

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

ACTION  
01/06/05

RECOMMENDATION NO. A.1

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

October 7, 2004  
October 21, 2004  
December 9, 2004

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/06/05

FROM: SUPERINTENDENT

RE: APPROVAL OF INDEPENDENT CONTRACTORS

RECOMMENDATION NO. A.2

It is recommended that Board of Education enter into an agreement with the following Independent Contractors. These contracts are included in the 2004/2005 budget.

Contractor/Contract Dates	Description	Site	Funding
Patrick Denny Sept 1, 2004 -June 30, 2005 Cost Not to Exceed: \$4,200	Continued development of Filemaker Pro-based Head Start & School Age enrollment and attendance system. Create reports as requested by staff; alter and improve existing layouts for data entry and reporting purposes. Design health and PIR reports as required. Implement automation features (scripting and new layouts) as needed or requested by staff. Train staff on use of system.	CDS Funds	Child Development Fund \$1,400 12-52101-0-85000-10000-5802-070-2700 (Head Start) \$1,400 12-60550-0-85000-10000-5802-070-2700 (State Preschool) \$1,400 12-60600-0-85000-10000-5802-070-2700 (General Child Care/School Age)
Fredric R. Horowitz Attorney at Law Contract UC05324 Total amount of Contract: \$5,400 July 1, 2004 through July 30, 2004	Serve as arbitrator between SMMUSD and SEIU Local 660 (arbitration regarding contracting out) ARB-02-1517	Human Resources	Independent Contractors/Consultant 01-00000-0-00000-72000-5802-026-1250
Richard Lieberman 11/09/04 Total contract not to exceed \$500.	Provide District wide, mandatory training, active Crisis Intervention Techniques in schools.	Student Services	Student Services Medi-Cal reimbursement 01-56400-0-11100-39000-5802-041-1400

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/06/05

FROM: SUPERINTENDENT

RE: OVERNIGHT FIELD TRIP(S) 2004-05

RECOMMENDATION NO. A.03

It is recommended that the Board of Education approve the special field trip(s) listed below for students for the 2004-2005 school year. No child will be denied due to financial hardship.

<u>School Grade # of Students</u>	<u>Destination Dates</u>	<u>Principal Teacher</u>	<u>Cost / Paid for</u>	<u>Subject</u>	<u>Purpose of Trip</u>
Samohi 5 students	Brazil 1/22/05 to 2/1/05	Michelle Kenney Catherine Baxter	\$2500, paid for by sponsors and donations and fund raising and parents	World Studies	The purpose of this trip is to raise social and environmental awareness bringing World issues back to the larger school community with presentations to the school
Samohi 100 students	Reno, NV 2/24/05 to 2/26/05	Joni Swenson Catherine Baxter	\$430 per child, paid for by sponsors and donations and fund raising and parents	Music	The Santa Monica Symphome was selected to compete in the National Orchestra Festival sponsored by ASTA
McKinley 50 students	Camp Gilmore 2/16/05 to 2/18/05	Debbie Talbott Mr. Garcia	\$250 per child, paid for by sponsors and donations and fund raising and parents	World Studies	Naturalist at large is a unique opportunity to teach our 5th graders decision making skills and develop a leadership role enhanced through group building and initiative activities.
Point Dume 59 students	Sea World Resident Camp S.D 3/16/05 to 3/18/05	Kerrin Gruber Chi Kim	\$400 per student paid for by sponsors and donations and fund raising and parents	Science	This trip collaborates with the Science Curriculum and science standards. Students have an opportunity to use their knowledge in a field lab environment. They will investigate and discover on their own

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION ACTION/CONSENT  
01/06/05

FROM: SUPERINTENDENT/LINDA KAMINSKI/TOM WHALEY

RE: PERMIT WITH CITY OF SANTA MONICA TO USE CIVIC  
AUDITORIUM FACILITIES

RECOMMENDATION NO. A.04

It is recommended that the Board of Education approve Permit #6017, agreement with the City of Santa Monica for the use of the authorized premises of the Santa Monica Civic Auditorium for a total fee not to exceed \$11,000. This fee includes equipment, labor and services provided by the Civic Auditorium.

FUNDING INFORMATION

SOURCE: GENERAL FUND RESTRICTED - GIFTS  
 CURRENTLY BUDGETED: YES  
 ACCOUNT NUMBER: 01-90120-0-17300-10000-5630-030-1300  
 DESCRIPTION: LEASE-RENTAL/STAIRWAY/CURRICULUM

BACKGROUND INFORMATION

This agreement is made between the City of Santa Monica ("the City") and the Santa Monica-Malibu Unified School District ("Permittee")

Company: Santa Monica-Malibu Unified School District  
 Representative: Tom Whaley  
 Address: 1638-17th Street  
 City, State, Zip: Santa Monica, CA 90404  
 Business Phone: 310-450-8338, x287

To use and occupy the authorized premises described below, on the date(s) and time(s) described, for the activities and at the rental described as follows:

EVENT TITLE: **STAIRWAY OF THE STARS**  
 AUTHORIZED PREMISES: Main Hall and East Wing

DAY	DATE	TIME	ACTIVITY	RENTAL
Wednesday	3/09/2005	12:00 p.m. - 8:00 p.m.	Move-in/ rehearsal	
Thursday	3/10/2005	8:00 a.m. - 3:00 p.m.	Rehearsal	
Thursday	3/10/2005	7:30 p.m. - 10:30 p.m.	Event	\$WAIVED
Friday	3/11/2005	7:30 p.m. - 10:30 p.m.	Event	
Friday	3/11/2005	10:30 p.m. - 12 Midnight	Move-out	

**Total Base Rental** **\$WAIVED**  
**PER RESOLUTION CCS 3579**

Event Time: Thursday and Friday, March 10 & 11, 2005 at 7:30 p.m.  
 A copy of contract is available at Superintendent's Office, Fiscal Services, Insurance Office and Educational Services

