

**Santa Monica-Malibu Unified School District**  
**Board of Education**  
**MEETING MINUTES**

**UNADOPTED**  
**January 24, 2002**

The next regular meeting of the Board of Education was held on Thursday, January 24, 2002, in the Board Room of the District's Administrative Offices, 1651 16<sup>th</sup> Street, Santa Monica. At 6:00 PM, following roll call, the Board moved to **CLOSED SESSION**, for reasons listed in Section III, below. The Board reconvened in **OPEN SESSION** at 7:21 P.M.

**The Public Portion of the Meeting Began at 7:21 PM**

If you wish to address the Board of Education you must submit the "request to address" card **prior** to discussion of the item. The cards are located with meeting materials at the entrance of the room.

**I CALL TO ORDER**

A Roll Call - the meeting was called to order by President Julia Brownley at 7:21 P.M. All members of the Board were present with the exception of Mr. Pratt, Mr. Gary and Mr. Sands who were excused.

B Pledge of Allegiance - the Pledge of Allegiance was led by Mrs. Gottfried.

**II PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY. None.**

**III CLOSED SESSION**

- Conference with Superintendent and Assistant Superintendent regarding ~~2000-01~~ 2001-02 strategies for Negotiations with Non-Represented Employees and the Santa Monica-Malibu Teachers Association (SMMCTA) pursuant to GC §54957.6, as cited in the Brown Act (**No report out**)
- Public Employee: Performance Evaluation/Superintendent/ Contract/ Performance Targets, pursuant to GCs§ 54954.5 and 54957, as cited in the Brown Act  
In Closed Session the Board of Education discussed and agreed to approve a Housing Assistance Package for Superintendent Deasy, valuing the need to live in the district in which he is Superintendent. The amount is not to exceed \$250,000.00, which will be used toward the purchase of a residence within the boundaries of the school district. The loan is to be secured by a deed of trust and a promissory note, due and payable within 18 months from the date of cessation of employment with the District and/or at the sale of the property. Two contingencies exist:
  - 1) no General Fund dollars are to be used; and,
  - 2) the District's reserve is not to be affected (the District will be kept financially sound); interest rates will be the same as those paid by the Los Angeles County Treasurer, and may be adjusted annually, as needed.

In Open Session, the Board moved to authorize District's legal counsel to prepare the necessary documents to move forward with this Housing Assistance Package, it being stipulated that said documents would become an amendment to the Superintendent's original Contract for Employment (May 3, 2001). Said documents will come before the Board for approval in public session prior to finalization. The action was moved as followed:

<u>Motion Made By:</u>	<u>Ms. Brownley</u>
<u>Seconded By:</u>	<u>Mrs. Brady</u>
<u>Ayes:</u>	<u>Five</u> ( <u>Mr. Pratt in absentia</u> )
<u>Noes:</u>	<u>Zero</u> ( <u>None</u> )
<u>Abstentions:</u>	<u>One</u> ( <u>Mrs. Gottfried</u> )

#### **IV BOARD OF EDUCATION - COMMENDATIONS/RECOGNITIONS**

- Presentation from Santa Monica Alternative School House - Ruben Valles, Principal, directed the Board's attention to the wonderful student art work and samples of research projects bedecking the Boardroom walls. Mr. Valles stated that these were excellent examples of the type and quality of work done by his students on a daily basis. He then introduced Emma Grace Becker, spokesperson for the students at SMASH. Ms. Becker informed the Board about various important school programs such as "Societies," "Writers' Workshop" and the literary magazine, which contains student works and is student-published every Friday. In describing the academic disciplines necessary to participate in these programs, Emma Grace stated that all students learned exacting research techniques, editing skills and developed illustrating capabilities.
- Harvey Wells - for 15 Years of Service to the District's School Safety Program  
Prior to introducing Mr. Wells, the Superintendent gave a brief biographical sketch, stating the Mr. Wells had actually served the District in many capacities for over 40 years. Mr. Deasy then called upon Assistant Superintendent Tim McNulty to introduce Mr. Wells. In presenting the plaque for meritorious service to Mr. Wells, Mr. McNulty stated that Harvey had undeniably created the bridges for student and staff safety success that currently exist in the District. In accepting the award, Mr. Wells thanked the Board, Superintendent, Terry Pearson, Tim McNulty, Rick Bagley and especially Cheryl Ayers, his secretary who had unfailingly prepared, collated and distributed copies of all the site safety plans, documentation for emergency procedures and copious updates. He stated that he was deeply moved and honored.
- Special Presentation from Ilene Straus, Principal, Lincoln Middle School: Lincoln's Designation as a Disney Learning Partnership Spotlight School of the Year for 2001:  
Dr. Ilene Straus showed the video made by the Disney Company; it included the presentation of awards ceremony in November, 2001, at which the school was presented with a \$10,000 award check and at which both the Lincoln choir and band were featured performers. In summing up the company's assessment of the Lincoln learning model, Anthony Jackson, Director of the Disney Learning Partnership stated: "There is a deep engagement on the part of kids in joyful learning." Dr. Straus also distributed copies of an article about the Disney commendation, a copy of which is attached hereto and made a part hereof these original Minutes.

The Board and Superintendent praised Dr. Straus for superlative leadership skills and tenacity. Dr. Straus rejoined that the award was truly indicative of the superior level of staff dedication, commitment to excellence and the willingness to communicate those standards needed for success: collaboration, creativity, the celebration of diversity, innovation, a sense of community and highly directed student focus.

## V APPROVAL OF THE AGENDA

The agenda was approved as follows:

Motion made by:	Dr. Jordan
Seconded by:	Mrs. Leon-Vazquez
Student Advisory Vote:	Aye (Ms. de los Santos: with the exception of Personnel items)
Ayes:	Six (All: Mr. Pratt <i>in absentia</i> )
Noes:	Zero (None)
Abstentions:	Zero (None)

## VI APPROVAL OF MINUTES

A.1 Approval of Minutes: .....	1
May 30, 2001	
July 18 and 26, 2001	
September 13, 2001	

All Minutes were approved as written, with the exception of a request by Mrs. Gottfried to check the date printed on the May Minutes and make the appropriate correction, if needed.

## VII CONSENT AGENDA

Consent agenda items are considered routine, as agreed by the President, Vice President and Superintendent, requiring no discussion, and are normally all approved at one time by the Board of Education. However, members of the Board of Education, staff, or the public may request an item be removed from the consent agenda for clarification and/or discussion. Consideration will occur during Section XI.

### Curriculum and Instruction

A.2 Approval of Independent Contractors .....	2
A.3 Approval of Basic and Supplemental Textbooks to be Adopted .....	3
A.4 Approval of English Language Acquisition Program (ELAP) .....	4-5

### Business and Finance

A.5 Award of Purchase Orders, FY 2001-2002 .....	6-6b
A.6 Approval of Gifts FY 2001-2002 .....	7a-e
A.7 Approval of Conference and Travel .....	8-11
A.8 Modification in the Language of the Senior Staff Contract Language For the Purpose of Clarification <b>(REVISED)</b> .....	12

### Proposition X /State Modernization

None.

### General Functions

None.

## **Personnel**

A.9	Certificated Personnel - Elections, Separations .....	13-15
A.10	Certificated Administrative Appointment: Interim Assistant Principal/ Grant Elementary School .....	16
A.11	Special Services Employees .....	17-18
A.12	Classified Personnel - Merit .....	19-21
A.13	Classified Personnel - Non-Merit .....	22

## **VIII 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. All speakers are limited to three (3) minutes. When there is a large number of speakers, the Board may reduce the allotted time to two(2) minutes per speaker. The Brown Act (Government Code) states that Board members may not engage in discussion of issues raised during "VIII, 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. This Public Comment section is limited to 20 minutes. If the number of persons wishing to address the Board of Education exceeds the time limit, additional time will be provided in Section **XVI, CONTINUATION OF PUBLIC COMMENTS. None.**

## **IX COMMUNICATIONS**

The Communications section provides an opportunity for the Board of Education to hear reports from the individuals or Committee representative listed below. All reports are limited to 5 minutes or less. However, if more time is necessary, or if a report will not be presented, please notify the Board secretary eight work days prior to the date of the meeting.

### **A. Student Board Member Reports**

- Gabriela de la Santos - Olympic High School: Ms. de los Santos stated that there were many new, innovative programs taking place at Olympic, such as:
  - 1) "Art Bridge," a program sponsored by UCLA in which students write, direct and produce their own videos
  - 2) "PEAK" - the energy conservation program which teaches all levels of the community the value of energy conservation; Olympic students learn the facts and figures from provided software and then teach the information to students at John Adams Middle School
  - 3) "Jump for Jobs," a class in which all aspects of the job search are addressed and mastered. The programs is administered by the school's new career advisor, Courtney York; her position is funded by a donation from the Segal Foundation. There have been two new graduates during the past week, bring the total number of students to graduate since September to 17.
- Greg Sands - Malibu High School - absent
- Chris Gary - Santa Monica High School - absent

- **B. School Reports - Santa Monica Alternative School House** - Borany Balaban, SMASH PTSA President, thanked the Board for their ongoing support of alternative education. She stated that the SMASH PTSA was very active in fund raising; she stated that the goals for this year included devoted energy to building an increased



sense of community and to celebrating the diversity of the school's population through such activities as Multi cultural Night and the much-touted evening symposia for parents. The big fund-raiser, Super SMASH Sunday (a silent auction) is coming up in April – all were most cordially invited to contribute and to attend.

**C. SMMCTA Report** - none

**D. SEIU Report** - none

**E. PTA Council President Report** - Mrs. Orgel's report is attached hereto and made a part hereof these original Minutes.

**F. Santa Monica-Malibu Education Foundation Report** - none.

**IXa. Special Combined Meeting with the Proposition X Oversight Committee**

(Please see separate agenda immediately following the Table of Contents)

**Meeting Note:** At 8:10 P.M., the Board adjourned its regular meeting and reconvened in the special combined meeting. Because there were so many additional participants to this portion of the meeting, the Board remained on the dias, calling speakers or presenters to the podium. Formally noted, the Board was joined by Noel Watson, principal in Jacobs Facilities and Jacobs' managers Ken Brazzel, Pat Spector, and Dave Kirn; Members of the board-appointed Proposition X Oversight Committee, which had met with Mr. Watson and his staff earlier in the day, also joined the meeting. *(Please refer to the special section following this Table of Contents for Minutes of this Special Combined Meeting.)*

**X Superintendent's Report**

The Superintendent and/or Assistant Superintendents may report on items not requiring action by the board but are of interest to the Board and public.

✓ **State of the Schools** - the Superintendent indicated that the Board could expect, at a meeting in the very near future, a staff report relative to the most recent national findings on Science and their relation to the District's Science curricula; the report will focus on the levels of training, experience and expertise District Science teachers have. Mr. Deasy asserted that he felt relatively confident that he would be proposing a study on the viability of replacing the District's Freshman (general) Science program with Biology, which would enhance the overall curriculum by virtue of the rigor of Biology. He also stated that such a revision would automatically incur revisions in the middle (and perhaps) elementary school Science programs.

✓ **Strategic Planning Update** - none

✓ **Additional Announcements**

**AP Classes** - the Superintendent stated that the Board could also expect a staff report (soon) relative to AP Course work; his expectations are that there must be conversation about the newly available data (College Board report) around issues of achievement and the relative effect/affect of AP course work on graduates' college successes.

**Civic Center Master Plan** - Mr. Deasy indicated that he, and many other school and community people, were prepared to testify before the Santa Monica City Council about the efficacy of including additional playfield space in the city. Due to a heady

agenda, the item was tabled by the Council until a future meeting, at which time the Superintendent will be prepared to testify.

School Safety Issues - at the meeting of January 17, 2001, parents from Roosevelt School came before the Board to express deep and abiding concerns about student safety on their campus. The Superintendent and staff will present a response to the request for upgraded security measures *on all campuses* at the next Board meeting.

✓ Governor's 2002 Budget - Mr. Deasy brought the Board's attention to Agenda Item Number D.6 - Report on the Governor's Proposed 2002 Budget. He stated that at the time the item comes before the Board, he will have several points to introduce.

✓ And, on a personal note . . . Go New England Patriots!

At this time, Board President Julia Brownley recognized a public speaker, Tom Carter of Santa Monica whose topic was Class Size Reduction.

### ***Regarding Major and Discussion Items***

*As a general rule, items under MAJOR and DISCUSSION will be listed in order of importance as 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 immediately following PUBLIC COMMENTS if it appears that there is special interest by the public or as a courtesy to staff members making presentations to the Board.*

## **XI MAJOR ITEMS**

These items are considered to be of major interest and/or importance and are presented for **ACTION (A)** or **INFORMATION (I)** at this time. Many have been reviewed by the Board at a previous meeting under the Discussion Items section of the agenda.

Action Items are submitted to the Board of Education with a recommendation from the Superintendent. They may be tabled or postponed by action of a quorum of the Board. Items pulled from Section VII, Consent Agenda, will be deliberated in Section XI following the scheduled Action Items. When a member of the Staff presents an item, the Board may ask clarifying questions before the Public is heard on that item. Board discussion of the item will take place after hearing from the Public.

A.14	Approval of Special Education Contracts . . . . .	23-25
A.15	Abolishment of <b>One</b> of Two Food Service Operation Supervisor Positions (One Currently Vacant) . . . . .	26
A.16	Establishment of One Nutrition Specialist Position . . . . .	27
A.17	Approval to Change the Days/Dates of Regularly Scheduled Board Meetings (February, 2002) . . . . .	28
A.18	<b>PUBLIC HEARING:</b> Santa Monica-Malibu Unified School District's Initial Proposal on Negotiations with SMMCTA . . . . .	29
A.19	Acceptance of the 2000-2001 Financial Audit . . . . .	30-31

## **XII DISCUSSION ITEMS**

These items are submitted for information (FIRST READING) and discussion. Action will generally be considered at the next regularly scheduled meeting of the Board.

D.1	Approval of <u>Board Policy 5132 - Dress and Grooming</u> .....	31-37
D.2	Approval of <u>Board Policy 6145 - Extracurricular and Co-curricular Activities</u> .....	38-4039
D.3	Report on Class Size Reduction .....	41
D.4	Report on the District's Use of Inter-District Permits .....	42
D.5	Report on the District's Early Retirement Incentives .....	43
D.6	Report on the Governor's Proposed 2002 Budget .....	44

## **XIII INFORMATIONAL ITEMS**

I.1	Basic/Supplemental Textbooks to be Adopted .....	45
I.2	Board of Education Liaison Assignments to District Advisory Committees for School Year 2001-2002 .....	46
I.3	Budget Development Calendar .....	47

## **XIV BOARD MEMBER ITEMS**

These items are submitted by individual Board members for information or discussion, as per Board Policy 8320(b). **None.**

## **XV REQUESTS BY MEMBERS OF THE PUBLIC OR DISTRICT ADVISORY COMMITTEES TO ADDRESS THE BOARD OF EDUCATION**

These items are submitted by members of the public to address the Board of Education on a matter within the jurisdiction of the Board, as per Board Policy 8320(c). Requests must be submitted to the Superintendent in writing ten days before the Board meeting or prior to agenda planning, in accordance with the established agenda planning schedule, whichever is less. The written request will not exceed 500 words and will include, as an attachment, brief background information and the reason for the request. **None.**

## **XVI CONTINUATION OF PUBLIC COMMENTS**

A continuation of Section VIII, as needed. **None.**

## **XVII BOARD MEMBER COMMENTS**

Board Member Comments is the section where a Board member may make a brief announcement or make a brief report on his or her own activities relative to Board business. There can be no discussion under "BOARD MEMBER COMMENTS". **None.**

## **XVIII 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. **None.**

## **XIX CLOSED SESSION**

The Board of Education may adjourn to CLOSED SESSION to complete discussion on items listed for CLOSED SESSION. **None.**

## XX ADJOURNMENT

At 12:25 A.M., Friday, January 25, 2002, in a motion made by Dr. Jordan and seconded by Mrs. Leon-Vazquez, (Six-Zero-Zero [All: Mr. Pratt *in absentia*] - None - None) this meeting was adjourned to the next regular meeting of the Board of Education, which is scheduled to be held on Thursday, February 7, 2002, at 7:00 PM in the Auditorium of Hughes Research Laboratories, 3911 Malibu Canyon Road, Malibu, California, unless otherwise noticed.

Approved: \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Superintendent

Meetings held in Santa Monica are taped for rebroadcast  
and played on Cable Channel 16 (City TV) at 11:00 AM  
on the Sunday following the Board meeting.  
Meetings are rebroadcast in Malibu on Government Access  
Channel 15 every Thursday at 2 PM; every Saturday & Sunday at 8 PM

### SCHEDULE OF DISTRICT ADVISORY COMMITTEE (DAC) MEETINGS \*

Accessibility	As needed
Chapter 1	4x/year - usually Friday morning
Child Care and Development	Monthly - (TBD)
Community Health and Safety	7PM - 3 <sup>rd</sup> Wednesday of each month
Bilingual	9-11 AM - various sites (TBD)
GATE	7PM - 4x/year - various sites (TBD)
Fine Arts	7-9 PM - 2nd Monday of each month
Financial Oversight	10:00 AM - 2 <sup>nd</sup> and 4 <sup>th</sup> Tuesdays
Instructional Technology	4:00 PM - 2 <sup>nd</sup> Tuesday of each month
Intercultural Advisory Council	7:00 PM - 1 <sup>st</sup> Tuesday of each month
Proposition X Oversight	4 PM - Monday before agenda planning
School Improvement	4x/year - Tuesday afternoons (TBD)
Special Education	7:00 PM - 2 <sup>nd</sup> Tuesday of each month
Sports and Physical Education	7:30 PM - monthly (TBD)
Strategic Planning Design Team	As needed - (TBD)
Title IX - Gender Equity	as needed

\* a list of committee chairpersons and board liaisons is available upon request in the Office of the Superintendent

## Board of Education Meeting Schedule though June., 2002

MONTH	1 <sup>st</sup> week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	Comment
January			17	24	
February	7 (HRL)		21 (Council)		
March	7 (HRL)		20 (W)		Stairway:Th/F
April		11		25	
May	2 (HRL)		16 (Council)		
June	6 (HRL)		20		

(Council) = meetings to be held in the Council Chambers of the City of Santa Monica, 1685 Main Street, Santa Monica.

(HRL) = Meetings to be held at Hughes Research Laboratories, 3011 Malibu Canyon Road, Malibu.

### AGENDA DISTRIBUTION -- Agendas are distributed to:

All District principals/District managers/supervisors all branches of the public library in Santa Monica and Malibu  
 print media in both Santa Monica and Malibu  
 SMMCTA and SEIU representatives  
 Presidents of PTA Council and site PTAs  
 African American Parent Support Group  
 District Legal Counsel  
 the City Managers of both Santa Monica and Malibu  
 members of the public who may subscribe  
 electronic media - [surfsantamonica.com](http://surfsantamonica.com) and [oceanparkgazette.com](http://oceanparkgazette.com)

### Tables of Contents are mailed first class mail at no cost to the receiving party to:

chairs of District Advisory Committees, chairs of Site Governance Councils,  
 members of the Prop X Oversight Committee  
 City Council members of both Santa Monica and Malibu  
 Board of Trustees Members Santa Monica College  
 representatives of child care/child welfare agencies in Santa Monica  
 representatives of various City commissions  
 requesting members of the public.  
 members, Superintendent's Financial Task Force; members Financial Oversight Committee  
 e-mail distribution list

A copy of the Table of Contents is posted 72 hours in advance of regularly scheduled Board of Education meeting and is accessible to the public 24 hours/day at the District Offices' entrance, 1651 - 16th street in Santa Monica. Special meeting agendas are posted 24 hours prior to special meetings of the Board of Education. It is also available 24/7 on the District's website, [www.smmusd.org](http://www.smmusd.org).

**Santa Monica-Malibu Unified School District  
Special Combined Meeting Between  
the Board of Education and the Proposition X Oversight Committee**

A special combined meeting between the Board of Education and the Proposition X Oversight Committee is being convened as part of the regularly scheduled Board of Education meeting, Thursday, January 24, 2002. The regularly scheduled meeting of the Board of Education will reconvene following the completion of this agenda.

**Agenda**

- I. CALL TO ORDER - the special combined meeting was called to order by Board President, Julia Brownley, the Board having adjourned at 8:09 P.M., reconvening at 8:10 P.M.

Board of Education

Julia Brownley, President (liaison)  
Maria Leon-Vazquez - Vice President  
Pam Brady (liaison)  
Jose Escarce  
Brenda Gottfried  
Mike Jordan  
Tom Pratt (absent)  
Chris Gary - Student Board Member  
Greg Sands - Student Board Member  
Gabriela de la Santos - Student Board Member

Proposition X Oversight Committee

Jean Gebman, Chair  
Mark Benjamin  
Bruce Cameron  
Dennis Crane  
Shari Davis (Committee Chair-elect)  
Ardeshir Nozari  
Ralph Erickson  
Zina Josephs  
Ted Kahan (absent)  
Ralph Mechur  
Suzi Mitchell  
Jody Priselac (absent)  
David Reznick (absent)

Other Participants

Noel Watson - CEO, Jacobs Facilities, Inc.

Pat Spector, Vice President, National Director (K-12) - Jacobs Facilities

Dave Kirn, Manager of Projects (K-12) - Jacobs Facilities

Ken Brazzel, - Program Manager, Jacobs Facilities, Inc.

Wally Berriman - Director, Facilities Management, SMMUSD

Rick DeMuth - Assistant Director, Facilities Management, SMMUSD

**II. INTRODUCTIONS AND OPENING REMARKS** - Ms. Brownley, ~~Mr.~~ **Dr.** Gebman

In welcoming all participants, President Brownley stated everyone's willingness to meet was tangible proof that getting things right was far more important than being right. She offered special thanks to Noel Watson for his attention. In introducing members of the oversight committee, Ms. Brownley made special note of their commitment to ensure that taxpayer and citizen dollars were spent appropriately. She also thanked Superintendent Deasy and district staff.

Dr. Gebman had no introductory remarks.

