

TO: BOARD OF EDUCATION

ACTION  
01/19/06

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 05, 2006

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/19/06

FROM: JOHN E. DEASEY/DONNA MUNCEY

RE: APPROVAL OF INDEPENDENT CONTRACTORS

RECOMMENDATION NO. A.02

It is recommended that the Board of Education enter into an agreement with the following Independent Contractors. These contracts are included in the 2005/2006 budget.

<b>Contractor/ Contract Dates</b>	<b>Description</b>	<b>Site</b>	<b>Funding</b>
Music Center Ed. Division  1/1/06 to 3/31/06  Not to exceed: \$10,070	Francisco Martinez will be working with our 3rd grade students in two groups with 12 sessions for each group plus a planning meeting and evaluation meeting and culmination program for each student	Roosevelt	01-90150-0- 11100-10000- 5802-007-4070  PTA
Eric Whitacre, Inc  2/1/06 to 03/31/06  Not to exceed: \$1500	To guest conduct at 57th Annual Stairway of the Stars Concert and rehearse students prior to the event	Educational Services	01-91221-0- 17300-10000- 5802-030-1300
STAR Inc.  2/27/06 to 5/24/06  Not to exceed: \$4320	Teach GATE designated 4th and 5th grade students science, humanities and critical thinking.	Franklin	01-71400-0- 11100-10000- 5802-012-4120  GATE
STAR Inc.  1/30/06 to 4/24/06  Not to exceed:\$9000	To provide 4th and 5th grade students with hands on science instruction in physical life and earth sciences.	Franklin	01-90150-0- 11100-10000- 5802-002-4020  PTA

Contractor/ Contract Dates	Description	Site	Funding
<u><b>CORRECTION WITH FUNDING- PREVIOUSLY APPROVED 12/12/05</b></u>  Jewish Family Services  10/7/05 to 6/26/06  Not to exceed: \$12,000	To provide two conselors to service the needs of students. Individual and group counseling as needed.	Roosevelt	*01-73950-0- 11100-10000- 5802-007-4070 (\$11,000)  *01-90120-0- 11100-10000- 5802-007-4070 (\$1,000)
Carol Codrington, Esq.  August, 2005 through June 30, 2006  Cost: Not to Exceed \$17,000	To provide consultation services to the District in the specialized area of confidential personnel and risk management matters	Ins.Svcs./ Risk Mgmt.	General Fund  01-00000-0- 00000-72000- 5820-045-2511
Jewish Family Services  10/1/05 to 6/26/06  Cost not to exceed: \$4,000	To perform individual and group counseling services.	Point Dume	01-72600-0- 11100-10000- 5802-019-4190  SI

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/19/06

FROM: JOHN E. DEASY/WINSTON A. BRAHAM

RE: CONFERENCE AND TRAVEL APPROVAL/RATIFICATION

RECOMMENDATION NO. A.03

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>BROCK, Miriam</u> McKinley Elementary 01-30100-0-11100-10000-5220-004-4040 General Fund - <u>Resource</u> : Title I Basic	Speech Language Study Conference Lakewood, CA January 20, 2006	\$25 + SUB
<u>CAREY, Ann</u> Roosevelt Elementary 01-73950-0-11100-10000-5220-007-4070 General Fund - <u>Resource</u> : School & Library Improvemt.	Creating a Thinking Curriculum Westwood, CA January 28 - May 1, 2006 ( <i>Various</i> )	\$375 + SUB
<u>DABASH, Reham</u> Child Development Services 12-52101-0-85000-10000-5220-070-2700 Child Development Fund - <u>Resource</u> : HeadStart Basic	Networking Meeting of the California Preschool Instructional Network Pasadena, CA January 26, 2006	\$90
<u>LANG, Justine</u> John Adams Middle 01-90150-0-11100-10000-5220-011-4110 General Fund - <u>Resource</u> : PTA	Advancement Via Individual Determination Essentials Training for Continuing Schools Los Angeles, CA January 11, 2006	\$20 ( <i>mileage</i> ) + SUB

<u>NAME</u> <u>SITE</u> Account Number Fund - Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
<u>MELLY, Kim</u> Fiscal Services 01-00000-0-00000-72000-5220-051-2510 General Fund <b>Function:</b> Other General Administration	Quintessential School Systems Advanced Financial Reports Seminar San Mateo, CA February 6, 2006	\$900
<u>MONTGOMERY, Todd</u> Malibu High 01-72600-0-11100-10000-5220-010-4100 General Fund - <b>Resource:</b> SIP K - 6	Calf. Elementary Education Assn. Autism & Asperger Long Beach, CA January 26, 2006	\$230 + <b>SUB</b>
<u>NATION-CORRIVEAU, Christina</u> Santa Monica High 01-58100-0-11100-10000-5220-015-4150 General Fund - <b>Resource:</b> Other Federal	Calif. Assn. of Teachers of English Garden Grove, CA February 3 - 5, 2006	\$350 + <b>SUB</b>
<u>PADDOCK, Lori</u> Lincoln Middle 01-00000-0-11100-27000-5220-012-4120 General Fund - <b>Function:</b> School Administration	Student Records Workshop Downey, CA December 8, 2005	\$35
<u>ROMERO, Silvia</u> Child Development Services 12-50250-0-85000-10000-5220-070-2700 Child Development Fund - <b>Resource:</b> Federal Block Grant	2006 Child Care & Development State Budget Policy Workshop Los Angeles, CA February 3, 2006	\$150
<u>SCOTLAND, Alva</u> John Adams Middle 01-72600-0-11100-10000-5220-011-4110 General Fund - <b>Resource:</b> SIP K - 6	Write Time Teaching Students to Write Pasadena, CA January 14, 2006	\$120
<u>SZILAGYI, Lisa</u> Malibu High 01-72600-0-11100-10000-5220-010-4100 General Fund <b>Resource:</b> SIP K - 6	Understanding Individuals with Asperger Syndrome Santa Monica, CA January 26, 2006	\$350 + <b>SUB</b>
<u>WALKER, Tim</u> Special Education 01-33400-0-50010-21400-5220-044-1400 General Fund - <b>Resource:</b> IDEA Local Staff Developmt.	Assn. of Calif. School Administrators 2006 Student Services, Special Education & Diversity Symposium Monterey, CA January 11 - 13, 2006	\$1,324

<u>NAME</u> <u>SITE</u> Account Number Fund - Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
<u>WEINSTOCK, Cyndie</u> Juan Cabrillo Elementary 01-71400-0-11100-10000-5220-017-4170 General Fund - <b>Resource:</b> Gifted & Talented Education	Staff Development for Educations First Grade Conference for California Teachers Riverside, CA January 23 - 24, 2006	\$299 + <b>SUB</b>
<b>Adjustments</b> (Preapproved expenses 10% in excess of approved costs that must be approved by Board/Changes in Personnel Attendance)		
NONE		
<b>Group Conference and Travel: In-State</b> * a complete list of conference participants is on file in the Department of Fiscal Services		
<u>ADAMS, Michael</u> + 8 Additional Staff Santa Monica High 01-58100-0-11100-10000-5220-015-4150 General Fund - <b>Resource:</b> Other Federal	Advisor Programs Outreach Center Los Angeles, CA January 27, 2006	\$900 TOTAL + <b>5 SUBS</b>
<u>BISHOP, Shannon</u> + 16 Additional Staff Health Services 01-56400-0-00000-39000-5220-041-1400 General Fund - Resource: Medi-Cal Reimbursement	31 <sup>st</sup> Annual Speech Conference Lakewood, CA January 20, 2006	\$425 TOTAL
<u>BRADFORD, Maureen</u> +3 Additional Staff State & Federal Projects 01-73920-0-11100-10000-5220-035-1300 General Fund - <b>Resource:</b> Teacher Credential Block Grt.	New Teacher Symposium Santa Cruz, CA February 5 - 6, 2006	\$7,000 TOTAL
<u>FORRER, Brooke</u> + 4 Additional Staff Santa Monica High 01-58100-0-11100-10000-5220-015-4150 General Fund - <b>Resource:</b> Other Federal	Advisory Programs Workshop Los Angeles, CA January 27, 2006	\$575 TOTAL + <b>4 SUBS</b>
<u>GONZALEZ, Jeff</u> <u>FREIMAN-ROSS, Susan</u> Franklin Elementary 01-00040-0-11100-10000-5220-002-4020 General Fund - <b>Resource:</b> Governor's Perf. Award	Differential Diagnosis of Phonologic Impairment, Apraxia & Dysarthria Lakewood, CA January 20, 2006	\$110 TOTAL

<u>NAME</u> <u>SITE</u> Account Number Fund - Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
<u>MORN, Lora</u> <u>NIEMI, Charlene</u> Health Services 01-56400-0-00000-39000-5220-041-1400 General Fund - <b>Resource:</b> Medi-Cal Reimbursement	Calif. School Nurses Organization. 56 <sup>th</sup> Annual Conference Fresno, CA February 2 - 4, 2006	\$1,565 TOTAL + 1 SUB
<u>SHAFIEY, Mariam</u> + 11 Students Regional Occupational Program 01-35500-0-38000-10000-5220-080-7800 General Fund - <b>Resource:</b> Carl Perkins II	Southern District Career Development Distributive Education Clubs of America Competition Ontario, CA January 21 - 22, 2006	\$1,030 TOTAL
<b>Out-of-State Conferences: Individual</b>		
NONE		
<b>Out-of-State Conferences: Group</b>		
<u>FLORES, Estella</u> + 2 Additional Staff Santa Monica High School 01-00000-0-11100-27000-5220-015-4150 General Fund - <b>Function:</b> School Administration	College Board Regional Conference Las Vegas, NV February 26 - 28, 2006	\$1,550 TOTAL

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/09/06

FROM: SUPERINTENDENT

RE: OVERNIGHT FIELD TRIP(S) 2005-2006

RECOMMENDATION NO. A.04

It is recommended that the Board of Education approve/ratify the special field trip(s) listed below for students for the 2005-2006 school year.

<u>School Grade # of students</u>	<u>Destination Dates</u>	<u>Principal Teacher</u>	<u>Cost Funding Source</u>	<u>Subject</u>	<u>Purpose of Trip</u>
Cabrillo 4 60	Sacramento 6/16/06	Barry Yates  Jill Matthews	\$320 per student  fund raising and PTA Account	World Studies	To experience California and to fully grasp the meaning of the lessons taught in the classroom in a fun and interactive way.
Samohi all 8	San Francisco 3/5/06 to 3/6/06	Ilene Straus  Teri Jones	\$330  fund raising	ROP	The main purpose of this trip is for the Virtual Enterprise class to attend a trade show to promote their on- line virtual business.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:



TO: BOARD OF EDUCATION

ACTION/CONSENT

01/19/06

FROM: JOHN E. DEASY/DONNA MUNCEY/TOM WHALEY

RE: PERMIT TO USE CIVIC AUDITORIUM FACILITIES

RECOMMENDATION NO. A.05

It is recommended that the Board of Education approve Permit #6139, agreement with the City of Santa Monica for the use of the authorized premises of the Santa Monica Civic Auditorium for a total fee not to exceed \$12,000. This fee includes estimated equipment, labor and services provided by the Civic Auditorium.

FUNDING INFORMATION

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

**COMMENT:** This agreement is made between the City of Santa Monica ("the City") and the Santa Monica-Malibu Unified School District ("Permittee"). A copy of contract is available in the Superintendent's Office.

The contract is for the use of the authorized premises described below, on the date(s) and time(s) described, for the activities and at the rental described as follows:

**EVENT: STAIRWAY OF THE STARS**  
Thursday and Friday, March 16 & 17, 2006 at 7:30 p.m.

**AUTHORIZED PREMISES:** Main Hall, Lobby and East Wing

DAY	DATE	TIME	ACTIVITY	RENTAL
Wednesday	3/15/2006	12:00 p.m. - 8:00 p.m.	Move-in/ rehearsal	
Thursday	3/16/2006	8:00 a.m. - 3:00 p.m.	Rehearsal	
Thursday	3/16/2006	7:30 p.m. - 10:30 p.m.	Event	\$WAIVED
Friday	3/17/2006	7:30 p.m. - 10:30 p.m.	Event	
Friday	3/17/2006	10:30 p.m. - 12 Midnight	Move-out	

**Total Base Rental**  
**PER RESOLUTION CCS 3579**

**\$WAIVED**

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/19/06

FROM: JOHN E. DEASY/JUDY ABDO

RE: AGREEMENT WITH THE STATE DEPARTMENT OF EDUCATION TO  
ACCEPT FUNDS FOR THE CHILD DEVELOPMENT PROGRAM FOR FISCAL  
YEAR 2005-2006

RECOMMENDATION NO. A.06

It is recommended that the Board of Education accept the contract with the State Department of Education, Child Development Division effective July 1, 2005 through June 30, 2006. This agreement CIMS-5286, is to be executed between the Superintendent of Public Instruction, State Department of Education, and the Santa Monica-Malibu Unified School District, wherein the State agrees to pay the Santa Monica-Malibu Unified School District Child Development Fund/CDC an amount not to exceed \$3,690.00. The Board agrees to use the funds for instructional materials and supplies for the Child Development program. And to authorize John Deasy, Superintendent of Schools, to sign the contract on behalf of the governing board.