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/06/05

FROM: JOHN E. DEASY/WINSTON A. BRAHAM

RE: CONFERENCE AND TRAVEL APPROVAL/RATIFICATION

RECOMMENDATION NO. A.05

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

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

<u>NAME</u> <u>SITE</u> Account Number Fund - Resource Number	<u>CONFERENCE NAME</u> <u>LOCATION</u> DATE (S)	<u>COST</u> <u>ESTIMATE</u>
<u>ATLAS, Cindy</u> Special Education 01-65000-0-50010-21000-5220-045-1400 General Fund - <b>Resource:</b> Special Education	Calif. School for the Blind IEP Meeting Fremont, CA November 5, 2004	\$150
<u>BITLER, Bill</u> Malibu High 01-72600-0-11100-10000-5220-010-4100 General Fund - <b>Resource:</b> SIP K-6	Int'l. Assn. of Jazz Educators Long Beach, CA January 5 - 8, 2005-	\$350 + SUB
<u>DEASY, John</u> Superintendent 01-00000-0-00000-71500-5220-020-1200 General Fund - <b>Function:</b> Superintendent	Leaders as Learners - Stupski Foundation Mill Valley, CA January 7 - 8, 2005	\$100
<u>HARRIS, Hank</u> Educational Services 01-00000-0-19510-10000-5220-030-1300 General Fund - <b>Function:</b> Instruction	Standards & Assessment Training Meeting Burbank, CA December 2, 2004	\$50

<u>NAME</u> <u>SITE</u> Account Number Fund - Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
<u>KING, Keri</u> Educational Services 19-91700-0-00000-21400-5220-030-1300 Foundation Trust Fund - <b>Resource:</b> Cotsen Family Foundation	45 <sup>th</sup> South Annual Math Conference Palm Springs, CA November 6 - 7, 2004	\$100
<u>MELLY, Kim</u> Fiscal Services 01-00000-0-00000-72000-5220-051-2510 General Fund - <b>Function:</b> Other General Administration	Attendance Accounting for Business Personnel Downey, CA February 28, 2005	\$80
<u>OSTROM, Michael</u> Roosevelt Elementary 01-90120-0-11100-10000-5220-007-4070 General Fund - <b>Resource:</b> Gifts	Effective Writing Instruction Ontario, CA January 11, 2004	\$179
<u>ROMERO, Maura</u> Edison Elementary No cost to District	California Literary San Jose, CA November 12 - 14 , 2004	0
<u>SHUMAN, Lori</u> Adams Middle 01-00040-0-11100-10000-5220-011-4110 General Fund - <b>Resource:</b> Gov's. Performance Award	Efficient & Effective Teaching Pasadena, CA December 11, 2004	\$100
<u>STRAUS, Ilene</u> Educational Services 19-90180-0-91000-21000-5220-030-1300 Foundation Trust Fund - <b>Resource:</b> RGK	High School Summit Sacramento, CA October 25 -26, 2004	\$600
<u>WISNICKI, Kathy</u> Board of Education 01-00000-0-00000-71500-5220-020-1200 General Fund - <b>Function:</b> Superintendent	Calif. School Boards Assn. Annual Education Conference San Francisco, CA December 1 - 4, 2004	\$1,500
<u>ZRINZO, Peter</u> Educational Services 01-71100-0-19100-10000-5220-030-1300 General Fund - <b>Resource:</b> Ed. Tech. - CTAPS	2005 Computer Using Educators Conference Palm Springs, CA March 10 - 12, 2005	\$169
<b>Adjustments</b> (Preapproved expenses 10% in excess of approved costs that must be approved by Board/Changes in Personnel Attendance)		
NONE		

<u>NAME</u> <u>SITE</u> Account Number Fund - Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
<b>Group Conference and Travel: In-State</b> * a complete list of conference participants is on file in the Department of Fiscal Services		
<u>ANDERSON, Judith</u> + 2 Additional Staff Lincoln Middle 01-72600-0-11100-10000-5220- 012-4120 General Fund - <b>Resource:</b> SIP K-6	Fall 2004 Teacher Robotics Workshop Carlsbad, CA October 23, 2004	\$215 Total
<u>AU, Jenna</u> + 2 Additional Staff Franklin Elementary 01-72600-0-11100-10000-5220- 002-4020 General Fund - <b>Resource:</b> SIP K-6	Sandy Peacock: Effective Writing Instruction Buena Park, CA January 10, 2005	\$575 Total + 3 SUBS
<u>BARNARD, Russ</u> + 2 Additional Staff Personnel Commission 01-00000-0-00000-72000-5220- 027-2270 General Fund - <b>Function:</b> Other General Administration	Calif. State Personnel Commission Assn. 2005 Annual Conference Long Beach, CA February 11, 2005	\$740 Total
<u>BEARD, Clara</u> <u>HOLLIE, Ada</u> Santa Monica High No Cost to District	Fashion Design & Merchandising Los Angeles, CA December 3, 2004	0
<u>BUI, Jasper</u> + 2 Additional Staff Adams Middle 01-56400-0-11100-10000-5220- 011-4110 General Fund - <b>Resource:</b> Medi-Cal Billing Option	Character Counts Seminar Los Angeles, CA November 30 - December 2, 2004	\$1,900 + 3 SUBS
<u>DAWS, Tracy</u> + 2 Additional Staff John Adams Middle 01-00040-0-11100-10000-5220- 011-4110 General Fund - <b>Resource:</b> Grade Point Average	Teaching Students to Write Costa Mesa, CA November 13, 2004	\$300 Total
<u>DIDION, Kelly</u> <u>GRUBER, Meghann Kerrin</u> Pt. Dume Elementary No Cost to District	Catalina Island Field Trip Santa Catalina, CA November 10 - 12, 2004	0

<u>NAME</u> <u>SITE</u> Account Number Fund - Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
<u>DUNN, Margo</u> <u>JENNINGS, Kris</u> Pt. Dume Elementary No Cost to District	Catalina Island Field Trip Santa Catalina, CA October 25 - 27, 2004	0
<u>EHRKE, Shelly</u> + 5 Additional Staff Lincoln Middle 01-72600-0-11100-10000-5220- 012-4120 General Fund - <b>Resource:</b> SIP K-6	29 <sup>th</sup> Annual Chancellor's Conference Westwood, CA December 4, 2004	\$540 Total
<u>GARCIA-HECHT, Veronica</u> + 7 Additional Staff Santa Monica High 01-90120-0-11100-27000-5220- 015-4150 General Fund - <b>Resource:</b> Gifts	Advancement Via Individual Determination 2004 Advanced District Federal Pattern Team Lake Arrowhead, CA December 8 - 9, 2004	\$1,400 Total <b>+ 6 SUBS</b>
<u>HARRIS, Hank</u> + 3 Additional Staff Ed Services 01-00000-0-19510-10000-5220- 030-1300 General Fund - <b>Function:</b> Instruction	Calif. High School Exit Exam Administrators Workshop Burbank, CA December 9, 2004	\$125 Total <b>+1 SUB</b>
<u>MATTHEWS, Mike</u> <u>SOUMAKIAN, Gabe</u> Personnel Services 01-00000-0-00000-72000-5220- 025-1250 General Fund - <b>Function:</b> Other General Administration	Assn. of Calif. School Administrators 26 <sup>th</sup> Annual Personnel Institute Pomona, CA February 23 - 25, 2005	\$1,250 Total
<u>MUNCEY, Donna</u> + 6 Additional Staff State & Federal Projects 01-30100-0-11100-10000-5220- 035-1300 General Fund - <b>Resource:</b> Title One	Asilomar Conference Pacific Grove, CA February 23 - 25, 2005	\$2,700 Total
<u>O'BRIEN, Lourdes</u> + 4 Additional Staff John Adams Middle 01-90150-0-11100-10000-5220- 011-4110 General Fund - <b>Resource:</b> PTA Gifts	Advancement Via Individual Determination Site Team Lake Arrowhead, CA December 18 - 19, 2004	\$1,350 Total <b>+ 3 SUBS</b>



