

**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**  
**SPECIAL MEETING**

**June 16, 2011**

A special meeting of the Santa Monica-Malibu Unified School District Board of Education will be held on **Thursday, June 16, 2011**, 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 4:30 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 6:00 p.m. in the Board Room.

**The public meeting will begin at 6:00 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 just outside the meeting room. Completed cards should be submitted to the Recording Secretary.

**Time Certain Items:** Those items listed for a specified time (marked in the margin) are so noted to give the public an indication of when the Board will hear that item. 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)**

- Conference with Superintendent regarding 2011-12 Strategies for Negotiations with S.M.M.C.T.A. pursuant to GC §54957.6 as cited in the Brown Act. (10)
- Conference with Superintendent regarding 2011-12 Strategies for Negotiations with S.E.I.U. pursuant to GC §54957.6 as cited in the Brown Act (10)
- Closed session with legal counsel concerning anticipated litigation pursuant to GC §54956.9 as cited in the Brown Act (1 case). (20)
- Conference with Real Property Negotiators pursuant to GC §54956.9 (b) as cited in the Brown Act (1707 4<sup>th</sup> Street, Santa Monica, CA; district negotiators: Goodwin Procter, LLP; negotiating party: The Procaccianti Group; under negotiation: price, terms, and payment). (20)
- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC§54957, as cited in the Brown Act (Principal, Assistant Principal) (30)

**IV. BOARD OF EDUCATION – COMMENDATIONS / RECOGNITIONS (40)**

- Samohi Solar Alliance – Bike It!/Walk It! Day (10)
- Recognition of Retirees (30)

**V. APPROVAL OF THE AGENDA**

**VI. CONSENT CALENDAR (30)**

As agreed by the President, Vice President, and Superintendent during agenda planning, consent agenda items are considered routine, require no discussion, and are normally approved all at once by the Board of Education. However, members of the Board of Education, staff, or the public may request an item be moved from the consent agenda to Section XI (Major Items) for clarification and/or discussion.

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**VII. PUBLIC COMMENTS**

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

not engage in discussion of issues raised during “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 twenty (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.**

**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.*

**VIII. MAJOR ITEMS (10)**

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 Section XII (Discussion Items) of the agenda.

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**XI. ADJOURNMENT**

This meeting will adjourn to a regular meeting scheduled for **Thursday, June 30, 2011**, at 6:00pm at the district office: 1651 16<sup>th</sup> Street, Santa Monica, CA.

**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.**

**SMMUSD Board of Education Meeting Schedule 2010-2011**

**Closed Session begins at 4:30pm**  
**Public Meetings begin at 6:00pm**

July through December 2010					
Month	1 <sup>st</sup> Thursday	2 <sup>nd</sup> Thursday	3 <sup>rd</sup> Thursday	4 <sup>th</sup> Thursday	Special Note:
July			7/14* DO		*Wednesday, 7/14
August	8/4* DO		8/18* DO		*8/4: Workshop *Wednesday, 8/18
September	9/2 9/1* DO 9/4* DO		9/16* DO	9/23 DO	*Wednesday, 9/1 *9/4: Special Closed Session First day of school: 9/7 *9/16: Special Meeting
October	10/7 M		10/21 DO	10/29* DO	*10/29: Special Meeting
November	11/4 M		11/18 DO		Thanksgiving: 11/25-26
December	12/2* M	12/9 DO		winter break	*12/2: Special Meeting in Malibu
<b>December 18 – 31: Winter Break</b>					
January through June 2011					
<b>January 1 – 2: Winter Break</b>					
January	1/3* DO	1/13 DO	1/20* DO		*1/3: Special Meeting *1/20: Special Meeting
February	2/3 M		2/17 DO		
March	3/3 DO		3/17 DO	3/24* DO	*3/24: Special Closed Session
<b>April 11 – 22: Spring Break</b>					
April	4/2-3* DO 4/6* DO	spring break	spring break 4/23* DO		*4/2-3: Special Closed Session *Wednesday, 4/6 (rescheduled from 4/14) *Stairway: 4/7 & 4/8 * 4/23: Special Closed Session
May	5/2* DO 5/5 M	5/9* DO	5/19 DO		* 5/2: Special Meeting * 5/9: Special Meeting
June	6/2 DO		6/16* DO	6/30 DO	Last day of school: 6/22 *6/16: Special Meeting

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

**SMMUSD Board of Education Meeting Schedule 2011-2012**

**Closed Session begins at 4:30pm**  
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July through December 2011					
Month	1 <sup>st</sup> Thursday	2 <sup>nd</sup> Thursday	3 <sup>rd</sup> Thursday	4 <sup>th</sup> Thursday	Special Note:
July			7/20* DO		*Wednesday, 7/20
August		8/10* DO		8/24* DO	*Wednesday, 8/10 *Wednesday, 8/24 First day of school: 8/30
September	9/8 DO			9/22 DO	
October	10/6 M		10/20 DO		
November	11/3 M		11/17 DO		Thanksgiving: 11/24-25
December			12/15 DO	winter break	
<b>Winter Break: December 21 – January 3</b>					
January through June 2012					
<b>Winter Break: December 21 – January 3</b>					
January			1/19 DO		
February	2/2 M		2/16 DO		
March	3/1 DO		3/15 DO	3/29* DO	*3/22 & 3/23: Stairway *3/29: 5 <sup>th</sup> Thursday
<b>Spring Break: April 2 – April 13</b>					
April	spring break	spring break	4/19 DO		
May	5/3 M		5/17 DO		
June	6/7 DO			6/27* DO	Last day of school: 6/15 *Wednesday: 6/27

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  
June 16, 2011**

**I. CALL TO ORDER**

A. Roll Call

Jose Escarce – President  
Ben Allen – Vice President  
Oscar de la Torre  
Maria Leon-Vazquez  
Laurie Lieberman  
Ralph Mechur  
Nimish Patel

Student Board Members

B. Pledge of Allegiance

**II. CLOSED SESSION**

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## **CONSENT ITEMS**

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

FROM: TIM CUNEO / CHIUNG-SALLY CHOU / JANECE L. MAEZ / PEGGY HARRIS /  
STUART SAM

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 2010-2011 budget.

<b>Contractor/ Contract Dates</b>	<b>Description</b>	<b>Site</b>	<b>Funding (Measure BB)</b>
<i>NONE</i>			

<b>Contractor/ Contract Dates</b>	<b>Description</b>	<b>Site</b>	<b>Funding</b>
Atkinson, Andelson, Loya, Ruud and Romo  9/01/09 to 6/30/11  Amend not to exceed: <del>\$515,000</del> <u>595,000</u> total ( <del>\$175,000</del> for 09-10 & <del>\$340,000</del> <u>420,000</u> for 10-11)	To provide legal services for the District Human Resources	Human Resources	01-00000-0-00000-74000-5820- 026-1250

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

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

RE: OVERNIGHT FIELD TRIP(S) 2010-2011

RECOMMENDATION NO. A.

It is recommended that the Board of Education approve the special field trip(s) listed below for students for the 2010-2011 school year. No child will be denied due to financial hardship.

<b>School Grade # students</b>	<b>Destination Dates of Trip</b>	<b>Principal/Teacher</b>	<b>Cost Funding Source</b>	<b>Subject</b>	<b>Purpose Of Field Trip</b>
Samohi 9 <sup>th</sup> – 12 <sup>th</sup> 4	Miami and the Florida Keys, FL 7/11/11 to 7/14/11	H. Pedroza/ Ingo Gaida	\$1,800 per student paid by NOAA, Dept. of Energy and Consortium of Leadership	ACA DECA	Students will be going on all expenses paid trip for winning 3 <sup>rd</sup> place at the National Ocean Sciences Bowl Tournament.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

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

RE: CONSOLIDATED APPLICATION, PART I

RECOMMENDATION NO. A.

It is recommended that the Board of Education approve the submission of the Consolidated Application, Part I, to the State of California.

COMMENT: The Consolidated Application must be submitted to the California Department of Education in order for the district to receive state and federal categorical program funding. The application is submitted in two parts each school year. Following Board approval, Part I is to be submitted by June 30, 2011. Part I indicates that Santa Monica-Malibu Unified School District requests participation in federal and state programs including: Title I Basic Grant (low income/low achieving students), Title II, Part A (Teacher and Principal Training and Recruiting), Title III (Limited English Proficient Students) and Economic Impact Aid (Limited English Proficient/State Compensatory Education). Other state programs, previously part of the Consolidated Application, are now part of the Tier III Flexibility program and no longer flow through the ConApp.

Federal guidelines also allow local non-profit private schools to participate with the public school district in federal programs. Those participating private schools are identified in Part I of the application.

**Federal Program Descriptions:**

Title I Part A – Helping Disadvantaged Children:

A federal program to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments.

Title II Part A – Teacher Quality:

A federal program that increases student academic achievement through professional development and strategies for improving teacher and principal quality.

Title III – Limited English Proficient Students:

A federal program that provides supplementary programs and services to limited-English-proficient (LEP) students (known as English learners in California). The purpose of the program is to assist LEP students to acquire English and achieve grade-level and graduation standards.

**State Program Descriptions:**

Economic Impact Aid:

Economic Impact Aid (EIA) is a state categorical program that provides supplemental funds, kindergarten through grade twelve, to support (1) additional programs and services for English learners (EL) and (2) compensatory education services for educationally disadvantaged students.

Part II of the Consolidated Application, which includes budget information, will be submitted to CDE in January 2012 after district funding entitlements are confirmed. Part II will indicate the number of pupil participants and funding allocations for each program and school site.

Each school site is required to have a comprehensive school plan known as the Single Plan for Student Achievement describing the strategies and activities to improve student achievement and meet district adopted standards through the supplementary services provided by these categorical programs.

Schools utilize highly qualified teachers, instructional aides, scientifically research-based intervention programs, tutoring assistance, materials and equipment, professional development, district provided training, conferences and workshop attendance, expert consultants, and parent/community involvement activities to meet the needs of their students.

Each School Site Council is required to provide input and recommend to the Board the approval of planned program activities and budgets as part of the Single Plan for Student Achievement. The Director of Assessment, Research and Evaluation reviews program guidelines with all school administrators to insure appropriate implementation and compliance for each categorical program.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

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

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS – 2010-2011

RECOMMENDATION NO. A.04

It is recommended that the Board of Education approve the following Special Education Contracts for fiscal year 2010-2011 as follows:

**NPS**

2010-2011 Budget 01-65000-0-57500-11800-5125-043-1400

Nonpublic School/Agency	SSID	Service Description	Contract Number	Cost Not to Exceed
Switzer Learning Center	8091955978	NPS	#71-SPED11177	\$ 3,212
The HELP Group (Village Glen Commons)	1103129403	NPS	#72-SPED11179	\$ 2,300
Heritage School	545614	NPS	#73-SPED11181	\$ 4,820
West Ridge Academy – contract increase	4107929670	NPS, Room & Board, Mental Health	#68-SPED11171	\$ 13,019

Amount Budgeted NPS 10/11		\$ 1,450,000
Prior Board Authorization as of 06-02-11		\$ 1,706,529
	Balance	\$ - 256,529
Positive Adjustment (See Below)		\$ 0
		\$ - 256,529
Total Amount for these Contracts		\$ 23,351
	Balance	\$ - 279,880

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 2010-2011 in the amount of \$0 as of 06/2/11					
NPS	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

**NPA**

2010-2011 Budget 01-65000-0-57500-11800-5126-043-1400

Nonpublic School/Agency	SSID	Service Description	Contract Number	Cost Not to Exceed
Stepping Stones – contract increase	6172839494	1:1 support	#31-SPED11125	\$ 1,800

Amount Budgeted NPA 10/11		\$ 650,000
Prior Board Authorization as of 06-02-11		\$ 915,634
	Balance	\$ -265,634
Positive Adjustment (See Below)		\$ 0
		\$ - 265,634
Total Amount for these Contracts		\$ 1,800
	Balance	\$ -267,434

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 2010-2011 in the amount of \$ 0 as of 06/2/11					
NPA	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

**Instructional Consultants**

2010-2011 Budget 01-65000-0-57500-11900-5802-043-1400

Instructional Consultant	SSID	Service Description	Contract Number	Cost Not to Exceed
The Speech Therapy Group – contract increase	DOB 8/16/95	Speech therapy & IEP attendance	#29-SPED11151	\$ 1,350
Century City Optometric Center	6168090914	Vision Therapy Assessment	#33-SPED11178	\$ 510
Lindamood Bell	6172839494	Compensatory education	#32-SPED11176	\$ 3,204

