

**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**

**October 6, 2011**

A regular meeting of the Santa Monica-Malibu Unified School District Board of Education was held on Thursday, October 6, 2011, in the Malibu City Council Chambers: 23825 Stuart Ranch Road, Malibu, CA. The Board of Education called the meeting to order at 4:45 p.m. in the Zuma Conference Room at the Malibu City Council Chambers. At 4:46 p.m., the Board of Education will move to Closed Session regarding the items listed below. The public meeting reconvened at 6:00 p.m. in the Council Chambers.

**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 Real Property Negotiators pursuant to GC §54956.9 (b) as cited in the Brown Act (1707 Fourth Street, Santa Monica, CA 90401. District's negotiator: Dean Papas. Other Party: The Procaccianti Group). (30)
- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC§54957, as cited in the Brown Act (Certificated Employee: #ZZ2016127; Classified Employees: #GB2306749, #QM7321737, #DD8053095) (30)
- Closed Session, Superintendent's performance evaluation pursuant to GC §54954.5 as cited in the Brown Act. (20)

Underlined sections are from the update.

**IV. BOARD OF EDUCATION – COMMENDATIONS / RECOGNITIONS (0)**

6:04 pm **V. APPROVAL OF THE AGENDA**

*It was moved by Ms. Lieberman, seconded by Ms. Leon-Vazquez, and voted 6/0 (Dr. Escarce was absent) to approve the agenda with the update.*

6:04 pm **VI. APPROVAL OF MINUTES**

September 22, 2011

6:05 pm **VII. 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.

**Curriculum and Instruction**

A.02	Approval of Independent Contractors.....	2-3
A.03	Conference and Travel Approval Ratification.....	4-5
A.04	Overnight Field Trip(s) 2011-2012.....	6
A.05	Supplemental Textbooks.....	7
A.06	Approval of Special Education Contracts – 2011-2012.....	8-10

**Business and Fiscal**

A.07	Award of Purchase Orders – 2011-2012.....	11-11d
A.08	Acceptance of Gifts – 2011-2012.....	12-16

**Measure BB**

A.09 Amendment to Contract for Bid #10.33.BB-03-113031 – Lincoln Middle School – Modernization of Building E (Package 1B) Project – Measure BB..... 17-18

A.10 Contract Amendment #5 – Construction Management Services – Lincoln Middle School Projects – Parsons/CCM – Measure BB ..... 19-20

A.11 Contract Amendment #6 – Construction Management Services – Santa Monica High School Project – Parsons/CCM – Measure BB.....21-22

A.12 Contract Amendment #7 – Construction Management Services – Malibu High School Project – Parsons/CCM – Measure BB .....23-24

A.13 Contract Amendment #8 – Revisions for Program Management Services – Parsons – Measure BB.....25-26

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A.14 Certificated Personnel – Elections, Separations .....27-35

A.15 Classified Personnel – Merit.....36-43

A.16 Classified Personnel – Non-Merit.....44-46

A.17 Classified Personnel – Special Services ..... 47

**General**

A.18 Memorandum of Understanding with the LA County Department of Mental Health Services..... 48-48i

A.19 Appointment to the Financial Oversight Committee (FOC) ..... 49

A.20 Revise BP 3550 – Food Service/Child Nutrition Program .....50-52

A.21 Revise BP 3551 – Food Service Operations/Cafeteria Fund .....53-55

A.22 Revise BP 3553 – Free and Reduced Price Meals .....56-58

6:09 pm

**VIII. PUBLIC COMMENTS**

Public Comments is the time when members of the audience may address the Board of Education on items not scheduled on the meeting’s agenda. All speakers are limited to three (3) minutes. When there 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.**

- *Laura Rosenthal thanked the district and city for working together to get the Coastal Commission to approve the field lights at Malibu High School.*
- *Lou La Monte, Seth Jacobson, Kathie Ferbas, Karen Farrer, Charlene Miller, Craig Foster, Ali Thonson, and Kim Bonewitz addressed the board about having a resident from Malibu serve as an advisory representative on the Board of Education. Mr. de la Torre directed staff to get a legal opinion on this request. Mr. Allen asked Mr. Jacobson to provide his research to the board. The board agreed that once staff receives a legal opinion, the board president, vice president, and superintendent will agendize the discussion for a future board meeting in Malibu. The discussion item should also address the frequency at which the board and DACs meet in Malibu.*

**IX. COMMUNICATIONS (40)**

The Communications section provides an opportunity for the Board of Education to hear reports from the individuals or committee representatives listed below. All reports are limited to 5 minutes or less. However, if more time is necessary, or if a report will not be presented, please notify the Board secretary eight workdays prior to the date of the meeting.

**A. Student Board Member Reports (15)**

**Caroline Huber – Santa Monica High School**

*Student Board Member Huber reported that the school’s football team is doing well, girls’ tennis has won all of their games, and the dodge ball*

6:45 pm

tournament had a lot of participants this week. On October 10, the Japanese Honor society held a fundraiser with the Soup Plantation. Bike It! Day was on Wednesday and it poured rain. The event will be rescheduled. Last Friday, lunch was extended and the In 'n' out truck was brought to campus so the students and staff could celebrate their recent 805 API score. Principal Fretz held an assembly to congratulate students who improved their API scores. The newly resurfaced athletic field will be open starting October 27, thanks to BB funds. Everyone is invited to the ribbon cutting ceremony. The Homecoming football game is on October 28, with the dance on the 29. Also on October 29 is the fall play, A Night of Madness. Next Tuesday, the college fair will be at the Santa Monica Civic Center. Students will be taking the PSAT on October 15. Samohi students will be participating in the AIDS Walk on October 16. On October 18, Kaiser Permanente is funding an assembly called "What Goes Around" to promote HIV and AIDS awareness. On October 21, UCLA will be co-hosting a blood drive with the district. The annual Great Shakeout earthquake drill will be on October 20. The choir performance fundraiser Sweet Serenade will be on October 22.

6:48 pm

### **Yasi Afsharnive – Malibu High School**

On behalf of the Malibu High School athletes, Student Board Member Arsharnive thanked the City of Malibu and Board of Education for attending the Coastal Commission meeting and getting the field lights approved. She reported that the football team is doing well with a 4-2 record. The girls' volley ball and tennis teams are also doing well. ASB held its first lunch time activity, a root beer chugging contest. It was shut down by administration due to its racy nature. Numerous colleges have been visiting the campus and meeting with students. Clubs have started their meetings, and for the first time ever, there is a Quidditch Team. The mock trial dates have been set, and the students are now meeting with lawyers to prepare. Students took the SAT on October 1. Students have been anxiously anticipating the new grading software, Illuminate. The ASB held its magazine drive assembly today; this fundraiser is one of the largest the school puts on. The homecoming tailgate party was cancelled due to budget; the funds will now go toward the dance. Students and staff were supposed to participate in Bike It! Day on Wednesday, but it rained. It has been rescheduled for tomorrow. Mr. Allen thanked the student board members for their reports, but encouraged them to also report on issues that have been coming up at ASB meetings.

6:52 pm

### **Chynna Summers – Olympic High School**

Student Board Member Summers reported that on October 2, six students and four teachers participated in the Santa Monica 5000 5K. She thanked Mrs. Sweeny for helping the students in the race. On October 3, the sober living class had a guest speaker who shared life experiences with the students. TELA (Teen Education Liberal Arts) had a meeting on October 4; more students have joined the program. October 5 and 6, Samohi advisors toured Olympic HS, viewed the facilities, and visited with the students they had referred. Road Trip Nation, taught by new teacher Jose Rosa, started on October 5. In this class, students will be exposed to an extensive array of vocations/careers through online interviews. Today, City Manager Rod Gould visited the Criminal Justice Class and encouraged students to get involved in city politics.

6:55 pm

**B. SMMCTA Update – Liz Cowgill (5)**

*Ms. Cowgill's presentation can be found under Attachments at the end of these minutes. Mr. Allen asked what more the district could be doing to help teachers train on the new student information system, Illuminate. Ms. Cowgill said some teachers could benefit from additional professional development.*

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

6:55 pm

**D. PTA Council – Kelly McMahon Pye (5)**

*Ms. Heather Anderson, PTA Council Executive VP, delivered Ms. Pye's report. She thanked the superintendent for sharing her philosophy and priorities at the council's retreat on September 20. She also thanked the other keynote speaker, Jonathon Mooney, for giving a charming and enjoyable presentation on Special Education. The PTA would like to share his presentation to all the school sites throughout the year.*

*At the council meeting last Tuesday, Ms. Pye opened the floor to each Executive Board member to weigh in on the district's research regarding districtwide fundraising measures and solutions for integrated programs across the district. The council will provide opportunities for all parents and community members to provide input on this topic. PTA unit presidents will be able to share their opinions regarding this topic at the next full council meeting.*

*The council is working with the superintendent's office on a new project to share information with staff and parents about what the board took action on and discussed following each board meeting. The document, called Board Notes, will be shared with unit presidents so they can disseminate the information to the parents at their sites. Also, starting next board meeting, the PTSA unit presidents will report site specific updates to the board, similar to student board member reports.*

7:07 pm

**X. SUPERINTENDENT'S REPORT (5)**

*Superintendent Lyon asked CFO Jan Maez to report on the Malibu field lights. Ms. Maez thanked the staff, parents, and community members for their efforts and for showing up at the Coastal Commission Meeting. She explained the two items on the commission's agenda that addressed the field lights at Malibu High School. The first was to amend the City of Malibu's local coastal plan to allow lights on the athletic field, and the second was to amend the commission's rules that had previously prohibited the lights. Mr. Patel thanked the students who attended the meeting and spoke in favor of the field lights. (The remainder of his comments can be found under Section XVII. Board Member Comments.) Mr. Allen asked about the indemnity question that came up. Ms. Maez clarified that the commission staff had added a clause to the school district's proposal: the district is to indemnify the commission staff in event of a law suit. Indemnification would only occur if the commission lost a law suit regarding the lights and payment was awarded to the party who sued. She added that this indemnification was a trend that developed in construction in the last couple of years. Ms. Maez said the board will need to discuss this in the future and explained the next steps in moving forward.*

*Ms. Lyon thanked Ms. Freedman, Ms. Morn, and the entire nursing staff, who worked diligently to make sure students had received the TDAP vaccination prior to the deadline. Bike It! Walk It! Day has been occurring districtwide; some sites who held theirs yesterday are rescheduling due to the rain. Ben Kay, the Marine Biology teacher at Samohi, will be receiving the Green Schools Teacher Leadership Award*

for inspiring students to engage in environmental studies and projects through his own proactive engagement in sustainability and teaching methods.

Ms. Lyon reported that she and her family participated in the Santa Monica 5000 5K, which raised funds for all athletic team programs in the district. She thanked the Santa Monica Chamber of Commerce and all the sponsors for the New Heroes Celebration at Le Merigot Hotel. She then reminded everyone that the Dialogue on Race event will be on October 29 from 9:00am to noon at Samohi.

**MAJOR and DISCUSSION Items**

As a general rule, items under MAJOR and DISCUSSION will be listed in an order determined by the President, Vice President, and Superintendent. Individual Board members may move to request a change in the order prior to consideration of any Major item. The Board may also move any of these items out of order to be heard immediately following PUBLIC COMMENTS if it appears that there is special interest by the public or as a courtesy to staff members making presentations to the Board.

**XI. MAJOR ITEMS (45)**

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.

7:19 pm	A.23 Approve Charges for District Advisory Committees – 2011-12 (15).....	59-60
7:21 pm	A.24 Approve a Memorandum of Understanding with the Emily Shane Foundation (20) .....	61-61c
7:29 pm	A.25 Increase in Staffing (FTE) – Food and Nutrition Services (5).....	62
7:30 pm	A.26 Increase in Staffing (FTE) – Special Education (5).....	63

**XII. 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.

7:32 pm	D.01 Report on A la Carte Food and Beverage Items Sold on Campuses (45) .....	64
9:17 pm	D.02 Reconstituting the Intercultural District Advisory Committee and Charges for 2011-12 (30) .....	65
10:15 pm	D.03 Consider Revising BP 4020 – Drug and Alcohol-Free Workplace (5).....	66-68
10:30 pm	D.04 Consider Revising BP 4127 / 4227 / 4327 – Temporary Athletic Team Coaches (5).....	69-71
10:33 pm	D.05 Consider Adopting BP 4156.2 / 4256.2 / 4356.2 – Awards and Recognitions (5) .....	72-73
10:40 pm	D.06 Consider Revising BP 5141.33 – Head Lice (5).....	74-75

**XIII. INFORMATIONAL ITEMS (0)**

10:43 pm	I.01 Quarterly Report on Williams Uniform Complaints .....	76
	I.02 Adoption of AR 4032 – Reasonable Accommodation .....	77-82
	I.03 Adoption of AR 4127 / 4227 / 4327 – Temporary Athletic Team Coaches .....	83-86

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

These items are submitted by individual board members for information or discussion, as per Board Policy 9322.

**XV. REQUESTS BY MEMBERS OF THE PUBLIC OR DISTRICT ADVISORY COMMITTEES TO ADDRESS THE BOARD OF EDUCATION**

A board member or member of the public may request that a matter within the jurisdiction of the board be placed on the agenda of a regular meeting, as per Board Policy 9322. The request shall be in writing and be submitted to the superintendent or designee 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 board president and superintendent shall decide whether a request is within the subject matter jurisdiction of the board. Items not within the subject matter jurisdiction of the board may not be placed on the agenda. In addition, the board president and superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation before placing the item on the agenda.

**XVI. CONTINUATION OF PUBLIC COMMENTS**

A continuation of Section VIII, as needed. (If the number of persons wishing to address the Board of Education exceeds the time limit in section VIII, additional time will be provided in Section XVI, CONTINUATION OF PUBLIC COMMENTS.)

10:47 pm

**XVII. BOARD MEMBER COMMENTS**

Board Member Comments is the section where a Board member may make a brief announcement or report on his/her own activities relative to Board business. There can be no discussion under "BOARD MEMBER COMMENTS."

- *Mr. Patel suggested the Malibu HS students who attended the Coastal Commission meeting receive credit as being on a field trip. Mr. Mechur commented that it was made clear to the students that if they missed class to attend the coastal commission hearing, it would be unexcused absence.*
- *Ms. Lieberman suggested an article in the Los Angeles Time about zero-tolerance policies.*

**XVIII. FUTURE AGENDA ITEMS**

Items for future consideration will be listed with the projected date of consideration. The Board of Education will be given any backup information available at this time.

**XIV. CLOSED SESSION**


The Board of Education will, if appropriate, adjourn to Closed Session to complete discussion on items listed under Section III (Closed Session) following the regular business meeting.

**XX. ADJOURNMENT**

It was moved by Ms. Leon-Vazquez, seconded by Mr. de la Torre, and voted 6/0 (Dr. Escarce was absent) to adjourn the meeting at 10:52 p.m. in memory of Pat Sweeny, a former SMMUSD employee who worked with students with disabilities for sixteen years. The board also adjourned the meeting in memory of Steve Jobs, Co-Founder and CEO of Apple Computers. The next regular meeting is scheduled for **Thursday, October 20, 2011**, in the District Administrative Offices: 1651 16<sup>th</sup> Street, Santa Monica, CA.

Approved: 11-3-11

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Superintendent

**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 2011-2012**

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

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	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		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): 23825 Stuart Ranch Road, Malibu, CA

**Santa Monica-Malibu Unified School District  
Board of Education  
October 6, 2011**

**I. CALL TO ORDER**

A. Roll Call

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

4:45pm  
4:46pm  
6:01pm

Student Board Members

Caroline Huber – Santa Monica High School  
Yasi Afsharnive – Malibu High School  
Chyanna Summers – Olympic High School

B. Pledge of Allegiance

*Led by Mr. Patel*

**II. CLOSED SESSION**

*In closed session, the board took action to place a certificated employee, identified by #ZZ2016127, on a compulsory leave of absence, beginning October 1, 2011, pursuant to Education Code Sections 44011, 44940, and 44940.5.*

*The roll call vote was as follows:*

*Ayes: 6*

*Nays: 0*

*Abstentions: 0*



TO: BOARD OF EDUCATION  
FROM: SANDRA LYON  
RE: APPROVAL OF MINUTES

ACTION  
10/06/11

RECOMMENDATION NO. A.01

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

September 22, 2011

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



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## **CONSENT ITEMS**



TO: BOARD OF EDUCATION

ACTION/CONSENT

10/06/11

FROM: SANDRA LYON / 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 2011-2012 budget.

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

<b>Contractor/ Contract Dates</b>	<b>Description</b>	<b>Site</b>	<b>Funding</b>
Family Services of Santa Monica 10/1/11 to 6/30/12 Not to exceed: \$20,000	Provide counseling services for students and their families	Malibu High	50%: 01-90141-0-11000-10000-5802-010-4100 (Shark Fund) 50%: 01-90120-0-11100-10000-5802-010-14100 (Gift Account)
Jewish Family Services 9/23/11 to 6/15/12 Not to exceed: \$5,000	To provide individual and group counseling 1 day per week to assist current our psychologist.	Franklin	01-00010-0-11100-10000-5802-002-4020 (Tier III)
Mark Harris 8/30/11 – 6/30/12 Not to exceed: \$20,000	Teach Guitar and Drum classes to Olympic students for 2011-2012 school year.	Olympic	01-90830-0-17000-10000-2917-014-1501 (SMMEF-DreamWinds)
Robert Gilliam The Artist Collective 4/23/11 to 6/4/11 Not to exceed: \$500	Student workshops in dance during 2010-2011 school year	SMASH	01-90830-0-17000-10000-5802-009-4090 (Ed. Foundation)
Lewis Stout 7/1/11 to 6/30/12 Amend amount not to exceed: \$8,000 (original contract of \$3,000 approved on 6/30/11)	To perform specialized technical theatre support for Theatre Operations rentals in Barnum Hall and other District Theaters.	Business Services: Theater Operations & Facility Permits	01-91180-0-81000-54000-5802-046-2460

Music 'N Motion, Inc. Melinda Fornero  9/1/11 to 6/30/12  Not to exceed: \$16,000	Renewal of contract from previous years to provide dance instruction to ALL third grade students at 10 elementary schools and second grade students at Roosevelt.	Districtwide	01-00001-0-17150-10000-5802-030-1300 (Measure R – Fine Arts)
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MOTION MADE BY: Ms. Leon-Vazquez  
SECONDED BY: Ms. Lieberman  
STUDENT ADVISORY VOTE: N/A  
AYES: All (6) (Dr. Escarce was absent)  
NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/06/11

FROM: SANDRA LYON / JANECE L. MAEZ / PAT HO

RE: CONFERENCE AND TRAVEL APPROVAL/RATIFICATION

RECOMMENDATION NO. A.03

It is recommended that the Board of Education approve/ratify the following Requests for Absence on District Business (Conference and Travel) forms.

COMMENTS: Entries are alphabetical, by employee last name. In addition to the employee's name and site/location, each entry contains the following information: name, location and date (s) of the conference, complete account code, fund and program names, and the total estimated cost as provided by the site administrator. The average cost for substitute teachers is \$130/day. This figure is furnished for informational purposes and does not reflect the actual amount paid for an individual substitute.)

<u>AME</u> <u>SITE</u> Account Number Fund – Resource Number	<u>CONFERENCE NAME</u> <u>LOCATION</u> <u>DATE (S)</u>	<u>COST</u> <u>ESTIMATE</u>
<u>BRADFORD, Maureen</u> Ed Services 01-00000-0-19510-31600-5220-030-1300 General Fund- Function: Pupil Testing Services	2011-2012 Categorical Programs Directors' Meetings Downey, CA September 22, 2011 to May 24, 2012 (8 Meetings)	\$660
<u>BRONSTEIN, Susan</u> Adams Middle 01-00000-0-11100-31400-5220-041-2400 General Fund- Function: Health Services	LACSNA Fall Conference Duarte, CA September 24, 2011	\$80
<u>BURTON, Natalie</u> Roosevelt Elementary	ACSA/AASA Women in School Leadership Forum San Diego, CA October 20 – 21, 2011	\$0 <b>Prepaid by Natalie Burton</b>
<u>CHI, Ah Young</u> Malibu High No Cost to District	The Sister Colleges Counselor Breakfast Universal City, CA September 13, 2011	\$0
<u>CHI, Ah Young</u> Malibu High No Cost to District	USC High School Counselor Conference Los Angeles, CA October 7, 2011	\$0
<u>LOPEZ, Ricardo</u> Fiscal Services 01-00000-0-00000-73100-5220-051-2510 General Fund- Function: Fiscal Services	CASBO Southern Section Payroll Professional Council Downey, CA September 21, 2011	\$30
<u>MOORE WASHINGTON, Debra</u> Human Resources 01-00000-0-00000-74000-5220-025-1250 General Fund- Function: Personnel/Human Resources	FRISK Training Culver City, CA October 18, 2011	\$150
<u>VENABLE, Terance</u> Operations 01-00000-0-00000-82000-5220-064-2603 General Fund- Function: Operations	FRISK Training Culver City, CA October 18, 2011	\$150

<b>Adjustments</b>		
(Preapproved expenses 10% in excess of approved costs that must be approved by Board/Changes in Personnel Attendance)		
<b>NONE</b>		

<b>Group Conference and Travel: In-State</b>		
* a complete list of conference participants is on file in the Department of Fiscal Services		
<u>BISSON, Amy</u> +4 Additional Staff Santa Monica High	Better Document-Based Essay Writing Los Angeles, CA October 6, 2011	\$0 <b>UCLA will pay for Subs</b>
<u>CHOU, Sally</u> <u>ROMAN, Bertha</u> Ed Services 01-40350-0-11100-21000-5220-035-1300 General Fund- Resource: Title II	21 <sup>st</sup> Century Learners Symposium 2011 Downey, CA October 14, 2011	\$110
<u>HONDA, Julie</u> +2 Additional Staff Santa Monica High 01-00000-0-11100-27000-5220-015-4150 General Fund- Function: School Administration	UC Conference Riverside, CA September 14, 2011	\$120
<u>HONDA, Julie</u> +2 Additional Staff Santa Monica High 01-00000-0-11100-27000-5220-015-4150 General Fund- Function: School Administration	CSU Conference Pasadena, CA September 27, 2011	\$195
<u>MAEZ, Jan</u> +6 Additional Staff Fiscal/Business Services 01-00000-0-00000-73100-5220-051-2510 General Fund- Resource: Fiscal Services	Cal STRS Penalties Workshop Downey, CA October 3 <sup>rd</sup> – 14 <sup>th</sup> , 2011 (various dates)	\$150
<u>WOOLVERTON, Sara</u> +6 Additional Staff Special Ed/District Office 01-56400-0-00000-39000-5220-043-1400 General Fund- Resource: Medi-Cal	Special Education Symposium Los Angeles, CA September 30 <sup>th</sup> , 2011 and March 16 <sup>th</sup> , 2012	\$1,850

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

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

MOTION MADE BY: Ms. Leon-Vazquez  
 SECONDED BY: Ms. Lieberman  
 STUDENT ADVISORY VOTE: N/A  
 AYES: All (6) (Dr. Escarce was absent)  
 NOES: None (0)



TO: BOARD OF EDUCATION

ACTION/CONSENT

10/06/11

FROM: SANDRA LYON / CHIUNG-SALLY CHOU / MAUREEN BRADFORD

RE: OVERNIGHT FIELD TRIP(S) 2011-2012

RECOMMENDATION NO. A.04

It is recommended that the Board of Education approve the special field trip(s) listed below for students for the 2011-2012 school year. No child will be denied due to financial hardship.

School Grade # students	Destination Dates of Trip	Principal/Teacher	Cost Funding Source	Subject	Purpose Of Field Trip
Grant 5 <sup>th</sup> 110	Camp Hess-Kramer Malibu, CA 1/30/12-2/3/12	A.Friedenberg/ S. Croft/ S. Hynding	\$325 per student paid by parent donation and fundraising	Science	A five day science enrichment program offered to all 5 <sup>th</sup> graders. Will include an array of science classes, daily hikes, evening activities, and environmental discussions. This camp is offered thru Los Angeles County of Education.
Roosevelt 5 <sup>th</sup> 132	Astrocamp Idyllwild, CA 10/12/11-10/13/11	N. Burton/ 5 <sup>th</sup> grade teachers	\$360 per student paid by parent donation and fundraising	Science	5 <sup>th</sup> grade science enrichment field trip offered to all 5 <sup>th</sup> graders.
Smash 3 <sup>rd</sup> & 4 <sup>th</sup> 50	Camp Joseph Rustic Canyon 10/13/11-10/14/11	J. Rische/ L. Sherman/ T. Mugalian	\$75 per student paid by parent donation and fundraising	Science	Outdoor science learning.

MOTION MADE BY: Ms. Leon-Vazquez

SECONDED BY: Ms. Lieberman

STUDENT ADVISORY VOTE: N/A

AYES: All (6) (Dr. Escarce was absent)

NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/06/11

FROM: SANDY LYON / CHIUNG-SALLY CHOU / PEGGY HARRIS

RE: SUPPLEMENTAL TEXTBOOKS

RECOMMENDATION NO. A.05

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 have been on public display for the past two weeks in the Educational Services Department at 1638 – 17<sup>th</sup> Street, Santa Monica, CA 90404

**SpringBoard Mathematics with Meaning, Middle School 3**, by the College Board for grade 8 at all District Middle Schools. Adoption requested by Rosa Serratore.