**III. PRESENTATION AND REVIEW OF PERFORMANCE ASSESSMENT TEAM REPORT (PAT) -**

November, 2001 - Mr. Watson **NOTE:** A copy of the report follows this agenda.

Mr. Watson introduced Ken Brazzel, who gave a PowerPoint presentation, *Proposition "X" Bond Program Progress Presentation*, copies of which are attached hereto and made a part hereof these original Minutes. The presentation was an overview of the issues, processes and possible solutions.

Mr. Watson next introduced Pat Spector, Jacobs' Vice President and Chair of the



Performance Assessment Team, assigned to Program Issues. Mr. Spector reviewed the Performance Assessment Team report, which is attached hereto and made a part hereof there original Minutes.

Important issues that were highlighted as part of the presentations included but were not limited to:

- A. The role of the PAT - structured to discover issues and propose broad approaches to solving concerns; the team on the ground has the responsibility for specific solutions
- B. The very rigorous drive that must occur to close out paperwork with the DSA.
- C. The dramatic effort that must be made to clarify and improve communications.
- D. The concerted effort that must be made to close out all projects properly, using whatever means or methods, including assignment of special teams, to ensure delivery of a quality product

Mr. Spector encouraged everyone present to become thoroughly familiar with the Performance Assessment Team Report. He quoted from page three of the report, indicating that immediate attention must be given to the issues cited:

*Specific Observations and Recommendations*

*This section organizes specific observations with recommendations in a tabular format. The recommendations are not intended to be fully developed solutions, but an indicator of what the PAT thinks is needed to correct the problems. The observations with recommendations are grouped in two priorities based on the urgency of the issue and based on the expected effectiveness of the outcome. There is no significance to the order of the items within each set of priorities.*

*Priority One Observations are:*

- A. Relationships - a growing mistrust and strained relationship between the Oversight Committee and Jacobs
- B. Poor Communications - areas one through five
- C. Malibu High School
- D. Unclear Roles and Responsibilities
- E. Loss of Design Continuity
- F. Schedule Management/Forecasting
- G. Change Order Management
- H. Speed Up Payment for Work Done
- I. Quality of Construction Work
- J. Commitment to SMMUSD

Mr. Watson brought the Jacobs' portion of the presentation to a close by stating that it was very, very important to get these things straightened out and right. He stated, "We will make this work."

#### **IV. RESPONSE TO PRESENTATION OF PERFORMANCE ASSESSMENT TEAM REPORT -**

Members of the Proposition X Oversight Committee

Jean Gebman, Committee Chair - Dr. Gebman thanked the Superintendent and District staff for moving forward with the issues that concern all school sites. He stated that this evening's meeting was not a conversation about failure but, rather, one about improving. He stated that he was encouraged by the events of the day and looked forward to improvement in all areas. Dr. Gebman introduced Shari Davis.

Shari Davis, Committee Chair-elect: Mrs. Davis stated that there continue to be problems at every site and that the Oversight Committee is being kept abreast of ongoing issues. She also stated that the action plan (BLA/Amendment Schedule Update - attached hereto and made a part

of these original Minutes) contained dates that were already unreasonable to say nothing of the communication issues that arise when a job is not well done or not done at all.

Mrs. Davis also stated that the committee had met with Mr. Watson and his staff earlier in the day to review the PAT Report in preparation for this evening's meeting. Mrs. Davis stated that the committee had been distressed with the initial report (September, 2001) and had, in fact, rejected it. The committee now felt that there was improvement both in the new report, revised November, 2001, and, more importantly, in the field. She also indicated that the committee was most interested in overseeing a "sustained period of excellent performance" from Jacobs.

Mark Benjamin stated that when the action plan is revised to include believable targets and dates, budgets, and reenforced commitments, the trust of the community will follow. The whole construction milieu IS recoverable if huge amounts of focus and energy are given to it. In effect, the committee is cautiously optimistic.

## V. PUBLIC COMMENT

Members of the public speaking in favor of improving Jacobs' responsibility quotient, work ethic and sense of dedicated, appropriate and accurate communications were:

Gary Daly - Malibu parent, Disney Construction Project Manager (project management is about results and the Jacobs results are not adequate)

Wendy Cary - MHS Site Governance Council (Report Card - Jacobs failed in every area)

Kate Ross - MHS PTSA President (negative effect of non-performance on education and passage of possible future construction bonds)

Deirdre Roney - MHS Site Governance and PTA (requesting management changes and reimbursement of fees paid due to non-performance)

Mike Matthews - MHS Principal (no more "best guesses")

Craig Hamilton - architect, Financial Oversight Committee member, parent (it's just possible that SMMUSD is a "high maintenance client" because of the quality and quantity of professionals (architects, attorneys, builders, engineers) who are actively involved in school business; step up and finish.

Jill Ezzell - Santa Monica High School parent (Samohi is a mess, too, and she believes hazardous to students' welfare and safety)

Jean Sedillos - Restore Barnum Hall! Committee Chair (the arrogance of Noel Watson is regrettable and astounding; perhaps some of the huge quarterly profit he announced at a recent web-based press conference should be returned to the District)

Todd Hess - Malibu parent, former SMMUSD Board President (for the benefit of the students, let's make sure things move forward with both haste and precision)

Dr. Gebman concluded this portion of the agenda by reiterating the that people on the oversight committee were outstanding; he agreed with Mr. Benjamin's remarks that the trust will return when the product improves. Finally, he thanked the public for expressing themselves, displaying the great wealth of intellect and intelligence that benchmarks this District.

## VI. RESPONSE/ REFLECTION - Members of the Board of Education.

Mrs. Gottfried suggested that Mr. Watson provide to the Board his estimate of what dollar amount he felt would be appropriate as rebate for non-performance or as liquidated damages. She also demanded that there be no more "best guesses" in reports.

Dr. Jordan requested verification of when the timelier would be met

Mrs. Brady suggested that the matter was about relationships; the Board clearly has confidence in the Prop X oversight committee; she suggested that a review of the span of authority might be prudent and that, regardless of what else transpired, there be no more blame game because pointing fingers only led to increased turmoil in the schools.

The Superintendent stated that he had looked at the Jacobs proceedings from three different viewpoints, that of Dad, Citizen and Superintendent. Mr. Deasy stated that in his mind the issues centered around confidence, credibility and deliverables. Completion of the construction projects is critical for the future of the District as chaotic physical environments definitely contribute to achievement gaps and loss of improvement in educational programs. He stated that his primary concern remained how to get from serious concerns to remarkable successes: how do we go about the work of delivery?

Mr. Watson responded that he “got it” and was primed to put special teams in place wherever they were need so the right job got done in the right way.

#### VII. DIRECTION FROM THE BOARD OF EDUCATION/ NEXT STEPS

President Brownley stated that it was one of her most sincere wishes to be able, at the end of all the construction, to write a favorable letter of recommendation regarding the District’s experience with Jacobs. To that end, the Board is committed to tracking customer satisfaction at all construction sites through completion.

The Board directed that the Superintendent immediately prepare a letter to Mr. Watson and the Jacobs team, assessing what had been discussed in this evening meeting.

The Board also requested that Mr. Watson prepare a timely response to the Superintendent’s letter, a response that would offer specific solutions to concerns, a revised and feasible action plan that would indicate how sustained and superior performance are to be achieved.

#### VIII. ADJOURNMENT

At 9:55 P.M., by consensus of the Board, this special meeting adjourned to a short break; the Board then reconvened to the on-going regularly scheduled Board of Education meeting at 10:07 P.M.

# Performance Assessment Team Report

## September 2001

Revised November 2001

### Santa Monica - Malibu Unified School District

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- B. Oversight Committee Question Sheet
- C. BLA / Amendment Schedule Update

Performance Assessment Team Report  
Santa Monica - Malibu Unified School District

### A. PAT Objective

The objective of this Performance Assessment Team (PAT) is to evaluate the Santa Monica-Malibu Unified Schools District (SMMUSD) program, in response to concerns raised by the School District Superintendent, Mr. John Deasy to Noel Watson on August 17. The desired outcome of this effort is to identify for the Jacobs program team any problem areas and performance issues that have led to Mr. Deasy's concern and to suggest an approach to resolving these concerns.

### B. Performance Assessment Team

The Performance Assessment Team consisted of the following members and assigned areas for review:

Pat Spector	Program issues and chair
Scott Cram	Construction issues
James Akkawi	Design issues
Bennett Sloan	Project Management issues

The PAT convened on Tuesday September 4<sup>th</sup> at the School District office and interviewed the School District Superintendent, 2 School Board Members, 4 School District Facilities staff, and 10 Proposition X Oversight Committee members (OC).

The OC is appointed by the School Board and charged with monitoring progress, reviewing plans and providing overall accountability for the Bond Money. The OC members are community leaders and serve without pay. Many have children in the schools. Many serve on the Site Governance committees of individual schools with a charter to represent those schools.

The PAT also met with several members of the Jacobs Facilities on site program staff, visited seven school sites and one member attended the September 6 meetings of the OC and the School Board.

### C. Overview

In April of 2000 Jacobs performed an internal PAT on the program. Many of the PAT's recommendations regarding technical performance have since been incorporated into the program. Jacobs has also conducted 3 Client Surveys over the course of the project. Those surveys included many recommendations that have also been incorporated into the program and have resulted in a progressive improvement in the Client Survey scores.

This PAT focused primarily on those aspects of the Program that have led to mistrust and rapidly deteriorating relationships between the OC and Jacobs. This report intentionally does not go into specific details for fixing problems. It will be the responsibility of the Jacobs Western Region management and the Program Team for developing, implementing and ultimately taking ownership of the fix.

### General Observations

Past problems with the design have had lingering detrimental effects. Even though we believe that Jacobs has corrected most of the past deficiencies of the design phase, it will take a concerted effort between the design and on-site teams to promote our efforts, successes, and to re-establish a long-term relationship with the District. These negative impressions still remain strong among members of the OC and a period of sustained superior performance will be necessary to recover from those past bad impressions.

Past problems with estimating have also had lingering effects. Many projects experienced significant cost increases between the initial conceptual estimate, later bid estimates, and when the actual bids were

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received. This all resulted in progressive de-scoping of the client's original expectations. The rapid escalation of costs over the past year from a heated construction market only exacerbated the problem.

The problems of the past have progressively broken down the relationship between OC and Jacobs and have led to much mistrust. We discovered a continuing cycle of increased demands, more failure to communicate, greater suspicion, louder public complaint and increased mistrust. That in turn caused OC members to suspect incompetence, loss of commitment, deception and even collusion with the District Facilities staff. Members of the OC have taken to micro-managing and second guessing decisions made by the District and Jacobs program team.

Everyone the PAT interviewed expressed frustration over a wide variety of issues. As we listened to the issues, some common themes surfaced and were heard repeatedly:

Poor communications and Jacobs' perceived non-responsiveness to the OC's direct questions or requests for information and a complaint of inaccuracy of information presented. This is the most frequently recurring theme and is fundamental to many of the difficulties arising between the OC and Jacobs.

Manage Expectations. The Jacobs program team has not done a good job of helping the School District, its multiple representatives, and its constituents manage expectations. They have not been attentive to helping others understand the activities and processes taking place behind the scenes so that those interested parties can be partners in the process instead of being critics.

Confusion by the Jacobs program team as to who the client is. By contract, Dr. Art Cohen is the point of contact representing the School district. However, the School Board, the OC, the Site Governance committees, Principals and the District Facilities staff were all groups that Jacobs was expected to interface with. In some instances, the OC acted as the client. While the Jacobs staff did not ignore the requests and the direction of the OC, they worked under the expectation that the District staff were the primary point of contact for direction and for resolving all conflicting requests between the various interest groups representing SMMUSD. They also expected the District staff to be the conduit for information flow between all the parties and Jacobs.

There were too many points of contact with apparent authority to investigate project issues and to request information and studies. As a result a significant amount of time and energy was required by the Jacobs team to meet and to answer to these points of contact, taking away from time needed to manage the program. The team however, did not manage this issue effectively nor communicate this problem to the School District and continued to accept the situation to the detriment of their performance.

There were many differing agendas within the multiple groups and individuals representing the School District and they were often not brought to a consensus. Several OC members frankly stated they thought Jacobs and the District were working behind-the-scenes deals and conspiring against the OC.

Complaints over loss of scope. The overtaxed construction economy has impacted costs and bidding activity throughout the state, driving up prices. Though no one blamed Jacobs for this situation many said that they expected Jacobs' expertise in estimating to have anticipated and adjusted for such market fluctuations. What they saw time and again was the actual bid coming in significantly higher than the estimate, causing scope reductions and less than desired number of alternates being selected. In addition, the funding available could not support all the "promises" made during the fund-raising, compounding the perception of loss of scope.

- Complaints about slipped schedules. There is a marked difference of perception between the OC and the Jacobs team over this issue. Contractually, schedules are not set until a Budget Limitation Agreement (BLA) is signed. However, numerous redesign and rebidding efforts to bring the projects



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into budget have prolonged the issuance of the BLAs. While there are no contractual requirements regarding the timing of the BLAs the OC's expectation for the completion of the work has not shifted. Periods of inactivity on the construction site with inadequate explanation only served to reinforce the perception that nothing was happening on the program and suggested that it was behind schedule. The PAT has subsequently found several projects that are late and has included a BLA / Amendment Schedule Update (Exhibit C attached) which details all the BLAs and their current status.

- Several OC members expressed the opinion that they felt the Jacobs / Sverdrup merger was somehow responsible for the poor performance on this project. They expressed uncertainty about Jacobs' commitment to the School District and to the K-12 market as an outcome of the merger. Coincidental timing of the merger in 1999 with project problems that surfaced at the same time reinforced this belief.

### Specific Observations and Recommendations

This section organizes specific observations with recommendations in a tabular format. The recommendations are not intended to be fully developed solutions, but an indicator of what the PAT thinks is needed to correct the problems. The observations with recommendations are grouped into 2 priorities based on the urgency of the issue and based on the expected effectiveness of the outcome. There is no significance to the order of the items within each set of priorities.

**Priority One:** These recommendations can have a dramatic effect and should be implemented immediately.

#### Relationships

Growing mistrust and strained relationships between the OC and Jacobs.

Convene a joint workshop, led by a professional facilitator, as soon as possible for the purpose of identifying circumstances or events which have or could lead to mistrust, and also to explore additional team building opportunities. Participants should include two representatives each from the District Staff, the Oversight Committee, the School Sites (as a single group), and Jacobs. The outcome should result in the development of mutually agreed actions to be implemented by all parties, which should mitigate the reoccurrence of these circumstances. The PAT believes that these soft issues of trust, integrity and relationships are difficult issues and take time and a concerted effort from all parties to want to make it work.

#### Poor Communication (1)

Poor communications and Jacobs' perceived non-responsiveness to the OC's direct questions or requests for information and a complaint of inaccuracy of information presented.

The PAT themselves experienced a communication problem first-hand (while trying to understand whether BLAs were or were not, in fact, late). Part of the difficulty originates in communicating directly with dozens of people on a real-time basis regarding dynamic issues which change moment to moment. Part of the difficulty comes from not being prepared (in a meeting) to answer the question being asked and, in trying to please, giving an

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answer that may not be accurate. And finally part of the difficulty for inaccurate communication may come from a defensive reaction to questions framed in an atmosphere of continuing mistrust and alleged incompetence. Poor communications is covered in detail in the next several blocks. In addition the facilitated workshop (recommended in the block above) should pave the way for open, accurate and effective communications.

**Poor Communication (2)**

This is an overall recurring theme and has several subparts. For written documentation, OC members are not routinely given copies. Communications to individual OC members, to principals or to the public is haphazard at best. In this environment rumors, inaccuracies and lies propagate.

Assist the District in updating a matrix defining which entities are to receive which documents / communications. Distribute this matrix widely so everyone has the same expectation and does not feel left out of the loop. (Exhibit A)

**Poor Communication (3)**

Questions are brought up in meetings and no answer or incorrect answers are given. Even though Jacobs may provide the answers later, the OC members were not getting the requested information in a timely and accurate manner.

Ask that OC furnish questions in writing and in advance of the meeting so that Jacobs can be prepared with an answer. This will also allow Jacobs to distribute the same answer to everyone whether or not they were able to attend that meeting. (sample form – Exhibit B)

**Poor Communication (4)**

Response time to communications is seen as poor, even unresponsive. This is partly because Jacobs had been relying on District Staff to act as the focal point for passing information on to the proper entities.

Utilizing the distribution matrix above will help alleviate problems here. A person or entity needs to be specifically designated for ensuring this information is disseminated.

**Poor Communication (5)**

At one time Jacobs was attending School Board meetings and giving project updates. It is not certain why this stopped.

Evaluate with the District the best way to disseminate project status to the Board, including regular or as-requested presentations at the School Board Meetings.

**Malibu High School**

The school board has voted to move forward and accept the only bid received for the construction of the Malibu High School project.

Carefully review the remaining work. Perform an internal QA/QC review of the Construction Documents in order to mitigate issues such as RFI's, Change Orders, and delays during the construction phase of the Malibu High school project. Jacobs' success in delivering MHS without further surprises will be important in re-establishing relationships.

**Unclear Roles and Responsibilities**

## Performance Assessment Team Report Santa Monica - Malibu Unified School District

Jacobs has not fully understood what the relationships should be between Jacobs, the District, the OC, the Site Governance Committees, the School Principals, etc.

The District must draw an organizational diagram showing all the entities and defining the roles, duties and authority limits of each. Again, distribute widely so everyone knows.

### **Loss of Design Continuity**

The design team has been criticized as being a rotating door without any continuity between phases or between projects.

Get commitments from managers that the right design team members stay available for issues that may arise on the remaining projects. Finishing this program with the current or enhanced team must be a high priority.

### **Schedule Management/Forecasting**

Contractually many projects are late. The Budget Limitation Agreement (BLA) sets the cost and schedule, but there were difficulties in design, estimating, bidding and unforeseen conditions which caused delay.

Must do a better job of forecasting when work will be done and communicating this schedule to the right people. Also make sure our own field staff are uniformly aware of the facts. There must be a consistent presentation of facts from both the field and the office.

### **Change Order Management**

Jacobs is perceived as being too lenient with the contractor or subcontractor, just agreeing to whatever costs the contractor submits. This view doesn't jibe with Jacobs' role as representative of the Owner nor convey that we are looking out for the Owner's best interests.

Take an aggressive interpretation of the specifications. Show how Jacobs has argued to reduce costs and enforce the quality requirements. Show how the contractor does not have free rein.

### **Speed Up Payment for Work Done**

The District staff sometimes refuses to pay applications even after all field staff has signed off. As a result Jacobs is over \$6M "out-of-pocket" due to very minor paperwork technicalities. Jacobs has paid contractors in order to keep them working.

The Superintendent should be made aware of this issue and the consequential difficulties it causes for subcontractors and the ability to attract bidders. The District should per contract approve those items not in dispute and allow minor errors to be corrected by hand rather than requiring the whole set of documents sent back and revised. Jacobs will suggest a simple form for such corrections.

### **Quality of Construction Work**

Besides criticism of the quality of Jacobs' personnel, some members of the OC also criticized the quality of the accepted work in-place.

Prepare a presentation on Jacobs' QA/QC program that demonstrates that it ensures compliance with the Contract Documents.

### **Commitment to SMMUSD**

The merger between Jacobs and Sverdrup was brought up several times.

In a partnering forum, have Jacobs management present our overall market plan for schools work. Make a high level

Performance Assessment Team Report  
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There are suspicions that Jacobs is no longer interested in K-12 work and would be abandoning the schools marketplace. Perhaps even abandoning SMMUSD before project completion.

personal promise of continued focus on this specific project, and demonstrate that focus over the remainder of the project.

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**Priority Two:** These recommendations will have lesser effect at this stage of the Program but should be implemented as circumstances permit.

**RFI/Submittal Management**

Most of this task has already been accomplished. This was one area of severe criticism in the past and Jacobs has made changes to bring response turn-around down from average of 30 days, to less than 6 days.

For the remainder of the projects, ensure a quick turn-around of RFI's and Submittals is maintained. Continue to engage on-site architects and engineers to ensure this does occur.

**Problem Solving**

Jacobs has been criticized for not providing more creative solutions to problems encountered. Several have said "you only want us to throw money at the problem." This is somewhat a problem of perception in that the people do not feel Jacobs is looking out for the District's best interest.

The Jacobs project team should develop a report to the District and OC along the lines of the "JE Value Plus" Program.

**Staffing Levels / Experience**

This criticism centers on the number and quality of Jacobs personnel assigned to the project. Frankly, much of the criticism seems to have come out of frustrations resulting from early problems with redesign. There was a high turnover rate in the early stages, particularly on the design side.

Show what personnel changes and additions were made. Previous PATs and client surveys address this issue extensively. Corrections have been made and while it appears this is not a continuing problem the client is not fully aware of the changes.

**Number of Bidders**

For the Malibu High School project only one bid was received.

The Owner does not know that Jacobs made contact with around 900 General Contractors, subcontractors and material suppliers. This story must be told. Also, consider some of the suggestions made by OC member Mark Benjamin to get more contractors interested.

**Warranty**

This is the one phase of the job that has not yet been tested.

Brainstorm now to set procedures in place that will get warranty issues addressed quickly and efficiently. Jacobs must do all that can be done to minimize the frustration levels for the remainder of the project.

## **Exhibit A**

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## Exhibit B

### Question Sheet for

Fax to: Ken Brazzel 310-395-4943  
Jacobs

### Oversight Committee Meeting

From:

Date:

Phone:

Submitted by:

Instructions: Please provide any questions that you may wish answered at the Upcoming Oversight meeting at least 24 hours in advance of the scheduled time.

