

TO: BOARD OF EDUCATION
FROM: JOHN E. DEASY
RE: APPROVAL OF MINUTES

ACTION
06/24/04

RECOMMENDATION NO. A.01

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

No Minutes Available

MOTION MADE BY:
SECONDED BY:

STUDENT ADVISORY VOTE:
AYES:
NOES:
ABSTENTIONS:

TO: BOARD OF EDUCATION
 FROM: SUPERINTENDENT
 RE: APPROVAL OF INDEPENDENT CONTRACTORS

ACTION/CONSENT
 06/24/04

RECOMMENDATION NO. A.02

It is recommended that Board of Education enter into an agreement with the following Independent Contractors. These contracts are included in the 2003/2004 budget.

Contractor/Contract Dates	Description	Site	Funding
Center for Performance Assessment Feb 1 - June 30, 2004 (Amended Dates) Cost Not to Exceed: \$25,000	Amendment to contract approved by the Board on 1/22/04 to provide various "Making Standards Work for Leaders" workshops for principals and teacher-leaders	Ed Services	RGK 73-90180-0- 00000-21400- 5802-030-1300
UCLA Center X, Anne Sirota June 17, 2004 Cost Not to Exceed: \$600	To provide a professional development workshop for Language Arts Department. Given by Karen Lopez	JAMS	SI 01-72650-0- 11100-10000- 5802-011-4110
Reptiles for Parties June 8, 2004 only Cost Not to Exceed: \$220	To provide an assortment of reptiles to share with children. Children discuss habitat, life, stages, prey etc... and learn about various animals	CDS	Head Start 12-52101-0- 85000-10000- 5802-070-2700
Bob Baker Marionettes June 18, 2004 Cost Not to Exceed: \$350	To provide a one man show of various children's puppetry. Children engage in educational songs, discussions and dances during this production	CDS	Head Start 12- 52101-0-85000- 10000-5802- 070-2700
Jewish Family Service Sept. 1, 2003- June 30, 2004 Cost Not to Exceed: \$5,000	To provide counseling to individual students and families. Also, to provide parent education and staff inservice training as needed	Webster	Peace Patrol Grant 01-56400-0- 11100-10000- 5802-008-4080

MOTION MADE BY:
 SECONDED BY:

STUDENT ADVISORY VOTE:
 AYES:
 NOES:
 ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/24/04

FROM: JOHN E. DEASY/PEGGY HARRIS

RE: AUTHORIZATION OF APPLICATION FOR FUNDING FOR GIFTED AND
TALENTED EDUCATION (GATE) PROGRAM

ACTION ITEM NO. A.03

It is recommended that the Board of Education authorize the submission of an application for funding for Gifted and Talented Education to the California Department of Education.

Comment: The California Department of education requires districts to submit applications for funding through the Gifted and Talented education (GATE) Program. The GATE program provides state funding to local education agencies (LEA) for implementation of programs for identified GATE students in kindergarten through grade twelve. The criteria for approval of LEA applications for GATE funding is based on the State Board of Education *Recommended Standards for Programs For Gifted and Talented Students*.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION ACTION/CONSENT
06/24/04
FROM: JOHN E. DEASY/LINDA KAMINSKI/PEGGY HARRIS/AIDA DIAZ
RE: ADOPTION OF DISTRICT MASTER PLAN FOR ENGLISH LEARNERS

ACTION ITEM NO. A.04

It is recommended that the Board of Education adopt the Master Plan for English Learners as the basis for programs and services for students acquiring English in SMMUSD schools.

Comment: The California Department of Education, as reflected in the Coordinated Compliance Review instrument, expects each school district to develop and adopt a comprehensive plan for programs and services for English Learner (EL) students. The plan is intended to be a blueprint for shaping instruction, programs, and services that nurture both the academic and personal growth of students who are acquiring English. Consistent implementation of the plan assures district compliance with state and federal mandates related to English Learners. Used as a resource for teachers, administrators, and the broader school community, this document will assist in meeting the state mandate to effectively and efficiently educate students who are English Learners. State guidelines require regular updating of the Plan.

MOTION MADE BY:
SECONDED BY:

STUDENT ADVISORY VOTE:
AYES:
NOES:
ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/24/04

FROM: JOHN E. DEASY/LINDA KAMINSKI/DONNA MUNCEY

RE: CONSOLIDATED APPLICATION - PART I

RECOMMENDATION NO. A.05

It is recommended that the Board of Education approve the submission of the Consolidated Application for federal and state categorical funds for 2004-2005.

COMMENT: The State of California requires each school district to submit an a Consolidated Application detailing the use of federal and state categorical funds for the coming year. The Consolidated Application is completed in two states: Part I by June 30th and Part II by December 30th. This is the regular mechanism that allows school districts to access state and federal entitlement funds. Final determination of funding levels does not occur until late fall.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION
FROM: JOHN E. DEASY/KENNETH R. BAILEY
RE: ACCEPTANCE OF GIFTS - 2003-04

ACTION/CONSENT
06/24/04

RECOMMENDATION NO. A.06

It is recommended that the Board of Education accept, with gratitude, checks and gifts totaling \$154,357.26 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 2003-2004 income and appropriations by \$134,658.73, 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 2003-2004.

AGENDA

NOTE: The list of gifts is available on the District's website, www.smmusd.org, as a pdf file; to view the gift report:

- 1) go to www.smmusd.org
- 2) click on "Board Meetings"
- 3) scroll to the date for this meeting
- 4) click on 6-24gif.pdf

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/24/04

FROM: JOHN E. DEASY/KENNETH R. BAILEY

RE: CONFERENCE AND TRAVEL APPROVAL/RATIFICATION

RECOMMENDATION NO. A.07

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>ACOSTA, Veronica</u> Lincoln Middle 01-72600-0-11100-10000-5220- 012-4120 General Fund - Resource: SIP K-6	Calif. Middle School Physical Education Workshop Fullerton, CA July 25 - 28, 2004	\$300 Prepay for 04-05
<u>DABASH, Reham</u> Child Development Serv. 12-52101-0-85000-10000-5220- 070-2510 Child Dev. Fund- Resource: Head Start - Basic	Head Start Summer Teacher Inst. San Diego, CA June 1 - 2, 2004	\$603.38
<u>DEASY, John</u> Superintendent 01-00000-0-00000-71500-5220- 020-1200 General Fund - Function: Superintendent	Luncheon Meeting Santa Monica, CA April 20, 2004	\$65.86
<u>DeLaRosa Isaac, Johanna</u> Child Development Serv. 12-94190-0-85000-59000-5220- 070-2700 Child Dev. Fund - Resource: St. John's Infant Family	Program for Infant/Toddler Caregiver San Diego, CA June 22 - 28, 2004	\$100.00
<u>HARRIS, Peggy</u> English Lang. Development 01-91230-0-19200-24950-5220- 032-2560 General Fund - Resource: City of Santa Monica	Pegogies & Practices for Successfully Reaching African- American Students Palo Alto, CA June 20 - 22, 2004	\$750.00

<u>NAME</u> <u>SITE</u> Account Number Fund - Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
<u>HO, Pat</u> Fiscal Services 01-00000-0-00000-72000-5220- 051-2510 General Fund - Function: Other Genl. Admin.	School Services of Calif. 2004 School Finance & Management Conf. July 13, 2004	\$220.00 Prepay for 04-05
<u>HOOS, Juliacheri</u> Malibu High 01-72650-0-11100-10500-5220- 010-4100 General Fund - Resource: SIP 7-12	Stanford Advanced Placement Institute: Government & Politics Stanford, CA July 11 - 16, 2004	\$1,000
<u>MOORE, Judy</u> Special Education No Cost to District	Motivating the Unmotivated Student Pasadena, CA June 24, 2004	0
<u>THOMAS, Susan</u> Malibu High 01-72650-0-11100-10000-5220- 010-4100 General Fund - Resource: SIP 7-12 No Cost to District	Advanced Placement by the Sea Summer Institute (Spanish) San Diego, CA August 1 - 6, 2004	\$725
Adjustments (Preapproved expenses 10% in excess of approved costs that must be approved by Board/Changes in Personnel Attendance)		
<u>ZAVALA, Anna</u> Health Services 01-56400-0-00000-39000-5220- 041-1400 General Fund - Resource: Medi-Cal Billing	Calif. Speech & Hearing Assn. 52nd Annual State Convention Long Beach, CA March 4 - 5, 2004	\$117.18 OVERAGE
Group Conference and Travel: In-State * a complete list of conference participants is on file in the Department of Fiscal Services		
<u>BROOKS, Ursula</u> + 4 Additional Staff Malibu High 01-90141-0-11100-10000-5220- 010-4100 General Fund - Resource: Malibu Shark Fund 01-40350-0-11100-10000-5220- 035-1300 General Fund - Resource: IASA Title II	Advancement Via Individual Determination Summer Institute San Diego, CA August 2 - 6, 2004 *LACOE subsidizes part of the costs for middle & high schools	\$2,500 total registr. (03-04) Prepay for 04-05 \$2,500* total misc exp.

<u>NAME</u> <u>SITE</u> Account Number Fund - Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
<u>CROFT, Susan</u> + 4 Additional Staff Grant Elementary 01-72600-0-11100-10000-5220-003-4030 General Fund - Resource: SIP K-6 01-40350-0-11100-10000-5220-035-1300 General Fund - Resource: IASA Title II	Advancement Via Individual Determination Summer Institute San Diego, CA August 2 - 6, 2004	\$2,500 total registr. (03-04) Prepay for 04-05 \$3,950 total misc exp.
<u>DEASY, John</u> + 4 Additional Staff Superintendent No Cost to District	Conversation on Large School Redesign Palo Alto, CA June 28 - 30, 2004	0
<u>DIAZ, Aida</u> + 2 Additional Staff State & Federal Projects 01-40350-0-11100-10000-5220-035-1300 General Fund - Resource: Title II, Teacher Quality	Assistant Superintendent's Network Meeting Alhambra, CA June 2, 2004	\$250 total
<u>DIDION, Kelley</u> <u>GRUBER, Kerrin</u> Pt. Dume Elementary 01-72600-0-11100-10000-5220-019-4190 General Fund - Resource: SIP K-6	Advancement Via Individual Determination Summer Institute Sacramento, CA July 18 - 23, 2004	\$3,000 total
<u>DURAN-CONTRERAS, Martha</u> + 2 Additional Staff State & Federal Projects 01-66600-0-11100-10000-5220-035-1300 General Fund - Resource: Tobacco Use Prevention Education	Too Good for Drugs Workshop Arcadia, CA June 3, 2004	\$225 total + 1 SUB
<u>ESSELN, Ruth</u> + 3 Additional Staff Santa Monica High 01-58100-0-11100-10000-5220-015-4150 General Fund - Resource: Other Federal	Gateway/Graduation Portfolios & Presentations Los Angeles, CA June 3 - 4, 2004	\$300 total + 3 SUBS
<u>GONZALES, Irene</u> + 8 Additional Staff State & Federal Projects 01-40350-0-11100-10000-5220-035-1300 General Fund - Resource: Title II, Teacher Quality	Brad Fulton Mathematics Workshop Downey, CA June 28 - July 1, 2004	\$2,040 total

<u>NAME</u> <u>SITE</u> Account Number Fund - Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
<u>IPINA, Elizabeth</u> Edison/Engl. Lang. Dev. <u>LOPEZ, Felicia</u> Rogers/Engl. Lang. Dev. 01-42010-0-47600-10000-5220- 032-2560 General Fund - Resource: Title III - Immigrant Education	Calif. English Language Development Test Training Pico Rivera, CA June 9, 2004	\$108 total
<u>PANISH, Adam</u> <u>SILVA, Alfredo</u> Malibu High 01-72650-0-11100-10000-5220- 010-4100 General Fund - Resource: SIP 7-12	Pacific Advanced Placement Institute Belmont, CA June 21 - 25, 2004	\$2,050 total
Out-of-State Conferences: Individual		
<u>DEASY, John</u> Superintendent 01-00000-0-00000-71500-5220- 020-1200 General Fund - Function: Superintendent	18th Annual High Schools That Work Staff Development Conf. Atlanta, GA July 6 - 9, 2004	\$100 (misc.) Prepay for 04-05
<u>FINSTEN, Beth</u> Lincoln 01-72600-0-11100-10000-5220- 012-4120 General Fund - Resource: SIP - K-6	Ixchel Spanish School Immersion Program Antigua, Guatemala* June 27 - July 10, 2004 (14 days) *One-time approval-Out of country conference policy being reviewed.	\$270 (regis. & lodging only)
<u>THOMAS, Carla Ann</u> State & Federal Projects 01-40350-0-11100-10000-5220- 035-1300 General Fund - Resource: Title II, Teacher Quality	Advancement Via Individual Determination Visitation Denver, CO May 23 - 24, 2004	\$400 total + 1 SUB
Out-of-State Conferences: Group		
NONE		

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/24/04

FROM: KENNETH R. BAILEY/ VIRGINIA I. HYATT

RE: APPROVAL OF PURCHASE ORDERS

RECOMMENDATION NO. A.08

It is recommended that the Board of Education approve the following Purchase Orders and Changed Purchase Orders from May 28, 2004 through June 15, 2004 for fiscal year 2003/04.

AGENDA

NOTE:

The Purchase Order list is not available in the electronic agenda. It is printed in the published agenda. It is available for public review in the Office of the Superintendent and as part of the public copies of the agenda, which are available at the meeting.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/24/04

FROM: JOHN E. DEASY/KENNETH R. BAILEY/BETH CONNORS

RE: TRANSFERRING OF FUNDS

RECOMMENDATION NO. A.09

It is recommended that the Board of Education approve the following transfers for the 2003/2004 fiscal year, from the following Funds as listed below:

- A. \$200,000 from the Special Revenue Fund (Fund 40) to the General Fund (Fund 01) to cover the cost of the Transportation Lease.
- B. \$140,000 from the General Fund (Fund 01) to the Deferred Maintenance Fund (Fund 14) for the District's ongoing maintenance program cost.

COMMENTS: The Los Angeles County Office of Education (LACOE) requires Board approval to make transfers between Funds.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION ACTION/CONSENT
06/24/04
FROM: JOHN E. DEASY/KENNETH R. BAILEY/VIRGINIA I. HYATT
RE: AWARD OF COPIER EQUIPMENT BID TO XEROX AND APPROVAL OF
COPIER PURCHASED BY THE DISTRICT IN FULL TO BE PAID
BACK ANNUALLY BY ROOSEVELT ELEMENTARY PTSA

RECOMMENDATION NO. A.10

It is recommended that the Board of Education approve Xerox as the awarding bidder for the purchase of a copier for the total amount of \$24,781.59 for Roosevelt Elementary School, and approve funding through District funds for Roosevelt PTSA over a five year term.

