENANCE	136.60	U
176551	HOME DEPOT- L.A.	CLASSROOM GARDEN SUPPLIES	GRANT ELEMENTARY SCHOOL	50.00	U
176645	HUYNH, BILLY	Reimb for exp B.Huynh PS1	PLURALISTIC PRIVATE SCHOOL	255.99	R
176394	INTELLI-TECH	PRINTER	SPECIAL EDUCATION REGULAR YEAR	361.35	R
176502	INTELLI-TECH	Open Supplies etc	INFORMATION SERVICES	3,000.00	U
176677	INTELLI-TECH	LAPTOP FOR EOC	INFORMATION SERVICES	2,637.69	U
176790	ISHLER DESIGN & ENGINEERING	ENGINEERING SERVICES	FACILITY MAINTENANCE	5,000.00	R
176727	JUNIOR LIBRARY GUILD	NE/SCE CATEGORIES	MCKINLEY ELEMENTARY SCHOOL	440.19	R
176644	KUZINA, CHRIS	Reimb for exp C.Kuzina PS1	PLURALISTIC PRIVATE SCHOOL	1,412.43	R
176700	LACOE - STATE & FEDERAL PROG	SFP Publications Order Form	STATE AND FEDERAL PROJECTS	115.99	R
176761	LAKESHORE	OPEN ORDER/INSTRUCTIONAL	CDC: CCTR	300.00	CD
176763	LAKESHORE	OPEN ORDER/INSTRUCTIONAL	CDC: CCTR	225.00	CD
176767	LAKESHORE	OPEN ORDER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	140.00	CD
176769	LAKESHORE	OPEN ORDER/INSTRUCTIONAL	CDC: CCTR	80.00	CD
176772	LAKESHORE	OPEN ORDER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	120.00	CD
176774	LAKESHORE	OPEN ORDER/INSTRUCTIONAL	CDC: CCTR	150.00	CD
176683	LAKESHORE CURRICULUM	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	287.15	R
176686	LAKESHORE CURRICULUM	OFFICE SUPPLIES FOR TEACHERS	EDISON ELEMENTARY SCHOOL	61.69	R

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF OCTOBER 20, 2016

U-GENERAL FUND,UNRESTRICTED R-GENERAL FUND,RESTRICTED A-ADULT ED CD-CHILD DEVELOPMENT F-CAFETERIA
SF-SPECIAL FINANCING (FLEX) BB,X-BONDS D-DEVELOPER FEES SR-SPECIAL RESERVE CAPITAL
DF-DEFERRED MAINTENANCE SM-STATE MODERNIZATION ES-BOND

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
176782	LAKESHORE CURRICULUM	FIRST COMPOSITION BOOKS-KINDER	WILL ROGERS ELEMENTARY SCHOOL	209.04	R
176611	LIPETZ, SARAH	GLOVES FOR SCIENCE CLASSES	SANTA MONICA HIGH SCHOOL	700.00	R
176552	LITERACY RESOURCES INC.	BOOK FOR LITERACY COACH	GRANT ELEMENTARY SCHOOL	97.11	U
176784	MALIBU TIMES	DISP 2x4 JUAN CAB.BRIDGES	CURRICULUM AND IMC	526.00	U
176754	MARTINEZ, ALFREDO	SHELL FOR VEHICLE #48	FACILITY MAINTENANCE	2,736.41	R
176725	MAYER-JOHNSON INC.	BOARDMAKER	SPECIAL EDUCATION REGULAR YEAR	436.91	R
176613	MEHRING, PATTI	REIMBURSEMENT TK CLASSROOM SUP	CURRICULUM AND IMC	413.90	U
176615	MEHRING, PATTI	REIMBURSEMENT TK CLASSROOM SUP	CURRICULUM AND IMC	263.20	U
176678	MERIDIAN IT INC	VM Maintenance renewal	INFORMATION SERVICES	20,498.00	U
176793	MICRO BIO-MEDICS/ORDERS	HEALTH OFFICE SUPPLIES	ROOSEVELT ELEMENTARY SCHOOL	304.31	R
176798	MICRO BIO-MEDICS/ORDERS	Child/infant smart pads	FRANKLIN ELEMENTARY SCHOOL	132.81	U
176733	MINDFUL SCHOOLS	ONLINE MINDFULNESS TRAINING	LINCOLN MIDDLE SCHOOL	262.50	U
176708	MORGAN WIXSON THEATRE	admission for all grade 2	FRANKLIN ELEMENTARY SCHOOL	1,050.00	R
176811	NEOPOST USA INC	POSTAL METER RENTAL	PRINTING SERVICES	875.65	U
176667	ORUM, LORI	PURCHASE OF SPEAKERS FOR PE	EDISON ELEMENTARY SCHOOL	150.00	R
176744	PEARSON EDUCATION	LITERATURE FOR LADAWNA	JOHN MUIR ELEMENTARY SCHOOL	230.17	R
176656	PERLSTROM, JEROME	FOOD CART FOR GRANT SEASIDE	GRANT ELEMENTARY SCHOOL	891.17	CD
176759	RALPH'S	OPEN ORDER/COOKING & SCIENCE	CDC: CCTR	100.00	CD
176771	RALPH'S	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	50.00	CD
176635	RICOH USA INC.	COPIER OVERAGES	MCKINLEY ELEMENTARY SCHOOL	165.82	R
176743	RICOH USA INC.	MAINT TONER	FACILITY MAINTENANCE	41.00	R
176703	SAFE-CARD ID SERVICES INC	ID BADGE SUPPLIES	PERSONNEL SERVICES	392.82	U
176749	SANTA MONICA FORD	REPAIR OF VEHICLE #58	FACILITY MAINTENANCE	1,019.19	R
176547	SCHOLASTIC BOOK CLUBS INC	READERS WORKSHOP LIBRARY BOOKS	GRANT ELEMENTARY SCHOOL	214.00	U
176548	SCHOLASTIC BOOK CLUBS INC	READERS WORKSHOP LIBRARY BOOKS	GRANT ELEMENTARY SCHOOL	200.00	U
176665	SCHOLASTIC BOOK CLUBS INC	READING BOOKS FOR CLASSROOMS	EDISON ELEMENTARY SCHOOL	400.00	R
176666	SCHOLASTIC BOOK CLUBS INC	READING BOOKS FOR CLASSROOM	EDISON ELEMENTARY SCHOOL	400.00	R
176676	SCHOLASTIC BOOK CLUBS INC	CLASSROOM READING BOOKS	EDISON ELEMENTARY SCHOOL	400.00	R
176698	SCHOOL SPECIALTY INC	OPEN ORDER/VISUAL ARTS SUPPLY	JOHN ADAMS MIDDLE SCHOOL	1,000.00	R
176549	SEHI COMPUTER PRODUCTS	TONER	GRANT ELEMENTARY SCHOOL	752.27	U
176597	SEHI COMPUTER PRODUCTS	PRINTER	SANTA MONICA HIGH SCHOOL	1,449.78	R
176655	SIR SPEEDY PRINTING #0245	BUSINESS CARDS	EMPLOYEE RELATIONS	54.75	U
176695	SIR SPEEDY PRINTING #0245	BUSINESS CARDS ORDER	THEATER OPERATIONS&FACILITY PR	383.25	R
176696	SIR SPEEDY PRINTING #0245	BUSINESS CARDS	MALIBU HIGH SCHOOL	54.75	U
176781	SIR SPEEDY PRINTING #0245	BUSINESS CARDS	FACILITY OPERATIONS	109.50	U
176760	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CDC: CCTR	50.00	CD
176762	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CDC: CCTR	75.00	CD
176768	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	50.00	CD
176770	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CDC: CCTR	100.00	CD
176773	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CDC: CCTR	125.00	CD
176806	SMART & FINAL	OPEN ORDER/CLASSROOM SUP	JOHN ADAMS MIDDLE SCHOOL	161.00	R
176623	SMITH WALBRIDGE BAND PRODUCTS	INSTRUMENTAL MUSIC CONCERTWEAR	JOHN ADAMS MIDDLE SCHOOL	1,627.53	R
176668	SOS SURVIVAL PRODUCTS INC	EARTHQUAKE SUPPLIES FOR CLASS	EDISON ELEMENTARY SCHOOL	128.01	R
176550	SOUTHWEST SCHOOL SUPPLY	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	85.07	U
176664	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	FACILITY MAINTENANCE	500.00	R
176701	STAPLES BUSINESS ADVANTAGE	2015-16 INVOICES	PURCHASING/WAREHOUSE	245.72	U
176724	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	219.00	R
176745	STAPLES BUSINESS ADVANTAGE	SHREDDER/MARIBEL PULIDO	SPECIAL EDUCATION REGULAR YEAR	181.98	R
176805	STAPLES/P-U/SANTA MONICA/WILSH	OPEN ORDER/INST SUP	JOHN ADAMS MIDDLE SCHOOL	50.00	R
176807	STAPLES/P-U/SANTA MONICA/WILSH	OPEN ORDER/INST SUP	JOHN ADAMS MIDDLE SCHOOL	140.00	R
176612	STICKNEY, EMALÉE	REIMBURSEMENT: PREK MATERIALS	CURRICULUM AND IMC	126.97	U

PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF OCTOBER 20, 2016

U-GENERAL FUND, UNRESTRICTED R-GENERAL FUND, RESTRICTED A-ADULT ED CD-CHILD DEVELOPMENT F-CAFETERIA
 SF-SPECIAL FINANCING (FLEX) BB,X-BONDS D-DEVELOPER FEES SR-SPECIAL RESERVE CAPITAL
 DF-DEFERRED MAINTENANCE SM-STATE MODERNIZATION ES-BOND

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
176658	TOTAL ACCESS ELEVATOR INC	ELEVATOR MAINTENANCE	FACILITY MAINTENANCE	40,740.00	R
176758	TOYS R US	OPEN ORDER/INSTRUCTIONAL	CDC: CCTR	200.00	CD
176766	TOYS R US	OPEN ORDER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	90.00	CD
176812	TRAN, ANH	REIMBURSEMENT	OLYMPIC CONTINUATION SCHOOL	123.06	U
176709	TREEPEOPLE	Field trip for grade 2	FRANKLIN ELEMENTARY SCHOOL	670.00	R
176673	U S BANK (GOVT CARD SERVICES)	TEACHER AIDE WORKSHEETS	SPECIAL EDUCATION REGULAR YEAR	886.51	R
176786	U S BANK (GOVT CARD SERVICES)	PURCHASE OF FOUNDATION DIRECT	CURRICULUM AND IMC	999.00	U
176787	U S BANK (GOVT CARD SERVICES)	PAYMENT FOR ED WEEK MEMBERSHIP	CURRICULUM AND IMC	79.00	U
176800	U.S. BANK	PAYMENT	BUSINESS SERVICES	500.00	U
176669	W.W. GRAINGER INC.	WALL-MOUNTED FANS	LINCOLN MIDDLE SCHOOL	1,116.02	R
176649	WALLWISHER INC	PADLET-INTERACTIVE POST IT	STATE AND FEDERAL PROJECTS	90.00	R
176632	YAKICH, SUSAN	REIMBURSEMENT	MCKINLEY ELEMENTARY SCHOOL	1,150.46	R
				** NEW PURCHASE ORDERS	200,989.26

** FACILITY IMPROVEMENTS: BONDS/STATE MODERNIZATION/NEW CONSTRUCTION/DEVELOPER FEES **

176690	AMERICAN REPROGRAPHICS CO	REPROGRAPHICS	CABRILLO ELEMENTARY SCHOOL	4,500.00	ES
176691	AMERICAN REPROGRAPHICS CO	REPROGRAPHICS	MALIBU HIGH SCHOOL	9,000.00	BB
176680	APPLE COMPUTER CORP	APPLE-IMAC-LINCOLN	CURRICULUM AND IMC	1,687.76	ES
176681	APPLE COMPUTER CORP	APPLE-LAPTOPS-VARIOUS SITES	CURRICULUM AND IMC	32,199.74	ES
176692	APPLE COMPUTER CORP	APPLE-MAC MINI/MALIBU	CURRICULUM AND IMC	5,091.25	ES
176699	APPLE COMPUTER CORP	APPLE-MUSIC TEACH.LAPTOPS PT.2	CURRICULUM AND IMC	12,348.60	ES
176715	CDW-G COMPUTING SOLUTIONS	CDW-G-EPSON PROJECTORS-SPARES	CURRICULUM AND IMC	279.23	ES
176659	DIRECT SOURCE COMMUNICATIONS	NETWORK DATA CENTER EXPANSION	INFORMATION SERVICES	74,569.00	BB
176697	INTELLI-TECH	INTELLITECH-TEACHER LAPTOPS	CURRICULUM AND IMC	40,589.38	ES
176717	INTELLI-TECH	INTELLITECH-ELITEBOOK-SPARES	CURRICULUM AND IMC	3,386.29	ES
176736	INTELLI-TECH	INTELLITECH-ELITEBOOK-MALIBU	CURRICULUM AND IMC	92,740.45	ES
176719	KI	KI-TABLE	CURRICULUM AND IMC	212.76	ES
176814	KI	KI-TABLE	CURRICULUM AND IMC	292.44	ES
176688	MASSETTI CONSULTING LLC	ADDITIONAL SERVICES	BUSINESS SERVICES	57,400.00	ES
176689	MASSETTI CONSULTING LLC	CONTRACT EXTENSION	BUSINESS SERVICES	2,255,040.00	ES
176129	MCGRATH RENTCORP	MODULARS	MALIBU HIGH SCHOOL	1,693,940.00	BB
176661	WASTE MGMT OF CALIF INC	WASTE DISPOSAL	EDISON ELEMENTARY SCHOOL	4,000.00	BB

** FACILITY IMPROVEMENTS: BONDS/STATE MODERNIZATION/NEW CONSTRUCTION/DEVELOPER FEES 4,287,276.90

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/20/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / JANECE L. MAEZ /
PAT HO

RE: ACCEPTANCE OF GIFTS – 2016/2017

RECOMMENDATION NO. A.06

It is recommended that the Board of Education accept, with gratitude, checks totaling **\$4,206.20** presented to the Santa Monica-Malibu Unified School District.

It is further recommended that the Fiscal/Business Services Office, in accordance with Educational Code §42602, be authorized to increase the 2016-2017 income and appropriations by **\$4,206.20** as described on the attached listing.

This report details only cash gifts. It includes all contributions made by individuals or companies and some of the contributions made by our PTA's. Contributions made by a PTA in the form of a commitment and then billed are reported in a different resource. A final report that compiles all gift and PTA contributions is prepared and available annually.

COMMENT: The value of all non-cash gifts has been determined by the donors.

NOTE: The list of gifts is available on the District's website, www.smmusd.org.

School/Site Account Number	Cash Amount	Item Description	Purpose	Donor
Adams Middle School 01-90120-0-00000-00000-8699-011-0000	\$ 1,415.00 \$ 611.70		General Supplies and Materials General Supplies and Materials	Various Various
Cabrillo Elementary School 01-90120-0-00000-00000-8699-017-0000	\$ 335.00		Field Trip	Various
Lincoln Middle School 01-90120-0-00000-00000-8699-012-0000	\$ 1,844.50		General Supplies and Materials	Various
TOTAL	\$ 4,206.20			

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/20/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / JANECE L. MAEZ / VIRGINIA I. HYATT

RE: REDUCTION OF RETENTION – WALTON ELECTRIC CORPORATION FOR INSTALLATION OF LIGHTING – MALIBU HIGH AND CABRILLO ELEMENTARY SCHOOLS – BID #15.09

RECOMMENDATION NO. A.07

It is recommended that the Board of Education reduce retention from 5% to 3% for the installation of luminaires and controls at Malibu High and Cabrillo Elementary Schools, Bid #15.09 to Walton Electric Corporation in an amount of \$17,376.20.

Funding Information

Budgeted: Yes with Approval of Agenda Item
Fund: 84
Account Number: 84-90901-0-00000-85000-6200-010-2600
Source: Measure ES2

COMMENT: Completion of the contract with Walton Electric has been delayed due to the commissioning of the control systems by others. As the District has been holding retention on the completed portion of the contract in the amount of \$43,440.51 for over a year, it has been determined that holding the retention is of no advantage to the District. The certification portion of the project scope remaining is \$13,718. The balance of the remaining billable retention is \$26,064.36.

The reduction in the percentage of the retention being held must be approved by the Board of Education in order to release the withheld amount.

ORIGINAL CONTRACT AMOUNT	\$ 716,586
CHANGE ORDER #1	\$ 71,228
CHANGE ORDER #2-18 CONTINGENCY	\$ 100,000
Change Order # 2	\$ 9,595
Change Order # 3	\$ 1,791
Change Order # 4	(\$ 672)
Change Order # 5	\$ 25,586
Change Order # 6	(\$ 2,220)
Change Order # 7	\$ 12,330
Change Order # 8	(\$ 2,064)
Change Order # 9	\$ 3,243
Change Order #10	\$ 9,722
Change Order #11	N/C
Change Order #12	\$ 3,203
Change Order #13	\$ 27,792
Change Order #14	N/C
Change Order #15	\$ 4,788
Change Order #16	\$ 5,000
Change Order #17	N/C
Change Order #18	\$ 1,906
CHANGE ORDER #18b (balance #18)	\$ 1,650
TOTAL CONTRACT AMOUNT	\$ 889,464

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/20/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / JANECE L. MAEZ /
VIRGINIA I. HYATT

RE: AWARD OF QUOTE 2017.01 TO DIRECT SOURCE COMMUNICATION FOR IT
EXPANSION SUITE DATA CENTER STRUCTURED CABLING

RECOMMENDATION NO. A.08

It is recommended that the Board of Education approve Quote 2017.01 to Direct Source Communication for cabling of the data center, located at the district administrative building, in an amount not to exceed \$74,569.78.

