

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

**UNADOPTED  
February 3, 2005**

A meeting of the Santa Monica-Malibu Unified School District Board of Education was held on Thursday, February 3, 2005 in the Malibu City Council Chambers, 23815 Stuart Ranch Road, Malibu, CA. The meeting was called to order at 5:45 p.m. in the Conference Room at which time the Board moved to Closed Session for the reason(s) listed in Section III, below. The Board reconvened the public portion of the meeting at 7:07 p.m. in the Malibu City Council Chambers.

**I CALL TO ORDER**

- A. Roll Call
- B. Pledge of Allegiance

**II PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY**

There were no speakers for Closed Session Items.

**III CLOSED SESSION:**

- Conference with Superintendent and Assistant Superintendents regarding 2004-2005 Strategies for Negotiations with the Santa Monica-Malibu Classroom Teachers Association (SMMCTA), pursuant to §GC 54957.6, as cited in the Brown Act.

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

- *Cabrillo Elementary School and PTSA - Co Presidents Susan Holley and Stacy Clunies-Ross presented the report to the Board. They reported that Cabrillo Elementary School provided a welcoming and nurturing environment. The school community is diverse with 20% of the students are English Language Learners and 29% of the students are in Special Education classes. Ms. Holley stated that Cabrillo is a special place for students to learn and grow as people. They introduced student Rex Lewis Clack, a musical savant who has been blind and autistic since birth, who recently attended an educators convention in Florida and appeared on the television program, 60 Minutes. Rex played several selections on the piano for everyone.*

**V APPROVAL OF THE AGENDA**

*It was moved by Ms. Brownley, seconded by Dr. Escarce and voted 7/0 to approve the agenda.*

**VI APPROVAL OF MINUTES**

A.01 Approval of Minutes: January 6, 2005 ..... 1

**VII CONSENT CALENDAR**

Consent agenda items are considered routine, as agreed by the President, Vice President and Superintendent, requiring no discussion, and are normally all approved at one time by

the Board of Education. However, members of the Board of Education, staff, or the public may request an item be removed from the consent agenda for clarification and/or discussion. Consideration will occur during Section XI (Major Items).

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### **General**

## **VIII PUBLIC COMMENTS - *No Speakers for Public Comments* -**

Public Comments is the time when members of the audience may address the Board of Education on items not scheduled on the meeting's agenda. All speakers are limited to three (3) minutes. When there is a large number of speakers, the Board may reduce the allotted time to two(2) minutes per speaker. The Brown Act (Government Code) states that Board members may not engage in discussion of issues raised during "VIII, Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff. This Public Comment section is limited to 20 minutes.

## **IX COMMUNICATIONS**

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

**A. Student Board Members Reports**

**Kitty Smith, Malibu High School**, reported that the Boys and Girls Varsity Soccer teams have a good chance of getting to the playoffs. Boys Basketball will play their last game in the new gym on February 4. Matt Neshack- a senior at Malibu signed to play football at the U.S. Naval Academy in Annapolis today.

Ms. Smith filed the following report:

*Arts: Last night Malibu hosted an informal piano recital open to all grades- nice to have seniors laying with the middle schoolers. Solo/Ensemble Concert if February 10th, which is a concert to showcase individual and group musical talent for both band and choir students- also a joint concert for high school and middle school. The new SMC art class is going to start on Monday. There is a competition going on to design an invitation to "An Evening of the Arts" and the gala premier of Beauty and the Beast. Art and photo students are preparing pieces to be auctioned off with the quilt as art of the Kavega Family Trust Project.*

*Middle School: Sixth graders head off to Astro Camp in two weeks. Trash pickup day is next wednesday- to motivate students to pick up trash, for every bag of trash they collect they will get a bag of candy.*

*High School: Seniors are going to have Ice Cream Day on Monday to celebrate the new, and final, semester at Malibu. AP US Government students attended a discussion group last night- they first watched the State of the Union Address and then responded with their own input on the State of the Union. Juniors are taking classes now to prepare for the new SAT which is on March 12th- some students are apprehensive about tutors who have not taken the new exam, which features an essay instead of analogies.*

*Ms. Smith reported that she will not be able to attend tomorrow night's meeting because the Varsity Soccer Team has made it to playoffs and they have a team meeting tomorrow evening regarding the first playoff game, which is on Friday in Palos Verdes.*

**Mari Sahba, Olympic High School**, opened her report by saying that she could not attend the last meeting because she and several other Olympic High students volunteered as camp counselors for the Grant and John Muir 5<sup>th</sup> grade science camp. It was a great experience and she reported they had a great time with all the activities and hikes. She spoke for all the camp counselors by saying they gained a greater respect for their parents because it was hard enough being having the responsibility of watching kids for a week. Mari stated that all in all it was a great experience.

*Ms. Sahba also reported that Olympic High was visited by the Santa Monica Police Department to show videos and presentations on the seriousness of drunk driving. Each student got to wear goggles which distorted your vision as if you were under the influence. Once the goggles were on the students were placed in a golf cart and asked to go through an obstacle-course of cones. Many students found the DUI simulation experience to be a huge reality check for those who don't take drinking and driving seriously. Olympic considered itself very fortunate to have been able to participate in such an eye opening experience.*

Olympic raised over \$400 in two weeks for the Tsunami Relief project. Three student council members brought the money to IMC (International Medical Corpse) where they met with Stephen Tomlin. Stephen Tomlin is a father of a student at Olympic. The representatives got to sit down and talk with him about exactly how much money will go straight to the victims of the Tsunami. Exactly 98% will go straight to those in need. A photo of the three students that went to the meeting with an article about the donation was printed in the Santa Monica Mirror.

Olympic students are finding ways to help out our community. Mari reported that a student brought in paper work explaining a program called CHPHP (Children Helping Poor and Homeless People). On Monday's, volunteers go out to Venice and distribute donated food or clothes to the homeless. The news spread through Olympic and encouraged a group of students to volunteer their time to help with this program.

- B. SMMCTA Report - Mr. Harry Keiley,** reported that the State Council CTA met regarding preliminary plans that the Governor has brought forth: (1) threat to Prop. 98; (2) threat to privatize teacher retirement; (3) merit pay for teachers; (4) change in tenure laws – probationary teachers for 10 year period and (5) that a percentage of the budget would be allocated for education funding. The union will follow the money and see which areas the Governor and supporters are serious about moving forward. CTA will educate its members about what is at stake and will work to educate the public about the issues. CTA will organize and build a coalition to raise funds with other organizations across the State. He also stated that it was important to work with PTA, parents, and community to form a grassroots effort to address the critical underfunding of education in California.

Mr. Keiley reported that his executive board had met very recently but had not had an opportunity to take a position on the Charter on the evening's agenda. The Executive Board will continue to study the document. Mr. Keiley will pay close attention to the discussion later in the evening and will draft a series of questions.

- C. SEIU Report - Ms. Keryl Cartee** - no report

- D. PTSA Council - Ms. Rodriguez,** reported that the PTA was established in 1897 to support public education. On February 17, a joint campaign to oppose the Governor's proposed budget is scheduled to kick off. The Board of Education is invited to join the PTA in this endeavor.

**X SUPERINTENDENT'S REPORT** - no report

**MAJOR and DISCUSSION Items**

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



## **XI MAJOR ITEMS**

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

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A.19	Planning for the 2005-2006 Budget (Revised from 01-20-05) .....	36-54
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A.25	Co-Sponsor Community Presentation Regarding Recent RAND Corporation Study .....	63

## **XII DISCUSSION ITEMS**

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

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## **XIII INFORMATIONAL ITEMS**

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## **XIV BOARD MEMBER ITEMS**

These items are submitted by individual Board members for information or discussion, as per Board Policy 8320(b).

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

These items are submitted by members of the public to address the Board of Education on a matter within the jurisdiction of the Board, as per Board Policy 8320(c). Requests must be submitted to the Superintendent in writing ten days before the Board meeting or prior to agenda planning, in accordance with the established agenda planning schedule, whichever is less. The written request will not exceed 500 words and will include, as an attachment, brief background information and the reason for the request.

**XVI CONTINUATION OF PUBLIC COMMENTS**

A continuation of Section VIII, as needed.

**VII BOARD MEMBER COMMENTS**

Board Member Comments is the section where a Board member may make a brief announcement or make a brief report on his or her own activities relative to Board business. There can be no discussion under "BOARD MEMBER COMMENTS".

**XVIII FUTURE AGENDA ITEMS**

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

**XIX CLOSED SESSION**



The Board of Education will adjourn to CLOSED SESSION to complete discussion on items listed for CLOSED SESSION following the regular business meeting.

**X ADJOURNMENT**

*At 12:30 a.m., it was moved by Ms. de la Torre, seconded by Ms. Leon-Vazquez and voted 6/0 to adjourn the meeting. The next meeting is a Board Retreat/Workshop Session scheduled to be held on Saturday, February 5, 2005 in the Board Room of the Administrative Offices, 1651 16<sup>th</sup> Street, Santa Monica, CA. The next regular meeting is scheduled to be held on Thursday, February 17, 2005 at 7 p.m. in the Santa Monica City Council Chambers at 1685 Main Street, Santa Monica, CA.*

Meetings held at Santa Monica City Hall are broadcast live - City TV2, Cable Channel 16.  
Meetings held at the District Office and in Malibu are taped and rebroadcast  
in Santa Monica on CityTV2, Cable Channel 20 - Check TV listing.  
Meetings are rebroadcast in Malibu on Government Access  
Channel 3 every Saturday at 8 PM

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

  
President  
  
Superintendent and Secretary

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

<b>Board of Education Meeting Schedule</b>					
<b>July through December, 2004</b>					
<b>Month</b>	<b>1st Thurs</b>	<b>2nd Thurs.</b>	<b>3rd Thursday Discussion Mtg.</b>	<b>4th Thursday</b>	<b>Special Note:</b>
July				22 DO	Special Meeting re: SMC Bond
August			19 DO	26 SM	
September		9 DO	16 (Holiday)	23 M	3 <sup>rd</sup> Thursday is a District Holiday
October	7 DO		21 SM		(Resume 1st & 3 <sup>rd</sup> Meeting schedule)
November	4 M		18 SM		
December		9 DO			(CSBA Conference first week of Dec.)
<b>January through June, 2005</b>					
January	6 DO		20 SM		
February	3 M		17 SM		
March	3 DO		17 SM		Stairway: March 10-11
April	7 M		21 SM		
May	5 DO		19 SM		
June	2 DO		16 SM		(Graduation is week of 6/20)

District Office (DO) 2004: 7/22, 8/19, 9/9, 10/7, 12/9, 1/6, 3/3, 5/5, and 6/2

Malibu City Council Chambers (M): 9/23 and 11/4/04 2/3 and 4/7/05  
23815 Stuart Ranch Road, Malibu, CA

Santa Monica City Council Chambers (SM): 8/26, 10/21, 11/18, 1/20, 2/17, 3/17, 4/21, 5/19 and 6/16  
1685 Main Street, Santa Monica.

**Agenda Distribution:**

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[www.smmusd.org](http://www.smmusd.org).

Amended: 9/23/04

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

Board of Education Meeting MINUTES: February 3, 2005

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**Santa Monica-Malibu Unified School District  
Board of Education  
February 3, 2005**

**I      CALL TO ORDER ..... 5:45 p.m.**  
Moved to Closed Session: 5:46 p.m.  
Reconvene Public Meeting 7:07 p.m.

- A      Roll Call  
Emily Bloomfield - President  
Julia Brownley - Vice-President  
Oscar de la Torre  
Jose Escarce  
Maria Leon-Vazquez  
Shane McLoud - out at 10:45 p.m.  
Kathy Wisnicki

Student Board Members  
Kitty Smith - Malibu High School  
Mari Sahba - Olympic High School  
Naomi Vasquez - Santa Monica High School

- B      Pledge of Allegiance  
Led by Kathy Wisnicki

**II      CLOSED SESSION**  
There was not report from Closed Session.

TO: BOARD OF EDUCATION

ACTION  
02/03/05

FROM: JOHN E. DEASY

RE: APPROVAL OF MINUTES

RECOMMENDATION NO. A.01

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

January 6, 2005

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

No Minutes were available for approval.



TO: BOARD OF EDUCATION

ACTION/CONSENT

02/03/05

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

RE: APPROVAL OF INDEPENDENT CONTRACTORS

RECOMMENDATION NO. A.02

It is recommended that the Board of Education enter into the following Independent Contracts. These contracts are included in the 2004-2005 budget.

Contractor	Description	Site	Funding
Nan Henderson (Resiliency in Action)  03/15/05  Total amount of contract not to exceed \$800	Provide district staff training in Resiliency	Student Services	Student Services Medi-Cal reimbursement  01-56400-0-11100-39000-5802-041-1400
Richard Lieberman  11/09/04  Total amount of 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
WestEd  11/01/04-06/30/05  Total amount of contract not to exceed \$13,500	Provide Data Entry and Management Service for SMMUSD Health Champions Positive Health Program	Student Services	Student Services Health Champions  01-93190-0-11100-31400-5802-041-1400
Jewish Family Service  Oct 1, 2004 - June 30, 2005  Cost Not to Exceed: \$10,000	Two counseling interns to provide individual and group counseling for Malibu High School; two days a week per intern supervision, training and support of be provided by Jewish Family Service	Malibu High	Shark Fund Gift  01-90141-0-11100-10000-5802-010-4100

Contractor	Description	Site	Funding
The Center for Non-Violent Education and Parenting  Jan 1 - June 30, 2005  Cost Not to Exceed: \$600	To provide parenting classes for adults only for the Infant Family Support Program	CDS	Infant Family Ssupport Program (IFSP)  12-94190-0-85000-59000- 5802-070-2700
County of LA Sheriff's Department  Nov 4, 2004 - June 30, 2005  Cost Not to Exceed: \$6,500	To provide STAR program presentations to MS classes, approximately 1-3 days per month	Malibu High	Gift  \$3,500 01-90141-0-11100-10000- 5802-010-4100  Government Grant  \$3,000 01-00040-0-11100-10000- 5802-010-4100

MOTION MADE BY: Ms.Brownley  
SECONDED BY: Dr. Escarce  
STUDENT ADVISORY VOTE: Aye  
AYES: All (7)  
NOES: None (0)

TO: BOARD OF EDUCATION

ACTION  
02/03/05

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 Grd 9-12 30-55 students	Fresno 3/4/05 to 3/6/05	Catherine Baxter Terry Sakow	No funds required Transportation being provided out of District Music Transportation Budget	Music Winter Color Guards	The purpose of this trip will be for students to have the opportunity to demonstrate technical and performance skills in a competitive atmosphere.
Samohi Grd. 9- 12 30-55 students	Orange County 4/16/05 to 4/17/05	Catherine Baxter Terry Sakow	No funds required Transportation being provided out of District Music Transportation Budget and fundraising	Music Winter Color Guards	The purpose of this trip will be for students to have the opportunity to demonstrate technical and performance skills in a competitive atmosphere.
Samohi Grd. 9- 12 70 students	Fullerton College 4/16/05 to 4/17/05	Catherine Baxter Joni Swenson	Approx. \$220 per student. Funding provided by Orchestra parents	Music concert Orchestra	Concert Orchestra will participate
Malibu Grd. 9- 12 20 students	New York City 3/15/05 to 3/20/05	Mark Kelly	Approx. \$700.00 per student Funding provided by parents, and journalism dept.	Journalis m	Journalism students will attend the CSPA convention and awards ceremony for high school journalists.

MOTION MADE BY: Ms.Brownley  
SECONDED BY: Dr. Escarce  
STUDENT ADVISORY VOTE: Aye  
AYES: All (7)  
NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/03/2005

FROM: SUPERINTENDENT

RE: HEAD START COLLABORATION WITH THE LOS ANGELES COUNTY  
OFFICE OF EDUCATION

RECOMMENDATION NO. A.04

It is recommended that the Board of Education approve the refunding application and budget for fiscal year 2005-2006 with(LACOE) Los Angeles County Office of Education for the purpose of providing Head Start services to eligible families effective July 1, 2005 through June 30, 2006. This agreement is to be executed between the Superintendent of Public Instruction, LACOE, and the Santa Monica-Malibu Unified School District, wherein LACOE agrees to pay the Santa Monica-Malibu Unified School District Child Development Fund an amount not to exceed \$1,068,137 for the Head Start-Basic Program and \$10,600 for the Head Start Training and Technical Assistance.

COMMENT: Head Start is a federal grant program with a long history of providing comprehensive child development and support services to young children and families with incomes at or below the poverty level. The contract, operates on a minimum of 200 days, provides for the operation of 10 Head Start classes - approximately 200 children.

Each year the district is required to submit a Head Start refunding application to LACOE. The application details the design of the Head Start program including the number of classrooms, the services offered to families, the staffing plan, the number of children to be served and the proposed budget.

MOTION MADE BY: Ms.Brownley

SECONDED BY: Dr. Escarce

STUDENT ADVISORY VOTE: Aye

AYES: All (7)

NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/03/2005

FROM: JOHN E. DEASY/LINDA KAMINSKI/JUDY ABDO

RE: CHILD DEVELOPMENT SERVICES - EASTER SEALS  
MEMORANDUM OF UNDERSTANDING

RECOMMENDATION NO. A.05

It is recommended that the Board of Education approve an agreement among Easter Seals Southern California, Santa Monica College, and the Santa Monica-Malibu Unified School District for the current fiscal year - 2004-2005.

COMMENT: The Santa Monica Preschool Collaborative has been in operation since July 1, 2002. Easter Seals provides direct program management for the collaborative which is a full day/full year program operating at John Adams and Lincoln preschool sites. One classroom at John Adams is operated as a district Head Start program for 3.5 hours each morning staffed by Head Start teacher and assistant. SMC provides staff and financial support for the collaborative. The district Special Education program has begun sharing space with Easter Seals at Lincoln Preschool as a special ed preschool assessment center.

MOTION MADE BY: Ms.Brownley

SECONDED BY: Dr. Escarce

STUDENT ADVISORY VOTE: Aye

AYES: All (7)

NOES: None (0)



Memorandum of Understanding for Santa Monica Preschool Collaborative;  
Santa Monica Malibu Unified School District, Santa Monica Community College and Easter  
Seals Southern California  
FY July 1, 2004 – June 30, 2005

1. This agreement is between Santa Monica Malibu Unified School District (SMMUSD), Santa Monica Community College (SMC) and Easter Seals Southern California (ESSC). The purpose of this agreement is establishment of the responsibilities of each party functioning as the Santa Monica Preschool Collaborative.
2. The mission of the Santa Monica Preschool Collaborative is to provide child care and development services to approximately 108 Santa Monica area children under the age of five.
3. ESSC will be the operational agent for the Collaborative at the John Adams Child Development Center and the Lincoln Child Development Center. The responsibility of the operational agent will be the management and oversight of the identified centers.
4. Child care and development services will be delivered in two sites through the Collaborative:

John Adams Child Development Center  
2320 17<sup>th</sup> Street  
Santa Monica, CA 90405

Lincoln Child Development Center  
1532 California Ave.  
Santa Monica, CA 90403

Both facilities will be made available throughout the year rent-free, and maintained at no cost to the Collaborative.

5. ESSC will operate the licenses at Adams and Lincoln.
6. Child Development Services to be provided through the Collaborative will include:
  - a. Full-day (7:30 a.m. to 6:00 p.m. year-round 240 days/year) care will be provided for children from low-income families. Eighty (80) full-time child care slots are funded through a contract between the State Department of Education, Child Development Division and ESSC.
  - b. Head Start services will be provided at Adams (up to 20 children); funded and staffed by SMMUSD.

- c. Extended hours of child care for Head Start; funded through parent fees or subsidies obtained by individual families. The intent is to serve families that require full-day care at Adams.
- d. Childcare for up to 25 children of SMC students, faculty and staff; funded through parent fees, CalWORKS and/or other sources. The intent is to make child care available to the children of SMC students, faculty and staff from 7:30 a.m. to 6:00 p.m. every day that the program is operational.

The Collaborative will assure that the child care programs at Lincoln and Adams is of high quality and include developmentally appropriate curriculum, consultation by social services professionals as resources are identified, parent support and education. Nutritious meals and snacks consistent with program hours will be supported by participating in the SMMUSD food program.

- 7. The Collaborative will be guided by the Program Advisory Committee, composed of representatives from ESSC, SMMUSD and SMC. The Committee will meet at least quarterly and will review the quality of the programs, coordination of curriculum and enrichment activities, staff development, parent education and similar activities.
- 8. With input from the Program Advisory Committee, ESSC will be ultimately responsible for recruiting, selecting, training and supervising the staff at Lincoln and Adams with the following exceptions:
  - a. Head Start teachers and aides will be employees of SMMUSD. The District will be responsible for recruiting, selecting, supervising, and evaluating the Head Start staff.
  - b. A preschool teacher on the staff of Santa Monica College will continue to work at either the Lincoln or Adams site and will continue as an SMC employee, and will be supervised and evaluated through SMC policies and procedures.
  - c. In the event that personnel issues arise between/among employees of the District, SMC and/or ESSC, the Program Advisory Committee will work with the individuals involved to resolve the issue.
  - d. All teaching staff listed in 8a, b, and c above are accountable for following Easter Seals site policies under the direction of the site supervisor.
- 9. Facility maintenance and repair will be provided by SMMUSD for the Adams and Lincoln site. Any site improvement proposed by ESSC must have prior approval by the SMMUSD.

10. Daily custodial services will be the responsibility of ESSC at Adams and Lincoln. Regular grounds keeping and tree trimming will be the responsibility of SMMUSD. Deep cleaning will be done at least annually as a responsibility of ESSC. Head Start will provide custodial supplies and will participate in the cost of annual deep cleaning. Pest control responsibilities will be handled by SMMUSD.
11. The responsibilities of ESSC are set forth below:
  - a. ESSC will offer priority enrollment to students, faculty and staff of SMC whenever there are vacancies in the program.
  - b. ESSC will maintain a waiting list of children eligible for the State subsidy. SMC will maintain a waiting list of children eligible for the reserved SMC spaces. When there is an opening in the program, the next child of the appropriate age on the relevant waiting list will be enrolled. The intent is to maintain full enrollment, with 80 children funded by the State Department of Education, 20 Head Start/Special Education students, and 25 SMC and/or other community children, recognizing that many are dually enrolled.
  - c. ESSC will work with SMC to establish the Collaborative preschools as work/study sites. The intent is to utilize work/study students to inspire SMC students to enter the field of child development through a positive work experience.
  - d. ESSC and SMC will work together to offer an internship program wherein students can participate and learn with the rules of regulatory setting of 1) a general child care setting, 2) State Department of Education preschool and/or infant toddler programs, 3) the federally supported Head Start program.
  - e. ESSC will work with SMC in the implementation of the Mentor program encouraging and supporting both mentors and protégées at the child development centers encouraging both best practices and a career path in early childhood education.
  - f. ESSC will work with SMC to implement the Even Start literacy grant by making the CDC's available in the evening hours and by encouraging families and staff to also become involved and supportive of the project.
  - g. ESSC will reserve up to 20 childcare slots for use by Head Start students of SMMUSD for 3.5 hours per day for eleven months of the year.
  - h. It is recognized that some Head Start students will need full-day childcare. The intent is to make full-day child care available for all enrolled Head Start students participating at Adams. The extended hours of childcare for the Head Start students at Adams will be funded through parent fees or subsidies obtained by individual families.

- i. ESSC will provide the Site Supervisor and the Program Director for Adams and Lincoln.
- j. ESSC will assume responsibility for daily operations of the Lincoln and Adams sites including all of the requirements as set forth by licensing.
- k. ESSC will be responsible for meeting all of the requirements as set forth by the preschool services contract with the Department of Education.
- l. ESSC will be responsible for encouraging opportunities for inclusion of children with special needs with the typically developing children thereby encouraging best practices for all children.
- m. ESSC will coordinate therapeutic services for children with the intent that, to the greatest extent possible, children requiring special services will receive them on-site, during their regular hours of attendance.

12. SMMUSD's responsibilities are as follows:

- a. SMMUSD will identify and refer the children, with a special focus on the families who may be in need of full day services, consistent with the community's desire to the capacity to better serve these families.
- b. SMMUSD will be responsible for meeting all Head Start requirements.
- c. SMMUSD will provide the teaching staff for 20 children for a 3.5-hour per day program, up to eleven months per year. Head Start teachers and assistants will be employees of SMMUSD. The District will be responsible for recruiting, selecting, supervising, and evaluating Head Start staff.
- d. The SMMUSD will provide no compensation to ESSC from Head Start. ESSC will provide the site supervisor, the program director, and the general site management responsibilities for all child care offered at this site, and acknowledges the SMMUSD contribution to the financial viability of the collaborative by providing the space at no cost.
- e. SMMUSD will provide materials and supplies for children in the Head Start.
- f. SMMUSD will provide licensing information for district staff working with ESSC at John Adams and Lincoln preschools.
- g. SMMUSD will use two of the small office spaces at Lincoln Preschool as an assessment center for preschool children from the district who are being assessed for special education services.

13. SMC responsibilities are as follows:

- a. SMC will supervise practicum students from child development and early childhood education classes at both sites.
- b. SMC will provide training on desired results and assist with professional development plans for teachers and aides.
- c. SMC will coordinate recruitment and child find efforts with other members of the collaborative.
- d. SMC will underwrite the position of one site supervisor at either Lincoln or Adams, replacing the originally agreed upon Site Supervisor position.
- e. SMC will continue to assign one SMC employee to teach at Adams and or Lincoln. In the event that the SMC preschool teacher terminates employment with SMC, the Santa Monica Community College District will augment the Collaborative budget in the amount sufficient to cover the replacement expenses by ESSC.
- f. In addition, SMC will underwrite the Collaborative to assure that ESSC expenses are covered, to a limit of \$100,000 annually. ESSC will provide quarterly accounting to SMC detailing income and expenditures. If there is a deficit, SMC will reimburse ESSC within 60 days. In the event that income exceeds expenses, the excess will be applied to the following quarter. The budget will be evaluated by the College, School District, and ESSC administration at mid-year, and at year end, and adjusted as necessary. ESSC's intent is to operate the Collaborative on a break-even basis.

14. This agreement shall be in effect for one year, from July 1, 2004 through June 30, 2005.

Signed:

_____	Date: _____
for the Santa Monica-Malibu Unified School District	
_____	Date: _____
for Santa Monica-Malibu Unified School District	
_____	Date: _____
for the Santa Monica Community College	
_____	Date: _____
for Easter Seals Southern California	



TO: BOARD OF EDUCATION

ACTION/CONSENT

02/03/05

FROM: JOHN E. DEASY/LINDA KAMINSKI

RE: MEMORANDUM OF UNDERSTANDING, BETWEEN THE WISE SENIOR  
SERVICE, RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP)  
AND SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

RECOMMENDATION NO. A.06

It is recommended that the Board of Education enter into a Memorandum of Understanding (MOU) with the WISE Senior Services and the Retired and Senior Volunteer Program (RSVP) and the Santa Monica-Malibu Unified School District.

COMMENT: The MOU contains basic provisions, which will guide the working relationship between both parties. There is no cost to the District. This MOU will be in effect for three years and renewed or amended at that time. A copy of the document is attached and also available for review in the Educational Services Office.

MOTION MADE BY: Ms.Brownley

SECONDED BY: Dr. Escarce

STUDENT ADVISORY VOTE: Aye

AYES: All (7)

NOES: None (0)



## MEMORANDUM OF UNDERSTANDING

### WISE SENIOR SERVICES RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP)

AND

Volunteer Station: Santa Monica Malibu Unified School District

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

This Memorandum of Understanding (MOU) contains basic provisions, which will guide the working relationship between both parties. This MOU may be amended, in writing, at any time with concurrence of both parties and must be renegotiated at least every three years.

#### BASIC PROVISIONS OF MEMORANDUM OF UNDERSTANDING

##### A. WISE SENIOR SERVICES/RSVP:

1. Recruit, interview, and enroll RSVP volunteers and refer volunteers to stations.
2. Instruct RSVP volunteers in proper use of monthly reports, reimbursement guidance and program procedures.
3. Provide RSVP orientation to volunteer station staff prior to placement of volunteers, and at other times, as the need arises.
4. Furnish accident, personal liability, and excess automobile insurance coverage as required by program policies. Insurance is secondary coverage and is not primary insurance.
5. Periodically monitor volunteer activities at volunteer station to assess and/or discuss needs of volunteers and volunteer station.
6. Reimburse RSVP volunteers for transportation cost between their home and volunteer station in accordance with RSVP policies.

##### B. VOLUNTEER STATION:

1. Implement orientation, in-service instruction, or special training of volunteers.
2. Interview and make final decision on assignment of volunteers.
3. Furnish volunteers with materials required for assignments.
4. Provide supervision of volunteers on assignments.
5. Provide for adequate safety of volunteers.
6. Collect and validate appropriate volunteer reports for submission to RSVP office on a monthly basis. **(faxed or mailed to RSVP Office by the 5<sup>th</sup> of each month)**
7. Investigate and report any accidents and injuries involving RSVP volunteers immediately to the RSVP office.

**(Continue on reverse side)**

### C. OTHER PROVISIONS:

1. Separation from Volunteer Service: The volunteer station may request the removal of an RSVP volunteer at any time. The RSVP volunteer may withdraw from service at the Volunteer Station or from the RSVP program at any time. Discussion of individual separations will occur among RSVP staff, Volunteer Station Staff and the volunteer to clarify the reasons, resolve conflicts, or take remedial action, including placement with another Volunteer Station.
2. Letters of Agreement: When in-home assignments of volunteers are made, a letter of agreement will be signed by the parties involved. The document will authorize volunteer service in the home and identify specific volunteer activities, periods, and conditions of service.
3. Religious/Political Activities: The Volunteer Station will not request or assign RSVP volunteers to conduct or engage in religious, sectarian, or political activities.
4. Displacement of Employees: The Volunteer Station will not assign RSVP volunteers to any assignment, which would displace employed workers or impair existing contracts for service.
5. Accessibility and Reasonable Accommodation: The Volunteer Station will maintain the programs and activities to which RSVP volunteers are assigned accessible to persons with disabilities and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.
6. Prohibition of Discrimination: The Volunteer Station will not discriminate against RSVP volunteers or in the operation of its program on the basis of race, color, national origin, sex, age, political affiliation, religion, or on the basis of disability, if the volunteer is a qualified individual with a disability.
7. Conditions of this Memorandum of Understanding may be amended or terminated in writing at any time at the request of either party. It will be reviewed every three years to permit needed changes.

.....  
The Volunteer Station Representative who will serve as liaison with RSVP and who will be responsible for volunteer orientation and supervision is:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_  
.....