MOTION MADE BY: Ms. Leon-Vazquez

SECONDED BY: Ms. Lieberman

STUDENT ADVISORY VOTE: N/A

AYES: All (6) (Dr. Escarce was absent)

NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/06/11

FROM: SANDY LYON / CHIUNG-SALLY CHOU / SARA WOOLVERTON

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS – 2011-2012

RECOMMENDATION NO. A.06

It is recommended that the Board of Education approve the following Special Education Contracts for fiscal year 2011-2012 as follows:

**NPS**

2011-2012 Budget 01-65000-0-57500-11800-5125-043-1400

Nonpublic School/Agency	SSID	Service Description	Contract Number	Cost Not to Exceed
Oralingua School	09/13/2004	NPS	#48-SPED12075	\$36,790
Kayne Eras	11/5/1994	NPS: 30day	#49-SPED12076	\$4,381

Amount Budgeted NPS 11/12		\$ 1,700,000
Prior Board Authorization as of 9/22/2011		\$ 798,214
	Balance	\$ 901,786
Positive Adjustment (See Below)		\$ 0
		\$ 901,786
Total Amount for these Contracts		\$ 41,171
	Balance	\$ 860,615

Adjustment					
NPS	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment
NPS Budget 01-65000-0-57500-11800-5125-043-1400					
There has been a reduction in authorized expenditures of NPS/NPA contracts for FY 2011-2012 in the amount of \$ 0 as of 10/6/2011					

**NPA**

2011-2012 Budget 01-65000-0-57500-11800-5126-043-1400

Nonpublic School/Agency	SSID	Service Description	Contract Number	Cost Not to Exceed
Cogwheels	8103148738	Specialized Academic Instruction	#14-SPED12074	\$24,000

Amount Budgeted NPA 11/12		\$ 900,000
Prior Board Authorization as of 9/22/2011		\$ 226,619
	Balance	\$ 226,619
Positive Adjustment (See Below)		\$ 0
		\$ 226,619
Total Amount for these Contracts		\$ 24,000
	Balance	\$ 202,619

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 2011-2012 in the amount of \$ 0 as of 10/6/2011					
NPA	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

**Instructional Consultants**

2011-2012 Budget 01-65000-0-57500-11900-5802-043-1400

Instructional Consultant	SSID	Service Description	Contract Number	Cost Not to Exceed
Big Fun Therapy	08/15/2007	IEE	#10-SPED12070	\$ 500
Surrayah Muhammed	10/17/1990	Home School Instruction	#11-SPED12071	\$7,215
Zack Wimpee	8103148738	One on One support	#12-SPED12073	\$20,055
Craig Martin	8103148738	One on One Support	#13-SPED12073	\$12,705
Ryan Berman	8103148738	One on One Support	#15-SPED12077	\$8,820

Amount Budgeted Instructional Consultants 11/12		\$ 200,000
Prior Board Authorization as of 9/22/2011		\$ 174,560
	Balance	\$ 25,440
Positive Adjustment (See Below)		\$ 0
		25,440
Total Amount for these Contracts		\$ 73,295
	Balance	\$ -23,855

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 2011-2012 in the amount of \$0 as of 10/6/2011.					
Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

**Non-Instructional Consultants**

2011-2012 Budget 01-65000-0-57500-11900-5890-043-1400

Non-Instructional Consultant	SSID	Service Description	Contract Number	Cost Not to Exceed
Doria Bartolucci	9103131371	Travel Reimbursement	#13-SPED12069	\$1,200

Amount Budgeted Non-Instructional Consultants 11/12		\$ 300,000
Prior Board Authorization as of 9/22/2011		\$ 167,073
	Balance	\$ 132,917
Positive Adjustment (See Below)		\$ 0
		\$ 132,917
Total Amount for these Contracts		\$ 1,200
	Balance	\$ 131,717

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 2011-2012 in the amount of \$ 0 as of 10/6/2011.					
Non- Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

**Legal**

2011-2012 Budget 01-65000-0-57500-11900-5820-043-1400

Legal Contractor	Service Description	Contract Number	Cost Not to Exceed

Amount Budgeted Legal Services 11/12		\$ 200,000
Prior Board Authorization as of 9/22/2011		200,000
	Balance	\$ 200,000
Adjustments for this period		\$ 0
		200,000
Total Amount for these Contracts		\$ 0
	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 2011-2012 in the amount of \$ 0 as of 10/6/2011.				
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: Ms. Leon-Vazquez  
 SECONDED BY: Ms. Lieberman  
 STUDENT ADVISORY VOTE: N/A  
 AYES: All (6) (Dr. Escarce was absent)  
 NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/06/11

FROM: SANDRA LYON / JANECE L. MAEZ / VIRGINIA I. HYATT

RE: AWARD OF PURCHASE ORDERS – 2011-12

RECOMMENDATION NO. A.07

It is recommended that the Board of Education approve the following Purchase Orders and Changed Purchase Orders from September 13, 2011, through September 26, 2011, for fiscal /12.

MOTION MADE BY: Ms. Leon-Vazquez

SECONDED BY: Ms. Lieberman

STUDENT ADVISORY VOTE: N/A

AYES: All (6) (Dr. Escarce was absent)

NOES: None (0)

## PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF OCTOBER, 2011

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

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
<u>*** NEW PURCHASE ORDERS ***</u>					
122002	ADORAMA INC.	Software for TriCaster	THEATER OPERATIONS&FACILITY PR	495.00	R
122019	ADVANCED ELECTRONICS	field repair of radio repeater	THEATER OPERATIONS&FACILITY PR	481.61	R
122021	ADVANTIDGE INC	WHITE PVC ID CARDS	FOOD SERVICES	176.99	F
121982	AMECI PIZZA & PASTA	FOOD	STATE AND FEDERAL PROJECTS	250.00	R
121983	AMECI PIZZA & PASTA	FOOD FOR PARENT & STAFF MTGS	STATE AND FEDERAL PROJECTS	350.00	R
121935	AMERICAN WATER WORKS	OPERATIONS VEHICLES REPAIR	FACILITY OPERATIONS	500.00	U
121867	AMTECH ELEVATOR SERVICES	LINCOLN CHAIR LIFT REPAIR	FACILITY MAINTENANCE	1,600.00	R
121937	ANIMAL & INSECT PEST MGMT INC	OPERATIONS GROUNDS PEST CONT	GROUNDS MAINTENANCE	425.00	R
121880	APPLE COMPUTER CORP	APP VOUCHERS: SPECIAL ED	SPECIAL EDUCATION REGULAR YEAR	1,000.00	R
121958	APPLE COMPUTER CORP	TECHNOLOGY UPGRADES	MALIBU HIGH SCHOOL	6,961.01	U
121960	APPLE COMPUTER CORP	APPLE LAPTOPS	STATE AND FEDERAL PROJECTS	48,609.36	R
121991	APPLE COMPUTER CORP	macbook pro eett competitive	STATE AND FEDERAL PROJECTS	1,389.66	R
122043	APPLE COMPUTER CORP	MACBOOK PRO FOR LMS	STATE AND FEDERAL PROJECTS	2,779.32	R
122067	ATLANTIC EXPRESS OF LA INC	TRANSPORTATION	SANTA MONICA HIGH SCHOOL	1,107.50	U
121854	AVID CENTER	REFERENCE MATERIALS	CURRICULUM AND IMC	515.00	R
121883	AVID CENTER	WEEKLY SUBSCRIPTION	LINCOLN MIDDLE SCHOOL	515.00	R
121805	AVID PROGRAM - LACOE	MEMBERSHIP	SANTA MONICA HIGH SCHOOL	750.00	U
121804	BARNES & NOBLE/SANTA MONICA	TEXTBOOKS	SANTA MONICA HIGH SCHOOL	1,485.31	U
121843	BARNES & NOBLE/SANTA MONICA	TEXTBOOKS	SANTA MONICA HIGH SCHOOL	1,653.60	U
121851	BOURGET BROS	OPERATIONS GROUNDS SUPPLIES	GROUNDS MAINTENANCE	1,100.00	R
121426	BROOKS, CHERYL CENTER	SY 2011 MILEAGE REIMBURSEMENT	SPECIAL EDUCATION REGULAR YEAR	3,000.00	R
122004	CALIFORNIA OFFICE SYSTEMS INC	CLASSROOM SUPPLIES	OLYMPIC CONTINUATION SCHOOL	178.44	U
121899	CAMBIUM LEARNING INC.	GIZMOS LICENSES FOR LINCOLN	STATE AND FEDERAL PROJECTS	8,250.00	R
121837	CDW-G COMPUTING SOLUTIONS	ADOBE SOFTWARE FOR DONA	FOOD SERVICES	77.40	F
121957	CDW-G COMPUTING SOLUTIONS	TECHNOLOGY SUPPLIES	MALIBU HIGH SCHOOL	1,000.00	U
121900	CENTRAL PHARMACY	EPI-PENS	CHILD DEVELOPMENT CENTER	2,337.61	CD
121901	CENTRAL PHARMACY	EPI-PENS	CHILD DEVELOPMENT CENTER	2,596.47	CD
121886	COMPLETE BUSINESS SYSTEMS	DUPLO MAINTENANCE AGREEMENT	WEBSTER ELEMENTARY SCHOOL	750.00	R
121889	COMPLETE BUSINESS SYSTEMS	SUPPLIES FOR DUPLO MACHINE	WEBSTER ELEMENTARY SCHOOL	1,474.65	R
122020	COMTRONICS	podium repair at PDLc	THEATER OPERATIONS&FACILITY PR	1,260.00	R
121902	DIAGNOSTICS DIRECT INC	NURSERY SUPPLIES	CHILD DEVELOPMENT CENTER	546.14	CD
121789	DICK BLICK	ART SUPPLIES	SANTA MONICA HIGH SCHOOL	182.96	R
121802	DICK BLICK - PICK UP ONLY	ART SUPPLIES	OLYMPIC CONTINUATION SCHOOL	300.00	R
121925	DIRECT SOURCE COMMUNICATIONS	Relocate Existing Camera	INFORMATION SERVICES	1,000.00	U
121870	DISCOVERY EDUCATION	DE STREAMING Plus	STATE AND FEDERAL PROJECTS	17,660.00	R
121848	EWING IRRIGATION PRODUCTS	OPEN ORDER GROUNDS SUPPLIES	GROUNDS MAINTENANCE	2,500.00	R
121913	FEDEX	OTHER OPERATING EXPENSES	BOE/SUPERINTENDENT	83.20	U
121945	FOLLETT EDUCATIONAL SERVICES	11TH GRADE LITERATURE TEXTBOOK	MALIBU HIGH SCHOOL	6,266.58	U
121755	FOLLETT LIBRARY BOOK CO	Library books	ROOSEVELT ELEMENTARY SCHOOL	668.00	R
121855	GALE SUPPLY CO	Custodial Supplies	CABRILLO ELEMENTARY SCHOOL	1,477.82	U
121877	GALE SUPPLY CO	Custodial Supplies	FRANKLIN ELEMENTARY SCHOOL	1,568.83	U
121903	GALE SUPPLY CO	CUSTODIAL	CHILD DEVELOPMENT CENTER	395.87	CD
121907	GALE SUPPLY CO	CUSTODIAL	CHILD DEVELOPMENT CENTER	590.50	CD
121908	GALE SUPPLY CO	CUSTODIAL	CHILD DEVELOPMENT CENTER	744.10	CD
122033	GALE SUPPLY CO	CUSTODIAL SUPPLIES	JOHN MUIR ELEMENTARY SCHOOL	2,084.98	U
121894	GBC - MAINTENANCE AGREEMENTS	MAINTENANCE AGREEMENT GBC	ROOSEVELT ELEMENTARY SCHOOL	428.40	U
121879	GBC/EDUCATION DEPARTMENT	LAMINATING MATERIALS	WILL ROGERS ELEMENTARY SCHOOL	470.01	U
121956	GBC/EDUCATION DEPARTMENT	LAMINATOR FOR STAFF WORKROOM	MALIBU HIGH SCHOOL	2,108.22	R
122072	GIRION, EVANGELINA	Request for Reimbursement	TRANSPORTATION	70.00	R

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 SF-SPECIAL FINANCING (FLEX) BB,X-BONDS D-DEVELOPER FEES SR-SPECIAL RESERVE CAPITAL  
 DF-DEFERRED MAINTENANCE SM-STATE MODERNIZATION

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
121825	GLOBE BOOK/PEARSON EDUCATION	SCIENCE TEXTBOOKS	SMASH SCHOOL	587.25	R
121840	GLOBE BOOK/PEARSON EDUCATION	TEXTBOOKS	SANTA MONICA HIGH SCHOOL	516.70	U
121610	GOLDEN STAR TECHNOLOGY INC	ELMO DOC-TOR BUNDLE	SMASH SCHOOL	2,510.57	R
121810	GOLDEN STAR TECHNOLOGY INC	NON CAPITAL EQUIPMENT	BOE/SUPERINTENDENT	2,304.42	U
122030	GOLDEN STAR TECHNOLOGY INC	COMPUTER ACCESSORIES	CHILD DEVELOPMENT CENTER	31.68	CD
121869	GRADECAM CORPORATION	scanning cameras for teachers	STATE AND FEDERAL PROJECTS	2,606.05	R
122068	GRADECAM CORPORATION	grade cameras	STATE AND FEDERAL PROJECTS	3,508.14	R
122011	HEAVY DUTY BUS PARTS INC	Open order for repair parts/Tr	TRANSPORTATION	120.00	R
121968	HESS AND ASSOCIATES INC	ETA PAYROLL REPORTING SYSTEM	FISCAL SERVICES	10,125.00	U
121858	HIGGINS, ERIKA	TUITION REIMBURSEMENT	CALTHORP	1,580.00	R
121416	HILLYARD FLOOR CARE SUPPLY	INCREASE PURCHASE ORDER	MALIBU HIGH SCHOOL	1,118.37	U
122064	HOLT MCDUGAL	TEXTBOOKS	SANTA MONICA HIGH SCHOOL	647.60	U
121942	HOUGHTON MIFFLIN HARCOURT	REPLACING WORLD HIST TEXTBOOKS	MALIBU HIGH SCHOOL	2,292.05	R
122040	HOUGHTON MIFFLIN HARCOURT	Consumables	FRANKLIN ELEMENTARY SCHOOL	802.90	R
121724	INTERNATIONAL PAPER	COLOR COPY PAPER	SANTA MONICA HIGH SCHOOL	271.70	U
121835	INTERNATIONAL PAPER	OPEN ORDER: PAPER	LINCOLN MIDDLE SCHOOL	4,500.00	U
121891	INTERNATIONAL PAPER	COPY PAPER FOR OFFICE	EDISON ELEMENTARY SCHOOL	510.73	U
121939	INTERNATIONAL PAPER	PAPER SUPPLIES	JOHN MUIR ELEMENTARY SCHOOL	764.75	U
121928	IPSWITCH INC	Server Lic	INFORMATION SERVICES	1,435.50	U
121964	JOSTENS/DIPLOMAS	DIPLOMAS	SANTA MONICA HIGH SCHOOL	3,000.00	R
121965	JW PEPPER OF LOS ANGELES	INVOICES	LINCOLN MIDDLE SCHOOL	58.49	R
121833	KAP7 INTERNATIONAL	ATHLETIC EQUIPMENT	SANTA MONICA HIGH SCHOOL	354.23	R
121952	LAKESHORE	classroom supplies	GRANT ELEMENTARY SCHOOL	100.00	U
122027	LAKESHORE CURRICULUM	CLASSROOM SUPPLIES	CHILD DEVELOPMENT CENTER	1,733.25	CD
121830	LENIN VELASCO	TARDY SYSTEM	SANTA MONICA HIGH SCHOOL	3,358.35	U
122007	LYNTON'S UNIFORMS INC	Open order for driver shirt p	TRANSPORTATION	2,000.00	R
121663	MCDUGAL LITTEL	TEXTBOOKS/TUTORIAL	STATE AND FEDERAL PROJECTS	1,187.08	R
121972	MENDEZ FOUNDATION	TOO GOOD FOR DRUGS STUDENT BOO	WEBSTER ELEMENTARY SCHOOL	120.18	R
121425	MITCHELL, KENNETH	SY2011 MILEAGE REIMBURSEMENT	SPECIAL EDUCATION REGULAR YEAR	1,675.00	R
121976	NATIONAL GEOGRAPHIC	YOUNG EXPLORER MAGAZINE	WEBSTER ELEMENTARY SCHOOL	128.17	R
121865	NORTHERN TOOL & EQUIPMENT	I/R Compressor purchase/Trans.	TRANSPORTATION	3,929.73	R
122026	PEARSON ASSESSMENTS	PSYCH PROTOCOLS/TESTING	SPECIAL EDUCATION REGULAR YEAR	7,115.41	R
121944	PEARSON EDUCATION	REPLACING PHYSICAL SCI BOOKS	MALIBU HIGH SCHOOL	1,802.86	R
121996	PEARSON EDUCATION	Textbooks	LINCOLN MIDDLE SCHOOL	626.32	R
122066	PEARSON EDUCATION	Textbooks	LINCOLN MIDDLE SCHOOL	1,811.15	R
121948	PIONEER CHEMICAL CO	CUSTODIAL SUPPLIES	MALIBU HIGH SCHOOL	606.34	U
121984	POLARIS LIGHTING ASSOCIATES	LIGHT CONSOLE-BH SUMMER 2011	SANTA MONICA HIGH SCHOOL	11,553.19	R
121943	POSTMASTER-SANTA MONICA	POSTAGE STAMPS	SANTA MONICA HIGH SCHOOL	132.00	U
122014	QUARTERMASTER	SECURITY UNIFORMS	SANTA MONICA HIGH SCHOOL	110.28	U
122083	QUESTYS SOLUTIONS	REMOTE MIGRATION OF DB	STUDENT SERVICES	1,200.00	U
122015	R G ENTERPRISES	Smog Testing - Transportation	TRANSPORTATION	680.00	R
121931	RALPH'S	OPEN ORDER/HEALTH OFFICE SUP	JOHN ADAMS MIDDLE SCHOOL	150.00	U
121920	REGENCY ENTERPRISES INC.	LAMP, FLOURESCENT F32T8	WEBSTER ELEMENTARY SCHOOL	103.24	R
121962	REGENCY ENTERPRISES INC.	FLUORESCENT LAMPS	CABRILLO ELEMENTARY SCHOOL	252.04	U
121777	S & S FENCING COMPANY	OPERATIONS GROUNDS FENCING	GROUNDS MAINTENANCE	3,050.00	R
121927	S A CONSULTING INC	Labels	INFORMATION SERVICES	156.04	U
121839	SAFE GAS SERVICES INC	DRAINAGE REPAIR SAMOHI	FACILITY MAINTENANCE	3,397.00	R
121527	SCHOLASTIC INC	CLASSROOM LIBRARY BOOKS	MCKINLEY ELEMENTARY SCHOOL	216.43	R



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 DF-DEFERRED MAINTENANCE SM-STATE MODERNIZATION

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
121930	SCHOOL HEALTH CORPORATION	OPEN ORDER/HEALTH OFFICE SUP	JOHN ADAMS MIDDLE SCHOOL	350.00	U
122041	SCHOOL HEALTH CORPORATION	NURSE SUPPLIES	SANTA MONICA HIGH SCHOOL	1,000.00	U
121784	SCHOOL LINK TECHNOLOGIES INC	TECHNICAL SUPPORT & MODULES	FOOD SERVICES	6,839.34	F
121893	SCHOOL NURSE SUPPLY INC	GLOVES FOR SCHOOL NURSE	WEBSTER ELEMENTARY SCHOOL	75.33	R
121895	SCHOOL SPECIALTY INC	SCHOOL SUPPLIES - DUPLICATE	WILL ROGERS ELEMENTARY SCHOOL	1,911.88	R
122005	SCHOOL SPECIALTY INC	Open PO for office supplies	FRANKLIN ELEMENTARY SCHOOL	500.00	U
122052	SEARS	CAREER EXPLORATION	OLYMPIC CONTINUATION SCHOOL	938.00	R
121812	SEHI COMPUTER PRODUCTS	NON CAPITAL EQUIPMENT	BOE/SUPERINTENDENT	340.07	U
121844	SEHI COMPUTER PRODUCTS	AV BULBS	SANTA MONICA HIGH SCHOOL	511.13	U
121871	SEHI COMPUTER PRODUCTS	PRINTER	PERSONNEL SERVICES	426.71	U
121922	SEHI COMPUTER PRODUCTS	drum for printer	GRANT ELEMENTARY SCHOOL	184.72	U
121955	SEHI COMPUTER PRODUCTS	printer cartridges for office	GRANT ELEMENTARY SCHOOL	261.91	U
121977	SEHI COMPUTER PRODUCTS	PRINTER	CHILD DEVELOPMENT CENTER	171.06	CD
121959	SHAR PRODUCTS COMPANY	BOWS FOR STRINGS INSTR.	CURRICULUM AND IMC	7,046.63	R
121857	SIR SPEEDY PRINTING #0245	PRINTING SERVICES	STATE AND FEDERAL PROJECTS	1,518.30	R
121896	SIR SPEEDY PRINTING #0245	BUSINESS CARDS	PURCHASING/WAREHOUSE	28.41	U
122028	SIR SPEEDY PRINTING #0245	BUSINESS CARDS	CHILD DEVELOPMENT CENTER	28.41	CD
122029	SIR SPEEDY PRINTING #0245	BUSINESS CARDS	CHILD DEVELOPMENT CENTER	28.41	CD
121906	SMART & FINAL	OPEN ORDER	CHILD DEVELOPMENT CENTER	100.00	CD
121933	SMART & FINAL	OPEN ORDER/VALUED YOUTH SUP	JOHN ADAMS MIDDLE SCHOOL	1,000.00	R
121941	SMART SOURCE OF CALIFORNIA LLC	PRINTING	SANTA MONICA HIGH SCHOOL	1,507.65	U
121921	SMITH, BRADFORD	INSTRUCTIONAL SUPPLIES	ADULT EDUCATION CENTER	250.00	A
121853	SOUTHEASTERN PERFORMANCE	OPEN ORDER: PERFORMANCE APPAREL	LINCOLN MIDDLE SCHOOL	1,000.00	R
121947	SOUTHLAND INSTRUMENTS INC	MAINTENANCE/REPAIR MICROSCOPES	MALIBU HIGH SCHOOL	2,998.96	R
121974	SOUTHWEST SCHOOL SUPPLY	CLASSROOM SUPPLIES	WEBSTER ELEMENTARY SCHOOL	800.00	R
121834	STAPLES BUSINESS ADVANTAGE	OPEN ORDER: OFFICE SUPPLIES	LINCOLN MIDDLE SCHOOL	750.00	U
121836	STAPLES BUSINESS ADVANTAGE	OPEN ORDER OFFICE SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	1,000.00	U
121949	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	MALIBU HIGH SCHOOL	250.00	U
121986	STAPLES BUSINESS ADVANTAGE	GEN SUPPLIES	STATE AND FEDERAL PROJECTS	400.00	R
121987	STAPLES BUSINESS ADVANTAGE	OPEN PO FOR SCHOOL SUPPLIES	SMASH SCHOOL	1,000.00	R
122006	STAPLES BUSINESS ADVANTAGE	GEN CLASSROOM SUPPLIES	STATE AND FEDERAL PROJECTS	550.00	U
122013	STAPLES BUSINESS ADVANTAGE	classroom supplies	GRANT ELEMENTARY SCHOOL	100.00	U
121897	STAPLES INC & SUBSIDIARIES INC	AAA batteries for elmo	STATE AND FEDERAL PROJECTS	2,569.60	R
121932	STAPLES/P-U/VENICE/LINCOLN BL	OPEN ORDER/VALUED YOUTH SUP	JOHN ADAMS MIDDLE SCHOOL	800.00	R
121940	STAPLES/P-U/VENICE/LINCOLN BL	CLASSROOM SUPPLIES	SANTA MONICA HIGH SCHOOL	100.00	R
121847	STOVER SEED CO	OPERATIONS GROUNDS SUPPLIES	GROUNDS MAINTENANCE	1,816.28	R
121951	SULLIVAN, JAMES C	REPAIR OF KILN	MALIBU HIGH SCHOOL	76.10	U
121766	THINKWORKS	REFERENCE BOOKS	LINCOLN MIDDLE SCHOOL	956.44	U
122016	TIME FOR KIDS	TIME FOR KIDS MAGAZINE	WEBSTER ELEMENTARY SCHOOL	282.88	R
122003	U S GAMES - WEST	PHYSICAL ED EQUIPMENT	WILL ROGERS ELEMENTARY SCHOOL	630.93	U
121868	UNIVERSAL ASPHALT CO. INC.	SLURRY COATING OF BLACKTOP	WILL ROGERS ELEMENTARY SCHOOL	9,250.00	R
121989	UNIVERSAL ASPHALT CO. INC.	LINCOLN ASPHALT	FACILITY MAINTENANCE	4,300.00	R
121926	UNIVERSAL PRINTWORKS INC.	Student Grade Reports	INFORMATION SERVICES	2,373.28	U
121953	VILLAGE GRAPHICS	MIDDLE COURSE CATALOG	MALIBU HIGH SCHOOL	894.76	U
121904	VONS STORE #2262	OPEN ORDER	CHILD DEVELOPMENT CENTER	100.00	U
121905	VONS STORE #2262	OPEN ORDER	CHILD DEVELOPMENT CENTER	250.00	CD
121981	VONS STORE #2262	GEN MEETING SUP	STATE AND FEDERAL PROJECTS	300.00	R
122035	VONS STORE #2262	OPEN PO FOR VONS	STATE AND FEDERAL PROJECTS	500.00	R
121909	WAXIE SANITARY SUPPLY	CUSTODIAL	CHILD DEVELOPMENT CENTER	160.06	CD
121911	WAXIE SANITARY SUPPLY	CUSTODIAL	CHILD DEVELOPMENT CENTER	160.06	CD
121918	WAXIE SANITARY SUPPLY	CUSTODIAL SUPPLIES	WEBSTER ELEMENTARY SCHOOL	119.51	R

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF OCTOBER, 2011

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

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
121936	WAXIE SANITARY SUPPLY	OPERATIONS CUSTODIAL SUPPLIES	FACILITY OPERATIONS	350.00	U
122073	WAXIE SANITARY SUPPLY	CUSTODIAL SUPPLIES	ROOSEVELT ELEMENTARY SCHOOL	216.58	U
121741	WENGER CORPORATION	ENSEMBLE STOOL	LINCOLN MIDDLE SCHOOL	1,648.85	R
121938	YALE/CHASE MATERIALS HANDLING	OPEN ORDER OPERATIONS VEHICLES	FACILITY OPERATIONS	500.00	U
			** NEW PURCHASE ORDERS	283,303.64	
<u>** FACILITY IMPROVEMENTS: BONDS/STATE MODERNIZATON/NEW CONSTRUCTION/DEVELOPER FEES **</u>					
122023	NETWORLD SOLUTIONS INC	INSTALL & CONFIGURE AIRPHONE	INFORMATION SERVICES	4,500.00	BB
		** FACILITY IMPROVEMENTS: BONDS/STATE MODERNIZATON/NEW CONSTRUCTION/DEVELOPER FEES		4,500.00	

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/06/11

FROM: SANDRA LYON / JANECE L. MAEZ / PAT HO

RE: ACCEPTANCE OF GIFTS – 2011/2012

RECOMMENDATION NO. A.08

It is recommended that the Board of Education accept, with gratitude, checks and gifts totaling \$10,311.68 presented to the Santa Monica-Malibu Unified School District.

It is further recommended that the Fiscal/Business Services Office, in accordance with Educational Code §42602, be authorized to increase the 2011-2012 income and appropriations by \$10,311.68 as described on the attached listing.

