

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
MINUTES

February 18, 2012

A special meeting of the Santa Monica-Malibu Unified School District Board of Education was held on Saturday February 18, 2012, in the District Administrative Offices: 1651 16th Street, Santa Monica, CA. The Board of Education called the meeting to order at 9:10 a.m. in the Board Room at the District Offices.

I. CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance

II. 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.**

None

III. DISCUSSION ITEMS (90)

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

9:12 am	D.01 2012-13 Budget Workshop (60)	1
10:12 am	D.02 Reduction or Discontinuance of Particular Kinds of Services (30)	2

V. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY

VI. CLOSED SESSION (60)

- 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. (30)
- 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. (30)

The board did not meet in closed session.

VII. ADJOURNMENT

It was moved by Ms. Lieberman, seconded by Mr. Mechur, and voted 6/0 (Mr. de la Torre was absent) to adjourn the meeting at 12:43 p.m. This meeting will adjourn to the next regular meeting on **Thursday, March 1, 2012**, in the District Administrative Offices: 1651 16th Street, Santa Monica, CA.

Approved: 3/15/12



President



Superintendent

SMMUSD Board of Education Meeting Schedule 2011-2012

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

July through December 2011					
Month	1 st Thursday	2 nd Thursday	3 rd Thursday	4 th Thursday	Special Note:
July			7/20* DO	7/23* DO 7/26* DO	*Wednesday, 7/20 *Saturday, 7/23: retreat *Wednesday, 7/26: special mtg
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	10/22* DO	*Saturday, 10/22: retreat
November	11/3 M		11/17 DO	11/29* DO	Thanksgiving: 11/24-25 *Tuesday, 11/29: special mtg
December			12/15 DO	winter break	
Winter Break: December 21 – January 3					
January through June 2012					
Winter Break: December 21 – January 3					
January			1/19 DO		
February	2/2 M		2/16 DO 2/18* DO		*Saturday, 2/18: special mtg
March	3/1 DO		3/15 DO	3/29* DO	*3/22 & 3/23: Stairway *3/29: 5 th Thursday
Spring Break: April 2 – April 13					
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 16th Street, Santa Monica.
 Malibu City Council Chambers (M): 23825 Stuart Ranch Road, Malibu, CA

**Santa Monica-Malibu Unified School District
Board of Education
February 18, 2012**

I. CALL TO ORDER

A. Roll Call

Ben Allen – President
Laurie Lieberman – Vice President
Oscar de la Torre – *left at 12:00pm*
Jose Escarce
Maria Leon-Vazquez – *arrived 9:11am*
Ralph Mechur
Nimish Patel

Student Board Members

None were present

B. Pledge of Allegiance

Led by Mr. Patel

II. CLOSED SESSION

The board did not meet in closed session.

DISCUSSION ITEMS

TO: BOARD OF EDUCATION
FROM: SANDRA LYON / JANECE L. MAEZ
RE: 2012-13 BUDGET WORKSHOP

DISCUSSION
02/18/12

DISCUSSION ITEM NO. D.01

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 may include: new statewide projections, proposed changes to the district budget, enrollment projections, staffing ratios, and other budget-related details.

Staff will present information to the Board and begin discussion of the possibility of reductions in the 2012-13 budget. Areas of discussion will include:

- Administrative Costs
- Clerical/Office Costs
- District Office Costs
- Site Administrative Costs
- Site Costs
 - Class Sizes
 - Student Support Services
 - Student Programs
- Supplies/Contracts/Other Services

Public Comments:

- *Michelle Wittig, Janis Gabbert, and Zina Josepfs addressed the board regarding the proposed budget reductions.*

Ms. Maez's presentation can be found under Attachments at the end of these minutes. She explained how recent developments in the state budget caused district staff to recommend budget reductions for 2012-13. She summarized the proposed reductions and answered board member questions.

