

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

**May 14, 2009**

A **special meeting** of the Santa Monica-Malibu Unified School District Board of Education will be held on **Thursday, May 14, 2009**, in the Board Room of the District Offices: 1651 16<sup>th</sup> Street, Santa Monica, CA. The Board of Education will call the meeting to order at 5:00 p.m. in the Board Conference Room at the District Offices: 1651 16<sup>th</sup> Street, Santa Monica, CA., at which time the Board of Education will move to Closed Session regarding the items listed below. The public meeting will reconvene at 6:00 p.m. in the Board Room.

**The public meeting will begin at 6:00 p.m.**

**I CALL TO ORDER**

A. Roll Call – Board of Education

Ralph Mechur	Jose Escarce
Barry Snell	Maria Leon-Vazquez
Ben Allen	Kelly Pye
Oscar de la Torre	

**II CLOSED SESSION**

- Conference with Superintendent regarding 2008-2009 Strategies for Negotiations with S.E.I.U. pursuant to GC §54957.6 as cited in the Brown Act.
- Conference with Superintendent regarding 2008-2009 Strategies for Negotiations with S.M.M.C.T.A. pursuant to GC §54957.6 as cited in the Brown Act.

**III PUBLIC COMMENTS**

Public Comments is the time when members of the audience may address the Board of Education on items not scheduled on the meeting's agenda. All speakers are limited to three (3) minutes. When there is a large number of speakers, the Board may reduce the allotted time to two (2) minutes per speaker. The Brown Act (Government Code) states that Board members may not engage in discussion of issues raised during "III. 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 twenty (20) minutes.

**IV 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.

D.01 Review Board Policy Series 2000, 4000, and 9000.....	1-2
2000 Series (Administration).....	3
4000 Series (Personnel) .....	4-18
9000 Series (By-Laws of the Board) .....	19-22

**V ADJOURNMENT**

This meeting will adjourn to the next regular meeting to be held on **Thursday, May 21, 2009**, at **5:30 p.m.** at the **Santa Monica City Council Chambers**, 1685 Main Street, Santa Monica, CA.

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## **DISCUSSION ITEMS**

TO: BOARD OF EDUCATION

DISCUSSION

05/14/09

FROM: TIM CUNEO

RE: REVIEW BOARD POLICY SERIES 2000, 4000, AND 9000

DISCUSSION ITEM NO. D.01

It is recommend that the Board of Education review Board Policy Articles 2000 (Administration), 4000 (Personnel), and 9000 (By-laws of the Board) for adoption at a subsequent Board of Education meeting.

At that subsequent meeting, staff will recommended that the Board delete all current policies, administrative regulations in these articles and adopt those reviewed and recommended for Board adoption today and that these actions will be effective August 1, 2009.

COMMENT: The District embarked on a process of reviewing and updating all its policies, administrative regulations and related exhibits. It was agreed that California School Boards Association Board policies would serve as an example for that comparative review and in November a series of workshops were conducted with appropriate staff and a consultant from CSBA to review each District Policy, administrative regulation and exhibit along side those of CSBA and make recommended changes to the Board. Previous revisions made to policies that reflect the specific interests of SMMUSD have not been altered (as long as those revisions are compliant with state and federal law). Attached is a matrix of staff recommendations for deletion and adoption of policies and administrative regulations for these articles that was sent to CSBA and produced the policies and administrative regulations before you today.

A second Board of Education meeting is scheduled for May 28, 2009, to continue this process with Articles 3000 (Business and Non-Instructional Operations), 6000 (Students), and 7000 (Facilities).

Additionally, staff recommended and the Board approved after the new policies are adopted they would be returned to CSBA for uploading to their computers and be linked to our web site for public and staff access and printing.

CSBA issues updates in March, July, and November of each year that reflect recent changes in Federal and

state statute, law, Education Code and case law. When received these changes will be reviewed and appropriate recommendations made to the board.

In this manner, the District can maintain its policies and administrative regulations that will keep the District in full compliance.

Attachments:

Article 2000 - Administration

Article 4000 - Personnel

Article 9000 - By-laws of Board

## ARTICLE 2000 ADMINISTRATION – May 14, 2009

*Italics indicate SMMUSD policy*

TITLE	NUMBER	CSBA	SMMUSD	RECOMMENDED	DELETE	TEXT ON CD
Concepts and Roles	2000	BP 7/06	09/24/90	SMMUSD EDIT		OK
<i>Statement of Management Policy</i>	2001	none	07/08/91	SMMUSD		OK
Goals and Objectives	2010	none	none			
Superintendent	2100	none	none			
Superintendent Responsibilities and Duties <i>[Superintendent of Schools]</i>	2110	BP 7/05	01/14/91	COMBINE		
Superintendent Governance Standards	2111	BP 7/01	none	CSBA		
<i>Emergency Policy</i> [CSBA 3516 Emergencies and Disaster Preparedness Plan]	2112	none	09/08/75	SMMUSD		OK
Superintendent Recruitment and Selection	2120	BP 3/02	none	CSBA		
Superintendent's Contract	2121	BP 11/04	none	CSBA		
Professional Development	2130	none	none			
Evaluation of the Superintendent	2140	BP 7/04	none	CSBA		
<i>[Legislative Advocacy &amp; Information Programs]</i>	2150	none	11/09/81	SMMUSD		OK
Administrative Operations	2200	none	none			
Administrative Leeway in Absence of Governing Board Policy <i>[Administrative Authority in Absence of Board]</i>	2210	BP 7/01	01/14/91	SMMUSD		OK
<i>[Future Topic] [Administrative Staff Organization]</i>	2220	none	09/05/05	SMMUSD		OK
<i>[Selection of Administrative Management /Personnel]</i>	2220.1	none	11/14/77		SMMUSD 2220.1	
<i>[Organizational Chart]</i>	2220.2	none	03/20/95	SMMUSD		OK
<i>[Policy for School Closure]</i>	2223	none	02/13/80		SMMUSD 2220.2	
Representative and Deliberative Groups	2230	BP 7/01	01/14/91	CSBA	SMMUSD 2230	
Management and Communication Systems	2240	none	none			
Teacher-in-Charge/Principal's Designee	2250	none	none			