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

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

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

MOTION MADE BY: Ms. Leon-Vazquez

SECONDED BY: Ms. Lieberman

STUDENT ADVISORY VOTE: N/A

AYES: All (6) (Dr. Escarce was absent)

NOES: None (0)

Current Gifts and Donations 2011/2012

School/Site Account Number		Equity Fund 15% Contrib.	In-kind Value	Donor	Purpose
<b>JAMS</b> 01-90120-0-00000-00000-8699-011-0000	\$ 4,050.10 \$ 1,035.00 \$ 215.00 \$ 25.00	\$ - \$ - \$ - \$ -		Various Various Various David and Kara Rosen	General Supplies and Materials General Supplies and Materials General Supplies and Materials General Supplies and Materials
<b>Adult Education</b> 11-90120-0-00000-00000-8699-090-0000					
<b>Alternative (SMASH)</b> 01-90120-0-00000-00000-8699-009-0000					
<b>Cabrillo</b> 01-90120-0-00000-00000-8699-017-0000	-	-	-	-	-
<b>CDS</b> 12-90120-0-00000-00000-8699-070-0000					
<b>Edison</b> 01-90120-0-00000-00000-8699-001-0000	-	-	-	-	-
<b>Franklin</b> 01-90120-0-00000-00000-8699-002-0000					
<b>Grant</b> 01-90120-0-00000-00000-8699-003-0000					
<b>Lincoln</b> 01-90120-0-00000-00000-8699-012-0000	\$ 199.01	\$ 35.12		Target	General Supplies and Materials
<b>Malibu High School</b> 01-90120-0-00000-00000-8699-010-0000	\$ 1,540.00 \$ 384.59 \$ 360.00 \$ 340.00	\$ - \$ 67.86 \$ - \$ 60.00		Various Students Target Variou Jostens	General Supplies and Materials General Supplies and Materials General Supplies and Materials General Supplies and Materials
<b>McKinley</b> 01-90120-0-00000-00000-8699-004-0000					
<b>Muir</b> 01-90120-0-00000-00000-8699-005-0000					
<b>Olympic HS</b> 01-90120-0-00000-00000-8699-014-0000					
<b>Rogers</b> 01-90120-0-00000-00000-8699-006-0000					
<b>Roosevelt</b> 01-90120-0-00000-00000-8699-007-0000	\$ 2,000.00	\$ -		Roosevelt PTA	Field Trip

BOE Date: 10/06/11

Current Gifts and Donations 2011/2012

School/Site Account Number	Gift Amount	Equity Fund 15% Contrib.	In-kind Value	Donor	Purpose
<b>Samohi</b> 01-90120-0-00000-00000-8699-015-0000					
<b>Barnum Hall</b> 01-91150-0-00000-00000-8699-015-0000					
<b>Pt. Dume Marine Science</b> 01-90120-0-00000-00000-8699-019-0000					
<b>Webster</b> 01-90120-0-00000-00000-8699-008-0000					
<b>Others:</b>					
<b>Superintendent's Office</b> 01-90120-0-00000-00000-8699-020-0000					
<b>Educational Services</b> 01-90120-0-00000-00000-8699-030-0000					
<b>Student &amp; Family Services</b> 01-90120-0-00000-00000-8699-040-0000					
<b>Special Education</b> 01-90120-0-00000-00000-8699-044-0000					
<b>Information Services</b> 01-90120-0-00000-0000-8699-054-0000					
<b>Food and Nutrition Services</b> 01-90120-0-00000-0000-8699-057-0000					
<b>District</b> 01-90120-0-00000-00000-8699-090-0000					
<b>TOTAL</b>	<b>\$ 10,148.70</b>	<b>\$ 162.98</b>	<b>\$ -</b>		

BOE Date: 10/06/11

Current Gifts and Donations 2011/2012

School/Site Account Number	Y-T-D Adjusted Gift Total	Current Gift Amount	Equity Fund 15% Contrib.	Cumulative Gift Amount	Y-T-D In-Kind Value	Current In-Kind Value	Cumulative In-Kind Value
<b>JAMS</b> 01-90120-0-00000-00000-8699-011-0000	\$ 4,489.01	\$ 5,325.10	\$ -	\$ 9,814.11			\$ -
<b>Adult Education</b> 11-90120-0-00000-00000-8699-090-0000				\$ -			\$ -
<b>Alternative (SMASH)</b> 01-90120-0-00000-00000-8699-009-0000				\$ -			\$ -
<b>Cabrillo</b> 01-90120-0-00000-00000-8699-017-0000				\$ -			\$ -
<b>CDS</b> 12-90120-0-00000-00000-8699-070-0000				\$ -			\$ -
<b>Edison</b> 01-90120-0-00000-00000-8699-001-0000	\$ 820.36			\$ 820.36			\$ -
<b>Franklin</b> 01-90120-0-00000-00000-8699-002-0000	\$ 405.49			\$ 405.49			\$ -
<b>Grant</b> 01-90120-0-00000-00000-8699-003-0000				\$ -			\$ -
<b>Lincoln</b> 01-90120-0-00000-00000-8699-012-0000		\$ 199.01	\$ 35.12	\$ 234.13			\$ -
<b>Malibu High School</b> 01-90120-0-00000-00000-8699-010-0000 <i>Malibu Shark Fund - Resource #90141</i>	\$ 1,163.00	\$ 2,624.59	\$ 127.86	\$ 3,915.45			\$ -
<b>McKinley</b> 01-90120-0-00000-00000-8699-004-0000	\$ 2,006.13			\$ 2,006.13			\$ -
<b>Muir</b> 01-90120-0-00000-00000-8699-005-0000	\$ 127.12			\$ 127.12			\$ -
<b>Olympic HS</b> 01-90120-0-00000-00000-8699-014-0000	\$ 6,000.00			\$ 6,000.00			\$ -
<b>Rogers</b> 01-90120-0-00000-00000-8699-006-0000	\$ 679.56			\$ 679.56			\$ -
<b>Roosevelt</b> 01-90120-0-00000-00000-8699-007-0000	\$ 1,132.00	\$ 2,000.00	\$ -	\$ 3,132.00			\$ -
<b>Samohi</b> 01-90120-0-00000-00000-8699-015-0000	\$ 1,795.19			\$ 1,795.19			\$ -
<b>Pt. Dume Marine Science</b> 01-90120-0-00000-00000-8699-019-0000				\$ -			\$ -
<b>Webster</b> 01-90120-0-00000-00000-8699-008-0000				\$ -			\$ -

BOE Date: 10/06/11

Current Gifts and Donations 2011/2012

School/Site Account Number	Y-T-D Adjusted Gift Total	Current Gift Amount	Equity Fund 15% Contrib.	Cumulative Gift Amount	Y-T-D In-Kind Value	Current In-Kind Value	Cumulative In-Kind Value
<b>ALL OTHER LOCATIONS:</b>							
<b>Superintendent's Office</b> 01-90120-0-00000-00000-8699-020-0000				\$ -			\$ -
<b>Educational Services</b> 01-90120-0-00000-00000-8699-030-0000	\$ 450.00			\$ 450.00	\$ 2,000.00		\$ 2,000.00
<b>Student and Family Support Services</b> 01-90120-0-00000-00000-8699-041-0000				\$ -			\$ -
<b>Special Education</b> 01-90120-0-00000-00000-8699-044-0000				\$ -			\$ -
<b>Information Services</b> 01-90120-0-00000-00000-8699-054-0000				\$ -			\$ -
<b>District</b> 01-90120-00000-0-00000-8699-090-0000				\$ -			\$ -
<b>Food &amp; Nutrition Services</b> 01-90120-0-00000-00000-8699-070-0000				\$ -			\$ -
<b>TOTAL GIFTS</b>	<b>\$ 19,067.86</b>	<b>\$ 10,148.70</b>	<b>\$ 162.98</b>	<b>\$ 29,379.54</b>	<b>\$ 2,000.00</b>	<b>\$ -</b>	<b>\$ 2,000.00</b>
<b>Total Cash Gifts for District:</b>		<b>\$ 10,148.70</b>	<b>Total Equity Fund 15% Contrib. \$ 162.98</b>		<b>Total In-Kind Gifts:</b>	<b>\$ -</b>	

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/06/11

FROM: SANDRA L. LYON / JANECE L. MAEZ / STUART SAM

RE: AMENDMENT TO CONTRACT FOR BID #10.33.BB-03-113031– LINCOLN MIDDLE SCHOOL – MODERNIZATION OF BUILDING E (PACKAGE 1B) PROJECT – MEASURE BB

RECOMMENDATION NO. A.09

It is recommended that the Board of Education approve Change Order No. 2 for Bid #10.33.BB-03-113031 – Lincoln Middle School – Modernization of Building E (Package 1B), to Icon West, Inc. in the amount of \$77,613.90 for a total contract amount of \$1,882,711.98.

Funding Information:

Budgeted:	Yes
Fund:	82
Source:	Building Fund
Account Numbers:	82-90500-0-00000-85000-6200-012-2600
Description:	Construction Services
DSA #:	03-113031
Description:	Building Improvement

COMMENTS: At the April 6, 2011, meeting of the Board of Education, Bid #10.33.BB-03-113031 – Lincoln Middle School – Modernization of Building E (Package 1B), was approved to Icon West, Inc., in the amount of \$1,775,000.

At the August 24, 2011, meeting of the Board of Education, Change Order 1 was approved in the amount \$30,098.08.

Change Order No. 2 includes the following changes to the terms of the contract:

Original Contract Amount:	\$1,775,000.00
Change Order No. 1:	\$30,098.08
<u>Change Order No. 2</u>	<u>\$77,613.90</u>
Total Contract Amount:	\$1,882,711.98

Original Contract Duration	210 days
Change Order No. 1:	+0 days
<u>Change Order No. 2:</u>	<u>+0 days</u>
Total Contract Duration:	210 days

Change Order 2 includes the cost for all labor and materials for the additional contract scope summarized below.

1. Replace drywall ceiling above T-bar - \$17,811.26 (Final cost pending resolution)
2. Replace insulation above hardlid ceiling - \$9,114.26
3. Provide 2x nailers at new partitions - \$2,653.92
4. Demo the unforeseen ceiling framing - \$21,203.63
5. Provide additional nailers along soffit - \$6,467.96
6. Install supports for existing conduits - \$20,362.87



This Change Order No.2, for a total add of \$77,613.90 is for change orders listed above and a 0-day contract extension on the Lincoln Middle School – Modernization of Building E (Package 1B). The revised contract total will be \$1,882,711.98. The contract duration will remain unchanged.

Funding for the change order 2 will be drawn upon the construction budget. The contract award was under the budget allocation. No site budget increase.

A Friday memorandum will accompany this item.

MOTION MADE BY: Ms. Leon-Vazquez  
SECONDED BY: Ms. Lieberman  
STUDENT ADVISORY VOTE: N/A  
AYES: All (6) (Dr. Escarce was absent)  
NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/06/11

FROM: SANDRA LYON / JANECE L. MAEZ / STUART A. SAM

RE: CONTRACT AMENDMENT #5 – CONSTRUCTION MANAGEMENT SERVICES  
–LINCOLN MIDDLE SCHOOL PROJECTS – PARSONS/CCM – MEASURE BB

RECOMMENDATION NO. A.10

It is recommended that the Board of Education approve Contract Amendment #5 for Construction Management services for the Lincoln Middle School modernization projects in the amount of \$2,230,321 for a total contract amount \$23,958,093.

Funding Information

Budgeted: Yes  
Fund: 82  
Source: Building Fund  
Account Number: 82-90500-0-00000-85000-5802-012-2600  
Category: Consultant Services

COMMENTS: Construction Management (CM) services were anticipated but not included in the original program management service agreement. Parson's forecast of 05/06/10 included a program and construction management fee at \$27,740,063. A detailed explanation of this forecast and its components was presented at the Board Workshop on 4/27/10 and included recommendation of the BBAC and BOC. It was previously noted that multiple Board items would be required for the construction management services.

CM services include but not limited to the onsite district representation providing coordination of project consultants, inspectors, testing, and contractors; oversight of construction objectives associated to Scope, Budget and Schedule; review/respond and maintain project documents; maintain school operations and report to district staff on status. CM services are allocated by construction scope and duration (including 7days/week and after school hours till 11:30pm).

Construction management activities since December of 2008 have included new relocatables, site utilities, and the ongoing modernization of building E, scheduled to complete construction in December of 2011. This amendment also includes the construction management services for the replacement of classroom building C and site improvements scheduled to start construction in the first quarter of 2012.

Parsons/CCM program and construction management fees are reduced and forecasted at \$25,200,000. Contract Amendment 5 is within the program budget and their forecast. The CM fee is for the remaining construction duration of 30 months in the amount of \$2,230,321 for a total contract amount of \$23,958,093.

ORIGINAL CONTRACT AMOUNT	\$14,700,000
Revised Contract Amendment #1 (General CM)	1,839,561
Contract Amendment #2 (Safety/Security projects)	1,191,662
Contract Amendment #3 (Edison New construction) DSA #03-112999	2,416,159
Contract Amendment #4 (JAMS Modernization) DSA #03-112808	1,580,039
Contract Amendment #5 (Lincoln MS) New Building - DSA #03-112865	
Modular Classroom & Library - DSA #03-112987	
Modernization of Main Building - DSA #03-113031	2,230,321
<u>TOTAL CONTRACT AMOUNT (Revised)</u>	<u>\$23,958,093</u>

Friday Memo: 9/30/2011

MOTION MADE BY: Ms. Leon-Vazquez  
 SECONDED BY: Ms. Lieberman  
 STUDENT ADVISORY VOTE: N/A  
 AYES: All (6) (Dr. Escarce was absent)  
 NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/06/11

FROM: SANDRA LYON / JANECE L. MAEZ / STUART A. SAM

RE: CONTRACT AMENDMENT #6 – CONSTRUCTION MANAGEMENT SERVICES  
– SANTA MONICA HIGH SCHOOL PROJECT – PARSONS/CCM – MEASURE  
BB

RECOMMENDATION NO. A.11

It is recommended that the Board of Education approve Contract Amendment #6 for Construction Management services for the Santa Monica High School, New Science & Tech Building, Parking Lots and Fields project in the amount of \$2,366,741.

Funding Information

Budgeted: Yes  
Fund: 82  
Source: Building Fund  
Account Number: 82-90500-0-00000-85000-5802-015-2600  
Category: Consultant Services

COMMENTS: Construction Management (CM) services were anticipated but not included in the original program management service agreement. Parson's forecast of 05/06/10 included a program and construction management fee at \$27,740,063. A detailed explanation of this forecast and its components was presented at the Board Workshop on 4/27/10 and included recommendation of the BBAC and BOC. It was previously noted that multiple Board items would be required for the construction management services.

CM services include but not limited to the onsite district representation providing coordination of project consultants, inspectors, testing, and contractors; oversight of construction objectives associated to Scope, Budget and Schedule; review/respond and maintain project documents; maintain school operations and report to district staff on status. CM services are allocated by construction scope and duration (including 7days/week and after school hours till 11:30pm).

This amendment also includes the construction management services for the New Science & Tech Building, Parking Lots and Softball Field project scheduled to start construction in the fourth quarter of 2011.

Parsons/CCM program and construction management fees are reduced and forecasted at \$25,200,000. Contract Amendment 6 is within the program budget and their forecast. The CM fee is for the remaining construction duration of 40 months in the amount of \$2,366,741.00 for a total contract amount of \$26,324,834. (Contract Amendment 8 reduces amount to \$25,200,000)

ORIGINAL CONTRACT AMOUNT	\$14,700,000
Revised Contract Amendment #1 (General CM)	1,839,561
Contract Amendment #2 (Safety/Security projects)	1,191,662
Contract Amendment #3 (Edison New construction) DSA #03-112999	2,416,159
Contract Amendment #4 (JAMS Modernization) DSA #03-112808	1,580,039
Contract Amendment #5 (Lincoln MS) New Building - DSA #03-112865	
Modular Classroom & Library - DSA #03-112987	
Modernization of Main Building - DSA #03-113031	2,230,321
<u>Contract Amendment #6 (Samohi Science &amp; Tech, Fields) DSA #03-113433</u>	<u>2,366,741</u>
TOTAL CONTRACT AMOUNT (Revised)	\$26,324,834

Friday Memo: 9/30/2011

MOTION MADE BY: Ms. Leon-Vazquez  
 SECONDED BY: Ms. Lieberman  
 STUDENT ADVISORY VOTE: N/A  
 AYES: All (6) (Dr. Escarce was absent)  
 NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/06/11

FROM: SANDRA LYON / JANECE L. MAEZ / STUART A. SAM

RE: CONTRACT AMENDMENT #7 – CONSTRUCTION MANAGEMENT SERVICES  
– MALIBU HIGH SCHOOL PROJECTS – PARSONS/CCM – MEASURE BB

RECOMMENDATION NO. A.12

It is recommended that the Board of Education approve Contract Amendment #7 for Construction Management services for the Malibu High School campus improvement projects in the amount of \$2,068,097.

Funding Information

Budgeted: Yes  
Fund: 81  
Source: Building Fund  
Account Number: 81-90500-0-00000-85000-5802-010-2600  
Category: Consultant Services

COMMENTS: Construction Management (CM) services were anticipated but not included in the original program management service agreement. Parson's forecast of 05/06/10 included a program and construction management fee at \$27,740,063. A detailed explanation of this forecast and its components was presented at the Board Workshop on 4/27/10 and included recommendation of the BBAC and BOC. It was previously noted that multiple Board items would be required for the construction management services.

CM services include but not limited to the onsite district representation providing coordination of project consultants, inspectors, testing, and contractors; oversight of construction objectives associated to Scope, Budget and Schedule; review/respond and maintain project documents; maintain school operations and report to district staff on status. CM services are allocated by construction scope and duration (including 7days/week and after school hours till 11:30pm).

Construction management activities since May of 2011 have included the remediation of soils, and the ongoing replacement of the campus fire alarm system and the water main upgrades on Bush & Merritt Drives. This amendment also includes the construction management services for the New Administration/Library/Classroom building, New Parking lot, Interim Housing and OWTS project scheduled to start construction in March of 2012.

Parsons/CCM program and construction management fees are reduced and forecasted at \$25,200,000. Contract Amendment 7 is within the program budget and their forecast. The CM fee is for the remaining construction duration of 39 months in the amount of \$2,068,097 for a total contract amount \$28,392,93 (Contract Amendment 8 addresses the required reduction to bring the total fee to the \$25,200,000).

ORIGINAL CONTRACT AMOUNT	\$14,700,000
Revised Contract Amendment #1 (General CM)	1,839,561
Contract Amendment #2 (Safety/Security projects)	1,191,662
Contract Amendment #3 (Edison New construction) DSA #03-112999	2,416,159
Contract Amendment #4 (JAMS Modernization) DSA #03-112808	1,580,039
Contract Amendment #5 (Lincoln MS) New Building - DSA #03-112865	
Modular Classroom & Library - DSA #03-112987	
Modernization of Main Building - DSA #03-113031	2,230,321
Contract Amendment #6 (Samohi Science & Tech, Fields) DSA #03-113433	2,366,741
Contract Amendment #7 (Malibu Campus Improvement) DSA #03-113456	2,068,097
<u>TOTAL CONTRACT AMOUNT</u>	<u>\$28,392,931</u>

Friday Memo: 9/28/2011

MOTION MADE BY: Ms. Leon-Vazquez  
 SECONDED BY: Ms. Lieberman  
 STUDENT ADVISORY VOTE: N/A  
 AYES: All (6) (Dr. Escarce was absent)  
 NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/06/11

FROM: SANDRA LYON / JANECE L. MAEZ / STUART A. SAM

RE: CONTRACT AMENDMENT #8 REVISIONS FOR PROGRAM MANAGEMENT SERVICES – PARSONS – MEASURE BB

RECOMMENDATION NO. A.13

It is recommended that the Board of Education approve the revised reduced amount of the original Contract approved for the Amount of \$ 14,700,000 to \$11,500,000. The revised Program Management (PM) fee of \$11,500,000 plus the Construction Management (CM) Amendments totaling \$13,692,931 results in the total not to exceed PM/CM management fee of \$25, 200,000 reducing from the previous projections.

Funding Information

Budgeted: Yes  
Fund: 21  
Source: School Building Fund  
Account Number: 21-90500-0-00000-85000-5802-050-2600  
Description: Consultant Services

COMMENTS: Construction Management services were anticipated but not included in the program up to 8 years in duration. At the meeting of September 27, 2007, the Board approved an initial contract amount of \$14,700,000 for Program Management services only. It was noted that a future Board item would be presented for construction management services. Parson's forecast of 05/06/10 included a program and construction management fee at \$27,740,063. A detailed explanation of this forecast and its components was presented at the Board Workshop on April 27, 2010 and recommended by the BBAC and BOC.

Per the original program management contract terms additional Parson's contract amendments for the construction management fee for each project have been submitted. Including this contract revision, an approximate Parson's 5.5% fee reduction, and restructured management model, the forecasted original scope for their program and construction management service is projected to reduce their fees to \$25,200,000.

Future Board Items for related project services not included in their original contract are DSA Compliance and Commissioning. Funding for these services were budgeted in the program. Joint Use Projects are also separated and not included.



ORIGINAL CONTRACT AMOUNT	\$14,700,000
Revised Contract Amendment #1 (General CM)	1,839,561
Contract Amendment #2 (Safety/Security projects)	1,191,662
Contract Amendment #3 (Edison New construction) DSA #03-112999	2,416,159
Contract Amendment #4 (JAMS Modernization) DSA #03-112808	1,580,039
Contract Amendment #5 (Lincoln MS) New Building - DSA #03-112865	
Modular Classroom & Library - DSA #03-112987	
Modernization of Main Building - DSA #03-113031	2,230,321
Contract Amendment #6 (Samohi Science & Tech, Fields) DSA #03-113433	2,366,741
Contract Amendment #7 (Malibu Campus Improvement) DSA #03-113456	2,068,097
<u>Contract Amendment #8 ORIGINAL CONTRACT AMOUNT (reduced)</u>	<u>11,500,000</u>
	\$25,192,931

Friday Memo: 9/28/2011

MOTION MADE BY: Ms. Leon-Vazquez  
 SECONDED BY: Ms. Lieberman  
 STUDENT ADVISORY VOTE: N/A  
 AYES: All (6) (Dr. Escarce was absent)  
 NOES: None (0)

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

ACTION/CONSENT  
 10/06/11

RECOMMENDATION NO. A.14

Unless otherwise noted, all items are included in the 2011-2012 approved budget.

**ADDITIONAL ASSIGNMENTS**

ADAMS MIDDLE SCHOOL

Hsu, Grace	24.7 hrs @\$40.46	9/15/11-6/8/12	<u>Est Hrly/\$999</u>
			TOTAL ESTABLISHED HOURLY \$999

Comment: Instrumental Music Clinician  
 01-Gifts

Avedian, Raymond	100 hrs @\$40.46	9/8/11-6/15/12	Est Hrly/\$4,046
Brown, Daniel	100 hrs @\$40.46	9/8/11-6/15/12	Est Hrly/\$4,046
Drescher, Pamela	100 hrs @\$40.46	9/8/11-6/15/12	Est Hrly/\$4,046
Jurewicz, Kristin	100 hrs @\$40.46	9/8/11-6/15/12	Est Hrly/\$4,046
Levin, Tracy	100 hrs @\$40.46	9/8/11-6/15/12	Est Hrly/\$4,046
Post, Joel	100 hrs @\$40.46	9/8/11-6/15/12	<u>Est Hrly/\$4,046</u>
			TOTAL ESTABLISHED HOURLY \$24,276

Comment: After-School and Weekend Science Magnet Seminars  
 01-Tier III Programs Cat Flex

Alexopoulos, Ashley	183 hrs @\$43.33	8/29/11-6/18/12	Own Hrly/\$ 7,929
Bon, Nancy	183 hrs @\$67.83	8/29/11-6/18/12	Own Hrly/\$12,413
Dipley, jeri	171 hrs @\$68.74	9/15/11-6/18/12	Own Hrly/\$11,755
Hart, Matthew	183 hrs @\$65.19	8/29/11-6/18/12	Own Hrly/\$11,930
Jacobs, Ed	183 hrs @\$66.25	8/29/11-6/18/12	Own Hrly/\$12,124
Jung, Parisa	171 hrs @\$67.82	9/15/11-6/18/12	Own Hrly/\$11,597
Jurewicz, Kristin	183 hrs @\$61.27	8/29/11-6/18/12	Own Hrly/\$11,212
Scotland, Alva	183 hrs @\$82.77	8/29/11-6/18/12	<u>Own Hrly/\$15,147</u>
			TOTAL OWN HOURLY \$94,107

Comment: 6<sup>th</sup> Period Assignment  
 01-~~Economic Impact Aid~~ – LEP General Fund

**CHILD DEVELOPMENT SERVICES**

Arthur, Diane	8 hrs @\$24.94	8/29/11	Own Hrly/\$200
Barba, Yesenia	8 hrs @\$26.61	8/29/11	Own Hrly/\$213
Benitez, Angela	8 hrs @\$16.19	8/29/11	Own Hrly/\$130
Cerrato, Wendy	8 hrs @\$27.69	8/29/11	Own Hrly/\$222
Chaheme, Yessenia	8 hrs @\$32.00	8/29/11	Own Hrly/\$256
Conway, Kenyatta	8 hrs @\$23.87	8/29/11	Own Hrly/\$191
Cueva, Leonardo	8 hrs @\$21.23	8/29/11	Own Hrly/\$170
Henry, Cassy	8 hrs @\$30.24	8/29/11	Own Hrly/\$242
Herberg, Joan	8 hrs @\$32.40	8/29/11	Own Hrly/\$259
Jaye, Susan	8 hrs @\$31.18	8/29/11	Own Hrly/\$249
Justis, Vicki	8 hrs @\$33.33	8/29/11	Own Hrly/\$267
Langley, Zoe	8 hrs @\$23.63	8/29/11	Own Hrly/\$189
Lockwood, Silvia	8 hrs @\$27.33	8/29/11	Own Hrly/\$219
Mercier, Alisha	8 hrs @\$29.85	8/29/11	Own Hrly/\$239
Patton, Roxanna	8 hrs @\$31.18	8/29/11	Own Hrly/\$249
Prinz, Leah	8 hrs @\$35.52	8/29/11	Own Hrly/\$284
Ramirez, Laura	8 hrs @\$26.25	8/29/11	Own Hrly/\$210
Redding, Yael	8 hrs @\$25.78	8/29/11	Own Hrly/\$206
Rodriguez, Claudia	8 hrs @\$31.18	8/29/11	Own Hrly/\$249

Sanchez-Aviles, Johanna	8 hrs @\$26.65	8/29/11	<u>Own Hrly/\$213</u>
		TOTAL OWN HOURLY	\$4,457
Comment:	Staff Development Meeting 12-CSPP		
Castellon, Emma	8 hrs @\$24.94	8/29/11	Own Hrly/\$200
Douglas, Jennifer	8 hrs @\$33.33	8/29/11	Own Hrly/\$267
Emhardt, Emily	8 hrs @\$22.69	8/29/11	Own Hrly/\$182
Rosenthal, Betsy	8 hrs @\$32.04	8/29/11	Own Hrly/\$256
Watts, Lada	8 hrs @\$28.77	8/29/11	Own Hrly/\$230
Yadegari, Sholeh	8 hrs @\$25.78	8/29/11	<u>Own Hrly/\$206</u>
		TOTAL OWN HOURLY	\$1,341
Comment:	Staff Development Meeting 12-Unrestricted Resource		
Alidina, Jamila	8 hrs @\$31.18	8/29/11	Own Hrly/\$249
Cruse, Patricia	8 hrs @\$35.52	8/29/11	Own Hrly/\$284
Enriquez, Maria	8 hrs @\$29.49	8/29/11	Own Hrly/\$236
Gluck, Heidi	8 hrs @\$34.40	8/29/11	Own Hrly/\$275
Gonzalez, Yolanda	8 hrs @\$29.49	8/29/11	Own Hrly/\$236
Martinez, Emelita	8 hrs @\$35.52	8/29/11	Own Hrly/\$284
Martinez, Maria	8 hrs @\$24.71	8/29/11	Own Hrly/\$198
Namdar, Shahfar	8 hrs @\$33.12	8/29/11	Own Hrly/\$265
Olliff, Elizabeth	8 hrs @\$29.49	8/29/11	Own Hrly/\$236
Rodriguez, Melinda	8 hrs @\$25.78	8/29/11	Own Hrly/\$206
Romo, Patricia	8 hrs @\$31.18	8/29/11	Own Hrly/\$249
Rosas-Lopez, Cecelia	8 hrs @\$25.78	8/29/11	Own Hrly/\$206
Simpson, Darlene	8 hrs @\$28.77	8/29/11	Own Hrly/\$230
Smith, Courtnee	8 hrs @\$26.24	8/29/11	Own Hrly/\$210
Smith, Liza	8 hrs @\$23.37	8/29/11	Own Hrly/\$187
Sugasawara, Patricia	8 hrs @\$28.77	8/29/11	<u>Own Hrly/\$230</u>
		TOTAL OWN HOURLY	\$3,781
Comment:	Staff Development Meeting 12-CSPP	-50%	
	12-Head Start – Basic	-50%	
Graves, Gizelle	8 hrs @\$25.22	8/29/11	Own Hrly/\$202
Hentschell, Denise	8 hrs @\$25.78	8/29/11	Own Hrly/\$206
McGowan, Joann	8 hrs @\$25.78	8/29/11	<u>Own Hrly/\$206</u>
		TOTAL OWN HOURLY	\$614
Comment:	Staff Development Meeting 12-Tier III Programs – Cat Flex		
Gutierrez, Sofia	8 hrs @\$24.81	8/29/11	Own Hrly/\$198
Reed, Flavia	8 hrs @\$30.60	8/29/11	<u>Own Hrly/\$245</u>
		TOTAL OWN HOURLY	\$443
Comment:	Staff Development Meeting 12-L.A. Universal Preschool		
Johnson, Miyah	8 hrs @\$22.65	8/29/11	<u>Own Hrly/\$181</u>
		TOTAL OWN HOURLY	\$181
Comment:	Staff Development Meeting 12-L.A. Universal Preschool	-50%	
	12-CSPP	-50%	
Norodom, Pachapor	8 hrs @\$29.17	8/29/11	<u>Own Hrly/\$233</u>
		TOTAL OWN HOURLY	\$233
Comment:	Staff Development Meeting 12-Head Start - Basic		

