

**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 15, 2009**

A regular meeting of the Santa Monica-Malibu Unified School District Board of Education will be held on **Thursday, October 15, 2009**, in the **District Administrative Offices**: 1651 16<sup>th</sup> Street, Santa Monica, CA. The Board of Education will call the meeting to order at 4:00 p.m. in the Board Conference Room at the District Offices, 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 Board Room.

**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 (90)**

- Receipt of recommendation for approval of the proposed CAHSEE waiver request pursuant to §60851 (c), as cited in the Education Code (5):  
CAHSEE-1013-09/10      CAHSEE-1015-09/10  
CAHSEE-1014-09/10
- Conference with Real Property Negotiators pursuant to GC §54956.9 (b) as cited in the Brown Act (2508 Virginia Avenue, Santa Monica CA; 2512 Virginia Avenue, Santa Monica, CA). (30)
- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC§54957, as cited in the Brown Act (Asst. Superintendent for HR, Asst. Superintendent for Business and Fiscal, Chief Academic Officer) (10)
- Closed session with legal counsel concerning anticipated litigation pursuant to GC §54956.9 as cited in the Brown Act (1 case). (10)
- 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. (5)
- 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. (20)
- Closed Session, Superintendent's performance evaluation pursuant to GC §54954.5 as cited in the Brown Act. (10)

**IV. BOARD OF EDUCATION – COMMENDATIONS / RECOGNITIONS (10)**

- Exceptional Latino/a Educator Award – Marissa Jauregui (Roosevelt ES)

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

Board of Education Meeting AGENDA: October 15, 2009

**V. APPROVAL OF THE AGENDA**

**VI. APPROVAL OF MINUTES**

October 1, 2009

**VII. CONSENT CALENDAR (5)**

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

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**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 (45)**

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 (15)**

- Pyoung Kim – Santa Monica High School
- Roya Sahafi – Malibu High School
- Emily Yeskel – Olympic High School

**B. SMMCTA Update – Mr. Harry Keiley (5)**

**C. S.E.I.U. Update – Ms. Keryl Cartee-McNeely (5)**

**D. PTA Council – Shari Davis (5)**

**E. Emergency/Temporary Parcel Tax Feasibility Committee – Neil Carrey (5)**

**F. Citizens’ Bond Oversight Committee – Neil Carrey (5)**

**G. Financial Oversight Committee – Cynthia Torres (5)**

**X. SUPERINTENDENT’S REPORT (5)**

**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 (180)**

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.23 Approve Changes to Bylaws for Proposition 39 – Citizens’ Bond Oversight Committee (30).....55-56

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A.29 Annual Public Hearing and Adoption of Resolution No. 09-13 on Sufficiency of Instructional Materials and Williams Settlement Instructional Materials Funds (5)..... 66-68

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A.33 Adopt Policy 7000 – Concepts and Roles (10)..... 86-88

**XII. DISCUSSION ITEMS (185)**

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

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D.02 2009 Summer Programs Update (45) ..... 94

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D.05 Consider Adopting Policy 1313 – Civility Policy (20) ..... 97-99

D.06 Consider Adopting Policy 4119.21 – Professional Standards (10)..... 100-105

D.07 Consider Adopting Policy 4119.25/4219.25/4319.25 – Political  
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D.08 Consider Adopting Policy 4119.26 – Non-Fraternization with  
Students (10) ..... 110-111

**XIII. INFORMATIONAL ITEMS (0)**

**XIV. BOARD MEMBER ITEMS (0)**

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©. 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.

**XIV. 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, November 5, 2009**, at 5:00 p.m. in the **Malibu City Council Chambers: 23815 Stuart Ranch Road, Malibu, 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 2009-2010**

**Closed Session begins at 4:00pm**  
**Public Meetings begin at 5:30pm**

July through December 2009					
Month	1 <sup>st</sup> Thursday	2 <sup>nd</sup> Thursday	3 <sup>rd</sup> Thursday	4 <sup>th</sup> Thursday	Special Note:
July	7/1* DO		7/16 DO		*7/1: Special Meeting
August	8/4* DO		<del>8/20</del> 8/19 DO		*8/4: Special Closed Session
September	9/3 DO		9/17 DO	9/21* DO	First day of school: 9/9 *9/21: Special Closed Session
October	10/1 M		10/15 DO	<del>10/29</del> (5th Thurs)	
November	11/5 M		11/19 DO		Thanksgiving: 11/26-27
December		12/10 DO		winter break	
<b>December 20 – 31: Winter Break</b>					
January through June 2010					
<b>January 1 – 2: Winter Break</b>					
January		1/14 DO			
February	2/4 M		2/18 DO		
March	3/4 DO		3/18 DO		*Stairway: 3/25 & 3/26
<b>March 29 – April 9: Spring Break</b>					
April	spring break	spring break		4/22 DO	
May	5/6 M		5/20 DO		
June	6/3 DO		6/17 DO		Last day of school: 6/25

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

**Santa Monica-Malibu Unified School District  
Board of Education  
October 15, 2009**

**I. CALL TO ORDER**

A. Roll Call

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

Student Board Members

B. Pledge of Allegiance

**II. CLOSED SESSION**

TO: BOARD OF EDUCATION  
FROM: TIM CUNEO  
RE: APPROVAL OF MINUTES

ACTION  
10/15/09

RECOMMENDATION NO. A.01

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

October 1, 2009

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

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## **CONSENT ITEMS**



TO: BOARD OF EDUCATION

ACTION/CONSENT

10/15/09

FROM: TIM CUNEO / CHIUNG-SALLY CHOU / 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 2009/2010 budget.

<b>Contractor / Contract Dates</b>	<b>Description</b>	<b>Site</b>	<b>Funding (Measure BB)</b>
CCM  Contract Amount \$90,000  Addendum to UC BB08326	Assist in DSA closeouts  Extend contract 10/1/09 to 9/30/10	Multiple Sites	21-00000-0-00000-85000-5802-050-2600
Daly America  Extend contract: 08/01/09 to 12/31/09  Contract Amendment #2: \$49,800  Original Contract UC BB09009: \$144,000 Amendment #1: \$48,000	Construction Management Services	John Adams Middle School	21-00000-0-00000-85000-6200-011-2600

<b>Contractor / Contract Dates</b>	<b>Description</b>	<b>Site</b>	<b>Funding</b>
Jewish Family Services of LA  9/23/09 to 6/25/10  Not to exceed: \$5,000	To Provide individual and small group counseling to student for 2009-2010 school year to supplement heavy counseling load at Franklin.	Franklin	01-00010-0-11100-10000-5802-002-4020
Ana Maria Guitierrez  9/01/09 to 6/30/10  Not to exceed: \$10,000	Will provide counseling and therapy services to Latino students and their families.	Malibu	01-90120-0-11100-1000-5802-010-4110
Davida Raffa  10/16/09 to 6/19/10  Not to Exceed: 11,369	Ceramics training for Grades 1-5, six-week session per grade level	Roosevelt	01-90150-0-11100-10000-2917-007-1501

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

TO: BOARD OF EDUCATION

ACTION/CONSENT  
10/15/09

FROM: TIM CUNEO / JANECE L. MAEZ / 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	<u>CONFERENCE NAME</u> <u>LOCATION</u> <u>DATE (S)</u>	<u>COST</u> <u>ESTIMATE</u>
<u>BOONE II, Lawrence</u> Santa Monica High	AB430 Downey, CA 10/13/09, 11/12/09, 12/9/09, 1/14/10, 2/9/10, 3/9/10 and 4/15/10	\$0
<u>BRYANT, Cheryl</u> Human Resources 01-00000-0-00000-74000-5220-025-1250 General Fund- Function: Personnel/Human Resources	ASCIP Health Benefits Training Cerritos, CA October 1, 2009	\$45 Mileage Only
<u>CHI, Ah Young</u> Malibu High 01-00010-0-11100-10000-5220-010-4100 General Fund- Resource: Tier III	USC Counselor Conference Los Angeles, CA October 2, 2009	\$80
<u>CHI, Ah Young</u> Malibu High 01-00010-0-11100-10000-5220-010-4100 General Fund- Resource: Tier III	ACT Educator Workshop Westlake Village, CA October 7, 2009	\$100
<u>DIAZ, Aida</u> Ed Services 01-62860-0-47600-10000-5220-035-1300 General Fund- Resource: ELAP	Response To Intervention Montebello, CA 10/14/09 & 11/2/09	\$375
<u>DIAZ, Aida</u> Ed Services 01-70910-0-47600-10000-5220-035-1300 General Fund- Resource: EIA	Seal of Biliteracy Workshop Glendale, CA October 27, 2009	\$50
<u>HONDA, Julie</u> Santa Monica High	College Board Claremont, CA September 22, 2009	\$0
<u>KELLY, Mark</u> Malibu High	Principals' Collaborative Laguna Beach, CA 9/17/09, 10/20/09, 12/10/09 and 3/3/10	\$0

<u>MILLER, Patrina</u> Special Ed 01-56400-0-00000-39000-5220-041-1400 General Fund- Resource: Medi-Cal	Student Records Workshop Downey, CA October 8, 2009	\$70
<u>RICHWINE, Dona</u> Food and Nutrition Services	2009 School Wellness Conference Anaheim, CA October 5 – 6, 2009	\$0
<u>ROMAN, Bertha</u> Ed Services 01-40350-0-11100-21000-5220-035-1300 General Fund- Resource: Tier II	Transformational Change Through Innovational Creativity Pasadena, CA October 8 – 10, 2009	\$700
<u>SACHS, Teri</u> Lincoln Middle 01-00000-0-11100-31400-5220-041-1400 General Fund- Function: Health Services	Created Approaches to Greif Work With Children Glendale, CA October 8, 2009	\$150 + 1 SUB
<u>SERRATORE, Rosa</u> Ed Services 01-40350-0-11100-21000-5220-035-1300 General Fund- Resource: Tier II	Mathematics Education Collaborative Downey, CA 10/15/09, 12/3/09, 2/18/10 and 5/20/10	\$400
<u>SAMARGE-POWELL, Susan</u> Human Resources 01-00010-0-11100-10000-5220-065-1300 General Fund- Resource: Tier III	BTSA Cluster 4-Fall Winter & Spring Meetings Norwalk, CA 9/16/09, 1/27/10 and 4/27/10	\$450

**Adjustments**

(Preapproved expenses 10% in excess of approved costs that must be approved by Board/Changes in Personnel Attendance)

NONE

**Group Conference and Travel: In-State**

*\* a complete list of conference participants is on file in the Department of Fiscal Services*

<u>HEYLER, Soux</u> <u>BOEWE, Juliette</u> Special Ed 01-56400-0-00000-39000-5220-041-1400 General Fund- Resource: Medi-Cal	Career Planning for Individuals W/Autism Spectrum Disorders Buena Park, CA October 15 – 16, 2009	\$630 Total
<u>CHI, Ah Young</u> +2 Additional Staff Malibu High/Santa Monica High 01-00010-0-11100-10000-5220-010-4100 General Fund- Resource: Tier III	College Board Fall Counselor Workshop Los Angeles, CA October 8, 2009	\$80 Total
<u>CHI, Ah Young</u> +3 Additional Staff Malibu High/Santa Monica High 01-00010-0-11100-10000-5220-010-4100 General Fund- <b>Resource:</b> Tier III	CSU Counselor Conference Pasadena, CA September 29, 2009	\$319 Total

<u>HINOJOSA, Judith</u> +12 Additional Staff Santa Monica High	USC Conference Los Angeles, CA October 2, 2009	\$0
<u>HONDA, Julie</u> <u>GATELL, Frank</u> Santa Monica High 01-00000-0-11100-10000-5220-015-4150 General Fund Function: Instruction	CSU Conference Ontario, CA October 1, 2009	\$150 Total
<u>SNELL, Barry</u> +4 Additional Board Members District Office 01-00000-0-00000-71500-5220-020-1200 General Fund Function: Superintendent	2009 CSBA Annual Education Conference & Trade Show San Diego, CA December 3 – 5, 2009	\$6,000 Total
<u>TATI, Mary</u> <u>THOMAS, Frederick</u> Point Dume Elementary	Catalina Island Marine Institute Catalina Island September 21 – 23, 2009	\$0 Total
<u>VALENCIA, Yunuen</u> <u>HINOJOSA, Judith</u> Santa Monica High 01-00000-0-11100-27000-5220-015-4150 General Fund Function: School Administration	UC Conference Irvine, CA September 16, 2009	\$40 Total

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

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

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/15/09

FROM: TIM CUNEO / CHIUNG-SALLY CHOU / MAUREEN BRADFORD

RE: OVERNIGHT FIELD TRIP(S) 2009-2010

RECOMMENDATION NO. A.04

It is recommended that the Board of Education approve the special field trip(s) listed below for students for the 2009-2010 school year. No child will be denied due to financial hardship.

School Grade # students	Destination Dates of Trip	Principal/ Teacher	Cost Funding Source	Subject	Purpose Of Field Trip
Roosevelt 5 <sup>th</sup> grade 132	Astrocamp, Idyllwild, CA  4/21/10–4/23/10	N. Burton/ Snow/ Whitley/ Clark/ Fernandez/ De Gregorio	\$350 per student by parent donation and PTA Account	Science	Annual science enrichment supporting the curriculum of the 7 <sup>th</sup> grade science. Hands-on outdoor classroom experience, leadership and team building skills.
Smash 6 <sup>th</sup> grade 26	Toyon Bay, Catalina Cimi Guided Discoveries  10/12/09– 10/14/09	J. Rishe/ Holland	\$320 per student by parent donation and fundraising	Science	Science enrichment supporting the curriculum of the 6 <sup>th</sup> grade science. Hands-on outdoor classroom experience, leadership and team building skills.
John Muir 5 <sup>th</sup> grade 60	Blue Sky Meadow – Big Bear Area  4/12/10–4/18/10	T. Komlos/ Benitez/ Brizuela	\$292 per student by parent donation and fundraising	Science	Annual science enrichment supporting the curriculum of the 5 <sup>th</sup> grade science. Hands-on outdoor classroom experience, leadership and team building skills.
Webster 5 <sup>th</sup> grade 32	Sea World – San Diego  11/4/09–11/5/09	P. Cott/ Kooy	\$135 per student by parent donation	Science	Annual science enrichment supporting the curriculum of the 5 <sup>th</sup> grade science. Hands-on outdoor classroom experience, leadership and team building skills.
Webster 5 <sup>th</sup> grade 33	Sea World – San Diego  11/3/09–11/4/09	P. Cott/ Cook	\$135 per student by parent donation	Science	Annual science enrichment supporting the curriculum of the 5 <sup>th</sup> grade science. Hands-on outdoor classroom experience, leadership and team building skills.
Samohi 9 <sup>th</sup> – 12 <sup>th</sup> 3 – 6	Sacramento Green Technology Teacher's Institute Conference  8/9/09–8/12/09	C. Baxter/ Kay	\$50 per student by parent donation	Science	To attend with other students and teachers from around CA for 2 day conference on Renewable Energy. Curriculum and industry products on alternative energy will be presented.

Samohi 9 <sup>th</sup> – 12 <sup>th</sup> 6 – 7	Environmental Charter H.S. – Green Action Curriculum Conference, Lawndale CA  8/13/09–8/14/09	C. Baxter/ Kay	Free	Science	To learn about new “green” renewable energy curriculum that meets state and national science standards and learn more about the Green Ambassador Green Action Curriculum Program that Samohi may participate in.
Samohi 9 <sup>th</sup> – 12 <sup>th</sup> 7	Reno – Tahoe  11/12/09– 11/14/09	C. Baxter/ Shafiey	\$200 per student by parent donation	ROP DECA	To participate in the Leadership and Business Communication conference. Leadership and business communication skill development career exploration activities.
Samohi 9 <sup>th</sup> – 12 <sup>th</sup> 40	College of the Sequoias, Visalia, CA  12/3/09–12/5/09	C. Baxter/ Aiello/ Swenson	\$200 per student by parent donation	Music	California Directors Association – Honor Orchestras
Samohi 9 <sup>th</sup> – 12 <sup>th</sup> 3	Santa Clara Convention Center  2/18/10–2/20/10	C. Baxter/ Swenson	\$300 per student by parent donation	Music	To participate in the National High School Honor Orchestra.
Samohi 9 <sup>th</sup> – 12 <sup>th</sup> 12	Sacramento, CA CMEA All-State Orchestra Conference  3/11/10–3/13/10	C. Baxter/ Swenson/ Aiello	\$300 per student by parent donation	Music	Trip is for students who auditioned for and were accepted into the CMEA All- State Orchestra. The students will be performing for the CMEA State Conference.
Samohi 9 <sup>th</sup> – 12 <sup>th</sup> 12	Honolulu, HI  3/24/10–3/31/10	C. Baxter/ L. Sato/ G. Sato/ Nguyen	\$1,200 per student by parent donation and fundraising	PE	To participate in the 2010 Hawaii Boys Volleyball Invitational Tournament – Varsity Competition at Iolani High School.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/15/09

FROM: TIM CUNEO / MICHAEL D. MATTHEWS / JUDY ABDO

RE: CHILD DEVELOPMENT SERVICES – JOHN ADAMS/WASHINGTON WEST  
MEMORANDUM OF UNDERSTANDING

RECOMMENDATION NO. A.05

It is recommended that the Board of Education approve the agreement between the Santa Monica-Malibu Unified School District (SMMUSD) and Santa Monica Community College (SMC) effective July 1, 2009, through June 30, 2010.

COMMENT: The purpose of this agreement is to establish the delineation of responsibilities for each party functioning as the Santa Monica Preschool Collaborative. The mission of the Santa Monica Preschool Collaborative is to provide childcare and child development services for up to 108 Santa Monica area children under the age of six at John Adams Child Development Center and Washington West Preschool. Both centers will operate full-day (7:30 a.m. to 6:00 p.m.), full-year (year-round 246 days/year).

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

Memorandum of Understanding by and between Santa Monica Preschool  
Collaborative, comprised of the Santa Monica-Malibu Unified School District and  
the Santa Monica Community College  
July 1, 2009 – June 30, 2010

1. This agreement is entered into between the Santa Monica Malibu Unified School District (SMMUSD) and Santa Monica Community College (SMC). The purpose of this agreement is the establishment and delineation of responsibilities for each party functioning as the Santa Monica Preschool Collaborative (Collaborative).
2. The mission of the Santa Monica Preschool Collaborative is to provide childcare and child development services for up to 108 Santa Monica area children under the age of six.
3. SMMUSD will be the operational agent for the Collaborative. The responsibility of the operational agent will be the staffing, management and oversight of the identified centers.
4. Child care and child development services will be delivered at two sites through the Collaborative:

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

Washington West Preschool  
2802 4<sup>th</sup> St  
Santa Monica, CA 90405

Both facilities and any other future location deemed appropriate by the parties, will be made available throughout the year rent-free, and maintained at no cost to the Collaborative.

5. SMMUSD will operate the licenses at both centers.
6. Child development services to be provided through the Collaborative will include:
  - a. Full-day (7:30 a.m. to 6:00 p.m.), full year (year-round 245 days/year), care will be provided for children from low-income families, 80 full-time childcare slots are funded through a contract between the State Department of Education, Child Development Division and SMMUSD.
  - b. Head Start services will be provided at Washington West; funded and staffed by SMMUSD.
  - c. Extended hours of childcare for Head Start families; funded through parent fees or subsidies obtained by individual families. The intent is to serve Head Start families that require full-day care at Washington West Preschool.



- d. Childcare for up to 25 Children of SMC students, faculty and staff; funded through parent fees, CalWORKs and/or other sources. The intent is to make childcare available to the children of SMC students, faculty and staff from 7:30 a.m. to 6:00 p.m. every day that the program is operational.
  - e. The Collaborative will assure that the child care programs at Adams and Washington West are of high quality and include developmentally appropriate curriculum, consultation by social services professionals as resources are identified, parent support and education. Nutritious meals and snacks consistent with program hours will be supported by participation in the SMMUSD food program.
7. The Program Advisory Committee composed of representatives from SMMUSD and SMC will guide the Collaborative. The Committee will meet at least quarterly and will review the quality of the programs, coordination of curriculum and enrichment activities, staff development, parent education and similar activities. The ECE classroom staff will meet monthly with an SMC & SMMUSD Advisory Committee representative.
8. With input from the Program Advisory Committee, SMMUSD will be ultimately responsible for recruiting, selecting, training and supervising the staff at Adams and Washington West.
9. Daily custodial support, along with facility maintenance and repair will be provided by SMMUSD for sites, identified in paragraph Four.
10. The responsibilities of SMMUSD are set forth below:
  - a. SMMUSD will offer priority enrollment to students, faculty and staff of SMC whenever there are vacancies in the program.
  - b. SMMUSD will maintain a waiting list of children eligible for the State subsidy. SMC will maintain a waiting list of children eligible for the reserved SMC spaces. When there is an opening in the program, the next child of the appropriate age on the relevant waiting list will be enrolled. The intent is to maintain full enrollment, with 108 Children through the State Department of Education, Head Start/Special Education students or SMC and/or other community children, recognizing that many are dually enrolled.
  - c. SMMUSD will work with SMC to establish the Collaborative preschools as work/study sites. The intent is to utilize work/study students to inspire SMC students to enter the field of child development through a positive work experience.
  - d. SMMUSD and SMC will work together to offer an internship program wherein students can participate and learn within a regulatory setting of 1) a general child care setting, 2) State Department of Education preschool and/or infant toddler programs, 3) the federally supported Head Start program.
  - e. SMMUSD will work with SMC on the implementation of the Mentor program, encouraging and supporting both mentors and protégées at the child development

centers, encouraging both best practices and a career path within early childhood education.

- f. SMMUSD will assume responsibility for daily operations of the Adams and Washington West sites including all of the requirements as set forth by licensing.
- g. SMMUSD will be responsible for meeting all of the requirements as set forth in the preschool services contract with the Department of Education.
- h. SMMUSD will be responsible for encouraging opportunities for inclusion of children with special needs with typically developing children thereby encouraging best practices for all children.
- i. SMMUSD will coordinate therapeutic services for children with the intent that, whenever possible, children requiring special services will receive them on-site, during their regular hours of attendance.
- j. SMMUSD will be responsible for meeting all Head Start requirements.

11. SMC responsibilities are as follows:

- a. SMC will supervise practicum students from child development and early childhood education classes at all the sites.
- b. SMC will provide training on desired results, and other areas or topics around Early Childhood Education; as well as assist with professional development planning for teachers and assistants.
- c. SMC will coordinate recruitment and child-find efforts with other members of the collaborative.
- d. SMC will continue to assign one SMC employee to teach at one of the sites. In the event that the SMC preschool teacher terminates employment with SMC, the Santa Monica Community College District will augment the Collaborative budget in the amount sufficient to cover the replacement expenses by SMMUSD.
- e. In addition, SMC will underwrite the Collaborative to assure that SMMUSD expenses are covered, to a limit of \$127,500 annually. SMMUSD will provide quarterly accounting to SMC detailing income and expenditures. If there is a deficit, SMC will reimburse SMMUSD within 60 days. In the event that income exceeds expenses, the excess will be applied to the following quarter. The budget will be evaluated by the College, District and SMMUSD administration at mid-year, and at year-end, and adjusted as necessary. The intent of SMMUSD is to operate the Collaborative on a break-even basis.

12. "It is our hope and dream that this Collaborative arrangement can pool resources to target the most needy children and families in our area and provide them the support they need to not only break the cycle of poverty, but to become our future leaders. We are investing in the children with safe, educationally oriented programming available all day if needed. We are investing in children's parents to allow students to continue their

education, and we are investing in the community as we train interested candidates to become qualified providers for the critical shortage area of childcare professionals. However, if these goals cannot be met and/or if it is not in the best interest of any of the parties, this agreement can be terminated with written notice provided to all of the members of the Collaborative 45 days prior to any party separating from the collaborative.”

13. This agreement shall be in effect from July 1, 2009 through June 30, 2010.

Signed:

\_\_\_\_\_ Date: \_\_\_\_\_  
For the Santa Monica Malibu Unified School District

\_\_\_\_\_ Date: \_\_\_\_\_  
For Santa Monica Malibu Unified School District

\_\_\_\_\_ Date: \_\_\_\_\_  
For the Santa Monica Community College

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/15/09

FROM: TIM CUNEO / CHIUNG-SALLY CHOU / SARA WOOLVERTON

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS – 2009-2010

RECOMMENDATION NO. A.06

It is recommended that the Board of Education approve the following Special Education Contracts for fiscal year 2009-2010 as follows:

**NPS**

2009-2010 Budget 01-65000-0-57500-11800-5125-043-1400

Nonpublic School/Agency	Student DOB	Service Description	Contract Number	Cost Not to Exceed
Logan River Academy	11/16/94	NPS	#50-SPED10108	\$ 21,718
Griffith Centers for Children	2/27/92	NPS	#51-SPED10111	\$ 28,294

Amount Budgeted NPS 09/10	\$ 1,500,000
Prior Board Authorization as of 10/01/2009	\$ 1,618,378
Balance	\$ - 118,378
Positive Adjustment (See Below)	\$ 0
Total Amount for these Contracts	\$ 50,012
Balance	\$ -168,390

Adjustment					
NPS Budget 01-65000-0-57500-11800-5125-043-1400					
There has been a reduction in authorized expenditures of NPS/NPA contracts for FY 2009-10 in the amount of \$ 0 as of 10/15/09					
NPS	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

**NPA**

2009-2010 Budget 01-65000-0-57500-11800-5126-043-1400

Nonpublic School/Agency	Student DOB	Service Description	Contract Number	Cost Not to Exceed
Smart Start	3/19/06	Educational Services	#21-SPED10109	\$ 6,900
Julia Hobbs Speech Pathology-contract increase	1/20/00	Speech Therapy	#8-SPED10063	\$ 1,840
Julia Hobbs Speech Pathology-contract increase	7/28/02	Speech Therapy	#16-SPED10078	\$ 1,600
Believeability	4/9/93	Assistive Technology assessment	#22-SPED10110	\$ 1,070

Amount Budgeted NPA 09/10	\$ 860,000
Prior Board Authorization as of 10/01/09	\$ <u>583,316</u>
	Balance \$ 276,684
Positive Adjustment (See Below)	\$ <u>0</u>
Total Amount for these Contracts	\$ <u>11,410</u>
	Balance \$ 265,274

Adjustment					
NPA Budget 01-65000-0-57500-11800-5126-043-1400					
There has been a reduction in authorized expenditures of NPS/NPA contracts for FY 2009-10 in the amount of \$ 0 as of 10/15/09					
NPA	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

**NPS/ NPA PRE SCHOOL**

2009-2010 Budget 01-65000-0-57300-11800-5126-043-1400

Nonpublic School/Agency	Student DOB	Service Description	Contract Number	Cost Not to Exceed

Amount Budgeted NPA Pre School 09/10	\$ 140,000
Prior Board Authorization as of 10/01/09	\$ <u>0</u>
	Balance \$ 140,000
Total Amount for these Contracts	\$ <u>0</u>
	Balance \$ 140,000

**Instructional Consultants**

2009-2010 Budget 01-65000-0-57500-11900-5802-043-1400

Instructional Consultant	Student DOB	Service Description	Contract Number	Cost Not to Exceed
Maureen Wolf- contract increase	6/10/04	Physical Therapy	#1-SPED10076	\$ 4,000

Amount Budgeted Instructional Consultants 09/10	\$ 380,000
Prior Board Authorization as of 10/01/09	\$ <u>308,680</u>
	Balance \$ 71,320
Positive Adjustment (See Below)	\$ <u>2,663</u>
	73,983
Total Amount for these Contracts	\$ <u>4,000</u>
	Balance \$ 69,983

Adjustment					
Instructional Consultants Budget 01-65000-0-57500-11900-5802-043-1400					
There has been a reduction in authorized expenditures of Instructional Consultants contracts for FY 2009-10 in the amount of \$ as of 10/15/09					
Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment
Shiksha Hingorani	Occupational Therapy	#28-SPED10106	E	\$ 2,663	

### Instructional Consultants -INFANT

2009-2010 Budget 01-65000-0-57100-11900-5802-043-1400

Nonpublic School/Agency	Student DOB	Service Description	Contract Number	Cost Not to Exceed

Amount Budgeted Instructional Consult-Infants 09/10	\$ 20,000
Prior Board Authorization as of 10/01/09	\$ <u>0</u>
Balance	\$ 20,000
 Total Amount for these Contracts	 \$ <u>14,210</u>
Balance	\$ 5,790

### Instructional Consultants -PRE SCHOOL

2009-2010 Budget 01-65000-0-57300-11900-5802-043-1400

Nonpublic School/Agency	Student DOB	Service Description	Contract Number	Cost Not to Exceed

Amount Budgeted Instruct Consult-Pre School 09/10	\$ 100,000
Prior Board Authorization as of 10/01/09	\$ <u>0</u>
Balance	\$ 100,000
 Total Amount for these Contracts	 \$ <u>9,200</u>
Balance	\$ 90,800

### Non-Instructional Consultants

2009-2010 Budget 01-65000-0-57500-11900-5890-043-1400

Non-Instructional Consultant	Student DOB	Service Description	Contract Number	Cost Not to Exceed
Pawar Transportation	9/13/04	Transportation	#4-SPED10107	\$ 29,800
Parent Reimbursement	6/12/02	Educational Services/ OT/ Speech/ Behavior Intervention	#5-SPED10113	\$ 95,380

Amount Budgeted Non-Instructional Consultants 09/10	\$ 299,000
Prior Board Authorization as of 10/01/09	\$ <u>46,059</u>
Balance	\$ 252,941
Positive Adjustment (See Below)	\$ <u>0</u>
Total Amount for these Contracts	\$ <u>125,180</u>
Balance	\$ 127,761

Adjustment					
Non-Instructional Consultants Budget 01-65000-0-57500-11900-5890-043-1400					
There has been a reduction in authorized expenditures of Non-Instructional Consultants contracts for FY 2009-10 in the amount of \$ as of 10/15/09					
Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