**ARTICLE 4000 PERSONNEL - May 14, 2009***Italics indicate SMMUSD policy*

TITLE	NUMBER	CSBA	SMMUSD	RECOMMENDED	DELETE	TEXT ON CD
Concepts and Roles	4000	BP 10/96	none	CSBA		
Goals and Objectives	4010	none	none	none		
Drug and Alcohol-Free Workplace	4020	BP 7/02	10/10/89	CSBA	SMMUSD BP 4020	
		AR --	10/10/89	none	SMMUSD AR 4020	
		E --	10/10/89	none	SMMUSD E 4020	
Nondiscrimination in Employment	4030	BP 11/03	06/03/04	CSBA EDITED	SMMUSD BP 4030	
		AR 6/99	none	CSBA		
Complaints Concerning Discrimination in Employment	4031	AR 6/99	none	CSBA		
Reasonable Accommodation	4032	BP --	12/10/92	SMMUSD EDITED		ok
		AR 3/03	12/10/92	none	SMMUSD AR 4032	
<i>[Compliance Program - Americans with Disabilities,</i>	4033	BP --	12/10/92	none	SMMUSD BP 4033	
		AR --	12/16/92	none	SMMUSD AR 4033	
Employee Use of Technology	4040	BP 7/07	07/12/07	CSBA	SMMUSD BP 4040	
		AR 7/07	10/01/07	CSBA	SMMUSD AR 4040	
		E --	09/10/07	none	SMMUSD E 4040	
Certificated Personnel	4100	BP 10/96	none	CSBA		
Permanent/Probationary	4110	none	none	none		
Recruitment and Selection	4111	BP 7/03	11/01/01	none	SMMUSD BP 4111	
[Future Topic]	4111.1	none	none	none		
Legal Status Requirement	4111.2	BP 3/00	none	CSBA		
		AR 3/00	none	CSBA		
Appointment and Conditions of Employment	4112	AR 7/04	none	CSBA EDITED		
Contracts	4112.1	AR 2/99	none	none		
Certification	4112.2	BP 11/08	10/19/00	none	SMMUSD BP 4112.2	
		AR 11/08	none	none		
Interns	4112.21	BP 11/08	none	none		
		AR 11/08	none	none		

**ARTICLE 4000 PERSONNEL - May 14, 2009**

*Italics indicate SMMUSD policy*

TITLE	NUMBER	CSBA	SMMUSD	RECOMMENDED	DELETE	TEXT ON CD
Staff Teaching Students of Limited English Proficiency	4112.22	AR 3/07	none	CSBA		
Special Education Staff	4112.23	AR 3/06	11/05/88	CSBA	SMMUSD AR 4112.23	
Teacher Qualifications Under the No Child Left Behind Act	4112.24	BP 7/08	none	CSBA		
		AR 7/08	none	CSBA		
		E (1) 11/06	none	CSBA		
		(E2) 11/06	none	CSBA		
Oath or Affirmation	4112.3	AR 7/03	none	none		
		E 7/03	none	none		
Health Examinations <i>[TB]</i>	4112.4	BP-	02/11/92	none	SMMUSD BP 4112.4	
		AR 11/07	none	CSBA		
Employee Drug Testing	4112.41	BP 7/08	none	none		
		AR 7/08	none	none		
Drug and Alcohol Testing for School Bus Drivers	4112.42	BP 3/06	12/14/95	CSBA	SMMUSD BP 4114.42	
Criminal Record Check	4112.5	AR 7/02	none	CSBA EDITED		
Personnel Files	4112.6	AR 3/01	none	CSBA EDITED		
Employment References	4112.61	BP 10/96	none	none		
		AR 10/96	none	none		
Maintenance of Criminal Offender Records	4112.62	AR 10/98	none	CSBA EDITED		
		E 10/97	none	CSBA		
Orientation	4112.7	none	none	none		
Employment of Relatives	4112.8	BP 3/08	none	CSBA		
Employee Notifications	4112.9	AR 2/95	none	CSBA		
Assignment	4113	BP 11/04	11/01/01	none	SMMUSD BP 4113	
		AR 3/04	03/02/01	CSBA EDITED	SMMUSD AR 4113	
<i>[Teaching Dept'l Courses...]</i>		E	03/02/01	none	SMMUSD E 4113	
<i>[Committee on Assignment...]</i>		E	03/02/01	none	SMMUSD E 4113	
Load/Scheduling/Hours of Employment	4113.1	none	none	none		
Promotion/Demotion	4113.2	none	none	none		
Work Year	4113.3	none	none	none		