FRANKLIN ELEMENTARY

Bickert, Katie	28 hrs @\$40.46	9/19/11-6/15/12	Est Hrly/\$1,133
Bordan, Ashley	28 hrs @\$40.46	9/19/11-6/15/12	Est Hrly/\$1,133
Fiske, Nikki	28 hrs @\$40.46	9/19/11-6/15/12	Est Hrly/\$1,133
Garden, Nathan	28 hrs @\$40.46	9/19/11-6/15/12	Est Hrly/\$1,133
Gonzalez, Jeff	56 hrs @\$40.46	9/19/11-6/15/12	Est Hrly/\$2,266
Reff, Eric	28 hrs @\$40.46	9/19/11-6/15/12	Est Hrly/\$1,133
TOTAL ESTABLISHED HOURLY			\$7,931

Comment: Homework Club  
01-Reimbursed by PTA

EDUCATIONAL SERVICES

Bautista, Claudia	6 hrs @\$40.46	8/10/11-8/17/11	Est Hrly/\$243
TOTAL ESTABLISHED HOURLY			\$243

Comment: Spanish Placement  
01-Economic Impact Aid - LEP

LINCOLN MIDDLE SCHOOL

Allstot, Sean	80 hrs @\$40.46	9/15/11-6/18/12	Est Hrly/\$3,237
Moazzez, Rozita	80 hrs @\$40.46	9/15/11-6/18/12	Est Hrly/\$3,237
Urtz, Markelle	10 hrs @\$40.46	9/15/11-6/18/12	Est Hrly/\$ 405
TOTAL ESTABLISHED HOURLY			\$6,879

Comment: After-School Library Supervision  
01-Reimbursed by PTA

O'Brien, Marianna	12 hrs @\$40.46	9/7/11-6/1/12	Est Hrly/\$486
Wrable, Carol	12 hrs @\$40.46	9/7/11-6/1/12	Est Hrly/\$486
TOTAL ESTABLISHED HOURLY			\$972

Comment: Science Planning  
01-Tier III Programs Cat Flex

Gies-McLaughlin, Gretchen	4 hrs @\$40.46	9/10/11	Est Hrly/\$162
Stivers, Susan	4 hrs @\$40.46	9/10/11	Est Hrly/\$162
TOTAL ESTABLISHED HOURLY			\$324

Comment: 8<sup>th</sup> Grade English Planning  
01-Tier III Programs Cat Flex

Burack, Sharon	3 hrs @\$40.46	8/24/11	Est Hrly/\$121
Ehrke, Shelly	3 hrs @\$40.46	8/24/11	Est Hrly/\$121
Hoffman, Beth	3 hrs @\$40.46	8/24/11	Est Hrly/\$121
Levy, Amanda	3 hrs @\$40.46	8/24/11	Est Hrly/\$121
Marcos, Eric	3 hrs @\$40.46	8/24/11	Est Hrly/\$121
Oseguera, Christian	3 hrs @\$40.46	8/24/11	Est Hrly/\$121
Palumbus, Beth	3 hrs @\$40.46	8/24/11	Est Hrly/\$121
Utzinger, Sara	3 hrs @\$40.46	8/24/11	Est Hrly/\$121
Vieira, Ron	3 hrs @\$40.46	8/24/11	Est Hrly/\$121
TOTAL ESTABLISHED HOURLY			\$1,089

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

Ehrke, Shelly	183 hrs @\$53.05	8/29/11-6/18/12	Own Hrly/\$ 9,708
Seymour, Robert	183 hrs @\$82.77	8/29/11-6/18/12	Own Hrly/\$15,147
TOTAL OWN HOURLY			\$24,855

Comment: 6<sup>th</sup> Period Assignment  
01-Unrestricted Resource

MCKINLEY ELEMENTARY SCHOOL

Noveck, Mary Anna \$479.14, as needed 9/20/11-3/31/12 Own Daily/\$----  
TOTAL OWN DAILY \$----

Comment: Substitute for Assistant Principal, as needed  
01-Unrestricted Resource

Korshak, Andrea 7 hrs @\$40.46 8/18/11-8/19/11 Est Hrly/\$283  
TOTAL ESTABLISHED HOURLY \$283

Comment: Substitute for Summer Program  
01-IASA: Title I Basic-LW Inc/Neg

MUIR ELEMENTARY SCHOOL

Hyatt, Lova 3 hrs @\$40.46 8/24/11-6/18/12 Est Hrly/\$121  
Vallejo, Norma 3 hrs @\$40.46 8/24/11-6/18/12 Est Hrly/\$121  
Wheeler, Daniel 3 hrs @\$40.46 8/24/11-6/18/12 Est Hrly/\$121  
TOTAL ESTABLISHED HOURLY \$363

Comment: Grade Level Meetings  
01-IASA: Title I Basic-LW Inc/Neg

ROGERS ELEMENTARY SCHOOL

De La Rosa, Mary 120 hrs @\$40.46 9/20/11-11/1/11 Est Hrly/\$4,855  
TOTAL ESTABLISHED HOURLY \$4,855

Comment: ELD/CELDT Testing  
01-IASA: Title I Basic-LW Inc/Neg

ROOSEVELT ELEMENTARY SCHOOL

Jauregui, Marissa 12 hrs @\$40.46 9/20/11-5/20/12 Est Hrly/\$486  
Levy, Amy 20 hrs @\$40.46 9/20/11-5/20/12 Est Hrly/\$809  
Nitti, Anna 20 hrs @\$40.46 9/20/11-5/20/12 Est Hrly/\$809  
Snow, Angie 20 hrs @\$40.46 9/20/11-5/20/12 Est Hrly/\$809  
TOTAL ESTABLISHED HOURLY \$2,913

Comment: Math Focus Group  
01-Unrestricted Resource

Alexander, Lorie 20 hrs @\$40.46 9/20/11-6/15/12 Est Hrly/\$809  
Levin, Debra 15 hrs @\$40.46 9/20/11-6/15/12 Est Hrly/\$607  
O'Meara, Peggy 15 hrs @\$40.46 9/20/11-6/15/12 Est Hrly/\$607  
Pirri, Stephanie 15 hrs @\$40.46 9/20/11-6/15/12 Est Hrly/\$607  
TOTAL ESTABLISHED HOURLY \$2,630

Comment: Anti-Bullying Program  
01-Unrestricted Resource

SANTA MONICA HIGH SCHOOL

Boyd, Bryn 89 hrs @\$47.40 8/29/11-1/20/12 Own Hrly/\$4,219  
Dreier, Holly 89 hrs @\$65.19 8/29/11-1/20/12 Own Hrly/\$5,802  
Duron, Rob 89 hrs @\$82.75 8/29/11-1/20/12 Own Hrly/\$7,365  
Fulcher, Nathan 89 hrs @\$50.72 8/29/11-1/20/12 Own Hrly/\$4,514  
Jimenez, Jaime 89 hrs @\$82.77 8/29/11-1/20/12 Own Hrly/\$7,367  
Petronis, Ken 89 hrs @\$56.24 8/29/11-1/20/12 Own Hrly/\$5,005  
Schlenker, Heather 89 hrs @\$64.51 8/29/11-1/20/12 Own Hrly/\$5,741  
Skaggs, Debbie 80 hrs @\$68.74 9/12/11-1/20/12 Own Hrly/\$5,499  
Song, Kate 79 hrs @\$64.51 9/13/11-1/20/12 Own Hrly/\$5,096  
Walker, Megan 89 hrs @\$56.90 8/29/11-1/20/12 Own Hrly/\$5,064  
TOTAL OWN HOURLY \$55,672

Comment: 6<sup>th</sup> Period Assignment  
01-Unrestricted Resource

Alvarado, Robert	3 hrs @\$40.46	8/25/11	Est Hrly/\$121
Cox, Shannon	3 hrs @\$40.46	8/25/11	Est Hrly/\$121
Fulcher, Nathan	3 hrs @\$40.46	8/25/11	Est Hrly/\$121
Karyadi, Adrienne	3 hrs @\$40.46	8/25/11	Est Hrly/\$121
Louria, Meredith	3 hrs @\$40.46	8/25/11	Est Hrly/\$121
Silvestri, Marisa	3 hrs @\$40.46	8/25/11	Est Hrly/\$121
Tickler, Brian	3 hrs @\$40.46	8/25/11	Est Hrly/\$121
Webb, Kitaro	3 hrs @\$40.46	8/25/11	Est Hrly/\$121
TOTAL ESTABLISHED HOURLY			\$968

Comment: Freshman Seminar Meeting  
01-Economic Impact Aid – SCE

Contreras, Luis	4 hrs @\$40.46	8/22/11	Est Hrly/\$162
Cruce, Marae	4 hrs @\$40.46	8/22/11	Est Hrly/\$162
Doughty, Lindsay	4 hrs @\$40.46	8/22/11	Est Hrly/\$162
Dreier, Holly	4 hrs @\$40.46	8/22/11	Est Hrly/\$162
Dunn, George Patrick	4 hrs @\$40.46	8/22/11	Est Hrly/\$162
Hecht, James	4 hrs @\$40.46	8/22/11	Est Hrly/\$162
Hoffman, Ryan	4 hrs @\$40.46	8/22/11	Est Hrly/\$162
Klein, Thomas	4 hrs @\$40.46	8/22/11	Est Hrly/\$162
Luong, Theresa	4 hrs @\$40.46	8/22/11	Est Hrly/\$162
Markin, Ari	4 hrs @\$40.46	8/22/11	Est Hrly/\$162
Okla, Kelly	4 hrs @\$40.46	8/22/11	Est Hrly/\$162
Petronis, Ken	4 hrs @\$40.46	8/22/11	Est Hrly/\$162
Schlenker, Heather	4 hrs @\$40.46	8/22/11	Est Hrly/\$162
Torres, Lupe	4 hrs @\$40.46	8/22/11	Est Hrly/\$162
Veral, Ramon	4 hrs @\$40.46	8/22/11	Est Hrly/\$162
Yumori, Nicole	4 hrs @\$40.46	8/22/11	Est Hrly/\$162
TOTAL ESTABLISHED HOURLY			\$2,592

Comment: Math Technology Meeting  
01-Economic Impact Aid – SCE

SPECIAL EDUCATION

Kilpatrick, Genevieve	12 hrs @\$40.46	6/30/11-8/12/11	Est Hrly/\$486
TOTAL ESTABLISHED HOURLY			\$486

Comment: Assessments  
01-Special Education

Heyler, Sioux	183 days @\$67.83	8/29/11-6/18/12	Own Daily/\$12,413
TOTAL OWN HOURLY			\$12,413

Comment: 6<sup>th</sup> Period Assignment  
01-Dept Rehab: Transitr Partnership

Kittel, Gina	183 days @\$82.75	8/29/11-6/18/12	Own Daily/\$15,143
TOTAL OWN HOURLY			\$15,143

Comment: 6<sup>th</sup> Period Assignment  
01-Special Education

Macdonald, Andrea	10 hrs @\$40.46	8/29/11-9/30/11	Est Hrly/\$405
TOTAL ESTABLISHED HOURLY			\$405

Comment: Speech Pathology Assessments  
01-Special Education

Kleis, Heidi	8 hrs @\$40.46	6/30/11-8/12/11	Est Hrly/\$324
TOTAL ESTABLISHED HOURLY			\$324

Comment: Covering for Absences during ESY Summer School  
01-Special Education

Badt, Jonathan	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Becker, Jennifer	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Berezowsky, Lisa	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Bishop, Shannon	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Blair, Susy	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Brock, Miriam	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Burrows, Erin	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Cammarota, Catherine	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Campbell, Charlotte	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Catanzano, Linda	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Center-Brooks, Cheryl	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Chavez, Craig	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Cierra, Jorge	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Cogan, Lisa	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Cohn, Jeffrey	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Cole, Debra	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Collin, Laura	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Costalupes, Kim	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Davies, Michael	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Deshautelle, Anna	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Devincentis-Waul, Ermina	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Dewar, Ruth	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Drosdick, Danielle	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Elledge, Rachel	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Fliegel, Lois	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Flowers, Lynne	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Franklin, Judith	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Gaddis, Lindsey	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Garden, Sarah	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Gonsalves, Diane	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Gonzalez, Gabriela	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Higginson, James	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Holmstrom, Toni	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Hylind, Amy	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Keith, Kelly	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Kittel, Gina	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Langus, Jocelyn	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Levy, Amanda	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Macdonald, Andy	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Mansour, Carolyn	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Marek, Mallory	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Marshall, Susan	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Martin, Kathy	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Martin, Laurie	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Mayer, Heather	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Maynard, Elizabeth	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Montanez, Joe	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Montgomery, Todd	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Murphy, Anne	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Nardoni, Taylor	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Nu-man, Malukah	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
O'Connor, Patricia	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
O'Meara, Peggy	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Oseguera, Christian	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Oyman, Deniz	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Patino, Rachel	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Powell, Amy	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Posnre, Cara	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Rajabali, Jahan	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Reilly, Maureen	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Rubinstein, Linda	6 hrs @\$40.46	8/25/11	Est Hrly/\$243

Ruetschle, Valita	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Saenz, Deborah	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Salvaryn, Elisa	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Sass, Amanda	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Serapiglia, Anne	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Sever, Pamela	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Sherman, Wynn	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Siegel, Julie	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Sinfield, Paul	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Tarbell, Harlan	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Thomas, Kate	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Tomita, Karen	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Ustation, Tina	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Van Cott, James	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Whaley, Joseph	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Whittaker, Elizabeth	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Wold, Jayme	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
Young, Cerenity	6 hrs @\$40.46	8/25/11	Est Hrly/\$243
TOTAL ESTABLISHED HOURLY			\$19,197

Comment: Staff Development  
01-Special Education

STUDENT SERVICES

Hannan, Ellen	100 hrs @\$40.46	9/1/11-6/18/12	Est Hrly/\$4,046
TOTAL ESTABLISHED HOURLY			\$4,046

Comment: Assist Nurses with Mandatory Hearing/Vision Screening  
01-Unrestricted Resource

Bronstein, Susan	24 hrs @\$40.46	7/1/11-6/30/12	Est Hrly/\$971
Ernst, Anne	24 hrs @\$40.46	9/1/11-6/30/12	Est Hrly/\$971
Jeffries, Jane	24 hrs @\$40.46	9/1/11-6/30/12	Est Hrly/\$971
Morn, Lora	24 hrs @\$40.46	9/1/11-6/30/12	Est Hrly/\$971
Relles, Ellen	24 hrs @\$40.46	9/1/11-6/30/12	Est Hrly/\$971
TOTAL ESTABLISHED HOURLY			\$4,855

Comment: CPR Training for District Staff  
01-MediCal Billing Option

Bressler, Rachel	120 hrs @\$40.46	8/30/11-6/18/12	Est Hrly/\$4,855
Bronstein, Susan	120 hrs @\$40.46	8/30/11-6/18/12	Est Hrly/\$4,855
Cano, Sandra	20 hrs @\$40.46	8/30/11-6/18/12	Est Hrly/\$ 809
Waldorf, Sherry	20 hrs @\$40.46	8/30/11-6/18/12	Est Hrly/\$ 809
TOTAL ESTABLISHED HOURLY			\$11,328

Comment: After-School Coverage for Diabetic Student  
01-MediCal Billing Option

SUPERINTENDENT

Chu, Rebecca	3 days @\$403.59	7/1/11-8/31/11	Own Daily/\$1,211
Monahan, Martha	3 days @\$465.48	7/1/11-8/31/11	Own Daily/\$1,396
TOTAL OWN DAILY			\$2,607

Comment: Additional days to move to new site  
01-Unrestricted Resource

DEPARTMENT CHAIR ASSIGNMENTS

LINCOLN MIDDLE SCHOOL

Name	Rate	Assignment	Effective	Not to Exceed
Catanzano, Linda	10 EDU	Special Ed	2011/12 SY	\$2,560
Duran-Contreras, Martha	2 EDU	ELD	2011/12 SY	\$ 512
Hart, Sharon	12 EDU	Humanities	2011/12 SY	\$3,072



Hirt, Mary	8 EDU	Physical Ed	2011/12 SY	\$2,048
Hunt, Mark	6 EDU	Visual/Performing Arts	2011/12 SY	\$1,536
Pham, Vy	10 EDU	Math	2011/12 SY	\$2,560
Stauffer, Aimee	8 EDU	Counseling	2011/12 SY	\$2,048
Suffolk, Stefanie	4 EDU	Science – 2 <sup>nd</sup> sem	2011/12 SY	\$1,024
Valenzuela, Amanda	2 EDU	History	2011/12 SY	\$ 512
VanderVeen, Ken	4 EDU	Science – 1 <sup>st</sup> sem	2011/12 SY	<u>\$1,024</u>
			TOTAL	\$16,896

**ADDITIONAL ASSIGNMENT – EXTRA DUTY UNITS**

**SANTA MONICA HIGH SCHOOL - Fall Athletics**

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Fischer, Tania	13 EDU	Var. Cross Country	9/11-11/11	\$3,328
Flanders, Matt	13 EDU	Var. Water Polo	9/11-11/11	\$3,328
Kim, Doug	12 EDU	Asst Football	9/11-11/11	\$3,072
Lopez, Jose	12 EDU	Asst Soccer	9/11-11/11	\$3,072
Sato, Glenn	12 EDU	Asst Girls Volleyball	9/11-11/11	\$3,072
Sato, Glenn	13 EDU	Var Girls Volleyball	9/11-11/11	<u>\$3,328</u>
			TOTAL EDUS	\$19,200

**HOURLY TEACHERS**

**GRANT ELEMENTARY SCHOOL**

Friedenthal, Gabrielle	460.9 hrs @\$40.46	9/6/11-6/15/12	Est Hrly/\$18,648
Guyette, Janet	460.9 hrs @\$40.46	9/6/11-6/15/12	Est Hrly/\$18,648
Iwanka, Tracy	460.9 hrs @\$40.46	9/6/11-6/15/12	<u>Est Hrly/\$18,648</u>
		TOTAL ESTABLISHED HOURLY	\$55,944

Comment: Reading Teacher  
01-Reimbursed by PTA - 40%  
01-Unrestricted Resource - 60%

**WEBSTER ELEMENTARY SCHOOL**

Ackrich, Deborah	390 hrs @\$40.46	9/26/11-6/15/12	<u>Est Hrly/\$15,779</u>
		TOTAL ESTABLISHED HOURLY	\$15,779

Comment: Reaching Teacher, Grades 1-3  
01-Tier III Programs Cat Flex

**ADULT EDUCATION**

Maldonado, Eric	60 hrs @\$45.34	8/30/11-11/19/11	<u>Est Hrly/\$2,720</u>
		TOTAL ESTABLISHED HOURLY	\$2,720

Comment: ESL Classes  
11-PL105-22 Engl Literacy/Civics

**TOTAL ESTABLISHED HOURLY, OWN DAILY AND OWN HOURLY = \$424,344**

**ELECTIONS**

**TEMPORARY CONTRACTS**

<u>Name/Assignment/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>
Holland-Mathews, Margie/English Santa Monica HS	80%	9/12/11-6/18/12
Kerkotchian, Sylvia/3 <sup>rd</sup> Grade Rogers Elementary	100%	9/14/11-6/18/12
Mowry, Kristen/Reading-Science McKinley Elementary	100%	9/8/11-1/23/12

**SUBSTITUTE TEACHERS**

Effective

**PREFERRED SUBSTITUTES**

(@\$162.00 Daily Rate)

Kibler, John

9/15/11

**REGULAR DAY-TO-DAY SUBSTITUTES**

(@\$138.00 Daily Rate)

Dixon, Carla

9/21/11

**CHANGE IN ASSIGNMENT**

Effective

Berman-Baker, Wendy

8/29/11

Webster/1<sup>st</sup> Grade

From: 80%

To: 100%

Gasparino, Jenna

8/29/11-6/18/12

Santa Monica HS/English

From: 100%

To: 80%

Holmstrom, Toni

9/14/11-6/18/12

Spec Ed/Speech Pathologist

From: 80%

To: 100%

**RESIGNATION**

Name/Location

Effective

Nardoni, Taylor

9/9/11

Special Education

MOTION MADE BY: Ms. Leon-Vazquez

SECONDED BY: Ms. Lieberman

STUDENT ADVISORY VOTE: N/A

AYES: All (6) (Dr. Escarce was absent)

NOES: None (0)

TO: BOARD OF EDUCATION  
 FROM: SANDRA LYON / WILBERT YOUNG  
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT  
 10/06/11

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.

<b><u>ELECTION</u></b>		<b><u>EFFECTIVE DATE</u></b>
Gilbertson, Kelly Webster Elementary	Inst Asst – Classroom 2 Hrs/10 Mo/Range: 18 Step: A	9/6/11
Hoorizadeh, Shayesteh Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	9/19/11
Woolridge, Traci Food Services	Cafeteria Worker I 3 Hrs/SY/Range: 11 Step: A	9/19/11

<b><u>ELECTION – RESTRICTED (PER MERIT RULE 3.1.5.A)</u></b>		<b><u>EFFECTIVE DATE</u></b>
Aquino, Gilda Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	8/29/11
Casiano, Delfina Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	8/29/11
Godinez, Josefina Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	8/29/11
Llamas, Leticia Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	8/29/11
Rocha, Patricia Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	8/29/11
Trejo, Maria Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	8/29/11
Womack, Raven Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	8/29/11
Zotelo, Guadalupe Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	8/29/11

<b><u>SUMMER ASSIGNMENTS</u></b>		<b><u>EFFECTIVE DATE</u></b>
Arnao, Dora Special Education	Inst Asst – Special Ed	6/30/11-8/12/11
Barnett, Joy Special Education	Inst Asst – Special Ed	6/30/11-8/12/11
Smith, Jill Special Education	Inst Asst – Special Ed	6/30/11-8/12/11
Wirt, James Transportation	Bus Driver	8/1/11-8/31/11

**TEMP/ADDITIONAL ASSIGNMENTS****EFFECTIVE DATE**

Abdel-Malak, Mariam Special Education	Inst Asst – Special Ed [additional hours – CPI Training]	1/13/11-1/14/11
Brackett, Kimberly Theater Operations	Children Center Asst [additional hours, as needed]	7/1/11-6/30/12
Brotman, Esther Special Education	Inst Asst – Special Ed [additional hours, IEP processing]	9/9/11-9/30/11
Brotman, Esther Special Education	Inst Asst – Special Ed [additional hours – CPI Training]	1/13/11-1/14/11
Coleman, Dawn Special Education	Inst Asst – Special Ed [additional hours – CPI Training]	1/13/11-1/14/11
Cornejo, Natalie Santa Monica HS	Campus Security Officer [overtime, as needed]	8/23/11-6/20/12
Cruz, Cindy Educational Svcs	Inst Asst – Bilingual [additional hours, summer school]	7/12/11-8/12/11
De Almeida, Suzanne Lincoln MS	Inst Asst – Special Ed [additional hours, after-school library assistance]	9/15/11-6/18/12
Do, Thu Hong Special Education	Inst Asst – Special Ed [additional hours – CPI Training]	1/13/11-1/14/11
Epifani-Worthy, Carla Theater Operations	Children Center Asst [additional hours, as needed]	7/1/11-6/30/12
Fuller, Terry Special Education	Inst Asst – Special Ed [additional hours – CPI Training]	1/13/11-1/14/11
Gardea-Perez, Lupe Rogers Elementary	Bilingual Community Liaison [additional hours – translations]	8/23/11-6/20/12
Gutierrez, Adriana McKinley Elementary	Inst Asst – Physical Ed [additional hours – CPI Training]	8/22/11
Harper, Erin Special Education	Occupational Therapist [additional hours – professional development]	6/28/11
Heiderman, Dan Malibu High School	Custodian [overtime, as needed]	8/29/11-6/30/12
Herrada, Joe Lincoln Middle School	Custodian [overtime, as needed]	9/15/11-6/18/12
Jaramillo, Guido Santa Monica HS	Campus Security Officer [overtime, as needed]	8/23/11-6/20/12
Jones, Chancy Santa Monica HS	Campus Security Officer [overtime, as needed]	8/23/11-6/20/12
Lo Greco, Vincent Special Education	Inst Asst – Special Education [additional hours – CPI Training]	1/13/11-1/14/11
Lopez, Vickie Santa Monica HS	Campus Security Officer [overtime, as needed]	8/23/11-6/20/12

