

**For a Listing of Upcoming Board Meetings See Page vi of this Table of Contents**  
**Santa Monica-Malibu Unified School District**  
**Board of Education Meeting**  
**AGENDA**

**October 4, 2007**

A regular meeting of the Santa Monica-Malibu Unified School District Board of Education will be held on **Thursday, October 4, 2007**, in the **Malibu City Council Chambers**, 23815 Stuart Ranch Road, Malibu, CA. The Board of Education will call the meeting to order at 4:00 p.m. in the upstairs Conference Room at the Malibu City Council Chambers, 23815 Stuart Ranch Road, Malibu, CA., at which time the Board of Education will move to Closed Session regarding the items listed below. The public meeting will reconvene at 5:30 p.m. in the Council Chambers.

**The public meeting will begin at 5:30 p.m.**

Persons wishing to address the Board of Education regarding an item that is scheduled for this meeting must submit the "Request to Address" card **prior** to discussion of that item. Persons wishing to address the Board of Education regarding an item that is **not** scheduled on this meeting's agenda may speak during the Public Comments section by submitting the Request to Address card at the beginning of the meeting. The same card is used for either option and is printed in both Spanish and English. Cards are located with meeting materials at the back of the room. Completed cards should be submitted to the Recording Secretary.

**Time Certain Items:** Those items listed for a specified time (indicated in bold) are listed to give the public an indication of when a particular item of interest will come before the Board. The Board will hear the item at the affixed time. However, if it is prudent to do so, the Board may adjust the time stamp to complete an item currently on the floor, but will not delay the time stamped item for more than 15 minutes.

**I. CALL TO ORDER**

- A. Roll Call
- B. Pledge of Allegiance

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

**III. CLOSED SESSION:**

- Receipt of recommendation for approval of the proposed settlement cases pursuant to GC §54956.9 (b), as cited in the Brown Act:  
DN-1014A-07/08            DN-1035-07/08
- Conference with Superintendent regarding 2007-2008 Strategies for Negotiations with S.E.I.U. pursuant to GC §54957.6 as cited in the Brown Act.
- Conference with Superintendent regarding 2007-2008 Strategies for Negotiations with SMMCTA pursuant to GC §54957.6 as cited in the Brown Act.
- Closed session with legal counsel concerning pending litigation pursuant to GC §54956.9(b)(3) as cited in the Brown Act.
- Superintendent's performance evaluation and 2007-08 Performance Targets pursuant to GC §54954.5 as cited in the Brown Act.
- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act (2 cases).
- Real property negotiations regarding 1707 Fourth Street, Santa Monica, CA, pursuant to GC § 54956.6 as cited in the Brown Act.

**IV. BOARD OF EDUCATION – COMMENDATIONS / RECOGNITIONS**

- Malibu High School

**V. APPROVAL OF THE AGENDA**

**VI. APPROVAL OF MINUTES**

A.01 Approval of Minutes ..... 1  
       September 29, 2007  
       October 1, 2007

**VII. CONSENT CALENDAR**

Consent agenda items are considered routine, as agreed by the President, Vice President and Superintendent, requiring no discussion, and are normally all approved at one time by the Board of Education. However, members of the Board of Education, staff, or the public may request an item be removed from the consent agenda for clarification and/or discussion. Consideration will occur during Section XI (Major Items).

**Curriculum and Instruction**

A.02 Approval of Independent Contractors..... 2-3  
 A.03 Overnight Fieldtrips 2007-2008.....4  
 A.04 Conference and Travel Approval/Ratification..... 5-7  
 A.05 Agreement to Provide General Child Care and Development Services (CDC) for Fiscal Year 2007-08 .....8  
 A.06 Approval of Special Education Contracts – 2007-2008 ..... 9-11

**Business and Fiscal**

A.07 Award of Purchase Orders – 2007-2008..... 12-12b  
 A.08 Acceptance of Work Completed – Roofing Replacement Contract – Santa Monica High School – Cabral Roofing – Bid #8.01 ..... 13  
 A.09 Acceptance of Work Completed – Districtwide Rubber Safety Surfacing Repair/Replacement – Bid # 8.03 – Spectraturf Inc. .... 14  
 A.10 Acceptance of Memorandum of Understanding with the City of Santa Monica for Fuel of District Vehicles ..... 15-15i

**Personnel**

A.11 Certificated Personnel – Elections, Separations ..... 16-24  
 A.12 Classified Personnel – Merit.....25

**VIII. PUBLIC COMMENTS**

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

**IX. COMMUNICATIONS**

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

- A. Student Board Member Reports**  
     Kristen Lambert – Malibu High School  
     Alec Richker – Santa Monica High School  
     Jon Shippey – Olympic High School
- B. SMMCTA Update – Mr. Harry Keiley**
- C. S.E.I.U. Update – Ms. Keryl Cartee**
- D. PTA Council President Report – Rebecca Kennerly**
- E. Financial Oversight Committee**
- F. Measure “BB” Advisory Committee**

**X. SUPERINTENDENT’S REPORT**

- Update on Communications Coalition and Districtwide Calendar

**MAJOR and DISCUSSION Items**

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

**XI. MAJOR ITEMS**

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

A.13	Administrative Appointment .....	26
	(Janece Maez, Asst. Superintendent, Business & Fiscal Services)	
A.14	Adopt Resolution No. 07-06 – Recommendations Regarding the Reauthorization of the No Child Left Behind Act .....	27-29
A.15	Request for Proposal in Conjunction with an Independent Review of the District's Special Education Program, Policies, Practices, and Budget .....	30-49
A.16	Award of Technology Information Systems Consulting Contract to Network Solutions Consulting for the Measure “BB” Program.....	50-51
A.17	Approve Service Agreement with the TDS Group for Third Party Administrative Services in Conjunction with the New Compliance Procedures Associated with District Responsibilities under Internal Revenue Code (IRC) Section 403(b) .....	52-53a
A.18	Establish Position – Director of Theatre Operation and Facility Permits.....	54-56
A.19	Adopt Policy 1240 – Volunteer Assistance .....	57-60
A.20	Delete Policy 1242 – Citizens Assistance to School Personnel.....	61

**XII. DISCUSSION ITEMS**

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

**7:30pm**

D.01	Parcel Tax Renewal Feasibility Committee – Progress Report.....	62-63
D.02	Superintendent’s Performance Targets – 2007-08.....	64-65
D.03	District Advisory Committees – Draft of Charges – Open Recruitment to Fill Vacancies.....	66-84
D.04	Replacing Vacancy on Personnel Commission .....	85

**XIII. INFORMATIONAL ITEMS**

I.01	Small Schools Task Force Update .....	86-87
I.02	Supplemental Textbooks.....	88

**XIV. BOARD MEMBER ITEMS**

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

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

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

**XVI. CONTINUATION OF PUBLIC COMMENTS**

A continuation of Section VIII, as needed. (If the number of persons wishing to address the Board of Education exceeds the time limit in section VIII, additional time will be provided in Section XVI, CONTINUATION OF PUBLIC COMMENTS.)

**XVII. BOARD MEMBER COMMENTS**

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

**XVIII. FUTURE AGENDA ITEMS**

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

**XIX. CLOSED SESSION**

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

**XX. ADJOURNMENT**

This meeting will adjourn to the next regularly scheduled meeting to be held on **Thursday, October 18, 2007, at 5:30 p.m.** at the **Santa Monica City Council Chambers**, 1685 Main Street, Santa Monica, CA.

**Meetings held at Santa Monica City Hall are broadcast live - City TV2, Cable Channel 16.**

**Meetings held at the District Office and in Malibu are taped and rebroadcast in Santa Monica on CityTV2, Cable Channel 20 - Check TV listing.**

**Meetings are rebroadcast in Malibu on Government Access Ch. 3 every Saturday at 8pm.**

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

**SMMUSD Board of Education Meeting Schedule 2007-2008**

**Public Meetings begin at 5:30pm**

July through December 2007					
Month	1 <sup>st</sup> Thursday	2 <sup>nd</sup> Thursday	3 <sup>rd</sup> Thursday	4 <sup>th</sup> Thursday	Special Note:
July		7/12 DO	7/19* DO		*Special Meeting
August		8/9 DO		8/23 DO	8/29: Board Retreat
September	9/6 DO			9/27 DO	9/4: Board Retreat 9/29: Closed Session
October	10/4 M		10/18 SM		10/1: Brd Retreat 10/2: Special Mtg
November	11/1 M		11/15 SM	11/30 WHERE (5th Thurs)	Thanksgiving 11/22-23
December		12/13 DO		winter break	Usually one mtg. (3 wks in Dec. prior to winter break)
<b>December 24 – 31: Winter Break</b>					
January through June 2008					
<b>January 1 – 4: Winter Break</b>					
January	winter break		1/17 DO	1/31 WHERE (5th Thurs)	
February	2/7 M		2/21 SM		
March		3/13 DO	spring break	spring break	Stairway 3/6 & 3/7
<b>March 17 – 28: Spring Break</b>					
April	4/3 DO		4/17 SM		
May	5/1 M		5/15 SM	5/29 WHERE (5th Thurs)	
June	6/5 DO			6/26 DO	Last day of school 6/20

District Office (DO): 1651 16<sup>th</sup> Street, Santa Monica.  
 Malibu City Council Chambers (M): 23815 Stuart Ranch Road, Malibu, CA  
 Santa Monica City Council Chambers (SM): 1685 Main Street, Santa Monica.

**Santa Monica-Malibu Unified School District  
Board of Education  
October 4, 2007**

**I CALL TO ORDER**

A Roll Call

Kathy Wisnicki – President  
Oscar de la Torre – Vice-President

Jose Escarce  
Maria Leon-Vazquez  
Ralph Mechur  
Kelly Pye  
Barry Snell

Student Board Members

B Pledge of Allegiance

**II CLOSED SESSION**

TO: BOARD OF EDUCATION  
FROM: DIANNE TALARICO  
RE: APPROVAL OF MINUTES

ACTION  
10/04/07

RECOMMENDATION NO. A.01

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

September 29, 2007  
October 1, 2007

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

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## **CONSENT ITEMS**

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/04/07

FROM: DIANNE TALARICO / TIMOTHY R. WALKER / MAUREEN BRADFORD

RE: APPROVAL OF INDEPENDENT CONTRACTORS

RECOMMENDATION NO. A.02

It is recommended that the Board of Education enter into an agreement with the following Independent Contractors. These contracts are included in the 2007/2008 budget.

<b>Contractor/ Contract Dates</b>	<b>Description</b>	<b>Site</b>	<b>Funding</b>
Darren Gravelle  10/1/07 to 6/30/08  Not to exceed: \$8,000	To provide K-2 Music	McKinley	01-90120-0-11100- 10000-5802-004-4040
Kristen Braitkrus  10/1/07 to 5/31/08  Not to exceed: \$1,666	To provide K-2 Art	McKinley	01-90120-0-11100- 10000-5802-004-4040
Occidental College California Foreign Language Project  8/31/07  Not to exceed: \$500	Provide staff development for district teachers, grades 6-12	Student Services	01-40350-0-11100- 10000-5802-035-1501
UCLA Graduate School of Education and Information Studies, Math, Science, Social Studies & Reading/Literature Projects  8/31/70  Not to exceed: \$500	Provide staff development for district teachers, grades 6-12	Student Services	01-40350-0-11100- 10000-5802-035-1501
Robert Gilliam Prod., Inc.  9/10/07 to 6/30/08  Not to exceed: \$13,000	To teach Urban Contemporary Dance to Samohi Students	Samohi	01-90830-0-17000- 10000-5802-015-4150

Zevitz-Redfield & Associates, Inc. (previously William Carey)  7/1/07 to 6/30/08  AMENDED AMOUNT Not to exceed: \$50,000	To provide technology support as needed to maintain important District functions in an interim period until a Director of Information Services is employed	Information Services	01-00000-0-00000- 77000-5802-054-2540
Art Meets Technology (Maryanne Solomon)  10/1/07 to 6/30/08  Not to exceed: \$15,000	Redesign existing website, update information, and gather current data.	Superinten- dent's Office	01-00000-0-00000- 71500-5802-020-1200

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/04/07

FROM: DIANNE TALARICO / CHIUNG-SALLY CHOU / MAUREEN BRADFORD

RE: OVERNIGHT FIRD TRIP(S) 2007-2008

RECOMMENDATION NO. A.03

It is recommended that the Board of Education approve the special field trip(s) listed below for students for the 2007-2008 school year. No child will be denied due to financial hardship.

<b>School Grade # students</b>	<b>Destination Dates of Trip</b>	<b>Principal/Teacher</b>	<b>Cost Funding Source</b>	<b>Subject</b>	<b>Purpose Of Field Trip</b>
Webster 4 80	Astro Camp 5/7/08 to 5/9/08	Phil Cott	\$250 per student paid for by parents and fund raising	Science	Provides a hands on science class experience
Webster 5 48	Yosemite 6/2/08 to 6/6/08	Phil Cott	\$500 per student paid for by parents and fund raising	Science	Outdoor environmental education program
Samohi 9-12 100+	University of Redlands 12/6/07 to 12/8/07	Joni Swenson	\$100 per student paid for by parents and fund raising	Music	California Orchestra Directors Association Honor Orchestras: Students are auditioning for this ensemble.
Samohi 9-12 100+	Albuquerque New Mexico 2/27/08 to 3/1/08	Joni Swenson	\$400 per student paid for by parents and fund raising	Music	National High School Honor Orchestra American String Teachers Association with the National School Orchestra Association
Samohi 9-12 15	University of Redlands 3/13/08 to 3/15/08	Joni Swenson	\$100 per student paid for by parents and fund raising	Music	Orchestra will participate in CMEA All State Honor Orchestra

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/04/07

FROM: DIANNE TALARICO / STEPHEN R. HODGSON / PAT HO

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>BERRIMAN, J. Wallace</u> Measure BB 21-00000-0-00000-82000-5220-050-1500 State School Building Fund- <b>Function:</b> Operations	C.A.S.H. Fall Conference Costa Mesa, CA October 8 – 10, 2007	\$436
<u>GONZALEZ, Irene</u> McKinley Elementary 01-30100-0-11100-10000-5220-004-4040 General Fund- <b>Resource:</b> Title I Basic	Business Writing and Grammar Skills Long Beach, CA November 15 - 16, 2007	\$350
<u>HODGSON, Steve</u> Business Services 01-00000-0-00000-73000-5220-050-1500 General Fund- <b>Function:</b> Business Services	School Finance and Management Conference Anaheim, CA September 5, 2007	\$235
<u>HYATT, Virginia</u> Purchasing/ Warehouse 01-00000-0-00000-75300-5220-055-2550 General Fund- <b>Function:</b> Purchasing	Genentools For Healthy Schools San Francisco, CA September 27, 2007	\$800
<u>LADUKE, Stacy</u> Santa Monica High 01-00000-0-11100-27000-5220-015-4150 General Fund- <b>Function:</b> School Administration	UC Counselor Conference Santa Barbara, CA September 17, 2007	\$60

<u>MELLY, Kim</u> Fiscal Services 01-00000-0-00000-73100-5220-051-2510 General Fund- <b>Function:</b> Fiscal Services	Preparing for Year End 2008 Los Angeles, CA November 7, 2007	\$600
<u>RICHWINE, Dona</u> Food and Nutrition Services 13-53100-0-00000-37000-5110-057-2570 Cafeteria Fund- <b>Resource:</b> Child Nutrition	2007 School Wellness Conference Anaheim, CA October 1 – 2, 2007	\$299

<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> <i>* a complete list of conference participants is on file in the Department of Fiscal Services</i>		
<u>CHOU, Sally</u> +2 Additional Staff Ed Services 01-30100-0-11100-10000-5220-035-1300 General Fund- <b>Resource:</b> Title I Basic	Categorical Programs Monitoring Seminar Los Angeles, CA October 3, 2007	\$250 TOTAL
<u>CHOU, Sally</u> +2 Additional Staff Ed Services 01-30100-0-11100-10000-5220-035-1300 General Fund- <b>Resource:</b> Title I Basic	Building a Better Budget Workshop Garden Grove, CA October 26, 2007	\$680 TOTAL
<u>GLAZER, Maxine</u> +3 Additional Staff Special Education 01-33400-0-50010-21400-5220-044-1400 General Fund- <b>Resource:</b> Idea Local Staff Development	Special Education Legal Consortium Valencia, CA 10/15/07 and 3/28/08	\$500 TOTAL
<u>RODRIGUEZ, Maria</u> +3 Additional Staff Adams Middle 01-70900-0-47600-10000-5220-011-4110 General Fund- <b>Resource:</b> Economic Impact Aid	WHY TRY Rancho Cucamonga, CA September 13 – 14-, 2007	\$1,860 TOTAL
<u>VALADEZ, Ruth</u> +5 Additional Staff Special Education 01-33450-0-57300-11900-5220-044-1400 General Fund- <b>Resource:</b> Idea Local Staff Development	2007-2008 Special Education Symposium Los Angeles, CA 10/26/07 and 4/11/08	\$1,900 TOTAL
<u>WALKER, Tim</u> <u>MATHEWS, Mike</u> Human Resources 01-00000-0-00000-74000-5220-025-1250 General Fund- <b>Function:</b> Personnel/Human Resources	Miller Brown & Dennis LEAP Seminar Long Beach, CA 9/21/07, 2/8/08 and 5/16/08	\$150 TOTAL

<b><u>Out-of-State Conferences: Individual</u></b>		
<b>NONE</b>		

<b><u>Out-of-State Conferences: Group</u></b>		
<b>NONE</b>		

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

TO: BOARD OF EDUCATION ACTION/CONSENT  
10/04/07  
FROM: DIANNE TALARICO / TIMOTHY R. WALKER / JUDY ABDO  
RE: AGREEMENT TO PROVIDE GENERAL CHILD CARE AND DEVELOPMENT  
SERVICES (CDC) FOR FISCAL YEAR 2007-08

RECOMMENDATION NO. A.05

It is recommended that the Board of Education authorize execution of a resolution to accept "Amendment 01" of the contract CCTR-7193 with the State Department of Education (CDE), Child Development Division effective July 1, 2007, through June 30, 2008. This agreement, CCTR-7193, 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 \$1,869,513 and to authorize Dianne Talarico, Superintendent of Schools, to sign the contract on behalf of the governing board.