\_\_\_\_\_  
Name and Title, Volunteer Station

\_\_\_\_\_  
Date

\_\_\_\_\_  
Melodye Kleinman, Director, RSVP

\_\_\_\_\_  
Date

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/03/05

FROM: JOHN E. DEASY/WINSTON A. BRAHAM

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>BERENS, Candis</u> Santa Monica High 01-90120-0-11100-10000-5220-009-4090 General Fund - <u>Resource:</u> Gifts	Early Literacy Los Angeles, CA November 20, 2004 - January 24, 2005 (Various)	\$240 + SUB
<u>CLARK, Julie</u> Roosevelt Elementary No Cost to District	Greater San Diego Math Council Annual Conference San Diego, CA February 4, 2005	0
<u>DIXON, Lupita</u> Child Development Services 12-94190-0-85000-59000-5220-070-2700 Child Development Fund - <u>Resource:</u> St. John's Infant Family	Champ/Health Access & Medi-Cal Program Cerritos, CA December 14, 2004	\$25
<u>HARRIS, Hank</u> Educational Services 01-00000-0-19510-10000-5220-030 1300 General Fund - <u>Function:</u> Instruction	2005 Standardized Testing and Recording Downey, CA January 31, 2005	\$30
<u>RIEDERER, Erin</u> Pt. Dume Elementary No Cost to District	Read Naturally Los Angeles, CA January 25, 2005	0

<u>NAME</u> <u>SITE</u> Account Number Fund - Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
<p align="center"><b>Adjustments</b></p> <p align="center">(Preapproved expenses 10% in excess of approved costs that must be approved by Board/Changes in Personnel Attendance)</p>		
NONE		
<p align="center"><b>Group Conference and Travel: In-State</b></p> <p align="center">* a complete list of conference participants is on file in the Department of Fiscal Services</p>		
<u>DIPLEY, Jeri</u> + 3 Additional Staff John Adams Middle 01-00040-0-11100-10000-5220- 011-4110 General Fund - <b>Resource:</b> Gov.'s Performance Award	Calif. Assn. Health, P.E., Recreation & Dance Middle School P.E. Workshop Pomona, CA February 5, 2005	\$420 Total
<u>HOLLAND, Kurt</u> <u>MUNOZ-FRIEDMAN, Zelina</u> SMASH 01-90120-0-11100-10000-5220- 009-4090 General Fund - <b>Resource:</b> Gifts	Creating a Thinking Curriculum January 29 - May 2, 2005 (Various) Westwood, CA	\$750 Total + 2 SUBS
<u>LEUNG, Anita</u> John Muir Elementary 01-72600-0-11100-10000-5220- 005-4050 General Fund - <b>Resource:</b> SIP K-6		\$375 Total + 1 SUB
<u>MATTHEWS, Michael</u> + 4 Additional Staff Personnel Services 01-00000-0-00000-72000-5220- 025-1250 General Fund - <b>Function:</b> Other General Administration	School District Visits Rowland Heights/Walnut Valley/Covina, CA January 5, 2005	\$60 Total
<u>SAMARGE, Susan</u> <u>RISHE, Jessica</u> State & Federal Projects 01-72800-0-11100-10000-5220- 035 1300 General Fund - <b>Resource:</b> Beginning Teacher Support	Cluster 4 Winter Directors' Meeting January 24 - 25, 2005 Pomona, CA	\$200 Total
<u>STRAUS, Ilene</u> + 2 Additional Staff Santa Monica High 01-58100-0-11100-10000-5220- 015-4150 General Fund - <b>Resource:</b> Other Federal	Using Rigor & Small Learning Communities to Accelerate Learning Alhambra, CA January 11, 2005	\$100 Total (Mileage only)



<u>NAME</u> <u>SITE</u> Account Number Fund - Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
STRAUS, Ilene KOMLOS, Tristan Santa Monica High 01-58100-0-11100-10000-5220- 015-4150 General Fund - <b>Resource:</b> Other Federal	IBM Reinventing Education Change Tool Kit San Francisco, CA January 25 - 26, 2005	\$2,000 Total <b>+ 2 SUBS</b>
<b>Out-of-State Conferences: Individual</b>		
SCHEER, Susan Cabrillo Elementary 01-72600-0-11100-10000-5220- 017-4170 General Fund - <b>Resource:</b> SIP K-6	Powerful Strategies for Gifted & Highly Capable Students Austin, TX January 19, 2005	\$179
<b>Out-of-State Conferences: Group</b>		
BEARD, Clara HOLLIE, Ada Santa Monica High No Cost to District	Consortium of Vermont Colleges Proctor, VT April 17 - 22, 2005	0

MOTION MADE BY: Ms.Brownley  
 SECONDED BY: Dr. Escarce  
 STUDENT ADVISORY VOTE: Aye  
 AYES: All (7)  
 NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/03/05

FROM: JOHN E. DEASY/WINSTON A. BRAHAM

RE: ACCEPTANCE OF GIFTS - 2004-05

RECOMMENDATION NO. A.08

It is recommended that the Board of Education accept, with gratitude, checks and gifts totaling \$108,250.27 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 \$89,830.27, 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 02-03Gift.pdf

MOTION MADE BY: Ms.Brownley

SECONDED BY: Dr. Escarce

STUDENT ADVISORY VOTE: Aye

AYES: All (7)

NOES: None (0)

School/Site Account Number	Gift Amount	In-kind Value	Donor	Purpose
<b>JAMS</b>	\$ 500.00		Metro Church	General Supplies & Materials
01-90120-0-00000-00000-8699-011-0000	\$ 470.72		Coca-Cola Bottling Co.	General Supplies & Materials - P.E. Dept.
	\$ 39.70		Cartridge Recyclers	General Supplies & Materials - AVID Classes
<b>Adult Education</b>	\$ 100.00		Santa Monica Plumbing & Heating	General Supplies & Materials - Distance Learning
11-90120-0-00000-00000-8699-090-0000	\$ 25.00		Patricia R. Wilson	General Supplies & Materials - Graduation
<b>Alternative (SMASH)</b>	\$ 3,000.00		SMASH PTSA	General Supplies & Materials
01-90120-0-00000-00000-8699-009-0000				
<b>Cabrillo</b>	\$ 1,076.00		Diane Farag & Keys Studios	Teacher Hourly, Instructional Asst. Hourly
01-90120-0-00000-00000-8699-017-0000				
<b>PTA Reim. - Resource #90150</b>	\$ 30.00		Cabrillo PTA	General Supplies & Materials
<b>CDS</b>				
12-90120-0-00000-00000-8699-070-0000				
<b>Edison</b>		\$ 300.00	Nora Jacob-Marai	1 TV/VCR Combo & 1 VCR for Edison Library
01-90120-0-00000-00000-8699-001-0000				
<b>PTA Reim. - Resource #90150</b>				
<b>Franklin</b>				
01-90120-0-00000-00000-8699-002-0000				
<b>PTA Reim. - Resource #90150</b>				
<b>Grant</b>	\$ 500.00		Mr. & Mrs. Rodolfo Balderrama	General Supplies & Materials
01-90120-0-00000-00000-8699-003-0000	\$ 250.00		Cymbidium Society of America	General Supplies & Materials
<b>Lincoln</b>	\$ 1,118.25		Lincoln PTSA	General Supplies & Materials
01-90120-0-00000-00000-8699-012-0000	\$ 500.00		Calif. Community Foundation	General Supplies & Materials
<b>Malibu High School</b>	\$ 350.00		Malibu High PTSA	Reading Conference
01-90120-0-00000-00000-8699-010-0000	\$ 72.00		Various Parents	General Supplies & Materials
<b>Shark Fund - Resource #90141</b>	\$ 50,000.00		The Shark Fund	Textbooks / General Supplies / Computer Equipment
	\$ 10,000.00		The Shark Fund	Independent Contractor - Jewish Family Service
	\$ 547.50		The Shark Fund	General Supplies & Materials - Special Education
	\$ 450.00		The Shark Fund	General Supplies & Materials - AVID
		\$ 18,120.00	The Shark Fund	Network Equipment throughout School
<b>McKinley</b>	\$ 1,282.00		Various Parents	General Supplies & Materials - 5th Grade Camping Trip
01-90120-0-00000-00000-8699-004-0000	\$ 250.00		Carl & Rena McKinzie	General Supplies & Materials
<b>Muir</b>	\$ 156.00		John Muir PTA	4th Grade Field Trip
01-90120-0-00000-00000-8699-005-0000	\$ 115.00		Box Tops for Education	Equipment
	\$ 60.00		Edison International	Equipment
	\$ 60.00		Jennifer Repo	Equipment
	\$ 45.00		Jennifer Repo	Equipment

School/Site Account Number	Gift Amount	In-kind Value	Donor	Purpose
<b>Olympic HS</b>				
01-90120-0-00000-00000-8699-014-0000				
<b>Rogers</b>				
01-90120-0-00000-00000-8699-006-0000				
<b>PTA Reim. - Resource #90150</b>				
<b>Roosevelt</b>	\$ 11,300.00		Various Parents	Catalina Field Trip: Supplies / Teacher Subs / Transportation
01-90120-0-00000-00000-8699-007-0000	\$ 400.00		Simon A. Sayre	General Supplies & Materials
<b>PTA Reim. - Resource #90150</b>				
<b>Samohi</b>	\$ 800.00		Various	General Supplies & Materials
01-90120-0-00000-00000-8699-015-0000	\$ 350.00		Clovis USD	General Supplies & Materials
	\$ 200.00		J. Paul Getty Trust	General Supplies & Materials
	\$ 150.00		Various Parents	General Supplies & Materials - "A" House
<b>Barnum Hall</b>				
01-91150-0-00000-00000-8699-015-0000				
<b>Pt. Dume Marine Science</b>	\$ 600.00		Backyard Productions	General Supplies & Materials
01-90120-0-00000-00000-8699-019-0000	\$ 33.10		Access Computers	General Supplies & Materials
<b>PTA Reim. - Resource #90150</b>				
<b>Webster</b>				
01-90120-0-00000-00000-8699-008-0000				
<b>PTA Reim. - Resource #90150</b>				
<b>Others:</b>				
<b>Superintendent's Office</b>				
01-90120-0-00000-00000-8699-020-0000				
<b>Educational Services</b>	\$ 5,000.00		Ella Fitzgerald Charitable Found.	Special Serv., Classified - Dream Strings Program
01-90120-0-00000-00000-8699-030-0000				
<b>Student &amp; Family Services</b>				
01-90120-0-00000-00000-8699-040-0000				
<b>Special Education</b>				
01-90120-0-00000-00000-8699-044-0000				
<b>Food &amp; Nutrition Services</b>				
01-90120-0-00000-0000-8699-057-0000				
<b>District</b>				
01-90120-0-00000-00000-8699-090-0000				
<b>TOTAL</b>	\$ 89,830.27	\$ 18,420.00		

School/Site Account Number	Y-T-D Adjusted Gift Total	Current Gift Amount	Cumulative Gift Amount	Y-T-D In-Kind Value	Current In-Kind Value	Cumulative In-Kind Value
<b>JAMS</b> 01-90120-0-00000-00000-8699-011-0000	\$ 33,180.65	\$ 1,010.42	\$ 34,191.07	\$ 750.00	\$ -	\$ 750.00
<b>Adult Education</b> 11-90120-0-00000-00000-8699-090-0000	\$ 275.00	\$ 125.00	\$ 400.00	\$ -	\$ -	\$ -
<b>Alternative (SMASH)</b> 01-90120-0-00000-00000-8699-009-0000	\$ 13,000.00	\$ 3,000.00	\$ 16,000.00	\$ -	\$ -	\$ -
<b>Cabrillo</b> 01-90120-0-00000-00000-8699-017-0000	\$ 9,849.78	\$ 1,076.00	\$ 10,925.78	\$ -	\$ -	\$ -
<b>PTA Reim. - Resource #90150</b>	\$ -	\$ 30.00	\$ 30.00	\$ -	\$ -	\$ -
<b>CDS</b> 12-90120-0-00000-00000-8699-070-0000	\$ 286.63	\$ -	\$ 286.63	\$ 503.00	\$ -	\$ 503.00
<b>Edison</b> 01-90120-0-00000-00000-8699-001-0000	\$ 1,617.00	\$ -	\$ 1,617.00	\$ 300.00	\$ 300.00	\$ 600.00
<b>PTA Reim. - Resource #90150</b>	\$ 15,093.00	\$ -	\$ 15,093.00	\$ 400.00	\$ -	\$ -
<b>Franklin</b> 01-90120-0-00000-00000-8699-002-0000	\$ 332.18	\$ -	\$ 332.18	\$ -	\$ -	\$ -
<b>PTA Reim. - Resource #90150</b>	\$ -	\$ -	\$ -			
<b>Grant</b> 01-90120-0-00000-00000-8699-003-0000	\$ 370.39	\$ 750.00	\$ 1,120.39	\$ 146.20	\$ -	\$ 146.20
<b>Lincoln</b> 01-90120-0-00000-00000-8699-012-0000	\$ 18,665.79	\$ 1,618.25	\$ 20,284.04	\$ -	\$ -	\$ -
<b>Malibu High School</b> 01-90120-0-00000-00000-8699-010-0000	\$ 9,591.31	\$ 422.00	\$ 10,013.31	\$ -	\$ -	\$ -
<b>Malibu Shark Fund - Resource #90141</b>	\$ 36,000.00	\$ 60,997.50	\$ 96,997.50		\$ 18,120.00	\$ 18,120.00
<b>McKinley</b> 01-90120-0-00000-00000-8699-004-0000	\$ 6,466.07	\$ 1,532.00	\$ 7,998.07	\$ -	\$ -	\$ -
<b>Muir</b> 01-90120-0-00000-00000-8699-005-0000	\$ 26,888.14	\$ 436.00	\$ 27,324.14	\$ -	\$ -	\$ -
<b>Olympic HS</b> 01-90120-0-00000-00000-8699-014-0000	\$ 883.00	\$ -	\$ 883.00	\$ -	\$ -	\$ -
<b>Rogers</b> 01-90120-0-00000-00000-8699-006-0000	\$ 14,692.91	\$ -	\$ 14,692.91	\$ -	\$ -	\$ -
<b>PTA Reim. - Resource #90150</b>	\$ -	\$ -	\$ -			
<b>Roosevelt</b> 01-90120-0-00000-00000-8699-007-0000	\$ 72,112.00	\$ 11,700.00	\$ 83,812.00	\$ 1,116.00	\$ -	\$ 1,116.00
<b>PTA Reim. - Resource #90150</b>	\$ 63,083.02	\$ -	\$ 63,083.02	\$ -	\$ -	\$ -

School/Site Account Number	Y-T-D Adjusted Gift Total	Current Gift Amount	Cumulative Gift Amount	Y-T-D In-Kind Value	Current In-Kind Value	Cumulative In-Kind Value
<b>Samohi</b>	\$ 31,416.01	\$ 1,500.00	\$ 32,916.01	\$ -	\$ -	\$ -
01-90120-0-00000-00000-8699-015-0000	<i>[See Below for Barnum Hall]</i>					
<b>Pt. Dume Marine Science</b>	\$ 29,350.00	\$ 633.10	\$ 29,983.10	\$ -	\$ -	\$ -
01-90120-0-00000-00000-8699-019-0000						
<b>PTA Reim. - Resource #90150</b>	\$ -	\$ -	\$ -			
<b>Webster</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-90120-0-00000-00000-8699-008-0000						
<b>PTA Reim. - Resource #90150</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>ALL OTHER LOCATIONS:</b>						
<b>Superintendent's Office</b>	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	\$ -	\$ -
01-90120-0-00000-00000-8699-020-0000						
<b>Educational Services</b>	\$ 10,000.00	\$ 5,000.00	\$ 15,000.00	\$ 1,600.00	\$ -	\$ 1,600.00
01-90120-0-00000-00000-8699-030-0000						
<b>Student and Family Support Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-90120-0-00000-00000-8699-041-0000						
<b>Special Education</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-90120-0-00000-00000-8699-044-0000						
<b>Food &amp; Nutrition Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-90120-0-00000-00000-8699-070-0000						
<b>District</b>	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -		\$ -
01-90120-00000-0-00000-8699-090-0000						
<b>TOTAL GIFTS</b>	\$ 418,152.88	\$ 89,830.27	\$ 507,983.15	\$ 4,815.20	\$ 18,420.00	\$ 22,835.20
<b>BARNUM HALL - Current Year</b>	<b>Y-T-D Gifts</b>	<b>Current Gifts</b>	<b>Cumulative Gifts</b>	<b>Prev. In-Kind Gifts</b>	<b>Current In-Kind Gifts</b>	<b>Cumulative In-Kind</b>
01-91150-0-00000-00000-8699-015-0000	\$ -	\$ -	\$ -	Organ (Belt) (Est.)		\$ 250,000.00
<b>Previous Years' Gifts</b>				Organ (Dollinger)		350,000.00
2003-04	\$ 7,616.11					
2002-03	\$ 125,376.04			Dollinger Organ donated at 4/11/02 Board Mtg. (Item A.21) to Tucson Fox Foundation		
2001-02	\$ 66,200.00					
2000-01	\$ 137,863.00					\$ (350,000.00)
1999-00	\$ 175,700.00				n/a	
1998-99	\$ 10,945.00				n/a	
1997-98	\$ 26,645.00					
<b>TOTAL CASH GIFTS FOR BARNUM HALL</b>	\$ 550,345.15					\$ 250,000.00
<b>Total Cash Gifts for District, incl. Barnum Hall:</b>		\$ 89,830.27				

TO: BOARD OF EDUCATION ACTION/CONSENT  
02/03/05  
FROM: JOHN E. DEASY/WINSTON BRAHAM/VIRGINIA I. HYATT  
RE: APPROVAL OF PURCHASE ORDERS

RECOMMENDATION NO. A.09

It is recommended that the Board of Education approve the following Purchase Orders and Changed Purchase Order from January 13, 2005 through January 26, 2005 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: Ms.Brownley  
SECONDED BY: Dr. Escarce  
STUDENT ADVISORY VOTE: Aye  
AYES: All (7)  
NOES: None (0)

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF FEBRUARY, 2005

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U-GENERAL FUND, UNRESTRICTED R-GENERAL FUND, RESTRICTED A-ADULT ED CD-CHILD DEVELOPMENT F-CAFETERIA  
SF-SPECIAL FINANCING (FLEX) EX-PROPS and X D-DEVELOPER FEES SR-SPECIAL RESERVE CAPITAL  
SM-STATE MODERNIZATION

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
<b>*** CHANGED PURCHASE ORDERS ***</b>					
513962	BUSINESS PRINTING AND IMAGING	ADDITIONAL CARD	CABRILLO ELEMENTARY SCHOOL	36.14	U
514340	LACOE	INCORRECT PRICING	WILL ROGERS ELEMENTARY SCHOOL	1,221.00	R
514643	NEXTEL COMMUNICATIONS	INCREASE IN COSTS	FACILITY MAINTENANCE	28.95	U
514656	SAMMONS PRESTON INC	PRICE INCREASE	HEALTH SERVICES	12.34	R
<b>** CHANGED PURCHASE ORDERS TOTAL:</b>				1,298.43	
<b>*** NEW PURCHASE ORDERS ***</b>					
514279	A-Z BUS SALES	Bus Repairs/Regular Ed. Transp	TRANSPORTATION	1,042.73	R
514345	ACADEMY EVENT SERVICES LLC	RISERS/GRADUATION	SANTA MONICA HIGH SCHOOL	7,986.87	R
514470	ACCREDITING COMMISSION	ACCREDITATION FEE	MALIBU HIGH SCHOOL	575.00	U
514651	ACS	TONER	STUDENT SERVICES	162.38	U
513885	ALEXANDER, LAURA	REIMBURSEMENT	OLYMPIC CONTINUATION SCHOOL	149.86	R
514600	ALLAN'S AQUARIUM	OPEN ORDER/SCIENCE	CHILD DEVELOPMENT CENTER	75.00	CD
514206	ANT HILL PRODUCTIONS	IEP YELLOW JACKETS	SPECIAL EDUCATION REGULAR YEAR	325.00	R
513872	APPLE COMPUTER CORP	COMPUTER EQUIPMENT	JOHN MUIR ELEMENTARY SCHOOL	2,747.39	R
514153	APPLE COMPUTER CORP	APPLE COMPUTER	SANTA MONICA HIGH SCHOOL	7,220.28	R
514173	APPLE COMPUTER CORP	COMPUTER/L.BEASLEY	EDISON ELEMENTARY SCHOOL	1,060.85	R
514235	AQUARIUM OF THE PACIFIC	FIELD TRIP/AQUARIUM	CHILD DEVELOPMENT CENTER	487.50	CD
514254	AQUARIUM OF THE PACIFIC	FIELD TRIP/AQUARIUM	CHILD DEVELOPMENT CENTER	305.50	CD
514347	AUDIOMED INC	AUDIOMETER	HEALTH SERVICES	1,017.52	U
514383	AVON CAR RENTAL	BUS TRANSPORTATION	SANTA MONICA HIGH SCHOOL	8,000.00	U
513899	B & H PHOTO	MINI DV CAMCORDER	SANTA MONICA HIGH SCHOOL	647.01	R
514197	BADER CHERYL	PHONE REIMBURSEMENT	HEALTH SERVICES	400.00	R
514505	BARAL, SANDRA	MILEAGE REIMBURSEMENT	SPECIAL EDUCATION REGULAR YEAR	125.00	R
514307	BEN'S ASPHALT & MAINTENANCE	ASPHALT OVERLAY-CABRILLO	FACILITY MAINTENANCE	4,961.80	
514439	BERRIMAN, J. WALLACE	PROFESSIONAL MEMBERSHIP DUES	FACILITY MAINTENANCE	120.00	R
514485	BMI EDUCATIONAL SERVICES	LIBRARY BOOKS	LINCOLN MIDDLE SCHOOL	320.05	R
514376	BOISE CASCADE OFFICE PRODUCTS	LITERATUR RACK	MCKINLEY ELEMENTARY SCHOOL	182.03	R
514131	BOISE CASCADE OFFICE/PAPER	XEROX PAPER	EDISON ELEMENTARY SCHOOL	379.96	R
514295	BOISE CASCADE OFFICE/PAPER	COLORLED XEROX PAPER	SANTA MONICA HIGH SCHOOL	617.67	R
514311	BOISE CASCADE OFFICE/PAPER	XEROX PAPER	SANTA MONICA HIGH SCHOOL	3,039.66	R
514536	BOISE CASCADE OFFICE/PAPER	XEROX PAPER	PRINTING SERVICES	2,026.44	U
514650	BORDERS BOOKS & MUSIC	BORDERS BOOKS OPEN P.O.	SANTA MONICA HIGH SCHOOL	193.02	R
514198	BRESSLER, RACHEL	CELLPHONE REIMBURSEMENT	HEALTH SERVICES	400.00	R
514353	BROADWAY HEATING & SHEET METAL	COMPUTER SERVICES HVAC	FACILITY MAINTENANCE	3,898.18	R
514559	BRODART COMPANY	LIBRARY SUPPLIES	LINCOLN MIDDLE SCHOOL	440.91	R
514200	BRONSTEIN, SUSAN	CELLPHONE REIMBURSEMENT	HEALTH SERVICES	400.00	R
514405	BSN SPORTS/SPORT SUPPLY GROUP	BASEBALL PADS/SAFETY	SANTA MONICA HIGH SCHOOL	931.17	U
514241	BUDGET COPY SYSTEMS	NON-INSTRUCTIONAL/TONER	CHILD DEVELOPMENT CENTER	119.30	CD
514116	BUSINESS PRINTING AND IMAGING	BUSINESS CARDS/COUNSELING	JOHN ADAMS MIDDLE SCHOOL	31.85	R
514212	BUSINESS PRINTING AND IMAGING	BUSINESS CARDS	SPECIAL EDUCATION REGULAR YEAR	31.85	R
514320	CABLING SYSTEM WAREHOUSE	FIBER PATCH CABLES	INFORMATION SERVICES	653.22	U
514280	CAL STATE DEPT OF JUSTICE	FINGERPRINTING	PERSONNEL COMMISSION	15,000.00	U
514489	CALIFORNIA DEPT OF EDUCATION	REFERENCE BOOKS	SANTA MONICA HIGH SCHOOL	54.71	R
514144	CALIFORNIA LEAGUE OF MIDDLE	MEMBERSHIP/CLMS/S.I.	JOHN ADAMS MIDDLE SCHOOL	295.00	R
514328	CALLOWAY HOUSE INC	SUPPLIES FOR ROOM 21	WEBSTER ELEMENTARY SCHOOL	81.29	R
514221	CAMBRIDGE UNIV PRESS	FOREIGN LANGUAGE TEXTBOOKS	SANTA MONICA HIGH SCHOOL	2,353.98	R
514243	CANO, SANDRA	CELLPHONE REIMBURSEMENT	HEALTH SERVICES	400.00	R
514268	CANON BUSINESS SOLUTIONS-WEST	Maint. & Service Agreem./Trans	TRANSPORTATION	315.00	R



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PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
514544	CAREY, WILL	Cell Phone Reimbursement	INFORMATION SERVICES	280.00	U
514426	CAROLINA BIOLOGICAL SUPPLY CO	SCIENCE LAB SUPPLIES	SANTA MONICA HIGH SCHOOL	2,228.12	R
514313	CENTER FOR NON-VIOLENT	OPEN ORDER/CURRICULUM MATERIAL	CHILD DEVELOPMENT CENTER	400.00	CD
514409	CENTER FOR PERFORMANCE	PROFESSIONAL BOOKS	WILL ROGERS ELEMENTARY SCHOOL	61.12	R
514321	CHAMPION CHEMICAL	FLOOR WAX	SANTA MONICA HIGH SCHOOL	272.79	U
514616	CHAMPION CHEMICAL	FLOOR WAX/STRIPPER	CABRILLO ELEMENTARY SCHOOL	142.89	U
514423	CHELSEA HOUSE PUBLISHERS	LIBRARY BOOKS	LINCOLN MIDDLE SCHOOL	1,051.65	R
514425	CHILDRENS BOOK WORLD	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	300.00	R
514611	CLASSROOMDIRECT.COM	CLASSROOM SUPPLIES/BAIRD	GRANT ELEMENTARY SCHOOL	80.75	R
514276	CONSTRUCTIVE PLAYTHINGS	School supplies	FRANKLIN ELEMENTARY SCHOOL	182.23	R
514487	CONTINENTAL BOOK COMPANY	LIBRARY BOOKS	MALIBU HIGH SCHOOL	544.81	R
514589	CORPORATE EXPRESS	OPEN ORDER/INS SUP/HUMANITIES	JOHN ADAMS MIDDLE SCHOOL	194.50	R
514663	CORPORATE EXPRESS	OFFICE SUPPLIES FOR SPECIAL ED	SPECIAL EDUCATION REGULAR YEAR	600.00	R
514232	CORPORATE EXPRESS/US OFFICE	ERGONOMIC OFFICE CHAIR	BUSINESS SERVICES	361.56	U
514325	CORPORATE EXPRESS/US OFFICE	ENVELOPES	SANTA MONICA HIGH SCHOOL	1,515.73	R
514337	CORPORATE EXPRESS/US OFFICE	AIR CLEANER	FISCAL SERVICES	882.02	U
514344	CORPORATE EXPRESS/US OFFICE	PENCIL SHARPENERS	SANTA MONICA HIGH SCHOOL	302.02	R
514373	CORPORATE EXPRESS/US OFFICE	CLASSROOM FURNITURE	SANTA MONICA HIGH SCHOOL	2,761.76	R
514395	CORPORATE EXPRESS/US OFFICE	CART FOR STUDENT COUNCIL	WEBSTER ELEMENTARY SCHOOL	255.47	R
514532	CORPORATE EXPRESS/US OFFICE	FILE CABINET	R O P	168.22	R
514540	COURSEY, PIERRE	Cell Phone Reimbursement	INFORMATION SERVICES	280.00	U
514492	CPM EDUCATIONAL PROGRAM	MATHEMATICS TEXTBOOKS	SANTA MONICA HIGH SCHOOL	970.46	R
514500	CPM EDUCATIONAL PROGRAM	MATHEMATICS TEXTBOOKS	SANTA MONICA HIGH SCHOOL	77.72	R
514596	CRUCIAL TECHNOLOGY	SOFTWARE	CABRILLO ELEMENTARY SCHOOL	423.75	R
514360	CURRICULUM ASSOC INC	TEST PREPARATION MATERIALS	WEBSTER ELEMENTARY SCHOOL	907.35	R
514473	D & S MARKETING SYSTEMS INC	CLASSROOM SUPPLIES	MALIBU HIGH SCHOOL	220.29	R
514308	DEMCO LIBRARY SUPPLIES	SUPPLIES FOR LIBRARY	WEBSTER ELEMENTARY SCHOOL	773.76	R
514413	DEMCO LIBRARY SUPPLIES	ROP SUPPLIES	R O P	1,029.83	R
514357	DIAGNOSTICS DIRECT INC	NON-INSTRUCTIONAL/TABLE PAPER	CHILD DEVELOPMENT CENTER	249.80	CD
514467	DIARMUID INC	SUPPLIES	JOHN MUIR ELEMENTARY SCHOOL	94.33	R
514640	DICK BLICK	ART SUPPLIES	MALIBU HIGH SCHOOL	235.63	R
514377	DIDAX INC	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	120.50	R
514324	DON JOHNSTON INC	INSTRUCTIONAL SUPPLIES	LINCOLN MIDDLE SCHOOL	539.44	R
514278	E.G. BRENNAN & CO. INC	MAINTENANCE	INFORMATION SERVICES	250.00	U
514418	EBSCO SUBSCRIPTION SERVICES	EBSCO MAGAZINE RENEWAL	SANTA MONICA HIGH SCHOOL	1,371.21	R
514604	EDTECH SUPPORT	Open Repair	INFORMATION SERVICES	10,000.00	U
514349	ELLISON EDUCATIONAL EQUIP	ROP INSTRUCTIONAL SUPPLIES	R O P	1,198.42	R
514495	EPSON ACCESSORY INC.	PRINTING SUPPLIES	BUSINESS SERVICES	331.68	R
514205	ERNST, ANNE	CELLPHONE REIMBURSEMENT	HEALTH SERVICES	400.00	R
514076	F K M COPIER PRODUCTS	Printer Cartridges	ROOSEVELT ELEMENTARY SCHOOL	1,114.66	R
514239	F K M COPIER PRODUCTS	TONER CARTRIDGE	SANTA MONICA HIGH SCHOOL	313.45	R
514260	F K M COPIER PRODUCTS	TONER CARTRIDGE	SANTA MONICA HIGH SCHOOL	1,229.72	R
514290	F K M COPIER PRODUCTS	TONER CARTRIDGE	SANTA MONICA HIGH SCHOOL	84.44	R
514305	FEDEX	DOCUMENT DELIVERY	BOE/SUPERINTENDENT	400.00	U
514297	FIRST STUDENT	Field Trip	ROOSEVELT ELEMENTARY SCHOOL	800.00	R
514662	FIRST STUDENT	FIELD TRIP TRANSPORTATION	MALIBU HIGH SCHOOL	2,230.28	R
514427	FLINN SCIENTIFIC INC	SCIENCE LAB SUPPLIES	SANTA MONICA HIGH SCHOOL	2,304.30	R
514550	FLINN SCIENTIFIC INC	SCIENCE LAB SUPPLIES	SANTA MONICA HIGH SCHOOL	204.59	R
514361	FOLLETT LIBRARY BOOK CO	LIBRARY BOOKS	LINCOLN MIDDLE SCHOOL	921.01	R
514401	FOLLETT LIBRARY BOOK CO	LIBRARY BOOKS	MALIBU HIGH SCHOOL	3,500.00	R
514419	FOLLETT LIBRARY BOOK CO	INSTRUCTIONAL SUPPLIES	FRANKLIN ELEMENTARY SCHOOL	867.00	R

