

TO: BOARD OF EDUCATION

ACTION  
07/28/05

FROM: JOHN E. DEASY

RE: APPROVAL OF MINUTES

RECOMMENDATION NO. A.01

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

June 02, 2005

June 16, 2005

June 24, 2005

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT  
07/28/05

FROM: SUPERINTENDENT

RE: APPROVAL OF INDEPENDENT CONTRACTORS

RECOMMENDATION NO. A.02

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

<b>Contractor/Contract Dates</b>	<b>Description</b>	<b>Site</b>	<b>Funding</b>
Sonya Sones April 20 - 21, 2005  Cost: Not to exceed \$1,300	To provide author visits to Santa Monica and Malibu High Schools	SamoHi	Ed Foundation  01-90820-0-11100-10000-5802-015-4150
Kristine George June 2, 2005  Cost: Not to exceed \$2,000	To provide author visits to Santa Monica High and JAMS School	SamoHi	Ed Foundation  01-90820-0-11100-10000-5802-015-4150
Susan Helldorfer June 21 - June 30, 2005  Cost: Not to exceed \$4,400	To prepare and present two professional development days for Santa Monica High School teachers prior to the start of summer school	Ed Services	Title II, Part A  01-40350-0-11100-10000-5802-035-1300
Paula Evans July 28, 2005  Cost: Not to exceed \$14,012.73	To consult the SamoHi leadership team, Principal, and District to work specifically on issues related to teaching and learning. To build collaborative school, culture, and personalization7yuuuyuu7	SamoHi	Stupski Foundation  19-90200-0-11100-21400-5802-030-1300
Michael Hill July 1, 2005 - June 30, 2006  Cost: Not to exceed \$81,620	To provide consultation services to the District in the areas of Health, Sports, Physical Education, Community Service and facilities permits; School Accountability and Measure "S" compliance	Buisness Services	General Fund  01-00000-0-00000-72000-5802-050-1500

<b>Contractor/Contract Dates</b>	<b>Description</b>	<b>Site</b>	<b>Funding</b>
Ajay Mohindra  Feb. 4 - June 30, 2005  Cost: Not to exceed \$42,185	Assist with implementation of PC Budget, aggressive financial clean-up of Special Education, i.e., parent reimbursements, fiscal issues related to outstanding IEPs, analysis of NPA & NPS, establish sound fiscal/budget practices and assist school sites and Central Office with 2005-06 Budget planning process.	Fiscal Services	General Fund  01-00000-0-00000-72000-5802-051-2510
Allison Kendall & Designs  May 5 - June 30, 2006  Cost: Not to exceed \$34,000	For preparation of a Request for Proposal (RFP) for a District Facilities Strategic Master Plan, per Ms. Kendall's proposal dated April 19, 2005. Note: Cost to now cover Phases I and II. \$12,000 previously approved for a total projected cost of \$46,100.	Prop X	State School Building Fund  21-00000-0-92000-85000-5802-098-2605

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

07/28/05

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>BRADFORD, Maureen</u> State & Federal Projects 01-30100-0-11100-10000-5220-035-1300 General Fund - <u>Resource:</u> Title I	Categorical Program Directors Professional Development Institute Downey, CA August 2 - 3, 2005	\$30
Educational Services 01-00000-0-19510-10000-5220-030- 1300 General Fund - <u>Function:</u> Instruction	Standardized Testing and Reporting Post-Test Workshop Downey, CA August 31, 2005	\$50
<u>HARGER, Billie</u> Facility Maintenance 01-81500-0-00000-85000-5220-061-2602 General Fund - <u>Resource:</u> Ongoing/Major Maintenance	Advanced SACS Accounting Full Day Workshop Downey, CA June 23, 2005	\$25
<u>MATTHEWS, Michael</u> Personnel Services 01-00000-0-00000-72000-5220-025-1250 General Fund - <u>Function:</u> Other General Administration	UCLA Principal Leadership - Improving Student Achievement through Teacher Observation Playa del Rey, CA August 18 - 19 and October 6, 2005	\$240

<u>NAME</u> <u>SITE</u> Account Number Fund - Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
<u>MUNCEY, Donna</u> State & Federal Projects 01-40350-0-11100-10000-5220-035-1300 General Fund - <b>Resource:</b> Title II	Colloquium for Central Office Administrators Westwood, CA July 11 - 15, 2005	\$1,000
<u>PANISH, Adam</u> Malibu High 01-71400-0-11100-10000-5220-010-4100 General Fund - <b>Resource:</b> Gifted & Talented Education	Advanced Placement by the Sea San Diego, CA July 31 - August 5, 2005	\$1,000
<u>RISHE, Jessica</u> State & Federal Projects 01-40350-0-11100-10000-5220-035-1300 General Fund - <b>Resource:</b> Title II	Bilingual Teacher Training Program, Standard 19 Curriculum, Senior Training of Trainers Norwalk, CA July 20 - 21, 2005	\$400
<u>SILVA, Alfredo</u> Malibu High 01-71400-0-11100-10000-5220-010-4100 General Fund - <b>Resource:</b> Gifted & Talented Education	The Advanced Placement Institute at Stanford Palo Alto, CA July 10 - 15, 2005	\$975
<b>Adjustments</b>  (Preapproved expenses 10% in excess of approved costs that must be approved by Board/Changes in Personnel Attendance)		
<b>NONE</b>		
<b>Group Conference and Travel: In-State</b>  * a complete list of conference participants is on file in the Department of Fiscal Services		
<u>CORTEZ, Marlene</u> + 3 Additional Staff Food & Nutrition Services 13-53100-0-00000-37000-5220- 057-2570 Cafeteria Fund - <b>Resource:</b> Child Nutrition	School-Link Tech User Conference Universal City, CA July 7, 2005	\$83 Total (mileage only)
<u>JASON, Michael</u> + 3 Additional Staff Special Education Regular Year 01-65000-0-50010-21000-5220- 043-1400 General Fund - <b>Resource:</b> Special Education	Step Up to Writing Pasadena, CA July 14 - 15, 2005	\$1,596.84 Total

<u>NAME</u> <u>SITE</u> Account Number Fund - Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
<u>DURAN-CONTRERAS, Martha</u> <u>ORUM, Lori</u> State & Federal Projects 01-40350-0-11100-10000-5220- 035-1300 General Fund - <b>Resource:</b> Title II	Assn. of Calif. School Administrators Colloquium for New & Aspiring Principals Westwood, CA July 17 - 21, 2005	\$2,500 Total
<u>ALEXANDER, Lorie</u> <u>CATAZANO, Linda</u> <u>SCHNEIDER, Rhonda</u> Roosevelt Elementary 01-90120-0-11100-10000-5220- 007-4070 General Fund - <b>Resource:</b> Gifts	Implementing 6 Traits -Writing Assessment in the Primary Classroom Irvine, CA August 1 - 5, 2005 (Alexander) August 15 - 19, 2005 (Catazano & Schneider)	\$400 Total (3 for the price of 2)
<u>STRAUS, Ilene</u> + 7 Additional Staff Santa Monica High 01-90120-0-11100-27000- 05220-015-1450 General Fund - <b>Resource:</b> Gifts	Principal Leadership Institute Los Angeles, CA August 18 - 19 & October 6, 2005	\$2,300 Total
<u>WALKER, Tim</u> + 3 Additional Staff Special Education Regular Year 01-65000-0-50010-21000-5220- 043-1400 General Fund - <b>Resource:</b> Special Education	2005-06 Special Education Legal Consortium Pasadena, CA September 30, 2005 & March 31, 2006	\$1,400 Total
<u>FOWLER, Amy</u> + 3 Additional Staff State & Federal Projects 01-40350-0-11100-10000-5220- 035-1300 General Fund - <b>Resource:</b> Title II	Mentoring Matters Foundations Training (Beginning Teacher Support) Ontario, CA October 17 - 18 & December 12 - 13, 2005	\$3,300 Total
<b>Out-of-State Conferences: Individual</b>		
<u>DEASY, John</u> Superintendent 01-00000-0-00000-71500-5220- 020-1200 General Fund - <b>Function:</b> Superintendent	Stupski Conference Cincinnati, OH July 6 - 8, 2005	\$350 (Transport. paid by Stupski)
<u>LOCKREM, Bonnie</u> Educational Services No Cost to District	International Assn. of Jazz Educators Park City, UT June 16 - 19, 2005	0

<u>NAME</u> <u>SITE</u> Account Number Fund - Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
WRABEL, Carol Lincoln Middle 01-72600-0-11100-10000-5220- 012-4120 General Fund - <b>Resource:</b> SIP K - 6	Chemistry Teacher Summer Workshop New Albany, OH August 8 - 12, 2005	\$110 (Conference only)
<b>Out-of-State Conferences: Group</b>		
BRADFORD, Maureen + 4 Additional Staff State & Federal Projects 01-40450-0-11100-10000-5220- 035-1300 General Fund - <b>Resource:</b> Title II	Living Values: An Educational Program Haines Falls, New York July 21 - 27, 2005	\$1,000 Total (Conference only)
DIDION, Kelley + 3 Additional Staff Pt. Dume Elementary 01-71400-0-11100-10000-5220- 019-4190 General Fund - <b>Resource:</b> Gifted & Talented Education	Teaching of Writing New York, NY August 14 - 19, 2005	\$6,000 Total

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

07/28/05

FROM: JOHN DEASY / STEPHEN MARTINEZ

RE: 2005/2006 ADULT EDUCATION CENTER APPROVAL

RECOMMENDATION NO. A.04

It is recommended that the Board of Education approve the Adult Education courses to be offered for the 2005/2006 school term.

COMMENTS: The list of courses represent course titles approved by the Department of Education, State of California. Only courses on the approved list may be used to generate ADA for which the district will be reimbursed. The list is not available in the electronic agenda. However, it is printed in the published agenda and is available for the public review in the Adult Education Office 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

7/28/05

FROM: JOHN E. DEASY/WINSTON A. BRAHAM

RE: ACCEPTANCE OF GIFTS - 2004-05

RECOMMENDATION NO. A.05

It is recommended that the Board of Education accept, with gratitude, checks and gifts totaling \$43,292.94 presented to the Santa Monica-Malibu Unified School District.

It is further recommended that the Fiscal/Business Services Office, in accordance with Educational Code §42602, be authorized to increase the 2004-2005 income and appropriations by \$43,292.94 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 CurrGift072805.pdf

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION ACTION/CONSENT  
07/28/05  
FROM: JOHN E. DEASY/WINSTON BRAHAM/VIRGINIA I. HYATT  
RE: APPROVAL OF PURCHASE ORDERS - 2004/2005

RECOMMENDATION NO. A.06

It is recommended that the Board of Education approve the following Purchase Orders and Changed Purchase Order from June 10, 2005 through July 19, 2005 for fiscal year 2004/05.

**AGENDA**

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

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

TO: BOARD OF EDUCATION ACTION/CONSENT  
07/28/05  
FROM: JOHN E. DEASY/WINSTON BRAHAM/VIRGINIA I. HYATT  
RE: APPROVAL OF PURCHASE ORDERS - 2005/2006

RECOMMENDATION NO. A.07

It is recommended that the Board of Education approve the following Purchase Orders and Changed Purchase Order from June 10, 2005 through July 19, 2005 for fiscal year 2005/2006.

**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

7/28/05

FROM: JOHN E. DEASY/WINSTON BRAHAM/ORLANDO GRIEGO

RE: ANNUAL FOOD AND SUPPLIES

RECOMMENDATION NO. A.08

It is recommended that the Board of Education approve the Vendors on the attached chart to provide Food and Supplies to the Food and Nutrition Services Department in the estimated amounts shown.

**Funding Information:**

Source: **Food & Nutrition Services**

Currently Budgeted: **Yes**

Account Number: **13-53100-0-00000-37000-4310-057-2570**

**13-53100-0-00000-37000-4710-057-2570**

**13-53100-0-00000-37000-4700-057-2570**

Description: **Food and Supplies**

Comments: See chart on following page. Amounts indicated are based on 2004/2005 usage.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ITEM	VENDOR AWARDED BID	SOLE SOURCE	OTHER	EST. USAGE
Produce Items***	ASR Food Distrib.			\$ 75,000.00
Dairy products-***	Clearbrook Farms			\$ 225,000.00
**Soft Drinks-Bid 98.4	Coca Cola			20,000.00
**Soft Drinks-Bid 98.4	Pepsico, Inc.			6,000.00
**Soft Drinks-Bid 98.4	A&R Wholesalers			66,000.00
Paper Products***	P & R /Team			64,500.00
Frozen Food/Groceries/Bakery***	Gold Star Foods/Sysco			544,000.00
Commodities		Co-Op		6,000.00
Beef & Pork Commodity Proc.		Integrated		10,000.00
Bagels			Bagelworks Cafe-other vendors surveyed-this vendor more economical	23,000.00
Slushpuppy		Fun Foods		10,000.00
Pizza			Papa Johns/Domino's/Pizza Hut	75,000.00
Tacos/Burritos		Taco Bell		26,000.00
System Software		School-Link Tech.	Formerly known as SNAP	7,000.00

\* Students prefer this product for the Project Echo Program

\*\* For sale only in secondary schools according to Board Policy 3554.

\*\*\* Co-Op Bid

TO: BOARD OF EDUCATION ACTION/CONSENT  
07/28/05  
FROM: SUPERINTENDENT/WINSTON A. BRAHAM/VIRGINIA I. HYATT  
RE: ACCEPTANCE OF WORK COMPLETED FOR AUDITORIUM SEATING -  
SCHOOL SPECIALITY, INC.- BID #5.06

RECOMMENDATION NO. A.09

It is recommended that the Board of Education accept as completed all work contracted with School Specialities for Barnum Hall Seating in an amount not to exceed \$53,152.

Funding Information

Budgeted: Yes  
Fund: 21  
Source: State School Building Fund  
Account number: 21-00000-0-92000-85000-6200-015-2600  
Description: Building Improvement

COMMENT: The contract with School Specialities to supply auditorium seating has been completed. In order to facilitate the release of the 10% retention being held by the District, a notice of completion must be filed for thirty five (35) days with the County of Los Angeles pending Board approval.

ORIGINAL CONTRACT	\$53,152
FINAL CONTRACT PRICE	\$53,152

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

TO: BOARD OF EDUCATION ACTION/CONSENT  
07/28/05  
FROM: JOHN E. DEASY/WINSTON A. BRAHAM/VIRGINIA I. HYATT  
RE: AMENDMENT TO CONTRACT WITH C.S. LEGACY CONSTRUCTION  
INC. FOR PLAYGROUND RENOVATION-CHILD DEVELOPMENT CENTER  
BID #5.06 - ADDITIVE CHANGE ORDERS #6,7 and 8

RECOMMENDATION NO. A.10

It is recommended that the Board of Education authorize additive Change Orders #6,7 and 8 as an amendment to the contract with C.S. Legacy Construction, Inc., for the Washington West playground renovation project. These change orders will add a total of \$11,633.56 to the contract for a total contract price of \$326,172.35.

COMMENT: ORIGINAL CONTRACT	\$350,628.00
CHANGE ORDER #1,2,3,4,5	(\$ 36,089.21)
CHANGE ORDER #6	\$ 609.49
CHANGE ORDER #7	\$ 7,272.35
CHANGE ORDER #8	\$ 3,751.72
TOTAL CONTRACT AMOUNT	\$326,172.35

Additive Change Orders #6,7 and 8 includes all materials and labor for the work listed below:

Change Order #6

Add additional temporary fencing along construction site per pre-school inspector's report. \$609.49.

Change Order #7

Add sump pump vault, sump pump, electricity and plumbing per drawings. Overflow line is below flow line to the street requiring this add. \$7,272.35

Change Order #8

Install 12" x 12" concrete sump wall cap units on concrete wall curb per drawing. \$3,751.72.

These change orders will be charged to the contingency budget in the Children's Center Reserve Fund (12-60550-0-85000-8200-6100-070-2700) and does not change the budget. The total project cost remains at \$509,331.87.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION ACTION/CONSENT  
07/28/05  
FROM: JOHN E. DEASY/WINSTON A. BRAHAM/VIRGINIA I. HYATT  
RE: AWARD OF UNIT PRICING CONTRACT FOR DISRICTWIDE CARPET  
REPLACEMENT BY SPECTRA CONTRACT FLOORING - BID #4.07

RECOMMENDATION NO.A.11

It is recommended that the Board of Education approve unit pricing awarded under Bid #4.07 with Spectra Contract Flooring for Districtwide carpet replacement in an amount not to exceed \$227,635 for year two of the five year contract.

Funding Information

Budgeted: Yes  
Fund: 01  
Source: Deferred Maintenance  
Account number:14-00000-0-00000-85000-6200-XXX-2600  
Description: Deferred Maintenance

COMMENT: The contract with Spectra Contract Flooring was awarded on 6/24/04 by the Board of Education as a base bid for defined sites, and for unit costs for future work over five years. This award will approve carpet replacement in year two for Malibu High, McKinley, Grant, Cabrillo Elementary Schools. Other rooms or sites may be added as required.

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



TO: BOARD OF EDUCATION ACTION/CONSENT  
07/28/05  
FROM: SUPERINTENDENT/WINSTON A. BRAHAM/J.W. BERRIMAN  
RE: APPROVAL OF UPDATED LOS ANGELES COUNTY OFFICE OF  
EDUCATION CONTRACT FOR CONSULTING SERVICES RELATED TO  
THE CALIFORNIA STORM WATER CALIFORNIA SCHOOL MONITORING  
GROUP FOR FY 2005/06

RECOMMENDATION NO. A.12

It is recommended that the Board of Education approve the updated LACOE Contract for Consulting Services related to the California Storm Water California School Monitoring Group between LACOE, GEOMATRIX Consultants and the District for FY 2005/06.

COMMENTS: The District participates in LACOE's California School Monitoring Group (CSMG), Los Angeles area, for the purpose of preparing plans and documents, and conducting analysis required for compliance with provision of the Federal Clean Water Act and regulations of the California State Water Resources Control Board as it relates to the requirements of the California General Industrial Storm Water Permit.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

7/28/05

FROM: JOHN E. DEASY/MICHAEL D. MATTHEWS

RE: 2005-2006 DECLARATION OF NEED FOR FULLY QUALIFIED  
EDUCATORS

RECOMMENDATION NO. A.13

It is recommended that the District adopt the 2005-2006  
Declaration of Need for Fully Qualified Educators.

COMMENT: Based on prior year data, the following Declaration  
stipulates those areas and numbers of emergency permit  
holders Santa Monica-Malibu anticipates for the 2005-2006  
school year. With Board approval, the Declaration will be  
sent to the Commission on Teacher Credentialing (CTC)  
thereby establishing the District's need areas for 2005-  
2006.

Under Education Code 44300 and Senate Bill 322, the  
Declaration enables the District to streamline its approach  
to obtaining emergency credentials by establishing the  
statement of need once rather than on a person-by-person  
basis. Therefore, as the District finds it necessary to  
employ teachers under emergency permits, the application  
process and approval will be more quickly completed.

This declaration may be revised with Board approval as  
hiring needs change during the school year.

The Board has received a copy of the Declaration of Need for  
Fully Qualified Educators and supporting documentation under  
separate cover. These documents are on file in the Office  
of Human Resources and will be included with the permanent  
minutes of the meeting.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

07/28/05

FROM: SUPERINTENDENT/MICHAEL D. MATTHEWS

RE: CERTIFICATED PERSONNEL - Elections, Separations  
2004/2005

RECOMMENDATION NO. A.14

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

ELECTIONS

ADDITIONAL ASSIGNMENTS

JOHN ADAMS MIDDLE SCHOOL

Dipley, Jeri	2.75 hrs @\$36.32	06/10/05	Est Hrly/\$100
Lang, Justine	2.75 hrs @\$36.32	06/10/05	Est Hrly/\$100
Whaley, Joseph	2.75 hrs @\$36.32	06/10/05	<u>Est Hrly/\$100</u>
TOTAL ESTABLISHED HOURLY			\$300

Comment: Chaperone School Dance  
01-Reimbursed by ASB

Avedian, Ray	2.75 hrs @\$36.32	06/22/05	Est Hrly/\$100
Burgee, Martha	2.75 hrs @\$36.32	06/22/05	Est Hrly/\$100
Post, Joel	2.75 hrs @\$36.32	06/22/05	Est Hrly/\$100
Rodriguez, Jesus	2.75 hrs @\$36.32	06/22/05	Est Hrly/\$100
Scott, Loren	2.75 hrs @\$36.32	06/22/05	Est Hrly/\$100
Simmons, Verity	2.75 hrs @\$36.32	06/22/05	<u>Est Hrly/\$100</u>
TOTAL ESTABLISHED HOURLY			\$600

Comment: Chaperone 8th Grade Magic Mountain Trip  
01-Reimbursed by ASB

Laduke, Jan	48 hrs @\$36.32	4/17/05-6/12/05	<u>Est Hrly/\$1,743</u>
TOTAL ESTABLISHED HOURLY			\$1,743

Comment: Sunday Scholars Tutoring  
01-School Improvement Prog, 7-12

EDUCATIONAL SERVICES

Davenport, Jeanne	1.5 hrs @\$36.32	5/30/05-6/7/05	Est Hrly/\$54
DeBeech, Beth	1.5 hrs @\$36.32	5/30/05-6/7/05	Est Hrly/\$54
Gies, Gretchen	1.5 hrs @\$36.32	5/30/05-6/7/05	Est Hrly/\$54
Hart, Sharon	1.5 hrs @\$36.32	5/30/05-6/7/05	Est Hrly/\$54
LaDuke, Jan	1.5 hrs @\$36.32	5/30/05-6/7/05	Est Hrly/\$54
Lapajne, Katy	1.5 hrs @\$36.32	5/30/05-6/7/05	Est Hrly/\$54
Loopesko, Lorna	1.5 hrs @\$36.32	5/30/05-6/7/05	Est Hrly/\$54
Whitaker, Cathie	1.5 hrs @\$36.32	5/30/05-6/7/05	<u>Est Hrly/\$54</u>
TOTAL ESTABLISHED HOURLY			\$432

Comment: Planning Meeting-Middle School District Writing Assessment  
01-Unrestricted Resource

Boyd, Tom	1.5 hrs @ \$36.32	6/1/05-6/24/05	Est Hrly/\$54
Boxer, Lorissa	1.5 hrs @ \$36.32	6/1/05-6/24/05	Est Hrly/\$54
Edelman, Susie	1.5 hrs @ \$36.32	6/1/05-6/24/05	Est Hrly/\$54
Gusmao-Garcia, Renata	1.5 hrs @ \$36.32	6/1/05-6/24/05	Est Hrly/\$54
Hoffman, Heidi	1.5 hrs @ \$36.32	6/1/05-6/24/05	Est Hrly/\$54
Hurst, Victoria	1.5 hrs @ \$36.32	6/1/05-6/24/05	Est Hrly/\$54
Jimenez, Sylvia	1.5 hrs @ \$36.32	6/1/05-6/24/05	Est Hrly/\$54

Lipson, Jenny	1.5 hrs @ \$36.32	6/1/05-6/24/05	Est Hrly/\$54
Miller, Sheri	1.5 hrs @ \$36.32	6/1/05-6/24/05	Est Hrly/\$54
Ostrom, Mike	1.5 hrs @ \$36.32	6/1/05-6/24/05	Est Hrly/\$54
Reff, Eric	1.5 hrs @ \$36.32	6/1/05-6/24/05	Est Hrly/\$54
Reid, Roberta	1.5 hrs @ \$36.32	6/1/05-6/24/05	Est Hrly/\$54
Rice, Megan	1.5 hrs @ \$36.32	6/1/05-6/24/05	Est Hrly/\$54
Rowland, Christine	1.5 hrs @ \$36.32	6/1/05-6/24/05	Est Hrly/\$54
Sheer, Susan	1.5 hrs @ \$36.32	6/1/05-6/24/05	Est Hrly/\$54
Smith, Shelly	1.5 hrs @ \$36.32	6/1/05-6/24/05	Est Hrly/\$54
Treuenfels, Therese	1.5 hrs @ \$36.32	6/1/05-6/24/05	Est Hrly/\$54
Verham, Karen	1.5 hrs @ \$36.32	6/1/05-6/24/05	Est Hrly/\$54
TOTAL ESTABLISHED HOURLY			\$654