Amount Budgeted Instructional Consultants 10/11		\$ 450,000
Prior Board Authorization as of 06-02-11		\$ 640,941
	Balance	\$ -190,941
Positive Adjustment (See Below)		\$ 0
		-190,941
Total Amount for these Contracts		\$ 5,064
	Balance	\$ -196,005

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 2010-2011 in the amount of \$0 as of 06/2/11.					
Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

**Non-Instructional Consultants**

2010-2011 Budget 01-65000-0-57500-11900-5890-043-1400

Non-Instructional Consultant	SSID	Service Description	Contract Number	Cost Not to Exceed
Parent Reimbursement	545614	Travel reimbursement	#35-SPED11180	\$ 1,200

Amount Budgeted Non-Instructional Consultants 10/11		\$ 200,000
Prior Board Authorization as of 06-02-11		\$ 375,982
	Balance	\$ -175,982
Positive Adjustment (See Below)		\$ 0
		\$ -175,982
Total Amount for these Contracts		\$ 1,200
	Balance	\$ -177,182

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 2010-2011 in the amount of \$ 0 as of 06/2/11.					
Non- Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

**Legal**

2010-2011 Budget 01-65000-0-57500-11900-5820-043-1400

Legal Contractor	Service Description	Contract Number	Cost Not to Exceed

Amount Budgeted Legal Services 10/11		\$ 200,000
Prior Board Authorization as of 06-02-11		<u>200,000</u>
	Balance	\$ 200,000
Adjustments for this period		<u>\$ 0</u>
		200,000
Total Amount for these Contracts		<u>\$ 0</u>
	Balance	\$ 0

Adjustment				
Legal Services Budget 01-65000-0-57500-11900-5820-043-1400				
There has been a reduction in authorized expenditures of Legal Services contracts for FY 2010-2011 in the amount of \$ 0 as of 06/2/11.				
Legal Contractor	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

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  
FROM: TIM CUNEO / JANECE L. MAEZ / PAT HO  
RE: TRANSFER OF FUNDS

ACTION/CONSENT  
06/16/11

RECOMMENDATION NO. A.05

It is recommended that the Board of Education approve the following transfers for fiscal year 2010-11.

- A. \$450,000 from the General Fund (Fund 01) to the Child Development Fund (Fund 12) for covering the deficit spending in Child Development programs.
- B. \$1,278 fund balance of Debt Service Fund (Fund 56) to the General Fund (Fund 01).

COMMENT: The Los Angeles County Office of Education (LACOE) requires Board approval to make transfers between Funds.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

FROM: TIM CUNEO / JANECE L. MAEZ

RE: RENEW CONTRACT – SCHOOL SERVICES OF CALIFORNIA, INC.

RECOMMENDATION NO. A.06

It is recommended that the Board of Education approve an agreement for special fiscal services with School Services of California, Inc., effective July 1, 2011, and terminating June 30, 2012.

It is further recommended that in consideration for services provided by School Services of California, Inc., that the District agrees to pay \$3,120 annually, plus expenses.

Funding Information

Source:	General Fund-Unrestricted
Currently Budgeted:	Yes
Account Number:	01-00000-0-00000-73000-5890-050-1500
Description:	Other Gen'l Admin/Contracts/Business Serv.

COMMENT: This request represents a renewal of our contract with School Services of California, Inc. There is no increase in the annual fee over the previous annual contract amount. School Services of California, Inc. provides fiscal services to the District including school finance, legislation, school budgeting and general fiscal issues. This agreement also includes up to 12 direct service hours at no additional cost.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:



TO: BOARD OF EDUCATION  
FROM: TIM CUNEO / SALLY CHOU / JUDY ABDO  
RE: HEAD START APPROPRIATIONS

ACTION/CONSENT  
06/16/11

RECOMMENDATION NO. A.07

It is recommended that the Board of Education approve the increase of additional funds in the recent proposed application to serve Head Start Children in poverty within Child Development Services.

COMMENT: The original proposal was submitted to the Board on 05/05/11. A revised proposal has been received in the amount of \$1,016,000 to serve 127 Head Start Children.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

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

RE: AWARD OF FLOORING MATERIALS – BID #9.10 – COLLINS & AIKMAN  
FLOORCOVERINGS INC. (C&A/TANDUS) – YEAR TWO OF A FIVE-YEAR  
CONTRACT

RECOMMENDATION NO. A.08

It is recommended that the Board of Education award Collins & Aikman Floor coverings Inc. (C&A/Tandus) Bid #9.10 for the purchase of floor coverings in an amount not to exceed \$300,000 annually; This is Year two (2) of a five (5) year contract.

**COMMENTS**

Purchases will be based on unit cost pricing included in the bid for both rolled and carpet squares; wall base, furniture moving, sheet vinyl, linoleum, tile, walk-off mats, stair treads, removal and disposal of existing flooring; floor prep and moisture proofing and volume discounts based on pre-determined quantities. The contract further incorporates unit pricing for carpet and hard surface cleaning services and equipment, should the District require such services in the future. The contract includes provisions for floor covering cleaning presentations including chemical and cleaning equipment audits, and maintenance troubleshooting.

Collins & Aikman is a carpet manufacturer and as such is able to sell carpet directly to the District at substantial savings. Carpet material pricing is based on GSA pricing, which is guaranteed to be the lowest cost in the State. There is a 30-year non-prorated warranty for all soft surface flooring materials. The specified flooring material is conducive to a green cleaning chemical program. Warehousing, delivery and storage will be provided for the term of the contract at no additional cost should a project be delayed.

Contractors installing carpet for the Measure BB Bond Program will be able to purchase carpet using this unit pricing structure.

**History**

The Board of Education established the Collaborative for High Performance Schools (CHPS) criteria for all of the Measure BB Bond program installations during its Board meeting of 6/13/07. The CHPS criteria establishes performance and environmental standards to create learning environments that are efficient, healthy and comfortable, while at the same time creating building systems that are easy to maintain and operate. The Board of Education requested that all purchases through-out the District going forward incorporate the CHPS criteria of sustainability to create a green, healthy environment for students, staff and the community. By establishing the flooring standards listed below, it is supporting this philosophy.

The following is a list of minimum criteria established for the flooring contract. Details of the criteria are available for review in the Purchasing Office.

**Sustainable Accountability/Indoor Air Quality:** All rolled goods and carpet tile products shall meet the sustainable protocol set forth by LEED, NSF140-2007 and CHPS. All sustainable claims shall be third party certified and meet the definitions of the FTC. Adhesives, glues, primers and related installation materials shall meet guidelines provided by Proposition 65, Cal OSHA, Air Resource Board and the Department of Health. All manufacturers shall have certified post-industrial content of 24% and 7% post consumer recycled content in their products for a minimum of 34% by weight and 98% recycled content cushion secondary backing. Products must be 100% closed-loop recyclable backing materials. Manufacturer shall have a collection and recovery system for product and a fully established operational recycling program established per FTC guides Section 260.7(d). (The carpet material supplied to the District shall

have a fully operational reclamation plant that can take existing carpet material and turn it back into carpet. A cradle to cradle recycling process. This means that the product can be recycled over and over again without ending up in a landfill). The carpet shall have a planned obsolescence of thirty (30) years.

**Antimicrobial / Pesticide Additives:** All proposed carpet materials shall be free of antimicrobials / pesticide additives. No GSA registered pesticides shall be added to the mix design. (This is part of Santa Monica-Malibu Unified School District's commitment to students and teachers alike to reduce chemical exposure in the classrooms). All carpet materials shall have an integrated impermeable backing system that creates a flooring material that is not affected by moisture. (Mold, biological growth or dust mites in the carpet backing will never be a concern with this type of backing).

The bid document allows for other governmental agencies and school districts to piggy-back on the unit pricing schedule.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

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

RE: AWARD OF INTERATED PEST MANAGEMENT PROGRAM SERVICES – QUOTE 2012.01 – STANLEY PEST CONTROL – YEAR ONE OF A FIVE-YEAR CONTRACT

RECOMMENDATION NO. A.09

It is recommended that the Board of Education approve Stanley Pest Control as the District's Integrated Pest Management (IPM) contractor for the year 2011-2012, year one of a five year contract, based on unit pricing for monthly services (\$18,060) and additional "as needed" services for the Food Services and Operations Departments.

Funding Information

Budgeted: Yes  
Fund: 13, 01  
Source: Food Services, General Fund  
Account Number: 13-53100-0-00000-37000-5650-057-2570  
01-81500-0-00000-82000-5620-065-2604

COMMENTS: The District's previous contract expires at the end of June 2011 and a new contract period was required to replace the existing contract. Quotes were sent to seven (7) contractors, five (5) attended the mandatory job walk. Quotes were received from three (3) contractors. Services provided will entail two sections: Part I – Food Services - monthly secondary kitchen and warehouse inspections, quarterly elementary kitchen inspections (\$4,980). Part II – Operations – monthly site inspections at all District sites in addition to rodent control at all Malibu sites on a bi-weekly schedule (\$13,080). An educational component is a required scope of this contract. Quotations were as follows:

<b>Part I Kitchens</b>	<b>Qty</b>	<b>IPM</b>	<b>Orkin</b>	<b>Stanley</b>
Secondary Sites	4	\$40/mo/site	\$40/mo/site	\$45/mo/site
Warehouse	1	\$100/mo	\$40/mo	\$85/mo
Elementary Sites	10	\$40/qtr/site	\$40/qtr/site	\$45/qtr/site
Additional calls		\$75/ea	\$0	\$45
<b>Annual total</b>		<b>\$4,720</b>	<b>\$4,000</b>	<b>\$4,980</b>
<b>Part II Operations</b>				
Monthly inspections	16	\$100/mo/site	\$45/mo/site	\$45/mo/site
Admin, Transportation	2	\$80/mo/site	\$45/mo/site	\$35/mo/site
Malibu Sites	4	\$180/bi-weekly/site	\$110/bi-weekly/site	\$75/bi-weekly/site
Additional Calls		\$75/ea	\$0	\$75
<b>Annual Total</b>		<b>\$29,760</b>	<b>\$15,000</b>	<b>\$13,080</b>
<b>Total Contract</b>		<b>\$34,480</b>	<b>\$19,000*</b>	<b>\$18,060</b>

*\*all or nothing proposal*

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

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

RE: CONTRACT AMENDMENT #36 FOR SITE SURVEY SERVICES – WEBSTER  
ELEMENTARY SCHOOL – DROP-OFF AND PARKING LOT  
RECONFIGURATION PROJECT – PSOMAS – MEASURE BB

RECOMMENDATION NO. A.10

It is recommended that the Board of Education award Contract Amendment #36 to PSOMAS for surveying services to incorporate some additional information needed to complete the design of the Webster Elementary School, Drop-Off and Parking Lot Reconfiguration Project, in the amount of \$2,003 for a total contract amount of \$1,178,884.

Funding Information

Budgeted: Yes  
Fund: 21  
Source: State School Building Fund  
Account Number: 21-00000-0-00000-85000-5802-008-2600  
Budget Category: Direct Soft Costs, Surveys/Investigation

COMMENTS: The Architect has requested that the District, provide additional limited design survey information in order to complete their design drawings. The District acquires these services through professional civil engineering and survey companies like Psomas.

This Contract Amendment #36, for \$2,003 is for providing limited design survey and drafting services to update the current site survey to include some additional areas not included in the original survey. The total contract amount will be \$1,178,884.

There is sufficient budget in the project soft costs for this expense.

