

For a Listing of Upcoming Board Meetings See Page vi of this Table of Contents
Santa Monica-Malibu Unified School District
Board of Education Meeting
MINUTES

February 7, 2013

A regular meeting of the Santa Monica-Malibu Unified School District Board of Education was held on Thursday, February 7, 2013, in the Malibu City Council Chambers: 23825 Stuart Ranch Road, Malibu, CA. The Board of Education called the meeting to order at 4:47 p.m. in the Zuma Conference Room at the Malibu City Hall. At 4:48 p.m., the Board of Education moved to Closed Session regarding the items listed below. The public meeting reconvened at 6:01 p.m. in the Council Chambers.

CLOSED SESSION (4:30-5:30 p.m.)

I. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY

Persons wishing to address the Board of Education regarding an item scheduled for closed session must submit the "Request to Address" card prior to the start of closed session.

II. CLOSED SESSION (60)

- Public Employee Discipline/Dismissal/Release pursuant to GC §54954.5 (30)
 - *In closed session, the Board took action to accept the Superintendent's recommendation to immediately dismiss a permanent classified employee, identified by #NG7223216, pursuant to Education Code Sections 45302, 45304, and Personnel Commission Rule 14.1, and directed the Superintendent or designee to notify the Director of Classified Personnel of the Board's action.*

The roll call vote was as follows:
Ayes: 4
Nays: 0
Abstentions: 0
Absent: 3
 - *In closed session, the Board took action to accept the Superintendent's recommendation to immediately dismiss a permanent classified employee, identified by #RD2623521, pursuant to Education Code Sections 45302, 45304, and Personnel Commission Rule 14.1, and directed the Superintendent or designee to notify the Director of Classified Personnel of the Board's action.*

The roll call vote was as follows:
Ayes: 4
Nays: 0
Abstentions: 0
Absent: 3
- Public Employee Appointment pursuant to GC §54954.5 (Director, Classified Personnel) (5)
 - *In closed session, the Board took action to approve and ratify the Personnel Commission's appointment of Brendon Tietze to the position of Director of Classified Personnel.*

The roll call vote was as follows:
Ayes: 4
Nays: None 0
Abstentions: 0
Absent: 3

Mr. Tietze said he was looking forward to working with the district. He explained which districts he had worked at previously and goals that were accomplished.

- Conference with Legal Counsel: Existing Litigation pursuant to GC §54956.9(a) (1 case: Malibu Community Preservation Alliance and Malibu Township Council, Inc. v. City of Malibu, City Council of Malibu, and SMMUSD, LA County Superior Court Case # BS138633). (30)
- Conference with Legal Counsel: Existing Litigation pursuant to GC §54956.9(a) (Dionne Evans *ad litem* Endora Jones v. Santa Monica-Malibu Unified School District, Malibu High School, Jennifer Gonzalez, Mark Kelly, LA County Superior Court Case # SC118413). (5)
- Conference with Labor Negotiators pursuant to GC §54957.6 (Superintendent, S.M.M.C.T.A.) (5)
- Conference with Labor Negotiators pursuant to GC §54957.6 (Superintendent, S.E.I.U.) (5)

OPEN SESSION (5:30 p.m.)

III. CALL TO ORDER

A. Roll Call

Board of Education Members

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

B. Pledge of Allegiance

Led by Ben Allen

IV. APPROVAL OF THE AGENDA

It was moved by Mr. Allen, seconded by Mr. Patel, and voted 4/0 (Ms. Lieberman, Mr. de la Torre, and Dr. Escarce were absent) to approve the agenda. They agreed to pull Item Nos. A.14, A.20, A.23, and A.24.

V. APPROVAL OF MINUTES

A.01 January 17, 20131

VI. STUDY SESSION (60)

These items are staff presentations and/or updates to the Board of Education.

S.01 Enrollment Projects Report – DecisionInsight (60)2

VII. BOARD OF EDUCATION – COMMENDATIONS / RECOGNITIONS (0)

VIII. 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.....	3-4
A.03 Conference and Travel Approval Ratification	5-7
A.04 Overnight Field Trip(s) 2012-2013	8
A.05 Approval of Special Education Contracts – 2012-2013	9-11

Business and Fiscal

A.06	Award of Purchase Orders – 2012-2013	12-12d
A.07	Acceptance of Gifts – 2012-13	13-17

Facilities Improvement Projects

A.08	Amendment to Contract – Lease Leaseback – Edison Language Academy – New Construction – Swinerton Builders – Measure BB.....	18-19
A.09	Amendment to Contract – Washington West Child Development Center – Simplex Grinnell, LLP – Measure BB.....	20-21
A.10	Amendment to Contract – Lease Leaseback – John Adams Middle School – Replacement of Classroom Buildings E, F, & G, New Administration, Modernization & Site Improvements – Swinerton Builders, Measure BB.....	22-23
A.11	Contract Amendment #12 for Geotechnical Observation and Testing Services – John Adams Middle School – Replacement of Classroom Buildings E, F, & G, New Administration, Modernization and Site Improvements (Package 2B) – Converse Consultants – Measure BB.....	24-25
A.12	Contract Amendment #7 for Assistant Inspection Services – John Adams Middle School New Construction and Modernization and Site Improvements Project (Package 2B) – Knowland Construction Services, Inc – Measure BB.....	26-27
A.13	Contract Amendment #28 for Additional Testing and Special Inspection Services – John Adams Middle School New Construction and Modernization project – Leighton Consulting, Inc. – Measure BB.....	28-29
A.14	Recommendation to Approve Dispute Settlement for Bid #10.39.BB – Malibu Middle & High School – District 29 Water Line Replacement Project – Blois Construction, Inc. – Measure BB	30