Funding Information

Source: Child Development Fund - Restricted

Currently Budgeted: No

Account Number: 12-50350-0-00000-00000-8290-090-0000

Description: Child Development Center Apportionment - CDC

COMMENT: Our Child Development program has been selected by the State Department of Education, Child Development Division to receive additional one-time-only funding. These funds may be used to purchase Instructional materials and supplies for the Child Development Program. These funds may be expended from July 1, 2005, through June 30, 2006.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/19/06

FROM: JOHN E. DEASY/WINSTON A. BRAHAM/PAT HO

RE: ACCEPTANCE OF GIFTS - 2005-06

RECOMMENDATION NO. A.07

It is recommended that the Board of Education accept, with gratitude, checks and gifts totaling \$20,591.24 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 2005-2006 income and appropriations by \$15,141.24 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 CurrGift011906.pdf

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/19/06

FROM: JOHN E. DEASY/WINSTON BRAHAM/VIRGINIA I. HYATT

RE: APPROVAL OF PURCHASE ORDERS

RECOMMENDATION NO. A.08

It is recommended that the Board of Education approve the following Purchase Orders and Changed Purchase Order from December 15, 2005 through January 11, 2006 for fiscal year 2005/06.

**AGENDA**

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/19/06

FROM: SUPERINTENDENT/MICHAEL D. MATTHEWS

RE: CERTIFICATED PERSONNEL - Elections, Separations

RECOMMENDATION NO. A.09

It is recommended that the following action for Certificated Personnel be approved and/or ratified. Unless otherwise noted, all items are included in the 2005/2006 approved budget.

**ADDITIONAL ASSIGNMENTS**

CHILD DEVELOPMENT SERVICES

Alidina, Jamila	28 hrs	@\$25.83	12/19/05-12/29/05	Own Hrly/\$ 723
Barba, Yesenia	72 hrs	@\$20.02	12/19/05-12/31/05	Own Hrly/\$1,441
Barreras-Graciano, L.	72 hrs	@\$16.15	12/19/05-12/31/05	Own Hrly/\$1,163
Castellon, Emma	72 hrs	@\$20.99	12/19/05-12/31/05	Own Hrly/\$1,511
Cerrato, Wendy	72 hrs	@\$21.91	12/19/05-12/31/05	Own Hrly/\$1,578
Conway, Kenyatta	72 hrs	@\$18.73	12/19/05-12/31/05	Own Hrly/\$1,349
Cruse, Patricia	12 hrs	@\$26.47	12/19/05-12/31/05	Own Hrly/\$ 318
Daanish, Daaim	72 hrs	@\$17.76	12/19/05-12/31/05	Own Hrly/\$1,279
Douglas, Jennifer	72 hrs	@\$27.76	12/19/05-12/31/05	Own Hrly/\$1,999
Drymon, Cheryl	32 hrs	@\$30.44	12/27/05-12/31/05	Own Hrly/\$ 974
Dunn, Glenda	72 hrs	@\$29.33	12/19/05-12/31/05	Own Hrly/\$2,112
Gonzalez, Yolanda	72 hrs	@\$21.42	12/19/05-12/31/05	Own Hrly/\$1,542
Herberg, Joan	72 hrs	@\$24.96	12/19/05-12/31/05	Own Hrly/\$1,797
Langley, Zoe	40 hrs	@\$24.40	12/19/05-12/23/05	Own Hrly/\$ 976
Martinez, Emilita	4 hrs	@\$30.14	12/19/05-12/29/05	Own Hrly/\$ 121
Martinez, Maria	72 hrs	@\$22.19	12/19/05-12/31/05	Own Hrly/\$1,598
Mercier, Alisha	72 hrs	@\$22.92	12/19/05-12/31/05	Own Hrly/\$1,650
Montelongo, Angelina	72 hrs	@\$19.70	12/19/05-12/31/05	Own Hrly/\$1,418
Ortiz, Jessica	12 hrs	@\$26.47	12/27/05-12/29/05	Own Hrly/\$ 318
Patton, Roxanna	40 hrs	@\$26.63	12/19/05-12/23/05	Own Hrly/\$1,065
Proctor, Valeril	72 hrs	@\$21.31	12/19/05-12/31/05	Own Hrly/\$1,534
Prosser, Thelma	72 hrs	@\$14.53	12/19/05-12/31/05	Own Hrly/\$1,046
Rodriguez, Claudia	72 hrs	@\$23.16	12/19/05-12/31/05	Own Hrly/\$1,668
Rosas-Lopez, Cecillis	20 hrs	@\$22.39	12/20/05-12/29/05	Own Hrly/\$ 448
Samimi, Leili	72 hrs	@\$20.02	12/19/05-12/31/05	Own Hrly/\$1,441
Sterling, Patti	72 hrs	@\$21.42	12/19/05-12/31/05	Own Hrly/\$1,542
Vega, Dolores	72 hrs	@\$25.51	12/19/05-12/31/05	Own Hrly/\$1,837
Yadegari, Sholeh	72 hrs	@\$23.15	12/19/05-12/31/05	<u>Own Hrly/\$1,667</u>
TOTAL OWN HOURLY				\$36,115

Comment: Winter Break Assignment  
12-CD: Gnrl Child Care (GCTR)

EDUCATIONAL SERVICES

Anderson, Terry	30 hrs	@\$36.32	10/15/05-6/30/06	Est Hrly/\$1,090
Barba-Castro, Graciela	15 hrs	@\$36.32	10/15/05-6/30/06	Est Hrly/\$ 545
Bautista-Nicholas, C.	30 hrs	@\$36.32	10/15/05-6/30/06	Est Hrly/\$1,090
Beeman-Solano, Amy	30 hrs	@\$36.32	10/15/05-6/30/06	Est Hrly/\$1,090
Clark, Julie	15 hrs	@\$36.32	10/15/05-6/30/06	Est Hrly/\$ 545
Contreras, Sitara	15 hrs	@\$36.32	10/15/05-6/30/06	Est Hrly/\$ 545
Cruz, Tere	15 hrs	@\$36.32	10/15/05-6/30/06	Est Hrly/\$ 545
Daruty, Lila	15 hrs	@\$36.32	10/15/05-6/30/06	Est Hrly/\$ 545
Dresher, Pam	15 hrs	@\$36.32	10/15/05-6/30/06	Est Hrly/\$ 545
Friedman, Susan	15 hrs	@\$36.32	10/15/05-6/30/06	Est Hrly/\$ 545
Hamilton, LaDawna	15 hrs	@\$36.32	10/15/05-6/30/06	Est Hrly/\$ 545
Hoffman, Heidi	15 hrs	@\$36.32	10/15/05-6/30/06	Est Hrly/\$ 545

Hopkins, Miriam	15 hrs @\$36.32	10/15/05-6/30/06	Est Hrly/\$ 545
Hurst, Victoria	15 hrs @\$36.32	10/15/05-6/30/06	Est Hrly/\$ 545
Kananack, Lindsay	15 hrs @\$36.32	10/15/05-6/30/06	Est Hrly/\$ 545
King, Brandy	15 hrs @\$36.32	10/15/05-6/30/06	Est Hrly/\$ 545
King, Keri	15 hrs @\$36.32	10/15/05-6/30/06	Est Hrly/\$ 545
Louria, Meredith	30 hrs @\$36.32	10/15/05-6/30/06	Est Hrly/\$1,090
McComas, Shanti	15 hrs @\$36.32	10/15/05-6/30/06	Est Hrly/\$ 545
Noveck, Mary Anna	15 hrs @\$36.32	10/15/05-6/30/06	Est Hrly/\$ 545
Roberts, LaSonja	30 hrs @\$36.32	10/15/05-6/30/06	Est Hrly/\$1,090
Serratore, Rosa	30 hrs @\$36.32	10/15/05-6/30/06	Est Hrly/\$1,090
Seymour, Bob	15 hrs @\$36.32	10/15/05-6/30/06	Est Hrly/\$ 545
Sinclair, Michele	15 hrs @\$36.32	10/15/05-6/30/06	Est Hrly/\$ 545
Smith, Devon	15 hrs @\$36.32	10/15/05-6/30/06	Est Hrly/\$ 545
Snyder, Jessica	15 hrs @\$36.32	10/15/05-6/30/06	Est Hrly/\$ 545
Suffolk, Stefanie	15 hrs @\$36.32	10/15/05-6/30/06	Est Hrly/\$ 545
Suomu, Susan	15 hrs @\$36.32	10/15/05-6/30/06	Est Hrly/\$ 545
Taslimi, Laila	15 hrs @\$36.32	10/15/05-6/30/06	Est Hrly/\$ 545
Thatcher, Cindy	15 hrs @\$36.32	10/15/05-6/30/06	Est Hrly/\$ 545
Urias, Rebecca	15 hrs @\$36.32	10/15/05-6/30/06	Est Hrly/\$ 545
Wechselberger, Amy	15 hrs @\$36.32	10/15/05-6/30/06	Est Hrly/\$ 545
Wyse, Chrysta	15 hrs @\$36.32	10/15/05-6/30/06	Est Hrly/\$ 545
TOTAL ESTABLISHED HOURLY			\$21,255

Comment: Participation in Lesson Link  
19-RGK Foundation

Boxer, Lorissa	25 hrs @\$36.32	8/29/05-6/30/06	Est Hrly/\$908
Cannell, Steve	25 hrs @\$36.32	8/29/05-6/30/06	Est Hrly/\$908
Contreras, Sitara	25 hrs @\$36.32	8/29/05-6/30/06	Est Hrly/\$908
Cullen, Christine	25 hrs @\$36.32	8/29/05-6/30/06	Est Hrly/\$908
Hoffman, Heidi	25 hrs @\$36.32	8/29/05-6/30/06	Est Hrly/\$908
Jimerez, Sylvia	25 hrs @\$36.32	8/29/05-6/30/06	Est Hrly/\$908
Johnson, Ethel Sue	25 hrs @\$36.32	8/29/05-6/30/06	Est Hrly/\$908
Kittel, Gina	25 hrs @\$36.32	8/29/05-6/30/06	Est Hrly/\$908
Laufer, Lorraine	25 hrs @\$36.32	8/29/05-6/30/06	Est Hrly/\$908
Leck, Vicky	25 hrs @\$36.32	8/29/05-6/30/06	Est Hrly/\$908
Lipson, Jenny	25 hrs @\$36.32	8/29/05-6/30/06	Est Hrly/\$908
Ostrom, Michael	25 hrs @\$36.32	8/29/05-6/30/06	Est Hrly/\$908
Reff, Eric	25 hrs @\$36.32	8/29/05-6/30/06	Est Hrly/\$908
Rowland, Chris	25 hrs @\$36.32	8/29/05-6/30/06	Est Hrly/\$908
Scheer, Susan	25 hrs @\$36.32	8/29/05-6/30/06	Est Hrly/\$908
Smith, Shelley	25 hrs @\$36.32	8/29/05-6/30/06	Est Hrly/\$908
Snyder, Jessica	25 hrs @\$36.32	8/29/05-6/30/06	Est Hrly/\$908
Talbott, Deborah	25 hrs @\$36.32	8/29/05-6/30/06	Est Hrly/\$908
Tejeda, Karina	25 hrs @\$36.32	8/29/05-6/30/06	Est Hrly/\$908
Verham, Karen	25 hrs @\$36.32	8/29/05-6/30/06	Est Hrly/\$908
Witt, Carl	25 hrs @\$36.32	8/29/05-6/30/06	Est Hrly/\$908
TOTAL ESTABLISHED HOURLY			\$19,068