*(Continued on next page)*

ORIGINAL CONTRACT AMOUNT:	\$ 249,450
Contract Amendment#1 (Survey, 4 Sites)	92,200
Contract Amendment#2 (Samohi Utilities Map)	39,600
Contract Amendment#3 ( Survey, 2 Sites)	38,000
Contract Amendment#4 (Survey, 4 Sites)	63,000
Contract Amendment#5 (Survey, 4 Sites)	99,900
Contract Amendment#6 (Survey/Utilities Mapping, 4 Sites)	84,500
Contract Amendment#7 (Survey, 5 Sites)	72,600
Contract Amendment #8 (MMHS, Sewer, Easement)	63,500
Contract Amendment #9 (Samohi, Olympic)	99,000
Contract Amendment #10 (Samohi survey)	7,500
Contract Amendment #11 (Lincoln survey)	15,000
Contract Amendment #12 (MMHS survey)	5,500
Contract Amendment #13 (Webster survey)	22,500
Contract Amendment #14 (MMHS survey)	7,500
Contract Amendment #15 (MMHS slope analysis)	1,800
Contract Amendment #16 (JAMS design survey)	8,379
Contract Amendment #17 (MMHS design survey)	29,246
Contract Amendment #18 (PDES survey)	23,574
Contract Amendment #19 (Samohi)	24,232
Contract Amendment #20 (MMHS)	6,795
Contract Amendment #21 (Webster)	22,081
Contract Amendment #22 (MMHS)	2,560
Contract Amendment #23 (Samohi)	17,048
Contract Amendment #24 (JAMS confirmation survey)	2,500
Contract Amendment #25 (JAMS underground sewer survey)	21,556
Contract Amendment #26 (ELA design survey)	10,848
Contract Amendment #27 (JAMS revised survey)	1,496
Contract Amendment #28 (Rogers Survey for Relos)	11,646
Contract Amendment #29 (Rogers Utility Detection for Relos)	<del>15,556</del> 13,056
Contract Amendment #30 (JAMS Underground utilities)	2,170
Contract Amendment #31 (JAMS utility investigation - rels)	6,296
Contract Amendment #32 (JAMS subsurface investigation)	4,198
Contract Amendment #33 (Contract extension)	0
Contract Amendment #34 (Olympic subsurface investigation)	7,050
Contract Amendment #35 (Grant survey update)	600
Contract Amendment #36 (Webster survey update)	2,003
<b>TOTAL CONTRACT AMOUNT</b>	<b>\$1,178,884</b>

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

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

RE: RATIFICATION OF AWARD OF BID #10.37.BB-03-113284 – MALIBU HIGH SCHOOL CAMPUS WIDE FIRE ALARM SYSTEM PROJECT – MOMENT CONSTRUCTION, INC. – MEASURE BB

RECOMMENDATION NO. A.11

It is recommended that the Board of Education ratify the award Bid #10.37.BB-03-113284, Malibu High School, Campus Wide Fire Alarm System Project, to the lowest responsive responsible bidder, Moment Construction, Inc, in the amount of \$1,456,700.

Funding Information

Budgeted: Yes  
Fund: 21  
Source: Building Fund  
Account Number: 21-00000-0-00000-85000-6200-010-2600  
Project: Fire Alarm 21-0-010-04  
Description: Construction Contract  
DSA #: 03-113284  
Friday Memo: 5/13/11

COMMENTS: On March 17, 2011, the Board of Education approved the award of bid number 10.37.BB-03-113284 to the lowest responsive bidder for an amount not to exceed \$1,600,000 (Item A.16).

The bidding opportunity for the Malibu High School, Campus Wide Fire Alarm System Project was advertised in the Santa Monica Daily Press and The Daily Breeze on 03/28/11 and 04/04/11; and in the Malibu Surfside News on 3/31/2011 and 04/07/11. Bid solicitations were emailed, faxed, and published in The Bluebook of Construction and McGraw Hill Dodge Report. Direct invitations were solicited to multiple local and non-local contractors. Thirty-five (35) contractors attended the mandatory job walk held on April 7, 2011. Sixteen (16) contractors completed the prequalification process and were approved to bid.

Eleven (11) contractors submitted bids, on May 3, 2011:

01.	Moment Construction	\$1,456,700
02.	First Fire Systems	\$1,460,000
03.	SBS Corporation	\$1,467,594
04.	Oilfield Electric	\$1,482,000
05.	AVA Builders	\$1,538,000
06.	K-Son Construction	\$1,595,000
07.	Fast Track Construction	\$1,614,500
08.	Shefir Construction	\$1,642,000
09.	Axis Construction	\$1,670,000
10.	Alfa 26 Construction	\$1,772,000
11.	Technion Contractors	\$1,971,100

An apparent low bidder meeting was held on May 5, 2011 with Moment Construction, Inc. to review their bid and confirm the scope. It was determined that their bid represented the entire project scope and they understand the prevailing wage requirements of the project. Measure BB staff completed their evaluation of the bids and determined that the lowest responsible responsive bidder is Moment Construction, Inc. Their bid is in the amount of \$1,456,700, below the Board awarded amount of \$1,600,000. A Notice of Award was issued to Moment Construction, Inc. on May 23, 2011.

This project is part of the Malibu High School Campus Improvement Project. The pre-bid estimated construction cost for this project was \$1,950,000.

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

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

RE: RATIFICATION OF AWARD OF BID #10.42.BB – MALIBU HIGH SCHOOL, SOIL REMEDIATION PROJECT – INNOVATIVE CONSTRUCTION SOLUTIONS, INC. – MEASURE BB

RECOMMENDATION NO. A.12

It is recommended that the Board of Education ratify the award of Bid #10.42.BB, Malibu High School, Soil Remediation Project to the lowest responsive responsible bidder, Innovative Construction Solutions, Inc., in the amount of \$360,997.

Funding Information

Budgeted: Yes  
Fund: 21 – Building Fund  
Account Number: 21-00000-0-00000-85000-6200-010-2600  
Project: Soil Remediation 21-0-010-06  
Description: Construction Contract  
Friday Memo: 5/13/11

COMMENTS: On March 17, 2011, the Board of Education approved the award of bid number 10.42.BB to the lowest responsive responsible bidder for an amount not to exceed \$399,900 (Item A.20).

The bidding opportunity for the Malibu High School, Soil Remediation Project was advertised in the Santa Monica Daily Press and The Daily Breeze on 04/09/2011 and 04/16/2011; and in the Malibu Surfside News on 04/14/2011. Bid solicitations were emailed, faxed, and published in The Bluebook of Construction and McGraw Hill Dodge Report. Direct invitations were solicited to multiple local and non-local contractors. Three (3) contractors attended the mandatory job walk held on April 20, 2011. Two contractors completed the prequalification process and were approved to bid.

Two (2) contractors submitted bids, on May 10, 2011:

01.	Innovative Construction Solutions	\$360,997
02.	Miller Environmental	\$399,900

An apparent low bidder meeting was held on May 17, 2011 with Innovative Construction Solutions, Inc. to review their bid and confirm the scope. It was determined that their bid represented the entire project scope and they understand the prevailing wage requirements of the project. Measure BB staff completed their evaluation of the bids and determined that the lowest responsive bidder is Innovative Construction Solutions, Inc. Their bid is in the amount of \$360,997, below the Board awarded amount of \$399,900. A Notice of Award was issued to Innovative Construction Solutions, Inc. on May 23, 2011.

This project is part of the Malibu High School Campus Improvement Project. The pre-bid estimated construction cost for this project was \$500,000.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

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

RE: AWARD GENERAL SERVICES ADMINISTRATION CONTRACT – MCKINLEY  
ELEMENTARY SCHOOL ENTRY AND OFFICE RECONFIGURATION PROJECT  
– SIMPLEX – MEASURE BB

RECOMMENDATION NO. A.13

It is recommended that the Board of Education award the Federal GSA contract to Simplex Grinnell, to purchase fire and security equipment and appropriate services specified under contract #GS-07-0396M as applicable to McKinley Elementary School-Entry and Office Reconfiguration Project, Bid #10.40.BB-03-113674, in the amount of \$49,348.19.

Funding Information

Budgeted: Yes  
Fund: 21  
Source: Building Fund  
Account Number: 21-00000-0-00000-85000-6200-004-2600  
Description: Construction Services  
DSA #: 03-113674

COMMENT: The Board of Education previously approved on 10/21/10 the GSA contract which allows for fire alarm, security, and emergency disaster equipment purchases and all services necessary to install the equipment from design to start-up, including maintenance and training at the lowest offered pricing. The Los Angeles County Department of Education allows Districts to “piggy back” off of the GSA contracts with no restrictions other than standard Public Works contracting requirements.

McKinley Elementary School-Entry and Office Reconfiguration Project will contract with Simplex Grinnell through this piggy back contract.

Bid opening for Bid #10.40.BB-03-113674 was held on May 11, 2011 and team reviewed the bid from Simplex Grinnell. It was determined by staff that the project scope is as intended by the bid documents.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION  
 FROM: TIM CUNEO / DEBRA MOORE WASHINGTON  
 RE: CERTIFICATED PERSONNEL – Elections, Separations

ACTION/CONSENT  
 06/16/11

RECOMMENDATION NO. A.14

Unless otherwise noted, all items are included in the 2010/2011 approved budget.

**ADDITIONAL ASSIGNMENTS**

**EDISON ELEMENTARY SCHOOL**

Cueva, Martha	8 hrs @\$40.46	5/1/11-6/22/11	Est Hrly/\$324
Rankin, Nancy	8 hrs @\$40.46	5/1/11-6/22/11	Est Hrly/\$324
Rodriguez, Judith	8 hrs @\$40.46	5/1/11-6/22/11	Est Hrly/\$324
Williams, Alma	8 hrs @\$40.46	5/1/11-6/22/11	Est Hrly/\$324
		TOTAL ESTABLISHED HOURLY	\$1,296

Comment: Grade Level Data Team Facilitator  
 01-IASA: Title I Basic-Lw Inc/Neg

Ipina, Elizabeth	3 hrs @\$40.46	5/1/11-6/22/11	Est Hrly/\$121
Jimenez, Sylvia	3 hrs @\$40.46	5/1/11-6/22/11	Est Hrly/\$121
		TOTAL ESTABLISHED HOURLY	\$242

Comment: Read 180  
 01-IASA: Title I Basic-Lw Inc/Neg

Salmaggi, Aileen	\$40.46, as needed	5/1/11-6/22/11	Est Hrly/\$-----
		TOTAL ESTABLISHED HOURLY	\$----

Comment: Read 180 Program Substitute, as needed  
 01-Gifts – Equity Fund

Ipina, Elizabeth	9 hrs @\$40.46	5/1/11-6/22/11	Est Hrly/\$364
Meade, Margaret	9 hrs @\$40.46	5/1/11-6/22/11	Est Hrly/\$364
Salmaggi, Aileen	9 hrs @\$40.46	5/1/11-6/22/11	Est Hrly/\$364
Tejeda de Leon, Karina	9 hrs @\$40.46	5/1/11-6/22/11	Est Hrly/\$364
		TOTAL ESTABLISHED HOURLY	\$1,456

Comment: Collegial Study Group Leader  
 01-Gifts

Ellis, John	20 hrs @\$40.46	5/20/11-6/10/11	Est Hrly/\$809
		TOTAL ESTABLISHED HOURLY	\$809

Comment: Kindergarten Assessments  
 01- IASA: Title I Basic-Lw Inc/Neg

Morales, Carlos	15 hrs @\$40.46	4/12/11-6/3/11	Est Hrly/\$607
Naranjo, Rocio	15 hrs @\$40.46	4/12/11-6/3/11	Est Hrly/\$607
		TOTAL ESTABLISHED HOURLY	\$1,214

Comment: Mentor Teacher for Student Program  
 01- IASA: Title I Basic-Lw Inc/Neg

**EDUCATIONAL SERVICES**

Check, Laura	6 hrs @\$40.46	5/11/11-6/6/11	Est Hrly/\$243
Cowgill, Elizabeth	6 hrs @\$40.46	5/11/11-6/6/11	Est Hrly/\$243
LaDuke, Stacy	6 hrs @\$40.46	5/11/11-6/6/11	Est Hrly/\$243
Simone, Laura	6 hrs @\$40.46	5/11/11-6/6/11	Est Hrly/\$243
Stauffer, Aimee	6 hrs @\$40.46	5/11/11-6/6/11	Est Hrly/\$243
Trundle, Al	6 hrs @\$40.46	5/11/11-6/6/11	Est Hrly/\$243
		TOTAL ESTABLISHED HOURLY	\$1,458