Funding Information

Budgeted: Yes
Fund: 21
Source: Building Fund
Account Number: 21-90503-0-00000-85000-6200-054-2600

COMMENTS: The scope of this contract for low voltage conduit and fiber optic cable installation was not included in the General Contractor's scope of work. This contract will provide for a fiber optic backbone from the Data Center core switch to seven (7) existing IDF locations.

Quotes were sent to five (5) contractors. Five (5) attended the mandatory job walk. Three (3) quotes were received as follows:

Brimel Cable	\$95,000.00
WP Electric	\$76,970.78
Direct Source Communication	\$74,569.78

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION ACTION/CONSENT
10/20/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSAEU / JANECE L. MAEZ /
CAREY UPTON

RE: CONTRACT AMENDMENT #03 FOR MATERIAL TESTING AND SPECIAL
INSPECTION SERVICES FOR GRANT ELEMENTARY SCHOOL – WINDOWS,
FLOORING & PAINT PROJECT – ALTA ENVIRONMENTAL – MEASURE ES

RECOMMENDATION NO. A.09

It is recommended that the Board of Education approve Contract Amendment #03 to Alta Environmental for Grant Elementary School – Windows Replacement Project, in an amount not to exceed \$12,648.80 for a revised contract total of \$160,034.55.

Funding Information

Budgeted: Yes
Fund: 85
Source: ES
Account Number: 85-90905-0-00000-85000-5802-003-2600
Budget Category: Soft Costs/Testing & Inspection/Materials Lab
DSA #: N/A
Friday Memo: 10/14/16

COMMENTS: Alta Environmental has been requested to perform additional step out sampling of porous building construction materials located adjacent to impacted window systems and testing is required to establish if the existing stucco needs to be abated. The revised contract total will be \$160,034.55.

ORIGINAL CONTRACT – Juan Cabrillo ES, Grant ES & Will Rogers ES	\$96,492.45
CONTRACT AMENDMENT #01 (Juan Cabrillo ES Project – WF&P.)	\$893.30
CONTRACT AMENDMENT #02 (Various Schools – WF&P.)	\$50,000.00
CONTRACT AMENDMENT #03 (Grant ES - Windows Project – WF&P.)	\$12,648.80
TOTAL:	\$160,034.55

A Friday Memo accompanies this Board Item

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:

TO: BOARD OF EDUCATION

ACTION CONSENT

10/20/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / JANECE L. MAEZ /
CAREY UPTON

RE: AMENDMENT TO CONTRACT FOR JUAN CABRILLO ELEMENTARY
SCHOOL – WINDOWS, FLOORING & PAINT PROJECT – A. J. FISTES
CORPORATION – MEASURE ES

RECOMMENDATION NO. A.10

It is recommended that the Board of Education authorize Contract Change Order No. 02 Juan Cabrillo Elementary School – Windows, Flooring & Paint Project – A. J. Fistes Corporation in an amount of \$49,007.88 for a total contract amount of \$957,620.35 and 50 days of schedule impact.

Funding Information

Budgeted: Yes
Fund: 85
Source: Measure ES
Account Number: 85-90905-0-00000-85000-5640-017-2600
Budget Category: Hard Costs \ Construction Contracts
DSA #: 03-116917
Friday Memo: 10/14/16

COMMENTS: On May 05, 2011, The Santa Monica Malibu Unified School District Board of Education awarded to A. J. Fistes Corporation the contract for the Juan Cabrillo Elementary School – Windows, Flooring & Paint Project in the amount of \$878,830.00.

This Change Order No. 02 is necessary to relocate an existing exterior; provide the credit for not installing gypsum board sheeting under the new stucco and match the existing stucco at building F; Modify the casework to accept an ADA sink in 8 classrooms in Building F; Install 8 ADA sinks, faucets and bubbler in Building F and provide for the demolition and refinishing costs in room 6 in building C. This work is in addition to A. J. Fistes Corporation original project scope of work.

(continued on the next page)

Change Order No. 02 includes five Proposed Change Orders (PCOs).
Change Order No. 02 includes the following changes to the terms of the contract:

ORIGINAL CONTRACT AMOUNT.....	\$878,830.00
CHANGE ORDER NO. 01.....	\$93,232.00
<u>CHANGE ORDER NO. 02.....</u>	<u>\$49,007.88</u>
TOTAL CONTRACT AMOUNT.....	\$957,620.35

Change Order No. 01 includes an increase to the Contract Time:

ORIGINAL CONTRACT TIME	61 Days
CHANGE ORDER NO. 01.....	20 Days
<u>CHANGE ORDER NO. 02.....</u>	<u>50 Days</u>
TOTAL CONTRACT AMOUNT:	131 Days

A Friday Memo accompanies this item.

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NAYS:

TO: BOARD OF EDUCATION

ACTION CONSENT

10/20/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / JANECE L. MAEZ /
CAREY UPTON

RE: ACCEPT WORK AS COMPLETE FOR JUAN CABRILLO ELEMENTARY
SCHOOL – WINDOW REPLACEMENT PROJECT – BID #16.11.ES - JEC. INC.
(dba J. EVANS CONSTRUCTION) – MEASURE ES

RECOMMENDATION NO. A.11

It is recommended that the Board of Education accept as completed all work as applicable to Juan Cabrillo Elementary School – Windows Replacement Project to JEC, Inc. DBA J. Evans Construction with a final contract amount of \$150,350.00.

Funding Information

Budgeted: Yes
Fund: 85
Source: Measure ES
Account Number: 85-90905-0-00000-85000-6200-017-2600
Budget Category: Hard Costs \ Construction Contracts
DSA #: 03-116917
Friday Memo: 10/14/16

COMMENTS: On March 17, 2016, The Santa Monica Malibu Unified School District Board of Education awarded to JEC, Inc. DBA J. Evans Construction, the contract for the Juan Cabrillo Elementary School – Window Replacement Project in the amount of \$150,350.00. Substantial completion was achieved on 8/6/2016.

In order to facilitate the release of final payment, a Notice of Completion must be filed 35 days after Substantial Completion with the County of Los Angeles pending approval by the Board of Education.

Juan Cabrillo Elementary School – Window Replacement Project final total contract amount was \$150,350.00. The contract duration was 148 days. A Friday Memo accompanies this item.

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NAYS:

TO: BOARD OF EDUCATION ACTION/CONSENT
10/20/16

FROM: CHRISTOPHER KING / SYLVIA ROUSSEAU / JANECE L. MAEZ /
CAREY UPTON

RE: CONTRACT AMENDMENT #01 FOR INTERIOR ROLLER SHADE
INSTALLATION FOR ELEMENTARY SCHOOL ROLLER SHADES DISTRICT
WIDE PROJECT – BID #16.09R FOR GRANT, ROGERS, AND JUAN CABRILLO
ELEMNTARY SCHOOL – HERITAGE WINDOW COVERINGS INC. – MEASURE
ES

RECOMMENDATION NO. A.12

It is recommended that the Board of Education approve Contract Amendment #01 to Heritage Window Coverings Inc., at Juan Cabrillo, Will Rogers, and Grant ES, for the completion of the installation of the interior roller shades per Bid#16.09R specifications, in an amount not to exceed \$11,865.00 for a revised contract total of \$119,405.00.

Funding Information

Budgeted: Yes
Fund: 85
Source: ES
Account Number: 85-90909-0-00000-85000-6200-017-2600 (Cabrillo) \$2,555.00
85-90909-0-00000-85000-6200-006-2600 (Rogers) \$2,930.00
85-90909-0-00000-85000-6200-003-2600 (Grant) \$6,380.00
Friday Memo: 10/14/16

COMMENTS: The Board of Education approved the Mecho Shades Systems as the District’s window covering standard during the Board meeting of 12/10/15 and established unit prices for future orders, with a 3% annual escalation.

Contract Amendment #01 is necessary to complete the Mecho roller shade installation at Grant ES, Will Rogers ES and Cabrillo ES that were part of the Window, Flooring and Paint summer projects.

A Friday Memo accompanies this Board Item

ORIGINAL CONTRACT – Juan Cabrillo ES, Grant ES & Will Rogers ES	\$107,540.00
<u>CONTRACT AMENDMENT #01 (Cabrillo, Rogers, Grant ES - WF&P)</u>	<u>\$11,865.00</u>
TOTAL:	\$119,405.00

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:

TO: BOARD OF EDUCATION ACTION/CONSENT
10/20/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSAEU / JANECE L. MAEZ / CAREY UPTON

RE: CONTRACT AMENDMENT #1 FOR PROFESSIONAL ARCHITECTURAL DESIGN SERVICES FOR ROOSEVELT ELEMENTARY SCHOOL – WINDOWS, PAINT, FLOORS, AND DOORS PROJECT – STRUERE – MEASURE ES

RECOMMENDATION NO. A.13

It is recommended that the Board of Education award Struere Contract Amendment #01 for additional professional architectural design services for the Roosevelt Elementary School Windows, Paint, Floors & Doors Project, in the amount of \$26,625, including reimbursable expenses for a total contract amount of \$208,025.

Funding Information

Budgeted: Yes
 Fund: 85-90905-0-00000-85000-5802-007-2600
 Source: Measure ES
 Budget Category: Soft Costs \ Design \ Architects
 Friday Memo: 10/14/16

COMMENTS: Struere is under contract to design window, paint, floor, and door upgrades throughout the Roosevelt Elementary School campus. In this amendment, Struere will add ceiling upgrades and repairs, so all major interior finishes will be similarly improved at the completion of construction. In addition, this amendment will add additional wall framing to house electrical and plumbing utilities and a hand wash sink in the kitchen. Both kitchen upgrades were added after walking the site with Food Services department representatives.

ORIGINAL CONTRACT AMOUNT	\$ 181,400
<u>Contract Amendment #01 (Ceilings, Kitchen Wall and Hand wash Sink)</u>	<u>\$ 26,625</u>
TOTAL CONTRACT AMOUNT	\$ 208,025

MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY VOTE:
 AYES:
 NOES:

TO: BOARD OF EDUCATION ACTION/CONSENT
10/20/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSAEU / JANECE L. MAEZ / CAREY UPTON

RE: CONTRACT AMENDMENT #44 FOR PROFESSIONAL ENGINEERING AND SITE DESIGN SERVICES – SANTA MONICA HIGH SCHOOL – SCIENCE & TECHNOLOGY BUILDING AND SITE IMPROVEMENTS PROJECT – PSOMAS – MEASURE BB

RECOMMENDATION NO. A.14

It is recommended that the Board of Education award Psomas Contract Amendment #44 for additional professional engineering and site design services in the amount of \$7,450, including reimbursable expenses for a total contract amount of \$1,265,780.

Funding Information

Budgeted: Yes
 Fund: 83
 Source: Measure BB
 Account Number: 83-90500-0-00000-85000-5802-015-2600
 Budget Category: Soft Costs \ Surveys & Investigations
 Friday Memo: 10/14/16

COMMENTS: Additional professional engineering and site design services are required to address DSA path of travel requirements related to the design of a new ramp and stairway on the Samohi campus near the entrance gate at 7th St. and Michigan.

The existing stairway between the Science Quad and the English Building is inadequate to provide proper student movement between classes, does not provide an adequate path of travel for students with disabilities, and should be replaced with an accessible path of travel and a larger stairway. The District previously issued a contract to Psomas to provide survey and design services for these improvements.

This scope of work includes additional design services required by DSA to address path of travel issues outside of the initial scope of work.

The funding for this CA will be through Program Reserve Shortage

ORIGINAL CONTRACT AMOUNT	\$ 249,450
Contract Amendment#1 (Survey, 4 Sites)	\$ 92,200
Contract Amendment#2 (Samohi Utilities Map)	\$ 39,600
Contract Amendment#3 (Survey, 2 Sites)	\$ 38,000
Contract Amendment#4 (Survey, 4 Sites)	\$ 63,000
Contract Amendment#5 (Survey, 4 Sites)	\$ 99,900
Contract Amendment#6 (Survey/Utilities Mapping, 4 Sites)	\$ 84,500
Contract Amendment#7 (Survey, 5 Sites)	\$ 72,600
Contract Amendment #8 (MMHS, Sewer, Easement)	\$ 63,500
Contract Amendment #9 (Samohi, Olympic)	\$ 99,000
Contract Amendment #10(Samohi survey)(A.16)	\$ 7,500
Contract Amendment #11(Lincoln survey)(A.17)	\$ 15,000
Contract Amendment #12 (MMHS survey)	\$ 5,500

(continued on next page)

Contract Amendment #13 (Webster survey)	\$ 22,500
Contract Amendment #14 (MMHS survey)	\$ 7,500
Contract Amendment #15 (MMHS slope analysis)	\$ 1,800
Contract Amendment #16 (JAMS design survey)	\$ 8,379
Contract Amendment #17 (MMHS design survey)	\$ 29,246
Contract Amendment #18 (PDES survey)	\$ 23,574
Contract Amendment #19 (Samohi)	\$ 24,232
Contract Amendment #20 (MMHS)	\$ 6,795
Contract Amendment #21 (Webster)	\$ 22,081
Contract Amendment #22 (MMHS)	\$ 2,560
Contract Amendment #23 (Samohi)	\$ 17,048
Contract Amendment #24 (JAMS confirmation survey)	\$ 2,500
Contract Amendment #25 (JAMS underground sewer survey)	\$ 21,556
Contract Amendment #26 (ELA design survey)	\$ 10,848
Contract Amendment #27 (JAMS revised survey)	\$ 1,496
Contract Amendment #28 (Rogers Survey for Relos)	\$ 11,646
Contract Amendment #29 (Rogers Utility Det. for Relos)	\$ 13,056
Contract Amendment #30 (JAMS Underground utilities)	\$ 2,170
Contract Amendment #31 (JAMS utility investigation - rels)	\$ 6,296
Contract Amendment #32 (JAMS subsurface investigation)	\$ 4,198
Contract Amendment #33 (Contract extension)	\$ 0
Contract Amendment #34 (Olympic subsurface investigation)	\$ 7,050
Contract Amendment #35 (Grant survey update)	\$ 600
Contract Amendment #36 (Webster survey update)	\$ 2,003
Contract Amendment #37 (Contract extension)	\$ 0
Contract Amendment #38 (Malibu survey update)	\$ 4,526
Contract Amendment #39 (Edison Easement)	\$ 5,000
Contract Amendment #41 (Data Center/Administration Building)	\$ 3,500
Contract Amendment #42 (Malibu On-Call Services Agreement)	\$ 10,000
TOTAL CONTRACT AMOUNT	\$1,201,910.00

MEASURE ES:

Contract Amendment #40 (Samohi Ramp/Stairs Design/Survey)	\$ 33,420
Contract Amendment #43 (Samohi Softball Survey)	\$ 23,000
Contract Amendment #44 (Samohi Ramp/Stairs DSA POT upgrades)	\$ 7,450
TOTAL CONTRACT AMOUNT	\$63,870.00

A Friday Memo accompanies this item.

MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY VOTE:
 AYES:
 NOES:

TO: BOARD OF EDUCATION ACTION/CONSENT
10/20/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSAEU / JANECE L. MAEZ / CAREY UPTON

RE: CONTRACT AMENDMENT #01 FOR PROFESSIONAL GEOTECHNICAL SERVICES – SANTA MONICA HIGH SCHOOL – SEALY FIELD IMPROVEMENT PROJECT AND THE STAIRWAY AND SIDEWALK IMPROVEMENT PROJECT – LEIGHTON CONSULTING, INC. – MEASURE ES

RECOMMENDATION NO. A.15

It is recommended that the Board of Education approve Contract Amendment #1 to Leighton Consulting Inc. for the Santa Monica High School Sealy Field Improvement Project and the Stairway and Sidewalk Improvement Project for geotechnical consultation services, in an amount of \$8,190, for a total contract amount of \$24,525.00.

Funding Information

Budgeted: Yes
 Fund: 85-90910-0-00000-85000-5802-015-2600
 Source: Measure ES
 Budget Category: Soft Costs \ Environmental Tests \ GeoTech
 Friday Memo: 10/14/16

COMMENTS: Leighton Consulting, Inc. proposes to update a geotechnical report previously prepared for another project at Santa Monica High School to be used in support of two projects currently under way. The total cost for the two updated geotechnical reports is \$8,190. Leighton’s scope of work includes site reconnaissance, engineering analysis and report preparation.