Comment: Elementary District Writing Committee  
01-IASA: Title II Teacher Quality

Acker, Ned	4 hrs @\$36.32	12/1/05-6/30/06	Est Hrly/\$145
Hendra, Mary	4 hrs @\$36.32	12/1/05-6/30/06	Est Hrly/\$145
Karyadi, Adrienne	4 hrs @\$36.32	12/1/05-6/30/06	Est Hrly/\$145
Meyer, Andrew	4 hrs @\$36.32	12/1/05-6/30/06	Est Hrly/\$145
TOTAL ESTABLISHED HOURLY			\$580

Comment: History Formative Assessment Writine Committee  
01-IASA: Title II Teacher Quality

LINCOLN MIDDLE SCHOOL

Latham, Pam	7 hrs @\$36.32	12/7/05-12/7/05	Est Hrly/\$254
TOTAL ESTABLISHED HOURLY			\$254

Comment: After School Presentation  
01-Gifted/Talented Educ (GATE)

Dileo, Greg	8 hrs @\$36.32	9/2/05-6/26/06	Est Hrly/\$291
Galante, Nadine	8 hrs @\$36.32	9/2/05-6/26/06	Est Hrly/\$291
Hartson, Elizabeth	8 hrs @\$36.32	9/2/05-6/26/06	Est Hrly/\$291
Lee, Chon	8 hrs @\$36.32	9/2/05-6/26/06	Est Hrly/\$291
Lichtblau, Andy	8 hrs @\$36.32	9/2/05-6/26/06	Est Hrly/\$291
Obusek, John	8 hrs @\$36.32	9/2/05-6/26/06	Est Hrly/\$291
Paddock, Jennifer	8 hrs @\$36.32	9/2/05-6/26/06	Est Hrly/\$291
Seymour, Robert	16 hrs @\$36.32	9/2/05-6/26/06	Est Hrly/\$581
Stauffer, Nathaniel	16 hrs @\$36.32	9/2/05-6/26/06	Est Hrly/\$581
Tolentino, Aimee	8 hrs @\$36.32	9/2/05-6/26/06	Est Hrly/\$291
Underwood, Brain	8 hrs @\$36.32	9/2/05-6/26/06	Est Hrly/\$291
TOTAL ESTABLISHED HOURLY			\$3,781

Comment: ASB Dance and Co-Curricular Activites Supervision  
01-Reimbursed by ASB

MUIR ELEMENTARY SCHOOL

Beltran, Sue	6 hrs @\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Benitez, Lourdes	6 hrs @\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Brizuela, Luis	6 hrs @\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Dewer, Ruth	6 hrs @\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Edelman, Susan	6 hrs @\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Estrada, Tiffany	6 hrs @\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Hanson, Lori	6 hrs @\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Herman, Melissa	6 hrs @\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Hobbs, Lynne	6 hrs @\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Hyatt, Lova	6 hrs @\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Lazare, Shernice	6 hrs @\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Lovett, Tiffany	6 hrs @\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Maier, Amy	6 hrs @\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Mathews, Christine	6 hrs @\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Ramirez, Joseph	6 hrs @\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Salvaryn, Elisa	6 hrs @\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Want, Anita	6 hrs @\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Wheeler, Daniel	6 hrs @\$36.32	8/31/05-8/31/05	Est Hrly/\$218
TOTAL ESTABLISHED HOURLY			\$3,924

Comment: Pre-Service Day  
01-School and Library Imprvmnt B G

ROGERS ELEMENTARY SCHOOL

Daruty, Lila	60 hrs @\$36.32	11/29/05-6/26/06	Est Hrly/\$2,179
Herrera, Denise	60 hrs @\$36.32	11/29/05-6/26/06	Est Hrly/\$2,179
Leya, Bernadette	60 hrs @\$36.32	11/29/05-6/26/06	Est Hrly/\$2,179
Macon, Tristen	60 hrs @\$36.32	11/29/05-6/26/06	Est Hrly/\$2,179
TOTAL ESTABLISHED HOURLY			\$8,716

Comment: After School Academic Classes  
01-IASA: Title I Basic-LW INC/NEG

Barba-Castro, Graciela	6 hrs @\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Braff, Sarah	3 hrs @\$36.32	8/31/05-8/31/05	Est Hrly/\$109
Cedillo, Sofia	6 hrs @\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Contreras, Sitara	6 hrs @\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Cruz, Teresita	6 hrs @\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Daruty, Lila	6 hrs @\$36.32	8/31/05-8/31/05	Est Hrly/\$218
De la Rosa, Mary	6 hrs @\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Demopoulos, Katherine	6 hrs @\$36.32	8/31/05-8/31/05	Est Hrly/\$218

Dresher, Pam	6 hrs	@\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Ferrera, Emily	6 hrs	@\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Fliegel, Lois	6 hrs	@\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Hamilton, LaDawna	6 hrs	@\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Henning, Laura	6 hrs	@\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Herrera, Denise	6 hrs	@\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Herrera, Mayra	6 hrs	@\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Kinsinger, Julie	6 hrs	@\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Leya, Bernadette	6 hrs	@\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Lopez, Felicia	6 hrs	@\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Macon, Tristan	6 hrs	@\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Marmolejo, Yolanda	6 hrs	@\$36.32	8/31/05-8/31/05	Est Hrly/\$218
McComas, Shanti	6 hrs	@\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Mendinueto, Darwin	6 hrs	@\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Powell, Fay	6 hrs	@\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Reid, Roberta	6 hrs	@\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Rues, Kevin	6 hrs	@\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Salcedo, Rebecca	6 hrs	@\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Schneider, Kirsten	6 hrs	@\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Serapiglia, Anne	6 hrs	@\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Smith, Devon	6 hrs	@\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Urias, Rebecca	6 hrs	@\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Witt, Carl	6 hrs	@\$36.32	8/31/05-8/31/05	Est Hrly/\$218
Wyse, Chrysta	6 hrs	@\$36.32	8/31/05-8/31/05	Est Hrly/\$218
TOTAL ESTABLISHED HOURLY				\$6,867

Comment: Math Pre-Service Day  
01-School and Library Imprvmnt B G

SANTA MONICA HIGH SCHOOL

Adams, Michael	2 hrs	@\$36.32	11/17/05-11/17/05	Est Hrly/\$73
Anderson, Terry	2 hrs	@\$36.32	11/17/05-11/17/05	Est Hrly/\$73
Bart-Bell, Dana	2 hrs	@\$36.32	11/17/05-11/17/05	Est Hrly/\$73
Carsillo, MaryAnn	2 hrs	@\$36.32	11/17/05-11/17/05	Est Hrly/\$73
Fragoso, Danielle	2 hrs	@\$36.32	11/17/05-11/17/05	Est Hrly/\$73
Kim, Douglas	2 hrs	@\$36.32	11/17/05-11/17/05	Est Hrly/\$73
Langdon, Lance	2 hrs	@\$36.32	11/17/05-11/17/05	Est Hrly/\$73
LeCassidy, Linh	2 hrs	@\$36.32	11/17/05-11/17/05	Est Hrly/\$73
Lutz, Joseph	2 hrs	@\$36.32	11/17/05-11/17/05	Est Hrly/\$73
Magnuson, Ruth	2 hrs	@\$36.32	11/17/05-11/17/05	Est Hrly/\$73
Semik, Renee	2 hrs	@\$36.32	11/17/05-11/17/05	Est Hrly/\$73
Skaggs, Debbie	2 hrs	@\$36.32	11/17/05-11/17/05	Est Hrly/\$73
TOTAL ESTABLISHED HOURLY				\$876

Comment: "H" House Intervention Meeting  
01-Other Federal

Pusey, Jonathan	\$36.32, as needed	12/1/05-6/26/06	Est Hrly/\$--
TOTAL ESTABLISHED HOURLY			\$--

Comment: Saturday School  
01-Unrestricted Resource

**ADDITIONAL ASSIGNMENT - EDUS**

SANTA MONICA HIGH SCHOOL

Name	Rate	Assignment	Effective	Not to Exceed
Barraza, Peter	12 EDU	Girls Volleyball Asst	9/05-11/05	\$2,748
Burnett, Michael	13 EDU	Head Football	9/05-11/05	\$2,977
Cady, Patrick	13 EDU	Head Girls Cross Ctry	9/05-11/05	\$2,977
Cuda, Conrad	12 EDU	Football Asst	9/05-11/05	\$2,748
Cuda, Zachary	12 EDU	Football Asst	9/05-11/05	\$2,748
Dunn, George	12 EDU	Football Asst	9/05-11/05	\$2,748
Fischer, Tania	13 EDU	Var Boys CC	9/05-11/05	\$2,977
Flanders, Matthew	13 EDU	Head Boys Water Polo	9/05-11/05	\$2,977



Korzenik, Alfredo	12 EDU	Cross Country Asst	9/05-11/05	\$2,748
Sato, Liane	13 EDU	Head Girls Volleyball	9/05-11/05	\$2,977
Veral, Ramon	13 EDU	Head Girls Golf	9/05-11/05	\$2,977
		TOTAL EDUS		\$31,602

Comment: Fall Athletic EDUS  
01-Unirestricted Resource

**TOTAL ESTABLISHED HOURLY, OWN HOURLY AND EDUS: \$133,048**

### **ELECTIONS**

<u>PROBATIONARY CONTRACTS</u> <u>Name/Assignment/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>
Hanson, Lori/3rd Grade Muir Elemntary	100%	1/3/06
Watts, Lada/CDS Teacher Child Develop Svcs	50%	11/7/05

  

<u>TEMPORARY CONTRACTS</u> <u>Name/Assignment/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>
Hutchinson, Cathy/3rd Grade Cabrillo Elementary	100% [LOA-N. Levy]	9/2/05-4/7/06
Martin, Kathleen/Testing Coord Santa Monica HS	20%	1/30/06-6/30/06

### **SUBSTITUTE TEACHERS**

<u>LONG-TERM SUBSTITUTES</u> <u>(@\$194.00 Daily Rate)</u>	<u>Effective</u>
Beaver, Guadalupe	12/21/05
deVeyra, Leah	12/21/05
Marks, Jamie	12/15/05-6/26/06
Spriggs, Kelli	12/15/05-6/30/06

<u>PREFERRED SUBSTITUTES</u> <u>(@\$149.00 Daily Rate)</u>	
Campbell, Charlotte	11/9/05
Johnston, Kimberlee	12/1/05

<u>REGULAR DAY-TO-DAY SUBSTITUTES</u> <u>(@\$127.00 Daily Rate)</u>	
Beaver, Guadalupe	12/21/05
deVeyra, Leah	12/21/05
Stansbury, Markhum	12/13/05

<u>CHANGE IN ASSIGNMENT</u>	<u>Effective</u>
Davis, John	1/3/06-6/30/06
<u>From:</u> Principal/Cabrillo Elem	
<u>To:</u> Principal on Special Assign/Special Ed	
Lazare, Shernice	1/3/06-6/26/06
Muir Elem/Literacy Specialist	
<u>From:</u> 100%/Teacher	
<u>To:</u> 80%/Family Literacy Specialist	

**LEAVES OF ABSENCE (with pay)**

<u>Name/Location</u>	<u>Effective</u>
Deshautelle, Anna Malibu HS	1/17/06-3/5/06 [maternity]
Fischer, Tania Santa Monica HS	1/16/06-3/12/06 [maternity]
Justis, Vickie Child Deveop Svcs	1/3/06-2/6/06 [medical]
Lovett, Tiffany Muir Elementary	1/3/06-3/9/06 [maternity]
Olsheim, Elizabeth Roosevelt Elementary	12/5/05-12/9/05 [family medical]

**LEAVES OF ABSENCE (without pay)**

<u>Name/Location</u>	<u>Effective</u>
Deshautelle, Anna Malibu HS	3/6/06-4/7/06 [child care]
Fisher, Tania Santa Monica HS	3/13/06-6/26/06 [80% child care]

**RESIGNATIONS**

<u>Name/Location</u>	<u>Effective</u>
Rosekelly, Shelly Adams Middle School	12/14/05

**RETIREMENTS**

<u>Name/Location</u>	<u>Effective</u>
Dewar, Ruth Muir Elementary	6/26/06 [revision from Board Agenda 8/18/05]

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/19/06

FROM: SUPERINTENDENT/MICHAEL D. MATTHEWS

RE: SPECIAL SERVICES EMPLOYEES

RECOMMENDATION NO. A.10

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 2005/06 budget.