Funding Information

Source: Child Development Fund - Restricted  
Currently Budgeted: Yes  
Amount: \$ 154,810  
Account Number: 12-50250-0-00000-00000-8290-090-0000  
Amount: \$ 1,066,638  
Account Number: 12-60600-0-00000-00000-8530-000-0000  
Amount: \$ 648,065  
Account Number: 12-60600-0-85005-00000-8530-000-0000  
Description: CCDF Center Child Care Apportionment

COMMENT: The original contract amount was \$1,221,448 to serve school-age children at Edison, Grant, McKinley, Muir, Rogers, Roosevelt, SMASH, John Adams Teen Center, and Lincoln Teen Center. The current contract will provide funds to include the full-day/full-time preschools at John Adams and Washington West.

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

TO: BOARD OF EDUCATION ACTION/MAJOR  
10/04/07  
 FROM: DIANNE TALARICO / TIMOTHY R. WALKER / RUTH VALADEZ  
 RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS - 2007-2008

RECOMMENDATION NO. A.06

It is recommended that the Board of Education approve the following Special Education Contracts for fiscal year 2007-2008 as follows:

NPS/NPA  
 2007-2008 Budget 01-65000-0-57500-11800-5825-043-1400

Nonpublic School/Agency	Student DOB	Service Description	Contract Number	Cost Not to Exceed
Career Staff Unlimited	Various	Occupational Therapy	#31	\$ 55,440

Amount Budgeted NPS/NPA 07/08		\$ 3,000,000
Prior Board Authorization as of 9/27/07		\$ <u>2,114,228</u>
	Balance	\$ 885,772
 Positive Adjustment (See Below)		 \$ <u>22,962</u>
 Total Amount for these Contracts		 \$ 55,440
	Balance	\$ 853,294

Adjustment					
NPA/NPS Budget 01-65000-0-57500-11800-5825-043-1400					
There has been a reduction in authorized expenditures of NPS/NPA contracts for FY 2007-08 in the amount of \$ 0 as of 10/04/07					
Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment
Lindamood-Bell	Educational Therapy	#30 - UC08110	E	\$ 22,962	

Instructional Consultants  
 2006-2007 Budget 01-65000-0-57500-11900-5802-043-1400

Instructional Consultant	Student DOB	Service Description	Contract Number	Cost Not to Exceed
Lindamood-Bell	10/20/92	Educational Therapy	#30 - UC08110	\$ 22,962

Amount Budgeted Instructional Consultants 07/08	\$ 350,000
Prior Board Authorization as of 9/27/07	\$ 363,644
Balance	\$ -13,644
 Positive Adjustment (See Below)	 \$ 0 \$
 Total Amount for these Contracts	 \$ 22,962
Balance	\$ -36,606

Adjustment					
Instructional Consultant Budget 01-65000-0-57500-11900-5802-043-1400					
There has been a reduction in authorized expenditures of Instructional Consultants contracts for FY 200708 in the amount of \$ 0 as of 10/04/07					
Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

Non-Instructional Consultants  
 2007-2008 Budget 01-65000-0-57500-11900-5890-043-1400

Non-Instructional Consultant	Student DOB	Service Description	Contract Number	Cost Not to Exceed

Amount Budgeted Non-Instructional Consultants 07/08	\$ 225,000
Prior Board Authorization as of 09/06/07	\$ 53,133
Balance	\$ 171,867
 Total Amount for these Contracts	 \$ 0
Balance	\$ 171,867

Legal Contractor	Service Description	Contract Number	Cost Not to Exceed

Amount Budgeted Non-Instructional Consultants 07/08	\$ 180,000
Prior Board Authorization as of 9/27/07	\$ 180,000
Balance	\$ 0
Total Amount for these Contracts	\$ 0
Balance	\$ 0

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/CONSENT

10/04/07

FROM: DIANNE TALARICO / STEPHEN R. HODGSON /  
VIRGINIA I. HYATT

RE: AWARD OF PURCHASE ORDERS - 2007-2008

RECOMMENDATION NO. A.07

It is recommended that the Board of Education approve the following Purchase Orders and Changed Purchase Orders from September 19, 2007, through September 24, 2007, for fiscal /08.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/04/07

FROM: DIANNE TALARICO / STEPHEN R. HODGSON /  
VIRGINIA I. HYATT

RE: ACCEPTANCE OF WORK COMPLETED - ROOFING REPLACEMENT  
CONTRACT - SANTA MONICA HIGH SCHOOL - CABRAL ROOFING -  
BID #8.01

RECOMMENDATION NO. A.08

It is recommended that the Board of Education accept as completed all work contracted with Cabral Roofing for Roofing Replacement Bid #8.01, Santa Monica High School.

Funding Information

Budgeted: Yes

Fund/Source: 14 - Deferred Maintenance

Account Number:14-00000-0-00000-81100-5640-XXX-2600

Description: Deferred Maintenance-Repair by Vendor

COMENTS: The contract with Cabral Roofing has been completed. In order to facilitate the release of the 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:	\$200,000
ADDENDUM #1	<u>\$ 4,735</u>
FINAL CONTRACT AMOUNT	\$204,735

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/04/07

FROM: DIANNE TALARICO / STEPHEN R. HODGSON /  
VIRGINIA I. HYATT

RE: ACCEPTANCE OF WORK COMPLETED - DISTRICTWIDE RUBBER  
SAFETY SURFACING REPAIR/REPLACEMENT - BID #8.03 -  
SPECTRATURF INC.

RECOMMENDATION NO. A.09

It is recommended that the Board of Education accept as completed all work contracted with Spectraturf Inc. for Districtwide Safety Surfacing Repair/Replacement.

Funding Information

Budgeted: Yes

Fund/Source: 14 - Deferred Maintenance

Account Number:14-00000-0-00000-81100-5640-XXX-2600

Description: Deferred Maintenance-Repair by Vendor

COMMENTS: The contract with Spectraturf has been completed. In order to facilitate the release of the 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:	\$162,620
FINAL CONTRACT AMOUNT	\$162,620

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/04/07

FROM: DIANNE TALARICO / STEPHEN R. HODGSON /  
VIRGINIA I. HYATT

RE: ACCEPTANCE OF MEMORANDUM OF UNDERSTANDING WITH THE CITY  
OF SANTA MONICA FOR FUEL OF DISTRICT VEHICLES

RECOMMENDATION NO. A.10

It is recommended that the Board of Education approve a Memorandum of Understanding (MOU) with the City of Santa Monica for the fueling of district vehicles at the city's fueling station.

COMMENTS: District and City staff have been working for over a year to develop an agreement where district vehicles can obtain either Compressed Natural Gas (CNG) or regular, unleaded fuel at the city's fueling station at Olympic Blvd and 5<sup>th</sup> streets (the city does not have diesel facilities). Fuel prices will fluxuate month-to-month based on the cost of fuel to the city. Based on Exhibit A of the agreement, current cost to the district would be \$1.76/gallon. Once the district's insurance is accepted by the City and the Board of Education approves the agreement, both parties can begin to implement the MOU.

A copy of the MOU is attached.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/04/07

FROM: DIANNE TALARICO / MICHAEL D. MATTHEWS

RE: CERTIFICATED PERSONNEL - ELECTIONS, SEPARATIONS

RECOMMENDATION NO. A.11

Unless otherwise noted, all items are included in the 2007/2008 approved budget.

**ADDITIONAL ASSIGNMENTS**

ADAMS MIDDLE SCHOOL

Dollosso, Maritess	1.5 hrs @\$39.28	8/30/07-08/30/07	<u>Est Hrly/\$59</u>
			TOTAL ESTABLISHED HOURLY \$59

Comment: Assist with new student orientation  
01-School and Library Improvement

EDUCATIONAL SERVICES

Boxer, Lorissa	18 hrs @\$39.28	7/18/07-07-25-07	Est Hrly/\$707
Cady, Linda	15 hrs @\$39.28	7/18/07-07-25-07	Est Hrly/\$590
Dresher, Pamela	18 hrs @\$39.28	7/18/07-07-25-07	Est Hrly/\$707
Duran, Concepcion	18 hrs @\$39.28	7/18/07-07-25-07	Est Hrly/\$707
Dworin, Jeanne	18 hrs @\$39.28	7/18/07-07-25-07	Est Hrly/\$707
Jurewicz, Kristen	18 hrs @\$39.28	7/18/07-07-25-07	Est Hrly/\$707
O'Brien, Marianna	18 hrs @\$39.28	7/18/07-07-25-07	Est Hrly/\$707
Suffolk, Stephanie	18 hrs @\$39.28	7/18/07-07-25-07	Est Hrly/\$707
Witt, Carl	18 hrs @\$39.28	7/18/07-07-25-07	<u>Est Hrly/\$707</u>
			TOTAL ESTABLISHED HOURLY \$6246

Comment: Science Curriculum Mapping Project  
01-IASA: Title II Teacher Quality

Ahmadi, Parisa	14 hrs @\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Bartoli, Lisa	14 hrs @\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Benitez, Lourdes	14 hrs @\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Bon, Nancy	14 hrs @\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Boxer, Lorissa	14 hrs @\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Boyd, Tom	14 hrs @\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Braff, Sarah	14 hrs @\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Brizuela, Luis	14 hrs @\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Brumer, Sandra	14 hrs @\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Cannell, Steve	14 hrs @\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Carey, Ann	14 hrs @\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Cervantes, Hayde	14 hrs @\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Contreras, Sitara	14 hrs @\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Cook, Kristina	14 hrs @\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Cruz, Teresita	14 hrs @\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Daruty, Lila	14 hrs @\$39.28	8/20/07-08/21/07	Est Hrly/\$550
De La Rosa, Mary	14 hrs @\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Donovan, Mike	14 hrs @\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Duran, Concepcion	14 hrs @\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Ferrera, Emily	14 hrs @\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Haenschke, Kristine	14 hrs @\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Hamilton, LaDawna	14 hrs @\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Hanson, Lori	14 hrs @\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Hawarny, Christina	14 hrs @\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Heintz, Paula	14 hrs @\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Henning, Laura	14 hrs @\$39.28	8/20/07-08/21/07	Est Hrly/\$550

Hensel, Katja	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Herrera, Denise	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Herrera, Mayra	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Hovest, Christine	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Johnson, Susan	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Lee, Chon	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Levy, Amy	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Lipsky, Jill	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Marmolejo, Yolanda	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550
McCullough, Helen	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Meyer, Kimberly	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Morales, Carlos	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Mugalian, Tamara	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Perez, Lourdes	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Pickens, Erin	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Posey, Steve	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Post, Joel	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Reid, Roberta	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Ripley, Virginia	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Roman, Bertha	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Salmaggi, Aileen	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Sato, Glenn	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Siemer, Deborah	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Snow, Angie	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Takashima, Iris	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Torres, Guadalupe	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Treuenfels, Therese	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Ware, Andrea	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550
Wheeler, Daniel	14 hrs	@\$39.28	8/20/07-08/21/07	Est Hrly/\$550

TOTAL ESTABLISHED HOURLY \$30,250

Comment: SmartBoard Educator Academy  
01-Professional Dev. Block Grant

Bennett, Les	12 hrs	@\$39.28	8/20/07-8/21/07	Est Hrly/\$471
Cowen, Kate	6 hrs	@\$39.28	8/20/07-8/21/07	Est Hrly/\$236
Demopoulos, Katherine	12 hrs	@\$39.28	8/20/07-8/21/07	Est Hrly/\$471
Dunn, Margo	12 hrs	@\$39.28	8/20/07-8/21/07	Est Hrly/\$471
Evans, Jennifer	6 hrs	@\$39.28	8/20/07-8/21/07	Est Hrly/\$236
Hwang, Genie	6 hrs	@\$39.28	8/20/07-8/21/07	Est Hrly/\$236
Mackey, Tammy	12 hrs	@\$39.28	8/20/07-8/21/07	Est Hrly/\$471
Marcos, Eric	12 hrs	@\$39.28	8/20/07-8/21/07	Est Hrly/\$471
Naranjo, Rocio	12 hrs	@\$39.28	8/20/07-8/21/07	Est Hrly/\$471
Smith, Rachel	6 hrs	@\$39.28	8/20/07-8/21/07	Est Hrly/\$236
Talbott, Deborah	12 hrs	@\$39.28	8/20/07-8/21/07	Est Hrly/\$471
Tipper, Geoff	12 hrs	@\$39.28	8/20/07-8/21/07	Est Hrly/\$471
Verham, Karen	12 hrs	@\$39.28	8/20/07-8/21/07	Est Hrly/\$471

TOTAL ESTABLISHED HOURLY \$5,183

Comment: SmartBoard Educator Academy  
01-Professional Dev. Block Grant

Ipina, Elizabeth	2 hrs	@\$39.28	7/24/07	Est Hrly/\$79
Johnson, Rebecca	2 hrs	@\$39.28	7/24/07	Est Hrly/\$79

TOTAL ESTABLISHED HOURLY \$158

Comment: BTSA Planning/ELL Diversity Seminars  
01-New Teacher Resource Program

Ipina, Elizabeth	25.45 hrs	@\$39.28	10/11/07-12/13/07	Est Hrly/\$1000.00
Johnson, Rebecca	25.45 hrs	@\$39.28	10/11/07-12/13/07	Est Hrly/\$1000.00

TOTAL ESTABLISHED HOURLY \$2000.00

Comment: Instructor for BTSA ELL Class  
01-Teacher Credentialing Block Grant

CHILD DEVELOPMENT SERVICES

Graves, Gizelle	8 hrs @\$17.46	8/31/07	Own Hrly/\$140
Landgraf, Heidi	8 hrs @\$28.40	8/31/07	Own Hrly/\$227
			TOTAL OWN HOURLY/\$367

Comment: Assist with Staff Development Meeting  
12-General Child Care

FRANKLIN ELEMENTARY

Fiske, Nikki	40 hrs @\$39.28	9/17/07-6/20/08	Est Hrly/\$1571
Garden, Nathaniel	40 hrs @\$39.28	9/17/07-6/20/08	Est Hrly/\$1571
Leininger, Joy	40 hrs @\$39.28	9/17/07-6/20/08	Est Hrly/\$1571
Maynard, Amy	40 hrs @\$39.28	9/17/07-6/20/08	Est Hrly/\$1571
Reynolds, Ashley	40 hrs @\$39.28	9/17/07-6/20/08	Est Hrly/\$1571
Walling, Cheryl	40 hrs @\$39.28	9/17/07-6/20/08	Est Hrly/\$1571
			TOTAL ESTABLISHED HOURLY \$9,426

Comment: Homework Club  
01-School & Library Improvement

Teague, Linda	25 hrs @\$39.28	9/4/07-6/20/08	Est Hrly/ 982
			TOTAL ESTABLISHED HOURLY \$982

Comment: Maintain new email system  
01-School & Library Improvement

MALIBU HIGH SCHOOL

Duane, Janeen	183 hrs @\$52.98	8/31/07-6/20/08	Own Hrly/\$9,695
Owens, Rebecca	183 hrs @\$55.90	8/31/07-6/20/08	Own Hrly/\$10,229
			TOTAL OWN HOURLY \$19,924

Comment: 6<sup>th</sup> Period Assignment  
01-Unrestricted Resource

MCKINLEY ELEMENTARY

Taslimi, Laila	10 hrs @\$39.28	9/5/07-6/20/08	Est Hrly/\$393
			TOTAL ESTABLISHED HOURLY \$393

Comment: 3<sup>rd</sup> Grade Teacher Support  
01-IASA: Title I

POINT DUME ELEMENTARY

Dunn, Margo	24 hrs @\$39.28	8/20/07	Est Hrly/\$943
Fagan, Susan	18 hrs @\$39.28	8/20/07	Est Hrly/\$707
Johnson, Cindy	18 hrs @\$39.28	8/20/07	Est Hrly/\$707
			TOTAL ESTABLISHED HOURLY \$2357

Comment: Assessments  
01-Reimbursed by PTA

ROGERS ELEMENTARY

Barba-Castro, Graciela	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Braff, Sarah	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Cedillo, Sofia	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Contreras, Sitara	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Cruz, Teresita	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Daruty, Lila	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
De La Rosa, Mary	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Demopoulos, Katherine	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Dresher, Pam	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Ferrera, Emily	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Fliegel, Lois	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Gomez, Carolina	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Henning, Laura	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Hensel, Katja	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471

Herrera, Denise	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Herrera, Mayra	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Holmstrom, Toni	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Kinsinger, Julie	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Klein, Joan	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Kleiser, Yvette	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Laufer, Lorraine	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Marmolejo, Yolanda	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
McComas, Shanti	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Mendinueto, Darwin	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Menjivar, LaDawna	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Reid, Roberta	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Rues, Kevin	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Schneider, Kirsten	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Serapiglia, Anne	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Smith, Devon	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Thatcher, Urias	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Urias, Rebecca	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Witt, Carl	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Wyse, Chrysta	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
Zundell, Nicholas	12 hrs @\$39.28	8/27-8/29/07	Est Hrly/\$471
			TOTAL ESTABLISHED HOURLY \$16,485

Comment: Pre-Service Attendance  
01-Professional Dev. Block Grant

ROOSEVELT ELEMENTARY

DeGregorio, Dana	12 hrs @39.28	8/31/07	Est Hrly/\$471
			TOTAL ESTABLISHED HOURLY \$471