Loza, Adelsa Lincoln Middle School	Inst Asst – Special Ed [additional hours – after-school library assistance]	9/15/11-6/18/12
Mangum, Don Santa Monica HS	Campus Security Officer [overtime, as needed]	8/23/11-6/20/12
Marquez, Lilia McKinley Elementary	Bilingual Community Liaison [additional hours – translation]	8/17/11
Martin, Charles Lincoln Middle School	Campus Security Officer [overtime, as needed]	9/15/11-6/18/12
Martin, Eric Malibu High School	Custodian [overtime, as needed]	8/29/11-6/30/12
McCabe, Pete Special Education	Inst Asst – Special Education [additional hours CPI Training]	1/13/11-1/14/11
Naranjo, Debbie Food Services	Cafeteria Worker II [additional hours – fill in for vacant position]	8/29/11-9/23/11
Nunez, Sherry Lincoln Middle School	Campus Security Officer [overtime, as needed]	9/15/11-6/18/12
Oyenoki, Daniel McKinley Elementary	Physical Activities Specialist [additional hours – CPI Training]	8/22/11
Reed, Lu Ann Student Services	Licensed Vocational Nurse [additional hours – training]	8/18/11-8/22/11
Ruiz de Cortez, Maria Edison Elementary	Cafeteria Worker I [additional hours – training]	8/25/11
Smith, Angelique Special Education	Occupational Therapist [additional hours – professional development]	6/28/11
Taylor, Candice Malibu High School	Custodian [overtime, as needed]	8/29/11-6/30/12
Valenzuela, Laurel Special Education	Inst Asst – Special Ed [additional hours – CPI Training]	1/13/11-1/14/11
Vasquez, Grace Santa Monica HS	Campus Security Officer [overtime, as needed]	8/23/11-6/20/12
Watkins, Ernest Malibu High School	Custodian [overtime, as needed]	8/29/11-6/30/12
Widner, Kim Malibu High School	Custodian [overtime, as needed]	8/29/11-6/30/12
Wilson, Stanley Santa Monica HS	Campus Security Officer [overtime, as needed]	8/23/11-6/20/12
<b><u>SUBSTITUTES</u></b>		<b><u>EFFECTIVE DATE</u></b>
Anderson, Sally Child Develop Svcs	Sr. Office Specialist	9/13/11-10/7/11
Butler, Deja Food Services	Cafeteria Worker I	8/30/11-6/18/12

Cortez, Alicia Food Services	Cafeteria Worker I	8/30/11-6/18/12
Dillingham, Pamela Food Services	Cafeteria Worker I	8/30/11-6/18/12
George, Nickolas Food Services	Cafeteria Worker I	8/30/11-6/18/12
Griffis, Denise Food Services	Cafeteria Worker I	8/30/11-6/18/12
Jones, Mashawnda Food Services	Cafeteria Worker I	8/30/11-6/18/12
Matrango, Ann Food Services	Cafeteria Worker I	8/30/11-6/18/12
Martinez, Maisha Personnel Commission	Inst Asst – Physical Ed	8/30/11-6/15/12
Mercer, James Operations	Custodian	8/1/11-6/30/12
Ramos, Johnnye Operations	Custodian	9/8/11-6/15/12
Renteria, Rudy Food Services	Cafeteria Worker I	8/30/11-6/18/12
Sargent, Darren Santa Monica HS	Campus Security Officer	8/18/11
Seale, Devin Food Services	Cafeteria Worker I	8/30/11-6/18/12
Shaw, Evelyn Food Services	Cafeteria Worker I	9/12/11-6/18/12
Wright, Karen Child Develop Svcs	Sr. Office Specialist	9/12/11-10/7/11

**INVOLUNTARY TRANSFER**

**EFFECTIVE DATE**

Batthey, Leticia CDS/Pine Street	Children Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/McKinley Elementary	8/29/11
Cabrera, Jennifer CDS/Grant Elementary	Children Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/Rogers Elementary	8/29/11
Garcia, Sara CDS/Washington West	Children Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/Rogers Elementary	8/29/11
Hernandez, Maira CDS/Pine Street	Children Center Asst 7 Hrs/SY Fr; 7 Hrs/SY/Washington West	8/29/11

Islas, Haydee CDS/Pine Street	Children Center Asst 7 Hrs/SY Fr: 7 Hrs/SY/Grant Elementary	8/29/11
Mullen, Russ Lincoln MS	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/John Adams MS	9/14/11
Razon-McMillan, Monica CDS/Grant Elementary	Children Center Asst 7 Hrs/SY Fr: 7 Hrs/SY/Pine Street	8/29/11
Rodriguez, Frances CDS/Washington West	Children Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/Rogers Elementary	8/29/11

**VOLUNTARY REDUCTION IN ASSIGNMENT**

**EFFECTIVE DATE**

Bunayog, Jesse Fiscal Services	Accountant 8 Hrs/12 Mo Fr: Fiscal Supervisor, Child Develop Svcs	9/6/11
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**INCREASE IN ASSIGNMENT**

**EFFECTIVE DATE**

Ajnassian, Carrie Spec Ed/Lincoln MS	Inst Asst – Special Ed 6 Hrs/SY Fr: 5 Hrs/SY	10/7/11
Arangoa, Isabel Food Svcs/John Adams MS	Cafeteria Worker I 3.5 Hrs/SY Fr: 3 Hrs/SY	9/19/11
Casillas, Alfredo Spec Ed/Santa Monica HS	Inst Asst – Special Ed 6 Hrs/SY Fr: 5 Hrs/SY	10/7/11
Carranza, Monica Food Svcs/Lincoln MS	Cafeteria Worker I 3.5 Hrs/SY Fr: 3 Hrs/SY	9/19/11
Durbin, Muriel Spec Ed/Santa Monica HS	Inst Asst – Special Ed 6 Hrs/SY Fr: 5 Hrs/SY	10/7/11
Garcia, Mayra Food Svcs/John Adams MS	Cafeteria Worker I 3.5 Hrs/SY Fr: 3 Hrs/SY	9/19/11
Girgis, Salwa Food Svcs/John Adams MS	Cafeteria Worker I 3.5 Hrs/SY Fr: 3 Hrs/SY	9/19/11
Johnson, Ira Spec Ed/Santa Monica HS	Inst Asst – Special Ed 6 Hrs/SY Fr: 5 Hrs/SY	10/7/11
Palmore, Renata Food Svcs/Lincoln MS	Cafeteria Worker I 3.5 Hrs/SY Fr: 3 Hrs/SY	9/19/11

Rosas, Rosemarie Food Svcs/John Adams MS	Cafeteria Worker I 3.5 Hrs/SY Fr: 3 Hrs/SY	9/19/11
Serrano, Elva Food Svcs/Lincoln MS	Cafeteria Worker I 3.5 Hrs/SY Fr; 3 Hrs/SY	9/19/11
Taylor, Georgia Food Svcs/Lincoln MS	Cafeteria Worker I 3.5 Hrs/SY Fr: 3 Hrs/SY	9/19/11
Tirado, Leticia Food Svcs/Lincoln MS	Cafeteria Worker I 3.5 Hrs/Sy Fr: 3 Hrs/SY	9/19/11
Williams, Steven Food Svcs/John Adams MS	Cafeteria Worker I 3.5 Hrs/SY Fr: 3 Hrs/SY	9/19/11
Wingfield, Janet Special Education	Inst Asst – Developmental Health 7.4 Hrs/SY Fr: 7.1 Hrs/SY	8/29/11

**LEAVE OF ABSENCE (PAID)**

**EFFECTIVE DATE**

Anderson, Amanda John Adams MS	Inst Asst – Special Ed Medical	9/12/11-11/6/11
Campos, Mercedes Child Develop Svcs	Children Center Asst Medical	9/12/11-11/16/11
Hernandez, Diane Fiscal Services	Accounting Tech Medical	9/12/11-9/22/11
Hernandez, Diane Fiscal Services	Accounting Tech Medical	9/23/11-9/30/11
Jimenez, Maria Child Develop Svcs	Children Center Asst Personal	9/13/11-9/30/11
Valladares, Yulma Child Develop Svcs	Children Center Asst Maternity	9/12/11-10/17/11

**PROFESSIONAL GROWTH**

**EFFECTIVE DATE**

Batthey, Leticia Child Develop Svcs	Children Center Asst	10/1/11
Gevorkyan, Arutyun Transportation	Vehicle/Equipment Mechanic	10/1/11
Gonzalez, Arturo Lincoln Middle School	Custodian	10/1/11
Morales, Ismael Cabrillo Elementary	Inst Asst – Classroom	10/1/11

**WORKING OUT OF CLASS**

**EFFECTIVE DATE**

Deanda, Rick Grounds	Equipment Operator Fr: Custodian	8/1/11-8/31/11
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James, Carolin Special Education	Administrative Asst Fr: Sr. Office Specialist	9/9/11-11/30/11
Ruiz de Cortez, Maria Food Services	Cafeteria Worker II Fr: Cafeteria Worker I	8/29/11-9/23/11

**LAYOFF/REDUCTION OF HOURS**

VR7104879 Educational Svcs	Bilingual Community Liaison 4.8 Hrs/10 Month Fr: 6.0 Hrs/10 Month	<b><u>EFFECTIVE DATE</u></b> 11/21/11
UR3523535 Special Education	Inst Asst – Special Ed 6 Hrs/SY Fr: 6.8 Hrs/SY	11/21/11
GA4132750 Special Education	Inst Asst – Special Ed 6.8 Hrs/SY Fr: 8.0 Hrs/SY	11/21/11

**SUSPENSION WITHOUT PAY**

BS8445226 Maintenance		<b><u>EFFECTIVE DATE</u></b> 10/7/11-10/27/11
MR5907090 Transportation		10/7/11-10/13/11

**ABOLISHMENT OF POSITION**

Inst Asst – Special Ed 6 Hrs/SY; Santa Monica HS	<b><u>EFFECTIVE DATE</u></b> 8/29/11
Inst Asst – Special Ed 6 Hrs/SY; Cabrillo Elementary	8/29/11
Inst Asst – Special Ed 6 Hrs/SY; Olympic High School	8/29/11
Children Center Asst 3.5 Hrs/SY; John Adams Preschool	8/30/11
Children Center Asst 3.5 Hrs/SY; John Adams Preschool	8/30/11
Children Center Asst 3.5 hrs/SY; John Adams Preschool	8/30/11

**RESIGNATION**

Dickerson, Babette McKinley Elementary	Inst Asst – Classroom	<b><u>EFFECTIVE DATE</u></b> 9/16/11
Hernandez, Maritza Santa Monica HS	Inst Asst – Special Ed	8/23/11
Iniguez, Lucia Special Education	Inst Asst – Specialized	6/18/11
Meyer, Maria Special Education	Inst Asst – Specialized	9/16/11

Sampson, Julie  
Roosevelt Elementary

Inst Asst – Special Ed

10/7/11

Washington, Monique  
Child Develop Svcs

Children Center Asst

9/13/11

MOTION MADE BY: Ms. Leon-Vazquez  
SECONDED BY: Ms. Lieberman  
STUDENT ADVISORY VOTE: N/A  
AYES: All (6) (Dr. Escarce was absent)  
NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/06/11

FROM: SANDRA LYON / 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.

**AVID TUTOR**

GARCIA, JOSHUA	JOHN ADAMS MIDDLE SCHOOL	9/1/11-6/8/12
MARTIN, MICHAEL	JOHN ADAMS MIDDLE SCHOOL	9/1/11-6/8/12
VALENCIA, DIANA	JOHN ADAMS MIDDLE SCHOOL	9/15/11-6/18/12

**COACHING ASSISTANT**

HUGHES, GARY	MALIBU HIGH SCHOOL	7/1/11-6/30/12
MORENO, ASHLEE	SANTA MONICA HS	9/13/11-6/30/12
MORRA, DOMINICK	SANTA MONICA HS	9/13/11-6/30/12
MURRAY, BRIAN	SANTA MONICA HS	9/16/11-6/30/12
WARD, NILACALA	SANTA MONICA HS	9/13/11-6/30/12

**NOON SUPERVISION AIDE**

BONILLA, REYNA	EDISON ELEMENTARY	8/25/11
EVANS, LAURA	ROGERS ELEMENTARY	8/30/11-6/15/12
GERMAIN, KATHERINE	ROGERS ELEMENTARY	8/30/11-6/15/12
GIROUS, SHARON	EDISON ELEMENTARY	8/25/11
GRANT, CAROLYN	GRANT ELEMENTARY	8/30/11-6/18/12
LAWRENCE, JENNIFER	CABRILLO ELEMENTARY	8/30/11-6/15/12
RODRIGUEZ, OFELIA	EDISON ELEMENTARY	8/25/11
RODRIGUEZ, SERGIO	EDISON ELEMENTARY	8/25/11

**TECHNICAL SPECIALIST – LEVEL I**

HERNANDEZ, LILIAN	SPECIAL EDUCATION [Psychologist Intern] - Funding: Special Education – 50% Title I Basic-LW – 50%	8/29/11-6/30/12
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**TECHNICAL SPECIALIST – LEVEL II**

ANDERSON, ROBERT	SMASH [Music Instruction – Winds] - Funding: Reimbursed by PTA	9/6/11-6/18/12
BARTELT, BEN	ED SVCS/SANTA MONICA HS [Orchestra Coach] - Funding: Santa Monica Arts Parents Assoc	9/6/11-6/30/12
FISHER, NICOLE	CABRILLO ELEMENTARY [Art Instruction] - Funding: Reimbursed by PTA	9/19/11-6/1/12

GLASER, JANE	GRANT ELEMENTARY [Dance Instruction] - Funding: Reimbursed by PTA	9/15/11-6/15/11
HUTCHINSON, CATHY	CABRILLO ELEMENTARY [Science Instruction] - Funding: Reimbursed by PTA	9/19/11-6/1/12
HYZIAK, MIKE	EDUCATIONAL SERVICES [Woodwind/Brass Coach] - Funding: SMEFF – Dream Winds	9/9/11-5/31/12
LAMBERT, ANN	CABRILLO ELEMENTARY [Vocal Music Instruction] - Funding: Reimbursed by PTA	9/19/11-6/1/12
PHILIPSON-SLOSBERG, ANDREA	CABRILLO ELEMENTARY [Computer Lab Instruction] - Funding: Reimbursed by PTA	9/19/11-6/1/12
RUBIN, JODY	EDUCATIONAL SERVICES [Strings Coach] - Funding: Gifts	9/19/11-5/31/12
TSENG, LYDIA	EDUCATIONAL SERVICES [Strings Coach] - Funding: Gifts	9/19/11-5/31/12
TURNER, MEGHAN	EDUCATIONAL SERVICES [Woodwind/Brass Coach] - Funding: SMEFF – Dream Winds	9/19/11-5/31/12
<b><u>EDUCATIONAL SPECIALIST – LEVEL II</u></b>		
BAKER-NEWELL, ELIZABETH	GRANT ELEMENTARY [Music Instruction] - Funding: reimbursed by PTA	9/19/11-6/15/12
BAKER-NEWELL, ELIZABETH	MUIR ELEMENTARY [Music Instruction] - Funding: Reimbursed by PTA	9/5/11-6/14/12
CARTER, SANDY	PT DUME ELEMENTARY [Science Instruction] - Funding: Reimbursed by PTA	9/19/11-6/1/12
FARLOW, DIANE	PT DUME ELEMENTARY [Reading Support] - Funding: Reimbursed by PTA	9/1/11-6/14/12
VAN NOTE, VONNIE	PT DUME ELEMENTARY [Reading Instruction] - Funding: Reimbursed by PTA	9/1/11-6/14/12

WHITMAN, ANGELA PT DUME ELEMENTARY 9/1/11-6/14/12  
[Reading Support]  
- Funding: Reimbursed by PTA

**TECHNICAL SPECIALIST – LEVEL III**

BAUER, ALISHA ED SVCS/SANTA MONICA HS 9/6/11-6/30/12  
[Orchestra Coach]  
- Funding: Santa Monica Arts Parents Assoc

LYSY, FLANAGAN ED SVCS/SANTA MONICA HS 9/6/11-6/30/12  
[Orchestra Coach]  
- Funding: Santa Monica Arts Parents Assoc

REDDISH, KATE ED SVCS/SANTA MONICA HS 9/6/11-6/30/12  
[Orchestra Coach]  
- Funding: Santa Monica Arts Parents Assoc

THOMASON, DAN ED SVCS/SANTA MONICA HS 9/6/11-6/30/12  
[Orchestra Coach]  
- Funding: Santa Monica Arts Parents Assoc

YOUNG, DAVID ED SVCS/SANTA MONICA HS 9/6/11-6/30/12  
[Orchestra Coach]  
- Funding: Santa Monica Arts Parents Assoc

MOTION MADE BY: Ms. Leon-Vazquez  
SECONDED BY: Ms. Lieberman  
STUDENT ADVISORY VOTE: N/A  
AYES: All (6) (Dr. Escarce was absent)  
NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/06/11

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / MAROLYN FREEDMAN

RE: SPECIAL SERVICE EMPLOYEES

RECOMMENDATION NO. A.17

It is recommended that the following Special Services Employee contracts be approved in accordance with District policies and salary schedules, and be assigned pursuant to BP 4213.5. Funding for the positions listed is included in the 2011-2012 budget.

<u>Name/Location</u>	<u>Not to Exceed</u>	<u>Effective Dates</u>	<u>Rate</u>
Hulbert, Julie	\$2,500	8/30/11-6/30/12	\$162/day
Student Services; substitute Nursing services			
FUNDING: 01-00000-0-11100-31400-1264-041-1501			-100%
Unrestricted Resource			
Kunkel, Sedigheh	\$1,500	8/30/11-6/30/12	\$162/day
Student Services; substitute Nursing services			
FUNDING: 01-00000-0-11100-31400-1264-041-1501			-100%
Unrestricted Resource			
Sanchez, Kimberly	\$1,500	8/30/11-6/30/12	\$162/day
Student Services; substitute Nursing services			
FUNDING: 01-00000-0-11100-314-1264-041-1501			-100%
Unrestricted Resource			

MOTION MADE BY: Ms. Leon-Vazquez  
SECONDED BY: Ms. Lieberman  
STUDENT ADVISORY VOTE: N/A  
AYES: All (6) (Dr. Escarce was absent)  
NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/06/11

FROM: SANDRA LYON

RE: MEMORANDUM OF UNDERSTANDING WITH LOS ANGELES COUNTY  
DEPARTMENT OF MENTAL HEALTH

RECOMMENDATION NO. A.18

It is recommended that the Board of Education approve a Memorandum of Understanding with the Los Angeles County Department of Mental Health to provide mental health services to students with disabilities.

COMMENTS: On June 30, 2011, Assembly Bill 114, Statutes 2011 was signed into law. Under AB 114, several sections of Chapters 26.5 of the California Government Code were amended or rendered inoperative, thereby ending the state mandate on county mental health agencies to provide mental health services to students with disabilities.

Local education agencies (LEAs) must ensure that students continue to receive all services delineated in the Individual Education Programs (IEPs) without interruption and in compliance with all applicable federal timelines. The provision of any related service must continue until an IEP team determines that the student no longer requires the service.

The Los Angeles County Department of Mental Health (LACDMH) received an increase in funds for 2011-12 to provide mental health services during this transitional school year. The Tri-City SELPA is also receiving additional funds to provide these services.

LACDMH funding will be used until it is completely expended. Meanwhile, the Tri-City SELPA will develop and fund a program to provide the services when LACDMH no longer has funding.

This item came forward for discussion at the September 22, 2011, board meeting.

Attached is the MOU.

MOTION MADE BY: Ms. Leon-Vazquez

SECONDED BY: Ms. Lieberman

STUDENT ADVISORY VOTE: N/A

AYES: All (6) (Dr. Escarce was absent)

NOES: None (0)

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
LOS ANGELES COUNTY  
AND**

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**REGARDING  
FUNDING AND PROVISION OF EDUCATIONALLY-RELATED MENTAL HEALTH  
SERVICES TO STUDENTS ELIGIBLE UNDER THE INDIVIDUALS WITH DISABILITIES  
EDUCATION ACT**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”), is made by and between the County of Los Angeles, including but not limited to, the Department of Mental Health (hereinafter referred to as “County”) and the \_\_\_\_\_ (“District”) with respect to the provision of educationally-related mental health services by the District under the Individuals with Disabilities Education Act (“IDEA”) as contained in paragraph (26) of section 1401 of Title 20 of the United States Code and section 56363 of the California Education Code (“educationally-related mental health services”) to students who reside within the District boundaries, attend a school of the District, or are who are otherwise the responsibility of the District and funded through the District, and the provision of mental health services by the County under applicable California law (e.g. Bronzan-McCorquodale Act, Mental Health Services Act (“MHSA”), Mental Health Services Fund, and Children’s Mental Health Services Act) (collectively referred to herein as “State law”) to that same population.

**RECITALS**

WHEREAS, the District and the County each have obligations to provide specified mental health services to children residing within District and/or County, with the District’s obligation arising under the IDEA as contained in paragraph (26) of section 1401 of Title 20 of the United States Code and section 56363 of the California Education Code and the County’s obligation arising under State law;

WHEREAS, since 1986, County has been responsible to arrange and/or provide educationally-related mental health assessments and services to eligible special education students upon referrals by District pursuant to Section 26.5 of Division 7 of the California Government Code sections 7570-7590 and the implementing regulations (entitled “Interagency Responsibilities for Providing Services to Children with Disabilities” and commonly known as and referred to hereinafter collectively as “AB 3632”). AB 3632 defined educationally-related mental health services to include: individual or group psychotherapy, collateral services, medication monitoring, day treatment, day rehabilitation, case management, transportation, and residential placement.

WHEREAS, the IDEA requires local educational agencies (“LEAs”), including District, to provide a free, appropriate public education (“FAPE”) to eligible students with disabilities, which may include psychological services, social work services, and counseling services, as required to assist a student with a disability to benefit from special education;

WHEREAS, the process for the provision of educationally-related mental health assessment, services and/or placements to eligible students in the State of California was previously governed by AB 3632;



WHEREAS, on October 8, 2010, the California Governor (“Governor”) vetoed a fiscal year 2010-11 appropriation for educationally-related mental health services mandated by AB 3632 (“the veto”) and stated that “[t]his mandate is suspended”;

WHEREAS, at the time of the veto, AB 3632 remained codified and required counties and their mental health departments to conduct mental health assessments under the IDEA and to provide necessary educationally-related mental health services, including residential care-based treatment (i.e., placement including the provision of psychotherapy and other needed mental health services), day treatment, and outpatient counseling to students with disabilities, as identified within the student’s individualized education program (“IEP”), pursuant to Government Code sections 7570, 7572, and 7572.5, and imputed county departments of mental health’s recommendations for mental health services onto the IEP team which had referred the student to the counties for assessment;

WHEREAS, shortly after the veto, litigation ensued among, by, and/or against the State Department of Education, State Department of Mental Health, the Governor, LEAs, and counties, regarding the force and effect of the Governor’s veto on the AB 3632 mandate and the respective parties rights and responsibilities thereunder;

WHEREAS, pursuant to that litigation, the Superior Court in Sacramento and the California Court of Appeal held that the Governor’s October 8, 2010 veto suspended the AB 3632 mandate for the fiscal year 2010-11;

WHEREAS, on June 30, 2011, the Governor signed AB 114, which provides that AB 3632 is inoperative as of July 1, 2011 and repealed effective January 1, 2012, and at the time of this MOU, there is no pending legislation known to the Parties to amend the Education Code or otherwise enact state statutory law to otherwise govern the provision of educationally-related mental health services;

WHEREAS, under State law, the County is obligated to provide medically-necessary mental health services to eligible individuals, including seriously emotionally disturbed students in Los Angeles County, who have qualifying mental health needs; some of these services are the same services that the District may be obligated to provide under the IDEA as contained in paragraph (26) of section 1401 of Title 20 of the United States Code and section 56363 of the California Education Code and some of the same individuals who also qualify for educationally related mental health services from the District under the IDEA;

WHEREAS, in March 2011, the Legislature passed and the Governor signed AB 100, amending the MHSA and Children’s Mental Health Services Act, among others, to provide MHSA funding to counties for mental health services for special education students and requiring the Controller to distribute to counties ninety-eight million five hundred eighty-six thousand dollars (\$98,586,000) from the Mental Health Services Fund for mental health services for special education students, based on a formula determined by the State in consultation with the California Mental Health Directors Association and that LEAs are responsible for the costs of services exceeding the amount distributed to the applicable county pursuant to AB 100;

WHEREAS, AB 100 provides MHSA funding for mental health services to special education students in the 2011-2012 school year but does not address the rights and/or obligations of LEAs and/or counties to provide mental health services to special education students, or otherwise codify a division or coordination of responsibility between the LEAs and counties in the provision of mental health services

to special education students, and further does not refer to reinstating the AB 3632 legislation, division of responsibility, or obligations;

WHEREAS, by this MOU the Parties intend to ensure that AB 100 funds are utilized so that special education students residing in the District continue to be identified, assessed and provided with educationally-related mental health services required by the IDEA as contained in paragraph (26) of section 1401 of Title 20 of the United States Code and section 56363 of the California Education Code and to identify the rights and obligations of the Parties in conformity with AB 100 and after AB 3632 becomes inoperative and/or repealed; and,

WHEREAS, the Parties intend to reserve all rights each may have at the time this MOU is executed, and agree that nothing in this MOU shall waive or limit either party's rights, including any right to seek reimbursement from the other party for all costs incurred in providing educationally-related mental health services under the IDEA to eligible students.

#### OPERATIVE PRINCIPLES

Accordingly, and in light of the foregoing recitals, the Parties agree that this MOU is to be implemented, interpreted and viewed in light of the following Operative Principles:

- District is responsible under the IDEA for the provision of FAPE to eligible students, including the provision of educationally-related mental health services as contained in paragraph (26) of section 1401 of Title 20 of the United States Code and section 56363 of the California Education Code, and County is obligated under State law, subject to funding and eligibility, to provide mental health services to children in Los Angeles County.
- There is no federal IDEA obligation or state law obligation on County to provide FAPE, and there is no federal or state law obligation for District to provide mental health services that are not educationally-related, and this MOU is not intended to create any such obligations. This MOU is not intended to make County a "public agency" within the meaning of IDEA and/or subject to the IDEA's dispute resolution provisions
- Absent reinstatement of and appropriation of funding by the State for AB 3632 services, there is no statutory mandate on County to provide AB 3632 services or on the District to refer students to the County for mental health assessments and services under AB 3632.
- The provision of funds to County pursuant to AB 100 for mental health services for special education students does not create a statutory obligation on County to provide FAPE, and County is not otherwise required to provide educationally-related mental health services, except to the extent non-special education-related State law provides for the provision of the same or similar mental health services to the same or similar students.
- The Parties anticipate that County will be transitioning the provision of educationally-related mental health services to school districts within the County, including the District, and that County intends the transition to be completed by December 31, 2011, and in no event, later than June 30, 2012 unless AB 100 funds are depleted prior to that date. The parties intend to not disrupt the provision of services to students and to make a good faith effort to ensure a smooth and seamless transition of the provision of educationally-related mental health services from the County to the District.

NOW, THEREFORE, based on such recitals, operative principles, and other mutual considerations and promises herein, the Parties agree as follows:

**1. Referrals and assessment reports:** District may refer students with suspected educationally-related mental health needs arising from a qualifying or suspected IDEA disability to County for mental health assessment, and County will process and complete that assessment in accordance with Exhibit 1 attached hereto, except that County may only recommend educationally-related mental health services and such determinations will only be advisory to, and not otherwise binding upon, the District. Referrals will be made through a District assessment plan; County will no longer use its own assessment plan. The County agrees that it does not have the right to refuse any referrals made by District and must conduct the assessment within the District's 60-day timeline as required by the IDEA unless County assessments have been terminated pursuant to the terms of this MOU.