ELECTIONS

<u>Name/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>	<u>Rate</u>
Collatos, Anthony	\$50.00	8/8/05-8/8/05	\$50.00/hr
Santa Monica High School; presentation for leadership camp.			
FUNDING:	01-56400-0-11100-10000-2917-015-1501		-100%
Medi-Cal Billing Option			
Corsun, Danny	\$2,102	11/15/05-6/23/06	\$75.00/hr
Franklin Elementary; create curriculum with teachers to incorporate cooking/measurement skills into math and social studies lessons.			
FUNDING:	01-72600-0-11100-10000-2917-002-1501		-100%
School Improvement Prog, K-6			
Hulbert O'Flynn, Julie	\$3,045	12/1/05-4/30/06	\$145.00/day
Student Services; provide nurse support for the Health Champions Positive Health Profile program.			
FUNDING:	01-93190-0-11100-31400-2917-041-1501		
St. John's: Health Program			
Mattson, Mark	\$3,924	1/3/06-2/26/06	\$50.00/hr
Franklin Elementary; teach choral music to 5th grade students culminating in a graduation performance at the end of the year.			
FUNDING:	01-90150-0-11100-10000-2917-002-1501		
Reimbursed by PTSA			
Turner, Meghan	\$3,587	10/3/05-6/26/06	\$50.00/hr
Educational Services; instruction on Trumpet and Trombone for Rogers and McKinley students who do not have access to private lessons.			
FUNDING:	01-90830-0-17100-10000-2917-030-1501		
SMMEF - Dream Winds			

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION ACTION/CONSENT  
01/19/06

FROM: SUPERINTENDENT/MICHAEL D. MATTHEWS/WILBERT YOUNG

RE: CLASSIFIED PERSONNEL - MERIT

RECOMMENDATION NO. A.11

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.

<b>ELECTIONS</b>		<b><u>EFFECTIVE DATE</u></b>
CASTRO, CRISTINA CABRILLO ELEMENTARY	PHYSICAL ACTIVITIES SPEC 5 HRS/SY/RANGE: 26 STEP: A	12/12/05
DOMINGUEZ-MORALES, YANET INFORMATION SERVICES	TECHNOLOGY SUPPORT ASST 8 HRS/11 MO/RANGE: 32 STEP: F	12/1/05
GERSTNER, CHINA SANTA MONICA HS	STUDENT OUTREACH SPEC 8 HRS/10 MO/RANGE: 44 STEP: F	12/12/05
MESROBIAN, SYLVIA SPECIAL EDUCATION	ADMINISTRATIVE ASST 8 HRS/12 MO/RANGE: 29 STEP: A	12/27/05
SAAD, CAROLIN ADAMS MIDDLE SCHOOL	SR OFFICE SPECIALIST 8 HRS/10 MO/RANGE: 25 STEP: E	11/28/05
SLAWTER, CYNTHIA MALIBU HIGH SCHOOL	SR OFFICE SPECIALIST 8 HRS/10 MO/RANGE: 25 STEP: A	12/2/05
ULIANTZEFF, ELENA LINCOLN MIDDLE SCHOOL	INST ASST - SPECIAL ED 4.5 HRS/SY/RANGE: 20 STEP: A	12/13/05
WATTS, ANNE MCKINLEY ELEMENTARY	INST ASST - SPECIAL ED 5 HRS/SY/RANGE: 20 STEP: A	12/1/05
 <b>PROVISIONAL ASSIGNMENTS</b>		 <b><u>EFFECTIVE DATE</u></b>
CAVALLARO, KATHRYN LINCOLN MIDDLE SCHOOL	INST ASST - MUSIC	1/4/06-5/10/06
 <b>PROMOTION</b>		
STREET, ERIC FRANKLIN ELEMENTARY	PHYSICAL ACTIVITIES SPECIALIST 6 HRS/SY/RANGE: 26 STEP: A FR: INST ASST/PE; 3.25 HRS/SY	12/8/05
 <b><u>TEMP/ADDITIONAL ASSIGNMENT</u></b>		 <b><u>EFFECTIVE DATE</u></b>
KAILANI, RODDE ADAMS MIDDLE SCHOOL	INST ASSIST - AVID TUTOR	11/3/05-6/26/06
KIEFFER, DIANE STUDENT SERVICES	OFFICE SPECIALIST	1/1/06-6/30/06
SOLOMON, MARYANN SANTA MONICA HS	TECHNOLOGY SUPPORT ASST	9/1/05-6/30/06

**VOLUNTARY TRANSFER**SANCHEZ, YOLANDA  
GRANT ELEMENTARYADMINISTRATIVE ASST  
8 HRS/10 + 10 MO  
FR: 8 HRS/12 MO/SPECIAL ED**EFFECTIVE DATE**

1/3/06

**LEAVE OF ABSENCE (PAID)**ELIE, BANITA  
TRANSPORTATIONBUS DRIVER  
MEDICAL**EFFECTIVE DATE**

11/21/05-1/2/06

MARTIN, LORENA  
ADULT EDUCATIONSR OFFICE SPECIALIST  
CHILD CARE

11/28/05-1/20/06

RIEDERER, ERIN  
PT DUMEINST ASST - SPECIAL ED  
MEDICAL

12/16/05-3/31/06

TORRES, VICTOR  
GRANT ELEMENTARYINST ASST - SPECIAL ED  
MEDICAL

11/8/05-1/2/06

**LEAVE OF ABSENCE (UNPAID)**GOULET, DARIN  
LINCOLN MSACCOMPANIST  
PERSONAL [10% decrease in hours]**EFFECTIVE DATE**

9/6/05-6/26/06

MAZAR-ATABAKI, SORAYA  
ROOSEVELT ELEMENTARYINST ASST - CLASSROOM  
PERSONAL

1/3/06-1/20/06

**WORKING OUT OF CLASS**BEHRENS, IRENE  
HUMAN RESOURCESHUMAN RESOURCES TECH  
FR: SR OFFICE SPECIALIST**EFFECTIVE DATE**

11/1/05-3/6/06

FRANCO, ALICIA  
FOOD SERVICESCAFETERIA WORKER II  
FR: CAFETERIA WORKER I

11/21/05-3/24/06

QUIROZ, TIMOTHY  
FOOD SERVICESSITE COORDINATOR  
FR: CAFETERIA WORKER II

11/21/05-3/24/06

**DISQUALIFICATION FROM PROBATION**TECUN, JUAN  
COMPUTER SERVICES

TECH SUPPORT ASSISTANT

**EFFECTIVE DATE**

1/20/06

**RESIGNATIONS**BEAVER, GUADALUPE  
GRANT ELEMENTARY

INST ASST - CLASSROOM

**EFFECTIVE DATE**

12/31/05

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION ACTION/CONSENT  
01/19/06  
FROM: SUPERINTENDENT/MICHAEL D. MATTHEWS/WILBERT YOUNG  
RE: CLASSIFIED PERSONNEL - NON-MERIT

RECOMMENDATION NO. A.12

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

**COACHING ASSISTANT**

		<b><u>EFFECTIVE DATES</u></b>
HARDEN, ANDRELL	MALIBU HIGH SCHOOL	11/01/05-06/30/06
SENE, FABRICE	SANTA MONICA HS	11/01/05-04/01/06

**STUDENT WORKER - WORKABILITY**

COOK, JONATHAN	MALIBU HIGH SCHOOL	11/01/05-06/30/06
GROSS, BENJAMIN	MALIBU HIGH SCHOOL	12/01/05-06/30/06

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

TO: BOARD OF EDUCATION

ACTION/MAJOR

01/19/06

FROM: JOHN E. DEASY/WINSTON A. BRAHAM

8:00 p.m.

RE: APPROVAL OF 2004-05 FINAL INDEPENDENT FINANCIAL AUDIT

RECOMMENDATION NO. A.13

It is recommended that the Board of Education accept the 2004-05 Financial Audit and approve management discussion and analysis/ the administrative responses to the "Findings" and "Recommendations" as contained in the Subject audit.

COMMENTS: In response to California Education Code mandate, the 2004-05 financial audit has been completed by the audit firm of Roy G. Blair. The Board of Education has previously received copies of the audit and an information copy of the audit is available for public review in the Office of the Superintendent

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

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

**Note:** *Financial Audit for Measure "S" is pending and will be submitted at a later date.*

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/MAJOR

01/19/06

FROM: JOHN E. DEASY/WINSTON A. BRAHAM

RE: BUDGET ADJUSTMENTS

RECOMMENDATION NO. A.14

It is recommended that the Board of Education approve the following adjustments in the amount of \$124,684 to the 2005-06 Budget, as follows:

1. An **increase** in the amount of \$62,216 for salary and benefits for a 1.00 FTE Principal for the Special Education from January 1 through June 30, 2006.
2. An **increase** in the amount of \$32,468 for salary and benefits for a 1.00 FTE Itinerant Plant Manager (assuming this position is filled by February 1) through June 30, 2006.
3. An **increase** in the amount of \$17,000 for legal services by Carol Codrington, Esq. for various personnel and risk management matters.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:



TO: BOARD OF EDUCATION

ACTION/MAJOR

01/19/06

FROM: JOHN E. DEASY/WINSTON A. BRAHAM

RE: PLANNING FOR THE 2006-07 BUDGET

RECOMMENDATION NO. A.15

It is recommended that the Board of Education approve the following 2006-07 Budget Planning Document, including the Budget Development Calendar. SMMUSD's leadership remains 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 through continued prudent Budget development & administration and cost containment best practices.

COMMENTS: Due to a combination of California's revenue increases, cost controls, and State Leadership's Proposed Strategic Growth Plan, the Budget outlook for the 2006-07 Fiscal Year continues to improve. While it appears that State allocations will at least be at the 2005-06 levels with a projected Cost of Living Adjustment (COLA) in excess of 4.0%, our District's multi-year projections could be negatively impacted with the application of the State's "Dartboard" deficit factors and COLA. Additionally, notwithstanding the State's commitment to increase Proposition 98 guarantees, the Legislative Analyst's Office (LAO) forecasts suggest caution given that a significant portion of the projected State Reserves is attributable to 2004-05 and prior years and that California's deficit remains in the (\$\$) billions. Additionally, the LAO points out that since Proposition 98 was originally "over-appropriated" by \$700+ million, the projected increase funding levels may not necessarily result in any actual net increases, taking many relevant deficit-related factors into account. These, coupled with painful Federal funding cuts means that though, we have successfully concluded both Collective Bargaining Unit Contracts and continue to function in a much brighter financial environment, we must maintain cost containment practices and strive to eliminate our operating deficit that continues to be aggravated by declining enrollment and increased burden on our General Fund.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:



***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 2006-07 Budget Development Calendar and Related Issues  
(Budget Development Planning Document)

DATE: January 19, 2006

Proposal:

Given our "Positive" (most recent - December, 2005 1<sup>st</sup> Interim Solvency Report) and our current Budget Certification status, it is proposed that the Board continue utilizing the necessary Single Budget Adoption schedule for the budget development in the 2006-07 Fiscal Year. It is further proposed that the Board adopt the Budget Planning & Development Calendar for the subject Fiscal Year contained herein.

Background:

In order to move into the 2006-07 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 relevant (as defined by the State of California Multi-Year Budget projection requirement) Fiscal Years beyond. While Districts are allowed to choose between two budget adoption schedules, given this District's current "Positive Certification" status, it is again recommended we continue using a Single Budget Adoption schedule in which the Budget is adopted no later than July 1<sup>st</sup>, following a Public Hearing.

Budget Implications:

The provisions of Bills/Legislative actions, such as Assembly Bill (AB) 1200, (AB) 2756 Standard & Criteria and the Williams Settlement, declining enrollment and other known and emerging fiscal factors, will impact the budget development schedule. In addition, the special session of our legislators and LACOE's demands, coupled with pending policy changes at the Federal levels will all require sacrifices for this 2006-07 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 previously established and leading into the upcoming Fiscal Year. It is therefore then also recommended that the Board approve the following revised Budget Development Calendar for the 2006-07 Fiscal Year.

***Note: The 2006-07 School District Budget will be prepared under mildly "dicey" tentative conditions and will be subjected to change. Thus, this planning document, especially the calendar, it should in no way be viewed as static, but will instead likely be revised to respond to fiscal-related 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 2006-07 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 2006-07 and State-required Multi-Year Budget Projections. Contained in the budget planning guide and the Budget Development Calendar are details necessary for effective operational plans and information that will lead to a frugal, strategically visionary and intelligent review and adoption spending package. Thus, it is necessary for us to structure a detailed process, which will require that every manager develop their budgets with more precision than in past years.