ORIGINAL CONTRACT AMOUNT (Campus Plan Project)	\$16,335
CONTRACT AMENENDMENT #01 (Seal Field & Stairway & Sidewalk)	\$ 8,190
TOTAL CONTRACT AMOUNT	\$24,525

A Friday memo accompanies this board item

MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY VOTE:
 AYES:
 NOES:

TO: BOARD OF EDUCATION ACTION CONSENT
10/20/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / JANECE L. MAEZ /
CAREY UPTON

RE: ACCEPT WORK AS COMPLETE – LEASE-LEASEBACK – EDISON
LANGUAGE ACADEMY – NEW CONSTRUCTION PROJECT – SWINERTON
BUILDERS, INC. – MEASURE BB

RECOMMENDATION NO. A.16

It is recommended that the Board of Education accept as complete all construction under the Lease-Leaseback contract issued to Swinerton Builders, Inc. for the Edison Language Academy New Construction Project (DSA 03-112999) in a final contract amount of 36,789,051.32.

Funding Information

Budgeted: Yes
Fund: 81
Source: Measure BB
Account Number: 81-90500-00000-85000-6200-001-2600
Budget Category: Hard Costs \ Construction Contracts
DSA #: 03-112999
Friday Memo: 10/14/16

COMMENTS: On July 20, 2011, the Santa Monica Malibu Unified School District's Board of Education awarded to Swinerton Builders Inc. the Lease Leaseback contract for the Edison Language Academy – New Construction Project in the amount of \$32,848,118.00.

The main classroom and support buildings have been occupied since January 2014. The project required additional scope as a result of unforeseen conditions, work not included in construction documents, and additional DSA upgrades. The associated site work was completed and occupied in April 2016. All scope of work items have been completed.

Currently, staff is reviewing unresolved change orders and potential claims. The contract closeout has been extended to resolve commissioning verification, complete administrative tasks and to resolve potential change orders and contractor claims.

The release of the final payments will be preceded with a Memorandum of Commencement Date and a Notice of Termination of Leases less any outstanding withholds. A Notice of completion will be filed within thirty-five (35) days with the County of Los Angeles pending approval by the Board of Education. A Friday Memo accompanies this item.

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NAYS:

TO: BOARD OF EDUCATION

ACTION CONSENT

10/20/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / JANECE L. MAEZ /
CAREY UPTON

RE: PARTIAL RELEASE OF RETENTION FOR LEASE LEASEBACK – EDISON
LANGUAGE ACADEMY — NEW CONSTRUCTION PROJECT – SWINERTON
BUILDERS, INC. — MEASURE BB

RECOMMENDATION NO. A.17

It is recommended that the Board of Education approve the release of \$2,600,000 of the escrowed lease payments to Swinerton Builders Inc. for the Edison Language Academy New Construction Project pursuant to the Facilities Lease and Memorandum of Commencement.

Funding Information

Budgeted: Yes
Fund: 81
Source: Measure BB
Account Number: 81-90500-00000-85000-6200-001-2600
Budget Category: Hard Costs/Construction/Construction Contracts
DSA #: 03-112999
Friday Memo: 10/14/16

COMMENTS: On July 20, 2011, The Santa Monica Malibu Unified School District Board of Education awarded to Swinerton Builders Inc. the Lease Leaseback contract for the Edison Language Academy – New Construction Project in the amount of \$32,848,118.00.

The District has paid into escrow the lease payments during the construction of the project in the amount of \$3,653,910.60 representing approximately 10% of the current adjusted contract value.

As the scope of work for the project is substantially complete and the District has taken beneficial occupancy of the Edison Language Academy Buildings, the District is electing to prepay \$2,600,000 of the \$3,653,910.60 of escrowed lease payments. This will permit Swinerton Builders Inc. to pay the subcontractors who have completed the project.

The District intends to release the balance of the escrowed lease payments to Swinerton Builders Inc. incrementally as called for in the Facilities Lease, the Memorandum of Commencement Date or as otherwise negotiated between the District and Swinerton Builders Inc.

Currently, staff is reviewing unresolved change orders which have been re-submitted with additional documentation and contractor claims.
A Friday Memo accompanies this item.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NAYS:

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/20/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / JANECE L. MAEZ / CAREY UPTON

RE: ACCEPT WORK AS COMPLETED – MULTIPLE PURCHASE ORDERS PROJECTS – MEASURE ES

RECOMMENDATION NO. A.18

It is recommended that the Board of Education accept as completed all work contracted for the indicated Purchase Orders:

Malibu Middle and High School Campus Improvement Project

Vendor Name/Project	PO Number	Amount	Substantial Completion Date
JHN, Inc.	175600	\$14,616	8/24/16

Grant Elementary School Roller Shade Project

Vendor Name/Project	PO Number	Amount	Substantial Completion Date
Heritage Window Coverings Inc.	175285	\$34,195	9/30/16

Cabrillo Elementary School Roller Shade Project

Vendor Name/Project	PO Number	Amount	Substantial Completion Date
Heritage Window Coverings Inc.	175302	\$36,820	9/30/16

Will Rogers Elementary School Roller Shade Project

Vendor Name/Project	PO Number	Amount	Substantial Completion Date
Heritage Window Coverings Inc.	175303	\$36,525	9/30/16

John Adams Middle School Auditorium Project

Vendor Name/Project	PO Number	Amount	Substantial Completion Date
KYA Services, LLC	175693	\$20,670.65	10/4/16

Edison Language Academy New Construction Project

Vendor Name/Project	PO Number	Amount	Substantial Completion Date
South Bay Landscaping	165789	\$7,600	9/15/16

COMMENT: A Notice of Completion must be filed for Purchase Orders over \$25,000 and within thirty-five (35) days with the County of Los Angeles pending approval by the Board of Education.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/20/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / MARK O. KELLY

RE: CERTIFICATED PERSONNEL – Elections, Separations

RECOMMENDATION NO. A.19

Unless otherwise noted, all items are included in the 2016/2017 approved budget.

ADDITIONAL ASSIGNMENTS

ADAMS MIDDLE SCHOOL

Asher, Jeanette	25 hrs @\$45.49	9/19/16-6/7/17	Est Hrly/\$1,137
Holland-Mathews, Margie	15 hrs @\$45.49	9/19/16-6/7/17	Est Hrly/\$ 682
Jarvis, Andrea	25 hrs @\$45.49	9/19/16-6/7/17	Est Hrly/\$1,137
Karaiakoubian, Paul	25 hrs @\$45.49	9/19/16-6/7/17	Est Hrly/\$1,137
Saling, David	25 hrs @\$45.49	9/19/16-6/7/17	Est Hrly/\$1,137
Sever, Pamela	15 hrs @\$45.49	9/19/16-6/7/17	<u>Est Hrly/\$ 682</u>
TOTAL ESTABLISHED HOURLY			\$5,912

Comment: After-School Library Supervision
01- Reimbursed by PTA

EDUCATIONAL SERVICES

Ipina, Elizabeth	30 hrs @\$45.49	9/15/16-6/9/17	<u>Est Hrly/\$1,365</u>
TOTAL ESTABLISHED HOURLY			\$1,365

Comment: Professional Development Support for ELD Services
01-ESEA – Title III LEP

Langsdale, Jennifer	25 hrs @\$45.49	9/20/16-6/9/17	Est Hrly/\$1,137
Simon, Laura	25 hrs @\$45.49	9/20/16-6/9/17	<u>Est Hrly/\$1,137</u>
TOTAL ESTABLISHED HOURLY			\$2,274

Comment: NGSS Awareness Professional Development Planning and Facilitation
01-LCAP – LCFF Supplemental Grant

Alexander, Lorie	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Badt, Amy	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Beeman-Solano, Amy	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Bisson, Amy	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Cannell, Steve	8 hrs @\$45.49	9/25/16-6/30/16	Est Hrly/\$364
Canon, Nell	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Carey, Ann	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Castellanos, Chantal	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Contreras, Sitara	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Cordes, Amy	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Cruce, Marae	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Davis, Skye	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
DeBeech, Beth	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Donohoe, Mary	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Ervin, Jordan	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Ferguson, Joelin	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Fulcher, Nathan	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Gonzalez, Jeffrey	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Gonzalez, Monica	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Hakomori, Teri	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Hamilton, LaDawna	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Hollis, Christa	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Hovest, Christine	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Hylind, Amy	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Jauregui, Marissa	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364

Jones, Julie	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Jurewicz, Kristin	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Kariya, Emily	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Kerkotchian, Sylvia	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Konegni, Joshua	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Krogmann, Allyson	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Lapajne, Katherine	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Levy, Nancy	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Majewski, Maribeth	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Marshall, Kimberly	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Maynard, Amy	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Melendez, Brisa	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Moe, Eric	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Morales, Carlos	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Mowry, Kristin	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Murawski, Danielle	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Murcia, Constanza	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Murcia, Gabriela	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Murphy, Letitia	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Nickerson, Elle	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
O'Brien, Marianna	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Robinson, Elaine	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Salmaggi, Aileen	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Scotland, Alva	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Sheinbaum, Adriana	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Siegel, Julie	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Sinclair, Michelle	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Smith, Devon	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Smith, Shelly	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Stark, Amy	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Trubo, Melissa	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Uema, Kazuki	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Wadsworth, Henry	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Walsh, Lauren	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Wiener, Daniela	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Weinstock, Cyndie	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Wethern, Heather	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
White, Sarah	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
TOTAL ESTABLISHED HOURLY			\$22,932

Comment: Professional Development Team Member
01- IASA: Title II Teacher Quality

Calek, Laura	75.01 hrs @\$45.49	8/11/16-6/30/17	Est Hrly/\$3,412
Hart, Sharon	75.01 hrs @\$45.49	8/11/16-6/30/17	Est Hrly/\$3,412
Henderson, Luke	75.01 hrs @\$45.49	8/11/16-6/30/17	Est Hrly/\$3,412
Hodges, Holly	75.01 hrs @\$45.49	8/11/16-6/30/17	Est Hrly/\$3,412
Howard, Courtney	75.01 hrs @\$45.49	8/11/16-6/30/17	Est Hrly/\$3,412
Ipina, Elizabeth	75.01 hrs @\$45.49	8/11/16-6/30/17	Est Hrly/\$3,412
Kim, Sandra	75.01 hrs @\$45.49	8/11/16-6/30/17	Est Hrly/\$3,412
Light, Lindsay	75.01 hrs @\$45.49	8/11/16-6/30/17	Est Hrly/\$3,412
Micale, Monica	75.01 hrs @\$45.49	8/11/16-6/30/17	Est Hrly/\$3,412
Powell, Chrysta	75.01 hrs @\$45.49	8/11/16-6/30/17	Est Hrly/\$3,412
Ransom, Barbara	75.01 hrs @\$45.49	8/11/16-6/30/17	Est Hrly/\$3,412
Scheer, Susan	75.01 hrs @\$45.49	8/11/16-6/30/17	Est Hrly/\$3,412
Siemer, Deborah	75.01 hrs @\$45.49	8/11/16-6/30/17	Est Hrly/\$3,412
Thoreson, Bonnie	75.01 hrs @\$45.49	8/11/16-6/30/17	Est Hrly/\$3,412
Verham, Karen	75.01 hrs @\$45.49	8/11/16-6/30/17	Est Hrly/\$3,412
Warren, Natara	75.01 hrs @\$45.49	8/11/16-6/30/17	Est Hrly/\$3,412
TOTAL ESTABLISHED HOURLY			\$54,592

Comment: Professional Development Team Leader
01-IASA: Title II Teacher Quality

Carey, Ann	8 hrs @\$45.49	9/22/16-1/13/17	Est Hrly/\$364
Donohoe, Mary	8 hrs @\$45.49	9/22/16-1/13/17	Est Hrly/\$364
Goldman, Jennifer	8 hrs @\$45.49	9/22/16-1/13/17	Est Hrly/\$364
Ostrom, Michael	8 hrs @\$45.49	9/22/16-1/13/17	Est Hrly/\$364
Pirri, Stephanie	8 hrs @\$45.49	9/22/16-1/13/17	Est Hrly/\$364
TOTAL ESTABLISHED HOURLY			\$1,820

Comment: Planning and Facilitating Reading Writing Network
01-Educator Effectiveness

Blitz, Sarah	60 hrs @\$45.49	8/8/16-6/30/17	Est Hrly/\$2,729
Hynding, Sheri	60 hrs @\$45.49	8/8/16-6/30/17	Est Hrly/\$2,729
TOTAL ESTABLISHED HOURLY			\$5,458

Comment: Summer Technology Projects
01-Unrestricted Resource

Blitz, Sarah	20 hrs @\$45.49	9/1/16-6/30/17	Est Hrly/\$910
Brock, Miriam	20 hrs @\$45.49	9/1/16-6/30/17	Est Hrly/\$910
Diaz, Vanesa	20 hrs @\$45.49	9/1/16-6/30/17	Est Hrly/\$910
Fulcher, Nathan	20 hrs @\$45.49	9/1/16-6/30/17	Est Hrly/\$910
Gleicher, Arielle	20 hrs @\$45.49	9/1/16-6/30/17	Est Hrly/\$910
Hodges, Holly	20 hrs @\$45.49	9/1/16-6/30/17	Est Hrly/\$910
Hoffman, Ryan	20 hrs @\$45.49	9/1/16-6/30/17	Est Hrly/\$910
Hollis, Christa	20 hrs @\$45.49	9/1/16-6/30/17	Est Hrly/\$910
Hovest, Christi	20 hrs @\$45.49	9/1/16-6/30/17	Est Hrly/\$910
Hwang, Genie	20 hrs @\$45.49	9/1/16-6/30/17	Est Hrly/\$910
Hynding, Sheri	20 hrs @\$45.49	9/1/16-6/30/17	Est Hrly/\$910
Karyadi, Adrienne	20 hrs @\$45.49	9/1/16-6/30/17	Est Hrly/\$910
Kerkotchian, Sylvia	20 hrs @\$45.49	9/1/16-6/30/17	Est Hrly/\$910
Levy, Nancy	20 hrs @\$45.49	9/1/16-6/30/17	Est Hrly/\$910
Marcos, Eric	20 hrs @\$45.49	9/1/16-6/30/17	Est Hrly/\$910
Morales, Carlos	20 hrs @\$45.49	9/1/16-6/30/17	Est Hrly/\$910
Panish, Adam	20 hrs @\$45.49	9/1/16-6/30/17	Est Hrly/\$910
Sanshagrín, Marc	20 hrs @\$45.49	9/1/16-6/30/17	Est Hrly/\$910
Smith, Shelley	20 hrs @\$45.49	9/1/16-6/30/17	Est Hrly/\$910
Song, Kate	20 hrs @\$45.49	9/1/16-6/30/17	Est Hrly/\$910
Stowell, Rachel	20 hrs @\$45.49	9/1/16-6/30/17	Est Hrly/\$910
Yuan, Judy	20 hrs @\$45.49	9/1/16-6/30/17	Est Hrly/\$910
TOTAL ESTABLISHED HOURLY			\$20,020

Comment: Jedi Training/Ed Tech Support Providers
01-Unrestricted Resource

Avitia-Witt, Carl	15.00 hrs @\$45.49	8/1/16-6/30/17	Est Hrly/\$682
Blitz, Sarah	9.00 hrs @\$45.49	8/1/16-6/30/17	Est Hrly/\$409
Brock, Miriam	6.50 hrs @\$45.49	8/1/16-6/30/17	Est Hrly/\$296
Diaz, Vanesa	10.50 hrs @\$45.49	8/1/16-6/30/17	Est Hrly/\$478
Hynding, Sheri	4.50 hrs @\$45.49	8/1/16-6/30/17	Est Hrly/\$205
O'Brien, Mariana	13.25 hrs @\$45.49	8/1/16-6/30/17	Est Hrly/\$603
TOTAL ESTABLISHED HOURLY			\$2,673

Comment: Assist with Training for Educational Technology
01-Unrestricted Resource

FRANKLIN ELEMENTARY SCHOOL

Hirsch, Erin	30 hrs @\$45.49	10/1/16-6/2/17	Est Hrly/\$1,365
Paliobagas, Kyra	30 hrs @\$45.49	10/1/16-6/2/17	Est Hrly/\$1,365
TOTAL ESTABLISHED HOURLY			\$2,730

Comment: Homework Club
01-Reimbursed by PTA

HUMAN RESOURCES

Cammarota, Catherine	27.3 hrs @\$45.49	10/1/16-6/9/17	Est Hrly/\$1,242
Greenfield, Glen	27.3 hrs @\$45.49	10/1/16-6/9/17	Est Hrly/\$1,242
Hobkirk, Carl	27.3 hrs @\$45.49	10/1/16-6/9/17	Est Hrly/\$1,242
Kariya, Emily	27.3 hrs @\$45.49	10/1/16-6/9/17	Est Hrly/\$1,242
Karayadi, Adrienne	27.3 hrs @\$45.49	10/1/16-6/9/17	Est Hrly/\$1,242
TOTAL ESTABLISHED HOURLY			\$6,210

Comment: Induction Support Providers
01-Unrestricted Resource

LINCOLN MIDDLE SCHOOL

O'Brien, Marianna	6 hrs @\$45.49	9/12/16-5/31/17	Est Hrly/\$273
Sherman, Wynn	6 hrs @\$45.49	9/12/16-5/31/16	Est Hrly/\$273
TOTAL ESTABLISHED HOURLY			\$546

Comment: Science Collaborative Planning
01-Formula

MCKINLEY ELEMENTARY SCHOOL

Dempsey, Bridget	2 hrs @\$45.49	8/19/16-6/30/17	Est Hrly/\$91
TOTAL ESTABLISHED HOURLY			\$91