Comment: Involuntary moving classroom  
01-Special Education

Latham, Pamela	50 hrs @\$39.28	8/6/07-8/24/07	Est Hrly/\$1964
Mulkern, Nicole	50 hrs @\$39.28	8/6/07-8/24/07	Est Hrly/\$1964
			TOTAL ESTABLISHED HOURLY \$3928

Comment: 1<sup>st</sup>/2<sup>nd</sup> Grade Interventions  
01- Reimbursed by PTA

SMASH

Holland, Kurt	11 hrs @\$39.28	7/1/07-8/10/07	Est Hrly/\$432
McComas, Shanti	11 hrs @\$39.28	7/1/07-8/10/07	Est Hrly/\$432
Swann, Cara	11 hrs @\$39.28	7/1/07-8/10/07	Est Hrly/\$432
			TOTAL ESTABLISHED HOURLY \$1296

Comment: Education Environment Initiative Testing  
01-Energy Grant

ROP/MALIBU HIGH

Bixler, William	60 hrs @\$44.02	9/4/07-6/20/08	ROP Hrly/\$2641
Audio Technology			
Bowman-Smith, Carla	24 hrs @\$44.02	9/4/07-6/20/08	ROP Hrly/\$1056
Commercial Photography			
Plaia, Jodi	60 hrs @\$44.02	9.4.07-6/20/08	ROP Hrly/\$2641
Stagecraft/Acting			
			TOTAL ESTABLISHED HOURLY \$6338

Comment: ROP  
01-ROP/Classroom Program

ROP/SANTA MONICA HIGH

Jones, Teresa	22 hrs @\$44.02	8/1/07-8/30/07	ROP Hrly/ \$968
Retail Sales			
Roper-Conley, Carolyn	12 hrs @\$44.02	7/1/07-8/30/07	ROP Hrly/ \$528
Office Occupation/Marketing			

Shafiey, Mahvash Marketing	10 hrs @\$44.02	8/1/07-8/30/07	ROP Hrly/\$ 440
Suhd, Mike Staff Development	6 hrs @\$44.02	8/17/07	<u>ROP Hrly/ \$264</u>
Comment: ROP 01-ROP/Classroom Program		TOTAL ESTABLISHED	HOURLY \$2200
Wood, David	183 hrs @\$80.35	9/4/07-6/20/08	<u>Own Hrly/\$14,704</u>
Comment: 6 <sup>th</sup> period assignment 01-ROP/Classroom Program		TOTAL	OWN HOURLY \$14,704
Wood, David	24 hrs @\$44.02	9/4/07-6/20/08	<u>ROP Hrly/\$1056</u>
Comment: Supervision/Commercial Photography 01-ROP/Classroom Program		TOTAL ESTABLISHED	HOURLY \$1056
<u>SANTA MONICA HIGH SCHOOL</u>			
Cruce, Marae	183 hrs @\$41.19	9/1/07-6/20/08	<u>Own Hrly/ \$7,538</u>
Duron, Robert	183 hrs @\$80.35	9/1/07-6/20/08	<u>Own Hrly/ \$14,704</u>
Lacy, Norm	183 hrs @\$78.82	9/1/07-6/20/08	<u>Own Hrly/ \$14,424</u>
Marken, Ari	183 hrs @\$53.63	9/1/07-6/20/08	<u>Own Hrly/ \$9,814</u>
Sato, Liane	183 hrs @\$56.20	9/1/07-6/20/08	<u>Own Hrly/ \$10,285</u>
Vollstedt, Todd	183 hrs @\$60.73	9/1/07-6/20/08	<u>Own Hrly/ \$11,114</u>
Comment: 6 <sup>th</sup> Period Assignment 01-Unrestricted Resource		TOTAL	OWN HOURLY \$67,699
Beeman-Solano, Amy	3 hrs @\$39.28	8/1/07-8/31/07	<u>Est Hourly/ \$118</u>
Comment: Scoring English Placement Exams 01-10th Grade Counseling		TOTAL ESTABLISHED	HOURLY \$118
Felix, Michael	21 hrs @\$39.28	6/20/07-7.26.07	<u>Est Hourly/ \$825</u>
Comment: Intervention Class 01-Unrestricted Resource		TOTAL ESTABLISHED	HOURLY \$825
Flanders, Matthew	5 hrs @\$39.28	7/1/07-8/30/07	<u>Est Hourly/ \$200</u>
Comment: Swim Coach 01-Reimbursed by ASB		TOTAL ESTABLISHED	HOURLY \$200
Gatell, Frank	24 hrs @\$39.28	8/16/07-8/21/07	<u>Est. Hourly/ \$943</u>
Comment: Fall Registration 01-10 <sup>th</sup> Grade Counseling		TOTAL ESTABLISHED	HOURLY \$943
Paul, Carmen	5 hrs @\$39.28	6/2/07-6/3/07	<u>Est. Hourly/ \$196</u>
Comment: AP Audit 01-GATE		TOTAL ESTABLISHED	HOURLY \$196
Stevens, Maria	22 hrs @\$39.28	7/25/07-8/8/07	<u>Est. Hourly/ \$864</u>
Comment: Valued Youth Summer Intervention 01-Unrestricted Resource		TOTAL ESTABLISHED	HOURLY \$864
Swenson, Joni	16 days @\$400.43	8/31/07-6/20/08	<u>Own Daily/ \$6407</u>
Comment: Music/Orchestra 01-Unrestricted Resource		TOTAL OWN	DAILY/\$6407

Tipper, Geoff 16.25 hrs @\$39.28 7/1/07-7/31/07 Est Hourly/ \$638  
TOTAL ESTABLISHED HOURLY \$638

Comment: Math Placement Testing  
01-Unrestricted Resource

Trundle, Albert 12 hrs @\$39.28 8/13/08-8/14/07 Est Hourly/ \$471  
TOTAL ESTABLISHED HOURLY \$471

Comment: Master Schedule  
01-10<sup>th</sup> Grade Counseling

Barraza, Pete	6 hrs @\$39.28	8/24/07	Est Hourly/ \$236
Bates, Kelly	6 hrs @\$39.28	8/24/07	Est Hourly/ \$236
Beeman-Solano, Amy	6 hrs @\$39.28	8/24/07	Est Hourly/ \$236
Bisson, Amy	6 hrs @\$39.28	8/24/07	Est Hourly/ \$236
Contreras, Luis	6 hrs @\$39.28	8/24/07	Est Hourly/ \$236
De La Cruz, Gilda	6 hrs @\$39.28	8/24/07	Est Hourly/ \$236
Dougherty, Kelly	6 hrs @\$39.28	8/24/07	Est Hourly/ \$236
Harris, John	6 hrs @\$39.28	8/24/07	Est Hourly/ \$236
Huls, Jeff	6 hrs @\$39.28	8/24/07	Est Hourly/ \$236
Karyadi, Adrienne	6 hrs @\$39.28	8/24/07	Est Hourly/ \$236
Lacy, Norm	6 hrs @\$39.28	8/24/07	Est Hourly/ \$236
Louria, Meredith	6 hrs @\$39.28	8/24/07	Est Hourly/ \$236
Pust, Jennifer	6 hrs @\$39.28	8/24/07	Est Hourly/ \$236
Roman, Bertha	6 hrs @\$39.28	8/24/07	Est Hourly/ \$236
Thais, Robert	6 hrs @\$39.28	8/24/07	Est Hourly/ \$236
Tipper, Geoff	6 hrs @\$39.28	8/24/07	<u>Est Hourly/ \$236</u>

TOTAL ESTABLISHED HOURLY \$3776

Comment: Leadership Meeting  
01-EIA

Baum, Rena	3 hrs @\$39.28	7/1/07-8/30/07	Est Hrly/ \$118
Hinojosa, Judith	5 hrs @\$39.28	7/1/07-8/30/07	Est Hrly/ \$196
Pulido, Maribel	5 hrs @\$39.28	7/1/07-8/30/07	Est Hrly/ \$196
Trundle, Albert	17 hrs @\$39.28	7/1/07-8/30/07	<u>Est Hrly/ \$668</u>

TOTAL ESTABLISHED HOURLY \$1178

Comment: Summer Advisory  
01-10<sup>th</sup> Grade Advisory

Barraza, Pete	8 hrs @\$39.28	7/1/07-8/30/07	Est Hrly/ \$314
Beeman-Solano, Amy	8 hrs @\$39.28	7/1/07-8/30/07	Est Hrly/ \$314
Faas, Kathleen	8 hrs @\$39.28	7/1/07-8/30/07	Est Hrly/ \$314
Fairchild, Lauren	8 hrs @\$39.28	7/1/07-8/30/07	Est Hrly// \$314
Fulcher, Nathan	8 hrs @\$39.28	7/1/07-8/30/07	Est Hrly/ \$314
Harris, John	8 hrs @\$39.28	7/1/07-8/30/07	Est Hrly/ \$314
Kennedy, Alison	8 hrs @\$39.28	7/1/07-8/30/07	Est Hrly/ \$314
Langdon, Lance	8 hrs @\$39.28	7/1/07-8/30/07	Est Hrly/ \$314
Lutz, Joey	8 hrs @\$39.28	7/1/07-8/30/07	Est Hrly/ \$314
Magnuson, Ruth	8 hrs @\$39.28	7/1/07-8/30/07	Est Hrly/ \$314
Nation, Christina	8 hrs @\$39.28	7/1/07-8/30/07	Est Hrly/ \$314
Reichle, Tisha	8 hrs @\$39.28	7/1/07-8/30/07	Est Hrly/ \$314
Thais, Robert	8 hrs @\$39.28	7/1/07-8/30/07	Est Hrly/ \$314
Stevens, Maria	8 hrs @\$39.28	7/1/07-8/30/07	Est Hrly/ \$314
Ver Steeg, Robin	8 hrs @\$39.28	7/1/07-8/30/07	<u>Est Hrly/ \$314</u>

TOTAL ESTABLISHED HOURLY \$4,710

Comment: English Curriculum Committees  
01-Pupil Retention Block Grant

SPECIAL EDUCATION

Berezowsky, Lisa	3 hrs @\$39.28	8/30/07	Est Hrly/ \$118
Drucker, Michelle	3 hrs @\$39.28	8/30/07	Est Hrly/ \$118
Ihrig, Debra	3 hrs @\$39.28	8/30/07	Est Hrly/ \$118

Orf, Sara 3 hrs @\$39.28 8/30/07 Est Hrly/ \$118  
TOTAL ESTABLISHED HOURLY \$472

Comment: Training of Integration & Application Social Skills  
01-Special Education

**HOURLY TEACHERS**

ADULT EDUCATION CENTER

Afable, Elaine	225 hrs @\$44.02	09/06/07-12/14/07	Est Hrly/\$9,905
Allen, Antonia	45 hrs @\$44.02	09/06/07-12/14/07	Est Hrly/\$1,981
Amsberry, Adrian	292 hrs @\$44.02	09/06/07-12/14/07	Est Hrly/\$12,854
Carrizo, Virginia	45 hrs @\$44.02	09/06/07-12/14/07	Est Hrly/\$1,981
DeMello, Flavia	300 hrs @\$44.02	09/06/07-12/14/07	Est Hrly/\$13,206
Easton, Julie	135 hrs @\$44.02	09/06/07-12/14/07	Est Hrly/\$5,943
Gridley, Steven	135 hrs @\$44.02	09/06/07-12/14/07	Est Hrly/\$5,943
Hammond, Paul	75 hrs @\$44.02	09/06/07-12/14/07	Est Hrly/\$3,301
Hernandez, Patricia	143 hrs @\$44.02	09/06/07-12/14/07	Est Hrly/\$6,273
Kusion, Mary	135 hrs @\$44.02	09/06/07-12/14/07	Est Hrly/\$5,943
Landa, Belle	180 hrs @\$44.02	09/06/07-12/14/07	Est Hrly/\$7,924
Nikcevic, Veronica	180 hrs @\$44.02	09/06/07-12/14/07	Est Hrly/\$7,924
Oyman, Deniz	240 hrs @\$44.02	09/06/07-12/14/07	Est Hrly/\$10,565
Porter, Lynne	300 hrs @\$44.02	09/06/07-12/14/07	Est Hrly/\$13,206
Sawaya, Sherri	180 hrs @\$44.02	09/06/07-12/14/07	Est Hrly/\$7,924
Street, Robert	135 hrs @\$44.02	09/06/07-12/14/07	Est Hrly/\$5,943
Zax, Kelly	270 hrs @\$44.02	09/06/07-12/14/07	<u>Est Hrly/\$11,885</u>
			TOTAL ESTABLISHED HOURLY \$132,701

Comment: Adult Education Classes  
11-ABE/ESL/ADULT ED APPR/PL105-22/COMM.BASED TUTORING

GRANT ELEMENTARY

Friedenthal, Gabrielle	360 hrs @\$39.28	9/17/07-5/30/08	Est Hrly/ \$14,141
Guyette, Janet	360 hrs @\$39.28	9/17/07-5/30/08	Est Hrly/ \$14,141
Iwanaka, Traci	360 hrs @\$39.28	9/17/07-5/30/08	<u>Est Hrly/ \$14,141</u>
			TOTAL ESTABLISHED HOURLY \$42,423

Comment: Reading Teachers  
01-Reimbursed by PTA

PT.DUME ELEMENTARY

Carter, Sandra	594 hrs @\$39.28	9/17/07-5/31/08	Est Hrly/ \$23,332
Science Teacher			
Donfeld, Shauna	363 hrs @\$39.28	9/17/07-5/31/08	Est Hrly/ \$14,259
Reading Teacher			
Van Note, Vonnice	840 hrs @\$39.28	9/17/07-6/13/08	<u>Est Hrly/ \$32,995</u>
Reading Intervention Teacher			
			TOTAL ESTABLISHED HOURLY \$ 70,586

Comment: 01-Reimbursed by PTA

MALIBU HIGH SCHOOL

Poole, William	183 hrs @\$60/14	8/31/07-6/20/08	<u>Est Hrly/ \$11,005</u>
			TOTAL ESTABLISHED HOURLY \$11,005

Comment: Woodshop  
01-Unrestricted Resource

ROP/SANTA MONICA HIGH

Byrd, Marc	400 hrs @\$51.58	9/5/07-6/30/08	Own Hrly/ \$20,632
Jones, Teresa	1100 hrs @\$61.76	9/5/07-6/30/08	Own Hrly/ \$67,936
Just, Peggy	190 hrs @\$64.32	9/5/07-6/30/08	Own Hrly/ \$12,221
Kemp, Anita	1200 hrs @\$65.85	9/5/07-6/30/08	<u>Own Hrly/ \$79,020</u>

TOTAL OWN HOURLY \$179,809

Comment: ROP Classes  
01-ROP Classroom Program

Foster, Audrey	125 hrs @\$44.02	9/18/07-6/30/08	Est Hrly/ \$ 5,503
Givens, Martin	200 hrs @\$44.02	9/5/07-6/30/08	Est Hrly/ \$ 8,804
Just-Daire, Meiko	800 hrs @\$44.02	9/5/07-6/30/08	Est Hrly/ \$35,216
McGee, Richard	1000 hrs @44.02	9/5/07-6/30/08	Est Hrly/ \$44,020
Merrick, Jeffrey	180 hrs @\$44.02	9/5/07-6/30/08	Est Hrly/ \$ 7,924
Navarrette, Gabriel	125 hrs @\$44.02	9/25/07-6/30/08	Est Hrly/ \$ 5,503
Shafiey, Mahvash	1200 hrs @\$44.02	9/5/07-6/30/08	Est Hrly/ \$52,824
Suhd, Mike	320 hrs @\$44.02	9/5/07-6/30/08	Est Hrly/ \$14,086
Wishart, William	375 hrs @\$44.02	9/5/07-6/30/08	Est Hrly/ \$16,508
			TOTAL ESTABLISHED HOURLY \$190,388

Comment: ROP Classes  
01-ROP Classroom/Program

WEBSTER ELEMENTARY

Hines, Diane	636 hrs @\$39.28	9/1/07-6/30/08	Est Hrly/ \$24,982
			TOTAL ESTABLISHED HOURLY \$24,982

Comment: Art Enrichment  
01-Reimbursed by PTA

**TOTAL ESTABLISHED HOURLY, AND OWN HOURLY = \$864,214**

**ELECTIONS**

PROBATIONARY CONTRACTS

<u>Name/Assignment/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>
Cueva, Leonardo/School Age Child Develop Svcs	50%	9/1/07
Kertesz, Charles/Science Malibu High School	100%	8/31/07
Ramirez, Laura/School Age Child Develop Svcs	50%	8/31/07
Redecker, Robert/RSP Santa Monica High	100%	8/31/07
Sipos, Leslie/Librarian Santa Monica High	100%	8/31/07

TEMPORARY CONTRACTS

<u>Name/Assignment/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>
Callery, Louisa/Lang.Arts Malibu High School	40%	8/31/07-6/20/08
Gwyn, Melinda/5 <sup>th</sup> Grade Pt. Dume Elementary	100%	8/31/07-6/20/08
Le, Hong/2 <sup>nd</sup> Grade Grant Elementary	100%	8/31/07-6/20/08
Lockhart, Vicki/Literacy Coord. Roosevelt Elementary	100%	8/31/07-6/20/08



TO: BOARD OF EDUCATION ACTION/CONSENT  
10/04/07  
FROM: DIANNE TALARICO / TIMOTHY R. WALKER / WILBERT YOUNG  
RE: CLASSIFIED PERSONNEL - MERIT

RECOMMENDATION NO. A.12

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 schedules.