Therefore, to establish a well-defined Budget, it will require full and complete cooperation of the Board as well as District staff at every level. 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 our School District's ongoing cost containment approach. This means that, even with what appears to be other reliable revenue sources, we must control operational costs & expenditures that seem to contribute to our ongoing "operational deficit", that we continue to fund or "neutralize" from prior year's carryover/positive ending balance.

As previously stated, the development of this Budget will be done under a State fiscal picture that is, at best, guardedly optimistic. The only certainty that exists is that the legislators and California's fiscal condition will continue to require that we execute a Budget that is tightly controlled as it relates to expenditures, where possible, creation of new increased revenue sources and definite reductions 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 that impacts enrollment...and thus ADA our most significant single source of revenue;
- , Reassess staff roles & responsibilities, redistribute tasks & functions, compress, where possible, class assignments in the District; systematically continue to examine and identify every single position and their appropriate funding source(s) & funding timeline, and where possible/appropriate, utilize multi-funded sources for those individuals who so qualify. The goal here is to as much as possible, reduce/remove the burden from the General Fund.

, Continue our aggressive Programmatic Implementation Deficit Reduction Plan to include a Reduction in the rate of growth of the Local General Fund Contribution (LGFC) to Special Education without compromising our expected/required service levels to our students and families.

## **BUDGET DEVELOPMENT RESPONSIBILITIES**

In developing the 2006-07 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, at its pleasure, to refer to the Financial Oversight Committee (FOC) for consultation and advice on relevant financial matters and/or issues with significant potential fiscal impact.***

**Superintendent and/or 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 District's instructional initiatives and/or required federal and state compliance standards and guidelines (a central clearinghouse for all proposals with fiscal impact data). Once the Superintendent or Senior Cabinet establishes a proposed spending plan/Budget for the 2006-07 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 issues), and also for ease of approval process, secure concessions from the Board leadership in advance of final presentation to assure overall alignment with strategies and problems targeted at raising student performance.

**Principals** - Responsible for the timely preparation of their General Fund component budget, Categorical and Specially-Funded Personnel and Non-Personnel Budget with as much precision as possible. Where necessary/appropriate, work with the Chief Academic/Instructional Officer for projections and Special Funds' use.

**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 ongoing Strategic

Deficit Reduction Plan and key Fiscal Policy changes. Finally, implementation of cost containment strategies, required analyses, probable expenditure controls & revenue policy and practices. Otherwise, oversight of all matters/issues with foreseeable fiscal impact.

**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/or overseeing a creditable Position Control (PC) processes.

**Chief Academic/Instructional 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 to Senior Cabinet all proposed categorical and instructional program changes with their full fiscal implications. Finally, oversee school site administration of categorical and special budget \$\$.

**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 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 2006-07 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 2006-07 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 related to Individual Education Plan (IEP) settlements.

**Director of Information Services** - Works closely with Fiscal Services for uploading, with extreme accuracy, all financial data to Quintessential School Systems (QSS) and its interface with LACOE's PeopleSoft System.

**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 all Procurement best practices 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/SPECIALLY FUNDED PROGRAM COMPLIANCE RESPONSIBILITY MATRIX**

<b>FEDERAL PROGRAMS</b>		
Resource	Program	Direct Supervisor
30100	Title I	Maureen Bradford
35500	VEAII Carl Perkins Vocational	Rebel Harrison/Donna Muncey
37100	Title IV: Drug-Free Schools	Laurel Schmidt
40350	Title II, Part A: Teacher Quality	Maureen Bradford
40450	Title II, Part D: Enhancing Education through Technology	Donna Muncey/Will Carey
41100	Title V: Innovative Strategies	Maureen Bradford
42030	Title III: LEP	Peggy Harris
56400	Medi-Cal	Laurel Schmidt
58100	Smaller Learning Communities	Donna Muncey/Eva Mayoral

<b>STATE PROGRAMS</b>		
60910	CalSafe	Judy Abdo
62670	NBCT	Susan Samarge
62860	ELAP	Peggy Harris
63000	Lottery Instruction	Donna Muncey
64050	School Safety	Laurel Schmidt
66600	TUPE	Laurel Schmidt
70900	EIA	Peggy Harris
71400	GATE	Peggy Harris
71560	IMFRP Textbooks	Donna Muncey
72300	Transportation - Regular	Winston Braham/Neal Abramson
72400	Transportation - Special Ed.	Winston Braham/Neal Abramson
72710	PAR	Donna Muncey/Jessica Rishe
73900	Pupil Retention Block Grant	Maureen Bradford
73920	Teacher Credentialing Block Grant	Jessica Rishe/Susan Samarge
73930	Professional Development Block Grant	Donna Muncey
73940	Targeted Instructional (TIIG)	Donna Muncey/Winston A. Braham
73950	School Library Improvement Block Grant	Donna Muncey/Maureen Bradford

**GENERAL FUND BUDGETARY NOTES:**

All inquiries 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 or need for clarification 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 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 2006-07 Budget are, as previously indicated, 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 ongoing fiscal constraints, the budget allocation from 2005-06 will not simply be rolled into the 2006-07 Budget. Every effort will be made to prioritize/reallocate budget based on new priorities against approved established goals and emerging District needs.

**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 and will require that all proposed initiatives be presented with a comprehensive, creditable sponsor's financial impact statement.

### **Personnel Allocations**

Allocations for personnel have already been communicated, or soon will be, based on information gathered by the Independent Consultant or Assistant Director of Fiscal Services 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 departments/all Cost Centers must function for the 2006-07 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 to, or intended to exclude, known overtime for special events. All known special events should be projected based on the current 2005-06 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 of Facilities Management.

### **Independent Responsibility**

Within Board-approved authority, no individual, outside of the Office of the Superintendent and/or the CFO 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 2006-07 Fiscal Year will be reimbursed at current/published IRS "per mile rate" 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 and/or Board rules. 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 locations, the supervisor has an obligation to authorize attendance to the conference closest to the School District. No out of town conference will be approved if a similar conference/training/event 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 relevant, work-related specific 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.

## 2006-07 BUDGET DEVELOPMENT CALENDAR

- G **October, 2005 - Ongoing** - Systematic/clean-up of all outstanding old/aged Accounts Payable debt reimbursements to parents, Non-Public Schools (NPS), Non-Public Agencies (NPA) and other vendors.
- G **November, 2005** - Complete and present Beginning Balance adjustments, preliminary and final First Interim Report, file with LACOE and present to Board for public discussion and adoption.
- G **December, 2005** - Complete State-required AB1200 for solvency certification, file with LACOE and present for Board action prior to adoption of SMMCTA new Agreement which includes personnel pay increases for current and future Fiscal Years.
- G **December, 2005 - January, 2006** - Superintendent and Senior Cabinet to develop and present to the Board all 2006-07 major District goals and objectives having financial implications.
- G **December, 2005 - January, 2006** - Joint Use Agreements: Submit request to the City of Santa Monica for first half of annual funding (\$3.0 million + half of CPI adjustment), and to the City of Malibu for annual funding.
- G **January, 2006** - If necessary and appropriate in response to Special Legislative Session, issue General Fund spending overtime/hiring and procurement freeze. Develop criteria document with exceptions required controls and justification.
- G **January 7, 2006** - Complete and file with LACOE P-1 Attendance Report to cover the period from the first day of school, September, 2005 to December 17, 2005.
- G **January 19, 2006** - Presentation of Independent Financial Audit Report by External Auditor, Roy J. Blair to include public comments.
- G **January-February, 2006** - Preliminary overview (via Superintendent's Report) hearing of Governor's preliminary and special legislative spending to determine its impact on SMMUSD's 2006-07 fiscal condition.
- G **January-February, 2006** - Complete identification of all current and projected multi-year Capital Programs and major budget/items with corresponding approved funding sources.

- G **February, 2006** - Complete school on-site meetings & training offered by Fiscal Services representative to site Principals and offices and collect all enrollment/FTEs projections by funding source, all planned major expenditures, projections of all FTEs and/or hours of FTE increases beyond the 2005-06 budget levels.
- G **February, 2006** - Finalize/Board to adopt all outstanding SEIU negotiated Collective Bargaining Unit Contracts post LACOE's approval of AB 1200 Analysis. This shall include the legally-required (10) business days "sunshining" of Agreement.
- G **February, 2006** - Complete final design revisions of all 2006-07 budget intake documents and/or worksheets.
- G **February, 2006** - Adopt Proposition X Reimbursement Resolution for expenses projected to underwrite the costs associated with the development of the District's Strategic Master Facilities Plan.
- G **February, 2006** - Board review of program initiatives recommended by staff for elimination, modification, adoption and/or enhancement for the 2006-07 Fiscal Year and if any impact on FTE count and/or General Fund.
- G **February, 2006** - As necessary, complete review of District's Portfolio Debt profile to include economic modeling of key long-term revenue sources followed by presentation to Board.
- G **February 15, 2006** - Refine ADA Base Revenue Limit Calculation methodology modeling and complete enrollment projections, and initiate strategy discussion with the Board for review (if so desired) of Strategic Permit Controls in order to maintain break-even ADA/Revenue Limit.
- G **February 25, 2006** - 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, 2006 (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 2, 2006** - Submission of 2<sup>nd</sup> Interim Report to the Board for discussion and adoption, to include public comments.
- G **March, 2006** - Notification to Certificated Staff of layoffs and Non-Reelect that are to be phased out and/or reassigned, if any, as a result of projected 2006-07 Spending Deficit. Notification must be communicated in writing to impacted staff on or prior to 3/15/06.

***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, 2006** - 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, to include Public Comments.
- G **March, 2006** - Submit request to the City of Santa Monica for second half of annual funding (\$3.0 million + half of CPI adjustment).
- G **March 15, 2006** - Complete analysis of all Categorical and Special funding programs, identify major objectives and align those objectives with their respective categorical and special funding sources.

***NOTE: By the end of March, 2006 (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 21, 2006 or as Required by LEA** - Presentation to the Board of ADA Base Revenue Limit projections for 2006-07 and succeeding Multi-Year Budgets to include public comments.
- G **April 22, 2006** - Complete and file with LACOE P-2 Attendance Report and Class-Size Reduction report to cover the period from first day of school, September, 2005 to March, 2006.
- G **April, 2006** - Ahead of, separate and apart from the Facilities Master Plan development now in progress, and in accordance with California Education Code, complete an Independent Developer Fee Increase Justification Study for our current fee structure, to include a study of increasing the square footage limit beyond the current 5,000 square feet maximum and corresponding fees per square foot, to the maximum of Residential Level I in line with prevailing "Class B" construction cost index.

G April/May, 2006 - Begin the SMMCTA Negotiation process by developing District position and related Proposition to initiate preliminary negotiations with SMMCTA for the upcoming Collective Bargaining Contract period.

G April/May, 2006 - Continue analysis of Cal-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 May or June, 2006 (rates announced this year become effective 1/07) to include employee health benefits utilization trends/history.

***Note: Should for any reason Cal-PERS-initiated 2007 Calendar Rates skyrocket, District management and Collective Bargaining Units should have an alternative plan in place to exit or remain with Cal-PERS. Such a decision must be communicated via a Board Action within (60) days of the broadcast of the January, 2007 Rates/increases.***

G May, 2006 - To reduce expenditure "Rollovers", complete all 2005-06 procurement of services and/or goods by May 15, 2006 in order to complete receipt and payables to vendors (expensed) by the end of business on June 30, 2006.

G May 5, 2006 (If available) - Review of State's "May Revise" for re-evaluation of the District's 2006-07 Budget plans, to include public comments.

G May, 2006 - Approve CPI-U increase to Measure "Y" parcel tax.  
**Public Hearing**

G May 18, 2006 - Presentation of initial/preliminary 2006-07 Budget to Board, to include public comments.

G May-August, 2006 - 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 the first week in August, 2006.

G June 1, 2006 - Begin final study sessions and hearing on budget development/implementation, to include public comments.

G June 15, 2006 - As mandated by the provisions of Measure "S", convene Joint Session of Board & Financial Oversight Committee from 5:30-6:30 p.m. (prior to the start of the regularly-scheduled Board Meeting.)