Comment: EETT ARRA Counselor Meeting  
 01-ARRA-EED

Hafft, Ianna	5 hrs @\$40.46	10/1/10-6/30/11	Est Hrly/\$202
Kay, Benjamin	5 hrs @\$40.46	10/1/10-6/30/11	Est Hrly/\$202
Lipetz, Sarah	5 hrs @\$40.46	10/1/10-6/30/11	Est Hrly/\$202
Reyes, Katrina	5 hrs @\$40.46	10/1/10-6/30/11	Est Hrly/\$202
TOTAL ESTABLISHED HOURLY			\$808

Comment: Science Curriculum Meeting  
01-IASA: Title II Teacher Quality

LINCOLN MIDDLE SCHOOL

Levy, Amanda	12 hrs @\$40.46	5/16/11-5/23/11	Est Hrly/\$486
TOTAL ESTABLISHED HOURLY			\$486

Comment: 6<sup>th</sup> Grade Transition Meetings  
01-Gifts – Equity Fund

MCKINLEY ELEMENTARY SCHOOL

Plasencia, Rachel	64.5 hrs @\$40.46	8/1/11-8/19/11	Est Hrly/\$2,610
Scifres, Mary	64.5 hrs @\$40.46	8/1/11-8/19/11	Est Hrly/\$2,610
TOTAL ESTABLISHED HOURLY			\$5,220

Comment: Jump Start Summer Program  
01- IASA: Title I Basic-Lw Inc/Neg  
[2011-12 Budget]

SPECIAL EDUCATION

Salvayrn, Elisa	6 hrs @\$40.46	10/1/10-6/30/11	Est Hrly/\$243
TOTAL ESTABLISHED HOURLY			\$243

Comment: Assessments  
01-Special Education

**ADDITIONAL ASSIGNMENT – EXTRA DUTY UNITS**

WEBSTER ELEMENTARY SCHOOL

Name	Rate	Assignment	Effective	Not to Exceed
Cook, Kristina	2 EDU	Yosemite Trip	9/10-6/11	\$512
Held, Pamela	1 EDU	Math Club	9/10-6/11	\$256
Maccani, Libby	1 EDU	Student Council	9/10-6/11	\$256
Murdock, Sheryl	1 EDU	Astrocamp	9/10-6/11	\$256
Rose, Lori	1 EDU	Astrocamp	9/10-6/11	\$256
Rose, Lori	1 EDU	Student Council	9/10-6/11	\$256
Verham, Karen	2 EDU	Yosemite Trip	9/10-6/11	\$512
Verham, Karen	1 EDU	Math Club	9/10-6/11	\$256
TOTAL EDUS				\$2,560

EDUCATIONAL SERVICES – SECONDARY MUSIC

Name	Rate	Assignment	Effective	Not to Exceed
Aiello, Jason	2.0 EDU	Stairway	1/11-6/11	\$512
Bixler, William	1.0 EDU	Stairway	1/11-6/11	\$256
Blanchard, Cecile	1.5 EDU	Stairway	1/11-6/11	\$384
Corrigan, Mike	0.6 EDU	Stairway	1/11-6/11	\$154
Hardisty, Apryl	1.0 EDU	Stairway	1/11-6/11	\$256
Huls, Jeffe	0.6 EDU	Stairway	1/11-6/11	\$154
Hunt, Mark	1.0 EDU	Stairway	1/11-6/11	\$256
Komandyan, Anna	1.0 EDU	Stairway	1/11-6/11	\$256
Loch, Amy	0.6 EDU	Stairway	1/11-6/11	\$154
Sakow, Terry	0.6 EDU	Stairway	1/11-6/11	\$154
Swenson, Joni	1.0 EDU	Stairway	1/11-6/11	\$256
Ventre, Vanessa	0.6 EDU	Stairway	1/11-6/11	\$154
Woo, Angela	1.0 EDU	Stairway	1/11-6/11	\$256
Zander, Maia	1.0 EDU	Stairway	1/11-6/11	\$256
TOTAL EDUS				\$3,458

EDUCATIONAL SERVICES – ELEMENTARY MUSIC

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Bersch, Kirsten	6.0 EDU	Stairway/Concerts	9/10-6/11	\$1,536
Cha, Deborah	6.0 EDU	Stairway/Concerts	9/10-6/11	\$1,536
Justin, Susan	6.0 EDU	Stairway/Concerts	9/10-6/11	\$1,536
Lockrem, Bonnie	5.5 EDU	Stairway/Concerts	9/10-6/11	\$1,408
Loyd, Allen	6.0 EDU	Stairway/Concerts	9/10-6/11	\$1,536
Maureas, Eleni	5.0 EDU	Stairway/Concerts	9/10-6/11	\$1,280
McKeown, Kevin	6.0 EDU	Stairway/Concerts	9/10-6/11	\$1,536
Ravaglioli, Steven	6.0 EDU	Stairway/Concerts	9/10-6/11	\$1,536
Spike-Gravelle, Jessica	6.0 EDU	Stairway/Concerts	9/10-6/11	\$1,536
Tellier, Bruce	6.0 EDU	Stairway/Concerts	9/10-6/11	<u>\$1,536</u>
			TOTAL EDUS	\$14,976

LINCOLN MIDDLE SCHOOL

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Blitz, Sarah	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Catanzano, Linda	0.5 EDU	Guided Study	2/11-6/11	\$ 128
DeBeech, Beth	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Diamond, Renee	1.5 EDU	Jr. Honor Society	2/11-6/11	\$ 384
Diamond, Renee	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Duran-Contreras, Martha	2.0 EDU	Yearbook	2/11-6/11	\$ 512
Duran-Contreras, Martha	1.0 EDU	International Club	2/11-6/11	\$ 256
Ehrke, Shelly	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Gies, Gretchen	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Greenfield, Glen	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Greenfield, Sara	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Hart, Sharon	1.5 EDU	Jr. Honor Society	2/11-6/11	\$ 384
Hart, Sharon	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Hartson, Elizabeth	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Hoffman, Beth	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Hunt, Mark	1.5 EDU	Jazz Band	2/11-6/11	\$ 384
Johnston, Roe	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Komandyan, Anna	3.0 EDU	Electric Strings	2/11-6/11	\$ 768
Marcos, Eric	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Mayer, Heather	1.0 EDU	Best Buddies	2/11-6/11	\$ 256
Moe, Eric	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Moe, Rose	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Murawshi, Danielle	0.5 EDU	Guided Study	2/11-6/11	\$ 128
O'Brien, Marianna	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Oseguera, Christian	1.0 EDU	Best Buddies	2/11-6/11	\$ 256
Pham, Vy	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Pomatti, Kate	0.5 EDU	Hebrew	2/11-6/11	\$ 128
Preuss, Jennifer	6.0 EDU	AVID Coordinator	2/11-6/11	\$1,536
Seymour, Robert	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Sherman, Wynn	4.0 EDU	Anime	2/11-6/11	\$1,024
Sinclair, Michele	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Stivers, Susan	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Suffolk, Stefanie	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Utzinger, Sara	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Valenzuela, Amanda	0.5 EDU	Guided Study	2/11-6/11	\$ 128
VanderVeen, Ken	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Ventre, Vanessa	6.0 EDU	Madrigals	2/11-6/11	\$1,536
Vieira, Ron	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Wrabel, Carol	0.5 EDU	Guided Study	2/11-6/11	<u>\$ 128</u>
			TOTAL EDUS	\$10,880

**TOTAL ESTABLISHED HOURLY, AND EXTRA DUTY UNITS = 45,106**

## **ELECTIONS**

### **SUBSTITUTE TEACHERS** **LONG-TERM SUBSTITUTES**

(@\$210.00 Daily Rate)

	<u>Effective</u>
Bushin, Gregory	4/28/11-6/22/11
Schmidt, Samantha	4/23/11-6/22/11
Trubo, Melissa	5/16/11-6/22/11

### **LEAVE OF ABSENCE (with pay)**

Name/Location

Higginson, James  
Special Education

Effective

5/5/11-6/1/11

[medical]

(Revision of dates from 6/2/11 Agenda)

### **RESIGNATION**

Name/Location

Anderson, Tamara  
Special Education

Effective

6/22/11

Fernandez, Heidi  
Roosevelt Elementary

6/22/11

Maccani, Elizabeth  
Webster Elementary

6/30/11

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION  
 FROM: TIM CUNEO / WILBERT YOUNG  
 RE: CLASSIFIED PERSONNEL - MERIT

ACTION/CONSENT  
 06/16/11

RECOMMENDATION NO. A.15

It is recommended that the following appointments for Classified Personnel (merit system) be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedules.

<u>ELECTION</u>		<u>EFFECTIVE DATE</u>
Carrillo, Ivan Special Education	Inst Asst – Specialized 6 Hrs/SY/Range:26 Step: A	5/31/11

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Carlson, Katy Malibu High School	Inst Asst – Developmental Health [inservice training]	2/1/11-6/30/11
Rodriguez, Maria John Adams MS	Bilingual Community Liaison [Valued Youth Coordinator]	9/3/10-6/22/11

<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Jimenez, Maria Edison Elementary	Inst Asst- Bilingual	5/24/11-6/22/11
Leonor, Fidelina Food Services	Cafeteria Worker I	5/31/11-6/30/11
Romero, Clara Edison Elementary	Administrative Asst – Bilingual	6/3/11-7/1/11

<u>LEAVE OF ABSENCE (PAID)</u>		<u>EFFECTIVE DATE</u>
Tate, John Food Services	Cafeteria Worker I Medical [change of dates from 12/9/10 Agenda]	10/29/10-5/1/11

<u>LEAVE OF ABSENCE (UNPAID)</u>		<u>EFFECTIVE DATE</u>
Washington, Jamie Franklin Elementary	Inst Asst – Physical Ed Personal [change of dates from 3/3/11 Agenda]	1/31/11-5/23/11

<u>PROFESSIONAL GROWTH</u>		<u>EFFECTIVE DATE</u>
Alvarez, Alicia Edison Elementary	Administrative Assistant	6/1/11

<u>TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES</u> (39-MONTH MEDICAL REEMPLOYMENT LIST)		<u>EFFECTIVE DATE</u>
GH2767455 Food Services		6/17/11

**RESIGNATION**

		<b><u>EFFECTIVE DATE</u></b>
Guirguis, Ramez Special Education	Inst Asst – Specialized	5/26/11
Ibarra, Alexandra McKinley Elementary	Inst Asst – Classroom	6/24/11
Rodriguez, Sergio Franklin Elementary	Inst Asst – Classroom	6/24/11
Tejeda, Lucia Educational Svcs	Bilingual Comm Liaison	6/14/11
Zemuy, Saba Food Services	Cafeteria Worker I	5/20/11

**RETIREMENT**

		<b><u>EFFECTIVE DATE</u></b>
Gardner, Rodney Roosevelt Elementary	Custodian	7/29/11
Heinly, Larry Maintenance	Electrician	9/30/11
Krpan, Verity Purchasing	Stock and Delivery Clerk	7/29/11
Lowe, Heather McKinley Elementary	Elem Library Coord	7/14/11

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



TO: BOARD OF EDUCATION ACTION/CONSENT  
06/16/11  
FROM: TIM CUNEO / DEBRA MOORE WASHINGTON / WILBERT YOUNG  
RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.16

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

**NOON SUPERVISION AIDE**

REABER, LISA

GRANT ELEMENTARY

5/31/11-6/22/11

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

TO: BOARD OF EDUCATION  
FROM: TIM CUNEO / DEBRA MOORE WASHINGTON  
RE: ADMINISTRATIVE APPOINTMENT

ACTION/CONSENT  
06/16/11

RECOMMENDATION NO. A.17

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

**CERTIFICATED APPOINTMENT**

**Effective**

\_\_\_\_\_  
Assistant Principal, Lincoln Middle School

7/1/11

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

FROM: TIM CUNEO

RE: REVISE BP 1240 – VOLUNTEER ASSISTANCE

RECOMMENDATION NO. A.18

It is recommended that the Board of Education revise BP 1240 – Volunteer Assistance.

COMMENT: At the May 19, 2011, board meeting, the Board of Education revised this policy to reflect changes recommended by CSBA. In that revision, the last two paragraphs were incorrect, based on SMMUSD's practices and procedures for volunteers. This item corrects that error.