Funding Information

Budgeted: Yes
Fund: 01
Source: General Fund
Account number: 01-90150-0-11100-10000-58900-007-4070
Description: Gift Funds - Roosevelt Elementary School

COMMENT: Roosevelt Elementary PTSA wishes to purchase a WCP75 copier for a purchase price of \$24,781.59. As the site wishes to lease the machine over a period of years, and the District no longer takes on long term debt for such purchases, the District has agreed to purchase the equipment outright for the school, using fund 40 and have the PTSA pay the loan back to the District. The interest rate charged will be 7%, for an annual payment of \$6,837.59 with a total loan of \$27,350.36 over the five year term. The copiers will be purchased using Los Angeles County Fair Market Contract #010580113. A letter from Roosevelt School's PTSA agreeing to the above terms will be provided to the Board and kept on file in the Purchasing Department.

MOTION MADE BY:
SECONDED BY:

STUDENT ADVISORY VOTE:
AYES:
NOES:
ABSTENTIONS:

TO: BOARD OF EDUCATION ACTION/CONSENT
06/24/04
FROM: SUPERINTENDENT/KENNETH R. BAILEY/VIRGINIA I. HYATT
RE: AWARD OF COPIER EQUIPMENT BID TO CANON BUSINESS
SOLUTIONS AND APPROVE THE PURCHASE BY THE DISTRICT IN
FULL TO BE PAID BACK ANNUALLY BY MALIBU HIGH SCHOOL
PTSA

RECOMMENDATION NO. A.11

It is recommended that the Board of Education approve Canon Business Solutions as the awarding bidder for the purchase of three (3) copiers for the total amount of \$54,639.19 for Malibu High School, and approve funding through District funds for Malibu PTSA over a 4 year term.

Funding Information

Budgeted: Yes
Fund: 01
Source: General Fund
Account number: 01-90120-0-11100-10000-58900-010-4100
Description: Gift Funds - Malibu High School

COMMENT: Malibu High School PTSA wishes to purchase three (3) Canon IR5020 copiers for a purchase price of \$54,639.19. As the site wishes to lease the three machines over a period of four years, and the District no longer takes on long term debt for such purchases, the District has agreed to purchase the equipment outright for the school, using fund 40 and have the PTSA pay the loan back to the District. The interest rate charged will be 7%, for an annual payment of \$15,075.46, with a total loan of \$60,301.84 over the four year term. The copiers will be purchased using LA County Contract #55387A. letter from Malibu High School's PTSA follows.

MOTION MADE BY:
SECONDED BY:

STUDENT ADVISORY VOTE:
AYES:
NOES:
ABSTENTIONS:

TO: BOARD OF EDUCATION ACTION/CONSENT
06/24/04
FROM: SUPERINTENDENT/KENNETH R. BAILEY/VIRGINIA I. HYATT
RE: DECLARATION OF SOLE SOURCE VENDORS FOR PLAYGROUND
EQUIPMENT, SAFETY SURFACING AND INSTALLATION

RECOMMENDATION NO. A.12

It is recommended that the Board of Education declare Miracle Recreation, Spectraturf, Inc. and Ortco Inc., sole source vendors for the District's playground equipment, safety surfacing, and installation respectively.

COMMENT: The District has purchased playground equipment from Miracle Recreation, safety surfacing from Spectra-Turf and installation from Ortco over the past ten years on various District bids, Prop ES and Prop X projects. During the November 9, 1997 Board meeting the Board of Education approved Sole Source status for these vendors, and requested that it be brought back to the Board of Education for review after five years. To maintain continuity through out the District, staff recommends that the sole source status remain until it is no longer in the best interest of the District to do so.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION ACTION/CONSENT
06/24/04
FROM: SUPERINTENDENT/KENNETH R. BAILEY/VIRGINIA I. HYATT
RE: AUTHORIZATION TO INCREASE TRANSPORTATION FLEET BY ONE
VEHICLE

RESOLUTION NO. A.13

It is recommended that the Board of Education approve the purchase of an additional vehicle for the District's Transportation Department for an estimated amount of \$53,000, to be acquired through the Board approved bidding process.

Funding Information

Budgeted: Yes
Fund: 40
Source: Special Reserve
Account number: 40-00000-0-00000-82000-6400-000-1500
Description: Equipment

COMMENT: The Transportation Department currently has four (4) wheelchair buses in daily use. Children are currently transported to six sites: Muir, Cabrillo, SAMOHI, Olympic, Lincoln and Pine Street. Due to the increased student population that are wheelchair bound, there is a need for another wheelchair bus to facilitate transportation to all sites and allow for flexibility should one bus goes out of service.

MOTION MADE BY:
SECONDED BY:

STUDENT ADVISORY VOTE:
AYES:
NOES:
ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/24/04

FROM: SUPERINTENDENT/JOSEPH N. QUARLES

RE: CERTIFICATED PERSONNEL - Elections, Separations

RECOMMENDATION NO. A.14

Unless otherwise noted, all items are included in the 2003/04 approved budget.

ADDITIONAL ASSIGNMENTS

EDUCATIONAL SERVICES

Ahmadi, Parisa	6 hrs @\$35.60	05/08/04	Est Hrly/\$214
Allen, Sam	6 hrs @\$35.60	05/08/04	Est Hrly/\$214
Bon, Nancy	6 hrs @\$35.60	05/08/04	Est Hrly/\$214
Dalton, Carrie	6 hrs @\$35.60	05/08/04	Est Hrly/\$214
Greenwald, Susan	6 hrs @\$35.60	05/08/04	Est Hrly/\$214
Finsten, Beth	6 hrs @\$35.60	05/08/04	Est Hrly/\$214
Hamilton, LaDawna	6 hrs @\$35.60	05/08/04	Est Hrly/\$214
Hensel, Katja	6 hrs @\$35.60	05/08/04	Est Hrly/\$214
Hotz, Diane	6 hrs @\$35.60	05/08/04	Est Hrly/\$214
Iwasa, Christine	6 hrs @\$35.60	05/08/04	Est Hrly/\$214
Mercy, Dana	6 hrs @\$35.60	05/08/04	Est Hrly/\$214
Miller, Michael	6 hrs @\$35.60	05/08/04	Est Hrly/\$214
Moore, Jon	6 hrs @\$35.60	05/08/04	Est Hrly/\$214
O'Brien, Lourdes	6 hrs @\$35.60	05/08/04	Est Hrly/\$214
O'Meara, Peggy	6 hrs @\$35.60	05/08/04	Est Hrly/\$214
Post, Joel	6 hrs @\$35.60	05/08/04	Est Hrly/\$214
Reeves, Dan	6 hrs @\$35.60	05/08/04	Est Hrly/\$214
Rosen, Maureen	6 hrs @\$35.60	05/08/04	Est Hrly/\$214
Sanschagrין, Marc	6 hrs @\$35.60	05/08/04	Est Hrly/\$214
Schaben, Ryan	6 hrs @\$35.60	05/08/04	Est Hrly/\$214
Simmer, Heather	6 hrs @\$35.60	05/08/04	Est Hrly/\$214
Snow, Angie	6 hrs @\$35.60	05/08/04	Est Hrly/\$214
Tio, Caroline	6 hrs @\$35.60	05/08/04	Est Hrly/\$214
Tores, Lupe	6 hrs @\$35.60	05/08/04	Est Hrly/\$214
Yook, Emily	6 hrs @\$35.60	05/08/04	Est Hrly/\$214
TOTAL ESTABLISHED HOURLY			\$5,350

Comment: "Algebra for All" with Bill Lombard
01-IASA:Title II Teacher Quality

LINCOLN MIDDLE SCHOOL

Anderson, Judy	4.5 hrs @\$35.60	02/06/04-05/08/04	Est Hrly/\$160
Massa, Darren	10 hrs @\$35.60	02/06/04-05/08/04	Est Hrly/\$356
O'Brien, Marianna	10 hrs @\$35.60	02/06/04-05/08/04	Est Hrly/\$356
Rogers, Alan	8 hrs @\$35.60	02/06/04-05/08/04	Est Hrly/\$285
Seymour, Robert	4 hrs @\$35.60	02/06/04-05/08/04	Est Hrly/\$142
Sinclair, Michele	4 hrs @\$35.60	02/06/04-05/08/04	Est Hrly/\$142
TOTAL ESTABLISHED HOURLY			\$1,441

Comment: SI Planning-Science Department
01-School Improvement Prog, 7-12

ROOSEVELT ELEMENTARY SCHOOL

Carey, Anne	24 hrs @\$35.60	05/03/04-06/11/04	Est Hrly/\$854
Scholder, Holly	24 hrs @\$35.60	05/03/04-06/11/04	Est Hrly/\$854
Trentecoste, Susan	24 hrs @\$35.60	05/03/04-06/11/04	Est Hrly/\$854
TOTAL ESTABLISHED HOURLY			\$2,562

Comment: Intervention - At Risk/Recommends for Retention
01-Unrestricted Resource

SANTA MONICA HIGH SCHOOL

Audet, Amanda	6 hrs @ \$35.60	05/17/04-06/30/04	Est Hrly/\$214
Beeman-Solano, Amy	6 hrs @ \$35.60	05/17/04-06/30/04	Est Hrly/\$214
Demirjian, Lisa	6 hrs @ \$35.60	05/17/04-06/30/04	Est Hrly/\$214
Dresher, Susan	6 hrs @ \$35.60	05/17/04-06/30/04	Est Hrly/\$214
Gatell, Frank	6 hrs @ \$35.60	05/17/04-06/30/04	Est Hrly/\$214
Kenney, Michelle	6 hrs @ \$35.60	05/17/04-06/30/04	Est Hrly/\$214
Le-Cassidy, Linh	6 hrs @ \$35.60	05/17/04-06/30/04	Est Hrly/\$214
Louria, Meredith	6 hrs @ \$35.60	05/17/04-06/30/04	Est Hrly/\$214
Mayoral, Eva	6 hrs @ \$35.60	05/17/04-06/30/04	Est Hrly/\$214
Roberts, Lasonja	6 hrs @ \$35.60	05/17/04-06/30/04	Est Hrly/\$214
Serratore, Rosa	6 hrs @ \$35.60	05/17/04-06/30/04	Est Hrly/\$214
Simone, Laura	6 hrs @ \$35.60	05/17/04-06/30/04	Est Hrly/\$214
Spriggs, Kelli	6 hrs @ \$35.60	05/17/04-06/30/04	Est Hrly/\$214
Trundle, Al	6 hrs @ \$35.60	05/17/04-06/30/04	Est Hrly/\$214
TOTAL ESTABLISHED HOURLY			\$2,996

Comment: Racial Harmony Workshops/Meetings
01-Medi-Cal Billing Options

STUDENT AND FAMILY SUPPORT SERVICES

Jorgenson, Monica	72 hrs @ \$35.60	05/04/05-05/31/04	Est Hrly/\$2563
TOTAL ESTABLISHED HOURLY			\$2,563

Comment: Assist Special Education Dept organize files for State Audit
01-Special Education

EXTENDED DUTY UNITS

<u>LOCATION</u>	<u>RATE</u>	<u>ACTIVITY</u>	<u>EFFECTIVE</u>	<u>TOTAL</u>
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CABRILLO ELEMENTARY

Baltrushes, Susan	1 unit @ \$224	Wolf Camp	03/04	\$224
Erlandson, Staci	1 unit @ \$224	Wolf Camp	03/04	\$224
Jacobs, Rochelle	1 unit @ \$224	Governance	03/04	\$224
Levy, Nancy	1 unit @ \$224	Governance	03/04	\$224
Matthews, Jill	.5 unit @ \$224	Sacramento	03/04	\$112
Morgan, Barbara	1 unit @ \$224	Governance	03/04	\$224
Wiedlin, Meg	2 units @ \$224	Chair:Studnt Stdy Tm	03/04	\$448
Young, Susan	2 units @ \$224	Student Council	03/04	\$448
Young, Susan	.5 unit @ \$224	Sacramento	03/04	\$112
TOTAL EXTENDED DUTY UNITS				\$2,240
01-Unrestricted Resource				

FRANKLIN ELEMENTARY

Normandin, Monique	5 units @ \$224	Student Committee	03/04	\$1120
Schwengel, Kurt	3 units @ \$224	Student Progress Rprt	03/04	\$672
Silhavy, Dawn	4 units @ \$224	Student Committee	03/04	\$896
Skorko, Nancy	5 units @ \$224	Student Committee	03/04	\$1120
TOTAL EXTENDED DUTY UNITS				\$3,808
01-Unrestricted Resource				

OLYMPIC HIGH SCHOOL

Casey, Jack	1 unit @ \$224	Newspaper	03/04	\$224
Gecht, Marcia	1 unit @ \$224	Mtgs/Rep Olympic	03/04	\$224
James, Kimberly	1 unit @ \$224	Poetry	03/04	\$224
Miller, Stephanie	1 unit @ \$224	Testing	03/04	\$224
Siemer, Deborah	1 unit @ \$224	Project Echo	03/04	\$224
TOTAL EXTENDED DUTY UNITS				\$1,120
01-Unrestricted Resource				

WEBSTER ELEMENTARY

Cook, Kristina	2 units @ \$224	Yosemite	03/04	\$448
McClure, Katie	2 units @ \$224	Yosemite	03/04	\$448
McClure, Katie	1 unit @ \$224	Student Council	03/04	\$224

Sanford, Carin	1 unit @\$224	Astrocamp	03/04	\$224
Stevens, Lori	2 units @\$224	Yosemite	03/04	\$448
Stevens, Lori	1 unit @\$224	Jr. Great Books	03/04	\$224
Stewart, Kris	2 units @\$224	Math Club	03/04	<u>\$448</u>
		TOTAL EXTENDED DUTY UNITS		\$2,464
		01-Unrestricted Resource		

TOTAL ESTABLISHED HOURLY and EXTENDED DUTY UNITS

= \$24,544

SUBSTITUTE TEACHERS

Effective

REGULAR DAY-TO-DAY SUBSTITUTES

(@\$120 Daily Rate)

Peters, David 5/17/04

PREFERRED SUBSTITUTES

(@\$142 Daily Rate)

Colvin, Benson 5/27/04

Combes, Evelyne 6/1/04

Eisner, Stephen 5/19/04

Nimoy, Adam 5/27/04

Sias, Jeremy 5/24/04

LONG-TERM SUBSTITUTES

(@\$184 Daily Rate)

Jensen, Louisa 5/10/04-5/21/04

PROBATIONARY CONTRACTS

Name/Assignment

Location

Kerns-Mabbry, Debborah

Special Education/Speech Pathologist

Not to

Exceed

100%

Effective

4/28/04

LEAVES OF ABSENCE (without pay)

Name/Assignment

Location

Ackrich, Deborah

Webster Elementary

Effective

9/3/04-6/24/05

[child care]

Wetmore, Elayne

McKinley Elementary

9/3/04-6/24/04

[child care-20% leave]

RESIGNATIONS

Name/Assignment

Location

Bresnahan, Stephanie

SAMOHI

Effective

06/18/04

Castillo-Quintero, Carolina

CDS/Edison

06/18/04

Herrera, David

SAMOHI

08/08/04

Normandin, Monique

Franklin Elementary

06/18/04

Rossman-Waxman, Tracy

CDS/Muir-SMASH

09/01/04

Shaw, Linda Special Education	07/28/04
Silvus, Renee Malibu HS	06/18/04
Sperber, Heidi McKinley Elementary	07/30/04
Wechsler, Laura Roosevelt Elementary	06/18/04

RETIREMENTS

<u>Name/Assignment</u> <u>Location</u>	<u>Effective</u>
Ferrell, Peggy Sue Franklin Elementary	06/18/04
Fowler, Gloria Franklin Elementary	06/18/04

MOTION MADE BY:
SECONDED BY:

STUDENT ADVISORY VOTE:
AYES:
NOES:
ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/24/04

FROM: JOHN E. DEASY/KENNETH R. BAILEY

RE: APPROVAL OF ADDITIONAL CERTIFICATED ASSIGNMENTS

RECOMMENDATION NO. A.15

It is recommended that the Board of Education approve the following additional certificated assignments:

1. Site Supervision for permit use of Santa Monica High School on April 15-17, 2004, and,
2. Additional 20 days for Summer Intervention Program management, Community Services management, Permit Management & Permit Policy.