- G **June 29, 2006** - Special Final 2005-06 Board Meeting to adopt the 2006-07 Budget Plan and District's Strategic Facilities Master Plan. **Public Hearing.**
- G **July, 2006** - 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, 2006** - Complete preliminary closure of expenditures, "2005-06 Closings" on 2005-06 budget year, identify all "Carryover", "Rollover" monies and identify related Accrual amounts.
- G **August, 2006** - 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 2006-07 expenditure plans.
- G **August-September, 2006** - Begin the final stages 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 2006-07 Budget.
- G **Fall, 2006** - 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, 2006** - Complete Unaudited Actual Financial Report, file with LACOE and present to Board for public discussion and adoption.
- G **October, 2006** - Submission of Unaudited Actual Financial Report and the final 2006-07 Adopted Budget adjustments.
- G **October, 2006** - Adopt the State-mandated Gann Limit Resolution.
- G **December, 2006** - On or before December 15, 2006, completion, filing and presentation of District's 2006-07 1<sup>st</sup> Interim Report for review and adoption by the Board, to include public comments.

- G December, 2006-January, 2007 - Completion and filing of the 2005-06 Independent Audit Report [CDE, State Controller's Office, LACOE] and Board discussion at the first meeting in January, to include public comments.
- G January, 2007 - 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.***

SCHEDULE OF IMPORTANT BOARD MEETING DATES		
Date	Topic	Time
Jan. 19, 2006	Review & Adoption of District's 2004-05 Independent Financial Audit Report	
February, 2006	Review & Discussion of Enrollment Projections	
March, 2006	Review & Approval of District's Collective Bargaining Agreement with SEIU	
March, 2006	Review of Proposed 2006-07 Budget	
March 2, 2006	2005-06 2 <sup>nd</sup> Interim Report	
April, 2006	Discussion & Adoption of Prop X Reimbursement Resolution	
April 20, 2006	ADA Revenue Limit Projections & Multi-Year Budget: Preliminary 2006-07 Budget	
Late April, 2006	Begin the SMMCTA Negotiation Process	
May 4, 2006	Review of State's "May Revise"	
May, 2006	CPI-U Increase to Measure "Y" Parcel Tax <i>Public Hearing</i>	6:00 pm
May 18, 2006	Preliminary 2006-07 Budget	
June 1, 2006	Final Study Sessions on 2006-07 Budget	
June 15, 2006	Joint Meeting with Board and FOC at 5:30; <i>(regular Board Meeting Continues at 6:30)</i>	5:30 to 6:30 pm
June 29, 2006	Review & Adoption of Facilities Master Plan Contract & Adopt 2006-07 Final Budget <i>Public Hearing</i>	6:00 pm
October, 2006	Adopt Gann Limit Resolution	
On or Before Dec. 15, 2006	2006-07 1 <sup>st</sup> Interim Report	
Dec., 2006 -Jan., 2007	2005-06 Independent Audit Report	

***NOTE:*** With the exception of March 2, 2006 and June 29, 2006, 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.

01-19-06BudPlan.wpd

TO: BOARD OF EDUCATION

ACTION/MAJOR

01/19/06

FROM: JOHN E. DEASY/DONNA E. MUNCEY

RE: REVISIONS TO DISTRICT ADVISORY COMMITTEE CHARGES  
RECEIVED FROM DISTRICT ADVISORY COMMITTEES

RECOMMENDATION NO. A.16

At the Board of Education meeting held September 22, 2005, proposed charges for each of the Board of Education's District Advisory Committees were discussed. Staff made revisions based on the discussion and the proposed charges were sent to the district/staff liaison to each committee to review with committee members. Several committees did not request revisions to the proposed charges sent to them for review. Four committees (Technology, Child Care and Development, Special Education, and Community Health and Safety) have requested revisions to the proposed charge given to them. At the Board of Education meeting on January 5, 2006, the Board of Education discussed the committee requests and directed staff to make a series of revisions to the original charges, based on some of the requests from the committees. Following the list of District Advisory Committees, the latest revisions to the proposed charges are included.

**District Advisory Committee      Staff Liaison**

District English Language Advisory Council	Aida Diaz
Child Care and Development	Judy Abdo
Community Health and Safety	Marolyn Freedman
Fine Arts	Tom Whaley
Intercultural Advisory Committee	Peggy Harris
Special Education	Tim Walker
Sports and Physical Education	Mike Matthews
Technology	Amy Fowler

**English Learners District Advisory Committee**

The charge of the English Learners District Advisory Committee shall be:

- C In accordance with State and/or Federal regulations, the English Learners District Advisory Committee is charged with collecting, reviewing, and analyzing data and collecting public opinion concerning issues related to Bilingual students and their achievement on the California State Standards in

English, Mathematics, Science, and Social Studies, as well as their mastery of English. The Board will review your findings in your annual report.

- C Serve as a vehicle for parents, community, and students to communicate with the Board of Education on matters related to successful participation in the bilingual education process of students and parents who come from a myriad of socio-economic, ethnic, cultural, and linguistic backgrounds.
- C To assist, inform, and support the Master Facilities Planning Committee on issues related to bilingual education needs.

#### **Fine Arts District Advisory Committee**

The charge of the Fine Arts District Advisory Committee shall be:

- C To serve as a vehicle for parents, community, teachers, and students to communicate with the Board of Education on matters related to all students' equitable access to and successful participation in comprehensive, sequential, standards-based PreK-12 Arts Education. A comprehensive arts education program, with the arts taught as discrete disciplines, should be an integral part of the core curriculum offered to all students at all grade levels.
- C Assess our current visual and performing arts program (dance, music, theater, and visual arts). Compare the District's curriculum, scheduling, staffing, instructional materials, equipment, and facilities with national and state standards and frameworks.
- C Work with various agencies to explore and generate funding to support the visual and performing arts programs.
- C To assist, inform, and support the Master Facilities Planning Committee on issues related to fine arts needs.

#### **Intercultural Advisory Council**

The charge of the Intercultural Advisory Council shall be:

- C Provide input on district and school site efforts to facilitate the building of bridges of understanding between diverse student and parent populations so that all groups feel connected to, and part of, the school community.
- C Serve as a vehicle for parents, community, and students to communicate with the Board of Education on matters related to the successful participation in the educational process of students and parents who come from a myriad of socio-economic, ethnic, cultural and linguistic backgrounds. For example, the council might explore ways to provide support to minority students who are enrolled in advanced placement or honors classes.

- C Provide a forum for the articulation of ideas and activities being implemented at the district and at school sites, and in the greater community that are successfully meeting the needs of our diverse student body and parent population.
- C To assist, inform, and support the Master Facilities Planning Committee on issues related to successfully supporting the achievement of all students.

### **Sports and Physical Education District Advisory Committee**

The charge of the Sports and Physical Education District Advisory Committee shall be:

- C To serve as a vehicle for parents, community, and students to communicate to the Board of Education on matters related to sports programs and the overall quality of our physical education program.
- C To investigate and make recommendations on the feasibility of implementing an intramural program at our middle and high schools.
- C To work with various agencies to explore and generate funding to support the sports and physical education programs.
- C To assist, inform, and support the Master Facilities Planning Committee on issues related to sports and physical education needs.

### **Community Health and Safety District Advisory Committee**

The charge of the Community Health and Safety District Advisory Committee shall be:

- C monitor contemporary issues in health and safety that have a direct impact on school age children
- C encourage developmentally appropriate health education in all schools
- C identify community resources to enhance health and safety in schools
- C identify community resources to provide supplemental mental health supports for children and families
- C review the literature and best practices associated with healthy eating and suggest ways to improve our delivery and student consumption of meals that are aimed at the reduction of childhood obesity and establishing healthy life-long eating habits. Serve as one of the community mechanisms for receiving input concerning the Wellness Policy.
- C encourage and monitor the implementation of violence prevention and intervention programs for students

- C support and assist WestEd and the City of Santa Monica in the external evaluation of our school-based mental health programs
- C assist, inform, and support the Master Facilities Planning Committee on issues related to community health and safety needs

### **Child Care and Development District Advisory Committee**

The charge of the Child Care and Development District Advisory Committee shall be:

- C Explore ways to insure that children begin kindergarten ready to undertake (socio-emotionally, physically, and cognitively) the State's standards-based curriculum and explore ways for the kindergarten programs to be ready to respond to the needs of individual children.

#### **Deliverables**

- C CDS staff will participate in meetings of the kindergarten teachers group on an ongoing basis.
- C Participate in the RAND conference on Preschool Standard proposals on November 19, 2005. Participate in follow-up activities.
- C With Information Services, document preschool enrollment in database to allow follow up in the future.
- C Explore and propose ways to insure that multiple, affordable, high-quality options for child care exist. Describe ways to strengthen and enhance existing child care services.

#### **Deliverables**

- C Quantify the extent of need for wrap-around preschool care and determine the cost of such wrap-around preschool care.
- C Attend trainings on Desired Results assessments for all programs.
- C Document after school options in the community.
- C To assist, inform, and support the Master Facilities Planning Committee on issues related to child care and other child development needs.

#### **Deliverables**

- C Submit CDS facilities-need form to committee.
- C Meet with consultants and committee members to provide information about the needs of CDS programs.

### **Special Education District Advisory Committee**

The charge of the Special Education District Advisory Committee shall be:

- C Serve as a vehicle for parents, teachers, students, and community members to communicate with the Board of Education on matters concerning the equitable access to and successful participation in beneficial educational programs for all learners with disabilities.

**Measurement:** In accordance with the Board policy concerning district advisory committees, two written reports will be prepared (one at mid-year, the other at the end of the year) and an oral report will be presented to the Board at the end of the year.

- C Working collaboratively with district staff, a comprehensive special education parent handbook will be created. The Special Education District Advisory Committee will create a framework for the handbook, then submit the framework/ outline to staff for review. Creation of the sections will be done through a draft and review process. Once the Board of Education, Superintendent, and other staff review the document, the handbook will be funded, published and distributed by the District in English and Spanish. The handbook will have as a primary focus providing information that will be helpful to parents new to special education.

**Measurement:** A parent handbook will be distributed at the start of the 2006-2007 academic year.

- C The Special Education District Advisory Committee will work with various agencies to explore and recommend ways to generate funds and to collaborate in the support of special education programs.

**Measurement:** Informal meetings by Special Education District Advisory Committee members will be arranged with members of community groups to explore fundraising possibilities.

- C To assist, inform, and support the Master Facilities Planning Committee on issues related to special education needs.

**Measurement:** Participate in the processes that are organized for community input into the Master Facilities Planning Committee.

### **Technology District Advisory Committee**

The charge of the Technology District Advisory Committee shall be:

- C To serve as a vehicle for parents, community, and students to communicate to the Board of Education on matters related to technology and the integration of instructional technology into classrooms and schools.



- C To provide a forum for the articulation of ideas, activities, and strategies to support the integration of instructional technology into classrooms and schools.
- C To assist, inform, and support the Master Facilities Planning Committee on issues related to technology needs.
- C Serve as one of the community mechanisms for receiving input concerning the District Technology Use Plan.