<u>NAME</u> <u>SITE</u> Account Number Fund - Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
<u>VIRAMONTES-GUTIERREZ,</u> <u>Theresa</u> <u>BUENIDA, Rosalina</u> Santa Monica High 01-56400-0-11100-10000-5220- 015-4150 General Fund - <b>Resource:</b> Medi-Cal Billing Option	Soledad Enrichment Action Program - Parents Helping Parents Los Angeles, CA November 15 - 19, 2004	\$500 Total
<b>Out-of-State Conferences: Individual</b>		
NONE		
<b>Out-of-State Conferences: Group</b>		
NONE		

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

TO: BOARD OF EDUCATION  
FROM: JOHN E. DEASY/WINSTON A. BRAHAM  
RE: ACCEPTANCE OF GIFTS - 2004-05

ACTION/CONSENT  
01/06/05

RECOMMENDATION NO. A.06

It is recommended that the Board of Education accept, with gratitude, checks and gifts totaling \$16,013.58 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 2004-2005 income and appropriations by \$13,797.58, as described on the attached listing.

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

AGENDA

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

- 1) go to [www.smmusd.org](http://www.smmusd.org)
- 2) click on "Board Meetings"
- 3) scroll to the date for this meeting
- 4) click on 01-06Gift.pdf

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

TO: BOARD OF EDUCATION ACTION/CONSENT  
01/06/05  
FROM: JOHN E. DEASY/WINSTON BRAHAM/VIRGINIA I. HYATT  
RE: APPROVAL OF PURCHASE ORDERS

RECOMMENDATION NO. A.07

It is recommended that the Board of Education approve the following Purchase Orders and Changed Purchase Order from December 2, 2004 through December 13, 2004 for fiscal year 2004/05.

**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:

TO: BOARD OF EDUCATION ACTION/CONSENT  
01/06/05

FROM: SUPERINTENDENT/MICHAEL D. MATTHEWS

RE: CERTIFICATED PERSONNEL - Elections, Separations

RECOMMENDATION NO. A.08

Unless otherwise noted, all items are included in the 2004/2005 approved budget.

ADDITIONAL ASSIGNMENTS

CHILD DEVELOPMENT SERVICES

Patton, Roxanna	35 hrs @\$14.39	9/7/04-6/30/05	<u>Est Hrly/\$504</u>
		TOTAL ESTABLISHED HOURLY	\$504

Comment: Health and Safety  
 12-CD:State Preschool (GCTR)-50%  
 12-CD:Gnrl Child Care (GCTR)-50%

EDUCATIONAL SERVICES

Hirt, Mary	175 hrs @\$58.89	9/20/04-6/30/05	<u>Own Hrly/\$10,306</u>
		TOTAL OWN HOURLY	\$10,306

Comment: Supervise Elementary P.E. Aides  
 01-Local Parcel Tax - Measure S

LINCOLN MIDDLE SCHOOL

Barker, Alison	4 hrs @\$35.96	11/1/04	<u>Est Hrly/\$144</u>
Gies, Gretchen	4 hrs @\$35.96	11/1/04	<u>Est Hrly/\$144</u>
		TOTAL ESTABLISHED HOURLY	\$288

Comment: SI Planning High Point Assessments  
 01-School Improvement Prog, 7-12

MALIBU

Boewe, Juliette	1 day @\$420.72	10/27/04-11/10/04	<u>Own Daily/\$421</u>
		TOTAL OWN DAILY	\$421

Comment: National Crisis Prevention Institute (NCPI) training  
 01-Special Education

Salumbides, Rose Ann	10 hrs @\$35.96	12/1/04-6/24/05	<u>Est Hrly/\$360</u>
		TOTAL ESTABLISHED HOURLY	\$360

Comment: Train teachers in Pinnacle Grading Program  
 01-School Improvement Prog, 7-12

MCKINLEY ELEMENTARY SCHOOL

Farina, Naomi	52 hrs @\$60.12	11/29/04-6/30/05	<u>Own Hrly/\$3126</u>
		TOTAL OWN HOURLY	\$3,126

Comment: Speech services per mediation agreement  
 01-Special Education

WILL ROGERS ELEMENTARY SCHOOL

Ferrell, Peggy Sue	40 hrs @\$35.96	9/1/04-6/24/05	<u>Est Hrly/\$1438</u>
		TOTAL ESTABLISHED HOURLY	\$1,438

Comment: Science Mentor  
 01-Reimbursed by PTA

Braff, Sarah	7 hrs @\$35.96	11/30/04-6/24/05	<u>Est Hrly/\$252</u>
DeLaRosa, Mary	7 hrs @\$35.96	11/30/04-6/24/05	<u>Est Hrly/\$252</u>
Elston, Becki	7 hrs @\$35.96	11/30/04-6/24/05	<u>Est Hrly/\$252</u>

Marmolejo, Yolanda	7 hrs @\$35.96	11/30/04-6/24/05	Est Hrly/\$252
Zundell, Nick	7 hrs @\$35.96	11/30/04-6/24/05	Est Hrly/\$252
TOTAL ESTABLISHED HOURLY			\$1,260

Comment: After School Planning  
01-School Improvement Prog, K-6

**TOTAL ESTABLISHED HOURLY, OWN DAILY and OWN HOURLY = \$17,703**

SUBSTITUTE TEACHERS

Effective

CHILD DEVELOPMENT CENTER

(@\$14.39 hourly rate)

Watts, Lada N. 11/29/04-6/30/05

REGULAR DAY-TO-DAY SUBSTITUTES

(@\$122 Daily Rate)