1

2

3

4

5



Engineers, Architects, and Constructors



# **Jacobs Facilities Inc. Proposition "X" Bond Program Progress Presentation**

**January 24, 2002**

***Presented to the***  
**Santa Monica-Malibu**  
**Unified School District**

# AGENDA



- I. Introduction**
- II. Project Status**
- III. Process Improvement**
- IV. Performance Assessment Report**
- V. Close**

# I. INTRODUCTION



NOEL WATSON

President and CEO – Jacobs

Pat Spector

V.P., National Director, K-12

Dave Kirn

Manager of Projects, K-12

Ken Brazzel

Program Manager



## II. PROJECT STATUS

### Budget Limitation Status

<b>Total BLA's</b>	<b>Open BLA's</b>	<b>Total Prime Contracts</b>	<b>Prime Contracts Open</b>
18	16	46	35
<b>Program Budget</b>	<b>Estimate at Completion</b>	<b>Remaining Balance</b>	
\$80,213,806	\$79,181,334	\$1,032,472	



## II. PROJECT STATUS (CONT.)

### Santa Monica High School

#### **Language Building**

- Foundations are placed
- Foundation CMU is complete
- Slab work in progress
- Backfill is in progress
- The Language Building is projected to be ready for occupancy, July 30<sup>th</sup>.

#### **Music Building**

- Foundations are complete
- CMU work in progress
- Structural Steel work has started
- Backfill in progress
- The Music Building is projected is projected to be ready for occupancy, August 15<sup>th</sup>.





## II. PROJECT STATUS (CONT.)

### Santa Monica High School

#### **Barnum Hall**

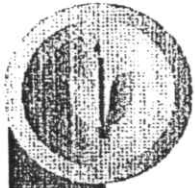
- CMU work is continuing
- Slab on grade for the new addition is complete
- Mechanical units are set and duct work is progressing
- Plumbing work is in progress
- Barnum Hall is projected to be ready for occupancy, May 24<sup>th</sup>.

#### **Completion Plan**

#### **Language Building, Music Building and Barnum Hall**

Accelerate work at appropriate times to improve progress

- Overtime
- Extended work week
- Additional craft manpower
- Increased Design support in Santa Monica to expedite turn around on RFI's and DSA issues



# **Santa Monica High School**

## **Photo Update**





## II. PROJECT STATUS (CONT.)

### Malibu High School

#### Gymnasium

- 95% of lower level footings are placed
- 40% of lower level stem walls are in place
- The Gymnasium is projected to be ready for occupancy September 13<sup>th</sup>.

#### Auditorium

- Demolition is complete
- CMU work is proceeding
- Orchestra Pit is currently on hold pending DSA approval
- The Auditorium is projected to be ready for occupancy June 30<sup>th</sup>.

#### New Classrooms

- Classroom modules are fabricated and stored in Chula Vista. Certificate of ownership have been furnished.
- DSA comments received on Structural, Fire Life Safety and ADA pending.
- The New Classroom Building is projected to be ready for occupancy August 21<sup>st</sup>.



## II. PROJECT STATUS (CONT.)

### Malibu High School

#### Completion Plan

##### Gymnasium, Auditorium, and Classrooms

Acceleration at appropriate times to improve progress

- Overtime
- Extended work week
- Additional manpower
- Expedited review of submittals
- Added Design staff located on site to deal with and expedite issues.



# Malibu High School

## Photo Update





# Elementary and Middle schools

## **Modernization**

- All classrooms are occupied with the exception of Roosevelt New.
- Work substantially complete with the exception of Pt. Dume which is projected to be substantially complete during Spring Break.
- Close-out is currently in progress

## **Panelized and Relocatable Classrooms**

- All classrooms are occupied with the exception of John Muir new panelized units which are expected to be ready for occupancy February 15th
- Fire Alarm, Security, Telephone is in the completion stages
- Close-out is in progress

## **Recreation Fields**

- All fields have been installed per plans and specifications
- Replacement sod has been installed on the Rogers field
- Warranty work is being done on other recreation fields (Grant, McKinley, Franklin, and Roosevelt)
- Recreation Buildings are installed and are projected to be ready for occupancy pending final sign off by DSA regarding ADA compliance
- Close-out is in progress



### III. Process Improvement

**Process of Continuous Improvement** – This process began long before any public discussions regarding performance assessment were held between Jacobs and the District.

1. Jacobs has conducted client surveys throughout the life of the project and results have been shared with the District.
2. Internal Performance Assessment has been continuous throughout the project
3. Quality Improvement Process has been ongoing and formalized for this project. Specific topics addressed have been:
  - RFI Processing
  - Change Order Process
  - Submittals
  - Design Quality





## **IV. PERFORMANCE ASSESSMENT AND ACTION PLAN**

- **SUMMARY FINDINGS**
- **ACTION PLAN**



# **III. PERFORMANCE ASSESSMENT**

## **FINDINGS**

- **COMMUNICATION MUST IMPROVE**
- **QUALITY OF DESIGN DOCUMENTS MUST IMPROVE**
- **FORECASTING MUST BE CONSISTANT AND ACCURATE**



# III. PERFORMANCE ASSESSMENT

## ACTION PLAN



### **Communication**

- Convene a workshop to facilitate communication
- Update our distribution matrix
- Provide questions for discussion in advance
- District to provide organization matrix

### **Quality of Design Documents Must Improve**

- Implement stringent QA/QC procedures for design

### **Forecasting Must be Consistent and Accurate**

- Provide clear concise information uniformly throughout the District
- Periodically interview Principals and District Facilities Staff to maintain continuous feedback on the quality of reporting by Jacobs personnel.



## IV. CLOSING

- Our team is focused on getting the job done
- We are in the process of closing out our completed projects
- We intend to provide a quality product to the District
- Jacobs is committed to the K-12 School Market in California and the Santa Monica Malibu Unified School District

### BLA / Amendment Schedule Update

Actual Completion Date = Substantially Complete

\* = Work Substantially Complete and Formal Completion Documents Being Prepared.

\*\* = Pending Board Approval

Forecast Completion Date = Current Schedule Date

Administrative BLA = Approved adjustments to contract cost and or terms and conditions (unless noted otherwise)

BLA Number	Amendment Number	Description	Date of BLA Amendment	BLA Completion Date	Forecast/Actual Completion Date	Reason for Delay	Action Taken
1	1	<p>Relocatable Classrooms</p> <p>Cabrillo, Edison, Grant, Rogers, Webster 1999 Relocatable and Panelized Classrooms - 6 Relocatables were completed on time. 10 Panelized units that were to be furnished and installed by CHS were delivered 3 months late. This PO was held by the SMMUSD. CHS basically defaulted and Jacobs completed the project through CHS and their second tier s/c's using joint checks. \$26K for Liquidated Damages was assessed against CHS for the delay. (Note: District issued two Purchase Orders for this work in May of 1999. One for Relocatables and one for the Panelized buildings. We began managing this work beginning in June of 1999 prior to our contract being finalized. The District's Purchase Order Completion Date was 8/14/99. Our Contract with the District was not executed until 8/17/99. It took until December to agree on the format and content of the BLA. The date on the BLA is 12/17/99, however it was not executed by the District until 1/3/00 nor signed by Jacobs until 4/4/00.)</p> <p>6 units 9 units 1 unit</p>	See Note	See Note	Actual - 9/6/99 Actual - 12/15/99 Actual - 4/26/00	Subcontractor default	Took over management of subcontractors of defaulted prime contractor
	1.1	Panelized & Relocatable Classrooms (BLA final cost adjustment)	6/21/01	admin. BLA	N/A		
2	2	CDS Relocatable Classrooms at Olympic H.S.	4/4/00	See Note Amend #1	Actual 9/6/00	Lack of performance by contractor and no approved DSA drawings.	Worked at risk prior to having DSA approved drawings
	2.1	Not Used					
	2.2	Relocatable Classrooms at Pine Street (BLA final cost adjustment)	6/21/01	admin. BLA	N/A		
	3	Program Budget Change (District budget increase)	4/6/00	admin. BLA	N/A		
	3.1	Changes in Fees for Preconstruction Services (District budget increase)	**11/15/01	admin. BLA	N/A		
3	4	Bid Package 1A: Barnum Hall Phase II and Mod.	5/19/00	7/15/2001	Forecast 6/27/02	Subcontractor default	Surety took over the work with a replacement contractor.

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BLA Number	Amendment Number	Description	Date of BLA Amendment	BLA Completion Date	Forecast/Actual Completion Date	Reason for Delay	Action Taken
		Due to non-performance, Dawn-Mar Construction was terminated. Kemper (Surety), has taken over the project. This project will complete nearly 12 mo's late.					
	4.1	Barnum Hall Construction (acoustical additions)					
	5	CDS Relocatable Classrooms at Olympic H.S. (Pine Street Child Care Facility Playground) Amendment to Amendment Number 2	8/12/00	see Amendment 4 above			
	6	Bonding Verbiage Changes	5/19/00	5/24/00	Actual 5/24/00		
4	7	Bid Package 1B: Modernization	7/20/00	admin. BLA	N/A		
		Grant, Rogers, Adams, Lincoln and Olympic - The Adams cafeteria has extensive mold and structural damage and the auditorium has significant damage to the roof trusses in the stage area. Both were unforeseen conditions. We have investigated both issues and are currently awaiting school district authorization to proceed with a design to remedy. The remainder of the Adams campus was substantially complete, except for punchlist items, by 11/09/01 "our BLA completion Date". On Grant, Rogers and Olympic we are preparing substantial completion documentation. It was issued to the District on 11/9/01, on time per our BLA completion date. Lincoln Middle School will be complete 11/30/01, 3 weeks late. Lincoln Pool is forecast to complete by 12/31/01 due to unforeseen conditions in the pool deck area. A time extension has been requested.	8/10/00	11/9/01	Forecast 12/31/01	Unforeseen Conditions	3rd party design solutions in place. DSA PCO's issued. Change orders being negotiated. Investigated issues, developed solutions and prepared resolution plan.
5	8	Bid Package 3A.1: Malibu Track and Field; Parking Lot					
		Malibu Track and Field/South Parking Lot - A significant number of RFI's related to Civil and Landscaping issues slowed completion of this work. This project completed 6 months late.	8/10/00	3/30/01	* 10/5/01	Significant number of RFI's and civil design issues.	Responded to RFI's, developed work-around plans and negotiated with subcontractor.
	8.1	Malibu High School - Pole Vault	Not used. Funded from Amendment No. 8				
		Owner's late addition to the work performed under Amendment 8. Work substantially complete. Punchlist work being completed.					
6	9	Bid Package 1C: Modernization					
		Pt. Dume, Webster- Pt. Dume and Webster Elementary Schools. Due to non-performance, Dawn-Mar Construction was terminated. Kemper agreed to have Jacobs finish the work with another subcontractor. This work will be delayed approximately 6 months.	8/10/00			Subcontractor default	Terminated nonperforming contractor and JFI assumed work with concurrence of the surety
	10	Not Used	Point Dume Webster	10/19/01 10/19/01	Forecast 4/15/02 * 9/28/01		

Actual Completion Date = Substantially Complete

\* = Work Substantially Complete and Formal Completion Documents Being Prepared.

\*\* = Pending Board Approval

Forecast Completion Date = Current Schedule Date

Administrative BLA = Approved adjustments to contract cost and or terms and conditions (unless noted otherwise)

BLA Number	Amendment Number	Description	Date of BLA Amendment	BLA Completion Date	Forecast/Actual Completion Date	Reason for Delay	Action Taken
7	11	<b>Bid Package 2D: Modernization and Classrooms</b>  Roosevelt Modernization and Roosevelt New Classrooms. A significant number of RFI's have caused delays on this project. The sub-contractor has had serious cash flow problems that have also caused delays to the project. The contractor has been issued a Notice of Default and the Surety company (Wausau) has been notified. If corrective action is not taken promptly, Jacobs will terminate the contractor and finish the work with another contractor. Expected completion with this scenario is 2/1/02.	8/16/00	10/30/01	Forecast 12/15/01	Significant number of RFI's and subcontractor performance.	Design has created and issued DSA PCO's to respond to RFI's and the contractor has been issued a Notice of Default. Lack of prompt corrective action will force us to terminate the contractor and complete the work with a replacement contractor.
8	12	<b>Bid Package 2B: Panelized / Relocatable Classrooms</b>  Edison, McKinley, Franklin and Muir - Edison will occupy by the BLA completion date, Franklin has been occupied since 9/5/01 "early", Muir - will occupy by 12/15/01, 1 month late due to unforeseen underground conditions and the lack of previous project DSA close-out. "District Issue".	8/16/00	11/15/01	Forecast 12/15/01	Unforeseen Site conditions and District's lack of proper District DSA closeout of prior project.	Investigated issues, developed solutions and issued change notice to owner
9	13	<b>Bid Package 2C: Recreation Fields</b> Edison, McKinley, Rogers, Roosevelt, Grant, Franklin, Muir, Pt. Dume, Webster and Cabrillo - All Playfields are Substantially Complete. The Recreation Buildings at McKinley, Franklin, Grant and Rogers will be complete 11/22/01, "3 months early per the BLA". Roosevelt's Recreation Building will be complete 12/15/01 "approximately 2 months early" per the BLA completion date.  sitework recreation buildings	8/16/00	12/12/01 2/6/02	* 10/6/01 Forecast 12/13/01		
10	14	<b>Bid Package 2A: Modernization</b> McKinley and Franklin -Substantially Complete by the BLA date. Punch list items remaining.	8/16/00	10/30/01	* 9/28/01		
11	15	<b>Bid Package 3A.5: Malibu Underground Utilities</b>  MHS Underground Utilities. This work was completed within the contract time. Final close out of changes continues. All systems were in place and being utilized by the District within our BLA completion date.	11/30/00	6/20/01	* 6/11/01		
12	16	<b>Bid Package 2E: Edison Modernization</b>  Work was completed by the BLA completion date and the facilities have been occupied by the District.	1/3/01	10/3/01	* 10/3/01		
13	17	<b>Bid Package 1A.1 - Modifications to the Santa Monica High School South Gym Basement</b> Project is complete and in use by the District. BLA is currently in the process of being closed out.	1/18/01	6/1/01	* 6/1/01		
14	18	<b>Bid Package 3A.2 - Two-Story Panelized Classrooms at Malibu High School</b>	2/15/01	10/19/01	Forecast 5/8/02	Design delays by supplier/subcontractor and failure to get 2-story DSA permit	Provided design support to subcontractor



Actual Completion Date = Substantially Complete

\* = Work Substantially Complete and Formal Completion Documents Being Prepared.

\*\* = Pending Board Approval

Forecast Completion Date = Current Schedule Date

Administrative BLA = Approved adjustments to contract cost and or terms and conditions (unless noted otherwise)

BLA Number	Amendment Number	Description	Date of BLA Amendment	BLA Completion Date	Forecast/Actual Completion Date	Reason for Delay	Action Taken
		Ecocrete Classrooms Malibu High School. DSA Approval, as well as, Ecocrete design issues for a first time two story Modular classroom of this configuration have caused this delay. Work will complete 7 months late.					
15	19	Bid Package 3B - Modernization & New Construction at Santa Monica High School	5/3/01	11/16/02	Forecast 11/16/02		
16	20	Bid Package 5 - Three new classrooms at SMASH  Demolition is complete, currently on hold due to lack of DSA sign off from previous District Project.	7/11/01	3/1/02	Forecast 5/1/02	Owner failure to obtain DSA closeout of previous project.	Issued change notice to owner
17	21	Bid Package 3A.4 - Modernization of Cabrillo Elementary School  Work includes exterior painting, interior classroom renovations, cabinets, restroom renovations and ADA upgrades. Scheduled to complete by the BLA completion date.	7/23/01	11/30/01	Forecast 11/30/01		
18	22	Bid Package 3A.3 - New/Modernization Work at Malibu High School  Work includes new gymnasium, auditorium renovations and upgrades, ADA ramps and access and bus drop off area.	10/28/01	10/2/02	Forecast 10/2/02		

## School Board Report 1/24/02

Good Evening,

I have said to you before that PTA values professional development for teachers but also for parent volunteers. Today I attended a PTA conference along with Mrs. Brady who was wearing her PTA hat and was a presenter at the conference. The keynote speaker was Jan Domene, the California State PTA President, and she spoke about encouraging PTA Councils to assert themselves and get on their School Board and Superintendents radar screen. I felt like Santa Monica Malibu could be her poster child because she was talking about the stuff we are already doing. I thank you for working with PTA in so many ways not the least of which is allowing us to speak at each Board meeting.

All our PTA units are in the process of electing nominating committees and putting together slates for the next school year. While new officers won't actually assume their positions until May or June, we must start now in order to realize a process that is as inclusive and wide reaching as possible. I encourage anyone who is not already involved with PTA at their children's school to take this opportunity to seek out a PTA officer or school Principal and let them know that you would like to be a part of this great organization.

Thank you  
Cheri Orgel

*Summer School July 1-26  
at Webster and Franklin.*

# Disney Spotlights Lincoln Middle School as 2001 Award Winner

BY SUSAN CASEY

"It's a really exciting time," said Santa Monica's Lincoln Middle School Principal Ilene Straus after learning that Lincoln had won Disney Learning Partnership's Spotlight School of the Year award for 2001.

"This is a culmination of years of persistence, hope and energy. It's been a long process and a validation of the work of the

whole staff," noted Straus. The only school in

the nation to receive the honor, Lincoln will be featured in a television program about the Disney American Teacher Awards which airs in December on Lifetime television.

The award, presented at a ceremony at the school Nov. 16, includes a \$10,000 check.

"Lincoln Middle School was selected because it represents a learning culture that nurtures success and evokes positive images of learning that we want to showcase to the American public," said Laurie Lang, executive director of the Disney division which strives to recognize and support innovative approaches to teaching that promote student success.

"We're a company about creativity, imagination and a joy of learning and that's what happens at Lincoln."

To find America's best and brightest schools, Disney contacted education experts from around the country and asked for nominations. Lincoln, which had won the National Blue Ribbon Award in 2000 and was honored as a California Distinguished School in 1994 and 1999, was one of some 21 public and private schools named.

"We visited about 10," said Anthony Jackson, a noted education expert and director of Disney Learning Partnership. "Then we visited Lincoln. It was far and away the best school we'd seen in a quite a while." Added Jackson, who has authored or co-authored several authoritative reports on educating youth in the 21st Century, "There is a deep engagement on the part of the kids in joyful learning."

A conscious effort to invigorate the school began 16 years ago when Straus became principal and initiated changes based on state and national reform recommendations, especially the division of the school into smaller units. Today, the 1,300 students are divided into nine teams with teachers and counselors aligned with each team.

"Making it personal changes the entire school," said Straus. "Kids and teachers get to

know each other well. We can build a family and connect curriculum, homework, field trips and rewards."

In addition to focusing on connectedness, the school also emphasizes scholarship. Central to that tenet has been Straus' continuing efforts to hire outstanding teachers and to insist on high expectations for students.

"We demand academic rigor and student engagement," said Straus. An active staff development program is in place and teachers are often released from class to plan joint lessons. "You can't do that type of planning at 4 pm," she added.

Other noteworthy programs and projects of the school include:

- The Guided Study Program: Students who do not do the homework or miss an assignment are required to attend an afternoon or Saturday study session to complete the missing work.
- Websites: Many teachers have their own websites where they feature class notes and homework assignments. Most offer a homework hotline that students can access through the Internet or voice mail.
- Tutoring: Free tutoring in mathematics is available after school. Spanish speakers can take advantage of a specialized tutoring program, El Club de Tarea.
- Technology Access: Lincoln has three computer labs on campus that are open before and after school. Students are encouraged to use the Internet for research. Many are proficient not only in keyboarding skills, but also in creating web sites and Powerpoint presentations.

• Music and Art Programs: Two-thirds of the student body are enrolled in vocal or instrumental music programs, including six instrumental and five choral music groups.

"Collaboration among teachers is pretty amazing," said Bob Seymour, a science teacher who has been at the school for 10 years. "Doors are open. You can walk across the hall and ask for an idea. When we find an idea that works well we want to share it."

What do the students think?

"I like the homework policy. It's good punishment," said one sixth grader.

"I like the food," added an 11-year-old student.

"We get to juggle in PE," chimed in another.

"I think it's a cool school. It's not bad at all – but it's still school," noted another sixth grader.

But perhaps the most thoughtful student observation was made during the Disney awards ceremony. Just before Disney's most famous figure, Mickey Mouse, presented the award, student body president Jasper Garczynski, an eighth grader, stood at the podium and remarked, "Lincoln is a very interesting place where each student can be an individual, but still feel comfortable associating with other individuals."



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## **Consent Calendar**

TO: BOARD OF EDUCATION  
FROM: SUPERINTENDENT  
RE: APPROVAL OF MINUTES

ACTION  
01/24/02

RECOMMENDATION NO. A.1

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

May 30, 2001

July 18 and 26, 2001

September 13, 2001

MOTION MADE BY: Dr. Jordan  
SECONDED BY: Mrs. Leon-Vazquez

STUDENT ADVISORY VOTE: Aye (Ms. de los Santos)  
AYES: Six (All: Mr. Pratt *in absentia*)  
NOES: Zero (None)  
ABSTENTIONS: Zero (None)

TO: BOARD OF EDUCATION

CONSENT/ACTION

01/24/02

FROM: SUPERINTENDENT/LISE REILLY

RE: APPROVAL OF INDEPENDENT CONTRACTORS

RECOMMENDATION NO. A.2

It is recommended that Board of Education enter into an agreement with the following Independent Contractors. These contracts are included in the 2001/2002 budget.

Contractor/Contract Dates	Description	Site	Funding
PS Arts Sept. 1, 2001-June 21, 2002 Cost: Not to exceed \$20,000	To provide visual arts instruction for all grades, K-5	Muir	"Governors Performance Awards - ongoing"  01-00040-0-11100-10000-5802-005-4050
UCLA Center X Feb. 1 - June 21, 2002 Cost: Not to exceed \$9,000	To facilitate math training for teachers and administrators	Ed Services	Title I/Eisenhower  01-40100-0-11100-10000-5802-035-1300
Wendelin Van Draanen Feb. 21, 2002 Cost: Not to exceed \$1,200	To provide three one hour sessions in the library for 6th graders as a fulfillment of literacy grant requirement for an author visit	Adams	Ed Foundation Library  01-90820-0-11100-10000-5802-011-4110

MOTION MADE BY: Dr. Jordan  
SECONDED BY: Mrs. Leon-Vazquez

STUDENT ADVISORY VOTE: Aye (Ms. de los Santos)  
AYES: Six (All: Mr. Pratt *in absentia*)  
NOES: Zero (None)  
ABSTENTIONS: Zero (None)

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/24/02

FROM: SUPERINTENDENT

RE: BASIC/SUPPLEMENTAL TEXTBOOKS TO BE ADOPTED

RECOMMENDATION NO. A.3

It is recommended that the following supplemental textbooks be adopted for use in the Santa Monica-Malibu Unified School District effective immediately.