<u>TERMINATION</u>		<u>EFFECTIVE DATE</u>
8361-57-07 FOOD SERVICES	CAFETERIA WORKER I [Abandonment of Position Merit Rule 14.1.4.A,15]	10/5/07
9539-57-07 FOOD SERVICES	CAFETERIA WORKER I [Abandonment of Position Merit Rule 14.1.4.A,15]	10/5/07
<u>CHANGE IN ASSIGNMENT</u>		<u>EFFECTIVE DATE</u>
ROSE, PAM CABRILLO ELEMENTARY	SR. OFFICE SPECIALIST 6 HRS/SY	10/5/07

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

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## **MAJOR ITEMS**

TO: BOARD OF EDUCATION

ACTION/MAJOR

10/04/07

FROM: DIANNE TALARICO / TIMOTHY R. WALKER

RE: ADMINISTRATIVE APPOINTMENT

RECOMMENDATION NO. A.13

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

**CERTIFICATED APPOINTMENT**

**Effective**

Janece Maez  
Assistant Superintendent, Business and Fiscal Services

10/08/07

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/MAJOR

10/04/07

FROM: DIANNE TALARICO

RE: ADOPT RESOLUTION NO. 07-06 - RECOMMENDATIONS REGARDING  
THE REAUTHORIZATION OF THE NO CHILD LEFT BEHIND ACT

RECOMMENDATION NO. A.14

It is recommended that the Board of Education adopt Resolution No. 07-06 - Recommendations Regarding the Reauthorization of the No Child Left Behind Act.

COMMENT: A full copy of the Resolution is attached.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 07-06**

**RECOMMENDATIONS REGARDING THE REAUTHORIZATION OF THE  
NO CHILD LEFT BEHIND ACT**

**WHEREAS**, a strong public school system is the cornerstone of our democratic society; and

**WHEREAS**, the federal Elementary and Secondary Education Act of 1965 and its subsequent reauthorizations through 2001 were passed with the goal of strengthening and supporting our nation's public schools; and

**WHEREAS**, the 2001 reauthorization of ESEA called No Child Left Behind has undermined public schools and support for public education, with unfunded mandates that harm our schools of greatest need; and

**WHEREAS**, NCLB's accountability model sets up schools for failure by its strict criteria for meeting AYP, and currently, unfairly labels many California schools as failing, while often not recognizing and rewarding significant student achievement growth that has occurred; and

**WHEREAS**, Congress and the President have broken their promise to provide the resources necessary to implement NCLB, creating federally under funded, mandated liability on local schools districts totaling billions of dollars; and

**WHEREAS**, NCLB fails to address assessment needs unique to English Learners and students with disabilities; and

**WHEREAS**, NCLB in its current form, sets standards with rates of growth that are unattainable for the majority of our public school; and

**WHEREAS**, NCLB treats all program improvement sites as equal whether the infractions are minor or major;

**BE IT RESOLVED**, the at the **Santa Monica Malibu Board of Education** urges Congress and the President to reauthorize ESEA and erase or alter the provisions of NCLB that are severely damaging our schools and their opportunity for success; and

**BE IT FURTHER RESOLVED**, that the rewritten law use growth models that recognize school progress, student improvement, and student needs and provides funding for the collection and assessment of data; and

**BE IT FURTHER RESOLVED**, that schools be categorized as in need of major improvement or minor revisions; and

**BE IT FURTHER RESOLVED**, that the rewritten law offer assistance and resources to schools instead of sanctions by providing additional funding to schools of greatest need; and

**BE IT FURTHER RESOLVED**, that there is some form of consistency in rating schools across the nation.

**RESOLVED**, this 4<sup>th</sup> day of October, 2007, that the rewritten ESEA should once again be legislation that helps public schools improve, recognizes that improvement, and restores public confidence in our nation's education system.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

BOARD OF EDUCATION OF THE  
SANTA MONICA-MALIBU UNIFIED  
SCHOOL DISTRICT

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President

Attest:

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Superintendent,  
Secretary to the Board

TO: BOARD OF EDUCATION

ACTION/MAJOR

10/04/07

FROM: DIANNE TALARICO

RE: REQUEST FOR PROPOSAL IN CONJUNCTION WITH AN  
INDEPENDENT REVIEW OF THE DISTRICT'S SPECIAL EDUCATION  
PROGRAM, POLICIES, PRACTICES, AND BUDGET

RECOMMENDATION NO. A.15

It is recommended that the Board of Education approve the attached Request for Proposal document and direct staff to begin the process of soliciting proposals from potential vendors/ service providers to conduct the independent review of the district's Special Education program, policies, practices, and budget.

Based on the past commitment of the Board of Education to have an independent review of Special Education performed, and in association with the Resolution adopted by the board addressing the requests of the Santa Monica City Council, the district will be advertising and distributing a Request for Proposal (RFP) to perform the work identified in the attached document.

In order to meet the March 31, 2008, deadline, as established by the City Council of the city of Santa Monica, the following timeline is proposed:

Issue RFP	October 5, 2007
Pre-proposal Conference	November 2, 2007
Receive Proposals	November 16, 2007
Complete Evaluation	December 3, 2007
Pre-award Conference with Successful Vendor/ Service Provider	December 5, 2007
Award Contract	December 13, 2007
Completion of Review and Submittal of Final Report	March 2008

Proposals will be sent to the California Department of Education, the Los Angeles County Office of Education, the Orange County Office of Education, the Financial Crisis Management Assistance Team (FCMAT), Total School Solutions and School Services of California (SSC), as well as other identified agencies capable of performing the functions of the RFP.

Interested parties who submit a proposal will have their paperwork reviewed by the Superintendent and, at the discretion of the Superintendent, any other parties identified by the Superintendent.

The current activity schedule provides for Board of Education formal consideration and action related to the RFP at the Board of Education Meeting to be held on October 4, 2007.

COMMENT: This item came before the board on September 27, 2007,  
as *Discussion Item No. D.03*.

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

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**

**REQUEST FOR PROPOSAL**

**INDEPENDENT REVIEW OF THE DISTRICT'S SPECIAL EDUCATION PROGRAM,  
POLICIES, PRACTICES AND BUDGET**

Pre-Proposal Conference: November 2, 2007

Proposals Due By: November 16, 2007

Submit Proposals To: SMMUSD  
Office of the Superintendent  
1651 16<sup>th</sup> Street  
Santa Monica, CA 90404-3891

**Proposal Issued on October 5, 2007**

**Office of the Superintendent**

## 1. INTRODUCTION

This Request for Proposal (*RFP*) contains specifications and related documents in conjunction with an independent review of the District's Special Education Program, policies, practices and operational budget. This RFP and all subsequent modifications thereto are hereby designated as the sole reference and authority for the preparation of proposals.

This RFP shall not be construed, (1) to create an obligation on the part of the School District to enter into a contract with any firm or service provider, or (2) to serve as the basis for a claim for reimbursement for expenditures related to the development of a proposal.

Notwithstanding other provisions of the RFP, outside agencies and organizations are hereby advised that this request is an informal solicitation of proposals only. It is not intended, nor is it to be construed, as the engaging in formal competitive bidding pursuant to any statute, ordinance, policy or regulation.

## 2. BACKGROUND

### 2.1 Overview of Santa Monica-Malibu Unified School District (*SMMUSD*)

The District serves approximately 11,700 students (Grades Pre-K to 12) in the communities of Santa Monica and Malibu. The District maintains eleven elementary schools, three middle schools and two high schools, multiple pre-schools, one continuation high school, a Community Day School and an Adult Education Program.

The District is financed primarily by apportionments from the state and taxes received from local property owners. The 2007-08 budget is approximately \$120 million in the general fund. The accounting system is maintained on a modified accrual basis.

Attachment A displays a composite of the 2007-08 General Fund Budget. An historical summary of Special Education Program revenues and expenditures (including the 2007-08 Budget) is provided for reference in Attachment B.

The work to be performed by the vendor or service provider in connection with the independent review of the District's Special Education Program, policies, practices and budget is described in Section 4 of this Request for Proposal. Qualified firms are invited to submit proposals in response to this request.

## 3. INFORMATION AND GENERAL CONDITIONS

### 3.1 Preparation of Proposal Documents

Six (6) sealed copies, one original and five copies, of the proposal shall be submitted by no later than 3:00 p.m. on November 16, 2007. Proposals shall be delivered to the attention of Dianne Talarico, Superintendent, 1651 16<sup>th</sup> Street, Santa Monica, CA 90404-3891.

It is the sole responsibility of the person submitting the proposal to see that it is delivered on time. Proposals received after 3:00 p.m. on November 16, 2007 will be returned unopened to the submitting firm.

### 3.2 Signature

The proposal must be signed by the person authorized to sign proposals on behalf of the vendor or service provider.

### 3.3 Completion of Proposals

Proposals shall be complete in all respects as required by the instructions herein. A proposal may be

rejected if it is conditional or incomplete, or if it contains alterations of form or other irregularities of any kind. A proposal will be rejected if, in the opinion of the Superintendent, the information contained therein was intended to erroneously mislead the District in the evaluation of the proposal.

#### 3.4 Erasures

The proposal submitted must not contain erasures, interlineations, or other corrections unless each correction is authenticated by signing in the margin immediately opposite the correction the name of the person signing the proposal.

#### 3.5 Examination of Contract Documents

Vendors or service providers shall thoroughly examine the contents of the RFP. The failure or omission of any vendor or service provider to receive or examine any contract documents, form, instrument, addendum, or other document shall in no way relieve the vendor or service provider from obligations with respect to the RFP or to the contract to be awarded. The submission of a proposal shall be taken as prima facie evidence of compliance with this Section.

If the vendor or service provider discovers any ambiguity, conflict, discrepancy, omission, or other errors in the RFP, they shall immediately notify the Superintendent of the error and request modification or clarification of the document. Clarifications shall be given by written notice to all vendors or service providers participating in the RFP, without divulging the source of the request. Modifications shall be made by addendum issued pursuant to Section 3.6 below.

If a vendor or service provider fails to notify the Superintendent of an error in the RFP before the date scheduled for submission of proposals, or of any error which reasonably should have been known to them, they shall submit the proposal at their own risk. If the contract is awarded to the vendor or service provider, they shall not be entitled to additional compensation or time by reason of the error or its subsequent detection.

#### 3.6 Addenda

The Superintendent may modify this RFP before the date scheduled for submission of proposals by issuance of an addendum to all parties who received the RFP for the purpose of submitting a proposal. Addenda shall be numbered consecutively as a suffix to the RFP reference number.

#### 3.7 Modification of RFP Response

The vendor or service provider may modify their proposal after its submission by written notice to the Superintendent of withdrawal and re-submission before the date and time specified for receipt of proposals. Modification will not be considered if offered in any other manner.

#### 3.8 Withdrawal of Proposal

The vendor or service provider may withdraw their proposal by submitting a written request to the Superintendent at any time before the date and time scheduled for proposal submission. Proposals may not be withdrawn after the proposal submission date and time.

#### 3.9 Rejection of Proposals

The Superintendent reserves the right to reject any or all proposals received in response to this RFP.

#### 3.10 Pre-proposal Conference

A Pre-proposal Conference will be held at 10:00 a.m., November 2, 2007 in the Board of Education meeting room at the Santa Monica-Malibu Unified City School's District Office at 1651 16<sup>th</sup> Street, Santa Monica, CA 90404-3891.

At this conference, vendors/service providers will be given the opportunity to meet with the Superintendent, staff and others to discuss the terms of the RFP. While this conference is not mandatory,

it is recommended that those who intend to submit a proposal should be in attendance at this conference. Questions asked during the Pre-proposal Conference, that are pertinent to the Request for Proposal will also be included in a summary of Minutes from the Pre-proposal Conference. No other individual sessions will be held with any vendor or service provider participating in the Request for Proposal. Questions that may arise after the Pre-proposal Conference should be directed to the attention of the Superintendent, (310) 450-8338. A written summary of any such questions and the answers to the questions will also be sent to all Vendor or service providers participating in the Request for Proposal.

Special Education and Business Services staff will be available to review the documents with interested vendors or service provider representatives and to answer questions regarding the documents provided.

3.11 Misunderstandings

The RFP documents will be clarified by the Superintendent upon written request,

3.12 Cost of Preparation of Proposals

Costs for developing responses to this RFP are entirely the responsibility of the vendor or service provider and shall not be chargeable to the School District.

3.13 Evaluation of Proposals

Proposals will be evaluated in accordance with the procedures contained in Section 6. During the evaluation, validation and selection process, the Superintendent may request a meeting with a vendor or service provider representative to request answers to questions or may request that they answer specific questions in writing. The Superintendent may require that vendor or service provider make presentations that are pertinent to the evaluation process.

3.14 Award of Contract

If the contract is awarded, it will be to the responsible vendor or service provider whose proposal is deemed to be the best proposal and whose proposal meets the need of the School District. It is anticipated that the contract will be awarded within the thirty (30) day period that proposals are required to remain open. If award cannot be made within that time, vendors or service providers will be requested in writing to extend the time period during which they agree to be bound by their proposal. Written notification will be made to unsuccessful vendors or service providers.

3.15 Errors in Proposal

Vendors or service providers shall be bound by the terms and conditions of their proposals notwithstanding the fact that errors are contained therein. However, if immaterial errors are found in a proposal, the Superintendent may notify the vendor or service provider that their proposal contains errors and require the correction of errors.

3.16 Workers' Compensation

In accordance with the provisions of Section 3700 of the Labor Code of the State of California, each vendor or service provider shall sign and file with the School District a certificate of Workers' Compensation coverage before performing the work.

3.17 Contract Documents

Documents included in this RFP are complementary. Work called for by one shall be binding as if called for by all.

3.18 Related Experience

All vendors or service providers must submit information that indicates specific qualifications to perform requested services as specified herein. Each vendor or service provider shall submit with their proposal, a list of clients for whom they have previously performed such services. The reference list shall include the

names and addresses of each client, the names, titles and telephone number of each client's representative and the dates the work was performed. During the evaluation and selection process, the Superintendent may contact each of the reference clients. Vendors or service providers are hereby advised that the Superintendent maintains the sole and exclusive right to determine whether or not they can perform the work to be done. This determination will specifically address the level, background and experience of individuals to be assigned to perform the requested services.

3.19 Tentative Schedule of Events

RFP Available	October 5, 2007
Pre-proposal Conference	November 2, 2007
Receive Proposals	November 16, 2007
Complete Evaluation of Proposals	December 3, 2007
Pre-award Conference with Successful Vendor/Service Provider	December 5, 2007
Award Contract	December 13, 2007
Completion of Review and Submittal of Final Report	March ____, 2008 <i>(date pending)</i>

3.20 Definitions

The term School District as used in these clauses shall be construed to include the Santa Monica-Malibu Unified School District, its Board of Education, and all employees, officers and agents of the School District.

3.21 Covenant Against Contingent Fees

Vendors and/or service providers warrant that no person or selling agency has been employed or retained to solicit or secure the contract to be executed as a result of this Request for Proposal, upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide established commercial or selling agencies maintained by the vendor or service provider for the purpose of securing business.

For breach or violation of this warranty, the School District shall have the right to terminate any contract that may be entered into in its sole discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.

3.22 Non-Discrimination Clause

Vendors or service providers shall take action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, ancestry, handicap, age or national origin. Such action shall include, but may not be limited to the following: employment, upgrading, demotion or transfer recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training including apprenticeship.

3.23 Compliance with Civil Rights

Vendors or service providers hereby assure that they will comply with Subchapter VI of the Civil Rights Act of 1964, USC Sections 2000 e through 2000 e (17) to the end that no person shall, on the grounds of race, creed, color, sex, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the Agreement or under any project, program or activity supported by the Agreement.

3.24 Performance Bond

Not required by this RFP.

3.25 Compensation

The School District shall pay the vendor or service provider an amount not to exceed the maximum cost proposed, plus actual and necessary out-of-pocket expenses. Payments shall be made upon receipt of itemized invoices delivered at the conclusion and acceptance of the service provided.

Necessary out-of-pocket expenses do not include interest on loans, costs related to tax payments (including filings, preparation, or penalties), advertising and promotions, legal expenses, insurance premiums, cost of employee meals and lodging, entertainment, gratuities, items of a personal nature, or any expense outside of the ordinary, necessary or reasonable performance of the Agreement.

3.26 Supplemental Compensation and Additional Services

If during the course of the examination, the vendor or service provider finds any unusual item or circumstance that, in their view, warrants an immediate detailed investigation, the same will be reported in writing to the Superintendent. If in the opinion of the Superintendent a more detailed verification is required than that which would be required under ordinary circumstances, written authorization will be provided to the vendor or service provider.

Additional services are not within the scope of services to be performed pursuant to this Agreement. If additional services are required and authorized, the Agreement will be amended to reflect the additional services and supplemental compensation shall be at the established hourly rates.

3.27 Insurance and Indemnification

The vendor or service provider shall maintain, during the term of the Agreement, such general liability and property damage insurance as is required to protect the vendor or service provider and School District, including its officers, agents, and employees, from any and all actions, suits or other proceedings, whether in contract, tort, equity or otherwise, which may arise as a result of the work performed, and any and all claims, injuries, damages, judgments, expenses, attorneys fees which may result therefrom.

Vendor or service provider shall hold harmless and indemnify the School District and all officers, agents and employees of the School District, including its officers, agents, and employees, from and against any and all actions, suits or other proceedings, whether in contract, tort, equity or otherwise, and any and all claims, injuries, damages, judgments, expenses, attorneys fees which may result therefrom, and which may arise as a result of any act, omission, carelessness, negligence, malpractice, or incompetence of the vendor or service provider or the vendor's or service provider's agents or employees, in connection with the performance of the Agreement.

3.28 Independent Contractor

While performing services pursuant to this Agreement, the vendor or service provider is an Independent Contractor and not an officer, agent or employee of the School District.

3.29 Assignment of Contract

The vendor or service provider shall not assign or transfer, by operation of law or otherwise, any or all of their rights, burdens, duties or obligations without the prior written consent of the School District.

3.30 Conflict of Interest

The vendor or service provider shall adhere to the School District's policies on conflict of interest and any and all statutes and regulations regarding conflict of interest currently in place in the State of California.

3.31 Cancellation

A. If the vendor or service provider violates any provision of this Agreement, the Superintendent or Superintendent's designee may pursue any legal or equitable remedies available to the School District.