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514460	FOLLETT LIBRARY BOOK CO	LIBRARY BOOKS	ROOSEVELT ELEMENTARY SCHOOL	600.00	R
514488	FOLLETT LIBRARY BOOK CO	Poetry books for library	JOHN ADAMS MIDDLE SCHOOL	2,500.00	R
514501	FOLLETT LIBRARY BOOK CO	LIBRARY BOOKS	CABRILLO ELEMENTARY SCHOOL	2,000.00	R
514561	FOLLETT LIBRARY BOOK CO	Library books	GRANT ELEMENTARY SCHOOL	1,729.12	R
514613	FOLLETT LIBRARY BOOK CO	Books	JOHN MUIR ELEMENTARY SCHOOL	3,000.00	R
514354	FREEDMAN, MAROLYN	REIMBURSE-COOL TOOLS	HEALTH SERVICES	91.51	R
514424	FREY SCIENTIFIC/SCHOOL SPECIAL	MICROSCOPES	SANTA MONICA HIGH SCHOOL	84.44	R
514644	FREY SCIENTIFIC/SCHOOL SPECIAL	SCIENCE SUPPLIES	MALIBU HIGH SCHOOL	98.12	R
514523	FRITO-LAY INC	OPEN PO FOR SNACK FOOD	SAMOHY STUDENT STORE	3,500.00	U
514120	GALE SUPPLY CO	CUSTODIAL SUPPLIES	LINCOLN MIDDLE SCHOOL	995.29	U
514193	GALE SUPPLY CO	CUSTODIAL SUPPLIES	JOHN ADAMS MIDDLE SCHOOL	997.79	U
514312	GALE SUPPLY CO	ROLL PAPER TOWELS/ART DEPT	SANTA MONICA HIGH SCHOOL	591.05	U
514319	GALE SUPPLY CO	CUSTODIAL SUPPLIES	SANTA MONICA HIGH SCHOOL	5,361.08	U
514369	GALE SUPPLY CO	CUSTODIAL SUPPLIES	JOHN MUIR ELEMENTARY SCHOOL	781.79	U
514379	GALE SUPPLY CO	CUSTODIAL SUPPLIES	SMASH SCHOOL	297.96	U
514411	GALE SUPPLY CO	HEALTH OFFICE SUPPLIES	JOHN ADAMS MIDDLE SCHOOL	27.87	R
514433	GALE SUPPLY CO	CUSTODIAL SUPPLIES	ROOSEVELT ELEMENTARY SCHOOL	194.37	R
514511	GALE SUPPLY CO	SUPPLIES/CUSTODIAL	CABRILLO ELEMENTARY SCHOOL	610.53	U
514614	GALE SUPPLY CO	TRASH CAN LIDS	MALIBU HIGH SCHOOL	773.99	R
513549	GATEWAY 2000 MAJOR ACCOUNTS	COMPUTER	HEALTH SERVICES	1,196.16	R
514338	GATEWAY 2000 MAJOR ACCOUNTS	COMPUTER EQUIPMENT	PERSONNEL COMMISION	5,784.88	U
514397	GATEWAY 2000 MAJOR ACCT ADD ON	LAPTOP BATTERY	MALIBU HIGH SCHOOL	324.73	U
514504	GATEWAY 2000 MAJOR ACCT ADD ON	Battery (Cindy Kratzer)	INFORMATION SERVICES	119.06	U
514549	GEYER	INSTR SUPPLIES	SANTA MONICA HIGH SCHOOL	352.35	R
514652	GEYER	INSTR SUPPLIES	SANTA MONICA HIGH SCHOOL	114.06	R
514412	GLAZER, MAXINE	CELL PHONE REIMBURSEMENT	SPECIAL EDUCATION REGULAR YEAR	440.00	R
514285	GLOBE BOOK/PEARSON EDUCATION	RESOURCE BOOKS	SANTA MONICA HIGH SCHOOL	32.40	R
513351	GOPHER SPORTS EQUIP	PE SUPLIES	SMASH SCHOOL	833.05	R
514388	GOPHER SPORTS EQUIP	CUSHION EDGES	SANTA MONICA HIGH SCHOOL	446.99	U
514358	GREAT IDEAS FOR TEACHING INC	SUPPLIES FOR SPEECH TEACHER	WEBSTER ELEMENTARY SCHOOL	55.10	R
514192	GUIDED DISCOVERIES	BOAT FUEL SURCHARGE/CATALINA	JOHN ADAMS MIDDLE SCHOOL	732.00	R
514563	GUILLERMO, SANTIAGO	REIMBURSEMENT OF EMPLOYEE	PERSONNEL SERVICES	270.00	U
514265	HAMMER COMPANY INC	EMER.REPAIR 3"WATER SUPPLY MHS	FACILITY MAINTENANCE	1,688.20	R
514477	HAMPTON BROWN BOOKS	READING PROGRAM BOOKS	MALIBU HIGH SCHOOL	1,155.27	R
514207	HANNAN, ELLEN	CELLPHONE REIMBURSEMENT	HEALTH SERVICES	400.00	R
514209	HANSON, MAGGIE	CELLPHONE REIMBURSEMENT	HEALTH SERVICES	400.00	R
514372	HARRIS, JEROLD K.	Staff Development Supplies	ROOSEVELT ELEMENTARY SCHOOL	79.91	R
514406	HEINEMANN LIBRARY	LIBRARY BOOKS	MALIBU HIGH SCHOOL	562.08	R
514339	HIGHSMITH CO INC	INSTRUCTIONAL SUPPLIES	FRANKLIN ELEMENTARY SCHOOL	57.66	R
514104	HOUGHTON MIFFLIN	INSTRUCTIONAL SUPPLIES	FRANKLIN ELEMENTARY SCHOOL	305.50	R
514356	HOUGHTON MIFFLIN	TEACHER'S MANUAL & BOOKLETS	WEBSTER ELEMENTARY SCHOOL	120.50	R
514434	HOUGHTON MIFFLIN	Litercay Materials	ROOSEVELT ELEMENTARY SCHOOL	1,276.57	R
514210	HOUSMAN, JOANN	CELLPHONE REIMBURSEMENT	HEALTH SERVICES	400.00	R
514115	IMED	LCD PROJECTOR/SCIENCE MAG/GIFT	JOHN ADAMS MIDDLE SCHOOL	1,050.03	R
514219	IMED	DVD PLAYER	MCKINLEY ELEMENTARY SCHOOL	94.34	R
514627	IMED	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	182.90	R
514352	INSTA-TUNE	SERVICE ON FOOD SERV. VEH. #36	FOOD SERVICES	59.00	F
514421	INSTA-TUNE	OPEN ORDER-MAINT. VEHICLES	FACILITY MAINTENANCE	500.00	R
514474	INTELLI-TECH	COMPUTER SUPPLIES	MALIBU HIGH SCHOOL	456.82	U
514633	INTELLITOLS	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	92.55	R
514437	ISLAND PACKERS	FIELD TRIP	JOHN MUIR ELEMENTARY SCHOOL	200.00	R

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514244	JANULAITIS, DONNA	CELLPHONE REIMBURSEMENT	HEALTH SERVICES	400.00	R
514211	JEFFRIES, JANE	CELLPHONE REIMBURSEMENT	HEALTH SERVICES	440.00	R
514510	JOSTENS/CAP & GOWNS	GRADUATION DIPLOMAS	MALIBU HIGH SCHOOL	2,255.01	R
514314	JOSTENS/DIPLOMAS	DIPLOMAS	SANTA MONICA HIGH SCHOOL	6,871.71	R
514371	JUNIOR LIBRARY GUILD	LIBRARY BOOKS	LINCOLN MIDDLE SCHOOL	471.97	R
514660	JW PEPPER OF LOS ANGELES	CHORAL MUSIC SUPPLIES	MALIBU HIGH SCHOOL	450.00	R
514496	KELIN, MARIE-CLAIRE	LIBRARY SUPPLIES	LINCOLN MIDDLE SCHOOL	51.16	R
514517	KELLY PAPER/SANTA MONICA	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	200.00	R
514398	L.A. FLEET MONITORING SYSTEM	Parts & Repairs/Transp.	TRANSPORTATION	390.16	R
514480	LAGUNA CLAY COMPANY	ART SUPPLIES	MALIBU HIGH SCHOOL	1,242.44	R
514315	LAKESHORE (PICK UP ONLY)	OPEN ORDER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	1,000.00	CD
514378	LAKESHORE (PICK UP ONLY)	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	50.00	R
514442	LAKESHORE (PICK UP ONLY)	OPEN ORDER/SCIENCE PROJECTS	CHILD DEVELOPMENT CENTER	200.00	CD
514443	LAKESHORE (PICK UP ONLY)	OPEN ORDER/SCIENCE	CHILD DEVELOPMENT CENTER	300.00	CD
514514	LAKESHORE (PICK UP ONLY)	OPEN ORDER/SCIENCE	CHILD DEVELOPMENT CENTER	100.00	CD
514602	LAKESHORE (PICK UP ONLY)	OPEN ORDER/COOKING/SCINECE	CHILD DEVELOPMENT CENTER	200.00	CD
514608	LAKESHORE (PICK UP ONLY)	OPEN ORDER/SCIENCE PROJECTSA	CHILD DEVELOPMENT CENTER	150.00	CD
514342	LIBRARY VIDEO COMPANY	INSTRUCTIONAL SUPPLIES	FRANKLIN ELEMENTARY SCHOOL	154.45	R
514603	LITTLE,WINDY	REIMBURSEMENT/PARENT FEES	CHILD DEVELOPMENT CENTER	147.00	CD
514446	LOS ANGELES TIMES	ADVERTISING	PERSONNEL COMMISION	1,500.00	U
514096	MAC SOLUTIONS	COMPUTER MEMORY	JOHN ADAMS MIDDLE SCHOOL	2,244.28	R
514218	MAHON,MARGARET	CELLPHONE REIMBURSEMENT	HEALTH SERVICES	400.00	R
514542	MANGLE, RUTH	Cell Phone Reimburstment	INFORMATION SERVICES	280.00	U
514348	MARC FREDERICKS DESIGN	ROP Classroom Supplies	R O P	757.75	R
514259	MCDUGAL LITTEL	TEXTBOOKS	ADULT EDUCATION CENTER	1,165.47	R
514293	MEDCO SUPPLY CO	HEALTH SUPPLIES	EDISON ELEMENTARY SCHOOL	49.69	U
514664	MEDIAPRO	MATERIALS FOR WORKABILITY	SPECIAL ED SPECIAL PROJECTS	315.75	R
514450	MICRO BIO-MEDICS/ORDERS	OPEN ORDER/HEALTH OFFICE SUP	JOHN ADAMS MIDDLE SCHOOL	100.00	R
514479	MITTEL'S ART SUPPLY	ART SUPPLIES	SANTA MONICA HIGH SCHOOL	900.00	R
514213	MORN, LORA	CELLPHONE REIMBURSEMENT	HEALTH SERVICES	400.00	R
514512	NORTH AMERICAN BUSINESS PHONES	CLASSROOM PHONES	SANTA MONICA HIGH SCHOOL	1,212.40	R
514466	ORGANIZED SPORTS INC	PE STAFF CLOTHING/GIFT	JOHN ADAMS MIDDLE SCHOOL	238.15	R
514330	ORIENTAL TRADING CO INC	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	163.07	U
514444	ORIENTAL TRADING CO INC	SUPPLIES FOR ROOM 2	WEBSTER ELEMENTARY SCHOOL	77.91	R
514391	OXFORD UNIVERSITY PRESS	LIBRARY BOOKS	LINCOLN MIDDLE SCHOOL	209.83	R
514607	PARIS PRINTERS	Open Repair	INFORMATION SERVICES	2,000.00	U
514661	PASCO SCIENTIFIC	SCIENCE SUPPLIES	MALIBU HIGH SCHOOL	650.79	R
514541	PENNINGTON, RON	Cell Phone Reimburstment	INFORMATION SERVICES	280.00	U
514362	PERMABOUND BOOKS	LIBRARY BOOKS	LINCOLN MIDDLE SCHOOL	131.81	R
514519	PERMABOUND BOOKS	LIBRARY BOOKS	LINCOLN MIDDLE SCHOOL	299.48	R
514497	PIONEER CHEMICAL CO	VACUUM BAGS	LINCOLN MIDDLE SCHOOL	156.96	R
514538	PONTON, FRANK G	Cell Phone Reimburstment	INFORMATION SERVICES	280.00	U
514628	POSITIVE PROMOTIONS	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	209.37	R
514630	PRO-ED	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	106.43	R
514476	PUBLISHERS QUALITY LIBRARY	LIBRARY BOOKS	LINCOLN MIDDLE SCHOOL	1,404.02	R
514481	PUBLISHERS QUALITY LIBRARY	LIBRARY BOOKS	LINCOLN MIDDLE SCHOOL	347.03	R
514261	RAND MCNALLY & COMPANY	MAPS	SANTA MONICA HIGH SCHOOL	2,854.05	R
514594	REALLY GOOD STUFF INCORP	classroom supplies	CABRILLO ELEMENTARY SCHOOL	63.96	R
514214	RELLES, ELLEN	CELLPHONE REIMBURSEMENT	HEALTH SERVICES	400.00	R
514534	ROCKY MOUNTAIN RAM	MEMORY	PURCHASING/WAREHOUSE	278.70	U
514277	ROYAL CHEMICAL INC	BUS WASH	TRANSPORTATION	299.87	R

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

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
514366	RUNYON, GREGORY	CELL PHONE REIMBURSEMENT	SANTA MONICA HIGH SCHOOL	240.00	U
514215	SACHS, TERI	CELLPHONE REIMBURSEMENT	HEALTH SERVICES	400.00	R
514414	SAMY'S CAMERA SHOP	DIGITAL CAMERAS & SUPPLIES	R O P	2,239.68	R
514415	SAMY'S CAMERA SHOP	ROP PHOTO SUPPLIES	R O P	135.68	R
514503	SANTA MONICA MUN BUS LINES	ATHLETIC TRANSPORTATION	MALIBU HIGH SCHOOL	5,000.00	U
514520	SANTA MONICA MUN BUS LINES	BUS CARDS FOR RESALE	SAMOHAI STUDENT STORE	1,000.00	U
514646	SARGENT WELCH/VWR SCIENTIFIC	SCIENCE SUPPLIES	MALIBU HIGH SCHOOL	362.48	R
514216	SCHMIDT, LAUREL	CELLPHONE REIMBURSEMENT	HEALTH SERVICES	400.00	R
514326	SCHOOL SPECIALTY INC	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	209.94	U
514539	SCHOOL SPECIALTY INC	INSTR SUPPLIES	SANTA MONICA HIGH SCHOOL	59.80	R
514381	SCHOOL SPECIALTY/BECKLEY CARDY	STOOL	SANTA MONICA HIGH SCHOOL	60.49	R
514331	SCIENCE KIT & BOREAL LABS	SCIENCE CLASSROOM SUPPLIES	JOHN ADAMS MIDDLE SCHOOL	368.99	U
514649	SCIENCE KIT & BOREAL LABS	SCIENCE SUPPLIES	MALIBU HIGH SCHOOL	1,895.95	R
514238	SEHI COMPUTER PRODUCTS	PRINTER CARTRIDGES	SANTA MONICA HIGH SCHOOL	2,245.93	R
514248	SEHI COMPUTER PRODUCTS	Printer	CURRICULUM AND IMC	198.44	U
514343	SEHI COMPUTER PRODUCTS	PRINTER CARTRIDGES	SANTA MONICA HIGH SCHOOL	445.75	R
514404	SEHI COMPUTER PRODUCTS	PRINTER CARTRIDGES	MALIBU HIGH SCHOOL	545.63	R
514493	SEHI COMPUTER PRODUCTS	CARTRIDGES	BUSINESS SERVICES	182.60	R
514521	SEHI COMPUTER PRODUCTS	APC BATTERY BACKUP	OLYMPIC CONTINUATION SCHOOL	317.06	U
514535	SEHI COMPUTER PRODUCTS	PRINTER CARTRIDGE	PURCHASING/WAREHOUSE	113.99	U
514392	SIR SPEEDY PRINTING #0245	STATIONERY	ADULT EDUCATION CENTER	201.35	A
514455	SIR SPEEDY PRINTING #0245	LETTERHEAD STATIONARY	OLYMPIC CONTINUATION SCHOOL	201.35	U
514204	SMART & FINAL	SUPPLIES/CHARACTER COUNTS/GIFT	JOHN ADAMS MIDDLE SCHOOL	75.00	R
514522	SMART & FINAL	OPEN P.O PARENTS MEETING	OLYMPIC CONTINUATION SCHOOL	200.00	R
514548	SMART & FINAL	NON INSTR SUPPLIES	SANTA MONICA HIGH SCHOOL	500.00	R
514572	SMART & FINAL	REFRESHMENTS/PARENT PESA MTG	JOHN ADAMS MIDDLE SCHOOL	200.00	R
514601	SMART & FINAL	OPEN ORDER/COOKING PROJECTS	CHILD DEVELOPMENT CENTER	125.00	CD
514273	SMITH & HARTFORD CUSTOM COACH	Bus Repairs #11/Reg. Ed./Trans	TRANSPORTATION	958.18	R
514281	SMITH & HARTFORD CUSTOM COACH	Bus Repairs/#25 - Transp.	TRANSPORTATION	1,537.15	R
514610	SMITH & HARTFORD CUSTOM COACH	REPAIR OF VEHICLE 36 DOOR	FOOD SERVICES	870.45	F
514270	SNAP ON TOOLS	Tool Supplies/Transp. Dept.	TRANSPORTATION	251.14	R
514471	SOUTHLAND INSTRUMENTS INC	SCIENCE SUPPLIES	MALIBU HIGH SCHOOL	54.22	R
514292	SOUTHWEST SCHOOL SUPPLY	PODIUM	SANTA MONICA HIGH SCHOOL	94.77	R
514435	SOUTHWEST SCHOOL SUPPLY	BUTCHER PAPER	SANTA MONICA HIGH SCHOOL	151.44	R
514431	SPARKLETT'S WATER CO	NON INSTR SUPPLIES	SANTA MONICA HIGH SCHOOL	200.00	R
514258	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	SANTA MONICA HIGH SCHOOL	4,000.00	U
514498	STAPLES BUSINESS ADVANTAGE	NON INSTR SUPPLIES	SANTA MONICA HIGH SCHOOL	58.84	R
514545	STAPLES BUSINESS ADVANTAGE	INSTR SUPPLIES	SANTA MONICA HIGH SCHOOL	373.03	R
514634	STAPLES BUSINESS ADVANTAGE	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	2,000.00	R
514653	STAPLES BUSINESS ADVANTAGE	INSTR SUPPLIES	SANTA MONICA HIGH SCHOOL	48.71	R
514429	STAPLES/P-U/SANTA MONICA/WILSH	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	100.00	R
514242	STAPLES/P-U/VENICE/LINCOLN BL	OPEN ORDER/OFFICE SUPPLIES	CHILD DEVELOPMENT CENTER	1,500.00	CD
514298	STAPLES/P-U/VENICE/LINCOLN BL	SUPPLIES	JOHN MUIR ELEMENTARY SCHOOL	300.00	U
514299	STAPLES/P-U/VENICE/LINCOLN BL	SUPPLIES	JOHN MUIR ELEMENTARY SCHOOL	300.00	U
514318	STAPLES/P-U/VENICE/LINCOLN BL	OPEN ORDER/ENROLLMENT ITEMS	CHILD DEVELOPMENT CENTER	1,650.00	CD
514440	STAPLES/P-U/VENICE/LINCOLN BL	OPEN ORDER/SCIENCE PROJECTS	CHILD DEVELOPMENT CENTER	100.00	CD
514533	STAPLES/P-U/VENICE/LINCOLN BL	OPEN ORDER/INST SUP/6TH/HUMAN	JOHN ADAMS MIDDLE SCHOOL	285.24	R
514574	STAPLES/P-U/VENICE/LINCOLN BL	OPEN ORDER/SUP/PESA/MEDICAL GR	JOHN ADAMS MIDDLE SCHOOL	250.00	R
514598	STAPLES/P-U/VENICE/LINCOLN BL	OPEN ORDER/OFFICE SUPPLIES	CHILD DEVELOPMENT CENTER	50.00	CD
514599	STAPLES/P-U/VENICE/LINCOLN BL	OPEN ORDER/OFFICE SUPPLIES	CHILD DEVELOPMENT CENTER	50.00	CD
514648	STAPLES/P-U/VENICE/LINCOLN BL	STAPLES OPEN P.O.	SANTA MONICA HIGH SCHOOL	43.20	R

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF FEBRUARY, 2005

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

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
514465	SUMMIT LEARNING	GATE MATH SUPPLIES	WEBSTER ELEMENTARY SCHOOL	120.82	R
514428	TARGET STORES	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	100.00	R
514605	TARGET STORES	OPEN ORDER/COOKING & SCINECE	CHILD DEVELOPMENT CENTER	125.00	CD
514632	TEACHER CURRICULUM INSTITUTE	INSTR MATERIALS	SANTA MONICA HIGH SCHOOL	1,378.23	R
514491	THOMSON LEARNING	SOCIAL STUDIES TEXTBOOKS	SANTA MONICA HIGH SCHOOL	69.18	R
514403	TRI-BEST VISUAL DISPLAY	TWO TRACK SLIDING WHITE BOARD	MALIBU HIGH SCHOOL	1,264.20	U
514486	TRI-BEST VISUAL DISPLAY	WHITE BOARD	LINCOLN MIDDLE SCHOOL	302.79	R
514506	U S POSTMASTER-MALIBU	BULK MAIL POSTAGE	MALIBU HIGH SCHOOL	1,650.00	U
514508	U S POSTMASTER-MALIBU	POSTAGE STAMPS	MALIBU HIGH SCHOOL	444.00	R
514642	U S POSTMASTER-MALIBU	POSTAGE STAMPS	MALIBU HIGH SCHOOL	296.00	R
514264	U S POSTMASTER-SANTA MONICA	POSTAGE	ADULT EDUCATION CENTER	74.00	A
514283	UNITED LABORATORIES	CUSTODIAL SUPPLIES	FACILITY OPERATIONS	695.58	U
514502	UNIVERSAL PRINTWORKS INC.	Labels	INFORMATION SERVICES	349.43	U
514547	UNIVERSAL PRINTWORKS INC.	Math Alg Scan Sheets	INFORMATION SERVICES	628.54	U
514334	US BANK (GOVT CARD SERVICES)	Domain Names	INFORMATION SERVICES	199.80	U
514581	US BANK (GOVT CARD SERVICES)	OTHER OPERATING EXPENSES	BOE/SUPERINTENDENT	5,000.00	U
514170	VIRCO MFG CORP	STUDENT DESKS	SANTA MONICA HIGH SCHOOL	6,376.47	R
514284	VIRCO MFG CORP	STUDENT DESKS/CHAIRS	SANTA MONICA HIGH SCHOOL	2,198.36	R
514449	VIRCO MFG CORP	CLASSROOM CHAIRS/PERMIT	JOHN ADAMS MIDDLE SCHOOL	182.18	R
514441	VONS MARKET-SANTA MONICA	OPEN ORDER/COOKING PROJECTS	CHILD DEVELOPMENT CENTER	50.00	CD
514513	VONS MARKET-SANTA MONICA	OPEN ORDER/COOKING PROJECTS	CHILD DEVELOPMENT CENTER	100.00	CD
514217	WALDORF,SHERRY ROSE	CELLPHONE REIMBURSEMENT	HEALTH SERVICES	400.00	R
514483	WEEKLY READER PERIODICALS	WEEKLY READER ROOM 2	WEBSTER ELEMENTARY SCHOOL	112.86	R
514399	WEST GROUP/THOMSON WEST	REFERENCE BOOK	MALIBU HIGH SCHOOL	64.13	R
514420	WESTSIDE TRANSMISSION FLEETS	REPAIR MAINT.VEHICLE #73	FACILITY MAINTENANCE	1,800.00	R
514402	WORLD BOOK ENCYCLOPEDIA INC	LIBRARY BOOKS	MALIBU HIGH SCHOOL	1,405.09	R
514341	XEROX CORP/SUPPLIES	STAPLES FOR XEROX MACHINES	SANTA MONICA HIGH SCHOOL	571.56	R
514515	XEROX CORP/SUPPLIES	STAPLES FOR XEROX COPIER	JOHN ADAMS MIDDLE SCHOOL	162.38	U
** NEW PURCHASE ORDERS TOTAL:				253,744.01	

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/03/05

FROM: SUPERINTENDENT/MICHAEL D. MATTHEWS

RE: CERTIFICATED PERSONNEL - Elections, Separations

RECOMMENDATION NO. A.10

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

ADDITIONAL ASSIGNMENTS

CABRILLO ELEMENTARY

Levy, Nancy	33 hrs @\$35.96	10/8/04-6/24/05	<u>Est Hrly/\$1,187</u>
		TOTAL ESTABLISHED HOURLY	\$1,187

Comment: Homework Club/3rd Grade Teacher  
01-School Improvement Prog, K-6

Pickens, Erin	66 hrs @\$35.96	1/10/05-6/24/05	<u>Est Hrly/\$2,373</u>
		TOTAL ESTABLISHED HOURLY	\$2,373

Comment: RSP K-5  
01-School Improvement Prog, K-6

**TOTAL ESTABLISHED HOURLY**

**= \$3,560**

SUBSTITUTE TEACHERS

Effective

REGULAR DAY-TO-DAY SUBSTITUTES

(@\$122 Daily Rate)

Mitchell, Linda	1/19/05
Scott, Ayanna	1/19/05
Spurgin, Daniel	1/19/05

TEMPORARY CONTRACTS

Name/Assignment

Not to

Location

Exceed

Effective

Mizel, Julia  
McKinley Elem/SDC-IS

100%  
[replacing J. Crystal/on home  
assignment] 1/3/05-6/24/05

DECEASED

Name/Location

Effective

Hinshaw, Carol

1/10/05

MOTION MADE BY: Ms.Brownley  
SECONDED BY: Dr. Escarce  
STUDENT ADVISORY VOTE: Aye  
AYES: All (7)  
NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/03/05

FROM: SUPERINTENDENT/MICHAEL D. MATTHEWS

RE: SPECIAL SERVICES EMPLOYEES

RECOMMENDATION NO. A.11

It is recommended that the following Special Services Employee contracts be approved in accordance with District policies and salary schedules and be assigned pursuant to BP 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>
Braine, Laurie Student Services, Health Services, provide nursing services to school sites as a substitute FUNDING: 01-56400-0-00000-39000-2917-041-1501 Medi-Cal Billing Option	\$7,250	01/10/05-6/30/05	\$145/day
Dickey, Anna Student Services, Health Services, substitute nurse for Health Champions Positive Health Profile program FUNDING: 01-93190-0-11100-31400-2917-041-1501 St Johns: Health Champions	\$1,450	01/05/05-4/30/05	\$145/day
Koslow, Kenneth Facilities Management, Project Manager for several sites FUNDING: 21-00000-0-00000-82000-2917-098-1501-100% Unrestricted Resource	\$10,000	01/07/05-6/30/05	\$50/hr
Murray, Pat Student Services, Health Services, nurse support for the Health Champions Positive Health Profile program FUNDING: 01-93190-0-11100-31400-2917-041-1501 St Johns: Health Champions	\$3,190	12/16/04-4/30/05	\$145/day

MOTION MADE BY: Ms.Brownley

SECONDED BY: Dr. Escarce

STUDENT ADVISORY VOTE: Aye

AYES: All (7)

NOES: None (0):

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/03/05

FROM: SUPERINTENDENT/MICHAEL D. MATTHEWS

RE: RECOMMENDATION TO APPROVE RESOLUTION NO. 04-14 FOR  
EMPLOYEE TO PARTICIPATE IN THE VISITING EDUCATOR  
PROGRAM WITH THE CALIFORNIA DEPARTMENT OF EDUCATION

RECOMMENDATION NO. A.12

It is recommended that the Board of Education approve the attached resolution to approve the loan of an employee to the State Department of Education. This is an extension of the memorandum of understanding for Edison Language Academy teacher, Nancy Zarenda, to participate in the visiting educator program with the California Department of Education through January 31, 2007.

COMMENT: Approval of this resolution will allow the District to extend the memorandum of understanding to loan Ms. Zarenda to the State Department of Education. The original Memorandum of Understanding was approved by the Board of Education at their regular board meeting on January 18, 2001.

Although Ms. Zarenda is working with the California Department of Education, she will continue to be an employee of the Santa Monica-Malibu Unified School District with the State Department reimbursing the District for all costs associated with maintaining Ms. Zarenda's employment with us.

MOTION MADE BY: Ms. Brownley

SECONDED BY: Dr. Escarce

STUDENT ADVISORY VOTE: Aye

AYES: All (7)

NOES: None (0)



**BEFORE THE BOARD OF EDUCATION OF THE  
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA**


**RESOLUTION NO 04-14**

**WHEREAS**, this Resolution be adopted in order to certify the approval of the Santa Monica-Malibu Unified School District to approve a contract extension with the State Department of Education for the purpose of allowing an employee of this District to serve on loan to the California State Department of Education; and

**WHEREAS**, the Period of Performance for this agreement shall be through January 31, 2007.

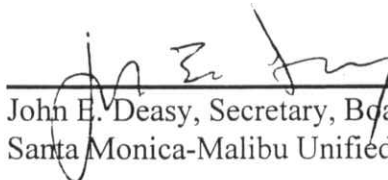
**THEREFORE**, although the employee is working with the California Department of Education, she will continue to be an employee of the Santa Monica-Malibu Unified School District with the State Department reimbursing the District for all costs associated with maintaining employment with the Santa Monica-Malibu Unified School District.

**IN WITNESS WHEREOF**, the foregoing Resolution was passed and adopted by the Board of Education of the Santa Monica-Malibu Unified School District, this 3rd day of February, 2005.



Emily Bloomfield, President, Board of Education  
Santa Monica-Malibu Unified School District

I, John E. Deasy, Secretary of the Board of Education of the Santa Monica-Malibu Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Board of Education at its Regular Board Meeting held on February 3, 2005.