COMMENT: In accordance with the Board of Education policy, the textbooks listed below have been on public display for the past two weeks in the Educational Services Department at 1638 17th Street, Santa Monica, CA 90405.

**BARRON'S HOW TO PREPARE FOR THE AP ENGLISH**, by George Ehrenhaft, Max Nadel, and Arthur Sherrer, Jr., English 12 AP Literature for grade 12, Carol Jago requesting adoption from Samohi, SUPPLEMENTAL

**A TOAD FOR TUESDAY**, by Russell Erikson, Reading for grade 3, Kim Glansberg requesting adoption from Webster, SUPPLEMENTAL

**HISTORICAL VIEWPOINTS - VOLUME 1 & II**, by John a. Garraty, ed.8th edition, Social Studies, AP. US History for grade 11, Linda Kovaric from Samohi requesting adoption , SUPPLEMENTAL

MOTION MADE BY: Dr. Jordan  
SECONDED BY: Mrs. Leon-Vazquez

STUDENT ADVISORY VOTE: Aye (Ms. de los Santos)  
AYES: Six (All: Mr. Pratt in absentia)  
NOES: Zero (None)  
ABSTENTIONS: Zero (None)



TO: BOARD OF EDUCATION

ACTION/CONSENT

01-24-02

FROM: SUPERINTENDENT/LISE REILLY/JESUS VACA

RE: ENGLISH LANGUAGE ACQUISITION PROGRAM (ELAP)

#### RECOMMENDATION NO. A.4

It is recommended that the Board of Education approve the application of the Santa Monica-Malibu Unified School District to the State Board of Education for the English Language Acquisition Program (ELAP).

The application to this program would provide \$100.00 for each English Language Learner in grades four through eight to assist the District in our ongoing program in English Language Development for these students. The schools in the District that would receive this funding are:

* John Adams Middle School	286 students
* Edison Elementary	82 students

#### BACKGROUND AND RATIONALE

The California Department of Education (CDE) has announced the availability of funds to local agencies (LEAs) to participate in the English Language Acquisition Program (ELAP), Education Code 400-410. The ELAP becomes effective Spring, 2002. These funds, which will be allocated annually, will greatly help in our continued efforts to improve our assessment tools for English learners and provide supplemental instructional support opportunities during intersessions, before and after school and summer school.

#### PLAN FOR USE OF FUNDS AND TIME LINE

The funds will be used to:

1. Conduct academic assessments of English learners to ensure appropriate placement of those pupils. Assessments shall include:
  - a) Initial assessment of English language learners to determine their English proficiency level.
  - b) Ongoing assessment conducted at least annually to ensure accurate placement of English learners and to provide formative assessment information to refine the program.

Assessments include, but are not limited to, the State standardized testing and reporting program (STAR), required by section 60604, unless the pupil is exempted by law, and the California English Language Development Test (CELDT), pursuant to Section 60811, when it is available.

1. Provide a program for English language Development (ELD) instruction to assist pupils in successfully achieving the English Language Development standards adopted by the State Board of Education, pursuant to section 60811.
2. Provide supplemental instructional support, such as intervention, before and after school opportunities or summer school, to provide English learners with continuing English language development.
3. Coordinate services and funding sources available to English learners, including but not limited to, community-based English tutoring programs (CBETP).

The time line for implementation is dependent upon receiving the funding in the Spring 2002.

MOTION MADE BY: Dr. Jordan  
SECONDED BY: Mrs. Leon-Vazquez

STUDENT ADVISORY VOTE: Aye (Ms. de los Santos)  
AYES: Six (All: Mr. Pratt *in absentia*)  
NOES: Zero (None)  
ABSTENTIONS: Zero (None)

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/24/02

FROM: KENNETH R. BAILEY/ VIRGINIA I. HYATT

RE: APPROVAL OF PURCHASE ORDERS

RECOMMENDATION NO. A.5

It is recommended that the Board of Education approve the following Purchase Orders and Changed Purchase Orders from January 10, 2002, through January 15, 2002 for fiscal year 2000/01.

MOTION MADE BY:

Dr. Jordan

SECONDED BY:

Mrs. Leon-Vazquez

STUDENT ADVISORY VOTE:

Aye (Ms. de los Santos)

AYES:

Six (All: Mr. Pratt *in absentia*)

NOES:

Zero (None)

ABSTENTIONS:

Zero (None)

## SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PAGE 1

PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF JANUARY 24, 2002

U-GENERAL FUND, UNRESTRICTED R-GENERAL FUND, RESTRICTED A-ADULT ED CD-CHILD DEVELOPMENT F-CAFETERIA  
 SF-SPECIAL FINANCING (FLEX) EX-PROP ES and X D-DEVELOPER FEES EQ-EARTHQUAKE  
 SM-STATE MODERNIZATION

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
<b>*** CHANGED PURCHASE ORDERS ***</b>					
254956	STAPLES BUSINESS ADVANTAGE	CLASSROOM SUPPLIES	SMASH SCHOOL	584.12	U
				<b>** CHANGED PURCHASE ORDERS TOTAL:</b>	<b>584.12</b>
<b>*** NEW PURCHASE ORDERS ***</b>					
255028	(ASCD) ASSN FOR SUPERVISION &	MEMBERSHIP	PERSONNEL SERVICES	74.69	U
255102	AGS	Psych materials - Sandy Baral	SPECIAL EDUCATION REGULAR YEAR	154.67	R
254781	AMERICAN REPAIR SPECIALISTS	PAYMENT OF INVOICE/REPAIR	GRANT ELEMENTARY SCHOOL	168.79	U
255065	AWARDS REX	PLAQUE - HARVEY WELLS	STUDENT SERVICES	60.60	U
254892	BAY PRINTING CO	BUSINESS CARDS	CHILD DEVELOPMENT CENTER	62.96	CD
254977	BORDERS BOOKS & MUSIC	library books	JOHN ADAMS MIDDLE SCHOOL	54.62	U
255105	BROADWAY HEATING & SHEET METAL	PAN FOR LINCOLN POOL	FACILITY MAINTENANCE	113.56	
255142	CARUSO, STEPHANIE	REIMBURSEMENT-MILEAGE/CARUSO	SPECIAL EDUCATION REGULAR YEAR	1,000.00	R
255119	CASRON SERVICES	INSTALL B.B. POST/BACKBOARDS	WEBSTER ELEMENTARY SCHOOL	649.50	U
255094	CIRCUIT CITY	dvd player	JOHN ADAMS MIDDLE SCHOOL	141.89	
255132	COMPU-TEACH	COMPUTER SOFTWARE	ROOSEVELT ELEMENTARY SCHOOL	359.70	U
254481	CULVER NEWLIN	OUTDOOR BENCHES & TABLES	MCKINLEY ELEMENTARY SCHOOL	2,105.24	SM
255056	CUMMINS CAL PACIFIC INC	BUS REPAIRS/TRANSP. DEPT.	TRANSPORTATION	3,644.84	R
255067	DAVIDOVICH, SUSAN	REIMBURSE FOR POOL REPAIR	FACILITY MAINTENANCE	509.40	
255126	DEMCO LIBRARY SUPPLIES	LIBRARY SUPPLIES	LINCOLN MIDDLE SCHOOL	162.44	
255118	DETMERS	BASKETBALL POSTS/BACKBOARDS	WEBSTER ELEMENTARY SCHOOL	2,054.51	U
255045	DIPLEY, JERI	REIMBURSE/INST SUP/PE/GIFT	JOHN ADAMS MIDDLE SCHOOL	66.00	
255021	DURHAM TRANSPORTATION	BUS TRANSPORTATION	SANTA MONICA HIGH SCHOOL	288.60	U
255022	DURHAM TRANSPORTATION	BUS TRANSPORTATION	SANTA MONICA HIGH SCHOOL	619.79	U
254842	EDUCATION WEEK	PERIODICAL	LINCOLN MIDDLE SCHOOL	79.94	U
254992	FERRES, KRISTIN	REIMBURSE/INS SUP/SP ED/SDC	JOHN ADAMS MIDDLE SCHOOL	93.51	R
255036	FOLLETT LIBRARY BOOK CO	LIBRARY BOOKS	LINCOLN MIDDLE SCHOOL	2,364.99	R
255092	FOLLETT LIBRARY BOOK CO	library books	JOHN ADAMS MIDDLE SCHOOL	4,000.00	R
255106	GLENCOE/MACMILLAN/MCGRAW-HILL	Language materials-Anne Keller	SPECIAL EDUCATION REGULAR YEAR	9,196.44	R
254993	GRAY, SHANA	REIMBURSE INS SUP/SCIENCE/S.I.	JOHN ADAMS MIDDLE SCHOOL	94.55	R
254730	GREAT SOURCE	TEXTBOOKS	JOHN ADAMS MIDDLE SCHOOL	529.74	R
254991	GREAT SOURCE	INSTRUCTIONAL SUP/S.I./MATH	JOHN ADAMS MIDDLE SCHOOL	147.81	R
255001	GREAT SOURCE	INSTRUCTIONAL SUP/HUMANITIES	JOHN ADAMS MIDDLE SCHOOL	346.91	R
254944	HARCOURT BRACE	math resources	GRANT ELEMENTARY SCHOOL	182.62	R
254811	HOUGHTON MIFFLIN	TEXTBOOKS	JOHN ADAMS MIDDLE SCHOOL	9,802.63	R
254775	INTELLI-TECH	PRINTER	GRANT ELEMENTARY SCHOOL	411.48	U
254894	INTELLI-TECH	INK CARTRIDGES	GRANT ELEMENTARY SCHOOL	192.24	U
255031	INTELLI-TECH	PRINTER CARTRIDGES	SANTA MONICA HIGH SCHOOL	214.29	U
255112	INTELLI-TECH	COMPUTER SWITCHES/GIFT	JOHN ADAMS MIDDLE SCHOOL	4,604.96	
255066	INTERACT	GATE SUPPLIES/ROOM 19	WEBSTER ELEMENTARY SCHOOL	88.69	R
255125	INTERACT	GATE SUPPLIES/ROOM 23	WEBSTER ELEMENTARY SCHOOL	88.69	R
255117	INTERNATIONAL LASER GROUP	INK CARTRIDGES	GRANT ELEMENTARY SCHOOL	167.83	U
254665	JUNIOR LIBRARY GUILD	library books	JOHN ADAMS MIDDLE SCHOOL	851.04	R
255000	JUNIOR LIBRARY GUILD	LIBRARY BOOKS	WEBSTER ELEMENTARY SCHOOL	1,350.00	R
255042	JUNIOR LIBRARY GUILD	LIBRARY BOOKS	LINCOLN MIDDLE SCHOOL	155.23	R
254608	KANTOR, JERRY	REIMBURSE/STAFF DEV BOOKS/GPA	JOHN ADAMS MIDDLE SCHOOL	278.40	U
255127	KELIN, MARIE-CLAIRE	LIBRARY SUPPLIES	LINCOLN MIDDLE SCHOOL	99.49	
255057	KRUG, JESSICA	REIMBURSEMENT/JESSICA KRUG	STATE AND FEDERAL PROJECTS	83.29	R
255146	LINGUI SYSTEMS INC	Books - Lisa Kannof	SPECIAL ED SPECIAL PROJECTS	172.75	R
255013	MACWAREHOUSE/MICROWAREHOUSE	GENERAL SUPPLIES/TECHNOLOGY	CURRICULUM AND IMC	1,408.38	R

## PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF JANUARY 24, 2002

U-GENERAL FUND, UNRESTRICTED R-GENERAL FUND, RESTRICTED A-ADULT ED CD-CHILD DEVELOPMENT F-CAFETERIA  
 SF-SPECIAL FINANCING (FLEX) EX-PROP ES and X D-DEVELOPER FEES EQ-EARTHQUAKE  
 SM-STATE MODERNIZATION

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
255100	MHS	Psych materials - Sandy Baral	SPECIAL EDUCATION REGULAR YEAR	393.31	R
255058	MIRABAL, MARTY	REIMBURSE/ADMIN	JOHN ADAMS MIDDLE SCHOOL	70.32	U
255007	NASCO WEST - MODESTO	ART EASELS	GRANT ELEMENTARY SCHOOL	141.36	U
255041	NEXTEL COMMUNICATIONS	REPLACEMENT PHONE	FACILITY MAINTENANCE	129.06	
255043	NEXTEL COMMUNICATIONS	NEXTEL ACCESSORIES	TRANSPORTATION	226.89	R
255085	NEXTEL COMMUNICATIONS	NEXTEL PHONE	BOE/SUPERINTENDENT	231.43	U
255123	NICK RAIL MUSIC	OPEN ORDER/MUSIC SUPPLIES	CURRICULUM AND IMC	1,028.38	U
254990	NORTHERN SPEECH SERVICES INC	SUPPLIES/SP ED/SPEECH	JOHN ADAMS MIDDLE SCHOOL	216.92	R
254726	O'BRIEN, LOURDES	REIMBURSE/MATH AWARDS/GIFT	JOHN ADAMS MIDDLE SCHOOL	52.43	
255052	ONE MOTHER TO ANOTHER	PHOTOGRAPHY SERVICE CHARGE	CURRICULUM AND IMC	95.00	R
255103	PSYCHOLOGICAL & EDUCATIONAL	Psych Materials - Sandy Baral	SPECIAL EDUCATION REGULAR YEAR	207.27	R
255098	PSYCHOLOGICAL CORP/HARCOURT	Psych materials - Sandy Baral	SPECIAL EDUCATION REGULAR YEAR	401.80	R
254997	RICKARD, DAN	INSTRUCTIONAL SUPPLIES/EXP/ART	JOHN ADAMS MIDDLE SCHOOL	98.84	U
255060	RIVERSIDE PUBLISHING	Psych. materials-Sandy Baral	SPECIAL EDUCATION REGULAR YEAR	3,111.06	R
254316	SAMY'S CAMERA SHOP	YEARBOOK CAMERA	MALIBU HIGH SCHOOL	290.52	
254999	SAMY'S CAMERA SHOP	NON CAPITALIZED EQUIP/TECHN	CURRICULUM AND IMC	805.97	R
255047	SCHOOL SPECIALTY INC	OPEN ORDER/INS SUP/SP ED	JOHN ADAMS MIDDLE SCHOOL	50.00	R
255135	SOUTHWEST SCHOOL SUPPLY	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	164.12	R
255137	SOUTHWEST SCHOOL SUPPLY	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	83.19	U
255051	SPECTRA/SHAW CONTRACT FLOORING	NEW FLOORING-BOARD BLDG BATHRM	FACILITY MAINTENANCE	500.00	
255143	STAPLES - DELIVERIES ONLY	TONER FOR COPIERS	WILL ROGERS ELEMENTARY SCHOOL	468.63	U
255097	STAPLES BUSINESS ADVANTAGE	NON-INTS. SUPPLIES	EDISON ELEMENTARY SCHOOL	250.00	U
254660	TEAM DESIGN	CHEERLEADER UNIFORMS/ASB	JOHN ADAMS MIDDLE SCHOOL	1,784.21	
255046	U S OFFICE PROD./CORPORATE EXP	OPEN ORDER/INS SUP/ESL	JOHN ADAMS MIDDLE SCHOOL	100.00	U
255111	VILICANA, SOLVEIG	REIMBURSE/INS SUP/SI/FOR LANG	JOHN ADAMS MIDDLE SCHOOL	96.57	R
255027	VIRCO MFG CORP	OFFICE FURNITURE	DISTRICT-WIDE	911.64	EX
255038	VIRCO MFG CORP	OFFICE FURNITURE	DISTRICT-WIDE	911.64	EX
255040	VIRCO MFG CORP	OFFICE FURNITURE	DISTRICT-WIDE	911.64	EX
255048	VIRCO MFG CORP	OFFICE FURNITURE	DISTRICT-WIDE	911.64	EX
255049	VIRCO MFG CORP	OFFICE FURNITURE	DISTRICT-WIDE	911.64	EX
255101	WESTERN GRAPHIX	LAMINATOR REPAIR	WEBSTER ELEMENTARY SCHOOL	120.00	U
255104	WESTERN PSYCHOLOGICAL	Psych materials - Sandy Baral	SPECIAL EDUCATION REGULAR YEAR	423.75	R
** NEW PURCHASE ORDERS TOTAL:				65,396.93	

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/24/02

FROM: SUPERINTENDENT/KENNETH R. BAILEY

RE: ACCEPTANCE OF GIFTS

RECOMMENDATION NO. A.6

It is recommended that the Board of Education accept, with gratitude, checks and gifts totaling \$418,842.68 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 2001-2002 income and appropriations by \$416,527.68 as described on the attached listing.

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

Also attached for informational purposes is a report itemizing Cumulative Totals of Gifts and Donations for Fiscal Year 2001-2002.

MOTION MADE BY: Dr. Jordan  
SECONDED BY: Mrs. Leon-Vazquez

STUDENT ADVISORY VOTE: Aye (Ms. de los Santos)  
AYES: Six (All: Mr. Pratt *in absentia*)  
NOES: Zero (None)  
ABSTENTIONS: Zero (None)

School/Site	Gift Amount	In-kind Value	Donor	Purpose
Account Number				
<b>JAMS</b>	\$ 1,323.42		BCJ Coca-Cola Bottling Co. of L.A.	P.E. Supplies
01-90120-0-00000-00000-8699-011-0000	\$ 879.82		John Adams PTSA	General Supplies & Materials
	\$ 620.00		Various	Instructional Supplies
	\$ 500.00		YWCA of Santa Monica	Gym Floor Refinishing Materials
	\$ 200.00		Santa Monica Band Parents Assns.	Piano Movers for Concerts
	\$ 165.00		L.A. County Bar Assn.	Bus Transportation for L.A. Superior Court field trip
	\$ 100.00		Waverley Dancers	Instructional Supplies
	\$ 25.00		Daniel Hillman, M.D.	Magazine Subscription for Library
	\$ 20.00		Ron & Lillian Andrade	Magazine Subscription for Library
<b>Adult Education</b>	\$ 25.00		Auveen O'Neill	Patio Expenses
11-90120-0-00000-00000-8699-090-0000	\$ 25.00		Patricia Wilson	HSD Textbooks
<b>Alternative (SMASH)</b>	\$ 2,040.00		SMASH PTSA	Instructional Aides/P.E./Arts
01-90120-0-00000-00000-8699-009-0000				
<b>Cabrillo</b>	\$ 906.00		Keys Studio	General Supplies & Materials
01-90120-0-00000-00000-8699-017-0000	\$ 901.75		Holst Brothers	Instructional Supplies
	\$ 450.00		Elan Vital	General Supplies & Materials
	\$ 150.00		Los Robles Regional Medical Center	General Supplies & Materials
	\$ 52.11		BCJ Coca-Cola Bottling Co. of L.A.	General Supplies & Materials
	\$ 40.00		Laura's Tips	General Supplies & Materials
	\$ 22.00		Lysa Higgins	Other Books - Library
	\$ 11.50		Access Computer Products, Inc.	General Supplies & Materials
<b>PTA Reim. - Resource #90150</b>	\$ 17,500.00		Cabrillo PTA	Instructional Aides
	\$ 4,750.00		Cabrillo PTA	Instructional Supplies (Adopt A Class)
	\$ 5,000.00		Cabrillo PTA	Instructional Supplies (Adopt A Class)
		\$ 750.00	Robert Carmichael	Power Mac Computer & Printer
<b>CDS</b>				
12-90120-0-00000-00000-8699-090-0000				
<b>Edison</b>	\$ 204.00		Herff Jones	Instructional Supplies
01-90120-0-00000-00000-8699-001-0000	\$ 100.00		SM Political Action Comm., SMMCTA Acct.	Instructional Supplies
<b>PTA Reim. - Resource #90150</b>	\$ 7,500.00		Edison PTA	Copier Mtrc. Agmt./Teacher Hrly./Inst. Aides/Spec. Serv.
	\$ 333.47		Edison PTA	Custodial Overtime during Fall Festival
		\$ 260.00	Sanford Paper Mate	Pens & Pencils
<b>Franklin</b>				
01-90120-0-00000-00000-8699-002-0000				
<b>PTA Reim. - Resource #90150</b>	\$ 30,000.00		Franklin PTA	Special Services - Classified
	\$ 15,000.00		Franklin PTA	Equipment (\$5,000+)
	\$ 5,000.00		Franklin PTA	Non-Capitalized Equipment