The revised policy is attached.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

**VOLUNTEER ASSISTANCE**

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

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

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

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

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

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

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

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

Volunteers shall act in accordance with district policies, regulations, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

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

Prior to assuming a volunteer position to work with students in a district-sponsored student activity program, a volunteer shall obtain both a Department of Justice and Federal Bureau of Investigation criminal background check through the district. (Education Code 49024)

A volunteer who possesses a current Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing, issued prior to July 9, 2010, shall have satisfied district requirements for the criminal background check. (Education Code 49024)

~~Prior to assuming a volunteer position to work with students in a district-sponsored student activity program, a volunteer shall possess an Activity Supervisor Clearance Certificate issued by the Commission on Teacher Credentialing. (Education Code 49024)~~

~~A volunteer who obtained both a Department of Justice and Federal Bureau of Investigation criminal background clearance through the district prior to July 9, 2010, shall have satisfied this requirement. (Education Code 49024)~~

Legal Reference:

EDUCATION CODE

[35021](#) Volunteer aides

[35021.1](#) Automated records check

[44010](#) Sex offense; definition

[44227.5](#) Classroom participation by college methodology faculty

[44814-44815](#) Supervision of students during lunch and other nutrition periods

[45125](#) Fingerprinting requirements

[45340-45349](#) Instructional aides

[45360-45367](#) Teacher aides

[49406](#) Examination for tuberculosis

GOVERNMENT CODE

[3100-3109](#) Oath or affirmation of allegiance

[3543.5](#) Prohibited interference with employees' rights

HEALTH AND SAFETY CODE

[1596.871](#) Fingerprints of individuals in contact with child day care facility clients

LABOR CODE

[3364.5](#) Persons performing voluntary services for school districts

PENAL CODE

[290](#) Registration of sex offenders

[290.4](#) Information re sex offenders

CODE OF REGULATIONS, TITLE 22

[101170](#) Criminal record clearance

[101216](#) Health screening, volunteers in child care centers

UNITED STATES CODE, TITLE 20

[6319](#) Qualifications and duties of paraprofessionals, Title I programs

ATTORNEY GENERAL OPINIONS

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

COURT DECISIONS

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

Management Resources:

NATIONAL PTA PUBLICATIONS

National Standards for Parent/Family Involvement Programs, 1997

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

WEB SITES

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

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

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

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

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

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

California Department of Justice, Megan's Law mapping: <http://www.meganslaw.ca.gov>

**Policy SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
adopted: August 19, 2009 Santa Monica, California  
revised: May 19, 2011; June 16, 2011**

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

FROM: TIM CUNEO / JANECE L. MAEZ

RE: REAPPOINTMENT OF MEMBER TO THE PROP 39 CITIZENS' BOND  
OVERSIGHT COMMITTEE

RECOMMENDATION NO. A.19

It is recommended that the Board of Education reappoint Steven Rodman to the Prop 39 Citizens' Bond Oversight Committee for a second two year term ending June 30, 2013.

COMMENT: Mr. Rodman has served diligently on the Prop 39 Citizens' Bond Oversight Committee (BOC) and his term is due to end on 6/30/11. Mr. Rodman was first appointed to the committee in April 2009 to complete a term that had been vacated. That position's term would have ended in June of 2009. At the time of the appointment the Board elected to continue Mr. Rodman with a full two year term from July 2009 through June 2011.

Education Code 15278(a) is specific as to the number of committee members that should be appointed to the BOC and even more specific as related to the length of term and number of terms permitted. Ed Code states that the Committee shall consist of at least seven (7) members to serve for a term or two (2) years without compensation and for no more than two (2) consecutive terms. The laws continue to specify that the committee must include:

- One member who is active in a business organization representing the business community located within the school district;
- One member active in a senior citizens' organization;
- One member who is the parent or guardian of a child enrolled in the school district;
- One member who is both a parent or guardian of a child enrolled in the school district and active in a parent-teacher organization;
- One member who is active in a bon fide taxpayers' organization; and
- Two members at large.

Mr. Rodman currently fills the position representing a taxpayer's organization.

Although the Board has recently asked members of other district committees to reapply for successive terms at the expiration of an appointment, staff is suggesting that the limited number of years per term combined with the restriction of two terms places positions on the BOC in a somewhat different circumstance. If the same requirement was imposed for BOC members it will make the paper work and processing cumbersome for staff.

By reappointing Mr. Rodman to this position, his combined length of service to the district will be 4 years. Staff is recommending that the Board approve his reappointment through June 30, 2012.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

FROM: TIM CUNEO / JANECE L. MAEZ

RE: OPEN APPLICATION PROCESS FOR TWO VACANCIES ON THE PROP 39  
CITIZENS' BOND OVERSIGHT COMMITTEE

RECOMMENDATION NO. A.20

It is recommended that the Board of Education:

1. Authorize the process to begin the replacement of two positions on the District's Prop 39 Citizens' Bond Oversight Committee (BOC);
2. Direct the Superintendent and staff to review the applications and make a recommendation to the Board; and
3. Approve the following timeline for the appointments:
  - a. Distribution of applications June 17, 2011
  - b. Applications due in Superintendent's Office July 15, 2011
  - c. Board to appoint new members July 20, 2011

COMMENTS: The first Prop 39 Citizens' Bond Oversight Committee (BOC) was appointed by the Board of Education on December 12, 2006. As required after the passage of the bond measure approved by voters and known as Measure BB, the BOC purpose is to inform the public concerning the expenditure of the bond proceeds. The Committee shall engage in the following activities to carry out this purpose:

- Actively review and report on the proper expenditure of taxpayers' money for school construction;
- Advise the public as to whether the school district is in compliance with the requirement of the measure;
- Convene to provide oversight for but not limited to:
  - Ensuring that bond revenues are expended only for the construction, reconstruction, rehabilitation or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities;
  - Ensuring that no funds are used for any teacher or administrative salaries or other school operating expenses.

Education Code 15278(a) is specific as to the number of committee members that should be appointed to the BOC and even more specific as related to the length of term and number of terms permitted. Ed Code states that the Committee shall consist of at least seven (7) members to serve for a term or two (2) years without compensation and for no more than two (2) consecutive terms. The law continues to specify that the committee must include:

- One member who is active in a business organization representing the business community located within the school district;
- One member active in a senior citizens' organization;
- One member who is the parent or guardian of a child enrolled in the school district;
- One member who is both a parent or guardian of a child enrolled in the school district and active in a parent-teacher organization;
- One member who is active in a bon fide taxpayers' organization; and
- Two members at large.

The Committee currently has two vacancies that need to be filled. The first vacancy was created upon the resignation of Mr. Robert Tompkins who moved out of the jurisdiction. His term was originally scheduled to expire next year, June 30, 2012. Mr. Tompkins was an At Large member of the Committee. A second vacancy has been created by the term limits imposed on the Committee by Education Code. Mr. Ralph Erickson will complete the end of his second term on June 30, 2011 and is not eligible to be reappointed. Mr. Erickson represents a senior citizens organization.

Staff is recommending a process and timeline to provide recommendations to the Board. The vacancies would be filled by July 20, 2011. Additionally staff is recommending that the term of the position vacated by Mr. Tompkins be changed so that it expires in June 2013. With this change the expiration of terms will be more balanced on the Committee. This means that four members of the Committee will be termed out of their position June 2012. The remaining members will continue through June 2013, when Mr. Rodman will be termed out but the two new appointees will be eligible for the second two year term.

With Board approval, a press release inviting applicants to respond will be sent and notices will be forwarded for posting at the District's school sites, the PTA Council as well as Santa Monica and Malibu City Halls and Libraries. The application will also be available on the District's website ([www.smmusd.org](http://www.smmusd.org)) and in the Office of the Superintendent.

Attached to this item is a table that identifies the composition of the BOC, current members, terms and where the vacancies exist. As the chart outlines, the District will be seeking one member who is active in a senior citizen organization and another member at large.

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



**Composition of the Prop 39 Bond Oversight Committee (BOC)  
per By-laws Established by Board of Education**

<b>Number Of Reps.</b>	<b>Category</b>	<b>Current Member</b>	<b>Exp. Date</b>
1	Parent	Nickelsburg	6/30/12
1	Parent Active in PTA or Site Council	Charchut	6/30/12
1	Citizen Active in a Business Organization	Jarow	6/30/12
1	Citizen Active in a Senior Citizen Organization	<b>VACANT</b>	6/30/13
1	Citizen Active in Bona-fide Taxpayers Association	Rodman	6/30/13
2	Members at Large	<b>VACANT</b>	6/30/13
		Carrey	6/30/12

TO: BOARD OF EDUCATION  
FROM: TIM CUNEO / PEGGY HARRIS  
RE: ADOPT THE STRATEGIC PLAN FRAMEWORK

ACTION/CONSENT  
06/16/11

RECOMMENDATION NO. A.21

It is recommended that the Board of Education adopt the Strategic Plan framework, as presented and discussed at the June 2, 2011, board meeting. Once adopted, the framework will serve as the basis for the development of action plans to drive all aspects of work in SMMUSD.

COMMENTS: For the past several months, the district has been engaged in a multifaceted process to develop a new strategic plan. The purpose of developing a new plan is to provide SMMUSD with a living document that:

- identifies areas of focus and immediate and long-range goals; and
- guides decision-making and priority alignment for the next five years.

The last Strategic Plan was approved by the Board of Education in August 2002. The Plan was forward thinking, and included seven initiatives that were intended to guide SMMUSD through 2005. Understanding the importance of a tool that organizes and defines the district's work for an extended span of time, it became evident that there was a need to develop a new strategic plan that would propel SMMUSD into the future.

During the 2009-2010 school year, the Board of Education authorized the development of a new strategic plan. The development process that resulted from that directive has been extensive and inclusive. To date, a strategic plan framework has been created and vetted multiple times with constituents across the district. The framework that is up for adoption is the product of that process.

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

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## **MAJOR ITEMS**

TO: BOARD OF EDUCATION

ACTION/MAJOR

06/16/11

FROM: TIM CUNEO / JANECE L. MAEZ

RE: PUBLIC HEARING AND APPROVAL – 2011-12 TIER III CATEGORICAL FUNDING

RECOMMENDATION NO. A.22

It is recommended that the Board of Education hold a public hearing and approve the proposed use of Tier III funds as required by Assembly Bill (AB) X4 2, Education Code Section (EC) 42605, paragraphs (c)(2) and (3) on the proposed uses of funds under categorical flexibility. The hearing is scheduled for June 16, 2011.

COMMENT: The District is estimated to receive in the General Fund \$4,734,471 in what was previously categorical, restricted funds. These funds are now deposited into the unrestricted portion of the General Fund and are available for any use designated by the Board. During the budget reduction process in previous years, the Board made decisions regarding reductions of the Tier III designation in several areas. Allocations and use of Tier III funds for the 2011-12 Fiscal Year will remain the same. The designations remain consistent with the 2010-11 allocations.

The following table details the projected expenditures considered Tier III for next year. The difference between these designated amounts and the projected revenue from Tier III will be used to offset the overall projected deficit in the General Fund.

OPEN PUBLIC HEARING

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

CLOSE PUBLIC HEARING

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

**PROPOSED TIER III EXPENDITURES**

**2011-12**

<b>PROGRAMS</b>	<b>2010-11</b>	<b>2011-12</b>
<b>FUND 01:</b>		
SCHOOL IMPROVEMENT TO SCHOOL SITE:	439,334	436,470
OUTREACH PROGRAM AT SAMOHI	181,402	184,587
SCIENCE MAGNET AT JOHN ADAMS	80,000	80,000
NATIONAL BOARD CERTIFICATED TEACHERS (NBCT)	20,000	20,000
STAFF DEVELOPMENT (BTSA)	73,439	45,469
APEX LEARNING	23,650	26,000
CALSAFE - STUDENT	16,793	17,645
TRANSPORTATION/ENCROACHMENT	171,746	246,259
GENERAL FUND DEFICIT OFFSET	3,355,476	3,303,467
<b>FUND 11:</b>		
ADULT EDUCATION	222,544	230,998
COMMUNITY BASE ENGLISH TUTORING (CBET)	36,990	36,990
<b>FUND 12:</b>		
CALSAFE /CHILD CARE	106,213	106,586
<b>TOTAL:</b>	<b>4,727,587</b>	<b>4,734,471</b>

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## **DISCUSSION ITEMS**

TO: BOARD OF EDUCATION

DISCUSSION

06/16/11

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

RE: ENHANCING EDUCATION THROUGH TECHNOLOGY (EETT) GRANT

DISCUSSION ITEM NO. D.01

In 2009, the Santa Monica-Malibu Unified School District received a two-year, competitive federal grant through the Enhancing Education Through Technology (EETT) program.