COMMENTS: 1. Hard Time Productions obtained SMMUSD Permit #0268 to film at Santa Monica High School on April 15-17, 2004. Catherine Baxter and Greg Runyon each put in 14 hours of supervision the filming and, upon approval, will be paid \$1500 stipends (\$750/day) for that supervision. The source for funds is from the proceeds of Film Permit #0268.

2. Chris Corliss is working an additional 20 days for project supervision for the following: managing Educational Services Summer Intervention Programs, managing Community Services/Facilities projects, such as reviewing, revising and implementing the 2004-05 Joint Use Agreements with Cities of Santa Monica and Malibu and Santa Monica College; coordinating with the Cities of Santa Monica and Malibu the 2004-05 Community Use Plan for all school sites; implementing new accounting system for Facilities Permit Management Plan; developing and implementing new District Film Permit Policy, including accounting system for Film Permits per Facilities Permit Management Plan.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION
FROM: SUPERINTENDENT/JOSEPH N. QUARLES
RE: SPECIAL SERVICES EMPLOYEES

ACTION
06/24/04

RECOMMENDATION NO. A.16

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 4213.5. Funding for the positions listed are included in the 2003/04 budget.

ELECTIONS

<u>Name/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>	<u>Rate</u>
Gomez, Vincent	\$6200	05/28/04-06/30/04	\$6200/Mo \$0.365/ mile

Special Education, provide direct services to students per signed IEP's which have occupational therapy goals
FUNDING: 01-33100-0-57500-11900-2917-043-1501-100%
Spec Ed: Idea Basic Grant

MOTION MADE BY:
SECONDED BY:

STUDENT ADVISORY VOTE:
AYES:
NOES:
ABSTENTIONS:

TO: BOARD OF EDUCATION
 FROM: JOHN E. DEASY/ROBERT SEEDS
 RE: CLASSIFIED PERSONNEL - MERIT

ACTION/CONSENT
 06-24-04

RECOMMENDATION NO. A.17

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.

PROMOTION

BAXTER-LAM, BEATRICE	JOB DEVELOPMENT/PLACE SPEC 5.0 HRS/10 SPECIAL ED FR: INST ASST - SPECIAL ED	05-03-04
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POSITION RECLASSIFICATION INCUMBENT QUALIFIED WITH POSTION

EMHARDT, JANA	ADMINISTRATIVE ASSISTANT 8.0 HRS/12 SAMOHI FR: SR OFFICE SPECIALIST	06-01-04
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MORRIS, TERRY	ADMINISTRATIVE ASSISTANT 8.0 HRS/12 SAMOHI FR: SR OFFICE SPECIALIST	06-01-04
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SUSPENSION WITHOUT PAY

GARDNER, RODNEY	CUSTODIAN I NSI SAMOHI	06-25-04 07-09-04
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GOMEZ-TAGLE, NANCY	INST ASST - SPECIAL ED SAMOHI	06-02-04 06-08-04
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MEDICAL LEAVE OF ABSENCE

BOLAN, ANETTE	ADMINISTRATIVE ASSISTANT SAMOHI	05-17-04 05-31-04
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DAVIS, JEFFREY	SKILLED MAINTENANCE WORKER MAINTENANCE	05-19-04 05-19-04
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DE CORDOVA, ANGEL	GARDENER GROUNDS	04-27-04 07-30-04
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FATEMI, SOHEILA	CHILDREN CENTER ASSISTANT PT. DUME	05-10-04 09-10-04
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FORD, SPIKES	SKILLED MAINTENANCE WORKER MAINTENANCE	05-26-04 06-01-04
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HURTADO, RENEE	CHILDREN CENTER ASSISTANT GRANT	04-19-04 05-21-04
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MCCREA, KATHY	SR OFFICE SPECIALIST MALIBU	05-24-04 05-31-04
MOTON, WILSON	CUSTODIAN I NSI ROOSEVELT	05-19-04 06-22-04
SCHOELLKOPF, ILLIANA	INST ASST - SPECIAL ED MALIBU	05-19-04 05-24-04
<u>TEMP/ADDITIONAL</u>		
ABRAHAMS, NANCY	INST ASST - CLASSROOM GRANT	06-02-04 06-18-04
ALEJANDRO, VILLA	CUSTODIAN I NSI SAMOHI	04-01-04 06-30-04
ANDERSON, BRUNO	CUSTODIAN I NSI SAMOHI	05-01-04 06-30-04
ARNOLD, ANGELA	OFFICE SPECIALIST SPECIAL ED	04-27-04 05-31-04
BABILONIA, CARLOS	OFFICE SPECIALIST SAMOHI	05-19-04 06-30-04
BADLISSI, MARY	OFFICE SPECIALIST SPECIAL ED	04-27-04 05-31-04
BARBA, VERONICA	OFFICE SPECIALIST SPECIAL ED	04-27-04 05-31-04
BARRERAS-GRACIANO, LAURA	OFFICE SPECIALIST SPECIAL ED	04-27-04 05-31-04
BEAVER, GUADALUPE	OFFICE SPECIALIST SPECIAL ED	04-27-04 05-31-04
BROWN, JESSICA	OFFICE SPECIALIST SPECIAL ED	04-27-04 05-31-04
CORNELL, CONSTANCE	OFFICE SPECIALIST SPECIAL ED	04-27-04 05-31-04
DIAZ, CHRISTINA	OFFICE SPECIALIST SPECIAL ED	05-01-04 06-30-04
EDWARDS, SUZANNE	OFFICE SPECIALIST SPECIAL ED	04-27-04 05-31-04
ELVIRA, RICARDO	SWIM INSTRUCTOR/LIFEGUARD SAMOHI	05-10-04 06-18-04

EMHARDT, JANA	ADMINISTRATIVE ASSISTANT SAMOHI	05-01-04 06-30-04
FLORES, ARDIS	OFFICE SPECIALIST SPECIAL ED	04-27-04 05-31-04
GAUR, SMRITI	OFFICE SPECIALIST SPECIAL ED	04-27-04 05-31-04
HARO, PATRICIA	OFFICE SPECIALIST SPECIAL ED	04-27-04 05-31-04
INIGUEZ, WILMA	OFFICE SPECIALIST SPECIAL ED	04-27-04 05-31-04
JOHNSON, KAREN	ELEM LIBRARY COORD GRANT	05-01-04
LABRIE, MARILYN	OFFICE SPECIALIST SPECIAL ED	04-27-04 05-31-04
LOMBERA, JULIO	CUSTODIAN I NSI FRANKLIN	05-14-04 06-30-04
LOUISELL, SHANE	OFFICE SPECIALIST SPECIAL ED	04-27-04 05-31-04
MAILANDER, MARK	OFFICE SPECIALIST SPECIAL ED	04-27-04 05-31-04
MALIK, KARIN	OFFICE SPECIALIST SPECIAL ED	04-27-04 05-31-04
MILLER, SANDY	OFFICE SPECIALIST SPECIAL ED	04-27-04 05-31-04
RODRIGUEZ, MARIA	BIL COMMUNITY LIAISON STUDENT & FAMILY SUPPORT	02-09-04 06-11-04
ROMERO, MAURA	OFFICE SPECIALIST SPECIAL ED	04-27-04 05-31-04
SMITH, LUZ	TRANSLATOR ED SERVICES	03-08-04 06-30-04
SURLES, RUFUS	CUSTODIAN I DAY FRANKLIN	05-14-04 06-30-04
VARGAS, CYNTHIA	OFFICE SPECIALIST SPECIAL ED	04-27-04 05-31-04

VELASCO, HENRY	CUSTODIAN I NSI OPERATIONS	05-25-04 06-03-04
VIEIRA, NICOLE	INST ASST - CLASSROOM WEBSTER	05-10-04 06-18-04
WOODS, SHELEITA	OFFICE SPECIALIST SPECIAL ED	04-27-04 05-31-04
<u>SUBSTITUTE</u>		
BARRON-REMIGIO, JOSE	INST ASST - PHYSICAL ED PERSONNEL COMMISSION	05-21-04 06-18-04
BUSSE, SARAH	INST ASST - PHYSICAL ED PERSONNEL COMMISSION	05-21-04 06-18-04
CAFARO, SERGIO	SWIM INSTRUCTOR\LIFEGUARD MALIBU	05-03-04 06-30-04
HERNANDEZ, MARITZA	OFFICE SPECIALIST BUSINESS SERVICES	06-03-04 06-30-04
SCHUSTERBAUER, BRETT	INST ASST - PHYSICAL ED PERSONNEL COMMISSION	05-21-04 06-18-04
SMITH, RONALD	CHILDREN CENTER ASST CDS	06-03-04 06-30-04
SMITH, RONALD	INST ASST - SPECIAL ED SPECIAL ED	06-09-04 06-18-04
VALDOVINOS, JESUS	CHILDREN CENTER ASST CDS	05-28-04 06-30-04
<u>RESIGNATION</u>		
BUSSE, SARAH	INST ASST - PHYSICAL ED MCKINLEY	06-18-04
HERNANDEZ III, JUAN	STUDENT OUTREACH SPEC SAMOHI	06-23-04
KIRCH, BRIAN	INST ASST - PHYSICAL ED PT.DUME	06-18-04
NIEBERGALL, BROOKE	INST ASST - SPECIAL ED PT.DUME	06-17-04
RUGGLES, MICHAEL	INST ASST - SPECIAL ED MCKINLEY (CORRECTION TO BOE 06-03-04, RESIGNATION DATE CHANGE FROM 07-09-04)	06-18-04

TERMINATION PER ED CODE

LOW,
MATHEW INST ASST - SPECIAL ED 05-26-04
PINE STREET

RETIREMENT

FISHER,
JACALYN SR OFFICE SPECIALIST 08-30-04
ROGERS

GIBBONS-FLY,
SHEILA INST ASST - SPECIAL ED 06-17-04
MALIBU

DECEASED NOTIFICATION

BARTOLOMEO,
RICHARD VEHICLE & EQUIPMENT MECH 05-15-04
TRANSPORTATION

ESTABLISHED POSTION

ACCOUNTING TECHNICIAN 07-01-04
8.0 HRS/12 FISCAL

ACCOUNTING TECHNICIAN 07-01-04
6.0 HRS/12 BUSINESS SERV 06-30-05

ABOLISH POSITION

VACANT ACCOUNTANT 07-01-04
8.0 HRS/12 FISCAL

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/24/04

FROM: JOHN E. DEASY/KENNETH R. BAILEY

RE: APPROVAL OF SPECIAL EDUCATION POSITIONS

RECOMMENDATION NO. A.18

It is recommended that the Board of Education: 1) authorize a budget increase to the 2003-04 budget in the amount of \$3,021.77, and, 2) authorize a budget increase to the 2004-05 budget in the amount of \$33,550.40, as detailed below:

COMMENTS: **1. Increase the 2003-04 budget:**

A. in the amount of \$1,716.05 for additional help for two Office Specialists needed to set up and organize files in the Special Education Department. The hours are not to exceed 4 hours per day to avoid overtime pay. These assignments are effective from June 1, 2004 - 18, 2004.

B. in the amount of \$1,305.72 for additional help for two Office Specialists needed to set up and organize files in the Special Education Department. The hours are not to exceed 4 hours per day to avoid overtime pay. These assignments are effective from June 14, 2004 - 30, 2004 and June 24 - 30, 2004.

2. Increase the 2004-05 budget:

A. in the amount of \$26,604 for Instructional Assistant, Special Education needed for two students at Malibu High School for the Transition Program.

B. in the amount of \$6,946.40 for additional help for two Office Specialists needed to set up and organize files in the Special Education Department. The hours are not to exceed 4 hours per day. These assignments are effective from July 1, 2004 - August 30, 2004.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/CONSENT

06-24-04

FROM: JOHN E. DEASY/ROBERT SEEDS

RE: CLASSIFIED PERSONNEL - NON-MERIT

RECOMMENDATION NO. A.19

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.

STUDENT INTERN - ALLIANCE

CASAS, ALBERTO	SAMOHI	05-07-04 - 06-30-04
CRAWFORD, TALIA	SAMOHI	05-01-04 - 06-30-04
POTTS, GRETCHEN	SAMOHI	05-01-04 - 06-30-04

STUDENT HELPER

HUBBELL, SUMMER	WORKABILITY	04-05-04 - 06-30-04
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NOON AIDE

JIMENEZ, MARISELA	MCKINLEY	05-19-04 - 06-18-04
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ASSISTANT COACH

CASILLAS, ANTHONY	SAMOHI	05-25-04 - 06-30-04
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MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/24/04

FROM: JOHN E. DEASY/SUPERINTENDENT

RE: REPRESENTED BARGAINING UNIT MEMBERS, UNREPRESENTED
MANAGEMENT/CONFIDENTIAL SALARIES AND OTHER
UNREPRESENTED SALARIES FOR THE 2003/2004 SCHOOL YEAR
INDEFINITE SALARIES

RECOMMENDATION NO. A.20

It is recommended that the Board of Education declare all represented bargaining unit members, unrepresented management/confidential and other unrepresented employee salaries indefinite for the 2004/05 school year.

BACKGROUND INFORMATION:

As a result of financial uncertainties, negotiations, legislation and other factors, Boards of Education can declare all represented bargaining unit members, unrepresented management/confidential, and other unrepresented employee salaries indefinite for the 2004/2005 school year.

Salaries for all represented bargaining unit members, unrepresented management/confidential and other unrepresented employees are set by the Board of Education. If the Board of Education declares, in advance of the new fiscal year, that salaries for represented bargaining unit members, unrepresented management/confidential, and other unrepresented employees are indefinite, whether subject to future review, negotiation, financial condition, or other factors, such action will suffice to permit retroactive salary adjustments back to the beginning of the new year.

This action meets the requirements specified in Education Code Section 45032.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/MAJOR

06/24/04

FROM: JOHN E. DEASY/SUPERINTENDENT

RE: APPROVAL OF JOB DESCRIPTION:
ASSISTANT SUPERINTENDENT/CHIEF OF STAFF

RECOMMENDATION NO.A.21

It is recommended that the Board of Education approve the attached job description for a certificated management position: Assistant Superintendent/Chief of Staff.