Comment: Planning Meeting Elementary District Writing Assessment  
01-Unrestricted Resource

Boxer, Lorissa	4 hrs @\$36.32	6/14/05-6/30/05	Est Hrly/\$145
Boyd, Tom	4 hrs @\$36.32	6/14/05-6/30/05	Est Hrly/\$145
Brumer, Sandra	2 hrs @\$36.32	6/14/05-6/30/05	Est Hrly/\$73
Hakomori, Terri	4 hrs @\$36.32	6/14/05-6/30/05	Est Hrly/\$145
Jimenez, Sylvia	2 hrs @\$36.32	6/14/05-6/30/05	Est Hrly/\$73
Mead, Maggie	4 hrs @\$36.32	6/14/05-6/30/05	Est Hrly/\$145
Murcia, Constanza	6 hrs @\$36.32	6/14/05-6/30/05	Est Hrly/\$218
Naranjo, Rocio	4 hrs @\$36.32	6/14/05-6/30/05	Est Hrly/\$145
Ortega, Sergio	2 hrs @\$36.32	6/14/05-6/30/05	Est Hrly/\$73
Salmaggi, Aileen	2 hrs @\$36.32	6/14/05-6/30/05	Est Hrly/\$73
Williams, Alma	6 hrs @\$36.32	6/14/05-6/30/05	Est Hrly/\$218
Ziff, Alison	2 hrs @\$36.32	6/14/05-6/30/05	Est Hrly/\$73
TOTAL ESTABLISHED HOURLY			\$1,526

Comment: Grade level discussions-writing scores  
01-Unrestricted Resource

#### LINCOLN MIDDLE SCHOOL

Gies, Gretchen	2 hrs @\$36.32	4/9/05	Est Hrly/\$73
Gross, Stephanie	2 hrs @\$36.32	4/9/05	Est Hrly/\$73
Lee, Chon	2 hrs @\$36.32	4/9/05	Est Hrly/\$73
McNulty, Mary Beth	2 hrs @\$36.32	4/9/05	Est Hrly/\$73
Stivers, Susan	2 hrs @\$36.32	4/9/05	Est Hrly/\$73
TOTAL ESTABLISHED HOURLY			\$365

Comment: 8th Grade English Curriculum Planning  
01-School Improvement Prog., 7-12

Anderson, Judy	4.5 hrs @\$36.32	2/10/05-5/7/05	Est Hrly/\$163
Asgharzadeh, Rozita	3 hrs @\$36.32	2/10/05-5/7/05	Est Hrly/\$109
Barker, Alison	3 hrs @\$36.32	2/10/05-5/7/05	Est Hrly/\$109
Beltran, Tom	3 hrs @\$36.32	2/10/05-5/7/05	Est Hrly/\$109
Gies, Gretchen	3 hrs @\$36.32	2/10/05-5/7/05	Est Hrly/\$109
O'Brien, Mariana	4.5 hrs @\$36.32	2/10/05-5/7/05	Est Hrly/\$163
Wrabel, Carol	4.5 hrs @\$36.32	2/10/05-5/7/05	Est Hrly/\$163
TOTAL ESTABLISHED HOURLY			\$925

Comment: SI Planning for Science 8 and ELD Departments  
01-School Improvement Prog., 7-12

Acosta, Veronica	2.5 hrs @\$36.32	5/3/05-5/11/05	Est Hrly/\$91
Bushman, Julie	2.5 hrs @\$36.32	5/3/05-5/11/05	Est Hrly/\$91
Hirt, Mary	2.5 hrs @\$36.32	5/3/05-5/11/05	Est Hrly/\$91
TOTAL ESTABLISHED HOURLY			\$273

Comment: ASB Class Activity (Basketball Referee)  
01-Reimbursed by ASB

WILL ROGERS ELEMENTARY SCHOOL

Contreras, Sitara	7.5 hrs @\$36.32	4/18/05-6/8/05	Est Hrly/\$272
Kinsinger, Julie	3 hrs @\$36.32	4/18/05-6/8/05	Est Hrly/\$109
McComas, Shanti	7.5 hrs @\$36.32	4/18/05-6/8/05	Est Hrly/\$272
Thatcher, Cindy	7.5 hrs @\$36.32	4/18/05-6/8/05	<u>Est Hrly/\$272</u>
TOTAL ESTABLISHED HOURLY			\$925

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

ROOSEVELT ELEMENTARY SCHOOL

Pursell, Nicole	33 hrs @\$36.32	5/2/05-6/17/105	<u>Est Hrly/\$1,199</u>
TOTAL ESTABLISHED HOURLY			\$1,199

Comment: After School Homework Club  
01-Gifts

Chenik, Mara	5 hrs @\$36.32	6/13/05-6/22/05	<u>Est Hrly/\$182</u>
TOTAL ESTABLISHED HOURLY			\$182

Comment: End of year reports  
01-Gifts

Kramer, Bonnie	12 hrs @\$36.32	6/15/05-6/22/05	<u>Est Hrly/\$436</u>
TOTAL ESTABLISHED HOURLY			\$436

Comment: Assisting with assessments  
01-Gifts

STUDENT AND FAMILY SUPPORT SERVICES

Barba-Castro,			
Graciela	41 hrs @\$36.32	9/3/04-6/18/05	Est Hrly/\$1,500
Beasley, Linda	41 hrs @\$36.32	9/3/04-6/18/05	Est Hrly/\$1,500
Boxer, Lorissa	41 hrs @\$36.32	9/3/04-6/18/05	Est Hrly/\$1,500
Boyd, Tom	41 hrs @\$36.32	9/3/04-6/18/05	Est Hrly/\$1,500
Brumer, Sandra	41 hrs @\$36.32	9/3/04-6/18/05	Est Hrly/\$1,500
Contreras, Luis	41 hrs @\$36.32	9/3/04-6/18/05	Est Hrly/\$1,500
Cruz, Teresita	41 hrs @\$36.32	9/3/04-6/18/05	Est Hrly/\$1,500
DeLaRosa, Mary	41 hrs @\$36.32	9/3/04-6/18/05	Est Hrly/\$1,500
Dworin, Jeannie	41 hrs @\$36.32	9/3/04-6/18/05	Est Hrly/\$1,500
Garcia-Nunez, Veronica	41 hrs @\$36.32	9/3/04-6/18/05	Est Hrly/\$1,500
Hakamori, Teri	41 hrs @\$36.32	9/3/04-6/18/05	Est Hrly/\$1,500
Herrera, Mayra	41 hrs @\$36.32	9/3/04-6/18/05	Est Hrly/\$1,500
Jacob-Marai, Nora	41 hrs @\$36.32	9/3/04-6/18/05	Est Hrly/\$1,500
Jimenez, Sylvia	41 hrs @\$36.32	9/3/04-6/18/05	Est Hrly/\$1,500
Kusion, Alex	41 hrs @\$36.32	9/3/04-6/18/05	Est Hrly/\$1,500
Marmolejo, Yolanda	41 hrs @\$36.32	9/3/04-6/18/05	Est Hrly/\$1,500
Martinez, Elizabeth	41 hrs @\$36.32	9/3/04-6/18/05	Est Hrly/\$1,500
Moore, Jonathan	21 hrs @\$36.32	9/3/04-6/18/05	Est Hrly/\$750
Murcia, Constanza	41 hrs @\$36.32	9/3/04-6/18/05	Est Hrly/\$1,500
Naranjo, Rocio	41 hrs @\$36.32	9/3/04-6/18/05	Est Hrly/\$1,500
Orum, Lori	21 hrs @\$36.32	9/3/04-6/18/05	Est Hrly/\$750
Perez, Brisa	41 hrs @\$36.32	9/3/04-6/18/05	Est Hrly/\$1,500
Rankin, Nancy	41 hrs @\$36.32	9/3/04-6/18/05	Est Hrly/\$1,500
Salmaggi, Aileen	41 hrs @\$36.32	9/3/04-6/18/05	Est Hrly/\$1,500
Scotland, Alva	41 hrs @\$36.32	9/3/04-6/18/05	Est Hrly/\$1,500
Thatcher, Cynthia	41 hrs @\$36.32	9/3/04-6/18/05	Est Hrly/\$1,500
Williams, Alma	41 hrs @\$36.32	9/3/04-6/18/05	Est Hrly/\$1,500
Zavala, Ana	41 hrs @\$36.32	9/3/04-6/18/05	Est Hrly/\$1,500
Ziff, Allison	41 hrs @\$36.32	9/3/04-6/18/05	<u>Est Hrly/\$1,500</u>
TOTAL ESTABLISHED HOURLY			\$42,000

Comment: Bilingual Stipend  
01-Unrestricted Resource

Bronstein, Susan	69 hrs @\$36.32	9/8/04-6/30/05	<u>Est Hrly/\$2,500</u>
			TOTAL ESTABLISHED HOURLY \$2,500

Comment: Coordinator - Health Champion/Board  
01-St John's - Health Champions

Ernst, Anne	55 hrs @\$36.32	9/8/04-6/30/05	<u>Est Hrly/\$2,000</u>
Housman, Joann	55 hrs @\$36.32	9/8/04-6/30/05	<u>Est Hrly/\$2,000</u>
Jeffries, Jane	69 hrs @\$36.32	9/8/04-6/30/05	<u>Est Hrly/\$2,500</u>
Jeffries, Jane	69 hrs @\$36.32	9/8/04-6/30/05	<u>Est Hrly/\$2,500</u>
			TOTAL ESTABLISHED HOURLY \$9,000

Comment: Facilitators - Health Champion  
01-St John's - Health Champions

#### HOURLY TEACHERS

##### ROP

Givens, Martin	30 hrs @\$40.70	5/14/05-6/30/05	<u>Est Hrly/\$1,221</u>
Emergency Medical Technician/Inservice			

Givens, Martin	250 hrs @\$40.70	5/14/05-6/30/05	<u>Est Hrly/\$10,175</u>
Emergency Medical Technician			

White, William Alan	250 hrs @\$40.70	5/14/05-6/30/05	<u>Est Hrly/\$10,175</u>
Emergency Medical Technician			

TOTAL ESTABLISHED HOURLY \$21,571  
01-ROP-Classroom/Program

#### STUDENT AND FAMILY SERVICES

Mullen, Meagham	As needed @\$36.32	5/1/05-6/30/05	<u>Est Hrly ---</u>
			TOTAL ESTABLISHED HOURLY \$---

Comment: Home Instruction  
01-Special Education  
01-Unrestricted Resources

#### EXTENDED DUTY UNITS

<u>LOCATION</u>	<u>RATE</u>	<u>ACTIVITY</u>	<u>EFFECTIVE</u>	<u>TOTAL</u>
-----------------	-------------	-----------------	------------------	--------------

##### LINCOLN MIDDLE SCHOOL

Seymore, Robert	22 units @\$229	ASB Financials	04/05 SY	<u>\$5,038</u>
TOTAL EXTENDED DUTY UNITS				<u>\$5,038</u>
01-Reimbursed by ASB				

##### MCKINLEY ELEMENTARY

Sanschagrín, Marc	3 units @\$229	Student Council	04/05 SY	<u>\$687</u>
TOTAL EXTENDED DUTY UNITS				<u>\$687</u>
01-Unrestricted Resource				

##### SANTA MONICA HIGH SCHOOL

Wells, Leslie	6 units @\$229	Asst Band Director	Spring 04/05	<u>\$1,374</u>
TOTAL EXTENDED DUTY UNITS				<u>\$1,374</u>
01-Unrestricted Resource				

**TOTAL ESTABLISHED HOURLY and EXTENDED DUTY UNITS = \$91,730**

TEMPORARY CONTRACTS

Name/Assignment <u>Location</u>	Not to <u>Exceed</u>	<u>Effective</u>
Badt, John Special Education/APE	100% [replacing G. Bush]	1/18/04-6/24/05
Reed, Flavia CDS	50%	6/1/05-6/30/05

LEAVES OF ABSENCE (with pay)

Name/Assignment <u>Location</u>	<u>Effective</u>
Bushman, Julie Lincoln MS	6/2/05-6/24/05 [maternity]
Conrad, Allison Special Education	5/23/05-6/24/05 [medical - 70%]
Dresher, Susan Santa Monica High School	6/1/05-6/24/05 [medical]
Esseln, Ruth Santa Monica High School	6/3/05-8/15/05 [maternity]
Faas, Kathleen Santa Monica High School	6/6/05-6/24/05 [maternity]
Kinsinger, Julie Will Rogers Elementary	5/5/05-6/24/05 [medical]
Tolin, Gary John Adams MS	5/9/05-6/24/05 [medical]

LEAVES OF ABSENCE (without pay)

Name/Assignment <u>Location</u>	<u>Effective</u>
Bush, Gary Special Education	5/25/05-6/24/05 [medical]
Rodionoff, Carolyn Santa Monica HS	5/23/05-6/20/05 [medical]
Rodionoff, Carolyn Santa Monica HS	6/21/05-6/24/05 [medical]

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

07/28/05

FROM: SUPERINTENDENT/MICHAEL D. MATTHEWS

RE: CERTIFICATED PERSONNEL - Elections, Separations 2004/2005

RECOMMENDATION NO. A.15

Unless otherwise noted, all items are included in the 2005/2006 approved budget.

ELECTIONS

ADDITIONAL ASSIGNMENTS

CHILD DEVELOPMENT SERVICES

Henry, Cassy	392 hrs @\$19.37	6/27/05-9/2/05	Own Hrly/\$7,593
Prinz, Leah	392 hrs @\$27.43	6/27/05-9/2/05	<u>Own Hrly/\$10,753</u>
		TOTAL OWN HOURLY	\$18,292

Comment: Summer Program - School Age  
12-CD:Latchkey (GLTR)

Cerrato, Wendy	392 hrs @\$20.05	6/27/05-9/2/05	Own Hrly/\$7,860
Drymon, Cheryl	392 hrs @\$30.44	6/27/05-9/2/05	<u>Own Hrly/\$11,932</u>
		TOTAL OWN HOURLY	\$19,792

Comment: CDS Programs Operating During Summer 6/27/05-9/02/05  
15% Lead Teacher Increment  
12-CD:Genrl Child Care (GCTR)

Reed, Flavia	392 hrs @\$16.47	6/27/05-9/2/05	<u>Own Hrly/\$6,456</u>
		TOTAL OWN HOURLY	\$6,456

Comment: CDS Programs Operating During Summer 6/27/05-9/02/05  
12-CD:State Preschool (GCTR)

Arthur, Diane	392 hrs @\$19.06	6/27/05-9/2/05	Own Hrly/\$7,472
Barba, Yessenia	392 hrs @\$19.37	6/27/05-9/2/05	Own Hrly/\$7,593
Barreras-Graciano, Laura	392 hrs @\$20.05	6/27/05-9/2/05	Own Hrly/\$6,076
Conway, Kenyatta	392 hrs @\$18.12	6/27/05-9/2/05	Own Hrly/\$7,103
Daanish, Daa'im	392 hrs @\$17.12	6/27/05-9/2/05	Own Hrly/\$6,711
Gonzalez, Yolanda	392 hrs @\$20.45	6/27/05-9/2/05	Own Hrly/\$8,016
Herberg, Joan	392 hrs @\$24.31	6/27/05-9/2/05	Own Hrly/\$9,529
Mercier, Alisha	392 hrs @\$22.28	6/27/05-9/2/05	Own Hrly/\$8,734
Perez, Sylvia	392 hrs @\$20.03	6/27/05-9/2/05	Own Hrly/\$7,852
Samimi, Leili	392 hrs @\$19.37	6/27/05-9/2/05	Own Hrly/\$7,593
Yadegari, Sholeh	392 hrs @\$23.16	6/27/05-9/2/05	<u>Own Hrly/\$9,079</u>
		TOTAL OWN HOURLY	\$85,758

Comment: CDS Program Operating During Summer 6/27/05-9/02/05  
12-CD Gnrl Child Care (GCTR)

Jaye, Susan	392 hrs @\$30.44	6/27/05-9/2/05	Own Hrly/\$11,932
Justis, Vicki	392 hrs @\$32.68	6/27/05-9/2/05	Own Hrly/\$12,811
Langley, Zoe	392 hrs @\$24.40	6/27/05-9/2/05	<u>Own Hrly/\$9,565</u>
		TOTAL OWN HOURLY	\$34,308

Comment: CDS Program Operating During Summer 6/27/05-9/02/05  
15% Lead Teacher Increment  
12-Unrestricted Resource



Sanchez, Kelly	294 hrs @\$20.42	6/27/05-9/2/05	<u>Own Hrly/\$6,003</u>
		TOTAL OWN HOURLY	\$ 6,003

Comment: CDS/CAL-SAFE Program Operating during Summer 6/27/05-9/02/05  
15% Lead Teacher Increment  
12-CAL-SAFE Child Care & Development

Hentschell, Denise	294 hrs @\$22.19	6/27/05-9/2/05	<u>Own Hrly/\$6,524</u>
McGowan, Joanne	294 hrs @\$21.42	6/27/05-9/2/05	<u>Own Hrly/\$6,297</u>
Redding, Yael	294 hrs @\$21.00	6/27/05-9/2/05	<u>Own Hrly/\$6,174</u>
		TOTAL OWN HOURLY	\$18,995

Comment: CDS/CAL-SAFE Program Operating during Summer 6/27/05-9/02/05  
12-CAL-SAFE Child Care & Development

Alidina, Jamila	232 hrs @\$25.18	6/27/05-9/1/05	<u>Own Hrly/\$5,842</u>
Cruse, Patricia	232 hrs @\$26.47	6/27/05-9/1/05	<u>Own Hrly/\$6,141</u>
Enriquez, Maria	232 hrs @\$25.18	6/27/05-9/1/05	<u>Own Hrly/\$5,018</u>
Gluck, Heidi	232 hrs @\$28.09	6/27/05-9/1/05	<u>Own Hrly/\$6,517</u>
Gonzalez, Maribeth	232 hrs @\$21.42	6/27/05-9/1/05	<u>Own Hrly/\$4,969</u>
Martinez, Emelita	232 hrs @\$30.14	6/27/05-9/1/05	<u>Own Hrly/\$6,992</u>
Martinez, Maria	232 hrs @\$22.19	6/27/05-9/1/05	<u>Own Hrly/\$5,148</u>
Namdar, Shahfar	232 hrs @\$24.97	6/27/05-9/1/05	<u>Own Hrly/\$5,793</u>
Oloff, Elizabeth	232 hrs @\$23.16	6/27/05-9/1/05	<u>Own Hrly/\$5,373</u>
Ortiz, Jessica	232 hrs @\$26.47	6/27/05-9/1/05	<u>Own Hrly/\$6,141</u>
Rodriguez, Claudia	232 hrs @\$22.39	6/27/05-9/1/05	<u>Own Hrly/\$5,194</u>
Romo, Patricia	232 hrs @\$22.39	6/27/05-9/1/05	<u>Own Hrly/\$5,194</u>
Rosas Lopez, Cecelia	232 hrs @\$22.39	6/27/05-9/1/05	<u>Own Hrly/\$5,194</u>
Rodriguez, Melinda	232 hrs @\$22.39	6/27/05-9/1/05	<u>Own Hrly/\$5,194</u>
Stamps, Elizabeth	232 hrs @\$22.39	6/27/05-9/1/05	<u>Own Hrly/\$5,194</u>
Vega Johnson, Leticia	232 hrs @\$21.42	6/27/05-9/1/05	<u>Own Hrly/\$4,969</u>
Vestal, Maria	232 hrs @\$22.19	6/27/05-9/1/05	<u>Own Hrly/\$5,148</u>
		TOTAL OWN HOURLY	\$94,021

Comment: High School Summer Program & Staff Development  
12-Head Start-Basic

Castellon-Gomez, Emma	392 hrs @\$20.35	6/27/05-9/2/05	<u>Own Hrly/\$7,977</u>
Cruse, Patricia	392 hrs @\$26.47	6/27/05-9/2/05	<u>Own Hrly/\$10,376</u>
Douglas, Jennifer	392 hrs @\$27.12	6/27/05-9/2/05	<u>Own Hrly/\$10,631</u>
Sterling Molitch, Patricia	392 hrs @\$21.42	6/27/05-9/2/05	<u>Own Hrly/\$8,397</u>
		TOTAL OWN HOURLY	\$37,381

Comment: Summer Program - School Age  
12-Unrestricted Resource

Forinash, Richard	384 hrs @\$14.53	6/27/05-9/2/05	<u>Own Hrly/\$5,580</u>
		TOTAL OWN HOURLY	\$5,580

Comment: Substitute teacher as needed for CDS summer program as required  
12-Unrestricted Resource

Prosser, Thelma	384 hrs @\$14.53	6/27/05-9/2/05	<u>Own Hrly/\$5,580</u>
		TOTAL OWN HOURLY	\$5,580

Comment: CDS Program Operating During Summer  
12-Genrl Child Care (GCTR)

#### EDUCATIONAL SERVICES

Contreras, Sitara	12 hrs @\$36.32	7/1/05-7/15/05	<u>Est Hrly/\$436</u>
Daruty, Lila	12 hrs @\$36.32	7/1/05-7/15/05	<u>Est Hrly/\$436</u>
Dresher, Pam	12 hrs @\$36.32	7/1/05-7/15/05	<u>Est Hrly/\$436</u>
Hamilton, LaDawna	12 hrs @\$36.32	7/1/05-7/15/05	<u>Est Hrly/\$436</u>
		TOTAL ESTABLISHED HOURLY	\$1,744

Comment: Participate in Language Arts Workshop, June 27 and 28  
01-IASA:Title II teacher quality

SUMMER SCHOOL

(80% own daily rate unless otherwise noted)

EDUCATIONAL SERVICES

Borquesz, Catherine	28 days	@\$355.45	7/1/05-8/12/05	Own Daily/\$7,962
Brizuela, Jose Luis	28 days	@\$296.33	7/1/05-8/12/05	Own Daily/\$6,638
Duran, Concepcion	28 days	@\$323.66	7/1/05-8/12/05	Own Daily/\$9,062
Gusmao-Garcia, Renata	28 days	@\$241.30	7/1/05-8/12/05	Own Daily/\$6,756
Hamilton, LaDawna	28 days	@\$222.78	7/1/05-8/12/05	Own Daily/\$6,238
Harkey, Anise	28 days	@\$328.36	7/1/05-8/12/05	Own Daily/\$9,194
Haydel, Laura	28 days	@\$355.82	7/1/05-8/12/05	Own Daily/\$9,963
Hopkins, Miriam	28 days	@\$302.22	7/1/05-8/12/05	Own Daily/\$8,462
Ipina, Elizabeth	28 days	@\$285.48	7/1/05-8/12/05	Own Daily/\$7,993
Jimenez, Sylvia	28 days	@\$356.85	7/1/05-8/12/05	Own Daily/\$7,993
Johnson, Rebecca	28 days	@\$274.10	7/1/05-8/12/05	Own Daily/\$7,674
Marmolejo, Yoli	28 days	@\$349.80	7/1/05-8/12/05	Own Daily/\$9,794
Mulkern, Nicole	28 days	@\$268.75	7/1/05-8/12/05	Own Daily/\$7,525
Osheim, Glen	28 days	@\$248.64	7/1/05-8/12/05	Own Daily/\$6,962
Talbot, Deborah	28 days	@\$291.50	7/1/05-8/12/05	Own Daily/\$8,162
Thatcher, Cindy	28 days	@\$355.82	7/1/05-8/12/05	Own Daily/\$9,963
Wintner, Lisa	28 days	@\$231.24	7/1/05-8/12/05	<u>Own Daily/\$6,475</u>
TOTAL OWN DAILY				\$ 136,816