## ARTICLE 4000 PERSONNEL - May 14, 2009

*Italics indicate SMMUSD policy*

TITLE	NUMBER	CSBA	SMMUSD	RECOMMENDED	DELETE	TEXT ON CD
Temporary Modified/Light-Duty Assignment	4113.4	BP 7/07	none	none		
Transfers	4114	BP 11/06	none	none		
Evaluation/Supervision	4115	BP 11/03	11/05/98	CSBA	SMMUSD BP 4115	
		AR 11/07	none	CSBA EDITED		
<i>[Certification of Qualified Evaluators of Instruction]</i>						
Probationary/Permanent Status	4115.1	none	05/11/95	none	SMMUSD BP4115.1	
	4116	BP 2/98	11/13/84	CSBA	SMMUSD BP 4116	
		AR 2/98	none	CSBA		
Seniority	4116.1	none	none	none		
Separation	4117	none	none	none		
Retirement	4117.1	none	none	none		
Preretirement Part-Time Employment	4117.11	none	none	none		
		AR 11/07	none	none		
<i>[Future Topic]</i>	4117.12	none	none	none		
Early Retirement Option	4117.13	BP 7/06	none	none		
Postretirement Employment	4117.14	AR 11/07	none	none		
Resignation	4117.2	BP 7/01	none	CSBA EDITED		
Personnel Reduction	4117.3	BP 7/07	none	none		
Dismissal	4117.4	AR 10/96	none	none		
Termination Agreements	4117.5	AR 10/97	none	CSBA		
Decision Not to Rehire	4117.6	AR7/04	none	none		
Employment Status Reports	4117.7	AR 11/08	none	none		
Suspension/Disciplinary Action	4118	BP 11/08	none	none		
		AR 11/08	none	none		
Rights, Responsibilities and Duties	4119	none	none	none		
Civil and Legal Rights	4119.1	BP 7/07	none	CSBA		
Sexual Harassment	4119.11	BP 7/05	02/21/08	CSBA	SMMUSD BP 4119.11	
		AR 3/08	02/26/08	CSBA	SMMUSD AR 4119.11	
Professional Responsibilities	4119.2	none	none	none		
Professional Standards	4119.21	BP 11/01	none	CSBA		
		E 11/01	none	CSBA		
Dress and Grooming	4119.22	BP 7/04	none	none		



**ARTICLE 4000 PERSONNEL - May 14, 2009**

*Italics indicate SMMUSD policy*

TITLE	NUMBER	CSBA	SMMUSD	RECOMMENDED	DELETE	TEXT ON CD
Unauthorized Release of Confidential/ Privileged Information	4119.23	BP 7/03	none	CSBA		
Academic Freedom	4119.24	none	none	none		
Political Activities of Employees	4119.25	BP 7/02	none	CSBA		
		AR 7/02	none	CSBA		
<b>Non-Fraternalization with Students (from Torrance)</b>	<b>4119.26</b>	none	none	NEW		ok
Duties of Personnel	4119.3	none	none	none		
Infectious Disease	4119.4	none	none	none		
Employees with Infectious Disease	4119.41	BP 12/91	05/29/90	CSBA	SMMUSD BP 4119.41	
Exposure Control Plan for Bloodborne Pathogens	4119.42	BP 7/99	10/14/93	CSBA	SMMUSD BP 4119.42	
		AR 7/99	10/15/93	CSBA	SMMUSD AR 4119.42	
		E. 3/93	10/15/93	CSBA	SMMUSD E 4119.42	
Universal Precautions	4119.43	BP 7/99	10/14/93	CSBA	SMMUSD BP 4119.43	
		AR 7/99	none	CSBA EDITED		
Other Certified Personnel	4120	none	none	none		
Temporary/Substitute Personnel	4121	AR 7/03	none	none		
Student Teachers	4122	none	none	none		
Home Teachers	4123	none	none	none		
Summer School Teachers	4124	none	none	none		
Adult Education Teachers	4125	none	none	none		
Temporary Athletic Team Coaches	4127	BP 11/05	none	none		
		AR 6/97	none	none		
Activities	4130	none	none	none		
Staff Development ( <i>Professional Development...</i> )	4131	BP 11/08	09/10/91	CSBA	SMMUSD BP4131	
		AR 11/08	09/11/91	none	SMMUSD AR4131	
Beginning Teacher Support/Induction	4131.1	BP 7/07	none	CSBA EDITED		
Publication or Creation of Materials [Future Topic]	4132	BP 7/08	none	CSBA		
	4133	none	none	none		