School/Site	Gift Amount	In-kind Value	Donor	Purpose
Account Number				
<b>Grant</b>	\$ 15,000.00		Grant School Booster Club	Instructional Aides
01-90120-0-00000-00000-8699-003-0000	\$ 15,000.00		Grant School Booster Club	Special Services - Classified
	\$ 500.00		McDonald's	Instructional Supplies
<b>Lincoln</b>				
01-90120-0-00000-00000-8699-012-0000				
<b>Malibu High School</b>	\$ 2,081.18		White Studios	Graduation Expenses
01-90120-0-00000-00000-8699-010-0000	\$ 1,420.00		Keys Studios	PE Classroom Supplies/School Equipment
	\$ 1,284.68		MHS Athletic Booster Club	Additional Coach/Supplies
	\$ 300.00		Susan & Jay Chattaway	Field Trip Transportation
	\$ 285.00		Various Parents	Marine Biology Boat Trip
	\$ 160.00		Various Parents	Photography Class Supplies
	\$ 130.00		Jennifer Bolden	Marine Biology Boat Trip
<b>McKinley</b>	\$ 500.00		Taslimi Construction Co., Inc.	Library Fund
01-90120-0-00000-00000-8699-004-0000	\$ 500.00		Susanne Taslimi	Science Books
	\$ 500.00		Carl & Rena McKinzie	General Supplies & Materials
		\$ 500.00	Mathew J. Peterson	Compaq-Presario Computer & Printer
		\$ 250.00	Mark A. Collons	Hewlett Packard Jet II Printer
<b>Muir</b>	\$ 11,475.00		John Muir PTA	Inst. Aides/Health Aide/Inservice Supp/Copier Lease
01-90120-0-00000-00000-8699-005-0000	\$ 480.00		United Way	General Supplies & Materials
	\$ 60.00		Edison International	General Supplies & Materials
<b>Muir/SMASH Joint</b>				
01-90120-0-00000-00000-8699-016-0000				
<b>Olympic HS</b>	\$ 10,000.00		Verizon Wireless	General Supplies & Materials
01-90120-0-00000-00000-8699-014-0000	\$ 186.84		BCJ Coca-Cola Bottling Co. of L.A.	General Supplies & Materials
<b>Rogers</b>	\$ 6,000.00		Will Rogers PTA	Tables & Benches
01-90120-0-00000-00000-8699-006-0000	\$ 5,000.00		Performing Arts Foundation	Instructional Supplies
	\$ 4,825.50		Various Parents	Outdoor Science Camp
	\$ 100.00		Mr. & Mrs. Nick Liampetchakisi	Instructional Supplies for Mr. Zundell's Class
<b>Roosevelt</b>	\$ 40,000.00		First Federal Bank	Special Service Employees
01-90120-0-00000-00000-8699-007-0000	\$ 1,000.00		Mary Dunning	Instructional Supplies
<b>PTA Reim. - Resource #90150</b>	\$ 29,347.00		Roosevelt PTA	Special Services-Vocal Music/Office Asst. I
<b>Samohi</b>	\$ 4,000.00		Giraldi Suarez Productions, Inc.	At Co-Principals' Discretion
01-90120-0-00000-00000-8699-015-0000	\$ 2,500.00		Karen Dickerson	At Co-Principals' Discretion
	\$ 382.02		BCJ Coca-Cola Bottling Co. of L.A.	At Discretion of P.E. Dept.
	\$ 106.42		Verizon	At Co-Principals' Discretion
	\$ 100.00		J. Paul Getty Trust	At Co-Principals' Discretion

School/Site Account Number	Gift Amount	In-kind Value	Donor	Purpose
<b>Restore Barnum Hall</b>	\$ 1,000.00		Sydney & Robert Bennion	Restoration of Barnum Hall
01-91150-0-00000-00000-8699-015-0000	\$ 1,000.00		William & Nancy Mortensen	Restoration of Barnum Hall
	\$ 1,000.00		Jeffrey Cummings, M.D./Inese Verzemnieks	Restoration of Barnum Hall
	\$ 1,000.00		Kathryn Atchison & C. Bryce Benjamin	Restoration of Barnum Hall
	\$ 500.00		Polly Benson Trustee	Restoration of Barnum Hall
	\$ 500.00		Jody A. Forrester & John O. Schneider	Restoration of Barnum Hall
	\$ 300.00		Andrea L. Stein & Franklin D. Pratt	Restoration of Barnum Hall
	\$ 150.00		William E. Coleman/June J. Coleman L.T.	Restoration of Barnum Hall
	\$ 150.00		Stephen F. Harbison	Restoration of Barnum Hall
	\$ 150.00		Sidney Wolinsky & Dorothy Chapman	Restoration of Barnum Hall
	\$ 100.00		Ralph S. Mechur	Restoration of Barnum Hall
<b>Pt. Dume Marine Science</b>	\$ 11,586.00		Various Parents	Field Trips - Bus Transportation
01-90120-0-00000-00000-8699-019-0000	\$ 7.20		Access Computer Products	General Supplies & Materials
<b>PTA Reim. - Resource #90150</b>	\$ 21,864.58		Pt. Dume PTA	Instructional Aides
	\$ 11,994.93		Pt. Dume PTA	Special Services - Classified
	\$ 3,953.63		Pt. Dume PTA	Special Services - Pierre Coulsey
	\$ 3,953.63		Pt. Dume PTA	Special Services - Pierre Coulsey
<b>Webster</b>				
01-90120-0-00000-00000-8699-008-0000				
<b>PTA Reim. - Resource #90150</b>	\$ 55,000.00		Webster PTA	Tchr. Hrly./Instr. Aides/Special Services-Classified
	\$ 55,000.00		Webster PTA	Tchr. Hrly./Instr. Aides/Special Services-Classified
<b>Educational Services</b>		\$ 490.00	Richard Barrett	AST Personal Computer for School Site Use
01-90120-0-00000-00000-8699-030-0000				
<b>Student Services (Health Champions)</b>				
01-90120-0-00000-00000-8699-041-0000				
<b>All Others:</b>				
<b>Health Services</b>	\$ 250.00		Santa Monica-Malibu Council PTA	Icemaker - Nurse's Office at McKinley Elementary
01-90120-0-00000-00000-8699-041-0000				
<b>Grounds Maintenance</b>		\$ 65.00	Lynda Barrett	Marathon IIE Grass Seed for Use at School Site
01-90120-0-00000-00000-8699-065-0000				
<b>Special Education</b>				
01-90120-0-00000-00000-8699-044-0000				
General				
<b>TOTAL</b>	\$ 416,527.68	\$ 2,315.00		

School/Site Account Number	Y-T-D Adjusted Gift Total	Current Gift Amount	Cumulative Gift Amount	Y-T-D In-Kind Value	Current In-Kind Value	Cumulative In-Kind Value
JAMS	\$ 38,503.36	\$ 3,833.24	\$ 42,336.60	\$ -	\$ -	\$ -
01-90120-0-00000-00000-8699-011-0000						
Adult Education	\$ 1,905.00	\$ 50.00	\$ 1,955.00	\$ -	\$ -	\$ -
11-90120-0-00000-00000-8699-090-0000						
Alternative (SMASH)	\$ 8,540.00	\$ 2,040.00	\$ 10,580.00	\$ 500.00	\$ -	\$ 500.00
01-90120-0-00000-00000-8699-009-0000						
Cabrillo	\$ 47,628.49	\$ 2,533.36	\$ 50,161.85	\$ 1,550.00	\$ -	\$ 1,550.00
01-90120-0-00000-00000-8699-017-0000						
PTA Reim. - Resource #90150	\$ -	\$ 27,250.00	\$ 27,250.00			
CDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12-90120-0-00000-00000-8699-090-0000						
Edison	\$ 95.73	\$ 304.00	\$ 399.73	\$ -	\$ -	\$ -
01-90120-0-00000-00000-8699-001-0000						
PTA Reim. - Resource #90150	\$ 880.00	\$ 7,833.47	\$ 8,713.47			
Franklin	\$ 23,160.00	\$ -	\$ 23,160.00	\$ 300.00	\$ -	\$ 300.00
01-90120-0-00000-00000-8699-002-0000						
PTA Reim. - Resource #90150	\$ 50,000.00	\$ 50,000.00	\$ 100,000.00			
Grant	\$ 139.26	\$ 30,500.00	\$ 30,639.26	\$ 175.00	\$ -	\$ 175.00
01-90120-0-00000-00000-8699-003-0000						
Lincoln	\$ 11,512.93	\$ -	\$ 11,512.93	\$ -	\$ -	\$ -
01-90120-0-00000-00000-8699-012-0000						
Malibu High School	\$ 21,037.53	\$ 5,660.86	\$ 26,698.39	\$ 3,116.00	\$ -	\$ 3,116.00
01-90120-0-00000-00000-8699-010-0000						
McKinley	\$ 22,452.53	\$ 1,500.00	\$ 23,952.53	\$ -	\$ -	\$ -
01-90120-0-00000-00000-8699-004-0000						
Muir	\$ 13,578.05	\$ 12,015.00	\$ 25,593.05	\$ -	\$ -	\$ -
01-90120-0-00000-00000-8699-005-0000						

Board Date:1/24/02

## Cumulative Totals: Gifts and Donations for Fiscal Year 2001-2002

School/Site	Y-T-D Adjusted Gift Total	Current Gift Amount	Cumulative Gift Amount	Previous In-Kind Value	Current In-Kind Value	Cumulative In-Kind Value
<b>Muir/Smash Joint</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-90120-0-00000-00000-8699-016-0000						
<b>Olympic HS</b>	\$ 23,593.71	\$ 10,186.84	\$ 33,780.55	\$ -	\$ -	\$ -
01-90120-0-00000-00000-8699-014-0000						
<b>Rogers</b>	\$ 58,388.72	\$ 15,925.50	\$ 74,314.22	\$ 4,117.40	\$ -	\$ 4,117.40
01-90120-0-00000-00000-8699-006-0000						
<b>Roosevelt</b>	\$ 29,510.00	\$ 41,000.00	\$ 70,510.00	\$ -	\$ -	\$ -
01-90120-0-00000-00000-8699-007-0000						
<b>PTA Reim. - Resource #90150</b>		\$ 29,347.00				
<b>Samohi</b>	\$ 18,718.09	\$ 7,088.44	\$ 25,806.53	\$ 4,550.00	\$ -	\$ 4,550.00
01-90120-0-00000-00000-8699-015-0000						
<b>Barnum Hall</b>	\$ 6,750.00	\$ 5,350.00	\$ 12,100.00	\$ -	\$ -	\$ -
01-91150-0-00000-00000-8699-015-0000						
<b>Pt. Dume Marine Science</b>	\$ 60,203.96	\$ 11,593.20	\$ 71,797.16	\$ -	\$ -	\$ -
01-90120-0-00000-00000-8699-019-0000						
<b>PTA Reim. - Resource #90150</b>	\$ 3,368.56	\$ 41,767.77				
<b>Webster</b>	\$ -	\$ -	\$ -	\$ 27,587.24	\$ -	\$ 27,587.24
01-90120-0-00000-00000-8699-008-0000						
<b>PTA Reim. - Resource #90150</b>		\$ 110,000.00				
<b>Educational Services</b>	\$ -	\$ -	\$ -	\$ 17,565.00	\$ 490.00	\$ 18,055.00
01-90120-0-00000-00000-8699-030-0000						
<b>Student Services (Health Champ.)</b>	\$ -	\$ 250.00	\$ 250.00	\$ -	\$ -	\$ -
01-90120-0-00000-00000-8699-041-0000						
<b>All Others:</b>						
<b>Grounds Maintenance</b>	\$ -	\$ -	\$ -	\$ -	\$ 65.00	\$ 65.00
01-90120-0-00000-00000-8699-065-0000						
<b>Special Education</b>	\$ 625.00	\$ -	\$ 625.00	\$ -	\$ -	\$ -
01-90120-0-00000-00000-8699-044-0000						
<b>TOTAL GIFTS</b>	\$ 440,590.92	\$ 416,028.68	\$ 672,136.27	\$ 59,460.64	\$ 555.00	\$ 60,015.64

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/24/02

FROM: SUPERINTENDENT/KENNETH R. BAILEY

RE: CONFERENCE AND TRAVEL APPROVAL/RATIFICATION

RECOMMENDATION NO. A.7

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	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
<u>ABRAMSON, Neal</u> Transportation 01-72300-0-11100-36000-5220- 058-2580 General Fund - <u>Resource</u> : Transportation Home/School	CASTO Oakland, CA March 23 - 26, 2002	\$1,300.00
<u>BISHOP, Shannon</u> Special Education 01-65000-0-57700-11900-5220- 043-1400 General Fund - <u>Resource</u> : Special Education	Central Auditory Processing ID - DX - TX Downey, CA January 23, 2002	\$25.00
<u>CRAWFORD, Joan</u> Lincoln Middle 01-72600-0-11100-10000-5220- 012-4120 General Fund - <u>Resource</u> : SIP K-6	California Math Conference Palm Springs, CA November 2 - 3, 2001	\$100.00



NAME SITE Account Number Fund - Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
D'AGOSTINO, Joan Malibu High 01-73150-0-00000-21400-5220- 010-4100 General Fund - <u>Resource</u> : Staff Dev. - CPDP	California Science Standards Industry Hills, CA January 16, 2002	\$175.00 + SUB
HARRIS, Peggy Educational Services 01-90120-0-11500-10000-5220- 030-1300 General Fund <u>Resource</u> : Gifts	Writing in the Four Blocks Classroom Anaheim, CA March 7, 2002	\$200.00
01-91230-0-19200-10000-5220- 030-1300 General Fund <u>Resource</u> : City of SM/Multicultural	Reinventing the Rules for the Brand New Workplace Anaheim, CA March 11, 2002	\$445.00
HYATT, Virginia Purchasing & Warehouse 01-00000-0-00000-72000-5220- 055-2550 General Fund - <u>Function</u> : Other Gel. Adman.	K-12 & College Public Works Legal Update Glendale, CA January 15, 2002	\$20.00
KISSINGER, Julie Will Rogers Elementary 01-41100-0-11100-10000-5220- 006-4060 General Fund - <u>Resource</u> : Title VI - Innovative Educ.. Strategies	R2C2 Conference San Diego, CA March 7 - March 9, 2002	\$700.00
LEVIN, Peri Adult Education 11-39100-0-41100-10000-5220- 095-2950 Adult Ed. Fund - <u>Resource</u> : Priority 1, 2 & 3	CAE Bridging The Gap - GED Conference Torrance, CA October 27, 2001	\$80.00
McNULTY, Nancy Special Education 01-34050-0-57700-11900-5220- 044-1400 General Fund - <u>Resource</u> : Special Educ.. - Workability	Workability I Region 3 Fall Training Torrance, CA December 4, 2001	\$50.00
MOORE, Sue Special Education 01-65000-0-57700-11900-5220- 043-1400 General Fund <u>Resource</u> : Special Education	L.A. County Annual Spanish Language Conference Downey, CA January 23, 2002	\$25.00

NAME SITE Account Number Fund - Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
THOMAS, Tracie Food & Nutrition Services 13-53100-0-00000-37000-5220- 057-2570 Cafeteria Fund - <u>Resource</u> : Child Nutrition	Restaurant Hospitality Kids Marketing Conference San Diego, CA February 21 - 22, 2002	\$375.40
<p style="text-align: center;"><b>Adjustments</b></p> <p style="text-align: center;">(Preapproved expenses 10% in excess of approved costs that must be approved by Board/Changes in Personnel Attendance)</p>		
NITTI, Anna Roosevelt Elementary 01-72600-0-11100-10000-5220- 007-4070 General Fund <u>Resource</u> : SIP - K-6	Robert Mackenzie Discipline: Setting Classroom ... Anaheim, CA December 3, 2001	\$47.60 OVERAGE
<p style="text-align: center;"><b>Group Conference and Travel: In-State</b></p> <p style="text-align: center;">* a complete list of conference participants is on file in the Department of Fiscal Services</p>		
CARLSON, Linda + 3 Additional Staff Special Education 01-65000-0-57700-11900-5220- 043-1400 General Fund - <u>Resource</u> : Special Education	47th Annual Speech Language Study Conference: Central Audit Processing Downey, CA January 23, 2002	\$120.00 Total
COSTANZO, Francis SHORTT, Cindy Lincoln Middle 01-72600-0-11100-10000-5220- 012-4120 General Fund <u>Resource</u> : SIP K-6	Understanding Section 504 in California Los Angeles, CA January 29, 2002	\$310.00 Total
RAMIREZ, Luis Adams Middle 01-91230-0-19200-10000-5220- 030-1300 General Fund - <u>Resource</u> : City of S.M.	California Assn. For Bilingual Education (CABE) 27th Annual Conference San Jose, CA January 31 - February 3, 2002	\$200.00 + SUB
VACA, Jesus Educational Services 01-91230-0-19200-10000-5220- 030-1300 General Fund - <u>Resource</u> : City of S.M. - Multicultural		\$975.00

<u>NAME</u> <u>SITE</u> Account Number Fund - Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
McTAGGART, Kathy + 5 Additional Staff Educational Services 01-37100-0-19150-10000-5220- 035-1300 General Fund - <u>Resource</u> : Safe & Drug-Free Schools	From Neurons to Neighborhoods Los Angeles, CA March 2 - 3, 2002	\$900.00 Total
DUNN, Margo + 2 Additional Staff Pt. Dume Elementary No Cost to District	Monterey Bay Area Field Trip Monterey, CA April 23 - 24, 2002	0
<b>Out-of-State Conferences: Individual</b>		
CANNELL, Steve Educational Services 01-30100-0-11100-10000-5220- 035-1300 General Fund - <u>Resource</u> : Title I - IASA No Cost to District	National Title One Conference Tampa, FL January 23 - 26, 2002	\$2,000.00
DEASY, John Superintendent 01-00000-0-00000-72000-5220- 020-1200 General Fund - <u>Function</u> : Other Gel. Adman.	2002 ASCD Annual Conference San Antonio, TX March 8 - 11, 2002	\$1,000.00
<b>Out-of-State Conferences: Group</b>		
NONE		

MOTION MADE BY: Dr. Jordan  
 SECONDED BY: Mrs. Leon-Vazquez

STUDENT ADVISORY VOTE: Aye (Ms. de los Santos)  
 AYES: Six (All: Mr. Pratt *in absentia*)  
 NOES: Zero (None)  
 ABSTENTIONS: Zero (None)



NOTE: THIS PAGE WAS REVISED AND PUBLICLY POSTED PRIOR TO THE MEETING

TO: BOARD OF EDUCATION ACTION/CONSENT  
01/24/02  
FROM: SUPERINTENDENT /JOSEPH N. QUARLES  
RE: MODIFICATION IN THE LANGUAGE IN SENIOR STAFF CONTRACTS FOR THE  
PURPOSE OF CLARIFICATION

RECOMMENDATION NO. A.8

It is recommended that the Board of Education approve modification in the original language of specified contracts of senior administrative staff for the purpose of clarifying the duty year.

~~NOTE: Complete language revisions will have been sent to members of the Board of Education under separate cover and will be available at the meeting.~~

COMMENT: The current language in Senior Management Employment Contract Agreements indicates, in the subsection entitled "Work Year," that Senior Management employees are required to render twelve (12) months of full and regular service to the District with twenty-four (24) days of vacation pay, excluding holidays. This language has an adverse effect on the Senior Management employee relative to State Teachers' Retirement System (STRS) retirement benefits because the vacation days are counted as part of the work year. Staff is recommending changing the language to reflect a "positive work year" of 222 days, excluding holidays and non-duty days. These changes more accurately reflect the current and past practice. This recommended modification in the language has no fiscal impact on the District budget and no loss in service time for the Senior Management employee.

The following language has been reviewed and recommended by the District's legal counsel:

Positive Work Year: "The work year under this Agreement shall consist of 222 days during each school year. The work days shall be determined by the Superintendent. Any compensation for days worked beyond the required work year shall be at the discretion of the Superintendent in consultation with the Governing Board. Senior Management employees shall be entitled to holidays defined in Sections 37220 and 37221 of the California Education Code, and any additional local holidays granted by the Board to twelve (12)-month management employees of the District

MOTION MADE BY:	Dr. Jordan
SECONDED BY:	Mrs. Leon-Vazquez
STUDENT ADVISORY VOTE:	N/A
AYES:	Six (All: Mr. Pratt in absentia)
NOES:	Zero (None)
ABSTENTIONS:	Zero (None)

TO: BOARD OF EDUCATION

CONSENT/ACTION

01/24/02

FROM: SUPERINTENDENT/JOSEPH N. QUARLES/RICK BAGLEY

RE: CERTIFICATED PERSONNEL - Elections, Separations

RECOMMENDATION NO. A.9

ELECTIONS

ADDITIONAL ASSIGNMENTS

<u>Name/Location</u>	<u>Rate</u>	<u>Effective</u>	<u>Not to Exceed</u>
<u>ADAMS</u>			
Compton, Shirley	\$100 Stipend	12/14/01	Stipend/\$100
Daws, Tracy	\$100 Stipend	12/14/01	Stipend/\$100
O'Brien, Lourdes	\$100 Stipend	12/14/01	Stipend/\$100
Steinmetz, Brigitte	\$100 Stipend	12/14/01	Stipend/\$100
Torres, Lupe	\$100 Stipend	12/14/01	<u>Stipend/\$100</u>
		TOTAL STIPEND	\$500

Comment: Chaperone for School Dance  
01-Reimbursed by ASB

CHILD DEVELOPMENT SERVICES

Brown, Victoria	\$700 Stipend	12/26/01-1/04/02	<u>Stipend/\$700</u>
		TOTAL STIPEND	\$700

Comment: Stipend for Committee 1-Instructor & Committee 2-Inspector of Sites  
12-Unrestricted Resource

Abiedu, Maribah	48 hrs @\$17.37	12/26/01-1/04/02	Own Hrly/\$834
Albicker, Valerie	48 hrs @\$16.75	12/26/01-1/04/02	Own Hrly/\$804
Cerrato, Wendy	48 hrs @\$13.97	12/26/01-1/04/02	Own Hrly/\$671
Chaheme, Jessenia	48 hrs @\$17.38	12/26/01-1/04/02	Own Hrly/\$834
Conway, Kenyatta	48 hrs @\$14.59	12/26/01-1/04/02	Own Hrly/\$700
Cruse, Patricia	48 hrs @\$21.52	12/26/01-1/04/02	Own Hrly/\$1033
Cueva, Claudia	48 hrs @\$17.49	12/26/01-1/04/02	Own Hrly/\$840
Daanish, Daaim	48 hrs @\$14.59	12/26/01-1/04/02	Own Hrly/\$700
Duncan, Kristin	48 hrs @\$18.00	12/26/01-1/04/02	Own Hrly/\$864
Forinash, Richard	48 hrs @\$15.52	12/26/01-1/04/02	Own Hrly/\$745
Gonzalez, Yolanda	48 hrs @\$21.77	12/26/01-1/04/02	Own Hrly/\$1045
Justis, Vicki	48 hrs @\$26.06	12/26/01-1/04/02	Own Hrly/\$1251
Langley, Zoe	48 hrs @\$22.61	12/26/01-1/04/02	Own Hrly/\$1085
Maffioli, Deborah	48 hrs @\$21.61	12/26/01-1/04/02	Own Hrly/\$1037
Martin, Kenacio	48 hrs @\$19.86	12/26/01-1/04/02	Own Hrly/\$953
Mercier, Alisha	48 hrs @\$21.41	12/26/01-1/04/02	Own Hrly/\$1028
Nakanouchi, Sheri	48 hrs @\$20.48	12/26/01-1/04/02	Own Hrly/\$983
Needham-Plumlee, Elizabeth	48 hrs @\$26.37	12/26/01-1/04/02	Own Hrly/\$1266
Olliff, Elizabeth	48 hrs @\$21.52	12/26/01-1/04/02	Own Hrly/\$1033
Perez, Silvia	48 hrs @\$15.52	12/26/01-1/04/02	Own Hrly/\$745
Pitney, Bertha	48 hrs @\$22.96	12/26/01-1/04/02	Own Hrly/\$1102
Samimi, Leili	48 hrs @\$16.75	12/26/01-1/04/02	Own Hrly/\$804
Shahfar-Namdar, Goli	48 hrs @\$22.13	12/26/01-1/04/02	Own Hrly/\$1062
Smith, La Tonya	48 hrs @\$14.59	12/26/01-1/04/02	Own Hrly/\$700
Stamps, Elizabeth	48 hrs @\$19.86	12/26/01-1/04/02	Own Hrly/\$953