- B. In the event of breach of this Agreement by the vendor or service provider, the School District shall have the right to cancel and terminate the Agreement. In this event, the School District shall thereafter be relieved of all liability under the Agreement and the vendor or service provider shall be liable to the School District for any additional cost in connection with the completion of services as a result of the breach.

### 3.32 Dispute Resolution

Any dispute or claim between the vendor or service provider and the School District arising out of or related to this Agreement shall be resolved by binding arbitration, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

### 3.33 Choice of Law

This Agreement shall be interpreted according to the laws and regulations of the State of California.

## **4. SCOPE OF THE SERVICES INCLUDING FINDINGS AND RECOMMENDATIONS ASSOCIATED WITH THE FOLLOWING:**

### 4.1 Special Education Plan

- a. Does the School District provide a continuum of placement options for special education students with various disabilities?
- b. Does the School District operate collaboratively within the SELPA with regard to accessing all available resources and support for special education students?
- c. Are all special education students provided with access to the same books and materials and curriculum as the general education students?

### 4.2 Financial

- a. Are School District funds utilized appropriately with regard to programming, staffing, professional development and NPA/NPS expenditures?
- b. Has the School District established and implemented appropriate cost containment procedure with regard to special education programs?
- c. Are the services that are contracted with outside providers cost effective for the School District, or should the School District consider alternative delivery models?
- d. Is the School District maximizing its revenues from all Federal, State, and other sources?

### 4.3 Programming

- a. Are the School District's programs appropriate in view of IDEA, LRE, curriculum and instruction?
- b. Are programs staffed adequately with administrators, certificated and classified personnel?
- c. Are site staff provided with relevant, research-based professional development on an ongoing basis?

### 4.9 Policies

- a. Are School District written policies consistent with Federal and State laws and mandates?
- b. Are special education written policies shared in an efficient and comprehensive manner with all site administrators and special education teachers?
- c. Are special education written policies implemented consistently throughout the School District?

### 4.9 Settlement Agreements

- a. Are settlement agreements produced and implemented within the guidelines of the law?
- b. How is the current practice of the utilization of settlement agreements in the School District similar or different from other school districts in the region?
- c. Is the use of confidentiality clauses in settlement agreements legal and considered a common practice?
- d. In regard to settlement agreements, are there "industry standard" best practices that would benefit the School District?

4.9 Confidentiality of Student and Employee Information

All personally identifiable student and School District staff information obtained by or furnished to the vendor or service provider, and all Reports or materials containing such information prepared or assembled by the vendor or service provider, shall be kept strictly confidential by the vendor or service provider and shall not be provided or disclosed to any third party without the express written permission of the Superintendent or the Superintendent's designee. The vendor or service provider shall limit access to such material in its control to those of its employees performing services pursuant to this Agreement strictly on a need to know basis. The vendor or service provider shall restrict its use of information to its performance under this Agreement and shall return all such material to the School District upon completion of the services herein.

4.9 Vendor or Service Provider Reports

The report to be submitted should address, in narrative form, each of the "Scope of Work" areas outlined in Sections 4.1 to 4.5. Graphs and/or charts should be included, as appropriate, to clarify findings and/or recommendations. There should be a clear "Statement of Findings" and "Recommendations" for each Section.

4.8 Executive Summary

The report should begin with an "Executive Summary" , which will provide the reader with a clear understanding of the overall conclusions reached in the report.

4.9 Working Papers

As appropriate, supportive interview notes (with reference only as to "parent", "staff member" and position but no reference to name) should be included as an appendix to the report.

4.10 Resources to be Provided by the School District

The School District will assist with the scheduling of interviews with parents of Special Education students, members of the Special Education District Advisory Committee (*SEDAC*), Special Education staff (including Teachers, Instructional Assistants, etc.), Fiscal Office Staff, Administrative Staff, etc.

Notes:

(1) Staff Assistance - The School District shall assign appropriate staff to assist the vendor or service provider by providing required information and explanations. Staff of the Special Education and Business Services departments will be assigned as needed to assist the vendor or service provider in field work and to provide information which is pertinent to the work of the vendor or service provider.

(2) Working Space - The School District shall provide vendor or service provider with working space for a maximum of four (4) persons. Requests for space shall be directed to the attention of the Assistant Superintendent, Fiscal & Business Services/Chief Financial Officer.

**5. PROPOSAL RESPONSE REQUIREMENTS**

5.1 General

All proposals shall be submitted in the format as specified. Provide a complete response to each request for information. Responses to this Section of the Request for Proposal will be used by the Superintendent to determine the successful vendor or service provider.

5.2 Title Page

Indicate the Request for Proposal Title being provided, the name of the firm, local address, the name of the firm's contact person for the purpose of this RFP, the telephone number of the contact person and the date.

### 5.3 Table of Contents

Include a clear identification of the material included in the firm's response by section and by page number.

### 5.4 Letter of Transmittal

Summarize understanding of the work to be done. Indicate the names of the persons who will be authorized to make representations on the part of the firm, their titles, addresses and telephone numbers. The person and/or persons authorized to execute the contract on the part of the firm shall sign the transmittal letter.

### 5.5 Profile of Vendor or service provider

5.5.1 State whether the firm is local, regional or national.

5.5.2 State the location of the office from which the work will be done if the firm is awarded the contract.

### 5.6 Vendor or service provider's Staffing and Qualifications

5.6.1 Indicate the name of the person who will manage the review services as specified in this Request for Proposal. Provide a brief resume of the manager's background, training and experience. Specifically discuss the manager's experience in managing school district reviews of the size and scope as specified herein.

5.6.2 Indicate the names of supervising vendor or service providers who will be assigned to the review of the School District. Provide a brief resume of the supervisors' background, training and experience in supervising reviews of the size and scope of the reviews as specified herein.

5.6.3 Indicate the levels and titles of other employees/agents who will be assigned to perform services under the contract. Include a job description that describes the types of experience, background and training required for each of the classifications proposed.

### 5.7 References

Provide a list of clients for whom your firm has provided related reviewing services in the past two (2) years. Indicate the scope of the reviews performed for each of the reference clients. Include the name of the client, address, telephone and the name of each client's manager. Also include the names of individuals serving for the vendor or service provider and their roles.

### 5.8 Vendor or service provider's Approach to the Reviews

Prepare a work plan to accomplish the reviewing services as specified in this Request for Proposal. The work plan shall include time estimates for each significant segment of the work; the number of staff to be assigned, including supervisors where appropriate; the level of each of the staff members to be assigned; and any specialists who will be assigned.

### 5.9 Costs of the Services - All District Funds

Costs as specified in the submitted proposal shall be based upon the scope of the work as specified herein. It is understood that if the scope of the work is increased and/or decreased the maximum costs as proposed will be adjusted upwards and/or downwards as appropriate. The supporting data for the maximum costs of the review services shall include the hours each of the staff will be assigned, and the hourly rate applicable to each level of staff assigned.

### 5.10 Additional Information

The preceding sections shall contain only the information requested. If vendor or service provider desires to present additional information, such additional information shall be presented in this Section of the RFP. If there is no additional information to present, indicate "There is no additional information to present."

5.11 Assurances

Vendor or service provider understands that the primary purpose of the review as specified herein is to conduct an independent review of the School District's Special Education Programs, Policies, Practices and Budget, and provide a report as noted in Section 4. No extended services will be performed unless they are authorized by the School District and the agreement covering the work to be done has been amended to reflect such extended services.

Vendor or service provider shall certify that in accordance with reviewing standards and other applicable guidelines and regulations, the vendor or service provider will select the necessary procedures to test compliance and to disclose noncompliance with specified laws, regulations and contracts.

**6. ANALYSIS AND EVALUATION OF PROPOSALS**

6.1 General

This Section, along with Sections 4 and 5 of the Request for Proposal, describes the general procedures that will be utilized by the Superintendent during the evaluation and selection process. It is the intention of the School District to select a vendor or service provider who is deemed to best satisfy the requirements of this Request for Proposal, taking into consideration all aspects of the RFP response, including quality, and the cost of the services to be provided.

6.2 Elements of Evaluation of Proposals

6.2.1 Technical Factors

6.2.1.1 Responsiveness of the proposal in clearly stating an understanding of the work to be performed.

Superintendent will consider:

Appropriateness and adequacy of proposed procedures  
Necessity of procedure  
Reasonableness of time estimates  
Appropriateness of assigned staff levels  
Time-lines of expected completion

6.2.1.2 Technical experience of the firm

6.2.1.3 Qualifications of Staff, particularly prior school district review experience

6.2.1.4 Size and structure of the firm

6.2.2 Cost Factors

6.2.2.1 Cost of work to be performed

Cost will be a significant factor when all other evaluation criteria are relatively equal

6.3 Proposal Evaluation Method

The evaluation formula and the values assigned to the criteria that will be used by the Superintendent, and others if assigned, will be weighted. Total scores will be determined by adding the points received for technical qualifications (maximum 75 points) to the points received for the cost of the review (maximum 25 points).

#### 6.4 Mandatory Criteria

A proposal will not be considered unless the vendor or service provider submitting the proposal meets the following criteria:

6.4.1 The vendor or service provider must certify as to its technical ability to address the requirements of this RFP.

6.4.2 The vendor or service provider must have a record of quality work.

#### 6.5 Oral Presentations

The apparent successful vendor or service provider will be requested to present a formal presentation to the Board of Education. The purpose of the presentation is to introduce the Vendor or service provider's professional staff to the Board of Education and have its staff or team members briefly discuss their technical and management plans for the review services. This may occur on or before December 13, 2007.

#### 6.6 Vendor or service provider Selection

Following the Superintendent's final selection of the apparent successful vendor or service provider, the Superintendent or designee will enter into negotiations regarding the provisions of the Agreement. If a satisfactory contract cannot be negotiated, the Superintendent may, in her sole discretion, begin contract negotiations with the second ranking vendor or service provider and terminate negotiations with the originally selector vendor or service provider.

The decision of the School District is final and is not subject to review. The School District may reject all proposals submitted and negotiate with a single vendor or service provider when it is determined to be in the best interest of the School District to do so.

## Multi-Year Financial Projection

Description	2006-07 ACTUALS	2007-08 PROPOSED	2008-09 PROJECTION	2009-10 PROJECTION
<b>Revenue:</b>				
Revenue Limit	64,085,029	65,032,563	66,080,565	66,637,129
Other Federal	191,727	80,000	80,000	80,000
Other State Apportionments	-	734,224	761,390	781,186
Class Size Reduction	3,242,381	3,267,278	3,300,931	3,350,445
Other State (Lottery...)	2,971,663	1,476,682	1,448,868	1,431,450
<b>Meas. "Y" Exp. 6/30/11</b>	<b>3,912,376</b>	<b>3,921,000</b>	<b>4,038,630</b>	<b>4,159,789</b>
All Other Local Income	11,616,542	10,772,576	10,759,393	10,967,541
Interfund Transfer In	8,031,647	500,000	500,000	500,000
LGFC	(13,914,829)	(16,753,298)	(17,004,597)	(17,259,666)
<b>Meas. "S" Exp. 6/30/09</b>	<b>6,861,964</b>	<b>6,573,000</b>	<b>6,573,000</b>	<b>6,573,000</b>
	86,998,501	75,604,026	76,538,180	77,220,872
<b>Expenditure:</b>				
Certificated Salary	44,514,529	44,281,233	45,166,858	46,070,195
Decrease 6.5 FTEs 08-09			(397,800)	(405,756)
Decrease 7 FTEs 09-10				(436,968)
Classified Salaries	10,654,601	10,691,268	10,851,637	11,014,412
Benefits 4%	15,389,052	15,653,579	16,225,025	16,813,943
Supplies/Books	814,728	901,283	896,894	896,894
Other Operational Costs	5,214,457	5,775,873	5,826,104	5,826,104
Capital Outlay	81,803	11,494	-	
Transfers	6,578	6,800	6,800	6,800
Indirect (1)	(470,516)	(912,465)	(850,000)	(850,000)
Debt Services (COPs)	21,029	22,253	22,253	22,253
Transfer Out	75,000	75,000	75,000	75,000
	76,301,261	76,506,318	77,822,770	79,032,876
<b>Increase (Decrease) Fund Balance</b>	<b>10,697,240</b>	<b>(902,292)</b>	<b>(1,284,591)</b>	<b>(1,812,004)</b>
Beginning	5,985,540	16,682,780	15,780,488	14,495,898
Fund Balance	16,682,780	15,780,488	14,495,898	12,683,894
Reserve- Revolving cash store	50,000	50,000	50,000	50,000
Total Reserve	16,632,780	15,730,488	14,445,898	12,633,894
3% Contingency Reserve	3,724,897	3,426,894	3,495,731	3,564,053
Unappropriated Balance	12,907,883	12,303,594	10,950,167	9,069,841

## NOTES:

- 1) Indirect Rate will be changed from 2.45% to 5.29% in 2007-08, 2008-09 and 2009-10.
- 2) The current *Multi-Year Financial Projection* assumes a decline in enrollment in each of the next three years:
  - 2007-08: 181 students and 23.3 FTEs
  - 2008-09: 164 students and 6.5 FTEs
  - 2009-10: 181 students and 7 FTEs

**SANTA MONICA-MALIBU USD**  
**2006-07 LOCAL GENERAL FUND CONTRIBUTION (LGFC)**

	<b>2006-07 BUDGET</b>	<b>2006-07 ACTUALS</b>	<b>CHANGES</b>
SPECIAL EDUCATION	9,999,441	9,221,989	(777,452)
SPECIAL EDUCATION TRANSPORTATION	612,876	443,438	(169,438)
TITLE II PART D: ENHANCING EDUCATION THROUGH TECHNOLOGY ( <i>EETT</i> )	215,000	108,173	(106,827)
NATIONAL BOARD CERTIFICATION	60,000	18,730	(41,270)
MULTI-CULTURE PROGRAM	500,000	465,142	(34,858)
VALUED YOUTH PROGRAM	82,500	65,888	(16,612)
STUDENT OUTREACH PROGRAM-SAMOHI	223,399	428	(222,971) *
REGIONAL OCCUPATIONAL PROGRAM	8,700	8,700	-
BARNUM HALL	107,000	32,540	(74,460)
ON GOING MAINTENANCE PROGRAM	3,501,868	3,549,802	47,934
<b>TOTAL CONTRIBUTION:</b>	<b>15,310,784</b>	<b>13,914,830</b>	<b>(1,395,954)</b>

\*Targeted Instructional Improvement Block Grant Program Funding (TIIG) used to help support this program

## SPECIAL EDUCATION 5-YEAR COMPARISON

	2002-03 ACTUALS		2003-04 ACTUALS		2004-05 ACTUALS		2005-06 ACTUALS		2006-07 ACTUALS		2007-08 BUDGET	
PUPIL COUNT					1594		1478	-7.3%	1356	-8.3%	1356	
SPECIAL DAY CLASS	398.76	4%	408.01	2%	432.02	6%	362.5	-16%	335.41	-7.5%	335.41	
NPS/ADA	58.45	-7%	56.16	-4%	60.24	7%	47.89	-21%	42.1	-12.1%	42.1	
<b>SP ED MASTER PLAN</b>												
REVENUE - 8311	6,486,590	-2%	6,319,907	-3%	6,332,759	0%	6,327,319	0%	6,394,699	1.1%	6,400,247	0.1%
ADA REVENUE -8091	2,177,872	9%	2,162,277	-1%	2,381,243	10%	2,070,803	-13%	2,033,202	-1.8%	2,124,307	4.5%
LGFC -8980	5,624,958	-4%	7,395,731	31%	7,578,536	2%	8,251,166	9%	9,157,348	11.0%	10,963,681	19.7%
OTHER	750	-59%	750	0%	5,225		108,234		153,234			
	14,290,170	-1%	15,878,665	11%	16,297,763	3%	16,757,521	3%	17,738,483	6%	19,488,235	10%
FEDERAL PROGRAMS												
REVENUE -	1,815,707	11%	2,213,490	22%	2,545,594	15%	2,559,305	1%	2,484,934	-2.9%	2,870,696	15.5%
LGFC	126,394	700%	103,898	-18%	91,971	-11%	227,992	148%	64,641	-71.6%	315,613	388.3%
SUBTOTAL:	1,942,101	18%	2,317,388	19%	2,637,565	14%	2,787,298	6%	2,549,575	-8.5%	3,186,309	25.0%
<b>TOTAL:</b>	<b>16,232,272</b>	<b>1%</b>	<b>18,196,053</b>	<b>12%</b>	<b>18,935,328</b>	<b>4%</b>	<b>19,544,819</b>	<b>3.2%</b>	<b>20,288,058</b>	<b>3.8%</b>	<b>22,674,544</b>	<b>11.8%</b>
<b>TOTAL LGFC:</b>	<b>5,751,353</b>	<b>-2%</b>	<b>7,499,629</b>	<b>30%</b>	<b>7,670,508</b>	<b>2%</b>	<b>8,479,158</b>	<b>10.5%</b>	<b>9,221,989</b>	<b>8.8%</b>	<b>11,279,294</b>	<b>22.3%</b>
<b>Certificated FTES</b>			105.70		107.80	2.0%	122.10	13.3%	125.70	2.9%	124.2	-1%
<b>Classified FTES</b>			100.61		103.77	3.1%	109.49	5.5%	132.00	20.6%	130.41	-1%
CERT. SALARIES	7,132,617	3%	7,263,981	2%	7,660,645	5%	8,494,088	11%	9,013,723	6%	9,457,291	5%
CLASS. SALARIES	3,253,709	10%	3,351,212	3%	3,553,586	6%	3,506,144	-1%	3,547,562	1%	4,224,426	19%
	2,374,042	10%	2,947,989	24%	2,977,063	1%	3,327,632	12%	3,498,347	5%	4,268,048	22%
SUPPLIES	97,044	-45%	99,745	3%	79,286	-21%	130,023	64%	136,322	5%	182,340	34%
OPERATION COST	3,373,789	-14%	4,524,033	49%	4,633,278	2%	4,082,059	-12%	3,925,706	-4%	4,532,983	15%
CONSULTANT	229,424	-54%	263,500	15%	479,031	82%	360,061	-25%	387,313	8%	469,765	21%
LEGAL COST	149,131	2%	319,917	115%	167,266	-48%	31,130	-81%	79,963	157%	180,000	125%
NPS CONTRACT	2,757,524	2%	2,922,487	6%	3,398,265	16%	2,656,080	-22%	2,463,586	-7%	3,000,000	22%
OTHER OPERATION	161,670	-64%	387,507	140%	270,191	-30%	319,132	18%	243,182	-24%	263,218	8%
LEGAL SETTLEMENTS	36,391	-30%	589,569	1520%	268,379	-54%	648,698	142%	751,661	16%	620,000	-18%
EQUIPMENT	-								8,151			
INDIRECT/SPECIAL SCH ADJ	-		9,269		10,800	17%	4,873		5,012		9,456	89%
<b>TOTAL EXPENDITURE:</b>	<b>16,231,201</b>	<b>1%</b>	<b>18,196,229</b>	<b>12%</b>	<b>18,914,657</b>	<b>4%</b>	<b>19,544,819</b>	<b>3.3%</b>	<b>20,134,824</b>	<b>3.0%</b>	<b>22,674,544</b>	<b>12.6%</b>