**ARTICLE 4000 PERSONNEL - May 14, 2009**

*Italics indicate SMMUSD policy*

<b>TITLE</b>	<b>NUMBER</b>	<b>CSBA</b>	<b>SMMUSD</b>	<b>RECOMMENDED</b>	<b>DELETE</b>	<b>TEXT ON CD</b>
Meetings	4134	none	none	none		
Soliciting and Selling	4135	BP 7/03	02/11/93	CSBA EDITED	SMMUSD BP 4135	
Nonschool Employment	4136	BP 7/08	none	CSBA		
Tutoring	4137	none	BP 2/18/1999	none	SMMUSD BP 4137	
Mentor Teachers	4138	BP 11/08	none	none		
Peer Assistance and Review	4139	AR 11/08	none	none		
		BP 7/99	02/24/00	CSBA	SMMUSD BP 4139	
		AR 7/99	none	none		
Bargaining Units		4140	none	none		
Collective Bargaining Agreement	4141	BP 3/07	none	none		
Recognition	4141.1	none	none	none		
Personnel Covered	4141.2	none	none	none		
Governing Board/District Rights	4141.3	none	none	none		
Association Rights	4141.4	none	none	none		
Savings Clause	4141.5	none	none	none		
Concerted Action/Work Stoppage	4141.6	BP 3/07	none	none		
		AR 6/97	none	none		
Organizational Security	4141.7	none	none	none		
Communications/Contacts	4142	none	none	none		
Negotiations/Consultation	4143	BP 3/07	none	CSBA		
Public Notice - Personnel						
Negotiations	4143.1	BP 3/07	06/27/83	CSBA	SMMUSD BP 4143.1	
		AR 3/07	none	CSBA		
Complaints	4144	BP 3/08	11/13/84	none	SMMUSD BP 4144	
		AR 3/08	none	CSBA		
Compensation and Related						
Benefits	4150	none	none	none		
Employee Compensation	4151	BP 7/08	none	none		
<i>[Placement on Administrative</i>						
<i>Salary Schedule]</i>	4151	dupe #	03/11/91	SMMUSD EDITED		
Salary Checks and Deductions	4152	none	none	none		
<i>[Contract Hire Dates for</i>						
<i>Temporary Certificated]</i>	4152	dupe #	02/10/87	none	SMMUSD BP 4152	
Extra Pay for Extra Work	4153	none	none	none		

**ARTICLE 4000 PERSONNEL - May 14, 2009**

*Italics indicate SMMUSD policy*

TITLE	NUMBER	CSBA	SMMUSD	RECOMMENDED	DELETE	TEXT ON CD
Health and Welfare Benefits	4154	BP 3/05 AR 3/06	none none	CSBA EDITED none		
Retirement Compensation	4155	none	none	none		
Tax-Sheltered Annuities	4155.1	none	none	none		
Employment Amenities	4156	none	none	none		
[Future Topic]	4156.1	none	none	none		
[Employee Property - Replacement and Repair]	4156.1	<i>dupe #</i>	BP 06/09/80	<i>incorporated into BP</i>	SMMUSD BP 4156.1	
Awards and Recognition	4156.2	BP 12/91	11/05/98	4156.3 none	SMMUSD BP 4156.2	
Employee Property Reimbursement	4156.3	BP 2/98	05/22/89	SMMUSD		ok
	4157	BP 7/99 AR 7/99	02/07/08 02/08/08	CSBA EDITED none	SMMUSD BP 4157 SMMUSD AR 4157	
Work-Related Injuries	4157.1	BP 7/02	02/07/08	CSBA	SMMUSD BP 4157.1 SMMUSD AR 4157.1	
Ergonomics	4157.2	AR 10/97	none	none		
[Return to Work]	4157.3	none	02/08/08	SMMUSD		OK
Employee Security	4158	BP 7/01 AR 11/00	none none	CSBA EDITED CSBA		
Employee Assistance Programs	4159	BP 7/02	none	none		
Leaves and Vacations	4160	none	none	none		
Leaves [Family Care Leave]	4161	BP 7/08 AR 7/08	03/11/93 03/11/93	CSBA EDITED none	SMMUSD BP 4161 SMMUSD AR 4161	
Personal Illness/Injury Leave	4161.1	AR 3/02	none	none		
[Leaves of Absence for Jury Duty]	4151.1	none	10/12/87	none	SMMUSD BP 4161.10	
Industrial Accident/Illness Leave	4161.11	AR 10/98	none	CSBA EDITED		
Personal Leaves	4161.2	AR 11/07	none	CSBA EDITED		
Professional Leaves	4161.3	AR 10/98	none	none		
[Future Topic]	4161.4	none	none	none		
Military Leave	4161.5	AR 7/06	none	none		
[Future Topic]	4161.6	none	none	none		
[Future Topic]	4161.7	none	none	none		
Family Care and Medical Leave	4161.8	AR 3/08	none	CSBA		
Catastrophic Leave Program	4161.9	BP 10/98	none	none		