**2. Array of services:** Upon request from the District, and pursuant to IEPs developed and reviewed by the District, County agrees to provide educationally-related mental health services to District students during the term of this MOU pursuant to this MOU, which may include: mental health services consultation; assessment and re-assessment; preparation of reports; IEP team meeting attendance, participation, and acknowledgement of attendance and/or participation; monitoring, case management, placement in, and contracting with residential facilities; contracting with mental health service providers, as needed, including for day treatment and outpatient counseling; and, participation in due process hearing proceedings and compliance complaints which may arise from the provision of educationally-related mental health services. The array of services will be provided for a student with a disability, as defined under the IDEA, in paragraph (3) of Section 1401 of Title 20 of the United States Code, and shall include necessary related services as defined in paragraph (26) of Section 1401 of Title 20 of the United States Code, and designated instruction and services, as defined in Section 56363 of the California Education Code.

**3. Anticipation of Transition of Educationally-Related Mental Health Services to District:** It is understood and agreed that as part of the anticipated transition of the provision of educationally-related mental health services to District, and in anticipation of the State no longer providing funding to counties to provide educationally-related mental health services to special education students, the County may reduce the amounts and/or types of educationally-related mental health services it offers accordingly subject to the limitations set forth herein. Under no circumstances will County terminate an educationally-related mental health service without at least 20 business days' notice to the District nor may County terminate services such that the District does not receive the full benefit of AB 100 funds earmarked for educationally-related mental health services for eligible special education students. County understands that in some circumstances the District may need to convene an IEP team meeting to effect a change in service previously provided by County and County will not terminate those services pending the IEP team meeting unless otherwise agreed to by parent/guardian or, if applicable, student. Upon the request of, and at the cost to, the District, the County will provide consultation and/or training services to the District to aid in the transition of the provision of the educationally-related mental health services to District. To the extent legally permissible, County may use AB 100 funding to pay for these services. These consultations may range in format from individual district training to multiple district group forums. The County will endeavor to schedule a group forum for a date prior to September 6, 2011, at no cost to District.

**4. Records:** County and District will collaborate on an ongoing basis to ensure the transfer of records from County to District employees with the transition of services to the District and to record implementation and cost data for educationally-related mental health services provided to District students by the County through their IEPs and pursuant to this MOU. County agrees to provide data in a mutually agreeable electronic format.

**5. District's Provision of FAPE:** It is understood and agreed that the District has the right and obligation under IDEA to determine which educationally-related mental health services as contained in paragraph (26) of section 1401 of Title 20 of the United States Code and section 56363 of the California Education Code are needed for an eligible student to receive FAPE and that County will provide services requested by the District in conformity with the IEP, pursuant to this MOU only. District may use County to provide educationally-related mental health services or may independently, or through a third party vendor, provide for educationally-related mental health services. Once AB 100 funds are exhausted, District shall bear the costs of, and pay County for, the provision of educationally-related services provided in accordance with this MOU to District students; County shall reimburse or not charge District to the extent that any such services are paid for by other State or federal funding sources (e.g., Medi-Cal, other MHSA funds, EPSTD).

**6. Individual Services Agreement Execution:** Attached hereto as Exhibit 2 is an Individual Services Agreement ("ISA") template which shall be used to develop an ISA for each eligible student for whom County is to provide any of the educationally-related mental health services set forth in paragraph 2 above. Attached hereto as Exhibit 3 is a rate sheet of estimated costs, including administrative fees for County, for the educationally-related mental health services set forth in paragraph 2 above to assist with the completion of the ISA. Within ten (10) business days of County's receipt of ISA for eligible student(s), County shall verify or, if necessary, provide the required information to the District to complete and execute the ISA. County agrees to provide information and/or records to demonstrate the implementation of the ISA educationally-related mental health services.

**7. Individual Services Agreement Expenditures:** Attached hereto as Exhibit 3 is a rate sheet of estimated costs for the educationally-related mental health services set forth in paragraph 2. Every two months during the term of this MOU, County shall provide a statement/invoice identifying the funds expended based on the estimated rate sheet on District students, the potential source(s) of the funding for the services provided, and an estimate of the total remaining funds available under the County's AB 100 allocation.

**8. Reconciliation:** In providing educationally-related mental health services under this MOU or charging the District for any cost incurred related thereto, to the extent legally permissible, County shall identify and use any and all alternative funding sources under the Bronzan-McCorquodale Act, Mental Health Services Fund, MHSA, AB100, Medi-Cal, Medicare, Early and Periodic Screening, Diagnosis, and Treatment ("EPSDT"), and/or any other State and/or federal funding sources designated for the provision of the mental health services to the District student who may also qualify for such services under the IDEA. A final accounting shall be completed by County when Medi-Cal approvals are finalized and the State has issued its Cost Report Reconciliation and Settlement to the County but, in no event later than January 31, 2013. This final accounting shall be based upon and include a break out of the following: the actual cost of educationally-related mental health services provided to District students pursuant to the ISA(s); a County administrative fee which shall not exceed 5% of the actual cost of service(s) provided pursuant to the ISA(s); and, an offset for payments received by County from any and all alternate funding sources under the Bronzan-McCorquodale Act, Mental Health Services



Fund, MHSA, AB100, Medi-Cal, Medicare, EPSDT, and/or any other State and/or federal funding sources for the provision of the same mental health services provided to District students pursuant to the ISA(s). Within sixty (60) calendar days of the final reconciliation, unless otherwise prohibited by law, any AB 100 funds or other funds available for the provision of educationally-related mental health services to District students but not fully utilized by County shall be paid to District; any amount overpaid by District to County based upon the estimated statements/invoices received during the term of the MOU shall be paid by County to District; and, any funds owed by District to County shall be paid by District to County.

**9. Cooperation in Administrative Proceedings:** Although County will not be named by the District as a party to due process proceedings regarding issues arising on or after July 1, 2011 under the IDEA's procedural safeguards, County agrees to fully cooperate with the District with regard to all administrative and/or other legal proceedings involving special education students receiving services from County pursuant to this MOU.

**10. Privacy:** County and District acknowledge the protections afforded to student health information under regulations adopted pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Pub. L. No. 14-109, students records under the Family Educational Rights and Privacy Act (FERPA), 20 USC Section 1232g; and under provisions of California law relating to privacy of student information. County and District shall ensure that all activities and communications undertaken under this MOU will conform to the requirements of these laws to the extent that they are applicable.

**11. Modification:** This MOU shall not be modified or amended without the mutual written consent of the Parties. If any actual or physical deletions or changes appear on the face of the MOU, such deletions or changes shall only be effective only if the initials of both contracting Parties, along with the date of initialization, appear beside such deletion or change.

**12. Integration:** This MOU represents the entire understanding of District and County as to those matters contained herein, and supersedes and cancels any prior oral or written understanding, promises or representations with respect to those matters covered hereunder. This MOU may not be modified or altered except in writing and signed by both Parties hereto. This is an integrated MOU. Nevertheless, the Parties reserve all rights each may have under prior MOUs and/or state and federal laws. The Parties intend to reserve all rights each may have at the time this MOU is executed, and agree that nothing in this MOU shall waive or limit either party's rights, including any right to seek reimbursement from the other party for all costs incurred in providing educationally-related mental health services under the IDEA to eligible students.

**13. Laws and Venue:** This MOU contains the complete and final understanding of the Parties' rights, duties and obligations with respect to the transaction discussed in this MOU and supersedes all prior MOUs, contracts, understandings and commitments whether oral or written with respect to the subject matter of this MOU. This MOU shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this MOU, the action shall be brought in a state or federal court with jurisdiction over agencies in Los Angeles County, State of California, and damages may flow from any failure to provide mental health services as provided in this MOU. The Parties agree that this MOU may be enforced by writ of mandate.

**14. Third Party Rights:** Nothing in this MOU shall be construed to confer any rights or benefits to anyone other than the Parties hereto nor shall any of the provisions be construed as an admission by

either the District or the County of a duty or obligations to anyone other than the Parties hereto. This document shall not be an exhibit to any proceeding other than between the Parties hereto.

**15. Severability/Waiver:** The unenforceability, invalidity or illegality of any provision(s) of this MOU shall not render the other provisions unenforceable, invalid, or illegal. No waiver of any provision of this MOU shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding unless executed in writing by the party making the waiver.

**16. Term:** The term of this Agreement shall commence on July 1, 2011, and shall continue from month to month until terminated by either party, however in no event shall this MOU extend beyond June 30, 2012. At that time it is expected that District shall be capable of and shall provide the educationally-related services provided by County under this MOU. This MOU may be extended by the Parties' mutual written consent.

**17. Termination:** This MOU may be terminated at any time upon the mutual agreement of the Parties or by either party upon 20 business days' advanced written notice to the other party. Unless otherwise prohibited by law, should any AB 100 funds or other allocation of funds to which the District is entitled remain with the County at the time of termination of the MOU, such funds shall be transferred to the District within sixty (60) calendar days after reconciliation in accordance with paragraph 8 above.

**18. Dispute Resolution:** County and District agree that, upon the mutual consent of the Parties, the following process will be used to address disputes pertaining to the implementation of the MOU. It is understood that these dispute resolution procedure shall not preclude or otherwise interfere with the right to bring an action as conferred in paragraphs 12 and 13 and does not pertain to special education due process hearing complaints.

County and District shall name a mutually agreed upon neutral party (hereinafter "Outside Party") to assist in resolving disputes using a process of facilitated communication through non-binding mediation between County and District. The Parties will use the following process:

- A written notice of the request for dispute resolution, including a description of the concerns to be addressed, shall be forwarded by the aggrieved party initiating the dispute to the non-initiating party;
- If the issue is not resolved within ten (10) business days of the date of the written notice of the request for dispute resolution, the aggrieved agency initiating the dispute shall request that the Outside Party be contacted to schedule a meeting between the agencies;
- No later than thirty (30) calendar days from the date Outside Party is contacted, a resolution plan between the Parties will be developed with the assistance of the Outside Party. The signatories of this MOU or their designees shall be responsible for assuring the agreements included in the resolution plan are implemented;
- Each party shall bear its own costs related to the use of this dispute resolution process except that those costs related to retention of the Outside Party shall be shared equally between the District and County.

**19. Indemnification:**

To the fullest extent permitted by law, District shall defend, indemnify, and hold harmless County, its agents, representatives, officers, consultants, employees, trustees, and volunteers from any and all losses, liabilities, claims, suits, and actions of any kind, nature, and description, including, but not limited to, attorneys' fees and costs, that arise out of or result from the exclusive negligent, wrongful or willful acts or omissions of the District, its employees, agents, subcontractors, independent contractors, consultants, or other representatives; and, in the event any action or proceeding in any forum is brought against the County for any such acts or omissions of the District, District shall defend the same at District's expense, including retaining counsel.

To the fullest extent permitted by law, County shall defend, indemnify, and hold harmless District, its agents, representatives, officers, consultants, employees, trustees, and volunteers from any and all losses, liabilities, claims, suits, and actions of any kind, nature, and description, including, but not limited to, attorneys' fees and costs, that arise out of or result from the exclusive negligent, wrongful or willful acts or omissions of the County, its employees, agents, subcontractors, independent contractors, consultants, or other representatives; and, in the event any action or proceeding in any forum is brought against the District for any such acts or omissions of the County, County shall defend the same at County's expense, including retaining counsel acceptable to District.

**20. Force Majeure:** Neither party shall be deemed to be in default of the terms of this MOU if either party is prevented from performing the terms of this MOU by causes beyond its control, including without being limited to: acts of God; any laws and/or regulations of State or Federal government; or any catastrophe resulting from flood, fire, explosion, or other causes beyond the control of the defaulting party. If any of the stated contingencies occur, the party delayed by force majeure shall immediately give the other Parties written notice of the cause for delay. The party delayed by force majeure shall use reasonable diligence to correct the cause of the delay, if correctable, and if the condition that caused the delay is corrected, the party delayed shall immediately give the other party written notice thereof and shall resume performance of the terms of this MOU. Neither party shall be liable for any excess costs if the failure to perform the MOU arises from any of the contingencies listed above.

**21. Notices:** All notices provided for by this MOU shall be in writing. Notices shall be mailed, electronically delivered or delivered by hand and shall be effective as of the date of receipt by addressee.

All notices related to this MOU shall be mailed to District and shall be addressed to:

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All notices related to this MOU shall be mailed to County and shall be addressed to:

**Paul L. McIver**  
**Los Angeles County Department of Mental Health**  
**600 S. Commonwealth Avenue**  
**Los Angeles, CA 90005**  
**Telephone: (213) 739-2334**  
**Fax: (213) 738-6521**

**22. Representation on Authority of Parties/Signatories:** Each person signing this MOU represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this MOU. Each party represents and warrants to the other that the execution and delivery of the MOU and the performance of such party's obligations hereunder have been duly authorized and that the MOU is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

**23. Incorporation of Recitals:** The Parties understand and agree that the recitals set forth above are terms of this MOU and are incorporated herein by this reference.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the dates of their signatures.

\_\_\_\_\_ DISTRICT

By: \_\_\_\_\_ (Date)  
Title: \_\_\_\_\_

COUNTY OF LOS ANGELES

By: Marvin J. Southard, DSW (Date)  
Director, Department of Mental Health



TO: BOARD OF EDUCATION

ACTION/CONSENT

10/06/11

FROM: SANDRA LYON / JANECE L. MAEZ

RE: APPOINTMENT TO THE FINANCIAL OVERSIGHT COMMITTEE (FOC)

RECOMMENDATION NO. A.19

It is recommended that the Board of Education approve the appointment of Craig Foster to the Financial Oversight Committee (FOC).

COMMENTS: On February 17, 2011, the Board of Education approved the committee's increase in size from nine to eleven, resulting in a total of six openings on the committee and appointed five (5) members to the FOC. The Financial Oversight Committee Interview ad-hoc/sub-committee reviewed and evaluated all applications submitted by those interested in serving on the FOC. After interviewing six (6) candidates, the FOC is recommending Craig Foster to fill the remaining vacancy with term ending December 31, 2013.

Term Ends 12/31/11	Term Ends 12/31/12	Term Ends 12/31/13
Joan Chu Reese	Craig Hamilton	Patricia Hoffman
Cynthia Torres	Gordon Lee	Paul Silvern
David Vukadinovich	Carrie Wagner	Shelly Slaugh Nahass
	Thomas Larmore	<b>Craig Foster</b>

The Financial Oversight Committee has reviewed this item and recommends approval.

\*\*\*\*\*           \*\*\*\*\*           \*\*\*\*\*           \*\*\*\*\*           \*\*\*\*\*           \*\*\*\*\*

*Ms. Lieberman said that while the board was appointing one member to the FOC this evening, there were eleven other strong applicants. She asked staff to encourage these applicants to apply to serve on other district committees, such as the committee examining a parcel tax and capital improvement bond measure or the Education Foundation's board.*

MOTION MADE BY: Ms. Leon-Vazquez  
SECONDED BY: Ms. Lieberman  
STUDENT ADVISORY VOTE: N/A  
AYES: All (6) (Dr. Escarce was absent)  
NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/06/11

FROM: SANDRA LYON / JANECE L. MAEZ

RE: REVISE BP 3550 – FOOD SERVICE/CHILD NUTRITION PROGRAM

RECOMMENDATION NO. A.20

It is recommended that the Board of Education revise BP 3550 – Food Service/Child Nutrition Program.

COMMENT: CSBA is recommending this policy update to reflect new federal law (P.L. 111-296), which reauthorized and revised requirements for the National School Lunch and Breakfast Programs. The policy also adds optional language regarding a goal to maximize student participation in meal programs, establishment of school gardens and farm-to-school programs, and offering of multiple choices within a meal service.

This policy came forward for discussion at the September 22, 2011, board meeting.

MOTION MADE BY: Ms. Leon-Vazquez  
SECONDED BY: Ms. Lieberman  
STUDENT ADVISORY VOTE: N/A  
AYES: All (6) (Dr. Escarce was absent)  
NOES: None (0)

**FOOD SERVICE/CHILD NUTRITION PROGRAM**

The Board of Education recognizes that students need adequate, nourishing food in order to grow, learn and maintain good health. To reinforce the district's nutrition education program, foods available on school premises shall ~~be~~:

1. ~~Carefully~~ Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease
2. Meet or exceed nutrition standards specified in law and administrative regulation
23. ~~Prepared~~ Be prepared in ways which will appeal to students, retain nutritive quality and foster healthful eating habits
34. ~~Served~~ Be served in age-appropriate quantities and at reasonable prices
5. Be available to students who meet federal eligibility criteria at no cost or at reduced prices, and to other students at reasonable prices

District schools are encouraged to establish school gardens and/or farm-to-school projects to increase the availability of safe, fresh, seasonal fruits and vegetables for school meals and to support the district's nutrition education program.

The Superintendent or designee shall ensure that the meals offered by the district's food service program meet all legal requirements for participation in the National School Lunch and School Breakfast Programs.

The Superintendent or designee shall periodically review the adequacy of school facilities for cafeteria eating and food preparation.

In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation process, from receiving to service.

The Superintendent or designee shall develop strategies designed to encourage the participation of students and parents/guardians in the selection of foods of good nutritional quality for school menus. Parents/guardians are encouraged to support the district's nutrition education efforts by considering nutritional quality when selecting any snacks which they may donate for occasional class parties.

Legal Reference:

EDUCATION CODE

[35182.5](#) Contracts, non-nutritious beverages  
[38080-38103](#) Cafeteria, establishment and use  
[45103.5](#) Contracts for management consulting services; restrictions  
[49430-49436](#) Pupil Nutrition, Health, and Achievement Act of 2001  
[49490-49494](#) School breakfast and lunch programs  
[49500-49505](#) School meals  
[49510-49520](#) Nutrition  
[49530-49536](#) Child Nutrition Act  
[49540-49546](#) Child care food program  
[49547-49548.3](#) Comprehensive nutrition services  
[49550-49561](#) Meals for needy students  
[49565-49565.8](#) California Fresh Start pilot program  
[49570](#) National School Lunch Act

HEALTH AND SAFETY CODE

[113700-114437](#) California Retail Food Code

CODE OF REGULATIONS, TITLE 5

[15510](#) Mandatory meals for needy students  
[15530-15535](#) Nutrition education  
[15550-15565](#) School lunch and breakfast programs  
[15566-15568](#) California Fresh Start Program  
[15575-15578](#) Requirements for foods and beverages outsider federal meals program

UNITED STATES CODE, TITLE 42

[1751-1769h](#) School lunch programs, including:

[1751](#) Note Local wellness policy

[1771-1791](#) Child nutrition, especially:

[1773](#) School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 7

[210.1-210.31](#) National School Lunch Program

[220.1-220.21](#) National School Breakfast Program

Management Resources:

CSBA PUBLICATIONS

*Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007*

*Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007*

*Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006*

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

*06-110 Restrictions on Food and Beverage Sales Outside of the School Meal Program, August 2006*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Healthy Children Ready to Learn, January 2005*

CALIFORNIA PROJECT LEAN PUBLICATIONS

*Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006*

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

*Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles, June 2005*

*Dietary Guidelines for Americans, 2005*

WEB SITES

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

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California Department of Public Health: <http://www.cdph.ca.gov>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition): <http://www.californiaprojectlean.org>

California School Nutrition Association: <http://www.calsna.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

National Alliance for Nutrition and Activity: <http://www.cspinet.org/nutritionpolicy/nana.html>

National Association of State Boards of Education: <http://www.nasbe.org>

School Nutrition Association: <http://www.schoolnutrition.org>

U.S. Department of Agriculture, Food and Nutrition Information Center: <http://www.nal.usda.gov/fnic>

**Policy SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**

**adopted: August 19, 2009 Santa Monica, California**

**revised: October 6, 2011**

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/06/11

FROM: SANDRA LYON / JANECE L. MAEZ

RE: REVISE BP 3551 – FOOD SERVICE OPERATIONS/CAFETERIA FUND

RECOMMENDATION NO. A.21

It is recommended that the Board of Education revise BP 3551 – Food Service Operations/ Cafeteria Fund.

COMMENT: CSBA is recommending this policy update to reflect the requirements of a new federal law (P.L. 111-296) regarding the pricing of full-price meals, upcoming USDA guidance on indirect costs, and upcoming regulations on qualifications and training of food service personnel.

This policy came forward for discussion at the September 22, 2011, board meeting.

MOTION MADE BY: Ms. Leon-Vazquez

SECONDED BY: Ms. Lieberman

STUDENT ADVISORY VOTE: N/A

AYES: All (6) (Dr. Escarce was absent)

NOES: None (0)

**FOOD SERVICE OPERATIONS/CAFETERIA FUND**

The Board of Education intends that, insofar as possible, school food services shall be a self-supporting, nonprofit program. To increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of food and supplies, the planning of menus, and the auditing of all food service accounts for the district.

The Superintendent or designee shall ensure that all food services administrators and personnel possess appropriate qualifications and receive ongoing professional development related to the effective management and implementation of the district's food services program.

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code [38082](#))

In addition, meals may be sold to other individuals and organizations who are on campus during meal times for a legitimate purpose, such as classroom volunteers, parents/guardians, or student siblings.

The Superintendent or designee shall recommend meal prices, based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760, for students and nonstudents for approval by the Board. Students who are enrolled in the free or reduced-price meal programs shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation.

~~The Superintendent or designee shall recommend meal prices for students and nonstudents for approval by the Board. Students who are enrolled in the free or reduced-price meal programs shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation.~~

Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture commodities. Program financial reports shall be presented regularly to the Board.

**Cafeteria Fund**

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code [38103](#))

**Contracts with Outside Services/Providers**

With Board approval, the district may enter into a contract for food service consulting services or food service management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

~~With Board approval, the district may enter into a contract for management consulting services related to food service.~~

Legal Reference:

**EDUCATION CODE**

[38080-38085](#) Cafeteria, establishment and use  
[38090-38095](#) Cafeterias, funds and accounts  
[38100-38103](#) Cafeterias, allocation of charges  
[42646](#) Alternate payroll procedure  
[45103.5](#) Contracts for management consulting services; restrictions  
[49490-49493](#) School breakfast and lunch programs  
[49500-49505](#) School meals

**HEALTH AND SAFETY CODE**

[113700-114437](#) California Retail Food Code

**UNITED STATES CODE, TITLE 42**

[1751-1769h](#) School lunch programs

[1771-1791](#) Child nutrition, including:

[1773](#) School breakfast program

**CODE OF FEDERAL REGULATIONS, TITLE 7**

[210.1-210.31](#) National School Lunch Program

[220.1-220.21](#) National School Breakfast Program

Management Resources:

**CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT ADVISORIES**

0701.00 Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, No. 00-111

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

California School Accounting Manual

**WEB SITES**

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California School Nutrition Association: <http://www.calsna.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

**Policy SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**

**adopted: August 19, 2009 Santa Monica, California**

**revised: October 6, 2011**

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/22/11

FROM: SANDRA LYON / JANECE L. MAEZ

RE: REVISE BP 3553 – FREE AND REDUCED PRICE MEALS

RECOMMENDATION NO. A.22

It is recommended that the Board of Education revise BP 3553 – Free and Reduced Price Meals.

COMMENT: This is a mandated updated from CSBA adds new language regarding releasing information from the free and reduced-price meal application when eligible students transfer to another district or private school.

This policy came forward for discussion at the September 22, 2011, board meeting.

MOTION MADE BY: Ms. Leon-Vazquez

SECONDED BY: Ms. Lieberman

STUDENT ADVISORY VOTE: N/A

AYES: All (6) (Dr. Escarce was absent)

NOES: None (0)



**FREE AND REDUCED PRICE MEALS**

The Board of Education recognizes that adequate nutrition is essential to the development, health, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of students from low-income families in the district's food service program.

The district shall provide at least one nutritionally adequate meal each school day, free of charge or at a reduced price, for students whose families meet federal eligibility criteria. (Education Code 49550, 49552)

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meal program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

The Board shall approve, and shall submit to the California Department of Education for approval, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students. (Education Code 49557)

**Confidentiality/Release of Records**

All applications and records related to eligibility for the free and reduced-price meal program shall be confidential except as provided by law. (Education Code 49558)

If a student transfers from the district to another district or to a private school, the Superintendent or designee may release the student's eligibility status or a copy of his/her free and reduced-price meal application to the other district or school to assist in the continuation of the student's meal benefits.

The Board authorizes designated employees to use individual records pertaining to student eligibility for any free and reduced-price meal program for the purposes of: (Education Code 49558)

1. Disaggregation of academic achievement data
2. In any school identified for program improvement under Title I of the No Child Left Behind Act, identification of students eligible for school choice and supplemental educational services

The Board further authorizes the release of information on the school lunch program application to the local agency that determines Medi-Cal program eligibility, provided that the student is approved for free meals and the parent/guardian consents to the sharing of information as provided by Education Code 49557.2.

Legal Reference:

EDUCATION CODE

48980 Notice at beginning of term  
49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001  
49490-49494 School breakfast and lunch programs  
49500-49505 School meals  
49510-49520 Nutrition  
49530-49536 Child Nutrition Act of 1974  
49547-49548.3 Comprehensive nutrition service  
49550-49561 Meals for needy students

CODE OF REGULATIONS, TITLE 5

15510 Mandatory meals for needy students  
15530-15535 Nutrition education  
15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 20

1232g Federal Educational Rights and Privacy Act  
6301-6514 Title I programs

UNITED STATES CODE, TITLE 42

1751-1769h School lunch program  
1771-1791 Child nutrition, especially:

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program  
220.10-220.21 National School Breakfast Program  
245.1-245.13 Determination of eligibility for free and reduced-price meals and free milk

Management Resources:

CSBA PUBLICATIONS

Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, October 2007  
Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007  
Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006  
CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS  
06-103 Conditions for Summer School Meal Waivers and Saturday School Meal Criteria, January 2006  
04-103 Implementation of Final Rule on Verification of Applications for Free and Reduced-Price Meals, August 2004  
98-101 Confidentiality of Free and Reduced-Price Eligibility Information, February 1998

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Feed More Kids, Improve Program Participation

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002

Eligibility Guidance for School Meals Manual, August 2001

WEB SITES

CSBA: <http://www.csba.org>  
California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>  
California Healthy Kids Resource Center: <http://www.californiahealthykids.org>  
California Project LEAN (Leaders Encouraging Activity and Nutrition): <http://www.californiaprojectlean.org>  
U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

**Policy SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
adopted: August 19, 2009 Santa Monica, California  
revised: October 6, 2011**

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## **MAJOR ITEMS**



TO: BOARD OF EDUCATION

ACTION/MAJOR

10/06/10

FROM: SANDRA LYON

RE: APPROVE CHARGES FOR DISTRICT ADVISORY COMMITTEES – 2011-12

RECOMMENDATION NO. A.23

It is recommended that the Board of Education approve the charges/goals for the following district advisory committees for 2011-12: District English Learners, Health and Safety, and Visual and Performing Arts. The Early Child Care and Special Education DAC charges will come forward for approval at the October 20 meeting following their October committee meetings.

COMMENTS: The Board of Education discussed the draft charges with the DACs during the summer. The DACs then made any necessary changes to their draft charges based on board feedback.

As per AR 1220, the DAC staff liaisons and committee chairpersons shall provide the Board of Education with an update regarding the process of meeting these charges/goals in an informational item to the board at a regular meeting no later than February. No later than June, the DACs shall make an End-of-Year report to the Board of Education regarding the achievement of its charges/goals.