**SPECIAL EDUCATION  
2007-2008**

<b>ENROLLMENT</b>	<b>PROJECTED</b>	<b>ENROLLED</b>	<b>NPS</b>		
<b>2005-06</b>	<b>426</b>	<b>354</b>	<b>47.89</b>		
<b>2006-07</b>		<b>337</b>	<b>42.12 (ESTIMATED)</b>		
<b>2007-08</b>					
	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>CHANGES</b>
	<b>FTES</b>	<b>BUDGET</b>	<b>FTES</b>	<b>BUDGET</b>	
<b>REVENUES:</b>					
REVENUE LIMIT /ADA REVENUE		2,033,310		2,124,307	90,997
FEDERAL REVENUE		2,589,072		2,589,072	-
APPORTIONMENT FROM SELPA		6,400,247		6,400,247	-
<b>LGFC</b>		<b>9,987,031</b>		<b>11,560,918</b>	<b>1,573,887</b>
<b>TOTAL:</b>	<b>-</b>	<b>21,009,660</b>	<b>-</b>	<b>22,674,544</b>	<b>1,664,884</b>
<b>EXPENDITURES:</b>					
<b>CERTIFICATED SALARY</b>					
TEACHERS – MONTHLY	104.000	6,862,462	105.500	7,293,333	430,871
TEACHERS, HOURLY		275,891		286,105	10,214
TEACHERS, SUB		109,372		96,500	(12,872)
PSYCHOLOGISTS, MONTHLY	12.100	1,119,266	11.100	1,028,792	(90,474)
BEHAVIORAL INTERVENTION SPEC	1.000	72,810	1.000	82,183	9,373
NURSES, MONTHLY	1.600	119,289	1.600	120,110	821
PSYCHOLOGISTS, HOURLY		13,902		15,000	1,098
NURSE, HOURLY		7,961		7,961	-
ASSISTANT SUPERINTENDENT	-	31,110			(31,110)
DIRECTOR, MONTHLY	1.000	69,304	1.000	118,807	49,503
COORDINATORS, CERT	4.000	403,723	4.000	408,500	4,777
<b>TOTAL CERTIFICATED SALARY</b>	<b>123.700</b>	<b>9,085,090</b>	<b>124.200</b>	<b>9,457,291</b>	<b>372,201</b>
<b>CLASSIFIED SALARY</b>					
INSTRUCTIONAL AIDES	108.766	2,500,097	108.930	2,998,574	498,477
INSTRUCTIONAL AIDES – HOURLY		262,411		235,002	
IA/INTENSIVE BEHAVIOR INTERVEN	3.000	80,044	3.750	100,795	20,751
CLERICAL	3.000	105,712	3.130	121,763	16,051
INTERPRETER/TRANSLTR	1.000	38,116	1.000	37,344	(772)
OCCUPATIONAL THERAPIST	6.000	497,735	6.000	497,735	-
SPECIAL SERVICES		61,986		63,600	1,614
CERT. OCCUPAT.THERAPY ASST	3.000	79,201	3.000	111,071	31,870
PHYSICAL THERAPIST	1.000	-	1.000	75,000	75,000
STUDENT ASSISTANT		24,495		21,317	(3,178)
OTHER CLASSIFIED	1.125	34,488	1.125	37,510	3,022
<b>TOTAL CLASSIFIED:</b>	<b>126.891</b>	<b>3,684,285</b>	<b>127.935</b>	<b>4,299,711</b>	<b>615,426</b>

*Attachment B3*

<b>BENEFITS</b>		3,574,114		4,297,389	723,275
<b>BOOKS AND SUPPLIES</b>		177,954		182,540	4,586
<b>SERVICES AND OTHER OPERATING</b>					
MILEAGE		21,000		22,150	1,150
CONFERENCE AND TRAVEL		21,530		18,514	(3,016)
DUES		4,300		1,800	(2,500)
LEASE		824		1,891	1,067
REPAIR		1,100		1,000	(100)
MAINTENANCE		2,237		1,237	(1,000)
INTRA FUND TRANSFER		15,301		11,350	(3,951)
CONSULTANT		481,600		480,000	(1,600)
LEGAL		100,000		100,000	-
NPA/NPA		2,937,500		3,000,000	62,500
OTHER OPERATING COST		183,624		185,641	2,017
LEGAL SETTLEMENTS		705,500		700,000	(5,500)
COMMUNICATION		9,200		9,200	-
<b>SERVICES AND OTHER OPERATING COST</b>	-	<b>4,483,716</b>	-	<b>4,532,783</b>	<b>49,067</b>
<b>INDIRECT CHARGE</b>		<b>4,501</b>		<b>9,456</b>	<b>4,955</b>
<b>TOTAL:</b>	<b>250.591</b>	<b>21,009,660</b>	<b>252.135</b>	<b>22,779,170</b>	<b>1,769,510</b>

**\$104,626 AIDES' SALARIES ARE FUNDED BY EIA PROGRAM IN 2007-08 FISCAL YEAR. (5/3/07 BOARD)**

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**

**REQUEST FOR PROPOSAL**

**INDEPENDENT REVIEW OF THE DISTRICT'S SPECIAL EDUCATION PROGRAM, POLICIES,  
PRACTICES AND BUDGET**

**PROPOSAL RESPONSE FORM**  
**TO ACCOMPANY WRITTEN REPORT**

To: Santa Monica-Malibu Unified School District  
1651 16<sup>th</sup> Street  
Santa Monica, CA 90404-3891  
Attention: Superintendent Dianne Talarico

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pursuant to and in compliance with the Notice Calling for Proposals and all other documents relating thereto, the undersigned, , having familiarized himself/herself with the terms and conditions of the proposal documents, hereby proposes and agrees to perform, within the time stipulated, the work to be done and to provide all labor and materials necessary to perform the work in connection with:

**INDEPENDENT REVIEW SERVICES**

all in strict conformance with the specifications for the amounts as specified below:

1. CONTRACT PRICE  
\_\_\_\_\_  
(Amount in Words)  
\$ \_\_\_\_\_ )

2. It is understood that the School District reserves the right to reject this proposal and that this proposal will remain open and not be withdrawn for a period of thirty (30) days after the date scheduled for submission of proposals.

The names of all persons interested in the foregoing proposal as principals are as follows:

_____	_____
Name	Title
_____	_____
Name	Title
_____	_____
Name	Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Firm

By \_\_\_\_\_  
Signature of Authorized Agent

By \_\_\_\_\_  
Signature of Authorized Agent

By \_\_\_\_\_  
Signature of Authorized Agent

NOTE: If vendor or service provider is a corporation, the legal name of the corporation shall be set forth above together with the signature of authorized officer or agents and the documents shall bear the corporate seal; if vendor or service provider is a partnership, the true name of the firm shall be set forth above together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership; and if vendor or service provider is an individual, his/her signature shall be placed above.

TO: BOARD OF EDUCATION

ACTION/MAJOR

10/04/07

FROM: DIANNE TALARICO / STEPHEN R. HODGSON /  
VIRGINIA I. HYATT

RE: AWARD OF TECHNOLOGY INFORMATION SYSTEMS CONSULTING  
CONTRACT TO NETWORLD SOLUTIONS CONSULTING FOR THE  
MEASURE "BB" PROGRAM

RECOMMENDATION NO. A.16

It is recommended that the Board of Education approve a contract with Networld Solutions Consulting for educational technology consulting and project planning services pertaining to the development of the Facility Master Plan Program.

Funding Information

Budgeted: Yes  
Fund: 21  
Source: State School Building Fund  
Account Number: 21-00000-0-00000-85000-5802-050-1500 \$34,000  
01-90100-0-19100-21000-5802-050-1500 \$15,000  
Description: Consultant Services

COMMENTS: In order to continue the Facilities Master Plan process to completion, and begin site designs, it is necessary to establish standards for technology in both classroom design, and also for the future. Part of this process involves accessing current wiring infrastructure, implementation plans, design standards, and specifications. The contract (\$49,000) includes the following phases:

Phase I - Infrastructure Assessment - three sites (Santa Monica and Malibu High Schools and one elementary site) will be surveyed for power, cabling, and electrical needs as a base for districtwide needs assessment. \$4,000

Phase Ia - Report Educational Technology Strategic Vision - meet with various district stakeholders to implement a 5-year technology plan. October - December 2007. \$15,000

Phase II - District Technology Standards - Standards will be developed for design and procurement, including budgets and implementation timelines. January - March 2008. \$15,000

Phase III - Specifications - Standards, guide specifications will be used to develop detailed,

system designs and performance requirements. This specification will be used to support acquisitions in the form of an RFP. April - June 2008. \$15,000

As the full scope of the project is unknown at this time, hours are estimated and based on other similar work done by the firm. Only actual hours used will be invoiced to the district.

Networld Solutions comes highly recommended to the district as a firm specializing in technology consulting. The firm has been in business for over fourteen years and has provided technical consulting and project management for campus wide local area networks, wireless campuses, student information system selection, IT and Ed Tech operations assessment, and internet/intranet web-based application development.

The Measure "BB" Advisory Committee reviewed this recommendation at its meeting on September 10, 2007.

Measure "BB" Bond funds will be used to cover this expense.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/MAJOR

10/04/07

FROM: DIANNE TALARICO / STEPHEN R. HODGSON /  
MICHAEL D. MATTHEWS

RE: APPROVE SERVICE AGREEMENT WITH THE TDS GROUP FOR THIRD  
PARTY ADMINISTRATIVE SERVICES IN CONJUNCTION WITH THE  
NEW COMPLIANCE PROCEDURES ASSOCIATED WITH DISTRICT  
RESPONSIBILITIES UNDER INTERNAL REVENUE CODE (IRC)  
SECTION 403(b)

RECOMMENDATION NO. A.17

It is recommended that the Board of Education approve the attached service agreement with the TDS Group for third party administrative services in conjunction with the new compliance procedures associated with District responsibilities under Internal Revenue Code (IRC) Section 403(b).

Funding Information:

Source: General Fund - Unrestricted  
Currently Budgeted: N/A until 2008-09  
Account Number: 01-00000-0-00000-74000-5890-025-1250  
Description: Other Operating Expenses/Personnel Services

COMMENTS: On July 25, 2007, the Internal Revenue Service released the new 403(b) regulations in final form with a general effective date of tax years following December 31, 2008. Part of the changes included a revocation of Revenue Rule 90-24, which will occur on September 24, 2007.

Under the current 90-24 transfer rule, an employee participating in a 403(b) savings plan is permitted to transfer any portion of their 403(b) into new portfolio options with few limitations.

Until September 24, 2007, RR 90-24 transfers initiated by the employee and accepted by a vendor company may continue with no adverse impact. Assets are not required to have transferred to the receiving provider by September 24, 2007, but the transaction request must be received and accepted by this date.

After September 24, 2007, 403(b) transfers that are processed will face new restrictions:

- The receiving provider must have in place an information-sharing agreement with the employer to exchange compliance-related information. This agreement must be in place as of the regulations

effective date, tax years following December 31, 2008, and must be retroactive to include any RR 90-24 transfers processed after September 24, 2007.

- Participants initiating a contract exchange after September 24, 2007, will do so at their own risk of exposure to the requirement that their employer and receiving provider will establish the information-sharing agreement by the regulations effective date.
- If a contract exchange is processed after September 24, 2007, and no information sharing agreement is in place by the regulations effective date (tax years following December 31, 2008), the participant's account may be disqualified under the new regulations and subject to applicable taxes.

We are currently working with our plan administrator to obtain the required information-sharing agreements with vendor companies. Once in place, these agreements will allow you to continue transferring assets within the vendor company platform sponsored by your employer. We will notify you as vendor companies establish their information-sharing agreement.

The TDS Group is currently working with approximately 400 school districts throughout California, including the Los Angeles County Office of Education (*LACOE*). TDS is also a CSBA District service provider in assisting public entities in compliance with the new Internal Revenue Code requirements. The cost associated with this Agreement is based on \$.25 per participating employees per month or approximately \$1,800 per year for SMMUSD. It should be noted that the monthly/annual charge for the TDS services does not go into effect until January 1, 2009.

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

TO: BOARD OF EDUCATION

ACTION/MAJOR

10/04/07

FROM: DIANNE TALARICO / STEPHEN R. HODGSON

RE: ESTABLISH POSITION - DIRECTOR OF THEATER OPERATION AND  
FACILITY PERMITS

RECOMMENDATION NO. A.18

It is recommended that the Board of Education establish the position of Director of Theater Operations and Facility Permits to better serve the district in generating revenue from the leasing of district auditoria and non-Joint Use Agreement use of fields. Additionally this position will market and oversee the district's properties for use as filming venues. The position will report to the Assistant Superintendent of Business and Fiscal Services. Specific placement on the Management Salary Schedule is currently under review.

COMMENT: Attached is the job description and representative duties.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

## **DIRECTOR, THEATER OPERATION AND FACILITY PERMITS**

### **Job Description**

Under the direction of the Assistant Superintendent of Business and Fiscal Services, The Director of Theater Operations oversees and manages the use and maintenance of the performance spaces in the district, especially, but not limited to, Barnum Hall and the Memorial Greek Amphitheatre, located on the campus of Santa Monica High School (Samohi). In addition to supporting School and district use of the performance spaces, the position promotes, contracts, manages and coordinates community, commercial and non-profit rentals. The Director of Theatre Operations markets and coordinates the use of all district properties for large special event and filming rentals. The position directs the rental permit office and oversees the use of district facilities by external users. Supervises, schedules, and reviews the work activities of assigned staff.

### **Representative Duties**

1. Develops and maintains calendar of events for Barnum Hall and the Greek Theatre (located on the campus of Santa Monica High School) to include, event planning, operation and maintenance. Coordinates requirements for performances including load-ins, rehearsals, performances and strikes, and supervision of back stage and front of the house crews.
2. Prepares, recommends and implements guidelines related to the use and operation of both facilities as well as other auditoria with the district as may be assigned with regard to joint use agreements.
3. Confers with site administrative staff and facilities to determine on campus uses of both facilities.
4. Confers with community group representatives, professional entertainers, event planners and others regarding facility usage, availability of equipment and scheduling of dates.
5. Recommends equipment purchase and monitors expenses.
6. Arranges for facility and equipment maintenance and inspects to ensure timely and appropriate completion.
7. Trains, schedules and supervises theater operations staff and student assistants to provide technical production and ushering support. Develops and implements effective customer service standards.
8. Reads, interprets and applies applicable district policies, municipal codes, environmental and safety regulations. Instructs staff and volunteers in work and safety procedures, including the proper operation and minor maintenance of facilities and equipment (e.g., lighting, sound, communication, draperies and seating).

9. Acts as liaison with event organizers and staff to arrange details for rehearsals and performances.
10. Distributes information regarding the facilities and campus to interested parties and encourages their use.
11. Resolves production and facility usage problems.
12. Receives, inspects and arranges for the proper storage of theatrical equipment. Maintains records of and conducts periodic inventories of such equipment.
13. May personally operate lights, sound and other equipment during rehearsals and production.
14. Maintains accurate records and files; prepares reports, correspondence and other written materials related to the work.
15. Conducts pre- and post- event meetings with staff and clients.
16. Conducts tours of facilities for prospective clients and provides estimated costs; prepares, negotiates and signs contracts of less than \$20,000. (Note: the Assistant Superintendent of Fiscal and Business Services signs contracts above this amount.)
17. Oversees marketing and promotion of the facilities.
18. Prepares an annual budget and a five-year plan.
19. Conducts facility inspection before and after events ensuring that event set-up complies with event organizer plans and safety regulations. Prepares document and cost estimates for building or equipment damage.
20. Acts as liaison with security, medical, usher, stagehand, police and other event personnel.
21. Attends community and civic meetings as appropriate.
22. Reads, interprets and applied applicable District policies, municipal codes and environment and safety regulations.
23. Works closely with SAMOHI administrative staff to maintain positive, cooperative working relationships in coordinating all uses of Barnum Hall and the Greek Theater, and specifically synchronizing and managing campus related events and parking with non-school-hours users of the facilities, and prospective filming.

TO: BOARD OF EDUCATION

ACTION/MAJOR

10/04/07

FROM: DIANNE TALARICO / TIMOTHY R. WALKER / LAUREL SCHMIDT

RE: NEW POLICY 1240 - VOLUNTEER ASSISTANCE

RECOMMENDATION NO. A.19

It is recommended that the Board of Education adopt Board Policy 1240 - Volunteer Assistance, as recommended by CSBA. This is a new policy that contains updated language regarding the use of volunteers in our schools. It replaces Board Policy 1242, which is outdated and no longer used.