Duff, Colleen 11/22/04

Gordon, Nealla 12/2/04

LONG-TERM SUBSTITUTES

(\$186 Daily Rate)

Duff, Colleen 11/22/04

PREFERRED SUBSTITUTES

(@\$143 Daily Rate)

Hirsch, Vibeke 11/18/04-1/31/05

TEMPORARY CONTRACTS

Name/Assignment <u>Location</u>	Not to <u>Exceed</u>	<u>Effective</u>
Gheewala, Mehram Nasreem CDS	100% [re-set as a floater-4 hrs/day]	11/29/04-6/30/05
Gleason, Tania SAMOHI	100% [replace G. Seetharaman]	12/1/04-6/24/05
Mullen, Meaghan SAMOHI	100% [replace C. Ross]	12/1/04-6/24/05

INVOLUNTARY TRANSFERS

Name/Assignment <u>Location</u>	<u>Effective</u>
Yarber, Mary Adult Education	9/3/04
<u>From:</u> Santa Monica High School	
<u>To:</u> Adult Education	

LEAVES OF ABSENCE (with pay)

Name/Assignment <u>Location</u>	<u>Effective</u>
Campos-Gonzalez, Sara SAMOHI	1/24/05-3/11/05 [maternity]

LEAVES OF ABSENCE (without pay)

Name/Assignment <u>Location</u>	<u>Effective</u>
Campos-Gonzalez, Sara SAMOHI	3/14/05-6/24/05 [child care]

RESIGNATIONS

<u>Name/Assignment</u> <u>Location</u>	<u>Effective</u>
Baroody, Reem SAMOHI	1/28/05
Penland, Katherine Roosevelt Elementary	12/17/04
Seetharaman, Gayathri SAMOHI	11/2/04

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

TO: BOARD OF EDUCATION  
FROM: SUPERINTENDENT/MICHAEL D. MATTHEWS  
RE: SPECIAL SERVICES EMPLOYEES

ACTION/CONSENT  
01/06/05

RECOMMENDATION NO. A.09

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 2004/05 budget.

ELECTIONS

<u>Name/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>	<u>Rate</u>
Almeida, Ralph Will Rogers Elementary School, art teacher	\$1,925	11/22/04-6/24/05	\$25/hr
FUNDING:	01-90150-0-11100-10000-2917-006-1501-100% Reimbursed by PTA		

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

TO: BOARD OF EDUCATION  
FROM: JOHN E. DEASY/RICHARD R. IDE  
RE: CLASSIFIED PERSONNEL - MERIT

ACTION/CONSENT  
01-06-05

RECOMMENDATION NO. A.10

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

**ELECTION**

AHN, CHRISTINE	INST ASST - SPECIAL ED 5.0 HRS/SY SAMOHI RANGE: 20 STEP: 01	10-15-04
CRAWFORD, LORANGERIE	INST ASST - SPECIAL ED 5.0 HRS/SY MCKINLEY RANGE: 20 STEP: 01	12-06-04
GHALILI, NATASHA	INST ASST - SPECIAL ED 5.0 HRS/SY MCKINLEY RANGE: 20 STEP: 01	12-01-04
HUTCHINSON, ELIZABETH	INST ASST - CLASSROOM 1.0 HRS/SY ED SERV/ST ANNES RANGE: 18 STEP: 01	11-29-04
WYNN. SHERMAN	INST ASST - SPECIAL ED 6.0 HRS/SY GRANT RANGE: 20 STEP: 01	11-19-04

**PROMOTION**

KAHLE, PETER	PHYSICAL ACTIVITIES SPEC 5.5 HRS/SY WEBSTER FR: INST ASST - PHYSICAL ED	11-12-04
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**WORKING OUT OF CLASS 1ST EXTENSION**

MORAGA, DIANA	SR ADMINISTRATIVE ASST 8.0 HRS/12 SUPT OFFICE FR: SR OFFICE SPECIALIST (ALREADY WORKED OUT OF CLASS FOR 132 DAYS)	01-01-05 06-30-05
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**INCREASE IN ASSIGNMENT**

JENKINS, WILLIAM	INST ASST - SPECIAL ED 5.0 HRS/SY CABRILLO FR: 3.0 HRS/SY	11-18-04
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WOODS, SHELEITA	INST ASST - SPECIAL ED 6.2 HRS/SY SAMOHI FR: 6.0 HRS/SY	11-15-04
<b><u>UNPAID LEAVE OF ABSENSE</u></b>		
FREEMAN, MAX	CHILDREN CENTER ASST CDS	11-15-04 01-15-05
<b><u>MEDICAL LEAVE OF ABSENCE</u></b>		
HARRIS, KENNETH	CUSTODIAN I DAY ROOSEVELT	11-15-04 01-15-05
HURTADO, RENEE	CHILDREN CENTER ASST GRANT	11-04-04 12-04-04
WILMOTT, MARK	INST ASST - SPECIAL ED CABRILLO	10-29-04 11-12-04
<b><u>TEMP/ADDITIONAL ASSIGNMENT</u></b>		
COOPER, RAYMOND	CAMPUS SECURITY OFFICER SAMOHI	12-01-04 12-31-04
GARDEA-PEREZ, GUADALUPE	BIL COMMUNITY LIAISON ROGERS	11-01-04 11-15-04
GUTIERREZ, MANUEL	INST ASST - CLASSROOM ADAMS AVID TUTOR	12-03-04 06-24-05
MORRIS, BLAIR	INST ASST - CLASSROOM MALIBU AVID TUTOR	11-16-04 06-30-05
SMITH, LUZ	TRANSLATOR STUDENT SERVICES	11-01-04 06-30-05
TAIT, NIKO	OFFICE SPECIALIST SPECIAL ED	11-08-04 11-08-04
TYLER, TIFFANY	STUDENT OUTREACH SPEC SAMOHI	12-01-04 12-31-04
ZACCAGNINO, ANTHONY	INST ASST - SPECIAL ED ADAMS	11-19-04 11-21-04
<b><u>SUBSTITUTE</u></b>		
AJNASSIAN, CARRIE	INST ASST - SPECIAL ED SPECIAL ED	11-11-04 06-24-05
BRALEY, JAMES	TECH SUPPORT ASSISTANT ROOSEVELT	10-01-04 06-24-05