**Legal**

2009-2010 Budget 01-65000-0-57500-11900-5820-043-1400

Legal Contractor	Service Description	Contract Number	Cost Not to Exceed

Amount Budgeted Legal Services 09/10		\$ 700,000
Prior Board Authorization as of 10/01/09		<u>0</u>
	Balance	\$ 700,000
Adjustments for this period		<u>\$ 0</u>
		\$ 700,000
Total Amount for these Contracts		<u>\$ 20,000</u>
	Balance	\$ 680,000

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 recommendations 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

10/15/09

FROM: TIM CUNEO / JANECE L. MAEZ / VIRGINIA I. HYATT

RE: AWARD OF PURCHASE ORDERS – 2009-2010

RECOMMENDATION NO. A.07

It is recommended that the Board of Education approve the following Purchase Orders and Changed Purchase Orders from September 22, through October 6, 2009, for fiscal /10.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF OCTOBER 15, 2009

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

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
*** CHANGED PURCHASE ORDERS ***					
102333	GALE SUPPLY CO	INCREASE PO 101895	OLYMPIC CONTINUATION SCHOOL	76.52	R
102354	SOUTHWEST SCHOOL SUPPLY	INCREASE PO 101305	WEBSTER ELEMENTARY SCHOOL	400.00	R
102616	WORTHINGTON DIRECT INC	TABLE TRUCK	MALIBU HIGH SCHOOL	120.00	U
			** CHANGED PURCHASE ORDERS	596.52	
*** NEW PURCHASE ORDERS ***					
102270	A-Z BUS SALES	Open order- repairs & parts	TRANSPORTATION	4,000.00	R
102401	A-Z BUS SALES	Repair parts/Transp.	TRANSPORTATION	2,024.42	R
102385	AARDVARK CLAY	Clay	FRANKLIN ELEMENTARY SCHOOL	301.63	U
102585	ABILITATIONS	CLASSROOM MATERIALS	SPECIAL EDUCATION REGULAR YEAR	63.29	R
102450	ADVANCE LANDAU TOPS	TRUCK REPAIR	FACILITY MAINTENANCE	250.00	R
102271	ADVANCED ELECTRONICS	2-WAY RADIO REPAIR	SANTA MONICA HIGH SCHOOL	900.00	R
102533	ALLAN'S AQUARIUM	OPEN ORDER/SCIENCE SUPPLIES	CHILD DEVELOPMENT CENTER	50.00	CD
102538	ALLAN'S AQUARIUM	OPEN ORDER/SCIENCE ITEMS	PINE-CHILD DEVELOPMENT CENTER	50.00	CD
102359	ALLEN, BEN	OTHER OPERATING EXPENSES	BOE/SUPERINTENDENT	1,000.00	U
102438	AMECI PIZZA & PASTA	PIZZA FOR VIKES CAFE	FOOD SERVICES	8,000.00	F
102453	APEX LEARNING	ClassTools software	STATE AND FEDERAL PROJECTS	25,806.25	U
102309	APPLE COMPUTER CORP	COMPUTER FOR READ 180	JOHN ADAMS MIDDLE SCHOOL	1,386.03	R
102323	APPLE COMPUTER CORP	COMPUTER ACCESSORIES	SPECIAL EDUCATION REGULAR YEAR	355.32	R
102418	APPLE COMPUTER CORP	LAPTOPS FOR TEACHERS	EDISON ELEMENTARY SCHOOL	6,142.10	R
102602	ASSOCIATION FOR SUPERVISION	Membership Renewal	ROOSEVELT ELEMENTARY SCHOOL	79.00	U
102217	ATLAS PHONES	REPLACEMENT PHONES	MALIBU HIGH SCHOOL	583.02	U
102451	B-LINE ELECTRIC INC	ELECTRICAL REPAIR	FACILITY MAINTENANCE	4,100.00	R
102251	BOLCHAZY/CARBUCCI PUBLISHERS	TEXTBOOKS	SANTA MONICA HIGH SCHOOL	3,543.40	R
102179	BSN SPORTS/SPORT SUPPLY GROUP	sports benches	THEATER OPERATIONS&FACILITY PR	1,194.06	R
102194	CALIFORNIA OFFICE SYSTEMS INC	WALKIE TALKIES	WILL ROGERS ELEMENTARY SCHOOL	657.42	R
102295	CALIFORNIA OFFICE SYSTEMS INC	OFFICE SUPPLIES	SANTA MONICA HIGH SCHOOL	5,000.00	R
102346	CALIFORNIA OFFICE SYSTEMS INC	Office Supplies for office	GRANT ELEMENTARY SCHOOL	2,000.00	U
102474	CALIFORNIA OFFICE SYSTEMS INC	Classroom Supplies for speech	GRANT ELEMENTARY SCHOOL	74.27	R
102506	CALIFORNIA OFFICE SYSTEMS INC	LIBRARY SUPPLIES	SANTA MONICA HIGH SCHOOL	363.05	U
102537	CAMBRIDGE UNIV PRESS	TEXTBOOKS	SANTA MONICA HIGH SCHOOL	316.14	R
102212	CANON BUSINESS SOLUTIONS	STAPLES FOR CANON COPIERS	MALIBU HIGH SCHOOL	1,132.29	R
102583	CDE,CASHIER'S OFFICE (ATA#888)	TEST KIT/ PROTOCOLS	SPECIAL EDUCATION REGULAR YEAR	358.65	R
102184	CDW-G COMPUTING SOLUTIONS	COMPUTER SUPPLIES	INSURANCE SERVICES	584.48	R
102209	CDW-G COMPUTING SOLUTIONS	WIRLESS BUSINESS USB ADAPTER	MALIBU HIGH SCHOOL	246.15	R
102481	CDW-G COMPUTING SOLUTIONS	HEADPHONES	EDISON ELEMENTARY SCHOOL	634.08	R
102488	CDW-G COMPUTING SOLUTIONS	External Monitor	INFORMATION SERVICES	138.04	U
102521	CDW-G COMPUTING SOLUTIONS	COMPUTER MEMORY	SPECIAL EDUCATION REGULAR YEAR	145.52	R
102586	CLASSROOM DIRECT	CLASSROOM MATERIALS	SPECIAL EDUCATION REGULAR YEAR	95.63	R
102402	CLEMENT COMMUNICATIONS INC	Poster Program/Transp.	TRANSPORTATION	314.06	R
102360	COMPLETE BUSINESS SYSTEMS	MAINTENANCE AGREEMENT FOR DUPL	WEBSTER ELEMENTARY SCHOOL	950.00	R
102513	COMPLETE BUSINESS SYSTEMS	DUPLO SUPPLIES	SANTA MONICA HIGH SCHOOL	3,520.30	R
102501	CONSTRUCTION SYSTEMS INC	DSA ACCESSIBILITY	FACILITY MAINTENANCE	1,900.00	R
102489	CORPORATE EXPRESS	CLASSROOM EQUIPMENT	SPECIAL EDUCATION REGULAR YEAR	455.39	R
102608	CORPORATE EXPRESS	Open PO for copy paper	FRANKLIN ELEMENTARY SCHOOL	1,500.00	U
102210	CRUCIAL TECHNOLOGY	MEMORY FOR ISP COMPUTERS	MALIBU HIGH SCHOOL	224.08	R
102341	CSBA	OTHER OPERATING EXPENSES	BOE/SUPERINTENDENT	3,350.00	U
102403	DESERT EXPRESS	BAND TRANSPORTATION	SANTA MONICA HIGH SCHOOL	5,000.00	U
102330	DIAGNOSTICS DIRECT INC	NURSERY SUPPLIES	CHILD DEVELOPMENT CENTER	345.44	CD

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## PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF OCTOBER 15, 2009

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

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
102238	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL ITEMS	CHILD DEVELOPMENT CENTER	175.82	CD
102280	DISCOUNT SCHOOL SUPPLY	CLASSROOM SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	516.48	R
102454	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL SUPPLIES	CHILD DEVELOPMENT CENTER	121.31	CD
102455	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL SUPPLIES	CHILD DEVELOPMENT CENTER	86.12	CD
102456	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL SUPPLIES	CHILD DEVELOPMENT CENTER	85.96	CD
102457	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL SUPPLIES	CHILD DEVELOPMENT CENTER	145.06	CD
102460	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL ITEMS	CHILD DEVELOPMENT CENTER	142.25	CD
102462	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL ITEMS	CHILD DEVELOPMENT CENTER	84.17	CD
102465	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL ITEMS	CHILD DEVELOPMENT CENTER	135.74	CD
102466	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL ITEMS	CHILD DEVELOPMENT CENTER	140.52	CD
102470	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL ITEMS	CHILD DEVELOPMENT CENTER	96.28	CD
102569	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL ITEMS	CHILD DEVELOPMENT CENTER	283.28	CD
102582	DISCOUNT SCHOOL SUPPLY	CLASSROOM SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	267.71	R
102579	DON JOHNSTON INC	COMPUTER SOFTWARE	SPECIAL EDUCATION REGULAR YEAR	513.73	R
102281	DYNIX INC	Maintenance	INFORMATION SERVICES	17,847.15	U
102258	EAST BAY RESTAURANT SUPPLY INC	TWO DOOR REFRIGERATOR	FOOD SERVICES	5,816.75	F
102265	EAST BAY RESTAURANT SUPPLY INC	MILK COOLER	FOOD SERVICES	2,897.40	F
102316	EAST BAY RESTAURANT SUPPLY INC	SERVING LINES HOT UNIT-ROGERS	FOOD SERVICES	12,731.00	F
102318	EAST BAY RESTAURANT SUPPLY INC	SERVING LINE/COLD UNIT-ROGERS	FOOD SERVICES	12,577.35	F
102337	EAST BAY RESTAURANT SUPPLY INC	SERVING LINE/FLAT UNIT-ROGERS	FOOD SERVICES	7,089.85	F
102352	EAST BAY RESTAURANT SUPPLY INC	SALAD BAR FOR ROGERS	FOOD SERVICES	13,883.38	F
102353	EAST BAY RESTAURANT SUPPLY INC	CONVECTION OVEN FOR ROGERS	FOOD SERVICES	6,069.18	F
102371	EAST BAY RESTAURANT SUPPLY INC	INSTALLATION FEE	FOOD SERVICES	425.00	F
102372	EAST BAY RESTAURANT SUPPLY INC	OPEN MERCHANDISER FOR MALIBU	FOOD SERVICES	4,445.67	F
102422	EAST BAY RESTAURANT SUPPLY INC	REACHIN REFRIGS/EDISON/FF&VP	FOOD SERVICES	4,200.75	F
102392	EDUCATIONAL TESTING SERVICE	DEMOGRAPHIC DATA CORRECTIONS	CURRICULUM AND IMC	2,233.90	U
102300	ELECTRONIC LEARNING PRODUCTS	TUNE IN READING LICENSE	EDISON ELEMENTARY SCHOOL	4,240.84	R
102274	ENGLER BROS MOTOR PARTS	OPEN ORDER OPERATIONS VEHICLE	GROUNDS MAINTENANCE	300.00	R
102326	ENGLER BROS MOTOR PARTS	VEHICLE PARTS	FACILITY MAINTENANCE	712.28	R
102491	ENGLER BROS MOTOR PARTS	INSTRUCTIONAL SUPPLIES	R O P	1,097.50	R
102292	FEDEX	FEDEX TO CDE ON 8/21/09	BUSINESS SERVICES	21.25	U
102342	FISHER SCIENTIFIC	LAB EQUIPMENT	INSURANCE SERVICES	392.62	R
102343	FISHER SCIENTIFIC	LAB EQUIPMENT	INSURANCE SERVICES	980.69	R
102225	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	SANTA MONICA HIGH SCHOOL	309.11	R
102253	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	SANTA MONICA HIGH SCHOOL	39.24	R
102362	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	SANTA MONICA HIGH SCHOOL	892.66	R
102548	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	SANTA MONICA HIGH SCHOOL	417.18	R
102549	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	SANTA MONICA HIGH SCHOOL	61.82	R
102335	GALE SUPPLY CO	CUSTODIAL SUPPLIES	CHILD DEVELOPMENT CENTER	671.34	CD
102336	GALE SUPPLY CO	CUSTODIAL SUPPLIES	CHILD DEVELOPMENT CENTER	445.26	CD
102348	GALE SUPPLY CO	CUSTODIAL SUPPLIES	MALIBU HIGH SCHOOL	1,180.64	U
102368	GALE SUPPLY CO	CUSTODIAL SUPPLIES	CHILD DEVELOPMENT CENTER	1,395.09	CD
102419	GALE SUPPLY CO	Custodial Supplies	FRANKLIN ELEMENTARY SCHOOL	1,398.00	U
102441	GALE SUPPLY CO	CUSTODIAL SUPPLIES	CHILD DEVELOPMENT CENTER	1,488.54	CD
102442	GALE SUPPLY CO	CUSTODIAL SUPPLIES	CHILD DEVELOPMENT CENTER	1,399.20	CD
102500	GALE SUPPLY CO	CUSTODIAL SUPPLIES	EDISON ELEMENTARY SCHOOL	.00	U
102605	GALE SUPPLY CO	CUSTODIAL SUPPLIES	LINCOLN MIDDLE SCHOOL	1,154.68	U
102393	GANDER EDUCATION PUBLISHING	VISUALIZING & VERBALIZING KIT	STATE AND FEDERAL PROJECTS	455.00	R
102297	GBC/EDUCATION DEPARTMENT	LAMINATING FILM	EDISON ELEMENTARY SCHOOL	172.61	U
102257	GLENCOE/MACMILLAN/MCGRAW-HILL	TEXTBOOKS	SANTA MONICA HIGH SCHOOL	190.40	R
102546	GLENCOE/MACMILLAN/MCGRAW-HILL	TEXTBOOKS	SANTA MONICA HIGH SCHOOL	565.94	R

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF OCTOBER 15, 2009

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

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
102547	GLENCOE/MACMILLAN/MCGRAW-HILL	TEXTBOOKS	SANTA MONICA HIGH SCHOOL	1,267.72	R
102215	GOLDEN RULE BINDERY	BINDING OF CALCULUS T7 BOOKS	MALIBU HIGH SCHOOL	424.48	R
102298	GOLDEN WEST INDUSTRIAL SUPPLY	TOOL SUPPLIES	FACILITY MAINTENANCE	367.77	R
102374	GREENFIELD LEARNING INC	SYMPHONY MATH LICENSE	EDISON ELEMENTARY SCHOOL	7,621.00	R
102406	GRIEGO, ORLANDO	REIMBURSEMENT FOR SUPPLIES	FOOD SERVICES	600.00	F
102244	HARCOURT BRACE JOVANOVIH	TEXTBOOKS	SANTA MONICA HIGH SCHOOL	241.06	R
102291	HARCOURT BRACE JOVANOVIH	TEXTBOOKS	SANTA MONICA HIGH SCHOOL	142.50	R
102555	HARCOURT BRACE JOVANOVIH	TEXTBOOKS	SANTA MONICA HIGH SCHOOL	23.08	R
102479	HEADSETS.COM	TELEPHONE HEADSETS	PURCHASING/WAREHOUSE	622.44	U
102526	HOME DEPOT- L.A.	OPEN ORDER/SCIENCE	CHILD DEVELOPMENT CENTER	100.00	CD
102273	HOWARD INDUSTRIES	MAINTENANCE HVAC SUPPLIES	FACILITY MAINTENANCE	10,953.05	DF
102304	IMED	PROJECTION SCREEN	SANTA MONICA HIGH SCHOOL	87.36	R
102206	INTELLI-TECH	HP PRINTER MAINTENANCE KIT	CURRICULUM AND IMC	290.84	U
102276	INTELLI-TECH	NON-CAPITAL EQUIPMENT	BOE/SUPERINTENDENT	104.26	U
102317	INTELLI-TECH	Printer and cartridges	THEATER OPERATIONS&FACILITY PR	229.38	R
102322	INTELLI-TECH	COMPUTERS	SPECIAL EDUCATION REGULAR YEAR	6,564.53	R
102373	INTELLI-TECH	COMPUTER FOR PATSY	FOOD SERVICES	1,178.60	F
102389	INTELLI-TECH	LAPTOPS FOR SMARTBOARDS	SAINT ANNE'S PRIVATE SCHOOL	8,053.46	R
102407	INTELLI-TECH	Printer for FaCility Permits	THEATER OPERATIONS&FACILITY PR	957.02	R
102282	INTERNATIONAL PAPER	OPEN ORDER/COPY PAPER/TEAMS	JOHN ADAMS MIDDLE SCHOOL	1,218.00	U
102245	JW PEPPER OF LOS ANGELES	MUSIC THEORY BKS	STATE AND FEDERAL PROJECTS	1,500.00	R
102351	JW PEPPER OF LOS ANGELES	SHEET MUSIC PURCHASE	MALIBU HIGH SCHOOL	500.00	R
102214	KC DESIGN	INKBLOT MAGAZINE	MALIBU HIGH SCHOOL	1,100.00	R
102490	KERN HIGH SCHOOL DISTRICT	SIMULATION REGISTRATION FEES	R O P	750.00	R
102211	KIEFER	MASTER SWIM SUPPLIES	MALIBU HIGH SCHOOL	441.96	R
102290	KNORR SYSTEMS INC	POOL SUPPLIES	FACILITY MAINTENANCE	500.00	R
102349	LACOE	PROFESSIONAL MEMBERSHIP	LINCOLN MIDDLE SCHOOL	750.00	R
102224	LAKESHORE (PICK UP ONLY)	OPEN ORDER/INSTRUCTIONAL ITEMS	CHILD DEVELOPMENT CENTER	150.00	CD
102226	LAKESHORE (PICK UP ONLY)	OPEN ORDER/INSTRUCTIONAL ITEMS	CHILD DEVELOPMENT CENTER	150.00	CD
102428	LAKESHORE (PICK UP ONLY)	OPEN ORDER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	85.00	CD
102524	LAKESHORE (PICK UP ONLY)	OPEN ORDER/INSTRUCTIONAL ITEMS	CHILD DEVELOPMENT CENTER	150.00	CD
102525	LAKESHORE (PICK UP ONLY)	OPEN ORDER/INSTRUCTIONAL ITEMS	CHILD DEVELOPMENT CENTER	300.00	CD
102531	LAKESHORE (PICK UP ONLY)	OPEN ORDER/INSTRUCTIONAL ITEMS	CHILD DEVELOPMENT CENTER	125.00	CD
102541	LAKESHORE (PICK UP ONLY)	OPEN ORDER/INSTRUCTIONAL ITEMS	CHILD DEVELOPMENT CENTER	50.00	CD
102542	LAKESHORE (PICK UP ONLY)	OPEN ORDER/INSTRUCTIONAL ITEMS	PINE-CHILD DEVELOPMENT CENTER	225.00	CD
102551	LAKESHORE (PICK UP ONLY)	OPEN ORDER/INSTRUCTIONAL ITEMS	CHILD DEVELOPMENT CENTER	125.00	CD
102498	LAKESHORE CURRICULUM	INSTRUCTIONAL ITEMS	CHILD DEVELOPMENT CENTER	715.39	CD
102383	LECTURA INC	TRAINING	EDISON ELEMENTARY SCHOOL	200.00	R
102266	LINCOLN FABRICS	FABRIC	FOOD SERVICES	500.00	F
102246	MACSPEECH INC	STUDENT SOFTWARE	SPECIAL EDUCATION REGULAR YEAR	197.50	R
102247	MARSHALL MUSIC	MUSIC THEORY BKS	STATE AND FEDERAL PROJECTS	1,646.25	R
102448	MARTY'S THEATRICAL MAINTENANCE	REPAIR CONTROL MODULE	FACILITY MAINTENANCE	306.11	R
102279	MAYER-JOHNSON INC.	CLASSROOM SOFTWARE	SPECIAL EDUCATION REGULAR YEAR	955.61	R
102315	MCDUGAL LITTEL	6th grade math books	JOHN ADAMS MIDDLE SCHOOL	2,967.09	R
102484	MICRO BIO-MEDICS/ORDERS	CHANGING TABLE	SPECIAL EDUCATION REGULAR YEAR	451.44	R
102090	MIRABAL, MARTY	REIMBURSE/CLASSROOM SUP/T-III	JOHN ADAMS MIDDLE SCHOOL	1,451.60	U
102573	NASCO WEST - MODESTO	INSTRUCTIONAL SUPPLIES	LINCOLN MIDDLE SCHOOL	70.20	R
102398	NASSP	PROFESSIONAL DEVELOPMENT BOOK	STATE AND FEDERAL PROJECTS	177.71	R
102405	NEEDLEMAN MATHEW	LECTURE AT THE SEA	CURRICULUM AND IMC	500.00	R
102243	NICK RAIL MUSIC	ELEMENTARY MUS IC TXT BKS	STATE AND FEDERAL PROJECTS	7,000.00	R
102492	OFFICE MAX	OPEN ORDER/PAPER SUPPLIES	CHILD DEVELOPMENT CENTER	1,500.00	CD

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PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
102505	OFFICE MAX	PAPER FOR LIBRARY	SANTA MONICA HIGH SCHOOL	111.62	U
102614	OFFICE MAX	COPY PAPER	SANTA MONICA HIGH SCHOOL	4,464.63	R
102310	OLIVER WORLDCLASS LABS INC	SMARTBOARDS PLUS ACCESSORIES	SAINT ANNE'S PRIVATE SCHOOL	45,238.75	R
102294	OMEGA INDUSTRIAL SUPPLY	GRAFFITI REMOVER	FACILITY MAINTENANCE	477.77	R
102476	PARTS DISTRIBUTION SERVICES	Neal Abramson/db	TRANSPORTATION	396.31	R
102522	PAVILLIONS STORE #2231	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	225.00	CD
102580	PCI SPECIAL EDUCATION	CLASSROOM MATERIALS	SPECIAL EDUCATION REGULAR YEAR	765.20	R
102592	POOL SUPPLY OF ORANGE COUNTY	POOL SUPPLIES	FACILITY MAINTENANCE	10,000.00	R
102375	POSTMASTER-SANTA MONICA	Stamps	FRANKLIN ELEMENTARY SCHOOL	220.00	U
102213	PRENTICE HALL	SCIENCE TEXTBOOKS	MALIBU HIGH SCHOOL	3,305.85	R
102259	PRENTICE HALL SCHOOL DIVISION	TEXTBOOKS	SANTA MONICA HIGH SCHOOL	3,675.97	R
102267	PRODUCE FOR BETTER HEALTH	SUPPLIES FOR SCHOOLS	FOOD SERVICES	750.00	F
102486	PRUFROCK PRESS	TPP MATERIALS	SPECIAL ED SPECIAL PROJECTS	453.85	R
102543	QUAKE KARE INC	Classroom lockdown supplies	FRANKLIN ELEMENTARY SCHOOL	522.86	R
102388	RALPH'S	SUPPLIES	STATE AND FEDERAL PROJECTS	600.00	U
102390	RALPH'S	SUPPLIES	CURRICULUM AND IMC	800.00	R
102443	RALPHS MARKET	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	75.00	CD
102536	RALPHS MARKET	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	75.00	CD
102600	RAYVERN LIGHTING	FLOURSCENT LIGHTS	EDISON ELEMENTARY SCHOOL	81.76	U
102269	RICHWINE, DONA	OPEN PO FOR SUPPLIES	FOOD SERVICES	250.00	F
102347	RICOH U.S.	Overage of copies	GRANT ELEMENTARY SCHOOL	51.17	R
102475	RICOH U.S.	Overage of copies	GRANT ELEMENTARY SCHOOL	358.62	R
102285	RIVERA, NANCY	REIMBURSEMENT	CHILD DEVELOPMENT CENTER	56.84	CD
102264	SALMAGGI,AILEEN	CABLE ADAPTER FOR COMPUTER	EDISON ELEMENTARY SCHOOL	86.70	U
102603	SAN DIEGO COUNTY OF EDUCATION	CALIF.STANARDS	EDISON ELEMENTARY SCHOOL	494.60	R
102382	SANTA MONICA FORD	MAINTENANACE & OPER TRUCKS	FACILITY OPERATIONS	36,846.14	R
102395	SANTA MONICA FORD	OPERATIONS VAN	FACILITY OPERATIONS	20,667.10	R
102216	SAX ARTS/SCHOOL SPECIALTY	ART STOOLS	MALIBU HIGH SCHOOL	238.88	R
102301	SCHOOL NURSE SUPPLY INC	NURSE SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	504.72	R
102344	SCHOOL SPECIALTY INC	Classroom Supplies	GRANT ELEMENTARY SCHOOL	248.29	U
102287	SCOTT FORESMAN & CO	math textbooks	JOHN MUIR ELEMENTARY SCHOOL	6,069.92	R
102321	SEACOAST MEDICAL A DIVISION OF	Medical Supplies	HEALTH SERVICES	2,250.00	U
102324	SEHI COMPUTER PRODUCTS	SCANNERS & PRINTERS	SPECIAL EDUCATION REGULAR YEAR	385.82	R
102329	SEHI COMPUTER PRODUCTS	PRINTER INK	CHILD DEVELOPMENT CENTER	116.95	CD
102334	SEHI COMPUTER PRODUCTS	BATTERIES	CHILD DEVELOPMENT CENTER	59.23	CD
102425	SEHI COMPUTER PRODUCTS	ETHERNET SWITCH	EDISON ELEMENTARY SCHOOL	405.05	R
102478	SEHI COMPUTER PRODUCTS	REPLACEMENT LIGHT BULBS	EDISON ELEMENTARY SCHOOL	915.51	R
102572	SEHI COMPUTER PRODUCTS	FAX SUPPLIES	PURCHASING/WAREHOUSE	156.92	U
102618	SHIMANOFF DBA, PERRY	SPMMS SOFTWARE	FACILITY MAINTENANCE	3,500.00	R
102320	SIGNAL ELECTRONICS/PARISA AMIR	AUDIO VISUAL REPAIRS	PURCHASING/WAREHOUSE	1,500.00	U
102447	SIMPLEXGRINNELL	FIRE LIFE SAFETY ALARMS	FACILITY MAINTENANCE	11,411.47	U
102168	SIR SPEEDY PRINTING #0245	BUSINESS CARDS	ENGLISH LANGUAGE DEVELOPMENT	28.54	R
102208	SIR SPEEDY PRINTING #0245	TICKETS FOR MIDDLE SCHOOL	MALIBU HIGH SCHOOL	381.20	U
102417	SIR SPEEDY PRINTING #0245	BUSINESS CARDS	CHILD DEVELOPMENT CENTER	28.54	CD
102218	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	75.00	CD
102331	SMART & FINAL	OPEN ORDER/NURSERY ITEMS	CHILD DEVELOPMENT CENTER	250.00	CD
102523	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	150.00	CD
102534	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	50.00	CD
102553	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	125.00	CD
102556	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	75.00	CD
102557	SMART & FINAL	OPEN ORDER/COOKING	CHILD DEVELOPMENT CENTER	50.00	CD