Comment: Book Club Meetings
01-IASA: Title II Teacher Quality

SPECIAL EDUCATION

Mickelopolus, George	80 hrs @\$45.49	9/8/16-6/9/17	Est Hrly/\$3,639
TOTAL ESTABLISHED HOURLY			\$3,639

Comment: Tutoring per Settlement Agreement
01-Special Education

ADDITIONAL ASSIGNMENT – DEPARTMENT CHAIR ASSIGNMENTS

SANTA MONICA HIGH SCHOOL

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Ledford, Martin	8 EDU	Visual Arts	2016-17 SY	\$2,102
TOTAL				\$2,102

ADDITIONAL ASSIGNMENT – EXTENDED DUTY UNITS

SANTA MONICA HIGH SCHOOL - Fall Athletics

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Fischer, Tania	13 EDU	Var. Cross Country	8/16-11/16	\$3,757
Flanders, Matthew	13 EDU	Var. Boys Water Polo	8/16-11/16	\$3,757
McKeown, Kevin	13 EDU	Var. Girls Golf	8/16-11/16	\$3,757
Lambert, Ramsey	13 EDU	Var. Football	8/16-11/16	\$3,757
Phelan, James	8 EDU	Asst. Football	8/16-11/16	\$3,757
Sato, Liane	13 EDU	Var. Girls Volleyball	8/16-11/16	\$3,757
Sato, Glenn	12 EDU	Asst. Girls Volleyball	8/16-11/16	\$3,468
TOTAL EDUS				\$26,010

SANTA MONICA HIGH SCHOOL - Winter Athletics

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Black, Mark	13 EDU	Var. Wrestling	12/16-2/17	\$3,757
Chapman, James	13 EDU	Var. Girls Soccer	12/16-2/17	\$3,757
Flanders, Matthew	13 EDU	Var. Girls Water Polo	12/16-2/17	\$3,757
Hecht, James	13 EDU	Var. Boys Basketball	12/16-2/17	\$3,757

Kim, Douglas	13 EDU	Var. Girls Basketball	12/16-2/17	\$3,757
Yaghobian, Rebecca	4 EDU	Asst. Girls Water Polo	12/16-2/17	\$1,156
Yumori, Nicole	12 EDU	Asst. Girls Soccer	12/16-2/17	\$3,468
			TOTAL EDUS	\$23,409

HOURLY TEACHERS

ADULT EDUCATION

DeMello, Flavia	62 hrs @\$50.98	9/26/16-6/8/17	Est Hrly/\$3,161
Hammond, Paul	62 hrs @\$50.98	9/26/16-6/8/17	Est Hrly/\$3,161
Murphy, Leticia	62 hrs @\$50.98	9/26/16-6/8/17	Est Hrly/\$3,161
			TOTAL ESTABLISHED HOURLY \$9,483

Comment: Adult Education Classes
11-Adult Ed Block Grant Program

STUDENT SERVICES

Mickelopoulos, George	\$45.49, as needed	9/28/16-6/30/17	Est Hrly/\$----
			TOTAL ESTABLISHED HOURLY \$----

Comment: Home Instructor
01-Unrestricted Resource

TOTAL ESTABLISHED HOURLY, AND EXTRA DUTY UNITS = \$ 191,266

NEW HIRES

PROBATIONARY CONTRACTS

<u>Name/Assignment/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>
Hall, Brittany/Preschool Sp Ed L CDC/Special Education	60%	10/7/16
Pope, Collette/SAI English Santa Monica High School	100%	8/19/16

SUBSTITUTE TEACHERS

Effective

LEVEL 1 SUBSTITUTES

(@\$183.00 Daily Rate)

Bransford-Bennett, Elizabeth	9/26/16
Sullivan, Brianna	10/4/16

CHANGE IN ASSIGNMENT

Effective

Rodriguez, Melinda
CDS-Pine St/Preschool Teacher
From: CDS-Grant Elementary
To: CDS-Pine Street

8/18/16

LEAVE OF ABSENCE (with pay)

Name/Location

Effective

Fynn, Willa Rogers Elementary	9/30/16-11/24/16 [Medical Maternity/FMLA]
Spanos, Christina Grant Elementary	9/21/16-10/4/16 [FMLA/CFRA]
Valentiner, Katharina John Adams MS	11/28/16-1/23/17 [Medical Maternity/FMLA]

Valentiner, Katharina
John Adams MS

1/24/17-5/2/17
[CFRA]

LEAVE OF ABSENCE (without pay)

Name/Location
Proft, Patrick
Grant Elementary

Effective
2/21/17-3/3/17
[Personal]

Valentiner, Katharina
John Adams MS

5/3/17-6/9/17
[Child Care]

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:
ABSENT:

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/20/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / MARK KELLY /
MICHAEL COOL

RE: CLASSIFIED PERSONNEL – MERIT

RECOMMENDATION NO. A.20

It is recommended that the following appointments for Classified Personnel (merit system) be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedules.

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Caliboso, Gina McKinley ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	9/26/16
Lazo, Noreen Special Ed-Olympic HS	Paraeducator-3 5 Hrs/SY/Range: 26 Step: A	9/2/16
Morgan, Sadrica Special Ed-Roosevelt ES	Paraeducator-3 6 Hrs/SY/Range: 20 Step: A	9/2/16
Overton, Marc Information Services	Technology Support Assistant 8 Hrs/12 Mo/Range: 38 Step: A	9/14/16
Paiz, Christina Health Services-Rogers ES	Health Office Specialist 3.5 Hrs/SY/Range: 25 Step: A	9/12/16
Smith, Matthew Facility Improvement Projects	Facilities Technician 8 Hrs/12 Mo/Range: 45 Step: A	9/14/16
Symons, Alyson Special Ed-Roosevelt ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: F	8/19/16
Tehrani, Mahnaz CDS-McKinley ES	Children's Center Assistant-2 3.5 Hrs/SY/Range: 18 Step: B	9/26/16
Zurich-Lunsford, Kathleen Rogers ES	Senior Office Specialist 4 Hrs/10 Mo/Range: 25 Step: A	9/19/16

<u>SUMMER ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Adams, Melissa Educational Services	Paraeducator-1 Not to exceed: 4.75 Hrs	8/17/16
Ajnassian, Carrie Educational Services	Paraeducator-1 Not to exceed: 4.75 Hrs	8/17/16
Benjamin, Jacquita Educational Services	Paraeducator-3 Not to exceed: 4.75 Hrs	8/17/16
Biber, Jessica Educational Services	Occupational Therapist Not to exceed: 4.75 Hrs	8/17/16
Casillas, Alfredo Educational Services	Paraeducator-1 Not to exceed: 4.75 Hrs	8/17/16
Friedenberg, Mindy Educational Services	Paraeducator-1 Not to exceed: 4.75 Hrs	8/17/16

Fuller, Terry Educational Services	Paraeducator-1 Not to exceed: 4.75 Hrs	8/17/16
Garcia, Mayra Special Ed-Adams MS	Paraeducator-1 5.5 Hrs/Day	8/8/16-8/11/16
Griffis, Crystal Educational Services	Paraeducator-1 Not to exceed: 4.75 Hrs	8/17/16
Hansberry, Felicia Educational Services	Paraeducator-1 Not to exceed: 4.75 Hrs	8/17/16
Higgins, Shaun Educational Services	Paraeducator-3 Not to exceed: 4.75 Hrs	8/17/16
Hurtado, Renee Educational Services	Paraeducator-2 Not to exceed: 4.75 Hrs	8/17/16
Jackson, Sheralynn Educational Services	Paraeducator-1 Not to exceed: 4.75 Hrs	8/17/16
Jenson, Diana Educational Services	Paraeducator-1 Not to exceed: 4.75 Hrs	8/17/16
Kim, Eunice Educational Services	Paraeducator-1 Not to exceed: 4.75 Hrs	8/17/16
LoGreco, Vincent Special Ed-Adams MS	Paraeducator-3 5.5 Hrs/Day	8/1/16-8/5/16
Martinez, Maisha Special Ed-Adams MS	Paraeducator-1 3 Hrs/Day	8/8/16
McGrath, Kathy Adams MS	Senior Office Specialist 8 Hrs/Day	8/15/16
Mock, Chris Educational Services	Paraeducator-3 Not to exceed: 4.75 Hrs	8/17/16
Monjarez, Gabriela Educational Services	Paraeducator-3 Not to exceed: 4.75 Hrs	8/17/16
Overton, Christopher Educational Services	Paraeducator-3 Not to exceed: 4.75 Hrs	8/17/16
Payton, Tawny Educational Services	Paraeducator-3 Not to exceed: 4.75 Hrs	8/17/16
Reid, Shuntoria Educational Services	Paraeducator-3 Not to exceed: 4.75 Hrs	8/17/16
Ridley, Latresse Educational Services	Paraeducator-1 Not to exceed: 4.75 Hrs	8/17/16
Spitzer, Sarah Educational Services	Paraeducator-3 Not to exceed: 4.75 Hrs	8/17/16
Tanamas, Ayda Educational Services	Paraeducator-2 Not to exceed: 4.75 Hrs	8/17/16
Ucan, Abraham Educational Services	Paraeducator-3 Not to exceed: 4.75 Hrs	8/17/16

TEMP/ADDITIONAL ASSIGNMENTS**EFFECTIVE DATE**

Bravo, Richard Operations-Roosevelt ES	Custodian [overtime; set up support]	9/12/16-6/9/17
Burton, Jerome Operations-Roosevelt ES	Custodian [overtime; set up support]	9/12/16-6/9/17
Coleman, Daniel Webster ES	Instructional Assistant - Classroom [additional hours; classroom support]	8/19/16-6/9/17
Herrada, Joe Operations-Lincoln MS	Custodian [overtime; evening school events]	7/1/16-6/9/17
Hurtado, Rene Special Ed-McKinley ES	Paraeducator-2 [additional hours; bus supervision]	8/22/16-6/9/17
Jelks, Curtis Lincoln MS	Campus Security Officer [overtime; evening school events]	8/22/16-6/9/17
Kachurka, Sabrina FNS-Santa Monica HS	Cafeteria Worker II [additional hours; cafeteria support]	8/19/16-6/9/17
Lopez, Sandy Rogers ES	Senior Office Specialist [overtime; clerical support]	8/19/16-6/9/17
Nunez, Sherry Lincoln MS	Campus Security Officer [overtime; evening school events]	8/22/16-6/9/17
Smith, Luz-Stella Special Education	Translator [additional hours; HR documents translation]	9/1/16-5/31/17
Staib, Katherine Facility Improvement Projects	Administrative Assistant [overtime; clerical support]	7/1/16-6/30/17
Wilson, Terry Lincoln MS	Campus Security Officer [overtime; evening school events]	8/22/16-6/9/17

SUBSTITUTES**EFFECTIVE DATE**

Britton-Saunders, Kathryn District	Office Specialist	9/2/16-6/30/17
Caputo, Briena District	Office Specialist	9/8/16-6/30/17
Coleman, Daniel Webster ES	Physical Activities Specialist	8/22/16-6/9/17
De La Torre, Justine Special Education	Paraeducator-1	7/1/16-6/9/17
Dunnigan, Latoya Special Education	Paraeducator-1	8/22/16-6/9/17
Evans Jr., Michael Special Education	Paraeducator-1	8/22/16-6/9/17
Guthrie, Stephanie District	Office Specialist	9/19/16-6/30/17

Gutierrez, Nallely McKinley ES	Instructional Assistant – Classroom	8/19/16-6/9/17
Hallum, Cheryl Food and Nutrition Services	Cafeteria Worker I	7/1/16-6/30/17
Hansberry, Felicia Special Education	Office Specialist	8/15/16-8/16/16
Jones, Jasmine Educational Services	Instructional Assistant – Physical Education	9/13/16-6/9/17
Long, Lakesha McKinley ES	Instructional Assistant – Classroom	8/19/16-6/9/17
Lyles, Michelle Special Education	Paraeducator-1	8/22/16-6/9/17
Mendoza, Melissa Special Education	Paraeducator-1	8/19/16-6/9/17
Mendoza, Melissa Special Education	Paraeducator-3	8/19/16-6/9/17
Meyers, Nicole Special Education	Paraeducator-1	8/22/16-6/9/17
Morgan, Peters Facility Use	Swimming Instructor/Lifeguard	9/2/16-6/30/17
Muller, Larissa McKinley ES	Instructional Assistant – Classroom	8/19/16-6/9/17
Ollikainen Joslin, Alia Child Development Services	Children’s Center Assistant-1	9/20/16-6/9/17
Overton, Debbie Food and Nutrition Services	Cafeteria Worker I	8/19/16-6/9/17
Oyenoki, Elizabeth District	Office Specialist	7/1/16-6/30/17
Smith, Makita Special Education	Paraeducator-1	8/22/16-6/9/17
Tse, Pui Franklin ES	Elementary Library Coordinator	9/8/16-6/9/17
Williams, Mary Food and Nutrition Services	Cafeteria Worker I	8/19/16-6/9/17
Zmuda, Rachel Special Ed-Edison ES	Paraeducator-1	7/15/16
Zurich-Lunsford, Kathleen District	Office Specialist	9/19/16-6/30/17

INVOLUNTARY TRANSFER**EFFECTIVE DATE**

Biren, Sara CDS-Franklin ES	Children's Center Assistant-2 3.5 Hrs/SY From: 3.5 Hrs/SY/CDS-Grant ES	9/6/16
Brown, Elizabeth Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-McKinley ES	8/30/16
Buendia, Carolina Special Ed-McKinley ES	Paraeducator-3 6.2 Hrs/SY From: 6 Hrs/SY/Special Ed-Santa Monica HS	8/19/16
Burgess, Alan Special Ed-Santa Monica HS	Paraeducator-1 6.3 Hrs/SY From: 6 Hrs/SY/Special Ed-Lincoln MS	8/19/16
Butler, Kenny Special Ed-Adams MS	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Malibu HS	8/19/16
Everage, Askia Special Ed-Santa Monica HS	Paraeducator-3 6.3 Hrs/SY From: 6 Hrs/SY/Special Ed-Adams MS	8/19/16
Martinez, Maisha Special Ed-Adams MS	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Grant ES	8/19/16
McCoy, Donna Franklin ES/Adams MS	Community Liaison 8 Hrs/10 Mo From: 8 Hrs/10 Mo/Rogers ES	8/15/16
Miller, Ronald Special Ed-Adams MS	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Grant ES	8/19/16
Perez-Madera, Salomon Special Ed-Roosevelt ES	Paraeducator-3 6.5 Hrs/SY From: 6.5 Hrs/SY/Special Ed-Santa Monica HS	8/19/16
Santillan Morales, Samantha Special Ed-McKinley ES	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Malibu HS	8/19/16
Stafford, Latanya CDS-Lincoln MS Preschool	Children's Center Assistant-2 3.5 Hrs/SY From: 3.5 Hrs/SY/CDS-Grant ES	8/19/16
Tucker, Jane Special Ed-Grant ES	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Adams MS	8/19/16

PROFESSIONAL GROWTH**EFFECTIVE DATE**

Hall, Caryl Special Education	Accountant	10/1/16
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LEAVE OF ABSENCE (PAID)**EFFECTIVE DATE**

Green, Shanna CDS-Adams MS Preschool	Children's Center Assistant-2 Medical	8/30/16-11/15/16
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Santiago, Marlene CDS-Business Office	Bilingual Community Liaison Maternity	10/10/16-11/11/16
Woodworth, Dorie Webster ES	Instructional Assistant - Classroom Medical	8/19/16-6/9/17
<u>WORKING OUT OF CLASS</u>		<u>EFFECTIVE DATE</u>
Montoya, Gerald Special Ed-Roosevelt ES	Paraeducator-3 From: Paraeducator-1	8/19/14-6/5/15
<u>SUSPENSION WITHOUT PAY</u>		<u>EFFECTIVE DATE</u>
JP8583599 FNS-Lincoln MS	Cafeteria Worker I	11/14/16-11/18/16
<u>RESIGNATION</u>		<u>EFFECTIVE DATE</u>
Cline, Wendy FNS-Pt. Dume ES	Cafeteria Worker I	9/19/16
Martin, Raveen Special Ed-Santa Monica HS	Paraeducator-1	10/25/16
Paiz, Christina Health Services-Rogers ES	Health Office Specialist	9/23/16
<u>RETIREMENT</u>		<u>EFFECTIVE DATE</u>
Sadeghpour, Annie Roosevelt ES	Elementary Library Coordinator	10/31/16

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:
ABSENT:

TO: BOARD OF EDUCATION ACTION/CONSENT
10/20/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / MARK O. KELLY /
MICHAEL COOL

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.21

It is recommended that the following be approved and/or ratified for Classified Personnel (Non-Merit). All personnel assigned will be properly elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

AVID TUTOR

Garcia, Bianca	Lincoln MS	9/8/16-6/9/17
Ortiz, Erica	Lincoln MS	8/26/16-6/9/17

NOON SUPERVISION AIDE

Aguilar, Laura	Muir ES	9/29/16-6/9/17
De Los Santos, Gabriela	Muir ES	8/22/16-6/9/17
Maldonado-Boatman, Monique	SMASH	9/3/16-6/9/17
Morales, Louis	Edison ES	8/19/16-6/9/17
Phipps, Willie	McKinley ES	9/1/16-6/9/17
Rodriguez, Ofelia	Edison ES	8/19/16-6/9/17
Rodriguez, Sergio	Edison ES	8/19/16-6/9/17
Schlierman III, John	Muir ES	9/23/16-6/9/17
Semas, Angelica	McKinley ES	8/29/16-6/9/17
Valadez, Luz	Edison ES	8/19/16-6/9/17
Villafana, Hisamy	McKinley ES	8/19/16-6/30/17