Comment: Intensive Intervention Elementary Summer School

01-Targeted Instr. Imprvmnt B G - 34.8%

01-Unrestricted Resource - 65.2%

Ahmadi, Parisa	27 days	@\$242.62	7/1/05-8/12/05	Own Daily/\$6,551
Asgharзад, Rozita	27 days	@\$317.64	7/1/05-8/12/05	Own Daily/\$8,576
Daws, Tracy	27 days	@\$291.90	7/1/05-8/12/05	Own Daily/\$7,881
Gies, Gretchen	31 days	@\$277.22	7/1/05-8/12/05	Own Daily/\$8,594
Kiehm, Monique	31 days	@\$277.22	7/1/05-8/12/05	Own Daily/\$8,594
Lanza, Katy	27 days	@\$305.49	7/1/05-8/12/05	Own Daily/\$8,248
LaPlajne, Katy	31 days	@\$255.78	7/1/05-8/12/05	Own Daily/\$7,929
Marcos, Eric	2 days	@\$211.60	7/1/05-8/12/05	Own Daily/\$423
Marcos, Eric	12.5 days	@\$211.60	7/1/05-8/12/05	Own Daily/\$2,645
McCarthy, Marcia	27 days	@\$323.66	7/1/05-8/12/05	Own Daily/\$8,739
Moe, Eric	27 days	@\$262.73	7/1/05-8/12/05	Own Daily/\$7,094
O'Brien, Lourdes	27 days	@\$312.94	7/1/05-8/12/05	Own Daily/\$8,449
Post, Joel	31 days	@\$355.82	7/1/05-8/12/05	Own Daily/\$11,031
Seymour, Robert	31 days	@\$291.50	7/1/05-8/12/05	Own Daily/\$9,037
Sinclair, Michele	27 days	@\$296.20	7/1/05-8/12/05	Own Daily/\$7,997
Torres, Guadalupe	31 days	@\$314.41	7/1/05-8/12/05	<u>Own Daily/\$7,797</u>
TOTAL OWN DAILY				\$119,585

Comment: Middle School Intensive Intervention Summer School

01-Unrestricted Resource

SANTA MONICA HIGH SCHOOL

Acker, Ned	31 days	@\$262.93	7/5/05-8/12/05	Own Daily/\$8,181
Barraza, Pete	29 days	@\$271.19	7/5/05-8/12/05	Own Daily/\$7,865
Bart-Bell, Dana	22 days	@\$241.30	7/5/05-8/12/05	Own Daily/\$5,309
Beeman-Solano, Amy	31 days	@\$262.93	7/5/05-8/12/05	Own Daily/\$8,151
Black, Mark	31 days	@\$306.92	7/5/05-8/12/05	Own Daily/\$9,515
Burnett, Michael	30 days	@\$283.24	7/5/05-8/12/05	Own Daily/\$8,497
DeLaCruz, Gilda (40%)	31 days	@\$131.46	7/5/05-8/12/05	Own Daily/\$4,075
Denis, Randy	29 days	@\$302.22	7/5/05-8/12/05	Own Daily/\$8,764
DiMercurio, Joseph	10 days	@\$312.94	7/5/05-8/12/05	Own Daily/\$3,129
Gleason, Beverly	31 days	@\$323.66	7/5/05-8/12/05	Own Daily/\$10,033
Goldberg, Cori	31 days	@\$280.13	7/5/05-8/12/05	Own Daily/\$8,684
Lacy, Norman	31 days	@\$328.36	7/5/05-8/12/05	Own Daily/\$10,179
Lamagna, Brian	31 days	@\$334.38	7/5/05-8/12/05	Own Daily/\$10,366

Lee, Chon	31 days	@\$235.47	7/5/05-8/12/05	Own Daily/\$7,300
Lipetz, Sarah	31 days	@\$191.29	7/5/05-8/12/05	Own Daily/\$5,930
Luong, Theresa	31 days	@\$262.93	7/5/05-8/12/05	Own Daily/\$8,151
Marek, Celia	31 days	@\$355.82	7/5/05-8/12/05	Own Daily/\$11,030
McKellar, Leigh	31 days	@\$291.50	7/5/05-8/12/05	Own Daily/\$9,037
Murphy, Leticia (40%)	30 days	@\$135.04	7/5/05-8/12/05	Own Daily/\$4,051
Paez, Gabriel	31 days	@\$231.24	7/5/05-8/12/05	Own Daily/\$7,168
Paul, Carmen	31 days	@\$328.36	7/5/05-8/12/05	Own Daily/\$10,179
Reichle, Tisha	31 days	@\$256.90	7/5/05-8/12/05	Own Daily/\$7,964
Sakow, Terry	31 days	@\$280.13	7/5/05-8/12/05	Own Daily/\$8,684
Sanders, Bryan	31 days	@\$244.41	7/5/05-8/12/05	Own Daily/\$7,577
Scott, Ayala (40%)	31 days	@\$87.00	7/5/05-8/12/05	Own Daily/\$2,697
Siemer, Deborah	31 days	@\$255.78	7/5/05-8/12/05	Own Daily/\$7,929
Skaggs, Debbie	31 days	@\$274.10	7/5/05-8/12/05	Own Daily/\$8,497
Veral, Ramon (40%)	31 days	@\$87.00	7/5/05-8/12/05	Own Daily/\$2,697
TOTAL OWN DAILY				\$219,790

Comment: Summer School Teachers  
01-Unrestricted Resource

**TOTAL ESTABLISHED HOURLY, OWN HOURLY, OWN DAILY,  
and EXTENDED DUTY UNITS**

**\$ 810,101**

SUBSTITUTE TEACHERS

Effective

CHILD DEVELOPMENT SERVICES

(@\$14.39 Hourly Rate)

Forinash, Richard 6/13/05

LONG-TERM SUBSTITUTES

(@\$188 Daily Rate)

Gwyn, Melinda 5/27/05-6/24/05

Hinojosa, Judith 5/6/05-7/15/05

PREFERRED SUBSTITUTES

(@\$145 Daily Rate)

Gordon, Nealla 6/20/05

Handelman, Catherine 5/27/05

Hirsch, Vibeke 6/7/05

Morton, Laura 6/2/05

Murray, Shirley 6/6/05

Rosenthal, Jonathan 6/7/05

Taylor, Christian 6/6/05

Yendes, Thomas 6/9/05

Zahedi, Faye 6/3/05

PREFERRED SUBSTITUTES - SUMMER

(@\$145 Daily Rate)

Adams, Michael 7/5/05

Baroody, Reem 7/5/05

Dunn, Kevin 7/5/05

Hanson-Booker, Denise 7/5/05

Krinski, Hallie 7/5/05

Macwan, Vijaya 7/5/05

Minder, Melissa 7/5/05

Mizel, Julia 7/5/05

Pingatore, Lynda 7/5/05

Shuman, Lori 7/5/05

Smith, Lovell 7/5/05

Thiel, Susan 7/5/05

Vazquez-Mancini, Carmen 7/5/05

Regev, Pauline 7/5/05

#### CHANGE IN ASSIGNMENT

Name/Assignment

<u>Location</u>	<u>Effective</u>
Treuenfels, Therese	9/2/05

McKinley Elementary

From: ELD Coach

To: Regular Education/3rd Gr

Whaley, Tom 7/1/05

Educational Services/Visual & Performing Arts Coordinator

From: 200 days, 11 months

To: 220 days, 12 months

#### TEACHER ON SPECIAL ASSIGNMENT

Name/Assignment

<u>Location</u>	<u>Effective</u>
Barba-Castro, Graciela	9/05-6/26/06

Educational Services

Cotson Mentor/Rogers

[from Will Rogers 1st Gr]

Clark, Julie

9/2/05-6/26/06

Educational Services

[2nd Year]

Cotson Mentor/Roosevelt

King, Keri

9/2/05-6/26/06

Educational Services

[3rd Year]

Cotson Mentor/McKinley

Wyse, Chrysta

9/2/05-6/26/06

Educational Services

[2nd Year]

Cotson Mentor/Rogers

#### LEAVES OF ABSENCE (with pay)

Name/Assignment

<u>Location</u>	<u>Effective</u>
Caamal-Murcia, Gabriela	9/2/05-6/23/06

Grant Elementary

[personal - 50%]

Flynn, Paula

9/2/05-10/14/05

Franklin Elementary

[child care]

Shortt, Cindy

9/2/05-11/2/05

Lincoln MS

[maternity]

#### LEAVES OF ABSENCE (without pay)

Name/Assignment

<u>Location</u>	<u>Effective</u>
Amador, Laura	7/1/05-6/30/06

Special Education

[medical]

Austin, Heather

9/2/05-6/23/06

John Adams MS

[child care]

Cassidy, Linh Le

8/1/05-6/30/06

Santa Monica High School

[child care]

Horn, Lorraine Santa Monica High School	9/2/05-6/23/06 [child care]
Messoloras, Irene Malibu HS	9/3/05-6/23/06 [personal]
Rhodes, Christopher Santa Monica High School	9/2/05-6/23/06 [personal]
Shortt, Cindy Lincoln MS	11/3/05-6/23/06 [child care]

#### TEMPORARY CONTRACTS

Name/Assignment	Not to	
<u>Location</u>	<u>Exceed</u>	<u>Effective</u>
Martin, Kathleen Santa Monica HS/Asst Princ	100% [replacing R. Esseln]	6/6/05-8/19/05

#### RESIGNATIONS

<u>Name/Location</u>	<u>Effective</u>
Arnello, Gina Malibu HS	07/29/05
Corsun, Danny Franklin Elementary	06/24/05
Danesi, Dana Santa Monica HS	06/24/05
Fales, Tony Santa Monica HS	06/24/05
Frumovitz, Alexandra John Adams MS	06/24/05
Gardella, Jeff Malibu	06/24/05
Hsu, Grace Malibu HS	06/24/05
Gross, Stephanie Lincoln MS	06/24/05
Kaminski, Linda Educational Services	06/30/05
Mathewson, Stefanie Roosevelt Elementary	06/24/05
Ridgeway, Jason Santa Monica HS	06/24/05
Shuman, Lori John Adams MS	06/24/05
Stanley, Erin Cabrillo Elementary	06/29/05

Sweet, Rachel Santa Monica HS	06/24/05
----------------------------------	----------

RETIREMENTS

<u>Name/Location</u>	<u>Effective</u>
Bader, Cheryl McKinley/Franklin Health Svcs	07/15/05
Beard, Clara Santa Monica High School	08/05/05
Bush, Gary Special Education	06/24/05
Hollie, Ada Santa Monica HS	06/30/05
Morgan, Barbara Cabrillo Elementary	06/24/05
Rodionoff, Carolyn Santa Monica HS	06/24/05
Simon, Cheryl Santa Monica HS	06/24/05

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

07/28/05

FROM: JOHN E. DEASY/MICHAEL D. MATTHEWS

RE: CERTIFICATED ADMINISTRATIVE CONTRACT:  
ASSISTANT SUPERINTENDENT, SPECIAL EDUCATION

RECOMMENDATION NO.A.16

It is recommended that the Board of Education ratify a contract with the following classified administrator from July 1, 2005 through June 30, 2008:

Timothy Walker

Assistant Superintendent, Special Education

COMMENT: A copy of the contract has been provided to members of the Board of Education. A copy is on file in the Office of the Superintendent.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

07/28/05

FROM: JOHN E. DEASY/MICHAEL D. MATTHEWS

RE: CLASSIFIED ADMINISTRATIVE CONTRACT:  
CHIEF FINANCIAL OFFICER, FISCAL & BUSINESS SERVICES

RECOMMENDATION NO. A.17

It is recommended that the Board of Education ratify a contract with the following classified administrator from July 1, 2005 through June 30, 2008:

Winston Braham

Chief Financial Officer, Fiscal & Business Services

COMMENT: A copy of the contract has been provided to members of the Board of Education. A copy is on file in the Office of the Superintendent.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:



TO: BOARD OF EDUCATION

ACTION/CONSENT

07/28/05

FROM: JOHN E. DEASY/MICHAEL D. MATTHEWS

RE: CLASSIFIED ADMINISTRATIVE CONTRACT:  
DIRECTOR OF INFORMATION SERVICES

RECOMMENDATION NO.A.18

It is recommended that the Board of Education ratify a contract with the following classified administrator from July 1, 2005 through June 30, 2007:

William M. Carey  
Director of Information Services

COMMENT: A copy of the contract has been provided to members of the Board of Education. A copy is on file in the Office of the Superintendent.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

07/28/05

FROM: JOHN E. DEASY/MICHAEL D. MATTHEWS

RE: CLASSIFIED ADMINISTRATIVE CONTRACT:  
DIRECTOR OF FACILITIES MANAGEMENT

RECOMMENDATION NO. A.19

It is recommended that the Board of Education ratify a contract with the following classified administrator from July 1, 2005 through June 30, 2007:

J. Wallace Berriman

Director of Facilities Management

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

07/28/05

FROM: SUPERINTENDENT/MICHAEL D. MATTHEWS

RE: SPECIAL SERVICES EMPLOYEES

RECOMMENDATION NO. A.20

It is recommended that the following Special Services Employee contracts be approved in accordance with District policies and salary schedules and be assigned pursuant to BP 4213.5. Funding for the positions listed are included in the 2004/05 budget.

ELECTIONS

<u>Name/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>	<u>Rate</u>
Farokhzadeh, Mersedeh	\$2,085.82	06/07/05-06/24/05	\$40/hr
Psychotherapist services working with individuals and small groups of students as recommended by teachers			
FUNDING: 01-72600-0-11100-10000-2917-007-1501-100%			
School Improvement Prog, K-6			
Meek, Doris	\$61,214	07/01/05-06/30/06	\$4,500/mo
Implementation of all Infant & Family Support Program activities including Adult Education and Healthy Families Outreach			
FUNDING: 12-94190-0-85000-59000-2917-070-1501			
FOOD PROG-CAL SAFE			
SEEDS, ROBERT	\$7,935	05/01/05-06/30/05	\$35/hr
Assist the Personnel Commission Dept with training and recruitment for Director, Classified Personnel			
FUNDING: 01-00000-0-00000-72000-2917-027-1501			
Unrestricted Resource			

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

07/28/05

FROM: SUPERINTENDENT/MICHAEL D. MATTHEWS

RE: CLASSIFIED PERSONNEL - MERIT

RECOMMENDATION NO. A.21

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.

ELECTIONS

CIRCENIS,	TECHNOLOGY SUPPORT ASSISTANT	07/01/05
ANITA	8.0 HRS/11 MO COMPUTER SERVICES	
	RANGE: 32 STEP: 06	

JAUREGUI, JR.	TECHNOLOGY SUPPORT ASSISTANT	07/01/05
JOSE	8.0 HRS/11 MO COMPUTER SERVICES	
	RANGE: 32 STEP: 06	

JONES,	CAMPUS SECURITY OFFICER	06/27/05
CHANCY	8.0 HRS/10 MO JOHN ADAMS MS	
	RANGE: 25 STEP: 05	

MARTINEZ,	TECHNOLOGY SUPPORT ASSISTANT	07/01/05
SANTIAGO	8.0 HRS/11 MO COMPUTER SERVICES	
	RANGE: 32 STEP: 06	

MURILLO,	CAFETERIA WORKER I	05/09/05
HUGO	3.0 HRS/SY FOOD & NUTRITION SVCS	
	RANGE: 11 STEP: 03	

RODRIGUEZ,	ADMINISTRATIVE ASSISTANT	06/01/05
IRENE	8.0 HRS/10/10 EDISON ELEMENTARY	
	RANGE: 29 STEP: 01	

SPRINGER,	SR. ADMINISTRATIVE ASSISTANT	06/01/05
CAROLINE	8.0 HRS/12 MO SANTA MONICA HS	
	RANGE: 34 STEP: 01	

REINSTATEMENT

DUFFY,	INSTR ASSISTANT/SPECIAL EDUCATION	05/25/05
KATHERINE	3.5 HRS/SY PINE STREET	
	RANGE: 20 STEP: 03	

TEMP/ADDITIONAL ASSIGNMENT

FORD,	CHAPERONE FOR SCHOOL DANCE	06/10/05
DIANNE	JOHN ADAMS MS	06/10/05

GORY, RHONDA	CHAPERONE 8TH GR MAGIC MT TRIP JOHN ADAMS MS	06/08/05 06/08/05
GREENE, MILTON	CAMPUS SECURITY/PERMIT EVENTS MALIBU	07/01/05 06/30/06
GUTIERREZ, YOLLY	TRANSLATOR/BOARD MEETINGS SUPERINTENDENT OFFICE	04/21/05 06/30/05
GUTIERREZ, YOLLY	TRANSLATOR 05/06 COURSE DESCR SANTA MONICA HS	05/01/05 05/31/05
HANSON, MAGGIE	HEALTH CHAMPIONS PROCESSING STUDENT SERVICES	09/08/04 06/30/05
HIROTO, BETTY	INST ASST/LAMINATING FRANKLIN ELEMENTARY	09/06/05 06/23/06
LIBBY, CASEY	SR OFFICE SPECIALIST LINCOLN MS	05/23/05 06/24/05
LOPEZ, VICTORIA	CAMPUS SECURITY OFFICER SANTA MONICA HS	06/07/05 06/24/05
MARTIN, KEVIN	CAMPUS SECURITY OFFICER JOHN ADAMS MS	04/14/05 04/14/05
MARTIN, KEVIN	CAMPUS SECURITY OFFICER JOHN ADAMS MS	06/10/05 06/10/05
MANGUM, DON	CAMPUS SECURITY OFFICER ROOSEVELT ELEMENTARY	05/25/05 05/25/05
MEJIA, DANIEL	BILINGUAL COMMUNITY LIAISON STUDENT & FAMILY SUPPORT SVCS	01/01/05 06/30/05
MILLER, SANDY	INST ASST/CLASSROOM FRANKLIN ELEMENTARY	04/03/05 05/31/05
NORWOOD, LAKEISHA	OFFICE SPECIALIST ROOSEVELT ELEMENTARY	06/06/05 06/06/05
O'CAMPO, IRMA	TRANSLATOR EDUCATIONAL SERVICES	01/04/05 06/30/05
O'CAMPO, IRMA	BILINGUAL COMMUNITY LIAISON STUDENT & FAMILY SUPPORT SVCS	01/01/05 06/30/05

OLMOS, MARIA	SR OFFICE SPECIALIST WILL ROGERS ELEMENTARY	06/30/05 07/05/05
PADILLA, RAMIRO	MAINTENANCE & OPERATIONRS/GARDENER JOHN ADAMS MS	04/23/05 04/23/05
PARTRIDGE, FRANCES	OFFICE SPECIALIST PERSONNEL COMMISSION	06/09/05 06/30/05
PEREZ, LUPE	BILINGUAL LIAISON EDUCATIONAL SERVICES	05/01/05 06/15/05
PEREZ, LUPE	BILINGUAL LIAISON SANTA MONICA HS	05/01/05 05/31/05
PEREZ, LUPE	BILINGUAL LIAISON SANTA MONICA HS	05/01/05 06/20/05
PEREZ, MARIA	BILINGUAL LIAISON SUPERINTENDENT'S OFFICE	01/07/05 06/30/05
SMITH, LUZ-STELLA	TRANSLATOR SANTA MONICA HS	05/01/05 05/31/05
WILSON, STANLEY	CAMPUS SECURITY OFFICER JOHN ADAMS MS	04/23/05 04/23/05
WILSON, STANLEY	CAMPUS SECURITY OFFICER SANTA MONICA HS	06/07/05 06/29/05
WILSON, STANLEY	CAMPUS SECUIRTY OFFICER SUPERINTENDENT'S OFFICE	05/05/05 05/05/05
WILSON, STANLEY	CAMPUS SECURITY OFFICER JOHN ADAMS MS	06/10/05 06/10/05
<u>WORKING OUT OF CLASS</u>		
FOWLER, DAMONE	COOK BAKER 8.0 HRS/SY     FOOD & NUTRITION SVCS FR: CAFE WORKER II	05/31/05 06/24/05
GRAY, NEDRA	HUMAN RESOURCE TECHNICIAN 8.0 HRS/12 MO     PERSONNEL COMMISSION FR: ADMINISTRATIVE ASSISTANT	06/02/05 09/02/05
FRANCO, ALICIA	CAFETERIA WORKER II 7 HRS/SY     FOOD & NUTRITION SVCS FR: CAFETERIA WORKER I	05/07/05

SUBSTITUTES

CHEBAIR, LUZ	CAFE WORKER I FOOD AND NUTRITION SERVICES	06/02/05 06/24/05
MONTEAGUDI, EDYS	INSTR ASST SPECIAL EDUCATION	05/18/05 06/24/05
PALKOVIC, DIANE	OFFICE SPECIALIST OLYMPIC	05/31/05 06/30/05
TAKAHASHI, SUE	OFFICE SPECIALIST CHILD DEVELOPMENT SVCS	05/11/05 06/30/05

TRANSFER

DIAZ, CHRISTINA	OFFICE SPECIALIST 8.0 HRS/12 MO PERSONNEL SERVICES FR: OFFICE SPECIALIST/HEALTH 3.5 HRS/10 MO MCKINLEY ELEM	06/13/05
DOTY, KENNETH	CUSTODIAN 8.0 HRS/12 MO WILL ROGERS ELEMENTARY FR: CUSTODIAN 8.0 HRS/12 MO SANTA MONICA HS	06/27/05

CHANGE IN ASSIGNMENT

RIEDERER, ERIN	INSTR ASST 6.0 HRS/SY PT DUME ELEMENTARY FR: 4.0 HRS/SY PT DUME ELEMENTARY	04/18/05 06/24/05
-------------------	--	----------------------

SUMMER ASSIGNMENT

<u>CHILD DEVELOPMENT SERVICES</u>	6/27/05 09/01/05
-----------------------------------	---------------------

BERRIOS, MERCEDES  
CANNON, KERMIT  
CARBAJAL, PATRICIA  
CERON, GLORIA  
CORTEZ, GRISELDA  
DROZDOSKI, MANUELA  
GAVIN, VALENCIA  
GARCIA, VERONICA  
GODINEZ, LORENA  
GONZALEZ, MONICA  
GRAY, BRIAN  
GUTIERREZ, CAROLINA  
HARO, PAT  
HERMOSILLO, ADRIANA  
HURTADO, RENEE  
JOHNSON, MAYRA  
LONG, RAY

LOPEZ, SARAH  
 LUNA, GRETCHEN  
 LUIS, NOEMI  
 MARTIN, LINDA  
 MENDOZA, BRENDA  
 MORALES, CARLOS  
 NAVIA, JANENE  
 PADILLA, ELIZBETH  
 PINEDA-LARA, BLANCA  
 PRECIADO, DANIEL  
 PRIETO, BRANDI  
 RALPH, LINDA  
 RAMIREZ, LAURA  
 RAZON, MONICA  
 RODRIGUEZ, FRANCES  
 SANCHEZ, JOHANA  
 SANTOS, MARIA  
 SHIH, JENNIFER  
 TAYLOR, CHRIS  
 THOMAS, MARJORIE  
 TYLER, MARK  
 VILLATORO, MARIA  
 WASHINGTON, WILLIAM  
 WYATT, TAJUANA