Vega, Dolores	48 hrs @\$22.61	12/26/01-1/04/02	Own Hrly/\$1085
Waxman, Tracy	48 hrs @\$22.34	12/26/01-1/04/02	Own Hrly/\$1072
Yadegari, Sholeh	48 hrs @\$21.52	12/26/01-1/04/02	Own Hrly/\$1033
TOTAL OWN HOURLY			\$26,262

Comment: Winter Break: CDS Operating 12/2601-1/4/01  
12-CD: St Genl Child Care

#### EDUCATIONAL SERVICES

Powell, Chrysta	22 hrs @\$34.90	1/28-30/02	Est Hrly/\$768
TOTAL ESTABLISHED HOURLY			\$768

Comment: Execute TESA Workshop  
01-City of Santa Monica

#### MCKINLEY ELEMENTARY SCHOOL

Minder, Melissa	100 hrs @\$34.90	12/1/01-6/23/02	Est Hrly/\$3490
TOTAL ESTABLISHED HOURLY			\$3,490

Comment: Teacher-Intervention  
01-Unrestricted Resource

#### JOHN MUIR ELEMENTARY

Thomas, Carla	33 hrs @\$34.90	1/7/02-3/20/02	Est Hrly/\$1152
TOTAL ESTABLISHED HOURLY			\$1,152

Comment: "At Risk" ASAP Classes  
01-Unrestricted Resource

Suskin, Robyn	18 hrs @\$34.90	1/14/02-3/6/02	Est Hrly/\$628
TOTAL ESTABLISHED HOURLY			\$628

Comment: "At Risk" Classes  
01-Unrestricted Resource

#### ROOSEVELT ELEMENTARY

Feldman, Elizabeth	7 hrs @\$34.90	11/11/01-1/31/02	Est Hrly/\$244
Mulkern, Nicole	8 hrs @\$34.90	11/11/01-1/31/02	Est Hrly/\$279
TOTAL ESTABLISHED HOURLY			\$523

Comment: Revision of School Site Plan  
01-School Improvement Prog, K-6

#### SANTA MONICA HIGH SCHOOL

Thompson, Jennifer	\$3444 Stipend	8/31/01-12/31/01	Stipend/\$3444
TOTAL STIPEND			\$3,444

Comment: "Stop the Hate" Coordinator/Title VI  
01-IASA: Title VI Innovat Ed Strt

Jimenez, Jaime	\$5000 Stipend	8/31/01-6/30/02	Stipend/\$5000
TOTAL STIPEND			\$5,000

Comment: Immersion Program Coordinator  
01-State Lottery

Avalos, Adam	80 hrs @\$34.90	8/31/01-6/30/02	Est Hrly/\$2792
TOTAL ESTABLISHED HOURLY			\$2,792

Comment: Immersion Program Workshops  
01-State Lottery

Rupprecht, Steve	152 hrs @\$34.90	8/31/01-6/30/02	Est Hrly/\$5305
TOTAL ESTABLISHED HOURLY			\$5,305

Comment: After-school tutoring  
01-Unrestricted Resource

STUDENT SERVICES

Morn, Lora 15 hrs @\$34.90

11/16/01-2/28/02 Est Hrly/\$524  
TOTAL ESTABLISHED HOURLY \$524Comment: School Nurse  
01-Special EducationHOURLY TEACHERSADULT EDUCATIONBogotch, Hal 418 hrs @\$39.10  
Toomey, Kathleen 418 hrs @\$39.101/7/02-6/30/02 Est Hrly/\$16,344  
1/7/02-6/30/02 Est Hrly/\$16,344  
TOTAL ESTABLISHED HOURLY \$32,688Comment: ESL Teacher  
11-Unrestricted Resource

TOTAL ESTABLISHED HOURLY, OWN HOURLY and STIPENDS

\$83,776TEMPORARY CONTRACTS

Name/Assignment <u>Location</u>	Not to <u>Exceed</u>	<u>Effective</u>
Lampman, Jonathan Special Ed/RSP	100%	11/19/01-6/21/02
Laufer, Lorraine Roosevelt/3rd Grade	100% [replacing C. Hinshaw]	11/7/01-6/21/02
Sato, Liane SAMOHI/Science(Health)	100% [replacing J. Chase]	1/9/02-6/30/02

RESIGNATIONS

Name/Assignment <u>Location</u>	<u>Effective</u>
Dahl, Tony Educational Svcs/Director of Standards and Assessment	6/30/02
Gray, Cynthia Pt Dume/Principal	6/30/02

MOTION MADE BY: Dr. Jordan  
SECONDED BY: Mrs. Leon-VazquezSTUDENT ADVISORY VOTE: Aye Ms. de los Santos)  
AYES: Six (All: Mr. Pratt *in absentia*)  
NOES: Zero (None)  
ABSTENTIONS: Zero (None)

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/24/02

FROM: SUPERINTENDENT/JOSEPH N. QUARLES

RE: CERTIFICATED ADMINISTRATIVE APPOINTMENTS:  
INTERIM ASSISTANT PRINCIPAL/GRANT ELEMENTARY SCHOOL

RECOMMENDATION NO. A.10

It is recommended that the Board of Education extend the following certificated administrative appointment:

Carol Schaefer

Interim Assistant Principal, Grant Elementary School

BACKGROUND INFORMATION

This is an extension of the original recommendation for Interim Assistant Principal at Grant Elementary School through the end of the 2001/2002 school year.

MOTION MADE BY: Dr. Jordan  
SECONDED BY: Mrs. Leon-Vazquez

STUDENT ADVISORY VOTE: N/A  
AYES: Six (All: Mr. Pratt *in absentia*)  
NOES: Zero (None)  
ABSTENTIONS: Zero (None)

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/24/02

FROM: SUPERINTENDENT/JOSEPH N. QUARLES/RICK BAGLEY

RE: SPECIAL SERVICES EMPLOYEES

RECOMMENDATION NO. A.11

It is recommended that the following Special Services Employee contracts be approved in accordance with District policies and salary schedules and be assigned pursuant to BP 4102. Funding for the positions listed are included in the 2001/02 budget.

ELECTIONS

<u>Name/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>	<u>Rate</u>
Blitsch, Stacey	\$6,000	10/01/01-6/02/02	\$3,000/semester
Malibu High School, work with the Athletic Department staff to help prevent injuries to students and to treat minor injuries			
FUNDING: 01-00000-0-15000-42000-2917-010-1501-100%			
Unrestricted Resource			
Braley, James	\$3,000	12/06/01-6/21/02	\$30/hr
Roosevelt Elementary, create, develop and update and maintain web page for Roosevelt Elementary School			
FUNDING: 01-90120-0-11100-10000-2917-007-1501-100%			
Gifts			
Dress, Stephen	\$3,430	12/01/01-6/30/02	\$46.12 + 9.13% non- health benefit Per hour
Educational Services, provide string musical instruction to students who do not have additional instruction outside of the District. Dream Strings			
FUNDING: 01-90100-0-17100-10000-2917-030-1501-100%			
Other Local Income			
Dreyfuss, Kit	\$3,058	12/04/01-4/01/02	\$139/day
Student Services, provide nurse support for the Health Champions Positive Health Profile Program.			
FUNDING: 01-93190-0-11100-31400-1910-041-1501-100%			
St. John's: Health Champions			
Dreyfuss, Kit	\$3,600	12/01/01-6/30/02	\$359.33/day
Student Services, provide assistance in coordinating Health Champions Program.			
FUNDING: 01-93190-0-11100-31400-1234-041-1501-100%			
St. John's: Health Champions			

Guyer, Larry                      \$7,500            10/08/01-6/30/02   \$37.50/hr  
Adult Education, consult on various technology problems with  
current attendance and testing software.  
FUNDING: 11-00000-0-00000-27000-2910-095-1501-100%  
Unrestricted Resource

Harris, Jerry K.                \$5,000            10/01/01-6/30/02   \$400/mo  
Student Services, provide attendance/residence checks as  
directed and supervised by a District School Supervisor  
FUNDING: 01-00000-0-11100-39000-2917-040-1501-100%  
Unrestricted Resource

Hofman, Philip                 \$7,500            09/25/01-6/30/02   \$37.50/hr  
Adult Education, consult on various technology problems with  
current attendance and testing software.  
FUNDING: 11-00000-0-00000-27000-2910-095-1501-100%  
Unrestricted Resource

Howell, Nancy                 \$3,058            12/04/01-4/01/02   \$139/day  
Student Services, provide nurse support for the Health  
Champions Positive Health Profile Program.  
FUNDING: 01-93190-0-11100-31400-2917-041-1501-100%  
St. John's: Health Champions

Ochsenbein, Mariam          \$5618.75        08/31/01-10/31/01   \$38.75/hr  
Student Services, Occupational Therapist  
FUNDING: 01-65000-0-57700-11900-2937-042-1501-100%  
Special Education

Stein, Miriam                 \$16,500          11/28/01-6/21/02   \$80/hr  
Student Services, Special Education Instructional Consultant  
FUNDING: 01-65000-0-50010-21000-2917-043-1501-100%  
Special Education

Woolridge, Patty              \$3,058            12/04/01-4/21/02   \$139/day  
Student Services, provide nurse support for the Health  
Champions Positive Health Profile Program.  
FUNDING: 01-93190-0-11100-31400-2917-041-1501-100%  
St. John's: Health Champions

MOTION MADE BY:                Dr. Jordan  
SECONDED BY:                    Mrs. Leon-Vazquez

STUDENT ADVISORY VOTE:    N/A  
AYES:                            Six        (All: Mr. Pratt *in absentia*)  
NOES:                            Zero       (None)  
ABSTENTIONS:                Zero       (None)

TO: BOARD OF EDUCATION  
FROM: SUPERINTENDENT/JOHN SLISS  
RE: CLASSIFIED PERSONNEL - MERIT

ACTION/CONSENT  
01-24-02

RECOMMENDATION NO. A.12

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 schedule.

ELECTION

DIPAOLA, ADMINISTRATIVE ASSISTANT 01-07-02  
MARILYNN 8.0 HRS/10MTHS 10 DAYS MCKINLEY  
RANGE: 29 STEP: 01

TRUJILLO, CHILDREN CENTER ASSISTANT 01-07-02  
SANDY 3.5 HRS/SY MUIR  
RANGE: 18 STEP: 01

PROMOTION

CRENSHAW, INST ASST - SPECIAL ED 11-27-01  
ANNE 6.0 HRS/SY CABRILLO  
FR: INST ASST - CLASSROOM

UTO, PHYSICAL ACTIVITIES SPEC 01-08-02  
RIKA 6.0 HRS/SY GRANT  
FR: INST ASST - PHYSICAL ED

WORKING OUT OF CLASS

CISNEROS, PRODUCTION KITCHEN COORD 12-26-01  
YOLANDA 7.0 HRS/SY SAMOHI 01-04-02  
FR: CAFETERIA WORKER II

KRPAN, STOREKEEPER 01-07-02  
VERITY 8.0 HRS/12 WAREHOUSE 03-31-02  
FR: STOCK AND DELIVERY CLERK

MOTON, STOCK AND DELIVEY CLERK 01-07-02  
WILSON 8.0 HRS/12 PURCHASING 03-31-02  
FR: CUSTODIAN I NSI

PROFESSIONAL GROWTH

COOPER, CAMPUS SECURITY OFFICER 01-01-02  
RAYMOND SAMOHI

FAIRCHILD, OFFICE ASSISTANT II 01-01-02  
KATHLEEN SAMOHI

ROACH, ASST DIRECTOR, FISCAL SERVICES 01-01-02  
WADE FISCAL SERVICES



**PAID LEAVE OF ABSENCE - VERIFIED ILLNESS**

PADILLA, GLORIA	CHILDREN CENTER ASSISTANT EDISON	01-01-02 03-31-02
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**INVOLUNTARY TRANSFER**

WYATT, TUJUANA	CHILDREN CENTER ASSISTANT 3.5 HRS/SY MUIR FR: 3.5 HRS/SY ROOSEVELT	01-01-02
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**VOLUNTARY TRANSFER**

GARY, BARBARA	INST ASST - CLASSROOM 5.0 HRS/SY ED SERVICES FR: 3.0 HRS/SY GRANT	01-07-02
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HARO, PATRICIA	CHILDREN CENTER ASSISTANT 3.5 HRS/SY MUIR FR: 3.5 HRS/SY CDS	01-01-02
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PRECIADO, DANIEL	CHILDREN CENTER ASSISTANT 3.5 HRS/SY EDISON FR: 3.5 HRS/SY GRANT	01-01-02
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**TEMP/ADDITIONAL**

CLARK, MICHAEL	INST ASST - SPECIAL ED SPECIAL ED	11-29-01 11-29-01
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MORICH, KARIN	INST ASST - SPECIAL ED SAMOHI	12-01-01 12-31-01
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OZTOPCU, OZDEN	INST ASST - CLASSROOM MUIR	01-14-02 03-06-02
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**SUBSTITUTE**

GASBARRO, ROBERT	INST ASST - SPECIAL ED SPECIAL ED	01-07-02 06-21-02
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HOLLANDER, TRINA	INST ASST - SPECIAL ED SPECIAL ED	12-01-01 06-21-02
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KIRBY, CAROLINE	CHILDREN CENTER ASSISTANT CDS	12-01-01 06-30-02
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RUGGLES, MICHAEL	INST ASST - SPECIAL ED SPECIAL ED	12-03-01 06-21-02
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TITUS, JULIA	INST ASST - SPECIAL ED SPECIAL ED	12-01-01 06-21-02
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**RESIGNATION**

BANDA, CLAUDETTE	INST ASST - SPECIAL ED MCKINLEY	12-21-01
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CORTEZ, MARIA	CHILDREN CENTER ASSISTANT LINCOLN	01-24-02
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GLAPION, BARBARA	INST ASST - SPECIAL ED ADAMS	02-08-02
LENNON, ANITA	INST ASST - SPECIAL ED MCKINLEY	08-03-01
LOPEZ, FRANCISCO	INST ASST - BILINGUAL ROGERS	01-15-02
SMITH, ZEKAIA	CHILDREN CENTER ASSISTANT ADAMS	08-30-01
<b><u>RESCINDED RESIGNATION</u></b>		
GREENE, JENNIFER	INST ASST - PHYSICAL ED MALIBU	01-01-02

MOTION MADE BY:	Dr. Jordan
SECONDED BY:	Mrs. Leon-Vazquez
STUDENT ADVISORY VOTE:	Aye (Ms. de los Santos)
AYES:	Six (All: Mr. Pratt <i>in absentia</i> )
NOES:	Zero (None)
ABSTENTIONS:	Zero (None)

TO: BOARD OF EDUCATION

ACTION/CONSENT  
01-24-02

FROM: SUPERINTENDENT/JOHN SLISS

RE: CLASSIFIED PERSONNEL - NON-MERIT

RECOMMENDATION NO. A.13

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 scheduled.

CHILD CARE ASSISTANT

URENA, HILDA	CDS	01-01-02 - 06-30-02
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NOON SUPERVISION AIDE

PERSHEN, NAJMEH	ROOSEVELT	11-01-01 - 06-21-02
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ASSISTANT COACH

AUSTIN, PHILIP	SAMOH	12-04-01 - 01-31-02
HUMPHREY, REGENCE	SAMOH	12-01-01 - 02-28-02
KNAPP, TIFFANY	SAMOH	02-01-02 - 04-30-02

MOTION MADE BY:	Dr. Jordan
SECONDED BY:	Mrs. Leon-Vazquez

STUDENT ADVISORY VOTE:	Aye	(Ms. de los Santos)
AYES:	Six	(All: Mr. Pratt <i>in absentia</i> )
NOES:	Zero	(None)
ABSTENTIONS:	Zero	(None)

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## Major Items

TO: BOARD OF EDUCATION

ACTION/MAJOR  
01/24/02

FROM: SUPERINTENDENT/TIM McNULTY

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS

RECOMMENDATION NO. A.14

It is recommended that the Board of Education approve the following Special Education Contracts for fiscal year 2001-2002 as follows:

**NPS/NPA**

2001-2002 Budget 01-65000-0-57500-11800-5825-043-1400

Nonpublic School/Agency	Student DOB	Service Description	Contract Number	Cost Not to Exceed
Continuation of placement per Settlement approved Board of 02/15/01.	08-20-83	Continued Placement	SN#1881-00	\$ 20,930

Amount Budgeted NPS/NPA	2,546,666
Prior Board Authorization as of 01/17/02	\$ 2,605,419
Total Amount for these Contracts	\$ 20,930
Balance	- \$ 79,683
 *Positive Adjustment	 \$ 73,070
Balance	- \$ 6,613

**Instructional Consultants**

2001-2002 Budget 01-65000-0-50010-11800-5802-043-1400

Instructional Consultant	Student DOB	Service Description	Contract Number	Cost Not to Exceed
Step by Step <u>Contract Increase</u>	03-24-98	Instr.Consultant- Behavior Interv.	#24 UC-02161	\$ 15,000
Step by Step <u>Contract Increase</u>	07-12-98	Instr.Consultant- Behavior Interv.	#28 UC-02201	\$ 18,000

Amount Budgeted Instructional Consultants	\$ 355,000
Prior Board Authorization as of 01/17/02	\$ 460,288
Total Amount for this Contract	\$ 33,000
Balance	- \$ 138,288

Non-Instructional Consultants  
2001-2002 Budget 01-65000-0-57500-11800-5890-043-1400

Non-Instructional Consultant	Service Description	Contract Number	Cost Not to Exceed
Parent of Student (D.O.B. 06-15-97)	Reimbursement to Parent for Transportation.	#15	\$ 400
Parent of Student (D.O.B. 01-04-99)	Reimbursement to Parent for Transportation to Specialized Infant Program.	#9 UC-02206	\$ 1,000
<u>Contract Increase</u>			

Amount Budgeted Instructional Consultants \$ 150,000  
Prior Board Authorization as of 01/17/02 \$ 129,261  
Total Amount or this Contract \$ 1,400  
Balance \$ 19,339

Adjustment					
NPS/NPA Budget 01-65000-0-57500-11800-5825-043-1400					
There has been a reduction in authorized expenditures of two NPS/NPA contracts for FY 2001-02 in the amount of \$ 73,070 as of January 17, 2002.					
Nonpublic School/Agency	Service Description	Contract Number	Reduce ®) Eliminate (E)	Adjusted Amount	Comment
Carousel	School Program	#2 UC-02008	R	\$ 9,400	Adjustment in contract
Linden Center	School Program	#25 UC-02031	E	\$ 10,780	Change of School Program
Tobinworld	School Program	#38 UC-02044	E	\$ 28,600	Transition to District
Westview	School Program	#47 UC-02053	E	\$ 24,290	Left District

Note: A total of \$ 3,192,666 is budgeted for all **Non-Public School/Agency, Non-Instructional Consultants, Instructional Consultants, Legal Fees and Due Process Case Settlements**. Even though the Instructional Consultant account indicates a negative balance, the unaudited total fund balance, after adjustments, remains positive in the amount of \$ 30,222.

COMMENT: According to the Education Code SEC.21 Section 56342, prior to recommending a new or continued placement in a non-public, non-sectarian school, the Individualized Education Program (IEP) Team must submit the proposed recommendation to the local governing board for its review and recommendation regarding the cost of such placement.

The recommendation for these severely handicapped students are made by the District IEP Teams in accordance with State and Federal laws. The mandates of IDEA require non-public school services be provided at no expense to parents if there is not an appropriate public school program available. Funding to come from a SELPA-wide non-public school/non-public agency reserve account.

MOTION MADE BY: Dr. Jordan  
SECONDED BY: Mrs. Leon-Vazquez

STUDENT ADVISORY VOTE: Aye (Ms. de los Santos)  
AYES: Six (All: Mr. Pratt *in absentia*)  
NOES: Zero (None)  
ABSTENTIONS: Zero (None)

TO: BOARD OF EDUCATION

ACTION/MAJOR  
01/24/02

FROM: JOHN DEASY/KENNETH R.BAILEY/RODNEY K. TAYLOR

RE: ABOLISHMENT OF ONE OF TWO FOOD SERVICE OPERATION  
SUPERVISOR POSITIONS (ONE CURRENTLY VACANT)

RECOMMENDATION NO. A.15

It is recommended that the Board of Education approve the abolishment of one of two Food Services Operation Supervisor Positions.

Comments: Since the resignation of Les Angel, Food Service Operation Supervisor, on May 1, 2001, the supervisory duties of the Department have been split between the Director and the remaining Food Service Operation Supervisor. This system is working very well, allowing the Director to take advantage of some unique skills. The move has also streamlined communications, and has fostered a more efficient operation of the Department.

The abolishment of **one of the two** Food Service Operation Supervisor positions will provide salary and benefit savings of \$61,000, of which a portion will be used to further assist the Department with its restructuring plans.

Funding Information:

Source:	Food & Nutrition Services
Currently Budgeted:	Yes
Account Number:	13-53100-0-00000-37000-2300-057-1501
Description:	Food Service Operation Supervisor

MOTION MADE BY: Dr. Jordan  
SECONDED BY: Mrs. Leon-Vazquez

STUDENT ADVISORY VOTE: N/A  
AYES: Six (All: Mr. Pratt *in absentia*)  
NOES: Zero (None)  
ABSTENTIONS: Zero (None)



TO: BOARD OF EDUCATION

ACTION/MAJOR  
01/24/02

FROM: JOHN DEASY/KENNETH R.BAILEY/RODNEY K. TAYLOR

RE: ESTABLISHMENT OF ONE NUTRITION SPECIALIST POSITION

RECOMMENDATION NO. A.16

It is recommended that the Board of Education approve the establishment of one Nutrition Specialist position for the Food and Nutrition Services Department.