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PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
102357	SNELL, BARRY	OTHER OPERATING EXPENSES	BOE/SUPERINTENDENT	1,000.00	U
102584	SOUTHPAW ENTERPRISES	THERAPY MATERIALS	SPECIAL EDUCATION REGULAR YEAR	48.85	R
102191	SOUTHWEST SCHOOL SUPPLY	FLAGS FOR OUTSIDE POLE	WILL ROGERS ELEMENTARY SCHOOL	54.22	R
102410	SOUTHWEST SCHOOL SUPPLY	SCHOOL SUPPLIES	WEBSTER ELEMENTARY SCHOOL	400.00	R
102369	SPORTIME	PE EQUIPMENT	WEBSTER ELEMENTARY SCHOOL	915.64	R
102197	STAPLES BUSINESS ADVANTAGE	printer toner/mando	WILL ROGERS ELEMENTARY SCHOOL	170.09	R
102598	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	SANTA MONICA HIGH SCHOOL	98.75	R
102420	STAPLES DIRECT	office supplies/Open PO	FRANKLIN ELEMENTARY SCHOOL	650.00	U
102377	STAPLES/P-U/SANTA MONICA/WILSH	INSTRUCTIONAL SUPPLIES	JOHN MUIR ELEMENTARY SCHOOL	164.63	R
102423	STAPLES/P-U/SANTA MONICA/WILSH	CLASSROOM SUPPLIES	SANTA MONICA HIGH SCHOOL	100.00	R
102504	STAPLES/P-U/SANTA MONICA/WILSH	CLASSROOM SUPPLIES	SANTA MONICA HIGH SCHOOL	50.00	R
102607	STAPLES/P-U/SANTA MONICA/WILSH	CLASSROOM SUPPLIES	SANTA MONICA HIGH SCHOOL	100.00	R
102229	STAPLES/P-U/VENICE/LINCOLN BL	OPEN ORDER/OFFICE SUPPLIES	CHILD DEVELOPMENT CENTER	75.00	CD
102231	STAPLES/P-U/VENICE/LINCOLN BL	OPEN ORDER/OFFICE SUPPLIES	CHILD DEVELOPMENT CENTER	50.00	CD
102327	STAPLES/P-U/VENICE/LINCOLN BL	OPEN ORDER/OFFICE SUPPLIES	CHILD DEVELOPMENT CENTER	225.00	CD
102435	STAPLES/P-U/VENICE/LINCOLN BL	OPEN ORDER/OFFICE SUPPLIES	CHILD DEVELOPMENT CENTER	75.00	CD
102436	STAPLES/P-U/VENICE/LINCOLN BL	OPEN ORDER/OFFICE SUPPLIES	CHILD DEVELOPMENT CENTER	125.00	CD
102517	STAPLES/P-U/VENICE/LINCOLN BL	OPEN ORDER/INST SUP/TEAM/NEW	JOHN ADAMS MIDDLE SCHOOL	200.00	U
102540	STAPLES/P-U/VENICE/LINCOLN BL	CLASSROOM SUPPLIES	SANTA MONICA HIGH SCHOOL	600.00	R
102552	STAPLES/P-U/VENICE/LINCOLN BL	OPEN ORDER/SUPPLIES	CHILD DEVELOPMENT CENTER	100.00	CD
102412	STEVEN ORI JR	PARENT HANDBOOK	SPECIAL EDUCATION REGULAR YEAR	6,749.63	R
102303	SUBWAY	FOOD FOR STUDENTS	SANTA MONICA HIGH SCHOOL	1,200.00	R
102340	TANDUS US INC	FLOORING REPLACEMENT	BUSINESS SERVICES	1,871.11	R
102355	TANDUS US INC	FLOORING REPLACEMENT	SANTA MONICA HIGH SCHOOL	5,005.73	R
102430	TARGET STORES	OPEN ORDER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	80.00	CD
102431	TARGET STORES	OPEN ORDER/INSTRUCTIONAL ITEMS	CHILD DEVELOPMENT CENTER	150.00	CD
102432	TARGET STORES	OPEN ORDER/INSTRUCTIONAL ITEMS	CHILD DEVELOPMENT CENTER	50.00	CD
102433	TARGET STORES	OPEN ORDER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	65.00	CD
102532	TARGET STORES	OPEN ORDER/INSTRUCTIONAL ITEMS	PINE-CHILD DEVELOPMENT CENTER	50.00	CD
102561	TARGET STORES	OPEN ORDER/INSTRUCTIONAL ITEMS	CHILD DEVELOPMENT CENTER	100.00	CD
102562	TARGET STORES	OPEN ORDER/INSTRUCTIONAL ITEMS	CHILD DEVELOPMENT CENTER	50.00	CD
102550	TIME FOR KIDS	Time for Kids - Room 70	GRANT ELEMENTARY SCHOOL	108.40	U
102332	TOSHIBA	INK/TONER	CHILD DEVELOPMENT CENTER	616.53	CD
102384	TOSHIBA	XEROX CARTRIDGES	PERSONNEL SERVICES	1,777.95	U
102493	TOYS-R-US	OPEN ORDER/INSTRUCTIONAL ITEMS	CHILD DEVELOPMENT CENTER	90.00	CD
102535	TOYS-R-US	OPEN ORDER/INSTRUCTIONAL ITEMS	CHILD DEVELOPMENT CENTER	125.00	CD
102391	TRI-BEST VISUAL DISPLAY	White Board Rolling	CABRILLO ELEMENTARY SCHOOL	689.23	R
102311	ULINE SHIPPING SUPPLIES	Safety supplies Barnum Hall	THEATER OPERATIONS&FACILITY PR	602.53	R
102277	US BANK (GOVT CARD SERVICES)	Hard Drives	INFORMATION SERVICES	595.33	U
102339	VANGUARD FLOORING INC	FLOORING REPLACEMENT	BUSINESS SERVICES	1,741.35	R
102358	VANGUARD FLOORING INC	FLOORING REPLACEMENT	SANTA MONICA HIGH SCHOOL	4,092.44	R
102308	VIRCO MFG CORP	KIDNEY TABLE	WEBSTER ELEMENTARY SCHOOL	227.25	U
102404	VIRCO MFG CORP	FURNITURE	EDISON ELEMENTARY SCHOOL	255.67	R
102408	VIRCO MFG CORP	COMPUTER TABLE	STUDENT SERVICES	132.15	U
102222	VONS MARKET-SANTA MONICA	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	75.00	CD
102415	VONS MARKET-SANTA MONICA	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	75.00	CD
102434	VONS MARKET-SANTA MONICA	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	225.00	CD
102494	VONS MARKET-SANTA MONICA	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	75.00	CD
102539	VONS MARKET-SANTA MONICA	OPEN ORDER/COOKING & SCIENCE	PINE-CHILD DEVELOPMENT CENTER	50.00	CD
102328	VONS STORE #2262	OPEN ORDER/NURSERY ITEMS	CHILD DEVELOPMENT CENTER	250.00	CD
102409	VONS STORE #2262	FOOD FOR STUDENTS	SANTA MONICA HIGH SCHOOL	500.00	U

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SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF OCTOBER 15, 2009

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PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
102413	VONS STORE #2262	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	75.00	CD
102414	VONS STORE #2262	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	50.00	CD
102527	VONS STORE #2262	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	75.00	CD
102305	W.O.L.F.	FIELD TRIP FOR VALUED YOUTH	JOHN ADAMS MIDDLE SCHOOL	2,400.00	R
102621	WEATHERPROOFING TECHNOLOGIES	ROOF REPAIRS	FACILITY MAINTENANCE	72,960.00	R
102487	WESTERN PSYCHOLOGICAL	PROTOCOLS	HEALTH SERVICES	132.92	R
102350	WOODWIND & THE BRASSWIND, THE	BASS DRUM STANDS	MALIBU HIGH SCHOOL	475.20	U
102581	WORDS PLUS INC	STUDENT EQUIPMENT	SPECIAL EDUCATION REGULAR YEAR	3,411.72	R
102356	WRIGHT GROUP/MCGRAW-HILL	Textbooks	SMASH SCHOOL	1,176.08	R
102545	ZOLL MEDICAL CORPORATION	AED software and adaptors	HEALTH SERVICES	109.75	U
				** NEW PURCHASE ORDERS	542,484.55

\*\* FACILITY IMPROVEMENTS: BONDS/STATE MODERNIZATION/NEW CONSTRUCTION/DEVELOPER FEES \*\*

102589	AT&T	PATHWAY CONSTRUCTION&NETWORK	CABRILLO ELEMENTARY SCHOOL	43,095.00	BB
102604	AT&T	VOIP CABLING	CABRILLO ELEMENTARY SCHOOL	100,645.00	BB
102283	LA OPINION NEWSPAPER	NEWSPAPER AD 2008-2009	EDISON ELEMENTARY SCHOOL	496.00	BB
102560	MCGRATH RENTCORP	MODULAR CLASSROOMS/LIBRARY-LMS	LINCOLN MIDDLE SCHOOL	250,000.00	BB
102593	SEHI COMPUTER PRODUCTS	PRINTERS FOR MODEL CLASSROOMS	CABRILLO ELEMENTARY SCHOOL	7,902.00	
102594	SOHAIL JAY HEDJAZI	PROJECT MGMT PROGRAM	BUSINESS SERVICES	61,000.00	BB
				** FACILITY IMPROVEMENTS: BONDS/STATE MODERNIZATION/NEW CONSTRUCTION/DEVELOPER FEES	463,138.00

TO: BOARD OF EDUCATION  
FROM: TIM CUNEO / JANECE L. MAEZ / PAT HO  
RE: ACCEPTANCE OF GIFTS – 2009/2010

ACTION/CONSENT  
10/15/09

RECOMMENDATION NO. A.08

It is recommended that the Board of Education accept, with gratitude, checks and gifts totaling \$9,138.33 presented to the Santa Monica-Malibu Unified School District.

It is further recommended that the Fiscal/Business Services Office, in accordance with Educational Code §42602, be authorized to increase the 2009-2010 income and appropriations by \$9,138.33 as described on the attached listing.

This report details only gifts of cash or non-cash items. It includes all contributions made by individuals or companies and some of the contributions made by our PTA's. Contributions made by a PTA in the form of a commitment and then billed are reported in a different resource. A final report that compiles all gift, PTA and Equity Fund contributions is prepared and available annually.

COMMENT: The value of all non-cash gifts has been determined by the donors.

NOTE: The list of gifts is available on the District's website, [www.smmusd.org](http://www.smmusd.org).

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

Current Gifts and Donations 2009/2010

Account Number	Gift Amount	Equity Fund 15% Contrib.	In-kind Value	Donor	Purpose
<b>JAMS</b> 01-90120-0-00000-00000-8699-011-0000					
<b>Adult Education</b> 11-90120-0-00000-00000-8699-090-0000					
<b>Alternative (SMASH)</b> 01-90120-0-00000-00000-8699-009-0000					
<b>Cabrillo</b> 01-90120-0-00000-00000-8699-017-0000					
<b>CDS</b> 12-90120-0-00000-00000-8699-070-0000					
<b>Edison</b> 01-90120-0-00000-00000-8699-001-0000	\$ 93.60	\$ 16.52		Cause Loyalty, LLC	General Supplies and Materials
<b>Franklin</b> 01-90120-0-00000-00000-8699-002-0000					
<b>Grant</b> 01-90120-0-00000-00000-8699-003-0000					
<b>Lincoln</b> 01-90120-0-00000-00000-8699-012-0000					
<b>Malibu High School</b> 01-90120-0-00000-00000-8699-010-0000	\$ 2,280.00 \$ 2,100.00 \$ 1,883.00 \$ 78.00	\$ - \$ - \$ - \$ -		Honors Biology Students Malibu High School Athletic Booster Various Students Various Students	General Supplies and Materials Hourly, Coach General Supplies and Materials General Supplies and Materials
<b>McKinley</b> 01-90120-0-00000-00000-8699-004-0000					
<b>Muir</b> 01-90120-0-00000-00000-8699-005-0000	\$ 348.84	\$ -		Various	Field Trip
<b>Olympic HS</b> 01-90120-0-00000-00000-8699-014-0000					



BOE Date: 10/15/09

Current Gifts and Donations 2009/2010

School/Site Account Number	Gift Amount	Equity Fund 15% Contrib.	In-kind Value	Donor	Purpose
<b>Rogers</b> 01-90120-0-00000-00000-8699-006-0000	\$ 400.00	\$ -		Muriel K. Walker-Waugh	Field Trip
<b>Roosevelt</b> 01-90120-0-00000-00000-8699-007-0000					
<b>Samohi</b> 01-90120-0-00000-00000-8699-015-0000	\$ 1,050.00 \$ 357.00 \$ 255.00	\$ - \$ - \$ -	\$ 276.37	State of California Various Various Steve Gleitman	General Supplies and Materials General Supplies and Materials General Supplies and Materials Photographic Filters (Samohi Photography Classes)
<b>Barnum Hall</b> 01-91150-0-00000-00000-8699-015-0000					
<b>Pt. Dume Marine Science</b> 01-90120-0-00000-00000-8699-019-0000					
<b>Webster</b> 01-90120-0-00000-00000-8699-008-0000					
<b>Others:</b>					
<b><u>Superintendent's Office</u></b> 01-90120-0-00000-00000-8699-020-0000					
<b><u>Educational Services</u></b> 01-90120-0-00000-00000-8699-030-0000					
<b><u>Student &amp; Family Services</u></b> 01-90120-0-00000-00000-8699-040-0000					
<b><u>Special Education</u></b> 01-90120-0-00000-00000-8699-044-0000					
<b><u>Information Services</u></b> 01-90120-0-00000-0000-8699-054-0000					
<b><u>Food and Nutrition Services</u></b> 01-90120-0-00000-0000-8699-057-0000					
<b><u>District</u></b> 01-90120-0-00000-00000-8699-090-0000					
<b>TOTAL</b>	<b>\$ 8,845.44</b>	<b>\$ 16.52</b>	<b>\$ 276.37</b>		

BOE Date: 10/15/09

Current Gifts and Donations 2009/2010

School/Site Account Number	Y-T-D Adjusted Gift Total	Current Gift Amount	Equity Fund 15% Contrib.	Cumulative Gift Amount	Y-T-D In-Kind Value	Current In-Kind Value	Cumulative In-Kind Value
<b>JAMS</b> 01-90120-0-00000-00000-8699-011-0000	\$ 324.47			\$ 324.47			\$ -
<b>Adult Education</b> 11-90120-0-00000-00000-8699-090-0000				\$ -			\$ -
<b>Alternative (SMASH)</b> 01-90120-0-00000-00000-8699-009-0000				\$ -			\$ -
<b>Cabrillo</b> 01-90120-0-00000-00000-8699-017-0000	\$ 1,152.39			\$ 1,152.39			\$ -
<b>CDS</b> 12-90120-0-00000-00000-8699-070-0000				\$ -			\$ -
<b>Edison</b> 01-90120-0-00000-00000-8699-001-0000	\$ 330.52	\$ 93.60	\$ 16.52	\$ 440.64			\$ -
<b>Franklin</b> 01-90120-0-00000-00000-8699-002-0000	\$ 152.30			\$ 152.30			\$ -
<b>Grant</b> 01-90120-0-00000-00000-8699-003-0000				\$ -			\$ -
<b>Lincoln</b> 01-90120-0-00000-00000-8699-012-0000	\$ 128.98			\$ 128.98			\$ -
<b>Malibu High School</b> 01-90120-0-00000-00000-8699-010-0000 <i>Malibu Shark Fund - Resource #90141</i>	\$ 7,954.32	\$ 6,341.00	\$ -	\$ 14,295.32			\$ -
<b>McKinley</b> 01-90120-0-00000-00000-8699-004-0000				\$ -			\$ -
<b>Muir</b> 01-90120-0-00000-00000-8699-005-0000	\$ 77.31	\$ 348.84	\$ -	\$ 426.15			\$ -
<b>Olympic HS</b> 01-90120-0-00000-00000-8699-014-0000	\$ 382.00			\$ 382.00			\$ -
<b>Rogers</b> 01-90120-0-00000-00000-8699-006-0000	\$ 2,000.00	\$ 400.00	\$ -	\$ 2,400.00			\$ -
<b>Roosevelt</b> 01-90120-0-00000-00000-8699-007-0000	\$ 112.45			\$ 112.45			\$ -
<b>Samohi</b>	\$ 1,607.50	\$ 1,662.00	\$ -	\$ 3,269.50		\$ 276.37	\$ 276.37
<b>Pt. Dume Marine Science</b> 01-90120-0-00000-00000-8699-019-0000				\$ -			\$ -
<b>Webster</b> 01-90120-0-00000-00000-8699-008-0000				\$ -			\$ -

BOE Date: 10/15/09

Current Gifts and Donations 2009/2010

School/Site Account Number	Y-T-D Adjusted Gift Total	Current Gift Amount	Equity Fund 15% Contrib.	Cumulative Gift Amount	Y-T-D In-Kind Value	Current In-Kind Value	Cumulative In-Kind Value
<b>ALL OTHER LOCATIONS:</b>							
<b>Superintendent's Office</b> 01-90120-0-00000-00000-8699-020-0000				\$ -			\$ -
<b>Educational Services</b> 01-90120-0-00000-00000-8699-030-0000	\$ 5,592.75			\$ 5,592.75	\$ 1,635.00		\$ 1,635.00
<b>Student and Family Support Services</b> 01-90120-0-00000-00000-8699-041-0000				\$ -			\$ -
<b>Special Education</b> 01-90120-0-00000-00000-8699-044-0000				\$ -			\$ -
<b>Information Services</b> 01-90120-0-00000-00000-8699-054-0000				\$ -			\$ -
<b>District</b> 01-90120-00000-0-00000-8699-090-0000				\$ -			\$ -
<b>Food &amp; Nutrition Services</b> 01-90120-0-00000-00000-8699-070-0000				\$ -			\$ -
<b>TOTAL GIFTS</b>	<b>\$ 19,814.99</b>	<b>\$ 8,845.44</b>	<b>\$ 16.52</b>	<b>\$ 28,676.95</b>	<b>\$ 1,635.00</b>	<b>\$ 276.37</b>	<b>\$ 1,911.37</b>
			Total Equity Fund 15% Contribs.				
<b>Total Cash Gifts for District:</b>		<b>\$ 8,845.44</b>	<b>\$ 16.52</b>		<b>Total In-Kind Gifts:</b>	<b>\$ 276.37</b>	

TO: BOARD OF EDUCATION  
FROM: TIM CUNEO / CHIUNG-SALLY CHOU  
RE: ACCEPTANCE OF RGK FOUNDATION GRANT

ACTION/CONSENT  
10/15/09

RECOMMENDATION NO. A.09

It is recommended that the Board of Education accept the RGK Grant in the amount of \$300,000 for FY 2009-10, 2010-11, and 2011-12.

COMMENT: The District has received grant funding in the past from the RGK Foundation. This three-year grant will support the District's effort to building school site capacity for instructional leadership in the continuing work with Lesson Link, Academic Conference, and Learning Walk. The grant will be used for professional development activities, which include teacher hourly stipend, substitute costs, supplies, conferences/workshops, equipment, and evaluation. The funding is provided as followings \$127,500 in year 1, \$107,500 in year 2, and \$65,000 in year 3. The District has also committed to in-kind contribution of staff time as well as additional professional development time using site and district categorical funds.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/15/09

FROM: TIM CUNEO / JANECE L. MAEZ / PAT HO

RE: ADOPT RESOLUTION NO. 09-12 – GANN AMENDMENT

RECOMMENDATION NO. A.10

It is recommended that the Board of Education adopt the attached resolution.

COMMENT: Under the Gann Initiative, which was passed by the State electorate as Proposition 4 in 1979, all agencies of the State must calculate an appropriations limit which cannot be exceeded on a year-to-year basis. The formula for the calculation is statutorily set. The report is attached.

The Board of Education adopted Resolution No. 09-11 as part of item A. 07 of the consent calendar at the September 17, 2009, board meeting. Subsequent to that meeting, LACOE found an error in the worksheets attached to that Resolution, and requested that a new Resolution be adopted. That Resolution and the corrected worksheets are attached.

As in the previous Resolution, the Board is asserting that the appropriations in the previous and budget years do not exceed that limitation.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE

AYES:

NOES:

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 09-12

DISTRICT APPROPRIATIONS LIMITS FOR 2008-09  
AND PROJECTED LIMITS FOR 2009-10

**WHEREAS**, in November of 1979, the California Electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

**WHEREAS**, the provisions of that Article establish maximum appropriations limitations, commonly called "Gann Limits", for public agencies, including school districts; and,

**WHEREAS**, the District must establish a revised Gann Limit for the 2008-09 fiscal year and a projected Gann Limit for the 2009-10 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

**WHEREAS**, Resolution 09-11 was adopted on September 17, 2009 and requires a correction to the attachment,

**NOW, THEREFORE, BE IT RESOLVED** that this Board does provide public notice that the attached revised calculations and documentation of the Gann Limits for the 2008-09 and 2009-10 fiscal years are made in accord with applicable constitutional and statutory law;

**AND BE IT FURTHER RESOLVED** that this Board does hereby declare that the appropriations in the Budget for the 2008-09 and 2009-10 fiscal years do not exceed the limitations imposed by Proposition 4;

**AND BE IT FURTHER RESOLVED** that the Superintendent provide copies of this Resolution along with the appropriate attachments to interested citizens of this District.

Passed and adopted by the Board of Education of the Santa Monica-Malibu Unified School District, Los Angeles County, State of California, this 15<sup>TH</sup> day of October, 2009.

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
TIM CUNEO  
Superintendent and Secretary  
to the Board of Education

\_\_\_\_\_  
Date

	2008-09 Calculations			2009-10 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
<b>A. PRIOR YEAR DATA</b> (2007-08 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	2007-08 Actual			2008-09 Actual		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	63,549,577.62		63,549,577.62			66,103,537.28
2. PRIOR YEAR GANN ADA (Preload/Line B9, PY column)	11,355.30		11,355.30			11,325.42
ADJUSTMENTS TO PRIOR YEAR LIMIT	Adjustments to 2007-08			Adjustments to 2008-09		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)			0.00			0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
<b>B. CURRENT YEAR GANN ADA</b> (2008-09 data should tie to Principal Apportionment Attendance Software reports)	2008-09 P2 Report			2009-10 P2 Estimate		
1. Total K-12 ADA (Form A, Line 10)	11,019.42		11,019.42	11,026.38		11,026.38
2. ROC/P ADA**			0.00			0.00
3. Total Charter Schools ADA (Form A, Line 26)	0.00		0.00	0.00		0.00
4. Total Supplemental Instructional Hours**	214,200.00		214,200.00	140,000.00		140,000.00
5. Divide Line B4 by 700 (Round to 2 decimal places)			306.00			200.00
6. TOTAL P2 ADA (Lines B1 through B3 plus B5)			11,325.42			11,226.38
OTHER ADA (From Principal Apportionment Attendance Software)						
7. Apprentice Hours - High School						
8. Divide Line B7 by 525 (Round to 2 decimal places)			0.00			0.00
9. TOTAL CURRENT YEAR GANN ADA (Sum Lines B6 plus B8)			11,325.42			11,226.38
<b>C. LOCAL PROCEEDS OF TAXES</b>	2008-09 Actual			2009-10 Budget		
TAXES AND SUBVENTIONS (Funds 01, 09, and 62)						
1. Homeowners' Exemption (Object 8021)	387,887.20		387,887.20	387,887.00		387,887.00
2. Timber Yield Tax (Object 8022)	0.00		0.00	0.00		0.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	424,362.40		424,362.40	61.00		61.00
4. Secured Roll Taxes (Object 8041)	40,067,912.39		40,067,912.39	39,701,488.00		39,701,488.00
5. Unsecured Roll Taxes (Object 8042)	1,671,885.73		1,671,885.73	2,091,031.00		2,091,031.00
6. Prior Years' Taxes (Object 8043)	4,149,322.82		4,149,322.82	4,151,786.00		4,151,786.00
7. Supplemental Taxes (Object 8044)	(286,043.63)		(286,043.63)	26,154.00		26,154.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	(1,474,935.08)		(1,474,935.08)	(451,850.00)		(451,850.00)
9. Penalties and Int. from Delinquent Taxes (Object 8048)	203,260.45		203,260.45	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (Objects 8047 & 8625) (Only if not counted in redevelopment agency's limit)	1,174,757.43		1,174,757.43	1,174,757.00		1,174,757.00
12. Parcel Taxes (Object 8621)	10,284,757.05		10,284,757.05	10,300,420.00		10,300,420.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-Revenue Limit Taxes (Object 8629) (Only those for the above taxes)	137,874.13		137,874.13	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)	0.00		0.00	0.00		0.00
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	56,741,040.89	0.00	56,741,040.89	57,381,734.00	0.00	57,381,734.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	56,741,040.89	0.00	56,741,040.89	57,381,734.00	0.00	57,381,734.00

	2008-09 Calculations			2009-10 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
<b>EXCLUDED APPROPRIATIONS</b>						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			1,165,378.37			1,251,770.00
<b>OTHER EXCLUSIONS</b>						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			1,165,378.37			1,251,770.00
<b>STATE AID RECEIVED (Funds 01, 09, and 62)</b>						
24. Revenue Limit State Aid - Current Year (Object 8011)	17,092,100.00		17,092,100.00	11,541,601.00		11,541,601.00
25. Revenue Limit State Aid - Prior Years (Object 8019)	976.66		976.66	0.00		0.00
26. Supplemental Instruction - CY (Res. 0000, Object 8311)**	0.00		0.00	0.00		0.00
27. Supplemental Instruction - PY (Res. 0000, Object 8319)**	0.00		0.00	0.00		0.00
28. Comm Day Sch Addl Funding - CY (Rs. 2430, Ob 8311)**	0.00		0.00	0.00		0.00
29. Comm Day Sch Addl Funding - PY (Rs. 2430, Ob 8319)**	0.00		0.00	0.00		0.00
30. ROC/P Apportionment - CY (Res. 6350, Object 8311)**	0.00		0.00	0.00		0.00
31. ROC/P Apportionment - PY (Res. 6350, Object 8319)**	0.00		0.00	0.00		0.00
32. Charter Schs. Gen. Purpose Entitlement (Object 8015)	0.00		0.00	0.00		0.00
33. Charter Schs. Categorical Block Grant (Object 8480)**	0.00		0.00	0.00		0.00
34. Class Size Reduction, Grades K-3 (Object 8434)	3,310,701.00		3,310,701.00	2,817,533.00		2,817,533.00
35. Class Size Reduction, Grade 9 (Object 8435)**	0.00		0.00	0.00		0.00
36. SUBTOTAL STATE AID RECEIVED (Lines C24 through C35)	20,403,777.66	0.00	20,403,777.66	14,359,134.00	0.00	14,359,134.00
<b>ADD BACK TRANSFERS TO COUNTY</b>						
37. County Office Funds Transfer (Form RL, Line 32)	5,092.00		5,092.00	4,723.00		4,723.00
38. TOTAL STATE AID (Lines C36 plus C37)	20,408,869.66	0.00	20,408,869.66	14,363,857.00	0.00	14,363,857.00
<b>DATA FOR INTEREST CALCULATION</b>						
39. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	118,677,946.81		118,677,946.81	107,696,657.00		107,696,657.00
40. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	614,888.31		614,888.31	350,000.00		350,000.00
<b>APPROPRIATIONS LIMIT CALCULATIONS</b>						
<b>D. PRELIMINARY APPROPRIATIONS LIMIT</b>			<b>2008-09 Actual</b>			<b>2009-10 Budget</b>
1. Revised Prior Year Program Limit (Lines A1 plus A6)			63,549,577.62			66,103,537.28
2. Inflation Adjustment			1.0429			1.0062
3. Program Population Adjustment (Lines B9 divided by [A2 plus A7]) (Round to four decimal places)			0.9974			0.9913
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			66,103,537.28			65,934,712.81
<b>APPROPRIATIONS SUBJECT TO THE LIMIT</b>						
5. Local Revenues Excluding Interest (Line C18)			56,741,040.89			57,381,734.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B9 or \$2,400; but not greater than Line C38 or less than zero)			1,359,050.40			1,347,165.60
b. Maximum State Aid in Local Limit (Lesser of Line C38 or Lines D4 minus D5 plus C23; but not less than zero)			10,527,874.76			9,804,748.81
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			10,527,874.76			9,804,748.81
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C40 divided by [Lines C39 minus C40] times [Lines D5 plus D6c])			350,345.57			219,059.16
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			57,091,386.46			57,600,793.16
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C38 or less than zero)			10,177,529.19			9,585,689.65
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			57,091,386.46			
b. State Subventions (Line D8)			10,177,529.19			
c. Less: Excluded Appropriations (Line C23)			1,165,378.37			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			66,103,537.28			

25b



	2008-09 Calculations			2009-10 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
<b>10. Adjustments to the Limit Per Government Code Section 7902.1</b> (Line D9d minus D4; if negative, then zero)  If not zero report amount to: Michael C. Genest, Director State Department of Finance Attention: School Gann Limits State Capitol, Room 1145 Sacramento, CA 95814			0.00			
<b>Summary</b>	<b>2008-09 Actual</b>			<b>2009-10 Budget</b>		
<b>11. Adjusted Appropriations Limit</b> (Lines D4 plus D10)			66,103,537.28			65,934,712.81
<b>12. Appropriations Subject to the Limit</b> (Line D9d)			66,103,537.28			

\* Please provide below an explanation for each entry in the adjustments column.  
 \*\* The reporting for this item may have been affected by SBX3 4 (Chapter 12, Statutes of 2009). Manual adjustment may be required. Refer to the SACS Software User Guide (press F1 from the open form) for detailed instructions.

Pat Ho  
Gann Contact Person

310-450-8338 ext. 255  
Contact Phone Number

25c

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/15/09

FROM: TIM CUNEO / JANECE L. MAEZ / VIRGINIA I. HYATT

RE: ACCEPTANCE OF WORK COMPLETED – AJ FISTE CORPORATION –  
DISTRICTWIDE PAINTING – BID #9.09

RECOMMENDATION NO. A.11

It is recommended that the Board of Education accept as completed all work contracted with, AJ Fiste Corporation for districtwide painting, Bid #9.09, in an amount not to exceed \$452,189.61.

Funding Information

Budgeted:	Yes
Fund:	14
Source:	Deferred Maintenance
Account Number:	14-62050-0-00000-81100-5640-xxx-2600
Description:	Site Improvement

COMMENTS: The contract with AJ Fiste Corporation 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 Amount	\$ 396,270.00
<u>Total Change Order 1, 2 and 3</u>	<u>55,919.61</u>
Total Contract Amount	\$ 452,189.61

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/15/09

FROM: TIM CUNEO / JANECE L. MAEZ / VIRGINIA I. HYATT

RE: ACCEPTANCE OF WORK COMPLETED – GRAPH COMPANY – WEBSTER  
ELEMENTARY SCHOOL FIRE DAMAGE RECONSTRUCTION – BID #9.13

RECOMMENDATION NO. A.12

It is recommended that the Board of Education accept as completed all work contracted with, Graph Company for Webster Fire Damage Reconstruction, Bid #9.13, in an amount not to exceed \$80,288.50.

Funding Information

Budgeted: Yes  
Fund: 01  
Source: General Fund  
Account Number: 01-00000-0-00000-85000-6200-008-2600  
Description: (This expense will be paid by the insurance)

COMMENTS: The contract with Graph Company 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 Amount	\$ 74,500.00
<u>Total Change Order 1</u>	<u>5,788.50</u>
Total Contract Amount	\$ 80,288.50

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/15/09

FROM: TIM CUNEO / JANECE L. MAEZ / VIRGINIA I. HYATT

RE: ACCEPTANCE OF WORK COMPLETED – JENN/MATT, INC. – SEPTIC SYSTEM REPAIR PROJECT – MALIBU HS/MS & PT DUME ELEMENTARY SCHOOL – BID #10.04

RECOMMENDATION NO. A.13

It is recommended that the Board of Education accept as completed all work contracted with, Jenn/Matt, Inc. for Septic System Repair Project Malibu High/Middle & Pt Dume Elementary Schools Bid #10.04, in an amount not to exceed \$172,755.59.

Funding Information:

Budgeted:	Yes
Fund:	14
Source:	Deferred Maintenance
Account Number:	14-62050-0-00000-82000-5640-XXX-2600
Description:	Repair by Vendor

COMMENTS: The contract with Jenn/Matt, INC 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.

<u>Original Contract Amount</u>	<u>\$ 172,755.59</u>
Total Contract Amount	\$ 172,755.59

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

TO: BOARD OF EDUCATION  
FROM: TIM CUNEO / JANECE L. MAEZ  
RE: CONTRACT AMENDMENT #2 TO CULBERTSON & ASSOCIATES, LLC –  
REPRESENTATION TO CALIFORNIA COASTAL COMMISSION AND FIELD  
LIGHTING FOR MALIBU HIGH SCHOOL

ACTION/CONSENT  
10/15/09

RECOMMENDATION NO. A.14

It is recommended that the Board of Education approve contract amendment #2 with Culbertson and Associates, LLC, in an amount of \$20,000, for a total contract amount of \$79,000.