COACHING ASSISTANT

Ali-Clarke, Sharar	Santa Monica HS	8/30/16-6/9/17
De La Torre, Jose	Santa Monica HS	8/22/16-6/9/17
Fearon, James	Santa Monica HS	9/1/16-6/9/17
Lorick, Kevin	Santa Monica HS	8/26/16-6/9/17
Przebieda, Jarrod	Santa Monica HS	8/22/16-6/9/17
Wallace, Keitra	Santa Monica HS	8/30/16-6/9/17
Willis, Darren	Santa Monica HS	8/29/16-6/9/17

EDUCATIONAL SPECIALIST – LEVEL II

Newell Baker, Elizabeth	Muir ES [K-2 Music Program Coordinator] - Funding: SMMEF - Stretch Grant	9/9/16-6/9/17
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TECHNICAL SPECIALIST – LEVEL II

Bill, Andrew	Santa Monica HS [Percussion Instructor] - Funding: Santa Monica Arts Parents Association	7/1/16-6/30/17
Gittleman, Marni	Santa Monica Alternative Schoolhouse [Integrated Arts Coordinator] - Funding: SMMEF - Stretch Grant	9/12/16-5/22/17

Glaser, Christie	Ed Svcs/Edison/McKinley/Muir/Rogers ES [Brass/Woodwind Coach] - Funding: SMMEF – Dream Winds	9/6/16-3/31/17
Gonzalez, Juan	Santa Monica HS – SITE & SMAPA [Color Guard Instructor] - Funding: Santa Monica Arts Parents Association – 17% Unrestricted Source – 83%	7/1/16-6/30/17
Gonzalez, Juan	Santa Monica HS – SMAPA [Color Guard Instructor] - Funding: Santa Monica Arts Parents Association	7/1/16-6/30/17
Gottesman, Judith	Ed Services/Muir ES [Voice Instructor] - Funding: SMMEF – Dream Winds	9/6/16-3/31/17
Pace, Kristy	Santa Monica Alternative Schoolhouse [Performance Arts Instructor] - Funding: SMMEF - Stretch Grant	9/12/16-5/22/17
Rattan, Alana	Grant ES [STEM Program Support] - Funding: SMMEF - Stretch Grant	8/19/16-6/9/17
Turner, Meghan	Ed Svcs/Edison/McKinley/Muir ES [Brass/Woodwind Coach] - Funding: SMMEF – Dream Winds	9/6/16-3/31/17

TECHNICAL SPECIALIST – LEVEL III

Dress, Stephen	Santa Monica HS [Bass Instructor] - Funding: Santa Monica Arts Parents Association	8/22/16-6/9/17
Elliot, Michelle	Lincoln MS [Cello Instructor] - Funding: Gifts - Band & Orchestra Fund	8/22/16-6/9/17
Flanagan Lysy, Margaret	Santa Monica HS [Violin Instructor] - Funding: Santa Monica Arts Parents Association	8/22/16-6/9/17
Kibler, John	Santa Monica Alternative Schoolhouse [Middle School String Instructor] - Funding: Reimbursed by PTA – 42.1% SMMEF - Stretch Grant – 57.9%	8/30/16-5/25/17
Lamell, Guido	Santa Monica HS [Violin Instructor] - Funding: Santa Monica Arts Parents Association	8/22/16-6/9/17

Mullen, Russell	Santa Monica Alternative Schoolhouse [Middle School Jazz Band Instructor] - Funding: Reimbursed by PTA	9/2/16-6/2/17
Parise, Chris	Lincoln MS [Percussion Instructor] - Funding: Gifts - Band & Orchestra Fund	8/22/16-6/9/17
Reaves, Teag	Santa Monica HS [French Horn Instructor] - Funding: Santa Monica Arts Parents Association	8/22/16-6/9/17
Strand-Polyak, Lindsey	Santa Monica HS [Viola Instructor] - Funding: Santa Monica Arts Parents Association	8/22/16-6/9/17
Tyler, Charles	Santa Monica HS [Viola Instructor] - Funding: Santa Monica Arts Parents Association	8/22/16-6/9/17

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/20/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / MARK O. KELLY

RE: TEACHING AUTHORIZATION

RECOMMENDATION NO. A.22

It is recommended that the Board of Education approve the following Provisional Internship Permit for the 2016-2017 school year.

TEACHER
Harris, Mark

ASSIGNMENT
Music, Olympic High

EFFECTIVE
9/1/16-9/1/17

COMMENT: The Provisional Internship Permit allows the employing agency to fill an immediate staffing need when an insufficient number of certificated persons who meet the specified employment criteria for the position are available. Such waivers provide individuals with additional time to complete the requirements needed to enter a university internship program for the credential that authorizes the service.

Mark Harris has a Bachelor's degree in Professional Music from Berklee College of Music and is enrolled at National University in their Single Subject Music credential program. He will be eligible to enroll in a University Intern Credential program by the end of the school year.

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/20/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / MARK O. KELLY

RE: 2016-2017 DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

RECOMMENDATION NO. A.23

It is recommended that the Board of Education adopt the 2016-2017 Declaration of Need for Fully Qualified Educators.

COMMENT: Based on prior year data, the following Declaration stipulates those areas and numbers of emergency permit holders Santa Monica-Malibu anticipates for the 2016-2017 school year. With Board approval, the Declaration will be sent to the Commission on Teacher Credentialing (CTC) thereby establishing the District's need areas for 2016-2017.

Under Education Code 44300 and Senate Bill 322, the Declaration enables the District to streamline its approach to obtaining emergency credentials by establishing the statement of need once rather than on a person-by-person basis. Therefore, as the District finds it necessary to employ teachers under emergency permits, the application process and approval will be more quickly completed.

This declaration may be revised with Board approval as hiring needs change during the school year.

The Board has received a copy of the Declaration of Need for Fully Qualified Educators under separate cover. This document is on file in the Office of Human Resources and will be included with the permanent minutes of the meeting.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

STUDY SESSION

TO: BOARD OF EDUCATION

STUDY SESSION

10/20/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU

RE: FOLLOW-UP TO EXCELLENCE THROUGH EQUITY ACTION PLAN

STUDY SESSION ITEM NO. S.01

The study session with the board will be Part 2 of the action plan for the initial efforts toward implementing recommendations from the Noguera Report for *Excellence through Equity*.

In this session Dr. Rousseau will present actions taken thus far and present additional actions to take place in the 2016-2017 school year with a continuing focus on student engagement through academic discourse. Dr. Rousseau will also propose metrics to enable the board to follow the work through targeted short-term, mid-term, and long-term reports on progress.

DISCUSSION ITEMS

TO: BOARD OF EDUCATION

DISCUSSION

10/20/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU

RE: SANTA MONICA-MALIBU EDUCATION FOUNDATION (SMMEF) QUARTERLY
REPORT TO THE BOARD OF EDUCATION

DISCUSSION ITEM NO. D.01

The Memorandum of Understanding between the Santa Monica-Malibu Unified School District and the Santa Monica-Malibu Education Foundation stipulates that the SMMEF Executive Director, or her designee, shall provide an update of the Foundation's activities, including a report regarding the goals set forth in the applicable Fundraising Plan, to the Board of Education at a public meeting on a quarterly basis.

SMMEF staff will report on the Foundation's fundraising progress from July 1 through September 30 that will encompass the following:

- Fundraising progress to date
- Family & SMMUSD staff participation
- Corporate matching gifts
- Corporate Partners program
- Pledge Days

TO: BOARD OF EDUCATION

DISCUSSION

10/06/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU

RE: CONSIDER REVISING BP AND AR 1220 – DISTRICT ADVISORY COMMITTEES (DACs)

DISCUSSION ITEM NO. D.02

It is recommended that the Board of Education consider revising BP and AR 1220 – District Advisory Committees (DACs).

COMMENTS: In light of the district's on-going efforts to achieve excellence through equity, the Board is asked to review the suggested revisions to Board Policy 1220 and the Associated Regulation 1220. Last year, the Board refrained from issuing new charges to District Advisory Committees (DACs) while a Board subcommittee reviewed related policies and considered changes intended to better align the efforts of DACs with the District's commitment to closing achievement gaps. DACs have been an integral tool for the Board to engage the community for over 20 years, and it is the subcommittee's intent that they remain so. To this end, periodic review and revision of BP 1220 and AR 1220 is necessary to ensure optimal alignment with the District's contemporary focus, as is true with all policies.

The DAC subcommittee is recommending changes related to the size, composition, and leadership structure of DACs, as well as a tightening of the focus of all DACs to ensure committees are working toward goals specifically related to District equity and excellence objectives

A Friday memo will accompany this item.

DISTRICT ADVISORY COMMITTEES

The Board of Education recognizes that district advisory committees provide a valuable method whereby citizens and educators can better understand the attitudes and opinions which are held in the school-community environment.

The Board, or the Superintendent with the Board's approval, may appoint district advisory committees to advise the Board on school problems, needs and issues from a balanced, logical, and analytic perspective, as the need arises. The attainment of excellence through equity will further focus the work of the district advisory committees. It is not the intention that advisory committees become policy-making bodies or that they manage or direct staff. Committees are advisory in nature only; that is, they inform, suggest, and recommend to the Board of Education.

All meetings of Board appointed committees shall be held as open meetings in compliance with the Ralph M. Brown Act, also known as the Open Meeting Act of the State of California. It is the intent of the Board of Education that each District Advisory Committee shall exercise reasonable effort to schedule one to two meetings in Malibu each school year. Board appointed Ad Hoc Advisory Committees and Oversight Committees shall establish meeting schedules that best meet the requirements of their respective charges.

District Advisory Committees shall be appointed for a specific purpose under the umbrella of excellence through equity. The Board of Education will review the goals/charges of the committees on an annual basis. Annually, an Assessment/Evaluation form will be distributed to District Advisory Committees for their review and input regarding the committee charges and their yearly accomplishments. When a committee has fulfilled or completed its purpose/charge, it may be given a new or revised charge or it may be dissolved. The Board seeks to be collaborative in determining committee charges.

The Board shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committees.

All residents and taxpayers of the district attendance area, parents of children enrolled in its schools, school employees, and experts/professionals shall be eligible for membership and participation, a prerequisite being solely an unselfish interest in public schools, the community and every child.

Every effort shall be made to select committee members in a manner which ensures that the committee represents a cross section of qualified people throughout the district. A reasonable balance of males and females, socio-economic status, ethnic representation and geographic location shall be sought in the composition of each committee, ~~except in those cases where a committee is established to address the needs of a particular segment of the school population or community, in which case additional criteria specific to the committee shall be approved by the Board. The selection process should also aim to obtain a mix of parents from all grade levels, staff members, and community members who could contribute to the committee. The Board shall review this balance before making final the appointments of committee members.~~

A district administrator, director of above in title, will serve as the co-chairperson of each district advisory committee. ~~A Staff Liaison will be assigned to each advisory committee and will serve as the district representative and as a link between the committee and the other district administrative staff. The Staff Liaison is not a member of the committee and may not vote.~~

~~Staff members may be appointed to advisory committees as deemed appropriate by the Board of Education in two separate capacities: either as voting members or as non-voting expert advisors. No administrators shall be voting members.~~

Membership recruitment will be ongoing throughout the year. Applications for appointment to advisory committees may be submitted at any time during the year.

The Superintendent is authorized on behalf of the Board of Education to accept letters of resignation from individual committee members.

Guiding Principles ~~Principals~~ and Responsibilities

The Board of Education recognizes that its primary responsibility, and that of its committees, is to act in the best interests of every student in the district. To maximize committee effectiveness and public confidence in committee proceedings, committee members are expected to act and deliberate ~~govern~~ responsibly and hold themselves to the highest standards of ethical conduct. Each individual committee member shall:

1. Keep excellence through equity ~~learning and achievement for all students~~ as the primary focus
2. ~~Value, support and advocate for public education~~
23. Recognize and respect differences of perspective and style on the committee and among staff, students, parents and the community
34. Conduct him/herself in a dignified and professional manner, treating everyone with civility and respect

When a conflict of interest is possible, a committee member shall abstain from the discussion and the vote.

REFERENCE

EDUCATION CODE

8070 Vocational education advisory committee

11503 Parent involvement program

35147 School site councils and advisory committees

35172 Promotional activities

44032 Travel expense payment

44033 Automobile allowances

52012 School site council

52065 American Indian advisory committee

52176 Advisory committees (LEP program)

52208 Parent participation (GATE)

52852 Site council, school-based program coordination

54425 Advisory committees; compensatory education

54444.1-54444.2 Services to migrant children; parent advisory councils

54724 Site council, motivation and maintenance program

56190-56194 Community advisory committee, special education

62002.5 Continuing parent advisory committees; schools receiving funds from economic impact aid or bilingual education act

GOVERNMENT CODE

820.9 Members of local public boards not vicariously liable

54950-54962 Meetings

Policy SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

adopted: January 4, 1989

**revised: March 10, 1994; October 15, 1998; September 17, 1998; May 14, 1998;
January 5, 2006; March 18, 2010**

DISTRICT ADVISORY COMMITTEES**A. Purpose**

~~The basic purpose of a district advisory committee is to advise the Board of Education regarding school problems, needs and issues from an objective point of view.~~

The district advisory committee provides a method whereby citizens and educators can understand better the attitudes and opinions which are held in the school-community environment. Such a committee shall have as its purpose improved communication and understanding. It is not the intention that advisory committees become policy-making bodies or that they manage or direct the schools. Committees are advisory in nature only; that is, they inquire, inform, suggest, recommend. It is assumed, however, that through improved understanding and information, the district can and will move in the direction of clearly demonstrated needs and desires of the community to be served, particularly its quest to attain excellence through equity.

B. Roles

Committees established/approved by the Board of Education are responsible to the Board, the superintendent in his/her capacity as Secretary to the Board of Education, or a designated representative. Committees shall function as recommending agencies.

Each committee shall serve for a specific purpose to be stated to the committee at the time it is formed. The committee shall then begin its work which, when completed, will result in recommendations to the Board and the superintendent.

C. Functions

The central ~~basic~~ district goal is to provide excellence through equity ~~a quality education~~ for every pupil. It is expected that district advisory committees will contribute to the attainment of this goal. The committee's functions may include but shall not be limited to the following:

- ~~1. To act as a channel of effective communication between schools, the administration and the community, thereby assisting in promoting community pride in district and schools.~~
12. To improve joint exploration of future school needs regarding the community's aspirations and the improvement of school programs.
- ~~3. To advise in the overall planning of the educational program and of budget resources.~~
24. To advise in identifying, mobilizing and coordinating resources, both human and material, available from the community for the benefit of the schools.
35. To advise in providing support for educational programs.
46. To act as a sounding board for additions to or changes in the school district's education projects.

57. To keep the Board informed of the committee's progress and activities, and advise regarding the committee's recommendations, proposals and decisions.

D. Responsibilities

District advisory committees may have the responsibility to:

1. Advise the Board on matters related to educational needs, problems, funding and budget needs, and suggested priorities.
2. Advise the Board regarding opinions and attitudes of parents and other citizens of the total school community on significant issues of a general or specified nature.
3. Advise in establishing liaison with, and strengthening communication between the district and the communities it serves.
4. Advise in identifying educational needs unique to a local school community.
5. Advise the Board on adoption of educational programs.
6. Approach all issues from an objective, neutral party point of view.

E. Conflict of Interest

When a conflict of interest is possible, a committee member shall abstain from the discussion and the vote.

F. Membership

Being aware that the schools belong to the people who created them by taxation and consent; and believing that the schools will only be as successful as the intelligent and knowledgeable support of the people permit them to be; and knowing that committees are advisory in nature with decision-making powers retained by the Board of Education; all residents and taxpayers of the district attendance area, all parents of children enrolled in its schools, and school employees as stipulated in these Guidelines shall be eligible for membership and participation, ~~a prerequisite being solely an unselfish interest in public schools, the community and every child.~~

1. Size

~~The committees shall consist of eleven (11) voting members, one of whom shall be a district administrator and six of whom shall be current parents of students in the district of sufficient size to assure representation of a cross section of the community; there shall be a minimum of seven (7) and a maximum of nineteen (19) active members. A committee may petition the board to increase its size above nineteen members.~~

2. Representation

Committee members shall be selected in a manner to provide reasonable geographic, socioeconomic and ethnic representation. ~~In addition, the selection process should aim to obtain a mix of parents from all grade levels, staff members, and community members who could contribute to the committee.~~ No person, however, may be excluded from nomination because of race, color, creed, religion, sex, sexual orientation or identity, disability, or expressed opinions so long as that person can assume an objective point of

view in all committee deliberations.