John E. Deasy, Secretary, Board of Education  
Santa Monica-Malibu Unified School District

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

ACTION/CONSENT  
02-03-05

RECOMMENDATION NO. A.13

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**

AJNASSIAN, CARRIE	INST ASST - SPECIAL ED 5.0 HRS/SY LINCOLN RANGE: 20 STEP: 01	01-18-05
AUSMUS, JULEY	INST ASST - CLASSROOM 3.0 HRS/SY CABRILLO RANGE: 18 STEP: 01	01-11-05
BAETZ, MICHAEL	EQUIPMENT OPERATOR 8.0 HRS/12 OPERATIONS RANGE: 27 STEP: 01	01-03-05
BROWN, JESSICA	INST ASST - SPECIAL ED 1.0 HRS/SY WEBSTER RANGE: 20 STEP: 04	09-08-04
CASTRO, CRISTINA	INST ASST - PHYSICAL ED 4.0 HRS/SY CABRILLO RANGE: 20 STEP: 01	01-11-05
DEARN, TIMOTHY	INST ASST - SPECIAL ED 5.0 HRS/SY SAMOHI RANGE: 20 STEP: 01	01-14-05
LEWIS, BRIANA	INST ASST - SPECIAL ED 6.0 HRS/SY FRANKLIN RANGE: 20 STEP: 01	01-04-05
MONTGOMERY, ALEXIS	INST ASST - CLASSROOM 2.0 HRS/SY WEBSTER RANGE: 18 STEP: 01	01-14-05
MORALES, ROBERTO	STUDENT OUTREACH SPECIALIST 8.0 HRS/10 SAMOHI RANGE: 44 STEP: 01	01-07-05

**PROMOTION**

SOLIMAN, THORAIA	ACCOUNTANT 8.0 HRS/12 FISCAL FR: ACCOUNTING ASSISTANT II	01-14-05
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**INVOLUNTARY TRANSFER**

BEAVERS, MARCUS	CUSTODIAN I NSI 8.0 HRS/12 SAMOHI FR: 8.0 HRS/12 LINCOLN	01-01-05
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GARDNER, RODNEY	CUSTODIAN I NSI 8.0 HRS/12 OPERATIONS FR: 8.0 HRS/12 SAMOHI	01-01-05
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WARD, VICTOR	CUSTODIAN I NSI 8.0 HRS/12 LINCOLN FR: 8.0 HRS/12 OPERATIONS	01-01-05
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**PROFESSIONAL GROWTH**

AGUILAR JR, VICTOR	INST ASST - CLASSROOM MUSIC ADAMS	11-01-04
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BROOKS, ROSALEE	ADMINISTRATIVE ASSISTANT PT.DUME	12-01-04
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SLAWTER, MARY	SR OFFICE SPECIALIST SAMOHI	01-01-05
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SOLIMAN, THORAIA	ACCOUNTANT FISCAL SERVICES	01-01-05
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**INCREASE IN ASSIGNMENT**

FLORES, MARTHA	INST ASST - SPECIAL ED 6.0 HRS/SY ADAMS FR: 5.0 HRS/SY	12-03-04
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**MEDICAL LEAVE OF ABSENCE**

HURTADO, RENEE	CHILDREN CENTER ASSISTANT GRANT - CDS	12-05-04 02-05-05
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WALLACE, THERESA	CAMPUS SECURITY OFFICER MALIBU	11-03-04 01-26-05
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WEBSTER-JOSEPH, SHIRLEY	CAFETERIA WORKER I LINCOLN	01-11-05 02-01-05
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WILSON, GERALDINE	CAFETERIA WORKER I SAMOHI	12-13-04 01-11-05
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**TEMP/ADDITIONAL ASSIGNMENT**

BOLDEN, DEVYN	INST ASST - SPECIAL ED SPECIAL ED	10-20-04 12-31-04
CHAPMAN, VICKI	ELEMENTARY LIBRARY COORD CABRILLO	10-15-04 06-24-05
CRENSHAW, ANNE	INST ASST - SPECIAL ED CABRILLO	10-15-04 06-24-05
KOSTORS, BRYAN	INST ASST - SPECIAL ED CABRILLO	01-10-05 06-24-05
LOUISELL, SHANE	INST ASST - SPECIAL ED WEBSTER	11-09-04 12-14-04
TANGUM, CATHY	CAMPUS SECURITY OFFICER OLYMPIC	01-08-05 06-30-05

**SUBSTITUTE**

MARRUJO, LEONARDO	CUSTODIAN I OPERATIONS	01-03-05 06-30-05
MARTIN, JULIAN	GARDENER OPERATIONS/GROUNDS	01-01-05 06-30-05
TAYLOR, TERESA	INST ASST - SPECIAL ED SPECIAL ED	01-03-05 06-24-05

**RESIGNATION**

GONZALEZ, SUSAN	CAFETERIA WORKER I SAMOHI	01-14-05
HUBER, TERESA	LIBRARY ASSISTANT I MALIBU	01-24-05
ROJAS, ROYAL AMBER	CAMPUS SECURITY OFFICER ADAMS	01-15-05
SHIMOOKA, SANDRA	INST ASST - PHYSICAL ED ADAMS	01-18-05
SPILLANE, MELANIE	INST ASST - CLASSROOM MUIR	01-03-05
TWYMAN, JATOYA	SR OFFICE ASSISTANT SPECIAL ED	02-04-05

**RETIREMENT**

LUCERO,  
KATHERINE

INST ASST - CLASSROOM  
OLYMPIC

04-21-05

**ESTABLISHED POSITIONS**

INST ASST - SPECIAL ED 11-01-04  
2.4 HRS/SY PT.DUME PRESCH

INST ASST - SPECIAL ED 11-29-04  
6.0 HRS/SY MCKINLEY

2 POSITIONS

INST ASST - SPECIAL ED 10-14-04  
5.0 HRS/SY MCKINLEY

MOTION MADE BY: Ms.Brownley  
SECONDED BY: Dr. Escarce  
STUDENT ADVISORY VOTE: Aye  
AYES: All (7)  
NOES: None (0):

TO: BOARD OF EDUCATION

ACTION/CONSENT

02-03-05

FROM: JOHN E. DEASY/RICHARD R. IDE

RE: CLASSIFIED PERSONNEL - NON-MERIT

RECOMMENDATION NO. A.14

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

**CHILD CARE ASSISTANT**

HERNANDEZ, MAIRA	CDS-MCKINLEY	01-04-05 - 06-30-05
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**COACHING ASSISTANT**

CAVNAR, JASON	MALIBU	01-17-05 - 06-24-05
GALLO, PAUL	MALIBU	01-17-05 - 06-24-05
GIVENS, MATHANIEL	SAMOH	12-10-04 - 06-30-05
YAMAMOTO, JOHN	SAMOH	12-15-04 - 06-30-05

MOTION MADE BY: Ms.Brownley

SECONDED BY: Dr. Escarce

STUDENT ADVISORY VOTE: Aye

AYES: All (7)

NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/03/05

FROM: JOHN E. DEASY/MICHAEL MATTHEWS/RICHARD R. IDE

RE: NEW CLASSIFICATIONS - OCCUPATIONAL THERAPIST (OT)  
AND SCHOOL OCCUPATIONAL THERAPY ASSISTANT (COTA)

RECOMMENDATION NO. A.15

It is recommended that the Board of Education approve the new job classifications of Occupational Therapist (OT) and School Occupational Therapy Assistant (COTA).

COMMENTS: The Special Education Department and SMMUSD have requested to create/establish the new job classifications of Occupational Therapist (OT) and School Occupational Therapy Assistant (COTA). SMMUSD has recognized a definite need for the positions since over the past five (5) years, the Special Education Department has employed individuals on Special Services Contracts and has a significant need to retain these individual on a continuing basis. Furthermore, the District wishes to eliminate Special Services Contracts and establish the new positions in accordance with the Collective Bargaining Agreement.

The Personnel Commission at its Regular Meeting of December 14, 2004, approved the new classifications and salary ranges. The recommended salary ranges are as follows:

Occupational Therapist (OT)  
Management Salary Schedule, Range 51

School Occupational Therapy Assistant (COTA)  
Classified Salary Schedule, Range 34

Individuals currently on Special Services Contracts will be made permanent and all benefit entitlements [i.e. comparable seniority & salary (Y-Rated)] will be granted.

MOTION MADE BY: Ms.Brownley  
SECONDED BY: Dr. Escarce  
STUDENT ADVISORY VOTE: Aye  
AYES: All (7)  
NOES: None (0):

**PERSONNEL COMMISSION  
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**

**OCCUPATIONAL THERAPIST**

**REPRESENTATIVE DUTIES:**

- C Provide occupational therapy services to students; **E**
- C Maintain a safe and orderly treatment area; **E**
- C Conduct assessments of students to determine need for Occupational Therapy; **E**
- C Participate in multi-disciplinary team assessments and reporting; **E**
- C Review reports from health care providers requesting occupational therapy and coordinate occupational therapy services with student's health care providers; **E**
- C Act as a resource to school personnel in interpreting Occupational Therapy Services; **E**
- C Plan and develop therapeutic intervention goals that are educationally relevant and will be used in students education programs; **E**
- C Establish a system of documentation that is professional, efficient and accountable and that conforms to State and individual agency policy; **E**
- C Communicate results of evaluations and reports of occupational therapy services to the educational staff, parents, students and other professional and agencies concerned with the students; **E**
- C Re-evaluate student's individual occupational therapy plans on a regular basis; **E**
- C Provide reports for use in Individual Family Service Plans (IFSP) and Individualized Education Plan (IEP) committees; **E**
- C Attend IFSP and IEP meetings as necessary and maintain progress notes on student records; **E**
- C Facilitate inservice education and professional development for related service/occupational therapy staff; **E**
- C Monitor the occupational therapy program goals by teaching other staff who are involved with the implementation of the intervention procedures; **E**
- C Provide consultation to the educational system regarding student needs, professional needs and system needs in order for the system to achieve its goal and objectives; **E**
- C Provide reassessments of students and communicate the needs of students focusing on areas of need at intervals determined to be educationally relevant; **E**
- C Provide training, direction, and support for ancillary staff as required; **E**



- C Provide structured supervision for COTA's in accordance with Occupational Therapist (OT) practice guidelines; **E**
- C Mitigate assessment overflow; **E**
- C Provide annual performance review for all assigned staff; **E**
- C Attend various meetings for the purpose of receiving and/or providing information; **E**
- C Perform related duties as required; **E**

#### **KNOWLEDGE AND ABILITIES:**

- C Intellectual, sensory, social, emotional growth patterns and physical development of children;
- C Techniques used in the assessment and treatment of disabilities;
- C Educational and development needs of children with specific disabilities; and
- C Application of occupational therapy techniques in working with children with disabilities.

#### **ABILITY TO:**

- C Use a variety of methods, techniques and practices in occupational therapy;
- C Make accurate assessments of the developmental status and educational needs of children;
- C Understand the unique differences and needs of handicapped students and their parents;
- C Work effectively with District personnel, community representatives, interdisciplinary teams and students;
- C Participate in the IEP team process;
- C Make oral presentations to large and small groups;
- C Communicate effectively orally and in writing;
- C Properly use and care for the material and equipment employed in performing services as an occupational therapist;
- C Work independently with little direction; and
- C Work confidentially with discretion.

#### **EDUCATION AND EXPERIENCE:**

One-year work experience is desired providing occupational therapy services for children ages three to twenty-two. Experience working with children with special needs is desirable. Persons with the experience, knowledge and abilities as stated are considered to have the necessary education.

**REGISTRATION AND LICENSE REQUIREMENTS:**

Valid registration with the National Board Certification of Occupational Therapy.

Licensed by the California Board of Occupational Therapy to practice as a Certified Occupational Therapist.

Valid California Driver's License.

**WORKING CONDITIONS (ENVIRONMENT);**

Is subject to inside and outside environmental conditions; may be required to use personal vehicle in the course of employment.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information, seeing to read a variety of materials, bending at the waist, kneeling or crouching to assist students, require the ability to walk

**(Occupational Therapist - Con't)**

long distances, perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds, sitting or standing for extended periods of time. Should an applicant require reasonable accommodation, the Director of Classified Personnel will consider that upon request.

**HAZARDS:**

May be required to work around foul odors, contact with dissatisfied or verbally abusive individuals.

**PERSONNEL COMMISSION**

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**

**SCHOOL OCCUPATIONAL THERAPY ASSISTANT (COTA)**

**REPRESENTATIVE DUTIES:**

- C Provide educationally related occupational therapy services to identified special education students according to the Individual Educational Plan (IEP). **E**
- C Assist with data collection for use in IEP meetings. **E**
- C Maintains a system of documentation that is professional, efficient and accountable. **E**
- C Assists to coordinate and monitor IEP goals that are educationally relevant. **E**
- C Maintain a safe and orderly treatment area. **E**
- C Attend IEP meeting as necessary. **E**
- C Communicate the needs of a occupational therapy program to appropriate supervising Occupational Therapist. **E**
- C Performs related duties as required. **E**

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- C Issues related to child development.
- C Educational and developmental needs of children with specific disabilities.
- C Principles, methods, and equipment used in occupational therapy.
- C Functioning of adaptive equipment, assistive technology and special equipment as it applies to occupational therapy services.

**ABILITY TO:**

- C Communicate effectively, both orally and in writing.
- C Organize and prioritize responsibilities.
- C Work independently with appropriate supervision.
- C Perform task analysis of underlying treatment components to address IEP goals.
- C Lift, pull or push objects of 50 to 75 pounds in weight.

**REQUIREMENTS:**

- C Graduation from high school or equivalent.
- C Graduation from accredited Certified Occupational Therapy Assistant program.

- C Certification as an Occupational Therapy Assistant from the National Board for Certification in Occupational Therapy (NBCOT).
- C Licensed by the California Board of Occupational Therapy to practice as a Certified Occupational Therapy Assistant (COTA).

**WORKING CONDITIONS (ENVIRONMENT) ;**

Is subject to inside and outside environmental conditions; may be required to use personal vehicle in the course of employment.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information, seeing to read a variety of materials, bending at the waist, kneeling or crouching to assist students, require the ability to walk long distances, perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds, sitting or standing for extended periods of time. Should an applicant require reasonable accommodation, the Director of Classified Personnel will consider that upon request.

**HAZARDS:**

May be required to work around foul odors, contact with dissatisfied or verbally abusive individuals.

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/03/05

FROM: JOHN E. DEASY/RICHARD R. IDE

RE: REAPPOINTMENT OF PERSONNEL COMMISSIONER RUSSELL BARNARD

RECOMMENDATION NO. A.16

It is recommended that Russell Barnard be reappointed to the Personnel Commission for a three year term commencing December 1, 2004 and ending November 30, 2007. It is further recommended that this recommendation be submitted to Mr. Jack O'Connell, State Superintendent of Public Instruction, for formal appointment.

COMMENT: Commissioner Barnard, under provisions of Education Code §45244, "Merit System" is a well qualified Commissioner, in that he has amply met the requirements in the Education Code to be reappointed to the Personnel Commission. These requirements are: that he is a known adherent to the principle of the Merit System, which he has clearly demonstrated through meeting attendance and actions which support the Merit System and its operation.

Mr. Barnard was appointed to the Personnel Commission in March 2002, and has faithfully served the District in this capacity since his initial appointment. [The Personnel Commission has staggered terms. Mrs. Celia Carroll is up for reappointment in 2006 and Mrs. Pam Brady in 2005.]

Mr. Barnard has demonstrated his qualifications by meeting attendance, participation in the functions of the Personnel Commission, and knowledge of the Merit System and, therefore, meets all requirements for reappointment.

MOTION MADE BY: Ms. Brownley

SECONDED BY: Dr. Escarce

STUDENT ADVISORY VOTE: Aye

AYES: All (7)

NOES: None (0)



# Santa Monica Malibu Schools

Extraordinary Public Education

January 18, 2005

The Honorable Jack O'Connell  
State Superintendent of Public Instruction  
California Department of Education  
1430 N Street  
Sacramento, California 95814-5901

Attn: Mr. Cahru Khopkar

Dear Mr. O'Connell:

We encourage your support for the reappointment of Mr. Russell Barnard to the Personnel Commission of the Santa Monica-Malibu Unified School District. Mr. Barnard is a known adherent and has been a faithful supporter of the Commission's work here in our District. He maintains a high rapport with us and maintains open communication with District Administration, Classified Employees, and the Public. He is a local businessman and brings that interest with him to our meetings.

We urge your reappointment of Mr. Barnard at your earliest convenience.

Sincerely,

Celia Carroll  
Chair

Pam Brady  
Vice Chair

TO: BOARD OF EDUCATION

ACTION/MAJOR

02/03/05

FROM: JOHN E. DEASY/WINSTON A. BRAHAM

RE: BUDGET ADJUSTMENTS

RECOMMENDATION NO. A.17

It is recommended that the Board of Education approve an increase to the General Fund - Unrestricted Budget in the amount of \$13,500 For the 2004-05 fiscal year, as detailed below:

COMMENTS: 1. **Increase** the budget for Fiscal Services in a not-to-exceed amount of \$1,500 for an AB 1200 Actuarial Study for the District's dental benefit plan (Delta Dental).

2. **Increase** the budget for Facilities Management in the amount of \$12,000 to cover the costs of a Federally-mandated Hazard Mitigation Vulnerability Analysis and Program Plan. More information on this item is included in the following Board Item, ***Hazard Mitigation Vulnerability Analysis and Program Plan.***

MOTION MADE BY: Ms.Brownley

SECONDED BY: Dr. Escarce

STUDENT ADVISORY VOTE: Aye

AYES: All (7)

NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/MAJOR

02/03/05

FROM: JOHN E. DEASY/WINSTON A. BRAHAM

RE: APPROVAL OF HAZARD MITIGATION VULNERABILITY ANALYSIS AND  
PROGRAM PLAN

RECOMMENDATION NO. A.18

It is recommended that the Board of Education approve the Hazard Mitigation Vulnerability Analysis and Program Plan, at a not-to-exceed cost of \$12,000.

COMMENTS: The Santa Monica-Malibu Unified School District is Federally mandated to complete its Hazard Vulnerability Analysis and Program Plan, under the Disaster Mitigation Act of 2000 (Robert T. Stafford Disaster Relief and Emergency Assistance Act PL 93-288 & PL 100-707).

Staff recommends that this be completed as a multi-jurisdictional plan with Santa Monica College (SMC), a similarly situated public education institution that shares our common boundaries and hazards.

The required Analysis and Plan will be executed under the Joint Leadership of SMMUSD's Chief Financial Officer and SMC's Risk Manager, with the support of the sole source vendor, Dimensions Unlimited, a comprehensive emergency management specialist.

**NOTE:** A copy of the Plan is available for review in the Office of the Superintendent.

MOTION MADE BY: Ms. Brownley

SECONDED BY: Dr. Escarce

STUDENT ADVISORY VOTE: Aye

AYES: All (7)

NOES: None (0)



TO: BOARD OF EDUCATION  
FROM: JOHN E. DEASY/WINSTON A. BRAHAM  
RE: PLANNING FOR THE 2005-06 BUDGET

ACTION/MAJOR  
02/03/05  
**Revised from**  
**1/20/05**

RECOMMENDATION NO. A.

It is recommended that the Board of Education approve the following 2005-06 budget planning document, including the Budget Development Calendar.

COMMENT: SMMUSD's leadership is committed to a planning and implementation process that is careful, and one that is reflective of our charge to safeguard our District's resources and assure public trust.

MOTION MADE BY: Ms. Brownley  
SECONDED BY: Dr. Escarce  
STUDENT ADVISORY VOTE: Aye  
AYES: All (7)  
NOES: None (0)



**Winston A. Braham**  
**Assistant Superintendent**  
**Fiscal, Business Services &**  
**Chief Financial Officer**

TO: Superintendent and Members of the Board of Education

FROM: Winston A. Braham  
Assistant Superintendent  
Fiscal, Business Services &  
Chief Financial Officer

RE: Superintendent's 2005-06 Budget Development Calendar and Related  
Issues (Budget Development Planning Document)

DATE: January 10, 2005

Proposal:

It is proposed that the Board continue utilizing the necessary adoption schedule for the budget development in the 2005-06 fiscal year. It is further proposed that the Board adopt the Budget Planning & Development Calendar for the 2005-06 fiscal year contained herein composed by the following recitals.

Background:

In order to move into the 2005-06 fiscal year in a well-planned, organized and purposeful manner, it is necessary for the District to comply with all established Ed Codes, applicable Government Codes and best financial practices. It is further necessary for the District to comply with the Board's wishes as it relates to the planning process for this upcoming and future fiscal years. While Districts are allowed to choose between two budget adoption schedules, given this District's "positive rating" for our 2004-05 1<sup>st</sup> Interim, it is recommended we continue using a Single Budget Adoption schedule in which the budget is adopted no later than July 1<sup>st</sup>, following public hearings.

Budget Implications:

The provisions of bills, such as Assembly Bill (AB) 1200, (AB) 2756 and the Williams Case and other unfortunate fiscal realities, will impact the budget development schedule. In addition, the special session of our legislators and LACOE demands, couple with policy changes at the Federal levels will all require sacrifices for this 2005-06 fiscal year and beyond.

Recommendations:

In order to provide an opportunity for Board Members, staff and the general public to review the State's Proposed Budget, and then make revisions as necessary to our District's official Final Budget, it is recommended that the District continue utilizing the adoption schedule that has been established prior to and leading into the upcoming 2005-06 fiscal year. It is therefore then also recommended that the Board adopt the following revised Budget Development Calendar for the 2005-06 fiscal year.

***Note: The 2005-06 School District Budget will be prepared under very tentative/uncertain conditions and will be subjected to constant changes, thus, this planning document, especially the calendar, is in no way static, but will instead likely be revised to respond to decisions at the State & Federal levels, standards & criteria adjustments of LACOE and the determined mission-critical needs of SMMUSD that will require routine budget/spending adjustments.***

WAB/dms

## SMMUSD 2005-06 BUDGET PLANNING GUIDE

### Overview:

The purpose of the Budget Planning Guide and Budget Development Calendar is to aid and/or facilitate the development of the District 2005-06 and subsequent Budgets. Contained in the budget planning guide and the Budget Development Calendar are details necessary for operational plan and information that will lead to a frugal and intelligent review and adoption process. Thus, it is necessary for us to structure a detailed process, which requires that every manager develop their budgets with more precision than in past years.

Therefore, to have a well-defined, sensible Budget, it will require full and complete cooperation of all key management staff and all individuals from the Board down to the field staff. It is very important that the various components of the Budget be developed in line with the fiscal reality of the State of California, and more particularly, with ~~Santa Monica-Malibu~~ **Unified our** School District's ongoing deficit reduction spending culture plans. This means that, even with significant revenue sources, we continue to have tremendous difficulty in controlling operational costs and expenditures that contribute to our ongoing "deficit spending".

As previously stated, the development of the 2005-06 Budget, though unfortunate, will be done under a State fiscal picture that is, at best, strained/painful. The only certainty that exists is that the legislators and California's fiscal condition will force us to look at developing and eventually adopting a budget that is "lean and mean", and tightly controlled as it relates to expenditures, with creation of new increased revenue sources and steep reduction in operational spending.

In order then to move toward a balanced Budget, it will be necessary for us to, among others:

- , Deal very carefully with the current policy to control enrollment which impacts ADA, our most significant single source of revenue; and,
- , That we identify every single position in the District, their appropriate funding source, and, where possible/appropriate, utilize multi-funded sources for those individuals who appropriately qualify. For example, Title I, Title II, etc. should be used in order to, as much as possible, remove the burden from the General Fund.

- , Develop ~~and implement~~ an aggressive Programmatic Implementation Deficit Reduction Plan to include a Reduction in the rate of the Local General Fund Contribution (LGFC) to Special Education. This is to be accomplished without compromising our required service levels to our students and families.
- , Complete a Comprehensive Debt Profile to identify opportunities to increase revenues connected to our Investment Instruments.

## **BUDGET DEVELOPMENT RESPONSIBILITIES**

In developing the 2005-06 budgets, the following individuals and/or offices will have budget development responsibilities, as follows:

**Board of Education** - Responsible for reviewing and making budgetary policy guidance adjustment, as necessary, to the proposed Budget and then adopting the preliminary and the Final Budget to include important policy decisions affecting Budget, cost-saving revenue enhancements and work simplification.

***NOTE: Board to refer to the Financial Oversight Committee (FOC) for consultation and advice at its pleasure.***

**Superintendent and/or Superintendent's Senior Cabinet** - Responsible for developing overall general broad goals of the District with financial implications and responsible for reviewing, and if necessary, revising the submitted budgets to fit within available resources and/or required federal and state compliance standards and guidelines. Once the Superintendent or Senior Cabinet establishes a proposed budget for the 2005-06 fiscal year, the Superintendent, during a timeline to be established, will present to the Board with initial review in closed session (since it could contain personnel cuts), and also for ease of approval process, secure concessions from the Board leadership in advance of this presentation, without necessarily violating the Brown Act or the public trust.

**Principals** - Responsible for preparing their General Fund component budget, categorical and specially-funded personnel and non-personnel component budget with as much precision as possible.

**Chief Financial Officer (CFO)** - Responsible for planning the general direction and overall coordination of the budget development process. Oversee the strategic identification of all major revenue and expenditure sources to include a Strategic Deficit Reduction Plan and key Fiscal Policy changes. Finally, implementation of cost containment strategies, required Actuarial Studies and expenditure & revenue policy and practices.

Assistant Superintendent/Chief of Staff and Director, Human Resources - Responsible for guiding staff in Human Resources for providing the necessary personnel information for the General Fund budget, assisting with the budgeting of categorical and specially-funded budgeted personnel, establish with precision District enrollment and staffing count/projection figures in a timely manner, and guide the completion of the Collective Bargaining Agreement Negotiations. The Chief of Staff and Human Resources Leadership are also responsible for jointly developing and overseeing of a creditable Position Control (PC) Program.

**Chief Academic Officer and/or Categorical Compliance Key Staff** - Responsible for development of their respective personnel and non-personnel budgets as well as developing for and advising in all compliance requirements for the District's spending and budget development process as it relates to State and Federal funding sources. The Chief Academic Officer is also responsible for maintaining an accurate position control process for all instructional staff/FTEs. Present all proposed categorical and instructional program changes with full fiscal implications.

**Assistant Superintendent for Special Education** - Responsible for reviewing and/or analyzing existing special education needs and develop a budget that is both reflective of a **compassionate quality** service delivery model as well as one that reflects the general cost containment of today's budget environment. It will be necessary for the Assistant Superintendent for Special Education to make every attempt to be aware of and/or establish a baseline before developing the necessary special education budget for the 2005-06 fiscal year, meaning that it is extremely important that all outstanding debts and/or obligations that are related to special education should be cleared up and/or be established before the 2005-06 budget is put into place. Once that is completed, it is expected that the Assistant Superintendent for Special Education will become aware of the circumstances and the demands for special education and will, as a goal, limit/restrict/control the rate of increase of Local General Fund Contribution (LGFC) to Special Education support. Also, it is the responsibility of the Assistant Superintendent for Special Education to clarify and delineate/develop position controls wherever possible and procedures involving all the ancillary service departments that interact on a daily basis with special education. Also, of extreme importance is a process of reimbursing NPS, NPA, parents, legal service providers through a refined relationship with the Fiscal Services department.

**Director of Fiscal Services/Assistant Director of Fiscal Services** - Responsible for providing fiscal information and projections as well as internal compliance responsibilities as are known for the development of the budget and for collecting and providing the necessary technical input on the required forms for both review and filing with LACOE and will also oversee the Data Entry processes with the Information Services section.

**Director of Purchasing & Warehouse** - Provide guidance and procurement counsel to staff in the implementation of the Procurement Freeze and carry out required controls, revise and develop those controls for all procurement and contracts to assure legal compliance, reduce District costs by taking

advantage of economies of scale, identify all capital equipment needs, related valuation and advise on capital equipment buy or lease. Also, complete Annual Audit inventory/evaluation and guide the procurement of professional services.

**District Office Level Administrators** - Responsible for developing their General Fund budget, non-personnel budget, and as necessary, categorical programs and other specially-funded programs.



**SMMUSD FEDERAL/STATE PROGRAM COMPLIANCE RESPONSIBILITY MATRIX**

<b>FEDERAL PROGRAMS</b>		
Resource	Program	Direct Supervisor
30100	Title I	Linda Kaminski
35500	VEAII Carl Perkins Vocational	Linda Kaminski/Rebel Harrison
37100	Title IV: Drug-Free Schools	Laurel Schmidt/Kathy McTaggart
40350	Title II-A: Teacher Quality	Donna Muncey
40450	Title II-D: EEET	Will Carey/Donna Muncey/Peter Zrinzo
41100	Title V: Innovative Strategies	Donna Muncey
42010	Title III: Immigrant Students	Peggy Harris
42030	Title III: LEP	Peggy Harris
56400	Medi-Cal	Laurel Schmidt
58100	Smaller Learning Communities	Donna Muncey/Ruth Esseln

<b>STATE PROGRAMS</b>		
60910	CalSafe	Judy Abdo
62670	NBCT	Susan Samarge
62860	ELAP	Peggy Harris
62960	School Library	Suzanne Peterson
63000	Lottery Instruction	Linda Kaminski/SMASH
64050	School Safety	Laurel Schmidt
66600	TUPE	Laurel Schmidt/Kathy McTaggart
70180	VAPA	Donna Muncey/Tom Whaley
70450	THIG	Donna Muncey/JAMS Science Magnet
70900	EIA	Peggy Harris
71400	GATE	Peggy Harris
71560	IMFRP Textbooks	Linda Kaminski & Sites
72300	Transportation - Regular	Winston Braham/Neal Abramson
72400	Transportation - Special Ed.	Winston Braham/Neal Abramson
72600	SIP K-6	Donna Muncey
72650	SIP 7-8	Donna Muncey
72710	PAR	Linda Kaminski
72800	BTSA	Donna Muncey/Jessica Rishe
73750	10 <sup>th</sup> Grade Counseling	Linda Kaminski & Sites

**GENERAL FUND BUDGETARY NOTES:**

All questions related to the budget development process should be directed to the individual leadership or the supervisor of the individual who is posing said question or request for clarification. For example, if the question related to the budget development process is posed by a member of a particular school site staff, then that particular question should be routed to the Principal and/or the person designated to handle budgetary/fiscal issues for said site. Should that individual become unable to respond to or answer said inquiry, then that individual is responsible for directing the inquiry to the CFO and /or the Assistant Director or Director of Fiscal Services for the appropriate advice.

***NOTE: All budget allocations are temporary and subject to change as the General Fund budget is developed and approved by the Board of Education.***

All enrollment projections used in the calculation of the 2005-06 Budget are, as indicated previously, the responsibility of the Assistant Superintendent/Chief of Staff and should indeed be based on a credible enrollment report. Therefore, the projections are subject to pending funding availability which could be increased or decreased accordingly.

**Reallocation of Dollars**

Within the impending fiscal constraints, the budget allocation from 2004-05 cannot simply be rolled into the 2005-06 Budget. All efforts will be made to prioritize/reallocate budget based on new priorities against approved established goals.

**Personnel-Related Budget Responsibilities**

The Assistant Superintendent/Chief of Staff has the overall responsibility for all General Fund budget-related personnel positions.

**Increases in Authorized Personnel**

No current staff has the authority to exceed the authorized personnel full-time equivalencies (FTEs); only the Superintendent and the Board of Education can approve increases in the authorized personnel FTEs. If the Board of Education grants the Superintendent and/or the Chief Financial Officer said responsibility, it will be constrained and limited by a known and/or well-defined dollar limit, not FTE limit.

### **Personnel Allocations**

Allocations for personnel have already been communicated, or soon will be, to the schools based on information gathered by the Independent Consultant during the January budget development initial planning site visits. A related process procedure is to be established by Human Resources to impact the Position Control process.

### **Required Justification/Approval for Increases**

All school sites and all departments or all Cost Centers must function for the 2005-06 fiscal year within the approved limits of the budgets. Any and all increases and/or changes must be justified, must be approved by the Superintendent, and must subsequently be submitted to the Board of Education for their approval. This will not be limited or intended to exclude overtime for special events. All known special events should be projected based on the current 2004-05 fiscal year or historical and/or reasonably anticipated programs. This will also relate to Maintenance and Operations (M&O) which should, as much as possible, be approved through and in concert with the Director and/or Assistant Director of Facilities Management.