**ARTICLE 4000 PERSONNEL - May 14, 2009**

*Italics indicate SMMUSD policy*

TITLE	NUMBER	CSBA	SMMUSD	RECOMMENDED	DELETE	TEXT ON CD
Vacation/Holidays	4162	AR 10/98 none	none none	CSBA none		
<i>[Administrative Staffing Elementary]</i>	4171	none	08/11/94	none	SMMUSD BP 4171	
Classified Personnel	4200	AR --	08/22/94	none	SMMUSD AR 4171	
Permanent/Probationary	4210	BP 11/02 AR 11/02	none none	none none		
Personnel Commission	4210.1	none	none	none		
Recruitment and Selection (see 4111)	4211	none	none	none		
<i>[Future Topic]</i>	4211.1	none	none	none		
Legal Status Requirement (see 4111.2)	4211.2	none	none	none		
Appointment and Conditions of Employment	4212	AR 3/02	none	none		
Contracts	4212.1	none	none	none		
Certification or Licensing	4212.2	none	none	none		
Oath or Affirmation (see 4112.3)	4212.3	none	none	none		
Health Examinations (see 4112.4)	4212.4	none	none	none		
Employee Drug Testing (see 4112.41)	4212.41	none	none	none		
Drug and Alcohol Testing for School		none	none	none		
Bus Drivers (see 4112.42)	4212.42	none	none	none		
Criminal Record Check	4212.5	AR 7/02	none	CSBA		
Personnel Files (see 4112.6)	4212.6	none	none	none		
Employment References (see 4112.61)	4212.61	none	none	none		
Maintenance of Criminal Offender Records (see 4112.62)	4212.62	none	none	none		
Orientation	4212.7	none	none	none		
Employment of Relatives (see 4112.8)	4212.8	none	none	none		

**ARTICLE 4000 PERSONNEL - May 14, 2009**

*Italics indicate SMMUSD policy*

TITLE	NUMBER	CSBA	SMMUSD	RECOMMENDED	DELETE	TEXT ON CD
Employee Notifications (see 4112.9)	4212.9	none	none	none		
Assignment/Classification	4213	none	none	none		
Load/Scheduling/Hours of Employment	4213.1	none	none	none		
Promotion/Demotion/Reclassification	4213.2	none	none	none		
Work Year	4213.3	none	none	none		
Temporary Modified/Light-Duty Assignment	4213.4	none	none	none		
<i>Initial Employment</i>	4213.5	none	12/10/92	none	SMMUSD BP 4213.5	
Transfer/Reassignment	4214	none	none	none		
Evaluation/Supervision	4215	BP 3/06	none	CSBA		
Probationary/Permanent Status	4216	BP 7/02	none	none		
Seniority	4216.1	none	none	none		
Separation	4217	none	none	none		
Retirement	4217.1	none	none	none		
Preretirement Part-Time Employment	4217.11	AR 12/90	none	none		
Early Retirement Consultancy	4217.12	none	none	none		
Contracts	4217.2	none	none	none		
Resignation (see 4117.2)	4217.3	AR 11/03	none	none		
Layoff/Rehire	4217.5	none	none	none		
Termination Agreements (see 4117.5)	4218	AR 6/94	none	none		
Dismissal/Suspension/Disciplinary Action	4219	none	none	none		
Rights, Responsibilities and Duties	4219.1	none	none	none		
Civil and Legal Rights (see 4119.1)	4219.11	none	none	none		
Sexual Harassment (see 4119.11)	4219.2	none	none	none		
Employment Responsibilities						

**ARTICLE 4000 PERSONNEL - May 14, 2009**

*Italics indicate SMMUSD policy*

TITLE	NUMBER	CSBA	SMMUSD	RECOMMENDED	DELETE	TEXT ON CD
Professional Standards (see 4119.21)	4219.21	E 3/91	none	CSBA		
Dress and Grooming (see 4119.22)	4219.22	none	none	none		
Unauthorized Release of Confidential/ Privileged Information (see 4119.23)	4219.23	none	none	none		
Political Activities of Employees (see 4119.25)	4219.25	none	none	none		
Duties of Personnel	4219.3	none	none	none		
Infectious Disease	4219.4	none	none	none		
Employees with Infectious Disease (see 4119.41)	4219.41	none	none	none		
Exposure Control Plan for Bloodborne Pathogens (see 4119.42)	4219.42	none	none	none		
Universal Precautions (see 4119.43)	4219.43	none	none	none		
Other Classified Personnel	4220	none	none	none		
Substitutes	4221	none	none	none		
Teacher Aides/Paraprofessionals	4222	BP 11/03	none	none		
		AR 11/05	none	none		
		E 11/03	none	none		
Temporary Athletic Team Coaches (see 4127)	4227	none	none	none		
Activities	4230	none	none	none		
Staff Development	4231	BP 7/05	none	CSBA		
		AR 7/05	none	CSBA		
Publication or Creation of Materials (see 4132)	4232	none	none	none		
[Future Topic]	4233	none	none	none		
Meetings	4234	none	none	none		
Soliciting and Selling (see 4135)	4235	none	none	none		

**ARTICLE 4000 PERSONNEL - May 14, 2009**

*Italics indicate SMMUSD policy*

TITLE	NUMBER	CSBA	SMMUSD	RECOMMENDED	DELETE	TEXT ON CD
Nonschool Employment (see 4136)	4236	none	none	none		
Bargaining Units (see 4140)	4240	none	none	none		
Collective Bargaining Agreement (see 4141)	4241	none	none	none		
Recognition	4241.1	none	none	none		
Personnel Covered	4241.2	none	none	none		
Governing Board/District Rights	4241.3	none	none	none		
Association Rights	4241.4	none	none	none		
Savings Clause	4241.5	none	none	none		
Concerted Action/Work Stoppage (see 4141.6)	4241.6	none	none	none		
Organizational Security	4241.7	none	none	none		
Communications/Contacts	4242	none	none	none		
Negotiations/Consultation (see 4143)	4243	none	none	none		
Public Notice - Personnel Negotiations (see 4143.1)	4243.1	none	none	none		
Complaints (see 4144)	4244	none	none	none		
Compensation and Related Benefits	4250	none	none	none		
Employee Compensation (see 4151)	4251	none	none	none		
Salary Checks and Deductions	4252	none	none	none		
Overtime Pay/Compensatory Time Off	4253	none	none	none		
Health and Welfare Benefits (see 4154)	4254	none	none	none		
Retirement Compensation	4255	none	none	none		
Tax-Sheltered Annuities	4255.1	none	none	none		
Employment Amenities	4256	none	none	none		
[Future Topic]	4256.1	none	none	none		
Awards and Recognition (see 4156.2)	4256.2	none	none	none		
Employee Property Reimbursement (see 4156.3)	4256.3	none	none	none		