3. Duration

It is intended that committee members be appointed by the Board for a two-year term. Following the expiration of that term, a committee member wishing to continue to serve on that committee can apply for one additional two-year term of up to four (4) years. ~~If at the end of a four (4) year term a member wishes to remain on the committee, the Board invites and encourages the member to complete a new application for committee membership.~~

4. Selection of Members

Members of the community wishing to serve on a committee shall submit a completed application for that committee to the Superintendent, ~~who will provide a copy of the application to that committee's staff liaison.~~ The staff liaison will review if there is an opening on the committee. If there is an opening, all applications for that committee will be submitted to the Board of Education for consideration once per semester. ~~A subcommittee of Board Members shall review and/or interview the applicants and make a recommendation to be considered by the Board as a whole at a regular board meeting when there are more applicants than openings; the Board may form this subcommittee in other circumstances.~~ Applications will be reviewed by the Board liaison and both the administrator and citizen co-chairpersons to the committee or a duly appointment subcommittee. Committee members shall be appointed or approved by the Board of Education, and serve thereafter at the pleasure of the Board. Once the Board has made an appointment, the superintendent shall inform the newly approved committee member, the staff liaison, and the committee chair.

Applications for appointment to district advisory committees may be submitted at any time during the year. Applications may be considered for board approval more frequently than once per semester if a committee's membership is at risk of falling below eleven ~~the minimum of seven~~ members.

5. Vacancies

When a vacancy occurs, the administrator co-chairperson ~~staff liaison~~ shall inform the Superintendent of the vacancy. A press release announcing the vacancy shall be issued to and an advertisement shall be taken out with the local press, PTA school newsletters, and other appropriate publications. The application process will follow as outlined in section F.4. The individual chosen to fill the vacancy shall serve only until the end of the term of the position which he/she was appointed to fill.

6. Termination of Membership

A committee member shall no longer hold membership should he/she cease to be a resident of the district or no longer meet the membership requirements under which he/she was appointed.

Membership shall automatically terminate any member who is absent from all regular meetings for a period of four (4) consecutive meetings or a total of five (5) meetings within the year.

A member may be removed from a committee by an affirmative 2/3 vote of the Board of Education.

G. Officers

1. Officers

The officers of a district advisory committee shall be a citizen co-chairperson, an administrator co-chairperson ~~a vice chairperson~~, a secretary, and such other officers as a committee may deem desirable.

2. Election and Term of Office

The citizen co-chairperson and the secretary ~~officers~~ of a district advisory committee shall be elected at the committee's annual organizational meeting, to be held no later than October 1. They shall serve one (1) year. The administrator co-chairperson shall be appointed by the Superintendent.

3. Notification

The Board and superintendent shall be presented with a list of officers following the election at the annual organizational meeting.

4. Definition of Roles

It is important that each member of a district advisory committee understand his/her own role as well as the roles of the other members. By an understanding of these roles the committee will better fulfill its responsibilities and functions. The roles of committee members are as follows:

a. Committee Co-chairpersons

- (1) ~~Works~~ closely with the other officers of the committee ~~and the district representative~~ to plan each meeting and make proper notification of meetings to each member.
- (2) ~~In consultation with the staff liaison and vice chair, shall be responsible for preparation of~~ Prepare the agenda for each meeting.
- (3) ~~Presides~~ at all meetings, ~~maintains~~ order and ~~sees~~ that the meeting is properly adjourned.
- (4) ~~Takes~~ general responsibility for the maintenance of committee minutes and other records.
- (5) ~~Sees~~ that business is ordered, considered and disposed of properly.
- (6) ~~Reports~~ to the Board of Education directly on behalf of the committee. Thus, comments by individual members shall not be construed as the committee's position.
- (7) ~~Is an~~ Are impartial, conscientious arbiters of discussion and debate and ~~insists~~ on fairness in the actions and debate of the members.

- (8) ~~Is~~ Are responsive to the concerns of all members and visitors.
- (9) ~~Directs~~ the preparation of reports of the actions of the committee and submits them to the Superintendent ~~through the staff liaison.~~
- (10) Arrange for the typing, reproduction and distribution of all agendas, minutes, reports, letters and other records and communications of the committee.
- (11) Arrange any resource allocations needed by the committee to carry out designated functions. All such allocations shall be approved by the Superintendent.

~~b.~~ b. Vice-Chairperson

- ~~(1)~~ Substitutes for the chairperson during his/her absence and represents the chairperson in assigned duties.
- ~~(2)~~ Performs such other duties as may be assigned by the chairperson or by the committee.
- ~~(3)~~ In the event that the chairperson cannot fulfill his/her term of office, the vice-chairperson shall serve in that capacity for the remainder of the term.

be. Recording Secretary

- (1) Keeps accurate, complete minutes of all meetings, both regular and special, and promptly transmits them to the chairperson and the staff liaison.
- (2) Is custodian of the committee's records.
- (3) Sees that all notices are duly given.
- (4) Keeps the committee's membership and attendance records, including the contact information of each member.
- (5) Keeps a list of special duties of the members.
- (6) Prepares a copy of the order of business for the presiding officer and reminds the presiding officer of the order of business and time limitations, when necessary.
- (7) Performs all duties incident to the office of secretary and such other duties as may be assigned to the office by the chairperson or by the committee.
- (8) Keeps on file a summary written report of actions of the committee.

d. ~~Staff Liaison (Appointed by the Superintendent)~~

- ~~(1) Serves as the appointed district representative and as a communication link between the committee and the other district administrative staff.~~
- ~~(2) Provides reasonable staff services to the committee.~~
- ~~(3) Arranges for the typing, reproduction and distribution of all agendas, minutes, reports, letters and other records and communications of the committee.~~
- ~~(4) Arranges any resource allocations needed by the committee to carry out designated functions. All such allocations shall be approved by the superintendent.~~

ce. All Members

- (1) Participate regularly in committee meetings and carry out committee assignments.
- (2) Become knowledgeable about the topics to be considered by the committee and their impact on the District.
- (3) Serve as a communications link between the committee and any group they may represent, keeping such groups informed of actions and activities of the committee.
- (4) Avoid use of committee membership/position for personal purposes.

df. Board Members

Applies when Board members are appointed as liaison members to a committee.

- (1) Provide liaison between the committee and the Board of Education. Keep the Board informed of discussion and actions of the committee(s).
- (2) Represent the position of the entire Board in all committee deliberations on subjects where the Board has taken a position.
- (3) May not serve as an officer of a committee.
- (4) Are not voting members.

H. Meetings

All meetings of committees shall be held as open meetings in compliance with the Ralph M. Brown Act, also known as the Open Meeting Act of the State of California. It is the intent of the Board of Education that each District Advisory Committee shall exercise reasonable effort to schedule one to two meetings in Malibu each school year. Board appointed Ad Hoc Advisory Committees and Oversight Committees shall establish meeting schedules that best meet the requirements of their respective charges.

1. Regular Meetings

District advisory committees shall establish a calendar of regular meetings for the school year at their annual organizational meeting. Meetings shall be scheduled to permit the greatest number of members to attend. Posting of these meetings must comply with the Ralph M. Brown Act.

2. Special Meetings

Special meetings may be called by the chairperson, by majority vote of a committee, or at the request of the Board of Education and/or superintendent. Posting of these special meetings must comply with the Ralph M. Brown Act.

3. Place of Meetings

All regular meetings shall be held within the geographical boundaries of the school district.

4. Notice and Openness of Meetings

All meetings of committees shall be held as open meetings in compliance with the Ralph M. Brown Act, also known as the Open Meeting Act of the State of California.

5. Agenda

The ~~co-chairpersons, in consultation with the vice chairperson and staff liaison,~~ shall be responsible for preparation of the agenda for each meeting. When appropriate, the agenda shall include an opportunity for presentation of new business from the floor, and shall provide for public comment.

A committee member may request that a matter within the jurisdiction of the committee be placed on the agenda of a regular meeting. The request shall be in writing and be submitted to the chairperson with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The ~~co-chairpersons, in consultation with the vice chairperson and staff liaison,~~ shall decide whether a request is within the subject matter jurisdiction of the committee. Items not within the subject matter jurisdiction of the committee may not be placed on the agenda.

The ~~co-chairpersons, in consultation with the vice chairperson and staff liaison,~~ shall decide whether an agenda item is appropriate for action, discussion, or information.

6. Quorum

A quorum consists of a simple majority of the committee.

7. Decisions

All decisions of the district advisory committees shall be made only upon an affirmative vote of a majority of its members in attendance, provided a quorum is present.

8. Minutes

Minutes shall be kept for each meeting and submitted for approval at the next meeting. The minutes of the meeting shall be made available for any interested person or group.

9. Subcommittees

Subcommittees may be established as necessary and may include participants other than appointed members.

10. Ad Hoc Committees

Ad Hoc committees may be established as necessary and may include participants other than appointed members.

I. Goal Setting

The ~~co-chairpersons and~~ Board liaison, ~~and committee chairperson~~ shall draft the committee's goals and/or deliverables for the school year and submit the goals and/or deliverables for approval by the Board of Education no later than the Board's first meeting in October. The ~~co-chairpersons~~ ~~staff liaison and committee chairperson~~ shall provide the Board of Education with an update regarding the process of meeting these goals and/or deliverables in an informational item to the Board at a regular meeting no later than February each year. No later than June of each year, the committee shall make an End-of-Year report to the Board of Education regarding the achievement of its goals and/or deliverables.

J. Orientation

Orientation and general information shall be provided for district advisory committees as needed. This shall be a shared responsibility of the ~~co-chairpersons and~~ Board liaison ~~and staff liaison~~. In-service training shall be provided by the District and will address the Ralph M. Brown Act and effective meeting management.

K. Limitations

Reproductions of district advisory committee products, such as newsletters, handbooks and public communications must be previewed and approved by the Superintendent or his/her designee prior to distribution; such approval shall not be unreasonably withheld or delayed.

Responsibility for the establishment of policy is vested by law in the district's elected Board of Education.

L. District Support

The Board may establish an operation budget for a committee. The ~~administrator co-chairperson~~ ~~staff liaison~~ shall see that reasonable committee needs for typing services, franking assistance, duplicating services, in-service education, conference/convention attendance, etc., are met.

M. Expenses, Travel, and Reimbursement

When the Board approves a request by a committee that members be authorized to attend a conference, visit an educational facility, or otherwise participate in an activity which involves expense to the member in carrying out the mission of the committee, the Superintendent is authorized to reimburse the member for expenses only.

IV. RELATED FORMS

Application for Membership District Advisory Committee(s)

Regulation SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

adopted: March 10, 1994

revised: January 5, 2006; March 18, 2010; June 30, 2011

TO: BOARD OF EDUCATION

DISCUSSOIN

10/06/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / JANECE L. MAEZ

RE: CONSIDER REVISING BP AND AR 3100 – BUDGET

DISCUSSION ITEM NO. D.03

It is recommended that the Board of Education consider revising BP and AR 3100 – Budget.

COMMENTS: The policy has been updated to reflect new law (AB 2585), which eliminates the option to develop the district budget using the "dual budget" process and to include material formerly in AR which addresses board responsibilities related to budget adoption and review. The section on "Budget Criteria and Standards" has been updated to reflect new Title 5 regulations (Register 2015, No. 2), which address the calculation of "increased and improved services" for LCFF expenditures and to reflect new law (SB 858), which limits the maximum amount of funds that may be held in district reserves and ending balances under certain conditions.

The regulation has been updated to reflect new law (AB 2585), which eliminates the option to develop the district budget using the "dual budget" process, specifies information that must be provided for the public hearing if the budget proposes to have an ending fund balance in excess of the minimum recommended reserve, and requires submission of information to the county superintendent regarding any ending fund balance in excess of the minimum recommended reserve.

BUDGET

The Board of Education recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with the district's vision, goals, ~~and~~ priorities, and comprehensive plans. The district budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

The Board shall adopt the budget only after a local control and accountability plan (LCAP) developed pursuant to Education Code 52060-52077 or an annual update to the LCAP is in place for the budget year. Expenditures necessary to implement the LCAP or the annual update during the subsequent fiscal year shall be included in the budget. (Education Code 42127)

Budget Development and Adoption Process

The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127(i). He/she shall annually notify the County Superintendent of Schools of the district's decision to use the single budget adoption process in the subsequent year.

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff at all levels in the development of budget projections.

The Board encourages public input in the budget development process and shall hold public hearings and meetings in accordance with Education Code 42103 and 42127.

The Superintendent or designee shall ensure that the proposed district budget is clearly presented and effectively communicated to the Board, staff, and public. He/she may adapt or supplement the format prescribed by the Superintendent of Public Instruction (SPI) as necessary for these purposes. However, the budget that is formally adopted by the Board shall be in the state-required format.

Budget Advisory Committee

The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

The committee shall develop recommendations during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board, Superintendent or designee.

Budget Criteria and Standards

The Superintendent or designee shall develop a district budget in accordance with criteria and standards adopted by the State Board of Education (SBE). (Education Code 33127, 33128, 33128.3, 33129; 5 CCR 15440-15451)

The budget shall provide that funding received through state supplemental and concentration grants pursuant to Education Code 42238.02 and 42238.03 shall be used in accordance with regulations adopted by the SBE for schoolwide or districtwide purposes to increase or improve services for students who are English learners, eligible for free or reduced-price meals, and/or foster youth at least in proportion to the increase to the district's revenue generated from such funds. (Education Code 42238.07)

~~In developing the district budget, the Superintendent or designee shall analyze criteria and standards adopted by the State Board of Education which address estimation of funded average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, fund balance, and reserves. The budget review shall also identify supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, and the status of labor agreements. (Education Code 33127, 33128, 33129; 5 CCR 15440-15451)~~

~~The Board shall establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the requirements of 5 CCR 15450.~~

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, categorical program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

Fund Balance

The Board shall adopt a formal resolution that classifies fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

1. *Nonspendable fund balance* includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.
2. *Restricted fund balance* includes amounts constrained to specific purposes by their providers or by law.
3. *Committed fund balance* includes amounts constrained to specific purposes by the Board.

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period of June 30, although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. *Assigned fund balance* includes amounts which the Board or its designee intends to use for a specific purpose.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent or designee and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements.

5. Unassigned fund balance includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance

~~The Board shall adopt a formal resolution that provides for classification of fund balances in the general fund and is compliant with Governmental Accounting Standards Board (GASB) Statement 54. The resolution also shall:~~

- ~~1. Establish specific steps for committing funds that cannot be used for any other purpose unless the Board takes action to remove or change the constraint~~
- ~~2. Express the authority of the Board and/or delegate authority to other person(s) to identify intended uses of assigned funds~~
- ~~3. Establish the order in which fund balances will be spent when multiple fund balance types are available for an expenditure~~
- ~~4. Address the minimum fund balance in the general fund by establishing an appropriate level of unrestricted fund balance that will be maintained in the general fund, the circumstances under which the unrestricted fund balance can be spent down, and the procedure for replenishing deficiencies~~
- ~~5. The District will maintain an Reserve for Economic Uncertainty (REU) of at least 3% of total General Fund operating expenditures (including other financing). The primary purpose of this reserve is to avoid the need for service level reductions in the event of an economic downturn causes revenues to come in lower than budget. This reserve may be increased from time to time in order to address specific anticipated revenue shortfalls~~

~~The Board reserves the authority to review and amend this resolution as needed to reflect changing circumstances and district needs.~~

[OPTIONAL] To protect the district against unforeseen circumstances such as revenue shortfalls and unanticipated expenditures, the Board intends to maintain a minimum unassigned fund balance which includes a reserve for economic uncertainties equal to at least two months of general fund operating expenditures, or 17 percent of general fund expenditures and other financing uses.

[OPTIONAL] If the unassigned fund balance falls below this level due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

Long-Term Financial Obligations

The district's current-year budget and multi-year projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the district's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the district to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of OPEBs, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

Budget Amendments

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval when the state budget is adopted, collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections. Budget revisions shall be submitted prior to Interim Report periods.

Legal Reference:

EDUCATION CODE

1240 Duties of county superintendent of schools
33127-33131 Standards and criteria for local budgets and expenditures
35035 Powers and duties of superintendent
35161 Powers and duties, generally, of governing boards
42103 Public hearing on proposed budget; requirements for content of proposed budget
42122-42129 Budget requirements
42130-42134 Financial certifications
42140-42141 Disclosure of fiscal obligations
42238-42251 Apportionments to districts, especially:
42238.01-42238.07 Local control funding formula
42602 Use of unbudgeted funds
42605 Tier 3 categorical flexibility
42610 Appropriation of excess funds and limitation thereon
45253 Annual budget of personnel commission
45254 First year budget of personnel commission
52060-52077 Local control and accountability plan
GOVERNMENT CODE
7900-7914 Appropriations limit
CODE OF REGULATIONS, TITLE 5
15060 Standardized account code structure
15440-15451 Criteria and standards for school district budgets

Management Resources:

CSBA PUBLICATIONS

Local Control Funding Formula 2013, Governance Brief, August 2013
State Priorities for Funding: The Need for Local Control and Accountability Plans, Fact Sheet, August 2013
School Finance CD-ROM, 2005

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009

Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004

Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999

WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

California Department of Finance: <http://www.dof.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Government Finance Officers Association: <http://www.gfoa.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

Legislative Analyst's Office: <http://www.lao.ca.gov>

School Services of California, Inc.: <http://www.sscal.com>

Policy SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

adopted: August 19, 2009 Santa Monica, California

revised: June 30, 2011

BUDGET**Budget Advisory Committee**

Membership of the district's budget advisory committee may include, but not necessarily be limited to:

1. Making recommendations regarding budget priorities
2. Recommending cost reduction strategies, such as identifying services that may be reduced, made more efficient, or discontinued
3. Reviewing the clarity and effectiveness of budget documents and communications
4. Presenting progress reports on the committee's work and a final report of recommendations to the Superintendent or designee and to the Board

The specific duties of the committee shall be clearly defined and presented to each member in writing, along with any background information necessary for the successful completion of the committee's charges, the timelines for reporting the committee's progress, and timelines for completion of each task.