COMMENT: With the departure of the Deputy Superintendent/Chief of Staff on July 1, 2004, the Superintendent is recommending that the job description for an Assistant Superintendent/Chief of Staff be established.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE: N/A

AYES:

NOES:

ABSTENTIONS:

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Department of Human Resources

CERTIFICATED JOB DESCRIPTION
ASSISTANT SUPERINTENDENT/CHIEF OF STAFF

DEFINITION

Under professional direction of the Superintendent, provides general supervision of the Human Resources Division of the district through the Director of Human Resources, including classified and certificated personnel, collective bargaining, contract administration and staff development. In addition, the Assistant Superintendent/Chief of Staff supervises, evaluates and supports principals and/or lead administrators of designated programs/departments as assigned by the Superintendent. The Assistant Superintendent/Chief of Staff is designated as Administrator-in-Charge in the absence of the Superintendent.

DISTINGUISHING CHARACTERISTICS

This position classification requires technical expertise and knowledge in all areas of human resources/personnel, as well as general knowledge in all aspects of school district operation. Directly related administrative experience is necessary to assure success in this complex leadership role. The position requires the ability to work effectively within the scope of a broad and complex set of laws, regulations, requirements and other mandates. Decisions are made by the incumbent that have a critical impact on the goals, organization and educational programs and services of the district. The position classification has first-line supervisory responsibility for planning, assigning, reviewing, and evaluating the quality and quantity of work of staff as well as technical and clerical employees. Frequently meets with a broad range of certificated and classified staff, union leaders, business professionals, community members, principals and other administrators to negotiate, influence, motivate and monitor the result objectives of the district and the human resources operation. This is a sedentary position classification that performs light work, but does require walking and standing for extended periods. The job also requires the accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing oral information and direction. An earned doctorate from an accredited institution and experience as a school principal are desirable, but not required.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXAMPLES OF DUTIES

- ! Supervise and evaluate the Human Resources Division, including classified and certificated personnel, collective bargaining, contract administration and staff development.
- ! Attends meetings of the Board of Education, Superintendent's Cabinet and other assigned meetings on a regular basis. Provides information at the request of the Board or Superintendent to assist in the decision-making process
- ! Represents the Board of Education and Superintendent in all matters pertaining to contract negotiations and administration with all employee bargaining units and their representatives. This includes the coordination and conduct of the collective bargaining process. Develops, recommends, and implements negotiations strategies as well as all other directives of the Board and/or Superintendent regarding collective bargaining.

- ! As designated by the Superintendent, evaluates, supervises, advises and supports school site principals and/or program/department administrators.
- ! Directs the recruitment and screening of all applicants for certificated and classified positions in order that the administrator or supervisor responsible for selection of the successful applicant shall have a choice of the best-qualified applicants available for employment
- ! Serves as the District's Affirmative Action Officer
- ! Develops and implements staffing allocation formulas for all schools based upon student enrollment projections provided by the Assistant Superintendent of Fiscal/Business Services or his/her designee.
- ! Meets regularly with the Director of Human Resources and the Director of Classified Personnel. Supervises and evaluates the Director of Human Resources and provides feedback to the Personnel Commission relative to the evaluation of the Director of Classified Personnel.
- ! Advises and consults with all administrators with respect to the selection, assignment, training, performance, professional growth and advancement, evaluation, retention, promotion, reprimand, demotion or dismissal of all persons assigned to their staffs
- ! Provides for maintenance of complete and current personnel records on all employees of the District
- ! Provides for carrying out the procedural aspects and formalities of personnel-related actions such as hiring, retention, promotion, demotion, dismissal, etc., for all District employees
- ! Develops and recommends adoption of personnel policies and amendments thereto and, after adoption, interprets and provides advice and consultation to other District personnel as to the application of such policies
- ! Provides counseling and assistance in the resolution of grievances or other job-related difficulties of District certificated and classified employees.
- ! Directs the development of consistent district-wide wage and salary policy administration, for both certificated and classified personnel, including placement of personnel on salary schedules, position classification and reclassification, verification of training and experience, issuance of contracts and authorization of pay under supplemental pay schedules
- ! Directs the District's employer/employee relations program and coordinates the preparation and management of employee contracts, advises personnel in the schools how to respond to potential problems
- ! Provides organizational assistance to the Board committees as designated by the Superintendent by assisting in agenda preparation, meeting organization and resource acquisition
- ! Keeps abreast of governmental status, regulations and rules relating to personnel administration and advises interested parties of the provision of the law

- ! Assigns personnel to all prekindergarten-adult sites and district support services as directed by the Superintendent
- ! Assists in the evaluation of school attendance boundaries, facility and staffing needs in prekindergarten-adult schools
- ! Assume site management coordination of district office personnel and facilities
- ! Provides leadership and support in all areas related to the operation of Adult Education, Child Development Services, Alternative Schooling (SMASH), Continuation High School (Olympic) programs
- ! Provide leadership, support and supervision in the areas of Transportation and Food Services
- ! Directs the preparation of reports for the Board of Education, administration and the public, related to assigned departments.
- ! As assigned by the Superintendent, serves as representative to various community organizations/groups (e.g. NCCJ, Chamber of Commerce Education Sub-Committee, Santa Monica Gems, etc.).
- ! Performs additional duties, special projects and responsibilities as delegated by the Superintendent or conferred by the Board of Education

QUALIFICATIONS

Knowledge of:

- ! All aspects of public school administration and management of school districts.
- ! Laws governing public education in California, particularly the sections of the California Education Code dealing with Certificated and Classified personnel.
- ! State and Federal laws regarding discrimination.
- ! District organization, operation, policies and objectives.
- ! Collective bargaining, contract administration, mediation, arbitration and all matters pertaining to the employment, supervision, evaluation and dismissal of both certificated and classified staff (including management).

Ability to:

- ! Communicate effectively with a diverse and broad range of individuals and groups.
- ! Exercise confidentiality
- ! Work in an environment that at times may be stressful and in conflict.
- ! Communicate effectively, both in writing and verbally.
- ! Be flexible and revise priorities in accordance with the requirements of the Superintendent and/or Board of Education.
- ! Analyze situations accurately and adopt an appropriate and effective course of action.
- ! Establish and maintain cooperative working relationships with others.

DESIRED EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience

Demonstrated experience in school district human resources operations and in working with individuals and groups, both inside and outside the district. Experience as a building-level principal is desired, but not required. Demonstrated experience or training in the management, supervision and evaluation of classified and certificated staff and management personnel..

Education

A Master's degree in educational administration or related area is required, earned doctorate is preferred.

LICENSE/CREDENTIAL REQUIREMENT

Possession of a valid California Administrative Services Credential or other credential authorizing service as a school district administrator is required. Possession of a valid California license authorizing the operation of a motor vehicle is also required.

Job Description Approved: _____

Dated: _____

TO: BOARD OF EDUCATION

ACTION/MAJOR

06/24/04

FROM: JOHN E. DEASY/SUPERINTENDENT

RE: APPOINTMENT OF ASSISTANT SUPERINTENDENT/CHIEF OF STAFF

RECOMMENDATION NO.A.22

It is recommended that the Board of Education appoint _____
_____ to serve as the District's Assistant
Superintendent/ Chief of Staff beginning July 1, 2004.

COMMENT: This item will be discussed in Closed Session. Should the
Board of Education decide to fill the newly established
position of Assistant Superintendent/Chief of Staff, the
person will be named and employment contract made public.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/MAJOR

06/24/04

FROM: JOHN E. DEASY/SUPERINTENDENT

RE: CERTIFICATED ADMINISTRATIVE APPOINTMENT -
ASSISTANT PRINCIPAL/HOUSE PRINCIPAL, SANTA MONICA
HIGH SCHOOL

RECOMMENDATION NO. A.23

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

Assistant Principal/House Principal
Santa Monica High School

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/MAJOR

06/24/04

FROM: JOHN E. DEASY/LINDA KAMINSKI

RE: RENEW CONTRACT - DIRECTOR OF EDUCATIONAL SERVICES

RECOMMENDATION NO.A.24

It is recommended that the Board of Education renew the employment agreement negotiated between the Board of Education and Donna Muncey, Ph.D. as the Director of Educational Services of the Santa Monica-Malibu Unified School District, effective July 1, 2004 through June 30, 2005.

COMMENT: The Director of Educational Services' compensation under the renewed contract will be unchanged from her compensation in the current fiscal year. Copies of the negotiated agreement will be made available upon request.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/MAJOR

06/24/04

FROM: JOHN E. DEASY/KENNETH R. BAILEY

RE: APPROVAL OF CONTRACT WITH LOZANO SMITH - LEGAL SERVICES
FOR SPECIAL EDUCATION

RECOMMENDATION NO. A.25

It is recommended that the Board of Education approve the renewal contract for services, with the law firm of Lozano Smith. The District currently uses Lozano Smith to support the Special Education Department and is currently budgeted for \$250,000.

The agreement is effective July 1, 2004 and allows client to discharge attorney at any time by written notice. Hourly Professional rates are as follows:

Shareholder/Of Counsel	\$205/hour
Senior Attorney	\$195/hour
Associate	\$185/hour
Law Clerk/Senior Paralegal	\$100/hour
Paralegal	\$ 90/hour

The Agreement for Legal Services which includes the complete Schedule of rates is attached. (The agreement will be included in hard copies of the agenda, however, it is not available for electronic transfer.)

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/MAJOR

06/24/04

FROM: SUPERINTENDENT/LINDA KAMINSKI/CINDY ATLAS

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS 2003/2004

RECOMMENDATION NO. A.26

It is recommended that the Board of Education approve the following Special Education Contracts for fiscal year 2003-2004 as follows:

NPS/NPA

2003-2004 Budget 01-65000-0-57500-11800-5825-043-1400

Nonpublic School/Agency	Student DOB	Service Description	Contract Number	Cost Not to Exceed
Heritage School	04-29-88	NPS	#79	\$ 5,596
Linden Center	06-15-87	NPS	#80	\$ 3,136
Logan River Academy	11-22-88	NPS	#81	\$ 1,663
Provo Canyon School	02-21-89	NPS	#82	\$ 5,250
Summitview Westside	03-22-91	NPS	#83	\$ 4,335
Summitview Westside	01-10-91	NPS	#84	\$ 13,625
Village Glen Westside	12-02-94	NPS	#85	\$ 8,640
Vista	10-30-92	NPS	#86	\$ 6,504
Allison Freeman	03-28-96	NPA - DHH Counseling	#166	\$ 375
Beautiful Minds Center for Autism, Inc.	12-26-98	NPA - Behavior Therapy	#167	\$ 2,500
Robert Patterson	01-27-90	NPA - Psychological Assessment	#168	\$ 1,500
Smart Start Preschool	10-31-90	NPA - Behavior Therapy	#169	\$ 1,880
Speech, Language & Educational Associates, Inc.	10-20-92	NPA - Speech	#170	\$ 850
Therapy West, Inc.	08-08-97	NPA - PT	#171	\$ 850
Verdugo Hills Autism	10-11-93	NPA - Behavior Therapy	#172	\$ 7,956
Eras Contract Increase	12-12-85	NPS	#51 UC04189	\$ 2,500
Westmark Contract Increase	03-10-90	NPS	#59 UC04229	\$ 1,500

Nonpublic School/Agency	Student DOB	Service Description	Contract Number	Cost Not to Exceed
Westview Contract Increase	04-10-87	NPS	#38 UC04049	\$ 800
Beautiful Minds Center for Autism, Inc. Contract Increase	07-04-00	NPA - Behavior Therapy	#123 UC04332	\$ 1,920
Elliott Institute Contract Increase	05-21-91	NPA - Speech	#35 UC04130	\$ 2,625
Julia Hobbs Speech Pathology, Inc. Contract Increase	01-20-00	NPA - Speech	#48 UC04162	\$ 2,000
Therapy West, Inc. Contract Increase	01-20-00	NPA - PT/OT	#130 UC04345	\$ 680
Therapy West, Inc. Contract Increase	04-15-95	NPA - OT	#62 UC04177	\$ 170

Amount Budgeted NPS/NPA 03/04	\$ 3,000,000
Prior Board Authorization as of 06/03/04	\$ 3,334,450*
Balance	- \$ 334,450
Positive Adjustment	\$ 143,300
(See attachment)	- \$ 191,150
Total Amount for these Contracts	\$ 76,855
Balance	- \$ 268,005

***Prior Year Authorization (06-12-03) \$3,037,565**

Adjustment

NPS/NPA Budget 01-65000-0-57500-11800-5825-043-1400

There has been a reduction in authorized expenditures of NPS/NPA contracts for FY 2003-04 in the amount of \$ **143,300** as of June 24, 2004.

Nonpublic School/ Agency	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment
Center for Autism & Related Disorders - (C.A.R.D.)	NPA	#116 UC04310	R	\$ 18,000	Ajdustment to ISA.
Kelter Center	NPA	#92 UC04241	E	\$ 4,800	Services ended.
Step by Step	NPA	#49 UC04163	E	\$ 4,200	Student receiving services from another NPA.
Step by Step	NPA	#126 UC04335	E	\$ 2,500	Student receiving services from another NPA.
Wayne Tashjian	NPA	#110 UC04276	R	\$ 6,700	Ajdustment to ISA.
Bridgeport School	NPS	#10 UC04021	R	\$ 4,600	Ajdustment to ISA.
Carousel	NPS	#1 UC04012	R	\$ 2,700	Ajdustment to ISA.
Devereux Cleo Wallace	NPS	#64 UC04288	E	\$ 3,300	Student no longer at NPS (Discharged)
Jeffrey Foundation	NPS	#62 UC04262	R	\$ 6,600	Ajdustment to ISA.
Kayne-Eras Center	NPS	#52 UC04190	R	\$ 1,600	Ajdustment to ISA.
Kayne-Eras Center	NPS	#53 UC04191	R	\$ 2,200	Ajdustment to ISA.
Linden Center	NPS	#68 UC04330	E	\$ 4,500	Student moved out of District (at LAUSD).
Linden Center	NPS	#48 UC04128	E	\$ 5,000	Student moved out of District (at LAUSD).

Nonpublic School/ Agency	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment
Little Citizens	NPS	#4 UC04015	R	\$ 500	Ajdustment to ISA.
Pacific Ridge	NPS	#7 UC04018	R	\$ 2,500	Ajdustment to ISA.
Summitview Westside	NPS	#12 UC04023	R	\$ 5,300	Ajdustment to ISA.
Summitview Westside	NPS	#13 UC04024	R	\$ 5,700	Ajdustment to ISA.
Summitview Westside	NPS	#16 UC04027	R	\$ 4,800	Ajdustment to ISA.
Tobinworld	NPS	#22 UC04033	R	\$ 500	Ajdustment to ISA.
Village Glen West	NPS	#24 UC04035	R	\$ 1,200	Ajdustment to ISA.
Village Glen West	NPS	#25 UC04036	R	\$ 1,200	Ajdustment to ISA.
Village Glen West	NPS	#27 UC04038	R	\$ 3,500	Ajdustment to ISA.
Village Glen West	NPS	#56 UC04226	R	\$ 1,800	Ajdustment to ISA.
Village Glen West	NPS	#29 UC04040	R	\$ 3,000	Ajdustment to ISA.
Village Glen West	NPS	#30 UC04041	R	\$ 4,600	Ajdustment to ISA.
Village Glen West	NPS	#31 UC04042	R	\$ 5,600	Ajdustment to ISA.
Village Glen Valley	NPS	#32 UC04043	R	\$ 8,400	Ajdustment to ISA.
Vista	NPS	#73 UC04357	E	\$ 3,000	Student transferred to another NPS.
Vista	NPS	#54 UC04192	R	\$ 1,500	Ajdustment to ISA.
Vista	NPS	#33 UC04044	R	\$ 3,100	Ajdustment to ISA.
Vista	NPS	#37 UC04048	R	\$ 900	Ajdustment to ISA.
Westmark	NPS	#58 UC04228	R	\$ 4,800	Ajdustment to ISA.
Westmark	NPS	#60 UC04230	R	\$ 4,500	Ajdustment to ISA.