Comments: The growth, and demands of such growth, as well as future requirements of recently passed legislation (Senate Bill 19), call for the Food and Nutrition Services Department to add a Nutrition Specialist to the staff. Previously, we have contracted with consultants to provide nutritional analysis of menus, and to conduct nutrition education activities in and out of the classrooms.

The individual filling this position would be responsible for nutrition analysis of menus, preparation of production records, coordination of all nutrition education activities, coordination of Farmers' Market Salad Bar Program, and insuring compliance with all current and future nutrition requirements. This individual will also assume some of the Food Service Operation Supervisor's duties due to the abolishment of one position.

Funding Information:

Source: Food & Nutrition Services  
Currently Budgeted: Yes  
Account Number: 13-53100-0-00000-37000-2300-057-1501  
Description: Nutrition Specialist

MEETING NOTE: Staff was directed to advise the Health and Safety District Advisory Committee about this position.

MOTION MADE BY: Dr. Jordan  
SECONDED BY: Mrs. Leon-Vazquez

STUDENT ADVISORY VOTE: N/A  
AYES: Six (All: Mr. Pratt in absentia)  
NOES: Zero (None)  
ABSTENTIONS: Zero (None)

TO: BOARD OF EDUCATION

ACTION/MAJOR  
1/24/02

FROM: SUPERINTENDENT

RE: APPROVAL TO CHANGE THE DAYS AND DATES OF REGULARLY  
SCHEDULED BOARD OF EDUCATION MEETINGS

RECOMMENDATION NO. A.17

It is recommended that the Board of Education changed its regularly scheduled meetings as follows for the reasons indicated:

<u>SCHEDULED</u>	<u>PROPOSED CHANGE</u>
1) Thursday, February 7, 2002	Wednesday, February 6, 2002
2) Thursday, February 21, 2002	Wednesday, February 20, 2002

COMMENT:

- 1) **February 7** - The Superintendent is committed to a high level fund-raising meeting that cannot be altered and will be unable to participate;
- 2) **February 21** - is the first day of the Strategic Planning Three-day Community Conference; the date cannot be altered.

MEETING NOTE: As part of practicing due diligence under Brown Act guidelines, staff was directed to provide this information to the Jeanne Wells in the Communications so a press release could be written and distributed.

MOTION MADE BY: Dr. Jordan  
SECONDED BY: Mrs. Leon-Vazquez

STUDENT ADVISORY VOTE: Aye (Ms. de los Santos)  
AYES: Six (All: Mr. Pratt *in absentia*)  
NOES: Zero (None)  
ABSTENTIONS: Zero (None)

TO: BOARD OF EDUCATION

PUBLIC HEARING  
01/24/02

FROM: SUPERINTENDENT/JOSEPH N. QUARLES

RE: PUBLIC HEARING: SANTA MONICA-MALIBU UNITED SCHOOL  
DISTRICT'S INITIAL PROPOSAL ON NEGOTIATIONS WITH THE  
SANTA MONICA-MALIBU CLASSROOM TEACHERS ASSOCIATION  
(SMMCTA) FOR SCHOOL YEAR 2001/02

RECOMMENDATION NO. A.18

It is recommended that the Board of Education hold a Public Hearing to take public input regarding the initial collective bargaining proposal presented by the Santa Monica-Malibu Unified School District with the Santa Monica-Malibu Classroom Teachers Association.

COMMENT: Copies of the Initial Bargaining Proposal are available for review in the Office of the Deputy Superintendent Chief of Staff, by appointment. ~~Copies will also be available at the Board meeting.~~

Open Public Hearing

10:31 P.M.

Motion: Mrs. Brady

Second: Dr. Jordan

Ayes: 6 Noes: 0 Abstain: 0

Close Public Hearing

10:32 P.M.

Motion: Mrs. Leon-Vazquez

Second: Dr. Jordan

Ayes: 6 Noes: 0 Abstain: 0

There were no public speakers.

MOTION MADE BY: Dr. Jordan  
SECONDED BY: Mrs. Leon-Vazquez

STUDENT ADVISORY VOTE: N/A  
AYES: Six (All: Mr. Pratt in absentia)  
NOES: Zero (None)  
ABSTENTIONS: Zero (None)

TO: BOARD OF EDUCATION

ACTION/MAJOR  
01/24/02

FROM: SUPERINTENDENT/KENNETH R. BAILEY/BETH CONNORS

RE: 2000-01 FINANCIAL AUDIT

RECOMMENDATION NO. A.19

It is recommended that the Board of Education accept the 2000-01 Financial Audit and approve the administrative responses to the "Findings" and "Recommendations" as contained in the audit.

COMMENTS: The 2000-01 financial audit has been completed by the audit firm of Boceta, Macon, Workman & Associates. The Board of Education has received copies of the audit and an information copy of the audit is available for public review in the Office of the Assistant Superintendent for Fiscal/Business Services and is on file with the permanent Minutes.

A section of the audit report contains a series of "Findings" and "Recommendations" and "District Responses" for Board consideration.

Representatives from the accounting firm of Boceta, Macon, Workman & Associates will be available at the Meeting to answer questions.

**MEETING NOTE:** Included in the audit package was a memo from Ken Bailey, Assistant Superintendent for Fiscal and Business Services, a portion of which is reproduced here as a matter of clarification: "Pages 82 through 85 are the Auditor's Management Letter. Staff is in the process of preparing a "response" to this letter. It will be forwarded to the Board within the next week to 10 days." (A copy of the letter is on file in the Office of the Assistant Superintendent for Fiscal/Business Services, by request).

President Brownley thanked Mr. Bailey and Ms. Connors for the presentation. She made note of the following:

page 64: instruction minutes have increased; the following correction is to be made to the 2000-02 Actual Minutes column:

Grades 1-3	<del>51,840</del>	<u>53,240</u>
Grades 4-8	<del>54,300</del>	<u>54,485</u>

page 65: the notation that ADA has decreased over the past two years

Vice President Leon-Vazquez remarked that the fact that the auditors have issued an "unqualified" report is very good because it indicates that concerns raised by the Financial Task Force regarding strengthening internal control are already being addressed.

Superintendent Deasy indicated that there was an adjustment to the Earthquake Fund

The Superintendent also thanked the Fiscal Services and Business Offices for the assistance they provided Boceta, Macon, Workman and Associates.

Mrs. Gottfried asked when the Board could expect an RFP for new auditors, reminding the Board and staff that the current auditors had been retained for an additional year due to transitioning phases for the Mr. Deasy and Mr. Bailey. Mr. Bailey stated that the RFP would be forthcoming shortly.

MOTION MADE BY: Dr. Jordan  
SECONDED BY: Mrs. Leon-Vazquez

STUDENT ADVISORY VOTE: Aye (Ms. de los Santos)  
AYES: Six (All: Mr. Pratt *in absentia*)  
NOES: Zero (None)  
ABSTENTIONS: Zero (None)

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## **Discussion Items**

TO: BOARD OF EDUCATION DISCUSSION ACTION/MAJOR  
01/24/02  
FROM: SUPERINTENDENT/JOSEPH N. QUARLES/RICK BAGLEY  
RE: APPROVAL OF BOARD POLICY 5132 - Dress and Grooming

DISCUSSION NO. D.1

It is recommended that the Board of Education adopt Board Policy 5132, Dress and Grooming. This policy is an updated version of the policy originally adopted by the Board of Education on September 10, 1991.

COMMENTS: It is recommended that the Board adopt the attached policy, BP 5132 - Dress and Grooming.

The attached and revised policy is an updated version of the policy originally adopted by the Board of Education in 1991. This revision will bring our policy language in-line with the model policy developed by the California School Boards Association (CSBA) and reflects updated legal references.

California Education Code 35183 authorizes the Board to approve a site-initiated plan that prohibits the school's students from wearing gang-related apparel. The definition of "gang-related apparel" must be limited to apparel that reasonably could be determined to threaten the health and safety of the school environment, and the Board approving the school plan must determine that the policy is necessary for the health and safety of students. Education Code 35294.1 specifies that for the purpose of establishing a schoolwide dress code, gang-related apparel shall not be considered a protected form of speech pursuant to Education Code 48950.

Education Code 35183 authorizes the Board to approve a site-initiated plan that requires a school's students to wear uniforms. The Board approving such a plan must determine that the policy is necessary for the health and safety of students.

Pursuant to Education Code 35183, if the Board approves a plan requiring uniforms, it must provide a method whereby parents/guardians may choose to have their children exempted from an adopted school uniform policy, and the Board's policy must state that such students shall not be penalized academically, otherwise discriminated against or denied attendance to school.

Pursuant to Education Code 35183, a policy requiring uniforms may not be implemented without the

availability of resources to assist economically disadvantaged students.

SB 310 (Ch. 575, Statutes of 2001) added Education Code 35183.5 to provide that students be allowed to wear hats and other sun-protective clothing outdoors. Each school site may adopt rules that specify the types of sun-protective clothing that students will be allowed to wear outdoors and specify the types of clothing and hats that may be "inappropriate." The attached administrative regulation specifically addresses the issue of students wearing hats on campus.

In terms of placement within the policy manual, if adopted this revision will simply replace the existing policy of the same number.

**MEETING NOTE:**

Staff was directed to insert language similar to that found in the current BP 5132, number 4, ensuring that any such language was consistent with Education Code and prevailing CSBA guidelines. Board members stressed the importance of their belief in students' civil rights.

Staff was also directed to return this item to the Board as an action item at the next Board meeting.



STUDENTSDRESS AND PERSONAL APPEARANCE

1. Appropriate school wear and grooming is primarily a matter of determination by parents and the students. However, students are not to attend school "without proper attention having been given to personal cleanliness or neatness of dress." (California Code of Regulations 302)
2. The Board of Education permits pupils the right to exercise free expression, except that expression shall be prohibited which is obscene, libelous or slanderous. Also prohibited shall be expressions which so incite students as to create a danger of the commission of unlawful acts, or the violation of school regulations, or the disruption of the orderly operation of the school.
3. The Board of Education desires to keep District schools and students free from threats or the harmful influence of any groups or gangs which advocate illegal drug use or behavior. The Board therefore prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in such a group.
4. No restrictions on freedom of dress and adornment shall be imposed by the District which may violate a student's civil rights, which imposes particular codes of morality or religious tenets, which attempts to dictate style or taste, or which do not fall within the direct or implied powers of the Board of Education.

Legal Reference: Education Code 35010 - Control of district;  
prescription and enforcement of rules  
35160 - Authority of governing boards

California Code of Regulations 302 - Neat and  
clean on entering school

Policy adopted: September 10, 1991

### **Dress And Grooming**

The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

#### **A. Gang-Related Apparel**

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

#### **B. Uniforms**

In order to promote student safety and discourage theft, peer rivalry and/or gang activity, the principal, staff and parents/guardians at a school may establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

If a school's plan to require uniforms is adopted, the Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

**Legal Reference:**

EDUCATION CODE

35183 School dress codes; uniforms  
35294.1 School safety plans  
48907 Student exercise of free expression  
49066 Grades; effect of physical education class apparel

CODE OF REGULATIONS, TITLE 5

302 Pupils to be neat and clean on entering school  
Hartzell v. Connell (1984) 35 Cal. 3d 899  
Arcadia Unified School District v. California Department of Education, (1992) 2  
Cal. 4th 251  
Marvin H. Jeglin et al v. San Jacinto Unified School District et al 827 F.Supp.  
1459 (C.D. Cal. 1993)

**Board Goal**

A. Quality Education for All

Board Updated: ???  
Board Adopted: September 10, 1991  
CSBA Updated: June, 1996

### **Dress and Grooming**

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Governing Board policy and administrative regulations. These school dress codes shall be regularly reviewed.

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

If students elect to wear hats as a means of sun-protection, only school hats or those deemed appropriate through each school's policies may be worn. Such hats shall be made available to students at a nominal cost. In cases where circumstances beyond a students' control may prohibit him/her from purchasing a school hat, each school shall develop procedures to make a hat available.

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes or sandals must be worn at all times.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Hats, caps and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times.
5. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

A. Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294.1)

Because gang-related symbols are constantly changing, definitions of gang-related apparel may be reviewed at least once each semester and updated whenever related information is received.

B. Uniforms

In schools where a schoolwide uniform is required, the principal, staff and parents/guardians of the individual school shall jointly select the specific uniform to be worn. (Education Code 35183)

At least six months before a school uniform policy is implemented, the principal or designee shall notify parents/guardians of this policy. (Education Code 35183)

Parents/guardians shall also be informed of their right to have their child exempted.

The principal or designee shall also repeat this notification at the end of the school year so that parents/guardians are reminded before school clothes are likely to be purchased.

The Superintendent or designee shall establish criteria for determining student eligibility for financial assistance when purchasing uniforms.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting. (Education Code 35183)

APPROVED:

\_\_\_\_\_  
John E. Deasy, Superintendent

\_\_\_\_\_  
DATE

CSBA Updated: November, 2001

TO: BOARD OF EDUCATION DISCUSSION ACTION/MAJOR  
01/24/02  
FROM: SUPERINTENDENT/JOSEPH N. QUARLES/RICK BAGLEY  
RE: APPROVAL OF BOARD POLICY 6145 - Extracurricular and Co-curricular Activities

DISCUSSION NO. D.2

It is recommended that the Board of Education adopt Board Policy 6145, Extracurricular and Co-curricular Activities. This is an update of an existing policy (BP 6146), which was originally adopted on October 5, 1992.

COMMENTS: It is recommended that the Board adopt the attached policy, BP 5145 - Extracurricular and Co-curricular Activities.

The attached and updated policy follows the model provided by the California School Boards Association (CSBA) and reflects current law, including updated legal and management references.

In terms of placement within the policy manual, if adopted this revision will require some manual renumbering of existing policies to be in alignment with CSBA policy numbering. Specifically, current BPs 6145 and 6145.1 dealing with continuation high school, will be manually renumbered as "BP 6184 and 6184.1" and inserted into the policy manual accordingly. Current BP 6146 will be replaced by this updated and revised version, which is numbered BP 6145.

MEETING NOTE:

Board members Jordan, Brownley and Escarce all remarked that their individual pre-college academic years were enriched through active participation in both co-curricular and extracurricular activities. Each wholeheartedly endorsed this policy, as did all members present.

Staff was directed to include language in paragraph one of the policy that would indicate the Board's predilection for including extracurricular activities as part of a balanced educational program., ensuring that any such language was consistent with Education Code and prevailing CSBA guidelines.

By consensus, the Board also directed staff to change the word "fees" to the word "costs" in paragraph four.

Finally, the Board directed staff to return this item, with the stipulated corrections, as an action item at the next Board meeting.

EXTRACURRICULAR ACTIVITIES

The Board of Education recognizes that extracurricular activities enrich the educational and social development and experiences of students. The district shall encourage and support student participation in extracurricular activities without compromising the integrity and purpose of the educational program.

No student shall be prohibited from participating in extracurricular activities related to the educational program because of inability to pay fees associated with the activity.

The Superintendent or designee shall ensure that disabled students have access to the extent possible to extracurricular activities, student organizations and school-related social events regardless of the severity or nature of their disabilities.

In order to participate in extracurricular activities, the Board requires students to maintain, for the prior grading period, a minimum 2.0 or "C" grade point average on a 4.0 scale. Students are eligible to participate in the extracurricular activity program only at their school of attendance.

## Legal Reference:

EDUCATION CODE

- 35160.5 District policy rules and regulations; requirements; matters subject to regulation
- 35179 Interscholastic athletics; associations or consortia
- 48930-
- 48938 Student organizations

CODE OF REGULATIONS, TITLE 5

- 350 Fees not permitted
- 5531 Supervision of extracurricular activities of pupils

Hartzell

v. Connell 84 Daily Journal D.A.R. 1417 (April 20, 1984)

## Management Resources:

LEGAL ADVISORY

- 1001.90 Access to School-Related Activities and Events by Disabled Students, LO:3-90
- 0409.87 Requirements for Pupil Participation in Extra-curricular and Cocurricular Activities, AB 2613, CIL;86/87-11

Policy Adopted: October 5, 1992



### **Extracurricular and Cocurricular Activities**

The Board of Education recognizes that extracurricular and cocurricular activities enrich the educational and social development and experiences of students. The district shall encourage and support student participation in extracurricular and cocurricular activities without compromising the integrity and purpose of the educational program.

No extracurricular or cocurricular program or activity shall be provided or conducted separately and no district student's participation in extracurricular and cocurricular activities shall be required or refused based on the student's gender, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability. Requirements for participation in extracurricular and cocurricular activities shall be limited to those that are essential to the success of the activity. (5 CCR 4925)

Any complaint regarding the district's extracurricular and cocurricular programs or activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures.

No student shall be prohibited from participating in extracurricular and cocurricular activities related to the educational program because of inability to pay **fees costs** associated with the activity.

#### **A. Eligibility Requirements**

To be eligible to participate in extracurricular and cocurricular activities, students in grades 7 through 12 must demonstrate satisfactory educational progress in the previous grading period including but not limited to: (Education Code 35160.5)

1. Maintenance of a minimum of 2.0 grade point average on a 4.0 scale
2. Maintenance of minimum progress toward meeting high school graduation requirements

The Superintendent or designee may grant ineligible students a probationary period of not more than one semester. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation.

The Superintendent or designee shall provide the necessary assistance to help ineligible students achieve the academic standards required by law.

The Superintendent or designee may revoke a student's eligibility for participation in extracurricular and cocurricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.



B. Annual Policy Review

The Board shall annually review this policy and implementing regulations.

**Legal Reference:**

EDUCATION CODE

35145 Public meetings

35160.5 District policy rules and regulations; requirements; matters subject to regulation

35179 Interscholastic athletics; associations or consortia

48930-48938 Student organizations

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

5531 Supervision of extracurricular activities of pupils

UNITED STATES CODE, TITLE 42

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

COURT DECISIONS

Hartzell v. Connell, (1984) 35 Cal. 3d 899

**Management Resources:**

CDE LEGAL ADVISORIES

001.90 Access to School-Related Activities and Events by Disabled Students, LO: 3-0

409.87 Requirements for Pupil Participation in Extracurricular and Cocurricular activities, AB 2613, CIL: 86/87-11

WEB SITES

California Association of Directors of Activities: <http://www.cada1.org>

**Board Goal**

A. Quality Education for All

Board Updated: ???

Board Adopted: October 5, 1992

CSBA Updated: November, 2001

TO: BOARD OF EDUCATION

DISCUSSION  
01/24/02

FROM: SUPERINTENDENT

RE: REPORT ON CLASS SIZE REDUCTION

RECOMMENDATION NO. D.3

It is recommended that the Board of Education review the processes and procedures for implementing the suggested long-range plan for Class Size Reduction.

Copies of the report, Class Size Reduction Analysis Part II, were distributed at the meeting; a copy is attached hereto and made a part hereof these original Minutes.

Meeting Note:

The following remarks and additions were made by Superintendent Deasy during the review of the report:

- 1) the initial and overriding assumption is one of reducing district enrollment; the report has been prepared with great caution
- 2) re: point 1: The Board will "revise" not "establish" permit policies
- 3) re: 1.A(2002-03): the goal would be to reach the maximum ceiling for those classes not covered by State mandates to below 30; this would include Language Arts, English and Math  
1.B (2003-04): class size reduced to 25 or less
- 4) re: 2.A,B,C: these provisions must be addressed in formal policies; it is possible that such a policy might provide for exemptions to the proposed moratorium for residents who lost housing due to economic downturn and who are now enrolled on an interdistrict basis

A careful eye must be kept on preserving the District's rich and diverse student population

The Board thanked Mr. Deasy and staff for the thoughtful work. Staff was directed to begin the search for an immediate source of revenue to support the proposed class size reductions. Staff was also directed to review the proposals (especially those pertaining to amending the permit policies) with District legal counsel to ensure compliance with State codes.

TO: BOARD OF EDUCATION

DISCUSSION

01/24/02

FROM: SUPERINTENDENT

RE: REPORT ON THE DISTRICT'S USE OF INTER-DISTRICT PERMITS

DISCUSSION ITEM NO. D.4

It is recommended that the Board of Education review the processes and procedures for implementing the suggested long-range plan for revising the SMMUSD Inter/Intra District use of permits.

MEETING NOTE:

A two-page report was distributed at the meeting a copy of which is attached hereto and made a part hereof these original Minutes.

Various Board members made additional suggestions for possible staff consideration while preparing the draft of the amended policy:

1. develop possible "if/then" scenarios for lowering enrollment, calling various probable contingency options into play
2. establish dialog around the benefits of initiating an open-ended admissions policy for all siblings versus initiating a more controlled policy
3. qualify "entering school for the first time" - is it at specific (natural) grade level breaks, such as kindergarten/ 1<sup>st</sup>, 6<sup>th</sup> or 9<sup>th</sup> grades, or is it something else?

Following this review, staff was directed to amend the existing District permit policies with the suggestions noted in the report and those discussed. Staff is to return the amended Policies (BP5116 and 5117, along with the accompanying Administrative Regulations, to the Board for review and anticipated community discussion prior to approval. Any future suggestions should come before the Board as revisions to actual Board policies (in correct format, language, etc., and with appropriate reference citations, i.e., California Ed Code, U.S. Codes, Court decisions, and management resources).

Prior to returning the amended policies to the Board, staff was directed to review the suggested revisions with District legal counsel to ensure compliance with existing codes.

TO: BOARD OF EDUCATION

DISCUSSION

01/24/02

FROM: SUPERINTENDENT

RE: REPORT ON THE EARLY RETIREMENT INCENTIVES OFFERED BY THE  
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

DISCUSSION ITEM NO. D.5

It is recommended that the Board of Education consider the staff report concerning the Districts's Early Retirement Incentives.