Initial Budget Adoption

On or before July 1 of each year, the Board of Education shall adopt a budget which adheres to the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42126, 42127)

Before adopting the district budget for the subsequent fiscal year, the Board shall hold a public hearing. The agenda for this hearing shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. The proposed budget shall be available for public inspection at least three working days before this hearing. This hearing shall be held at the same meeting as the public hearing to solicit public input on the local control and accountability plan (LCAP) or the annual update to the LCAP. (Education Code 42103, 42127, 52062)

The Superintendent or designee shall notify the County Superintendent of Schools of the location, dates, and times at which the proposed budget may be inspected, as well as the location, date, and time of the public hearing, in sufficient time for the County Superintendent to publish such information in a newspaper of general circulation at least 10 days but not more than 45 days before the hearing as required by Education Code 42103.

During the hearing, any district resident may speak to the proposed budget or to any item in the budget. The hearing may conclude when all residents who have requested to be heard have had the opportunity to speak. (Education Code 42103)

After the public hearing, at a public meeting held on a different date, the Board shall adopt the district budget following adoption of the LCAP at the same meeting. The budget shall not be adopted if an approved LCAP or annual update to the LCAP is not in effect for the budget year. (Education Code 52062)

The Superintendent or designee shall file the adopted budget with the County Superintendent no later than five days after adoption or by July 1, whichever occurs first. The budget and

supporting data shall be maintained and made available for public review. (Education Code 42127)

Revised Budget

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which are consequently necessary. (Education Code 42127)

If the County Superintendent disapproves the district's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before ~~September~~ October 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

Budget Review Committee for Disapproved Budgets

If the district's revised budget is disapproved by the County Superintendent for any reason other than his/her disapproval of the district's LCAP, the budget shall be reviewed by a budget review committee, unless the Board and County Superintendent agree to waive the requirement and the California Department of Education accepts the waiver. (Education Code 42127)

This committee shall consist of either: (Education Code 42127.1, 42127.2)

1. Three persons selected by the Board from a list of candidates provided by the SPI, who shall be selected within five working days after receiving the list of candidates
2. A regional review committee convened by the County Superintendent with the approval of the Board

If the budget review committee recommends disapproval of the district budget, the Board may submit a response no later than five working days after receipt of the committee's report. The response may include any revisions to the adopted final budget and any other proposed actions to be taken as a result of the committee's recommendations. (Education Code 42127.3)

If the SPI disapproves the district budget after reviewing the committee's report and the district's response, the Board shall consult with the County Superintendent as he/she develops and adopts, by ~~November 30~~ December 31, a fiscal plan and budget that will allow the district to meet its financial obligations. For the current fiscal year, the district shall operate in accordance with the budget adopted by the County Superintendent. (Education Code 42127.3)

Until the district receives approval of its budget, it shall continue to operate either on the basis of the prior year's budget or on the basis of the current year's unapproved budget as adopted and revised by the Board, whichever budget contains a lower total spending authority. (Education Code 42127.4)

**Regulation SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
approved: August 19, 2009 Santa Monica, California**

TO: BOARD OF EDUCATION

DISCUSSION

10/06/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / JANECE L. MAEZ

RE: CONSIDER REVISING BP & AR 3270 – SALE AND DISPOSAL OF BOOKS,
EQUIPMENT AND SUPPLIES

DISCUSSION ITEM NO. D.04

It is recommended that the Board of Education consider revising BP & AR 3270 – Sale and Disposal of Books, Equipment and Supplies.

COMMENTS: The policy has been updated to add Board roles in determining whether the value of the property is sufficient to warrant a sale and in approving the terms and conditions of the sale. The policy also reflects new law (SB 971, 2014), which eliminates the mandate to adopt rules for the identification of obsolete instructional materials. The policy provides optional criteria for such identification and clarifies the circumstances under which the sale or donation of obsolete or unusable instructional materials may be appropriate.

The reorganized regulation reflects the repeal by SB 971 of requirements related to the use of the proceeds from the sale of instructional materials and adds section on "Equipment/Supplies Acquired with Federal Funds." Section on "Replacement of School Buses" deleted, since new law (SB 78, 2015) repealed the conditions for the sale of school buses by districts receiving a state apportionment to replace the buses.

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

The Governing Board recognizes its fiscal responsibility to maximize the use of district equipment, supplies, instructional materials, and other personal property while providing up-to-date resources that facilitate student learning and effective district operations. When the Board, upon recommendation of the Superintendent or designee, declares any district-owned personal property unusable, obsolete, or no longer needed, the Board shall determine the estimated value of the property and shall decide whether the property will be donated, sold, or otherwise disposed of as prescribed by law and administrative regulation. ~~When district-owned books, equipment and supplies become unusable, obsolete, or no longer needed, the Superintendent or designee shall identify these items to the Board of Education, together with their estimated value and a recommendation that they be sold or disposed of by one of the methods prescribed in law and administrative regulations. With Board approval, the Superintendent or designee shall arrange for the sale or disposal of these items.~~

The Board shall approve the price and terms of any sale or lease of personal property of the district.

If the Board members who are in attendance at a meeting unanimously agree that the property, whether one or more items, does not exceed \$2,500 in value, the property may be sold without advertising for bids. (Education Code 17546)

If the Board members who are in attendance at a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of by dumping. (Education Code 17546)

Instructional materials may be considered obsolete or unusable ~~when~~ if they: have been replaced by more recent editions or new materials selected by the Board, are not aligned with the district's academic standards or course of study, and have no foreseeable value in other instructional areas. Such materials may be sold or donated if they continue to serve educational purposes that would benefit others outside the district. Instructional materials are not appropriate for sale or donation if they meet any of the following criteria:

1. Contain information rendered inaccurate or incomplete by new research or technologies

2. Contain demeaning, stereotyping, or patronizing references to any group of persons protected against discrimination by law or Board policy

3. Are damaged beyond use or repair

~~1. Have been replaced by more recent editions or new materials selected by the Board and have no foreseeable value in other instructional areas~~

~~2. Are not aligned with the district's academic standards or course of study~~

~~3. Contain information rendered inaccurate or incomplete by new research or technologies~~

~~4. Contain demeaning, stereotyping, or patronizing references to any group of persons protected against discrimination by law or Board policy~~

5. ~~Are damaged beyond use or repair~~

The Superintendent or designee shall establish procedures to be used whenever the district sells equipment or supplies originally acquired under a federal grant or subgrant. Such procedures shall be designed to ensure the highest possible return. (34 CFR 80.32)

~~The Superintendent or designee shall establish procedures to be used when selling equipment for which the federal government has a right to receive all or part of the proceeds. These procedures shall ensure a reasonable amount of competition so as to result in the highest possible revenue.~~

Legal Reference:

EDUCATION CODE

17540-17542 *Sale or lease of personal property by one district to another*

17545-17555 *Sale of personal property*

35168 *Inventory, including record of time and mode of disposal*

60510-60530 *Sale, donation, or disposal of instructional materials*

GOVERNMENT CODE

25505 *District property; disposition; proceeds*

CODE OF REGULATIONS, TITLE 5

3944 *Consolidated categorical programs, district title to equipment*

3946 *Disposal of equipment purchased with state and federal consolidated application funds*

UNITED STATES CODE, TITLE 40

549 *Surplus property*

CODE OF FEDERAL REGULATIONS, TITLE 34

80.32-80.33 *Equipment and supplies acquired under a grant or subgrant*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Standards for Evaluating Instructional Materials for Social Content, 2013

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

School Services of California, Inc.: <http://www.sscal.com>

Policy SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
adopted: August 19, 2009 Santa Monica, California
revised: August 24, 2011

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES**Instructional Materials**

Surplus or undistributed obsolete instructional materials that are usable for educational purposes may be sold by the district, ~~in which case all of the proceeds of the sale shall be available to acquire basic instructional materials, supplemental instructional materials, or technology-based materials.~~ Alternatively, such materials may be donated to: (Education Code 60510, ~~60510.1, 60521~~)

1. Another district, county free library, or other state institution
2. A United States public agency or institution
3. A nonprofit charitable organization
4. Children or adults in California or foreign countries for the purpose of increasing the general literacy of the people

~~Such materials also may be donated to another district, county free library, or other state institution; a United States public agency or institution; a nonprofit charitable organization; or children or adults in California or foreign countries for the purpose of increasing the general literacy of the people.~~ Any organization, agency, or institution receiving obsolete instructional materials donated by the district shall certify to the Board that it agrees to make no charge to any persons to whom it gives or lends these materials. (Education Code ~~60510, 60511~~)

At least 60 days before disposing of these instructional materials, the Board shall notify the public of its intention to do so through a public service announcement on a local television station, in a local newspaper, or by another means the Board believes will most effectively reach the entities described above. The Board shall also permit representatives of these entities and members of the public to address the Board regarding the distribution of these materials.

Surplus or undistributed obsolete instructional materials which are unusable or which cannot be distributed as specified above may be disposed of by either of the following: (Education Code 60530)

1. ~~By being m~~Mutilated so as not to be salable as instructional materials and sold for scrap for use in the manufacture of paper pulp or other substances at the highest obtainable price
2. ~~By being d~~Destroyed by any economical means, provided that the instructional materials are not destroyed until at least 30 days after the Board has given notice to all persons who have filed a requested for such notice

Equipment/Supplies Acquired with Federal Funds

When the district has a need to replace equipment originally purchased with funds from a federal grant or subgrant, it may, subject to the approval of the agency that awarded the grant, trade in the original equipment or sell the property and use the proceeds to offset the cost of the replacement property. (34 CFR 80.32)

When any original or replacement equipment or supplies acquired under a federal grant or subgrant are no longer needed for the original project or program or for other federally supported activities, the district may retain or sell such items or, if the item has a current fair market value of less than \$5,000, may otherwise dispose of the item in a manner approved by the Board. Whenever the district sells equipment or supplies that have a current fair market value of \$5,000 or more, it shall provide an amount to the federal agency equal to the agency's share of the current market value of the equipment or the proceeds from the sale of the equipment or supplies. (34 CFR 80.32-80.33)

In the event that the district is provided equipment that is federally owned, the district shall request disposition instructions from the federal agency when it no longer needs the equipment. (34 CFR 80.32)

Other Personal Property

The district may sell surplus or obsolete district-owned personal property through any of the following methods:

1. The Superintendent or designee may advertise for bids by posting a notice in at least three public places in the district for at least two weeks, or by publishing a notice at least once a week for at least two weeks in a newspaper having a general circulation in the district and, if possible, publishing within the district. The district shall sell the property to the highest responsible bidder or shall reject all bids. (Education Code 17545, 17548)

Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent or designee. (Education Code 17546)

2. The property may be sold by means of a public auction conducted by district employees, employees of other public agencies, or by contract with a private auction firm. ~~Notice related to the auction shall be posted or published as described in item #1 above.~~ (Education Code 17545)
3. The district may sell the property without advertising for bids under any of the following conditions:
 - a. The Board of Education members attending a meeting unanimously ~~agree~~ determined that the property, whether one or more items, does not exceed \$2,500 in value. (Education Code 17546)
 - b. The district sells the property to agencies of federal, state, or local government, to any other school district, or to any agency eligible under the federal surplus property law (~~40 USC 484 renumbered 40 USC 549~~) and the sale price equals the cost of the property plus the estimated cost of purchasing, storing, and handling. (Education Code 17540; 40 USC 549)
 - c. The district sells or leases the property to agencies of the federal, state, or local government or to any other school district and the price and terms of the sale or lease are fixed by the Board and approved by the County Superintendent of Schools. (Education Code 17542)

If the Board members attending a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of by dumping. (Education Code 17546)

Money received from the sale of surplus property shall be either deposited in the district reserve or general fund or credited to the fund from which the original purchase was made. (Education Code 17547)

School Buses

~~Upon receiving a state apportionment for the replacement of a school bus, the Board may sell the bus that is being replaced to another California school district if the following conditions are met: (Education Code 42303)~~

- ~~1. The other district is replacing a bus that is in service and has not been designated a temporary school bus pursuant to Education Code 42291.5.~~
- ~~2. The bus being replaced by the other district is older than the bus that is being sold by this district.~~
- ~~3. The bus being replaced by the other district is not sold to a third school district.~~
- ~~4. The other district, by Board resolution, holds the state and this district harmless for any liability that may result from the bus that this district is selling.~~
- ~~5. The proceeds from the sale of the bus shall be used by this district for home-to-school transportation purposes.~~
- ~~6. Before the sale is finalized, the bus being sold is in compliance with all relevant provisions of the Vehicle Code and 13 CCR.~~

Regulation SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
approved: August 19, 2009 Santa Monica, California
revised: July 20, 2011

TO: BOARD OF EDUCATION

DISCUSSION

10/06/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / JANECE L. MAEZ

RE: CONSIDER REVISING BP & AR 3311 – BIDS

DISCUSSION ITEM NO. D.05

It is recommended that the Board of Education consider revising BP & AR 3311 – Bids.

COMMENTS: The policy was updated in 2013 to reflect new law (AB 1565, 2012), which requires (1) prequalification of all general contractors and electrical, mechanical, and plumbing subcontractors for public projects of \$1 million or more awarded on or after January 1, 2014, if School Facilities Program funds or other future state school bonds are used, and (2) a uniform system of rating bidders based on completed questionnaires and model guidelines developed by the Department of Industrial Relations. The policy also reflects court decision highlighting the importance of disclosing all material information in bid specifications.

Pursuant to Public Contract Code 20111 and 22002, public contracts for the lease or purchase of equipment, materials, supplies, or services or for "public projects," as defined, are required to be competitively bid when they involve expenditure of specified amounts. An alternative procedure for public works projects is provided pursuant to the Uniform Public Construction Cost Accounting Act (UPCCAA) (Public Contract Code 22030-22045). Pursuant to Public Contract Code 20111.5, the district is permitted, but not required, to establish prequalification procedures for any contract for which bids are legally required; see the accompanying administrative regulation. However, pursuant to Public Contract Code 20111.6, a district with average daily attendance of 2,500 or greater is required to prequalify all general contractors and electrical, mechanical, and plumbing subcontractors for public projects of \$1 million or more awarded on or after January 1, 2014, if School Facilities Program funds (Education Code 17070.10-17079.30) or other future state school bonds are used. In addition, the Governing Board is required to adopt a uniform system of rating bidders based on completed questionnaires and financial statements which must address, at a minimum, the issues covered by the standardized questionnaire and model guidelines developed by the Department of Industrial Relations for such purpose.

The mandated regulation was reorganized and updated in 2013 to reflect new law (AB 1565, 2012), requiring prequalification of specified contractors, as noted above. Regulation also (1) adds step for notifying the bidder when a bid is disqualified as nonresponsive (i.e., does not conform to specifications) in order to give the bidder an opportunity to respond to the information; (2) reflects law allowing districts to facilitate the participation of women, minorities, disabled veterans and small businesses in contracts; and (3) reflects law allowing purchase of surplus property from the federal government without taking estimates or advertising for bids.

(continued on next page)

The regulation was again revised in 2015 to reflect new law (AB 1581, 2014), which authorizes districts to set timelines for submittal and opening of bids and, for districts of 2,500 or more average daily attendance, extends prequalification procedures to any lease-leaseback agreement for a public project that involves an expenditure of \$1 million or more and meets other specified criteria. Regulation also references new court decision, which ruled that, to be valid, a lease-leaseback agreement must contain a lease term and a financing component.

BIDS

The Governing Board is committed to promoting public accountability and ensuring prudent use of public funds. When leasing, purchasing, or contracting for equipment, materials, supplies, or services for the district, including when contracting for public projects involving district facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the district, such contracts shall be made using competitive bidding.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements regarding contracting after competitive bidding. (Public Contract Code 20116, 22033)

The Superintendent or designee shall establish comprehensive bidding procedures for the district in accordance with law. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, and other relevant requirements.

For award of contracts which, by law or Board policy, require prequalification, the procedures shall identify a uniform system for rating bidders and shall address the issues covered by the standardized questionnaire and model guidelines developed by the Department of Industrial Relations pursuant to Public Contract Code 20101.

When calling for bids, the Superintendent or designee shall ensure that the bid specification clearly describes in appropriate detail the quality, delivery, and service required, and includes all information which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

Except as authorized by law and specified in the administrative regulation, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law. (Public Contract Code 20118)

For use in contracting for public works projects, the Board has, by resolution, adopted the procedures set forth in the Uniform Public Construction Cost Accounting Act pursuant to Public Contract Code 22030-22045, including the required cost accounting procedures and the informal bidding procedures when allowed by law. The Board delegates to the Superintendent or designee the responsibilities to award any contract eligible for informal bidding procedures and to develop plans, specifications, and working details for all public projects requiring formal bidding procedures.