CRAWFORD, LORANGERIE	INST ASST - SPECIAL ED SPECIAL ED	11-24-04 12-05-04
GWYN, MELINDA	INST ASST - CLASSROOM PT.DUME	12-01-04 06-24-05
KRISHNAN, A	OFIFCE SPECIALIST ADULT ED	11-24-04 12-02-04
LOVETT, ROBERT	TECH SUPPORT ASSISTANT SMASH	09-01-04 06-24-05
MONTGOMERY, ALEXIS	INST ASST - CLASSROOM WEBSTER	11-09-04 06-30-05
NUNEZ, SHERRY	CAMPUS SECURITY OFFICER LINCOLN	11-15-04 06-24-05
SURGINER, KAY	OFFICE SPECIALIST PERS COMM SUB POOL	11-01-04 06-30-05
VALADEZ, LUZ	CHILDREN CENTER ASST CDS	11-15-04 11-17-04
WORTHAM, TRAMAINÉ	CHILDREN CENTER ASST CDS	11-15-04 06-30-05

**ESTABLISHED POSITIONS**

INST ASST - SPECIAL ED 5.0 HRS/SY MCKINLEY	10-14-04
INST ASST - SPECIAL ED 3.2 HRS/SY MALIBU PRESCH	11-01-04
INST ASST - SPECIAL ED 6.0 HRS/SY MALIBU	10-07-04
INST ASST - SPECIAL ED 6.0 HRS/SY ROOSEVELT	11-18-04

**SERVICE RECOGNITION PROGRAM**

MCKAY, DANIEL	STOREKEEPER - PURCHASING	07-01-03
	\$19518.00 OVER THREE YEAR PERIOD	

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

01-06-05

FROM: JOHN E. DEASY/RICHARD R. IDE

RE: CLASSIFIED PERSONNEL - NON-MERIT

RECOMMENDATION NO. A.11

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 HELPER**

COX, KRISTINA	WORKABILITY	09-15-03 - 06-30-07
HOSSEINPOLI, ERFAN	WORKABILITY	11-01-04 - 06-30-09
ROSE, SEAN	WORKABILITY	10-23-04 - 06-30-05
VINES, PARISA	WORKABILITY	11-01-04 - 06-30-06

**STUDENT INTERN - ALLIANCE**

AVILA, GABRIEL	SAMOHI	10-01-04 - 06-30-05
FIELDING, AMANDA	SAMOHI	10-01-04 - 06-30-05
MARTINEZ, MARISSA	SAMOHI	10-01-04 - 06-30-05
RUIZ, JOANNA	SAMOHI	09-01-04 - 06-30-05

**NOON- DUTY**

DANIELS, ADRIANA	ROGERS	11-22-04 - 06-24-05
HIROTO, BETTY	FRANKLIN	12-01-04 - 06-24-05
MILLER, SANDRA	FRANKLIN	12-01-04 - 06-24-05
MONTGOMERY, ALEXIS	WEBSTER	11-24-04 - 06-24-05
MOORE, TENISHA	GRANT	12-01-04 - 06-24-05

**COACHING ASSISTANT**

BLACK, JARRIN	SAMOHI	12-01-04 - 02-28-05
FLORES, DIANA	MALIBU	12-07-04 - 06-24-05
GOMEZ, OSWALDO	SAMOHI	12-07-04 - 02-28-05
HUMPHREY, REGENCE	SAMOHI	12-01-04 - 02-28-05
MARION, TRACY	SAMOHI	12-01-04 - 12-31-04
ROBINSON, JAY	MALIBU	11-22-04 - 06-30-05
ROSEN, RANDY	SAMOHI	11-10-04 - 02-28-05
RUDIN, ERIC	SAMOHI	12-01-04 - 02-28-05
THOMPSON, MICHAEL	SAMOHI	11-15-04 - 02-28-05
WRIGHT, BRANT	SAMOHI	12-01-04 - 02-28-05

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION  
FROM: JOHN E. DEASY/WINSTON A. BRAHAM  
RE: 2003-04 FINANCIAL AUDIT

ACTION/MAJOR  
01/06/05

RECOMMENDATION NO. A.12

It is recommended that the Board of Education accept the 2003-04 Financial Audit and approve the administrative responses to the "Findings" and "Recommendations" as contained in the audit.

COMMENTS: The 2003-04 financial audit has been completed by the audit firm of Roy G. Blair. The Board of Education has received copies of the audit and an information copy of the audit is available for public review in the Office of the Assistant Superintendent for Fiscal/Business Services.

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

Mr. Blair will be available at the meeting to answer questions.

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

TO: BOARD OF EDUCATION  
FROM: JOHN E. DEASY/WINSTON A. BRAHAM  
RE: BUDGET ADJUSTMENTS

ACTION/MAJOR  
01/06/05

RECOMMENDATION NO. A.13

It is recommended that the Board of Education approve an **increase** to the General Fund - Unrestricted Budget in the amount of \$53,468.27 for the 2004-05 fiscal year, as detailed below:

COMMENTS: 1. **Increase** the budget for Special Education in the amount of \$53,257.22 to cover the cost of four Instructional Assistants, as follows:

Two 5-hour Instructional Assistants at McKinley  
One 4-hour Instructional Assistant at Point Dume  
One 6-hour Instructional Assistant at McKinley

2. **Increase** the budget for Special Education in the amount of \$211.05 to cover the cost of 9½ hours of additional time for an Instructional Assistant, Special Education at Webster Elementary.

3. **Increase** the budget for Insurance Services in the amount of \$41,600 to cover the costs of employee benefit advisory and related administrative services, including a Benefit Manager, from Poms & Associates Insurance Brokers, Inc.

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

TO: BOARD OF EDUCATION

ACTION/MAJOR  
01/06/05

5FROM: SUPERINTENDENT/LINDA KAMINSKI/CINDY ATLAS

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS

RECOMMENDATION NO. A.14

It is recommended that the Board of Education approve the following Special Education Contracts for fiscal year 2004-2005 as follows:

**NPS/NPA**

**2004-2005 Budget 01-65000-0-57500-11800-5825-043-1400**

<b>Nonpublic School/Agency</b>	<b>Student DOB</b>	<b>Service Description</b>	<b>Contract Number</b>	<b>Cost Not to Exceed</b>
Autism Spectrum Therapies	02-21-01	NPA - Behavior Therapy 01/05 - 05/05	#113	\$ 15,000
Elliott Institute, Inc.	05-21-91	NPA - Speech 07/04 - 05/05	#114	\$ 5,782
Institute for Applied Behavior Analysis - I.A.B.A.	01-20-00	NPA - Behavior Therapy 09/04 - 06/05	#115	\$ 21,930
Julia Hobbs Speech Pathology, Inc.	01-20-01	NPA - Speech 9/04 - 06/05	#116	\$ 20,280
LOVASS/Life	09-14-99	NPA - Behavior Therapy	#117	\$ 56,100
Therapy West, Inc.	02-19-98	NPA - Speech 12/04 - 06/05	#118	\$ 4,250
Therapy West, Inc.	11-14-00	NPA - OT 11/04 - 06/05	#119	\$ 2,465
Therapy West, Inc.	07-17-92	NPA - add consultation	#105 UC05291	\$ 1,870
<b>Contract Increase</b>				
Pediatric Developmental Associates - <b>changed agency name to PLAYWORKS Center for Development and Learning.</b> Previously board approved on 08-19-04.				
Wayne Tashjian - <b>changed agency name to Child Counseling and Behavior Therapy Clinic, Inc.</b> Previously board approved on 08-19-04.				