The EETT project focused on integrating technology into science instruction for fourth through eighth grade students at Roosevelt, SMASH and Lincoln Middle School, with an emphasis on environmental science and hands-on learning.

This presentation will provide information on the success of the EETT project and lessons learned for future technology integration across the district.

TO: BOARD OF EDUCATION  
FROM: TIM CUNEO / JANECE L. MAEZ  
RE: BUDGET UPDATE

DISCUSSION  
06/16/11

DISCUSSION ITEM NO. D.02

As the District continues to receive information regarding the State budget, as it relates to the development of our budget, Staff will regularly update the Board. These updates will be scheduled at each regular meeting of the Board until the District budget is adopted in June. These updates may include the following: new statewide projections, proposed changes to the district budget, enrollment projections, staffing ratios, and other budget-related details.

As Ms. Maez explained during her presentation of the preliminary budget at the June 2 board meeting, she will be reviewing the budget reduction list for consideration. It is expected that the Board will be asked to approve and include this list of possible reductions with the budget adoption at June 30, 2011, board meeting.



TO: BOARD OF EDUCATION  
FROM: TIM CUNEO / JANECE L. MAEZ  
RE: CONSIDER REVISING BP 3100 – BUDGET

DISCUSSION  
06/16/11

DISCUSSION ITEM NO. D.03

It is recommended that the Board of Education consider revising BP 3100 – Budget.

**COMMENT:**

From time to time the Governmental Accounting Standards Board (GASB) issues statements that affect school district and other public agency financial reporting. The most recent of those issued is Statement 54 (GASB 54), *Fund Balance Reporting and Governmental Fund Type Definitions* that considerably alters the categories and terminology used to describe the components that compose fund balance. These changes are intended to enhance how fund balance information is reported and to improve its usefulness by establishing new fund balance classifications that are easier for users to understand and apply. The new standard also clarifies the definitions of certain governmental funds.

The implementation of GASB 54 standards will require the Board to take several actions. This item begins that process by amending current Board policy (BP 3100) and incorporating necessary requirements. Additionally, AR 3460 - Financial Reports and Accountability will be amended to reflect changes due to GASB 54. There is an item in the Information section of tonight's agenda that accomplishes that change.

With the policy and regulation changes are in place it will be necessary for the Board to adopt specific resolutions each year. Those resolutions may commit portions of the General Fund Balance as appropriate, designate specific employees who may assign remaining balances in the General Fund, and establish the specific minimum fund balance for the General Fund. For the 2010-11 fiscal year additional resolutions will be necessary for Funds 11 (Adult Education) and 14 (Deferred Maintenance) due to the flexibility provisions of the state budget and because the district has chosen to retain the use of those funds for the specific purposes in separate funds. These resolutions will be on the June 30, 2011 agenda.

The new standard does not change the actual amount of fund balance reported, and does not change most aspects of day-to-day accounting.

**BACKGROUND**

Fund balance reporting is unique to governmental fund accounting. Fund balance represents the difference between the assets and liabilities reported within a governmental fund. It has traditionally been broken into two components, reserved and unreserved, with a focus on identifying whether resources are available for spending in the subsequent year's budget.

The GASB's initial intent in developing this new standard was to clarify the relationship between the reserved fund balances reported in governmental funds and the restricted net assets reported in the government-wide statements required by GASB Statement 34. It became clear to the GASB that fund balance reporting guidance was interpreted and applied inconsistently, resulting in fund balance information that is not easily understood by financial statement users. The GASB concluded that it was necessary to redefine fund balance classifications in order to improve the clarity and usefulness of fund balance information presented in the financial statements.

## **EFFECTIVE DATE**

GASB 54 is effective for school district financial statements for fiscal year 2010–11.

## **NEW FUND BALANCE CLASSIFICATIONS**

GASB 54 implements a five-tier fund balance classification hierarchy that depicts the extent to which a government is bound by spending constraints imposed on the use of its resources. Note that not all of these classifications will be needed in every governmental fund or by every school district. The five classifications, discussed in more detail below, are:

- Non-spendable
- Restricted
- Committed
- Assigned
- Unassigned

### **Non-spendable Fund Balance**

The non-spendable fund balance classification reflects amounts that are not in spendable form. Examples include inventory, prepaid items, the long-term portion of loans receivable, and nonfinancial assets held for resale. This classification also reflects amounts that are in spendable form but that are legally or contractually required to remain intact, such as the principal of a permanent endowment.

### **Restricted Fund Balance**

The restricted fund balance classification reflects amounts subject to externally imposed and legally enforceable constraints. Such constraints may be imposed by creditors, grantors, contributors, or laws or regulations of other governments, or may be imposed by law through constitutional provisions or enabling legislation. These are the same restrictions used to determine restricted net assets as reported in the government-wide, proprietary fund, and fiduciary trust fund statements.

### **Committed Fund Balance**

The committed fund balance classification reflects amounts subject to internal constraints self-imposed by formal action of the government's highest level of decision-making authority. The constraints giving rise to committed fund balance must be imposed no later than the end of the reporting period (June 30, for school districts). The actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

In contrast to restricted fund balance, committed fund balance may be redirected by the government to other purposes as long as the original constraints are removed or modified in the same manner in which they were imposed, that is, by the same formal action of the highest level of decision-making authority.

"Formal action" varies considerably from government to government. For example, formal action for which governments such as cities, counties, or states have authority typically includes the passage of laws, ordinances, or levies. By contrast, formal action for which California school district governing boards have authority is typically limited to actions taken at a public meeting such as a vote, a resolution, or some similar action such as adoption of a budget. For school districts, therefore, the difference between the committed classification and the assigned

classification may not be as great as for other governments. As discussed below, school districts may not have a need to report both classifications.

### **Assigned Fund Balance**

The assigned fund balance classification reflects amounts that the government *intends* to be used for specific purposes. Assignments may be established either by the governing body or by a designee of the governing body, and are subject to neither the restricted nor committed levels of constraint.

In contrast to the constraints giving rise to committed fund balance, constraints giving rise to assigned fund balance are not required to be imposed, modified, or removed by formal action of the highest level of decision-making authority. The action does not require the same level of formality and may be delegated to another body or official. Additionally, the assignment need not be made before the end of the reporting period, but rather may be made any time prior to the issuance of the financial statements.

As noted above, for school districts, the difference between the committed and assigned fund balance classifications may be minimal. School districts are not required to report both classifications, but must disclose in the notes to the financial statements the nature of the constraints giving rise to whichever classifications it does report.

### **Unassigned Fund Balance**

In the general fund only, the unassigned fund balance classification reflects the residual balance that has not been assigned to other funds and that is not restricted, committed, or assigned to specific purposes.

In any fund other than the general fund, a positive unassigned fund balance is never reported because amounts in any other fund are assumed to have been assigned, at least, to the purpose of that fund. However, deficits in any fund, including the general fund, that cannot be eliminated by reducing or eliminating amounts assigned to other purposes are reported as negative unassigned fund balance.

**BUDGET**

The Board of Education recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with the district's vision, goals, and priorities. The district budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

**Budget Development and Adoption Process**

The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127(i). He/she shall annually notify the County Superintendent of Schools of the district's decision to use the single budget adoption process in the subsequent year.

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff at all levels in the development of budget projections.

The Board encourages public input in the budget development process and shall hold public hearings and meetings in accordance with Education Code 42103 and 42127.

The Superintendent or designee shall ensure that the proposed district budget is clearly presented and effectively communicated to the Board, staff, and public. He/she may adapt or supplement the format prescribed by the Superintendent of Public Instruction (SPI) as necessary for these purposes. However, the budget that is formally adopted by the Board shall be in the state-required format.

**Budget Advisory Committee**

The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

The committee shall develop recommendations during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board, Superintendent or designee.

**Budget Criteria and Standards**

In developing the district budget, the Superintendent or designee shall analyze criteria and standards adopted by the State Board of Education which address estimation of funded average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue

limit, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, fund balance, and reserves. The budget review shall also identify supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, and the status of labor agreements. (Education Code 33127, 33128, 33129; 5 CCR 15440-15451)

The Board shall establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the requirements of 5 CCR 15450.

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, categorical program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

### **Fund Balance**

The Board shall adopt a formal resolution that provides for classification of fund balances in the general fund and is compliant with Governmental Accounting Standards Board (GASB) Statement 54. The resolution also shall:

1. Establish specific steps for committing funds that cannot be used for any other purpose unless the Board takes action to remove or change the constraint
2. Express the authority of the Board and/or delegate authority to other person(s) to identify intended uses of assigned funds
3. Establish the order in which fund balances will be spent when multiple fund balance types are available for an expenditure
4. Address the minimum fund balance in the general fund by establishing an appropriate level of unrestricted fund balance that will be maintained in the general fund, the circumstances under which the unrestricted fund balance can be spent down, and the procedure for replenishing deficiencies
5. The District will maintain an Reserve for Economic Uncertainty (REU) of at least 3% of total General Fund operating expenditures (including other financing). The primary purpose of this reserve is to avoid the need for service level reductions in the event of an economic downturn causes revenues to come in lower than budget. This reserve may be increased form time to time in order to address specific anticipated revenue shortfalls

The Board reserves the authority to review and amend this resolution as needed to reflect changing circumstances and district needs.

### **Long-Term Financial Obligations**

The district's current-year budget and multi-year projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the district's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the district to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of OPEBs, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of workers' compensation claims, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve in the budget sufficient amounts to fund the present value of accrued but unfunded workers' compensation claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code 42141)

### **Budget Amendments**

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval when the state budget is adopted, collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

#### Legal Reference:

##### **EDUCATION CODE**

*1240 Duties of county superintendent of schools*

*33127-33131 Standards and criteria for local budgets and expenditures*

*35035 Powers and duties of superintendent*

*35161 Powers and duties, generally, of governing boards*

*42103 Public hearing on proposed budget; requirements for content of proposed budget*

*42120-42129 Budget requirements*

*42132 Resolutions identifying estimated appropriations limit*

*42602 Use of unbudgeted funds*

*42610 Appropriation of excess funds and limitation thereon*

*44518-44519.2 Chief business officer training program*

*45253 Annual budget of personnel commission*

*45254 First year budget of personnel commission*

##### **GOVERNMENT CODE**

*7900-7914 Appropriations limit*

##### **CODE OF REGULATIONS, TITLE 5**

*15060 Standardized account code structure*

*15440-15451 Criteria and standards for school district budgets*

Management Resources:

**CSBA PUBLICATIONS**

*Maximizing School Board Governance: Budget Planning and Adoption, 2006*

*Maximizing School Board Governance: Understanding District Budgets, 2006*

*School Finance CD-ROM, 2005*

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

*California School Accounting Manual*

**FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS**

*Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006*

**GOVERNMENTAL ACCOUNTING STANDARDS BOARD**

*Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999*

*Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004*

**WEB SITES**

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

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

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

California Department of Finance: <http://www.dof.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

Legislative Analyst's Office: <http://www.lao.ca.gov>

School Services of California, Inc.: <http://www.sscal.com>

**Policy SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
adopted: August 19, 2009 Santa Monica, California**

TO: BOARD OF EDUCATION  
FROM: TIM CUNEO / CHIUNG-SALLY CHOU  
RE: TRANSITIONAL KINDERGARTEN

DISCUSSION  
06/16/11  
Postponed  
from 6/2/11

DISCUSSION ITEM NO. D.04

The state of California has enacted a new law, Kindergarten Readiness Act of 2010 (SB 1381), which changed kindergarten and first grade entry date from December 2 to September 1. It requires the district to provide a “developmentally appropriate curriculum; aligned with kindergarten standards; taught by credentialed teachers.”

Comment: By moving the date of school entry from December 2 to September 1 will better prepare the students to succeed in kindergarten and beyond. By implementing a transitional kindergarten program, the parents will have an additional option to help their children enter kindergarten with the maturity and skills needed to excel. This law grants the district with a phasing in process with entry date being moved back to November 1 in 2012-13, October 1 in 2013-14, and September 1 in 2014-15.

The transitional kindergarten program can accept students from the youngest quartile in 2012-13.