Dr. Escarce emphasized the uncertainty due to the state's budget conditions and dependency on tax measures in November. He made several suggestions to be considered as the board moves forward with 2012-13 budget decisions, including:

- *Increase the projected Prop Y tax revenue to reflect an estimate more aligned with City of Santa Monica projections*
- *Consider a reduction plan for 2012-13 equaling \$2.0 million by making the following changes to staff's proposal:*
 - *Remove counselors, advisors, and 3rd grade music teachers from the list*
 - *Maintain current staffing ratios at grades K-1 and increase grades 2-3 to 30:1 at non-Title I schools*
- *Consider a reduction plan for 2013-14 of \$1.0 million, if necessary*

Staff was directed to bring forward projections that include these concepts when the board is asked to approve final reductions.

TO: BOARD OF EDUCATION

DISCUSSION

02/18/12

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON

RE: REDUCTION OR DISCONTINUANCE OF PARTICULAR KINDS OF SERVICES

DISCUSSION ITEM NO. D.02

It is recommended that the Board of Education direct staff to draft a resolution for board approval regarding the reduction or discontinuance of particular kinds of services (elementary teaching, secondary teaching, special education teaching, music teaching and counseling services), as indicated in the table below, effective June 2012.

COMMENT: The Superintendent of the Santa Monica-Malibu Unified School District recommends to the Governing Board that the services enumerated in the following resolution are to be reduced or discontinued no later than the beginning of the 2012-2013 school year, and that the Board give notice as required by Education Code Sections 44949 and 44955 to those employees whose services will not be required.

Reduce K-5 Elementary Teaching Services	4.0	F.T.E.
Reduce Secondary Mathematics Teaching Services	1.0	F.T.E.
Reduce Secondary Social Studies Teaching Services	1.0	F.T.E.
Reduce Secondary English Teaching Services	1.0	F.T.E.
Reduce Secondary Foreign Language Teaching Services (Chinese/Latin/Spanish)	1.0	F.T.E.
Reduce Secondary Special Education Teaching Services	3.0	F.T.E.
Reduce Elementary Music Teaching Services	4.0	F.T.E.
Reduce Student Support Advisor Services	3.0	F.T.E.
Reduce Secondary Counseling Services	1.8	F.T.E.
TOTAL CERTIFICATED POSITIONS:	19.8	F.T.E.

Public Comments:

- Robb Brown, Judith Rose, Therese Treuenfels, Emily Arms, Berenice Onofre, and Janis Gabbert expressed their concern about the proposed reductions in staff.

Ms. Washington's presentation and handout can be found under Attachments at the end of these minutes. She summarized the lay-off process and explained how the district uses enrollment projections from DecisionInsite to help plan staffing levels for the next school year. Board members expressed their individual concerns about some of the proposed reductions and suggested alternate reductions. They discussed budget saving measures, including potential furlough days, changes in class size, and the inclusion of Prop Y revenue into the budget. Ms. Maez cautioned that the county might not accept some of those assumptions.

ATTACHMENTS

ATTACHED ARE THE FOLLOWING DOCUMENTS:

- Presentation: “2012-13 Budget Workshop” (*associated with Item No. D.01*)
- Presentation: “Particular Kinds of Service (PKS)” (*associated with Item No. D.02*)
- Document: “Staffing Scenarios and Resultant FTE Allocations” (*associated with Item No. D.02*)

Santa Monica – Malibu Unified School District

2012-13 Budget Workshop

**Board of Education Special Meeting
February 18, 2012
Item D.01**

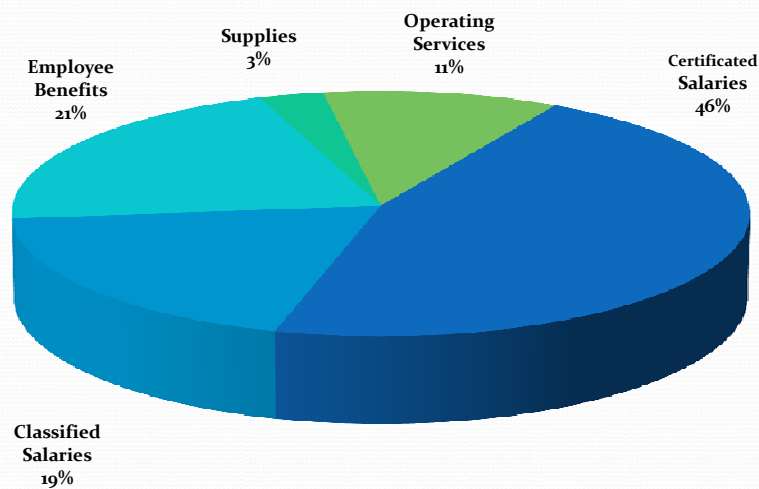
Today's Expectations are:

- **Everyone approaches the discussion as a starting point for budget discussion**
- **No cut decisions will be made**
- **Nothing comes off the table today**
- **The Board will have an opportunity**
 - **To ask questions**
 - **Give direction where additional information is needed**
 - **Suggest additional areas for consideration**
- **Keep open minds**
 - **Avoid limiting flexibility as our process continues to budget adoption over the next several months**

MULTI-YEAR PROJECTION UNRESTRICTED GENERAL FUND
No COLA - No Tax Measure - CSR Flexibility Ends 2014/15

Description	2011-12 2ND INTERIM	2012-13 PROJECTED	2013-14 PROJECTED	2014-15 PROJECTED	2015-16 PROJECTED
TOTAL REVENUE	75,074,108	70,347,183	72,135,741	71,977,058	74,175,703
TAX MEASURE PASSES		-	-	-	-
TOTAL EXPENDITURE	79,710,351	80,053,641	81,821,758	83,649,277	84,800,734
2012-13 BUDGET REDUCTIONS		(3,000,000)	(3,000,000)	(3,000,000)	(3,000,000)
2013-14 BUDGET REDUCTIONS			(2,000,000)	(2,000,000)	(2,000,000)
2014-15 BUDGET REDUCTIONS					
ANNUAL UNSPENT AMOUNT	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)
INCREASE (DECREASE) FUND BALANCE	(2,636,243)	(4,706,458)	(2,686,017)	(4,672,219)	(3,625,031)
BEGINNING BALANCE	19,846,945	17,210,702	12,504,245	9,818,228	5,146,008
ENDING BALANCE	17,210,702	12,504,245	9,818,228	5,146,008	1,520,977
RESERVES	3,815,000	3,815,000	3,815,000	3,815,000	3,815,000
AVAILABLE BALANCE	13,395,702	8,689,245	6,003,228	1,331,008	(2,294,023)

SMMUSD 2011-12 Expenditures



What's In a School Site Budget?

Classroom Teachers
Extra Duty Units - EDUs
Counselors/Advisors
Librarians/Library Asst.
Site Administration
Clerical
Custodial
Noon Duty Aides
Physical Activity Specialists
Security Officers
Life Guards – PE Aides
Music Aides
Outreach Specialists
Supply and Other Services
Tier III
Lottery
Permit and PTA donations

What's in the Rest of the District Budget?

Board/Superintendent
Educational Services
Elementary Music/Summer School/ELL/Textbooks/Professional Development/Community Liaisons
Special Education
Human Resources/Employee Relations/Personnel Commission
Student Services/Health Services
Technology
Business Services
Fiscal Services/Purchasing/Risk Management
Maintenance/Operations/Transportation
Facility Improvement/Facility Permits
Supplies/Utilities/Contracts/Other Services
Retiree Health Benefits

2012-13 SMMUSD BUDGET

Proposed Reductions

Site Administration House/Assistant Principals

- No change at Secondary schools
 - 5 House Principals, 1 Dean of Students – Samohi
 - 2 Asst. Principal each – Malibu, Lincoln, JAMS
- Establish a AP staffing ratio at Elementary schools

• Enrollment > 700	1.0	fte
• Enrollment $\geq 500 \leq 700$.5	fte
• Enrollment < 500	0.0	fte
- Loss of 1.2 fte

Elementary Asst. Principals

SITE	Current AP Staffing	Proposed AP Staffing
Cabrillo	0	0
Edison	0	0
Franklin	1	1
Grant	1	.5
McKinley	.4	0
Muir/SMASH	0	0
Pt. Dume	0	0
Roosevelt	1	1
Webster	0	0
Will Rogers	.8	.5
TOTAL	4.2	3.0