The current District Advisory Committees and their respective district staff liaison are as follows:

District Advisory Committee	Staff Liaison
English Learners Advisory	Aida Diaz
Child Care and Development	Judy Abdo
Community Health and Safety	Marolyn Freedman
Visual & Performing Arts	Tom Whaley
Special Education	Sara Woolverton

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**DISTRICT ENGLISH LEARNERS ADVISORY COMMITTEE**  
**Charges for 2011-12 (State-Mandated)**

**Chair: Consuelo Perez**

**Staff Liaison: Aida Diaz**

**Charges:**

The charge of the District English Learners Advisory Committee shall be to advise (review and comment) the Board of Education on at least the following\*:

- A timetable for development and revision of a district master plan of education programs and services for English learners, taking into consideration the school site master plans.
- A district wide needs assessment on a school-by-school basis.
- Establishment of district program, goals, and objectives for programs and service for English learners.
- Development of a plan to ensure compliance with any applicable teacher and/or teacher aide requirements.
- Administration of the annual language census (e.g. procedures and forms)
- Review and comment on the district reclassification procedures established pursuant to Education Code Section 52164.6.
- Review and comment on the written parent notification of initial school enrollment required in Title 5, CCR Section 11303(a).

- Review and comment on any waiver request affecting program and services for English learners.

\* Legal references: E.C. Sections 62002.5 and 33051(a); Former E.C, Sections 52176; 52168; and Title 5, CCR, Sections 43112 and 11303(a)

**HEALTH & SAFETY DISTRICT ADVISORY COMMITTEE**  
**Charges for 2011-12**

**Chair:** Patricia Nolan

**Staff Liaison:** Marolyn Freedman

**Charges:**

The charge of the District Advisory Committee on Community Health and Safety shall be to:

- Monitor contemporary issues in health that have a direct impact on school age children
- Monitor issues that impact safety in SMMUSD schools
- Encourage developmentally appropriate best practices in health, nutrition and physical education
- Assist in the development of a master SMMUSD Calendar of Health & Safety to include all related topics offered in Santa Monica-Malibu region by various organizations
- Assist in the development and implementation of a long-term Master Plan for Student Health
- Assist in the review and modification of SMMUSD policies impacting student health and safety
- Review student health and safety data and analyze trends

**VISUAL AND PERFORMING ARTS DISTRICT ADVISORY COMMITTEE**  
**Charges for 2011-12**

**Chair:** Janis Gabbert

**Staff Liaison:** Tom Whaley

**Charges:**

The charge of the VAPA District Advisory Committee shall be to:

- Ensure that a comprehensive arts education program, with the arts taught as discrete disciplines, is an integral part of the core curriculum offered to all SMMUSD students at all grade levels, and is also integrated into the general curriculum by the classroom teachers.
- Assess current SMMUSD Visual and Performing Arts programs (Dance, Music, Theatre, and Visual Arts).
- Assess progress in the District's implementation of the Board-adopted "Arts for All" 9-year strategic plan

\*\*\*\*\*                      \*\*\*\*\*                      \*\*\*\*\*                      \*\*\*\*\*                      \*\*\*\*\*                      \*\*\*\*\*

*Mr. Allen reported that SEDAC did not have a quorum at its October meeting, so their charges might not come forward for approval until the November 3 board meeting.*

MOTION MADE BY: Ms. Leon-Vazquez  
 SECONDED BY: Mr. Mechur  
 STUDENT ADVISORY VOTE: Aye  
 AYES: All (6) (Dr. Escarce was absent)  
 NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/MAJOR

10/06/11

FROM: SANDRA LYON / CHIUNG-SALLY CHOU

RE: APPROVE A MEMORANDUM OF UNDERSTANDING WITH THE EMILY SHANE FOUNDATION

RECOMMENDATION NO. A.24

It is recommended that the Board of Education approve the memorandum of understanding (MOU) between the Santa Monica-Malibu Unified School District and the Emily Shane Foundation.

COMMENTS: Emily Shane was an eighth grade student at Malibu High School whose life was cut short by an unfortunate accident. Her parents, Ellen and Michel Shane, have since created a foundation in her memory. The foundation will work with the district staff to provide tutoring services for middle school students who have learning/processing challenges and attend schools in the Santa Monica-Malibu Unified School District.

Attachment: Memorandum of Understanding

\*\*\*\*\*

*Dr. Chou introduced Ellen Shane, President of the foundation and mother of Emily Shane. Dr. Chou explained how Ms. Shane had approached her about creating this foundation to benefit students who have learning/processing disorders. Funds will first benefit students at Malibu MS and JAMS, and then will be expanded to Lincoln MS as more funds are raised. Ms. Shane shared with the board the learning and processing disabilities her daughter had. Her family wants to help kids who fall through the cracks and show them they can succeed. The foundation will work with Principal Kelly to identify those students who could benefit most from these tutoring services. In keeping with Emily's own philology about doing good deeds, those students who benefit from this will be asked to do a good deed to pay it forward.*

*Mr. Allen expressed the board's condolences on the loss of Emily. He thanked Ms. Shane for creating this possibility out of such a tragedy. Mr. Mechur suggested adding language about targeting students who may not have resources to afford these services. The board thanked the family for bringing the foundation's efforts to SMMUSD.*

MOTION MADE BY: Ms. Leon-Vazquez  
SECONDED BY: Ms. Lieberman  
STUDENT ADVISORY VOTE: Aye  
AYES: All (6) (Dr. Escarce was absent)  
NOES: None (0)

**MEMORANDUM OF UNDERSTANDING  
BETWEEN SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT AND  
EMILY SHANE FOUNDATION**

This MEMORANDUM OF UNDERSTANDING is made and entered into this 6th day of October 2011 between **SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT** also known as **School District** and the **EMILY SHANE FOUNDATION**, also known as **Foundation**.

**WITNESSETH:**

**WHEREAS**, the Santa Monica-Malibu Unified School District (SMMUSD) strives to assist students to become successful students and contributing members of the society; and the Emily Shane Foundation is established in memory of Emily Shane, a student at Malibu High School to provide tutoring services to students in need and also encourage students to do a good deed each day. Pursuant to this Memorandum of Understanding, the parties hereto agree as follows:

**PURPOSES AND SERVICES TO BE RENDERED**

The Emily Shane Foundation agrees to provide:

1. The district funds to provide tutoring to middle school students who have learning/processing challenges as identified by the school in the school district
2. Assembly to encourage students to do a good deed each day
3. Wrist band and access to website to post the good deed students have accomplished
4. Supplemental materials to support the tutoring program

The SMMUSD agrees to:

1. Assist the recruitment and hiring of qualified tutors to provide the services
2. Process payment for services rendered by the tutors
3. Monitor the delivery of tutorial services and record keeping
4. Provide Emily Shane Foundation with various data points (achievement, attendance, attitude) to demonstrate effectiveness of tutoring
5. Encourage students to make a speech about their experience in the tutoring program or write about it

**MEMORANDUM OF UNDERSTANDING DATES**

The following dates have been agreed upon and are subject to change only by prior or mutual agreement between both parties.

**EXPENSES AND/OR COST TO THE DISTRICT**



There are no extraordinary expenses that the School District assumes under this Memorandum of Understanding. Both the School District and the Foundation shall work collaboratively to seek grant funding to support the continuing services to identified students.

### **FINGERPRINTING REQUIREMENTS**

Education Code Section 45125.1 states that if employees of anyone providing school site administrative or similar services may have any contact with any under-age pupils; those employees shall be fingerprinted by the Department of Justice (DOJ) before entering to determine that they have not been convicted of a serious or violent felony. If the School District determines that more than limited contact with students will occur during the performance of these services by parties under this Memorandum of Understanding, parties will not perform services until all employees providing services have been fingerprinted by the DOJ and DOJ fingerprinting clearance certification has been provided to the School District.

### **HOLD HARMLESS CLAUSE**

Parties to this Memorandum of Understanding agree to hold harmless and to indemnify both School District and Foundation from every claim, demand or liability, which may be made by reason of:

- A. Any injury to person or property sustained by the School District and the Foundation upon or in connection with the work called for in this Agreement, however caused.
- B. Any injury to person or property sustained by any person, firm or corporation caused by an act, neglect, default, or omission of the School District or the Foundation upon or in connection with the work covered by this Agreement, whether the said injury or damage occurs upon or adjacent to work, the School District or the Foundation, at their own expense, cost, and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the School District or the Foundation on any such claim or demand, and pay or satisfy any judgment that may be rendered against the School District or Foundation in any action, suit, or legal proceedings or results thereof.

### **ASSIGNMENT**

This Memorandum of Understanding may be reviewed, modified, or revised as appropriate at the request of agency participants to ensure appropriate provisions of services.

Neither party may make any change to this MOU or any part thereof without the written consent of the other party.

### **TERMINATION**

Either party may terminate the entire or part of this Memorandum of Understanding upon providing thirty- (30) day written notice, one to the other. However, all programs and/or services shall terminate at the end of the term/semester as not to disrupt student participation.

### **NOTICES**

All notices and/or correspondence shall be addressed and mailed to parties as follows:

#### **Santa Monica-Malibu Unified School District**

1651 Sixteenth Street

Santa Monica, CA 90404

Attention: Dr. Chiung-Sally Chou, Chief Academic Officer

#### **Emily Shane Foundation**

2893 Sea Ridge Drive, Malibu, CA 90265

Attn: Ellen Shane

The signatures affixed below are the representatives of both the School District and the Emily Shane Foundation.

#### **SANTA MONICA-MALIBU USD**

#### **EMILY SHANE FOUNDATION**

By \_\_\_\_\_

By \_\_\_\_\_

Sandra Lyon  
Superintendent

Ellen Shane  
President

Date \_\_\_\_\_

Date \_\_\_\_\_

TO: BOARD OF EDUCATION

ACTION/MAJOR

10/06/11

FROM: SANDRA LYON / JANECE L. MAEZ / ORLANDO GRIEGO

RE: INCREASE IN STAFFING (FTE) – FOOD AND NUTRITION SERVICES

RECOMMENDATION NO. A.25

It is recommended that the Board of Education approve an increase of 0.625 FTEs for 10 (ten) Cafeteria Worker I positions at John Adams Middle School and Lincoln Middle School in order to best serve the needs at the sites. The positions are increasing from 3 hours/day to 3.5 hours/day.

FUNDING NOTE: The 2011-2012 Food Service Fund budget will be adjusted \$25,920 for salary and benefits. (This amount does not impact on the General Fund.)

MOTION MADE BY: Ms. Leon-Vazquez  
SECONDED BY: Ms. Lieberman  
STUDENT ADVISORY VOTE: N/A  
AYES: All (6) (Dr. Escarce was absent)  
NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/MAJOR

10/06/11

FROM: SANDRA LYON / CHIUNG-SALLY CHOU / SARA WOOLVERTON

RE: INCREASE IN STAFFING (FTE) – SPECIAL EDUCATION

RECOMMENDATION NO. A.26

It is recommended that the Board of Education approve increases in the following positions in order to comply with IEP requirements and classroom needs. The total increase is 0.787 FTE.

Inst Asst – Developmental Health    Increase from 7.1 hours to 7.4 hours (+0.287 FTE)

Inst Asst – Special Ed (4 positions)    Increase from 5 hours to 6 hours (+0.5 FTE)

FUNDING NOTE: The 2011-2012 budget will be adjusted \$18,558 for salary and benefits.

MOTION MADE BY: Mr. Mechur  
SECONDED BY: Ms. Lieberman  
STUDENT ADVISORY VOTE: N/A  
AYES: All (6) (Dr. Escarce was absent)  
NOES: None (0)

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## **DISCUSSION ITEMS**



TO: BOARD OF EDUCATION

DISCUSSION

10/06/11

FROM: SANDRA LYON / JANECE L. MAEZ / ORLANDO GRIEGO

RE: REPORT ON A LA CARTE FOOD AND BEVERAGE ITEMS SOLD ON  
CAMPUSES

DISCUSSION ITEM NO. D.01

The Food & Nutrition Services Department will provide the Board of Education with an overview of a la carte food & beverage items sold on district campuses.

This report was requested during the August 24, 2011, board meeting as part of a comprehensive review of beverage and food offerings provided by the Food and Nutrition Services Department to ensure they align with the Wellness Policy. It is recommended that the district continue to offer the current a la carte items as well as continually examine new items that meet the Wellness Policy guidelines, fall within the Food and Nutrition (F&N) Services Department's budget, and are items that students will purchase.

\*\*\*\*\*

Public Comments:

- Ashley Henderson commended the district for serving healthy food, but she was concerned that there were still many challenges to address, including sodium levels.

Mr. Griego's presentation can be found under Attachments at the end of these minutes.

Ms. Hobart asked about local vendors and wondered if informing students directly of the healthy food options on the a la carte and cafeteria menu would help to increase student participation. Mr. Griego said the produce was from the local farmers market and added that F&N Services was continually looking for healthy products that students will purchase. Mr. Allen asked about classroom and club day treats. Mr. Griego said his department has offered to provide healthy treats for these events; he has seen an overall improvement in classroom parties adhering to wellness policy. Mr. de la Torre asked about organic fruits and vegetables. Mr. Griego said F&N Services is working on a plan to label organic food items. He explained the difference between a la carte items and free and reduced meals, which are sold in the cafeteria. Mr. de la Torre asked if the district had evaluated food incentives offered at the Boys and Girls Club facility at JAMS. Mr. Griego said he would investigate this. Mr. de la Torre suggested surveying students about the social dynamics of eating in the cafeteria, especially for students on the free and reduced lunch program. He suggested a campaign to make the cafeteria "cool." Mr. Allen asked about the drop off rate of free and reduced lunch from elementary to middle to high school. Mr. Griego replied that it could be due to older students not wanting to eat lunch in the cafeteria due to a perceived stigma, but also secondary school students have much busier schedules. Ms. Leon-Vazquez asked about cooking from scratch at the sites. Mr. Griego said this would require reclassification of cafeteria workers and remodeling the kitchens. Mr. Mechur suggested surveying families to learn what they serve at home and what students are interested in. He agreed with educating the students about what the district does to ensure healthy options as well as what they themselves can do to improve their nutrition. Mr. Griego said ROP students will be conducting a survey, and Ms. Richwine is focusing on secondary schools this year and working with teachers about nutrition education. Mr. Patel asked if calorie amounts were posted on the food items. Mr. Griego said pre-packed food had such labels, but F&N Services has been discussing labels for all items. Mr. Patel wondered if the district offered food from other cultures. Mr. Griego said his staff has visited other districts to see what they are doing. Ms. Lyon said staff would continue to update the board on the innovative steps F&N Services is taking and their continuous efforts to receive feedback from students and families regarding the menu.

TO: BOARD OF EDUCATION

DISCUSSION

10/06/11

FROM: SANDRA LYON / CHIUNG-SALLY CHOU / PEGGY HARRIS

RE: RECONSTITUTING THE INTERCULTURAL DISTRICT ADVISORY COMMITTEE AND CHARGES FOR 2011-12

DISCUSSION ITEM NO. D.02

It is recommended that the Board of Education discuss reconstituting the Intercultural DAC, the committee's charges for 2011-12, and direct staff to open the application process.

COMMENTS: Reconstituting this DAC is part of staff's response to the board's directives on June 30, 2011, regarding the racial incident at Samohi in May 2011.

Proposed charges for 2011-12:

1. Provide input on district and school site efforts to facilitate the building of bridges of understanding between diverse student and parent populations so that all groups feel connected to, and part of the school community.
2. Serve as a vehicle for parents, community, and students to communicate with the Board on matters related to the successful participation in the educational process of students and parents who come from diverse socio-economic, ethnic, cultural, and linguistic backgrounds.
3. Support the district's work to identify and eliminate inequities in educational outcomes of our students.
4. Provide a forum for the articulation of ideas and activities being implemented at the district, school sites, and the greater community that are successfully meeting the needs of our diverse student and parent population.
5. Work collaboratively with other advisory committees.
6. Report to the Board annually the scope of their work, and recommendations that are developed relative to their charge.

Following approval of this item, the Superintendent's office will open the application process, including sending out a press release, informing the PTAs of the reconstituted committee and posting a notice on the district's home page. Every effort will be made to include representation from community organizations, such as the NAACP, Virginia Ave. Park, and PAL.

\*\*\*\*\*                      \*\*\*\*\*                      \*\*\*\*\*                      \*\*\*\*\*                      \*\*\*\*\*                      \*\*\*\*\*

*Ms. Leon-Vazquez asked about the makeup of the committee. Ms. Harris explained that there would be slots for district staff, parents, students, and community organizations. She said the focus for this school year could be to craft a diversity statement for the district. Mr. de la Torre suggested the following changes to the charges: #3: "Support the district's work to close the achievement gap and eliminate inequities..." #4: "Provide a forum for the articulation of ideas and culturally relevant activities being implemented... that celebrate our diverse population;" #5: "...and in partnership with community groups." He suggested adding a charge: "Serve as a sounding board in regards to the district's response to institutional racism, sexism, etc." Ms. Lyon replied that such a charge could be incorporated into #2. Mr. Allen suggested calling the committee the Diversity DAC and including in #2: LGBT, religion, and other groups. Ms. Harris and Ms. Lyon cautioned against diluting the charges of the DAC at the risk of not meeting the initial directive from the board.*



TO: BOARD OF EDUCATION

DISCUSSION

10/06/11

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON

RE: CONSIDER REVISING BP 4020 – DRUG AND ALCOHOL-FREE WORKPLACE

DISCUSSION ITEM NO. D.03

It is recommended that the Board of Education consider revising BP 4020 – Drug and Alcohol-Free Workplace.

COMMENT: This mandated policy revision from CSBA more accurately reflects the assurances that districts must make to the CDE, including the provision of a drug-free workplace, notifications to employees about the district's policy, action that will be taken in the event an employee has violated the prohibition, and the requirement that employees abide by the policy and notify the district if convicted. Deleted language regarding specific discipline that will be taken against an employee has been deleted, as this material is covered in other policies.

\*\*\*\*\*

*Ms. Washington clarified for the board the purpose of this policy regarding controlled substances. Ms. Lieberman suggested reordering the paragraphs to improve clarity and flow. Ms. Washington said she would work with Ms. Lieberman on this prior to the item coming back for approval.*

**DRUG AND ALCOHOL-FREE WORKPLACE**

The Board of Education believes that the maintenance of drug- and alcohol-free workplaces is essential to school and district operations.

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in 21 USC 81 at any school district workplace. These prohibitions apply before, during and after school hours. A school district workplace is any place where school district work is performed, any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.

The Superintendent or designee shall notify employees of these prohibitions. (Government Code [8355](#); 41 USC 702)

An employee shall abide by the terms of this policy and notify the district, within five days, of any criminal drug or alcohol statute conviction which he/she receives for a violation occurring in the workplace. (41 USC 702)

The Superintendent or designee shall notify the appropriate federal granting or contracting agencies within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace. (41 USC 701)

The Board may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code [44011](#). If any such conviction is reversed and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited. A plea or verdict of guilty, a finding of guilt by a court in a trial without a jury, or a conviction following a plea of nolo contendere shall be deemed to be a conviction. (Education Code [44836](#), [45123](#))

A classified employee may be reemployed after conviction of such an offense if the Board determines, from the evidence presented, that the person has been rehabilitated for at least five years. (Education Code [45123](#))

~~The Board may take appropriate disciplinary action, up to and including termination, or require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency.~~

In accordance with law and the district's collective bargaining agreements, the Superintendent or designee shall take appropriate disciplinary action, up to and including termination, against an employee for violating the terms of this policy and/or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, or local health or law enforcement agency or other appropriate agency.

The Superintendent or designee shall establish a drug- and alcohol-free awareness program to inform employees about: (Government Code [8355](#))

1. The dangers of drug and alcohol abuse in the workplace
2. The district policy of maintaining drug- and alcohol-free workplaces
3. Any available drug and alcohol counseling, rehabilitation, and employee assistance programs
4. The penalties that may be imposed on employees for drug and alcohol abuse violations

Legal Reference:

EDUCATION CODE

[44011](#) *Controlled substance offense*

[44425](#) *Conviction of controlled substance offenses as grounds for revocation of credential*

[44836](#) *Employment of certificated persons convicted of controlled substance offenses*

[44940](#) *Compulsory leave of absence for certificated persons*

[44940.5](#) *Procedures when employees are placed on compulsory leave of absence*

[45123](#) *Employment after conviction of controlled substance offense*

[45304](#) *Compulsory leave of absence for classified persons*

GOVERNMENT CODE

[8350-8357](#) *Drug-free workplace*

UNITED STATES CODE, TITLE 20

[7111-7117](#) *Safe and Drug Free Schools and Communities Act*

UNITED STATES CODE, TITLE 21

812 *Schedule of controlled substances*

UNITED STATES CODE, TITLE 41

701-707 *Drug-Free Workplace Act*

CODE OF FEDERAL REGULATIONS, TITLE 21

[1308.01-1308.49](#) *Schedule of controlled substances*

**Policy SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
adopted: June 25, 2009 Santa Monica, California**

TO: BOARD OF EDUCATION

DISCUSSION

10/06/11

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON

RE: CONSIDER REVISING BP 4127 / 4227 / 4327 – TEMPORARY ATHLETIC  
TEAM COACHES

DISCUSSION ITEM NO. D.04

It is recommended that the Board of Education consider revising BP 4127 / 4227 / 4327 –  
Temporary Athletic Team Coaches.

COMMENT: CSBA is recommending this policy update to reflect new law (AB 346), which  
requires any noncertificated employee or volunteer who works with students in a  
student activity program such as an interscholastic athletic program (not just  
those who supervise, direct, or coach the activity) to clear a DOJ/FBI criminal  
background check prior to beginning the paid or volunteer duties.

\*\*\*\*\*           \*\*\*\*\*           \*\*\*\*\*           \*\*\*\*\*           \*\*\*\*\*           \*\*\*\*\*

*This item will return for action at the next board meeting.*

TEMPORARY ATHLETIC TEAM COACHES

The Board of Education desires to employ highly qualified coaches for the district's sports and interscholastic athletic programs in order to enhance the knowledge, skills, motivation, and safety of student athletes.

The Superintendent or designee may employ a certificated or noncertificated employee, other than a substitute employee, to supervise or instruct interscholastic athletic activities as a temporary employee in a limited assignment capacity. (5 CCR [5590](#))

When hiring a person to fill a position as a temporary athletic team coach, the position shall first be made available to qualified certificated teachers currently employed by the district. (Education Code [44919](#))

The Superintendent or designee shall establish qualification criteria for all athletic coaches in accordance with law and district standards. These criteria shall ensure that coaches possess the proper credential or Activity Supervisor Clearance Certificate and an appropriate level of competence, knowledge, and skill.

All coaches shall be subject to Board policies, administrative regulations, and California Interscholastic Federation bylaws and codes of ethical conduct.

Noncertificated coaches have no authority to give grades to students. (5 CCR [5591](#))

Any noncertificated employee or volunteer who works with students in a district-sponsored interscholastic athletic program shall, prior to beginning his/her duties, obtain a Department of Justice and Federal Bureau of Investigation criminal background check through the district. (Education Code 49024)

An individual 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)

Legal Reference:

EDUCATION CODE

[35179-35179.7](#) Interscholastic athletics

[44010](#) Sex offense

[44011](#) Controlled substance offense

[44258.7](#) Credential types; Activity Supervisor Clearance Certificate

[44332-44332.5](#) Temporary certificates

[44424](#) Conviction of a crime

[44808](#) Liability when students are not on school property

[44919](#) Classification of temporary employees

[49024](#) Activity Supervisor Clearance Certificate

[49030-49034](#) Performance-enhancing substances

CODE OF REGULATIONS, TITLE 5

[5531](#) Supervision of extracurricular activities

[5590-5596](#) Duties of temporary athletic team coaches

COURT DECISIONS

*CTA v. Rialto Unified School District*, (1997) 14 Cal. 4th 627

*San Jose Teachers Association, CTA, NEA v. Barozzi*, (1991) 230 Cal.App.3d 1376

Management Resources:

CSBA PUBLICATIONS

*Steroids and Students: What Boards Need to Know, Policy Brief, July 2005*

*A School Board Member's Guide to CIF and Interscholastic Sports, 1997*  
CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS  
*Pursuing Victory with Honor, 1999*  
California Interscholastic Federation Constitution and Bylaws  
COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE  
09-19 Implementation of Assembly Bill 1025 Concerning the Activity Supervisor Clearance Certificate (ASCC),  
December 2, 2009  
WEB SITES  
CSBA: <http://www.csba.org>  
California Athletic Trainers' Association: <http://www.ca-at.org>  
California Department of Education: <http://www.cde.ca.gov>  
California Interscholastic Federation: <http://www.cifstate.org>  
National Athletic Trainers' Association: <http://www.nata.org>

**Policy SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
adopted: June 18, 2010 Santa Monica, California**

TO: BOARD OF EDUCATION

DISCUSSION

10/06/11

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON

RE: CONSIDER ADOPTING BP 4156.2 / 4256.2 / 4356.2 – AWARDS AND RECOGNITIONS

DISCUSSION ITEM NO. D.05

It is recommended that the Board of Education consider adopting BP 4156.2 / 4256.2 / 4356.2 – Awards and Recognitions.

COMMENT: This mandated policy revision from CSBA reflects the membership of the merit awards committee, adds encouragement of staff recognition during designated recognition days, and clarifies the role of the Superintendent and the board in granting awards.

SMMUSD does not currently possess this BP.

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*Ms. Lieberman and Mr. Allen suggested adding a fourth point about increasing student achievement.*

*This item will return for action at the next board meeting.*

**AWARDS AND RECOGNITION**

The Governing Board values its instructional and noninstructional staff and desires to recognize their outstanding service in order to increase employee morale and encourage creative and innovative performance.

The Board encourages recognition of all staff during days of significance designated by the Board, state law, or state resolution.

The Board authorizes awards to individual employees who: (Education Code 44015)

1. Propose procedures or ideas that result in eliminating or reducing district expenditures or improving district operations
2. Perform special acts or services in the public interest
3. By their superior accomplishments, make exceptional contributions to the efficiency, economy, or other improvement in district operations

As the district budget permits, the Superintendent or designee may recognize such employees by issuing service pins, certificates, plaques, and/or other mementos. In addition, he/she may recommend employees to the Board for recognition at a public Board meeting.

The Superintendent or designee shall establish procedures for the selection of individual employees to receive awards.

The Superintendent or designee may appoint one or more merit award committees consisting of Board members, district employees, and/or private citizens to review employee contributions and recommend awards.

Monetary awards to employees shall not exceed \$200 unless expressly approved by the Board. (Education Code 44015)

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

35161 Powers and duties generally

37222.10 Days of significance, including Day of the Teacher

44015 Awards to employees

45460 Classified School Employee Week

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: The Board's Relationship to District Staff, 2008

WEB SITES

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

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

**Policy CSBA MANUAL MAINTENANCE SERVICE  
adopted: July 2010**



TO: BOARD OF EDUCATION

DISCUSSION

10/06/11

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / MAROLYN FREEDMAN

RE: CONSIDER REVISING BP 5141.33 – HEAD LICE

DISCUSSION ITEM NO. D.06

It is recommended that the Board of Education consider revising BP 5141.33 – Head Lice.

COMMENTS: The revised policy represents a change in practice to our current head lice policy. In our existing policy, a student who has been examined by staff and found to have nits in his/hair is sent home from school. With this new policy, a student will only be sent home from school with active head lice.