TO: BOARD OF EDUCATION

DISCUSSION

06/16/11

FROM: TIM CUNEO / CHIUNG-SALLY CHOU / PEGGY HARRIS

RE: K-12 WRITING FRAMEWORK UPDATE

DISCUSSION ITEM NO. D.05

Over the last several months, a team of elementary, middle, and high school English Language Arts teachers has been working to create a comprehensive framework to systematically guide writing instruction in district classrooms.

This report provides background information and a status update on this project.

TO: BOARD OF EDUCATION

DISCUSSION

06/16/11

FROM: TIM CUNEO / SALLY CHOU / JUDY ABDO

RE: REPORT AND DISCUSSION REGARDING THE HEAD START PROGRAMS

DISCUSSION ITEM NO. D.06

Child Development Services will provide the Board of Education with the Head Start annual report as well as the information and self-assessment report for 2010-11.

TO: BOARD OF EDUCATION

DISCUSSION

06/16/11

FROM: TIM CUNEO

RE: CONSIDER REVISING AR 1220 – DISTRICT ADVISORY COMMITTEES

DISCUSSION ITEM NO. D.07

At the May 5, 2011, board meeting, the Board of Education postponed the appointment of DAC applicants until the AR regarding District Advisory Committees could be reviewed. This discussion item will allow board members the opportunity to examine the way in which applicants are appointed to a committee (section F.4).

Attached is AR 1220 – District Advisory Committees.

**DISTRICT ADVISORY COMMITTEES****A. Purpose**

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

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

**B. Roles**

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

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

**C. Functions**

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

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

#### D. Responsibilities

District advisory committees may have the responsibility to:

1. Advise the Board and superintendent on matters related to educational needs, problems, funding and budget needs, and suggested priorities.
2. Advise the Board and superintendent regarding opinions and attitudes of parents and other citizens of the total school community on significant issues of a general or specified nature.
3. Advise in establishing liaison with, and strengthening communication between the district and the communities it serves.
4. Advise in identifying educational needs unique to a local school community.
5. Advise the Board and superintendent on adoption of educational programs.
6. Approach all issues from an objective, neutral party point of view.

#### E. Conflict of Interest

When a conflict of interest is possible, a committee member shall abstain from the discussion and the vote.

#### F. Membership

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

##### 1. Size

The committees shall be of sufficient size to assure representation of a cross section of the community; there shall be a minimum of seven (7) and a maximum of nineteen (19) active members. A committee may petition the board to increase its size above nineteen members.

##### 2. Representation

Committee members shall be selected in a manner to provide reasonable geographic, socioeconomic and ethnic representation. In addition, the selection process should aim to obtain a mix of parents from all grade levels, staff members, and community members who could contribute to the committee. No person, however, may be excluded from nomination because of race, color, creed, religion, sex, sexual orientation or identity, disability, or expressed opinions so long as that person can assume an objective point of view in all committee deliberations.

##### 3. Duration

It is intended that committee members be appointed by the Board for a term of up to four (4) years. If at the end of a four (4) year-term a member wishes to remain on the committee, the Board invites and encourages the member to complete a new application for committee membership.

#### 4. Selection of Members

Members of the community wishing to serve on a committee shall submit a completed application for that committee to the Superintendent, who will provide a copy of the application to that committee's staff liaison. The staff liaison will review if there is an opening on the committee. If there is an opening, all applications for that committee will be submitted to the Board of Education. A subcommittee of Board Members shall review and/or interview the applicants and make a recommendation to be considered by the Board as a whole at a regular board meeting when there are more applicants than openings; the Board may form this subcommittee in other circumstances. Committee members shall be appointed or approved by the Board of Education, and serve thereafter at the pleasure of the Board. Once the Board has made an appointment, the superintendent shall inform the newly approved committee member, the staff liaison, and the committee chair.

Applications for appointment to district advisory committees may be submitted at any time during the year.

#### 5. Vacancies

When a vacancy occurs, the staff liaison shall inform the Superintendent of the vacancy. A press release announcing the vacancy shall be issued to and an advertisement shall be taken out with the local press, PTA school newsletters, and other appropriate publications. The application process will follow as outlined in section F.4. The individual chosen to fill the vacancy shall serve only until the end of the term of the position which he/she was appointed to fill.

#### 6. Termination of Membership

A committee member shall no longer hold membership should he/she cease to be a resident of the district or no longer meet the membership requirements under which he/she was appointed.

Membership shall automatically terminate any member who is absent from all regular meetings for a period of four (4) consecutive meetings or a total of five (5) meetings within the year.

A member may be removed from a committee by an affirmative 2/3 vote of the Board of Education.

### G. Officers

#### 1. Officers

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

#### 2. Election and Term of Office

The officers of a district advisory committee shall be elected at the committee's annual organizational meeting, to be held no later than October 1. They shall serve one (1) year.

### 3. Notification

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

### 4. Definition of Roles

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

#### a. Committee Chairperson

- (1) Works closely with the other officers of the committee and the district representative to plan each meeting and make proper notification of meetings to each member.
- (2) In consultation with the staff liaison and vice chair, shall be responsible for preparation of the agenda for each meeting.
- (3) Presides at all meetings, maintains order and sees that the meeting is properly adjourned.
- (4) Takes general responsibility for the maintenance of committee minutes and other records.
- (5) Sees that business is ordered, considered and disposed of properly.
- (6) Reports to the Board of Education and superintendent directly on behalf of the committee. Thus, comments by individual members shall not be construed as the committee's position.
- (7) Is an impartial, conscientious arbiter of discussion and debate and insists on fairness in the actions and debate of the members.
- (8) Is responsive to the concerns of all members and visitors.
- (9) Directs the preparation of reports of the actions of the committee and submits them to the superintendent through the staff liaison.

#### b. Vice-Chairperson

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

c. Recording Secretary

- (1) Keeps accurate, complete minutes of all meetings, both regular and special, and promptly transmits them to the chairperson and the staff liaison.
- (2) Is custodian of the committee's records.
- (3) Sees that all notices are duly given.
- (4) Keeps the committee's membership and attendance records, including the contact information of each member.
- (5) Keeps a list of special duties of the members.
- (6) Prepares a copy of the order of business for the presiding officer and reminds the presiding officer of the order of business and time limitations, when necessary.
- (7) Performs all duties incident to the office of secretary and such other duties as may be assigned to the office by the chairperson or by the committee.
- (8) Keeps on file a summary written report of actions of the committee.

d. Staff Liaison (Appointed by the Superintendent)

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

e. All Members

- (1) Participate regularly in committee meetings and carry out committee assignments.
- (2) Become knowledgeable about the topics to be considered by the committee and their impact on the District.
- (3) Serve as a communications link between the committee and any group they may represent, keeping such groups informed of actions and activities of the committee.



- (4) Avoid use of committee membership/position for personal purposes.

f. Board Members

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

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

H. Meetings

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

1. Regular Meetings

District advisory committees shall establish a calendar of regular meetings for the school year at their annual organizational meeting. Meetings shall be scheduled to permit the greatest number of members to attend. Posting of these meetings must comply with the Ralph M. Brown Act.

2. Special Meetings

Special meetings may be called by the chairperson, by majority vote of a committee, or at the request of the Board of Education and/or superintendent. Posting of these special meetings must comply with the Ralph M. Brown Act.

3. Place of Meetings

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

4. Notice and Openness of Meetings

All meetings of committees shall be held as open meetings in compliance with the Ralph M. Brown Act, also known as the Open Meeting Act of the State of California.

5. Agenda

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

A committee member may request that a matter within the jurisdiction of the committee be placed on the agenda of a regular meeting. The request shall be in writing and be submitted to the chairperson with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The chairperson, in conjunction with the vice chairperson and the staff liaison, shall decide whether a request is within the subject matter jurisdiction of the committee. Items not within the subject matter jurisdiction of the committee may not be placed on the agenda.

The chairperson, in conjunction with the vice chairperson and the staff liaison, shall decide whether an agenda item is appropriate for action, discussion, or information.

6. Quorum

A quorum consists of a simple majority of the committee.

7. Decisions

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

8. Minutes

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

9. Subcommittees

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

10. Ad Hoc Committees

Ad Hoc committees may be established as necessary and may include participants other than appointed members.

I. Goal Setting

The staff liaison, Board liaison, and committee chairperson shall draft the committee's goals and/or deliverables for the school year and submit the goals and/or deliverables for approval by the Board of Education no later than the Board's first meeting in October. The staff liaison and committee chairperson shall provide the Board of Education with an update regarding the process of meeting these goals and/or deliverables in an informational item to the Board at a regular meeting no later than February each year. No later than June of each year, the committee shall make an End-of-Year report to the Board of Education regarding the achievement of its goals and/or deliverables.

#### J. Orientation

Orientation and general information shall be provided for district advisory committees as needed. This shall be a shared responsibility of the committee chairperson, Board liaison and staff liaison. In-service training shall be provided by the District and will address the Ralph M. Brown Act and effective meeting management.

#### K. Limitations

Reproductions of district advisory committee products, such as newsletters, handbooks and public communications must be previewed and approved by the Superintendent or his/her designee prior to distribution; such approval shall not be unreasonably withheld or delayed.

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

#### L. District Support

The Board may establish an operation budget for a committee. The staff liaison shall see that reasonable committee needs for typing services, franking assistance, duplicating services, in-service education, conference/convention attendance, etc., are met.

#### M. Expenses, Travel, and Reimbursement

When the Board approves a request by a committee that members be authorized to attend a conference, visit an educational facility, or otherwise participate in an activity which involves expense to the member in carrying out the mission of the committee, the Superintendent is authorized to reimburse the member for expenses only.

### IV. RELATED FORMS

Application for Membership District Advisory Committee(s)

**Regulation SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
revised: March 18, 2010 Santa Monica, California**

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## **INFORMATION ITEMS**

TO: BOARD OF EDUCATION

INFORMATION

06/16/11

FROM: TIM CUNEO

RE: LIST OF COLLEGES SENIORS WILL BE ATTENDING IN THE FALL

INFORMATION ITEM NO. I.01

Board Members requested to see a list of colleges that high school seniors will be attending in Fall 2011. Below is the information seniors have provided thus far. The list of MHS and Olympic HS graduates was provided at the June 2 board meeting.

**SANTA MONICA HIGH SCHOOL**

	<b>UNIVERSITY/COLLEGE</b>	<b>Students</b>
1	Academy of Art University	1
2	American University	2
3	Arizona State University	4
4	Art Center College of Design	1
5	Babson College	1
6	Bard College	2
7	Bates College	1
8	Bellevue College	1
9	Bennington College	2
10	Boston University	6
11	Brown University	2
12	California College of the Arts	2
13	California Lutheran University	2
14	Caltech	1
15	Capital University	1
16	Carnegie Mellon University	1
17	Cerritos Community College	1
18	Chaminade University	1
19	Chapman University	3
20	College of the Desert	1
21	College of the Redwoods	1
22	Colorado State University	1
23	Columbia University	1
24	Connecticut College	1
25	CSU Bakersfield	1
26	CSU Chico	1
27	CSU Dominguez Hills	2
28	CSU East Bay (Hayward)	5
29	CSU Fresno	1
30	CSU Fullerton	4
31	CSU Humboldt	1
32	CSU Long Beach	3
33	CSU Los Angeles	1
34	CSU Monterey Bay	2
35	CSU Northridge	4
36	CSU Northridge	34
37	CSU Poly San Luis Obispo	4
38	CSU Sacramento	1
39	CSU San Bernardino	1
40	CSU San Diego	3
41	CSU San Francisco	15
42	CSU San Jose	6