### **Independent Responsibility**

No individual, outside of the CFO and/or the Superintendent/Director of Purchasing & Warehouse, shall retain independent responsibility for the selection of vendors and/or the approval of a contract for professional services or for the procurement of tangible goods that are at and/or exceed the required bidding levels. As required, exceptions will be granted only in consultation with the Director of Purchasing & Warehouse and LACOE.

### **Mileage**

All mileage reimbursement for the 2005-06 fiscal year will be reimbursed at \$.405 per mile and shall be approved only if said travels are required, approved and are calculated from your administrative base site address.

### **Conferences & Travel**

For budget purposes, a daily meal per diem or hotel cost shall not exceed/will be in line with General Government Standards Accounting (GSA) guidelines. Additionally, all travel and conferences must be in line with the priorities established for the particular site or department and must be approved by the most senior administrator responsible for the site and/or the department. For example, a Principal must have all conference and travel requests approved by the Chief Education Officer prior to final approval by the CFO. All conference and travel must

again be in line with the priorities established by the District. Any conference and travel requests that are not in line with the priorities established by the District are at the discretion of his or her supervisor and will be subjected to the availability of staff coverage and based on the availability of budgeted funds.

***NOTE: For any and all conferences that are being presented at multiple sites, the supervisor must authorize attendance to the conference closest to the School District. No out of town conference will be approved if it is being offered locally. No conferences will be approved for locations outside the continental United States without the specific and advance approval of the Board.***

#### **Dues and Memberships**

The District will only pay for institutional memberships provided the organization, association, etc. is approved by the Board of Education and the respective budget managers have the required funds within their component budget to become responsible for assuming said memberships.

**2005-06 BUDGET PLANNING DOCUMENT TO INCLUDE  
BUDGET DEVELOPMENT CALENDAR  
& PERMIT POLICY REVISIONS**

- G    **October, 2004 - Ongoing** - Systematic/clean-up all outstanding old/aged Accounts Payable debt reimbursements to parents, Non-Public Schools (NPS), Non-Public Agencies (NPA) and other related Special Education Vendors.
  
- G    **October, 2004** - Complete and present Beginning Balance adjustments and First Interim Report, file with LACOE and present to Board for public discussion and adoption.
  
- G    **October, 2004** - Complete State-required AB1200 for solvency certification, file with LACOE and present for Board action prior to adoption of SEIU new Agreement which includes personnel pay increases for the Fiscal Year of 2004-05.
  
- G    **October-December, 2004** - Superintendent and Senior Cabinet to develop and present all 2005-06 major District goals and objectives having financial implications to the Board for public hearing, followed by adoption by the Board.
  
- G    **December, 2004 - Ongoing** - Initiate an aggressive Workers' Compensation Case Review Process and settle where possible all aged outstanding chronic cases to include indemnity only cases, and secure Compromise & Release [C&R] jointly with the voluntary resignation of chronic/abusive Workers' Compensation filers.
  
- G    **January, 2005** - Issue General Fund spending overtime/hiring and procurement freeze. Develop guide document with exceptions required controls and justification.
  
- G    **January, 2005** - Complete school site meetings between Fiscal Services representative and site Principals to collect all ADAs/FTEs projections by funding source, all planned major expenditures, projections of all FTEs and/or hours of FTE increases beyond the 2004-05 budget levels.
  
- G    **January, 2005** - Develop for Board review and approval of the new Gift/Equity calculation methodology, standards and intake accounting document.
  
- G    **January, 2005** - Develop a Retirement strategy for District Certificates of Participation (COPs), 1997 Series A, and complete analysis recommendation to Board whether to continue participation or retire said investment instrument. Subsequent to Board approval for payoff, complete necessary filing with Escrow Servicing Agency & LACOE and execute payoff.

- G **January, 2005** - Establish Risk Management Retrospective & General Liability Premium Cost for 2005-06.
- G **January 7, 2005** - Complete and file with LACOE P-1 Attendance Report to cover the period from the first day of school, September, 2004 to December 17, 2004.
- G **January-February, 2005** - Preliminary overview hearing of Governor's Proposed Budget to determine its impact of SMMUSD's 2005-06 fiscal condition.
- G **January-February, 2005** - Complete identification of all current and projected multi-year Capital Programs and major budget/items with corresponding approved funding sources.
- G **February, 2005** - Initiate/develop and formalize with consensus, District's "position" for upcoming negotiations with Collective Bargaining unit(s).
- G **February, 2005** - Complete final design revisions of all 2005-06 budget intake documents and/or worksheets.
- G **February, 2005** - Meet with and present for review the necessary relevant planning instruments and outline for the 2005-06 fiscal year to the Financial Oversight Committee.  
**Protocol pending.**
- G **February, 2005** - Board review of programs recommended by staff for elimination and/or enhancement for the 2005-06 FY (Fiscal Year) and if any impact on FTE count.
- G **February, 2005** - Complete District Portfolio Debt profile to include economic modeling of key long-term revenue sources followed by presentation to Board.
- G **February 15, 2005** - Finalize supplemental funding agreement between the City of Santa Monica and the Santa Monica-Malibu Unified School District, "Book" revenue and file with LACOE.
- G **February 15, 2005** - Refine ADA Revenue Limit Calculation methodology modeling and complete enrollment projections, and initiate strategy discussion with the Board for establishment of Strategic Permit Controls in order to maintain break-even ADA/Revenue Limit.
- G **February 25, 2005** - Identify (include creation of new source) all major revenue sources outside of ADA and other pupil-generated revenues to include major grants.

**NOTE: By February, 28, 2005 (Date & Time TBD) - SMMUSD CFO will convene a 90-minute Budget Development familiarity session with SMMUSD Key Staff and leadership of our collective bargaining units.**

G **March, 2005** - Completion, filing and Board adoption of the District's 2<sup>nd</sup> Interim Report.

G **March, 2005** - Notification to Certificated Staff that are to be phased out and/or reassigned, if any, as a result of 2005-06 Deficit. **Notification must be communicated in writing on or prior to 3/15/05.**

**NOTE: Reductions impacting Classified positions will require at least a 45-day notice in compliance with the State Law or SEIU's Bargaining Agreement terms.**

G **March, 2005** - Development of baseline budget for unrestricted funding sources, including prioritization and components of the budget in accordance with District goals **to include District Proposed FTE Budget include Public Comments.**

G **March 7, 2005** - Special Education Contribution: Establishment of Strategic Plan to reduce rate of increase of Local General Fund Contribution (LGFC).

G **March 7, 2005 or with 2<sup>nd</sup> Interim (Whichever is First)** - Development of a broad Multi-Year Strategic Deficit Reduction Plan.

G **March 15, 2005** - Complete analysis of all categorical and special funding programs, identify major objectives and align those objectives with their respective categorical and special funding sources.

G **March 17, 2005 - Submission of 2<sup>nd</sup> Interim Report to the Board for discussion and adoption.**

**NOTE: By the end of March, 2005 (Date & Time TBD) - SMMUSD CFO will convene a 90-minute Budget Development familiarity session with SMMUSD Key Staff, parents, community groups and other interested members of the public.**

G **April, 2005** - Complete required AB1200 Actuarial Analysis for District Dental Plan.

- G **April 21, 2005 or as Required by LEA** - Presentation to the Board of Projection of ADA Revenue Limit for 2005-06 and multi-year Budget.
  
- G **April 22, 2005** - Complete and file with LACOE P-2 Attendance Report and Class-Size Reduction report to cover the period from first day of school, September, 2004 to March, 2005.
  
- G **By End of April, 2005** - Complete analysis of PERS medical care costs versus that of Blue Cross, Blue Shield, Aetna, PacifiCare and Kaiser in advance of PERS annual rate increase notices, targeted/ projected for June, 2005 to include employee health benefits utilization trends.
  
- G **May, 2005** - To reduce expenditure "Rollovers", complete all 2004-05 procurement of services and/or goods by May 15, 2005 in order to complete receipt and payables to vendors (expensed) by the end of business on June 30, 2005.
  
- G **May 5, 2005 (If available)** - Review of State's "May Revise" for re-evaluation of the District's 2005-06 Budget plans.
  
- G **May, 2005** - Final layoff notices, if any, to certificated and classified staff.
  
- G **May, 2005** - ~~Public Hearing to approve~~ **Approve** CPI-U increase to Measure "Y" parcel tax.  

**Public Hearing.**
  
- G **May 19, 2005** - Presentation of initial/**preliminary** 2005-06 Budget to Board.**for**
  
- G **May-August, 2005** - Begin Measure "S" Senior Exemption from Parcel Tax process, including **placing of public notice ads,** mailing of applications/renewal forms, verifying proofs of age and property ownership, compiling responses in database and forwarding exempted parcel numbers to Los Angeles County Assessor's Office by first week in August, 2005.
  
- G **June 2, 2005** - Begin final study sessions and hearing on budget development/implementation to include public comments.
  
- G **June 16, 2005** - Final Board Meeting to adopt the 2005-06 Budget.  

**Public Hearing.**



- G June, 2005 - Final layoff notices, if any, to Administrators.
- G July, 2005 - In accordance with the State's constitution Government requiring budget adoption by the State, the Santa Monica-Malibu Unified School District will review last-minute revenue changes and their impact on its budget, determine and accomplish, if any, adjustments.
- G July, 2005 - Complete preliminary closure of expenditures, "close books" on 2004-05 budget year, identify all "Carryover", "Rollover" monies and identify related Accrual amounts.
- G August, 2005 - In accordance with State laws, the District begins to amend its Adopted Budget to comply with the 45-day rule from the date the State adopted its Budget. This revision is the final important step in determining the real 2005-06 expenditure plans.
- G August-September, 2005 - The Santa Monica-Malibu Unified School District begins the final process of closing the District books for prior year's revenue and expenditures and begins to establish final year-end budget balances and final adjustments to the 2005-06 Budget.
- G Fall, 2005 - Receipt of the Calculated/ Certification of Income the District will receive for District categorical programs, both continuing and new.

***Note of caution: Until the certifications are received, categorical or restricted expenditures are based on the best projections of income only.***

- G September, 2005 - Complete Unaudited Actual Financial Report, file with LACOE and present to Board for public discussion and adoption.
- G October, 2005 - Submission of Unaudited Actual Financial Report and the final 2005-06 Adopted Budget adjustments.
- G November, 2005 December, 2005 - On or before December 15, 2005, Completion, filing and ~~Board adoption of the District's 1<sup>st</sup> Interim Report.~~ presentation of District's 2005-06 1<sup>st</sup> Interim Report for review and adoption by the Board. Public Hearing.

- G **December, 2005-January, 2006** - Completion and filing of the Independent Audit Report [CDE, State Controller's Office, LACOE] and Board discussion at the first meeting in January. **Public Hearing.**
- G **January, 2006** - Review and adoption of the Budget Planning document for subsequent fiscal years.

***NOTE: During the review and discussion phase of this planning document, the Board shall, at its discretion in consult with the Superintendent and the CFO, determine the number and timing of public hearings and press releases.***

<b>SCHEDULE OF IMPORTANT BOARD MEETING DATES</b>		
<b>Date</b>	<b>Topic</b>	<b>Time</b>
<b>March, 2005</b>	<b>Proposed 2005-06 Budget</b>	
<b>March 17, 2005</b>	<b>2<sup>nd</sup> Interim Report</b>	
<b>April 21, 2005</b>	<b>ADA Revenue Limit Projections &amp; Multi-Year Budget</b>	
<b>May 5, 2005</b>	<b>Review of State's "May Revise"</b>	
<b>May, 2005</b>	<b>CPI-U Increase to Measure "Y" Parcel Tax Public Hearing</b>	<b>8:00 pm</b>
<b>May 19, 2005</b>	<b>Preliminary 2005-06 Budget</b>	
<b>June 2, 2005</b>	<b>Final Study Sessions on 2005-06 Budget</b>	
<b>June 16, 2005</b>	<b>Adopt 2005-06 Final Budget Public Hearing</b>	<b>8:00 pm</b>
<b>On or Before Dec. 15, 2005</b>	<b>2005-06 1<sup>st</sup> Interim Report</b>	
<b>Dec., 2005 - Jan., 2006</b>	<b>2004-05 Independent Audit Report</b>	

***NOTE: With the exception of March 17, 2005 and June 16, 2005, above-listed dates are all tentative, based on our best available information at this time. The schedule could be modified as a result of events generated by the ongoing Budget debate in Sacramento and/or at the discretion of the Board of Education. In every and all cases, however, we will produce notification of these changes in a timely manner, consistent with the Brown Act.***

*02-03-05Bud.wpd*

TO: BOARD OF EDUCATION

ACTION/MAJOR

02/03/05

FROM: SUPERINTENDENT/LINDA KAMINSKI/TOM WHALEY

RE: APPROVAL OF PRE-K-12 VISUAL AND PERFORMING ARTS EDUCATION  
PLAN

RECOMMENDATION NO. A.20

It is recommended that the Board of Education approve the Pre-K-12 Visual and Performing Arts Education Plan for the year 2004-2013.

BACKGROUND INFORMATION

In the Fall of 2003, Santa Monica-Malibu Unified School District was selected by the oversight commission of the Los Angeles County Regional Blueprint for Arts Education: Arts For All as one of five Vanguard Districts in the County. Each Vanguard District was responsible for developing a Board Policy Statement regarding arts education and a PreK-12 standards-based arts education plan.

Chair and Co-chairs were named and a District Arts For All Committee comprised of educators, parents, local artists, community stakeholders was formed. The California Alliance For Arts Education (CAAE) contributed a coach to guide facilitation and leadership training.

The Arts For All Committee met for 18 months during which time the committee developed the revised Board Policy on Arts Education (already adopted by the Board on 12/9/04), assessed the current status and funding of district-wide arts programs, identified areas of need in arts programs, created a Pre-K-12 standards-based Arts Education Plan and timeline and determined the funding costs.

Copies of the plan have been made available to the Board of Education. Copies will be available at the meeting and are available for review in the Educational Services Office and Superintendent's office.

MOTION MADE BY: Ms.Brownley

SECONDED BY: Dr. Escarce

STUDENT ADVISORY VOTE: Aye

AYES: All (7)

NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/MAJOR

02/03/05

FROM: SUPERINTENDENT/LINDA KAMINSKI/TOM WHALEY

RE: ACCEPTANCE OF ARTS FOR ALL FUNDING FOR PRE-K-12 VISUAL  
AND PERFORMING ARTS EDUCATION PLAN

RECOMMENDATION NO. A.21

It is recommended that the Board of Education accept funding from the Arts For All pooled funds whose members include EIF, Sony, Warner Bros., JP Morgan chase, CAA and others and match these funds with the same amount from district funds for the 2005-2006 and 2006-2007 school years.

This combined funding would amount to a total of \$120,000 over two years and would fund year two and year three of phase I of the Pre-K-12 Visual and Performing Arts Education Plan which spans the years 2004-2013.

MOTION MADE BY: Ms.Brownley

SECONDED BY: Dr. Escarce

STUDENT ADVISORY VOTE: Aye

AYES: All (7)

NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/MAJOR

02/03/05

FROM: SUPERINTENDENT/LINDA KAMINSKI/CINDY ATLAS

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS

RECOMMENDATION NO. A.22

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>
New Haven Youth & Family Services, Inc.	12-04-89	NPS 01/05 - 06/05	#76	\$ 11,809
Westview School	03-29-91	NPS 12/04 - 06/05	#77	\$ 18,247
Augmentative Communication Therapies	08-14-93	NPA - Speech 10/04 - 06/05	#128	\$ 7,590
Child Counseling & Behavior Therapy Clinic, Inc.	10-20-92	NPA - Behavior Therapy 10/04 - 02/05	#129	\$ 31,824
Child Counseling & Behavior Therapy Clinic, Inc.	08-14-93	NPA - Behavior Therapy 10/04 - 02/05	#130	\$ 29,886
Kelter Center	01-03-91	NPA - Reading 01/05 - 06/05	#131	\$ 21,400
LOVASS/Life	03-09-99	NPA - Behavior Therapy 09/04 - 06/05	#132	\$ 49,725
Smart Start Preschool	04-08-93	NPA - Behavior Therapy 09/04 - 04/05	#133	\$ 20,880
Therapy West, Inc.	02-09-95	NPA - OT 1/05 - 06/05	#134	\$ 1,020
Frostig Center	02-10-97	NPS - add a.p.e.	#8 UC05034	\$ 2,850
<b>Contract Increase</b>				

Nonpublic School/Agency	Student DOB	Service Description	Contract Number	Cost Not to Exceed
Elliott Institute <b>Contract Increase</b>	05-21-91	NPA - Speech	#114 UC05327	\$ 8,093
LINKS Sign Language Interpreting Servcices <b>Contract Increase</b>	02-08-91	NPA - interpreting services	#62 UC05203	\$ 11,310
LINKS Sign Language Interpreting Servcices <b>Contract Increase</b>	Various	NPA - interpreting services	#76 UC05236	\$ 400

Amount Budgeted NPS/NPA 04/05 \$ 3,600,000  
Prior Board Authorization as of 01/20/05 \$ 3,402,332  
Balance \$ 197,668

Positive Adjustment \$ 76,281  
(See attachment) \$ 273,949

Total Amount of these Contracts \$ 215,034

Balance \$ 58,915

**\*Prior Year Authorization (01-22-04) \$2,912,297**

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 2004-05 in the amount of \$ <b>76,281</b> as of February 3, 2005.					
Nonpublic School/ Agency	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment
Aspen Ranch	NPS	#1 UC05027	E	\$ 39,436	Student no longer in District. (Moved to LAUSD) .
Kayne-Eras Center	NPS	#17 UC05043	E	\$ 36,845	Student transfered to another NPS.

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

<b>Instructional Consultant</b>	<b>Student DOB</b>	<b>Service Description</b>	<b>Contract Number</b>	<b>Cost Not to Exceed</b>
Alla Jariabek	10-16-00	Instr.Consultant - Occupational Therapy 01/05 - 06/05	#69	\$ 4,800
Cynthia D. Ferber	07-13-96	Instr.Consultant - Recreation Therapy	#70	\$ 450
Deborah Bohn	10-20-00	Instr.Consultant - Physical Therapy Evaluation 01/05 - 06/05	#71	\$ 300
Deborah Bohn	12-05-94	Instr.Consultant - Physical Therapy Evaluation 01/05 - 06/05	#72	\$ 300
Katherine Cordova	10-12-98	Instr.Consultant - Speech Services 01/05 - 06/05	#73	\$ 3,500
Koegel Autism Consultants - Dr. Lynn Koegel	11-13-93	Instr.Consultant - Behavior Therapy 2/05 - 6/05	#74	\$ 8,750
Lindamood-Bell	04-08-93	Instr.Consultant - Ed Therapy services 1/05 - 6/05	#75	\$17,380
Trang Nguyen	07-03-93	Instr.Consultant - Vision Assessment 01/05 - 06/05	#76	\$ 500
Trang Nguyen	03-22-95	Instr.Consultant - Vision Therapy 01/05 - 06/05	#77	\$ 960
Kimberly Hiddleson	02-16-96	Instr.Consultant - Auditory-Verbal Therapy	#59 UC05343	\$ 1,920
<b>Contract Increase</b>				

**Amount Budgeted Instructional Consultants 04/05** **\$ 400,000**

**Prior Board Authorization as of 01/20/05** **\$ 355,798**

**Balance** **\$ 44,202**

**Total Amount of these Contracts** **\$ 38,860**

**Balance** **\$ 5,342**



**Non-Instructional Consultants****2004-2005 Budget 01-65000-0-57500-11800-5890-043-1400**

<b>Non-Instructional Consultant</b>	<b>Student DOB</b>	<b>Service Description</b>	<b>Contract Number</b>	<b>Cost Not to Exceed</b>
Parent Reimbursement	04-08-88	Non-Instr.Consultant - Parent reimbursement for travel to NPS school for school year 2004-2005.	#27	\$ 850
Parent Reimbursement	04-23-98	Non-Instr.Consultant - Outside services for 2004-2005 school year.	#28	\$ 19,265
Parent Reimbursement	05-09-89	Non-Instr.Consultant - Parent reimbursement for travel to NPS school for school year 2004-2005.	#29	\$ 378

<b>Amount Budgeted Instructional Consultants 04/05</b>	<b>\$ 200,000</b>
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<b>Prior Board Authorization as of 01/20/05</b>	<b>\$ 155,702</b>
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<b>Balance</b>	<b>\$ 44,298</b>
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<b>Total Amount of these Contracts</b>	<b>\$ 20,493</b>
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<b>Balance</b>	<b>\$ 23,805</b>
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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: Ms.Brownley

SECONDED BY: Dr. Escarce

STUDENT ADVISORY VOTE: Aye

AYES: All (7)

NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/MAJOR

02/03/05

FROM: JOHN E. DEASY

RE: ADDITIONAL APPOINTMENTS/REPRESENTATIVES TO THE  
AD HOC FACILITIES COMMITTEE

RECOMMENDATION NO. A.23

It is recommended that the Board of Education appoint the following individuals to the Ad Hoc Facilities Committee:

Craig Hamilton	Special Education DAC Representative
Gleam Davis	Child Development Services - Representative
David Reznick	Malibu Representative

COMMENT: At the meeting of December 9, 2004, the Board of Education appointed members to the Ad Hoc Facilities Committee. The Board directed that one representative from the Special Education District Advisory Committee and Child Development Services be seated on the committee.

Mr. Reznick served on the Proposition X Oversight Committee and as a representative from Malibu. Staff recommends that Mr. Reznick also be appointed to the Ad Hoc Facilities Committee.

MOTION MADE BY: Ms.Brownley

SECONDED BY: Dr. Escarce

STUDENT ADVISORY VOTE: Aye

AYES: All (7)

NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/MAJOR

02/03/05

FROM: JOHN E. DEASY

RE: AMEND BOARD OF EDUCATION MEETING SCHEDULE FOR 2004-05

RECOMMENDATION NO. A.24

It is recommended that the Board of Education amend the meeting schedule as follows:

Add meetings:

February 5, 2005

9 a.m.

District Office

Board Retreat (Closed Session)

Workshop (Public Session)

- Reflections/Directions on New Small Schools
- Setting the Agenda and Direction for District Advisory Committees

February 22, 2005

7 - 8:30 p.m.

District Office

Middle Math Workshop

June 30, 2005

7 p.m.

District Office

Additional Meeting

This additional meeting will allow staff to complete more district business prior to August 4, 2005, the date of the next regular meeting. Typically, there are no Board meetings in July.

COMMENT: Staff has scheduled additional meetings to meet the needs of the District and requests by the Board of Education. As staff moves through the Budget process, it may be necessary to make additional amendments to the schedule. In that case, the item will be brought to the Board for formal approval.

MOTION MADE BY: Ms.Brownley

SECONDED BY: Dr. Escarce

STUDENT ADVISORY VOTE: Aye

AYES: All (7)

NOES: None (0)

TO: BOARD OF EDUCATION  
FROM: SUPERINTENDENT/LINDA KAMINSKI  
RE: THE MET-SANTA MONICA CHARTER

DISCUSSION  
02/03/05

DISCUSSION ITEM NO. D.1

It is recommended that the Board of Education approve the Met Santa Monica Charter pursuant to Education Code Section 47605 to enable the creation of The Met-Santa Monica High School.

COMMENT: The revised charter petition addresses changes previously requested by the Board of Education including: a letter from the University of California (UC) system, supporting the college readiness this school program provides students, a balanced budget as of 2006 and a no cost agreement regarding facilities. Conversations have taken place with Santa Monica College to house this charter on the campus at Santa Monica College. Approval of this charger should be contingent to a final agreement with Santa Monica College regarding the location.

Representatives last appeared before the Board at the April 1, 2004 meeting at which time it was mutually agreed to postpone action on the charter to allow time for legal counsel review and for the petitioners to address several requests from the Board of Education.

The Met-Santa Monica Charter is included as part of this agenda as Attachment #1

TO: BOARD OF EDUCATION

DISCUSSION

02/03/05

FROM: BOARD OF EDUCATION

RE: MASTER FACILITIES USE AGREEMENT BETWEEN THE CITY OF  
SANTA MONICA AND THE SANTA MONICA-MALIBU UNIFIED SCHOOL  
DISTRICT

DISCUSSION ITEM NO. D.2

It is recommended that the Board of Education approve the Master Facilities Use Agreement between the City of Santa Monica and the Santa Monica-Malibu Unified School District for the term of five years beginning July 1, 2004 and ending on June 30, 2009.

COMMENT: This agreement formalizes the discussions between the City of Santa Monica and the School District whereby the City will pay the District \$6,000,000 for the use of facilities by the City for programs and projects. The agreement stipulates that the Agreement, by mutual consent, may be extended for up to two additional 2.5 year terms.

It is intended to return this Agreement to the Board of Education for Action at the regular meeting of February 17, 2005.

## MASTER FACILITIES USE AGREEMENT

THIS MASTER FACILITIES USE AGREEMENT ("Agreement") is entered into this \_\_ day of \_\_\_\_\_, 2005, by and between the CITY OF SANTA MONICA, a municipal corporation and charter city ("the City"), and the SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT, a unified school district ("the District"), each duly organized and existing under the laws of the State of California.

### RECITALS:

- A. For many years, the City and the District have worked together to promote the health and welfare of the community's children and youth by providing recreational opportunities and programs which foster good citizenship.
- B. Many of the City's projects and programs for children, youth and their families take place at public parks, playgrounds, play fields, and other City-owned recreational facilities.
- C. However, the City's playgrounds, play fields, and recreational facilities are limited in size and are not sufficient to accommodate all of the current recreational needs of the community's children and youth and their families.
- D. Opportunities to create new parks and recreational facilities are limited because the City's total land area is very small – approximately eight square miles – and the City is fully built-out.
- E. Additionally, land values are very high within the City and are rising.
- F. The District owns and operates school sites within the City which include playgrounds, play fields, recreational facilities and buildings which are under-utilized during non-school hours.
- G. The City and District desire to enter into a master agreement which will allow the City to use school facilities within the City to meet certain recreational and other needs during hours when the facilities are available for City use and will allow the District to benefit from the City's use of the facilities through the generation of revenues for the maintenance of the District's education programs.
- H. It is the intent of the City and the District to maximize the exchange of value – community use of District facilities within the City and revenue flow to the District.
- I. It is recognized by the City and the District that new and ongoing resources are desired and necessary to fully support the strategic plan(s) and the community's expectations of both organizations.

## AGREEMENT

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. TERM.

The term of this Agreement shall be five years commencing on July 1, 2004, and ending on June 30, 2009, unless otherwise terminated pursuant to this Agreement.

By mutual agreement the City and District may extend the Agreement for up to two additional 2.5 year terms.

2. SUPPLEMENTAL USE AGREEMENTS.

Supplemental Use Agreements, governing specific programs and projects, are contemplated by the parties and shall be executed pursuant to this Master Facilities Use Agreement. This provision shall not be construed to prevent the City and the District from entering into other agreements relating to school sites and facilities within the City not specifically mentioned herein, or as the parties may desire.

3. PREMISES.

The premises governed by this Agreement ("the Premises") shall consist of playgrounds, play fields, and structures at the District's school sites in Santa Monica. The particular facilities which the City will use at each site shall differ for each program or project and shall therefore be specified in Supplemental Use Agreements governing specific programs and projects operated by the City on District property. However, in general, in making its facilities available pursuant to this Agreement and the various Supplemental Use Agreements, the District shall give the City priority over other non-District users.

4. USE OF PREMISES.

The Premises shall be used by the City to provide supervised and unsupervised recreational opportunities, child care, enrichment classes, and other services. Specific programs and projects shall be governed by Supplemental Use Agreements.

5. COMPENSATION.

A. The City shall pay the District for use of the Premises described in this Agreement initial Annual Base Payments totaling Six Million Dollars (\$6,000,000). Payment shall be made in two equal installments, one half by December 31<sup>st</sup> and one half by June 30<sup>th</sup>. In determining compensation, the City and District have not appraised the value of the Premises and do not assert that \$6,000,000 represents the precise value of the facilities the City may access under this Agreement. The parties expressly note the terms of this Agreement can be amended or modified at any time by written agreement of the parties. During the term of this Agreement, the base payment may be adjusted as described below in this Section 5.

B. Adjustments Based on the Consumer Price Index. Annual Base Payments will be adjusted by the Consumer Price Index for all urban wage earners and clerical workers for LA/LB SMSA (CPI), as measured from February to February with a minimum 2% and a maximum 4% adjustment.

C. Adjustments Based on Facility Use and Revenues.

- (1) In January 2007 the parties will convene an adjustment conference to assess the state of community use of the Premises and the fiscal status of the two organizations with the objective of adjusting the current payments for the use of said facilities upward or downward by a maximum of \$1,000,000.00, or holding payments constant for 2007/2008. The adjustment conference participants ("conferees") will consist of the following persons: the City Manager, Superintendent of Schools, the Finance officers of both the City and the District, the Mayor, and the School Board President. The conferees will participate in the adjustment conference with the objective to have recommendations before the City Council and School Board by March 1, 2007.
- (2) In assessing the fiscal status of the City in order to establish the payments for the use of the Premises, the total of the following "Big Eight" General Fund revenue sources will be used: 1) property tax, 2) sales tax, 3) utility users tax, 4) transient occupancy tax (TOT), 5) business licenses tax, 6) real property transfer tax, 7) parking facilities tax, and 8) fines/forfeitures.
- (3) If the cumulative growth of the actual "Big Eight" revenues (see subsection (2) above) over the two-year period 2004/2005 and 2005/2006 exceeds the increase of CPI by 4% and the increase in each of those years exceeds the CPI by at least 1.25%, the conferees will discuss adjusting the base payments by an additional  $\frac{3}{4}$  of 1% of the average of the actual "Big Eight" revenues for 2004/2005 and 2005/2006 by a maximum of \$1,000,000.00 effective 2007/2008. While the result of the discussions cannot be predetermined, the conferees will be mindful of the intent of this Agreement in approaching the discussion.
- (4) If the actual cumulative growth of the revenue sources found in the "Big Eight" exceeds CPI but does not reach the level specified in subsection (3), above, the conferees will discuss whether to recommend if there should be any adjustment to base payments above that specified in Section B above. While the result of the discussions cannot be predetermined, the conferees will be mindful of the intent of this Agreement in approaching the discussion.
- (5) If the actual cumulative growth of the revenue sources found in the "Big Eight" does not increase by at least CPI in 2004/2005 and 2005/2006, the conferees will discuss whether: 1) base payments should be held constant, 2) the CPI contemplated in Section B, above, withheld, or 3) base payments reduced by some amount which in no case would exceed \$1,000,000.00. While the result of the discussions cannot be pre-determined, the conferees will be mindful of the intent of this Agreement in approaching the discussion.



(6) In January 2009, the adjustment conference described above will be convened to assess the state of community use of the Premises and the fiscal status of the two organizations and discuss whether this Agreement should be extended for an additional 2.5 years, using the formula described in subsections (3) and (4) above to set the 2009/2010 base payments, except that the \$1,000,000.00 maximum will be adjusted for the change in CPI since the 2007/2008 adjustment, providing a new maximum cap on any adjustment. Should the second contract extension option be exercised, the same process would be followed to set the 2012/2013 base.

(7) Notwithstanding the foregoing provisions of Section 5.C., if in each of any two consecutive fiscal years over the term of this Agreement the actual growth of the total "Big Eight" revenues exceeds 7.5%, the conferees will meet in January to discuss adjusting payments above the then applicable cap effective July 1 of the same calendar year. If in each of any two consecutive fiscal years over the term of this Agreement the actual revenue from the total "Big Eight" revenues declines by 7.5%, the City may convene the conference to discuss temporarily suspending this Agreement.