Amount Budgeted NPS/NPA 04/05	\$ 3,500,000
Prior Board Authorization as of 12/09/04	\$ 3,086,151
Balance	\$ 413,849
<b>Total Amount of these Contracts</b>	<b>\$ 127,677</b>
Balance	\$ 286,172

\*Prior Year Authorization (12-04-03) \$2,781,255

**Instructional Consultants**  
**2004-2005 Budget 01-65000-0-57500-11800-5802-043-1400**

Instructional Consultant	Student DOB	Service Description	Contract Number	Cost Not to Exceed
Adrian Whitchelo-Scott	Various	Instr.Consultant - Assistive Technology Training for the Resource Center - McKinley.	#49	\$1,200
Adrian Whitchelo-Scott	01-14-94	Instr.Consultant - Assistive Technology Assessment 01/05 - 06/05	#50	\$ 600
Adrian Whitchelo-Scott	04-14-93	Instr.Consultant - Assistive Technology services 12/04 - 1/05	#51	\$1,800
Adrian Whitchelo-Scott	02-09-91	Instr.Consultant - Assistive Technology Assessment 12/04 - 06/05	#52	\$ 600
Adrian Whitchelo-Scott	02-23-98	Instr.Consultant - Assistive Technology services 01/05 - 06/05	#53	\$ 600
Adrian Whitchelo-Scott	08-13-86	Instr.Consultant - Assistive Technology Assessment. 12/04 - 06/05	#54	\$ 600
Adrian Whitchelo-Scott	12-30-94	Instr.Consultant - Assistive Technology Assessment. 12/04 - 06/05	#55	\$ 600
Adrian Whitchelo-Scott	03-22-90	Instr.Consultant - Assistive Technology Assessment. 12/04 - 6/05	#56	\$ 600
Cynthia D. Ferber	09-30-05	Instr.Consultant - Recreation Therapy services. 09/04 - 06/05	#57	\$5,550
James P. Blumenthal	04-15-95	Instr.Consultant - Initial examination and testing.	#58	\$ 245

<b>Instructional Consultant</b>	<b>Student DOB</b>	<b>Service Description</b>	<b>Contract Number</b>	<b>Cost Not to Exceed</b>
Kimberly Hiddleston	02-16-96	Instr.Consultant - Auditory-Verbal Therapy. 07/04 - 06/05	#59	\$5,280
Larry Sulham	09-20-95	Instr.Consultant - Physical Therapy services. 07/04 - 04/05	#60	\$6,300
Adrian Whitcelo-Scott <b>Contract Increase</b>	04-18-93	Instr.Consultant - Assessment for Educational Therapy	#15 UC05243	\$ 300
Pyramid Educational Consultants, Inc. - <b>correction on date of birth - should be 07-17-92</b> - previously board approved on 08/19/04 agenda.	07-17-92	Instr.Consultant - Staff Training		

<b>Amount Budgeted Instructional Consultants 04/05</b>	<b>\$ 350,000</b>
<b>Prior Board Authorization as of 12/09/04</b>	<b>\$ <u>316,763</u></b>
<b>Balance</b>	<b>\$ 33,237</b>
 <b>Total Amount of these Contracts</b>	 <b>\$ <u>24,275</u></b>
 <b>Balance</b>	 <b>\$ 8,962</b>

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:



TO: BOARD OF EDUCATION

DISCUSSION  
01/06/05

FROM: JOHN E. DEASY/WINSTON A. BRAHAM

RE: ENROLLMENT/AVERAGE DAILY ATTENDANCE (ADA) CONTROL  
STRATEGY AND IMPACT ON 2005-06 REVENUE LIMITS

DISCUSSION NO. D.1

Given what appears to be voluntary control on permits from incoming students, in advance of the actual budget planning process for the 2005-06 Fiscal Year (FY) as well as planning for multi-year projections, an open discussion as to the financial impact of this enrollment control strategy needs to be initiated.

It should be noted that given current revenue limit calculations for every single ADA unit decline, it translates to several thousands of lost \$ in revenues to our District. Therefore, until the State's financial conditions become more certain or back to the levels prior to the State's current financial crisis, every effort should be made to carefully address/compute a break-even point for ADA revenue/expenditures.

TO: BOARD OF EDUCATION

DISCUSSION  
01/06/05

FROM: JOHN E. DEASY/MICHAEL D. MATTHEWS

RE: MEMORANDUM OF UNDERSTANDING BETWEEN SMMUSD AND THE  
SMMUSD PERSONNEL COMMISSION

DISCUSSION ITEM NO. D.2

It is recommended that the Board of Education approve a Memorandum of Understanding between SMMUSD and the SMMUSD Personnel Commission piloting a reorganization effort which assigns 2.0 FTE from the Personnel Commission staff to the Human Resources department.

COMMENTS: In May, 2004, the Personnel Commission and the Board of Education received a study it had commissioned earlier from Gomez/Grobe research studies. The study examined the Certificated and Classified Personnel offices, compared them with districts of similar size, and made recommendations for making the SMMUSD departments more efficient and effective. The bottom line of the study was the separation of the two departments was an ineffective way to conduct business and that compared to other districts, SMMUSD had more staff per capita.

It is important to note that Santa Monica - Malibu Unified School District is a Merit District. The Board has allocated 6.5 positions to the Personnel Commission (1 Director, 1 Analyst (Vacant), 1 HRIS Technician, 1 Administrative Assistant, and 2.5 Human Resource Technicians). Those positions may not be cut or transferred back to the Board unless the Personnel Commission votes for that to happen. So this was truly a matter for the Personnel Commission to decide.