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

TO: BOARD OF EDUCATION

ACTION/MAJOR

01/19/06

FROM: SUPERINTENDENT/TIMOTHY R. WALKER

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS

RECOMMENDATION NO. A.17

It is recommended that the Board of Education approve the following Special Education Contracts for fiscal year 2005-2006 as follows:

**NPS/NPA**

**2005-2006 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>
Can Do Kids	7/12/98	NPA-assessment	#133	\$ 300
Smart Start	4/08/93	NPA-Behavior Therapy	#134	\$ 6,000
Beautiful Minds	12/12/05	NPA-Behavior Therapy & Supervision	#135	\$ 18,900
Beautiful Minds	12/12/05	NPA-Behavior Therapy & Supervision	#136	\$ 18,900
Can Do Kids <b>Contract Increase</b>	10/12/98	NPA-PT error on 11/17/05 board agenda	#116- UC06288	\$ 5,400
Autism Spectrum Therapies - <b>Contract Increase</b>	2/21/01	NPA-Behavior Therpy	#6- UC06050	\$ 750
Smart Start Preschool <b>Contract Increase &amp; date change to 12/31/05</b>	10/31/90	NPA-Behavior Therapy	#44- UC06088	\$ 2,400
Excelsior Youth Center <b>correction in birthdate</b>	7/6/89	NPS	#62- UC06332	
Smart Start Preschool <b>Correction in contract dates only to 12/31/05</b>	10/3/91	NPA-Behavior Therapy	#47- UC06091	

<b>Amount Budgeted NPS/NPA 05/06</b>	<b>\$ 3,100,000</b>
<b>Prior Board Authorization as of 1/05/06</b>	<b>\$ 2,970,186</b>
<b>Balance</b>	<b>\$ 129,814</b>
<b>Positive Adjustment</b>	<b>\$ 16,516</b>
<b>(See below)</b>	<b>\$ 146,330</b>
<b>Total Amount for these Contracts</b>	<b>\$ 52,650</b>
<b>Balance</b>	<b>\$ 93,680</b>

<b>Adjustment</b>					
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 2005-06 in the amount of \$ <b>16,516</b> as of January 19, 2006.					
<b>Nonpublic School/ Agency</b>	<b>Service Description</b>	<b>Contract Number</b>	<b>Reduce (R) Eliminate (E)</b>	<b>Adjusted Amount</b>	<b>Comment</b>
Carousel	NPA	#2-UC06002	R	\$ 480	change in services
Westmark	NPS	#40-UC06039	E	\$ 16,036	Student attends Malibu HS as of 11/28/05

#### **Instructional Consultants**

**2005-2006 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>
Deborah Bohn	12/27/02	Instr.Consultant - PT Evaluation	#88	\$ 300
Deborah Bohn	12/27/02	Instr.Consultant - PT Evaluation	#89	\$ 300
Katherine Borning Cordova	10/12/98	Instr. Consultant - Speech-Language Pathologist	#90	\$ 625
Lindamood-Bell	4/08/93	Instr.Consultant - Educational Therapy	#91	\$ 18,644

<b>Amount Budgeted Instructional Consultants 05/06</b>	<b>\$ 410,000</b>
<b>Prior Board Authorization as of 1/05/06</b>	<b>\$ 404,417</b>
<b>Balance</b>	<b>\$ 5,583</b>

<b>Total Amount for these Contracts</b>	<b>\$ 19,869</b>
<b>Balance</b>	<b>\$ -14,286</b>

#### **Non-Instructional Consultants (none)**

**2005-2006 Budget 01-65000-0-57500-11800-5890-043-1400**

<b>Instructional Consultant</b>	<b>Student DOB</b>	<b>Service Description</b>	<b>Contract Number</b>	<b>Cost Not to Exceed</b>

<b>Amount Budgeted Non-Instructional Consultants 05/06</b>	<b>\$ 225,000</b>
<b>Prior Board Authorization as of 1/19/06</b>	<b>\$ 92,544</b>
<b>Balance</b>	<b>\$ 132,456</b>

<b>Total Amount for these Contracts</b>	<b>\$ 0</b>
<b>Balance</b>	<b>\$ 132,456</b>

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

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

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

NOES:

TO: BOARD OF EDUCATION

DISCUSSION

01/19/06

FROM: SUPERINTENDENT/MICHAEL D. MATTHEWS

RE: AGREEMENT BETWEEN THE SANTA MONICA-MALIBU UNIFIED  
SCHOOL DISTRICT AND THE SERVICE EMPLOYEES INTERNATIONAL  
UNION (SEIU), LOCAL 660

DISCUSSION ITEM NO. D.1

It is recommended that the Board of Education consider the Tentative Agreement reached with the Service Employees International Union (S.E.I.U.), Local 660 during the collective bargaining process. AB 1200 requires that this Agreement be sunshined to the Board of Education using our routine notification process, and that the Los Angeles County Office of Education approve the financial impact of the Agreement ten (10) days in advance of full Board approval.

COMMENT: On Monday, January 9, 2005, the district was informed that S.E.I.U membership overwhelmingly approved the contract developed as a result of negotiations and the Tentative Agreement reached on December 5, 2005. The contract goes into effect January 1, 2006.

A three (3%) percent salary increase will be effective January 1, 2006. Classified employees will earn a matching TSA of \$100 a year for part-time employees and \$200 a year for full-time employees. Health and welfare benefits will be maintained at current District levels. Any increase in the cost of Hartford Disability Insurance will be covered by the District.

For the period of July 1, 2006 - June 30, 2007, the awarding of Professional Growth increments will be suspended. No later than March 1, 2006, a joint committee of SEIU and SMMUSD representatives shall be formed to review the Professional Growth Program.

The Length of the Contract will be from January 1, 2006 through June 30, 2007.

This item in its current format will return for Action at the Board Meeting scheduled to be held on February 2, 2006.

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
Department of Human Resources

**SEIU/SMMUSD 2005 CONTRACT NEGOTIATIONS**

Following Articles are areas which are included as part of the new contract:

Article 2	Recognition
Article 9	Leaves of Absence
Article 10	Scheduled Holidays
Article 12	Stewards
Article 29	Working Out of Class
Article 31	Negotiation Procedures

TO: BOARD OF EDUCATION

INFORMATION

01/19/06

FROM: JOHN E. DEASY/WINSTON BRAHAM

RE: MONTHLY INTERIM REPORT TO THE SMMUSD BOARD OF  
EDUCATION-FACILITIES MASTER PLAN PROJECT

INFORMATION ITEM NO. I.1

This represents the contractually required monthly report to the Board on the progress of the Facilities Master Plan project.

**Facilities Inspection:** Teams of engineers have been sent into the field and have visited all 18 schools of the District. Each school has been thoroughly inspected. We have also met with each school's Principal. A report on each school is in the process of being written and will soon be completed. Tandem to this, we are creating a computer database of all information gathered. The database is being created to the specification of the District in Filemaker Pro. All of this information being gathered is geared to be fed into the first Workshop Meeting on February 25 (see below) and it will all be ready well prior to that meeting.

**Community Outreach:** The Project Team has organized and planned a series of five community-wide meetings. The first will occur on January 28 and is entitled "The Convening." The second through fifth meetings are "Workshops" that will occur on February 25, March 25, April 29, and June 3. Locations for each meeting have been arranged. The January 28 meeting will last from 9:30 am to 3:30 pm and occur at the Sheraton Delfina Hotel in Santa Monica (on Pico, opposite Samohi). The meetings in February, April, and June will take place at Samohi. The meeting in March will be located at John L. Webster Elementary School in Malibu. Childcare, food, and free parking will be offered at all meetings. The District is responsible for supplying simultaneous translation into Spanish. The issue of transportation is being worked on at this time as we are doing our best to make it feasible for anyone who wants to attend to get there.

The goal of the first meeting, the Convening, is to get as many people as possible from across the entire Santa Monica-Malibu community to attend and to understand the Facilities Master Plan process, to be aware of best practices nationally in processes such as this, and to solicit volunteers of at least 100 community members to participate in the following four workshop meetings. Those 100 or more participants will be part of what we're calling the Community Planning Committee (or CPC). The topics of all five community-wide meetings are as follows:

Convening - Growing a Learning Community - Who? What? When? Where? How? Local and National Guest Thought Leaders will present and prompt conversations about what is possible for the



Santa Monica/Malibu Education Community. Breakout sessions will allow Santa Monica-Malibu attendees to ask pertinent questions of the experts. Four national thought leaders have been invited and an agenda has been created, both in English and in Spanish.

Workshop #1 - Where are we now? Utilizing the recently completed assessment of school facilities in SMMUSD, this workshop will focus on existing conditions and community educational needs and assets. The agenda for this meeting will be created following the Convening.

Workshop #2 - Where are we going? Utilizing the educational strategic plan document, this workshop will analyze and assess those goals in terms of specific facilities issues in SMMUSD. The agenda for this meeting will be created following Workshop #1.

Workshop #3 - What does it look like? Trading on prior workshop analysis, this meeting will focus on site level planning and strategic facilities issues within SMMUSD. The agenda for this meeting will be created following Workshop #2.

Workshop #4 - How do we do it? This workshop will serve to summarize the community planning committee's consensus for renovation and new construction building recommendations within the SMMUSD and will detail those recommendations for use by school district administrators in their planning process. The agenda for this meeting will be created following Workshop #3.

Working with a Nominating Committee organized by the Ad Hoc Facilities Committee, members of the Project Team have created a list of approximately 180 community and educational groups and personnel. We have embarked upon meeting with as many of them as possible during the months of December and January. This has proved to be a daunting, yet exciting task. Our goal is to have each of these groups be aware of our overall plan, described above, and to provide people from their group to join the CPC. One extra effort to involve the minority and underserved communities will involve additional outreach in the new Virginia Park center during January, prior to the Convening.

As of January 3, the local Project Coordinator, who has been hired, Ayde Gonzalez, began her work and has joined us in these community outreach efforts. Having grown up on the west side and attended Venice H.S., Ms. Gonzalez is already proving to be an excellent hire. Therefore, she is relatively familiar with the Santa Monica-Malibu area. Completely bi-lingual, Ms. Gonzalez is an honors graduate of Yale College and holds an M.A. in Urban Planning from UCLA. Ms. Gonzalez is now meeting with educators, parent groups, community leaders, and organizations to promote the project according to the group lists that were prepared with

the Nominating Committee. Additionally, she will assist in organizing the student task force and distributing the newsletter to students and the community.

Another aspect of our community outreach involves forming a Student Task Force utilizing juniors and seniors from the three District high schools—Samohi, Malibu, and Olympic. In this regard, we have met and spoken with all three principals and discussed methods for this activity. In addition, we have issued a "curriculum" for this Task Force that covers three areas of activity within the plan. They are 1) architecture and engineering; 2) community outreach and school planning; 3) journalism. Each high school has so far reacted to this opportunity in different ways. As of this writing, Olympic will make the community outreach and school planning part of its curriculum. Samohi is choosing to make the architecture and engineering part of its club system. In addition, Samohi has asked that we address its Leadership Club approximately once per month. Finally, we have proposed to Malibu High School that it adapt the journalism path, which will involve its students writing notes on the community-wide meetings and delivering reports that will be published in the newsletter and on the project website (see below). In all cases, students who participate will be encouraged to attend and be active (in different ways) at all of the community-wide meetings. The totality of this outreach to students will be to involve as fully as possible those citizens who stand to gain most from the successful completion of the Facilities Master Plan.

One problematic area has been our effort to establish Community Design Centers (CDC) in both Santa Monica and Malibu. Initially, we found an excellent location in Santa Monica, as the Macerich company was willing to donate a full storefront at the Santa Monica Place Mall. This would enable us to open our design process to the public in more than the online version provided by the website (described below) and also to use the space as a work area during the course of the project. Unfortunately, some legal problems have arisen and so the CDC in Santa Monica has yet to open. We are hopeful that these legal issues may be resolved shortly. In Malibu, we have been unable to even find such an available public location. It seems as though it will be difficult to have a true CDC in Malibu and it is likely that we will have to be satisfied with maintaining a bulletin board at Malibu High School.

Finally, the Project Team has been preparing a plan for four community surveys that will touch upon a variety of SMMUSD groups. The first survey has been written and will be online the week of January 11. We will test it the first few days and then launch it via an email from Superintendent Deasy's office. The purpose of this first survey will be to obtain information from

teachers, administrators, and District staff regarding the areas of the physical facilities that they feel are most important to address. The next survey will be aimed at students and will be launched in February. The final two surveys will be aimed at obtaining various aspects of wider community input and will be launched in March and April. Information from all reports will be used in the community wide workshops and will be summarized for the last workshop on June 3.

**Communications and Publication:** A substantial part of such a large project as this is the importance of internal communications among the many different participants. To foster this, the Project Team has held regular meetings, approximately one per week, to make certain that all parts are communicating to other parts. In addition, one Project Team member has been made responsible for overseeing all such communication and also for external communication to the District. Finally, a detailed project communications schedule has been made available both to Project Team members and to the district representative and members of the Ad Hoc Facilities Committee Sub-Committee. The schedule includes publication of a project website, six newsletters, and a video on DVD. All publications will be available in bi-lingual format, English and Spanish that is professionally translated.

To bring the Board up to date on these publications, the first issue of the newsletter has gone through extensive review, both for the format and design and for the specific content. The overall design of the newsletter will be carried forward from its masthead to the website design to the graphics on the video, thus creating an overall branded look. Each newsletter will have four pages, two in English and two in Spanish. While the first newsletter will serve to introduce the project and its schedule, subsequent newsletters will be used principally to report on the previous community-wide meeting and to discuss the upcoming meeting. As of this writing, the first newsletter is "at the printer" and it will be distributed during the week of January 17 to all schools and to a list of community libraries, public facilities, and other private locales, such as newsstands and coffee shops. 17,000 copies are being printed. (Unless there is a printing glitch, we will bring copies of the print version of the newsletter to the Board Meeting as a supplement to this report.) In addition, the website will help to distribute an online electronic version of the newsletter.