6. RESPONSIBILITIES OF THE PARTIES.

- A. The City's Director of Community and Cultural Services shall be responsible for the direction and supervision of the City's programs and projects on the Premises.
- B. The Superintendent of the District or his or her designee, and the Director of Community and Cultural Services, or his or her designee, shall jointly establish a Master Calendar for the City's use of the Premises for the ensuing fiscal year no later than the 1<sup>st</sup> day of July of each year. Revisions may be made throughout the year upon mutual agreement of the Superintendent of District and the Director of Community and Cultural Services.
- C. The District shall ensure that clean and conveniently located restroom facilities are open and available for use by participants in all City operated programs and projects.
- D. Responsibility for maintenance, repairs, custodial services, utility payments, staffing and security relating to the City's use of the Premises for particular programs and projects shall be specified in Supplemental Use Agreements.
- E. The District's responsibility for providing equipment and improvements for specific City programs and projects shall be specified in Supplemental Use Agreements. Except as so specified, necessary improvements and equipment shall be purchased, owned, installed, maintained and repaired by the City.

7. ACCOUNTABILITY.

The parties agree that the best interests of the public will be served if the benefits of this Agreement as well as the financial status of the two organizations are well understood. To that end, the City Manager and Superintendent will prepare an annual report on the status of this Agreement for presentation to the City Council and Board of Education in conjunction

with the annual budget cycles of the organizations. The City and the District will make the annual report and their proposed and adopted budgets available at public libraries and on-line and will continue to seek ways to make complex financial information more understandable to the community. Both organizations will observe the provisions of the Brown Act in regard to this Agreement, as in all matters of governance subject to the terms of the Act. The District will continue to benefit from the advice of its Financial Oversight Committee during the term of this Agreement.

8. TERMINATION OF RIGHTS.

The City and the District may mutually agree to terminate this Agreement. In that event, District shall have the option of purchasing from the City, all or any part of the fixed improvements, of any kind or nature whatsoever, installed by the City on the Premises. In the event the District elects not to purchase all, some or any of said improvements, the City shall remove those items not purchased from the Premises. In such event, the City shall restore the grounds in the area of such removal operations to a neat, clean and acceptable condition.

In the event the District intends to dispose of the Premises, the City shall have the right of first refusal to purchase or lease said site or facility to the extent permissible by law. Any such purchase shall be at a price negotiated by the parties or, if the purchase is pursuant to the Naylor Bill or any state law providing City the right to purchase District land at a price other than fair market value, then at such price as is determined using the provisions of state law. The City shall provide written notice to the District of its intent to purchase or lease the Premises, or any part thereof, pursuant to this Section within 90 days of agreement to terminate, or within such other time as is required by state law if the Premises is purchased pursuant to state law.

The City and District understand that if any initiative is approved by the voters that would adjust or amend the City Charter for the purposes of funding educational programs, this Agreement is no longer binding.

9. MUTUAL INDEMNIFICATION.

A. Indemnification by the District. The District hereby agrees to defend, indemnify and hold harmless the City of Santa Monica, its City Council, boards and commissions, officers, agents, employees, and volunteers (collectively "City") from and against all claims, damages, losses, expenses, demands, liability, lawsuits, and judgments including, but not limited to, attorney's fees, arising directly or indirectly from or in any manner related to the District's possession, occupancy or use of the Premises pursuant to this Agreement or arising from or in any manner connected to the District's business, activities, operations, services or work conducted in, or about the Premises, except as otherwise expressly stated herein. However, the District shall not be required to indemnify the City where such claim arises from the negligence or wrongful misconduct of the City. The City shall promptly notify the District of any claim and cooperate with the District in connection with the defense of such claim.

B. Indemnification by the City. The City hereby agrees to defend, indemnify and hold harmless the District, its Board of Education, committees, officers, agents, employees, and volunteers (collectively "District") from and against all claims, damages, losses, expenses, demands, liability, lawsuits and judgments including, but not limited to, attorney's fees arising directly or indirectly from or in any manner related to the City's possession, occupancy or use of the Premises pursuant to this Agreement or arising from or in any manner connected to the City's business, activities, operations, services or work conducted in or about the Premises, except as otherwise expressly stated herein. The City's indemnification extends to all City uses and City-approved user groups pursuant to this Agreement. However, the City shall not be required to indemnify the District where such claim arises from the negligence or wrongful misconduct of the District. The District shall promptly notify the City of any claim and cooperate with the City in connection with the defense of such claim.

C. Survival of Section. This Section shall survive the expiration or earlier termination of this Agreement.

10. INSURANCE.

Prior to execution of this Agreement, the District and the City shall procure and thereafter maintain insurance against claims for injuries to persons or damage to property arising from or in connection with use of the Premises pursuant to this Agreement as specified in Attachment A. The acquisition and maintenance of such insurance shall not affect the obligation of indemnity established by Section 9 of this Agreement.

11. COMPLIANCE WITH LAW.

All activities undertaken pursuant to this Agreement shall be in accordance with all applicable ordinances, resolutions, statutes, rules and regulations of any federal, state or local governmental agency of competent jurisdiction.

12. NOTICES.

All notices, demands, requests or approvals to be given under this Agreement shall be given in writing and conclusively shall be deemed served when delivered personally or on the fifth business day after deposit in the United State mail, postage prepaid, registered or certified, addressed as follows:

All notices, demands, requests or approval from the District to the City shall be addressed to the City at:

Department of Community and Cultural Services  
City of Santa Monica  
1685 Main Street  
Santa Monica, CA 90401  
Attn: Director

All requests for payment shall be addressed to:

Department of Finance  
City of Santa Monica  
1717 4<sup>th</sup> Street, Suite 250  
Santa Monica, CA 90401

All notices, demands, requests or approval from the City to the District shall be addressed to the District at:

Santa Monica-Malibu Unified School District  
1651 16<sup>th</sup> Street  
Santa Monica, CA 90404-3891  
Attention: Asst. Supt. of Fiscal and Business Services

13. AMENDMENTS TO AGREEMENT.

In recognition of the fact that economic and other circumstances affecting the parties' participation in this Agreement are subject to fluctuation and change, the parties expressly note and agree that this Agreement may be amended or modified at any time by agreement of the parties. Any amendment to or modification of this Agreement shall be in writing and shall be effective only upon approval of the City Council of the City and the Board of Education of the District.

14. INTERPRETATION OF AGREEMENT.

The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply. The section headings are for purposes of convenience only.

15. INTEGRATION OF AGREEMENT.

It is understood that there are no oral agreements between the parties hereto affecting this Agreement and the subject matter thereof and this Agreement supersedes and cancels any and all previous negotiations, arrangements, oral agreements and understandings, if any, between the parties, and none shall be used to interpret this Agreement. This Agreement may be amended at any time by the mutual consent of the parties by an instrument in writing.

16. SEVERABILITY.

In the event that part of this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

17. ATTORNEY'S FEES.

If a party to this Agreement is required to initiate or defend, or is made a party to, any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, whether legal or equitable, shall be entitled to reasonable attorney's fees.

18. APPLICABLE LAW.

This Agreement shall be construed and interpreted under and governed and enforced according to the laws of the State of California.

IN WITNESS WHEREOF, the parties have executed this Master Use Facilities Agreement as of the day and year first above written.

CITY OF SANTA MONICA,  
a municipal corporation

ATTEST:

\_\_\_\_\_  
MARIA STEWART  
City Clerk

By \_\_\_\_\_  
SUSAN E. MCCARTHY  
City Manager

SANTA MONICA MALIBU UNIFIED SCHOOL  
DISTRICT, a unified school district

APPROVED AS TO FORM:

\_\_\_\_\_  
MARSHA JONES MOUTRIE  
City Attorney

By \_\_\_\_\_

Title: \_\_\_\_\_

## ATTACHMENT A

### THE DISTRICT'S INSURANCE OBLIGATION

The District shall secure before execution of this Agreement the following types and amounts of insurance:

#### Minimum Limits of Insurance.

The District shall obtain insurance of the types and in the amounts described below:

(1) Commercial General Liability Insurance:

The District shall maintain commercial general liability insurance or self-insurance (CGL) with a limit of not less than Five Million Dollars (\$5,000,000) each occurrence/Five Million Dollars (\$5,000,000) in the annual aggregate.

(2) Business Auto Liability Insurance:

The District shall maintain business auto liability insurance or self-insurance with a limit of not less than One Million Dollars (\$1,000,000) each accident.

(3) Workers' Compensation and Employer's Liability:

The District shall maintain workers' compensation insurance or self-insurance as required by the State of California and Employer's Liability Insurance in the amount of One Million Dollars (\$1,000,000) per accident for bodily injury or disease.

#### Minimum Scope of Insurance.

(1) CGL insurance shall be written on Insurance Services Office Form CG 00 01(or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

(2) Business Auto Insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos). Coverage shall be written on Insurance Services Office Form CA 00 01, CA 00 05, CA 00 12, and CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

#### Other Insurance Provisions.

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

- (1) The City of Santa Monica, members of its City Council, boards and commissions, officers, agents, employees and volunteers are to be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the District; and with respect to liability arising out of the District's possession, occupancy, or use of the Premises pursuant to this Agreement. Under the CGL policy, using the Insurance Services Office additional insured endorsement form CG 20 10 or a substitute providing equivalent coverage. City and other additional insureds mentioned in this paragraph shall not, by reason of their inclusion as additional insureds, become liable for any payment of premiums to carriers for such coverage.

#### General Liability, Workers' Compensation and Employer's Liability.

The insurer shall agree to waive all rights of subrogation against the City of Santa Monica, members of its City Council, boards and commissions, officers, agents, employees and volunteers for losses arising from activities and operations of the District in the performance of services under this Agreement.

#### All Coverages.

Each insurance policy required by this Agreement shall be endorsed to state that coverage shall not be canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City at the following address:

Department of Community and Cultural Services  
City of Santa Monica  
1685 Main Street  
Santa Monica, California 90401  
Attention: Director

#### Acceptability of Insurers.

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:6, unless otherwise approved by the City's Risk Manager.

#### Verification of Coverage.

District shall furnish the City with original certificates of insurance and amendatory endorsements affecting coverage required by this Agreement. The certificates and endorsements for each policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be on forms provided by the City or on other than the City of Santa Monica's forms, provided those forms and endorsements conform to the requirements. All certificates and endorsements are to be received and approved by the City before this Agreement commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

## THE CITY'S INSURANCE OBLIGATION

The City shall secure before execution of this Agreement the following types and amounts of insurance:

### Minimum Limits of Insurance.

The City shall obtain insurance of the types and in the amounts described below:

(1) Commercial General Liability Insurance:

The City shall maintain commercial general liability insurance or self-insurance (CGL) with a limit of not less than Five Million Dollars (\$5,000,000) each occurrence/Five Million Dollars (\$5,000,000) in the annual aggregate.

(2) Business Auto Liability Insurance:

The City shall maintain business auto liability insurance or self-insurance with a limit of not less than One Million Dollars (\$1,000,000) each accident.

(3) Workers' Compensation and Employer's Liability:

The City shall maintain workers' compensation insurance or self-insurance as required by the State of California and Employer's Liability Insurance in the amount of One Million Dollars (\$1,000,000) per accident for bodily injury or disease.

### Minimum Scope of Insurance.

(1) CGL insurance shall be written on Insurance Services Office Form CG 00 01 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

(2) Business Auto Insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos). Coverage shall be written on Insurance Services Office Form CA 00 01, CA 00 05, CA 00 12, and CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

### Other Insurance Provisions.

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

(1) The Santa Monica/Malibu Unified School District, members of its Board of Education, advisory committees, officers, agents, employees and volunteers are to be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the City; and with respect to liability arising out of the City's possession, occupancy, or use of the Premises pursuant to this Agreement. Under the



CGL policy, using the Insurance Services Office additional insured endorsement form CG 20 10 or a substitute providing equivalent coverage. The District and other additional insureds mentioned in this paragraph shall not, by reason of their inclusion as additional insureds, become liable for any payment of premiums to carriers for such coverage.

General Liability, Workers' Compensation and Employer's Liability.

The insurer shall agree to waive all rights of subrogation against the District, members of its Board of Education, committees, officers, agents, employees and volunteers for losses arising from activities and operations of the City in the performance of services under this Agreement.

All Coverages.

Each insurance policy required by this Agreement shall be endorsed to state that coverage shall not be canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the District at the following address:

Santa Monica-Malibu Unified School District  
1651 16<sup>th</sup> Street  
Santa Monica, CA 90404-3891  
Attention: Asst. Supt. of Fiscal and Business Services

Acceptability of Insurers.

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:6, unless otherwise approved by the District's Risk Manager.

Verification of Coverage.

The City shall furnish the District with original certificates of insurance and amendatory endorsements affecting coverage required by this Agreement. The certificates and endorsements for each policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be on forms provided by the City. All certificates and endorsements are to be received and approved by the District before this Agreement commences. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

TO: BOARD OF EDUCATION  
FROM: JOHN E. DEASY/WINSTON A. BRAHAM  
RE: DISTRICT INVESTMENT POLICY

DISCUSSION  
02/03/05

DISCUSSION ITEM NO. D.3

It is recommended that the Board of Education adopt the following Santa Monica-Malibu Unified School District Investment Board Policy.

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT INVESTMENT BOARD POLICY - BP (TBD)**

The governing Board, the Superintendent, and all management employees of the District support prudent investment of all revenues received by the District. The goals are compliance with all relevant laws, protection and security of principal and interest, and liquidity.

The District shall deposit in the LACOE Treasury, pursuant to Education Code §41001, to be placed to the credit of the proper Fund, all General funds, Adult Education funds, Cafeteria funds, Deferred Maintenance funds, General Obligation Bond funds, Capital Facilities funds, Developer Fees/School Facility funds, Special Reserve funds and Foundation Trust funds. The District and the LACOE Treasury shall make investment of all such funds within the requirements of the previously referred to prudent investor rules in California Probate Code §16045 et seq.

The District also may deposit funds in a bank or other financial institution whose accounts are federally insured in accordance with Education Code §41002.5 or any other law or provisions of the California School Accounting Manual.

The District shall deposit all other monies, such as Revolving Cash Fund, allowed by law to be deposited in other than the LACOE Treasury in any fully-insured banking institution in the Los Angeles County selected by the Superintendent, CFO and/or their joint designee.

The Superintendent, CFO or designee, as stipulated by applicable LACOE/California Education Codes, shall file periodic reports with the Board of Education regarding the status of all District investments in the LACOE Treasury and all monies deposited in banking institutions. Note: It is preferred, however, that these reports be continued/reflected in the 1st and 2nd Interim Reports as well as the annually-required Independent Audit Report, unless otherwise specified by the Board of Education.

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**INVESTMENT BOARD POLICY - BP (TBD)**

**I. Purpose**

This policy is designed to govern the investment of funds held by the Santa Monica-Malibu Unified School District that will be henceforth referred to as "The District". The policy also governs the issuance of debt by the District. This policy is based upon Federal, State and Local Laws as well as prudent money management practices. To the extent that this policy conflicts with applicable laws, the applicable law shall prevail. The primary goals of this policy are:

- , To assure compliance with all federal, state and local laws governing the investment of monies and the issuance of debt;
- , To protect the principal deposits of the District; and,
- , To generate investment income within the parameters of this policy and established and/or known government codes.

**II. Policy**

The District's primary investment objective shall be to maintain the safety and liquidity of its funds. Safety of principal is the foremost objective of the District Investment Policy. The investment factors the District shall consider, in order of descending importance, are as follows:

- , Safety of invested funds;
- , Sufficient liquidity to meet future cash flow requirements; and,
- , Attain maximum flexible yield consistent with the above requirements.

In addition, the District/Board of Education shall adopt measures as set forth in this document to ensure that the issuance of debt by the District complies with all applicable federal and state laws, including federal and state security laws.

The Chief Financial Officer (CFO)/Assistant Superintendent for Fiscal/Business Services, under the direction of the Superintendent and the Board of Education, shall have the responsibility for all decisions and activities performed under the District's Investment Policy. The CFO shall have the ability to allocate resources or delegate responsibilities as necessary with external/oversight expert independent advice in order to optimize the safety and liquidity of the investment portfolio and to implement this particular Investment Policy.

### **III. Legal Constraints**

Pursuant to California Education Code §41001, the District shall deposit all funds received or collected from any source into the LACOE Treasury to be placed to the credit of the proper Fund of the District, except as otherwise provided by a policy or practices to be adopted by the Board of Education and will be described herein.

Pursuant to California Education Code §41015, the District may invest all or part of funds deposited in a Special Reserve Fund or any surplus monies not required for immediate necessities of the District in any of the investments specified in California Government Code §16430 or §53601. Special Reserve Funds are defined as those Funds which the Board of Education has designated for capital outlay or other purposes where an accumulation over a period of a fiscal year is desired.

### **IV. Authorized Investments**

The District shall make investments in the context of "prudent investor rules" [Government Civil Code §2261 et seq.] which in substance states that:

"Investments shall be made with the judgment and care under circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of the capital as well as the probable income to be derived."

The District shall deposit all funds received or collected from any source into the LACOE Treasury, except as provided for through the California Education Code. Those funds maintained in a Special Reserve Fund or any surplus funds not required for the immediate necessities of the District shall be available for investments in "funds available for investment" on the conditions set forth in this policy.

1. The LACOE Investment Pool, established by the LACOE Treasurer for the benefit of local agencies and/or schools: the District may invest up to 100% of its funds available for investment in the LACOE Investment Pools.
2. The local Agency Investment Fund established by the California State Treasury for the benefit of the local agencies and/or schools: the District may also invest up to 100% of its funds available for investment in the Local Agency Investment Fund.
3. To the extent that the District directs the investments of its funds to specific securities, those securities shall be limited to the securities identified in the California Government Code §53601. However, the District will not under any circumstances direct the investment of this Fund to reverse re-purchase agreement unless such transaction are matched to their maturity.
4. Monies received from the sources or for the purposes listed below may be deposited in a bank or other financial institution. Monies so deposited shall be in fully-insured or collateralized accounts or instruments in bank accounts maintained outside of the LACOE Treasury and shall be limited to the following purposes:
  - A. Revolving Cash
  - B. Associated Student Body Accounting
  - C. Self-Insurance Funds
  - D. If applicable at all, in the Santa Monica-Malibu area, Mello-Roos bond proceeds
  - E. Tax and Revenue Anticipation Notes (TRANS) proceed.
  - F. Cafeteria Fund

**V. Compliance with Federal and State Security Laws**

The District will take reasonable steps to ensure that any debt offerings issued by the District comply fully with all applicable federal and state security laws. In connection with all debt offerings issued by the District, the District shall retain bond counsel and disclosure counsel to review the offering materials prepared in connection with the debt offering to ensure that disclosures contained in offering materials comply with federal and state security laws. The CFO shall be responsible for reviewing the offering materials regarding the accuracy of information disclosed in such materials. This will be done in concert with the Superintendent, Board of Education and/or any retained expert consultant.

**VI. Deposit of Proceeds from the Issuance of Debt**

The District shall not issue debt for the sole purpose of generating funds for investment. The District shall limit the issuance of debt for the purposes of meeting short-term cash flow needs and to fund capital projects. Debt issuance shall be reviewed by the Financial Oversight Committee, the Superintendent, Board of Education and any authorized outside legal or specialty consultant. When depositing proceeds from the issuance of debt, the District shall limit such investment to those authorized investments identified in this policy. Should, for example, a Trust Agreement of a particular debt issued by the District become more restrictive than the District policy on authorized investments, then the Trust Agreement shall take precedence.

**VII. Investment Reviews**

The CFO shall review quarterly reports, or as available, on investment performance and present the same to the Superintendent, Board of Education and the Financial Oversight Committee, as required, and this shall be done in a manner determined to be timely by both the Superintendent and the Board of Education.

**VIII. Changes to Investment Policy**

This policy will be reviewed on an annual basis or as is determined to be necessary by the Office of the CFO, Superintendent, Board of Education and/or as dictated by the Los Angeles County Office of Education (LACOE) policies or rules. The policy will also upon its review ensure its consistency with the objectives of income growth and safety, and changes in applicable laws and, most importantly, financial trends. Any proposed amendments to the policy will require approval by the Board of Education and, prior to submission to the Board, must be endorsed/approved by both the CFO and the Superintendent.

**IX. Financial Professional Compliance with Investment Policy**

All outside investment advisors/managers/attorneys and other financial professionals employed or retained by the District and/or its representatives including without limitation financial advisors, underwriters, bond counsel and disclosure counsel must review this policy and sign a Statement of Compliance confirming that they have reviewed this policy and will comply fully with this policy and/or all instructions delivered and approved by the Board of Education that are within applicable Government/Education Codes.

**X. Legal Reference**

The foregoing policy was developed using as its primary basis Education Codes §41001 and §41015, and Government Codes §16430 and §53601.

**XI. No Sweat Policy**

This Investment Board Policy is intended to reflect the District's position as it relates to the adoption of a "No-Sweat" Resolution. This means that the District is committed to and resolved not to knowingly invest and/or participate for the purposes of gaining increased or investment revenue with companies that knowingly align with and/or utilize "Sweat Gains" or disregard the District's language, intent or spirit of this "No Sweat" Resolution.

TO: BOARD OF EDUCATION

DISCUSSION

02/03/05

FROM: JOHN DEASY / MIKE MATTHEWS

RE: REVISION TO POLICY 1340 ACCESS TO DISTRICT RECORDS

DISCUSSION ITEM NO. D.4

It is recommended that the Board of Education approve revisions to the existing Board Policy 1340 Access to Records, to update legal references and administrative regulations.

COMMENT: There have been no substantive changes in Board Policy 1340 since it was written in 1990. However, new legal references have been added and the administrative regulations have been expanded. This revision is based on the latest update from the California School Board Association sample policy guidelines (November 2004). Additions to the text are underlined.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:



## Santa Monica-Malibu District Policy Detail

<u>NUMBER</u>	<u>ARTICLE</u>	<u>TITLE</u>
1340	Community Relations	Access to District Records

<u>SUBTOPIC</u>	<u>POLICY</u>	<u>REGULATION</u>	<u>EXHIBIT</u>
Public Activities Involving Staff, Students or School Facilities	x		

### DETAIL

The Governing Board recognizes the right of citizens to have access to public records of the district. The Board intends that any person shall have reasonable access to the public records of the schools and district during normal business hours and within the requirements of state and federal law. Such records shall be examined in the presence of the staff member regularly responsible for their maintenance.

The district may charge for copies of public records or other materials requested by individuals or groups. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation.

Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act or other statutes.

### **REFERENCE**

Legal Reference:

### **EDUCATION CODE**

- 35145 Public meetings
- 35170 Authority to secure copyrights
- 35250 Duty to keep certain records and reports
- 42103 Publication of proposed budget; hearing
- 44031 Personnel file contents and inspections
- 44839 Medical certificates; periodic medical examination  
(re access to medical certificate in personnel file)
- 49060-49079 Pupil Records
- 49091.10 Parental review of curriculum and instruction
- 52015 Ongoing evaluation and modification of school improvement plans
- 52015.5 Availability of information required by EC 52015(g)
- 52850 Applicability of article (school-based Program Coordination Plan availability)
- 54722 Application of article (Motivation and maintenance program Plan availability)

**GOVERNMENT CODE**

3547 Proposals relating to representation  
6250-6270 California Public Records Act  
53262 Employment contracts  
54957.2 Minute book record of closed sessions  
54957.5 Agendas and other writings distributed for discussion or consideration  
81008 Public records; inspection and reproduction

**CODE OF REGULATIONS, TITLE 5**

430-438 Individual pupil records  
4061 Availability of evaluation information

**CROSS REFERENCE**

Board of Education Policy 5125 - Confidentiality of Student Records

**MANAGEMENT RESOURCES****ADOPTED**

February 13, 1990

**REVISED****CSBA DATE**

February 1999

**DISTRICT GOAL**

Santa Monica-Malibu Unified School District

**draft**

**REQUEST FOR ACCESS TO OR COPIES OF DISTRICT RECORDS**

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Fax/E-mail \_\_\_\_\_

I am requesting:

\_\_\_\_\_ access for inspection

\_\_\_\_\_ copies

Document Name/Reference/Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requests for access to district records shall be placed in writing with the Superintendent or appropriate designee. Public records include any writing containing information relating to the conduct of the district's business prepared, owned, used or retained by the district regardless of physical form or characteristics. (Government Code 6252)

Every person may request a copy of any district record open to the public and not exempt from disclosure. (Government Code 6253) Copying fees of \$0.25 per page may be assessed.

Within 10 days of receiving any request for a copy of records, the Superintendent or designee shall determine whether the request seeks copies of disclosable public records in the district's possession. The Superintendent or designee shall promptly inform the person making the request of his/her determination and the reasons for the decision. (Government Code 6253)

In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 10 additional working days by providing written notice to the requester and setting forth the reasons for the extension and the date on which a determination is expected to be made.

Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 6253), (Board Policy 1340), and (Administrative Regulation 1340)

TO: BOARD OF EDUCATION

DISCUSSION

02/04/05

FROM: JOHN DEASY/ LAUREL SCHMIDT

RE: REVISION TO POLICY 5117 INTERDISTRICT ATTENDANCE

DISCUSSION ITEM NO. D.5

It is recommended that the Board of Education approve revisions to the existing Board Policy 5117 Interdistrict Attendance to amend and extend the moratorium that was imposed in August 2002.

COMMENT: In August 2002, the Board of Education imposed a moratorium on accepting new students on interdistrict permits. The moratorium was intended to continue through the 2004-2005 school year, but the board directed that it should be reviewed annually in February, to allow for modifications to address emerging fiscal and enrollment data. The moratorium has been observed each year since its inception.

In the light of the State budget deficit and projected loss of enrollment, it is recommended that the board maintain the moratorium, but modify it to allow the district to accept approximately 100 students on interdistrict permits in grades K-4.

New enrollments will be distributed across district schools to avoid undue impact on facilities and staff at a single site.

Permits will be granted using the same criteria and order stated in the current moratorium. Permits are granted for attendance in the district with no guarantee of placement in a school of choice.

It is recommended that the moratorium, with modifications, be extended for the 2005-2006 school year.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

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

BP 5117

<u>NUMBER</u>	<u>ARTICLE</u>	<u>TITLE</u>
5117	Students	Interdistrict Attendance Policy

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

#### DETAIL

A. Although students generally must attend school in the district and school where their residence has been established, the Santa Monica-Malibu School District Governing Board recognizes justifiable reasons for interdistrict permits. Upon request, the Superintendent or designee may accept students from other districts and may allow students who live within the District to transfer to another school within the District or out of the District.

A.1 Involuntary loss of housing should not interfere with a child completing his/her education in the Santa Monica-Malibu Unified School District.

B. Permits of this type are to be initiated by the student's parent or guardian who attests to the fact or shows evidence that the permit would be in the student's best interests. Cancellation of the permit shall occur if certain provisions are not adhered to by the student or parent/guardian, or if overcrowding should occur at the school of acceptance.

C. The Board is committed to providing a quality education for all District students legally enrolled and will provide fair and consistent treatment for students and parent/guardians regardless of their residence or permit status. All applications for a permit will be treated in a fair and consistent manner.

D. Final approval of permits for all students, including student needing specialized programs, such as GATE, special education, ELL, etc., shall rest at the District and shall be contingent upon space availability. The District will not pay excess costs to provide specialized services to students on permit.

E. Except for the conditions listed below, effective September 2002, there will be a moratorium on the receipt of all new interdistrict attendance permits. This moratorium shall continue through the ~~2004-2005~~ 2005-2006 school year. Exceptions to the moratorium are as follows:

1. All students currently attending on an interdistrict permit will be allowed to remain in the District until they leave or graduate, assuming that they uphold appropriate standards of behavior and attendance.
2. Guidelines previously applied to SMASH, Edison, including the immersion program through Grade 8, and our preschools will remain in effect.

Requests for permits will be received (granted) in the following order:

1. Intradistrict permits allowing children who are residents of the cities of Santa Monica and/or Malibu to attend a school other than their neighborhood school;

1.a The District guarantees same-school placement for all siblings in a family once an intradistrict permit has been granted, except in cases where students need a specialized program which is only available on another campus.

2. Interdistrict permits for children of employees of the Santa Monica-Malibu Unified School District [certificated, classified, management, full and part-time (a minimum of 15 hours per week)];

2.a The District guarantees a seat in a District school to all children of District employees who have requested a new interdistrict permit; staff will do its best to accommodate requests for a specific school but will not guarantee requested placement. On-going permit holders are not effected and will continue in the home school being currently attended.

3. If space and budget permit, staff will do its best to accommodate requests for placement for siblings (of current interdistrict permit holders) who will be entering Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 6th or 9th Grade. If a permit is received (granted) there is no guarantee of same-school placement. On-going permit holders are not effected and will continue in the home school being currently attended;

3.a Siblings of recent [within the last three (3) years] graduates of the Santa Monica-Malibu Unified School District who attended on interdistrict permits will be allowed to enroll under this section, under the same provisions.

4. If space and budget permit, interdistrict permits for children of employees of the cities of Malibu or Santa Monica.

#### REFERENCE

LEGAL REFERENCE:

EDUCATION CODE

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

52317 Admission of persons including nonresidents to attendance area; workers' compensation for pupils

DISTRICT POLICIES RELATED TO PERMITS:

BP 5116.1 Intradistrict Open Enrollment

BP 5145.3 Desegregation Plan

MANAGEMENT RESOURCES

ADOPTED

January 27, 1994

REVISED

January 20, 2005

November 22, 2002

April 1, 1999

CSBA DATE

July 2004

DISTRICT GOAL

Quality Education for All

TO: BOARD OF EDUCATION

DISCUSSION

02/03/05

FROM: JOHNN E. DEASY/LAUREL SCHMIDT

RE: REVISION TO POLICY 5131.61 CONTROLLED SUBSTANCES

DISCUSSION ITEM NO. D.6

It is recommended that the board of Education approve revisions to the existing Board policy 5131.61 Controlled Substances, to provide equitable disciplinary interventions and consequences for students who are attending school in SMMUSD on an interdistrict permit.

COMMENT: Board Policy 5131.61 Controlled Substances indicates that students possessing or being under the influence of a controlled substance shall be suspended for five days and required to complete a rehabilitation plan within ten weeks for the first offense. However, in the case of students attending on an interdistrict permit, they are suspended and their permits are revoked for a first offense.

It is recommended that all students, resident and permit, have the same consequences for a first offense. Upon the second offense, students attending on an interdistrict permit will have their permits revoked and return to their neighborhood schools.



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

BP 5131.61

<u>NUMBER</u>	<u>ARTICLE</u>	<u>TITLE</u>	
5131.61	Students	Controlled Substances	
<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, may be subject to suspension, transfer to another school, expulsion and 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:

-- Soft evidence is more subjective; it involves all other forms of evidence and 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: First Offense:

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

1. The student shall be suspended for a maximum of five (5) days. (Enrollment at Saturday

School cannot be used in lieu of suspension.)

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 following the district's appeal procedures. When make-up work can be reasonably provided, the pupil shall be allowed to complete all assignments and tests missed during a suspension.