Recent guidelines from California Department of Health Services Infectious Disease Branch on head lice prevention recommend a “no-lice” rather than a “no-nits” policy. Both the American Academy of Pediatrics and the National Association of School nurses are opponents to the previous “no-nits” policies. It is now recommended that children with identified active head lice be sent home from school for that day and that parents be provided with treatment instructions.

\*\*\*\*\*                      \*\*\*\*\*                      \*\*\*\*\*                      \*\*\*\*\*                      \*\*\*\*\*                      \*\*\*\*\*

*This item will return for action at the next board meeting.*

## HEAD LICE

Because head lice are common and are easily spread, the Superintendent or designee shall send information about the treatment and control of head lice to parents/guardians as needed to prevent the spread of infestations. As part of the health curriculum, teachers shall stress the importance of preventive measures.

The Board of Education recognizes that responsibility for the treatment of head lice rests with the home. When lice ~~or untreated nits~~ are found, the student shall be sent home as soon as possible with proper parental notification.

Staff shall make every effort to maintain the privacy of students identified as having head lice and excluded for treatment.

Legal Reference:

## EDUCATION CODE

[48210-48216](#) Persons excluded

[49451](#) Physical examinations: parent's refusal to consent

## Management Resources:

## AMERICAN ACADEMY OF PEDIATRICS

*Lice, Nits, and School Policy*, Official Journal of the American Academy of Pediatrics, May 2001

## CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS

*Guidelines on Head Lice Prevention and Control for School Districts and Child Care Facilities*, 2009

## CALIFORNIA SCHOOL NURSES ORGANIZATION

*Position Statement: Pediculosis Management*, 2005

## WEB SITES

California Department of Public Health: <http://www.cdph.ca.gov>

California School Nurses Organization: <http://www.scno.org>

Centers for Disease Control and Prevention, Parasitic Disease Information, Head Lice:

<http://www.cdc.gov/ncidod/dpd/parasites/lice>

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

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## **INFORMATION ITEMS**



TO: BOARD OF EDUCATION

INFORMATION

10/06/11

FROM: SANDRA LYON

RE: QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS

INFORMATION ITEM NO. I.01

Attached is a copy of the Quarterly Report on Williams Uniform Complaints. It is required that the information be reported publicly at a Board Meeting.



**Los Angeles County  
Office of Education**  
Leading Educators • Supporting Students  
Learning Communities

## Valenzuela/CAHSEE Lawsuit Settlement Quarterly Report on Williams Uniform Complaints

Santa Monica-Malibu Unified

District Name: \_\_\_\_\_

Date: 9/30/11

Debra Moore Washington

Asst. Superintendent

Person completing this form: \_\_\_\_\_

Title: \_\_\_\_\_

Quarter covered by this report (check one below):

- |   |                          |     |        |
|---|--------------------------|-----|--------|
| <input checked="" type="checkbox"/> 1st QTR | July 1 to September 30   | Due | 15-Oct |
| <input type="checkbox"/> 2nd QTR            | October 1 to December 31 | Due | 15-Jan |
| <input type="checkbox"/> 3rd QTR            | January 1 to March 31    | Due | 15-Apr |
| <input type="checkbox"/> 4th QTR            | April 1 to June 30       | Due | 15-Jul |

Date for information to be reported publicly at governing board meeting: 10/6/11

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

	Number of Complaints Received in Quarter	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials	0	0	0
Facilities	0	0	0
Teacher Vacancy and Misassignment	0	0	0
CAHSEE Intensive Instruction and Services	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>

Print Name of District Superintendent Sandra Lyon

Signature of District Superintendent  Date 9/30/11

Return the Williams Uniform Complaint Quarterly Summary to:  
Williams Legislation Implementation Project  
Los Angeles County Office of Education  
c/o Renee Jackson, Williams Central  
9300 Imperial Highway, EC 236  
Downey, CA 90242

Telephone: (562) 803-8227  
FAX: (562) 401-5367  
E-Mail: Jackson\_Renee@lacoed.edu

TO: BOARD OF EDUCATION

INFORMATION

10/06/11

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON

RE: ADOPTION OF AR 4032 – REASONABLE ACCOMMODATION

INFORMATION ITEM NO. I.02

This is to inform the Board of Education that AR 4032 – Reasonable Accommodation has been adopted.

COMMENT: SMMUSD did not have this administrative regulation.

**REASONABLE ACCOMMODATION**

Except when undue hardship would result to the district, the Superintendent or designee has a duty to provide reasonable accommodation:

1. In the job application process, to any qualified job applicant with a disability
2. To enable any qualified employee with a disability to perform the essential functions of the position he/she holds or desires to hold or to enjoy equal benefits or other terms, conditions, and privileges of employment as other similarly situated employees without disabilities

The district designates the position specified in BP 4030 - Nondiscrimination in Employment as the coordinator of its efforts to comply with the Americans with Disabilities Act (ADA) and to investigate any and all related complaints.

**Definitions**

Disability, with respect to an individual, is defined as any of the following: (Government Code 12926; 20 CFR 1630.2)

1. A physical or mental impairment that limits one or more of the major life activities
2. A record of such an impairment
3. Being regarded as having such an impairment

Limits shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics or reasonable accommodations, unless the mitigating measure itself limits a major life activity. (Government Code 12926)

Essential functions are the fundamental job duties of the position the individual with a disability holds or desires. The term does not include the marginal functions of the position. (Government Code 12926; 29 CFR 1630.2)

Evidence as to whether a job function is "essential" includes the district's judgment, written job descriptions, the consequences of not requiring the incumbent to perform the function, the terms of a collective bargaining agreement, and work experience of past and current employees in the job. These considerations underscore the importance of developing and maintaining detailed, up-to-date job descriptions, preferably signed by individuals holding the position.

Reasonable accommodation means: (Government Code 12926; 29 CFR 1630.2)

1. For a qualified job applicant with a disability, modifications or adjustments to the job application process that enable him/her to be considered for the position he/she desires
2. For a qualified employee with a disability, modifications or adjustments to the work environment, or to the manner or circumstances under which the position the employee holds or desires is customarily performed, that enable him/her to perform the essential functions of that position or to enjoy equal benefits and privileges of employment as are enjoyed by the district's other similarly situated employees without disabilities



Qualified individual with a disability means a job applicant or employee with a disability who: (29 CFR 1630.15, 1630.2)

1. Satisfies the requisite skill, experience, education, and other job-related requirements of the employment position he/she holds or desires
2. Can perform the essential functions of the position with or without reasonable accommodation
3. Would not pose a "direct threat" to the health and safety of the workplace. A direct threat is a significant risk of substantial harm, which cannot be eliminated or reduced by reasonable accommodation, to himself/herself or others in the job he/she holds or desires

Undue hardship is a determination based on an individualized assessment of current circumstances that shows that the provision of a specific accommodation would cause significant difficulty or expense to the district. (29 CFR 1630.2)

### **Request for Reasonable Accommodation**

The EEOC's Enforcement Guidance clarifies that, in requesting reasonable accommodation, the employee or job applicant is not required to mention the ADA, use the term "reasonable accommodation," or put the request in writing. Government Code 12940 requires that the district and employee or job applicant engage in an informal, interactive process to clarify the individual's needs and identify the appropriate reasonable accommodation.

According to the EEOC's Enforcement Guidance, a district is not obligated to ask an employee whether a reasonable accommodation is needed when the employee has not informed the district that an accommodation is necessary. However, the district should initiate the reasonable accommodation interactive process without being asked if the district (1) knows that the employee has a disability; (2) knows, or has reason to know, that the employee is experiencing workplace problems because of the disability; and (3) knows, or has reason to know, that the disability prevents the employee from requesting a reasonable accommodation.

With regard to job applicants, the EEOC's Enforcement Guidance states that the district may tell applicants what the hiring process involves and may ask applicants whether they will need reasonable accommodation for the process. The district may not ask an applicant whether he/she needs a reasonable accommodation for the job.

When requesting reasonable accommodation, an employee or his/her representative shall inform the employee's supervisor that he/she needs a change at work for a reason related to a medical condition. The supervisor shall inform the coordinator of the employee's request as soon as practicable.

When requesting reasonable accommodation for the hiring process, a job applicant shall inform the coordinator that he/she will need a reasonable accommodation during the process.

When the disability or the need for accommodation is not obvious, the coordinator may ask the employee to supply reasonable documentation about his/her disability. In requesting this documentation, the coordinator shall specify the types of information that are being sought about the employee's condition, the employee's ~~functional limitations~~ ability to perform the essential functions of the job, and the need for reasonable accommodation. The employee may be asked to sign a limited release allowing the coordinator to submit a list of specific questions to his/her health care or vocational professional.

If the documentation submitted by the employee does not indicate the existence of a qualifying disability or explain the need for reasonable accommodation, the coordinator shall request additional documentation that specifies the missing information. If the employee does not submit such additional documentation in a timely manner, the coordinator may require him/her to submit to an examination by a health care professional selected and paid for by the district.

The district may make a medical or psychological inquiry of a job applicant or require him/her to submit to a medical or psychological examination after he/she has been given a conditional offer of employment but before the commencement of his/her job duties, provided the inquiry or examination is job-related, consistent with business necessity, and required for all incoming employees in the same job classification. (Government Code 12940)

The coordinator shall not request any job applicant's or employee's genetic information except as provided for and authorized by law. (42 USC 2000ff-1, 2000ff-5)

In accordance with law, the coordinator shall take steps to ensure the confidentiality of information related to medical conditions or history. As applicable, he/she shall notify the supervisor or manager of the qualified individual of any reasonable accommodation granted the individual and may notify first aid and safety personnel when the disability of the qualified individual may require emergency treatment. (42 USC 12112)

### **Granting Reasonable Accommodation**

Upon receiving a request for reasonable accommodation from a qualified individual with a disability, the coordinator shall:

1. Determine the essential functions of the job involved
2. Engage in an informal, interactive process with the individual to review the request for accommodation, identify the precise limitations resulting from the disability, identify potential accommodations, and assess their effectiveness
3. Develop a plan for reasonable accommodation which will enable the individual to perform the essential functions of the job or gain equal access to a benefit or privilege of employment without imposing undue hardship on the district

A determination of undue hardship should be based on several factors, including: (29 CFR 1630.2)

- a. The nature and net cost of the accommodation needed, taking into consideration the availability of tax credits and deductions and/or outside funding
- b. The overall financial resources of the facility making the accommodation, the number of persons employed at this facility, and the effect on expenses and resources of the facility
- c. The overall financial resources, number of employees, and the number, type, and location of facilities of the district
- d. The type of operation of the district, including the composition, structure, and functions of the workforce and the geographic separateness and administrative or fiscal relationship of the facility making the accommodation to other district facilities

- e. The impact of the accommodation on the operation of the facility, including the impact on the ability of other employees to perform their duties and the impact on the facility's ability to conduct business

The district is not required to provide the reasonable accommodation preferred by the individual. Rather, the district must provide an accommodation that is "effective." An "effective accommodation" is one that enables the employee to perform the essential functions of the job or to gain equal access to a benefit or privilege of employment

The district must provide reasonable accommodation to qualified individuals unless the district can prove that to do so would cause undue hardship as defined in the section entitled "Definitions" above. The burden of proving undue hardship rests with the district and what may be an undue hardship for one district may not be an undue hardship for another, depending on factors such as cost and district size. The EEOC's Enforcement Guidance clarifies that even if the cost of an accommodation would cause undue hardship to a district, the qualified individual should have the option to pay for the portion of the cost that constitutes undue hardship, or to personally provide the accommodation.

The coordinator may confer with the site administrator, any medical advisor chosen by the district, and/or other district staff before making a final decision as to the accommodation.

### **Reasonable Accommodation Committee**

The coordinator may appoint a committee to review or assist in the development of appropriate plans to reasonably accommodate qualified individuals who request modifications or adjustments in their work duties or environment because of known physical or mental disabilities.

Committee members shall be selected on the basis of their knowledge of the specific functions and duties required in the position, the physical work environment, available accommodations, and other relevant issues. The committee may include a district administrator, site administrator, medical advisor or rehabilitation specialist, and as necessary, a certificated and/or classified employee. Membership may change on a case-by-case basis.

At the coordinator's discretion, the employee or applicant requesting accommodation may participate in the committee's meetings. If the employee or applicant is excluded from the committee's meetings, the coordinator shall communicate with him/her so that he/she has the opportunity to interact and contribute to planning the reasonable accommodation.

### **Appeal Process**

Any qualified individual with a disability who is not satisfied with the decision of the coordinator may appeal in writing to the Superintendent or designee. This appeal shall be made within 10 working days of receiving the decision and shall include:

1. A clear, concise statement of the reasons for the appeal
2. A statement of the specific remedy sought

The Superintendent or designee shall consult with the coordinator and review the appeal, together with any available supporting documents. The Superintendent or designee shall give the individual his/her decision within 15 working days of receiving the appeal.

Any further appeal for reasonable accommodation shall be considered a complaint concerning discrimination in employment and may be taken to the Governing Board in accordance with the district's procedure for such complaints.

Legal Reference:

CIVIL CODE

51 Unruh Civil Rights Act

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act

UNITED STATES CODE, TITLE 29

701-794e Vocational Rehabilitation Act

UNITED STATES CODE, TITLE 42

2000ff-1-2000ff-11 Genetic Information Nondiscrimination Act of 2008

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act, especially:

35.107 Designation of employee

36.101-36.608 Nondiscrimination on the basis of disability by public facilities

CODE OF FEDERAL REGULATIONS, TITLE 29

1630.2 Definitions

COURT DECISIONS

A.M. v. Albertsons, LLC, (2009) Cal.App.4th 455

Colmenares v. Braemar Country Club, Inc., (2003) 29 Cal.4th 1019

Chevron USA v. Echazabal, (2002) 536 U.S. 73, 122 S.Ct. 2045

US Airways, Inc. v. Barnett, (2002) 535 U.S. 391, 122 S.Ct. 1516

Management Resources:

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002

WEB SITES

Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

**Regulation SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**revised: October 6, 2011**

TO: BOARD OF EDUCATION

INFORMATION

10/06/11

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON

RE: ADOPTION OF AR 4127 / 4227 / 4327 – TEMPORARY ATHLETIC TEAM  
COACHES

INFORMATION ITEM NO. D.03

This is to inform the Board of Education that AR 4127 / 4227 / 4327 – Temporary Athletic Team Coaches has been adopted.

COMMENT: SMMUSD did not have this administrative regulation.

TEMPORARY ATHLETIC TEAM COACHES

Qualifications

The Superintendent or designee shall establish minimum qualification criteria for temporary athletic team coaches. These criteria shall include, but not necessarily be limited to, competencies in the following areas: (5 CCR 5593)

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures, as evidenced by one or more of the following:
  - a. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card
  - b. A valid sports injury certificate or first aid card, and a valid CPR card
  - c. A valid Emergency Medical Technician (EMT) I or II card
  - d. A valid trainer's certification issued by the National or California Athletic Trainers' Association (NATA/CATA)
  - e. Possession of both valid CPR and first aid cards and practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning
2. Coaching theory and techniques in the sport or game being coached, as evidenced by one or more of the following:
  - a. Completion of a college course in coaching theory and techniques
  - b. Completion of inservice programs arranged by a school district or county office of education
  - c. Prior service as a student coach or assistant athletic coach in the sport or game being coached
  - d. Prior coaching in community youth athletic programs in the sport being coached
  - e. Prior participation in organized competitive athletics at high school level or above in the sport being coached
3. Knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules, and, at the high school level, regulations of the California Interscholastic Federation (CIF)
4. Knowledge of child or adolescent psychology, as appropriate, as it relates to sport participation, as evidenced by one or more of the following:
  - a. Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions

- b. Completion of a seminar or workshop on human growth and development of youth
- c. Prior active involvement with youth in school or community sports program

The Superintendent or designee may waive competency requirements for persons enrolled in appropriate training courses leading to acquisition of the competency, provided such persons serve under the direct supervision of a fully qualified coach until the competencies are met. (5 CCR 5593)

Following the selection of a temporary athletic team coach, the Superintendent or designee shall certify to the Governing Board, at the next regular Board meeting or within 30 days, whichever is sooner, that the coach meets the qualifications and competencies required by 5 CCR 5593. By April 1 of each year, the Board shall certify to the State Board of Education that the provisions of 5 CCR 5593 have been met. (5 CCR 5594)

Volunteers who supervise or direct an athletic program shall meet the qualification criteria specified in 5 CCR 5593 required for temporary athletic team coaches employed by the district. Any volunteer who does not meet such criteria shall serve only under the supervision of a fully qualified coach and shall not be given charge of an athletic program.

### **Additional Qualifications of Noncertificated Personnel and Volunteers**

In addition to the qualifications listed above, any noncertificated employee or volunteer assigned as a temporary athletic team coach shall: (5 CCR 5592)

1. Be free from tuberculosis and any other contagious disease that would prohibit certificated teachers from teaching, as verified by a written statement, renewable every four years, from a licensed physician or other person approved by the district
2. Not have been convicted of any offense referred to in Education Code 44010, 44011, or 44424, or any offense involving moral turpitude or evidencing unfitness to associate with children

Any noncertificated employee or volunteer assigned as a temporary athletic team coach shall obtain an Activity Supervisor Clearance Certificate or a criminal background check in accordance with Board policy. (Education Code 49024)

### **High School Coaching Education Program**

Each high school athletic team coach or volunteer coach shall complete, at his/her expense, a coaching education program that meets the standards developed by the CIF. A high school coach who has completed the education program in another California school district shall be deemed to have met the requirement for this district. (Education Code 49032)

An individual who has not completed the education program may be assigned as a coach for no longer than one season of interscholastic competition. (Education Code 49032)

### **Code of Ethical Conduct**

Employees providing supervisory or instructional services in interscholastic athletic programs and activities shall: (5 CCR 5596)

1. Show respect for players, officials, and other coaches

2. Respect the integrity and judgment of game officials
3. Establish and model fair play, sportsmanship, and proper conduct
4. Establish player safety and welfare as the highest priority
5. Provide proper supervision of students at all times
6. Use discretion when providing constructive criticism and when reprimanding players
7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game
8. Properly instruct players in the safe use of equipment
9. Avoid exerting undue influence on a student's decision to enroll in an athletic program at any public or private postsecondary educational institution
10. Avoid exerting undue influence on students to take lighter academic course(s) in order to be eligible to participate in athletics
11. Avoid suggesting, providing, or encouraging any athlete to use nonprescription drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association
12. Avoid recruitment of athletes from other schools
13. Follow the rules of behavior and the procedures for crowd control as established by the district and the league in which the district participates

**Regulation SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
adopted: October 6, 2011**



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## **ATTACHMENTS**



ATTACHED ARE THE FOLLOWING DOCUMENTS:

- Presentation: "SMMCTA" (*associated with Communications*)
- Presentation: "Review of A la Carte Items" (*associated with Item. No. D.01*)



# SMMCTA

Board of Education  
October 6, 2011

## Malibu site visits

  
**Juan Cabrillo**  
Elementary School

*There's a place at the table for everyone  
at Juan Cabrillo Elementary School.*



Point Dume Marine Science Elementary School

Home of the Sea Otters



**JOHN L. WEBSTER ELEMENTARY SCHOOL**



**MALIBU HIGH SCHOOL**

# Santa Monica site visits

Logos for various Santa Monica sites: JAMS (Building a Caring Community), SMASH (Alternative School House), McKinley School, Roosevelt School, Santa Monica High School, and Olympic High School.

Scheduled for  
10/21/11

# Illuminate Ed

## Santa Monica Malibu Unified School District

smmusd.illuminateed.com

ECOWGILL

\*\*\*\*\*

Next

Forgot your Username or Password?

### Logging Into the new system.

1. Enter your Username and Password
2. Click Next
3. Wait for the Choose Your Site Box to Appear
4. Select the Site you wish to Login to
5. Click Login

## Illuminate Ed

### Concerns

Unit members are struggling with the basics

### Solution

Identify additional support and training services for teachers and counselors

### Union Leadership

Will follow up with senior cabinet on how to support our unit members

## SAI

This program is in it's second year. How do we evaluate the effectiveness?

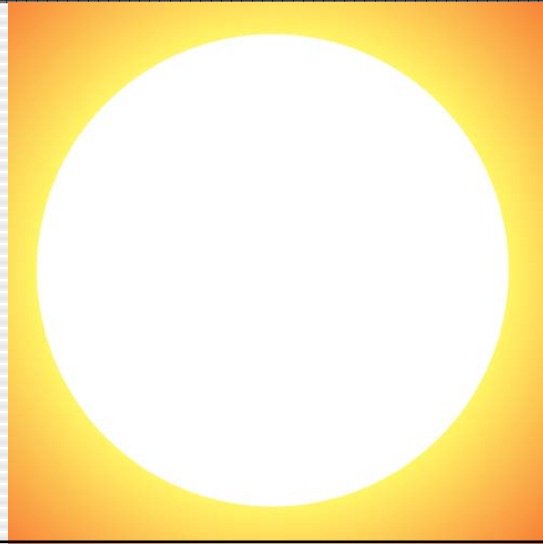
How's it working for students and teachers?

What's working? What's not working? Is there consistency through out the district? Has there been adequate teacher preparation?

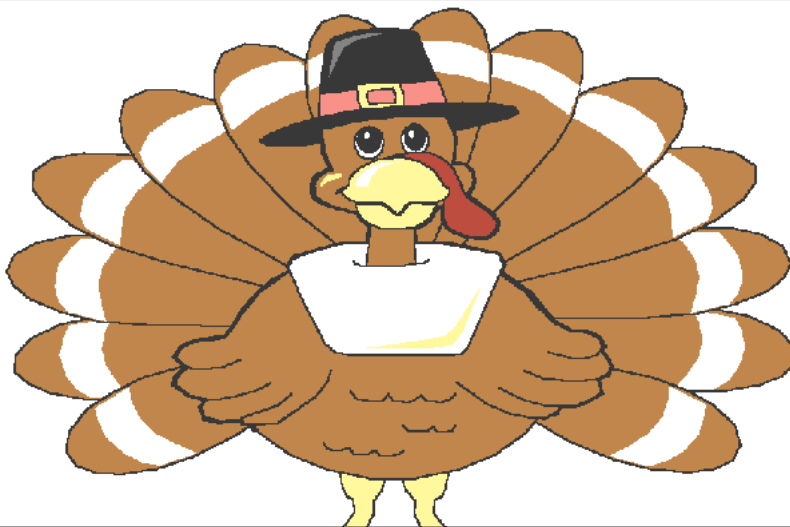
### Union Leadership

Will work with the board and senior cabinet to have a robust system-wide SAI evaluation

Sunshine



Sunshine





# Forced Rank Survey

SMMCTA and SMMUSD are entering negotiations for the 2011 – 2012 school year. The intent of this forced rank survey is to get member feedback/input relative to these negotiations. Thus, we are asking you to complete this survey and return it to your site rep by Friday 10/14/11.

Please rank in order of importance, with one (1) as the highest.

\_\_\_\_\_ Salary

\_\_\_\_\_ Health benefits

\_\_\_\_\_ Class size

\_\_\_\_\_ 12-month paychecks

\_\_\_\_\_ Special education support

\_\_\_\_\_ Support or compensation for IEP meetings

\_\_\_\_\_ Other (please explain) \_\_\_\_\_



# Review of A la Carte Offerings

Orlando Griego, Director  
Food and Nutrition Services  
Thursday, October 6, 2011

## FNS A LA CARTE REVIEW

- ▣ Guided by Student Wellness Policy No. 5030 and Senate Bills 12 and 965
- ▣ Most Popular Items in Descending Order:

	Does Not Exceed Fat Limits	Does Not Exceed Sugar Limits	Does Not Exceed Calorie Limits
Cookie Reduced Fat	✓	✓	✓
Pizza Slice Secondary Only	✓	✓	✓
Freezie	N/A	100% Juice	N/A
Baked Chips	✓	N/A	✓
Gatorade Secondary Only	N/A	✓	✓

## NON FNS FOOD SALES

Guided by Student Wellness Policy No. 5030 and Senate Bills 12 and 965

- Fund Raising
- Classrooms
- Student Stores
- Club Days

## COMPETITIVE SALES

**SLURPEE** 



12 ounce serving  
24 grams high fructose corn syrup



7 ounce serving  
-0- added sugar  
100% fruit juice

## COMPETITIVE SALES



Food & Nutrition Services  
Whole Grain Cinnamon Roll  
180 calories

## INNOVATIONS



Fruit Salads



Fresh Fruit and Vegetables



Pasta Salad



Dried Fruit and Edamame

## ITEMS OFFERED – DAILY

### Wellness Policy Compliant

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- |                               |                    |
|-------------------------------|--------------------|
| ❑ Dried Fruit                 | ❑ Bagel            |
| ❑ Edamame                     | ❑ Granola Bar (WG) |
| ❑ Fresh Baby Carrots          | ❑ Pirate's Booty   |
| ❑ Fresh Fruit Cups            | ❑ Popchips         |
| ❑ Fresh Veggie Cups           | ❑ Sunflower Seeds  |
| ❑ Ranch Dressing – Low Fat    | ❑ String Cheese    |
| ❑ Fresh Whole Fruit           | ❑ Plain Popcorn    |
| ❑ Hummus & Stacy's Pita Chips | ❑ Kettlecorn       |
| ❑ Gogurt - Strawberry         | ❑ Baked Chips      |
|                               | ❑ Corn Nuts        |

## ITEMS OFFERED – DAILY

### Wellness Policy Compliant

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- |                           |                           |
|---------------------------|---------------------------|
| ❑ Cup of Soup w/cracker   | ❑ Water                   |
| ❑ 5" Churro               | ❑ Milk                    |
| ❑ Cinnamon Roll           | ❑ Freezies                |
| ❑ Cookie – 2oz (RF)       | ❑ Gatorade                |
| ❑ Brownie – 2oz (RF)      | ❑ Izze                    |
| ❑ Burritos - Assorted     | ❑ Welch's                 |
| ❑ Pizza (sliced & rounds) | ❑ Capri Sun               |
| ❑ Taco Bell Burritos      | ❑ Hansen's Juice          |
|                           | ❑ Fruit & Yogurt Parfaits |

## OUTSIDE VENDORS

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- ❑ Ameci Pizza
- ❑ Berkeley Street Beverage
- ❑ Bagel Works
- ❑ Papa John's
- ❑ Taco Bell
- ❑ Spruzzo's (Malibu)
- ❑ El Pollo Loco (future)
- ❑ Revolution Foods (future)

## ITEMS - CHANGES

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- ❑ No longer offer or sell:
  - Carbonated beverages
  - Regular potato chips
  - Rice krispie treats
  - Items with peanuts/tree nuts or manufactured in facilities that handle peanuts/tree nuts.
  - Trail mix with nuts
  - Juices that are less than 100% fruit
- ❑ No deep fat fried items.
- ❑ Items with caffeine.

## ADDITIONAL INFORMATION

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- ❑ Student requests for items that cost no more than: .75 (Elementary) and \$1.00 (Secondary)
- ❑ Average price of an a la carte item:
  - Elementary: .68
  - Secondary: \$1

## CHALLENGES

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- ❑ Open campuses
- ❑ Before, during & after school purchasing habits (of students)
- ❑ Budget constraints & healthier options