Funding Information:

Budgeted: Yes  
Fund: 01  
Source: General Fund  
Account Number: 01-90100-0-00000-82000-5820-010-1500  
Description: Legal Fees

Background Information: The Board approved a contract to Culbertson & Associates, LLP on August 21, 2008 to expedite and coordinate the review by the California Coastal Commission staff in acquiring a permit for field lighting for the Malibu High School project. Pursuant to the original contract, revisions were made in the scope of work such as strategic advice on overall plans for school improvements with respect to the ESHA and ESHA buffer designations, input on strategic coordination of the scope and extent of lighting, and input on the existing Coastal Development Permit. At the May 21, 2009 Board Meeting, contract amendment No. 1 was approved.

ORIGINAL CONTRACT AMOUNT:	\$25,000
<u>CONTRACT AMENDMENT #1:</u>	<u>\$34,000</u>
TOTAL:	\$59,000

COMMENTS: This amendment is for additional scope and work performed supporting the District's portable, temporary lights at Malibu High School and the Coastal Commission permitting process.

<u>CONTRACT AMENDMENT #2:</u>	<u>\$20,000</u>
TOTAL REVISED CONTRACT AMOUNT:	\$79,000

Of the \$79,000 total contract, \$42,000 (\$25,000 + ½ of \$34,000) is for Measure BB expenditures and \$37,000 (½ of \$34,000 + \$20,000) is in support of the Coastal Commission permit amendment as part of the process for temporary lights. Additionally, the contract date should be extended through June 30, 2010.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/15/09

FROM: TIM CUNEO / JANECE L. MAEZ / STUART A. SAM

RE: CONTRACT AMENDMENT #11 FOR INCREASED ARCHITECTURAL SERVICES FOR DESIGN REVISIONS, CAFETORIUM & STAGE CHANGES – EDISON LANGUAGE ACADEMY – DALY GENIK/IBI – MEASURE BB

RECOMMENDATION NO. A.15

It is recommended that the Board of Education approve Contract Amendment #11 with Daly Genik/IBI to provide architectural services for design revisions at Edison Language Academy, in an amount not to exceed \$5,850 for a total contract amount of \$3,851,752.

Funding Information

Budgeted: Yes  
Fund: 21  
Source: Building Fund  
Account Number: 21-00000-0-00000-85000-5802-050-2600  
Description: Consultant Services

COMMENTS: Design changes in the cafetorium were requested by the District to ensure that the space is well equipped to allow to be permitted for outside events and activities.

This Contract Amendment #11, for \$5,850, is for the architectural and engineering services to incorporate the out-of-sequence design revisions into the 100% Construction Documents for Edison Language Academy. The revised contract total will be \$3,851,752.

ORIGINAL CONTRACT AMOUNT (Prog./Schem.Design)	\$536,695
CONTRACT AMENDMENT #1 (Revised Schematic)	78,000
CONTRACT AMENDMENT #2 (DD/CD/CA)(rev.)	2,876,732
CONTRACT AMENDMENT #3 (Dist. Stand. Specs)	40,000
CONTRACT AMENDMENT #4 (Library Study)	7,750
CONTRACT AMENDMENT #5 (2 Add'l Designs)(rev.)	94,800
CONTRACT AMENDMENT #6 (Fire Protection Design)	25,025
CONTRACT AMENDMENT #7 (Design revisions)	64,700
CONTRACT AMENDMENT #8 (Rev.-Pre-school, canopy)	74,000
CONTRACT AMENDMENT #9 (Dist. Std. Specs, Design Stds.)	29,400
CONTRACT AMENDMENT #10 (Dist. Std. Specs, Design Stds.)	18,800
CONTRACT AMENDMENT #11 (Rev.Cafeteria, Stage.)	5,850
<b>TOTAL CONTRACT AMOUNT</b>	<b>\$3,851,752</b>

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/15/09

FROM: TIM CUNEO / JANECE L. MAEZ / STUART A. SAM

RE: CONTRACT AMENDMENT #2 FOR ADDITIONAL GEOTECHNICAL  
OBSERVATION AND TESTING SERVICES – JOHN ADAMS MIDDLE SCHOOL  
– CONVERSE CONSULTANTS – MEASURE BB

RECOMMENDATION NO. A.16

It is recommended that the Board of Education approve Contract Amendment #1 with Converse Consultants to provide for additional Geotechnical Observation and Testing Services for John Adams Middle School, in the amount of \$5,682, for a total contract amount of \$69,427.

Funding Information

Budgeted: Yes  
Fund: 21  
Source: Measure BB  
Account Number: 21-00000-0-00000-85000-5802-011-2600  
Description: Consultant Services

COMMENTS: The Board of Education previously approved Converse Consultants as one of the three (3) pre-qualified Geotechnical consultants on the cities of Santa Monica and Malibu. The firms are being assigned projects as the need arises and depending on their familiarity with and availability for the assignment.

Contract Amendment #1 for \$8,545 was based on an estimate of the services required for geotechnical observation and testing services for the construction of the parking lot project at John Adams MS. The actual costs for construction services are determined by the Contractor's operation, method, efficiency and weather conditions. Converse has submitted a proposal for \$5,682 to complete the field inspection services, and prepare the final compaction report.

Contract Amendment #2 is for additional construction observation and materials/soil testing during grading activities at the John Adams MS parking lot project being constructed as part of the John Adams Middle School Boys and Girls Club project.

ORIGINAL CONTRACT – John Adams MS	\$26,950
ORIGINAL CONTRACT – Lincoln MS	28,250
CONTRACT AMENDMENT #1 (Adams testing)	8,545
<u>CONTRACT AMENDMENT #2 (Additional Adams testing)</u>	<u>5,682</u>
TOTAL:	\$69,427

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/15/09

FROM: TIM CUNEO / JANECE L. MAEZ / STUART A. SAM

RE: CONTRACT AMENDMENT #1 FOR ADDITIONAL DATA AND TELECOM CONSULTING SERVICES – DISTRICT WIDE – SPARKY DATA AND TELECOM – MEASURE BB

RECOMMENDATION NO. A.17

It is recommended that the Board of Education approve Contract Amendment #1 with Sparky Data and Telecom to provide for additional Data and Telecom Consulting Services for all SMMUSD sites (District Wide), in the amount of \$4,000, for a total contract amount of \$12,000.

Funding Information

Budgeted: Yes  
Fund: 21  
Source: Measure BB  
Account Number: 21-00003-0-00000-85000-5802-054-2600  
Description: Consultant Services

COMMENTS: The Board of Education previously approved Sparky Data and Telecom for consulting services to assist with District Wide VOIP telephone system and centralize voicemail design and implementation for SMMUSD with AT&T affiliates.

Contract Amendment #1 for \$4,000 is for additional scope for Sparky Data and Telecom to survey school sites and create a list of CAT5 wiring needs, where a phone exists in a location but no data jack is available for the new VOIP device.

ORIGINAL CONTRACT – VOIP	\$ 8,000
<u>CONTRACT AMENDMENT #1 (CAT5)</u>	<u>4,000</u>
TOTAL	\$12,000

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



TO: BOARD OF EDUCATION  
 FROM: TIM CUNEO / MICHAEL D. MATTHEWS  
 RE: CERTIFICATED PERSONNEL – Elections, Separations

ACTION/CONSENT  
 10/15/09

RECOMMENDATION NO. A.18

Unless otherwise noted, the following items are included in the 2009/2010 approved budget.

**ADDITIONAL ASSIGNMENTS**

**ADAMS MIDDLE SCHOOL**

Doloso, Tess	1.5 hrs @\$40.46	9/3/09	<u>Est Hrly/\$61</u>
		TOTAL ESTABLISHED HOURLY	\$61

Comment: Family Orientation  
 01-Tier III Programs Cat Flex

Daws, Tracy	2 hrs @\$40.46	9/3/09	Est Hrly/\$81
Fagan, Barbara	2 hrs @\$40.46	9/3/09	Est Hrly/\$81
Murphy, Titia	2 hrs @\$40.46	9/3/09	Est Hrly/\$81
Perez, Lourdes	2 hrs @\$40.46	9/3/09	<u>Est Hrly/\$81</u>
		TOTAL ESTABLISHED HOURLY	\$324

Comment: AVID Planning Meeting  
 01-Tier III Programs Cat Flex

Avedian, Ray	96 hrs @\$40.46	9/22/09-6/25/10	Est Hrly/\$3,884
Brown, Dan	96 hrs @\$40.46	9/22/09-6/25/10	Est Hrly/\$3,884
Cady, Linda	96 hrs @\$40.46	9/22/09-6/25/10	Est Hrly/\$3,884
Jurewicz, Kristin	48 hrs @\$40.46	9/22/09-6/25/10	Est Hrly/\$1,942
Krinski, Hallie	96 hrs @\$40.46	9/22/09-6/25/10	Est Hrly/\$3,884
Lathanh, Tony	96 hrs @\$40.46	9/22/09-6/25/10	Est Hrly/\$3,884
Levin, Tracy	96 hrs @\$40.46	9/22/09-6/25/10	Est Hrly/\$3,884
Post, Joel	96 hrs @\$40.46	9/22/09-6/25/10	Est Hrly/\$3,884
Yoffy, Julie	48 hrs @\$40.46	9/22/09-6/25/10	<u>Est Hrly/\$1,942</u>
		TOTAL ESTABLISHED HOURLY	\$31,072

Comment: After-School/Weekend Seminars  
 01-Tier III Programs Cat Flex

**EDUCATIONAL SERVICES**

Chi, An Young	6 hrs @\$40.46	9/3/09	Est Hrly/\$243
Holland, Brandi	6 hrs @\$40.46	9/3/09	<u>Est Hrly/\$243</u>
		TOTAL ESTABLISHED HOURLY	\$486

Comment: School Counselor Training  
 01-Economic Impact Aid-SCE

**FRANKLIN ELEMENTARY SCHOOL**

Borden, Ashley	35 hrs @\$40.46	9/21/09-6/18/10	Est Hrly/\$1,416
Corpuz, Rowena	35 hrs @\$40.46	9/21/09-6/18/10	Est Hrly/\$1,416
Fiske, Nikki	35 hrs @\$40.46	9/21/09-6/18/10	Est Hrly/\$1,416
Garden, Nathan	70 hrs @\$40.46	9/21/09-6/18/10	Est Hrly/\$2,832
Reff, Eric	35 hrs @\$40.46	9/21/09-6/18/10	Est Hrly/\$1,416
Walling, Cheryl	35 hrs @\$40.46	9/21/09-6/18/10	<u>Est Hrly/\$1,416</u>
		TOTAL ESTABLISHED HOURLY	\$9,912

Comment: After-School Homework/Technology Club  
 01-Tier III Programs Cat Flex

Corpuz, Rowena	66 hrs @\$40.46	10/5/09-6/25/10	<u>Est Hrly/\$2,670</u>
		TOTAL ESTABLISHED HOURLY	\$2,670

Comment: Reading and Math Intervention  
 01-Unrestricted Resource

LINCOLN MIDDLE SCHOOL

Burack, Sharon	3 hrs @\$40.46	9/2/09	Est Hrly/\$121
Debeeche, Beth	3 hrs @\$40.46	9/2/09	Est Hrly/\$121
Ehrke, Shelly	3 hrs @\$40.46	9/2/09	Est Hrly/\$121
Hoffman, Beth	3 hrs @\$40.46	9/2/09	Est Hrly/\$121
Johnston, Roe	3 hrs @\$40.46	9/2/09	Est Hrly/\$121
Levy, Amanda	3 hrs @\$40.46	9/2/09	Est Hrly/\$121
Lima, Alaina	3 hrs @\$40.46	9/2/09	Est Hrly/\$121
Marcos, Eric	3 hrs @\$40.46	9/2/09	Est Hrly/\$121
Moazzez, Rozita	3 hrs @\$40.46	9/2/09	Est Hrly/\$121
Sherman, Wynn	3 hrs @\$40.46	9/2/09	Est Hrly/\$121
Vieira, Ron	3 hrs @\$40.46	9/2/09	Est Hrly/\$121
Vosylius, Dalia	3 hrs @\$40.46	9/2/09	<u>Est Hrly/\$121</u>
TOTAL ESTABLISHED HOURLY			\$1,452

Comment: 6<sup>th</sup> Grade Orientation  
01-Tier III Programs Cat Flex

Allstot, Sean	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Blitz, Sarah	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Burack, Sharon	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Catanzano, Linda	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Debeeche, Beth	5 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$202
Diamond, Renee	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Duran-Contreras, Martha	8 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$324
Ehrke, Shelly	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Gies-McLaughlin, Gretchen	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Greenfield, Glen	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Greenfield, Sara	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Hart, Sara	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Hartson, Liz	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Hirt, Mary	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Hoffman, Beth	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Hylind, Amy	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Lee, Chon	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Levy, Amanda	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Lima, Alaina	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Marcos, Eric	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Moazzez, Rozita	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Moe, Eric	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Moe, Rose	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Montanez, Joe	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Oseguera, Christian	8 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$324
Pham, Vy	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Prakash, Jennifer	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Schwartz, Jeff	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Seymour, Robert	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Sinclair, Michele	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Stauffer, Nathaniel	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Stivers, Susan	8 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$324
Suffolk, Stefanie	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Underwood, Brian	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Valenzuela, Amanda	5 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$202
Vieira, Ron	4 hrs @\$40.46	8/26/09-9/3/09	Est Hrly/\$162
Vosylius, Dalia	4 hrs @\$40.46	8/26/09-9/3/09	<u>Est Hrly/\$162</u>
TOTAL ESTABLISHED HOURLY			\$6,560

Comment: Summer Planning Hours  
01-Tier III Programs Cat Flex

MALIBU HIGH SCHOOL

Ross, Shannon 20 hrs @\$40.46

9/4/09-6/25/10

Est Hrly/\$809

TOTAL ESTABLISHED HOURLY

\$809

Comment: Independent Study Program  
01-Gifts

OLYMPIC HIGH SCHOOL

Fuller, Anthony 16 hrs @\$40.46

10/17/09-6/30/10

Est Hrly/\$647

Gecht, Marcia 16 hrs @\$40.46

10/17/09-6/30/10

Est Hrly/\$647

Siemer, Deborah 16 hrs @\$40.46

10/17/09-6/30/10

Est Hrly/\$647

Tangum, Cathy 16 hrs @\$40.46

10/17/09-6/30/10

Est Hrly/\$647

Tarbell, Harlan 16 hrs @\$40.46

10/17/09-6/30/10

Est Hrly/\$647

Thobe, Christie 16 hrs @\$40.46

10/17/09-6/30/10

Est Hrly/\$647

TOTAL ESTABLISHED HOURLY

\$3,882

Comment: Saturday School  
01-Unrestricted Resource

SANTA MONICA HIGH SCHOOL

Moen, JoDee 15.5 hrs @\$40.46

7/7/09-8/7/09

Est Hrly/\$627

TOTAL ESTABLISHED HOURLY

\$627

Comment: Special Education Prep Work  
01-Unrestricted Resource

Jones, Teri 181 hrs @\$66.25

9/9/09-6/25/10

Own Hrly/\$11,991

TOTAL OWN HOURLY

\$11,991

Comment: Student Store Manager  
01-Unrestricted Resource

Mabrey, Matthew 2.25 hrs @\$40.46

9/3/09

Est Hrly/\$ 91

Semik, Renee 2.50 hrs @\$40.46

9/3/09

Est Hrly/\$101

Silvestri, Marisa 2.00 hrs @\$40.46

9/3/09

Est Hrly/\$ 81

TOTAL ESTABLISHED HOURLY

\$273

Comment: All-House Tutorial Meeting  
01-Unrestricted Resource

Blagojevic, Milos 18 hrs @\$40.46

9/4/09-6/25/10

Est Hrly/\$ 728

Dew, Stephanie 36 hrs @\$40.46

9/4/09-6/25/10

Est Hrly/\$1,457

Gow, William 36 hrs @\$40.46

9/4/09-6/25/10

Est Hrly.\$1,457

Luong, Theresa 18 hrs @\$40.46

9/4/09-6/25/10

Est Hrly/\$ 728

Mabrey, Matthew 36 hrs @\$40.46

9/4/09-6/25/10

Est Hrly/\$1,457

TOTAL ESABLISHED HOURLY

\$5,827

Comment: Prep Time for O House Intervention  
01-Unrestricted Resource

Everage, Marla 3 hrs @\$40.46

9/23/09

Est Hrly/\$121

Keith, Kelly 3 hrs @\$40.46

9/23/09

Est Hrly/\$121

TOTAL ESTABLISHED HOURLY

\$242

Comment: Interview Committee  
01-Unrestricted Resource

Mabrey, Matthew 1 hr @\$40.46

9/17/09

Est Hrly/\$40

Semik, Renee 1 hr @\$40.46

9/17/09

Est Hrly/\$40

Silvestri, Marisa 1 hr @\$40.46

9/17/09

Est Hrly/\$40

Walker, Megan 1 hr @\$40.46

9/17/09

Est Hrly/\$40

TOTAL ESTABLISHED HOURLY

\$160

Comment: M House Tutorial Meeting  
01-Unrestricted Resource

Beeman-Solano, Amy 4 hrs @\$40.46

8/19/09

Est Hrly/\$162

Tipper, Geoff 10 hrs @\$40.46

9/17/09

Est Hrly/\$405

		TOTAL ESTABLISHED HOURLY	\$567
Comment:	Placement Testing (Math and English) 01-Unrestricted Resource		
Green, Michael	174 hrs @\$40.46	9/21/09-6/16/10	<u>Est Hrly/\$7,040</u>
		TOTAL ESTABLISHED HOURLY	\$7,040
Comment:	Lunch Detention Supervision 01-Unrestricted Resource		
Ellis, Holly	312 hrs @\$40.46	9/4/09-10/30/09	<u>Est Hrly/\$12,624</u>
		TOTAL ESTABLISHED HOURLY	\$12,624
Comment:	Temporary Substitute Teacher Assignment Unrestricted Resource		

**STUDENT SERVICES**

Bronstein, Susan	14.28 hrs @\$40.46	7/15/09-6/30/10	Est Hrly/\$578
Ernst, Anne	14.28 hrs @\$40.46	7/15/09-6/30/10	Est Hrly/\$578
Jeffries, Jane	14.28 hrs @\$40.46	7/15/09-6/30/10	Est Hrly/\$578
Mahon, Meg	14.28 hrs @\$40.46	7/15/09-6/30/10	Est Hrly/\$578
Morn, Lora	14.28 hrs @\$40.46	7/15/09-6/30/10	Est Hrly/\$578
Niemi, Charlene	14.28 hrs @\$40.46	7/15/09-6/30/10	Est Hrly/\$578
Relles, Ellen	14.28 hrs @\$40.46	7/15/09-6/30/10	<u>Est Hrly/\$578</u>
		TOTAL ESTABLISHED HOURLY	\$4,046
Comment:	CPR Training for District Employees 01-Medi-Cal Billing Option		

**ADDITIONAL ASSIGNMENT – DEPARTMENT CHAIR ASSIGNMENTS**

**JOHN ADAMS MIDDLE SCHOOL**

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Averett, David	2 EDU	Inst Media	2009/10 SY	\$ 512
Bon, Nancy	4 EDU	Math	2009/10 SY	\$1,024
Brown, Dan	8 EDU	Science	2009/10 SY	\$2,048
Daws, Tracy	1 EDU	AVID	2009/10 SY	\$ 256
Garcia, Apryl	6 EDU	Visual/Perf Arts	2009/10 SY	\$1,536
Gonzalez, Maricela	6 EDU	Counseling	2009/10 SY	\$1,536
Kusion, Alex	2 EDU	Immersion	2009/10 SY	\$ 512
Loopesko, Lorna	6 EDU	Humanities	2009/10 SY	\$1,536
McNamara, Jeanie	2 EDU	Electives	2009/10 SY	\$ 512
Meyer, Kimberly	4 EDU	Math	2009/10 SY	\$1,024
Murphy, Titia	6 EDU	Social Studies	2009/10 SY	\$1,536
Perez, Lourdes	1 EDU	AVID	2009/10 SY	\$ 256
Saling, David	6 EDU	Lang Arts	2009/10 SY	\$1,536
Scotland, Alva	2 EDU	ELD	2009/10 SY	\$ 512
Shockley, Walter	6 EDU	Physical Ed	2009/10 SY	\$1,536
Whaley, Joseph	10 EDU	Special Ed	2009/10 SY	<u>\$2,560</u>
		TOTAL		\$18,432

**LINCOLN MIDDLE SCHOOL**

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Catanzano, Linda	10 EDU	Special Ed	2009/10 SY	\$2,560
Hart, Sharon	7 EDU	Humanities	2009/10 SY	\$1,792
Hunt, Mark	6 EDU	Visual/Perf Arts	2009/10 SY	\$1,536
Lee, Chon	7 EDU	Humanities	2009/10 SY	\$1,792
O'Brien, Marianna	10 EDU	Science	2009/10 SY	\$2,560
Pham, Vy	8 EDU	Math	2009/10 SY	\$2,048
Stauffer, Aimee	8 EDU	Advisory	2009/10 SY	\$2,048
Valenzuela, Amanda	6 EDU	History	2009/10 SY	<u>\$1,536</u>
		TOTAL		\$15,872

MALIBU HIGH SCHOOL

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Andino, Melisa	6 EDU	MS Math	2009/10 SY	\$1,536
Deshautelle, Anna	12 EDU	Special Ed	2009/10 SY	\$3,072
Hoos, JuliaCheri	10 EDU	MS Humanities	2009/10 SY	\$2,560
Leonard, Brigitte	8 EDU	Visual/Perf Arts	2009/10 SY	\$2,048
Mulligan, Michael	6 EDU	Physical Ed	2009/10 SY	\$1,536
Owens, Rebecca	6 EDU	Foreign Lang	2009/10 SY	\$1,536
Sferra, Luke	6 EDU	Counseling	2009/10 SY	<u>\$2,048</u>
			<b>TOTAL</b>	<b>\$14,336</b>

SANTA MONICA HIGH SCHOOL

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Bart-Bell, Dana	2 EDU	Library	2009/10 SY	\$ 512
Huls, Jeffe	8 EDU	Visual/Perf Arts	2009/10 SY	\$2,048
Lacy, Norm	8 EDU	Physical Ed	2009/10 SY	\$2,048
Lopez, Jose	14 EDU	Language	2009/10 SY	\$3,584
Moen, JoDee	14 EDU	Special Ed	2009/10 SY	\$3,584
Silvestri, Marisa	8 EDU	Freshman Seminar	2009/10 SY	\$2,048
Trundle, Al	14 EDU	Advisory	2009/10 SY	\$3,584
Wood, David	8 EDU	Art	2009/10 SY	<u>\$2,048</u>
			<b>TOTAL</b>	<b>\$19,456</b>

HOURLY TEACHERS

ROGERS ELEMENTARY SCHOOL

Brunson, Diane	52 days @\$487.08	9/9/09-6/19/10	Own Hrly/\$25,328
Hanson-Brooks, Denise	52 days @\$487.08	9/9/09-6/19/10	<u>Own Hrly/\$25,328</u>
		<b>TOTAL OWN HOURLY</b>	<b>\$50,656</b>

Comment: Reading Teacher  
01-Unrestricted Resource

STUDENT SERVICES

Cairns, John	\$40.46, as needed	9/9/09-6/30/10	Est Hrly/\$----
Cierra, Jorge	\$40.46, as needed	9/9/09-6/30/10	Est Hrly/\$----
Fisher-Lerer, Vicki	\$40.46, as needed	9/9/09-6/30/10	Est Hrly/\$----
Goldsmith, Otis	\$40.46, as needed	9/9/09-6/30/10	Est Hrly/\$----
Murphy, Letitia	\$40.46, as needed	9/9/09-6/30/10	Est Hrly/\$----
Nichols, Sharon	\$40.46, as needed	9/9/09-6/30/10	Est Hrly/\$----
Orloff, Warren	\$40.46, as needed	9/9/09-6/30/10	Est Hrly/\$----
Pitts, Gregory	\$40.46, as needed	9/9/09-6/30/10	Est Hrly/\$----
Santiago, Joan	\$40.46, as needed	9/9/09-6/30/10	Est Hrly/\$----
Singh, Kiran	\$40.46, as needed	9/9/09-6/30/10	Est Hrly/\$----
Toppel, Diane	\$40.46, as needed	9/9/09-6/30/10	<u>Est Hrly/\$----</u>
		<b>TOTAL ESTABLISHED HOURLY</b>	<b>\$----</b>

Comment: Home Instructor  
01-Special Education – 50%  
01-Unrestricted Resource – 50%

WEBSTER ELEMENTARY SCHOOL

Hines, Diane	500 hrs @\$40.46	9/1/09-6/30/10	<u>Est Hrly/\$20,230</u>
		<b>TOTAL ESTABLISHED HOURLY</b>	<b>\$20,230</b>

Comment: Art Instruction  
01-Reimburse by PTA

ADULT EDUCATION

Alexander, Laura	46.25 hrs @\$40.46	9/9/09-6/25/10	Est Hrly/\$1,871
Siemer, Deborah	83.25 hrs @\$40.46	9/9/09-6/25/10	<u>Est Hrly/\$3,368</u>
		<b>TOTAL ESTABLISHED HOURLY</b>	<b>\$5,239</b>

Comment: Administrative Support  
11-Adult Education Apportionment

Gomez, Victor	92.5 hrs @\$45.34	9/9/09-6/25/10	Est Hrly/\$ 4,194
Landa, Belle	222.0 hrs @\$45.34	9/9/09-6/25/10	Est Hrly/\$10,065
Morgan, Alexandra	203.5 hrs @\$45.34	9/9/09-6/25/10	Est Hrly/\$ 9,227
Nikcevic, Veronica	222.0 hrs @\$45.34	9/9/09-6/25/10	<u>Est Hrly/\$10,065</u>
		TOTAL ESTABLISHED HOURLY	\$33,551

Comment: Adult Education Instruction  
11-Tier III Programs Cat Flex

Demello, Flavia	481 hrs @\$45.34	9/9/09-6/25/10	<u>Est Hrly/\$21,809</u>
		TOTAL ESTABLISHED HOURLY	\$21,809

Comment: Adult Education - Reading Lab  
11-231: ABE/ESL/ESL CTZN, VESL/VABE

Murphy, Letitia	185 hrs @\$45.34	9/9/09-6/25/10	<u>Est Hrly/\$8,388</u>
		TOTAL ESTABLISHED HOURLY	\$8,388

Comment: Adult Education – Diploma Lab  
11-Adult Ed: Priority 5, GED/SECND

Hammond, Paul	185 hrs @\$45.34	9/9/09-6/25/10	Est Hrly/\$ 8,387
Klein, Philippa	86 hrs @\$45.34	9/9/09-6/25/10	Est Hrly/\$ 3,899
Zax, Kelly	370 hrs @\$45.34	9/9/09-6/25/10	<u>Est Hrly/\$16,776</u>
		TOTAL ESTABLISHED HOURLY	\$29,062

Comment: Adult Education Instruction  
11-Adult Education Apportionment

Rousseau, Harmony	444 hrs @\$45.34	9/9/09-6/25/10	<u>Est Hrly/\$20,131</u>
		TOTAL ESTABLISHED HOURLY	\$20,131

Comment: Adult Education Instruction  
11-Adult Education Apportionment - 75%  
11-Adult Ed: Priority 5, GED/SECND - 25%

Oyman, Deniz	481 hrs @\$45.34	9/9/09-6/25/10	<u>Est Hrly/\$21,809</u>
		TOTAL ESTABLISHED HOURLY	\$21,809

Comment: Adult Education Instruction  
11-Adult Education Apportionment - 19%  
11-PL 105-22 Engl Literacy/Civics - 19%  
11-Tier III Programs Cat Flex - 62%

Amsberry, Adrian	425.5 hrs @\$45.34	9/9/09-6/25/10	Est Hrly/\$19,292
Hernandez, Patricia	370.0 hrs @\$45.34	9/9/09-6/25/10	<u>Est Hrly/\$16,775</u>
		TOTAL ESTABLISHED HOURLY	\$36,067

Comment: Adult Education Instruction  
11-PL 105-22 Engl Literacy/Civics - 39%  
11- Adult Education Apportionment - 61%

Afable, Elaine	\$40.46, as needed	9/9/09-6/25/10	Est Hrly/\$----
Brown, Jacqueline	\$40.46, as needed	9/29/09-6/25/10	Est Hrly/\$----
Corso-Plitt, Karen	\$40.46, as needed	9/9/09-6/25/10	Est Hrly/\$----
Fawcett, Evelyn	\$40.46, as needed	9/9/09-6/25/10	Est Hrly/\$----
Gonzalez, Joseph	\$40.46, as needed	9/9/09-6/25/10	Est Hrly/\$----
Levin, Peri	\$40.46, as needed	9/9/09-6/25/10	Est Hrly/\$----
Thobe, Christie	\$40.46, as needed	9/9/09-6/25/10	<u>Est Hrly/\$----</u>
		TOTAL ESTABLISHED HOURLY	\$----

Comment: Adult Education Substitute Teacher  
11-Adult Education Apportionment

**TOTAL ESTABLISHED HOURLY, AND OWN HOURLY = \$ 415,663**

**ELECTIONS****ADMINISTRATIVE CONTRACTS**

<u>Name/Assignment/Location</u>		<u>Not to Exceed</u>	<u>Effective</u>
Mitchell, Kenneth	100%	9/30/09	
Behavior Intervention Specialist Special Education			

**PROBATIONARY CONTRACTS**

<u>Name/Assignment/Location</u>		<u>Not to Exceed</u>	<u>Effective</u>
Bodok, Susan/Librarian		100%	9/16/09
Ed Svcs/Santa Monica HS [repl. M. Urtz]			

**TEMPORARY CONTRACTS**

<u>Name/Assignment/Location</u>		<u>Not to Exceed</u>	<u>Effective</u>
Fargnoli, Sam/Social St		100%	9/4/09-6/25/10
Santa Monica HS [LOA – D. Hedrick]			
Hensley, Kristin/English		40%	9/4/09-6/25/10
Olympic HS [rehire – Temp II]			
Risman, Matthews/Humanities		80%	9/8/09-6/25/10
John Adams MS [new position]			
Suminski, Mark/English/History		100%	9/4/09-1/29/10
Olympic HS [rehire]			
Tafi, Mary/4 <sup>th</sup> /5 <sup>th</sup> Grade		100%	9/8/09-6/25/10
Pt Dume Elementary [LOA – K. Didion]			

**CHANGE IN ASSIGNMENT**

	<u>Effective</u>
Campbell, Charlotte	9/4/09
Pt Dume/RSP and Reading Spec	
<u>From:</u> 80%, RSP Teacher	
<u>To:</u> 100%, RSP and Reading Specialist	
Gluck, Heidi	9/8/09
Child Develop Svcs/Teacher	
<u>From:</u> Floater Teacher	
<u>To:</u> Preschool, Pine Street	
Langley, Zoe	9/8/09
Child Develop Svcs/Teacher	
<u>From:</u> Lead Teacher	
<u>To:</u> School Age, Cabrillo	
Sachs, Teri	9/4/09
Student Services/Nurse	
<u>From:</u> 80%	
<u>To:</u> 100%	

**LEAVE OF ABSENCE (with pay)**

<u>Name/Location</u>	<u>Effective</u>
Hedrick, Donald	9/4/09-9/18/09
Santa Monica HS [medical]	

Hedrick, Donald  
Santa Monica HS

9/19/09-2/20/10  
[catastrophic]

Hedrick, Donald  
Santa Monica HS

2/21/10-6/25/10  
[medical]

**LEAVE OF ABSENCE (without pay)**

Name/Location

Murdock, Sheryl  
Webster Elementary

Effective

9/4/09-6/25/10  
[40% - personal]  
(change in percentage from 8/19/09 Agenda)

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



TO: BOARD OF EDUCATION  
 FROM: TIM CUNEO / MICHAEL D. MATTHEWS  
 RE: SPECIAL SERVICE EMPLOYEES

ACTION/CONSENT  
 10/15/09

RECOMMENDATION NO. A.19

It is recommended that the following Special Services Employee contracts be approved in accordance with District policies and salary schedules, and be assigned pursuant to BP 4213.5. Funding for the positions listed is included in the 2009-2010 budget.