**ARTICLE 4000 PERSONNEL - May 14, 2009**

*Italics indicate SMMUSD policy*

TITLE	NUMBER	CSBA	SMMUSD	RECOMMENDED	DELETE	TEXT ON CD
<i>[Use of Private Vehicle]</i>	4256.4	BP --	02/14/89	none	SMMUSD BP 4256.4	
<i>Employee Safety (see 4157)</i>	4257	none	none	none		
Work-Related Injuries (see 4157.1)	4257.1	none	none	none		
Ergonomics (see 4157.2)	4257.2	none	none	none		
Employee Security (see 4158)	4258	none	none	none		
Employee Assistance Programs (see 4159)	4259	none	none	none		
Leaves and Vacations	4260	none	none	none		
Leaves (see 4161)	4261	none	none	none		
Personal Illness/Injury Leave	4261.1	AR 7/07	none	none		
Industrial Accident/Illness Leave	4261.11	AR 10/98	none	CSBA		
Personal Leaves (see 4161.2)	4261.2	none	none	none		
Professional Leaves	4261.3	AR 10/98	none	none		
[Future Topic]	4261.4	none	none	none		
Military Leave (see 4161.5)	4261.5	none	none	none		
[Future Topic]	4261.6	none	none	none		
[Future Topic]	4261.7	none	none	none		
Family Care and Medical Leave (see 4161.8)	4261.8	none	none	none		
Catastrophic Leave Program (see 4161.9)	4261.9	none	none	none		
Vacation/Holidays	4262	none	none	none		
Administrative and Supervisory Personnel	4300	BP 3/07	none	CSBA		
		AR 3/07	none	CSBA		
Administrative Staff Organization	4301	BP 7/07	none	CSBA		
Permanent/Probationary	4310	none	none	none		
Recruitment and Selection (see 4111)	4311	none	none	none		
[Future Topic]	4311.1	none	none	none		
Legal Status Requirement (see 4111.2)	4311.2	none	none	none		
Appointment and Conditions of Employment	4312	none	none	none		



**ARTICLE 4000 PERSONNEL - May 14, 2009**

*Italics indicate SMMUSD policy*

TITLE	NUMBER	CSBA	SMMUSD	RECOMMENDED	DELETE	TEXT ON CD
Contracts	4312.1	BP 7/07	none	none		
Certification	4312.2	none	none	none		
Oath or Affirmation (see 4112.3)	4312.3	none	none	none		
Health Examinations (see 4112.4)	4312.4	none	none	none		
Employee Drug Testing (see 4112.41)	4312.41	none	none	none		
Drug and Alcohol Testing for School		none	none	none		
Bus Drivers (see 4112.42)	4312.42	none	none	none		
Criminal Record Check (see 4112.5)	4312.5	none	none	none		
Personnel Files (see 4112.6)	4312.6	none	none	none		
Employment References (see 4112.61)	4312.61	none	none	none		
Maintenance of Criminal Offender Records (see 4112.62)	4312.62	none	none	none		
Orientation	4312.7	none	none	none		
Employment of Relatives (see 4112.8)	4312.8	none	none	none		
Employee Notifications (see 4112.9)	4312.9	none	none	none		
Assignment/Classification	4313	none	none	none		
Load/Scheduling/Hours of Employment	4313.1	none	none	none		
Demotion/Reassignment	4313.2	BP 3/07	none	CSBA		
Work Year	4313.3	AR 3/07	none	CSBA		
Temporary Modified/Light-Duty Assignment		none	none	none		
(see 4113.4)	4313.4	none	none	none		
<i>[Compensatory Time Termination]</i>	4313.5	BP --	06/28/71	none	SMMUSD BP 4313.5	
Transfers	4314	BP 3/07	none	CSBA		
		AR 3/07	none	CSBA		