~~In order to ensure transparency and the prudent expenditure of public funds, the Board of Education shall award contracts in an objective manner and in accordance with law. District equipment, supplies, and services shall be purchased using competitive bidding when required by law or if the Board determines that it is in the best interest of the district to do so.~~

~~When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law. (Public Contract Code 20118)~~

~~Bid specifications shall be carefully designed and shall describe in detail the quality, delivery, and service required.~~

~~To assist the district in determining whether bidders are responsible, the Board may require prequalification procedures as allowed by law and specified in administrative regulation.~~

~~To assist the district in determining whether bidders are responsible, the Board may require prequalification procedures as allowed by law and specified in administrative regulation.~~

As a means of tracking how effective district efforts are at reaching out to historically underrepresented groups and encouraging them to submit bids, the Superintendent or designee shall monitor the fairness and diversity of bids and contracts awarded to women- and minority-owned and local business by collecting related data on vendors/contractors during the bidding process.

The Santa Monica-Malibu Unified School District has embarked on a multi-million dollar school construction facility improvement program to improve health, safety and classroom instruction ~~by the year 2013~~. In recognition that the school construction program will require a large pool of qualified contractors and in order to strengthen the local economy, the Board deems it imperative that local, small, and women- and minority-owned businesses compete for these economic opportunities. ~~Consequently, the Board has established a 15 percent Business Outreach participation goal on district contracts. The mission of the Business Outreach Program is to increase the pool of qualified firms competing for SMMUSD bond-funded contracts and to provide information, access and technical assistance to businesses competing for the bond-funded construction and related contracts, and promote the long-term competitive capacity of certain Business Outreach firms.~~

Legal Reference:

EDUCATION CODE

17070.10-17079.30 Leroy F. Greene School Facilities Act
17250.10-17250.55 Design-build contracts
17406 Lease-leaseback contract
17595 Purchase of supplies through Department of General Services
17602 Purchase of surplus property from federal agencies
38083 Purchase of perishable foodstuffs and seasonable commodities
38110-38120 Apparatus and supplies
39802 Transportation services

CODE OF CIVIL PROCEDURE

446 Verification of pleadings

GOVERNMENT CODE

4217.10-4217.18 Energy conservation contracts
4330-4334 Preference for California-made materials
6252 Definition of public record
53060 Special services and advice
54201-54205 Purchase of supplies and equipment by local agencies

PUBLIC CONTRACT CODE

1102 Emergencies
2000-2002 Responsive bidders
3000-3010 Roofing projects
3400 Bids, specifications by brand or trade name not permitted
3410 United States produce and processed foods
6610 Bid visits
12200 Definitions, recycled goods, materials and supplies
20101-20103.7 Public construction projects, requirements for bidding
20103.8 Award of contracts
20107 Bidder's security
20110-20118.4 Contracting by school districts
20189 Bidder's security, earthquake relief

22002 Definition of public project

22030-22045 Alternative procedures for public projects (UPCCAA)

22050 Alternative emergency procedures

22152 Recycled product procurement

COURT DECISIONS

McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)

Davis v. Fresno Unified School District, (2015) 237 Cal.App.4th 261

Los Angeles Unified School District v. Great American Insurance Co., (2010) 49 Cal.4th 739

Great West Contractors Inc. v. Irvine Unified School District, (2010) 187 Cal.App.4th 1425

Marshall v. Pasadena Unified School District, (2004) 119 Cal.App.4th 1241

Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449

City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861

ATTORNEY GENERAL OPINIONS

89 Ops.Cal.Atty.Gen. 1 (2006)

Management Resources:

CALIFORNIA UNIFORM CONSTRUCTION COST ACCOUNTING COMMISSION PUBLICATIONS

Cost Accounting Policies and Procedures Manual

Frequently Asked Questions

WEB SITES

CSBA: <http://www.csba.org>

California Association of School Business Officials: <http://www.casbo.org>

California Uniform Construction Cost Accounting Commission: http://www.sco.ca.gov/ard_cuccac.html

**Policy SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
adopted: November 5, 2009**

BIDS

The district shall ~~seek~~ advertise for competitive bids ~~through advertisement for contracts~~ when any public project contract involves an expenditure of \$15,000 or more ~~for a public project~~. *Public project* means construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, and repair work involving a district owned, leased, or operated facility. (Public Contract Code 20111, 22002)

The district shall also ~~seek~~ advertise for competitive bids ~~through advertisement for contracts~~ when a contract exceeds the amount specified in law, and as annually adjusted by the Superintendent of Public Instruction, for any of the following: (Public Contract Code 20111; ~~Government Code 53060~~)

1. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district
2. Services, not including construction services or special services and advice in accounting, financial, legal, or administrative matters
3. Repairs, including maintenance that is not a public project

Maintenance means routine, recurring, and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. *Maintenance* includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. Maintenance does not include painting, repainting, or decorating other than touchup, or among other types of work, janitorial or custodial services and protection provided by security forces. ~~This definition does not include, among other types of work, janitorial or custodial services and protection provided by security forces, nor does it include painting, repainting, or decorating other than touchup.~~ (Public Contract Code 20115)

~~Unless otherwise authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Board of Education requires, or else all bids shall be rejected. (Public Contract Code 20111)~~

~~The Board shall secure bids pursuant to Public Contract Code 20111 and 20112 for any transportation service expenditure of more than \$10,000 when contemplating that such a contract may be made with a person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of students who are to be transported. The Board may let this contract to other than the lowest bidder. (Education Code 39802)~~

~~No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20111-20118.4 for contracting after competitive bidding. (Public Contract Code 20116)~~

~~When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders. (Public Contract Code 20118.1)~~

Instructions and Procedures for Advertised Bids

The Superintendent or designee shall call for bids by placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the district, or if no such newspaper exists, then in some newspaper of general circulation, circulated in the county, and may post the notice on the district's web site or through an electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place and web site where bids will be opened. The district may accept a bid that has been submitted electronically or on paper. (Public Contract Code 20112)

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting. The notice shall also detail when and where project documents, including final plan and specifications, are available. Any such mandatory visit or meeting shall not occur within a minimum of five calendar days of the publication of the initial notice. (Public Contract Code 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders shall certify the minimum, if not exact, percentage of post-consumer materials in products, materials, goods, or supplies offered or sold. (Public Contract Code 22152)
2. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (Public Contract Code 20107, 20111)
 - a. Cash
 - b. A cashier's check made payable to the district
 - c. A certified check made payable to the district
 - d. A bidder's bond executed by an admitted surety insurer and made payable to the district

The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded. (Public Contract Code 20111)

3. When a standardized proposal form is provided by the district, bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)
4. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)
5. When two or more identical lowest or highest bids are received, the Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)
6. If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #6a below shall be used. (Public Contract Code 20103.8)

- a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items.
- b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
- c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the district before the first bid is opened.

The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the district before the ranking of all bidders from lowest to highest has been determined.

7. The district shall consider only responsive bids from responsible bidders in determining the lowest bid.
87. Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.
98. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for review pursuant to law, Board policy, and administrative regulation.
10. When a bid is disqualified as nonresponsive based on district investigation or other information not obtained from the submitted bid, the Superintendent or designee shall notify the bidder and give him/her an opportunity to respond to the information.

Prequalification Procedure

When required by law or the Board, the Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. For this purpose, the Superintendent or designee shall furnish prospective bidders a standardized proposal form which, when completed, shall indicate a bidder's statement of financial ability and experience in performing public works. The bidder's information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. Bids not presented on the standard form shall be disregarded. (Code of Civil Procedure 446; Public Contract Code 20111.5, 20111.6)

~~For any contract for which bids are legally required, the Board may require that each prospective bidder complete and submit a standardized questionnaire and financial statement. For this purpose, the Superintendent or designee shall supply a form which requires a complete statement of the bidder's financial ability and experience in performing public works. (Public Contract Code 20111.5)~~

~~Prospective bidders shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids. The information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial~~

~~statements shall not be public records and shall not be open to public inspection. (Public Contract Code 20111.5)~~

~~The Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. Bidders must be deemed prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)~~

~~The Superintendent or designee shall furnish each qualified bidder with a standardized proposal form. Bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)~~

When any public project involves an expenditure of \$1,000,000 or more and is funded or reimbursed wholly or partly by the School Facilities Program funds or other future state school bond, the district shall prequalify prospective bidders either quarterly or annually. The prequalification shall be valid for one year and the following requirements shall apply: (Education Code 17406, 17407; Public Contract Code 20111.6)

1. Prospective bidders, including, but not limited to, prime, general engineering, and general building contractors and electrical, mechanical, and plumbing subcontractors, as defined in the Business and Professions Code 4113, 7056, or 7057, as applicable, shall submit a standardized questionnaire and financial statement 10 or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.
2. Prospective bidders shall be prequalified by the district five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

If the project includes electrical, mechanical, or plumbing components that will be performed by electrical, mechanical, or plumbing contractors, the Superintendent or designee shall make available to all bidders a list of prequalified general contractors and electrical, mechanical, and plumbing subcontractors five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

For all other contracts requiring competitive bidding, the ~~The~~ district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. Prospective bidders for such contracts shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids and shall be prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

Award of Contract

The district shall award each contract to the lowest responsible bidder except in the following circumstances:

1. When the contract is for the procurement and/or maintenance of electronic data processing systems and supporting software, in which case the Board may contract with any one of the three lowest responsible bidders (Public Contract Code 20118.1)
2. When the contract is for any transportation service which involves an expenditure of more than \$10,000 and which will be made with any person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of students who are to be transported, in which case the Board may contract with other than the lowest bidder (Education Code 39802)

3. When the contract is one for which the Board has established goals and requirements relating to participation of disabled veteran or small business enterprises in accordance with Public Contract Code 2000-2002, in which case the Board may contract with the lowest responsible bidder who submits a responsive bid and complies or makes a good faith effort to comply with the goals and requirements (Public Contract Code 2000-2002)

Protests by Bidders

A bidder may protest a bid award if he/she believes that the award was inconsistent with Board policy, the bid's specifications, or was not in compliance with law. A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide reasonable notice to the bidder of the date and time for Board consideration of the protest at least three business days before the Board meeting. The Board's decision shall be final.

Alternative Bid Procedures for Technological Supplies and Equipment

Upon a finding by the Board that a particular procurement qualifies for the alternative procedure, the district may acquire computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus through competitive negotiation. This procedure shall not apply to contracts for construction or for the procurement of any product that is available in substantial quantities to the general public. (Public Contract Code 20118.2)

The competitive negotiation shall include, but not be limited to, the following requirements: (Public Contract Code 20118.42)

1. The Superintendent or designee shall prepare a request for proposals (RFP) that shall be submitted to an adequate number of qualified sources, as determined by the district, to permit reasonable competition consistent with the nature and requirement of the procurement.
2. Notice of the RFP shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.
3. The district shall make every effort to generate the maximum feasible number of proposals from qualified sources and shall make a finding to that effect before proceeding to negotiate if only a single response to the RFP is received.
4. The RFP shall identify all significant evaluation factors, including price, and their relative importance.
5. The district shall provide reasonable procedures for the technical evaluation of the RFPs received, the identification of qualified sources, and the selection for the award of the contract.

6. An award shall be made to the qualified bidder whose proposal meets the evaluation standards and will be most advantageous to the district with price and all other factors considered.
7. If an award is not made to the bidder whose proposal contains the lowest price, then the district shall make a finding setting forth the basis for the award to another bidder.
8. The district, at its discretion, may reject all proposals and request new RFPs.
9. Provisions in any contract concerning utilization of small business enterprises, that are in accordance with the RFP, shall not be subject to negotiation with the successful proposer.

Sole Sourcing

~~In any contract for the construction, alteration, or repair of school facilities, the Superintendent or designee shall not draft the bid specification in a manner that, either directly or indirectly, limits bidding to any one specific concern or calls for a designated material, product, thing, or service by a specific brand or trade name, unless the specification designating the specific material, product, thing, or particular brand name is followed by the words "or equal" so that bidders may furnish any equal material, product, thing, or service.~~

In any contract for the construction, alteration, or repair of school facilities, the Superintendent or designee shall ensure that the bid specification: (Public Contract Code 3400)

1. Does not directly or indirectly limit bidding to any one specific concern
2. Does not call for a designated material, product, thing, or service by a specific brand or trade name, unless the specification is followed by the words "or equal," so that bidders may furnish any equal material, product, thing, or service

In such case, the bid specification shall provide a time period, before and/or after the award of the contract, for the contractor to submit data substantiating the request for substituting the designated material, product, thing, or service. If no such time period is specified, the contractor may submit the data within 35 days after the award of the contract. (Public Contract Code 3400)

However, ~~the Superintendent or designee may designate a specific material, specifications for such contracts may designate a product, thing or service~~ by brand or trade name (sole sourcing) if the Board has made a finding, described in the invitation for bids or RFP, that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)

1. To conduct a field test or experiment to determine its suitability for future use
2. To match others in use on a particular public improvement that has been completed or is in the course of completion
3. To obtain a necessary item that is only available from one source
4. To respond to the Board's declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board when issuing the invitation for bid or RFP

Bids Not Required

Without advertising for bids and upon a determination that it is in the best interest of the district, the Board may authorize, by contract, lease, requisition, or purchase order, another public corporation or agency to lease data-processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor ("piggyback"). (Public Contract Code 20118)

Alternatively, if there is an existing contract between a public corporation or agency and a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor by contract, lease, requisition, or purchase order and make payment to the vendor under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

In addition, upon a determination that it is in the best interest of the district and without advertising for bids, the Board may lease currently owned district property to any person, firm, or corporation for a minimum of \$1 per year, as long as the lease requires the person, firm, or corporation to construct a building or buildings on the property for the district's use during the lease and the property and building(s) will vest in the district at the expiration of the lease ("lease-leaseback"). Prior to entering into a lease-leaseback agreement, the Superintendent or designee shall have on file the contractor's enforceable commitment that the contractor and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. (Education Code 17406, 17407.5)

Any lease-leaseback agreement shall include a lease term that specifies the district's occupancy of the building or improved property and a financing component as may be determined on a case-by-case basis.

Regardless of the funding source, when any lease-leaseback agreement is for a public project, involves an expenditure of \$1,000,000 or more, and meets other criteria in Public Contract Code 20111.6, the prequalification requirements specified in the "Prequalification Procedure" section above shall be followed. (Education Code 17406)

Without advertising for bids, the Board may enter into an energy service contract and any related facility ground lease, when it determines that the terms of the contract and lease are in the best interest of the district. The Board's determination shall be made at a regularly scheduled public hearing of which notice is given to the public at least two weeks in advance and shall be based on cost comparison findings specified in Government Code 4217.12. (Government Code 4217.12)

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

Perishable commodities, such as foodstuffs, needed in the operations of cafeterias may be purchased through bid or on the open market. (Education Code 38083)

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or

inviting bids or may authorize the use of day labor or force account for the emergency purpose.
(Public Contract Code 20113)

Bids shall also not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

The district may purchase any surplus property from the federal government or any of its agencies in any quantity needed for the operation of its schools without taking estimates or advertising for bids. (Education Code 17602)

Regulation **SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**
approved: **November 5, 2009** **Santa Monica, California**
revised: **August 24, 2011**

INFORMATION ITEMS

TO: BOARD OF EDUCATION

INFORMATION

10/20/16

FROM: DR. CHRIS KING AND DR. SYLVIA ROUSSEAU / DR. MARK KELLY / TARA BROWN

RE: QUARTERLY REPORT ON HATE MOTIVATED BEHAVIOR

INFORMATION ITEM NO. I.01

To comply with BP 5145.9 Hate-Motivated Behavior this item is to come before the Board as an information item each quarter. This report includes reports from July 1, 2016 – September 30, 2016 (1st Quarter).

Quarter covered by this report:

- 1st Quarter July 1 to September 30 (Reporting in October)
- 2nd Quarter October 1 to December 31 (Reporting in January)
- 3rd Quarter January 1 to March 31 (Reporting in April)
- 4th Quarter April 1 to June 30 (Reporting in July)

Reports:

- No reports were filed during the quarter indicated.
- Reports were filed at the schools or district offices listed in the report.

Site	Number of Reports	Determined to be Harassment	Resolution
	0		

TO: BOARD OF EDUCATION

INFORMATION

10/20/16

FROM: DR. CHRIS KING AND DR. SYLVIA ROUSSEAU / DR. MARK KELLY / TARA BROWN

RE: QUARTERLY REPORT ON DISABILITY HARASSMENT REPORTING

INFORMATION ITEM NO. I.02

To comply with BP 5145.10 Disability Harassment this item is to come before the Board as an information item each quarter. This report includes reports from July 1, 2016 – September 30, 2016 (1st Quarter).

Quarter covered by this report:

- 1st Quarter July 1 to September 30 (Reporting in October)
- 2nd Quarter October 1 to December 31 (Reporting in January)
- 3rd Quarter January 1 to March 31 (Reporting in April)
- 4th Quarter April 1 to June 30 (Reporting in July)

Reports:

- No reports were filed during the quarter indicated.
- Reports were filed at the schools or district offices listed in the report.

Site	Number of Reports	Determined to be Harassment	Resolution
	0		