43	CSU Sonoma	1
44	Cuesta College	1
45	Culinary Institute of America	1
46	Cypress College	1
47	De Pauw University	1
48	East Los Angeles Community College	1
49	El Camino College	4
50	Emerson College	1
51	Eugene Lang College	2
52	Evergreen State College	1
53	Five Towns College	1
54	Franklin College Switzerland (New York)	1
55	Georgetown University	1
56	Goucher College	1
57	Guilford College	1
58	Harvard University	2
59	Hawaii Pacific University	1
60	Indiana University	1
61	Le Cordon Blue Colleg of Cullinary Arts in Los Angeles	2
62	Los Angeles Community College	1
63	Los Angeles Harbor College	1
64	Los Angeles Recording School	1
65	Los Angeles Trade Technical College	3
66	Loyola Marymount University	3
67	Macalester College	1
68	Manhattanville College	1
69	Marymount College	1
70	Maui Community College	1
71	Middlebury College	1
72	Mills College	1
73	Mira Costa College	1
74	Moorpark College	1
75	Mount Holyoke College	1
76	Mount St. Mary's College	1
77	New York University	5
78	Northwestern University	1
79	Oberlin College	1
80	Oberlin Conservatory of Music	1
81	Occidental College	2
82	Otis College of Art and Design	1
83	Pennsylvania State University	2
84	Pepperdine University	3
85	Pierce Community College	2
86	Pitzer College	2
87	Reed College	1
88	Rice University	2
89	Rutgers University	1
90	Santa Barbara City College	4
91	Santa Clara University	1
92	Santa Monica College	204
93	Sarah Lawrence College	1
94	School of Oriental & African Studies University of London	1
95	Seattle University	1

96	Sierra College	2
97	St. John's College	1
98	St. Mary's College	1
99	Stanford University	2
100	Swarthmore College	1
101	Syracuse University	4
102	Temple University	1
103	Trinity College (CT)	1
104	UC Berkeley	18
105	UC Davis	3
106	UC Irvine	1
107	UC Los Angeles	20
108	UC Merced	3
109	UC Riverside	7
110	UC San Diego	4
111	UC Santa Barbara	20
112	UC Santa Cruz	28
113	United States Marine Corp	6
114	Unites States Navy	1
115	Universal Technical Institute	2
116	University of Arizona	3
117	University of Chicago	1
118	University of Colorado (Boulder)	5
119	University of Hawaii (Maui)	1
120	University of Illinois (Urbana Champaign)	2
121	University of Kansas	1
122	University of Massachusetts (Amherst)	1
123	University of Michigan	1
124	University of Minnesota (Twin Cities)	1
125	University of Montana (Missoula)	2
126	University of North Dalota	1
127	University of Oregon	11
128	University of Puget Sound	3
129	University of San Diego	2
130	University of Southern California	7
131	University of Texas (Austin)	1
132	University of the Arts	1
133	University of the Pacific	2
134	University of Vermont	2
135	University of Washington	2
136	University of Wisconsin (Madison)	2
137	Vassar College	1
138	Washington University at St. Louis	3
139	Weber State College	1
140	Wesleyan College	1
141	West Los Angeles College	8
142	Westmont College	1
143	Wheaton College	1
144	Yale College	3
<b>OTHER PLANS:</b>		
145	Traveling	17
146	Unknown	104
147	Working	9
<b>Total Students Reporting</b>		<b>606</b>

TO: BOARD OF EDUCATION

INFORMATION

06/16/11

FROM: TIM CUNEO / JANECE L. MAEZ

RE: REVISION TO AR 3460 – FINANCIAL REPORTS AND ACCOUNTABILITY

INFORMATION ITEM NO. I.02

As described in detail in the discussion section of this agenda, the attached revision to AR 3460 – Financial Reports and Accountability is necessary due to GASB 54 requirements. Please see agenda Item D.03 for more detailed explanation.



**FINANCIAL REPORTS AND ACCOUNTABILITY****Unaudited Actual Receipts and Expenditures**

The Superintendent or designee shall prepare a statement of all unaudited actual receipts and expenditures of the district for the preceding fiscal year, using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). On or before September 15, the Board of Education shall approve this statement and file it with the County Superintendent of Schools. (Education Code 42100)

**Gann Appropriations Limit Resolution**

The Board shall adopt a resolution by September 15 of each year to identify the estimated appropriations limit for the district for the current fiscal year and the actual appropriations limit of the district during the preceding year, as determined pursuant to Government Code 7900-7914. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)

**Interim Reports**

The Superintendent or designee shall submit two interim fiscal reports to the Board, the first report covering the district's financial and budgetary status for the period ending October 31 and the second report covering the period ending January 31. The reports and supporting data shall also be made available by the district for public review. (Education Code 42130)

The interim report shall include an assessment of the district budget as revised to reflect current information regarding the adopted state budget, district property tax revenues, if any, and ending balances for the preceding year. The review shall be based on criteria and standards adopted by the State Board of Education which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, and facilities maintenance. The review shall also consider supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 42130, 42131; 5 CCR 15453-15464)

Within 45 days after the close of the period reported, the Board shall approve the interim fiscal report and certify, on the basis of the interim report and any additional financial information known by the Board to exist at the time of certification, whether the district is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for the subsequent fiscal year. The certification shall be classified as one of the following: (Education Code 42130, 42131)

1. "Positive certification" indicating that the district will meet its financial obligations for the current fiscal year and two subsequent fiscal years
2. "Qualified certification" indicating that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years
3. "Negative certification" indicating that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year

The Superintendent or designee shall submit a copy of the interim report and certification to the County Superintendent using the state's SACS, as prescribed by the SPI. (Education Code 42130, 42131)

If the district submits a positive certification that is subsequently changed by the County Superintendent to a qualified or negative certification, the district may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)

Whenever the district receives a qualified or negative certification as determined by the Board or the County Superintendent, it shall cooperate in the implementation of any remedial actions taken by the County Superintendent under the authority granted to him/her pursuant to Education Code 42131.

Whenever the County Superintendent conducts a comprehensive review of the district's financial and budgetary conditions after determining that the district's budget does not comply with state standards and criteria for fiscal stability, the Board shall review the County Superintendent's recommendations at a public Board meeting. Within 15 days of receiving the report, the district shall notify the County Superintendent and the SPI of its proposed actions on the recommendations. (Education Code 42637)

If the second interim report of the fiscal year is accompanied by a qualified or negative certification as determined by the Board or the County Superintendent, the Superintendent or designee shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement that reports data for the period ending April 30 and projects the district's fund and cash balances as of June 30. (Education Code 42131)

### **Audit Report**

By April 1 of each year, the Board shall provide for an audit of the district's books and accounts or the County Superintendent shall make arrangements to provide for that audit. (Education Code 41020)

The Superintendent or designee shall establish a timetable for the completion and review of the audit within the deadlines established by law.

To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

The Board shall not select any public accounting firm to provide audit services if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for the district in each of the six previous fiscal years. (Education Code 41020)

While a firm is performing the audit of the district, it shall not provide any nonauditing, management, or other consulting services for the district except as provided in Government Accounting Standards, Amendment #3, published by the U.S. Government Accounting Office. (Education Code 41020)

The audit shall include an audit of income and expenditures by source of funds for all funds of the district, including the student body and cafeteria funds and accounts and any other funds under the control or jurisdiction of the district, as well as an audit of student attendance procedures. (Education Code 41020)

The district's audited financial report shall include:

1. Management's discussion and analysis, which shall introduce the basic financial statements and provide an analytical overview of the district's financial activities, including:
  - a. An objective and easily readable analysis of the district's financial activities based on currently known facts, decisions, and conditions
  - b. Comparisons of the current year to the prior year
  - c. An analysis of the district's overall financial position, enabling a determination as to whether that position has improved or deteriorated as a result of the year's activities
  - d. An analysis of significant changes that occur in funds and significant budget variances
  - e. A description of capital asset and long-term debt activity during the year
  - f. A description of currently known facts, decisions, and conditions that are expected to have a significant effect on the district's financial position
2. Basic financial statements, including:
  - a. Districtwide financial statements, consisting of a statement of net assets and a statement of activities which report all of the assets, liabilities, revenues, expenses, and gains and losses of the district
  - b. Fund financial statements, consisting of a series of statements that focus on information about the district's major governmental and enterprise funds, including its blended component units
  - c. Notes to the financial statements that are essential to a user's understanding of the basic financial statements
3. Supplementary information required by the Governmental Standards Accounting Board (GASB), including, but not limited to, budgetary comparison schedules

By January 31 of each year, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

To the extent possible, the Board's review shall occur prior to December 15 to provide the Board and the community an opportunity to review the audit before it is submitted to local and state agencies.

No later than December 15, the Superintendent or designee shall file the report of the audit for the preceding fiscal year with the County Superintendent, the California Department of Education, and the State Controller. (Education Code 41020)

If an audit finding results in the district being required to repay an apportionment or pay a penalty, the district may appeal the finding to the Education Audit Appeals Panel by making an informal, summary appeal within 30 days of receiving the final audit report or initiating a formal appeal within 60 days of receiving the report. (Education Code 41344, 41344.1)

## **Fund Balance**

In accordance with GASB Statement 54, external financial reports shall report fund balances in the general fund within the following classifications based on the relative strength of constraints placed on the purposes for which resources can be used:

1. Nonspendable fund balance, including amounts that are not expected to be converted to cash, such as resources that are not in a spendable form or are legally or contractually required to be maintained intact
2. Restricted fund balance, including amounts constrained to specific purposes by their providers or by law
3. Committed fund balance, including amounts constrained to specific purposes by the Board
4. Assigned fund balance, including amounts which the Board or its designee intends to use for a specific purpose
5. Unassigned fund balance, including amounts that are available for any purpose

## **Negative Balance Report**

Whenever the district reports a negative unrestricted fund balance or a negative cash balance in its annual budget or annual audit report, it shall include in the budget a statement that identifies the reasons for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year. (Education Code 42127.5)

## **Non-Voter-Approved Debt Report**

Upon approval by the Board to proceed with the issuance of revenue bonds or any agreement for financing school construction pursuant to Education Code 17170-17199.5, the Superintendent or designee shall notify the County Superintendent and the county auditor. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with related repayment schedules and evidence of the district's ability to repay the obligation. (Education Code 17150)

In the case of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the district, notice shall be provided to the County Superintendent and county auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of the district's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)

## **Other Postemployment Benefits Report (GASB 45)**

In accordance with GASB Statement 45, the district's financial statements shall report the annual expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over the retiree's active working lifetime, as determined by a qualified actuary procured by the Superintendent or designee. To the extent that these OPEBs are not prefunded, the district shall report a liability on its financial statements.

The Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at a public meeting of the Board. (Education Code 42140)

The amount of the district's financial obligation for OPEBs shall be reevaluated every two or three years in accordance with GASB 45 depending on the number of members in the OPEB plan.

### **Workers' Compensation Claims Report**

The Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. The estimate of costs shall be based on an actuarial report completed at least every three years by a qualified actuary. (Education Code 42141)

**Regulation SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**approved: August 19, 2009 Santa Monica, California**  
**revised: June 16, 2011**

TO: BOARD OF EDUCATION  
FROM: TIM CUNEO / CHIUNG-SALLY CHOU / PEGGY HARRIS  
RE: SUPPLEMENTAL TEXTBOOKS

INFORMATION  
06/16/11

INFORMATION ITEM NO. I.03

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

COMMENT: In accordance with the Board of Education policy, the textbooks(s) listed below will be on public display for the next two weeks in the Educational Services Department at 1638 – 17<sup>th</sup> Street, Santa Monica, CA 90404

**Outliers**, by Malcolm Gladwell for grades 11 and 12 Sociology and Psychology classes at Malibu High. Adoption requested by Andy Meyer.

**McDougal Littell British Literature**, by Janet Allen, et. al. for grade 12 English 12CP: AP at Malibu High School. Adoption requested by Bonnie Thoreson.

**McDougal Littell American Literature**, by Janet Allen, et. al. for grade 11 English 11CP: AP at Malibu High School. Adoption requested by Bonnie Thoreson.

**McDougal Littell Literature**, by Janet Allen, et. al. for grade 10 English 10CP:HP at Malibu High School. Adoption requested by Bonnie Thoreson.

**McDougal Littell Literature**, by Janet Allen, et. al. for grade 9 English 9CP:HP at Malibu High School. Adoption requested by Bonnie Thoreson.

TO: BOARD OF EDUCATION  
FROM: TIM CUNEO / DEBRA MOORE WASHINGTON  
RE: RESCISSION OF FINAL LAYOFF NOTICES

INFORMATION  
06/16/11

INFORMATION ITEM NO. I.04

Following staffing and budget decisions made by the Board of Education at the June 2, 2011, board meeting, the following certificated employees (Nurses) have been notified that their final layoff notice of May 10, 2011, has been rescinded. Their employment will continue for the 2011-2012 school year.

Cano, Sandra	School Nurse
Rand, Aimee	School Nurse
Sachs, Teri	School Nurse
Waldorf, Sherry	School Nurse