Nonpublic School/ Agency	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment
Westview	NPS	#40 UC04051	R	\$ 5,200	Ajdustment to ISA.
Westview	NPS	#41 UC04052	R	\$ 5,000	Ajdustment to ISA.

Instructional Consultants

2003-2004 Budget 01-65000-0-57500-11800-5802-043-1400

Instructional Consultant	Student DOB	Service Description	Contract Number	Cost Not to Exceed
Adrian Whitchelo-Scott	04-14-93	Instr. Consultant - Assistive Technology	#56	\$ 3,400
Kimberly Singer	02-03-97	Instr. Consultant - Speech/Language Services	#57	\$ 5,250
Larry Sulham	09-20-95	Instr. Consultant - Physical Therapy Services	#58	\$ 2,520
Dr. Trang Nguyen	10-27-94	Instr. Consultant - Vision Assessment	#59	\$ 500

Amount Budgeted Instructional Consultants 03/04 \$ 300,000
Prior Board Authorization as of 06/03/04 \$ 313,619
Balance - \$ 13,619

Total Amount for these Contracts \$ 11,670
Balance - \$ 25,289

Non-Instructional Consultants

2003-2004 Budget 01-65000-0-57500-11800-5890-043-1400

Instructional Consultant	Student DOB	Service Description	Contract Number	Cost Not to Exceed
House Ear Institute, Inc.	04-05-93	Non-Instr.Consultant - CAPD Assessment.	#47	\$ 450
Parent Reimbursement	11-01-83	Non-Instr.Consultant - Parent reimbursement for earmolds.	#48	\$ 19,500
Parent Reimbursement	02-08-91	Non-Instr.Consultant - Parent reimbursement for earmolds.	#49	\$ 155
Parent Reimbursement	07-17-92	Non-Instr.Consultant - Parent reimbursement for educational services for school year 2003-2004.	#50	\$ 2,445

Instructional Consultant	Student DOB	Service Description	Contract Number	Cost Not to Exceed
Parent Reimbursement	02-21-89	Non-Instr.Consultant - Travel to NPS for school year 2003-2004.	#51	\$ 1,641
Parent Reimbursement	11-16-99	Non-Instr.Consultant - Parent reimbursement for earmolds.	#52	\$ 90
Parent Reimbursement Contract Increase	01-04-99	Non-Instr.Consultant - Mileage Reimbursement to Parent for school year 2003-2004.	#22 UC04248	\$ 200
Parent Reimbursement Contract Increase	05-28-89	Non-Instr.Consultant - Mileage Reimbursement to Parent for school year 2003-2004.	#45 UC04434	\$ 250
Parent Reimbursement Contract Increase	12-21-90	Non-Instr.Consultant - Mileage Reimbursement to Parent for school year 2003-2004.	#40 UC04371	\$ 400
Parent Reimbursement Contract Increase	09-19-96	Non-Instr.Consultant - Mileage Reimbursement to Parent for school year 2003-2004.	#25 UC04251	\$ 200

Amount Budgeted Non-Instructional Consultants 03/04 \$ 315,000
Prior Board Authorization as of 06/03/04 \$ 321,097
Balance - \$ 6,097

Total Amount for these Contracts \$ 25,331
Balance - \$ 31,428

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:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:
ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/MAJOR

06/24/04

FROM: JOHN E. DEASY/KENNETH R. BAILEY

RE: PUBLIC HEARING - SPECIAL TAX (FORMERLY PROPOSITION "Y")
2004-2005

RECOMMENDATION NO. A.27

It is recommended that the Board of Education hold a public hearing on the matter of applying a Consumer Price Index (CPI-U) increase to the Special Parcel Tax (formerly Proposition "Y"). The hearing is scheduled for Thursday, June 24, 2004 at 8:00 p.m.

COMMENT: A provision of the resolution for the extension of the parcel tax is: "Prior to levying of the special tax in any given year, the Board will conduct a public hearing on the matter. Notice of the time, date and place of hearing shall be published pursuant to Government Code Section §6061 posted at least twice in a newspaper of general circulation in the District, posting shall commence at least fifteen (15) days prior to the hearing. Following said hearing each year, the Board shall adopt a resolution establishing the amount of tax to be raised for that year and the rate per parcel, not to exceed \$98.00 for each parcel, plus annual CPI adjustments. Any tax levied shall become a lien upon the properties against which taxes are assessed and collectable as herein provided." Notice of the public hearing has been properly posted in accordance with Government Code §6061.

The Board of Education will be considering the adoption of a \$106.52 per parcel, increased from the current \$104.13 per parcel rate. The CPI-U for April, 2004 was 191.9, an increase of 2.3% over the past year.

OPEN PUBLIC HEARING

CLOSE PUBLIC HEARING

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/MAJOR

06/24/04

FROM: JOHN E. DEASY/KENNETH R. BAILEY

RE: ADOPT RESOLUTION NUMBER 03-24 SPECIAL TAX-2004-2005

RECOMMENDATION NO. A.28

It is recommended that the Board of Education resolve that the amount of the Special Tax be raised for the 2004-05 fiscal year, to the rate of \$106.52 per parcel, which includes a 2.3% CPI-U adjustment.

It is further recommended that the tax levy shall become a lien upon the properties against which taxes are assessed and collectable as provided in the RESOLUTION PROPOSING AN EXTENSION OF A SPECIAL TAX AND CALLING FOR ELECTION FOR VOTER APPROVAL approved by the Board of Education on June 14, 2000.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/MAJOR

06/24/04

FROM: JOHN E. DEASY/KENNETH R. BAILEY

RE: PUBLIC HEARING ON PROPOSED 2004-05 BUDGET

RECOMMENDATION NO. A.29

It is recommended that the Board of Education hold a public hearing for the proposed budget for fiscal year 2004-05, in accordance with Education Code Section §42103.

COMMENT: The proposed budget has been made available for public inspection in the Office of the Chief Financial Officer since June 21, 2004. Required public notice has been given by the Los Angeles County Office of Education.

Open
Public Hearing

Close
Public Hearing

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION ACTION/MAJOR
06/24/04
FROM: JOHN E. DEASY/JOSEPH N. QUARLES/ROBERT SEEDS previously
06/14/04
RE: CONSIDERATION OF PERSONNEL COMMISSION BUDGET
FOR 2004-2005 FISCAL YEAR

RECOMMENDATION NO. A.30

It is recommended that the Board of Education consider the Personnel Commission budget submitted by interim director, Robert Seeds. The total budget amount is \$620,350 which exceeds the 2003-04 budget by \$9,597.

COMMENT: The Board, in its consideration, may concur with the budget, reject the proposed budget or may recommend modifications to the Personnel Commission based on the budgetary conditions in the district.

Attached for your review is a copy of the proposed budget for the 2004-05 school year.

(The budget is not available for electronic transfer. It will be printed in the hard copy of the agenda and available for review in the Personnel Commission office.)

MOTION MADE BY:
SECONDED BY:

STUDENT ADVISORY VOTE:
AYES:
NOES:
ABSTENTIONS:

TO: BOARD OF EDUCATION
FROM: JOHN E. DEASY/KENNETH R. BAILEY
RE: 2004-05 FINAL BUDGET

ACTION/MAJOR
06/24/04

RECOMMENDATION NO. A.31

It is recommended that the Board of Education adopt the 2004-05 Final Budget as presented in the accompanying California Department of Education Format, AB1200. The details of the budget will be highlighted in a powerpoint presentation at the June 24, 2004 Board Meeting.

The Education Deals

In late 2003, when the Governor's 2004-05 Proposed Budget was being prepared, it was determined that K-14 education was owed \$2.8 billion more in Proposition 98 funding than in 2003-04, plus another \$1.22 billion in "settle-up" funding from prior years when Proposition 98 was underfunded. There was concern that the state could not afford to pay to education the additional \$4.02 billion it was entitled to while the rest of the state budget was being cut. With Proposition 98 facing the possibility of suspension, in December 2003, an agreement was negotiated between the education community and the Governor prior to the release of the Governor's Proposed Budget.

The "Deal": Part I

The "Deal" negotiated between the education community and the Governor had three major components:

- , **"Rebasing"**: Proposition 98 appropriations would be "rebased" at approximately \$2 billion less than would otherwise be required for 2004-05.
- , **The "Maintenance Factor"**: The rebasing of Proposition 98 created an additional \$2 billion in "maintenance factor" funding owed to education on top of the \$1.22 billion owed from prior years. The Administration projected that the \$2 billion would be restored to the Proposition 98 guarantee in 2005-06, 2006-07 and 2007-08. The Governor agreed that the \$2 billion, when repaid, would be designated for the following uses, listed in priority order:
 1. Restoration of 2002-03 revenue limit deficits.
 2. Full funding of deferred "approved and legally required" K-14 mandated cost claims.
 3. The remainder to be split, with 75 percent as general purpose discretionary revenues to schools and 25 percent for education uses specified by the Governor and Legislature.

Repayment of Proposition 98 Revenues Owed from Prior Years:

The Governor proposed to begin repayment of the \$1.22 billion in Proposition 98 "settle-up" monies from prior years starting in 2006-07, with appropriations for one-time expenditures (e.g., Instructional Materials, Deferred Maintenance).

Governor's 2004-05 Proposed Budget

While the Governor's Proposed 2004-05 Budget in January reflected the \$2 billion cut to the 2004-05 K-14 Proposition 98 guarantee, it still provided education with a \$769 million increase in revenues. Additional funding was allocated for Equalization Aid, Deferred Maintenance, and Instructional Materials, contradicting the three spending priorities for additional funding contained in the "Deal": Part I. In addition, the proposed budget provided for a cost of living adjustment (COLA) of 1.84 percent and growth, but only for revenue limits and statutorily authorized categorical programs.

The "Deal": Part II

In February 2004, the Administration announced a second agreement with the education coalition to officially amend the Governor's proposed education budget for 2004-05. The amendments reflected the following:

- C Growth and COLA (1.84 percent) would be applied to **all** K-12 categorical programs.
- C Funding to partially reduce the 3.002 percent revenue limit deficit would be appropriated as a priority.
- C The costs of full COLA and growth and partial funding of the revenue limit deficit would come from reductions to funding augmentations proposed in the Governor's Proposed Budget for: K-12 Equalization Aid (\$27.8 million reduction), Deferred Maintenance (\$173.3 million reduction), and Instructional Materials (\$188.0 million reduction).

If additional Proposition 98 funding became available in the May Revision, the cuts in Equalization Aid would be restored first, and funding for Deferred Maintenance and Instructional Materials would be restored second.

May Revision

The May Revision is a composite of the Governor's Proposed 2004-05 Budget and the two education deals. It reflects:

- C A \$2 billion reduction to the 2004-05 K-14 Proposition 98 guarantee.
- C Full COLA (2.41 percent) and growth for K-12 revenue limits and all categorical programs. Funding of a 0.9 percent reduction to the 3.002 percent revenue limit deficit.
- C Increases in funding for Equalization Aid, back to the \$110 million level contained in the proposed budget.

C Increases in funding for Deferred Maintenance and Instructional Materials greater than the "Deal": Part II level, but less than the proposed budget level.

The Governor's staff has indicated that the basic tenants of the "Deal" are non-negotiable, bur would consider some minor changes to it.

Source: *Los Angeles County Office of Education Urgent Bulletin #357 -
 "May Revision" Update dated May 25, 2004*

BUDGET ASSUMPTIONS FOR 2004-05

Revenues

1. District Revenue Limit projections reflect the following:
 - , 2.41% COLA, Deficit Factor 2.14%, \$156 per ADA increase
 - , Total Base Revenue Limit of \$5,109
 - , No Equalization Aid
 - , 9.952% PERS employer contribution rate
 - , 8.25% STRS employer contribution rate
 - , 6.20% OASDI contribution rate
 - , 1.45% Medicare contribution rate
 - , .650% SUI contribution rate
 - , 3.00% Workers' Compensation contribution rate

2. District enrollment is estimated to be 12,714 students. The current year's CBEDs count was 12,842. Therefore, the enrollment projection reflects an enrollment reduction of 128 students. We will use 12,188 ADA for Revenue Limit projections.

3. The Lottery allocation is estimated to be \$121 per pupil, of which \$109.50 per pupil is for unrestricted expenditures and \$11.50 per pupil is for Proposition 20-Mandated for Instructional Materials.

4. State Categorical Programs will receive a 2.41% COLA and growth funding:
 - , Economic Impact Aid
 - , School Improvement Program
 - , Transportation
 - , Gifted and Talented Education
 - , CAL-SAFE
 - , Peer Assistance and Review
 - , 10th Grade Counseling
 - , School Library Materials

5. Supplemental Instructional Programs hourly rate \$3.53:
 - , Core Academic Summer School, 5% Cap:
 - C Grades 2-9, 5% Cap, 53% Deficit Factor
 - C Grades 7-12, No Cap

6. Special Education transfer from the Revenue limit is \$2,043,122. Special Education Mandate Settlement at \$4.52 per ADA is \$52,000. The Special Education funding for AB602 Base Funding rate is \$537 per ADA, for an estimated \$6,550,197. The Governor proposed to fund COLA and growth in Special Education enrollment.

7. The Instructional Materials funding is projected to be funded at \$27.00 per CBEDS, reduced from \$64.50. The Beginning Teacher Support and Assistance is reduced by 20% and Tobacco Use and Prevention Education is reduced by 10%.
8. Deferral of this program continues into 2005-06:
, School Safety Block Grant by 100%
9. The legislature continues suspension of all payments for Mandated Cost Reimbursement Claims.
10. The Class-Size Reduction Program is anticipated to be funded at \$928 per pupil for Grades K-3 and at \$180 per pupil for Ninth Grade Class-Size Reduction.
11. The Deferred Maintenance Program will be funded in the 2004-05 year, and the funding and required match have been budgeted at \$400,000.
12. Federal revenues are estimated to be the same as this year.
13. The District estimates the local revenues to be \$106,000 from leases and rentals, \$508,984 from the DoubleTree Hotel, and \$800,000 for the Madison School site.
14. The local Parcel Tax for Measure "Y" at \$106.52 per parcel, which includes a CPI-U adjustment of 2.3%, is estimated to generate \$3,452,633, based on 32,413 parcels. The Measure "S" parcel tax at \$225 per parcel, is estimated to generate a net \$6,581,925, after processing senior exemptions, anticipated to number 3,700.
15. The District will receive \$6,000,000 of financial support from the City of Santa Monica, \$500,000 of which will be designated for multi-cultural education efforts, \$290,348 for the Alliance Program and \$50,000 for ENLACE.