<u>Name/Location</u>	<u>Exceed</u>	<u>Effective Dates</u>	<u>Rate</u>	Not to
DeMarco, Suzanne	\$18,000	9/21/09-6/4/10	\$40.60/hr	
Cabrillo Elementary; Art Instruction for K-5 <sup>th</sup> Grade students				
FUNDING:	01-90150-0-11100-10000-2917-017-1501			-100%
Reimbursed by PTA				
Phillipson-Slosberg, Andrea	\$15,000	9/21/09-6/11/10	\$20/hr	
Cabrillo Elementary; Staff Computer Lab				
FUNDING:	01-90150-0-11100-10000-2917-017-1501			-100%
Reimbursed by PTA				

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/15/09

FROM: TIM CUNEO / MICHAEL D. MATTHEWS / WILBERT YOUNG

RE: CLASSIFIED PERSONNEL – MERIT

RECOMMENDATION NO. A.20

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.

<b><u>ELECTION</u></b>		<b><u>EFFECTIVE DATE</u></b>
Edwards, Sonia Malibu High School	Inst Asst – Special Ed 6 Hrs/SY/Range: 20 Step: A	9/9/09
Figueroa, Armando Muir Elementary	Physical Activities Specialist 6 Hrs/SY/Range: 26 Step: A	9/14/09
Garcia, Irene Grant Elementary	Inst Asst – Classroom 2 Hrs/SY/Range: 18 Step: A	9/17/09
Marshall, Kimberly McKinley Elementary	Inst Asst – Classroom 3.5 Hrs/SY/Range: 18 Step: A	9/17/09
McArthur, Sean Pt Dume Elementary	Custodian 8 Hrs/12 Mo/Range: 22 Step: A	9/23/09
Medina, Rocio Rogers Elementary	Inst Asst – Classroom 3 Hrs/SY/Range: 18 Step: A	9/8/09
Morales, Ismael Cabrillo Elementary	Inst Asst – Classroom 3 Hrs/SY/Range: 18 Step: A	9/8/09
Rosenbaum, Joyce Special Education	Physical Therapist 8 Hrs/12 Mo/Range: 61 Step: F	9/21/09
Ryan, Cassidi McKinley Elementary	Inst Asst – Classroom 3.5 Hrs/SY/Range: 18 Step: A	9/21/09
Treto, Sandra Grant Elementary	Inst Asst – Classroom 2 Hrs/SY/Range: 18 Step: A	9/17/09

<b><u>PROMOTION</u></b>		<b><u>EFFECTIVE DATE</u></b>
Mock, Christopher Roosevelt Elementary	Inst Asst – Special Ed 6 Hrs/SY/Range: 20 Step: B Fr: Inst Asst – Classroom; 5 Hrs/SY	9/29/09

<b><u>TEMP/ADDITIONAL ASSIGNMENTS</u></b>		<b><u>EFFECTIVE DATE</u></b>
Davis, Stevie Facility Permits	Custodian	7/1/09-6/30/10
Gutierrez-Prada, Nancy Santa Monica HS	Bilingual Community Liaison	9/17/09
Murray, April Facility Permits	Lifeguard/Swim Instructor	9/1/09-6/30/10

Patterson, Pete Maintenance	Skilled Maintenance Worker	7/1/09-6/30/10
Segura, Bethel Facility Permits	Custodian	7/1/09-6/30/10

**SUMMER ASSIGNMENTS**

Gaidzik Rusty Child Develop Svcs	Children Center Asst	<b><u>EFFECTIVE DATE</u></b> 6/22/09-9/4/09
Hubbard, Lula Adult Ed	Children Center Asst	7/20/09-8/6/09
Tirado, Leticia Adult Ed	Children Center Asst	7/20/09-8/6/09
Williams, Steven Child Develop Svcs	Children Center Asst	6/22/09-9/4/09

**SUBSTITUTES**

Andrews, Johnie Operations	Custodian	<b><u>EFFECTIVE DATE</u></b> 7/1/09-6/30/10
Baca, Ruben Operations	Custodian	7/1/09-6/30/10
Betremarian, Hanna Food Svcs	Cafeteria Worker I	9/16/09-6/25/10
Diggs, Coretta Human Resources	Inst Asst – Physical Ed	9/16/09-6/25/10
Elimimian, Abraham Human Resources	Inst Asst – Physical Ed	9/16/09-6/25/10
Elliott-McGuffie Lincoln MS	Inst Asst – Music	9/8/09-6/25/10
Glick, Val Human Resources	Office Specialist	9/1/09-6/30/10
Jackson, Shiralynn Child Develop Svcs	Office Specialist	9/11/09-4/30/10
Luis, Emile Human Resources	Lifeguard/Swim Instructor	7/1/09-9/4/09
Price, Gwendolyn Food Svcs	Cafeteria Worker I	9/16/09-6/25/10
Snell, Travis Food Svcs	Cafeteria Worker I	9/16/09-6/25/10

**INVOLUNTARY TRANSFER**

Brotman, Esther Special Ed/Pine St	Inst Asst – Special Ed 4.5 Hrs/SY Fr: 4.5 Hrs/SY; Special Ed/Lincoln	<b><u>EFFECTIVE DATE</u></b> 9/8/09
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Johnson, Lore Child Develop Svcs/Muir	Children Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY; CDS/Cabrillo	9/8/09
Loza, Nancy Child Develop Svcs/Edison	Children Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY; CDS/Grant	9/8/09
Perez, Grace Child Develop Svcs/Rogers	Children Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY; CDS/Edison	9/8/09

**INCREASE IN ASSIGNMENT**

**EFFECTIVE DATE**

Giagni, Pamela Muir Elementary	Inst Asst – Special Ed 6 Hrs/SY Fr: 4 Hrs/SY	9/8/09
Thomas, Frederick Pt Dume Elementary	Inst Asst – Classroom 5 Hrs/SY Fr: 3 Hrs/SY	9/8/09

**LEAVE OF ABSENCE (PAID)**

**EFFECTIVE DATE**

Alvarez, Guillermina Food Svcs	Cafeteria Worker I Medical	9/8/09-10/11/09
Cueva, Jemina Food Svcs	Cafeteria Worker I Medical	11/18/09-12/14/09
Flores, Maria Soledad Special Ed	Inst Asst – Special Ed Maternity	9/18/09-9/24/09
Guzman, Mariana Food Svcs	Cafeteria Worker II Medical	10/1/09-12/1/09
James, Carolin Special Ed	Sr. Office Specialist Maternity	9/1/09-10/16/09
Lohmeyer, Judy Purchasing	Buyer Medical	10/1/09-12/18/09
Peak, Denise Malibu HS	Inst Asst – Special Ed Medical	9/8/09-10/29/09
Rindlisbacher, Noah Purchasing	Assistant Buyer Medical	9/8/09-9/24/09
Rindlisbacher, Noah Purchasing	Assistant Buyer Catastrophic	9/25/09-12/25/09
Watkins, Jennifer Food Svcs	Cook Baker Medical	9/8/09-9/15/09

**PROFESSIONAL GROWTH**

**EFFECTIVE DATE**

Parker, Stephen Maintenance	Skilled Maintenance Worker	10/1/09
Younan, Julie Personnel Commission	Human Resource Technician	11/1/09

**WORKING OUT OF CLASS**Moore, Sandra  
Food Svcs/EdisonCafeteria Worker II  
Fr: Cafeteria Worker I**EFFECTIVE DATE**

9/8/09-10/16/09

**ESTABLISHMENT OF POSITION**Inst Asst – Special Ed  
6 Hrs/SY; Malibu High School

9/9/09

Inst Asst – Classroom  
2 Hrs/SY; Grant Elementary

9/9/09

Inst Asst – Special Ed  
6 Hrs/SY; Roosevelt Elementary

9/9/09

Inst Asst – Special Ed  
6 Hrs/SY; Lincoln Middle School

9/16/09

**ABOLISHMENT OF POSITION**Inst Asst – Special Ed  
6 Hrs/SY; Santa Monica HS

9/8/09

Inst Asst – Special Ed  
6 Hrs/SY; Santa Monica HS

9/8/09

Children Center Asst  
3.5 Hrs/SY; CDS/Cabrillo

9/8/09

Inst Asst – Classroom  
5 Hrs/SY; Pt Dume Elementary

9/15/09

**RESIGNATION**Granieri, Brooke  
Roosevelt Elementary

Inst Asst – Special Ed

9/8/09

Herrera, Mayra  
Malibu High School

Inst Asst – Special Ed

9/30/09

Misra, Kawal  
Muir Elementary

Inst Asst – Special Ed

9/4/09

Otten, Justin  
Malibu High School

Inst Asst – Special Ed

6/19/09

Quine, Nicki  
Cabrillo Elementary

Inst Asst – Special Ed

6/22/09

Robinson, Michael  
Santa Monica HS

Inst Asst – Special Ed

9/4/09

Rose, Jason  
Special Ed/Pine St

Inst Asst – Special Ed

6/19/09

Tafi, Mary  
Pt Dume Elementary

Inst Asst – Special Ed

9/1/09

Tinzly, Christina Transportation	Bus Driver	9/1/09
Vaughan, Wesley Rogers Elementary	Inst Asst – Classroom	9/25/09
Williams, Shaylon Olympic High School	Inst Asst – Classroom	8/10/09

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

TO: BOARD OF EDUCATION  
FROM: TIM CUNEO / MICHAEL D. MATTHEWS  
RE: CLASSIFIED PERSONNEL – NON-MERIT

ACTION/CONSENT  
10/15/09

RECOMMENDATION NO. A.21

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

**CHILD CARE ASSISTANT**

PORRAS, JAYRICA CHILD DEVELOP SVCS 9/9/09-6/30/10

**COACHING ASSISTANT**

BERNARD, GREG SANTA MONICA HS 9/1/09-6/30/10  
BRENNAN, CHRIS SANTA MONICA HS 9/1/09-6/30/10  
CANNON, KERMIT SANTA MONICA HS 9/1/09-6/30/10  
CARDIEL, MIGUEL SANTA MONICA HS 8/1/09-6/30/10  
COLLISON-JAREL, JUSTIN SANTA MONICA HS 9/1/09-6/30/10  
GACAD, ANGELA MALIBU HIGH SCHOOL 9/9/09-6/30/10  
HARDT, REBECCA SANTA MONICA HS 8/1/09-6/30/10  
MILLER, ROBERT SANTA MONICA HS 8/1/09-6/30/10  
PRIETO, BRANDI SANTA MONICA HS 8/1/09-6/30/10  
SKEHAN, NIALL SANTA MONICA HS 9/1/09-6/30/10  
SMITH, KATHLEEN MALIBU HIGH SCHOOL 9/9/09-6/30/10  
TRINH, NGUYEN SANTA MONICA HS 8/1/09-6/30/10

**NOON SUPERVISION**

ADAMS, DARYL WEBSTER ELEMENTARY 9/9/09-6/25/10  
BRIZUELA, CRYSTAL MUIR ELEMENTARY 9/9/09-6/25/10  
BROOKES, KAREN WEBSTER ELEMENTARY 9/9/09-6/25/10  
ESQUIVEL, JAMES GRANT ELEMENTARY 9/21/09-6/25/10  
GALLARDO, IRMA JOHN ADAMS MS 9/9/09-6/25/10  
GARCIA, IRENE GRANT ELEMENTARY 9/21/09-6/25/10  
GIROUX, STEPHANIE EDISON ELEMENTARY 9/9/09-6/25/10  
HERNANDEZ, VICTOR FRANKLIN ELEMENTARY 9/10/09-6/25/10  
LLOSA, SILVIA WEBSTER ELEMENTARY 9/9/09-6/30/10  
LOPEZ, SANDRA MCKINLEY ELEMENTARY 9/9/09-6/25/10  
MOORE, TENISHA GRANT ELEMENTARY 9/9/09-6/25/10  
RUIZ, ANTELMA JOHN ADAMS MS 9/9/09-6/25/10  
RYAN, ANDREA WEBSTER ELEMENTARY 9/9/09-6/25/10  
SANTINO, SUSAN MUIR ELEMENTARY 9/8/09-6/25/10  
STUDNER, ANNIE ROOSEVELT ELEMENTARY 9/29/09-6/25/10  
TRETTO, SANDRA GRANT ELEMENTARY 9/21/09-6/25/10

**PROFESSIONAL EXPERT – LEVEL I**

BAKER, JANA SPECIAL EDUCATION 9/9/09-6/25/10  
[Psych Intern]  
BARRETT, BRIANNA SPECIAL EDUCATION 9/9/09-6/25/10

DE COSTER, DIANA	[Psych Intern] SPECIAL EDUCATION	9/9/09-6/25/10
IPPOLITOVA, YULYA	[Psych Intern] SPECIAL EDUCATION	9/14/09-6/25/10
NORRIS, ELIZABETH	[Psych Intern] SPECIAL EDUCATION	9/14/09-6/25/10
SAIS, LILY	[Psych Intern] SPECIAL EDUCATION	9/9/09-6/25/10

**PROFESSIONAL EXPERT – LEVEL II**

HARRIS, MARK	OLYMPIC HIGH SCHOOL	9/9/09-6/25/10
TSENG, LYDIA	[Guitar Instructor] EDUCATIONAL SERVICES	9/14/09-6/30/10
	[Dream Strings Instructor]	

**PROFESSIONAL EXPERT – LEVEL III**

ANDERSON, ROBERT	ED SVCS/SANTA MONICA HS	9/1/09-6/25/10
	[Orchestra Coach]	

**STUDENT WORKER – WORKABILITY**

TAYLOR, SARA	OLYMPIC HIGH SCHOOL	2/18/09-2/18/11
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MOTION MADE BY:  
 SECONDED BY:  
 STUDENT ADVISORY VOTE:  
 AYES:  
 NOES:



TO: BOARD OF EDUCATION  
FROM: TIM CUNEO / MICHAEL D. MATTHEWS  
RE: ADOPT POLICY 3543.1 – FLEET SAFETY

ACTION/CONSENT  
10/15/09

RECOMMENDATION NO. A.22

It is recommended that the Board of Education adopt board policy 3543.1 – Fleet Safety.

COMMENT: This policy came forward for first reading at the September 3, 2009, board meeting.

Attachment:

- Board Policy 3543.1 – Fleet Safety (for approval)
- Administrative Regulation 3543.1 – Fleet Safety (for reference)

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

**FLEET SAFETY**

Vehicles driven on District business shall be operated in a safe manner, in compliance with applicable rules and regulations. Only properly qualified and authorized persons may operate a vehicle on District business. District vehicles may only be used for official, authorized purposes; personal use is prohibited. Employees who fail to adhere to vehicle policies and procedures may have their driving privileges suspended, and are subject to disciplinary action up to and including termination.

The purpose of this document is to establish District policy for operation of a motor vehicle on official business, and to define the procedures that are in place to minimize the potential for accidents and losses. Vehicle operation represents a significant source of potential loss exposure for the District. Accidents can result in losses arising from injuries to employees or others, and property damage to District vehicles and private property.

This policy is applicable to the operation of any vehicle on District business by any authorized driver. This includes the operation of District owned vehicles, personal vehicles, vehicles leased or rented by the District, and/or vehicles on loan to the District for official business. This policy is also applicable to any person that is authorized to drive on District business, including faculty, staff, or volunteers. District vendors and/or contractors are not authorized drivers, and are not subject to this policy.

Responsibilities

- a. Administrators, managers, and supervisors are responsible for ensuring that only properly qualified and authorized individuals are allowed to drive vehicles in support of District programs and activities that are under their direction and control.
- b. Administrators, in addition to the above, are responsible for assigning responsibility for fleet safety and compliance with the provisions of this policy within their respective units.
- c. Drivers are responsible for operating vehicles on District business in a safe and courteous manner at all times, and for complying with all applicable provisions of this policy. Drivers have specific responsibilities to only drive on District business when properly authorized, and to immediately notify supervisors of accidents, injuries, loss of license, etc. as outlined in the District regulations.
- d. The Risk Manager, Director of Transportation, and Assistant Superintendent for Human Resources are responsible for providing coordination and oversight for the District's Fleet Safety Program, including the following:
  1. Maintaining the District Fleet Safety Program current with applicable state rules, regulations, and industry fleet safety practices.
  2. Providing or identifying driver safety training programs to meet the needs of the District.
  3. Coordinating motor vehicle record (MVR) review of drivers.
  4. Providing notification to supervisors and department heads concerning driver status, restrictions, and required actions.
  5. Coordinating the handling of insurance claims for losses involving District vehicles.
- e. The Transportation Department is responsible for the following:
  1. Providing for scheduled preventative maintenance for all District vehicles.
  2. Ensuring that appropriate repairs are made for all District vehicles.

## **FLEET SAFETY**

### **DRIVER QUALIFICATION**

It is a Santa Monica-Malibu Unified School District (SMMUSD) policy and requirement for District drivers that every person with driving duties has a valid driver's license and an acceptable Motor Vehicle Record (MVR). This requirement applies to employees driving District-owned vehicles and specific motorized equipment, employees driving privately-owned vehicles in the course of District business, and volunteer drivers driving privately-owned vehicles on SMMUSD business or during SMMUSD approved activities.

District-owned vehicles and specific motorized equipment include, but are not limited to: buses; pickup trucks; vans; cars; motorcycles; golf-carts; lawn-mowers; tractors; and other motor-driven or engine-driven modes of transportation or equipment as may be specified at any time.

Each employee and prospective employee whose duties include operating a motor vehicle on District business shall be notified of the District's intent to perform a review of their MVR and shall have their written authorization prior to the District obtaining their records. MVRs will be examined prior to the start of employment or volunteer activity, at least annually thereafter, and upon the occurrence of any reported motor vehicle or motorized equipment accident. Any job offer made to a candidate for a position with driving duties shall be contingent upon an "acceptable" MVR. Continued employment in a position with driving duties also requires an "acceptable" MVR. A prospective employee or volunteer with an "unacceptable" MVR is not qualified for driving duties.

California State MVRs will be used as the source for verifying driver history. New employees or volunteers with foreign or out of state driver's licenses must prove that they qualify to legally drive in California as provided by the California Vehicle Code before being permitted to operate any motor vehicle or specific motorized equipment on SMMUSD business. An employee with a foreign or an out of state license must obtain a California driver's license within six months of hire.

Driving privileges may be withdrawn or suspended and/or the District vehicles and equipment restricted from drivers who do not meet the requirements stated below. Changes in job status due to changes in driving privileges shall be performed as prescribed by the collective bargaining unit for that employee. In addition, appropriate disciplinary actions may be taken. MVRs shall be considered confidential and shall be handled in accordance with California Vehicle Code and District confidentiality procedures.

Volunteer drivers who transport students will be subject to the District's policies regarding volunteers.

In addition to the requirements listed below, any person using their personal vehicle for District business or activities must meet the criteria outlined in SMMUSD's Board Policy 3541.3.

**FLEET SAFETY** (continued)**MINIMUM REQUIREMENTS**

1. All operators must have had a valid driver's license for at least three years.
2. All operators must be at least 21 years of age.
3. All operators must have a valid driver's license issued by the State of California or a valid out of state or foreign license that permits them to drive legally in California and for which a driving history may be obtained. An employee with a foreign or an out of state license must obtain a California driver's license within six months of hire.
4. All operators must be properly licensed for the type or class of vehicle being operated.
5. All operators, including volunteers who may drive on SMMUSD business, shall report any accident and/or change in the status of their driving record or driver's license to their supervisor immediately.
6. All operators shall notify their supervisors if they have a mental or physical condition or are taking medications that could affect their ability to safely operate a motor vehicle or powered equipment.

**UNACCEPTABLE SINGLE VIOLATIONS**

The following list of violations will result in driving privileges being withdrawn or suspended and/or District-owned motor vehicles being recovered from their authorized drivers.

- DWI / DUI
- Fleeing the scene of an accident
- Reckless driving
- Speed contest
- Crime committed in or from a motor vehicle
- Driving with a suspended license

**MAJOR VIOLATIONS**

One negative point will be charged against drivers who have been convicted of:

- Failure to wear seat belt
- Insurance out of force (personal vehicles)

**POINT SYSTEM**

A driving record that shows one of the following unacceptable point counts will be grounds for denial of authorization to operate District vehicles and/or private vehicles on school business or field trips.

**NON-STUDENT TRANSPORT**

<b>Points</b>	<b>12 Months</b>	<b>24 Months</b>	<b>36 Months</b>
<b>1 Point</b>	Acceptable	Acceptable	Acceptable
<b>2 Points</b>	Acceptable	Acceptable	Acceptable
<b>3 Points</b>	<u>Acceptable</u>	Acceptable	Acceptable
<b>4 Points</b>	Unacceptable	<u>Acceptable</u>	Acceptable
<b>5 Points</b>	Unacceptable	Unacceptable	Acceptable
<b>&gt;6 Points</b>	Unacceptable	Unacceptable	Unacceptable

**FLEET SAFETY** (continued)**STUDENT TRANSPORT (BUS DRIVERS & VOLUNTEER DRIVERS)**

<b>Points</b>	<b>12 Months</b>	<b>24 Months</b>	<b>36 Months</b>
<b>1 Point</b>	Acceptable	Acceptable	Acceptable
<b>2 Points</b>	Unacceptable	Acceptable	Acceptable
<b>3 Points</b>	Unacceptable	Unacceptable	Acceptable
<b>&gt;4 Points</b>	Unacceptable	Unacceptable	Unacceptable

Any exceptions to the point system must be referred to the superintendent's office for written approval. The District's auto insurance carrier will be consulted on any and all MVRs not meeting the minimum criteria wherein an exception to this policy is requested.

**ACCIDENT INVOLVING A DISTRICT VEHICLE**

All accidents/collisions/incidents/vandalism (herein collectively referred to as accidents) involving District vehicles, regardless of the amount of damages or personal injuries sustained, shall be reported immediately to the driver's supervisor and to the Risk Management Department. Failure to report an accident shall be cause for disciplinary action.

If possible, the driver should contact his/her supervisor by radio or cellular telephone from the scene of the accident.

Each vehicle has been provided with a "glove-box" accident reporting form that must be completed by the District driver at the accident scene and submitted to their supervisor with a copy to Risk Management.

When an employee driver is involved in an accident the driver's supervisor must investigate the accident to determine if it was preventable. That is, the investigator should determine if any action on the part of the driver could have prevented an accident in spite of weather, road, and traffic conditions, and regardless of the other driver's actions.

Accidents may be considered preventable if the:

1. Driver was not operating at a safe speed consistent with the existing conditions of the road, weather, and traffic.
2. Driver failed to control speed and space between other vehicles so that he/she could stop within assured clear distance.
3. Driver misjudged available clearance.
4. Driver failed to yield right of way to avoid the accident.
5. Driver was in violation of any applicable traffic laws or ordinances.

If the accident was **preventable**, procedures of remediation and disciplinary action shall be implemented according the applicable bargaining unit agreement and to the degree of culpability, severity of the accident and service record of the employee. At a minimum, the driver must successfully complete a course in defensive driving provided by the District.

**FLEET SAFETY** (continued)**VEHICLE MAINTENANCE**

District motor vehicles and motorized equipment shall be maintained in a safe and reliable condition. Employee drivers and equipment operators shall immediately notify their supervisor of any safety defects. Vehicles shall not be operated with any defect that could inhibit safe operation.

**RULES OF OPERATION**

1. District vehicles shall not be used for personal business or for activities involving other companies or organizations. District vehicles shall not be taken to employee homes without prior written approval from the employee's manager. District owned vehicles shall not be operated in Mexico or Canada.
2. Each regular driver must complete an initial driver safety course as well as other District safety presentations as scheduled or required.
3. No driver shall operate a District vehicle or personal vehicle on District business at any time without wearing a seat belt and requiring all passengers to wear a seat belt.
4. Vehicles shall not be operated in violation of District, local, State or Federal regulations. (Employees are responsible for paying all parking and traffic violation fines and associated costs incurred while operating or in charge of a District vehicle.)
5. A driver may not operate a vehicle while under the influence of a substance that has impaired their driving ability.
6. Vehicles shall not be operated with any condition that could inhibit safe operation. All unsafe conditions must be immediately reported by the employee to their supervisor.
7. Each driver must report every accident and property damage incident involving the District vehicle to his or her supervisor within one workday. Immediate notice is required in all cases involving bodily injury, regardless of how slight.
8. Each driver must remove the ignition key and lock all doors on their assigned fleet vehicle whenever it is left unattended and unsupervised.
9. No employee shall refuel a fleet vehicle with the engine running, or smoke near any vehicle that is being refueled or serviced. Employees shall ensure that only the appropriate fuel is used in the vehicle.
10. Drivers who are assigned a vehicle are responsible for maintaining the interior of the vehicle in a clean and orderly condition. Unnecessary equipment and supplies should be removed from the vehicle. Non-approved accessories shall not be added to the vehicle.
11. Supervisors are responsible for conducting periodic inspections of the District vehicles operated by their staff to verify proper maintenance and cleanliness.
12. Employees may not drive on District business while using a wireless telephone unless that telephone is specifically designed and configured to allow hands-free listening and talking, and is used in that manner while driving. This prohibition does not apply to a person using a wireless telephone for emergency purposes, including but not limited to an emergency call to a law enforcement agency, health care provider, fire department, or other emergency services agency or entity. **An employee or volunteer driver may not, under any circumstances, use a wireless telephone while operating a vehicle for the transport of students.**

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## **MAJOR ITEMS**

TO: BOARD OF EDUCATION

MAJOR ACTION

10/15/09

FROM: TIM CUNEO / JANECE L. MAEZ

RE: APPROVE CHANGES TO BYLAWS FOR PROPOSITION 39 – CITIZENS’  
BOND OVERSIGHT COMMITTEE

RECOMMENDATION NO. A.23

It is recommended that the Board consider and approve a change to the Bylaws of the Proposition 39 – Citizens’ Bond Oversight Committee.

COMMENT: The Prop 39 – Citizens’ Bond Oversight Committee was established as required by law after the successful general obligation bond election known as Measure BB. This bond measure, approved by voters on November 7, 2006 authorized the District to issue up to \$268,000,000 of bonds in order to make facility improvement throughout the District. The election was conducted under Proposition 39 therefore obligating the District to establish the oversight committee. The Citizens’ Bond Oversight Committee was appointed and the initial bylaws were adopted by the Board in early 2007. The Committee has met a total of four times since April of 2008. During the course of meetings there has been discussion regarding the current bylaws and the limitation of quarterly meetings. The Committee established a procedural subcommittee to review the current bylaws and make recommendations. The subcommittee presented their recommendations at the September 30, 2009 meeting of the Committee and requested that staff bring an item to the Board changing the bylaws as recommended.

The following summarizes the recommendations and changes being requested at this time:

1. Language that Board liaisons to the Committee report on relevant issues at each Committee meeting (section 3).
2. Language that states the Committee will be provided with all materials issued to or produced by the Measure BB Committee (section 3).
3. Language that would allow meetings of the Committee more frequently than quarterly (section 6).
4. Language that requires either the Chair or Vice Chair of the Committee to report Committee activities at regular Board meetings (section 9).