**ARTICLE 4000 PERSONNEL - May 14, 2009**

*Italics indicate SMMUSD policy*

TITLE	NUMBER	CSBA	SMMUSD	RECOMMENDED	DELETE	TEXT ON CD
Evaluation/Supervision	4315	BP 7/07	none	CSBA EDITED		
Staff Evaluating Teachers	4315.1	BP 10/96	none	CSBA		
Probationary/Permanent Status	4316	none	none	none		
Seniority	4316.1	none	none	none		
Separation	4317	none	none	none		
Retirement	4317.1	none	none	none		
Preretirement Part-Time		none	none	none		
Employment (see 4117.11)	4317.11	none	none	none		
[Future Topic]	4317.12	none	none	none		
Early Retirement Option (see 4117.13)	4317.13	none	none	none		
Postretirement Employment (see 4117.14)	4317.14	none	none	none		
Resignation (see 4117.2)	4317.2	none	none	none		
Personnel Reduction	4317.3	none	none	none		
Dismissal	4317.4	none	none	none		
Termination Agreements (see 4117.5)	4317.5	none	none	none		
Suspension/Disciplinary Action	4318	none	none	none		
Rights, Responsibilities and Duties	4319	none	none	none		
Civil and Legal Rights (see 4119.1)	4319.1	none	none	none		
Sexual Harassment (see 4119.11)	4319.11	none	none	none		
Professional Responsibilities	4319.2	none	none	none		
Professional Standards (see 4119.21)	4319.21	E 11/01	none	CSBA		
Dress and Grooming (see 4119.22)	4319.22	none	none	none		
Unauthorized Release of Confidential/ Privileged Information (see 4119.23)	4319.23	none	none	none		
Academic Freedom (see 4119.24)	4319.24	none	none	none		

**ARTICLE 4000 PERSONNEL - May 14, 2009***Italics indicate SMMUSD policy*

TITLE	NUMBER	CSBA	SMMUSD	RECOMMENDED	DELETE	TEXT ON CD
Political Activities of Employees (see 4119.25)	4319.25	none	none	none		
Duties of Personnell	4319.3	none	none	none		
Infectious Disease	4319.4	none	none	none		
Employees with Infectious Disease (see 4119.41)	4319.41	none	none	none		
Exposure Control Plan for Bloodborne Pathogens (see 4119.42)	4319.42	none	none	none		
Universal Precautions (see 4119.43)	4319.43	none	none	none		
Other Management Personnel	4320	none	none	none		
Temporary Athletic Team Coaches (see 4127)	4327	none	none	none		
Activities	4330	none	none	none		
Staff Development	4331	BP 11/01	none	CSBA		
		AR 11/05	none	CSBA		
Publication or Creation of Materials (see 4132)	4332	none	none	none		
[Future Topic]	4333	none	none	none		
Meetings	4334	none	none	none		
Soliciting and Selling (see 4135)	4335	none	none	none		
Nonschool Employment (see 4136)	4336	none	none	none		
Professional Organizations	4340	none	none	none		
Complaints (see 4144)	4344	none	none	none		
Compensation and Related Benefits	4350	none	none	none		
Employee Compensation (see 4151)	4351	none	none	none		
Salary Checks and Deductions	4352	none	none	none		
Extra Pay for Extra Work	4353	none	none	none		
Health and Welfare Benefits (see 4154)	4354	none	none	none		

**ARTICLE 4000 PERSONNEL - May 14, 2009**

*Italics indicate SMMUSD policy*

TITLE	NUMBER	CSBA	SMMUSD	RECOMMENDED	DELETE	TEXT ON CD
Retirement Compensation	4355	none	none	none		
Tax-Sheltered Annuities	4355.1	none	none	none		
Employment Amenities	4356	none	none	none		
[Future Topic]	4356.1	none	none	none		
Awards and Recognition (see 4156.2)	4356.2	none	none	none		
Employee Property	4356.3	none	none	none		
Reimbursement (see 4156.3)	4357	none	none	none		
Employee Safety (see 4157)						
Work-Related Injuries (see 4157.1)	4357.1	none	none	none		
Ergonomics (see 4157.2)	4357.2	none	none	none		
Employee Security (see 4158)	4358	none	none	none		
Employee Assistance Programs (see 4159)	4359	none	none	none		
Leaves and Vacations	4360	none	none	none		
Leaves (see 4161)	4361	none	none	none		
Personal Illness/Injury Leave (see 4161.1)	4361.1	none	none	none		
Industrial Accident/Illness Leave (see 4161.11)	4361.11	none	none	none		
Personal Leaves (see 4161.2)	4361.2	none	none	none		
Professional Leaves	4361.3	none	none	none		
[Future Topic]	4361.4	none	none	none		
Military Leave (see 4161.5)	4361.5	none	none	none		
[Future Topic]	4361.6	none	none	none		
[Future Topic]	4361.7	none	none	none		
Family Care and Medical Leave (see 4161.8)	4361.8	none	none	none		
Catastrophic Leave Program (see 4161.9)	4361.9	none	none	none		
Vacation/Holidays	4362	none	none	none		

**ARTICLE 9000 BYLAWS OF THE BOARD - May 14, 2009**

*Italics indicate SMMUSD policy*

TITLE	NUMBER	CSBA	SMMUSD	RECOMMENDED	DELETE	TEXT ON CD
Role of the Board	9000	BB 7/06	9/8/1985	CSBA	SMMUSD BP 9000	
Governance Standards	9005	BB 3/01	9/8/1985	CSBA	SMMUSD BP 9005	
Public Statements	9010	BB 6/94	9/8/1985	CSBA	SMMUSD BP 9010	
Disclosure of Confidential/Privileged Information	9011	BB 11/02	none	CSBA		
Board Member Electronic Communications	9012	BB11/08	none	CSBA		
Organization	9100	BB 9/92	none	CSBA EDITED		
Terms of Office	9110	BB 3/93	none	Use SMMUSD BP 9110, 9120, 9121, 9123		OK
Constitutional and Statutory Provisions	9110		8/2/1983	becomes part of 9110	SMMUSD BP 9110	
Officers and Auxiliary Personnel	9120	none	none			
Membership	9120		8/2/1983	becomes part of 9110	SMMUSD BP 9120	
President	9121	BB 7/03	none	CSBA EDITED add 9131.0		
Time and Manner of Election	9121		11/26/1984	becomes part of 9110	SMMUSD BP 9121	
Secretary	9122	BB 7/03	none	CSBA		
Vacancies	9122		11/26/1984	covered in 9223	SMMUSD BP 9122	
Clerk	9123	BB 7/03	none			