After an extensive series of open and public meetings, the Personnel Commission voted at the December 14 meeting in favor of a Memorandum of Understanding (MOU) regarding this reorganization. Under this MOU, the Personnel Commission will assign two employees to the Human Resources Department. The new reorganization will have Personnel Commission employees performing only the functions required by the Merit Rules, which focus on fair hiring practices and additional due process rights for discipline or dismissal for our Classified employees. The pilot reorganization is an 18 month pilot. It will be evaluated every six months, then at the end of the pilot, in May, 2006, if both the Personnel Commission and SMMUSD agree that it is working, the Personnel Commission will transfer the 2.0 positions back to SMMUSD.

The new Human Resources department will address the needs of all employees, Certificated and Classified. By increasing efficiency, the Human Resources department is exploring the possibility of providing better services for all employees by adding Health Insurance to its list of responsibilities.

The MOU, if approved by the Board of Education, will take effect on February 1, 2005. Extensive meetings with both Classified and Certificated Personnel staff will take place before the February 1 date, and continue afterwards to provide the smoothest transition possible.

# **MEMORANDUM OF UNDERSTANDING**

## **Between the Santa Monica-Malibu Unified School District and**

### **the Santa Monica-Malibu Personnel Commission**

December 13, 2004

The Santa Monica-Malibu Unified School District (SMMUSD) and the Santa Monica - Malibu Personnel Commission (Personnel Commission) will pilot a reorganization of the Human Resources Department. In this pilot program, the Personnel Commission will assign 2.0 FTE positions, the HRIS position and one HR Tech position, to the Human Resources Department. The remainder of the Classified Personnel staff, a full time Director, Personnel Analyst (vacant), 1.5 Human Resources Technicians, and one Administrative Assistant, will have responsibilities related exclusively to the Personnel Commission and the Merit Rules. The pilot program will begin effective February 1, 2005 and will remain in effect until July 1, 2006. It will be evaluated in June, 2005 and November, 2005. At the first Personnel Commission meeting in May of 2006, the pilot program will be reviewed by both parties to determine its effectiveness, at which time this Memorandum of Understanding may be revoked by either party.

The rationale and purpose of this pilot reorganization is to create a classified personnel office that is solely responsible for performing the duties overseen by the Personnel Commission, protecting the rights of fair employment and fair disciplinary practices, while expanding the SMMUSD Human Resources department to be able to address the employment requirements and needs of all employees, certificated and classified, in the most efficient and clear manner possible.

While the pilot program is in effect, the budget for all Personnel Commission positions shall remain unchanged and shall remain with the Personnel Commission. At the May, 2006 meeting, if both parties are satisfied with the pilot program, it shall become permanent on July 1, 2006 and the budget for the two positions described above will be permanently shifted from the Personnel Commission to SMMUSD.

The attached list of duties to be transferred from the Personnel Commission to SMMUSD was created by the Director of Classified Personnel and reviewed by the Assistant Superintendent of Human Resources, the Director of Human Resources, and the employees in the Classified Personnel Office.

The following timeline will be the guide for the transition:

December 14, 2004	Plan approved at Personnel Commission Meeting
December 17, 2004	Full Time Director of Classified Personnel Position Opened for Applications
January 4, 2005	Transition discussed at Classified Personnel Meeting
January 11, 2005	Transition discussed at Classified Personnel Meetings (Additional meetings will be scheduled if necessary)
January 15, 2005	Director of Classified Personnel will notify in writing the employees who will be moved to the Human Resources Department.
February 1, 2005	Pilot program begins
May, 2005	Review of pilot program
November, 2005	Review of pilot program
May, 2006	Evaluation of pilot program

The HRIS position and the HR Tech position will move to the Santa Monica-Malibu Unified School District Human Resources Department at which time the two employees will be under the direction of the Human Resource Department. The two employees will maintain their job position and will be evaluated under the same contract guidelines. The Director of Classified Personnel will evaluate the employees for this current year 2004-2005 prior to February 1, 2005. Beginning February 1, 2005, the Director of Human Resources will have the responsibility of evaluating the employees.

Although the positions are moved for the seventeen-month period, the budget will remain with the Personnel Commission. At the date of the program review, if both parties wish to continue the separation, the budget for the personnel classified side will be shifted to the Santa Monica-Malibu Unified School District as July 1, 2006 and the official separation will be in effect.

TO: BOARD OF EDUCATION

INFORMATION

01/06/05

FROM: JOHN E. DEASY/EMILY BLOOMFIELD

RE: DISTRICT ADVISORY COMMITTEES - BOARD MEMBER LIAISON  
ASSIGNMENTS

INFORMATION ITEM NO. I.1

Each year the Board of Education assigns its members to serve as liaisons to discreet District Advisory Committees (DAC's). A listing of the Committee is attached. Board Members will indicate to the President and Vice-President which Committees he/she wishes to serve. The President of the Board of Education will announce the assignments at the January 6, 2005 meeting.

**Board of Education/ Liaison Assignments/ 2005  
District Advisory Committees**

<b>District Committee</b>	<b>Staff Liaison</b>	<b>Board Liaison Assignment</b>	<b>Meetings</b>
Accessibility (inactive)		-----	As needed
Title I	Linda Kaminski		Four times a year – usually on a Friday morning
Child Care and Development	Judy Abdo		3 <sup>rd</sup> Tuesdays - CDS Auditorium
Community Health and Safety	Laurel Schmidt		Monthly, usually the 3 <sup>rd</sup> Wednesday – 7pm
DAC – Bilingual	Peggy Harris		Monthly, usually Friday – 9-11am, various sites
DAC – GATE	Peggy Harris		Four times a year – 7pm, various sites
Proposition X Oversight	Wally Berriman		Only One more meeting this year
Fine Arts	Tom Whaley		Monthly, Thursday’s p.m.
Financial Oversight Committee	Winston Braham		Monthly, 2 <sup>nd</sup> & 4 <sup>th</sup> Tuesdays – 10am
Instructional Technology	Peter Zrinzo		Monthly, 2 <sup>nd</sup> Tuesday -4-6 pm AEC Room 20
Intercultural Advisory Council	Peggy Harris		Monthly, 1 <sup>st</sup> Tuesday
Special Education	Cindy Atlas		TBA Monthly 7pm Samohi Cafeteria
Sports and Physical Education	Donna Muncey		Four times a year - 7 p.m. , various sites
School Improvement	Donna Muncey		Four times a year, Tuesday afternoons (TBA)
Strategic Planning	All Sr. Cabinet Members		As needed (TBA)

Article 9 of the Bylaws of the Board of Education, Section 1 states: “The President of the Board of Education of the Santa Monica-Malibu Unified School District shall serve without election, as a non-voting director of the Santa Monica-Malibu Education Foundation during his/her term of office.”