The proposed changes are outlined in the Revised Bylaws attached to this agenda item.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:



## CITIZENS' BOND OVERSIGHT COMMITTEE BYLAWS

**Section 1. Committee Established.** The Santa Monica-Malibu Unified School District (the "District") was successful at the election conducted on November 7, 2006 (the "Election"), in obtaining authorization from the District's voters to issue up to \$268,000,000 aggregate principal amount of the District's general obligation bonds (the "Measure BB"). The election was conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District is now obligated to establish the Committee in order to satisfy the accountability requirements of Prop 39. The Board of Education of the Santa Monica-Malibu Unified School District (the "Board") hereby establishes the Citizens' Bond Oversight Committee (the "Committee") which shall have the duties and rights set forth in these Bylaws. The Committee does not have legal capacity independent from the District.

**Section 2. Purposes.** The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Election are hereinafter referred to as "bond proceeds." The Committee shall confine itself specifically to bond proceeds generated under Measure BB. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.

**Section 3. Duties.** To carry out its stated purposes, the Committee shall perform only the following duties:

3.1 Inform the Public. The Committee shall inform the public concerning the District's expenditure of bond proceeds.

3.2 Review Expenditures. The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in the Measure BB; and (b) no bond proceeds were used for any teacher or administrative salaries or other operating expenses.

3.3 Annual Report. The Committee shall present to the Board, in public session, an annual written report which shall include the following:

(a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and

(b) A summary of the Committee's proceedings and activities for the preceding year.

3.4 Duties of the Board and/or Superintendent. Either the Board or the Superintendent, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

(a) Approval of contracts,

- (b) Approval of change orders,
- (c) Expenditure of bond funds,
- (d) Handling of all legal matters,
- (e) Approval of project plans and schedules,
- (f) Approval of all deferred maintenance plans, ~~and~~
- (g) Approval of the sale of bonds, ~~and~~
- (h) Appoint Board liaisons to the Committee who shall report at each Committee meeting on any relevant issues being discussed by the Board of Education or the Measure BB Committee, and
- (i) Provide all materials issued to or produced by the Measure BB Committee, including a schedule of Measure BB Committee meetings.

3.5 Measure BB Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

- (a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the authority of the Committee.
- (b) The establishment of priorities and order of construction for the bond projects, which shall be made by the Board in its sole discretion.
- (c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.
- (d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) which shall be determined by the Board in its sole discretion.
- (e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.
- (f) The approval of an annual budget for the Committee that is sufficient to carry out its activities.
- (g) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board's sole discretion as part of carrying out its function under Prop 39.

**Section 4. Authorized Activities.**

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:

(a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit as required by Article XIII A of the California Constitution.

(b) Inspect school facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Superintendent.

(c) Review copies of deferred maintenance proposals or plans developed by the District.

(d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

**Section 5. Membership.**

5.1 Number.

The Committee shall consist of at least seven (7) members appointed by the Board of Education from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) member shall be the parent or guardian of a child enrolled in the District.
- One (1) member shall be both a parent or guardian of a child enrolled in the District and active in a parent-teacher organization, such as the P.T.A. or a school site council.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers association.
- Two (2) members of the community at-large.

5.2 Qualification Standards.

(a) To be a qualified person, he or she must be at least 18 years of age.

(b) The committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 Ethics: Conflicts of Interest. By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code. Additionally, each member shall comply with the Committee Ethics Policy attached as "Attachment A" to these Bylaws.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two (2) years, commencing on the date of the first meeting of the Committee. No member may serve more than two (2) consecutive terms. At the Committee's first meeting, members will draw lots or otherwise select a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) appropriate local groups will be solicited for applications; (b) the Superintendent will review the applications; and (c) the Superintendent will make recommendations to the Board.

5.6 Removal; Vacancy. The Board may remove any Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee. Vacancies shall be filled within 90 days from the initial date of each such vacancy.

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District, (b) individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual, and (c) the Committee may only receive copies of reports and documents which have been previously presented to the Board and which are a public record.

#### **Section 6. Meetings of the Committee.**

6.1 Regular Meetings. The Committee shall meet at least once a year, ~~but no more frequently than quarterly.~~ The schedule of meetings shall be set by the Committee.

6.2 Location. All meetings shall be held within the boundaries of the Santa Monica-Malibu Unified School District.

6.3 Procedures. All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*, Government Code Section 54950 *et seq.* Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business of the Committee.

#### **Section 7. District Support.**

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

(a) preparation of and posting of public notices as required by the *Brown Act*, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;

(b) provision of a meeting room, including any necessary audio/visual equipment;

(c) preparation and copies of any documentary meeting materials, such as agendas and reports; and

(d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff and/or District consultants shall attend Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds.

7.3 No bond proceeds shall be used to provide District support to the Committee.

**Section 8. Reports.** In addition to the Annual Report required in Section 3.2, the Committee may report to the Board from time to time in order to advise the Board on the activities of the Committee. The Annual Report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

**Section 9. Officers.** The Superintendent shall appoint the initial Chair to serve for an initial two (2) year term. The Committee shall elect an initial Vice-Chair. Thereafter, the Committee shall elect a Chair and a Vice-Chair who shall act as chair only when the Chair is absent. *Periodically, the Chair or Vice Chair of the Committee shall report Committee activities at a regularly scheduled Board of Education meeting.*

**Section 10. Amendment of Bylaws.** Any amendment to these Bylaws shall be approved by a majority vote of the Board.

**Section 11. Termination.** The Committee shall automatically terminate and disband 180 days after all Measure BB bond proceeds are spent.

**CITIZENS' BOND OVERSIGHT COMMITTEE  
ETHICS POLICY STATEMENT**

This Ethics Policy Statement provides general guidelines for Committee members in carrying out their responsibilities. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

**POLICY**

- **CONFLICT OF INTEREST.** A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds or (2) any construction project which will benefit the committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.

- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.

- **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Santa Monica-Malibu Unified School District;

- **COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/15/09

FROM: TIM CUNEO / CHIUNG-SALLY CHOU

RE: GIFT FUND CONTRIBUTION 2008-09 AND EQUITY FUND ALLOCATION  
2009-2010

#### RECOMMENDATION NO. A.24

The Equity Fund was established to improve the achievement of ALL students while simultaneously closing the achievement gap by mitigating the effects of the unequalized enrichment of schools. AR 3290 allows the distribution of the fund to 1) support district-wide initiatives to provide academic support, intervention and/or remediation in accordance with the mission of the school district; 2) support school sites using the weighted-student formula for distribution of fund; and 3) reserve resources within the fund.

Attached is the distribution chart based on the student demographic and achievement data from 2008-09 school year, a history of Equity Fund Contribution and Distribution since 2004-05, and an annual report by site of gifts, donations, and equity fund contributions.

COMMENT: As the district moves forward in its goal to close the achievement gap, several initiatives have been initiated to support the students. It is recommended that the Board of Education approve the allocation of \$95,000 from the Equity Fund to enhance and strengthen the 2009-10 school year and summer 2010 districtwide Initiatives including Intensive Intervention Summer School (IISS), Connect for Success, the Young Collegians, and Middle School Initiative. It is recommended that the \$95,000 be allocated to Educational Services Department be allowed yearly carry-over. It is also recommended that the Board of Education approve the reserve of \$60,000 for future Equity Fund distribution.

This \$95,000 funding provides:

#### **Intensive Intervention Summer School (IISS)**

- IISS supplemental program professional development activities in instructional strategies to increase student achievement in literacy, mathematics; and classroom management tools and techniques and student engagement Estimated at \$40,000 for approximately 70 IISS teachers for two days);
- An outreach specialist during the summer session to assist in parent participation and student support at Santa Monica High School(Estimated at \$7,000);

#### **Young Collegians/Connect for Success:**

- Supplemental instructional materials such as books, general supplies, and field trips for Connect for Success students (incoming 9<sup>th</sup> graders at Santa Monica High School who meet the IISS criteria) for the summer and follow up activities during the school year(Estimated at \$13,000);
- Extra duty time for a school advisor/counselor at Santa Monica High School in the recruitment of Young Collegians and Connect for Success and parent support as coordination of various activities during the summer months and school year and support for Connect for Success follow-up activities (Estimated at \$5,000);
- Fees, bus tokens, books, publicity and recruitment materials, supplies, field trips for the Young Collegians Program (Estimated at \$10,000)during the summer and school year; and

**Middle School Initiative**

- Resources for the implementation of the Middle School Initiative including conference/workshop attendance, consultant(s), materials, substitutes and extra duty hours for planning and focusing specifically on issues of adolescent development, literacy and behavior. (Estimated at \$20,000)

**Please note:** A vote was taken on October 1, 2009 with five board members present, three voted to accept the recommendation and two voted otherwise.

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



**SMMUSD**  
**Equity Fund Distribution Calculation for 2009-10**

	CBEDS	F & R Lunch	Total Points	ELL	Total Points	SDC	Total points	RSP	Total Points	ELA	Total points	Math Count	Total Points	Grand Total Points	Dollar Distribution
Edison	424.00	214.00	214.00	196.00	196.00	-	-	12.00	6.00	31.00	15.50	33.00	16.50	454.00	\$70,406.49
Franklin	800.00	46.00	46.00	84.00	84.00	18.00	18.00	41.00	20.50	20.00	10.00	28.00	14.00	192.50	\$8,652.53
Grant	647.00	179.00	179.00	55.00	55.00	16.00	16.00	25.00	12.50	41.00	20.50	46.00	23.00	306.00	\$13,764.16
McKinley	416.00	181.00	181.00	130.00	130.00	11.00	11.00	25.00	12.50	36.00	18.00	55.00	27.50	380.00	\$17,080.32
Muir	304.00	139.00	139.00	34.00	34.00	12.00	12.00	16.00	8.00	38.00	19.00	37.00	18.50	230.50	\$10,360.56
Rogers	526.00	313.00	313.00	153.00	153.00	16.00	16.00	31.00	15.50	84.00	42.00	75.00	37.50	577.00	\$25,935.12
Roosevelt	743.00	89.00	89.00	53.00	53.00	26.00	26.00	28.00	14.00	33.00	16.50	37.00	18.50	217.00	\$9,753.76
Webster	404.00	26.00	26.00	21.00	21.00	-	-	15.00	7.50	13.00	6.50	9.00	4.50	65.50	\$2,944.11
SMASH	193.00	19.00	19.00	6.00	6.00	-	-	12.00	6.00	25.00	12.50	26.00	13.00	66.50	\$2,539.57
Cabrillo	297.00	57.00	57.00	42.00	42.00	12.00	12.00	18.00	9.00	25.00	12.50	22.00	11.00	143.50	\$6,459.07
Pt. Dume	254.00	5.00	5.00	4.00	4.00	4.00	4.00	11.00	5.50	17.00	8.50	6.00	3.00	30.00	\$1,346.45
JAMS	977.00	450.00	450.00	172.00	172.00	34.00	34.00	77.00	38.50	154.00	77.00	221.00	110.50	882.00	\$39,644.33
Lincoln	1,192.00	212.00	212.00	81.00	81.00	33.00	33.00	81.00	40.50	72.00	36.00	115.00	57.50	460.00	\$20,676.16
SAMOH	3,066.00	806.00	806.00	255.00	255.00	107.00	107.00	140.00	70.00	423.00	211.50	922.00	461.00	1,910.50	\$85,873.58
Malibu High	1,207.00	113.00	113.00	49.00	49.00	26.00	26.00	92.00	46.00	104.00	52.00	265.00	132.50	418.50	\$18,810.83
Olympic	115.00	32.00	32.00	19.00	19.00	9.00	9.00	-	-	38.00	19.00	14.00	7.00	86.00	\$3,865.55
<b>Total</b>	<b>11,565.00</b>	<b>2,881.00</b>	<b>1.00</b>	<b>1,354.00</b>	<b>1.00</b>	<b>324.00</b>	<b>1.00</b>	<b>624.00</b>	<b>0.50</b>	<b>1,154.00</b>	<b>0.50</b>	<b>1,911.00</b>	<b>0.50</b>	<b>6,409.50</b>	<b>\$288,095.62</b>

Equity Distribution Amount \$443,095.62 Ed Services Reserve \$95,000.00 Adjusted Distribution \$288,095.62

POINT VALUE w/o Ed Services \$44.95

**SMMUSD Equity Fund Contribution/Distribution  
2004-05 to 2009-2010**

SCHOOL	Contribution 2004-05	Allocation 2005-06	Contribution 2005-06	Allocation 2006-07	Contribution 2006-07	Allocation 2007-08	Contribution 2007-08	Allocation 2008-09	Contribution 2008-09	Allocation 2009-10
Cabrillo	\$12,898.99	\$3,940.61	\$34,928.78	\$6,384.69	\$28,464.00	\$5,918.84	\$6,651.52	\$5,918.84	\$23,980.20	\$6,450.07
Edison	\$2,923.50	\$8,729.75	\$7,482.36	\$18,567.73	\$3,220.42	\$17,355.24	\$12,050.00	\$17,355.24	\$14,838.00	\$20,406.49
Franklin	\$14,404.30	\$3,854.32	\$34,533.30	\$7,769.13	\$40,786.35	\$8,125.86	\$31,021.20	\$8,125.86	\$35,212.35	\$8,652.53
Grant	\$4,931.00	\$6,363.94	\$20,732.80	\$13,974.66	\$23,645.00	\$13,292.30	\$8,636.88	\$13,292.30	\$19,101.00	\$13,754.16
JAMS	\$1,099.51	\$20,911.12	\$6,566.00	\$44,888.31	\$6,439.35	\$41,415.14	\$9,142.65	\$41,415.14	\$7,020.00	\$39,644.33
Lincoln	\$11,600.00	\$11,483.86	\$16,890.90	\$25,082.73	\$9,235.38	\$24,143.51	\$19,888.87	\$24,143.51	\$11,533.57	\$20,676.18
Malibu Middle & High	\$20,780.00	\$9,491.98	\$47,124.02	\$20,424.51	\$41,085.00	\$23,257.35	\$0.00	\$45,691.00	\$41,057.50	\$18,810.83
McKinley	\$330.46	\$6,673.15	\$3,232.20	\$13,665.20	\$6,629.70	\$14,563.01	\$5,350.13	\$14,563.01	\$5,523.88	\$17,080.32
Muir	\$722.39	\$5,738.33	\$6,723.58	\$10,635.73	\$7,430.77	\$9,547.05	\$10,504.40	\$9,547.05	\$5,440.20	\$10,360.56
Olympic	\$0.00	\$1,057.06	\$0.00	\$2,752.58	\$0.00	\$2,959.42	\$0.00	\$2,959.42	\$0.00	\$3,865.55
Pt. Dume	\$6,810.00	\$949.20	\$36,620.93	\$1,693.90	\$31,780.00	\$1,371.03	\$0.00	\$1,371.03	\$25,000.00	\$1,348.45
Rogers	\$3,409.77	\$11,944.08	\$2,809.00	\$24,985.00	\$7,443.00	\$23,207.19	\$1,969.00	\$23,207.19	\$5,218.00	\$25,935.12
Roosevelt	\$10,000.00	\$4,875.43	\$30,721.89	\$9,397.88	\$29,750.59	\$9,346.41	\$41,243.13	\$9,346.41	\$42,200.22	\$9,753.76
SAMOHl	\$13,468.57	\$33,221.93	\$19,937.53	\$83,375.63	\$13,176.38	\$81,810.37	\$16,427.29	\$81,810.37	\$88,675.57	\$85,873.58
SMASH	\$900.00	\$1,452.56	\$8,159.00	\$3,729.83	\$8,000.00	\$3,360.70	\$12,000.00	\$3,360.70	\$10,937.18	\$2,539.57
Webster	\$3,920.00	\$1,984.69	\$38,682.00	\$3,143.49	\$53,804.00	\$3,477.73	\$0.00	\$3,477.73	\$20,000.00	\$2,944.12
Community Day										\$0.00
Other Gifts	\$64,473.40		\$16,760.01		\$13,782.73		\$13,421.25		\$6,494.65	
Balance									\$80,863.30	
Total	\$172,671.89	\$132,672.01	\$331,904.30	\$291,904.30	\$324,672.67	\$284,672.67	\$188,306.32	\$305,584.80	\$443,095.62	\$288,095.62
Educational Services										\$95,000.00
Reserve		\$40,000.00		\$40,000.00		\$40,000.00		\$60,000.00		\$60,000.00
Grand Total		\$172,672.01		\$331,904.30		\$324,672.67		\$365,584.80		\$443,095.62

**Point Value** \$14.38 \$32.57 \$33.43 \$35.89 \$44.95

\* Malibu HS was allowed carry-over for one year.

**2008 - 2009 GIFTS/DONATION/EQUITY FUND CONTRIBUTIONS**

**ANNUAL REPORT BY SITE**

SITE / LOCATION	GIFTS/DONATIONS			CONTRIBUTION TO EQUITY FUND			TOTAL A+B+E
	A	B	C	D	C+D+E		
001 - EDISON	1,367.47	119,959.15	241.31	14,838.00	15,079.31	136,405.93	
002 - FRANKLIN	386.53	247,985.56	68.21	35,212.35	35,280.56	283,652.65	
003 - GRANT	255.00	184,914.78	45.00	19,101.00	19,146.00	204,315.78	
004 - MCKINLEY	19,462.30	25,377.89	1,777.79	5,523.88	7,301.67	52,141.86	
005 - MLJIR	7,552.04	10,301.95	166.48	5,440.20	5,606.68	23,460.67	
006 - ROGER	28,309.21	18,354.68	519.67	5,218.00	5,737.67	52,401.56	
007 - ROOSEVELT	3,296.88	273,689.32	210.00	42,200.22	42,410.22	319,396.42	
008 - WEBSTER	-	236,125.39	-	20,000.00	20,000.00	256,125.39	
009 - SMASH	-	68,171.98	-	10,937.18	10,937.18	79,109.16	
010 - MALIBU	58,740.05	148,966.00	511.20	41,057.50	41,568.70	249,274.75	
011 - JAMS	51,624.92	33,403.78	1,272.69	7,020.00	8,292.69	93,321.39	
012 - LINCOLN	524.38	33,321.51	92.53	11,533.57	11,626.10	45,471.99	
014 - OLYMPIC	2,450.00	-	-	-	-	2,450.00	
015 - SAMOHI	23,485.41	34,195.77	901.36	88,675.57	89,576.93	147,258.11	
017 - CABRILLO	26,348.91	150,950.47	688.41	23,980.20	24,668.61	201,967.99	
019 - PT. DUME	15,040.00	349,718.63	-	25,000.00	25,000.00	389,758.63	
030 - ED SERVICES	113,265.50	-	-	-	-	113,265.50	
090 - ADULT ED (fund 11)	145.65	-	-	-	-	145.65	
<b>TOTAL (as of 09/11/2009)</b>	<b>352,254.25</b>	<b>1,935,436.86</b>	<b>6,494.65</b>	<b>355,737.67</b>	<b>362,232.32</b>	<b>2,649,923.43</b>	

TO: BOARD OF EDUCATION

ACTION/MAJOR

10/15/09

FROM: TIM CUNEO

RE: ADOPT POLICY 1112 – MEDIA RELATIONS

RECOMMENDATION NO. A.25

It is recommended that the Board of Education adopt Board Policy 1112 – Media Relations.

COMMENT: CSBA sample Board Policies 1112 – Media Relations and former SMMUSD policy 1115 – Press, Radio, and Television Coverage were brought forward for a first reading on September 3, 2009. The board asked that the two be combined into one new policy. This newly combined policy was discussed at the October 1 meeting.

Attachments:

- BP 1112 – Media Relations

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

## **MEDIA RELATIONS**

The Governing Board respects the public's right to information and recognizes that the media significantly influence the community's understanding of school programs. In order to develop and maintain positive media relations, the Board and the Superintendent desire to reasonably accommodate media requests for information and to provide accurate, reliable and timely information.

Media representatives are welcome at all Board meetings and shall receive meeting agendas upon request.

Media representatives, like all other visitors, shall register immediately upon entering any school building or grounds when school is in session.

Staff may provide the media with student directory information, including, but not limited to, the name of a student, school of attendance, grade level, honors, and activities, unless the student's parent/guardian has submitted a written request that such information not be disclosed. The district shall not release information that is private or confidential as required by law, Board policy or administrative regulation. No other access to student records or personally identifiable student information may be provided without written parent/guardian permission.

### Interviewing and Photographing Students

The district shall not impose restraints on students' right to speak freely with media representatives at those times which do not disrupt students' educational program. However, interviews of students may not create substantial disorder or impinge on the rights of others. Therefore, in order to minimize possible disruption, media representatives who wish to interview students at school are strongly encouraged to make prior arrangements with the principal. At their discretion, parents/guardians may instruct their children not to communicate with media representatives.

In order to protect the privacy and safety of students, a media representative who wishes to photograph students on school grounds should first make arrangements with the principal or designee.

When interviewing or photographing a special education student, he/she shall not be identified as a special education student without prior, written parent/guardian permission.

### Media Communications Plan

In order to help develop strong relations with the media, the Superintendent or designee shall develop a proactive media communications plan. This plan may include, but not be limited to, information related to district programs and needs, student awards, school accomplishments and events of special interest.

The plan shall specify the district's and/or site's primary media contact to whom all media inquiries shall be routed. Spokespersons designated to speak to the media on behalf of the district include the Board president, Superintendent and Director of Communications, Accountability, and Community Engagement. Other Board members and staff may be asked by the Superintendent or designee to speak to the media on a case-by-case basis, depending on their expertise on an issue.

The Superintendent or designee shall provide training on effective media relations to all designated spokespersons.

## Press, Radio, and Television Coverage

The Board of Education urges that persons or affiliated groups who prepare press releases or news stories work closely and cooperatively with the Superintendent of Schools, or designee, both in the preparation and release of such information.

The Board of Education urges, furthermore, that persons who respond to press inquiries or who consent to be interviewed by a member of the press, consult the Superintendent of Schools, or designee, so as to insure that all accurate and comprehensive data are released consistent with current Board of Education policy. All district/school press releases and/or media interviews are to be authorized by the Superintendent or designee.

In circumstances under which the response to a question or a more detailed press interview would be likely to place the respondee in the position of interpreting District policy, the Board urges that the person or agency be referred to the Superintendent, or designee, for a reply or for an interview.

## Crisis Communications Plan

During a disturbance or crisis situation, the first priority of school staff is to assure the safety of students and staff. However, the Board recognizes the need to provide timely and accurate information to parents/guardians and the community during a crisis. The Board also recognizes that the media have an important role to play in relaying this information to the public. In order to help ensure that the media and district work together effectively, the Superintendent or designee shall develop a crisis communications plan to identify communication strategies to be taken in the event of a crisis.

The crisis communications plan may include but not be limited to identification of a media center location, development of both internal and external notification systems, and strategies for press conference logistics.

The Superintendent or designee shall include local law enforcement and media representatives in the crisis planning process.

### Legal Reference:

#### EDUCATION CODE

322 10-322 12 *Willful disturbance of public school or meeting*

35144 *Special meetings*

35145 *Public meetings*

35160 *Authority of governing boards*

35172 *Promotional activities*

#### EVIDENCE CODE

1070 *Refusal to disclose news source*

#### PENAL CODE

627-627.10 *Access to school premises*

#### COURT DECISIONS

*Lopez v. Tulare Joint Union High School District, (1995) 34 Cal.App.4th 1302*

#### ATTORNEY GENERAL OPINIONS

95 *Ops.Cal.Atty.Gen. 509 (1996)*

### Management Resources:

#### CSBA PUBLICATIONS

911: *A Manual for Schools and the Media During a Campus Crisis, 2001*

#### WEB SITES

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

(9/92 10/96) 7/01

TO: BOARD OF EDUCATION

ACTION/MAJOR

10/15/09

FROM: TIM CUNEO

RE: ESTABLISH POSITION – DIRECTOR OF COMMUNICATIONS,  
ACCOUNTABILITY, AND COMMUNITY ENGAGEMENT (1.0 FTE)

DISCUSSION ITEM NO. A.26

It is recommended that the Board of Education establish the position of Director of Communication, Accountability and Community Engagement (1.0 FTE) to facilitate communication and public relations for the District.

COMMENT: Under the supervision of the Superintendent, the Director of Communications, Accountability, and Community Engagement plans, develops, coordinates, and implements communication and public relations activities; advises upon and manages effective media, community and public relations; composes and designs press releases for distribution; maintains editorial and graphics standards; and coordinates and produces special public events. A job description is attached.

At the October 1, 2009, board meeting the board directed the Superintendent to bring this item forward.

FUNDING NOTE: The 2009-10 budget will be adjusted to include salary and benefits for a total of \$107,010.

Salary:	\$ 85,608
<u>Benefits:</u>	<u>21,402</u>
TOTAL:	\$107,010

A portion (0.6 FTE) will be funded through monies that had been budgeted for the Director of School Safety position, which will not be filled. The remaining portion (0.4 FTE) will be funded through the Measure BB budget.

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

PERSONNEL COMMISSION

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

DIRECTOR OF COMMUNICATIONS, ACCOUNTABILITY AND COMMUNITY  
ENGAGEMENT

Management Salary Range - 60

**BASIC FUNCTION:**

Under general direction of the Superintendent, plans, develops, coordinates and implements communication and public relations activities; advises upon and manages effective media, community and public relations; composes and designs press releases for distribution; maintains editorial and graphics standards; and coordinates and produces special public events.

**ESSENTIAL DUTIES:**

1. Establishes and maintains positive and cooperative working relationships with representatives of local communications media, the community and employee's organizations.
2. Plans comprehensive media information processes, including but not limited to press releases, publication of newsletter, brochures, pamphlets, videos, web pages and other materials to enhance the understanding, awareness and support of the District's operations and programs.
3. Acts as reliable information source regarding the District in the face of district emergencies, crises and/or other public education or district related issues; Generates immediate effective responses, with Superintendent's approval, in District's crisis or emergencies.
4. Provides representatives of the community and news media with information and materials regarding district activities and programs; Develops and facilitates open forums and/or other feedback mechanisms for parent, students, employees and other interested parties.



5. Prepares bid specifications, request for proposals and obtain price quotes for publications and promotional items and consults with vendors as required; prepares and maintains annual budget, project reports and other reports as required.
6. Produces local access cable television programs to air topical education issues of importance to the public; enhances District's web site through inclusion of District's activities, job announcements and other public items in a timely fashion.
7. Assists with requests from the media and the public on public records information.
8. Attends a variety of administrative and designated meetings including Board of Education and Cabinet meetings, to gather information and identify publicity goals for the District.
9. Coordinates and arranges a variety of District events including visits by foreign and domestic public officials, fund raisers, ceremonies, special presentations, annual District-wide Breakfast event, and other events as required.
10. Communicates with District personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
11. Collaborates with District administrators in the development and implementation of public relations strategies and advertising techniques.
12. Participates in special research projects as requested by the Superintendent.
13. Maintains current knowledge of trends and practices in the field of public relations.

14. Arranges or takes photographs of District events and/or programs.

15. Trains and supervises the performance of assigned personnel.

**OTHER DUTIES:**

16. Perform related duties as assigned.

**SUPERVISION:**

Supervision is received from the Superintendent. Incumbent may exercise technical supervision over clerical staff and other persons assigned to various publicity or special projects.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Principles, theories and practices of communications, marketing, and public relations.
- Principles, practices and techniques involved in the composition, editing, layout and design of internal and external publications.
- Principles, theories and practices of media relations and resources.
- Audio-visual production methods and procedures for crisis communications.
- Internet-based marketing, design and implementation.
- Principles and techniques of applying different media to promote strategic policies and priorities.
- Principles and methods of research and analysis.
- Principles and practices of supervision and training.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of computer.
- Record-keeping and report preparation techniques.
- Budget preparation and control.

Ability to:

- Plan, coordinate and oversee public relations activities to enhance community understanding of District objectives, services and activities.
- Plan, organize and develop materials individually and as a team for workshops and presentations to the media and in public addresses.
- Establish and maintain effective working relationships with news media, staff, organizations and of other segment of the general public.
- Comprehend complex political issues involved in managing media relations within a high profile organization.

- Function effectively under tight deadlines and emergency situations.
- Operate a computer.
- Maintain records and budgets.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to:

Education:

Graduation from an accredited college or university with a Bachelor's degree in Public Relations, Communications, Journalism, Broadcasting, Public Information or a closely related field.

Experience:

Three (3) years of experience in coordinating, developing and implementing communications, media and public relations activities, preferably in a school district.

**LICENSES AND OTHER REQUIREMENTS:**

Must maintain a valid California driver's license and be insurable by the District's carrier and must have the use of a personal vehicle and a telephone.

**WORKING CONDITIONS:**

Environment:

- Indoor and outdoor environment.
- Driving a vehicle to conduct work.

Physical Demands:

- Willingness to work additional hours, as needed, including evenings and weekends with or without advance notice.
- Ability to safely lift, carry, push and/or pull up to 25 pounds.
- Ability to provide information in person or on the telephone with patience and tact.
- Ability to be able to remember key information and concentrate for long periods of time.

DUTIES APPROVED  
BOARD OF EDUCATION:

CLASSIFICATION APPROVED  
PERSONNEL COMMISSION:

Title/Revision change from **Public  
Information Officer**, April 14, 2009

62d

TO: BOARD OF EDUCATION

MAJOR ACTION

10/15/09

FROM: TIM CUNEO / JANECE L. MAEZ / STUART SAM

RE: APPROVAL TO REMOVE PERMANENT FIELD LIGHTS ALLOCATION FROM  
THE MEASURE BB PROJECT AT MALIBU HIGH SCHOOL

RECOMMENDATION NO. A.27

The Board of Education received an update regarding the status of Malibu High School field lighting at their regular meeting of May 7, 2009. This agenda item is intended to review the background issues related to lights on the athletic field at Malibu High School, update the Board regarding the action of the Coastal Commission on October 8, 2009, and take action related to the scope of work for the Measure BB project at Malibu High School and remove the allocation for permanent lights from the project.