MEETING NOTE:

The staff gave a brief verbal report highlighting the elements of a recent management survey relative to retirement. The survey's basic focus was: *If incentives were offered, 1) which ones would be of interest? and 2) would you retire?* A large enough percentage replied in the affirmative to move forward.

Staff was directed to prepare a menu of incentives for both certificated and classified personnel. The direction was also given to estimate the impact of retirement on current and future budgets, it being stipulated that this would be the last time for early retirement packages to be offered for at least the next three to five years. Staff was directed to do its homework relative to the State's ideas of viable incentive packages, including those that might be more open-ended.

This item is to be brought back before the Board as an action item at the earliest possible date, especially in light of approaching budget and personnel timelines.

TO: BOARD OF EDUCATION

DISCUSSION

01/24/02

FROM: SUPERINTENDENT

RE: REPORT ON THE GOVERNOR'S PROPOSED 2002 BUDGET

DISCUSSION ITEM NO. D.6

It is recommended that the Board of Education consider the staff report concerning Governor Grey Davis' Proposed 2002-03 State Budget.

MEETING NOTE:

Beth Connors and Wade Roach of the District's Fiscal Services Department gave a PowerPoint presentation, a hard copy of which on file with the permanent Minutes.

Superintendent Deasy thanked the presenters and pointed out several interesting facts, including:

- 1) there are no mid-year changes
- 2) allegedly there are proposed increases of 2.15% in COLA and 1.07% for growth
- 3) the new Instructional Materials Block Grant increases current funding a little but replaces all the old instructional materials and library funding sources
- 4) the \$50 million cut in Peer Assistance and Review funding, reduces SMMUSD PAR budget by over \$100,000
- 4) if the budget is not balanced there will either be increased taxes or a suspension of Proposition 98

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## **Information Items**

TO: BOARD OF EDUCATION

INFORMATION

01/24/02

FROM: SUPERINTENDENT

RE: BASIC/SUPPLEMENTAL TEXTBOOKS TO BE ADOPTED

INFORMATIONAL COMMUNICATION NO. I.1

It is recommended that the following textbook(s) be adopted for use in the Santa Monica-Malibu Unified School District. The Board will take action to adopt these books at the next Board of Education meeting.

COMMENT: In accordance with the Board of Education policy, the textbook(s) listed below will be on public display for the next two weeks in the Educational Services Department at 1638 17th Street, Santa Monica, CA 90405.

**HOT WORDS FOR THE SAT I**, by Linda Carneval, Language Arts, Grade 8, Jan La Duke requesting adoption from John Adams, SUPPLEMENTAL

TO: BOARD OF EDUCATION

INFORMATION  
01/24/02

FROM: SUPERINTENDENT

RE: BOARD OF EDUCATION LIAISON ASSIGNMENTS TO DISTRICT  
COMMITTEES for 2002

INFORMATIONAL COMMUNICATION NO. I.2

Attached is a listing of Board of Education member liaison assignments to discreet District Advisory Committees (DACs) for the school year 2001-2002.



TO: BOARD OF EDUCATION

INFORMATION  
01/24/02

FROM: SUPERINTENDENT

RE: CALENDAR FOR BUDGET PLANNING PROCESS

INFORMATIONAL COMMUNICATION NO. I.3

Attached is a calendar relating the Budget Planning Process.

**BUDGET DEVELOPMENT CALENDAR  
2002-03 BUDGET**

<b><u>BUDGET DEVELOPMENT TASK</u></b>	<b><u>DUE DATE</u></b>	<b><u>PERSON RESPONSIBLE</u></b>
1. Revenue Projections - Initial	02-04	Asst. Supt-F/B
2. Enrollment Projections - Initial	02-04	Asst. Supt-F/B
3. Budget Assumptions - Initial	03-04	Asst. Supt-F/B
4. Budget Development Forms Ready	03-04	Asst. Supt-F/B
5. Revenue Projections - R/R	03-11	Asst. Supt-F/B
6. Determine Budget Allocations	03-18	Superintendent
7. Distribute Budget Materials	03-18	Asst. Supt-F/B
8. District Goals - R/R as Necessary	?	Superintendent
9. Budget Planning Meeting - District	?	Asst. Supt-F/B
a. Schools		
b. Departments		
10. Submission of Budgets		Budget Planners
a. Departments	04-12	
b. Schools	04-12	
11. Complete Data Entry	05-03	Budget Accountant
12. Enrollment Projections - R/R	05-03	Asst. Supt-F/B
13. Estimate Year-end Balance	05-03	Asst. Supt-F/B
14. Budget Revisions As Necessary (May Revise)	05-03	Asst. Supt-F/B
15. Processing Budget Adjustments	05-03	Budget Accountant
16. Preparation-Printing of Planning Budget	05-03	Budget Accountant

17. Distribute Planning Budget to BOE	05-10	Asst. Supt-F/B
18. Budget Presentation at BOE Meeting	05-16	Asst. Supt-F/B
19. Special BOE Planning Sessions	?	Superintendent
20. Board Directed Budget Adjustments	?	Asst. Supt-F/B
21. Estimate Year-end Balance	06-01	Asst. Supt-F/B
22. Prepare Final Budget	06-01	Budget Accountant
23. Budget Posted for Public Review	06-05	Asst. Supt-F/B
24. Budget Presentation to BOE	06-20?	Asst. Supt-F/B
25. BOE Approves Final Budget	06-20?	Asst. Supt-F/B
26. Final Budget Sent to L.A. County	06-28	Asst. Supt-F/B
27. Budget Planners Sent Final Budgets	08-22	Budget Accountant
28. Updated Budget Report to BOE	08-22	Asst. Supt-F/B
29. Budget Revisions As Necessary	09-12	Asst. Supt-F/B
30. First Interim Report	10-31	Dir.-Fis. Serv.
33. BOE Approves First Interim Report	12-12	Asst. Supt-F/B

BUDDEVL.020

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## **Attachments**

**Santa Monica-Malibu Unified School District**  
**Board of Education Meeting/ Updates to the Agenda of January 24, 2002**

**TABLE OF CONTENTS**

*Page -v-*

**XX. Adjournment.**

The next regular meeting of the Board of Education is scheduled to be held on the Auditorium of Hughes Research Laboratories, 3011 Malibu Canyon Road, Malibu. The public portion of the meeting will begin at 7:00 PM. **NOTE: The day and date may be changed from Thursday, 2/7/02, to Wednesday, 2/6/02, at this evening's meeting.**

**MINUTES**

**None.**

**CONSENT CALENDAR**

**Item No. A.8**

**Page 12. Modification in the Language of Senior Staff Contract Language . . .**

Complete Modifications, if available, will be distributed at the meeting. *(see revised item, page 12)*

**MAJOR ITEMS**

**Item No. A.19**

**Page 30. Acceptance of the 2000-2001 Audit Report.**

There is one copy available for public use. A copy remains on file in the Offices of the Superintendent and of the Assistant Superintendent of Business and Fiscal Services

**DISCUSSION ITEMS**

**Item No. D.3**

**Page 40. Class Size Reduction**

Staff report is attached.

**Item No. D4**

**Page 41. District's Use of Inter-District Permits**

Staff report is attached.

**INFORMATION**

**Item No. I.2**

**Page 45-45a. Board Liaison Appointments to DAC Committees**  
Chart attached.

**SMMUSD  
Class Size Reduction  
Analysis  
(Part II)**



**REPORT TO THE BOARD OF EDUCATION  
January 24, 2001  
John E. Deasy, Superintendent of Schools**

## CLASS SIZE REDUCTION ANALYSIS - Part II

### A. Introduction and Assumptions

This past December, the Board was presented with an analysis of the potential for expanding the scope of class size reduction in SMMUSD. Several recommendations were made to the Board, including:

1. Establish, maintain and consistently follow clear and explicit policies, procedures and guidelines with respect to inter and intra-district permits.
2. Place a moratorium on the issuance of all new permits. The Board will need to determine if sibling permits are to be included in this action.
3. Upon the graduation or withdrawal from the district of a student on permit, that permit shall be "retired" and not re-issued. This process should continue until the district reaches an enrollment count that meets a predetermined class size ratio.
4. Re-evaluation of the process should be undertaken on a regular basis to make modifications to the process as necessary.
5. The Board must undertake a funding mechanism approach which will cover the loss of ADA prior to starting this process.

It was estimated that with implementation of the above recommendations, the districts enrollment would decrease by approximately 300 students per year. This reduction in enrollment, combined with maintaining current teacher staffing levels, should enable the district to effectively reduce class size over a multi-year period.

This report shall serve as the second phase of this process, looking at a specific model for implementing class size reduction. An analysis of this nature involves a number of variables that are complex and fluid. Certain assumptions must therefore be made relative to these variables. The assumptions include:

1. Implementation of class size reduction will span a five-year period beginning in 2002-03.
  - A. In 2002-03, both 9th and 10th grade English and mathematics courses not already impacted as a result of State-subsidized class size reduction, will be reduced to a class size of 30 or less.
  - B. In 2003-04, both 8th and 11th grade English and mathematics courses will be reduced to a class size of 30 or less.

- C. In 2004-05, both 7th and 12th grade English and mathematics courses will be reduced to a class size of 30 or less.
  - D. In 2005-06, 6th grade English and mathematics courses will be reduced to a class size of 30 or less.
  - E. In 2006-07, both 4th and 5th grades will be reduced to a size of 25 or less.
- 2. Effective immediately, no new interdistrict attendance permits will be granted at any grade level, with the following exceptions:
    - A. Siblings of current students on interdistrict attendance permits,
    - B. Children of SMMUSD employees, and
    - C. Children of employees who work for the cities of Santa Monica or Malibu.
  - 3. All students currently attending SMMUSD on an interdistrict attendance permit will be encouraged to continue attendance in the district until the student graduates or his/her parent moves him/her to another school district.
  - 4. Effective immediately, no intra-district open enrollment transfers will be permitted unless no enrollment space is available at a student's school of residence. In such cases, the district will initiate a transfer to another school within the district that has enrollment space available.
  - 5. Resident enrollees who are new to the district shall not displace existing students who are on permit.
  - 6. With the limited issuance of interdistrict attendance permits, student enrollment within the district is anticipated to decline. Though staffing resources will likely be shifted as a result of enrollment reductions, the overall staffing level of the district is assumed to remain constant.
  - 7. The shifting of staff resources will be accommodated through natural attrition.

## **B. The Multi-Year Approach to Class Size Reduction**

Currently, all public school districts within the state have reduced class sizes in grades K-3 to a ratio of twenty (20) students for every one (1) teacher. A similar reduction in class size has taken place at the 9th grade level in both English and mathematics. These programs were first implemented in the late 1990s and has continued in effect since that time, with a funding mechanism provided through the California Department of Education. While other reform efforts have been proposed to reduce class sizes at other grade levels (specifically in high school math and English), these efforts have not been widely successful and class sizes in grades 4 through 8 and 10 through 12 continue to average at 30 or above for SMMUSD students.



Obviously any approach to class size reduction will involve increased costs, but an additional factor is typically finding the space available to house an increased number of classes. For most districts, particularly those with rapidly growing enrollment, classroom space is already at a premium and new construction often lags behind the demand created by increasing enrollment. The result for many districts is overcrowding even at existing class sizes. If class size were to be reduced in these districts, the demand for additional classroom space would increase even further.

SMMUSD however, is in a different situation than most districts relative to enrollment. As was discussed in the "SMMUSD Class Size Reduction Analysis," the resident population of both Santa Monica and Malibu are relatively stable, with several data sources indicating that resident student enrollment appears to be declining due to a variety of factors.

Historically the district has issued new interdistrict attendance permits to non-resident students in order to counter the effect of declining resident enrollment. By carefully limiting and controlling the number of interdistrict attendance permits issued, the district can systematically begin to reduce enrollment and thereby create the conditions for class size reduction without the need for an extensive (and costly) addition of new classroom facilities.

The basic premise on which this projection is built, is that SMMUSD will initiate a controlled decrease of student enrollment, over time, by limiting the issuance of new interdistrict attendance permits only to children of district employees or employees who work within the city governments of either Santa Monica or Malibu. This means that as current students on permit graduate or otherwise leave the district, their permits will essentially be "retired" and no new permits, outside the exceptions above, will be issued.

Of the approximately 2,625 permit students on record (as of December 19, 2001), 722 or 27.5% were new for 2001-02. Based on our permit codes, thirty-two (32) of those new permits went to children of SMMUSD employees. Our Student Services Department reports that currently we have no way of knowing how many of our new or returning permits were issued to children whose parents work for either the City of Santa Monica or the City of Malibu. To determine this accurately, staff would have to review each permit to try to determine the exact work location of each parent. We can however, build a rough estimate of the number of permits involved by looking at the total number of city employees involved. The City of Santa Monica currently employees just under 1,800 individuals and the City of Malibu employs under 50. The combined population of employees from the city governments of both Santa Monica and Malibu is about 25% higher than our own SMMUSD employee population. For estimation purposes then, we will assume that the number of new permits issued to children of city employees would be approximately 40 for the 2001/02 school year. The number of sibling permits is also not known, but is estimated to be no more than 5% of the total number of permits issued, or 36 permits for 2001/02. In all, we estimate that roughly 108 new permits were issued this year to children of SMMUSD employees, children of city employees and siblings of current permit students. To put it another way, had we implemented the revised permit policy this school year, our enrollment would be approximately 600 students less than it is today.

By reducing our enrollment while maintaining overall staff levels constant, we will be able to reduce class size in targeted areas. In particular and since literacy and numeracy are our major focus, we will begin our systematic reduction of class size by targeting both English and math courses at the high school level. From there we will move to the middle and remaining high school levels, where once again English and mathematics courses will be our primary focus for class size reduction. Finally, the two remaining elementary grades not included in the State's CSR efforts (4th and 5th) will be targeted. Our goal is to reduce secondary English and math courses to an enrollment of thirty students or less. For the elementary 4th and 5th grade classrooms, the target is twenty-five students or less.

The five-year phase-in of this plan will be as follows:

- |                                |   |
|--------------------------------|---|
| <b><u>YEAR 1</u></b> (2002-03) | Reduce all 9th and 10th grade English and mathematics courses to an enrollment of 30 or less. |
| <b><u>YEAR 2</u></b> (2003-04) | Reduce all 8th and 11th grade English and mathematics courses to an enrollment of 30 or less. |
| <b><u>YEAR 3</u></b> (2004-05) | Reduce all 7th and 12th grade English and mathematics courses to an enrollment of 30 or less. |
| <b><u>YEAR 4</u></b> (2005-06) | Reduce all 6th grade English and mathematics courses to an enrollment of 30 or less.          |
| <b><u>YEAR 5</u></b> (2006-07) | Reduce all 4th and 5th grade classrooms to an enrollment of 25 students or less.              |

Successful implementation of the above plan will require careful and ongoing analysis with respect to student enrollment patterns, staffing, facilities, support staff, etc.

### **C. Estimating Student Enrollment for 2002-03**

The process of estimating future enrollment is not an exact science, but all school districts must estimate future enrollment every year in order to provide proper staffing levels at each school site. Staff is in the process of creating projections for SMMUSD based upon a formula used historically in the district as well as formulas provided through the assistance of School Services of California (SSC). These formulas rely on what is typically known as "cohort survival" to project future enrollment from past enrollment trends. Variations of the formula, using a statistical technique known as "regression analysis" are also being utilized.

Preliminary forecast information projects that SMMUSD's resident student enrollment for 2002/03 will decline by anywhere from 100 to 150 students, depending upon the formula used. Additionally, we know that among our graduating seniors, we have 235 who are on permit. If we

assume that all other permit students will return and approximately 110 incoming permits are issued under the new permit policy, we can project that the overall district enrollment will decline in 2002/03 by approximately 225 to 275 students, well within the range of our prior estimate of 300 fewer students for 2002/03.

#### **D. The Impact of Reduced Enrollment**

In order to have a more accurate picture of the impact reduced enrollment will have on staffing, we will need to more closely examine the enrollment patterns and projections for each school and each grade. Our plan is to provide this information at a later date but currently staff estimates that the shifting of personnel resources to provide reduced class sizes in 9th and 10th grade math and science will not result in any significant cost increases. Of course, due to the many factors involved this is the most complex portion of the process. Staff will need to continue to monitor and re-assess this component as the close of the school year draws nearer.

Perhaps the most significant impact to consider for 2002/03 will be classroom space availability at our high schools. This is because our projections indicate that between permit enrollment and resident enrollment, the overall student population of the high schools will remain relatively constant for 2002/03. What this means is that if the total student population of the high schools remains relatively constant and we reduce class sizes in English and math for 9th and 10th grade, more classroom space will be needed to house the smaller groupings of students. Fortunately however, 9th grade English and math classes are for the most part, already reduced to approximately 20 students per class. This means that essentially only 10th grade English and math will be our target for 2002/03. In all, we estimate that no more than 20 additional sections would be needed to reduce all 10th grade English and math classes to 30 or fewer students. Based upon the assumption that the average teacher teaches five periods and has one more for preparation, we would potentially need four additional high school classrooms districtwide to accomplish CSR at 10th grade.

#### **E. Cost Factors**

By far the greatest cost factor associated with this plan will be the potential loss of ADA as a result of reducing the district's enrollment by approximately 300 students. A secondary cost could occur if we are not able to fully shift resources from our elementary and middle schools to the high schools. The final cost consideration would involve providing classroom space, assuming such space could not be accommodated within the current physical structure of the high schools.

The ADA revenue shortfall would be approximately \$1.5 million for 2002/03. If no teacher resources could be shifted to the high schools (not a likely scenario), the cost of hiring five additional teachers would be approximately \$300,000. We realistically don't expect to need any new classroom space to accomplish this plan so there should be no additional costs associated with providing portable space. In all then, our outside projection is that the cost of implementing CSR for this phase would be no more than \$1.8 million for the 2002/03 school year.

## **Interdistrict and Intradistrict Attendance Policy**

- A. Students residing within the District boundaries will be given enrollment priority over non-resident students
- B. Although students generally must attend school in the district and school where their residence has been established, the Santa Monica-Malibu School District Governing Board recognizes justifiable reasons for interdistrict and intradistrict transfers. Upon request, the Superintendent or designee may accept students from other districts and may allow students who live within the District to transfer to another school within the District or out of the District
- C. Transfers of this type are to be initiated by the student's parent or guardian who attests to the fact or shows evidence that the transfer would be in the student's best interests. Cancellation of the transfer shall occur if certain provisions are not adhered to by the student or parent/guardian, or if overcrowding should occur at the school of acceptance.
- D. The Board is committed to providing a quality education for all District students legally enrolled and will provide fair and consistent treatment for students and parent/guardians regardless of their residence or permit status. All applications for a permit will be treated in a fair and consistent manner.
- E. Final approval of permits for all students, including students needing specialized programs, such as GATE, special education, ELL, etc., shall rest at the District and shall be contingent upon space availability. The District will not pay excess costs to provide specialized services to students on permit.
- F. Transportation shall not be provided for students attending District schools on a permit.
- G. **Amendment to the Current Permit Policy:**

Effective September 2002, there will be a moratorium on the receipt of all student permits. The moratorium will be reviewed in February, 2003.

All students currently attending on an interdistrict permit will be grandfathered into the District until they leave or graduate, assuming that they uphold appropriate standards of behavior and attendance.

New interdistrict permits would be issued only to:

Employees of the Santa Monica-Malibu School District

Employees of the City of Santa Monica and the City of Malibu.

Siblings of students currently on permit, who are entering school for the first time will be considered, subject to space available.

Guidelines previously applied to SMASH, Edison and our preschools will continue.

Permit for students wishing to transfer between district schools will be considered at another time.

**Board of Education/ Liaison Assignments/ 2001  
District Advisory Committees**

January 24, 2002

<b>District Committee</b>	<b>Board Liaison Assignment</b>	<b>Meetings</b>
Accessibility (inactive)	-	As needed
Chapter I	Maria Leon-Vazquez	Four times a year – usually on a Friday morning
Child Care and Development	Tom Pratt	Monthly, (TBA)
Community Health and Safety	Pam Brady	Monthly, 3 <sup>rd</sup> Wednesday – 7pm
DAC – Bilingual	Maria Leon-Vazquez	Monthly, usually Friday – 9-11am, various sites
DAC – GATE	Jose Escarce	Four times a year – 7pm, various sites
Proposition X Oversight	Julia Brownley Pam Brady	Monthly, 2 <sup>nd</sup> & 4 <sup>th</sup> Mondays – 4pm
Fine Arts	Jose Escarce Brenda Gottfried	Monthly, 2 <sup>nd</sup> Monday – 7-9pm
Financial Oversight Committee	Brenda Gottfried	Monthly, 2 <sup>nd</sup> & 4 <sup>th</sup> Tuesdays – 10am
Instructional Technology	Julia Brownley	Monthly, 2 <sup>nd</sup> Tuesday
Intercultural Advisory Council	Tom Pratt	Monthly, 1 <sup>st</sup> Tuesday
Special Education	Mike Jordan	Monthly, 2 <sup>nd</sup> Tuesday – 7pm
Sports and Physical Education	Mike Jordan	Monthly, TBA – 7:30pm
School Improvement	Pam Brady	Four times a year, Tuesday afternoons (TBA)
Strategic Planning	Brenda Gottfried	As needed (TBA)
Title IX Gender Equity	Mike Jordan	Two times a year (TBA)
<p>Article 9 of the Bylaws of the Board of Education, Section 1 states: "The President of the Board of Education of the Santa Monica-Malibu Unified School District shall serve without election, as a non-voting director of the Santa Monica-Malibu Education Foundation during his/her term of office."</p> <p>The President or the President's designee shall serve as a liaison to the Santa Monica and Malibu City Councils.</p> <p>The President and Vice President or designee(s) shall serve as liaisons to the Liaison Committee (City of Santa Monica, SMMUSD, and SMC).</p> <p>The Board President or the President's designee shall be the liaison between the Board of Education and the following organizations: PTA, Santa Monica &amp; Malibu Chambers of Commerce and other committees as deemed necessary by the Board of Education.</p> <p>Shaded areas=Some or all members appointed by the Board of Education.</p>		

Attached hereto and made a part  
hereof of these original Minutes