CASTRO,	CAFETRIA WORKER II	06/27/05
ESPERANZA	FOOD & NUTRITION SERVICES	09/07/05
CISNEROS,	CAFETRIA WORKER II	06/27/05
YOLANDA	FOOD & NUTRITION SERVICES	09/07/05
CLAYTON,	CAFETRIA WORKER I	06/27/05
MERCILLE	FOOD & NUTRITION SERVICES	09/07/05
KHAHALEUAHI,	INSTR ASST	06/30/05
JOAN	SPECIAL EDUCATION	08/02/05
LOPEZ,	CAFETRIA WORKER I	06/27/05
ALBINA	FOOD & NUTRITION SERVICES	09/07/05
MARRUJO,	STOCK DELIVERY CLERK	06/27/05
LEONARDO	FOOD & NUTRITION SERVICES	09/07/05
SMITH,	TRANSLATOR	06/27/05
LUZ	SPECIAL EDUCATION	09/07/05
<u>PROFESSIONAL GROWTH</u>		
REID,	INSTRUCTIONAL ASSISTANT CLASSROOM	05/01/05
SHUNTORIA	WEBSTER ELEM	



WALKER, LOUIS	CUSTODIAN FACILITY OPERATIONS	06/01/05
CORIA-ALVAREZ, CONSUELO	CAFE WORKER II FOOD & NUTRITION SVCS	06/01/05
OSTERDAY, DAVID	INSTR ASST SPECIAL EDUCATION	06/01/05
<u>MEDICAL LEAVE OF ABSENCE - MATERNITY</u>		
GONZALEZ, MONICA	CHILDREN CENTER ASST CHILD DEVELOPMENT SVCS	05/24/05 06/27/05
VARGAS-CRUZ, PATRICIA	ADMINISTRATIVE ASSISTANT OLYMPIC	05/31/05 07/29/05
WILLIAMS, ADRIANNA	BUS DRIVER TRANSPORTATION	05/31/05 07/11/05
YBARRA, JENNIFER	CHILDREN CENTER ASST CHILD DEVELOPMENT SVCS	04/25/05 06/30/05
<u>MEDICAL LEAVE OF ABSENCE</u>		
ALLEN, PAMELA	COMMUNITY LIAISON SANTA MONICA HS	05/10/05 06/10/05
ALLEN, PAMELA	COMMUNITY LIAISON SANTA MONICA HS	06/11/05 09/30
DESAI, BELA	CAETERIA WORKER II FOOD & NUTRITION SVCS	06/16/05 09/05/05
IMAN, PAUL	CUSTODIAN JOHN ADAMS MS	04/11/05 08/19/05
LAI, CHONG	PRODUCTION KITCHEN COORD MALIBU HS	05/31/05 06/24/05
RIEDERER, ERIN	INST ASST/SPECIAL EDUC PT DUME	06/13/05 06/24/05
STRAHN, YVONNE	SR OFFICE SPECIALIST SANTA MONICA HS	06/10/05 06/24/05
TOPHAM, VALERIE	ELEMENTARY LIBRARY COORD FRANKLIN ELEMENTARY	04/04/05 08/01/05

VIRAMONTES- GUTIERREZ, THERESA	BILINGUAL COMMUNITY LIAISON SANTA MONICA HIGH SCHOOL	05/06/05 06/06/05
VIRAMONTES- GUTIERREZ, THERESA	BILINGUAL COMMUNITY LIAISON SANTA MONICA HIGH SCHOOL	06/07/05 06/30/05
WARFIELD, CATHRYN	PHYSICAL ACTIVITIES SPECIALIST SMASH	06/13/05 06/28/05
<u>PAID LEAVE OF ABSENCE - FMLA</u>		
HERNANDEZ, PATRICIA	INST ASST/SPECIAL EDUC JOHN ADAMS MS	05/09/05 05/20/05
<u>UNPAID LEAVE OF ABSENCE</u>		
BEAVER, GUADALUPE	INST ASST/CLASSROOM GRANT ELEMENTARY	09/06/05 12/31/05
GHALILI, NATASHA	INST ASST/SPECIAL EDUCATION MCKINLEY ELEMENTARY	06/10/05 06/24/05
GREEN, JOANN	INST ASST/CLASSROOM GRANT ELEMENTARY	09/07/05 01/02/06
LOUISELL, SHANE	INST ASST/SPECIAL EDUC WEBSTER ELEMENTARY	05/23/05 06/30/05
SMITH, ZEKAIA	CHILDREN CENTER ASST CHILDREN CENTER	09/07/05 11/21/05
<u>SUSPENSION WITHOUT PAY</u>		
PONTON, GREG	TELEPHONE/COMPUTER EQUIP SPEC COMPUTER SERVICES	06/22/05 06/22/05
<u>RESIGNATIONS</u>		
AZUS, ALLEGRA	INST ASST - CLASSROOM JOHN MUIR ELEMENTARY	06/24/05
BOWER, JULIE	CAFE WORKER I FOOD & NUTRITION SVCS	06/24/05
BROWN, JESSICA	INST ASST-CLASSROOM WEBSTER ELEMENTARY	06/24/05
JOHNSTON, KIMBERLEE	INST ASST - P.E. FRANKLIN ELEMENTARY	06/24/05

NORWOOD, LAKEISHA	OFFICE SPECIALIST ROOSEVELT ELEMENTARY	06/29/05
POSNER, CARA	INST ASST-SPECIAL ED MALIBU HS	07/29/05
RANKEL, CLAUDIA	PHYSICAL ACTIVITIES SPEC CABRILLO ELEMENTARY	06/24/05
SLAWTER, CYNTHIA	INST ASST - P.E. PT DUME ELEMENTARY	06/24/05
THOMPSON, BRETT	INST ASST - CLASSROOM SANTA MONICA HS	06/17/05
VISSANI-LESKO, SONIA	INST ASST - CLASSROOM JOHN MUIR ELEMENTARY	06/24/05

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

07/28/05

FROM: SUPERINTENDENT/MICHAEL D. MATTHEWS

RE: CLASSIFIED PERSONNEL - NON-MERIT

RECOMMENDATION NO. A.22

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.

NOON AIDE

BAKER, ROBERT	ROOSEVELT ELEMENTARY	06/01/05-06/24/05
CAMPBELL, REBECCA	ROOSEVELT ELEMENTARY	05/05/05-06/24/05
COAKER, RAQUEL	MCKINLEY ELEMENTARY	09/06/05-06/23/06

COACHING ASST

ROUTH, KRISTEN	MALIBU	08/15/05-06/30/06
----------------	--------	-------------------

STUDENT WORKER - WORKABILITY

D'ANDREA, HELENA	OLYMPIC HS	06/20/05-06/30/05
HERO, EMILY	SANTA MONICA HS	06/06/05-06/30/05

ASST BASEBALL COACH

FARMAR, DAMON	SANTA MONICA HS	05/24/05-06/24/05
---------------	-----------------	-------------------

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

07/28/05

FROM: JOHN E. DEASY/WINSTON A. BRAHAM

RE: AMEND CERTIFICATION OF AUTHORIZED SIGNATURES

RECOMMENDATION NO. A.23

It is recommended that the Board of Education amend the Certification of Authorized Signatures, as presented on December 9, 2004 in Recommendations No. A.17 and A.17a, to add the signature of Donna E. Muncey, Chief Academic Officer, who has replaced Linda Kaminski. This will be in effect from July 1, 2005 through December 2, 2005.

It is further recommended that the attached document "Certification of Signatures" be completed and filed with the County Superintendent of School in accordance with Education Code Section §42633. The signature will be considered valid for the period from July 1, 2005 through December 2, 2005.

COMMENTS: Dr. Muncey is the new Chief Academic Officer and will assume the authorized signature responsibility for Educational Services. Dr. Muncey needs authorization to sign Los Angeles County Office of Education (LACOE) warrants, orders for salary payment, notices of employment contracts, other documents as directed by the Board of Education and other official instructional-related matters.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

Santa Monica-Malibu Unified School District  
Addendum to  
**CERTIFICATION OF SIGNATURES**

As secretary to the governing board of the above-named school district, I certify that the signature as shown below is the verified signature of the person authorized to sign warrants, notices of employment, contracts and orders drawn on the funds of the school district. This certification is made in accordance with the provisions of Education Code Sections:

K-12 Districts:           §35143, §42632 and §42633

This approved signature is valid for the period of July 1, 2005 to December 2, 2005  
In accordance with governing board approval dated July 28, 2005.

Signature: \_\_\_\_\_  
Secretary of the Board  
John E. Deasy

Signature of Personnel authorized to sign Orders for Salary or  
Commercial Payments, Notices of Employment, Contracts and  
Other Documents as directed by the Board of Education:

Signature:
Typed Name: Donna E. Muncey
Title: Chief Academic Officer

TO: BOARD OF EDUCATION

ACTION/CONSENT

07/28/05

FROM: JOHN E. DEASY/MICHAEL D. MATTHEWS

RE: AMEND SCHOOL YEAR CALENDAR FOR 2005-2006

RECOMMENDATION NO. A.24

It is recommended that the Board of Education amend the 2005-2006 school year calendar. The revised calendar is attached.

COMMENT: The 2005-2006 school year calendar adopted on March 4, 2004, indicated that students would return to school on Monday, January 2, 2006. Since January 1, 2006 falls on a Sunday, Monday is the recognized holiday.

The calendar has been changed to reflect January 2, 2006 as a legal holiday. The last day of school has been revised to June 26, 2006.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

07-28-05

FROM: SUPERINTENDENT

RE: EXPULSION OF STUDENT (B/D 06-19-92)

RECOMMENDATION NO. A.25

It is recommended that the Board of Education expel student (B/D 06-19-92).

COMMENT: The Principal of Lincoln Middle School recommended the expulsion based on the student's violations of Education Code Sections 48900(n):

"Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined by the Penal Code." Education Code 48900(n)

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:



TO: BOARD OF EDUCATION

ACTION/CONSENT

07-28-05

FROM: SUPERINTENDENT

RE: EXPULSION OF STUDENT (B/D 03-22-90)

RECOMMENDATION NO. A.26

It is recommended that the Board of Education expel student (B/D 03-22-90).

COMMENT: The Principal of Santa Monica High School recommended the expulsion based on the student's violations of Education Code Sections 48915(c)(5):

"Possession of explosive." Education Code 48915(c)(5)

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

07-28-05

FROM: SUPERINTENDENT

RE: EXPULSION OF STUDENT (B/D 10-10-89)

RECOMMENDATION NO. A.27

It is recommended that the Board of Education expel student (B/D 10-10-89).

COMMENT: The Principal of Santa Monica High School recommended the expulsion based on the student's violations of Education Code Sections 48915(c)(5):

"Possession of explosive." Education Code 48915(c)(5)

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

## Intercultural Advisory Council Report

(Please see separate pdf file posted with the Agenda.)

(This page left blank)

(This page left blank)

TO: BOARD OF EDUCATION

ACTION/MAJOR

07/28/05

FROM: JOHN E.DEASY/WINSTON A. BRAHAM

RE: REAPPOINTMENT OF TERMS TO THE FINANCIAL OVERSIGHT  
COMMITTEE FOR DENNY KERNOCHAN, CHERYL STECHER AND  
CYNTHIA TORRES

RECOMMENDATION NO. A.28

It is recommended that the Board of Education ratify the reappointment of Denny Kernochan, Cheryl Stecher and Cynthia Torres to the Financial Oversight Committee.

COMMENTS: At the Board Meeting of June 24, 2004, the Board approved Financial Oversight Committee - Member Terms (Item A.34) which established 3-year rotating terms of membership for the FOC 9 members, including two vacancies, which have since been filled.

Mr. Kernochan, Ms. Stecher and Ms. Torres have served diligently on the Financial Oversight Committee and their terms ended on June 30, 2005. Staff suggests that these community members be reappointed to the Financial Oversight Committee for additional 3-year terms. Following are the revised terms for members:

FOC Member	Term Ends 6/30/06	Term Ends 6/30/07	Term Ends 6/30/08
Craig Hamilton	X		
Chris Harding	X		
Michael Phillips	X		
Carolyn Galantine		X	
Patricia Hoffman		X	
Paul Silvern		X	
Denny Kernochan			X
Cheryl Stecher			X
Cynthia Torres			X

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/MAJOR

07/28/05

FROM: JOHN E. DEASY/WINSTON A. BRAHAM

RE: APPROVAL OF AMENDMENT TO SCOPE OF SERVICES FOR  
CONSULTANT SERVICES TO COMPLETE REQUEST FOR PROPOSAL  
(RFP) INTENDED TO LEAD TO A CONTRACTOR SELECTION FOR  
DEVELOPING A FACILITIES MASTER PLAN

RECOMMENDATION NO. A.29

It is recommended that the Board of Education authorize the Ad Hoc Facilities Committee, and specifically, Kendall Planning & Design, to proceed with Phase II of the scope of services for the Facilities Master Plan. The project was recommended by the Ad Hoc Facilities Committee on June 9, 2005 and was previously approved by the Board of Education.

COMMENTS: The completion of Phases I and II (Full RFP) solicitation will lead to the attraction and eventual selection of a capable contract team that will be charged with developing a blueprint for the District's facilities needs over the next two decades. The Ad Hoc Facilities Committee-approved final RFP draft is attached for your deliberation and action.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

Prepared for the  
Santa Monica Malibu Unified School District  
By Kendall Planning & Design

**REQUEST FOR PROPOSAL  
FOR FACILITIES MASTER PLAN  
7/19/05 Draft for Facilities Subcommittee Review**

The Santa Monica-Malibu Unified School District will be considering proposals to provide facility master planning services from qualified consultant teams to assist the School District with the preparation of a Facilities Assessment and comprehensive Master Plan to guide facilities planning and improvements for the next 20 years. The plan will address short and long term District goals and objectives and facilitate the Board of Education's ranking of priorities and consideration in future facility investments and improvements.

The District seeks a variety of master planning services including: Facilities assessment, space planning, enrollment projections, facilities management, meeting facilitation, survey design and analysis, conceptual design, preliminary cost estimating, and cost benefit analysis for options including remodeling, changes of use, new construction and new site acquisition. Consultants should have experience in facilities master planning for California educational facilities and in facilitating innovative and collaborative problem-solving.

The bulk of the community and District input to the Master Plan should be completed within the 2005-06 school year. A wide range of input from community members, the Cities of Malibu and Santa Monica, and District staff, teachers, parents and students is anticipated to identify issues and evaluate alternatives, as described in this RFP. The RFP is intended to provide a framework for proposals which identifies key issues, stakeholders and tasks. Respondents may propose alternative approaches which achieve similar goals by clearly identifying any changes from the scope of services in the RFP and the rationale for the proposed alternative approach, including time or cost savings.

## **OVERVIEW**

The Santa Monica-Malibu Unified School District completed a Strategic Plan in June 2002 entitled, "Designing the Classroom of the Future." Included in this plan are seven initiatives, including "outstanding learning facilities" and "optimal class size." The desire to translate these and other related initiatives into a comprehensive and strategic plan for the District led to the decision to hire a consultant to conduct a Facilities Assessment and produce a Facilities Master Plan for the District.

Despite substantial upgrades to all school sites from previous bond measures, there remain areas in which district facilities should be improved to better meet the District goals as expressed in the Strategic Plan. The funding of these improvements is likely to require approval of a substantial facilities bond measure, probably for the 2006 ballot. The Facility Assessment would develop a database of current facilities and their characteristics, including joint use agreements with the



cities of Santa Monica and Malibu and Santa Monica College. The Facilities Master Plan would examine the district's long term facility needs, develop policies and strategies for improving and managing District facilities to meet those needs, and identify priority projects for potential bond financing over the next 20 years.

## **FACILITIES MASTER PLAN GOALS**

Primary goals for the Facilities Master Plan include:

1. Based on the District's 2002 Strategic Plan, and other District-wide initiatives, recommend and define the facilities needed to support and enhance the District's academic and other goals, and create a Facilities Master Plan to support and enhance the District's programs.
2. Complete an assessment of all District facilities and identify any deficiencies in existing buildings and sites, including program and service areas, utility systems and infrastructure, telecommunications and health and safety conditions.
3. Identify needs for additional, renovated or different facilities to accomplish District educational initiatives. Project future enrollment and facility needs based on demographic forecasts and curricular trends.
4. Identify & evaluate costs and benefits of a broad array of options to meet current and projected facility needs
5. Develop a facilities improvement project list to support a potential bond measure.
6. Define policies for long range facilities management, and define a strategy that addresses needs for short and long-term facility improvements and for capital investments to support the current and future educational programs including acquisition of new sites and construction of new facilities, future joint use governmental and community partnerships.
7. Define implementation steps necessary to fulfill the needs identified, coordinating the identified scope of work with funding resources and creating a 10-year Planning Schedule for the work to be done District-wide.

## **SCOPE OF SPECIFIC DESIRED SERVICES:**

### **PHASE 1. COMMUNITY INVOLVEMENT IN FACILITIES MASTER PLAN PROCESS**

An important component of the Facilities Master Plan will be an extensive community involvement process to engage District staff, parents, teachers and the community in identification of issues and needs and evaluation of options, proposals and priorities.

Phase 1 includes determining the overall process to engage all the key stakeholders and then developing a meeting schedule and coordinating with the relevant agencies to confirm meeting times and agendas. Outreach activities and meetings will occur throughout the process, approximately as shown in the matrix below, in order to provide key input throughout the planning process. Consultants may propose alternative methods to obtain a similar level of input, such as combining groups, having District staff conduct some outreach, or obtaining some input by survey rather than interview or meeting.

**TASK 1.1: Develop community involvement process to engage various types of stakeholders in assessing facilities needs and developing facilities master plan, including types of meetings, surveys or other outreach efforts, timing, purpose and general format.** Scope should include an allowance for additional meetings if deemed necessary by the Board of Education or District Project Manager. Phase 1 and 2 can proceed concurrently.

**Key stakeholders to include in the Facilities Master Plan Process:**

**District Staff and Officials**

SMMUSD Administrators via Full or Senior Cabinet meetings  
Board Appointed Committees and District Advisory Committees  
SMMUSD Teachers and Classified Personnel, Bargaining Unit Leadership  
Assistant Superintendent for Fiscal & Business Services (Project Management)  
Head of Facilities Management (Project Management)  
District Facilities Ad Hoc Committee  
School sites through Site Governance Councils, “Site Plans” and Principal Interviews  
Board of Education  
*Preferred methods of input: Policy discussions at key points at School Board meetings, Full Cabinet meetings with district administrators and other regularly scheduled meetings. Detailed discussion of facility options at District Facilities Ad Hoc Committee meetings and with Board Facilities committee if created for bond measure. Questionnaires to identify facility needs and top 5 priorities for Site Governance Councils, School PTAs and District Advisory Committees to complete.*

**Users of Specialized Facilities**

Child Development Services staff: preschool, after school, District and City CREST  
Music, performing arts, and visual arts instructors  
Humanities, Science, math and language teachers  
Librarians, Technology managers & instructors  
Athletics/Physical Education instructors  
Special Education staff & DAC  
Spanish language Immersion programs  
Preferred methods of input: Questionnaires on facility needs, relevant DAC meetings to review specialized facility requirements, review and comment on administrative draft assessments & plan

**Current and Potential Governmental and Community Partners**

City of Santa Monica - City Manager, Planning Director, Cultural Services Director  
City of Malibu - City Manager, Planning Director, Parks & Recreation Director  
Santa Monica College  
Chambers of Commerce  
Non-profit Youth Services Organizations  
*Preferred methods of input: Meetings with key City leadership including relevant Commissions to identify possible options, develop strategies for new facilities, briefings to Commissions or Councils, community meetings on options and draft plan.*

### **Students, Advocacy Groups & Community Groups Supporting Schools**

Parent Teacher Student Associations, including student representatives

Education Foundation of Santa Monica & Malibu

Minority and economically disadvantaged student & parent groups

Race & Discipline Task Force

Special education students & parents

Neighborhood Associations (invite to community-wide workshops, or specific topics such as traffic, parking and neighborhood use of school sites)

*Preferred methods of input: questionnaires or surveys, meetings to discuss issues and possible facility implications, at least two community-wide workshops to discuss issues and options, second to discuss proposals & priorities, public comment on draft plan*

### **TASK 1.2      Schedule and Materials for District and Community Involvement**

Develop a detailed schedule for District and community involvement which shows key meetings in relation to completion of draft or final documents, the major phases and the types of input solicited from various groups. At a minimum, the schedule should include the following types of meetings for District and community input into the process. District staff will provide public noticing required under the Brown Act. and assist with agenda coordination with other public agencies

*Deliverables: Proposed schedule for District and community involvement, showing all proposed district, community and public agency meeting dates. Draft and final presentations, meeting materials, and summary notes will be provided for all meetings by end of each phase. Where surveys are proposed to evaluate facility needs, consultant will provide draft and final survey and analysis of results.*

*Meetings:      Facilities Ad Hoc Committee (2)  
                    Facilities Project Management (3)  
                    District Cabinet  
                    Board of Education (to approve outreach process)  
                    As shown below by phase or as otherwise proposed to obtain input.*

SUGGESTED DISTRICT, COMMUNITY & KEY AGENCY INVOLVEMENT PROCESS					
	Phase 1: Involve- ment Process	Phase 2: Assessment	Phase 3: Issues & Needs	Phase 4: Plan Proposals	Phase 5: Implementation
Board of Education meetings	1	1	1	2	2
Teachers & Classified staff		1		1	
District Cabinet Meetings	1	1	1	1	1
Facilities Ad Hoc Committee	2	2	2	3	2
Facilities Project Mgt	3	2	2	3	2
District Advisory Comm.			16		
Site Governance Councils/PTSAs			16	16	
Community-wide Workshops			2	2	
City Staff (City Managers, Comm. Services & Planning Directors )	2				2
City Commissions				4	
City Councils (SM, Malibu)				2	

## PHASE 2. FACILITIES ASSESSMENT

### TASK 2.1: Inventory Existing Facilities

Facilities Planning Team shall prepare a digital data base of all existing School District properties, including location, land area, site improvements, topography, square footage by use, and specialized facilities. Database will draw upon existing District inventories and information, and supplementing with additional site assessment where needed. Data base shall include location maps and site plans showing adjacent areas for all sites. Building plans shall be included where available. Databases will include fields for noting any facilities deficiencies, maintenance or management plans, and other issues. Note: Phase 1 and 2 can proceed concurrently.

*Deliverable:* Data Base including plans for each school site and district property, facility inventory and condition assessment.

(Preferred software shall be established in consultation with District Staff: Generally prefer standard MS Word/Excel software. Plans from recent facility upgrades are available in AutoCAD or other formats, but plans and maps of facilities should also be available in PDF form for space assignment and other routine use. Ability to reference or link to City of Santa Monica OPIS/GIS and City of Malibu GIS systems would be desirable.)

**TASK 2.2: Identify facilities not directly related to the District's core educational mission and evaluate management options, including criteria such as revenue generation and future use flexibility.**

The District owns a number of properties not used for school district purposes, including the Doubletree Hotel at Lincoln and Olympic, commercial space on 16th Street, vacant land in Malibu, and underutilized facilities such as Washington West. Consultant should review current uses and revenues from these facilities and suggest options for their use and management for incorporation into Plan.

**TASK 2.3: Identify safety, security, noise and environmental pollution issues and mitigations**

All school sites and facilities should be assessed and any safety, security, noise or pollution hazards identified. Possible measures to reduce hazards should be identified including both facility improvements and management approaches.

**TASK 2.4 : Evaluate building and utilities infrastructure condition and energy efficiency**

The electrical, heating and ventilation, mechanical, telecommunications, water and sewer and security systems at each district site should be inspected to identify general condition, remaining economic life, deferred maintenance, and potential for energy conservation or improved cost efficiency. Identify potential improvements to current level of energy and resource conservation through modifications to utilities infrastructure for evaluation under Plan Proposals.