~~2. If a student is attending school in the district on an interdistrict permit, the principal will meet with the parents at the end of the five day suspension, the permit will be revoked and the student will be directed to enroll in his/her neighborhood school.~~

32. Students in Grades 1-12 shall be placed on academic probation for a period of ten weeks. The terms of probation include loss of privileges from participating in the following: all sports, dramatic, choral or musical performances, dances, cheerleading, graduation and awards ceremonies.

a. Students must complete 24 hours of substance abuse counseling in a program offered by the district, or students must obtain preapproval if counseling will be provided by a private agency or therapist. Parents must attend twelve (12) hours of substance abuse counseling designed for parents.

b. Students must complete forty (40) hours of community service from a list of approved agencies provided by the district, or receive preapproval for community services with other organizations.

c. The principal has the option of requiring that the student participate in a 12-step program if the behavior warrants additional intervention.

d. If the student does not complete and provide documentation for all of the above measures, he/she will remain on probation with loss of privileges until all are completed. If the student fails to complete all of the above by the last day of the semester in which the ten-week probation was scheduled to end, the student will be transferred to another school in the district for the entire next semester. At the end of that semester, the student will be returned to his/her home school.

#### 43. Hard Evidence - Second Offense:

If the principal or Superintendent determines, in the presence of hard evidence, that for a second time within middle school (Grades 6-8) or a second time within high school (Grades 9-12), the student unlawfully possessed, used, was under the influence of or otherwise furnished to others a controlled substance or alcoholic beverage or intoxicant of any kind, the following steps shall be taken:

a. The student shall be suspended for a maximum of five (5) days. The rights and responsibilities section of the district suspension form shall be observed by the principal/designee. This includes the parent's right to have access to pupil records and the parent's or pupil's right to appeal following the district's appeal procedures. When make-up work can be reasonably provided, the pupil shall be allowed to complete all assignments and tests missed during the suspension.

b. The principal shall recommend that the student be expelled from the district unless it is determined that expulsion is inappropriate under the particular circumstances of the case. During

the period when the student is awaiting the expulsion hearing, make-up work will be provided.

2. c. If a student is attending school in the district on an interdistrict permit, the principal will meet with the parents at the end of the five day suspension, the permit will be revoked and the student will be directed to enroll in his/her neighborhood school.

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

#### 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 procedure 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. Within the first ten (10) days of school each principal shall implement procedures to ensure 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 the parent/guardian.

C. Each principal will ensure that all middle and high school students are explicitly informed of the provisions of the controlled substance policy through assemblies, presentations and/or direct instruction in appropriate classes.

## 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 instructions

51262 Use of anabolic steroids; legislative finding and declaration

51264 CDE assistance for in service training

51265 Gang violence and drug and alcohol abuse prevention in service

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

11373.7 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/fpco>

#### ADOPTED

#### REVISED

#### CSBA DATE

32684

January 20, 2005  
August 19, 2004  
April 10, 1997

#### DISTRICT GOAL

Quality Education for All

TO: BOARD OF EDUCATION

INFORMATION

02/03/05

FROM: JOHN E. DEASY/MICHAEL D. MATTHEWS

RE: REPORT ON RECRUITING FOR CERTIFICATED PERSONNEL

INFORMATIONAL COMMUNICATION NO. I.1

The quality of teachers in a district is the best indicator for how successful the district will be in maximizing student achievement. Santa Monica - Malibu is a high achieving district in a highly desirable geographic and cultural location, and many teachers apply to our schools for any or all of those reasons. Still, it is critical that we do not take those factors for granted, and that we make efforts to actively recruit a certificated staff that is highly educated, highly talented and representative of the diversity of the students of Santa Monica - Malibu. This informational item will outline the current quality indicators of our certificated staff, compare our certificated staff diversity with our students, the county and the state, and describe our recruiting plans for the Spring of 2005.

Dr. Matthews will make a PowerPoint presentation. Paper copies will be available at the meeting and it will be posted on the SMMUSD Human Resources website.

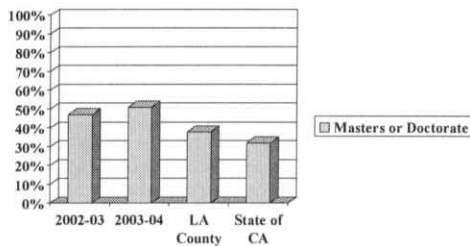
## Recruiting in SMMUSD

Developing a Plan to Hire a Diverse  
Group of Top-Quality  
Certificated Staff

## 91 Certificated Hires in 04-05

- 26 Elementary
- 21 Special Education
- 12 Science
- 9 Math
- 6 Secondary English
- 5 Counselors
- 5 World Language
- 4 Social Studies
- 2 Nurses
- 1 Music

## Percentage with Masters Degree and Above



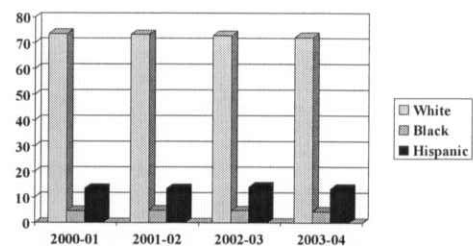
## National Board Teachers

- Nationwide and in the state of California, less than 1% of teachers are National Board Certified.
- Over 6% of SMMUSD Teachers are National Board Certified

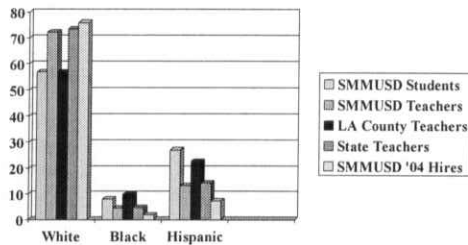
## CTCC, NCLB, HQT

- Less than 5% of teachers are on an emergency credential.
- Well over 95% of our elementary teachers are NCLB compliant as Highly Qualified Teachers (HQT).
- Over 85% of our secondary teachers are NCLB compliant as HQT.

## SMMUSD Teacher Ethnicity 2000-2004



## Ethnicity in SMMUSD vs. County vs. State



## On-Line Resources

- EdJoin
  - Free to All Public Schools
  - Funded and operated by the State of California
- Monster.com
  - Free only for K-12 Public Schools
  - Utilized by the private sector

## SMMUSD Career Development Program

- Career Development Program began in 1995, with the intent of encouraging paraprofessionals from under-represented groups to consider pursuing a teaching credential or other professional certification.
- Provides support through a mentor and group meetings
- Reimburses a portion of tuition and fees
- Provides educational advisement
- Received Recognition in Last Year's CCR

## Career Development Program

- 10 Teachers Hired since 1995 through Career Development Program
- 8 from under-represented groups.
- 1 Hired in 2004-05
- 9 Currently in the Program

## Recruiting Trips Spring, 2005

- CABA (2/23)
- CSULA (3/3)
- Pomona (4/7)
- CSULB (4/15)
- CSUDH (4/20)
- Out of State?
- First Time Ever SMMUSD Recruiting Fair
  - Saturday, April 30
  - By Invitation Only
- Communications with Schools such as Howard, Spelman, Morehouse, Clark

## Summary

- Higher Level of Awareness from a District Level
- More Active Recruiting
- Expanding upon an already successful Career Development Program
- Creating high quality website and materials to attract and recruit high quality candidates
- Reviewing our progress annually



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# **The MET- Santa Monica**

# **CHARTER APPLICATION**

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A Charter School Proposal to the  
Santa Monica – Malibu Unified School District  
Santa Monica, California  
January 2005

## INTRODUCTION

### Jamaal's Journey: A Day in the Life of a MET – Santa Monica Freshman

...a true story that hasn't happened yet.

Note: The story that follows is based on composite experiences of students at Big Picture High Schools across the nation. It is provided as a glimpse of what is possible for the students of Santa Monica and Malibu Public Schools.

#### **Santa Monica, California**

May 15, 2006

##### **7:45am**

Jamaal, 15, straightens his shirt as he tucks it into his neatly pressed pants. He's excited about the day ahead and waits near the front door for his mother, Denise. He shouts to her, "Ma, come on! I want to be early today. My Advisory is putting on the Pick Me Up."

"Okay, baby, I'm coming," says Denise. She smiles at her son's eagerness, remembering the way it used to be, before Jamaal went to The MET –Santa Monica. Back then, she had to battle to get Jamaal out of bed, let alone dressed and out the door. Now, less than a year later, her son looks forward to going to school. He likes everything about being in 9<sup>th</sup> grade at The MET, from the friends he has made to the advisor who treats him like an adult, to the mentor who is helping him learn what it will take to succeed in the real world. Denise has to admit she likes the school, too, and feels like she is a true partner in her son's education. Helping to design his Learning Plan each quarter took some getting used to, but now she sees it as another way to get to know her son. It will all culminate tonight when Jamaal presents his Exhibition.

##### **8:08am**

Jamaal meets his friends Larry and Ignacio in the commons area. They go over the script they've put together for Pick Me Up, the kickoff to the day that is part community building activity, part school assembly, and part administrative business. The three boys will role-play a hazing incident, then the other students in their advisory will debrief with the rest of the school. When Pick Me Up ends, they hope the whole school community will have thought carefully about how to treat each other with respect.

##### **10:10am**

Jamaal and his advisor Chris sit together in the Advisory room. They are going over the last minute details for Jamaal's Exhibition tonight.

"Okay, so you're sure the computer simulation with the spreadsheet will work? You've had a chance to test it out?" Chris asks.

Jamaal nods. "Everything is cool. I worked it through two times yesterday, and will go do it again right after lunch. Diana and Rosalie have already said they'd help me. Don't worry, man."

For the past two quarters, Jamaal has had an internship with Dave Sanchez, vice president of commercial banking at a neighborhood bank. Every Tuesday and Thursday, Jamaal works closely with Dave to learn the ins and outs of the banking business. For the last two months, Jamaal has conducted a cost-benefit analysis of small businesses that use the bank's new line of credit. Tonight, he'll present the results of that study and tie it into the Learning Goals he set along with Chris, Dave, and his mother, Denise.

**2:45pm**

Diana and Rosalie, students from Jamaal's Advisory, sit at computers. They are helping Jamaal get ready for Exhibition by testing out his computer model, asking questions, and giving him feedback. He appreciates their willingness to help, and his confidence grows that his Exhibition will go well.

"Jamaal, man, this is really excellent. I can tell exactly how much these businesses have saved over the past year using the new payment system," says Diana.

"So what's the most important thing you learned?" asks Rosalie.

Jamaal smiles because he knows that Chris is likely to ask him this question later. He puts on a very sophisticated voice: "In response to your query, I'd have to conclude that my most important learning realization is that one should never be defeated by a problem simply because one can't yet see a solution. No, just messin' – really, I had this idea to help businesses figure out if they should use the line of credit system, but I didn't really know how. Once I saw all the data, I just knew that I could figure it out. If I had given up because I didn't have the skills or whatever, I never would have taken this on. But Dave saw it was a good idea and helped me get the training I needed, and the results are what you see. So I guess what I learned is, if you face a problem, you have to have patience to learn the skills you need if you really want to solve it."

**6:45pm**

Denise, Chris, Dave Sanchez, Rosalie, Diana, Larry, Ignacio, and three invited guests from the community are seated in the computer room. The computer terminals hum. Jamaal, at the front of the room, begins his Exhibition.

**7:35pm**

Relieved to be finished with Exhibition, Jamaal hugs his mother and shakes Chris's hand. One of the guests from the community, Emily Harper, the owner of the local drycleaners, approaches the happy trio.

"Jamaal, I'm Emily Harper." They shake hands. She continues, "I was very impressed by your presentation. I have to say that, based on your findings, I might have to switch banks!" She turns to Chris.

"And I understand that, as the advisor, you've overseen Jamaal's progress here. You should be proud of the work he has done. But let me ask you, how does this program – the internship and the self-directed academic study – really qualify as a high school education? I mean, when does Jamaal take the good, hard subjects like Algebra, Chemistry, history, or Literature, like I had to when I was in school?"

Chris nods at Ms. Harper, familiar with this line of questioning. "That is a great question– our system doesn't look much like a traditional school. I'm sure you'd have a hard time finding any other high schoolers around the state taking responsibility for their own learning like our kids do, let alone solving complex problems as Jamaal has done. You're right in that Jamaal won't ever attend the traditional classes you've mentioned, but he will be held accountable for demonstrating mastery in similar areas. Just think about the Algebra Jamaal had to know or learn just to set up the Excel spreadsheet he used in his analysis. This fits into his Learning Plan goals in Quantitative Analysis – where we've aligned our program to district math standards. When Jamaal was giving his presentation, he also talked about "Empirical Reasoning." That's the science component of his educational plan.

“ But there are three other areas he has to address,” Chris continues. “Communication – basically Language Arts; Social Reasoning, or social sciences, and Personal Qualities – the skills and tools for self-discipline, time management, and organization. Plus, as a 9<sup>th</sup> grader, Jamaal has eighteen other grade-level goals to address, things like coming to school everyday and on time, showing respect for self and others, and preparing for state exams. When he takes the tests in math, science, reading, and writing, he’ll have had an excellent foundation in the skills he needs to do well. Tomorrow morning, Jamaal and I will sit down and reflect on his Exhibition, and then he’ll write a five-page narrative over the next few days that ties his learning through his LTI to the Learning Plan. Pretty rigorous stuff.

“One other thing to point out is that our graduation requirements match the district’s. Did you realize that all of our seniors are required to apply to college, that more than 90% of them are accepted, and they have to write a 100-page autobiography as part of their graduation Exhibition? When our kids go to college interviews, along with a transcript and test scores, they bring narratives that describe them as a learner and a resume that reflects the real world experiences they’ve had. Find another high school around that can say that! So, even though it feels different at The MET –Santa Monica , our kids learn real world skills and develop a broad academic base that sets them up for succeed in college or whatever else they choose after graduation.”

Satisfied, Ms. Harper shakes Chris’s hands. “It’s wonderful to know that kids have such a relevant way to learn. I’d very much be interested in becoming a Mentor for your students. How can I learn more?”

With that, Chris leaves Jamaal and his mother and escorts Ms. Harper toward the office.

Jamaal turns to Denise. “I’m going to see Ignacio’s Exhibition now. You want to come?”

“No, I think I’m going to go home. You be home by 9:30, please.”

#### **9:25pm**

After stopping for celebratory ice cream sundaes with his friends, Jamaal makes his way home. Denise, hearing him enter, comes out of the kitchen and greets him in the hallway.

“Tired?” she asks.

“Yup. Exhausted. I’m going to bed right now. See you in the morning.” Jamaal heads to his room.

“Jamaal?” says Denise. He stops and turns toward her. “You make me proud.

## EXECUTIVE SUMMARY

Imagine Jamaal's school as a reality in Santa Monica and Malibu. It is a public high school where each student has a comprehensive and unique education plan that proactively addresses his or her strengths, interests, and needs. A school where no child has the same curriculum or assignments – it's all individualized learning. Impossible for a public school to accomplish? Hardly. Since 1995, the Big Picture School design has effectively demonstrated that a school can succeed and run effectively with an entirely personalized course of learning. This charter application outlines plans to bring the Big Picture High School design to the children of SMMUSD.

*The mission of the MET – Santa Monica is to develop a small, personalized learning community in which no child is anonymous. Using the city as our classroom, we will follow the Big Picture Company's philosophy of educating one student at a time. We are committed to nurturing the development of competent, compassionate, and responsible citizens.*

In accordance with California Charter School Law and in pursuit of the above mission statement, we petition the Santa Monica-Malibu Unified School District (SMMUSD) to grant a 9-12 charter to The Metropolitan Regional Center – Santa Monica (The MET). The MET agrees to operate the school in accordance with the terms of the Charter Schools Act of 1992 and the provisions of the school's charter.

The petitioners listed below certify that they will be residents with 9<sup>th</sup> grade aged students of Santa Monica or Malibu who are meaningfully interested in enrolling their children in the inaugural class during the 2005-2006 school year. The list below represents 50% of the families necessary to enroll a freshman class at full capacity. The petitioners authorize the Lead Petitioners to negotiate any amendments to the attached charter necessary to secure approval by the SMMUSD governing board.

## **Summary**

The Lead Petitioners are proposing a charter high school located on the campus of Santa Monica College (SMC).

It is our belief that The MET will serve the community well because of the following characteristics:

- A commitment to educating “One Student at a Time.”
- A highly personalized learning plan for each student.
- Smaller class sizes, providing an 18:1 student-teacher ratio.
- Real-world learning experiences through Learning Through Internship.
- Academic rigor leading to college acceptance.
- An emphasis on Family Engagement.

The MET – Santa Monica is submitting a charter for a five-year period beginning in the 2005-06 school year. At full capacity, The MET will enroll up to 288 students in grades nine through twelve, or no more than seventy-two students per grade level. The MET will initially open with seventy-two ninth-graders, increasing to capacity by the beginning of the 2008-09 school year.

### **Relationship between The MET – Santa Monica and Big Picture Company**

The Big Picture Company (BPC), a non-profit agency in Providence, Rhode Island, and the innovator of the BPHS design, will provide assistance including professional development for the school’s principals and staff and technical assistance in school start-up. Once The MET is operational, BPC will continue to provide technical assistance, professional development, and membership in the Big Picture Schools Network.. Membership in this network includes access to BPC-sponsored events, and rights to purchase BPC materials.

The petitioners wish to open The MET – Santa Monica in order to provide a progressive opportunity for secondary education to the residents of Santa Monica and Malibu. The MET staff will work in partnership with a national organization, The Big Picture Company, whose mission and philosophy is to educate “one student at a time” within the context of community participation. This partnership with the Big Picture Company would allow for educational innovation and a school of choice for families in Santa Monica and Malibu that is supported by a network of like-minded educators. The Big Picture Company has developed a nationally evaluated and highly successful high school design.

The MET wishes to negotiate a relationship with SMMUSD as an independent charter school in order to operate with limited independence from the California Education Code in the following areas:

**1. Funding Flexibility.** As a school concerned with providing choice in education to the families of Santa Monica and Malibu, The MET will develop a process of self-evaluation in order to encourage innovation. In order to be rigorously innovative in the classroom, school site administration needs the flexibility to reorganize funds in a manner consistent with the needs of our teachers and students. Charter status will allow The MET to apply for funds available only to charter schools from both private and public sources to help support our efforts as a leader in progressive education.

**2. Curriculum Flexibility.** In partnership with the Big Picture Company, The MET will work to deliver a student-driven curricular program founded on the Big Picture Company's model of *Learning Through Internships*. In this model, MET students will work with community mentors, family members, and MET advisors (teachers) to develop *Individual Learning Plans* comprised of goals driven by student interest and consistent with the California State Standards (see table 1). Furthermore, MET students will work with community mentors in a project-based curriculum designed to achieve the goals outlined in each student's Individual Learning Plan. Because of the unique nature of this curricular design, the MET must have the flexibility to select and purchase instructional materials and technology appropriate to our students' educational needs.

**3. Enrollment Flexibility.** In order to truly implement a curriculum designed to educate "one student at a time" the MET needs a lower student-to-teacher ratio than is currently outlined by state and district policies. The MET needs the flexibility to organize its funds in order to ensure a lower student-to-teacher ratio in the classroom.

The MET wishes to serve students and staff in the entire district through educational innovation within the context of the SMMUSD and California state educational system. We are committed to being involved in ongoing dialogue and professional development opportunities with other schools in SMMUSD and beyond, so the learning about learning that happens at the MET may both benefit and be considerate of the students and staff throughout SMMUSD.

The Charter Schools Act of 1992 states that:

*It is the intent of the Legislature...to provide opportunities for teachers, parents, pupils, and community members to establish and maintain schools that operate independently from the existing school district structure, as a method to accomplish the following;*

*(a) Improve pupil learning.*

*(b) Increase learning opportunities for all pupils, with special emphasis on expanded learning experiences for pupils who are identified as academically low achieving.*

*(c) Encourage the use of different and innovative teaching methods.*

*(d) Create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site.*

*(e) Provide parents and pupils with expanded choices in the types of educational opportunities that are available within the public school system.*



(f) Hold the schools established under this part accountable for meeting measurable pupil outcomes, and provide the schools with a method to change from rule-based to performance-based accountability systems.

(g) Provide vigorous competition within the public school system to stimulate continual improvements in all public schools.

-California Education Code Section 47601 (a)-(g)

The MET requests charter status in accordance with the Legislative goals outlined above. By granting this charter school petition, SMMUSD helps fulfill the intent of the Charter Schools Act of 1992.

#### School Location

The MET – Santa Monica will open in the Fall of 2005 on campus at SMC. The MET will open with four 9<sup>th</sup> grade classes and add four 9<sup>th</sup> grade classes each successive year until the school reaches its full capacity.

#### II. Educational Program - California Educational Code 47605 (b)(5)(A)

*A description of the educational program of the school, designed, among other things, to identify those whom the school is attempting to educate, what it means to be an “educated person” in the 21st century, and how learning best occurs. The goals identified in that program include the objective of enabling pupils to become self-motivated, competent, and life-long learners.*

#### **Core Philosophy**

Our philosophy is grounded in a commitment to educate “One Student at a Time.” Every child has different interests, needs, and abilities, so “one size fits all” curriculum does not exist at The MET. We believe that a child’s interests and passions are the key to his or her high school education and life-long learning, and that learning best takes place when each student is an active participant in his or her education. Our focus is less on *knowledge acquisition* and more on *knowledge utilization*. We strive to develop life-long learners with the ability to apply knowledge to real life experiences and challenges; this is why we believe that school-based learning is most effective when blended with outside experiences that broaden and deepen students’ interests.

Since 1996, The Metropolitan Regional Career and Technical Center (known as The Met) of Providence, Rhode Island, has successfully implemented the Big Picture High School design. The MET – Santa Monica will replicate this successful design. The following tables offer evidence of the success of The Met.

#### **Demographic Profile**

	1997-98	1998-99	1999-00	2000-01
Total Students	98*	157**	200	220
Anglo	36%	41%	38%	43%
Hispanic	34%	38%	32%	38%
African. American	26%	18%	22%	17%



Asian	4%	3%	2%	2%
Other	N/a	N/a	6%	N/a
Languages	5	6	6	4
Qualified for free/reduced lunch	54%	48%	52%	54%
Daily Attendance	94%	96%	94%	95%

\*Grades 9&10 only

\*\*Grades 9,10&11

### **Participation of Met Students in College Courses**

Description	1997-98	1998-99	1999-00	2000-01
Number of students completing college courses	11	49	86	50
% of student body	11%	31%	43%	23%
Number of schools attended	3	5	3	2
#Students completing College Readiness at Univ. R.I.	N/a	N/a	6	10

### **Graduation and College Acceptance**

	1999-2000	2000-2001
Number of seniors eligible for graduation	46	46
Graduation rate	100%	100%
Percentage of seniors applying to college	100%	92%
Percentage of those applying accepted to college	100%	100%
Percentage of those applying who are first generation in their families to be college-bound.	74%	N/a
Number of colleges applied to/acceptances	63/90	85/91
Scholarships/financial aid awarded (approx.)	\$400,000	\$500,000

Note: This information was provided by The Big Picture Company.

### Population Served by The MET – Santa Monica

The MET intends to serve students in grades 9-12 from SMMUSD and the state of California. The MET is configured in advisory groups with, ideally, no higher than 18:1 average student:teacher ratio in any given advisory group.

The MET – Santa Monica is committed to enrolling a diverse population of students reflective of SMMUSD. 12.8% of the students district wide are classified as English Language Learners. The student population is 8.1% African-American, 03% American Indian, 14.9% 5.9% Asian, 27.2% Hispanic, and 58% White or Non-Hispanic in SMMUSD.

The MET seeks to enroll a diverse population of students representative of Santa Monica and Malibu in terms of socio-economic status, student designation (e.g., ELL, special ed), and ethnicity as near as possible through lottery. We are committed to employing a

recruitment strategy that reaches out to all populations, especially those who are not traditionally represented in progressive educational institutions.

#### The 21st Century Educated Person

The MET – Santa Monica believes that in order to be successful, our students must become active citizens in a democracy that is still being shaped. The 21st century is characterized by an exponential and ever-accelerating growth of knowledge. Therefore, the ability to learn, question, process, and use resources has become paramount to the acquisition of a specific body of knowledge. At the MET we recognize that “knowledge” when defined as specific information related to academic disciplines is useful as it provides lenses through which to see and know the world. Knowledge then becomes one of three components critical to the development of an educated person in the 21st century. The second critical component is the development of skills needed to function in a rapidly changing and increasingly connected global environment. The third critical component is one’s character and sense of community. As we seek to educate the whole child at The MET, we herald his or her character development and sense of place and role in the community as equally important to the development of knowledge and skills.

The MET’s beliefs around what it means to be an educated individual in the 21st century will be supported by the Big Picture Company’s model of education as this model allows for the development of integrated subject area knowledge and skills related specifically to fields in which a student is particularly interested and expanded upon by the inclusion of community mentors as experts in these fields. This model also provides structure for The MET’s emphasis on learning in a real-world, contextualized environment. Developing knowledge and skills through guided interactions with community mentors allows students to explore their role and sense of place in the community. This is the environment in which we believe learning as self-motivated, competent, and lifelong learners best occurs.

#### Transferability and Eligibility of High School Courses

As a Big Picture Company school, The MET benefits from the network of resources across the country. In California a team of Big Picture Company schools, including The MET – Sacramento, The MET – West in Oakland, El Dorado High School in Shandandoah, and The MET –San Diego is collaborating with the University of California Board of Admissions offices to develop a transcript of student work that documents coverage of the state content standards and fulfills the A-G requirements. These efforts have resulted in ground-breaking strides for alternative educational institutions throughout the state as the UC-BOARS has already agreed to pilot an alternative transcript for Big Picture schools in California (see attached letter). The MET – Santa Monica has already begun to work in collaboration with these efforts in order to provide its students and parents of its students with a written description of how the student’s instructional experience at The MET will meet the credit transfer and college entrance requirements at the end of each school year. All seniors at the MET are required, as a condition of graduation, to apply to college. Although all might not choose to attend, this end goal will further ensure that the MET works to help students gain access to the public universities in California.

### Instructional Elements

The MET mission to base curriculum on students' interests and backgrounds in a collaborative, multi-aged environment and to nurture competent, compassionate, and responsible citizens is supported by the Big Picture Company's emphasis on educating "one student at a time." Students meet regularly with a learning team to develop an Individual Learning Plan based on individual interests and designed to meet the academic and social needs of each student.

*Advisory:* Advisory is the core of each student's educational experience at The MET. Advisories range in size with an ideal advisory having between 15 and 18 students. Advisory is designed to foster deep relationships between advisors (teachers), students, and families by providing sufficient time throughout the course of each school year for these parties to interact in meaningful activities. These interactions are critical to developing individual student projects based on individual student interests. Additionally, advisory serves as the last stop in accountability for students. Assessment experiences including portfolios and public exhibitions are facilitated by a student's advisor.

*Advisors:* Teachers at The MET are called advisors, and each advisor is responsible for managing each student's personal schedule, learning plan, and acting as a direct link to the family and internship mentors. Advisors conduct advisory meetings, work individually with each student, and may teach workshops or specific classes to students interested in a particular topic or to enhance all student understanding of a particular area. Advisors are responsible for teaching students how to develop their interests and learn, gather, and apply information related to each student's learning plan. Advisors set up and oversee student internships. Advisors facilitate learning plan meetings, collaboratively design individual and group projects, and provide guidance through student exhibitions. Advisors document student progress toward the learning goals through narrative assessments. All advisors are California certified teachers and may work in affiliation with the SMMCTA.

*Learning Plans:* Each student works together with his or her academic support team, made up of a parent(s) or guardian(s), an advisor, and an internship mentor, to develop his or her personalized Learning Plan. Learning Plans are updated every 8-10 weeks and provide the blueprint from which curriculum is designed for each student. Learning Plan goals are aligned to the Big Picture Company's five learning domains: empirical reasoning, quantitative reasoning, communication, social reasoning, and personal qualities. Students must demonstrate proficiency in each area. Each Learning Goal incorporates components of traditional subject areas and aligns to state and district standards. The table below highlights examples of that mapping.

**Table 1.**

Learning Domain	Traditional Subject Area	Sample California Content Standards
Empirical Reasoning: to use empirical	Science, Math, Computer Science	- Science: Grades 9-12: Investigation and Experimentation: Analyze situations and

evidence and logical process to make decisions and to evaluate hypothesis		solve problems that require combining and applying concepts from more than one area of science. - Math: Grades 8-12: Geometry: Students construct and judge the validity of a logical argument and give counterexamples to disprove a statement.
Quantitative Reasoning: to understand numbers, to analyze uncertainty, to comprehend the properties of shapes, and to study how things change over time.	Math, Computer Science	- Math: Grade 2: Number Sense: Students understand the relationship between numbers, quantities, and place value in whole numbers up to 1,000. - Math: Grades 8-12: Algebra I: Students use properties of numbers to construct simple, valid arguments (direct and indirect) for, or formulate counterexamples to, claimed assertions.

Communication: to understand your audience, to write, read, speak and listen well, to use technology and artistic expression to communicate, and to be exposed to another language.	Reading, Writing, Visual and Performing Arts, Foreign Languages	- English-Language Arts: Grades 11 and 12: Writing: Demonstrate an understanding of the elements of discourse (e.g., purpose, speaker, audience, form) when completing narrative, expository, persuasive, or descriptive writing assignments.
Social Reasoning: to see diverse perspectives, to understand social issues, to explore ethics, and to look at issues historically.	Social Studies	- History/Social Science: Grades 9-12: Chronology and Spatial Thinking: Students compare the past with the present, evaluating the consequences of past events and decisions and determining the lessons that were learned.
Personal Qualities: to demonstrate respect, leadership, responsibility, organization, time management, and to reflect on one's own abilities to strive and improve	Physical Education, Health, Character Education	No state standard addresses this Learning Goal

*Internships and Community Mentors:* Connecting learning to real-world application and participation in our local and global community is a central goal at The MET. By connecting students with community mentors who share their passions and interests, students may explore these areas at a deeper level than would ever be possible in a classroom with the teacher as the only adult resource. MET students will spend two full school days working with a mentor in the community who shares their interests. In these internships, students are supervised regularly by their advisors. At these sites, students will be responsible for completing individually designed projects that target the school's learning goals as well as the student's area of interest. All community mentors will be screened for TB and fingerprinted according to district safety requirements for working with students.

*Students with Special Needs:* Because each child's plan is unique to his or her own strengths, interests, and challenges, the issues of how to deliver services to remedial, accelerated, special education, or English language learners are less cumbersome than at a traditionally organized school. We will collaborate with the district and use their expertise to ensure that our Learning Plans account for each need of all our students with special needs.