The President or the President’s designee shall serve as a liaison to the Santa Monica and Malibu City Councils.

The President and Vice President or designee(s) shall serve as liaisons to the Liaison Committee (City of Santa Monica, SMMUSD, SMC).

The Board President or the President’s designee shall be the liaison between the Board of Education and the following organizations: PTA, Santa Monica & Malibu Chambers of Commerce and other committees as deemed necessary by the Board of Education.

Shaded areas = Some or all members appointed by the Board of Education.

dacbdliaison2005

TO: BOARD OF EDUCATION

INFORMATION

01/06/05

FROM: JOHN E. DEASY/WINSTON A. BRAHAM

RE: REVISED GIFT FORM - EQUITY IN FUNDING FOR SCHOOLS

INFORMATIONAL COMMUNICATION NO. I.2

It is recommended that the Board of Education approve the attached Gift Form, which has been revised to reflect the equity in funding for District schools, as adopted by the Board of Education on 9/9/04 (Board Policy 3290).





**REQUEST TO ACCEPT GIFT**  
**(Please reproduce on yellow paper)**  
**Board Policy 3290 - Adopted on 9/9/04\***

PLEASE NOTE: This request must be approved by the Board of Education **PRIOR** to accepting the gift.

INSTRUCTIONS: Please fill in **ALL** information requested and send 1 copy to Fiscal Services.

School/Dept: \_\_\_\_\_ Date: \_\_\_\_\_

Donor (Name of Person/Organization donating the gift): \_\_\_\_\_

Donor's Address: \_\_\_\_\_

<b>GIFT DATA - PLEASE FILL IN ALL REQUESTED INFORMATION</b>					
<b>CASH GIFT RECEIVED (TOTAL AMOUNT)</b>					
Please check one:					
<input type="checkbox"/> Exempted from Equity Fund Contribution		<b>If Exempt, See Other Side of Form for More Info &amp; Example of Completed Form</b>			
<input type="checkbox"/> Subject to 15% Equity Fund Contribution					
Account #: 01-90121-0-00000-00000-8699-_____ - 0000					\$ _____
Account #: _____ - 90120-0-00000-00000-8699-_____ -0000 [Fund - Resource - Year - Goal - Function - Object - Site - Manager]					\$ _____
<b>GIFT FUNDS TO BE USED AS FOLLOWS:</b>					
1. Account # _____ - _____ - _____ - _____ - _____ - _____ [Fund - Resource - Year - Goal - Function - Object - Site - Manager]					\$ _____
2. Account # _____ - _____ - _____ - _____ - _____ - _____ [Fund - Resource - Year - Goal - Function - Object - Site - Manager]					\$ _____
3. Account # _____ - _____ - _____ - _____ - _____ - _____ [Fund - Resource - Year - Goal - Function - Object - Site - Manager]					\$ _____
<b>NON-CASH GIFTS</b>					
Brief description of items donated: Where will item be used?					
Owners Estimate of Cash Value: \$	New	Used	Model #	Serial #	Make:

ACCEPTANCE REQUESTED BY: \_\_\_\_\_

Signature of Principal

Date Presented to Board of Education (Board Meeting Date): \_\_\_\_\_

**\*All gifts received by schools prior to the Board adoption date of 9/9/04 are exempt.**

# Board Policy 3290 - Acceptance of Gifts

Adopted 9/9/04

## Exemptions (from Administrative Regulation 3290, Section III.C.2)

The following items are exempt from mandatory contributions to the Equity Fund:

- a) ASB activities initiated and administered by students.
- b) Operational costs of any organization contributing to the Fund.
- c) Any expenditure made by any organization covered by this policy that does not provide a donation explicitly to the Santa Monica-Malibu Unified Public Schools.
- d) Field trips for students.
- e) Scholarships (either academic or to ameliorate fiscal hardship for a student in order to participate in a school sponsored activity).
- f) District approved capital programs.
- g) Grants as noted above.
- h) Non-monetary gifts: The first \$5,000 of assessed value from any donor is exempt. Any amount of value over \$5,000 is subject to the 15% portion of the policy. If a donor gives multiple gifts in a fiscal year, when totaled, the amount above \$5,000 is subject to the policy.
- I) Funds supporting copy machines, i.e., purchase, maintenance agreements, etc.

**EXAMPLE:**

If Edison Elementary receives a \$1,000 cash gift, which is subject to the Equity Fund contribution, and Edison wants to use the funds for general supplies & materials (object code #4310), it should be listed as follows:

<b>CASH GIFT RECEIVED (TOTAL AMOUNT)</b>	
<input type="checkbox"/> Exempted from Equity Fund Contribution	If Exempt, See Other Side of Form for More Info & Example of Completed Form
<input checked="" type="checkbox"/> Subject to 15% Equity Fund Contribution	<i>Equity Fund Resource 90121</i>
Account #: 01-90121-0-00000-00000-8699- <u>090</u> - 0000	\$ <u>150</u>
Account #: <u>01</u> - 90120-0-00000-00000-8699- <u>001</u> - 0000 [Fund - Resource - Year - Goal - Function - Object - Site - Manager]	\$ <u>850</u>
<b>GIFT FUNDS TO BE USED AS FOLLOWS:</b> These figures must match exactly <b>O</b>	
1. Account # 01-90120-0-11100-10000-4310-001-4010 [Fund - Resource - Year - Goal - Function - Object - Site - Manager]	\$ <u>850</u>

**Remember, please check that the Revenue and Expenditure amounts are equal.**

TO: BOARD OF EDUCATION

PUBLIC REQUEST

01/06/05

FROM: JIM JAFFE

(previously 12/09/04)

RE: REQUEST TO ADDRESS THE BOARD

PUBLIC REQUEST NO. 1

As per Board Policy 8320(c), I am requesting that a Discussion Item be placed on the December 9, 2005, [sic] agenda for the purpose of reviewing Board Policy 1340 (Community Relations, Access to District Records) for possible changes. Given that BP 1340 was adopted on February 13, 1990, four years before the Brown Act was revised, I believe it is out of compliance with the new law. Specifically, the Board needs to review and address the new test for immediate public access to distributed and undistributed documents as per Sections 54957.5 (a) and (d) fo the Brown Act.

Thank you for your consideration of this matter.

*Due to the length of the December 9, 2004 Agenda, Mr. Jaffe requested that this matter be postponed to the January 6, 2005 Board of Education meeting.*