

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

October 26, 2009

A special meeting of the Santa Monica-Malibu Unified School District Board of Education will be held on **Monday, October 26, 2009**, in the **District Administrative Offices**: 1651 16th Street, Santa Monica, CA. The Board of Education will call the meeting to order at 6:00 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 7:00 p.m. in the Board Room.

The public meeting will begin at 7:00 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 (60)

- Closed session with legal counsel concerning anticipated litigation pursuant to GC §54956.9 as cited in the Brown Act (1 case).
- Closed Session, Superintendent's performance evaluation pursuant to GC §54954.5 as cited in the Brown Act.

IV. BOARD OF EDUCATION – COMMENDATIONS / RECOGNITIONS

V. APPROVAL OF THE AGENDA

VI. APPROVAL OF MINUTES

VII. CONSENT CALENDAR

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

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.

X. SUPERINTENDENT’S REPORT

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

XII. DISCUSSION ITEMS (120)

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

D.01 District Strategic Plan (60)	1-6
D.02 Update on Food and Nutrition Services Programs at School Sites (60)	7

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.

DISCUSSION ITEMS

TO: BOARD OF EDUCATION
FROM: TIM CUNEO
RE: DISTRICT STRATEGIC PLAN

DISCUSSION
10/26/09

RECOMMENDATION NO. D. 01

Description/Proposal:

The current District strategic plan was developed in 2002. The staff, in consultation with the Gensler, has developed a process to review the District's present plan and the development of a new plan going forward. The purpose of this discussion item is to review the proposed process and obtain Board input before bringing this item to the Board for approval.

Gensler has developed a scope of work based on the following key tasks. The detailed work program may be found below and is followed by an overall process diagram that illustrates the timeline and sequence of events and activities throughout the proposed process.

WORKPLAN

PHASE 1: START UP

Tasks

1.1 Board Presentation: Strategic Plan Process

Gensler will support the Superintendent of the School District in presenting the Strategic Plan process to the SMMUSD School Board, answer any questions, and incorporate agreed upon changes to the process and work plan.

1.2 Establish Strategic Plan Team

A key success factor of the strategic planning process will be in the creation of a Strategic Plan Team that sets direction for this project and guides it to completion. The composition and role of the Strategic Plan team will be defined by the Superintendent in consultation with the Board.

1.3 Community, Strategic Plan Team and other Stakeholder Interviews

Gensler will work closely with the Strategic Plan Team to identify, schedule, and conduct interviews with community leaders including the Board members, PTA, members of the Strategic Plan Team, SMMUSD staff, teachers, and other selected stakeholders. These interviews, organized in groups of two or three stakeholders, will be about an hour in length and scheduled to occur over the course of a day. These interviews will provide Gensler an opportunity to:

- Tap the insights and knowledge of some of the most visible and influential members of the organization and community
- Understand the landscape of the SMMUSD community and what key stakeholders believe regarding opportunities, community interests, and potential barriers.

The interviews play an invaluable role in not only identifying key information that will help determine the vision and goals but also in communicating SMMUSD's commitment to improving and securing the buy-in and support of the interviewees.

Deliverables: Prepare interviews, invitation letter and questionnaire/guide; conduct 5 - 6 interviews; and prepare summary memorandum highlighting common threads across all the interviews

1.4 Strategic Plan Team Meeting 1: Project Goals, Scope and Schedule Review

Gensler will conduct the first of a series of Strategic Plan Team Meetings to refine the overall scope, program objectives and desired outcomes for this project; establish a project team and channels of communication; review current and previous strategic planning (“what’s worked, what hasn’t”); discuss, modify, and finalize the work plan and schedule; and assign areas of responsibility for the Environmental Scan for the following phases of the project. During this meeting Gensler will work with the Strategic Plan Team to identify and select three to four members to serve as part of the project’s Core Project Team. The role of the Core Project Team is threefold:

1. Provide valuable insights into the structure and context of the overall visioning discussion process;
2. Assist Gensler with the identification of interview participants and general coordination;
3. Serve as a sounding board in developing and reviewing the project progress and deliverables.

Gensler will prepare a summary memorandum and final work plan that captures all of the key decisions, directions, and schedule items established during the kickoff session. This document will serve as the SMMUSD/Gensler “Road Map” that outlines our way of proceeding forward with the project.

Deliverables: Session summary memorandum, proposed “Road Map” (work plan and schedule) and assignments for area of responsibility for the Environmental Scan

PHASE 2: DISCOVERY (ENVIRONMENTAL SCAN)

Tasks

2.1 Environmental Scan Prep Meeting

The intent of the Environmental Scan is to measure the School District’s progress in implementing the SMMUSD Strategic Plan, potential future directions, organizational culture, management practices, strategic goals, strength and weaknesses, and issues and trends that may influence SMMUSD’s plan as it grows and evolves. Gensler will work with the Core Project Team to help prepare SMMUSD staff assigned to perform the Environmental Scan. This preparation may include:

- Confirming goals and objectives
- Refining tasks and assignments
- Defining a process and a schedule
- Recommending data collection methodologies

2.2 Background Information

The SMMUSD project team, with Gensler’s guidance, will collect and review relevant background material and critical data for use throughout the project. The materials to be collected will include, but are not limited to:

- Previous Strategic Plans and Initiatives
- Organization charts and job descriptions
- Student/teacher performance metrics
- Policies and procedures
- Management tools and IT systems

2.3 Environmental Scan Implementation

SMMUSD staff will perform the Environmental Scan and bring back their findings to the Core Project Team. The Superintendent will determine how best Gensler will support SMMUSD staff in this task.