**TASK 2.5: Identify current areas of facility and space deficiencies**

All facilities should be documented by school site or address and any deficiencies identified with the help of surveys or interviews with on-site staff and facilities managers. Deficiencies should be noted in the data base by school site and prioritized. Space needs surveys and room utilization studies should be developed for completion by District staff provide objective information in determining current space usage.

Possible types of deficiencies and areas likely to require special attention include:

- Playfields and athletic facilities
- Music rehearsal rooms and facilities – acoustics and storage
- Science and language classrooms and laboratory facilities
- School size and total enrollment by school site: evaluation should include capacity evaluation of playground, auditorium and related facilities per student
- ADA Americans with Disabilities Act Compliance
- Special Education facilities: physical & occupational therapy, learning center

Other legal requirements: Williams Decree  
Information System Infrastructure- adaptability to future communication technologies.  
Preschool and afterschool program facilities  
Child Development Services administrative space  
Educational Services, currently not able to be housed at District Offices

**TASK 2.6: Assess parking and transportation needs for students, staff and school deliveries**

Most district facilities have minimal parking facilities and are located in neighborhoods already concerned with parking and traffic impacts. Both Santa Monica and Malibu High have unmet parking demand from student drivers, teachers and staff, visitors and volunteers which spills into adjacent neighborhoods. Increasing the number of students and staff walking, biking, carpooling and using transit could reduce both traffic generation and parking demand.

**TASK 2.7: Assess food services needs and issues**

Innovative, healthy and cost effective approaches to providing food services and their facility and transportation implications should be identified and compared with current food services systems in order to support recommendations.

**TASK 2.8: Assess existing Joint Use Partnerships**

Facilities currently or potentially available for district use under current Joint Use Agreements with the City of Santa Monica and with the City of Malibu should be inventoried. Recommendations regarding administration of these programs and their potential to fulfill additional facilities needs should be included.

**TASK 2.9: Draft Facilities Assessment**

All information from Phase 2 on existing facilities, their condition and identified deficiencies shall be summarized into a Draft Facilities Assessment & Database, including maps and plans of all school sites and District properties, for inclusion in the Draft Facility Master Plan.

*Meetings: Teachers & Classified Staff/Bargaining Unit Leadership  
District Cabinet  
Facilities Ad Hoc Committee (2)  
Facilities Project Management (2)*

*Deliverables: Draft Facilities Assessment*

**PHASE 3: FACILITIES MASTER PLAN: ISSUES & OPTIONS**

**TASK 3.1: Articulate key goals and guiding principles of the Facilities Master Plan**

Based on policy direction from the District Administration, Board of Education and Facilities Ad Hoc Committee, the consultant shall articulate key goals for the Facilities Master Plan and develop a set of guiding principles as a framework for the Facilities Master Plan. Among key goals for the Facilities Master Plan are:

1. Link District educational objectives & initiatives to facilities needs

2. Project future enrollment and facility needs based on demographic forecasts and other trends
3. Identify & evaluate costs and benefits of a broad array of facility options
4. Guide long range decision-making on facilities management, including acquisition of new facilities
5. Provide facilities improvement project list to support major bond measure
6. Guide potential future joint use agreements and community partnerships

### **TASK 3.2: Determine Facility Needs Associated with Strategic Plan Initiatives**

The District completed a strategic plan in 2002 entitled, “Designing the Classroom of the Future-Excellence in Learning and Equality of Opportunity,” which identified seven Strategic Plan initiatives. Consultant shall review the initiatives and shifts in priorities and timetables which have occurred since, and determine additional or improved facilities needed to achieve these initiatives. Specific tasks to address each of the Strategic Plan initiatives are included below within this major task. The Strategic Plan initiatives include :

1. Abundant Resources, including increasing funding and outstanding learning facilities
2. Curriculum
3. Differentiated Instruction
4. Equity & Equality of Education
5. Optimal Classroom Size
6. Schools as Community Centers
7. Universal Access to Quality Early Childhood Education,  
Family Support & After School Care

#### **Initiative 1: Abundant Resources**

##### **1a. Increase Unrestricted Funding**

Major recent source of unrestricted funding has been from the City of Santa Monica and to a lesser degree, the City of Malibu, in the form of financial contributions from the Cities in return for community use of District facilities. The corresponding Joint Use Agreements require active management from both parties, and imply commitments of resources to managing and maintaining facilities to meet standards of partner organizations, such as City field specifications. Two current Parcel Taxes provide additional funds, one of which expires in 2008, the other in 2010.

#### **TASK 3.2.1: Identify current and potential joint use governmental and community partnerships.**

Describe current joint use commitments, suggest best ways to manage and utilize joint use facilities, and identify any potential for future joint use agreements or community partnerships. Explore possibility of using expanded community partnerships to fulfill District facility needs. Possible partners to contact include Santa Monica College, Pepperdine University, Malibu and Santa Monica Chambers of Commerce, and the Cities of Santa Monica and Malibu. New partnerships to extend learning opportunities beyond traditional classrooms and programs to facilitate transition from high school to college through partnerships with SMC, UCLA, USC, etc. should also be identified as they relate to facility options.

### **1c. Outstanding Learning Facilities**

Assess needs for new facilities to incorporate new technologies, especially in sciences, language, arts and other evolving fields.

**TASK 3.2.2 Identify opportunities to provide outstanding learning facilities for all District programs.** Look at more efficient use of scarce land resources: parking beneath fields or classroom buildings, multi-use buildings, year round programs

### **Initiative 2. Curriculum**

**TASK 3.2.3: Consider current trends in public school curricula, state and federal requirements, new teaching technologies and other curriculum influences requiring specialized or additional facilities in the Facilities Master Plan.**

Major District curriculum objectives include efforts to assure that all students have access to math, science and second language classes needed to meet the A-G requirements for admission to the UC and Cal State University System. The AVID program to assist disadvantaged students in preparing for college requires expansion to help students take on this challenge. Shortages of classroom and laboratory space in middle and high schools currently limit the ability to meet this goal.

In addition to expanding the numbers of students meeting this minimum college preparation standard, the District hopes to continue to increase the quality and accessibility of its arts and athletic programs. It also hopes to expand its current Advanced Placement or honors courses curriculum and supplement it with programs such as the IB (International Baccalaureate) program and advanced programs for students who are proficient in another language. Consultant should examine other trends and possible changes in curriculum which might affect facility needs, such as Small Learning Communities, standards based education, etc.

### **Initiative 4. Equity & Equality**

This Initiative describes goal of equipping all students to succeed at the university level upon graduation, especially those of low socio-economic status, students of color, students with disabilities and those who have historically experienced marginalization. The district initiatives to expand college preparation courses in math, science and second languages above relate direction to this objective and are impacted by lack of classroom and laboratory space. Program suggestions include extension of programs like AVID and project Reach, partnerships with non-profit community agencies, expanded preschool classes, parent education and other programs, many with facility related requirements and some with after school, evening or summer scheduling potential.

**TASK 3.2.4: Identify facility needs associated with programs to assist disadvantaged students and suggest possible locations and operating schedules for such programs and facilities.**

### **Initiative 5. Optimal Classroom Size**

Facility Master Plan should identify options and priorities for both reducing class size and overall enrollment per school site, as discussed below.



### **Enrollment Projections**

Recently, District enrollment by Santa Monica residents has been growing, leading to a decrease in the number of approved permits for inter-district transfers. New housing construction has included new multiple family units and single family remodeling in Santa Monica and limited amounts of single family homes in Malibu. Complex socio-economic and demographic changes may affect enrollment over the next ten to twenty years. Anecdotal evidence suggests that while some families are being driven out of the district by high housing prices, others are moving here for access to better schools.

#### **TASK 3.2.5: Examine relevant demographic factors and trends in order to project likely enrollment trends and key variables which might lead to various enrollment scenarios.**

Examine financial and enrollment implications of out of district and inter-district transfer permits on facility needs and school crowding. Review current and proposed school boundaries and evaluate potential of minor adjustments to boundaries or permit levels to address crowding.

### **Smaller Learning Communities; Middle & High School Size**

Particular concerns exist about the large size of Santa Monica High School, at over 3500 students, and at John Adams and Lincoln Middle Schools, with roughly half that number each. Several of the Santa Monica elementary schools exceed optimum size as well. Efforts to create smaller learning communities within these schools have been initiated, but may require additional facilities changes to enhance the feeling of community and provide administrative and teacher meeting space to support the smaller semi-autonomous “houses” at Samohi or multiple “cores” within each grade level at Lincoln.

Possibly another high school site could be located within Santa Monica to relieve overcrowding on the Samohi campus by accommodating approximately 600 students.

#### **TASK 3.2.6: Identify facilities needs associated with implementing smaller learning community redesigns at Santa Monica High, Lincoln Middle and John Adams Middle Schools.**

### **Optimal Classroom Size**

Due to budget constraints, most classrooms exceed optimal class size except those benefiting from the recent statewide class size reduction program for K-3rd grade. The district aims to provide optimal classroom sizes for the age, level and specific curriculum needs. A full range of options to achieve optimal classroom size should be identified. This could include, for example, establishing some sites that include K-8 , K-12, or PreK-3 in addition to the current grade level groupings at a single site.

### **Initiative 6. Schools as Community Centers**

#### **TASK 3.2.7: Examine facility needs to strengthen role of schools as Community Centers, especially at middle and high school level**

Neighborhood elementary schools have historically acted as community centers for the various neighborhoods, reinforcing a sense of community by having the majority of the students living

within walking distance of the school. This neighborhood school orientation facilitates a high degree of parent volunteer involvement, and has positive impacts as diverse as reducing traffic impacts and improving neighborhood safety and community involvement. The much larger middle schools experience less of these benefits, and the high schools have even less of a clear “community center” role, despite their potential to fill such a role. The viability of this concept depends upon an adequate level of operational funding, and close coordination with City programs and other community service organizations. Existing programs which have reinforced the role of schools as community centers include Santa Monica’s playground partnership, and community outreach programs offered in school facilities for youth and families such as recent Youth Planning Project and Anti-Gang Violence Workshops in Santa Monica.

#### **Initiative 7. Early Childhood Education, Family Support, After School Care**

Previous bond measures have not really addressed the District’s preschool or Child Development Services space needs. Currently, after school care is available at all Santa Monica elementary schools. The District runs CREST for grades K-3 and the City provides grades 4 and 5. Elementary CREST suffers from a severe space shortage, with many sites lacking dedicated space for CREST. Teen Centers are available at both Santa Monica middle schools, and the Malibu Boys & Girls Club provides programs as well. A number of other community organizations (YMCA, Boys & Girls Club, CREST, Police Activities League) provide after school programs for young people. Some classes for parents on children’s development, educational and other issues are offered at school sites, but this role could potentially be expanded. Innovative projects that support development of positive character traits as well as academic success by supporting both families and individual students should be considered.

#### **TASK 3.2.9: Examine current and potential programs and facility needs and solutions, including coordination of transportation from school sites to after school programs.**

Recommendations for specific facilities improvements were identified in the Strategic Plan including the Washington West renovation and establishment of a Samohi Teen Center.

#### **TASK 3.3: Identify facility needs are associated with emerging District programs**

Several new district programs have associated facility needs, which need to be considered in the Facilities Master Plan. Many of these programs grew out of the Strategic Planning initiatives, and include:

- New Community Day School (high school age)
- Expand Preschool Facilities
- Arts Master Plan
- Santa Monica High Redesign (related to Smaller Learning Communities initiative)
- John Adams Middle School reorganization and AVID expansion (related to smaller learning communities and Equity and Equality initiatives)
- Special Education Strategic Plan (related to Equity and Equality initiative)
- Other new programmatic and curriculum initiatives as identified by the District

*PHASE 3: MEETINGS & DELIVERABLES*  
*Meetings: Board of Education*  
*District Project Management*  
*Facilities Ad Hoc Committee (2)*  
*Site governance Councils (16)*  
*District Advisory Committees (16)*  
*Deliverables: Summary of facility needs and issues*

#### **PHASE 4: DRAFT FACILITIES MASTER PLAN PROPOSALS**

##### **TASK 4.1: Proposals for Renovation or Additions to Existing Facilities**

Given the limited availability and high cost of land and facilities, the majority of recommendations are likely to focus on renovation or addition to existing facilities to better meet current and future District needs. These recommendations may include measures to make facilities more multi-purpose or adaptable from one use to another. Proposals should clearly identify the costs of renovations or additions, and the potential for new or increased use, efficiency or other benefits expected from the projects.

Facilities Master Plan proposals shall incorporate lessons from previous facilities improvement efforts (Prop X, Y and ES) for undertaking large planning and building programs, as well as generating voter support for the schools. The Prop X report identifies some specific lessons to incorporate into future efforts, including references for design standards for school facilities. The Facility Plan should incorporate these and propose specific approaches to some of the perennial challenges including:

- Project Management
- Cost Containment
- Community Involvement
- Site Level Coordination
- Ongoing Facilities Planning
- Facility Design Standards

##### **TASK 4.2: Infill Proposals and Best Practices for New Facility Construction**

All Santa Monica schools and some of the Malibu schools are located on fully developed sites in residential neighborhoods. Many of the schools already contain some two story classroom buildings and have less playfield and open space than desirable for their enrollment. Consultant should explore options for more efficient “infill” development at existing sites, including vertical stacking of different uses, underground or structured parking or storage, and other options. New construction should be accompanied by efforts to reduce the architectural scale and traffic, noise and other impacts of construction and permanent new activities. The Facilities Master Plan will examine and propose “Best Practices” for integrating new construction into densely developed urban areas on school sites which are often already heavily developed. Included in these practices might be traffic mitigation measures, landscaping standards and other efforts to offset impacts on surrounding neighborhoods and the school environment.

**TASK 4.3: Increase Sustainability and Energy/Resource Conservation Potential**

Facility assessment should identify potential improvements to current level of energy and resource conservation and overall sustainability and potential for additional sustainability improvements in existing buildings, remodeled facilities and new facilities. Best Practices including “CHPS - High Performance Schools,” LEED certification and City of Santa Monica Green Building practices should be used in planning and design of remodeled and new facilities.

**TASK 4.4: Identify Potential for Site or Facility Acquisition**

Identify areas and needs for acquiring additional land and/or facilities. Identify potential sites and provide an estimate of acquisition costs through lease or purchase plus facilities improvement and operational costs. This effort should include City officials in the City of Santa Monica, where space needs and overcrowding are most acute. Identification of a site for another high school or other facilities strategies to address middle and high school overcrowding is a high priority for this task, and several potential school sites along the Olympic Boulevard corridor should be included.

**TASK 4.5: Develop safe, cost effective and sustainable approaches to meeting transportation and parking needs.**

Consultant should prepare an assessment of parking and transportation needs, building upon information on current parking and transportation systems in Phase 2, supplemented by site specific information collected by survey or interview. Consultant should review relevant City transportation policies and projects with City of Santa Monica and Malibu public works and planning staff. Transportation and parking management plans should be developed to meet essential District needs. Measures to reduce parking demand and traffic impacts while meeting access needs should be incorporated, including promotion of walking, biking, carpooling and taking transit. Plan should identify the respective roles of District-funded facility improvements or transportation programs and ongoing efforts by Site Governance Councils on parking & traffic management and community liaison.

**TASK 4.6: Present Proposals with Cost/Benefit Assessment and Information on Population Served**

To aid in prioritizing the recommendations for bond funding and implementation, each proposal should be justified in relation to objectives in the District strategic plan or other policy document and presented with a brief cost/benefit assessment which estimates all associated costs of a proposal, including construction costs, project management, dislocation and ongoing operating costs. Where there are a range of options to address a specific need, they should be identified.

**TASK 4.7: Identify District “Potential Project List” for possible partnerships or agreements with major public or private development projects.**

Many school district facilities are in areas where major public or private development projects are expected to occur, and substantial opportunities for public/private partnerships or joint development exist which could address severe space deficiencies. For example, major projects near Santa Monica High School include improvements to the Civic Center area. By developing a pro-active potential project list and an awareness of specific major projects, the school district can help to identify improvements which can serve District and public needs.

#### **TASK 4.8      Administrative and Public Draft Facilities Master Plan Document**

The various policies, strategies and specific proposals described above shall be incorporated into a Draft Facilities Master Plan document. The Master Plan will provide both broad policies and strategies and, where appropriate specific proposals which may include renovation, additions, changes of use, new site acquisition, new construction, joint use, changes in management or operations or additional planning and design. Where District staff and the Facilities Ad Hoc Committee have identified alternative approaches to an issue, these shall be included to allow future flexibility.

*Deliverables: Administrative Draft Facilities Master Plan*

*Public Draft Facilities Master Plan*

*Meetings: Full Cabinet (Senior District Administration)*

*Teachers & Classified staff, Bargaining Unit Leadership*

*District Facilities Plan Project Management (2)*

*Facilities Ad Hoc Committee (2)*

#### **TASK 4.9      Board of Education Review and Direction on Plan Proposals**

An essential task at the culmination of this phase is Board of Education direction and public input on the specific proposals in the Draft Facilities Master Plan. While the policies and proposals could be presented for community and Board review prior to preparation of the Draft Master Plan, the need to put all proposals into a District-wide framework suggests the release of the Draft document as the basis for community review.

*Deliverable: Newsletter Summary of Draft Facilities Master Plan*

*Presentation and Materials for Prioritization by Board*

*Presentation and Materials for Community Workshop*

*Prioritized & Amended Draft Facilities Master Plan*

*Meetings: Board of Education*

*Site Governance Councils with PTSAs (16)*

*Community Wide Workshops (2-one in Malibu, one in Santa Monica)*

*City Commission Hearings (4, probably Planning & Community Services in both cities)*

*City Council Hearings(2, one in Santa Monica, one in Malibu)*

*Facilities Ad Hoc Committee (1, direction after public comment)*

*District Facilities Plan Project Management (1, direction after public comment)*

#### **PHASE 5:      ADOPTION AND IMPLEMENTATION**

**The final phase of the Master Plan process includes adoption and implementation. Decisions about the specific tasks and scope of each of the following tasks will depend upon the Board review and direction on the Draft Master Plan prepared in Phase 4. Possible tasks are described below. Proposers are requested to make a separate proposal for this phase, with the understanding that the scope may change depending upon Phase 4 review.**

**TASK 5.1: Prepare proposed project list for potential Facilities Bond Measure, coordinating with District staff and financial experts.**

Consultant will review Plan proposals with Facilities Ad Hoc Committee and Board of Education and prepare a draft project list for a Facilities Bond Measure, incorporating advice on bond packaging from District Financial Advisor and CFO. The District will be consulting experts on bond issues and on packaging bond measures during this process. Their expertise shall be incorporated into the Facilities Master Plan in order to help the document function as a support to future bond measures.

The Facilities Bond Measure is expected to identify specific projects and provide cost estimates for those projects. Because the measure is intended to fund long term planning and facility improvement projects, the measure may need to combine clearly defined projects and categories of funding or types of projects including future planning, site acquisition, design and environmental review.

*Deliverables: Draft and Revised Project List*

*Meetings: Board of Education for Project List approval*

**TASK 5.2 Prepare CEQA Environmental Review**

The proposed Facilities Master Plan will combine broad policies and strategies for the management of District facilities with recommendations for specific actions such as acquisition, renovation, new construction, joint use and management of facilities including parking. Such actions may have potentially significant environmental impacts and thus be subject to environmental review requirements of the California Environmental Quality Act. In most cases, these actions will require additional approvals and potential environmental impacts of specific actions can be assessed and mitigated upon design and approval of specific facility improvement projects or subsequent plans, if required.

Consultants responding to the RFP are requested to propose one or more time and cost-efficient approaches to fulfilling CEQA environmental review requirements for public review, adoption and implementation of the Facilities Master Plan. These might include concurrent planning & environmental review, incorporating mitigation measures in the plan, early consultation with affected agencies, evaluating impacts at the program level, and/or deferring analysis of some issues until subsequent approvals of specific projects.

The consultant may be requested to prepare all documentation needed to comply with CEQA environmental review requirements to identify potential environmental impacts of adoption of the Facilities Management Plan. Documentation might include: Initial Study, Notice of Preparation and Initial Scoping for an EIR or Mitigated Negative Declaration, Preparation of Draft Environmental Impact Report, response to Public Comments on the DEIR, Mitigation Monitoring and Reporting Program, and preparation of a Final EIR.

*Deliverables: CEQA Review Documents*

*Meeting: Facilities Ad Hoc Committee (1)  
District Facilities Project Management (1)*

**TASK 5.3 Adopt Facilities Master Plan**

Consultant would incorporate any changes to the plan in order to incorporate mitigation measures or to reflect specific implementation actions and priorities identified by the Board or District, including potential bond measures to fund facilities improvements.

*Deliverable: Facilities Master Plan for Adoption by Board*

*Meeting: District Cabinet Meeting  
Facilities Ad Hoc Committee (1)  
District Facilities Project Management (1)  
Board of Education for Adoption of Plan*

## **GENERAL INFORMATION ON PROPOSAL SUBMITTAL**

### **TYPE OF CONTRACT**

The School District is interested in entering into a negotiated “lump sum” contract for planning services. Strict adherence to the budget limitations will be required, and budget limitations will be established for each phase of the work.

1. Community Involvement
2. Facilities Assessment
3. Facilities Needs & Issues
4. Facilities Master Plan Proposals
5. Implementation: Facilities Bond Measure

The School District reserves the right to negotiate the scope, schedule and cost of any proposal submitted and enter into a contract based on a revised proposal.

### **FORM OF SUBMITTAL**

Proposals submitted must be presented in the following format. Proposals that do not follow this format will not be considered.

- |            |   |
|------------|---|
| Section 1  | Brief history of the prime consultant firm  |
| Section 2a | Chart showing major components of the firm’s organization, including the names of individuals in key positions.   |
| 2b         | Program organization chart-including the names of individuals to be involved in this program. Include resumes/qualifications/relevant experience of these individuals. Specifically, include the employment history of these individuals with this specific firm.   |
| 2c         | The names of firms and individuals that will perform any subconsultant work for your firm (i.e. outside firms providing cost estimating, planning, architectural design, structural, mechanical or electrical engineering services) Provide resumes/qualifications/experience of each person to be involved in the program. Include a list of the in-house design disciplines your firm provides. |

- Section 3a      References- the name, address, phone number of five previous clients for similar projects. Provide a list of references for projects which your firm, including your subconsultants, have performed collectively.
- 3b      Lists, photos, literature on related similar projects done by the individuals listed in sections 2b and 2c. Do not include projects completed by other branch offices or by individuals that are not part of the proposed program organization chart.
- 3c.      List the assignments where your firm has experience in facilities planning for multiple or large sites or in designing multiple projects at the same time for a single client. Provide a description of two or three of these assignments completed within the last ten (10) years.
- 3d.      List the assignments where your firm has experience working for construction managers on projects in the State of California. Provide a description of two or three of these assignments completed within the last ten(10) years.
- Section 4      Your firm's recommended or specific approach for accomplishing each item in the section "Scope of Specific Desired Services".
- Section 5      In is the intent of the School District to complete the Facilities Assessment and Master Plan and the Draft Project Description for a Facilities Bond Measure within the 2005-06 school year, on a schedule which would allow inclusion of a facilities bond measure on the November 2006 ballot. Provide a detailed schedule for the work and demonstrate your firm's ability to meet this schedule. Include the timing of environmental review, public review of the Draft plan and environmental documents, and actual adoption of the Facilities Master Plan, which may extend into the following school year if necessary.
- Section 6      Describe how your firm manages and controls planning & design costs, prevents project scope increases and is able to provide the highest quality design & planning in relation to fees.
- Section 6a      Provide other supplemental information that is not specifically addressed in previous sections which would indicate your firm's qualifications for this project.
- Section 7      A copy of Standard Form 254 for your firm is desirable.
- Section 8a      Provide a probably fee breakdown for each of the five phases of the project, as identified in the scope of services.