### *Sample Student Schedule*

MET students enjoy an unparalleled level of personalized education. Through Advisory and LTI, students develop close, personal relationships with caring adults, both experienced educators and seasoned professionals. Because of this, each student will spend his or her time in a different way. The following table summarizes a typical MET student learning experience:

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00am-8:30am	Pick Me Up	Advisory	Pick Me Up	Advisory	Pick Me Up
8:30am – 9:15am	Advisory	Travel to LTI	Advisory	Travel to LTI	Advisory
9:15am – 12:00pm	Advisory (cont'd)	LTI	Advisory (cont'd)	LTI	Advisory (cont'd)
12:00pm – 12:30pm	Lunch	Lunch at LTI	Lunch	Lunch at LTI	Lunch
12:30pm – 1:30pm	Academic Skills Workshop	LTI	Academic Skills Workshop	LTI	Academic Skills Workshop
1:30pm – 2:15pm	Advisory	Return to BPHS	Advisory	Return to BPHS	Advisory
2:15pm – 3:00pm	Advisory	Advisory	Advisory	Advisory	Advisory

### III. Measurable Pupil Outcomes - California Education Code 47605 (b)(5)(B)

*The measurable pupil outcomes identified for use by the charter school. "Pupil outcomes," for purposes of this part, means the extent to which all pupils of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school's education program.*

The MET seeks to ensure that all students who graduate from the school achieve depth of understanding and skill within the five learning domains outlined below and in relation to the state standards.

- **Empirical Reasoning: "How do I prove it?"**
  - Develop strategies to test ideas
  - Scientific research
  - Logic
- **Quantitative Reasoning: "How do I measure or represent it?"**
  - Problem solving
  - Basic operations
  - Tables and graphs
  - Algebra, geometry, and statistics
  - Estimating and number sense
- **Communication: "How do I take in and express information?"**
  - Listening and speaking
  - Writing and reading
  - Foreign language
  - Computers and multimedia
  - Creative expression
- **Social Reasoning: "What do other people have to say about this?"**
  - Past experience/history
  - Understanding diverse perspectives
  - Citizenship, cooperation, and conflict resolution
- **Personal Qualities: "What do I bring to this process?"**
  - Respect, responsibility, perseverance, organization, and self-awareness
  - Leadership
  - Physical fitness

MET students will design Learning Plans with their learning team that directly address their individual progress in each of the above learning domains and in relation to the state standards. Additionally, The MET will continue to administer all state-mandated assessments as is dictated by law.

In order to best serve our students and community, The MET will examine and refine its list of student outcomes over time to reflect the school's mission and any changes to state or local standards that support such mission. The MET will submit to the district board at any time prior to expiration a description of any changes to the above student outcomes as an amendment of the charter. This district board agrees to hear and render an amendment decisions pursuant to the timelines and processes as specified in the Education Code Section 47605 (b).



#### IV. Measurement of Pupil Progress - California Education Code 47605 (b)(5)(C)

*The method by which pupil progress in meeting those pupil outcomes is to be measured.*

At The MET, we believe that assessment is integrally tied to curriculum. One of our *Across the Curriculum* standards is “students will reflect on their own understanding,” and we believe that it is only through guided and structured self-evaluation and the consideration of outside evaluation (e.g., teacher narratives, parent conferencing, peer critique) that directed progress can be made. Through rigorous guided self-evaluation, students identify areas of strength and areas in which they need to improve, and these areas guide the development of relevant and personalized learning plans.

At The MET, we believe that the most well-rounded and telling evaluation happens when students are assessed in many contexts and using a variety of methods. Through public exhibitions, portfolios, conferencing, and the daily interactions of students with their advisors and peers, students are held accountable for making progress toward their learning plan goals.

*Exhibitions:* An exhibition can take on many different forms for students of various age levels, but, in essence, an exhibition is a public presentation of achievements tied to a student’s learning plan. In this way, students are held accountable by the general community, including their advisors, peers, parents, and mentors, for making progress and the quality of their work. Students are also given the opportunity to develop and demonstrate their ability to articulate their ideas for various audiences in this assessment format. All MET students will present an exhibition of their learning at least three times during the course of the year. Parents, advisors, and community mentors are expected to attend all of their student’s exhibitions, and accommodations of time and place may be made individually between advisors and other pertinent parties outside of school hours so that all necessary parties may attend.

*Portfolios:* All MET students are required to demonstrate their progress in relation to their learning plans through self-generated portfolios. In these portfolios, students match examples of their work that prove they have made progress in relation to their learning plan goals. Students are also responsible for reflections that articulate how a specific piece of work demonstrates progress toward a goal or multiple goals. Portfolios are reviewed by a student’s learning team at least three times a year in various settings including conferences and guided individual review.

*Narratives:* Following each public exhibition and in correlation with portfolio reviews, advisors will write narrative evaluations of each student’s progress in relation to his or her learning plan. Additionally, students will reflect on their own progress at the same time. These documents serve two purposes: first, they become entries in the student’s portfolio, and second, they become evidence of academic progress from two perspectives. Narratives take the place of letter grades, providing a much deeper analyses of the student’s work, personal and academic accomplishments, areas of strength, and areas that need improvement.

*Gateway Requirements:* To prove that they are ready to enter the second half of their high school education, called senior institute, MET students at the end of their second year must fulfill the Gateway Requirements. This includes giving a preliminary in-depth exhibition during which students present a special portfolio to a select panel, revising the work in the portfolio based on questions and suggestions from the panel, and presenting letters of recommendation, a completed final presentation portfolio of work from the initial exhibition, a final reflective essay explaining why the student is ready for senior institute, and an interview with the same select panel. Students who produce excellent work in the preliminary Gateway Exhibition are still required to improve on the depth of their work for the final presentation of the portfolio in the spring.

*Mandated Testing:* As required by the Charter Schools Act section 47605 (c), The MET will administer “the pupil assessments required pursuant to section 60605...applicable to pupils in noncharter public schools.”

#### V. Governance Structure - California Education Code 47605 (b)(5)(D)

*The governance structure of the school, including, but not limited to, the process to be followed by the school to ensure parent involvement.*

The MET governing board will initially be selected from among stakeholder groups by Big Picture Company representatives and in collaboration with the school’s principal. Policy around board tenure and selection will be developed before the onset of the first school year. The governing board will model a collaborative process that ensures a quality program that prepares all students for high academic achievement. In relation to school-level policies and in conformity with applicable laws, the governing board the MET will control a list that includes but is not limited to the following key element of the school’s operations:

- The power to hire the principal, to evaluate the performance of that principal, and to dismiss a principal in the event that the performance evaluation determines that that principal is not meeting the school’s needs or expectations.
- The power to approve the school’s budget in a manner consistent with the school’s mission and philosophy.

Furthermore, the governing board of The MET will delegate to the school’s principals control over the following key elements of the school’s operations:

- The power to hire and fire the staff in accordance with union and district contracts.
- The power to implement curricular policy and assessment practice beyond what is mandated by the state and federal government in a manner consistent with the school’s mission, philosophy, and operational realities.
- The power to recommend a site level budget to the MET governing board.



In a manner consistent with state laws, The MET will continue to have a Site Advisory Council and a PTSA. Generally, the Site Advisory Council will be responsible for allocating Site Improvement Funds.

The MET governing board will act as the governing body of The MET. A comprehensive set of bylaws including the specific make-up of this governing board will be developed before the onset of the 2005-2006 school year. The MET governing board will operate in accordance with the Brown Act.

The MET will negotiate with SMMUSD to contract for certain current operational services including, but not limited to:

- Maintenance and insurance of school facilities;
- Changes, additions, or alterations to the school facilities;
- Insurance of school personnel against liability claims;
- The opportunity to negotiate other services including but not limited to transportation, child care, CREST, food services, school nurse, custodial services, payroll/fiscal services, personnel services, student services, and student and family support services at the same cost as other schools in SMMUSD;
- Possible inclusion in all current and future contracts agreed upon between SMMUSD, SMMCTA, and California School Employees' Association Local Chapter (SEIU 660).

The MET will be non-sectarian in its programs, admissions policies, employment practices, and all other operations, shall not charge tuition, and shall not discriminate on the basis of race, ethnicity, national origin, gender, or disability.

#### VI. Employee Qualifications - California Education Code 47605 (b)(5)(E)

*The qualifications to be met by individuals to be employed by the school.*

The design of The MET calls for 1 teacher for every 15-18 students. The MET will employ teaching staff, called "advisors," who hold appropriate California teaching certificates, permits or other documents issued by the Commission on Teacher Credentialing. These teachers will be responsible for overseeing the students' academic progress, skill development and matriculation decisions as specified in the school's operational policies.

The MET may also employ or retain non-certified support staff in any case where a prospective staff member has an appropriate mix of subject matter expertise, professional experience, and the demonstrated capacity to work successfully in an instructional capacity.

The school will seek administrative and operational staff who have demonstrated experience or expertise related to the issues and work tasks required of them in this school design and will be provided professional development opportunities to ensure that they remain abreast of all relevant changes in laws of other operational requirements. All

non-instructional staff will possess experience and expertise appropriate for their position within the school. All requirements of employment under the law will be met through the school's collaboration with the SMMUSD personnel office.

VII. Health and Safety - California Education Code 47605 (b)(5)(F)

*The procedures that the school will follow to ensure the health and safety of pupils and staff. These procedures shall include the requirement that each employee of the school furnish the school with a criminal record summary as described in Section 44237.*

The MET shall comply with all the provisions and procedures of Education Code 44237. The MET's health and safety policy will also include the following procedures:

- A requirement that all enrolling students and staff provide records documenting immunizations to the extent required for enrollment in non-charter public schools.
- Policies and procedures providing for school-wide training in response to natural disasters and other emergencies, including civil unrest, fires, and earthquakes.
- Training for staff and students relating to preventing contact with blood-borne pathogens.
- A requirement that instructional and administrative staff receive training in emergency response, including appropriate "first responder" training or its equivalent.
- Identification of specific staff who will be trained in the administration of prescription drugs and other medicines.
- A policy that the school will be housed in facilities that have received state Fire Marshall approval and that have either met Field Act standards or have been evaluated by a qualified structural engineer who has determined that the facilitates present no substantial seismic safety hazard.
- A policy establishing that the school functions as a drug, alcohol, and tobacco free workplace.
- A requirement that each employee of the school submit to a criminal background check and furnish a criminal record summary as required by Education Code Section 44237.
- The MET will admit only students who have been immunized. The charter will require that faculty and staff be tested for tuberculosis as required by the district for employment. Students will be screened for vision, hearing, and Scoliosis.

These policies and procedures will be reviewed on an ongoing basis in the school's staff development efforts.

VIII. Mean to Achieve Racial and Ethnic Balance - California Education Code 47605 (b)(5)(G)

*The means by which the school will achieve a racial and ethnic balance among its pupils that is reflective of the general population residing within the territorial jurisdiction of the school district to which the charter petition is submitted.*

The MET will be an independent charter school extending first attendance preferences to pupils graduating from any Big Picture Company middle school. Preference shall next be extended to pupils residing within SMMUSD at large. Finally, preference will be extended to pupils residing within the state of California.

The MET seeks to enroll a diverse population of students that reflects the community's demographics. The MET will implement a student recruitment strategy that includes, but is not necessarily limited to, the following elements or strategies to ensure a demographic balance among students that is reflective of the district:

- An enrollment process that is scheduled and adopted to include a timeline that allows for a broad based recruiting and application process.
- The appropriate development of promotional and informational materials in languages other than English to appeal to limited English proficient populations.
- The distribution of promotional and informational materials to a broad variety of community groups and agencies that serve the various racial, ethnic, socioeconomic, and interest groups represented in our district.
- Outreach meetings in several areas in the district to reach prospective students and parents.

#### IX. Admission Requirements - California Education Code 47605 (b)(5)(H)

*Admission requirement, if applicable.*

The MET shall be non-sectarian in its programs, admission policies, employment practices, and all other operations, shall not charge tuition or require donations of time, money, resources or services of any kind to the school, and shall not discriminate against any pupil on the basis of ethnicity, national origin, gender, or disability. Should interest in The MET be greater than capacity, incoming students will be selected using a random lottery process with preference in the drawing granted to students who reside within the district. The only exception to this lottery process for incoming students if interest exceeds capacity is in the case of an incoming student who has a sibling attending The MET during the year he or she applies for enrollment. Students with a sibling enrolled at The MET during the year of application will be granted automatic entry providing that the family and student meet the admission requirements.

The MET educational program is centered around curriculum developed by a student's learning team. Included on that learning team are the parents or guardians of each student. Because the MET educational program includes parental participation, it is critical for the parents or guardians of each student enrolling in The MET to understand the MET philosophy and program and their role in their child's educational experience. Parents will be required to sign a Memorandum of Understanding (M.O.U.) after attending a mandatory informational meeting prior to enrolling at The MET. This M.O.U. will indicate each family's understanding of the MET philosophy and educational program and that family's commitment to participate to the greatest extent possible in their child's experience in that program. These documents will be related only to a

parent's participation in their child's educational program and will not require parents to volunteer time, money, services, or resources to The MET. M.O.U.s will be reviewed annually. All families intending to enroll students at The MET 2005-2006 school year will attend a mandatory informational meeting and be required to sign an M.O.U. indicating their understanding of the MET charter school philosophy and educational program. All new families intending to enroll a child at The MET will attend a mandatory informational meeting and be required to sign an M.O.U. prior to their child's enrollment at The MET. Special circumstances for families who are unable to attend mandatory meetings will always be considered on a case-by-case basis by the school's principal.

X. Financial Audit - California Education Code 47605 (b)(5)(I)

*The manner in which annual, independent, financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the satisfaction of the chartering authority.*

The MET will initially negotiate participation in the district's annual audit and may choose to develop its own process for financial audit over time. Exceptions and deficiencies so noted will be addressed promptly, as per policies and procedures established by the SMMUSD Board of Education.

XI. Pupil Suspension and Expulsion - California Education Code 47605 (b)(5)(J)

*The procedures by which pupils can be suspended or expelled.*

The MET will follow the student suspension and expulsion policies of SMMUSD initially. The school's governance team may develop its own school-specific student discipline policies and follow such policies provided they shall be in alignment with all applicable laws and shall ensure that students are accorded due process. These policies, drafted by the governing team, shall be brought before the District Board for approval. Students shall not be suspended or expelled for academic failure.

XII. Retirement System - California Education Code 47605 (b)(5)(K)

*The manner by which staff members of the charter school will be covered by the State Teacher's Retirement System, the Public Employees' Retirement System, or federal social security.*

The MET staff may negotiate participation in the STRS, PERS, and Social Security system in the same fashion as SMMUSD district staff. Furthermore, The MET proposes to negotiate a relationship with the SMMCTA and SEIU, Local #660 for the purposes of determining salaries and benefits for employees. SMMCTA and SEIU Local #660 may become through negotiation the exclusive bargaining agents for certificated and classified employees at The MET.

XIII. Attendance Alternatives - California Education Code 47605 (b)(5)(L)

*The public school attendance alternatives for pupils residing within the school district who choose not to attend charter schools.*

Students choosing not to attend The MET may attend their district of residence schools in accordance with existing enrollment and transfer policies of their district or county of residence. No student shall be required to attend The MET.

XIV. Employee Rights - California Education Code 47605 (b)(5)(M)

*A description of the rights of any employee of the school district upon leaving the employment of the school district to work in a charter school, and of any rights of return to the school district after employment at a charter.*

All employees at The MET will be employees of The MET. All rights of permanent status and transfers may be negotiated to be in line with those used by the district and outlined in the SMMCTA collective bargaining agreements. No employee of SMMUSD shall be required to work at The MET.

XV. Dispute Resolution - California Education Code 47605 (b)(5)(N)

*The procedures to be followed by the charter school and the entity granting the charter to resolve disputes relating to provisions of the charter.*

*Intent:* The intent of this dispute resolution process is to (1) resolve disputes within The MET pursuant to the school's policies, (2) minimize the oversight burden of the district, (3) ensure a fair and timely resolution to disputes, and (4) frame a charter oversight and renewal process and timeline so as to avoid disputes regarding oversight and renewal matters.

*Public Comments:* The staff and governing board members of The MET and SMMUSD agree to attempt to resolve all disputes regarding this charter pursuant to the terms of this section. Both shall refrain from public commentary regarding any disputes until the matter has progressed through the dispute resolution process.

*Disputes Arising from within the School:* Disputes arising from within The MET, including all disputes among and between students, staff, parents, volunteers, advisors, partner organizations, and governing board members of the school, shall be resolved pursuant to policies and processes developed by the school.

The district shall not intervene in any such internal disputes without the consent of the governing board of The MET and shall refer any complaints of reports regarding such disputes to the governing board or to the principal of The MET for resolution pursuant to the school's policies. The district agrees not to intervene or become involved in the dispute unless the dispute has given the district reasonable cause to believe that a violation of this charter or related laws or agreements has occurred, or unless the governing board of the school has requested the district intervene in the dispute.

*Disputes between the School and the District:* In the event that the school or district have disputes regarding the terms of this charter or any other issue regarding the school and district's relationship, both parties agree to follow the process outlined below.



In the event of a dispute between the school and the district, the staff and governance team members of the school and district agree to first frame the issue in written format and refer the issue to the superintendent of the district (or his or her designee) and principal of The MET. In the event that the district believes that the dispute related to an issue that could lead to revocation of the charter, this shall be specifically noted in the written dispute statement.

The principal and the superintendent (or his or her designee) shall informally meet and confer in a timely fashion to attempt to resolve the dispute. In the event that this informal meeting fails to resolve the dispute, both parties shall identify two governing board members on their respective boards who shall jointly meet with the superintendent of the district and principal of The MET and attempt to resolve the dispute. If this joint meeting fails to resolve the dispute, the superintendent and principal shall meet jointly to identify a neutral, third party mediator. The format of the mediation session shall be developed jointly by the superintendent and principal, and shall incorporate informal rules of evidence and procedure unless both parties agree otherwise. The findings or recommendations of the mediator shall be non-binding, unless the governing boards of The MET and SMMUSD jointly agree to bind themselves.

*Oversight, Reporting, Revocation, and Renewal:* The district may inspect or observe any part of the school at any time, but shall provide reasonable notice to the principal of the school prior to any observation or inspection unless such notice would prevent the performance of reasonable oversight functions. Inspection, observation, monitoring, and oversight activities may not be assigned or subcontracted to a third party by SMMUSD without the mutual consent of the governance team of The MET.

If the governing board of SMMUSD believes it has cause to revoke this charter, the board agrees to notify the governance team of the school in writing, noting the specific reasons for which the charter may be revoked, and grant the school reasonable time to respond to the notice and take appropriate action, unless the alleged violation presents an immediate threat to health or safety.

The MET governance team may request from the SMMUSD governing board a renewal or amendment of the charter at any time prior to expiration. The school should present renewal requests no later than 120 days prior to the expiration of the charter. The district governing board agrees to hear and render a renewal decision pursuant to the initial charter petition review timelines and processes as specified in Education Code Section 47605.

XVI. Labor Relations - California Education Code 47605 (b)(5)(O)

*A declaration whether or not the charter school shall be deemed the exclusive public school employer of the employees of the charter school for the purposes of the Educational Employment Relations Act.*

The MET shall be deemed the exclusive public school employer for purposes of the Educational Employment Relations Act. The MET staff may negotiate to participate in all current and future contracts agreed upon between SMMUSD, SMMCTA, and the California School Employees' Association Local Chapter (SEIU 660).

XVII. School Closure Procedures - California Education Code 47605 (b)(5)(P)

*A description of the procedures to be used if the charter school closes. The procedures shall ensure a final audit of the school to determine the disposition of all assets and liabilities of the charter school, including plans for disposing of any net assets and for the maintenance and transfer of pupil records.*

As an independent charter school, the assets and liabilities of the charter school shall remain those of The MET. In the event of closure of the school, the assets and liabilities of the school shall remain those of The MET and shall be audited through the district's usual and customary audit and property inventory processes.

XVIII. Miscellaneous Provisions

*Term:* The term of this charter shall begin on the date that the school is opened and will expire 5 years later.

*Amendments:* Any amendments to this charter may be brought before the SMMUSD governing board by the MET governance team. Material revisions and amendments shall be made pursuant to the standards, criteria, and timelines in Education Code 47605.

*Severability:* The terms of this charter are severable. In the event that any of the provisions are determined to be unenforceable or invalid for any reason, the remainder of the charter shall remain in effect, unless mutually agreed otherwise by the district and governance team of The MET. SMMUSD and The MET agree to meet to discuss and resolve any issues or differences relating to invalidated provisions in a timely, good faith fashion.

*Special Education:* The MET will work with students and parents to create Individual Learning Plans, which meet the needs of its students on Individual Education Plans. The school will contract with SMMUSD to provide services through the districts existing special education program to students enrolled at The MET with current IEPs or those who develop new IEPs while enrolled at the school. The MET will leave the state master plan dollars for qualified special education students with the district as compensation for these services. In the future, The MET may also seek to increase its in house capacity to deliver services. The MET will utilize the Individual Education Plan format to determine if students designated as needing special education services can be served well, with modifications, by our design. All teachers will receive professional development in differentiated instructional techniques.

*English Language Development:* All learning at The MET is contextualized and designed to suit individual student needs. The MET's certified teachers will work with students

and parents individually to create Individual Learning Plans that reflect the English Language development needs of English as a second language learners. The MET may negotiate to work with SMMUSD personnel to ensure that these plans are appropriate for the individual student and accessible (through translation if needed) to the parents. The MET will implement all procedures and testing to identify students with limited English language proficiency. In the future, The MET may seek to continue utilizing the district services but may also seek to increase its own in house capacity to deliver these services.

*Food Services:* The MET may negotiate participation in the SMMUSD food services program. The school may work in partnership with SMMUSD to ensure full compliance with applicable state and federal mandates.



# UNIVERSITY OF CALIFORNIA

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SANTA BARBARA • SANTA CRUZ

UNDERGRADUATE ADMISSIONS  
STUDENT ACADEMIC SERVICES

OFFICE OF THE PRESIDENT  
1111 Franklin Street, 9th Floor  
Oakland, California 94607-5200

January 5, 2005

To Whom It May Concern:

In April 2004, the High School Sub-Committee of the Board of Admissions and Relations with Schools (BOARS) of the University of California (UC) approved a pilot that would allow UC faculty and staff to consider presentation of high school curriculum for a-g approval in a format different than the standard course outline that has been expected in the past. For this pilot, UC Office of the President (UCOP) High School Articulation staff selected to work with Big Picture/Met Schools.

Since that time, I have worked with a skilled team from the Big Picture/Met Schools within California, assisting them in the design of alternative course descriptions to submit to UC for a-g approval. Along with colleague, Jeanne Hargrove, Coordinator of High School Articulation, we have conducted several conference calls and a face-to-face meeting with Big Picture/Met School leaders to consult regularly in this process, review preliminary versions of materials, and monitor progress.

I have been impressed by the level of research the group has conducted, the successful track record of college acceptance by students graduating from Big Picture Schools in Providence, Rhode Island, and the commitment the group has displayed in maintaining high academic standards within a non-traditional educational setting.

Through the leadership of Michelle Spencer (Principal, Shenandoah High School), Beth Kay (Principal, Met Sacramento), Arlene LaPlante (School-to-Career Program Manager, San Diego City Schools), Elliot Washor (Co-founder, Big Picture Company) and Charly Adler (Consultant, Big Picture Company), this group has made significant progress. Together, they have created a rigorous, standards-based academic program that can be customized and tracked for individual students, creating a learning situation where time is variable, but competence and mastery are constant.

At their December 2005 meeting, the (newly formed) Articulation and Evaluation Sub-Committee of BOARS approved in concept the Big Picture/Met Schools' alternative model for presenting curriculum to UC. This model consists of matrices of learning objectives aligned with academic content standards that track the progress of students and document how standards have been met and/or mastered. In addition to the matrices, Big Picture/Met Schools presented several supplemental pieces, including a detailed statement of educational philosophy and some case studies to exemplify how the unique system of student learning experiences may combine to fully address standards. The sub-committee encouraged Big Picture/Met Schools to continue development of these materials, with ongoing consultation with UCOP staff, and present a complete set of materials at the sub-committee's March 2005 meeting.

My hope and expectation is that the BOARS committee will approve this new format during the spring of 2005. Such approval would mark a significant shift for UC. If approved, I anticipate that this model would be shared broadly via UC's a-g Guide web site (at [www.ucop.edu/doorways/guide](http://www.ucop.edu/doorways/guide)), allowing other alternative schools in California to utilize a similar format when they submit their curriculum to UC.

January 5, 2005

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If/when approved by the BOARS committee, I believe that this option for presentation of high school curriculum for UC a-g approval will allow California alternative high schools the kind of flexibility that is consistent with educational trends in the state, as it reflects and is consistent with the wave of high school redesign and reform that is resulting in new ways for students to meet California's high academic standards as well as graduation and college admission requirements.

Change is never an easy process. This one has been particularly labor-intensive for colleagues at Big Picture/Met Schools and I want to express my appreciation to the educational leaders (listed above) who have led the way for positive change in schools across the country. The result of their hard work with the BOARS Committee has the potential to benefit students throughout California and across the country.

Sincerely,

A handwritten signature in cursive script, reading "Roman J Stearns". The signature is written in dark ink and is positioned below the word "Sincerely,".

Roman J. Stearns  
Special Assistant to the Director of Admissions  
UC Office of the President

Cc: Director Wilbur  
Coordinator Hargrove

# **THE MET SANTA MONICA Budget Assumptions**

Date prepared: 17/1/2005

## **1. Numbers of Students**

	for School/Fiscal Year ...			
	2005-06	2006-07	2007-08	2008-09
9th	72	72	72	72
10th		72	72	72
11th			72	72
12th				72
Total enrollment	72	144	216	288
Estimated Attendance	95%	95%	95%	95%
Projected ADA	68.4	136.8	205.2	273.6

## **2. General Purpose Entitlement - per-capita Revenue**

	\$ per Student, for School Year ...			
	2005-06	2006-07	2007-08	2008-09
9 - 12	5,458	5,458	5,458	5,458
Assuming no increase during next 4 years				

## **3. Categorical Block Grant Revenue**

	\$ per Student, for School Year ...			
	2005-06	2006-07	2007-08	2008-09
9 - 12	164	164	164	164
Assuming no increase during next 4 years				

## **4. In Lieu of Economic Impact Aid Revenue**

	EIA minimum \$ amount for 11+ students			
	2005-06	2006-07	2007-08	2008-09
9 - 12	4,835	7,257	7,257	7,257

## **5. Projected Lottery Revenue**

	\$ per Student, for School Year ...			
	2005-06	2006-07	2007-08	2008-09
9 - 12		240	120	120
payment based upon prior year's enrollment. Receive double in 2nd year, re. year 1				

## **6. Title 1 Revenue**

	\$ per Student, for School Year ...			
	2005-06	2006-07	2007-08	2008-09
per qualified student	425	425	425	425
Use District average of 24% of ADA, (rounded down to nearest integer)				

## 9. Staffing Assumptions

Salary increase assumption for above positions: 1.5% yearly, after 1st year

## **THE MET SANTA MONICA Budget Assumptions**

None assumed in this Preliminary Budget

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# THE MET - SANTA MONICA

## FOUR-YEAR OPERATING BUDGET

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
<b>Numbers of Students</b>	72	144	216	288
<b>REVENUES</b>				
General Purpose ADA	409,237	833,486	1,273,158	1,728,678
Categorical Block Grant	19,494	39,703	60,647	82,346
EIA Revenue	4,835	7,257	7,257	7,257
Lottery Revenue		25,920	26,568	35,424
Title 1 Revenue	7,225	14,450	21,675	29,325
Grants and Fund Raising	0	0	0	0
Total Revenues	\$ 440,791	920,816	1,389,305	1,883,029
<b>EXPENSES</b>				
Personnel				
Teachers	274,800	566,088	874,606	1,201,126
Principal	110,500	113,815	117,229	120,746
Facilities				
Site lease/rent	0	0	0	0
Instructional supplies	19,440	38,880	58,320	77,760
Custodial supplies	0	0	0	0
Health service supplies	500	250	250	250
Administrative supplies	3,038	6,075	9,113	12,151
Utilities	18,000	18,000	18,000	18,000
Food Services	15,552	31,104	46,656	62,208
Other				
SMMUSD:				
Oversight (1%)	4,418	7,742	11,242	14,922
District services (5%)	22,092	38,711	56,209	74,612
Revenue Reserve (3%)	14,050	24,620	35,749	47,453
Property & Liability Insurance	0	0	0	0
Total Expenses	\$ 482,390	845,285	1,227,374	1,629,228
<b>NET SURPLUS (DEFICIT)</b>	\$ (41,598)	75,530	161,930	253,802

# **THE MET SANTA MONICA Budget Assumptions**

Date prepared:

2/2/05

## **1. Numbers of Students**

	for School/Fiscal Year ...			
	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
9th	72	72	72	72
10th		72	72	72
11th			72	72
12th				72
Total enrollment	72	144	216	288
Estimated Attendance	95%	95%	95%	95%
Projected ADA	68.4	136.8	205.2	273.6

## **2. General Purpose Entitlement - per-capita Revenue**

	\$ per Student, for School Year ...			
	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
9 - 12	5,983	6,093	6,204	6,318

06-07: COLA +3.2%, less 1.132% Revenue Limit Deficit adjustment  
subsequent 2 years: COLA +2.7%, less 1.132% adjustment

## **3. Categorical Block Grant Revenue**

	\$ per Student, for School Year ...			
	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
9 - 12	285	290	296	301

Same COLA & adjustment assumptions as above

## **4. In Lieu of Economic Impact Aid Revenue**

	EIA minimum \$ amount for 11+ students			
	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
9 - 12	4,835	7,257	7,257	7,257

## **5. Projected Lottery Revenue**

	\$ per Student, for School Year ...			
	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
9 - 12		246	123	123

payment based upon prior year's enrollment. Receive double in 2nd year, re. year 1

## **6. Title 1 Revenue**

	\$ per Student, for School Year ...			
	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
per qualified student	425	425	425	425

## **THE MET SANTA MONICA Budget Assumptions**

*Use District average of 24% of ADA, (rounded down to nearest integer)*

### **9. Staffing Assumptions**

<u>Teachers</u>	Staffing level for each HS class: 1 teacher per 18 students			
	Salary + benefits: \$68,700 1st year, 3.0% yearly increase			
	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
Number of Teachers	4	8	12	16
Salary & Benefits (each)	68,700	70,761	72,884	75,070
<u>Principal</u>	Year 1 : 110,500 3.0% yearly increases			

### **10. Food Services**

Cost of \$2.50 per meal for estimated 24% of student population.  
 Two meals daily, 180 school days (av. yearly per-student cost=) \$ 216

### **11. Facilities & Supplies**

#### **Site lease**

This budget reflects an agreement between SMC and SMMUSD for the use of facilities at SMC

<u>Square feet required:</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
50 sq. ft. per student	3,600	7,200	10,800	14,400
Office	150	150	150	150
Total square feet	3,750	7,350	10,950	14,550
Monthly cost per sq. ft.	\$0.00	\$0.00	\$0.00	\$0.00
Resulting annual cost	0	0	0	0

#### **Supplies**

Instructional	\$270	yearly, per student
Custodial	\$0	
Health Service	Fixed amounts	
Administrative	\$42	

All based upon Met Sacramento Budget

#### **Utilities**

Phone, Internet, copier, etc. \$1,500 per month

### **12. Other Costs**

**Big Picture Company** No Payment under this Scenario

**SMMUSD:** % of Expenses



## **THE MET SANTA MONICA Budget Assumptions**

Oversight: to monitor educational plan compliance

1%

District Services: Human Resources, Payroll, Accounting, Budgeting, Audits, Attenda

5%

### **Revenue Reserve:**

A provision that a portion of revenues will not be collected

3%

### **Grants & Fund Raising**

None assumed in this Budget