Special Education Administration

Coordinators/Psychologists/Behavioral Specialists

- Reduction from 4.4 fte to 3.4 fte Special Education Coordinators
- Reduction from 13.3 fte Psychologists/Behavioral Specialist to 12.3 fte

Special Education

Teachers/ Instructional Aides

- **Reduction of 3.0 fte Special Education teaching positions**
- **Reduction of 5.0 fte Special Education Instructional Assistants**

Counselors/Advisors

- **With a goal to standardizing ratios across secondary counseling service the proposed reductions are:**
 - **Reduce the number of Advisors by 3.0 from 10.0 fte to 7.0 fte**
 - **Reduce the number of College Counselors at Samohi by 1.0 from 3.0 fte to 2.0 fte**
 - **Eliminate the district wide Counselor position - .8 fte**

Counseling/Advisor Ratios

SITE	CURRENT			PROPOSED		
	Advisors	Counselors	Ratio	Advisors	Counselors	Ratio
Samohi	10	3	300:1 231:1	7	2	428:1 333:1
Malibu		3 1	400:1 300:1		3 1	400:1 300:1
Lincoln		3	333:1		3	333:1
Jams		3	333:1		3	333:1
Olympic		1			1	
DO		.8			0	

District Wide Classified – Supplies and Other Services

- Reduction of 2.0 fte between Fiscal Services, Human Resources and Personnel Commission
- Reduction of 3.0 fte Senior Office Specialist at schools – establishing a staffing ratio that varies with site enrollment
- Reduction Supplies, Contracts and Other Services across the district

Senior Office Specialist Proposed Ratios

Site Enrollment	Staffing Ratio - fte
Less than 400	.5
Between 400 and 550	1.0
Between 551 and 700	1.5
Greater than 700	2.0

Classroom Teachers

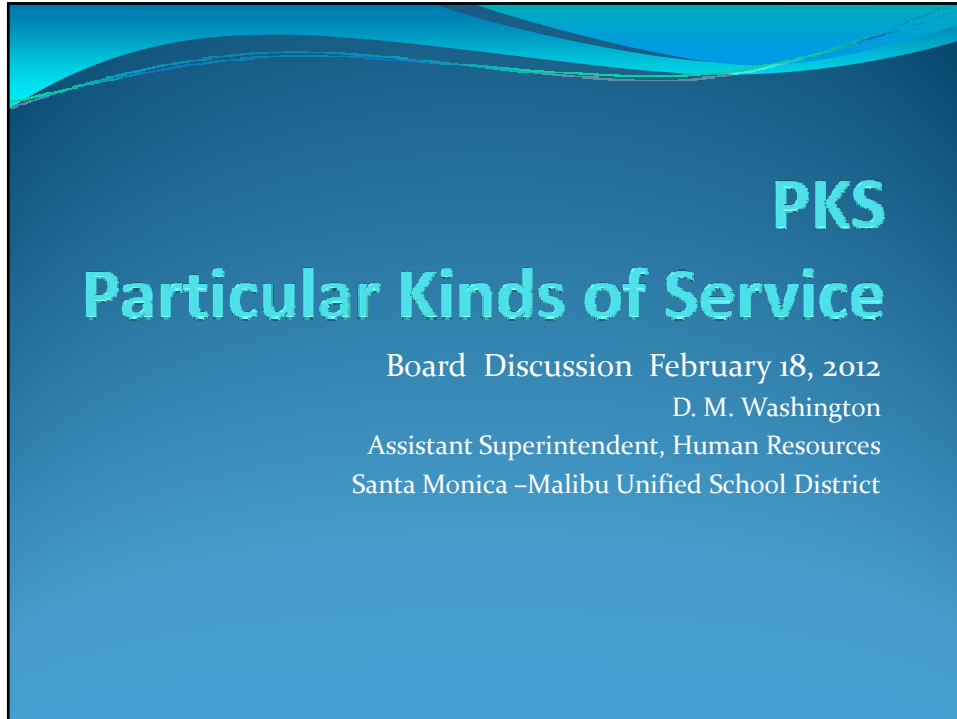
- Reduction of 3rd grade Instrumental Music – 4 fte
 - Change the K-3 (non Title I) Elementary school staffing ratio from 25:1 to 30:1
 - All Other Elementary and Secondary Staffing ratios remain unchanged
- 13.1 fte