COMMENT: This item was first brought to the board on September 29, 2007, as *Discussion Item No. D.04*.

Attachment:

- Board Policy 1240 - Volunteer Assistance

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

THIS IS A **NEW POLICY** (replaces BP 1242)

New text in underline

<u>NUMBER</u>	<u>ARTICLE</u>	<u>TITLE</u>		
1240	Community Relations	Volunteer Assistance		
<u>SUBTOPIC</u>	<u>POLICY</u>	<u>REGULATION</u>	<u>EXHIBIT</u>	
Participation by The Public	<u>X</u>			

**DETAIL**

The Governing Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with students. Volunteer assistance in schools enriches the educational program, enhances supervision of students and contributes to school safety while strengthening the schools' relationships with the community. The Board also encourages community members to serve as mentors providing support and motivation to students.

The Superintendent or designee shall develop and implement a plan for recruiting, screening and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors and/or make appropriate referrals to community organizations.

The Superintendent or designee shall establish procedures to protect the safety of students and adults. These procedures shall include laws related to tuberculosis testing and may also include laws related to criminal record checks.

Volunteers shall be provided with information about school goals, programs and practices and shall receive an orientation and other training related to their specific responsibilities as appropriate. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that capitalize on their skills and expertise and maximize their contribution to the educational program.

Volunteers shall act in accordance with district policies, regulations and school rules. At their discretion, employees who supervise volunteers may ask any volunteer who violates school rules to leave the campus. Employees also may confer with the principal or designee regarding any such volunteers. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

Volunteer maintenance work shall be limited to those projects that do not replace the normal maintenance duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, do not significantly increase maintenance workloads and comply with employee commitments and contracts.

Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021)

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

### **REFERENCE**

Legal Reference:

EDUCATION CODE

35021 Volunteer aides

35021.1 Automated records check

44010 Sex offense; definition

44227.5 Classroom participation by college methodology faculty

44814-44815 Supervision of students during lunch and other nutrition periods

45125 Fingerprinting requirements

45340-45349 Instructional aides

45360-45367 Teacher aides

49406 Examination for tuberculosis

GOVERNMENT CODE

3100-3109 Oath or affirmation of allegiance

3543.5 Prohibited interference with employees' rights

HEALTH AND SAFETY CODE

1596.871 Fingerprints of individuals in contact with child day care facility clients

LABOR CODE

3364.5 Persons performing voluntary services for school districts

PENAL CODE

290 Registration of sex offenders

290.4 Information re sex offenders

CODE OF REGULATIONS, TITLE 22

101170 Criminal record clearance

101216 Health screening, volunteers in child care centers

UNITED STATES CODE, TITLE 20

6319 Qualifications and duties of paraprofessionals, Title I programs

ATTORNEY GENERAL OPINIONS

62 Ops. Cal. Atty. Gen. 325 (1979)

COURT DECISIONS

Whisman Elementary School District, 15 Public Employee Reporter for California, 22043

### **MANAGEMENT RESOURCES**

NATIONAL PTA PUBLICATIONS

National Standards for Parent/Family Involvement Programs, 1997

Building Successful Partnerships: A Guide for Developing Parent and Family Involvement Programs, 2000

WEB SITES

California PTA: <http://www.capta.org>

National PTA: <http://www.pta.org>

California Partners in Education: <http://www.capie.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

U.S. Department of Education, Partnership for Family Involvement in Education: <http://pfie.ed.gov>

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

California Department of Justice, Megan's Law mapping:

<http://www.meganslaw.ca.gov>

**ADOPTED**

XXXXXXXXXX

**REVISED**

**CSBA DATE**

July 2002

TO: BOARD OF EDUCATION

ACTION/MAJOR

10/04/07

FROM: DIANNE TALARICO / TIMOTHY R. WALKER / LAUREL SCHMIDT

RE: DELETE POLICY 1242 - CITIZENS ASSISTANCE TO SCHOOL  
PERSONNEL

RECOMMENDATION NO. A.20

It is recommended that the Board of Education delete Board Policy 1242 - Citizens Assistance to School Personnel. This policy is outdated and is subsumed under new policy 1240 - Volunteer Assistance.

COMMENT: This item was first brought to the board on September 29, 2007, as *Discussion Item No. D.05*.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

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## **DISCUSSION ITEMS**

TO: BOARD OF EDUCATION DISCUSSION  
10/04/07  
FROM: DIANNE TALARICO / MICHAEL D. MATTHEWS 7:30pm  
RE: PARCEL TAX RENEWAL FEASIBILITY COMMITTEE - PROGRESS  
REPORT

DISCUSSION ITEM NO. D.01

On August 9, 2007, the Board of Education authorized a Parcel Tax Renewal Feasibility Committee and gave it the following charges:

- Report to the Board of Education with a recommendation regarding the feasibility of a renewal of the parcel tax.
- Work with a polling firm to craft questions for community input.
- Work with Interim-Chief Financial Officer to delineate the steps necessary to place a renewal of the parcel tax on the February 5, 2008 or June 3, 2008 ballot and retain the necessary counsel for each step of the process.
- Determine the advisability of combining Parcel Tax Measures "Y" and "S," including aspects regarding senior exemption, a CPI adjustment, and a "sunset" versus open-ended date.
- This report should be made no later than the October 18, 2007 Board Meeting.

The Parcel Tax Renewal Feasibility Committee was authorized to expend up to \$50,000 on research regarding parcel tax renewal feasibility.

COMMENTS: The Parcel Tax Renewal Feasibility Committee has met three times: August 29, September 10, and September 20. Rochelle Fanali and Colleen O'Beirne Brydon have been elected as co-chairs of the committee. The committee has created four subcommittees and assigned a chair to each.

- Finance and Numbers (Chair - Paul Silvern)
- Ballot Language/Legal (Chair - Gleam Davis)
- Public Opinion Research (Chair - Rochelle Fanali)
- Election Timing (Chair - Denny Zane)

*(Continued on next page)*

All committees have been working in their areas, and the results of their work and the results of the public opinion survey will be taken into consideration before making a recommendation to the board. The report at this Board Meeting is to inform the board of discussions that have taken place thus far, and to receive board input before making a final recommendation.

TO: BOARD OF EDUCATION

DISCUSSION

10/04/07

FROM: DIANNE TALARICO

RE: SUPERINTENDENT'S PERFORMANCE TARGETS - 2007/2008

DISCUSSION ITEM NO. D.02

The following topics have been identified as the Superintendent's Performance Targets for the 2007-2008 school year.

- Access to Higher Education
- Mathematics
- Small Schools Task Force

Access to Higher Education

Ensuring a high-quality education for all students means also providing and increasing access to higher levels of education for our secondary school students. Some of the goals include:

- Develop SMM Educational Collaborative (SMMEC) with Santa Monica College
- Develop strategies and process to develop High School Transfer Academy and the Early College High School targeting first generation college students
- Complete a district high school academic handbook for high school students to ensure all information regarding access to higher education is clearly indicated and all college preparatory classes are accessible
- Improve access to information regarding scholarships
- Develop opportunities for service learning, community service and internships (paid and unpaid)

Mathematics

While the district as a whole is achieving at impressive levels, there is room for improvement in the area of mathematics. Some of the goals for the Mathematics Performance Target include:

- Create vertical articulation teams: Elementary to Middle and Middle to High School
- Ensure math curriculum reflects CA Academic Content Standards
- Provide ongoing teaching and professional development opportunities for district staff
- Incorporate innovative technology learning tools into curriculum
- Close achievement gap for students of color
- Increase percentage of students who meet the standards and pass Algebra I in the 8<sup>th</sup> grade

- Implement effective learning tools to increase mastery of math skills, including problem-solving

#### Small Schools Task Force

Research indicates that students learn more effectively in smaller learning environments. The Small Schools Task Force will:

- Review research and literature regarding the effects of small schools on student achievement
- Visit small school models that currently exist
- Report Findings and Recommendations to the Board of Education

TO: BOARD OF EDUCATION

DISCUSSION

10/04/07

FROM: DIANNE TALARICO

RE: DISTRICT ADVISORY COMMITTEES - DRAFT OF CHARGES - OPEN  
RECRUITMENT TO FILL VACANCIES

DISCUSSION ITEM NO. D.03

This item is intended to trigger the annual review of the rosters for District Advisory Committees, the determination of the goals and direction for the coming year as directed by the Board of Education, as well as discussion of any funding implications for selected committees. Following review of the enclosed drafts of the charges, district staff liaisons are prepared to organize the structure for each DAC, schedule their first meeting, and begin the application process for the annual recruitment of individuals to serve as members. As background for this routine task, the following excerpts of Board Policy 1220 - Community Relations: District Advisory Committees are attached.

**Staff Report**

The current District Advisory Committees and their respective district staff liaison are as follows:

<b>District Advisory Committee</b>	<b>Staff Liaison</b>
Child Care & Development	Judy Abdo
Community Health & Safety	Marolyn Freedman
English Learners Advisory	Aida Diaz
Special Education	Ruth Valadez
Visual & Performing Arts	Tom Whaley

*(Continued on next page)*

Staff recommends that the board direct the DACs to focus on the following charges. The construction of these are aligned with both State and Federal mandates, the district's strategic plan, and staff's suggested focus given our review of current achievement improvement progress.

### **ENGLISH LEARNERS ADVISORY COMMITTEE**

By law, DELAC will advise the board on at least the following:

- A timetable for and development revision of a district master plan of education programs and services for English learners, taking into consideration the school site master plans.
- Conducting a district-wide needs assessment on a school-by-school basis.
- Establishing of district program, goals, and objectives for programs and service for English learners.
- Development of a plan to ensure compliance with any applicable teacher and/or teacher aide requirements.
- Administration of the annual language census (e.g. procedures and forms)
- Review and comment on the district reclassification procedures established pursuant to Education Code §52164.6.
- Review and comment on the written parent notification of initial school enrollment required in Title 5, CCR §11303(a).
- Any waiver request affecting program and services for English learners.

### **CHILD CARE and DEVELOPMENT**

The charge to the Child Care and Development DAC shall be:

- Input on State Preschool Standards: The California Department of Education is using a collaborative approach to creating standards for preschool programs. CDS DAC members have been involved in creating standards, in responding to the draft standards, and in communicating with statewide early childhood leaders about recommendations for changing the draft standards. CDS staff will continue to monitor progress on the draft standards and will participate in the process to amend the current draft standards.
- Improve Kindergarten Transition: CDS staff will work with members of the Santa Monica Child Care and Development Task Force as well as district staff to enhance the transition from preschool to kindergarten.
- Increase Inclusion: CDS staff looks forward to working with the new Special Education Preschool Coordinator as we continue the five inclusion classrooms already operating as collaboratives involving both CDS and Special Education

instructional staff. Depending on the need, there may be an opportunity to add more inclusion classrooms during the school year.

- Assist Infant Family Support Program: When the CDS DAC report was presented to the School Board, CDS had just received the news of a drastic cut in funding from St John's Hospital for the IFSP program (from \$200,000 to \$75,000). At that time, there was still hope that St Johns would increase the funding to provide time to transition staff, but only \$10,000 was added for the 2007-08 school year. The transition plan has been developed, and IFSP staff members are now considering their options for continued employment in the district. A reduced-in-scope Infant Family Support Program will operate at Virginia Ave Park beginning in September. In addition, IFSP staff will continue working collaboratively within the Westside Infant/Family Network (WIN). IFSP staff will continue to work out of their offices at Pine Street.

### **COMMUNITY HEALTH and SAFETY**

The charge of the Community Health and Safety DAC shall be:

- Assist, inform, and support the Board on issues related to student health and safety needs.
- Monitor contemporary issues in health and safety that have a direct impact on school age children.
- Encourage developmentally appropriate health education in all schools.
- Identify community resources to enhance health and safety in schools.
- Identify community resources to provide supplemental mental health supports for children and families.
- Review the literature and best practices associated with healthy eating, delivery of student meals and student consumption of meals aimed at the reduction of childhood obesity and establishing healthy life-long eating habits to support its work.

### **VISUAL AND PERFORMING ARTS**

The charge of the Visual and Performing Arts DAC shall be:

- Serve as a vehicle for parents, community, teachers, and students to communicate with the Board of Education on matters related to all students' equitable access to and successful participation in comprehensive, sequential, standards-based PreK-12 Arts Education. A comprehensive arts education program, with the arts taught as discrete disciplines, should be an integral part of the core curriculum offered to all students at all grade levels.

- Assess our current Visual and Performing Arts programs (Dance, Music, Theatre, and Visual Arts).
- Compare the District's curriculum scheduling, staffing, instructional materials, equipment, and facilities with national and state standards and frameworks.
- Work with various agencies to explore funding to support the Visual and Performing Arts programs.

## **SPECIAL EDUCATION**

The charge to the Special Education DAC shall be:

- Serve as a vehicle for parents, teachers, students, and community members to communicate with and advise the Board of Education on matters concerning the equitable access to and successful participation in beneficial educational programs for all learners with disabilities. Measurement: In accordance with the board policy concerning district advisory committees, two written reports will be prepared (one at mid-year, the other at the end of the year) and an oral report will be presented to the board at the end of the year.
- Work collaboratively with district staff to create a comprehensive special education parent handbook. The Special Education District Advisory Committee will create a framework for the handbook and then submit the framework/outline to district staff for review. Creation of the sections will be done through a draft and review process. Once the Board of Education, Superintendent, and other staff review and approve the document, the handbook will be funded, published in English and Spanish, and distributed by the district. The primary focus of the handbook will be to provide information that will be helpful to parents new to special education. Measurement: The first handbook draft will be presented for district staff review by January 31, 2008. By May 30, 2008, a final draft will be presented for district staff review.
- Work with various agencies to explore and recommend ways to generate funds and to collaborate in the support of special education programs and services. Informal meetings by Special Education District Advisory Committee members will be arranged with members of community groups to explore fundraising possibilities. Measurement: Outcomes of these meetings will be presented to the Director of Education. Updates will be provided at each monthly DAC meeting.

The Staff liaison is charged with the review of the Policy and AR 1220. They are expected to determine adherence to general guidelines with respect to roles, functions, responsibilities, membership, election and terms of office, meetings, and operations. A report detailing compliance will be filed with

the Superintendent's Office no later than November 1, 2007. Accompanying the report will be a calendar of meetings, of which there will be no less than five (5) scheduled during this academic year. The Board will celebrate and recognize those members whose terms as members and officers have expired at its November Board meeting.

**Reporting to the Board of Education**

The following is the schedule for DAC End-of-Year reports to the Board of Education for the Spring of 2008:

<b><u>District Advisory Committee</u></b>	<b><u>Date of End-of-Year Report</u></b>
Visual & Performing Arts	April 17, 2007 (SM)
Community Health & Safety	May 1, 2007 (Malibu)
English Learners Advisory	May 15, 2007 (SM)
Special Education	June 5, 2007 (DO)
Child Care & Development	June 26, 2007 (DO)

<b><u>NUMBER</u></b>	<b><u>ARTICLE</u></b>	<b><u>TITLE</u></b>
1220	Community Relations	District Advisory Committees

<b><u>SUBTOPIC</u></b>	<b><u>POLICY</u></b>	<b><u>REGULATION</u></b>	<b><u>EXHIBIT</u></b>
Participation by the Public	X		

**DETAIL**

The Board of Education recognizes that district advisory committees provide a valuable method whereby citizens and educators can better understand the attitudes and opinions which are held in the school-community environment.

The Board, or the Superintendent with the Board's approval, may appoint district advisory committees to advise the Board on school problems, needs and issues from a balanced, logical, and analytic perspective, as the need arises.

It is not the intention that advisory committees become policy-making bodies or that they manage or direct staff. Committees are advisory in nature only; that is, they inform, suggest, and recommend to the Board of Education.

All meetings of committees shall be held as open meetings in compliance with the Ralph M. Brown Act, also known as the Open Meeting Act of the State of California. It is the intent of the Board of Education that each District Advisory Committee shall schedule two meetings in Malibu each school year. Board appointed Ad Hoc Advisory Committees and Oversight Committees shall establish meeting schedules that best meet the requirements of their respective charges.

District Advisory Committees shall be appointed for a specific purpose. The Board of Education will review the purposes/charges of the committees on an annual basis. Annually, an Assessment/Evaluation form will be distributed to District Advisory Committees for their review and input regarding the committee charges and their yearly accomplishments. When a committee has fulfilled or completed its purpose/charge, it may be given a new or revised charge or it may be dissolved.

The Board shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committees.

All residents and taxpayers of the district attendance area, parents of children enrolled in its schools, school employees, and experts/professionals, as stipulated in this Board Policy, shall be eligible for membership and participation, a prerequisite being solely an unselfish interest in public schools, the community and every child.

Every effort shall be made to select committee members in a manner which ensures that the committee represents a cross section of qualified people throughout the district. A balance of males and females, ethnic representation and geographic location shall be sought in the composition of each committee, except in those cases where a committee is established to address the needs of a particular segment of the school population or community. The Board shall review this balance before making final the appointments of committee members and alternates.

Committee membership will be reviewed twice each year-once in August and once in the Spring. Members who no longer represent the membership category they were originally appointed to by the Board of Education, but who wish to continue as members of their respective committees, will submit new applications and will be considered for appointment.

A Staff Liaison will be assigned to each advisory committee and will serve as the district representative and as a communication link between the committee and the other district administrative staff. The Staff Liaison is not a member of the committee and may not vote.

Staff members may be appointed to advisory committees as deemed appropriate by the Board of Education. Staff may also be appointed to serve as expert advisors. An expert advisor is not a member of the committee and may not vote.

Applications for appointment to advisory committees may be submitted at any time during the year. Once per quarter, an item shall be placed on the Board of Education agenda listing committee vacancies.

The Superintendent is authorized to accept letters of resignation from individual committee members.