## PRE-SUBMITTAL CONFERENCE

A presubmittal conference for interested firms is scheduled for August \_\_ 2005 in the Board Room of the Administration Building at 1651 Sixteenth Street, Santa Monica, CA. Attendance at this conference is strongly recommended.

## PROPOSAL SUBMISSION

Seven (7) copies of the proposal should be submitted to:

Winston A. Braham, Assistant Superintendent, Fiscal and Business Services  
& Chief Financial Officer  
Santa Monica-Malibu Unified School District  
1651 16th Street  
Santa Monica, CA 90404  
(310) 450-8338 ext 268

Proposal must be received by **4:00 p.m. on Monday September 12, 2005.**

## PROPOSED REVIEW & SELECTION PROCESS

District staff and consultant will review all submitted proposals. After this review, staff may select three to four firms for follow up interviews. These interviews may include members of the District Facilities Ad Hoc Committee as well as district staff and a consultant assisting with the RFP and consultant selection process.

## SELECTION CRITERIA

While relative weight given to specific criteria is not determined, the following criteria will be considered by the Selection Committee. Qualifications and relevant experience in producing similar types of plans for similar clients and settings shall be extremely important in the selection process.

- Experience with school facility planning and design
- Familiarity with best practices in sustainable design and planning of school facilities. Including High Performance School design practices.
- Ability to cost effectively provide high quality planning and design services.
- Skill in facilitating complex community and District involvement process
- Ability to complete the planning tasks within the 9 month time frame needed to put a facilities improvement bond on November 2006 ballot.
- Creativity in problem solving in design and planning in similar urban settings
- Ability to accurately estimate scope of facilities design and construction work and associated costs
- Ability to work with City staff and elected officials to address concerns about District facility plans, projects and ongoing operations.
- Familiarity with the Santa Monica Malibu Unified School District's programs and facilities, and with relevant local planning and school policy issues in Malibu and Santa Monica.

## RIGHTS OF SELECTION AND ASSIGNMENT

The District reserves the right to : (1) select one or more firms for this work; (2) assign a specific project or aspect to a specific firm (3) assign the contract to another firm for project management purposes; and (4) assign to one or more firms one of more of the following components: 1) Community Outreach, 2) Facility Assessment 3) Facility Needs and Issues 4) Facility Master Plan Proposals 5) Implementation/ Draft Bond Measure Language and 6) Environmental Review.

Any questions related to this RFP should be directed to Winston Braham, Assistant Superintendent, Fiscal & Business Services, Chief Financial Officer, (310) 450-8338, Extension 268.

## PROPOSED TIMELINE FOR RFP RELEASE & CONSULTANT SELECTION

DATE	GROUP	TASK
May 2005	Ad Hoc Facilities Committee	Stakeholder Interview
	Superintendent & Cabinet Meeting	Stakeholder Interview
June 2, 2005	Board of Education	Stakeholder Interview
June 9, 2005	Ad Hoc Facilities Committee	Review Draft RFP
		Stakeholder Summary & Facility Issues & Needs
June 28, 2005	Ad Hoc Facilities Committee	Finalize RFP
July 21, 2005	Ad Hoc Facilities Committee	Finalize Selection Committee
		Schedule & Mailing List
July 28, 2005	Board of Education	Approve Final RFP
	CFO, Business Services	Print/email, distribute RFP
		Print supporting documents
Mid August, 2005	KPD & CFO, Facilities Mgt.	Pre-Submittal Conference
		Identify Review and Selection Committee members
September 12, 2005	CFO, Facilities Mgt.	Proposals Due, Ratings
	Selection Committee	Proposal Review
Late September	Selection Committee	Select & interview finalists
		Check references
Mid October 2005	Selection Committee	Select consultant team
		Finalize scope & contract

## TENTATIVE FACILITIES MASTER PLANNING SCHEDULE

November 2005	Planning Team	Phase 1. District and Community Outreach
Nov-Dec 2005	Planning Team	Phase 2. Facilities Assessment
Jan-March 2006	Planning Team	Phase 3. Needs & Options
April-May 2006	Planning Team	Phase 4. Plan Proposals
June 2006	Community meetings	Public Review of Draft Plan
	Board of Education	Direction on Draft Plan
Summer 2006	Planning Team	Phase 5. Implementation/ Refine Costs, CEQA Review
Fall 2006	Board of Education	Review/Adopt Master Plan

<b>FACILITIES AREA SURVEY SUMMARY</b>				
<i><b>School/Facility</b></i>	<i><b>Classrooms</b></i>	<i><b>Permanent Buildings-SF</b></i>	<i><b>Relocatable Buildings SF</b></i>	<i><b>Total SF Area at School Site</b></i>
<b>Cabrillo</b>	25	32,714	3840	36,554
<b>Edison</b>	27	27,770	16,264	44,034
<b>Franklin</b>	45	59,568	10,864	70,432
<b>Grant</b>	34	54,474	5,760	60,234
<b>McKinley</b>	33	54,531	8,640	63,171
<b>Muir/SMASH</b>	31	47,155	3,840	50,995
<b>Point Dume</b>	20	32,578		32,578
<b>Rogers</b>	38	48,357	5,760	54,117
<b>Roosevelt</b>	41	49,321	9,600	58,921
<b>Webster</b>	24	31,494	2,880	34,374
<b>Adams Middle</b>	58	130,093		130,093
<b>Lincoln Middle</b>	56	152,163		152,163
<b>Malibu High</b>	60	142,248	2,880	145,128
<b>Santa Monica High</b>	144	417,577		417,577
<b>Olympic High</b>	16	35,493		44,421
<b>Lincoln Child Care Center</b>	2	4,945	8,928	4,945

<i>School/Facility</i>	<i>Classrooms</i>	<i>Permanent Buildings-SF</i>	<i>Relocatable Buildings SF</i>	<i>Total SF Area at School Site</i>
<b>Washington East</b>	7	8,572		8,572
<b>Washington West</b>	2	22,492		22,492
<i>Source SMMUSD 3-14-05</i>		<i>Square footage excludes exterior walks/corridors</i>		

## **ADDITIONAL INFORMATION**

### **Relevant Documents on Facilities Planning**

The following existing plans and documents have been prepared and are available to serve as a basis for this planning process.

- Designing the Classroom of the Future – SMMUSD Strategic Plan – June 2002
- Joint Use Agreement with the City of Santa Monica
- Joint Use Agreement with the City of Malibu
- Prop X Oversight Committee Recommendations This committee made specific suggestions regarding facility planning which should be integrated into the Planning approach

### **Interview Summaries on Facilities Plan Needs, Process & Issues**

- Interview Summary includes preliminary interviews with the Facilities Ad Hoc Committee, Superintendent, Board and District Staff to identify the most likely facility needs, process recommendations, and community issues
- Superintendent John Deasy
- School Board Members
- Chief Financial Officer Winston Braham
- Head of Facilities Management, Wally Berriman
- Members of the Ad Hoc Facilities Committee

## **APPENDIX:**

### **For Phase 1: DISTRICT & COMMUNITY OUTREACH**

#### **Key Stakeholders to Include in the Facilities Master Plan Process:**

##### **District Staff and Officials**

SMMUSD Administrators via Full Cabinet meetings  
Board Appointed Committees and District Advisory Committees (DACs include: Accessibility, Title I, Child Care & Development, Community Health & Safety, Bilingual, GATE, Prop X Oversight, Fine Arts, Financial Oversight, Instructional Technology, Intercultural Advisory Council, Special Education, Sports and Physical Education, School Improvement, Strategic Planning)  
SMMUSD Teachers and Classified Personnel, Bargaining Unit Leadership  
Assistant Superintendent for Fiscal & Business Services (Project Management)  
Head of Facilities Management (Project Management)  
District Facilities Ad Hoc Committee  
School sites through Site Governance Councils, “Site Plans” and Principal Interviews  
School Board Members

*Preferred methods of input: Discussions at key points at School Board meetings, Full Cabinet meetings with district administrators, District Advisory Committee meetings (there are approximately 15 active committees) and other regularly scheduled meetings. Detailed discussion of facility options at District Facilities Ad Hoc Committee meetings and with Board Facilities committee if created for bond measure. Questionnaires to identify facility needs and top 5 priorities for Site Governance Councils & Site PTAs to complete.*

### **Users of Specialized Facilities**

Child Development Services staff, including preschool and after school District and City CREST staff

Music, performing arts, and visual arts instructors

Humanities, Science, math and language teachers

Librarians, Technology managers & instructors

Athletics/Physical Education instructors

Special Education staff

Spanish language Immersion programs

*Preferred methods of input: Questionnaires on facility needs, DAC meetings to review specialized facility requirements, review and comment on administrative draft assessments & plan*

### **Current and Potential Governmental and Community Partners**

City of Santa Monica – City Manager, Planning Director, Cultural Services Director

City of Malibu-City Manager, Planning Director, Parks Director

Santa Monica College

Chambers of Commerce

Non-profit Youth Services Organizations

*Preferred methods of input: Brainstorm meetings with key leadership including relevant City Commissions, to identify possible options, develop strategies for new facilities, briefings to Planning Commissions or Councils, community meetings on draft plan and implementation.*

### **Students, Advocacy Groups, Fundraising & Community Groups Supporting Schools**

Parent Teacher Student Associations

CEPS – Community for Excellent Public Schools

Education Foundation of Santa Monica & Malibu

For the Arts, Potential Grant Sources: Foundations

Middle and High School Student Representatives

Economically disadvantaged students & parents

Minority students & parents, including organized minority student groups

Race & Discipline Task Force

Special education students & parents

Neighborhood Associations (to notify of community meetings, solicit public input)

*Preferred methods of input: questionnaires or surveys, meetings to discuss issues and possible facility implications, at least one community-wide workshop to discuss issues, options & priorities, public comment on draft plan by key groups*

TO: BOARD OF EDUCATION ACTION/MAJOR  
07/28/05  
FROM: SUPERINTENDENT/WINSTON A. BRAHAM/VIRGINIA I. HYATT  
RE: RATIFICATION OF AWARD FOR BOILER REPLACEMENTS TO SR&B  
BOILERS-BID #6.02R

RECOMMENDATION NO. A.30

It is recommended that the Board of Education ratify the award of Bid #6.02R to SR&B Boilers for boiler replacements at Santa Monica and Malibu High Schools in the amount of \$288,385.

Funding Information

Budgeted: Yes  
Fund: 14  
Source: Deferred Maintenance Fund  
Account number: 14-62050-0-00000-81100-6500-000-1500  
Description: Deferred Maintenance Apport./Building Improvement

COMMENT: Staff advertised this project in a local paper and received sealed bids for the work. As the boilers were to be in compliance by January 2005, and the last bidder defaulted on the contract, it was necessary to proceed with the project as quickly as possible due to the long lead time on the boilers. A Notice to Proceed was sent to SR&B Boilers to proceed with the orders subsequent to the bid opening on June 20, 2005.

The Southern California Air Quality Management Division (SCAQMD) inspected boilers throughout the District and found eight (8) boilers out of compliance under Rule 1146.2 which set new lower emissions standards, requiring them to be 84% thermal efficient and have lower than 30-PPM Nox.

Once the units have been installed and inspected, rebates will be available through Southern California Edison. Six (6) contractors were invited to bid, four (4) attended the job walk, two (2) submitted bids. Bid results are as follows:

	<u>Base Bid</u>
SR&B Boilers	\$288,343
Rusher Air Conditioning	\$299,760

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

TO: BOARD OF EDUCATION ACTION/MAJOR  
07/28/05  
FROM: JOHN E. DEASY/WINSTON A. BRAHAM/VIRGINIA I. HYATT  
RE: AWARD OF HAZARDOUS MATERIAL REMOVAL-BID #6.03-JOHN  
ADAMS MIDDLE SCHOOL TO CASTLEROCK ENVIRONMENTAL, INC.

RECOMMENDATION NO. A.31

It is recommended that the Board of Education approve Castlerock Environmental, Inc., as the awarding contractor for Bid #6.03, Hazardous Materials Removal, John Adams Middle School, in an amount not to exceed \$44,655.

Funding Information

Budgeted: No  
Fund: General Fund  
Source: On Going Maintenance  
Account number: 01-81500-0-00000-81100-5890-061-2602  
Description: Other Operating Expenses

COMMENT: This project covers the removal of flooring and lower walls in rooms 16,17,18 at John Adams for the investigation of possible mold growth. Once investigation work is completed, additional costs will be incurred for flooring and wall replacement. Five (5) contractors were invited to bid, three (3) attended the job walk, two (2) submitted bids as follows:

Specialized Environmental, Inc.	\$47,200
Castlerock Environmental	\$44,655

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

TO: BOARD OF EDUCATION

ACTION/MAJOR

07/28/05

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

RE: TRANSFERRING OF FUNDS

RECOMMENDATION NO. A.32

It is recommended that the Board of Education approve a transfer for the 2005/2006 fiscal year in the amount of \$764,000 from the General Fund (Fund 01) to the Special Reserve Fund Non Capital Outlay Projects (Fund 17).

COMMENTS: The Los Angeles County Office of Education (LACOE) requires Board approval to make transfers between Funds. This transfer will allow the District to build up our legally-mandated 3% Reserve for Economic Uncertainties.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:



TO: BOARD OF EDUCATION

ACTION/MAJOR

07/28/05

FROM: JOHN E. DEASY/WINSTON A. BRAHAM

RE: BUDGET ADJUSTMENTS

RECOMMENDATION NO. A.33

It is recommended that the Board of Education approve 2005-06 fiscal year increases to the General Fund - Unrestricted (Fund 01) in the amount of \$274,955; and approve an increase to the State School Building Fund (Fund 21) in the amount of \$34,100, for a total amount of \$309,055, as detailed below:

- COMMENTS: 1. **Increase** the budget for John Adams Middle School in the amount of \$129,790 to reflect personnel costs (stipends, substitute teachers and student compensation) and materials, supplies and training costs for the Valued Youth Program for 2005-06.
2. **Increase** the budget for Business Services in the amount of \$81,620 for consultant services to manage City contracts, coordinate the use of facilities, and mandated school accountability and Measure "S" compliance reporting for 2005-06.
3. **Increase** the budget for Business Services in the amount of \$38,000 for printing and mailing of elementary and middle school progress reports in compliance with Measure "S".
4. **Increase** the budget for Fiscal Services in the amount of \$25,545 to reflect costs above the original contract amount for the consultant for Fiscal Services for 2004-05.
5. **Increase** the budget for Prop X in the amount of \$34,100 to now cover both Phase I and II costs, as approved by the Ad Hoc Facilities Committee, for the consultant preparation of the Request for Proposal (RFP) for the Facilities Master Plan.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/MAJOR

07/28/05

FROM: SUPERINTENDENT/TIMOTHY R. WALKER

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS

RECOMMENDATION NO. A.34

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>
Bridgeport School	07-23-90	NPS	#1	\$ 40,731
Carousel	08-07-97	NPS	#2	\$ 40,110
Carousel	10-11-93	NPS	#3	\$ 63,200
Carousel	12-24-99	NPS	#4	\$ 28,175
Echo Horizon	10-21-92	NPS	#5	\$ 29,703
Echo Horizon	11-16-99	NPS	#6	\$ 29,703
Frostig Center	02-10-97	NPS	#7	\$ 31,939
Heritage Schools, Inc.	01-17-89	NPS	#8	\$ 20,580
The Jeffrey Foundation	11-01-00	NPS	#9	\$ 3,187
Kayne-Eras Center	10-18-87	NPS	#10	\$ 24,135
Kayne-Eras Center	01-30-88	NPS	#11	\$ 33,329
Kayne-Eras Center	01-23-89	NPS	#12	\$ 35,303
Little Citizens	11-06-91	NPS	#13	\$ 45,960
North Hills Prep	07-30-88	NPS	#14	\$ 35,548
North Point/Child & Family Guidance Center	11-12-91	NPS	#15	\$ 21,938
Oak Grove	09-26-90	NPS	#16	\$ 30,862
Personal Coaching Sytems #1 (PCS)	08-14-93	NPS	#17	\$ 28,943
Poseidon	12-16-88	NPS	#18	\$ 28,897
Summit View Westside	01-08-88	NPS	#19	\$ 42,568
Summit View Westside	07-03-93	NPS	#20	\$ 47,384

<b>Nonpublic School/Agency</b>	<b>Student DOB</b>	<b>Service Description</b>	<b>Contract Number</b>	<b>Cost Not to Exceed</b>
Summit View Westside	12-21-90	NPS	#21	\$ 30,955
Summit View Westside	04-18-88	NPS	#22	\$ 48,050
Summit View Westside	12-15-94	NPS	#23	\$ 50,372
Summit View Westside	08-14-91	NPS	#24	\$ 50,372
Summit View Westside	01-10-91	NPS	#25	\$ 44,395
Sunrise	06-04-87	NPS	#26	\$ 46,244
Tobinworld	03-13-89	NPS	#27	\$ 31,155
Village Glen Valley	03-02-90	NPS	#28	\$ 44,395
Village Glen Valley	11-03-89	NPS	#29	\$ 63,485
Village Glen Westside	11-01-90	NPS	#30	\$ 54,952
Village Glen Westside	09-16-90	NPS	#31	\$ 44,395
Village Glen Westside	06-03-93	NPS	#32	\$ 46,717
Village Glen Westside	02-09-95	NPS	#33	\$ 77,262
Village Glen Westside	10-05-87	NPS	#34	\$ 46,223
Vista Del Mar	02-22-91	NPS	#35	\$ 30,532
Vista Del Mar	08-13-90	NPS	#36	\$ 24,862
Vista Del Mar	04-29-88	NPS	#37	\$ 32,897
Vista Del Mar	10-30-92	NPS	#38	\$ 32,897
Vista Del Mar	05-09-89	NPS	#39	\$ 30,532
Westmark	06-11-87	NPS	#40	\$ 22,027
Westmark	03-10-90	NPS	#41	\$ 30,157
Westmark	05-05-87	NPS	#42	\$ 25,849
Westview	12-23-88	NPS	#43	\$ 33,880
Westview	03-28-91	NPS	#44	\$ 33,880
Westview	07-06-90	NPS	#45	\$ 32,375
Alison Freeman	10-31-90	NPA - DHH Counseling	#1	\$ 3,125
Alison Freeman	12-22-92	NPA - DHH Counseling	#2	\$ 1,000
Alison Freeman	03-28-96	NPA - DHH Counseling	#3	\$ 938

<b>Nonpublic School/Agency</b>	<b>Student DOB</b>	<b>Service Description</b>	<b>Contract Number</b>	<b>Cost Not to Exceed</b>
Augmentative Communications Therapies	10-03-89	NPA - Augmentative Communication Assessment	#4	\$ 800
Autism Spectrum Therapies (AST)	11-13-93	NPA - Behavior Therapy/1:1	#5	\$ 5,700
Autism Spectrum Therapies (AST)	02-21-01	NPA - Behavior Therapy	#6	\$ 6,000
Autism Spectrum Therapies (AST)	02-21-01	NPA - Behavior Therapy	#7	\$ 6,600
Baby & Baby, Inc.	10-20-00	NPA - PT	#8	\$ 1,600
Baby & Baby, Inc.	05-28-01	NPA - PT	#9	\$ 2,720
Baby & Baby, Inc.	02-04-02	NPA - PT	#10	\$ 2,400
Baby & Baby, Inc.	02-09-00	NPA - PT	#11	\$ 640
Baby & Baby, Inc.	07-12-98	NPA - PT	#12	\$ 960
Baby & Baby, Inc.	10-17-00	NPA - PT	#13	\$ 2,080
Baby & Baby, Inc.	08-14-00	NPA - PT	#14	\$ 1,440
Beautiful Minds Center for Autism, Inc.	08-14-99	NPA - Behavior Therapy	#15	\$ 7,550
Beautiful Minds Center for Autism, Inc.	07-04-00	NPA - Behavior Therapy	#16	\$ 10,000
Beautiful Minds Center for Autism, Inc.	12-26-98	NPA - Behavior Therapy	#17	\$ 11,220
Beautiful Minds Center for Autism, Inc.	10-16-00	NPA - Behavior Therapy	#18	\$ 22,560
Beautiful Minds Center for Autism, Inc.	05-01-01	NPA - Behavior Therapy	#19	\$ 29,450
Beautiful Minds Center for Autism, Inc.	12-07-99	NPA - Behavior Therapy	#20	\$ 6,500
Beautiful Minds Center for Autism, Inc.	11-26-01	NPA - Behavior Therapy	#21	\$ 2,400

<b>Nonpublic School/Agency</b>	<b>Student DOB</b>	<b>Service Description</b>	<b>Contract Number</b>	<b>Cost Not to Exceed</b>
Bruce Gale	10-31-90	NPA - Behavior Therapy	#22	\$ 525
Can Do Kids	03-29-98	NPA - PT	#23	\$ 6,600
Center for Autism & Related Disorders (C.A.R.D.)	01-07-94	NPA - Behavior Therapy	#24	\$ 3,381
Dynamic Therapy	11-22-95	NPA - Assistive Technology Assessment	#25	\$ 600
Dynamic Therapy	07-23-90	NPA - Assistive Technology Assessment	#26	\$ 600
Dynamic Therapy	05-01-95	NPA - Assistive Technology Assessment	#27	\$ 600
Dynamic Therapy	05-08-96	NPA - Assistive Technology Assessment	#28	\$ 600
Dynamic Therapy	02-01-96	NPA - Assistive Technology Assessment	#29	\$ 600
Dynamic Therapy	03-23-97	NPA - Assistive Technology Assessment	#30	\$ 600
Dynamic Therapy	09-03-94	NPA - Assistive Technology Assessment	#31	\$ 600
Hear to Talk - Sylvia Rotfleisch	01-04-99	NPA - Auditory/Verb al	#32	\$ 1,700
Julia Hobbs Speech Pathology, Inc.	01-20-00	NPA - Speech	#33	\$ 11,480
Julia Hobbs Speech Pathology, Inc.	12-12-98	NPA - Speech	#34	\$ 2,240
Julia Hobbs Speech Pathology, Inc.	03-30-93	NPA - Speech	#35	\$ 10,920
Julia Hobbs Speech Pathology, Inc.	11-14-00	NPA - Speech	#36	\$ 1,120

<b>Nonpublic School/Agency</b>	<b>Student DOB</b>	<b>Service Description</b>	<b>Contract Number</b>	<b>Cost Not to Exceed</b>
Kelter Center	07-27-91	NPA - Educational Therapy	#37	\$ 950
Kelter Center	07-27-91	NPA - Assistive Technology Support	#38	\$ 855
Los Angeles Speech & Language Therapy Center, Inc.	05-01-01	NPA - Speech/Langua ge	#39	\$ 1,120
Los Angeles Speech & Language Therapy Center, Inc.	02-19-98	NPA - Speech/Langua ge	#40	\$ 2,800
Lovass Institute	03-09-99	NPA - Behavior Therapy	#41	\$ 5,250
Pediatric Developmental Associates	05-06-94	NPA - Behavior Therapy	#42	\$ 3,200
Pediatric Developmental Associates	05-06-94	NPA - Behavior Therapy	#43	\$ 11,200
Smart Start	10-31-90	NPA - Behavior Therapy	#44	\$ 1,920
Smart Start	10-03-91	NPA - Behavior Therapy/ 1:1Aide	#45	\$ 5,700
Smart Start	10-03-91	NPA - Behavior Therapy/1:1 Aide	#46	\$ 3,000
Smart Start	10-03-91	NPA - Behavior Therapy	#47	\$ 25,080
Speech, Language & Educational Associates	Various	NPA - Speech/Langua ge	#48	\$ 4,080
Step by Step	07-12-98	NPA - Behavior Therapy Speech & OT	#49	\$ 37,500
Step by Step	10-30-97	NPA - Behavior Therapy	#50	\$ 4,800