Staffing Ratio History

	07-08		08-09		09-10		10-11		11-12	
	All Other	Title I / Jams	All Other	Title I / Jams	All Other	Title I / Jams	All Other	Title I / Jams	All Other	Title I / Jams
K	20	20	20	20	23	23	23	23	25	25
1-3	20	20	20	20	23	23	25	25	25	25
4-5	30	25	30	25	30	25	30	27	30	27
6-8	31	29	31	29	32	30	35	33	35	33
9-12	31		31		32		35		35	

Summary - Proposed Reductions

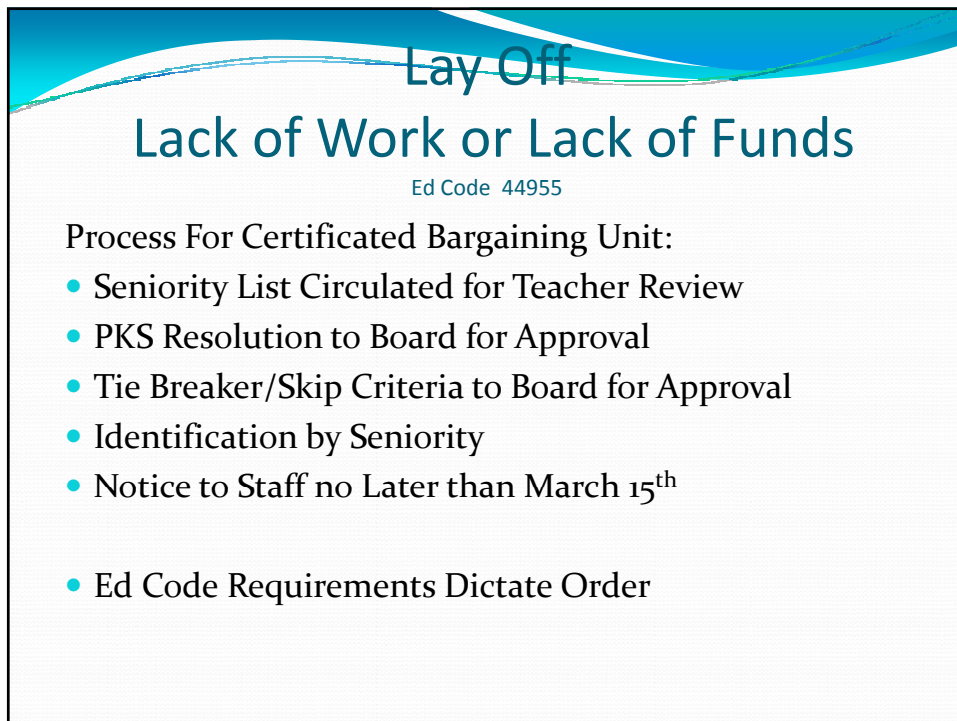
Description	FTE	Amount
Site Administration	1.2	\$150,000
Special Education Coordinators/Psychologists	2.0	\$255,000
Special Education Classroom Teachers	3.0	\$240,000
Special Education Instructional Assistants	5.0	\$325,000
High School Advisors	3.0	\$330,000
Secondary Counselors	1.8	\$180,000
Fiscal/Human Resources	2.0	\$150,000
Site – Senior Office Specialists	3.0	\$150,000
Music Instructors	4.0	\$320,000
Classroom Teachers	13.1	\$1,048,000
Supplies, Contracts, Other Services		\$200,000
TOTAL		\$3,348,000



PKS

Particular Kinds of Service

Board Discussion February 18, 2012
D. M. Washington
Assistant Superintendent, Human Resources
Santa Monica –Malibu Unified School District



Lay Off

Lack of Work or Lack of Funds

Ed Code 44955

Process For Certificated Bargaining Unit:

- Seniority List Circulated for Teacher Review
- PKS Resolution to Board for Approval
- Tie Breaker/Skip Criteria to Board for Approval
- Identification by Seniority
- Notice to Staff no Later than March 15th
- Ed Code Requirements Dictate Order

Steps to Lay Off

- Staff Analyzes Budget and Means
- Staff Makes Recommendation to Board
- Board Approves PKS Resolution
- Staff Implements the PKS
- Union can demand to bargain the IMPACT of the proposed lay off. *Not the Decision*
- Termination Of Service notices by May 15th



Steps to Lay Off continued

- Notices hand delivered by March 15 (Ed Code 44949)
- Each employee may request a hearing
- State appoints an Administrative Law Judge
- Hearings held by April 30th
- Final Notice of Lay Off by May 15th
- District can rescind a Lay Off notice at any time after issuance.
- Rehire rights range from 24 to 39 months

Reduction in Force - Other Staff Management

- District must provide notice to manager that s/he SHALL be or MAY be reassigned (Ed Code 44951)
- New manager may also be Non Re-elected with notice given by March 15th
- Determination of reassignment by June



Reduction in Force - Other Staff Classified

45 Day Notice by Ed Code
45 More Days Notice by CBA
90 Day Notice Required for SMMUSD



Possible Reductions In Other District Programs

Reductions in Force may occur in other district programs.

These Might Include:

- CDS Teachers, Classified, Coordinators and/or Multi Site Supervisors
- Summer School
- Adult School
- Other



Purpose of Board Action

Ed Code 44955

- Governing Board must take action to reduce a corresponding percentage of certificated employees whenever a PKS reduction is planned.
- Allows first steps of lay off process to begin
- Provides district with flexibility to manage district resources while state budget is determined
- Protects employees' rights



Staff Analysis:

Staff Do Not Take Lightly the Impact of Lay Off

. Analysis Includes Consideration of:

- Budget Projections
- Enrollment Projections
- Board Goals
- Attrition
- District/ Student Need
- Principal's Forecasts
- Current and Possible Staffing Models

Analysis continued

Analysis includes consideration of:

- Essential Programs
- Review of Collective Bargaining Agreement
- Best Practices, Research, Trends and Comparisons
- District Strategic Plan
- Previous Lay Off Experience
- School Services Recommendations
- Community Interests



Sample Staffing Calculator

(This calculator computes the Allocated FTE for each school based on the selected enrollment.)

Staffing Variables													
Variable	K	1	2	3	4	5	6	7	8	9	10	11	12
Average Class Size	30	30	30	30	30	30	35	35	35	35	35	35	35
Courses/student ms & hs:							6	6	6	6	6	6	6
Courses/teacher ms & hs:							5	5	5	5	5	5	5
HS CSR Course Count:													
HS CSR Class Size:													
Grade 6 Configuration													

Enrollment Projections Fall 2012 Santa Monica-Malibu Unified School District (SMM12Cnv)																				
School Name	K	1	2	3	4	5	6	7	8	9	10	11	12	Subttl	SDC	Total	Open Seats	Alloc FTE	Manual Adjust	SP
Edison	70	75	75	81	68	74								443	0	443		17.5	0.0	B
Franklin	110	125	135	128	130	115								743	15	758		24.8	0.0	A
Grant	102	108	92	106	99	84								591	0	591		19.7	0.0	A
John Muir	45	46	34	53	45	45								268	24	292		10.5	0.0	B
Juan Cabrillo	31	35	37	33	44	54								234	7	241		7.8	0.0	A
McKinley	83	93	66	70	72	63								447	11	458		17.5	0.0	B
Point Dume	23	26	38	50	40	60								235	0	235		7.8	0.0	A
Roosevelt	114	124	117	133	128	117								733	25	758		24.4	0.0	A
Webster	50	55	38	59	61	65								328	0	328		10.9	0.0	A
Will Rogers	81	88	77	70	83	70								469	9	478		18.3	0.0	B
John Adams Middle							314	332	339					985	46	1031		33.9	0.0	C
Lincoln Middle							318	317	350					985	68	1053		33.8	0.0	A
Malibu 6-8							121	138	159					418	6	424		14.3	0.0	A
Santa Monica Alternative	22	24	24	25	25	24	25	28	29					226	0	226		7.6	0.0	A
Malibu High										176	146	163	147	632	15	647		21.7	0.0	A
Olympic High (Continuation)										1	5	32	53	91	0	91		3.1	0.0	A
Santa Monica High										758	707	712	704	2881	81	2962		98.8	0.0	A
Total:	728	799	734	808	795	771	778	815	877	935	858	907	904	10709	307	11016		372.4		