2.4 Environmental Scan Summary Meeting

Gensler, working with the Core Project Team and SMMUSD staff, will summarize the findings from the Environmental Scan.

Deliverables: Prepare summary memorandum highlighting common threads across all scans. SMMUSD Strategic Plan Preparation Process

PHASE 3: DESIGN AND DEVELOP

Tasks

3.1 Strategic Plan Team Meeting 2: Review Environmental Scan and Frame Issues for the Strategic Plan Framework

Gensler will present the preliminary themes emerging from the Environmental Scan. This information will begin to populate the elements for the strategic plan framework, as we begin to identify the current state and redefine the future state of SMMUSD. As importantly, during this meeting, key successes will be identified and an outline developed to celebrate these successes.

3.2 Community Open House 1: Collect Input for Strategic Plan Framework

The open house will serve as vehicle for celebrating the current state of education in the school district and for gathering feedback from the community for the strategic plan framework. It is designed to further educate the community about the mission, vision and strategic direction of SMMUSD and to offer an opportunity to comment. Gensler and the Core Project Team will engage participants in discussing various issues, challenges, and goals. Open houses will be held in both the Santa Monica and Malibu locations. Participants will be invited to walk through a 'gallery' where information stations will display presentation boards: wall graphics from the various meetings and focus groups, process banners, and elements of the strategic plan frameworks. We will design the floor plan so that participants walk through the organized 'gallery' of presentation boards and mingle with members of the Core Project. Various tools will be used to record feedback from community members including post-it notes, comment boards, one-on-one communication, and email.

Deliverables: Brief summary memorandum of open house

3.3 Strategic Plan Team Meeting 3: Review Community Input and Include in Strategic Plan Framework

Based on the feedback and input from the open houses, the Strategic Plan Team and Gensler will further revise the strategic plan framework and refine any necessary language of the mission and vision statements.

Deliverables: Draft of populated strategic plan framework

3.4 Strategic Planning Advance

Gensler will work closely with Core Project Team to develop the process, identify the attendees, and prepare the agenda for the Strategic Planning Advance workshop. The primary purpose of this meeting is to:

1. Present, review, and refine the strategic plan framework populated with the data collected from the data collection activities and revised from the current strategic plan;
2. Review and add to the list of emerging themes populated in the strategic plan framework and revise as necessary based on feedback from the facilitated discussions that ensue;
3. Identify additional important considerations that should be factored into the framework;
4. Collaborate around central ideas and themes for the mission and vision of SMMUSD;
5. Revise and refine strategies to achieve SMMUSD's goals;
6. Map out high-level action plans and metrics for the identified strategies.

Gensler will facilitate and graphically record the meeting and will finalize and send out the meeting agenda and any pre-meeting materials/readings, etc. prior to the work session. Using the wall graphics prepared during the session, Gensler will prepare a brief summary memorandum that brings together the key decisions, take-aways, and directions from the second meeting of the Advisory Group and distribute it to the SMMUSD team for circulation.

Deliverables: Preparations for the Strategic Planning Advance including follow-up meeting announcement/email, session handouts, pre-session materials to review; session agenda and comment sheets; overall project work plan and schedule. Gensler will prepare a brief summary memorandum that brings together the key decisions, take-aways, and directions from the Advance.

3.5 Strategic Plan Team Meeting 4: Review Advance Results and Formalize Framework

Based on the results of the Advance, the Strategic Plan Team and the Gensler Team will incorporate any changes to the strategic plan framework and prepare for the second Community Open House.

3.6 Community Open House 2: Present Strategic Plan Framework

The second open house will be held to present the Strategic Plan framework to the community and collect any feedback. Organized in the same manner as the previous open house, community participants will be presented with the refined version of the strategic plan in a "gallery" format and will have different tools to provide feedback. Members of the Gensler and Core Project Team will engage community members in answering any questions they may have. Open houses will be held again at both Santa Monica and Malibu locations.

3.7 Board Presentation

Gensler will provide support to the Superintendent for one board presentation during this phase. The Superintendent will choose which board meeting Gensler will assist in presenting. Possible presentations are the results from the Environmental Scan, Community Open House 1, and/or the Strategic Advance.

PHASE 4: DELIVER

Tasks

4.1 Working Group 5: Review Community Input and Finalize Strategic Plan

The Working Group and the Gensler Team will further revise the strategic plan to include results of the community feedback. Gensler will then finalize the format of the strategic plan with regard to graphic look and organization of the document. This will include a graphic

representation of the strategic plan framework. A PowerPoint deck will be created from the final strategic plan to be used in any future presentations.

Deliverables: Final Strategic Plan document and PowerPoint presentation.

4.2 Board Presentation: Finalized Strategic Plan

FEE STRUCTURE

<i>Phase 1</i>	<i>\$16,800</i>
<i>Phase 2</i>	<i>\$12,180</i>
<i>Phase 3</i>	<i>\$44,820</i>
<i>Phase 4</i>	<i>\$11,860</i>
<i>Total Labor</i>	<i>\$85,660</i>
<i>Direct costs (5% labor)</i>	<i>\$ 4,283</i>
<i>Total fee</i>	<i>\$89,943</i>

TO: BOARD OF EDUCATION

DISCUSSION
10/26/09

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

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

DISCUSSION ITEM NO. D.02

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.