Expenditures

1. Salary and Benefits: The District initiated a certificated teacher layoff of 28.5 FTEs: 4 FTEs at the elementary level and 24.5 FTEs at the secondary level.

Certificated salaries were computed with step increase for all certificated staff and an estimated step/column change for 70 FTEs. A salary increase of 1%, effective July 1, 2004, has been included.

Health Benefits have been increased by 15%, estimating the premium increases effective January 1, 2005.

Staff supported by PTA contributions have not been included in the 2004-05 Budget, with the exception of 5 new positions for computer technicians.

2. The premium rates for District-paid employee medical and dental benefits are budgeted for a 15% increase. **CAL-PERS has not announced the new rates for 2004-05. We will adjust these rates when we receive the official notification. Budget revisions will be posted in the First Interim Report.**
3. The budget for the schools' Formula Money allocation for instructional supplies has been adjusted by a 2.41% COLA:

,	K-5	\$36.48 per pupil
,	6-8	\$46.30 per pupil
,	9-12	\$76.09 per pupil

Lottery Instructional Materials funds (Proposition 20) will be used to partly fund this allocation.

4. The Instructional Materials Fund Realignment Program, (Textbook Fund) will be budgeted at each school at \$27.00 per CBEDs for a total of \$348,000.
5. The school site allocations for Extra Duty Units (EDUs) and athletic transportation will be funded at the same level as 2003-04.
6. Local General Fund Contributions (LGFC) will be required for the following programs:

Special Education - IDEA Basic	\$	18,755
Special Education - Preschool	\$	6,707
Special Education - Preschool Local	\$	23,998
Special Education - Early Intervention	\$	7,127
National Board Certification	\$	175,825
Special Education	\$	9,553,274
Transportation: Regular	\$	39,027

Transportation: Special Education	\$ 405,124
Maintenance	\$ 2,171,736
Alliance - City of Santa Monica	\$ 290,348
Multicultural - City of Santa Monica	\$ 500,000
ENLACE - City of Santa Monica	\$ 50,000
Regional Occupational Program	\$ 8,700
Total:	\$13,250,621

7. Other categorical programs that require a General Fund contribution are being reduced, commensurate with their revenues. New reduced budgets for EIA, Bilingual Education and Science Magnet programs are being budgeted.
8. The category Books & Supplies (4000-4999 object codes) has been reduced by \$1,848,622 from the prior year. The category Services, Other Operating Expenses (5000-5999 object codes) has been reduced by \$36,475 over prior year expenditures.
9. All capital expenditure budgets have been eliminated from the budget (6000 object code series).
10. The payment of approximately \$60,000 debt service payment on the 20-year Certificates of Participation (COPs) issued to fund a portion of Santa Monica High School Phase III will be paid from the Capital Facilities Fund (Fund 25).
11. Due to our participation in the State's School Facilities Modernization Program, we are currently required to budget 3% of the General Fund unrestricted budget for facility maintenance.
12. Payments for retiree benefits will be paid from the General Fund. These benefits include early retirement incentives (the District's 45% Plan), the STRS Golden Handshake, the 2002-03 Service Recognition Program, and health and welfare benefits, for a cost of \$1,009,851.
13. Provisions have been made to budget 1.5% for the Reserve for Economic Uncertainties as required by State Statute. We are currently using a flexibility item which reduces the reserve requirement for this year. For the 2005-06 fiscal year, the Reserve for Economic Uncertainties will return to 3% of the expenditure budget.
14. A contribution of \$400,000 to the Deferred Maintenance Program has been budgeted, representing the estimated District match.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/MAJOR

06/24/04

FROM: JOHN E. DEASY/LINDA KAMINSKI/LAUREL SCHMIDT

RE: REVISION OF BP 5141.21 TO AUTHORIZE AUTOMATIC EXTERNAL
DEFIBRILLATOR

RECOMMENDATION NO. A.32

It is recommended that the Board of Education revise BP 5141.21 at school sites in the district to authorize automatic external defibrillator as outlined in said policy.

COMMENT: The AED is used to treat victims who experience sudden cardiac arrest. The average survival rate for sudden cardiac arrest is only 7 percent. Research shows that immediate treatment with a defibrillator increases the survival rate to 45 percent or more.

All the nurses in our district have been trained to use the AED. They will train designated employees at each site, including athletic coaches, to follow the AED protocol while waiting for emergency medical assistance to arrive. Dr. Meyer, the consulting physician for the district, will monitor the implementation and effectiveness of the program.

The AED units will be purchased using MediCal funds earned by the nurses when they provide health services to MediCal eligible students.

New language in BP 5141.21 is underlined.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

ARTICLE Students

TITLE Administering Medication and Monitoring Health Conditions

SUBTOPIC Welfare

DETAIL

The Governing Board recognizes that students may need to take prescribed medication during the school day in order to be able to attend school without jeopardizing their health.

When the district has received written statements from the student's physician and parent/guardian, designated personnel shall assist the student in taking the medication. In addition, upon written request, designated personnel may assist the student in monitoring, testing or treatment of an existing medical condition. (Education Code 49423)

Upon written request by the parent/guardian and with the approval of the student's physician, a student with an existing medical condition that requires frequent monitoring, testing or treatment may be allowed to self administer this service. The student shall observe universal precautions in the handling of blood and bodily fluids.

A. Anaphylactic Injections (EPI-PEN)

The Board recognizes that some students have allergies of such severity that they may require an emergency anaphylactic injection during the course of the school day. Parents/guardians who are aware of this foreseeable need may ask the district to provide such injections in accordance with administrative regulations.

School staff who may be required to administer anaphylactic injections shall receive training from qualified medical personnel. They will be authorized to administer the injections in accordance with administrative regulations and will be afforded appropriate liability protection.

B. Automatic External Defibrillator (AED)

The Board recognizes the importance of taking appropriate action whenever an emergency threatens the safety, health or welfare of a student at school or during school-sponsored activities. Automatic External Defibrillators may be installed at school sites for use in the case of sudden cardiac arrest. School staff who may be required to administer external defibrillation using the AED shall receive training from qualified medical personnel. They will be authorized to administer the AED in accordance with administrative regulations and will be afforded appropriate liability protection.

REFERENCE

Legal Reference

EDUCATION CODE

49407 Liability for treatment

49408 Emergency information

49423 Administration of prescribed medication for student

49423.5 Specialized health care services

49426 School nurses

49480 Continuing medication regimen; notice

BUSINESS AND PROFESSIONALS CODE

2700-2837 Nursing, especially:

2726 Authority not conferred

2727 Exceptions in general

MANAGEMENT RESOURCES

ADOPTED October, 1995

REVISED October 29, 1998

TO: BOARD OF EDUCATION

ACTION/MAJOR

06/24/04

FROM: SUPERINTENDENT/KENNETH R. BAILEY/VIRGINIA I. HYATT

RE: AWARD BID #4.07- DISTRICTWIDE CARPET REPLACEMENT
AND UNIT PRICING

RECOMMENDATION NO. A.33

It is recommended that the Board of Education Award bid #4.07 to _____ for carpet installation Districtwide, in the amount of \$_____ and award unit pricing for future projects in the amounts listed below.

Funding Information

Budgeted: Yes

Fund: 01

Source: Deferred Maintenance

Account number:14-00000-0-00000-81100-6100-060-1500

Description: Deferred Maintenance

COMMENT: Bid #4.07 will open on June 18, 2004 at 2:00 p.m. at the District Office. Complete information will be made available at the Board Meeting.

Carpet replacement is necessary to replace worn and damaged carpets through-out the District that are now ten years or older. Additional work needed throughout the school year will be awarded as necessary based on the unit costs listed below. This contract will be renewed annually, up to five years. Six (6) contractors were invited to bid. Bid results are as follows:

	<u>Base Bid</u>	<u>Alternate</u>	<u>Total</u>
--	-----------------	------------------	--------------

Unit Pricing for future projects is as follows:

1. Demo per Sq. Ft.
2. Carpet per Sq. Yd.
3. Tile per Sq. Ft.
4. Top Set per Lin. Ft.
5. Move per hour
6. Repair per hour

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/MAJOR

06/24/04

FROM: JOHN E. DEASY/KENNETH R. BAILEY

RE: FINANCIAL OVERSIGHT COMMITTEE - MEMBER TERMS

RECOMMENDATION NO. A.34

It is recommended that the Board of Education appoint/reappoint and establish the following terms for members on the Financial Oversight Committee:

Name	Term	Appoint/Reappointment June 30,		
		2005	2006	2007
Vacancy* - (*Michael Rich resigned - new appointee's term)	6/30/06	x		
Cheryl Stecher	--	x		
Cynthia Torres	--	x		
Craig Hamilton	6/30/06		x	
Christopher Harding	6/30/06		x	
Vacancy* - (*Babette Heimbuch resigned - new appointee term)	6/30/06		x	
Patricia Hoffman	6/30/04			x
Paul Silvern	6/30/04			x
Kathy Wisnicki	6/30/04			x

COMMENT: The rotating terms of membership recommended above will provide the committee with stability as new members are added. Three vacancies will occur each year beginning in June 30, 6005.

Recruitment of individuals is underway to fill the unexpired vacancies. It is planned that an applicant list of candidates would remain viable for up to one year.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

DISCUSSION

06/24/04

FROM: JOHN E. DEASY/LINDA KAMINSKI/DONNA MUNCEY

RE: LITERACY COACHES

DISCUSSION ITEM NO. D.1

Beginning with the 2003 - 2004 academic year, the two district Literacy Coaches led the implementation of site-based literacy coaching provided by Literacy Teacher Coaches for teachers who volunteered to participate. Results of the coaching process will be discussed with the Board of Education.

TO: BOARD OF EDUCATION

DISCUSSION

06/24/04

FROM: SUPERINTENDENT/KEN BAILEY/CHRIS CORLISS

RE: REPORT ON MODIFICATIONS TO PLAYGROUND PARTNERSHIP
AGREEMENT WITH CITY OF SANTA MONICA

DISCUSSION ITEM NO. D.2

It is recommended that the Board of Education approve the modifications to the 2004-05 PLAYGROUND PARTNERSHIP AGREEMENT with the City of Santa Monica for the 2004-05 fiscal year.

COMMENTS: This report provides the Board of Education with a list of proposed modification to the Playground Partnership schedule and maintenance operation with the City of Santa Monica. This information was also transmitted to the Santa Monica City Council as an Information Item for discussion at the June 15, 2004 City Council meeting.

BACKGROUND

Playground Partnership is a community partnership between the City of Santa Monica and Santa Monica B Malibu Unified School District. It allows school age youth and accompanying friends and family unsupervised use of elementary school playgrounds for sports and recreation play during specified non-school hours. The school facilities were opened to the public on May 25, 2002 at Franklin, Grant, McKinley, Roosevelt and Rogers=s elementary schools. Muir/SMASH, which is contiguous with Los Amigos Park, is also a Playground Partnership site.

The Partnership between the City and the District also required the City to be responsible for the maintenance, custodial and trash pick-up at the Playground Partnership sites. The City provides funding to the District for custodial services and contracted with Tru-Green for field maintenance and trash pick-up.

DISCUSSION

In July 2003, an Information Item was presented to the Board of Education and the City Council reporting on the first year of Playground Partnership operation. It included a project evaluation with planned modifications to the original schedule based on participation levels and budgetary constraints. The revised schedule became effective the beginning of fiscal year 2003/2004. Evening hours during May, June and September were eliminated due to low attendance relative to the high cost of staffing those times. Playground representative staffing was also reduced by decreasing the ratio of coverage from one City staff (Playground Partnership representative) to two sites (1:2) to one representative to three sites (1:3) and hours were modified operation accordingly.

Proposed Schedule B FY 2004/2005

At the request of the Board of Education and the City Council, City and District staff have worked together and propose a return to the original Playground Partnership operating schedule. The attached Schedule returns hours of operation to that of May 2002 and will have no fiscal impact due to modification of the monitoring schedule of the representative. Current monitoring allows for one representative to rove among three Playground Partnership sites with two staff being on

duty at all times. The proposed Playground Partnership Staffing Schedule would require periods of time that only one representative would be on duty roving among the six Playground Partnership sites, focusing their time at locations with higher frequencies of rule violations. Staff believes this reduced level of monitoring will not significantly impact participant safety or facility misuse. The Playground Partnership staff person=s cell phone number is posted at each site and participants are encouraged to call when assistance by staff is needed. In addition, during certain hours, back-up coverage will be available from the John Adams Middle School Field Permit Monitor.

Modifications to Maintenance Operation

With the exception of Los Amigos Park at the Muir/SMASH site, District and City staff are proposing that starting November 1, 2004 that the District rather than the City take responsibility for turf maintenance and playground trash pick-up at the Playground Partnership sites. To accomplish this, the City intends to provide the District with \$73,484 in annual funding for five years; the amount and term the City had agreed to pay the Tru-Green Landscaping Company fro these services. This amount will be pro rated for the 2004-05 year to \$49,232. Staff will include an approved scope of work in our agreement outlining maintenance requirements.

Fiscal Impact

The District will receive additional annual funding the amount of \$73,848 per year for five years (totaling \$344,624). In 2004-05 this amount will be pro-rated to \$ 49,232 to reflect the November 1, 2004 proposed date of transfer of responsibility for turf maintenance services at the five Playground Partnership sites. Funding is to continue at this level for at five years with no increase. This change in operational responsibility will add an additional five elementary school playfields to the District Grounds weekly maintenance and yearly renovation schedule. This increase will require additional human and material resources be allocated to the Maintenance and Operations budget for staff and supplies necessary to provide these services.

Attachments:

- A Playground Partnership Schedule of Operation
(page 54a - no electronic file - hard copy only)
- B Playground Partnership Monitoring Staffing Schedule
(page 54b - no electronic file - hard copy only)
- C Santa Monica City Council Information Item

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

Attachment C

CCS:BS:KL
June 15, 2004

Santa Monica, California

INFORMATION ITEM

TO: Mayor and City Council
FROM: City Staff
SUBJECT: 2004/2005 Proposed Changes to Playground Partnership

INTRODUCTION

This report provides the City Council with an update regarding the Playground Partnership schedule and maintenance operation. This information is also being transmitted to the Board of Education of Santa Monica-Malibu Unified School District for discussion at its meeting of June 24, 2004.

BACKGROUND

Playground Partnership is a community partnership between the City of Santa Monica and Santa Monica - Malibu Unified School District. It allows school age youth and accompanying friends and family unsupervised use of elementary school playgrounds for sports and recreation play during specified non-school hours. The school facilities were opened to the public on May 25, 2002 at Franklin, Grant, McKinley, Roosevelt and Rogers elementary schools. Muir/SMASH, which is contiguous with Los Amigos Park, is also a Playground Partnership site.