COMMENTS:

The original Coastal Development Permit issued to the District by the California Coastal Commission (CCC) did not allow night lighting of the athletic fields. For the past several years, temporary portable lighting has been used for evening football practice and games. On average, the temporary lighting was used about ten (10) days per year during the fall and winter months.

On February 5, 2009, the Board authorized the preparation of a Mitigated Negative Declaration (MND) and an application for an amendment to the Coastal Development Permit for football season lights. The MND was prepared by CAA Planning, Inc. and the Board took action approving that MND and the football season lights project in June 2009. An application for an amendment to the District's Coastal Commission permit was submitted in August 2009. The amendment to the District's permit was scheduled to be considered by the Commission on October 8, 2009. The resulting action of the Commission will be reported to the Board of Education at this meeting.

The question of permanent lighting of the athletic fields included as a component of the Measure BB project was raised by Coastal Commissioners prior to their hearing on the temporary, portable football lights. These permanent lights, along with other athletic field improvements, make up the add-alternate portion of the Measure BB project at Malibu High School. The other athletic field improvements being considered include artificial turf and permanent bleachers. As a condition of the amendment allowing for temporary lights, the District was asked to remove permanent lights allocation from the Measure BB project.

*(Continued on next page)*

Staff is recommending that the Board of Education consider and take action removing the allocation for permanent lights (estimated to be \$407,132) from the Malibu High School Measure BB project and increase the Measure BB program reserve by the same amount. With Board approval, staff will not include permanent lights as a part of the project with respect to the Coastal Development Plan (CDP) permit process with the City of Malibu, nor will permanent lights be part of the project description and analysis in the environmental review process (EIR) of the project.

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

TO: BOARD OF EDUCATION

ACTION/MAJOR

10/15/09

FROM: TIM CUNEO / CHIUNG-SALLY CHOU

RE: INCREASE IN STAFFING (FTE) – INSTRUCTIONAL ASSISTANT – SPECIAL  
EDUCATION

RECOMMENDATION NO. A.28

It is recommended that the Board of Education add three (3) 75% Instructional Assistant – Special Education positions in order to meet the increased caseload for one-on-one aides in Special Education. It is also recommended that a current Instructional Assistant – Special Education assignment in a RSP classroom be increased from 50% to 75%. The total increase in staffing in Special Education is 2.25 FTE.

COMMENT: Individualized Educational Programs (IEPs) require one-on-one aides for some students. Increased caseload requires additional hours in RSP.

FUNDING NOTE: The 2009-2010 budget will be adjusted \$96,092 for salary and benefits.

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

TO: BOARD OF EDUCATION

ACTION/MAJOR

10/15/09

FROM: TIM CUNEO / CHIUNG-SALLY CHOU / MAUREEN BRADFORD

RE: ANNUAL PUBLIC HEARING AND ADOPTION OF RESOLUTION NO.09-13 ON SUFFICIENCY OF INSTRUCTIONAL MATERIALS AND WILLIAMS SETTLEMENT INSTRUCTIONAL MATERIALS FUNDS

RECOMMENDATION NO. A.29

In May 2000, the American Civil Liberties Union (ACLU) filed a lawsuit against the State of California claiming that the state had failed in its duty to provide students with equal educational opportunity. That lawsuit, known as Williams v. State of California, was settled in August 2004. SMMUSD has engaged in several accountability measures in order to comply with the Williams lawsuit settlement. Among the measures is the requirement to inventory all Board of Education-adopted core materials, including: English, Mathematics, Social Studies, Science, Foreign Languages, Health, and laboratory science materials for high school students.

Assembly Bill 831, Chapter 118, Statutes of 2005, took effect July 25, 2005. AB 831 modified the annual public hearing requirement in Education Code (EC) Section 60119 and modified the expenditure requirements related to Williams instructional materials funds. Under EC Section 60119, the governing board of every local educational agency (LEA) that receives state instructional materials funds must hold an annual public hearing before the end of the eighth week from the first day pupils attend school for that year. At the public hearing, the governing board must make a determination as to whether each pupil in each school has sufficient textbooks or instructional materials, or both, that are aligned to the content standards and are consistent with the content and cycles of the curriculum framework adopted by the State Board of Education in reading/language arts, mathematics, science, and history-social science. In addition, the definition of sufficiency now provides that each pupil, including each English learner, must have a standards-aligned textbook or instructional materials, or both, to use in class and to take home.

Tonight we will hold the annual public hearing of sufficiency, present our resolution on the adequacy of materials for all students, which includes our compliance and non-compliance with legal guidelines, and propose remedies for our areas of non-compliance. We request that the Board of Education adopt the resolution on the adequacy of materials for all students in the Santa Monica-Malibu Unified School District.

Open Hearing

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

Close Hearing

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

Adoption of Resolution No.09-13 on the adequacy of instructional materials and endorsement of the remedies proposed within the Resolution.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

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

**Resolution No. 09-13 - Regarding Sufficiency of Textbooks or Instructional Materials**

**WHEREAS**, the Governing Board of the Santa Monica-Malibu Unified School District, in order to comply with the requirements of Education Code 60119, held a public hearing on October 15, at 5:30 p.m., which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

**WHEREAS**, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

**WHEREAS**, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

**WHEREAS**, information provided at the public hearing detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the Santa Monica-Malibu Unified School District, and;

**WHEREAS**, the definition of "sufficient textbooks or instructional materials" means that each student, including English learners, has a textbook or instructional materials, or both, to use in class and to take home, and;

**WHEREAS**, between the 2008-09 through the 2012-13 fiscal years, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the Santa Monica-Malibu Unified School District, have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

**WHEREAS**, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects: English language arts, mathematics, science, and history-social science.

**WHEREAS**, sufficient textbooks or instructional materials were provided to each student enrolled in foreign language or health classes, and;

**WHEREAS**, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

**THEREFORE**, it is resolved that for the 2009 - 2010 school year, the Santa Monica-Malibu Unified School District, has provided each student with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.



**PASSED AND ADOPTED** by the BOARD of EDUCATION on this 15<sup>th</sup> day of October 2009 at a meeting, by the following vote:

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

\_\_\_\_\_  
Ralph Mechur, President

\_\_\_\_\_  
Barry Snell, Vice President

\_\_\_\_\_  
Ben Allen, Member

\_\_\_\_\_  
Maria Leon-Vasquez, Member

\_\_\_\_\_  
Jose Escarce, Member

\_\_\_\_\_  
Kelly Pye, Member

\_\_\_\_\_  
Oscar de la Torre, Member

\_\_\_\_\_  
Tim Cuneo, Superintendent

TO: BOARD OF EDUCATION

ACTION/MAJOR

10/15/09

FROM: TIM CUNEO / JANECE L. MAEZ

RE: REVISE POLICY 3300 – EXPENDITURES AND PURCHASES

RECOMMENDATION NO. A.30

It is recommended that the Board of Education revise board policy 3300 – Expenditures and Purchases.

COMMENT: This policy came forward for first reading at the July 16, 2009, board meeting as part of the larger policy series review process. At that meeting, the board requested that this policy return for a second reading prior to board approval. The policy was returned to the board on August 19, 2009b with language proposing that staff track the awarding of contracts to women and minority owned and local businesses. The Board requested that language also be incorporated into the policy that would provide outreach in our contracting procedures to increase opportunities for these same businesses.

Attachment:

- Board Policy 3300 – Expenditures and Purchases

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

## **Business and Noninstructional Operations**

BP 3300 (a)

### **EXPENDITURES AND PURCHASES**

The Board of Education recognizes its fiduciary responsibility to oversee the prudent expenditure of district funds. In order to best serve district interests, the Superintendent or designee shall develop and maintain effective purchasing procedures that are consistent with sound financial controls and that ensure the district receives maximum value for items purchased. He/she shall ensure that records of expenditures and purchases are maintained in accordance with law.

As a means of tracking how effective district efforts are at reaching out to historically underrepresented groups and encouraging them to submit bids, the Superintendent or designee shall monitor the fairness and diversity of bids and contracts awarded to women-and minority-owned and local business by collecting related data on vendors/contractors during the bidding process.

The Santa Monica-Malibu Unified School District has embarked on a multi-million dollar school construction facility improvement program to improve health, safety and classroom instruction by the year 2013. In recognition that the school construction program will require a large pool of qualified contractors, the Board of Education deems it imperative that local, small, minority, and culturally diverse businesses compete for these economic opportunities. Consequently, the Board of Education has established a 15% Business Outreach participation goal on District contracts. The mission of the Business Outreach Program is to increase the pool of qualified firms competing for SMMUSD bond-funded contracts and to provide information, access and technical assistance to compete for the bond-funded construction and related contracts, and promote the long-term competitive capacity of certain Business Outreach firms.

#### **Expending Authority**

The Superintendent or designee may purchase supplies, materials, apparatus, equipment, and services up to the amounts specified in Public Contract Code 20111, beyond which a competitive bidding process is required. The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

The Board shall review all transactions entered into by the Superintendent or designee on behalf of the Board every 60 days. (Education Code 17605)

The Superintendent or designee may authorize an expenditure which exceeds the budget classification allowance against which the expenditure is the proper charge only if an amount sufficient to cover the purchase is available in the budget for transfer by the Board.

District funds shall not be expended for the purchase of alcoholic beverages. (Education Code 32435)

**EXPENDITURES AND PURCHASES** (continued)**Purchasing Procedures**

Insofar as possible, goods and services purchased shall meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practices. Maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price. When price, fitness, and quality are equal, recycled products shall be preferred when procuring materials for use in district schools and buildings.

All purchases shall be made by formal contract or purchase order or shall be accompanied by a receipt. In order to eliminate the processing of numerous small purchase orders, the Superintendent or designee may create a "blanket" or "open" purchase order system for the purchase of minor items as needed from a vendor. He/she shall ensure that the "open" purchase order system details a maximum purchase amount, the types of items that can be purchased under this order, the individuals authorized to approve purchases, and the expiration date of the "open" order.

**Legal Reference:****EDUCATION CODE**

*17604 Delegation of powers to agents; approval or ratification of contracts by governing board*

*17605 Delegation of authority to purchase supplies and equipment*

*32370-32376 Recycling paper*

*32435 Prohibited use of public funds, alcoholic beverages*

*35010 Control of district; prescription and enforcement of rules*

*35035 Powers and duties of superintendent*

*35160 Authority of governing boards*

*35250 Duty to keep certain records and reports*

*38083 Purchase of perishable foodstuffs and seasonal commodities*

*41010 Accounting system*

*41014 Requirement of budgetary accounting*

**GOVERNMENT CODE**

*4330-4334 California made materials*

**PUBLIC CONTRACT CODE**

*3410 U.S. produce and processed foods*

*20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder*

**Management Resources:****CSBA PUBLICATIONS**

*Maximizing School Board Governance: Fiscal Accountability, 2006*

**WEB SITES**

*CSBA, Financial Services: <http://www.csba.org/fs>*

*California Association of School Business Officials: <http://www.casbo.org>*

*California Department of Education: <http://www.cde.ca.gov>*

Policy Adopted:

TO: BOARD OF EDUCATION  
FROM: TIM CUNEO / JANECE L. MAEZ  
RE: ADOPT POLICY 3311 – BIDS

ACTION/MAJOR  
10/15/09

RECOMMENDATION NO. A.31

It is recommended that the Board of Education adopt board policy 3311 – Bids.

COMMENT: This policy came forward for first reading at the July 16, 2009, board meeting as part of the larger policy series review process. At that meeting, the board requested that this policy return for a second reading prior to board approval. The policy was returned to the Board on August 19, 2009 in the consent calendar with no changes. Staff is now proposing that the awarding of bids be tracked with respect to women and minority owned and local businesses. The board requested that language also be incorporated into the policy that would provide outreach in our bidding procedures to increase opportunities for these same businesses, similar to BPs 3300, 3312, and 7000, which are also on this agenda for approval.

Attachment:

- Board Policy 3311 – Bids (for approval)
- Administrative Regulation 3311 – Bids (for reference)

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

**BIDS**

In order to ensure transparency and the prudent expenditure of public funds, the Board of Education shall award contracts in an objective manner and in accordance with law. District equipment, supplies, and services shall be purchased using competitive bidding when required by law or if the Board determines that it is in the best interest of the district to do so.

When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law. (Public Contract Code 20118)

Bid specifications shall be carefully designed and shall describe in detail the quality, delivery, and service required.

To assist the district in determining whether bidders are responsible, the Board may require prequalification procedures as allowed by law and specified in administrative regulation.

To assist the district in determining whether bidders are responsible, the Board may require prequalification procedures as allowed by law and specified in administrative regulation. As a means of tracking how effective district efforts are at reaching out to historically underrepresented groups and encouraging them to submit bids, the Superintendent or designee shall monitor the fairness and diversity of bids and contracts awarded to women-and minority-owned and local business by collecting related data on vendors/contractors during the bidding process.

The Santa Monica-Malibu Unified School District has embarked on a multi-million dollar school construction facility improvement program to improve health, safety and classroom instruction by the year 2013. In recognition that the school construction program will require a large pool of qualified contractors, the Board of Education deems it imperative that local, small, minority, and culturally diverse businesses compete for these economic opportunities. Consequently, the Board of Education has established a 15% Business Outreach participation goal on District contracts. The mission of the Business Outreach Program is to increase the pool of qualified firms competing for SMMUSD bond-funded contracts and to provide information, access and technical assistance to compete for the bond-funded construction and related contracts, and promote the long-term competitive capacity of certain Business Outreach firms.

*Legal Reference: (see next page)*

**BIDS (continued)**Legal Reference:**EDUCATION CODE**

17595 Purchases through Department of General Services  
 38083 Purchase of perishable foodstuffs and seasonable commodities  
 38110-38120 Apparatus and supplies  
 39802 Transportation services

**GOVERNMENT CODE**

4330-4334 Preference for California-made materials  
 6252 Definition of public record  
 53060 Special services and advice  
 54201-54205 Purchase of supplies and equipment by local agencies

**PUBLIC CONTRACT CODE**

1102 Emergencies  
 2001-2001 Responsive bidders  
 3400 Bids, specifications by brand or trade name not permitted  
 3410 United States produce and processed foods  
 6610 Bid visits  
 12200 Definitions, recycled goods, materials and supplies  
 20103.8 Award of contracts  
 20107 Bidder's security  
 20111-20118.4 Contracting by school districts  
 20189 Bidder's security, earthquake relief  
 22002 Definition of public project  
 22030-22045 Alternative procedures for public projects (UPCCAA)  
 22050 Alternative emergency procedures  
 22152 Recycled product procurement

**COURT DECISIONS**

*Marshall v. Pasadena USD*, (2004) 119 Cal.App.4th 1241  
*Konica Business Machines v. Regents of the University of California*, (1988) 206 Cal.App.3d 449  
*City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court*, (1972) 7 Cal.3d 861

**ATTORNEY GENERAL OPINIONS**

89 Ops.Cal.Atty.Gen. 1 (2006)

Management Resources:**WEB SITES**

CSBA: <http://www.csba.org>  
 California Association of School Business Officials: <http://www.casbo.org>

**BIDS**

**Advertised/Competitive Bids**

The district shall seek competitive bids through advertisement for contracts involving an expenditure of \$15,000 or more for a public project. *Public project* means construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, and repair work involving a district owned, leased, or operated facility. (Public Contract Code 20111, 22002)

The district shall also seek competitive bids through advertisement for contracts exceeding the amount specified in law, and as annually adjusted by the Superintendent of Public Instruction, for any of the following: (Public Contract Code 20111; Government Code 53060)

1. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district
2. Services, not including construction services or special services and advice in accounting, financial, legal, or administrative matters
3. Repairs, including maintenance that is not a public project

*Maintenance* means routine, recurring, and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired.

*Maintenance* includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. This definition does not include, among other types of work, janitorial or custodial services and protection provided by security forces, nor does it include painting, repainting, or decorating other than touchup. (Public Contract Code 20115)

Unless otherwise authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Board of Education requires, or else all bids shall be rejected. (Public Contract Code 20111)

The Board shall secure bids pursuant to Public Contract Code 20111 and 20112 for any transportation service expenditure of more than \$10,000 when contemplating that such a contract may be made with a person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of students who are to be transported. The Board may let this contract to other than the lowest bidder. (Education Code 39802)

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20111-20118.4 for contracting after competitive bidding. (Public Contract Code 20116)



**BIDS (continued)**

When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders. (Public Contract Code 20118.1)

**Instructions and Procedures for Advertised Bids**

The Superintendent or designee shall call for bids by placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the district, or if no such newspaper exists, then in some newspaper of general circulation, circulated in the county, and may post the notice on the district's web site or through an electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place and web site where bids will be opened. The district may accept a bid that has been submitted electronically or on paper. (Public Contract Code 20112)

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting. The notice shall also detail when and where project documents, including final plan and specifications, are available. Any such mandatory visit or meeting shall not occur within a minimum of five calendar days of the publication of the initial notice. (Public Contract Code 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders shall certify the minimum, if not exact, percentage of post-consumer materials in products, materials, goods, or supplies offered or sold. (Public Contract Code 22152)
2. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (Public Contract Code 20107, 20111)
  - a. Cash
  - b. A cashier's check made payable to the district
  - c. A certified check made payable to the district
  - d. A bidder's bond executed by an admitted surety insurer and made payable to the district

The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded. (Public Contract Code 20111)

**BIDS** (continued)

3. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)
4. When two or more identical lowest or highest bids are received, the Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)
5. If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #a below shall be used. (Public Contract Code 20103.8)
  - a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items.
  - b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
  - c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the district before the first bid is opened.

The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the district before the ranking of all bidders from lowest to highest has been determined.
6. Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.
7. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for review pursuant to law, Board policy, and administrative regulation.

**BIDS (continued)****Alternative Bid Procedures for Technological Supplies and Equipment**

Upon a finding by the Board that a particular procurement qualifies for the alternative procedure, the district may acquire computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus through competitive negotiation. This procedure shall not apply to contracts for construction or for the procurement of any product that is available in substantial quantities to the general public. (Public Contract Code 20118.2)

The competitive negotiation shall include, but not be limited to, the following requirements: (Public Contract Code 20118.1)

1. The Superintendent or designee shall prepare a request for proposals (RFP) that shall be submitted to an adequate number of qualified sources, as determined by the district, to permit reasonable competition consistent with the nature and requirement of the procurement.
2. Notice of the RFP shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.
3. The district shall make every effort to generate the maximum feasible number of proposals from qualified sources and shall make a finding to that effect before proceeding to negotiate if only a single response to the RFP is received.
4. The RFP shall identify all significant evaluation factors, including price, and their relative importance.
5. The district shall provide reasonable procedures for the technical evaluation of the RFPs received, the identification of qualified sources, and the selection for the award of the contract.
6. An award shall be made to the qualified bidder whose proposal meets the evaluation standards and will be most advantageous to the district with price and all other factors considered.
7. If an award is not made to the bidder whose proposal contains the lowest price, then the district shall make a finding setting forth the basis for the award.
8. The district, at its discretion, may reject all proposals and request new RFPs.
9. Provisions in any contract concerning utilization of small business enterprises, that are in accordance with the RFP, shall not be subject to negotiation with the successful proposer.

**BIDS (continued)****Bids Not Required**

Without advertising for bids and upon a determination that it is in the best interest of the district, the Board may authorize, by contract, lease, requisition, or purchase order, another public corporation or agency to lease data-processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor ("piggyback"). (Public Contract Code 20118)

Alternatively, if there is an existing contract between a public corporation or agency and a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor by contract, lease, requisition, or purchase order and make payment to the vendor under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

Perishable commodities, such as foodstuffs, needed in the operations of cafeterias may be purchased through bid or on the open market. (Education Code 38083)

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code 20113)

Bids shall also not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

**Sole Sourcing**

Specifications for contracts for construction, alteration, or repair of school facilities may not limit bidding, either directly or indirectly, to any one specific concern. Specifications designating a specific material, product, thing, or particular brand name shall follow the description with the words "or equal" so that bidders may furnish any equal material, product, thing, or service. (Public Contract Code 3400)

**BIDS** (continued)

However, specifications for such contracts may designate a product by brand or trade name (sole sourcing) if the Board has made a finding, described in the invitation for bids or RFP, that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)

1. To conduct a field test or experiment to determine its suitability for future use
2. To match others in use on a particular public improvement that has been completed or is in the course of completion
3. To obtain a necessary item that is only available from one source
4. To respond to the Board's declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board when issuing the invitation for bid or RFP

**Prequalification Procedure**

For any contract for which bids are legally required, the Board may require that each prospective bidder complete and submit a standardized questionnaire and financial statement.

For this purpose, the Superintendent or designee shall supply a form which requires a complete statement of the bidder's financial ability and experience in performing public works. (Public Contract Code 20111.5)

Prospective bidders shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids. The information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Public Contract Code 20111.5)

The Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. Bidders must be deemed prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

The Superintendent or designee shall furnish each qualified bidder with a standardized proposal form. Bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)

The district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. (Public Contract Code 20111.5)

**BIDS** (continued)**Protests by Bidders**

A bidder may protest a bid award if he/she believes that the award was inconsistent with Board policy, the bid's specifications, or was not in compliance with law. A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide reasonable notice to the bidder of the time for Board consideration of the protest. The Board's decision shall be final.

TO: BOARD OF EDUCATION  
FROM: TIM CUNEO / JANECE L. MAEZ  
RE: ADOPT POLICY 3312 – CONTRACTS

ACTION/MAJOR  
10/15/09

RECOMMENDATION NO. A.32

It is recommended that the Board of Education adopt board policy 3312 – Contracts.

COMMENT: This policy came forward for first reading at the July 16, 2009, board meeting as part of the larger policy series review process. At that meeting, the board requested that this policy return for a second reading prior to board approval. The policy was returned to the board on August 19, 2009b with language proposing that staff track the awarding of contracts to women and minority owned and local businesses. The Board requested that language also be incorporated into the policy that would provide outreach in our contracting procedures to increase opportunities for these same businesses.

Attachment:

- Board Policy 3312 – Contracts

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

## **CONTRACTS**

Whenever state law invests the Board of Education with the power to enter into contracts on behalf of the district, the Board may, by a majority vote, delegate this power to the Superintendent or designee. To be valid or to constitute an enforceable obligation against the district, all contracts must be approved and/or ratified by the Board. (Education Code 17604)

All contracts between the district and outside agencies shall conform to standards required by law and shall be prepared under the direction of the Superintendent or designee.

As a means of tracking how effective district efforts are at reaching out to historically underrepresented groups and encouraging them to submit bids, the Superintendent or designee shall monitor the fairness and diversity of bids and contracts awarded to women-and minority-owned and local business by collecting related data on vendors/contractors during the bidding process.

The Santa Monica-Malibu Unified School District has embarked on a multi-million dollar school construction facility improvement program to improve health, safety and classroom instruction by the year 2013. In recognition that the school construction program will require a large pool of qualified contractors, the Board of Education deems it imperative that local, small, minority, and culturally diverse businesses compete for these economic opportunities. Consequently, the Board of Education has established a 15% Business Outreach participation goal on District contracts. The mission of the Business Outreach Program is to increase the pool of qualified firms competing for SMMUSD bond-funded contracts and to provide information, access and technical assistance to compete for the bond-funded construction and related contracts, and promote the long-term competitive capacity of certain Business Outreach firms.

When required by law, contracts and subcontracts made by the district for public works or for goods or services shall contain a nondiscrimination clause prohibiting discrimination by contractors or subcontractors. The nondiscrimination clause shall contain a provision requiring contractors and subcontractors to give written notice of their obligations to labor organizations with which they have a collective bargaining or other agreement. (Government Code 12990)

The district shall not enter into a contract that prohibits a school employee from disparaging the goods or services of the contracting party. (Education Code 35182.5)

### **Contracts for Non-Nutritious Foods or Beverages**

Effective July 1, 2007, the district or a district school shall not enter into or renew a contract for the sale of foods that do not meet the nutritional standards specified in Education Code 49431 or 49431.2 unless the contract specifies that such sales will occur later than one-half hour after the end of the school day and/or off school premises. (Education Code 49431, 49431.2)

In accordance with the dates specified in law, the district or a district school shall not enter into or renew a contract for the sale of beverages that do not meet the nutritional standards in Education Code 49431.5 unless the contract specifies that such sales will occur later than one-half hour after the end of the school day and/or off school premises.



**CONTRACTS** (Continued)

Before the district or a district school enters into or renews a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or nonnutritious food as defined in law, the Board shall ensure that the district has sufficient internal controls in place to protect the integrity of public funds and to ensure that funds raised as a result of the contract benefit public education. (Education Code 35182.5)

The Superintendent or designee shall develop the district's internal control procedures to protect the integrity of public funds. Such internal controls may include but not be limited to the following:

1. Control procedures that produce accurate and reliable financial statements and, at the same time, safeguard the assets, financial resources, and integrity of every employee responsible for handling money or property. Control systems shall be systematically evaluated and revised to keep pace with the changing responsibilities of management.
2. Procedures to ensure that district personnel do not handle cash or product at the school site. The contract shall specify that the vendor stock the machines and shall provide cash accounting, along with a check, for district proceeds directly to the control office.

In addition, the contract may specify whether contractor logos are permitted on district facilities, including but not limited to scoreboards and other equipment. If such logos are permitted, the contractor shall present the equipment to the Board as a gift. The gift may be accepted by the Board in accordance with Board policy and administrative regulation.

The contract shall be entered into on a competitive bid basis pursuant to Public Contract Code 20111 or through the issuance of a Request for Proposal. (Education Code 35182.5)

The Board shall not enter into or renew a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious food until parents/guardians, students, and members of the public have had an opportunity to comment on the contract at a public hearing held during a regularly scheduled board meeting or as otherwise authorized by Education Code 35182.5. The Board shall clearly, and in a manner recognizable to the general public, identify in the agenda the contract to be discussed at the meeting. (Education Code 35182.5)

The public hearing shall include but not be limited to a discussion of the nutritional value of food and beverages sold within the district; the availability of fresh fruit, vegetables, and grains in school meals and snacks, including locally grown and organic produce; the amount of fat, sugar, and additives in the food and beverages discussed; and barriers to student participation in school breakfast and lunch programs. (Education Code 35182.5)

The contract shall be accessible to the public and may not include a confidentiality clause that would prevent the district or a district school from making any part of the contract public. (Education Code 35182.5)

**CONTRACTS** (Continued)**Contracts for Electronic Products or Services**

The Board shall not enter into a contract for electronic products or services that requires the dissemination of advertising to students, unless the Board: (Education Code 35182.5)

1. Enters into the contract at a noticed, public hearing of the Board.
2. Makes a finding that the electronic product or service is or would be an integral component of the education of students.
3. Makes a finding that the district cannot afford to provide the electronic product or service unless it contracts to permit dissemination of advertising to students.
4. As part of the district's normal, ongoing communication to parents/guardians, provides written notice that the advertising will be used in the classroom or other learning center.
5. Offers parents/guardians the opportunity to request in writing that their child not be exposed to the program that contains the advertising. Any request shall be honored for the school year in which it is submitted, or longer if specified, but may be withdrawn by the parents/guardians at any time.

**Legal Reference:****EDUCATION CODE**

200-262.4 Prohibition of discrimination on the basis of sex

14505 Provisions required in contracts for audits

17595-17606 Contracts

35182.5 Contract prohibitions

45103.5 Contracts for management consulting service related to food service

49431-49431.5 Nutritional standards

**CODE OF CIVIL PROCEDURE**

685.010 Rate of interest

**GOVERNMENT CODE**

12990 Nondiscrimination and compliance employment programs

53260 Contract provision re maximum cash settlement

53262 Ratification of contracts with administrative officers

**LABOR CODE**

1775 Penalties for violations

1810-1813 Working hours

**PUBLIC CONTRACT CODE**

4100-4114 Subletting and subcontracting fair practices

7104 Contracts for excavations; discovery of hazardous waste

7106 Noncollusion affidavit

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

20104.50 Construction Progress Payments

22300 Performance retentions

**UNITED STATES CODE, TITLE 20**

1681-1688 Title IX, discrimination

**Management Resources:****CSBA PUBLICATIONS**

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2005

**WEB SITES**

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

California Association of School Business Officials: <http://www.casbo.org>

Policy Adopted:

TO: BOARD OF EDUCATION

ACTION/MAJOR

10/15/09

FROM: TIM CUNEO / JANECE L. MAEZ

RE: ADOPT POLICY 7000 – CONCEPTS AND ROLES

RECOMMENDATION NO. A.33

It is recommended that the Board of Education adopt board policy 7000 – Concepts and Roles.

COMMENT: This policy came forward for first reading at the July 16, 2009, board meeting as part of the larger policy series review process. At that meeting, the board requested that this policy return for a second reading prior to board approval. The policy was returned to the board on August 19, 2009, with language proposing that staff track the awarding of contracts to women and minority owned and local businesses. The Board requested that language also be incorporated into the policy that would provide outreach in our contracting procedures to increase opportunities for these same businesses.

Attachment:

- Board Policy 7000 – Concepts and Roles

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

## CONCEPTS AND ROLES

The Board of Education recognizes that one of its major responsibilities is to provide healthful, safe and adequate facilities that enhance the instructional program. The Board shall endeavor to make the provision of adequate school facilities a priority in the district.

Because the schools serve as a focal point for the community, the Board shall also strive to ensure that district facilities fit harmoniously and attractively into their neighborhoods and have flexibility of design to meet future educational and community needs.

As a means of tracking how effective district efforts are at reaching out to historically underrepresented groups and encouraging them to submit bids, the Superintendent or designee shall monitor the fairness and diversity of bids and contracts awarded to women-and minority-owned and local business by collecting related data on vendors/contractors during the bidding process.

The Santa Monica-Malibu Unified School District has embarked on a multi-million dollar school construction facility improvement program to improve health, safety and classroom instruction by the year 2013. In recognition that the school construction program will require a large pool of qualified contractors, the Board of Education deems it imperative that local, small, minority, and culturally diverse businesses compete for these economic opportunities. Consequently, the Board of Education has established a 15% Business Outreach participation goal on District contracts. The mission of the Business Outreach Program is to increase the pool of qualified firms competing for SMMUSD bond-funded contracts and to provide information, access and technical assistance to compete for the bond-funded construction and related contracts, and promote the long-term competitive capacity of certain Business Outreach firms.