<b>Nonpublic School/Agency</b>	<b>Student DOB</b>	<b>Service Description</b>	<b>Contract Number</b>	<b>Cost Not to Exceed</b>
Step by Step	02-12-95	NPA - Behavior Therapy	#51	\$ 540
Steve Kaufman & Associates	02-08-99	NPA - Behavior Therapy	#52	\$ 960
Therapy West	05-01-01	NPA - PT	#53	\$ 5,610
Verdugo Hills Autism Project	08-07-97	NPA - Behavior Therapy	#54	\$ 26,010
Verdugo Hills Autism Project	10-11-93	NPA - Behavior Therapy	#55	\$ 1,836
Verdugo Hills Autism Project	10-11-93	NPA - Behavior Therapy	#56	\$ 9,384
Verdugo Hills Autism Project	10-11-93	NPA - Behavior Therapy	#57	\$ 20,298

**Amount Budgeted NPS/NPA 05/06**

**\$ 3,000,000**

**Total Amount for these Contracts**

**\$ 2,010,997**

**Balance**

**\$ 989,003**

#### **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>
Adrian Whitchelo-Scott	01-20-00	Instr. Consultant - Assistive Technology Assessment	#1	\$ 600
Adrian Whitchelo-Scott	07-23-90	Instr. Consultant - Assisting in computer/installing software and training	#2	\$ 600
Adrian Whitchelo-Scott	07-18-94	Instr. Consultant - Assistive Technology Assessment	#3	\$ 600
Adrian Whitchelo-Scott	09-16-90	Instr. Consultant - Assistive Technology Assessment	#4	\$ 600
Adrian Whitchelo-Scott	05-14-96	Instr. Consultant - Assistive Technology Assessment	#5	\$ 600

<b>Instructional Consultant</b>	<b>Student DOB</b>	<b>Service Description</b>	<b>Contract Number</b>	<b>Cost Not to Exceed</b>
Adrian Whitchelo-Scott	04-18-93	Instr. Consultant - Educational Therapy	#6	\$ 3,100
Adrian Whitchelo-Scott	07-27-91	Instr. Consultant - Assistive Technology Services	#7	\$ 900
Adrian Whitchelo-Scott	09-28-94	Instr. Consultant - Assistive Technology Assessment	#8	\$ 600
Adrian Whitchelo-Scott	02-09-91	Instr. Consultant - Educational Therapy Services	#9	\$ 2,500
Adrian Whitchelo-Scott	04-11-90	Instr. Consultant - Educational Therapy Services	#10	\$ 2,700
Adrian Whitchelo-Scott	02-23-98	Instr. Consultant - Assistive Technology	#11	\$ 400
Adrian Whitchelo-Scott	02-23-98	Instr. Consultant - Assistive Technology	#12	\$ 500
Adrian Whitchelo-Scott	03-10-89	Instr. Consultant - Assistive Technology Assessment	#13	\$ 600
Adrian Whitchelo-Scott	09-03-94	Instr. Consultant - Assistive Technology Assessment	#14	\$ 600
Adrian Whitchelo-Scott	02-19-93	Instr. Consultant - Assistive Technology Assessment	#15	\$ 600
Carol Atkins	10-31-90	Instr. Consultant - CAPD Assessment	#16	\$ 1,300
Carol Atkins	04-18-93	Instr. Consultant - CAPD Assessment	#17	\$ 900
Cynthia D. Ferber	10-30-97	Instr. Consultant - Recreational Therapy Assessment	#18	\$ 600
Cynthia D. Ferber	09-03-94	Instr. Consultant - Recreational Therapy	#19	\$ 1,950
Deborah Bohn, PT	06-14-02	Instr. Consultant - Physical Therapy	#20	\$ 6,300
Deborah Bohn, PT	06-14-02	Instr. Consultant - Physical Therapy	#21	\$ 1,530
Deborah Bohn, PT	07-23-90	Instr. Consultant - Physical Therapy	#22	\$ 3,510
Deborah Bohn, PT	10-22-98	Instr. Consultant - Physical Therapy	#23	\$ 1,710



<b>Instructional Consultant</b>	<b>Student DOB</b>	<b>Service Description</b>	<b>Contract Number</b>	<b>Cost Not to Exceed</b>
Deborah Bohn, PT	05-21-02	Instr. Consultant - Physical Therapy	#24	\$ 3,240
Deborah Bohn, PT	09-25-02	Instr. Consultant - Physical Therapy Evaluation	#25	\$ 300
Hand and Hand Family & Child Development Center	10-16-00	Instr. Consultant - Physical Therapy	#26	\$ 2,400
Interim Healthcare	07-12-98	Instr. Consultant - Nursing services	#27	\$ 43,116
Katherine Cordova	10-27-99	Instr. Consultant - Speech/Language	#28	\$ 1,000
Katherine Cordova	10-27-99	Instr. Consultant - Speech/Language	#29	\$ 4,500
Larry Sulham	02-04-01	Instr. Consultant - Physical Therapy	#30	\$ 9,000
Larry Sulham	07-20-02	Instr. Consultant - Physical Therapy	#31	\$ 12,960
Linda Schulman	12-16-01	Instr. Consultant - Speech/Language services	#32	\$ 1,200
Lindamood-Bell Learning Processes	04-08-93	Instr. Consultant - Educational Therapy services	#33	\$ 15,800
Michelle Mintz	Various	Instr. Consultant - Speech/Language	#34	\$ 3,000
Pyramid Educational Consultants, Inc.	07-17-92	Instr. Consultant - Staff Training	#35	\$127,100
Surayyah Muhammad	10-17-90	Instr. Consultant - Home Teaching	#36	\$ 7,372
The Speech Therapy Group - Nancy Barrows	Various	Instr. Consultant - Speech/Language	#37	\$ 13,500
Tom Metz	Various	Instr. Consultant - Audiological Services	#38	\$ 2,000
Dr. Trang Nguyen	04-29-95	Instr. Consultant - Vision Assessment	#39	\$ 500
Dr. Trang Nguyen	04-18-93	Instr. Consultant - Vision Assessment	#40	\$ 500

<b>Instructional Consultant</b>	<b>Student DOB</b>	<b>Service Description</b>	<b>Contract Number</b>	<b>Cost Not to Exceed</b>
Dr. Trang Nguyen	04-24-95	Instr. Consultant - Vision Assesement	#41	\$ 500

**Amount Budgeted Instructional Consultants 05/06** **\$ 510,000**

**Total Amount for these Contracts** **\$ 281,288**

**Balance** **\$ 228,712**

**Non-Instructional Consultants**

**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>
Administrative Services Cooperative	Various	Non-Instr. Consultant-Transportation for ESY 2005 and Fall 2005. For various students taken to and from the Learning Reading Center at McKinley.	#1	\$ 30,000
Administrative Services Cooperative	09-20-95	Non-Instr. Consultant-Transportation for extended school year 2005-2006.	#2	\$ 2,500
House Ear Institute, Inc.	01-04-99	Non-Instr. Consultant-Audiological Services	#3	\$ 2,000

**Amount Budgeted Non-Instructional Consultants 05/06** **\$ 225,000**

**Total Amount for these Contracts** **\$ 34,500**

**Balance** **\$ 190,500**

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

ACTION/MAJOR

07/28/05

FROM: JOHN E. DEASY/DONNA E. MUNCEY/JUDY ABDO

RE: AGREEMENT TO PROVIDE CHILD DEVELOPMENT CENTER (CDC)  
SERVICES FOR FISCAL YEAR 2005-2006

RECOMMENDATION NO.35

It is recommended that the Board of Education authorize execution of a resolution to renew the contract with the State Department of Education(CDE), Child Development Division effective July 1, 2005 through June 30, 2006. This agreement, CCTR-5193, 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 District Child Development Fund/CDC an amount not to exceed \$992,882. The Board agrees to provide a drug free workplace 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:	Yes
Account Number:	12-60600-0-00000-00000-8530-090-0000
Description:	General Center Child Care Apportionment
Amount:	\$154,810
Account Number:	12-50250-0-00000-00000-8290-090-0000
Description:	CCDF Center Child Care Apportionment
Amount:	\$838,072

COMMENT: For Fiscal Year 2005/06, the CDE combined the Federal (FCTR) and State (GCTR) contracts into one contract (CCTR). This combined contract will retained the total contract Maximum Reimbursable amount and required service level of both contracts. The contract, operated on a minimum of 246 days, is based on a full-time daily reimbursement rate of \$29.63 per child. The contract provides for the operation of school-age planned programs; developmentally appropriate activities for all children receiving service; meals and snacks; educational services and staff development. Participating schools include Edison, Grant, McKinley, Muir, Rogers, Roosevelt, SMASH, Adams Teen Center, and Lincoln Teen Center.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/MAJOR

07-28-05

FROM: JOHN E. DEASY/DONNA E. MUNCEY/ JUDY ABDO

RE: AGREEMENT TO PROVIDE SCHOOL AGE COMMUNITY CHILD CARE  
(SACCC) SERVICES FOR FISCAL YEAR 2005-2006

RECOMMENDATION NO. A.36

It is recommended that the Board of Education authorize execution of a resolution to renew the contract with the State Department of Education, Child Development Division effective July 1, 2005 through June 30, 2006. This agreement, CLTK-5046, 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 District Child Development Fund/SACCC an amount not to exceed \$189,700. The Board agrees to provide a drug free workplace 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: Yes  
Account Number: 12-60800-0-00000-60800-8530-090-0000  
Description: SACCC Apportionment - CDS

COMMENT: The contract, operated on a minimum of 246 days, is based on a daily reimbursement rate of \$26.46 per child.

The contract provides for the operation of a before-and-after school planned program of age appropriate, creative, recreational, and educational services, snacks, parent participation, and staff development.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/MAJOR

07/28/05

FROM: JOHN E. DEASY/ DONNA E. MUNCEY/ JUDY ABDO

RE: AGREEMENT TO PROVIDE STATE PRESCHOOL (SPS) SERVICES FOR  
FISCAL YEAR 2005-2006

RECOMMENDATION NO. A.37

It is recommended that the Board of Education authorize execution of a resolution to renew the contract with the State Department of Education, Child Development Division effective July 1, 2005 through June 30, 2006. This agreement, CPRE-5171, 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 District Child Development Fund/SPS an amount not to exceed \$919,438. The Board agrees to provide a drug free workplace 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: Yes

Account Number: 12-60550-0-00000-00000-8590-090-0000

Description: SPS Apportionment - CDS

COMMENT: The contract, operated on a minimum of 181 days, is based on a daily reimbursement rate of \$18.39 per child.

The contract provides for the operation of 19 state preschool classes operated for three hours per session on school days. Four classes will be available at Pine Street and McKinley; three classes at Edison and Grant; two classes at Franklin and Rogers; one class at Muir. The part-day program at each site includes developmentally appropriate activities, breakfast, lunch, and snack, social services, health services, parent participation/education and staff development.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/MAJOR

07/28/05

FROM: JOHN E. DEASY/SUPERINTENDENT

RE: NOMINATIONS FOR MEMBERSHIP TO THE LOS ANGELES COUNTY  
COMMITTEE ON SCHOOL DISTRICT ORGANIZATION

RECOMMENDATION NO. A.38

It is recommended that \_\_\_\_\_ be nominated to serve a four-year term of office on the Los Angeles County Committee on School District Organization from December, 2004 through November 2005.

COMMENT: The Los Angeles County Committee on School District Organization (County Committee) is an 11 member body charged by the legislature with responsibilities in the area of school district organization, unification, formation, boundary changes, the manner in which governing board members are elected, and the establishment and abolition of trustee areas. The County Committee is comprised of two members representing each of the five supervisorial districts, plus one member elected at-large.

In October 2005, the four-year terms of office for the following three County Committee Members will expire:

- Ms. Joan Jakubowski  
(Second Supervisorial District)
- Mr. Trini Jimenez  
(Second Supervisorial District)
- Mr. AJ Willmer  
(Third Supervisorial District)

The County Committee is requesting that the governing board of each school and community college district submit nominations for membership on the County Committee to fill these three seats. Nominations are due August 19, 2005. Guidelines for membership and election have been provided to the Board of Education. A copy is on file in the office of the Superintendent.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

DISCUSSION

7/28/05

FROM: JOHN E. DEASY/WINSTON BRAHAM/ORLANDO GRIEGO

RE: PARTIAL MEAL POLICY AT ELEMENTARY SCHOOL SITES

DISCUSSION ITEM NO. D.1

The Food and Nutrition Services Policy for feeding students who come to the cafeteria without money is as follows:

- C Students who are new or who require District assistance are to be fed a full meal for the first three days and marked as paid on the daily sales worksheet
- C Parents who prepay will receive a written notice when the number of meals available reaches 5 (five), or cash equivalent (\$13.75). Only one notice will be sent as a reminder. The notice will be sent by the school office.
- C Students will be allowed to owe for only three complete meals each semester. A value not to exceed \$8.25 for the 2005/06 school year.
- C If a child does not have money and has exceeded his/her three meal credit, a partial meal will be offered to the student. The partial meal will be a nutritionally adequate meal consisting of vegetable, fruit and nonfat milk. A written reminder notice will be sent home with the child on the first day when a partial meal is served. The notice will be sent by the school office.
- C A Negative Balance Report will be printed on a weekly basis and sent to the school office. The school office staff will send a letter or contact all parents on the list. The school office staff will remind parents of the balance due and the fact that their child may be receiving a partial meal.
- C Meal credits and cash balances may be transferred between household members only.

Unless otherwise agreed upon with the school office or school PTA, parents are solely responsible for ensuring that their child's account is active and not in negative status.

There is no credit or partial meals for secondary students.

TO: BOARD OF EDUCATION

DISCUSSION

07/28/05

FROM: JOHN E. DEASY/ TIM WALKER/ LAUREL SCHMIDT

RE: REVISION OF BOARD POLICIES RELATED TO RESPONSIBILITIES AND  
CONDUCT OF BOARD MEMBERS

DISCUSSION NO. D.2

It is recommended that the Board of Education adopt revisions to board policies and by-laws related to the responsibilities and conduct of board members. The attached chart indicates the policies that were recommended for review and the nature of the changes that were made in order to update each policy.

Comment: Ten board policies related to the responsibilities and conduct of board members were reviewed. Some of the policies had not been revised since the late 1970's or 1980's. In the intervening years, the California School Board Association (CSBA) has reorganized its policy system. Some topics have been re-designated to new sections of the policy manual, while others have been subsumed into other policies. The new policies reflect current laws and educational concerns, however, every effort was made to match the content of the policy being replaced.

Seven of the policies reviewed need to be deleted and replaced with new policies. In those cases, the text of each new policy is accompanied by a copy of the old policy it is replacing. Three policies only require revisions. Those appear with underlined text to indicate the changes. A new policy BP 5145.9 Hate-Motivated Behavior, was added as a subsection of BP 5145.2 Freedom of Speech/Expression.

The policy changes and revisions contained in the attached chart were made in collaboration with a policy consultant from the California School Board Association.



## BOARD POLICIES RELATED TO RESPONSIBILITIES AND CONDUCT

### Policies Being Replaced

Number	Topic	Policy	AR	Updated	Changes
1164	Community Relations: Communication with Public	x		1989	Replaced by BB 9010 Board Bylaws Public Statements
1251	Community Relations: Loitering or Causing Disturbance	x		1989	Replaced by BP 3515.2 Business and Noninstructional Operations: Disruptions
1451	Community Relations: Public Activities	x		1989	Replaced by BP 1400 Community Relations: Relations between Governmental Agencies and Schools
2220.3	Administration: Line of Responsibility	x		1991	Replaced by BP 2220 Administration: Administrative Staff Organization
8110	Internal Board Operations: Authority	x		1983	Replaced by BB 9200 Board Bylaws: Limits of Board Authority
8300	Internal Board Operations: Method of Operation	x		1983	Replaced by BB 9000 Board Bylaws: Role of Board
9271	Bylaws of Board: Code of Ethics	x		1998	Replaced by BB 9005 Board Bylaws: Governance Standards

### Policies Being Revised

1250	Community Relations: Visitors/Outsiders	x	x	1995	Revised and Administrative Regulations Included
5131.4	Students: Disruptive Demonstrations	x	x	1998	Revised and Renamed Students: Campus Disturbances
5145.2	Students: Freedom of Speech/Expression	x		1998	Revised

**New Policy Added**

5145.9	Students: Hate-Motivated Behavior	x			Pursuant to Ed Code 201, schools have an affirmative obligation to combat racism, sexism, and other forms of bias, as well as the obligation to provide equal educational opportunity.
--------	-----------------------------------	---	--	--	--

## Santa Monica-Malibu District Policy Detail

### FORMERLY BP 1164

#### NUMBER

9010(a)

#### ARTICLE

Board Bylaws

#### TITLE

Public Statements

#### SUBTOPIC

Communication with the Public

#### POLICY

x

#### REGULATION

#### EXHIBIT

#### DETAIL

The Governing Board recognizes the rights of Board members to freely express their views and encourages open discussion of issues during the Board meeting. The Board believes that effective Board members have a responsibility to express themselves, whether in agreement or disagreement with the Board majority, in ways that promote the Board's ability to govern the district.

When speaking to community groups, the media, or other members of the public, individual Board members should recognize that their statements may be perceived as reflecting the views and positions of the Board. Board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the Board.

All public statements authorized to be made on behalf of the Board shall be made by the Board president or, if appropriate, by the Superintendent or other designated representative.

#### ADDITIONAL PDF DETAIL

cf. 9011 - Disclosure of Confidential/Privileged Information)  
(cf. 9200 - Limits of Board Member Authority)

#### REFERENCE

##### **Legal Reference:**

EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

GOVERNMENT CODE

54960 Actions to stop or prevent violation of meeting provisions

#### MANAGEMENT RESOURCES

#### ADOPTED

9/88 9/90) 6/94

#### REVISED

#### CSBA DATE

#### DISTRICT GOAL

## Santa Monica-Malibu District Policy Detail

### FORMERLY BP 1251

<u>NUMBER</u>	<u>ARTICLE</u>	<u>TITLE</u>			
3515.2	Business and Non-Instructional Operations	Disruptions			
<u>SUBTOPIC</u>		<u>POLICY</u>	<u>REGULATION</u>	<u>EXHIBIT</u>	
Disturbances by the Public		x			

### DETAIL

The Governing Board is committed to keeping the schools free from disruptions and to keeping unauthorized persons from entering school grounds. The Superintendent or designee shall provide for the prompt removal from school premises of any individual who disrupts or threatens to disrupt normal school operations, threatens the health and safety of students or staff, or causes property damage.

District and school site safety plans shall specify action to be taken, including specific staff responsibilities, when an individual is causing a disruption. School staff shall be trained to recognize when an individual has committed acts that constitute a disruption in violation of Board policy.

### ADDITIONAL PDF DETAIL

(cf. 0450 - Comprehensive Safety Plan)

### REFERENCE

#### **Legal Reference:**

#### EDUCATION CODE

32210 Willful disturbance of public school or meeting: misdemeanor

32211 Threatened disruption or interference with classes; misdemeanor

35160 Authority of governing boards

44810 Willful interference with classroom conduct

44811 Disruption of classwork or extracurricular activities

51512 Prohibited use of electronic listening or recording device

#### PENAL CODE

243.5 Assault or battery on school property

415.5 Disturbance of peace of school

#### 626 Definitions

626.4 Notice of withdrawal or consent; report; action on report; reinstatement of consent; hearing; unlawful entry upon campus or facility; punishment

626.7 Failure to leave campus or facility; wrongful return; penalties; notice; exceptions

626.8 Disruptive presence at schools

626.85 Drug offenders; presence on school grounds

626.9-626.10 Gun Free School Zone Act

627-627.10 Access to school premises

653g Loitering about schools or public places

#### COURT DECISIONS

In Re Jimi A., (1989) 209 Cal. App. 3d 842

In Re Oscar R., (1984) 161 Cal. App. 3d 770

### MANAGEMENT RESOURCES

#### ADOPTED

6/96

#### DISTRICT GOAL

#### REVISED

#### CSBA DATE

## Santa Monica-Malibu District Policy Detail

### FORMERLY BP 1451

#### NUMBER

1400(a)

#### ARTICLE

Community Relations

#### TITLE

Relations Between Other  
Governmental Agencies and the Schools

#### SUBTOPIC

#### POLICY

#### REGULATION

#### EXHIBIT

X

#### DETAIL

The Governing Board recognizes that agencies at all levels of government share its concern and responsibility for the health, safety and welfare of youth. The Superintendent or designee shall initiate and maintain good working relationships with representatives of these agencies in order to help district schools and students make use of the resources which governmental agencies can provide.

The district may enter into agreements with other agencies which involve the exchange of funds or reciprocal services. Such agreements shall be approved by the Board and executed in writing.

#### Elections/Voter Registration

If a city or county elections official specifically requests the use of a school building as a polling place, the Board shall allow its use for such purpose. The Board may authorize the use of school buildings as polling places on any election day, and may also authorize the use of school buildings, without cost, for the storage of voting machines and other vote-tabulating devices. If school sessions will continue, the Board shall identify to elections officials the specific areas of the school buildings not occupied by school activities that will be allowed for use as polling places. (Elections Code 12283)

When a school is used as a polling place, the Superintendent or designee shall provide the elections official a site with an adequate amount of space that will allow the precinct board to perform its duties in a manner that will not impede, interfere or interrupt the normal process of voting, and shall make a telephone line for Internet access available for use by local elections officials if so requested. He/she shall make a reasonable effort to ensure that the site is accessible to disabled persons. (Elections Code 12283)

To encourage students to participate in the elections process when they are eligible, the Superintendent or designee may distribute to high school seniors voter registration forms provided by the Secretary of State. He/she shall determine the most effective means of distributing the forms, which may include but not be limited to distributing forms at the start of the school year, with orientation materials, at central locations, and/or with graduation materials.

## **ADDITIONAL PDF DETAIL**

### **REFERENCE**

#### **Legal Reference:**

##### EDUCATION CODE

10900-10914.5 Cooperative community recreation programs  
12400 Authority to receive and expend federal funds  
12405 Authority to participate in federal programs  
17050 Joint use of library facilities  
17051 Joint use of park and recreational facilities  
32001 Fire alarms and drills  
35160 Authority of governing boards  
35160.1 Broad authority of school districts  
48902 Notification of law enforcement agencies  
48909 District attorney may give notice re student drug use, sale or possession  
49305 Cooperation of police and California Highway Patrol  
49402 Contracts with city, county or local health departments  
49403 Cooperation in control of communicable disease and immunization  
51202 Instruction in personal and public health and safety

##### ELECTIONS CODE

2145-2146 Distribution of voter registration forms  
12283 Polling places: schools

##### WELFARE AND INSTITUTIONS CODE

828 Disclosure of information re minors by law enforcement agency  
828.1 School district police department; disclosure of juvenile criminal records

## **MANAGEMENT RESOURCES**

#### WEB SITES

California Secretary of State: <http://www.ss.ca.gov>  
California Voter Foundation: <http://www.calvoter.org>  
Cities, Counties, and Schools Partnership: <http://www.ccspartnership.org>

### **ADOPTED**

(9/88 6/91) 11/03

### **REVISED**

### **CSBA DATE**

## **DISTRICT GOAL**

## Santa Monica-Malibu District Policy Detail

### FORMERLY BP 2220.3

#### NUMBER

2220

#### ARTICLE

Administration

#### TITLE

Administrative Staff Organization

#### SUBTOPIC

Line of responsibility

#### POLICY

x

#### REGULATION

#### EXHIBIT

#### DETAIL

The Superintendent shall organize the administrative staff in a manner that best supports the educational program through efficient operations, effective communications and direct assistance to schools.

The Superintendent shall maintain a current district organization chart which designates lines of primary responsibility and the relationships between all district positions. Lines of responsibility shall in no way prevent staff members at all levels from collaborating, communicating and cooperating to develop the best possible programs and provide efficient services.