The City is responsible for turf maintenance and trash pick-up, at the sites, and provides funding to the District for custodial services.

DISCUSSION

On July 14, 2003, an Information Item was presented to City Council reporting on the first year of Playground Partnership operation and included a project evaluation with planned modifications to the original schedule based on participation levels and budgetary constraints. The revised schedule became effective the beginning of fiscal year 2003/2004. Evening hours during May, June and September were eliminated due to low attendance relative to the high cost of staffing those times. Staffing was reduced by decreasing the ratio of coverage from one staff member to two sites (1:2) to one representative to three sites (1:3) and hours of operation were modified accordingly.

Proposed Schedule - FY 2004/2005: At the request of City Council in January 2004, City staff has worked with District staff to facilitate a return to the original Playground Partnership schedule. The attached draft schedule returns hours of operation to that of May 2002 and will have no fiscal impact due to

modification of the monitoring schedule. Current monitoring provides that a staff member rove among three Playground Partnership sites with two staff being on duty at all times. The proposed schedule would include periods of time that only one representative would be on duty roving among the five Playground Partnership sites, focusing on locations with higher frequencies of rule violations. This reduced level of monitoring should not significantly impact participants. The Playground Partnership staff person's cell phone number is posted at each site and participants are encouraged to call when assistance by staff is needed. In addition, during certain hours, back-up coverage will be available from the field monitor at John Adams Middle School.

Modifications to Maintenance Operation: With the exception of Los Amigos Park at the Muir/SMASH site, District staff has proposed that the District rather than the City handle the responsibility for turf maintenance and trash pick-up at the Playground Partnership sites, beginning on November 1, 2004. To accomplish this, the City would allocate funding, equivalent to the City's current level of funding for contracted services, to the District. Staff would negotiate a scope of work with the District outlining maintenance requirements to ensure that existing service levels and frequencies are maintained. This change in operation would not create a fiscal impact.

Attachments:

- "A" - Playground Partnership Schedule of Operation
- "B" - Playground Partnership Monitoring Schedule

TO: BOARD OF EDUCATION

DISCUSSION

06/24/04

FROM: SMMCTA EXECUTIVE BOARD/SCORE COMMITTEE

RE: ANALYSIS OF SCORE SURVEY - SPRING 2004

DISCUSSION ITEM NO. D.3

The SCORE Committee from Santa Monica High School would like to present the work they have done to the Board at the June 24 meeting. The presentation will include a summary of the committee's mission and purpose, the results of the schoolwide survey administered and compiled late last month, and an overview of next year's goals.

Analysis of SCORE Survey Spring 2004

Survey Results

The Samohi Committee on Redesign Efficacy (SCORE) reviewed the school-wide data collected in the survey administered Spring 2004. SCORE examined the quantitative data to understand positive and negative dimensions with regard to the current state of Samohi. The summary shown below is taken from the data collected from all houses. The specific survey questions referenced are identical in parentheses.

Positive Trends

- C Teachers agree or strongly agree that they have access and support from their house administrator (#23, #24, 25).
- C Teachers agree or strongly agree that receive and feel supported by their house office assistant, colleagues in their house, and colleagues in their department (#27, #28, #29)
- C Teachers agree or strongly agree that they receive timely responses from their house principal and colleagues (#34, #35).
- C Teachers who were evaluated this year agree that they received constructive feedback from their administrator (#32).
- C Teachers agree that under redesign their house relationship and colleagues value their ideas, thoughts and opinions (#16, #19).
- C Teachers agree that having a house office in their building is helpful (#33).
- C Teachers agree that their house meetings provide school information (#5).

Negative Trends

- C Teachers disagree or strongly disagree that redesign has increased their job satisfaction (#10).
- C Teachers disagree or strongly disagree that redesign reduced tardies or positively impacted attendance (#20, #21).
- C Teachers disagree or strongly disagree that they experience consistent consequences across houses. (#22).
- C Teachers disagree or strongly disagree that school-wide administration and District administration value their ideas, thought, and opinions (#17, #18).
- C Teachers disagree or strongly disagree that under redesign they feel a sufficient connection to whole faculty or to their department faculty (#12, #15).

Observed Trend

- C Questions #3 - #9 dealt with teachers' beliefs about their house meetings. In general, responses covered the range from strongly disagree to strongly agree responses. When examined further, the data suggests responses are correlated to the number of the years a teacher has been at Samohi. In the 1-2 year range, teachers reported responses in the agree to strongly agree range. Teachers in the 3-9 year range reported generally neutral responses. Finally, teachers who have been at Samohi 10+ years indicated responses in the disagree to strongly disagree range.

Summary of SCORE Survey Comments

Material Teaching Needs

- C Comments reflect that *teachers' new rooms are either better or worse from last year
- C Teachers feel there are material and equipment needs still unmet
- C Computers and printers not repaired in a timely manner
- C Cleanliness of classrooms and facilities are still a problem

House Meetings

- C House experiences are house specific
- C More discussion of students needed

School Climate

- C Low morale
- C Not feeling heard/respected
- C Feeling disconnected
- C Ask for central mailbox/meetings

Student Behavior

- C More consistency needed across houses
- C Better tardy policy needed
- C Attendance – some feel that it has improved – others feel that it has gotten worse

Support

- C Close proximity of advisers, support staff, teacher leader, and administrators makes people feel valued and connected
- C Teachers whose House office is not in their building find it frustrating
- C Support is good within houses, but not across houses
- C Feel connected/supported with House Principal

Communication

- C Difficulty communicating across houses
- C Good communication within houses
- C Email is a great tool
- C Several comments about wanting centralized mailboxes
- C Lack of communication due to isolation

*Survey results suggest that Classified Staff appreciated being surveyed but felt most questions did not apply to them.

TO: BOARD OF EDUCATION

DISCUSSION

06-24-04

FROM: JOHN DEASY /LAUREL SCHMIDT

RE: REVISION TO POLICY 5131.61 - CONTROLLED SUBSTANCES

DISCUSSION ITEM NO. D.4

It is recommended that the Board of Education approve revisions to the existing Board Policy 5131.61 - Controlled Substances, to change the mandatory involuntary transfer provision to permissive involuntary transfer.

BACKGROUND

Board Policy 5131.61 Controlled Substances indicates that students possessing or being under the influence of a controlled substance shall be transferred to another school within the Santa Monica-Malibu School District until the end of the semester or for 10 weeks, whichever is greater.

Principals in this district have raised concerns that the involuntary transfer provisions of the policy are disruptive to staff and damaging to students who may already be at-risk for school failure. Their concerns include the following:

- # The sudden, unanticipated transfer of students does not provide time for the receiving school to prepare an equivalent academic program or become familiar with the history and needs of the students. Thus, students who require higher levels of adult support and supervision are strangers on a new campus when they need maximum assistance.
- # Academic disruptions caused by transferring students in the middle of a semester decrease the chances of their success, as students must grapple with new classes, unfamiliar staff, different assignments and grading standards.
- # The existing policy mandates a transfer of ten weeks or until the end of the semester, whichever is longer. As a result, students who transfer in the later part of one semester and return to their home school after the following semester has begun may have two disrupted semesters.

- # The distance between the two high schools is a concern. Transferred students who use public or district transportation cannot stay after school for remedial or support programs. District transportation is not always immediately available if the intercity route is full.
- # Parents of transferred students find it harder to establish a working relationship and keep in touch with a new set of teachers who are located in another city.

In response to these concerns, it is recommended that Board Policy 5131.61 be revised to change 'shall' to 'may' in regards to the involuntary transfer provision. Principals would not be *required* to transfer students possessing or under the influence of controlled substances. Principals do have the authority to put in place a full range of interventions and expectations designed to prevent any reoccurrence of substance abuse on campus. If students commit the same violation again, the administrator would recommend expulsion and a hearing would follow.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

New text in underline.
Deleted text in ~~strikeout~~.

BP 5131.61

<u>NUMBER</u>	<u>ARTICLE</u>	<u>TITLE</u>
5131.61	Students	Controlled Substance

<u>SUBTOPIC</u>	<u>POLICY</u>	<u>REGULATION</u>	<u>EXHIBIT</u>
Activities	x		

DETAIL

I. POLICY STATEMENT

Unlawfully possessing, using, selling, being under the influence of, or otherwise furnishing to others a controlled substance or alcoholic beverage, or intoxicant of any kind, at any school activity or on any school district or adjacent property, is considered to be a threat to the educational process. For the offenses indicated, the student, under guidelines indicated below, ~~will~~ may be subject to suspension, transfer to another school, expulsion and/or an obligation to complete the district counseling requirement.

II. DEFINITIONS OF EVIDENCE

A. Hard Evidence

1. An admission by the student of unlawfully possessing, using, selling, being under the influence of, or otherwise furnishing to others a controlled substance or alcoholic beverage, or intoxicant of any kind.
2. Discovery of the controlled substance and/or alcoholic beverage, or intoxicant of any kind, on the student's person or in possessions such as lockers or backpacks under the student's control.
3. Eyewitness testimony of any school personnel of the actual unlawful possession, sale, use or furnishing to others.
4. Eyewitness testimony of two or more students of the actual unlawful possession, sale, use or furnishing to others.

B. Soft Evidence

1. Soft evidence is more subjective; it involves all other forms of evidence and is usually based on observation of student behavior.

III. DISCIPLINE AND COUNSELING PROCEDURES FOR GOVERNING USE,

POSSESSION, BEING UNDER THE INFLUENCE OF A CONTROLLED SUBSTANCE
(GRADES 1-12)

A. Hard Evidence

If the principal or Superintendent determines, in the presence of hard evidence, that the student unlawfully possessed, used, or was under the influence of, a controlled substance or alcoholic beverage, or intoxicant of any kind, the following steps ~~shall~~ may be taken.

1. The student shall be suspended from school for a maximum of five (5) days. (Enrollment at Saturday School cannot be used in lieu of suspension.)

a. The rights and responsibilities section of the school district suspension form shall be observed by the school principal/designee. This includes the parent's right to have access to pupil records and the parent's or pupil's right to an appeal using the district's appeal process. When make-up can be reasonably provided, the pupil shall be allowed to complete all assignments and tests missed during a suspension.

2. Students in Grades 1-8 ~~shall~~ may be transferred to another school within the Santa Monica-Malibu Unified School District or an interdistrict permit placement may be negotiated, if possible.

The transfer shall extend at least until the end of the semester in which the procedure violation occurred, or for 10 school weeks, whichever is greater. The parent or pupil shall have the right to appeal the transfer by following district Transfer Appeal Procedures. In all cases, return to the sending school shall be contingent upon:

a. The recommendation of the two principals involved in the transfer, and

b. completion of the twenty-four (24) counseling sessions (twelve [12] individual - twelve [12] peer support).

Students who decide not to return to the sending school, will be counseled regarding enrollment in a district approved program of drug education and counseling.

3. Students in Grades 9-12 at Santa Monica High School and Malibu High School ~~shall~~ may be transferred to a comparable High School program within the District or an interdistrict permit may be negotiated, if possible.

The transfer shall extend at least until the end of the semester in which the procedure violation occurred, or for 10 school weeks, whichever is greater. The parent or pupil shall have the right to appeal the transfer by following district Transfer Appeal Procedures. In all cases, return to the sending school shall be contingent upon:

a. The recommendation of the two principals involved in the transfer, and

b. completion of the twenty-four (24) counseling sessions (twelve [12] individual - twelve [12] peer support).

Students who decide not to return to the sending school, will be counseled regarding enrollment in a district approved program of drug education and counseling.

4. Second time offenders shall be recommended for expulsion unless the principal finds and reports to the Superintendent/designee in writing that expulsion is inappropriate under the particular circumstances of the case.

5. Third time offenders shall be recommended for expulsion.

IV. DISCIPLINE PROCEDURES FOR PROVIDERS OF CONTROLLED SUBSTANCES OR ALCOHOLIC BEVERAGE, OR INTOXICANT OF ANY KIND TO OTHERS (GRADES 1-12)

In cases where the principal or Superintendent determines, in the presence of hard evidence, that the student sold or provided a controlled substance or alcoholic beverage, or intoxicant of any kind, to others, the following steps shall be taken:

A. The student shall be suspended for a maximum of five (5) days. (Enrollment at Saturday School cannot be used in lieu of suspension.

B. The Santa Monica Police Department or the Los Angeles County Sheriff shall be notified.

C. The principal shall inform the Superintendent/designee of the incident and actions taken.

D. The principal shall recommend that the student be expelled from school, unless the principal finds, and so reports to the Superintendent/designee in writing, that expulsion is inappropriate under the particular circumstances of the case.

V. SOFT EVIDENCE PROCEDURES

Soft evidence cases will usually involve situations in which the student is suspected of being under the influence of a controlled substance, alcoholic beverage or intoxicant of any kind. In such a case, the administrator may consult with the school nurse and may require the completion of the Behavioral Observation form shown in the Discipline Handbook.

VI. DISTRIBUTION GUIDELINES

A. The above policy and procedures shall be distributed to all students Grades 1-12 at the beginning of each school year and to transfer students at the time of enrollment.

B. Each principal shall implement procedures to insure that all students have acknowledged that they have received a copy of the above policy and indicated their obligation to share the contents of the policy with their parent/guardian.

REFERENCE

Legal Reference:

BUSINESS AND PROFESSIONS CODE

[25608](#) Alcohol on school property; use in connection with instruction

EDUCATION CODE

[44049](#) Known or suspected alcohol or drug abuse by student

[48900](#) Suspension or expulsion (grounds)

[48900.5](#) Suspension, limitation on imposition; exception

[48901](#) Smoking or use of tobacco prohibited

[48901.5](#) Prohibition of electronic signaling devices

[48902](#) Notification of law enforcement authorities; civil or criminal immunity

[48909](#) Narcotics or other hallucinogenic drugs

[48915](#) Expulsion; particular circumstances

[49423](#) Administration of prescribed medication

[49480](#) Notice to school by parent or guardian; consultation with physician

[49602](#) Confidentiality of pupil information

[51202](#) Instruction in personal and public health and safety

[51203](#) Instruction on alcohol, narcotics and restricted dangerous drugs

[51210](#) Areas of study

[51220](#) Areas of study, grades 7 to 12

[51260](#) Elementary and secondary school instruction in drug education by appropriately trained instructors

[51262](#) Use of anabolic steroids; legislative finding and declaration

[51264](#) CDE assistance for inservice training

[51265](#) Gang violence and drug and alcohol abuse prevention inservice

[51268](#) Collaboration to avoid duplication of effort

HEALTH AND SAFETY CODE

[11032](#) Narcotics, restricted dangerous drugs and marijuana; construction of terms used in other divisions

[11053-11058](#) Standards and schedules

[11353.6](#) Juvenile Drug Trafficking and Schoolyard Act

[11357](#) Unauthorized possession of marijuana; punishment; prior conviction; possession in school or on school grounds

[11361.5](#) Destruction of arrest or conviction records

[11372.7](#) Drug program fund; uses

[11802](#) Joint school-community alcohol abuse primary education and prevention program

[11965-11969](#) The School-Community Primary Prevention Program

[11998-11998.3](#) Drug and Alcohol Abuse Master Plans

[11999-11999.3](#) Alcohol and drug program funding (Department of Health Services)

PENAL CODE

[13864](#) Comprehensive alcohol and drug prevention education

VEHICLE CODE

[13202.5](#) Drug and alcohol related offenses by person under age of 21, but aged 13 or over; suspension, delay, or restriction of driving privileges

WELFARE AND INSTITUTIONS CODE

[828](#) Disclosure of information re minors

[828.1](#) Disclosure of criminal records; protection of vulnerable staff & students

UNITED STATES CODE, TITLE 20

[5812](#) National education goals

[7101-7184](#) Safe and Drug-Free Schools and Communities Act

MANAGEMENT RESOURCES

WEB SITES

U.S. Department of Education, Family Policy Compliance Office: <http://www.ed.gov/offices/OM/fpc/>

ADOPTED

June 26, 1989

REVISED

June 3, 2004
April 10, 1997

CSBA DATE

DISTRICT GOAL

Quality Education for All

TO: BOARD OF EDUCATION

DISCUSSION

06/24/04

FROM: JOHN E. DEASY/SUPERINTENDENT

RE: PROPOSED POLICY 3290 - ACCEPTANCE OF GIFTS

Previously

01/22/04

02/05/04, 02/19/04. 02/26/04

3/11/04, 3/25/05

05/06/04

DISCUSSION ITEM NO. D.5

Presented for continued Board discussion is proposed policy 3290, Acceptance of Gifts. The policy will be returned to the agenda at the meeting of August 19, 2004, for action, with the policy to be in effect retroactive to July 1, 2004.