The Board shall strive to have a school facilities plan in place and regularly reviewed in light of the district's educational goals. In accordance with this plan, the Board shall:

1. Approve additions or major alterations in excess of \$10,000 to existing buildings
2. Determine what new buildings shall be built, when and where, and what equipment shall be purchased for them
3. Determine the method of financing that will be used
4. Select and purchase school sites for future expansion
5. Approve the selection of architects and structural engineers
6. Award contracts for design and construction
7. Name schools and individual buildings
8. Advocate school facility needs to the community

**CONCEPTS AND ROLES** (continued)

The Superintendent or designee shall:

1. Assess the district's short- and long-term facility needs
2. Direct the preparation and updating of the facilities plan
3. Oversee the preparation of bids and award of contracts
4. Supervise the implementation of the district's building program in accordance with the master plan, Board policy, and state and local requirements, including collaboration with the architect and contractor on the construction of new facilities and modernization of existing facilities
5. Represent the district in official governmental interactions related to the building program

**Legal Reference:****EDUCATION CODE**

*17210-17224 General provisions (school sites)*

*17260-17268 Plans of schoolhouses*

*17280-17317 Approval of plans and supervision of construction*

*17340-17343 Building of schoolhouses*

*17350-17360 Factory-built school buildings*

*17365-17374 Fitness of buildings for occupancy; liability of board members*

*17400-17429 Leasing of school buildings*

**CODE OF REGULATIONS, TITLE 5**

*14001 Minimum standards*

*14010 Procedure for site acquisition*

*14030 Preliminary procedure, planning and approval of school facilities*

*14031-14032 Submissions to bureau of school facilities planning; approval*

Policy Adopted:

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## **DISCUSSION ITEMS**

TO: BOARD OF EDUCATION

DISCUSSION

10/15/09

FROM: TIM CUNEO / CHIUNG-SALLY CHOU / SARA WOOLVERTON

RE: SPECIAL EDUCATION DEPARTMENT UPDATE

DISCUSSION ITEM NO. D.01

Following the Independent Evaluation of the Special Education Department report in March 2008 and the Working Group's recommendations submitted to the Board of Education in April 2009, the district has made great progress towards implementing the recommendations.

Attached please find an update of various activities from the Special Education Department.

**Santa Monica-Malibu Unified School District  
Special Education Department Updates  
September 25, 2009**

In March 2008, an independent evaluation of the Santa Monica-Malibu Unified School District's Special Education Program was issued. The report listed twenty-seven (27) recommendations for the district to consider. On April 14, 2008, the district presented a draft response to the Board of Education addressing the following five areas: creating a culture of inclusion; enhancing professional development and staff recruitment; developing the district's Special Education programs; managing financial resources; and reinvigorating the Special Education Local Plan Area (SELPA). The Chief Academic Officer was assigned the oversight of the Special Education Department activities working with the Director of Special Education Department.

During the proceeding summer months, many stakeholder groups met with various district administrators and on October 2 and 16, 2008, a plan was presented to the board by the then Interim Superintendent for the establishment of a Special Education Collaborative. The goals of the Collaborative were to: make recommendations to the superintendent that will strengthen the quality and climate of Special Education throughout the district; clarify roles and decision making authority as well as inclusive and respectful processes for Special Education; and develop a collaborative approach for addressing issues of change. The Interim Superintendent then appointed the Working Group and work began by the members of the Working Group to review all reports that were currently available and developed a report which was presented to the Board of Education on April 23, 2009. Since both the independent evaluation report and the Working Group's recommendations were most recent, the following are the activities occurred since the submission of the Working Group report.

It is also noted that while the Working Group was meeting and reviewing documents, the district, in collaboration with the PTA Council, began a series of activities. A PTA Special Education Committee was formed. A Fall Forum was held on November 15, 2008, to unveil the newly published Special Education Parent Handbook and sought additional input from stakeholders. A Spring Forum was held on May 2, 2009, to provide stakeholders with information on transitions. The Parent Resource Network was formed to train parent volunteers to provide information and resources for parents at four pilot sites. Additional six sites representatives will receive training on October 7 and 12, 2009. Another Fall Forum has been planned for October 24, 2009, which will focus on strategies for successful learning for all students in the areas of math, writing, reading, and behavior.

In addition, in order to improve the climate of the district, an IEP Feedback form was created to solicit information from the IEP meetings from both parents and staff in the fall of 2008. The results of the IEP feedback had been forwarded to the Board of Education and SEDAC members on a quarterly basis. The results of the IEP feedback have been increasingly positive with 99.5% of the respondents from the months of April through June 2009, indicating the IEP meetings had been productive.

The following is a list of activities to address the recommendations of the Independent Evaluation from March 2008 [legend: (I)], and the Working Group's recommendation from April 2009 [legend: (W)].



	Independent Review Recommendations (March 2008)	Working Group Recommendations (April 2009)
<b>Late Spring Activities (2009)</b>		
<ul style="list-style-type: none"> <li>Upon the departure of the former Director of Special Education, the Chief Academic Officer along with the Directors of Pupil Services and School Safety assumed the interim responsibilities working with the department's Coordinators in the reviewing of current and planning of summer and fall activities.</li> </ul>	X	
<ul style="list-style-type: none"> <li>Departmental needs were identified in the following areas: staffing, staff assignments, professional development, program locations and services needs, budget alignment, completion of outstanding IEPs with staff and parents, monitoring of IEP implementations, summer ESY, and the search for a new director.</li> </ul>	X	X
<ul style="list-style-type: none"> <li>First round of search did not result in hiring a new director. Another round of effort to personally recruit by all management team members with special invitations sent to various people and organizations.</li> </ul>		
<ul style="list-style-type: none"> <li>Interim Director was hired to continue the planning effort including summer and fall professional development activities.</li> </ul>		
<ul style="list-style-type: none"> <li>A <b>new psychologist</b> was hired for Santa Monica High School.</li> </ul>		X
<ul style="list-style-type: none"> <li>District staff reviewed and planned the updating our board policies and administrative regulations which included many policies regarding special education students. Parents were involved in the updating of policies relating to students with disabilities.</li> </ul>		X
<ul style="list-style-type: none"> <li>District adopted <b>middle school English/Language Arts textbooks</b> which included materials for intervention and ELD instruction with special education teachers participating.</li> </ul>	X	

	Independent Review Recommendations (March 2008)	Working Group Recommendations (April 2009)
<b>Summer Activities (2009)</b>		
<ul style="list-style-type: none"> <li>ESY was underway with training for ESY teachers and staff held in late June.</li> </ul>	X	X
<ul style="list-style-type: none"> <li>Four weeks of ESY for elementary and middle school students was held. High school students received six weeks of ESY in order to earn high school credits.</li> </ul>	X	X
<ul style="list-style-type: none"> <li>Coordinators continued to follow up with IEP implementations, records requests, and updates in the SEIS.</li> </ul>	X	X
<ul style="list-style-type: none"> <li>Interviews took place for the new Director and resulted in the hiring of the new Director for Special Education Department in August.</li> </ul>	X	X
<ul style="list-style-type: none"> <li>Summer planning continued for staff assignment and allocation of classified staff due to enrollment and program needs.</li> </ul>	X	X
<ul style="list-style-type: none"> <li>Department hired two OTs and 1 PT, as well as 2 SLPs in order to fill vacancies and reduced contracting services with NPAs.</li> </ul>	X	X
<ul style="list-style-type: none"> <li>Planning for PRN training and Fall Forum began.</li> </ul>		X
<ul style="list-style-type: none"> <li>Planning continued in professional development activities for Special Education staff and district and site administrators.</li> </ul>	X	X
<ul style="list-style-type: none"> <li>All management team members received one day of training in communication skills, and half day of training on all new and revised district policies and administrative regulations. Site administrators received one day of data driven planning by examining the STAR student achievement results and one half day of IDEA and IEP development and implementation.</li> </ul>	X	X

• Instructional assistants received one full day of training in a variety of topics towards helping them to work more effectively with students.	X	X
• Teachers and DIS staff received two full days of training in IEP development and implementation, behavior management, autism and social skills, and SEIS and MAA.	X	X
• Another group of teachers received two full days of PECS training.	X	X
• Director and coordinators held a full day retreat to plan on strategies to support students and schools.	X	X

	Independent Review Recommendations (March 2008)	Working Group Recommendations (April 2009)
<b>Early Fall Activities (2009)</b>		
• Department reorganized coordinators duties to align with the district's pathway and articulation efforts.		X
• Interviews were held to hire another behavioral intervention specialist instead of contracting out.	X	X
• Coordinators have been visiting schools to mentor first year/new teachers; assisting the teachers in classroom organization and preparation.		X
• Coordinators and Director continued to attend IEP meetings as needed	X	X
• Department reviewed data regarding feedback from IEPs, due process, mediation, resolutions – showed significant decline in legal dispute from 2007-08 to 2008-09 school year, from 35 disputes to 14 disputes.	X	X
• Revision meetings and feedback of the Parent Handbook were held in order to have the Handbook published at the Fall Forum in October.	X	
• District staff continue to work with SEDAC, PTA Special Education Committee, the newly formed Special Education Leadership Group (chairs of SEDAC, chairs of PTA SE Committee, and PTA Council President), the Special Education Program Task Force (based on Working Group recommendations).		X
• Department distributed to site administrator and Special Education staff guideline sheets for special education services.	X	X
• Department staff began to revise departmental procedural manual.	X	X
• District staff and parents continue to plan and implement another set of training for the Parent Resource Network on October 7 and 12, 2009 and Fall Forum on October 24, 2009.	X	
• Principals meetings will focus on intervention strategies and the new CDE's RtI <sup>2</sup> efforts.		

	Independent Review Recommendations (March 2008)	Working Group Recommendations (April 2009)
<b>On-going activities (2009 – 2010)</b>		
• Program development and differentiation are the focus of the department leadership.		X
• Department focuses on the support principals in their efforts to ensure a culture of inclusion and the practice of integration SDC students into the community as a whole.		X
• Staff work with Personnel Commission to ensure the recruitment and hiring of qualified classified support staff in a timely manner.	X	X
• Staff is providing mentorship to university interns to provide additional		X

support in meeting student needs.		
• Staff will continue to revise procedural manual with completion date in October.	X	X
• Director continues to participate in SELPA related activities including Superintendent Committee meetings.	X	
• Director meets with CFO monthly to review expenditures.	X	
• District will continue to implement the Parent Resource Network at six additional schools sites.		X
• Department is establishing a tracking system to better monitor contract expenditures.	X	
• Special education staff will participate in the development of Instructional Leadership Team (ILT) to include both general education and special education teacher leaders.	X	X
• Director will establish processes for dispute resolution within the IEP team process or through approved dispute mediation methods.	X	
• District will continue to work with site administrators to nurture a safe and harassment-free environment.	X	X
• Special Education Department leadership will continue to mentor new special education staff.	X	
• Chief Academic Office will continue to analyze data from feedback of IEP meetings (questionnaires).	X	X
• District staff will continue to work with site administrators in intervention strategies, IEP, Section 504	X	X
• District staff will provide culturally responsive parent education workshops/training	X	X
• District and parent stakeholder groups will continue to recruit diverse parent representation in stakeholder groups.		X
• District will monitor the implementation of Outlook email system to ensure sufficient space for attachments.		X
• District will continue to explore new student information system for SEIS integration.		X
• District will continue to seek input for web design.		X
• Superintendent is implementing effective communication strategies districtwide.		X
• District staff will implement CDE's Response to Instruction and Intervention (Rtl <sup>2</sup> ).	X	X
• Site administrators will be trained on implementing effective SST process.		X
• Chief Academic Officer and Special Education Department staff will review and prioritize current program and curriculum via the Special Education Program Task Force.		X
• Educational Services Department staff will refine English/Language Arts curriculum maps and pacing guides for elementary schools; develop standards-based curriculum maps and pacing guides for high schools.	X	X
• District will adopt English/Language Arts textbooks for elementary and high schools.	X	X

TO: BOARD OF EDUCATION

DISCUSSION

10/15/09

FROM: TIM CUNEO / CHIUNG-SALLY CHOU / MAUREEN BRADFORD

RE: 2009 SUMMER PROGRAMS UPDATE

DISCUSSION ITEM NO. D.02

A number of innovative and intensive summer school programs for SMMUSD students were held from late June through August 2009. Nearly 1,300 students participated in these summer programs.

This presentation will report on the programs offered, including the enrollment figures, results from students' pre- and post-assessments, grades received, and survey data.

Summer program data, as well as reflections and considerations from summer program teachers and administrators, will provide the basis for discussion of the 2009 IISS program and implications for future development and improvement of summer programs for 2010.

TO: BOARD OF EDUCATION

DISCUSSION

10/15/09

FROM: TIM CUNEO / MICHAEL D. MATTHEWS / MAROLYN FREEDMAN

RE: UPDATE ON MENTAL HEALTH SERVICES FOR STUDENTS AND FAMILIES

DISCUSSION ITEM NO. D.03

At the Board of Education's request, the Director of Pupil Services will present a report on the mental health support services available to SMMUSD students and their families.

In addition to mental health services provided by SMMUSD, the city of Santa Monica Community Development Program provides an annual funding support of approximately \$600,000 to community mental health agencies to support the students and families in Title I schools.

Pupil Services staff meet monthly with the city program representative and the mental health agencies to maintain a strong collaborative relationship between the schools and our community partners, to provide comprehensive services that span the continuum of prevention and treatment strategies and to evaluate the effectiveness of our current programs.

Each agency will present a brief presentation on the continuum of services and programs they provide to the child and families in SMMUSD.

TO: BOARD OF EDUCATION

DISCUSSION

10/15/09

FROM: TIM CUNEO / JANECE L. MAEZ / ORLANDO GRIEGO

RE: UPDATE OF FOOD & NUTRITION SERVICES PROGRAMS AT SCHOOL  
SITES

DISCUSSION ITEM NO. D.04

At the request of the Board of Education, the Director of Food and Nutrition Services will provide an update regarding the various programs offered by the Department as well as how the district is in compliance with current legislation.

The discussion will also address the following:

- The District's nutrition education programs in and out of the classroom.
- Senate Bill 12, which addresses the nutritional requirements for various food items that are offered as part of a reimbursable meal and those items sold on an a la carte basis.
- Senate Bill 965, which addresses the nutritional requirements for various beverages that may be offered on school campuses during the course of the school day.
- Senate Bill 80, which addresses the new standards that impose restrictions on use of fats, including certain restrictions regarding the frying of foods in schools.

TO: BOARD OF EDUCATION

DISCUSSION

10/15/09

FROM: TIM CUNEO

RE: CONSIDER ADOPTING POLICY 1313 – CIVILITY POLICY

DISCUSSION ITEM NO. D.05

It is recommended that the Board of Education consider adopting Board Policy 1313 – Civility Policy. During the Board of Education's review of all district policies and administrative regulations the board asked staff to bring back a civility policy. The attached policy is presented for discussion and will be returned for board approval at the next board meeting.

This policy will return for board approval at the next board meeting.

Attachments:

- BP 1313 – Civility Policy

**CIVILITY POLICY**

Members of Santa Monica-Malibu School District staff will treat parents and other members of the public with respect and expect the same in return. The District is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

This policy promotes mutual respect, civility and orderly conduct among District employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting District employees as positive role models to the children of this District, as well as the community, the Santa Monica-Malibu School District encourages positive communication and discourages volatile, hostile or aggressive actions. The District seeks public cooperation with this endeavor.

**Disruptions**

1. Any individual who disrupts or threatens to disrupt school/office operations, threatens the health and safety of students or staff, willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on District property, will be directed to leave the school or District property promptly by the Superintendent, principal or designee.
2. If any member of the public uses obscenities or communicates in verbal or written language in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that his/her participation in the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person will be directed to leave promptly.
3. When an individual is directed to leave under circumstances outlined in paragraphs 1 or 2, the Superintendent, principal or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5 and 626.7 if he/she reenters any District facility within thirty (30) days after being directed to leave, or within seven (7) days if the person is a parent/guardian of a student attending that school. If an individual refuses to leave upon request or returns before the applicable period of time, the Superintendent, principal or designee may notify law enforcement officials (CF 5131.4 Campus disturbance) (CF. 9323 Meeting Conduct).

**Safety and Security**

1. The Superintendent or designee will ensure that a safety and/or crisis intervention techniques program is provided in order to raise awareness on how to deal with these situations if and when they occur.
2. When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete an Incident Report.



3. An employee whose person or property is injured or damaged by willful misconduct of a student may ask the District to pursue legal action against the student or the student's parent/guardian.

#### Documentation

1. When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of occurrence.
2. Following any violation of the provisions of this policy, the employee will immediately notify his/her supervisor and provide a report of the incident on the form provided by the District.

#### Legal Reference

##### *Education Code*

*32210 - Disturbing School*

*44014 - Assault on Personnel*

*44810 - Person on School Grounds*

*44811 - Insults and Abuses*

##### *Penal Code*

*243.5 B Arrest on School Grounds*

*413.5 B Fighting on School Grounds*

*626.8 B Entry of School by Person Not on Lawful Business*

*627.7 B Refusal to leave School Grounds*

TO: BOARD OF EDUCATION DISCUSSION  
10/15/09  
FROM: TIM CUNEO / MICHAEL D. MATTHEWS Postponed from  
10/01/09  
RE: CONSIDER ADOPTING POLICY 4119.21 – PROFESSIONAL STANDARDS

DISCUSSION ITEM NO. D.06

During the Board of Education's review of all district policies and administrative regulations this past spring and summer, staff recommended and board members requested that specific policies return for a second reading. The attached board policy was included in this list.

This policy will return for board approval at the next board meeting.

Attachments:

- BP 4119.21 – Professional Standards
- Exhibit 4116.21 – Code of Ethics of the Education Profession
- Exhibit 4216.21 – Code of Ethics: Classified Employees
- Exhibit 4316.21 – California Professional Standards for Educational Leaders

**PROFESSIONAL STANDARDS**

The Board of Education expects district employees to maintain the highest ethical standards, follow district policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the district and advance the goals of the educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

*(cf. 0000 - Vision)*

*(cf. 4112.2 - Certification)*

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by professional associations to which they may belong.

*(cf. 2111 - Superintendent Governance Standards)*

*(cf. 9005 - Governance Standards)*

*Legal Reference:*

*CODE OF REGULATIONS, TITLE 5*

*80331-80338 Rules of conduct for professional educators*

*Management Resources:*

*CDE PUBLICATIONS*

*California Professional Standards for Educational Leaders, 2001*

*COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS*

*Standards for School Leaders, 1996*

*NATIONAL EDUCATION ASSOCIATION PUBLICATIONS*

*Code of Ethics of the Education Profession, 1975*

*WEB SITES*

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

*Commission on Teacher Credentialing: <http://www.ctc.ca.gov>*

*Association of California School Administrators: <http://www.acsa.org>*

*California School Leadership Academy: <http://www.csla.org>*

*Council of Chief State School Officers: <http://www.ccsso.org>*

*California Teachers Association: <http://www.cta.org>*

*California Federation of Teachers: <http://www.cft.org>*

*California School Employees Association: <http://www.csea.com>*

**PROFESSIONAL STANDARDS****CODE OF ETHICS OF THE EDUCATION PROFESSION****Preamble**

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

**Principle I. Commitment to the Student**

The educator strives to help each student realize his/her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning
2. Shall not unreasonably deny the student access to varying points of view
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety
5. Shall not intentionally expose the student to embarrassment or disparagement
6. Shall not on the basis of race, color, creed, gender, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly:
  - a. Exclude any student from participation in any program
  - b. Deny benefits to any student

**PROFESSIONAL STANDARDS** (continued)

- c. Grant any advantage to any student
- 7. Shall not use professional relationships with students for private advantage
- 8. Shall not disclose information in the course of professional service unless disclosure serves a compelling professional purpose or is required by law

**Principle II. Commitment to the Profession**

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation of the profession, the educator:

- 1. Shall not in any application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications
- 2. Shall not misrepresent his/her professional qualifications
- 3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute
- 4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position
- 5. Shall not assist a noneducator in the unauthorized practice of teaching
- 6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law
- 7. Shall not knowingly make false or malicious statements about a colleague
- 8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action

*Source: National Education Association, 1975*

**CODE OF ETHICS****CLASSIFIED EMPLOYEES**

School employees who are in daily contact with many phases of educational work should be persons whose conduct is beyond reproach and who sincerely believe in the advancement of education and the betterment of working conditions; therefore, the California School Employees' Association proposes this Code of Ethics as a standard for its members.

**AS A SCHOOL EMPLOYEE I WILL:**

1. Be proud of my vocation in order that I may use my best endeavors to elevate the standards of my position so that I may merit a reputation for high quality of service -- to the end that others may emulate my example.
2. Be a person of integrity, clean speech, desirable personal habits, and physical fitness.
3. Be just in my criticism and be generous in my praise; to improve and not destroy.
4. At all times be courteous in my relations with students, parents, teachers and others.
5. Be a resourceful person who readily adapts himself to different kinds of work and changed conditions and finds better ways to do things.
6. Conduct myself in a spirit of friendly helpfulness to my fellow employees to the end that I will consider no personal success legitimate or ethical which is secured by taking unfair advantage of another.
7. Associate myself with employees of other districts for the purpose of discussing school problems and cooperating in the improvement of public school conditions.
8. Always uphold my obligations as a citizen to my nation, my state, my school district and my community, and give them unswerving loyalty.
9. Always bear in mind that the purpose of CSEA is to promote the efficiency and raise the standards of all school employees and that I shall be equally obligated to assist all my fellow workers.

SOURCE: CALIFORNIA SCHOOL EMPLOYEES' ASSOCIATION

**PROFESSIONAL STANDARDS****CALIFORNIA PROFESSIONAL STANDARDS FOR  
EDUCATIONAL LEADERS****Preamble**

The administrator(s) at a school site have numerous responsibilities that ultimately lead to the improvement of the performance of all students in the school. By acquiring the skills, attitudes and behaviors as outlined in the following Professional Standards for School Leaders, students have the best opportunity to achieve the mission and vision of the district and to meet the expectations of high standards for student learning.

**Standards**

A school administrator is an educational leader who promotes the success of all students by:

1. Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community
2. Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth
3. Ensuring management of the organization, operations, and resources for a safe, efficient and effective learning environment
4. Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources
5. Modeling a personal code of ethics and developing professional leadership capacity
6. Understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context

*Source: California Professional Standards for Educational Leaders, 2001*

TO: BOARD OF EDUCATION DISCUSSION  
10/15/09  
FROM: TIM CUNEO / MICHAEL D. MATTHEWS Postponed from  
10/01/09  
RE: CONSIDER ADOPTING POLICY 4119.25 / 4219.25 / 4319.25 – POLITICAL  
ACTIVITIES OF EMPLOYEES

DISCUSSION ITEM NO. D.07

During the Board of Education's review of all district policies and administrative regulations this past spring and summer, staff recommended and board members requested that specific policies return for a second reading. The attached board policy was included in this list.

This policy will return for board approval at the next board meeting. While administrative regulations do not require board approval, staff is requesting feedback from the Board of Education.

Attachments:

- BP 4119.25 / 4219.25 / 4319.25 – Political Activities of Employees
- AR 4119.25 / 4219.25 / 4319.25 – Political Activities of Employees



**POLITICAL ACTIVITIES OF EMPLOYEES**

The Board of Education respects the right of school employees to engage in political discussions and activities on their own time and at their own expense. On such occasions, employees shall make it clear that they are acting as individuals and not as representatives of the district.

*(cf. 1160 - Political Processes)*

Like other community members, employees may use school facilities for meetings under the Civic Center Act.

*(cf. 1330 - Use of School Facilities)*

Employees shall refrain from prohibited activities identified in law and administrative regulations. Employees who engage in these activities shall be subject to disciplinary action and/or criminal penalties.

*(cf. 1325 - Advertising and Promotion)*

*(cf. 4118 - Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

*Legal Reference:*

**EDUCATION CODE**

*7050-7057 Political activities of school officers and employees*

*38130-38139 Civic Center Act*

*51520 Prohibited solicitations on school premises*

**GOVERNMENT CODE**

*3543.1 Rights of employee organizations*

**COURT DECISIONS**

*Downs v. Los Angeles Unified School District, (9th Cir. 2000) 228 F.3d 1003*

*California Teachers Association v. Governing Board of San Diego Unified School District, (1996) 45*

*Cal.App. 4th 1333*

*L.A. Teachers Union v. L.A. City Board of Education, (1969) 71 Cal.2d 551*

**ATTORNEY GENERAL OPINIONS**

*84 Ops.Cal.Atty.Gen. 106 (2001)*

*84 Ops.Cal.Atty.Gen. 52 (2001)*

*77 Ops.Cal.Atty.Gen. 56 (1994)*

**PERB RULINGS**

*California Federation of Teachers, Local 1931 v. San Diego Community College District (2001) PERB*

*Order #1467 (26 PERC 33014)*

*Management Resources:*

**CSBA PUBLICATIONS**

*Political Activities of School Districts: Legal Issues, 1998, revised 2001*

**WEB SITES**

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

*Office of the Attorney General, Dept. of Justice: <http://caag.state.ca.us/>*

*Public Employment Relations Board: <http://www.perb.ca.gov>*

**POLITICAL ACTIVITIES OF EMPLOYEES**

District employees shall not:

1. Use district funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including any candidate for election to the Board of Education (Education Code 7054)

*(cf. 1160 - Political Processes)*

2. During working hours and on district property, solicit or receive any political funds or contributions to promote the passage or defeat of a ballot measure that would affect the rate of pay, hours of work, retirement, civil service or other working conditions (Education Code 7056)
3. During working hours and on district property, solicit or receive any political funds or contributions to promote the passage or defeat of other types of ballot measures
4. Use district time to urge the passage or defeat of any ballot measure or candidate
5. Use district equipment for the preparation or reproduction of political campaign materials, even if the district is reimbursed *(cf. 3512 - Equipment)*
6. Post or distribute political campaign materials on district property
7. Disseminate political campaign materials through the district's mail service, e-mail or staff mailboxes

*(cf. 4040 - Employee Use of Technology)*

8. Use students to write, address or distribute political campaign materials
9. Present viewpoints on particular candidates or ballot measures in the classroom without giving equal time to the presentation of opposing views *(cf. 6144 - Controversial Issues)*
10. Wear buttons or articles of clothing that express political opinions on ballot measures or candidates during instructional time.

However, teachers shall not be prohibited from wearing political buttons during noninstructional time, such as Back-to-School Night.

Nothing in Board policy or administrative regulation shall be construed to prevent employees from soliciting or receiving funds or contributions for political purposes during nonworking time, including before and after school, the lunch period or other scheduled work intermittency during the school day. (Education Code 7056)

## **POLITICAL ACTIVITIES OF EMPLOYEES (continued)**

### **Employee Organizations**

Employee organizations may use district mailboxes and other means to communicate with employees, subject to reasonable regulation. Employee organizations may have access at reasonable times to areas in which employees work; may use institutional bulletin boards, mailboxes, and other means of communication and may use district facilities at reasonable times for the purpose of meetings. (Government Code 3543.1)

However, employee organizations shall not use district funds, services, supplies or equipment, such as the district mail system, to urge the passage or defeat of any ballot measure or candidate, including any candidate for election to the Board (Education Code 7054)

*(cf. 4140/4240 - Bargaining Units)*

Access to district communication channels shall be limited in cases where such access would be disruptive to district operations.

In the event of a concerted action or work stoppage, political activities by employee organizations and individual employees shall be restricted to peaceful informational picketing and other activities allowed by law.

*(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)*

TO: BOARD OF EDUCATION DISCUSSION  
10/15/09  
FROM: TIM CUNEO / MICHAEL D. MATTHEWS Postponed from  
10/01/09  
RE: CONSIDER ADOPTING POLICY 4119.26 – NON-FRATERNIZATION WITH  
STUDENTS

DISCUSSION ITEM NO. D.08

During the Board of Education's review of all district policies and administrative regulations this past spring and summer, staff recommended and board members requested that specific policies return for a second reading. The attached board policy was included in this list.

This policy will return for board approval at the next board meeting.

Attachments:

- BP 4119.26 – Non-Fraternization with Students

**NON-FRATERNIZATION WITH STUDENTS**

The relationship between the school employee and the student should be one of professional cooperation and respect. All employees, whether certificated or classified, have a responsibility to conduct themselves in a manner that will maintain an atmosphere that is conducive to learning.

It is the policy of the Board of Education to prohibit any type of close personal relationship between a school employee and a student that may reasonably be perceived as unprofessional, including, but not limited to the perception of a dating relationship. School employees shall not entertain students, socialize with students, or spend an excess amount of time with students in such a manner as to reasonably create the impression to district staff, other students, their parents/guardians, or the public that an unprofessional relationship exists.

It is also the policy of the Board to prohibit any type of sexual relationship, sexual contact, or sexually-nuanced behavior between a school employee and an enrolled student without regard to the student's age. This includes internet chat rooms, "MySpace" or similar web sites, cell phones, and all other forms of electronic or other types of communication. This prohibition applies to students of the same or opposite sex of the school employee. It also applies regardless of whether the student or the school employee initiated the sexual behavior, and whether or not the student welcomes the sexual behavior and/or reciprocates the attention.

The district shall promptly investigate all reasonable allegations of prohibited staff/student relationships. The district shall utilize the investigation procedures followed for complaints of sexual harassment within the district, as referenced below.

*(cf. 4119.11 - Sexual Harassment/Personnel)*

*(cf. 5145.7 - Sexual Harassment/Students)*

*Legal Reference:*

*1681 - Title XI the Education Amendments of 1972; 20 U.S.C.*