#### EXPENSES, TRAVEL, REIMBURSEMENT

When the Board approves a request by a committee that members be authorized to attend a conference, visit an educational facility, or otherwise participate in an activity which involves expense to the member in carrying out the mission of the committee, the Superintendent is authorized to reimburse the member at the same rates and under the same conditions as those provided for district employees and officers.

#### REFERENCE

##### EDUCATION CODE

8070 Vocational education advisory committee  
11503 Parent involvement program  
35147 School site councils and advisory committees  
35172 Promotional activities

44032 Travel expense payment  
 44033 Automobile allowances  
 52012 School site council  
 52065 American Indian advisory committee  
 52176 Advisory committees (LEP program)  
 52208 Parent participation (GATE)  
 52852 Site council, school-based program coordination  
 54425 Advisory committees; compensatory education  
 54444.1-54444.2 Services to migrant children; parent advisory councils  
 54724 Site council, motivation and maintenance program  
 56190-56194 Community advisory committee, special education  
 62002.5 Continuing parent advisory committees; schools receiving funds from  
 economic impact aid or bilingual education act  
 GOVERNMENT CODE  
 820.9 Members of local public boards not vicariously liable  
 54950-54962 Meetings

**MANAGEMENT RESOURCES**

<b><u>ADOPTED</u></b>	<b><u>REVISED</u></b>	<b><u>CSBA DATE</u></b>
January 4, 1989	October 15, 1998	September 17, 1998
1998 March 10, 1994	October, 1994	May 14,

**DISTRICT GOAL**

Quality Education for All

<u>NUMBER</u>	<u>ARTICLE</u>	<u>TITLE</u>
1220	Community Relations	District Advisory Committees

<u>SUBTOPIC</u>	<u>POLICY</u>	<u>REGULATION</u>	<u>EXHIBIT</u>
Participation by the Public	x		

DETAIL

SUBJECT: DISTRICT ADVISORY COMMITTEES

ISSUED BY: SUPERINTENDENT

I. EFFECTIVE DATE: March 10, 1994

II. AUTHORITY

Board of Education Policy 1220

III. PROCEDURES

Consistent with Board of Education Policy, the following General Guidelines apply to District Advisory Committees.

GENERAL GUIDELINES

A. Purpose

The basic purpose of a district advisory committee is to advise the Board of Education regarding school problems, needs and issues from a neutral party point of view.

The district advisory committee provides a method whereby citizens and educators can understand better the attitudes and opinions which are held in the school-community environment. Such a committee shall have as its purpose improved communication and understanding. It is not the intention that advisory committees become policy-making bodies or that they manage or direct the schools. Committees are advisory in nature only; that is, they inquire, inform, suggest, recommend. It is assumed, however, that through improved understanding and information, the district can and will move in the direction of clearly demonstrated needs and desires of the community to be served.

B. Roles

Committees established/approved by the Board of Education are responsible to the Board, the superintendent in his capacity as secretary to the Board of Education, or a designated representative. Committees shall function as recommending agencies.

**AR 1220 (b)**

Each committee shall serve for a specific purpose to be stated to the committee at the time it is formed. The committee shall then begin its work which, when completed, will result in recommendations to the Board or the superintendent.

C. Functions

The basic district goal is to provide a quality education for every pupil. It is expected that district advisory committees will contribute to the attainment of this goal. The committee's functions may include but shall not be limited to the following:

1. To act as a channel of effective communication between schools, the administration and the community, thereby assisting in promoting community pride in district and schools.
2. To improve joint exploration of future school needs regarding the community's aspirations and the improvement of school programs.
3. To assist in the overall planning of the educational program and of budget resources.
4. To assist in identifying, mobilizing and coordinating resources, both human and material, available from the community for the benefit of the schools.
5. To assist in providing support for educational programs.
6. To act as a sounding board for additions to or changes in the school district's education projects.
7. To keep the Board and superintendent informed of the committee's progress and activities, and advise regarding the committee's recommendations, proposals and decisions.

**AR 1220 (c)**

D. Responsibilities

District advisory committees may have the responsibility to:

1. Advise the Board and superintendent on matters related to educational needs, problems and suggested priorities.
2. Advise the Board and superintendent regarding opinions and attitudes of parents and other citizens of the total school community on significant issues of a general or

specified nature.

3. Assist in establishing liaison with, and strengthening communication between the district and the communities it serves.
4. Assist in identifying educational needs unique to a local school community.
5. Assist in interpreting educational needs and programs to the community.
6. Advise the Board and superintendent on adoption of educational programs.
7. Approach all issues from an objective, neutral party point of view.

#### E. Membership

Being aware that the schools belong to the people who created them by taxation and consent; and believing that the schools will only be as successful as the intelligent and knowledgeable support of the people permit them to be; and knowing that committees are advisory in nature with decision-making powers retained by the Board of Education; all residents and taxpayers of the district attendance area, all parents of children enrolled in its schools, and school employees as stipulated in these Guidelines shall be eligible for membership and participation, a prerequisite being solely an unselfish interest in public schools, the community and every child.

#### **AR 1220 (d)**

##### 1. Size

The committees shall be of sufficient size to assure representation of a cross section of the community; normally seven (7) to twenty (20) active members are desirable.

##### 2. Representation

Committee members shall be selected in a manner to provide reasonable geographic, socioeconomic and ethnic representation. No person, however, may be excluded from nomination because of race, color, creed, religion, sex, sexual preference, handicap or expressed opinions so long as that person can assume an objective point of view in all committee deliberations.

Each committee shall elect a chairperson. Each committee shall have a district representative whose function shall be to furnish information and services needed by the committee.

### 3. Duration

It is intended that members not serve more than a total of four (4) years on the same committee.

### 4. Selection of Members

Committee members and alternates shall be appointed or approved by the Board of Education, and serve thereafter at the pleasure of the Board.

### 5. Selection of Alternates

If the need arises, alternate members may be appointed or approved by the Board.

## F. Officers

### 1. Officers

The officers of a district advisory committee shall be a chairperson, a vice chairperson, a secretary, and such other officers as a committee may deem desirable.

## **AR 1220 (e)**

### 2. Election and Term of Office

The officers of a district advisory committee shall be elected as soon as feasible after the first meeting, and in no case later than the conclusion of the third regular meeting. They shall serve one (1) year, or until the committee's task is completed.

### 3. Notification

The Board and superintendent shall be presented with a list of officers following the election.

### 4. Definition of Roles

It is important that each member of a district advisory committee understand his/her own role as well as the roles of the other members. By an understanding of these roles the committee will better fulfill its responsibilities and functions. The roles of committee members are as follows:

a. Committee Chairperson

- (1) Works closely with the other officers of the committee and the district representative to plan each meeting and make proper notification of meetings to each member.
- (2) Presides at all meetings, maintains order and sees that the meeting is properly adjourned.
- (3) Takes general responsibility for the maintenance of committee minutes and other records.
- (4) Sees that business is ordered, considered and disposed of properly.
- (5) Reports to the superintendent directly on behalf of the committee. Thus, comments by individual members shall not be construed as the committee's position.

**AR 1220 (f)**

- (6) Is an impartial, conscientious arbiter of discussion and debate and insists on fairness in the actions and debate of the members.
- (7) Is responsive to the concerns of all members and visitors.
- (8) Directs the preparation of reports of the actions of the committee and submits them to the superintendent through the district representative.

b. Vice-Chairperson

- (1) Substitutes for the chairperson during his/her absence and represents the chairperson in assigned duties.
- (2) Performs such other duties as may be assigned by the chairperson or by the committee.
- (3) In the event that the chairperson cannot fulfill his/her term of office, the vice-chairperson shall serve in that capacity for the remainder of the term.

c. Recording Secretary

- (1) Keeps accurate, complete minutes of all meetings, both regular and special, and promptly transmits

them to the chairperson and the district representative.

- (2) Is custodian of the committee's records.
- (3) Sees that all notices are duly given.
- (4) Keeps the committee's membership and attendance records, including the address and telephone number of each member.
- (5) Keeps a list of special duties of the members.

**AR 1220 (g)**

- (6) Prepares a copy of the order of business for the presiding officer and reminds the presiding officer of the order of business and time limitations, when necessary.
- (7) Performs all duties incident to the office of secretary and such other duties as may be assigned to the office by the chairperson or by the committee.
- (8) Keeps on file a summary written report of actions of the committee.

d. District Representative (Appointed by the superintendent)

- (1) Serves as the appointed district representative and as a communication link between the committee and the other district administrative staff.
- (2) Provides staff services to the committee.
- (3) Arranges for the typing, reproduction and distribution of all minutes, reports, letters and other records and communications of the committee.
- (4) Arranges any resource allocations needed by the committee to carry out designated functions. All such allocations shall be approved by the superintendent.

e. All Members

- (1) Participate regularly in committee meetings and carry out committee assignments.

- (2) Become knowledgeable about the topics to be considered by the committee and their impact on the District.

**AR 1220 (h)**

- (3) Serve as a communications link between the committee and any group they may represent, keeping such groups informed of actions and activities of the committee.
- (4) Avoid use of committee membership/position for personal purposes.

f. Board Members

Applies when Board members are appointed as liaison members to a committee.

- (1) Provide liaison between the committee and the Board of Education. Keep the Board informed of discussion and actions of the committee(s).
- (2) Represent the position of the entire Board in all committee deliberations on subjects where the Board has taken a position.
- (3) May not serve as an officer of a committee.
- (4) Are not voting members.

G. Meetings

1. Regular Meetings

District advisory committees shall meet regularly as determined by each committee at the first general meeting. Meetings shall be scheduled to permit the greatest number of members to attend. The first official meeting of district advisory committees shall be held as soon as practicable following completion of appointments.

2. Special Meetings

Special meetings may be called by the chairperson, by majority vote of a committee, or at the request of the Board of Education.

**AR 1220 (i)**

### 3. Place of Meetings

All regular meetings shall be held within the geographical boundaries of the school district.

### 4. Notice of Meetings

Notification of all meetings shall be duly publicized at least two (2) days in advance.

### 5. Openness of Meetings

All meetings of committee shall be held as open meetings.

### 6. Agenda

The chairperson, in consultation with the district representative, shall be responsible for preparation of the agenda for each meeting. When appropriate, the agenda shall include an opportunity for presentation of new business from the floor, and shall provide for public comment.

### 7. Decisions

All decisions of the district advisory committees shall be made only upon an affirmative vote of a majority of its members in attendance, provided a quorum is present.

### 8. Quorum

A quorum consists of a simple majority of the committee, excluding vacancies.

### 9. Minutes

Minutes shall be kept for each meeting and submitted for approval at the next meeting. The minutes of the meeting shall be made available for any interested person or group.

### 10. Subcommittees

Subcommittees may be established as necessary and may include participants other than appointed members.

## **AR 1220 (j)**

### H. Operation

A guide for the operation of district advisory committees is as follows:

1. Selection of members
2. Orientation of members
3. Outline of procedures
4. Election of officers
5. Selection of materials and resources
6. Work on the project
7. Report of findings by members
8. Agreement on reports
9. Development of committee recommendations
10. Delivery of recommendations to Board and superintendent
11. Consideration of suggestions by Board and superintendent and staff
12. Action by the Board of Education and dissolution of committee

Each committee shall evaluate its own operation and make needed changes.

#### I. Orientation

Orientation and general information shall be provided for district advisory committees as needed. This shall be a shared responsibility of the committee chairperson, Board representative and district representative. Inservice training shall be provided if requested by the committee.

#### J. Limitations

Reproductions of district advisory committee products, such as newsletters, handbooks and general communications must be previewed by the superintendent or his designee prior to distribution.

Responsibility for the establishment of policy is vested by law in the district's elected Board of Education.

#### **AR 1220 (k)**

K. District Support

The Board may establish an operation budget for a committee, as deemed necessary. The district representative shall see that reasonable committee needs for typing services, franking assistance, duplicating services, inservice education, conference/convention attendance, etc., are met.

IV. RELATED FORMS

Application for Membership District Advisory Committee(s)

V. APPROVAL

SUPERINTENDENT Gene Tucker DATE 3/10/94

REFERENCE

MANAGEMENT RESOURCES

ADOPTED

REVISED

CSBA DATE

March 10, 1994

DISTRICT GOAL

<u>NUMBER</u>	<u>ARTICLE</u>	<u>TITLE</u>
1220	Community Relations	District Advisory Committees

<u>SUBTOPIC</u>	<u>POLICY</u>	<u>REGULATION</u>	<u>EXHIBIT</u>
Participation by the Public			x

**DETAIL**

The SMMUSD District Advisory Committee Application for Membership form can be found on the District's web site at the following address:

[http://www.smmusd.org/policies\\_database/BP1220DACapp.pdf](http://www.smmusd.org/policies_database/BP1220DACapp.pdf)

The form is in Adobe's Portable Document Format (PDF) and can be read using Adobe Acrobat Reader (download the program at: <http://www.adobe.com/products/acrobat/readstep.html>)

You may request that an application be sent to you by contacting the Superintendent's Office at (310) 450-8338.

**REFERENCE**

**MANAGEMENT RESOURCES**

<u>ADOPTED</u>	<u>REVISED</u>	<u>CSBA DATE</u>
March 10, 1994		

**DISTRICT GOAL**

TO: BOARD OF EDUCATION

DISCUSSION

10/04/07

FROM: DIANNE TALARICO

RE: REPLACING VACANCY ON PERSONNEL COMMISSION

DISCUSSION ITEM NO. D.04

The Personnel Commission is a three-member public body overseeing five employees. One of the Personnel Commissioners, Mr. Russell Barnard, is resigning from the Personnel Commission. There is a process by which a new commissioner is selected, and the Board of Education is involved in that process.

Background

The Personnel Commission is an independent body operating within the Santa Monica-Malibu, which has the mission of overseeing the selection process for classified employees in the Santa Monica-Malibu Unified School District and doing everything possible to make sure the process is fair and equitable. The Personnel Commission also reviews disciplinary actions taken by the district regarding classified employees, and has the authority to reverse those actions if they find that they do not concur with the SMMUSD Merit Rules.

The Process of Selecting a New Commissioner:

1. Appointment of a Pre-Screening Panel consisting of the following:
  - a. A representative from the Board of Education
  - b. A representative from the Personnel Commission
  - c. A representative from SEIU
  - d. A representative from the community
2. A period of recruitment for candidates
3. The Pre-Screening Panel reviews qualifications of candidates and shall recommend a nominee for Board of Education approval.
4. The Superintendent of Designee places the recommendation on the Board of Education Agenda as an action item.
5. The Board of Education submits its recommendation to the State Superintendent of Instruction.

The Board of Education should select one of its own members or another representative for the Pre-Screening panel.

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## **INFORMATION ITEMS**

TO: BOARD OF EDUCATION

INFORMATION

10/04/07

FROM: DIANNE TALARICO

RE: SMALL SCHOOLS TASKFORCE UPDATE

INFORMATION ITEM NO. I.01

Establishing and managing a Small Schools Task Force is one of the Superintendent's Performance Targets for the 2007-08 school year. More information regarding the specific goals and milestones for this task force can be found under *Discussion Item No. D.02* in this agenda.

Below are the names of individuals who have expressed interest in and have agreed to serve on this task force. Careful consideration has been made to include major stakeholders from the district and community.

The first meeting of the committee will occur in early October (a date had not yet been finalized by the time this agenda went to print).

<b>Name</b>	<b>Position</b>	<b>Affiliation</b>
Dianne Talarico	Superintendent	District Office
Sally Chou	Chief Academic Officer	District Office
Jose Escarce	Board Member	Board of Education
Barry Snell	Board Member	Board of Education
Janie Gates	Principal	Olympic High School
Hugo Pedroza	Principal	Santa Monica High School
Mark Kelly	Principal	Malibu High School
Carrie Ferguson	Principal	Santa Monica Alternative School House (SMASH)
Lori Orum	Principal	Edison Language Academy
Samantha O'Neil		Santa Monica Chamber of Commerce
Marvin Martinez		Santa Monica College
Harry Keiley	President	Santa Monica-Malibu Classroom Teachers Association (SMMCTA)
TBD	Representative	Service Employees International Union (SEIU)
TBD	Parent	Olympic High School
TBD	Parent	Santa Monica High School
TBD	Parent	Malibu High School

Lisa Proft	Parent	Edison Language Academy
Bill Ring	Parent, LAUSD	Served on LAUSD's Small Schools Task Force
<i>TBD</i>	Student	Olympic High School
<i>TBD</i>	Student	Santa Monica High School
<i>TBD</i>	Student	Malibu High School
<i>TBD</i>	Teacher	Olympic High School
<i>TBD</i>	Teacher	Santa Monica High School
<i>TBD</i>	Teacher	Malibu High School

TO: BOARD OF EDUCATION

INFORMATION

10/04/07

FROM: DIANNE TALARICO / CHIUNG-SALLY CHOU

RE: SUPPLEMENTAL TEXTBOOKS

INFORMATION ITEM NO. I.02

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

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 17<sup>th</sup> Street, Santa Monica, CA 90405.

**Ishmael: An Adventure of the Mind and Spirit**, written by Daniel Quinn, Bantum Turner Publishers, Adoption requested by Ari Jacobs of Malibu High for English CP Grade 10

**Marco Polo: La Ruta de las Maravillas**, written by Yue Hain-Jun & Juan Manuel Soldevilla, Vicens Vives Publishers, Adoption requested by Peggy Harris of Student Services for Immersion Social Studies Grade 7

**Erase Una Vez Don Quijote**, written by Miguel de Cervantes Saaverda, Adapted by Agustin Sanchez Aguilar, Lectorum Publishers, Adoption requested by Peggy Harris of Student Services for Immersion Social Studies Grade 7

**The Complete Teens Parenting Curriculum**, written by Jeanne Lindsay, Morning Glory Press Publishers, Adoption requested by Judy Abdo of Samohi for grades 9-12