The Superintendent or designee may adjust staff responsibilities temporarily or permanently as needed to accommodate the workload and/or individual capabilities.

#### ADDITIONAL PDF DETAIL

#### REFERENCE

##### **Legal Reference:**

##### EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

35020 Duties of employees fixed by governing board

35035 Powers and duties of superintendent

#### MANAGEMENT RESOURCES:

##### WEB SITES

CSBA: <http://www.csba.org>

ACSA: <http://www.acsa.org>

#### ADOPTED

(4/87 9/89) 7/01

#### DISTRICT GOAL

## Santa Monica-Malibu District Policy Detail

### FORMERLY BP 8110

#### NUMBER

9200

#### ARTICLE

Board Bylaws

#### TITLE

Limits of Board Authority

#### SUBTOPIC

Authority

#### POLICY

x

#### REGULATION

#### EXHIBIT

#### DETAIL

The Governing Board recognizes that the Board is the unit of authority over the district and that a Board member has no individual authority. Board members shall hold the education of students above any partisan principle, group interest, or personal interest.

Unless agreed to by the Board as a whole, individual members of the Board shall not exercise any administrative responsibility with respect to the schools or command the services of any school employee. Individual Board members shall submit requests for information to the Superintendent. Board members shall refer Board-related correspondence to the Superintendent for forwarding to the Board or for placement on the Board's agenda, as appropriate.

A board member whose child is attending a district school should be aware of his/her role as a Board member when interacting with district employees. Because his/her position as a Board member may inhibit the performance of school personnel, the Board member should inform the Superintendent or designee before volunteering in his/her child's classroom.

Board members and persons elected to the Board who have not yet assumed office are responsible for complying with the requirements of the state's open meeting laws. (Government Code 54952.1)

The Superintendent or designee shall provide a copy of the Brown Act to each Board member and to anyone who is elected to the Board and who has not yet assumed office.

#### ADDITIONAL PDF DETAIL

#### REFERENCE

##### **Legal Reference:**

##### EDUCATION CODE

7054 Use of district property

35010 Control of district; prescription and enforcement of rules

35100-35351 Governing boards, especially:.

35160-35184 Powers and duties

35291 Rules

35292 Visits to schools (Board members)

51101 Rights of parents/guardians

##### GOVERNMENT CODE

54950-54962 The Ralph M. Brown Act, especially:

54952.1 Member of a legislative body of a local agency

54952.7 Copies of chapter to members of legislative body



**MANAGEMENT RESOURCES:**

**CSBA PUBLICATIONS**

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardsmanship, 1996

**WEB SITES**

CSBA: <http://www.csba.org>

**ADOPTED**

(9/88 2/94) 3/04

**DISTRICT GOAL**

## Santa Monica-Malibu District Policy Detail

### FORMERLY BP 8300

#### NUMBER

9000

#### ARTICLE

Board Bylaws

#### TITLE

Role of the Board

#### SUBTOPIC

Authority

#### POLICY

x

#### REGULATION

#### EXHIBIT

#### DETAIL

The Governing Board is elected by the community to provide leadership and citizen oversight of the district's schools. The Board shall work with the Superintendent to fulfill its major roles, which include:

1. Setting a direction for the district
2. Providing a basic organizational structure for the district by establishing policies
3. Ensuring accountability
4. Providing community leadership on behalf of the district and public education

To fulfill these basic responsibilities, the Board shall:

1. Involve the community, parents/guardians, students and staff in developing a common vision for the district focused on learning and achievement and responsive to the needs of all students
2. Adopt, evaluate and update policies consistent with the law and the district's vision and goals
3. Maintain accountability for student learning by adopting the district curriculum and monitoring student progress
4. Hire and support the Superintendent so that the vision, goals and policies of the district can be implemented
5. Conduct regular and timely evaluations of the Superintendent based on the vision, goals and performance of the district, and ensure that the Superintendent holds district personnel accountable
6. Adopt a fiscally responsible budget based on the district's vision and goals, and regularly monitor the fiscal health of the district

7. Ensure that a safe and appropriate educational environment is provided to all students
8. Establish a framework for the district's collective bargaining process and adopt responsible agreements
9. Provide community leadership on educational issues and advocate on behalf of students and public education at the local, state and federal levels
10. Convene as a judicial and appeals body and serve as the final decision-maker in accordance with law, Board policies and negotiated agreements

The Board is authorized to establish and finance any program or activity that is not in conflict with, inconsistent with, or preempted by law. (Education Code 35160)

#### **ADDITIONAL PDF DETAIL**

##### **REFERENCE**

###### **Legal Reference:**

###### **EDUCATION CODE**

5304 Duties of governing board (re school district elections)  
12400-12405 Authority to participate in federal programs  
17565-17592 Board duties re property maintenance and control  
33319.5 Implementation of authority of local agencies  
35000 District name  
35010 Control of district; prescription and enforcement of rules  
35020-35046 Officers and agents  
35100-35351 Governing boards, especially:  
35160-35185 Powers and duties  
35291 Rules

##### **MANAGEMENT RESOURCES:**

###### **CSBA PUBLICATIONS**

Professional Governance Standards, November 2000  
Maximizing School Board Leadership, 1996

###### **WEB SITES**

CSBA: <http://www.csba.org>

##### **ADOPTED**

(10/95 2/97) 3/01

##### **DISTRICT GOAL**

## Santa Monica-Malibu District Policy Detail

### FORMERLY BP 9271

#### NUMBER

9005

#### ARTICLE

Board Bylaws

#### TITLE

Governance Standards

#### SUBTOPIC

Method of Operation

#### POLICY

x

#### REGULATION

#### EXHIBIT

#### DETAIL

The Governing Board believes that its primary responsibility is to act in the best interests of every student in the district. The Board also has major commitments to parents/guardians, all members of the community, employees, the state of California, laws pertaining to public education, and established policies of the district. To maximize Board effectiveness and public confidence in district governance, Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct.

The Board expects its members to work with each other and the Superintendent to ensure that a high-quality education is provided to each student. Each individual Board member shall:

1. Keep learning and achievement for all students as the primary focus
2. Value, support and advocate for public education
3. Recognize and respect differences of perspective and style on the Board and among staff, students, parents and the community
4. Act with dignity, and understand the implications of demeanor and behavior
5. Keep confidential matters confidential
6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader
7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff
8. Understand that authority rests with the Board as a whole and not with individuals

Board members also shall assume collective responsibility for building unity and creating a positive organizational culture. To operate effectively, the Board shall have a unity of purpose and:

1. Keep the district focused on learning and achievement for all students
2. Communicate a common vision

3. Operate openly, with trust and integrity
4. Govern in a dignified and professional manner, treating everyone with civility and respect
5. Govern within Board-adopted policies and procedures
6. Take collective responsibility for the Board's performance
7. Periodically evaluate its own effectiveness
8. Ensure opportunities for the diverse range of views in the community to inform Board deliberations.

## **REFERENCE**

### **Legal Reference:**

#### **EDUCATION CODE**

35010 Power of governing board to adopt rules for its own governance

35160 Board authority to act in any manner not conflicting with law

35164 Actions by majority vote

#### **GOVERNMENT CODE**

1090 Financial interest in contract

1098 Disclosure of confidential information

1125-1129 Incompatible activities

54950-54963 The Ralph M. Brown Act

87300-87313 Conflict of interest code

## **MANAGEMENT RESOURCES:**

### **CSBA PUBLICATIONS**

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardsmanship, 1996

### **WEB SITES**

CSBA: [www.csba.org](http://www.csba.org)

## **ADOPTED**

(7/84 9/89) 3/01)

## **DISTRICT GOAL\**

# Santa Monica-Malibu District Policy Detail

## **REVISED NUMBER**

1250

## **ARTICLE**

Community Relations

## **TITLE**

Visitors / Outsiders

## **SUBTOPIC**

Participation by the Public

## **POLICY**

x

## **REGULATION**

## **EXHIBIT**

## **DETAIL**

The Governing Board encourages parents/guardians and interested members of the community to visit the schools and view the educational program.

To ensure minimum interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during noninstructional time.

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds when school is in session.

For purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission. (Education Code 51512)

## **ADDITIONAL PDF DETAIL**

## **REFERENCE**

### **Legal Reference:**

#### EDUCATION CODE

32210 Willful disturbance of public school or meeting

32211 Threatened disruption or interference with classes; misdemeanor

32212 Classroom interruptions

35160 Authority of governing boards

35292 Visits to schools (board members)

51512 Prohibited use of electronic listening or recording device

#### PENAL CODE

626-626.10 Schools

627-627.10 Access to school premises, especially:

627.1 Definitions

627.2 Necessity of registration by outsider

## **MANAGEMENT RESOURCES:**

## **ADOPTED**

December 14, 1995

## **REVISED**

## **CSBA DATE**

## **DISTRICT GOAL**

## Santa Monica-Malibu District Policy Detail

### **REVISED NUMBER**

1250

### **ARTICLE**

Community Relations

### **TITLE**

Visitors / Outsiders

### **SUBTOPIC**

Participation by the Public

### **POLICY**

### **REGULATION**

### **EXHIBIT**

x

### **DETAIL**

The Superintendent or designee shall post at every entrance to each school and school grounds a notice setting forth visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. (Penal Code 627.6)

Unless otherwise directed by the principal or designee, a staff member shall accompany visitors while they are on school grounds.

### **Registration Procedure**

In order to register, visitors shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

1. His/her name, address and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

### **Denial of Registration**

1. The principal or designee may refuse to register any outsider if he/she reasonably concludes that the outsider's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. Outsiders do not include students, parents/guardians, a governing board member or district employees, representative of an employee organization, elected public officials, or publisher, editor, reporter, or other person connected with or employed by a newspaper, magazine, other periodical, radio station or television station. (Penal Code 627.1.)

The principal or designee or school security officer may revoke an outsider's registration if he/she has a reasonable basis for concluding that the outsider's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students or staff. (Penal Code 627.4)

(cf. 3515.2 - Disruptions)

2. The principal or designee may request that an outsider who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When an outsider is directed to leave, the principal or designee shall inform the outsider that if he/she reenters the school within seven days he/she will be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

### **Appeal Procedure**

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or principal by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or principal shall be held within seven days after receipt of the request. (Penal Code 627.5)

### **ADDITIONAL PDF DETAIL**

### **REFERENCE**

### **MANAGEMENT RESOURCES:**

#### **ADOPTED**

July 11, 1989

#### **REVISED**

July 28, 2005

#### **CSBA DATE**

### **DISTRICT GOAL**



## Santa Monica-Malibu District Policy Detail

### **REVISED NUMBER**

5131.4

### **ARTICLE**

Students

### **TITLE**

Campus Disturbances

### **SUBTOPIC**

Demonstrations

### **POLICY**

x

### **REGULATION**

### **EXHIBIT**

### **DETAIL**

The Governing Board recognizes that all school staff must be prepared to cope with campus disturbances and to minimize the risks they entail. Staff should be especially sensitive to conditions that foster racial conflict, student protests, or gang intimidation and confrontations.

The Superintendent or designee shall establish at each school a disturbance response plan for curbing disruptions which create disorder and may lead to riots, violence or vandalism at school or school-sponsored events.

The Superintendent or designee shall consult with law enforcement authorities to plan for police support during school disruptions. Each school's disturbance response plan shall address the role of law enforcement. When a disturbance directly threatens students or staff, the Superintendent or designee has the authority to call in law enforcement personnel for assistance and may dismiss school.

Students who participate in disturbances may be subject to disciplinary action.

### **ADDITIONAL PDF DETAIL**

#### **REFERENCE**

##### **Legal Reference:**

##### EDUCATION CODE

32210 Willful disturbance of public school or meeting

32211 Threatened disruption or interference with classes

32280-32288 School safety plans

38000-38005 Security patrols

44810 Willful interference with classroom conduct

44811 Disruption of classwork or school activities

48907 Student exercise of free expression

##### PENAL CODE

403-420 Crimes against the public peace, especially:

415 Fighting; noise; offensive words

415.5 Disturbance of peace of school

416 Assembly to disturb peace; refusal to disperse

626-626.10 Crimes on school grounds

627-627.7 Access to school premises

#### **MANAGEMENT RESOURCES:**

##### CDE PROGRAM ADVISORIES

0316.89 Contingency Plan for School Campus Emergencies

### **ADOPTED**

March 10, 1969

### **REVISED**

April 24, 1978

### **CSBA DATE**

### **DISTRICT GOAL**

## Santa Monica-Malibu District Policy Detail

### **REVISED NUMBER**

5131.4

### **ARTICLE**

Students

### **TITLE**

Campus Disturbances

### **SUBTOPIC**

Demonstrations

### **POLICY**

### **REGULATION**

### **EXHIBIT**

x

### **DETAIL**

All school staff shall respond to campus disturbances in accordance with the school's Comprehensive School Safety Plan (Section: Civil Unrest & Intruders). Response plans shall describe:

1. The means which will be used to signal an emergency situation and maintain communication among staff and with the Superintendent or designee.
2. Each staff member's specific duties during a disturbance.
3. Procedures for ensuring the safety of students and staff.
4. Conditions, as prearranged with law enforcement authorities, under which the principal or designee shall:
  - a. Inform the police.
  - b. Secure police assistance.
  - c. Give the police responsibility for a specific crisis situation.
5. Procedures for the orderly dismissal of school when authorized by the principal or designee.

All media inquiries during crisis situations shall be routed to the Superintendent or designee.

### **Extension of Class Period**

During any disturbance in which additional students might become involved while changing classes, the principal or designee may notify all staff that the present class period will be extended until further notice. Upon receiving this notification:

1. Teachers shall ensure that all students in their charge remain in one location under their supervision.
2. Teachers shall ask any students who are in the halls to return to their classes at once.

## **Prohibited Activities**

1. Disturbing the Peace:

It is a misdemeanor to intentionally cause or attempt to cause a riot by engaging in conduct which urges a riot or urges others to act forcefully or violently, or to burn or destroy property under circumstances which produce a clear, present, and immediate danger of such acts occurring. (Penal Code 404.6)

Anyone who, in a public place, fights, challenges another to fight, or uses offensive words likely to provoke a fight is guilty of a misdemeanor.  
(Penal Code 415)

2. Disruption of School Operations:

Students shall be subject to disciplinary action for any exercise of free expression which so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school, such as may occur when students:

- a. Organize or participate in unauthorized assemblies on school premises.
- b. Participate in sit-ins or stand-ins which deny students or employees normal access to school premises.

3. Refusal to Disperse:

Persons who assemble for the purpose of disturbing the public peace or committing any unlawful act are severally guilty of a misdemeanor if they do not disperse when desired or commanded to do so by a public officer.  
(Penal Code 416)

Persons who remain present at the place of any riot, rout or unlawful assembly after being lawfully warned to disperse are guilty of a misdemeanor. (Penal Code 409)

4. Boycotts

Students participating in any protest that involves nonattendance at school or at a school activity where attendance is required shall be identified as truant, regardless of any parental approval of their act.

### **ADDITIONAL PDF DETAIL**

### **REFERENCE**

### **MANAGEMENT RESOURCES:**

### **ADOPTED**

### **REVISED**

### **CSBA DATE**

### **DISTRICT GOAL**

## Santa Monica-Malibu District Policy Detail

### **REVISED NUMBER**

5145.2

### **ARTICLE**

Students

### **TITLE**

Freedom of Speech/Expression:  
Publications Code

### **SUBTOPIC**

Welfare

### **POLICY**

x

### **REGULATION**

### **EXHIBIT**

### **DETAIL**

The Governing Board believes that free inquiry and exchange of ideas are essential parts of a democratic education. The Board respects students' rights to express ideas and opinions, take stands on issues, and support causes, even when such speech is controversial or unpopular.

#### **On-Campus Expression**

Students shall have the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges and other insignia; and the right of expression in official publications. (Education Code 48907)

Student expression on district or school Internet web sites and on-line media shall generally be afforded the same protections as print media.

Students' freedom of expression shall be limited only as allowed by law in order to maintain an orderly school environment and to protect the rights, health and safety of all members of the school community.

Students are prohibited from making any expressions or distributing or posting any materials that are obscene, libelous or slanderous. Students also are prohibited from making any expressions that so incite students as to create a clear and present danger of the commission of unlawful acts on school premises, the violation of school rules, or substantial disruption of the school's orderly operation. (Education Code 48907)

The use of "fighting words" or epithets is prohibited if the speech is abusive and insulting rather than a communication of ideas, and the speech is used in an abusive manner in a situation that presents an actual danger that it will cause a breach of the peace.

School officials shall not engage in prior restraint of material prepared for official school publications except insofar as the content of the material violates the law. (Education Code 48907)

The Superintendent or designee shall not discipline any high school student solely on the basis of speech or other communication that would be constitutionally protected when engaged in outside of school, but may impose discipline for harassment, threats or intimidation unless constitutionally protected. (Education Code 48950)

## **Off-Campus Expression**

Off-campus student expression, including but not limited to student expression on off-campus Internet web sites, is generally constitutionally protected but shall be subject to discipline when such expression poses a direct threat to the safety of students or school personnel.

Conduct by a student outside of class which for any reason materially disrupts classwork or involves substantial disorder or invasion of the rights of others is not protected by the constitutional guarantee of free speech.

## **ADDITIONAL PDF DETAIL**

### **REFERENCE**

#### **Legal References:**

##### EDUCATION CODE

48907 Exercise of free expression; rules and regulations

48950 Speech and other communication

51520 Prohibited solicitations on school premises

##### CALIFORNIA CONSTITUTION

Article 1, Section 2 Freedom of speech and expression

##### U.S. CONSTITUTION

Amendment 1 Freedom of speech and expression

##### COURT CASES

Lavine v. Blaine School District, (2001) 257 F.3d 981

Emmett v. Kirkland School District No. 415, (2000) 92 F.Supp. 2d 1088

J.S. v. Bethlehem Area School District, (2000) 757 A.2d 412 (Pa. Commw. 2000)

Beussink v. Woodland R-IV School District, (1998) 30 F. Supp. 2d 1175 (E.D. Mo. 1998)

Muller v. Jefferson Lighthouse School, (1996) 98 F.3d 1530

Hazelwood School District v. Kuhlmeier, (1988) 108 S. Ct. 562

Leeb v. DeLong, (1988) 198 Cal.App.3d 47

Perumal et al. v. Saddleback Valley Unified School District, (1988) 198 Cal.App.3d 64

Bethel School District No. 403 v. Fraser, (1986) 478 U.S. 675

Collin v. Smith, (1978) 447 F.Supp.676, affd. (1978) 578 F.2d 1197, cert. den. (1978) 439 U.S. 916

Bright v. Los Angeles Unified School District, (1976) 134 Cal. Rptr. 639, 556 P.2d 1090, 18 Cal. 3d 350

Tinker v. Des Moines Independent Community School District, (1969) 393 U.S. 503

### **MANAGEMENT RESOURCES:**

#### CDE LEGAL ADVISORIES

Limitations on Student Expression in School-Sponsored Publications, March 4, 1988

#### NSBA PUBLICATIONS

Digital Discipline: Off-Campus Student Conduct, the First Amendment and Web Sites, School Law in Review 2001

### **ADOPTED**

December 10, 1998

### **REVISED**

### **CSBA DATE**

March 1993

### **DISTRICT GOAL**

Quality Education for All

## Santa Monica-Malibu District Policy Detail

### NEW ADDITION TO BP 5145

#### NUMBER

5145.9

#### ARTICLE

Students

#### TITLE

Hate-Motivated Behavior

#### SUBTOPIC

Hate Violence

#### POLICY

#### REGULATION

#### EXHIBIT

x

#### DETAIL

The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the principal or designee. If the student believes that the situation has not been remedied by the principal or designee, he/she may file a complaint in accordance with district complaint procedures.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board policy and administrative regulation.

In addition, the district shall provide counseling and appropriate sensitivity training and diversity education for students exhibiting hate-motivated behavior. The district shall also provide counseling, guidance and support, as necessary, to those students who are the victims of hate-motivated behavior.

The Superintendent or designee shall ensure that staff receive appropriate training to recognize hate-motivated behavior and methods for handling such behavior in appropriate ways.

The district shall provide age-appropriate instruction to help promote understanding of and respect for human rights.

At the beginning of each school year, students and staff shall receive a copy of the district's policy on hate-motivated behavior.

#### ADDITIONAL PDF DETAIL

#### REFERENCE

##### **Legal References:**

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900.3 Suspension for hate violence

PENAL CODE

186.21 Street terrorism; legislative findings and declarations

422.55-422.86 Hate crimes

628-628.1 School Crime Reporting

11410-11414 Terrorism

13023 Reports by law enforcement of crimes motivated by race, ethnicity, religion, sexual orientation or physical or mental disability

13519.6 Hate crimes, training courses and guidelines

UNITED STATES CODE, TITLE 18

245 Federally protected activities

**MANAGEMENT RESOURCES:**

CSBA PUBLICATIONS

Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1995

ALAMEDA OFFICE OF EDUCATION & CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Hate-Motivated Behavior in Schools: Response Strategies for School Boards, Administrators, Law Enforcement and Communities, 1997

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS & NATIONAL ASSOCIATION OF ATTORNEYS GENERAL PUBLICATIONS

Protecting Students from Harassment and Hate Crime: A Guide for Schools, 1999

WEB SITES

CDE: <http://www.cde.ca.gov>

California Association of Human Relations Organizations: <http://www.cahro.org>

United States Department of Education, Office of Civil Rights: <http://www.ed.gov/offices/OCR/index.html>

**ADOPTED**

**REVISED**

**CSBA DATE**

**DISTRICT GOAL**

Quality Education for All

TO: BOARD OF EDUCATION

INFORMATION

07/28/05

FROM: JOHN E. DEASY/WINSTON A. BRAHAM/ORLANDO GRIEGO

RE: SCHOOL BREAKFAST PROGRAM EXPANSION GRANT

INFORMATION COMMUNICATION NO. I

The Food and Nutrition Services Department has been awarded a School Breakfast Program Expansion Grant in the amount of \$11,298.00 for the 2005/06 school year. This grant will assist Food and Nutrition Services in implementing or expanding a school breakfast program.



TO: BOARD OF EDUCATION

INFORMATION

07/28/05

FROM: SUPERINTENDENT

RE: BASIC/SUPPLEMENTAL TEXTBOOK ADOPTION

INFORMATION ITEM NO. I.1

It is recommended that the textbooks listed below be considered for adoption for the Santa Monica-Malibu Unified School District. The Board of Education will take action to adopt these books at the next Board of Education meeting.

**CURIOUS INCIDENT OF THE DOG IN THE NIGHT-TIME**, by Mark Hudson, for Language Arts at Samohi for High School Intervention

**WE SHALL OVERCOME: THE HISTORY OF THE CIVIL RIGHTS MOVEMENT AS IT HAPPENED**, by Herb Boyd, for U.S. History at Samohi for High School Intervention

**CIVIL RIGHTS CHRONICLE: THE AFRICAN AMERICAN STRUGGLE FOR FREEDOM**, by Clayborne Carson, for U.S. History at Samohi for High School Intervention

**CLR ASSOCIATES, MATH COACH**, textbooks for Special Education Intervention Summer School

**ACCESS-BUILDING LITERACY THROUGH LEARNING-SCIENCE**, by Dr. Elva Duran et. al., textbooks for Adoption requested by Tom Beltran at Lincoln Middle School for an ELD program for Science for grades 6-8.

**GREAT AMERICAN SHORT STORIES**, by Paul Negri, adoption requested by Tisha Reichle at Samohi for American Literature for grade 11

**STREET LAW, A COURSE IN PRACTICAL LAW**, by Lee Arbetman and Edward L. O'Brien, adoption requested by Ruben Scott at Malibu for Law and Society for grades 11-12.

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