Acceptance of Gifts

The Board of Education adopts the following policy for acceptance of gifts to the District:

Philosophy

The Board of Education acknowledges that education is a fundamental right. Every child has a right to an education that will prepare him or her to be a skilled and productive member of our society. The goal of the Board of Education is to provide equitable and high quality educational opportunities for all students in Santa Monica-Malibu Unified School District.

The Board recognizes that the needs of students require various learning opportunities, and it is the responsibility of the board to identify and remove barriers that contribute to gaps in achievement for different groups of students. It is the intent of the Board that gifts accepted by the District provide equitable access to educational opportunities to meet the needs of all students. The board recognizes the community's desire to participate in promoting excellence in our schools through fund-raising and gifts. While greatly appreciating acceptable donations, the Board discourages any gifts which may directly or indirectly impair its commitment to providing equal educational opportunities for all district students.

The Board recognizes that there are differences among various communities in their ability to contribute additional funds for programs and services at their local schools, and these differences perpetuate inequalities in educational opportunities from one district school to another. Therefore, the Board may not accept gifts by individuals, groups or organizations to specific schools intended to replace personnel, programs or services cut by the Board in the process of budget reduction, unless sufficient funds are received to restore those programs, services or personnel at all sites from which they were cut.

To achieve a greater level of equalization, the Board herewith establishes an Equity Fund, which will be administered by the Santa Monica Malibu Education Foundation. *Contributions to this*

fund and distributions from this fund will be made in accordance with Administrative Regulations 3290. The Equity Fund will receive contributions both directly from donations made to the fund, and by collecting 15% of all donations made to the district as either site donations/gifts or district donations/gifts. Distributions from the Equity Fund to sites will be made using a weighted formula constructed to acknowledge factors impacting the student population at each site. Distributions will be used for programs and expenditures outlined in AR 3290.

The purpose of the Equity Fund is to improve the achievement of ALL students while simultaneously closing the achievement gap by mitigating the effects of the unequalized enrichment of schools and factors impacting the youth attending district schools.

The Ad Hoc Advisory Committee, established to provide advisory information at the Board's request, will serve as a monitoring committee throughout the first year of implementation of the equity fund. This Committee shall report to the Board on the process, goal attainment, and suggested revisions/amendments to this policy no less than two (2) times during the year.

Before accepting a gift, the Board shall consider whether the gift:

1. Has a purpose consistent with the district's vision and philosophy
2. Begins a program which the Board would be unable to continue when the donated funds are exhausted
3. Entails undesirable or excessive costs
4. Implies endorsement of any business or product

The Board shall carefully evaluate any conditions or restrictions imposed by the donor in light of district philosophy and operations. If the Board feels the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

Gift books and instructional materials shall be accepted only if they meet regular district criteria.

All gifts, grants and bequests shall become district property. At the Superintendent or designee's discretion, a gift may be used at a particular school.

Legal Reference:

EDUCATION CODE

- [1834](#) Acquisition of materials and apparatus
- [35162](#) Power to sue, be sued, hold and convey property
- [41030](#) School district may invest surplus monies from bequest or gifts
- [41031](#) Special fund or account in county treasury
- [41032](#) Authority of school board to accept gift or bequest; investments; gift of land requirements
- [41035](#) Advisory committee
- [41036](#) Function of advisory committee
- [41037](#) Rules and regulations

MANAGEMENT RESOURCES

ADOPTED January 23, 1984

REVISED
CSBA DATE

DISTRICT GOAL

TO: BOARD OF EDUCATION

DISCUSSION

06/24/04

FROM: JOHN E. DEASY/LINDA KAMINSKI/CINDY ATLAS

RE: STAFF RESPONSE TO THE SPECIAL EDUCATION STRATEGIC
PLAN

DISCUSSION ITEM NO. D.6

At the request of the Board of Education, a committee of parents, teachers and administrators have conducted surveys, interviews, and community meetings to develop a Strategic Plan for services to students with Special Education needs. The administration has reviewed the Strategic Plan and will present recommendations for implementation for Board discussion and direction.

TO: BOARD OF EDUCATION

INFORMATION

06/24/04

FROM: JOHN E. DEASY/KENNETH R. BAILEY

RE: ATTACHED LETTER FROM FINANCIAL OVERSIGHT COMMITTEE
REGARDING DISTRICT FACILITIES PLANNING

INFORMATION ITEM NO. I.1

Attached is a letter from the Financial Oversight Committee regarding its recommendation that the District prepare a facilities master plan by conducting a comprehensive assessment of its facilities needs.

June 16, 2004

Superintendent John Deasy and Board of Education Members
Santa Monica-Malibu Unified School District
1651 Sixteenth St.
Santa Monica, CA 90404

Via U.S. Mail

Dear Superintendent Deasy and Members of the Board of Education:

This letter follows up and elaborates on the Financial Oversight Committee's May 20th presentation concerning District facilities planning.

During the past fifteen years, the District has adopted two general obligation bond measures (Proposition ES in 1990 and Proposition X in 1998). Combining these resources with other capital funds, the District has made substantial improvements and addressed serious deferred maintenance problems at its school sites. Our students have benefited greatly from this community investment in improved school facilities.

Notwithstanding our past efforts, however, the Financial Oversight Committee believes our school facilities require further attention to maintain our investment and meet the goals of our Mission and Strategic Plan. The District needs to develop a comprehensive plan that addresses both the limitations of our existing facilities and the need for new facilities.

The Financial Oversight Committee recommends that the District commence preparation of a facilities master plan by conducting a comprehensive assessment of its facilities needs. We urge the District to retain an independent consulting firm with experience in conducting such surveys for educational institutions. Although such surveys are expensive, we are confident that the funds required for such a survey will be money well spent.

Overall, the District's facilities assessment should be geared toward informing a District facilities plan that reflects the vision and priorities of the District's strategic plan. This assessment should also include potential joint use facilities with the cities of Santa Monica and Malibu as well as other community-serving organizations that would address the needs of students during school hours and the community after hours.

The Financial Oversight Committee recommends that the District commence its facilities assessment by the end of calendar year 2004 and complete this assessment within about nine months. At the same time, the District should assess the available financing options to fund implementation of its master facilities plan. This facilities master plan -- including its facilities assessment and financing options component -- should be completed by the end of calendar year 2005.

Letter to Superintendent Deasy and Members of the Board of Education
RE: Recommendation for Facilities Master Plan and Facilities Needs Assessment
June 16, 2004
Page 2 of 2

In addition to adopting a facilities master plan, the District should consider various approaches to managing implementation of this plan, drawing upon the District's recent experience with Proposition X implementation as well as the experience of other educational institutions which have recently undergone major capital investment efforts. The District needs to assure the public that it will competently and efficiently manage implementation of its facilities master plan.

As the Board is well aware, a recent change in California law allows school districts to enact bond measures by a 55% favorable vote of the local community. Because this legal change is so recent, the District has not yet taken advantage of it. Both of the District's prior bond measures were adopted under former California law which required a two-thirds favorable vote. Because of this two-thirds requirement, prudence dictated that the District shape the size of its bond measures to ensure a realistic chance of adoption rather than seek all the funds necessary to address the District's capital needs. With this recent change in state law, the Financial Oversight Committee suggests this is a particularly appropriate time to develop a facilities master plan and explore various options to finance its implementation including a bond measure.

The Financial Oversight Committee looks forward to working with the Board, the Superintendent and District staff in continuing to explore the District's facilities needs. Although the District's primary focus is and should be on its educational mission and services, the Financial Oversight Committee sees facilities planning as an essential component of the District that affects the quality of our students education. Accordingly, we ask that the District give this recommendation matter serious attention.

Sincerely,

Craig Hamilton, Chair
Financial Oversight Committee

Sincerely,

Paul J. Silvern, Vice Chair
Financial Oversight Committee

TO: BOARD OF EDUCATION

INFORMATION

06/24/04

FROM: JOHN E. DEASY/KENNETH R. BAILEY/ORLANDO GRIEGO

RE: VENDING MACHINE BIDS

INFORMATION ITEM NO. I.2

In July 2004, bids will be accepted and a contract will be awarded for the operation of vending machines that are under the supervision of Food and Nutrition Services during the 2004/05 school year.

Food and Nutrition Services will ensure that all vending machines under its supervision are in compliance with Senate Bill 65 (amended California Education Code Section 35182.5) as well as Senate Bills 19 and 677 which govern the type of food and beverages sold.

Food and Nutrition Services is aware that there are in excess of 35 vending machines on various school campuses that are not under Food and Nutrition Services supervision and that may not be in compliance with the aforementioned legislation.

It is recommended that the Board of Education ensure that all vending machines on Santa Monica-Malibu Unified School District's campuses are in compliance with the above legislation.

TO: BOARD OF EDUCATION INFORMATION
06/24/04
FROM: JOHN E. DEASY/LINDA KAMINSKI First Reading
RE: BASIC/SUPPLEMENTAL TEXTBOOKS TO BE ADOPTED

INFORMATION ITEM NO. I.3

It is recommended that the Board of Education adopt the following textbooks for use in the Santa Monica-Malibu Unified School District. The Board will take action to adopt these materials at the next board meeting.

Comment: In accordance with Board of Education policy, the textbooks listed below will be on display for the next two (2) weeks at Educational Services.

MODERN WORLD HISTORY. PATTERNS OF INTERACTION. McDougal Littell Publishers. Grades 9-12.

FACING HISTORY AND OURSELVES. HOLOCAUST AND HUMAN BEHAVIOR. Facing History and Ourselves National Foundation, Inc. Grades 9-12.

QUICKSAND AND PASSING, by Nella Larsen. Grade 12 African American Literature.

BLACK NO MORE, by George S. Schuyler. Grade 12 African American Literature.

STRANGE FRUIT, by Lillian Smith. Grade 12 African American Literature.

ON OUR WAY TO ENGLISH, Rigby Publishers. Grades K-3 English Language Development

THE LISTENING PROGRAM. Rocky Mountain Learning Systems. Special Education

EAROBICS LITERACY LAUNCH AND SPECIALIST/CLINICIAN SOFTWARE. Cognitive Concepts. Special Education

MASTERS EDITION SEQUENCE SERIES/MULTICULTURAL SERIES/SPANISH SERIES/PHONICS SERIES. Read Naturally. Special Education

EDMARK READING PROGRAM. Riverdeep. Special Education.

MULTIPLE SKILLS SERIES/SPECIFIC SKILLS SERIES/EXPRESSIVE WRITING. SRA., Special Education.

VISUALIZING AND VERBALIZING FOR LANGUAGE COMPREHENSION AND THINKING PROGRAM. Nanci Bell. Special Education.

PACE. PROCESSING AND COGNITIVE ENHANCEMENT. National Speech and Processing Skills. Special Education.

HANDWRITING WITHOUT TEARS TEACHER'S GUIDES. Handwriting Without Tears. Special Education.

READING AND WRITING. SRA. Special Education

DYNAMIC VISION TRAINING. Gemstone. Special Education

LEXIA CROSS-TRAINER: VISUAL-SPATIAL. Lexia Learning Systems, Inc. Special Education

CONNECTING MATH CONCEPTS. SRA. Special Education.

SAXON MATH, GRADES K-3. Saxon Publishers. Special Education.

TOUCHMATH. Innovative Learning Concepts. Special Education.

TO: BOARD OF EDUCATION BOARD MEMBER ITEM
06/24/04
FROM: MARIA LEON VAZQUEZ previously
6/14/04
RE: ANALYSIS OF AND INTERVENTION FOR TRAJECTORIES TO
ACADEMIC FAILURE AT SANTA MONICA HIGH SCHOOL

BOARD MEMBER ITEM NO. 01

It is recommended that the Board of Education direct District staff to: (1) conduct an analysis of the educational trajectories that lead students to experience academic failure upon entering Santa Monica High School, and (2) develop and recommend options for interventions to modify those trajectories based on analysis of our own data and study of other Districts.

Staff will present an analysis plan by the start of the 2004-05 school year and report their findings in January 2005 to enable discussion of recommended options during the spring of 2005 and implementation of selected interventions for the 2005-06 school year. The interventions considered by staff will include creating a 7th house at Samohi.

COMMENT: Historically, approximately 150 9th grade students at Samohi have failed core academic courses during their first semester. It is likely that the majority of these students were academically unsuccessful during middle school. Despite redesign and the availability of intervention programs (e.g., AVID, Alliance, tutoring, etc.) at Samohi, these students begin as failures and lose hope for any type of success on the huge campus. A pattern of truancy, not doing the work, and further disengaging from learning often ensues. After one and a half or two years of struggling at Samohi, these students are so far behind in credits that a recommendation to transfer to Olympic High School is well received by students and parents. At Olympic the students may experience some success and graduate or drop out altogether.

Ed Services will conduct an analysis of the educational trajectories that lead students to experience academic failure upon entering Samohi: At what points in their school careers do these students begin to experience failure? What key skills do they fail to acquire in elementary or middle school? What factors outside school contribute to these trajectories (e.g., substance abuse)? How well can we identify prospectively the students who will fail upon entering Samohi?

Ed Services will also conduct a study of other Districts that have addressed this problem and, based on our own data and the study findings, develop and recommend options for interventions to modify the trajectories to failure. The options will include interventions at the elementary, middle and high school levels. The options considered will include creation of a 7th house at Samohi for students who are targeted as "at risk" upon high school entry. Such a house could emphasize especially recruited teachers; a student-centered, standards-based curriculum; parental involvement; support services; and IEPs for all students.