## ARTICLE 9000 BYLAWS OF THE BOARD - May 14, 2009

*Italics indicate SMMUSD policy*

TITLE	NUMBER	CSBA	SMMUSD	RECOMMENDED	DELETE	TEXT ON CD
<i>Term of Office</i>	9123		11/26/1984	<i>becomes part of</i> 9110	SMMUSD BP 9123	
<i>Attorney</i>	9124	BB 7/08				
<i>Remuneration, Reimbursement, and Other Benefits</i>	9124		2/8/1996	<i>becomes part of</i> 9250	SMMUSD BP 9124	
<i>Health and Welfare Benefits - Former Elected Members of the Board of Education</i>	9124.1		8/2/1983	<i>becomes part of</i> 9250	SMMUSD BP 9124.1	
<i>Health and Welfare Benefits - Current Elected Members of the Board of Education</i>	9124.2		8/2/1983	<i>becomes part of</i> 9250	SMMUSD BP 9124.2	
<i>Removal from Office</i>	9125		8/2/1983	<i>covered under</i> 9223	SMMUSD BP 9125	
<i>Board Committees</i>	9130	BB 2/99	CSBA			
<i>Officers of the Board</i>	9130		11/26/1984	<i>covered under</i> 9100	SMMUSD BP 9130	
<i>Duties of the President</i>	9131		8/2/1983	<i>covered under</i> 9121	SMMUSD BP 9121	
<i>Duties of the President - Santa Monica-Malibu Education Foundation</i>	9131.0		8/2/1983		SMMUSD BP 9131.0	
<i>Duties of the Vice President</i>	9131.1		8/2/1983	<i>included in</i> 9121	SMMUSD BP 9131.1	
<i>Duties of the Secretary</i>	9132		8/2/1983	<i>covered in</i> 9122	SMMUSD BP 9132	

**ARTICLE 9000 BYLAWS OF THE BOARD - May 14, 2009**

*Italics indicate SMMUSD policy*

TITLE	NUMBER	CSBA	SMMUSD	RECOMMENDED	DELETE	TEXT ON CD
Board Representatives	9140	BB 10/95	none	CSBA		
Student Board Members	9150	BB 3/93	BP 8220 5/27/93	CSBA EDITED include language from 8220		OK
		E(1) 3/93	none	CSBA		
		E(2) 3/93	none	CSBA		
Limits of Board Member Authority	9200	BB 7/06	9/8/2005	CSBA	SMMUSD BP 9200	
Qualifications	9210	none	none			
Meetings	9210		2/5/1985	covered in 9321	SMMUSD BP 9210	
Special Meetings	9212		8/2/1983		SMMUSD BP 9212	
Quorum	9213		8/2/1983	covered in 9323	SMMUSD BP 9213	
Governing Board Elections	9220	BB 11/06	none	CSBA		
Adoption, Amdendment, Repeal or Suspension of Policies and Bylaws	9220					
Recruiting New Board Members	9221	none	8/2/1983	include in 9310	SMMUSD BP 9220	
Regular Meetings	9221		none	covered under 9320	SMMUSD BP 9221	
Resignation	9222	BB 9/89	9/5/2002	CSBA		
Filling Vacancies	9223	BB 11/08	none	CSBA		
Oath or Affirmation	9224	BB 7/03	none	CSBA		
Orientation	9230	BB 7/08	none	CSBA		

**ARTICLE 9000 BYLAWS OF THE BOARD - May 14, 2009**

*Italics indicate SMMUSD policy*

TITLE	NUMBER	CSBA	SMMUSD	RECOMMENDED	DELETE	TEXT ON CD
<i>Administrative Regulations and Procedures</i>	9230					
Board Development	9240	BB 6/94	3/20/1995 none	covered in 9310 CSBA	SMMUSD BP 9230	
Remuneration, Reimbursement, and Other Benefits	9250	BB 11/02	none	CSBA		
Legal Protection	9260	BB 7/03	none	CSBA		
Conflict of Interest	9270	BB 11/03	none	CSBA		
Board Operations	9300	none	none			
Board Policies	9310	BB 7/06	none	CSBA edited		
Meetings and Notices	9320	BB 11/08	none	CSBA edited		ok
Closed Session	9321	BB 11/04	none	CSBA		
Purposes and Agendas						
Closed Session Actions and Reports	9321.1	BB 2/98	none	CSBA		
Agenda/Meeting Materials	9322	BB 3/08	none	CSBA		
Meeting Conduct	9323	BB 11/06	none	CSBA		
Order of Business	9323.1	none	none			
Actions by the Board.	9323.2	BB 11/02	none	CSBA		
		E 11/07	none	CSBA		
Minutes and Recordings	9324	BB 7/08	none	CSBA		
Board Self-Evaluation	9400	BB 3/02	none	CSBA		