One additional point to make about the newsletter as we go forward, as the schedule shows, in order to have each subsequent newsletter distributed in a timely fashion, one week or more prior to the next Workshop meeting, the District Representative, Superintendent Deasy and Assistant Superintendent Braham will

have one day to review the content. Of course, this is a concern for the Project Team, although we are hopeful that such speedy approval will be possible. If we miss this deadline, then those citizens who rely on such hardcopy rather than electronic notice will be at a disadvantage in knowing about the community-wide meetings.

In terms of electronic distribution, for those who have a computer or computer access, the website is currently in development mode. A high-level design document has been sent to the District representative, the Superintendent, the Assistant Superintendent, and to the AHFC Sub-Committee for their comments and corrections. Also, a 23-page document with representative website text has been sent to the same group. In addition, the format design of a number of web pages has been sent to this group for comment. The development site goes "live" on Wednesday, January 11 at close of business, and the public launch (after content and software changes) will go "live" on January 17, parallel with the distribution of the newsletter. Specifics of the website are as follows: it will have English and Spanish versions and our software will remember which one you last read and send you directly to that version the next time you visit the url. The URL has been registered and will be "owned" by the District at the conclusion of the project, but it will be maintained by the Project Team during the project. We were very lucky to get the url: [www.ourschoolplan.com](http://www.ourschoolplan.com), which was available for registration. Initially, we put a placeholder page on the site announcing the project, but when the actual website replaces it, the overall sections of the site will be:

- C Home introduces the project.
- C Why discusses the background of the Strategic Education Plan.
- C Where & When provides details about the community wide meetings.
- C Project Team offers details on the companies and individuals working on the project.
- C Students contains a variety of information required for the student task force.
- C Resources contains a growing number of pdf files (including the online version of the newsletter) that interested community members may download and read; also, free access to Adobe Acrobat will let them have the software to read these files.
- C Contact Us discusses the ways to get in touch with the Project Team, including through the Community Design Center.
- C Participate! provides a way for all community members to show their interest and sign up to be notified to the extent of that interest.
- C Finally, at any time, the User may toggle between English and Spanish language web pages.

During the course of the entire project, the website will be updated regularly and new areas of the site will be highlighted on the Home page in a "Recent Updates" box.

Meanwhile, with respect to the video production, it is our current goal to finish it for the Convening at the end of January. The final script was timed at 9 minutes in length, which is longer than the ideal 5-7 minutes desired by those on the Project Team members who are experienced with community meetings. We will try to reduce its length through judicious editing. Meanwhile, pre-production has concluded and we have begun production. We are videotaping for approximately four days, which is the absolute maximum that our budget allows. A large part of this production phase will involve graphics creation. Our strict deadline for completing editing so that the DVD authoring may take place in time for the Convening is January 19. If we miss that date, then we will not have the DVDs for distribution during the Convening. We currently believe that we can meet this schedule, provided that the production and editing go quickly.

The above constitutes our best summary of where this complex project is at this time. While there are of course a few challenging areas, which we've highlighted, overall a tremendous number of contractual and planned elements have been achieved in a timely fashion.

**REMINDER: The Convening session is scheduled for Saturday, January 28, 2006 , 9:30 a.m. - 3:30 p.m. at the Sheraton Delfina Hotel located at 530 Pico Boulevard. Signage will direct participants to parking provided at Santa Monica High School, North parking lot. Watch for more information to follow.**

TO: BOARD OF EDUCATION

INFORMATION

01/19/06

FROM: JOHN E. DEASY/WINSTON A. BRAHAM

RE: CUSTODIAL SERVICES - UPDATE

INFORMATIONAL COMMUNICATION NO. I.2

As a background, the Facilities Management Department continues to pay very close attention, and with Senior Management support has over the past several months taken tangible steps to enhance custodial services at school sites. In addition, we are attempting (in increments) to restore prior custodial FTE levels with the intent of delivering consistent and noticeable improvement in the safety, cleanliness and overall appearance of our school sites. Following are key steps which have taken place/will occur over and above those specific custodial expenditures approved in the current Fiscal Year's Budget, that was adopted in June, 2005. Since this particular item has had detailed Board discussions in recent weeks, this will serve to provide the Board new added information.

- Increased custodial staffing by:
  - < .50 FTE at Pt. Dume Elementary School.
  - < .50 FTE at John Adams Middle School.
  - < .50 at Malibu High School.
  - < .50 FTE at Santa Monica High School (Samohi).
- Specifically, regarding Samohi: the Superintendent and Leadership of Facilities Management, along with Santa Monica High School's, have accomplished the substitution of a previously-approved FTE for a new Plant Manager position, which has already been approved by the Board and Personnel Commission. Under the immediate supervision of the School's Chief Educational Officer, this will be a management position exclusive to Samohi for overseeing all trades/specialties, working not only to increase the productivity through more effective management practices, but ensure that this highly utilized facility is maintained in a fashion consistent with best practices.
- Additionally, we are in the process of not only recruiting for the above-listed position at Samohi, but also for a second similar Itinerant/Roving Plant Manager position exclusive to the second shift. This individual will be an "all site" Roving Supervisor, who will ensure through consistent work standards, custodians' check-in and departure times, cleaning time and expectations in which the custodial work must be done (especially during the night shift), that these tasks and assignments are consistently accomplished to the letter of our

standards of cleanliness of the school site Principals, who will continue to have overall leadership of these positions. Of note: Since this particular position will be "roving" and not necessarily tied to a specific school site, the budget as well as the supervision of this position will reside with Central Facilities Management.

- Established/constituted an Ad Hoc Site Custodial/Maintenance Review Committee (AHSC/MRC) supported by Dr. Mike Matthews - *Chief of Staff*, Winston A. Braham - *Chief Financial Officer*, Wally Berriman - *Director of Facilities Management*, Cleveland Prosser - *Manager of Facilities Grounds Operations*, Kathy Scott - *Principal, Lincoln Middle School*, Laura Rosenbaum - *President, PTA Council*, Cheri Orgel - *2<sup>nd</sup> Vice President, PTA Council*, Michael Hill - *Community Recreation Facilities Coordinator*, and Keryl Cartee - *SEIU Chief Steward*. This particular group will continue to represent the interests of the various sites as we seek to improve custodial services.
- Effective shortly, we will have an experienced individual who will be assigned to the Facilities Management Department to ensure, at a minimum, telephone follow-up and status advisory of all Work Order Requests and site-related issues and Leadership will renew their efforts to appropriately prioritize and both log and follow-up with status of each request relayed, by phone and/or on-line, to the originator within (24) hours of receipt of said Work Order. This will guarantee, in a customer-focused approach, follow-up beyond that which is now provided and will become part of the routine Work Order Process.
- The PTA Leadership, with the support of the aforementioned AHSC/MRC as well as Facilities Management, has solicited from all Principals what they (the Principals) consider to be the top (19) issues for which they need clarification/help. Those responses have been compiled and circulated to each school sites. Also, all sites have been asked to submit a list of all outstanding Facilities-related work. These will be reviewed Jointly with PTA Leadership and Facilities and will be re-prioritized, status reports given to the originators, and the work scheduled within a time frame acceptable to the requestors.

It's anticipated that with targeted support and improvement in personnel department and performance, that we'll achieve noticeable and sustained clean environment.

TO: BOARD OF EDUCATION

INFORMATION

01/19/2006

FROM: JOHN E. DEASY/WINSTON BRAHAM /LAUREL SCHMIDT

RE: WELLNESS POLICY

INFORMATION ITEM NO. I.3

The Federal Child Nutrition and Women, Infants and Children (WIC) Reauthorization Act of 2004 mandates each district participating in the National School Lunch program to adopt a districtwide school wellness policy by the beginning of the school year after July 2006. If the Governing Board has already adopted policies promoting healthy eating and physical activity, it should use the process described below to review its existing policies to ensure that they meet the requirements of federal law.

In November 2003, the Santa Monica-Malibu Unified School District adopted a comprehensive Nutrition and Physical Activity Policy to address many of the components of the proposed Wellness Policy. Developed with input from the Community Health and Safety Advisory Committee, the existing policy specifically contains sections on:

- C Nutritious Food
- C Food and Nutrition Services
- C Nutrition Education
- C Standards Based Physical Education and Physical Activity
- C Family and Community Partnerships

**EXPECTATIONS:**

The mandated Wellness Policy must:

1. Include goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness in a manner that the district determines is appropriate
2. Include nutrition guidelines selected by the district for all foods available on each campus during the school day, with the objectives of promoting student health and reducing childhood obesity.
3. Provide an assurance that the district's guidelines for reimbursable school meals will not be less restrictive than federal regulations and guidance issued pursuant to 42 USC 1758(f)(1), 1766(a) and 1779(a) and (b), as they apply to schools



4. Establish a plan for measuring implementation of the policy, including the designation of one or more persons in the district or at each school charged with operational responsibility for ensuring that this policy is implemented

**DEVELOPMENT PROCESS:**

Since the district currently has a Nutrition and Physical Activity Policy in place, it will be necessary to review it in the light of the new requirements of federal law as stated in the Wellness Policy and make revisions as needed. The Wellness policy states that the board may use an existing school health council or other committee to review and revise the policy, as long as it includes representatives of parents/guardians, students, school food service professionals, school administrators, Board representatives and members of the public in the process.

The policy will be reviewed and revised by district staff and members of the existing Health and Safety Advisory Committee which was instrumental in developing the 2003 Nutrition and Physical Activity Policy. The committee will consider revisions to the existing policy that will bring it into compliance with new federal standards.

The Director of Food Services will attend professional development events such as seminars and conferences to extend his expertise in implementing the requirements of the Wellness policy. He will attend programs which may include the identification of manufacturers who are able to meet the state and federal nutrition requirements, such as Tyson University in Arkansas.

**INDEPENDENT CONSULTANT:**

The district will also be aided in this process by an independent food services consultant. The consultant will act as a non-vested advisor to help the board address the complex process of addressing the federal, state and local policies governing this issue. The consultant is very familiar with this policy and has experience guiding another California school district through this process. The consultant will provide input on trends in school nutrition and food services, non-nutritious vs. sensible diets, economic impacts on the district, logistical issues with current providers/manufacturers related to supply and demand, implications for the federal lunch program.

**TIMELINE:**

District staff will prepare recommendations for policy revision gathered from the committee, appropriate district personnel and the independent consultant. A draft of the revised policy will be presented to the board in March. The guidelines for the new Wellness Policy direct the board to adopt a districtwide school wellness policy by the beginning of the 2006-2007 school year.

TO: BOARD OF EDUCATION

INFORMATION

01/19/06

FROM: JOHN E. DEASY/WINSTON A. BRAHAM

RE: REIMBURSEMENT OF \$6.0 MILLION FROM GENERAL FUND (FUND  
01) TO THE SPECIAL RESERVE FUNDS (FUND 17 AND FUND 40)

INFORMATION ITEM NO. I.4

At the Board Meeting of December 8, 2005, the Board of Education approved Recommendation No. A.20, *Borrowing from Other Funds*, which allowed the temporary borrowing of \$5.0 million from Fund 17 and \$1.0 million from Fund 40 to the General Fund to meet temporary cash flow needs. Education Code §42603 states that the Governing Board of any school district may direct that moneys held in another fund or account of the district may be temporarily transferred to another fund or account of the district for payment of obligations.

The District had been awaiting posting of approximately \$21.6 million in outstanding revenues. The posting has been accomplished and this will serve to inform that the Subject loan has been repaid to the appropriate Funds.

TO: BOARD OF EDUCATION

INFORMATION

1/19/06

FROM: JOHN E. DEASY/DONNA MUNCEY

RE: BASIC/SUPPLEMENTAL TEXTBOOK ADOPTION

INFORMATION ITEM NO. I.5

It is recommended that the textbooks listed below be adopted for the Santa Monica-Malibu Unified School District.

**NO EXIT, AND OTHER PLAYS**, by Jean-Paul Sartre, adoption requested by Berkeley Blatz at Samohi school for grades 12 Existential Literature.

**BARRON'S HOW TO PREPARE FOR THE AP ENGLISH LITERATURE AND COMPOSITION**, by George Ehrenhaft, et. al. Adoption requested by Joanna Smith at Samohi for grade 12 English AP.

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