Attrition Data Of 2/17/12

Leaves	Other Leaves	Return Requests	Resign	Retire	Non Re-elect	Temps
24.1	9.8	4.0	2.0	1.0	3.0	33.6
Note:	Numbers	Change	Daily			

PKS Recommendation

Reduce K-5 Elementary Teaching Services	4.0	F.T.E.
Reduce Secondary Mathematics Teaching Services	1.0	F.T.E.
Reduce Secondary Social Studies Teaching Services	1.0	F.T.E.
Reduce Secondary English Teaching Services	1.0	F.T.E.
Reduce Secondary Foreign Language Teaching Services (Chinese/Latin/Spanish)	1.0	F.T.E.
Reduce Secondary Special Education Teaching Services	3.0	F.T.E.
Reduce Elementary Music Teaching Services	4.0	F.T.E.
Reduce Student Support Advisor Services	3.0	F.T.E.
Reduce Secondary Counseling Services	1.8	F.T.E.
TOTAL CERTIFICATED POSITIONS:	19.8	F.T.E.

Current FTE in PKS areas

K-5 Elementary Teaching Services	190.5	F.T.E.
Secondary Mathematics Teaching Services	39.8	F.T.E.
Secondary Social Studies Teaching Services	24.0	F.T.E.
Secondary English Teaching Services	35.6	F.T.E.
Secondary Foreign Language Teaching Services (Chinese = 0.4/Latin=1.60/Spanish=14.4)	16.4	F.T.E.
Secondary Special Education Teaching Services	97.9	F.T.F.
Elementary Music Teaching Services	10.0	F.T.E.
Student Support Advisor Services	10.0	F.T.E.
Secondary Counseling Services: (6.0 – Middle Schools 8.8 High Schools)	14.8	F.T.E.
TOTAL FTE in PKS AREAS:	439.0	F.T.E.

Next Steps

- PKS will return for approval on March 1, 2012
- Skip and Tie Breaker Criteria agendaized for March 1, 2012
- Staff uses PKS flexibility to re-consider and implement lay off. Modifications are ongoing
- Employee Hearings occur
- Rescinding of Lay Off or final notices issued May 15
- Management reductions agendaized for March 1, 2012
- Classified Lay Off may come to the board for consideration this spring.



Questions?

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

STAFFING SCENARIOS AND RESULTANT FTE ALLOCATIONS

Scenario #1													
Staffing Variables													
Avg Class Size	K	1	2	3	4	5	6	7	8	9	10	11	12
	25	25	25	25	30	30	35	35	35	35	35	35	35
Total FTE Allocation: 385.5													

385.5 FTE @ \$80,000 (avg) = \$30,840,000

Scenario #2													
Staffing Variables													
Avg Class Size	K	1	2	3	4	5	6	7	8	9	10	11	12
	25	25	27	27	30	30	35	35	35	35	35	35	35
Total FTE Allocation: 382.4													

Difference is 3.1 FTE @ \$80,000 (avg) = \$248,000

Scenario #3													
Staffing Variables													
Avg Class Size	K	1	2	3	4	5	6	7	8	9	10	11	12
	30	30	30	30	30	30	35	35	35	35	35	35	35
Total FTE Allocation: 372.4													

Difference is 13.1 FTE @ \$80,000 (avg) = \$1,048,000

Scenario #4													
Staffing Variables													
Avg Class Size	K	1	2	3	4	5	6	7	8	9	10	11	12
	27	27	27	27	30	30	35	35	35	36	36	36	36
Total FTE Allocation: 376.2													

Difference is 9.3 FTE @ \$80,000 (avg) = \$744,000