Personnel

A.15	Certificated Personnel – Elections, Separations.....	31-35
A.16	Classified Personnel – Merit	36-39
A.17	Classified Personnel – Non-Merit.....	40
A.18	Increase in Staffing (FTE) – Special Education	41
A.19	Increase in Staffing (FTE) – McKinley Elementary School	42
A.20	Administrative Appointment	43

Director, Classified Personnel

IX. 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 two (2) or three (3) minutes, depending on the number of speakers. The Brown Act (Government Code) states that Board members may not engage in discussion of issues raised during 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.**

- *Cami Winikoff, Todd Kesselman, Steve Uhring, Pete Anthony, Colleen Baum, and Marianne Riggins addressed the board regarding field lights at Malibu High School.*
- *Lynn Norton addressed the board about a public records request she made. Ms. Lyon said staff would follow up on this.*

X. COMMUNICATIONS (30)

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)

Yuri Kawashima – Santa Monica High School – *excused absence*

7:35 pm

Yasi Afsharnive – Malibu High School

Student Board Member Afsharnive reported that the second semester has seen a great start. Last month, the Key Club held its annual toy drive. To kick off the basketball season, there was an auction where students bid on the opportunity to smash a pie into the face of a varsity basketball player. On January 7, the basketball team played Oaks Christian. Last Friday was Senior Night, which was emotional and fun. And while the basketball team only won one game this season, the student body was very supportive of the team. The high school's Honor Society held its spring membership drive several weeks ago. On January 22, the AP Environmental Science class took a field trip to the Tapia Water Treatment Plant, which was gross, but educational. On January 25, ASB held its winter pep rally, which was well-planned. Two weeks ago, approximately thirty students from China visited the school and shadowed students for several days. Ms. Afsharnive was lucky enough to have one of the Chinese students accompany her; her name was How and she was very sweet. After a successful season under the field lights, the boys' soccer team has made it to CIF. The school rescheduled its yearly Backwards Day for yesterday in order to allow for the highly anticipated CA High School Exit Exam.

7:38 pm

Sean Azoulay – Olympic High School

Student Board Member Azoulay reported that the English class returned to Santa Monica's Broad Stage on December 14 to enjoy Shakespeare's Cymbeline. On December 17, former CBS Foreign News Correspondent and TIME Magazine Bureau Chief and current President/CEO of Los Angeles World Affairs Council, Terry McCarthy, delivered a schoolwide presentation on international matters. The school held a lockdown drill on December 18 in order to practice safety measures. There was a follow up to the drill with school staff and SMPD to discuss how procedures could be improved. There was a cookie decorating event on December 21 to celebrate the end of the first semester. Dr. Eileen Escarce was a guest speaker at the parent meeting on January 16. On January 17, several Olympic HS students, including Mr. Azoulay, participated in the Rotary District Contests, where students competed in the fields of music, speech, and visual arts. On January 23, FBI Agent Alonzo Hill, a personal friend of Dr. Gates, spoke to students about his career, the FBI, and the requirements to be accepted into the FBI. Today, students in the Imagination Workshop class held a performance for campus staff during lunch, demonstrating their artistic skills. The Imagination Workshop is brought to the school by the Semel Institute for Neuroscience and Human Behavior. On occasion, a UCLA law student will be guest lecturing in the Criminal Justice class on aspects of the Constitution. Today, the class heard from SMPD's Captain Shirley. History teacher Mark Suminski has resumed his post, reinstituting the Career Exploration class. The Rotary Club generously \$5,000 granted to the school to help purchase a SMARTBoard and five iPads for teacher use.

7:41 pm

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

Ms. Cowgill's presentation can be found under Attachments at the end of these minutes.

C. S.E.I.U. Update – Ms. Keryl Cartee-McNeely (5) – present; no report

7:45 pm

D. PTA Council – Ms. Patti Braun (5)

Ms. Braun commented on how construction citywide has dramatically impacted traffic. She added that while increasing the number of Bike It!/Walk It! Days and student and staff participation is an important goal, there don't seem to be enough racks to store the bikes and skateboards. She wondered if staff could work with the City of SM about this. Ms. Braun announced that JAMS will be hosting its annual Heart Day celebration on February 14. She said she was pleased that the district will be offering ed ahead classes this summer. Among other topics, PTA is focusing on increasing participation in the Buy Local program.

7:50 pm

XI. SUPERINTENDENT'S REPORT (5)

Superintendent Lyon reported that during her visit to Will Rogers Learning Community today, she went into the cafeteria during lunch. Several of the students knew who she was; one humorously identified her as the Boss of the Principals while another called her the Queen of the Principals. She announced that Samohi students Eli Brown and Ryan Roberts have been chosen to participate in the Inaugural National Youth Orchestra of the United States of America. The orchestra will launch this summer and the students will have the opportunity to work with world-class professional orchestra members and go on a worldwide tour.

Last week, Ms. Lyon attended a leadership conference for superintendents in Monterey, CA. One session she attended addressed public schools and technology, the information of which dovetailed nicely with work SMMUSD is already undertaking. The superintendents agreed to participate in a new initiative called One Voice, in which superintendents understand that while they represent students in their own districts, they also represent students across the state. As a group, they will regionally discuss the common core, creating a human resource process that meets the needs of students, and creating a stable and sufficient statewide financial system to support CA students.

Ms. Lyon thanked the Fiscal and Human Resources Departments for hosting a How to Read Your Paycheck and W2 workshop for employees. A link to the presentation is online. Regarding Malibu unification, staff continues to gather information on the feasibility study. She will work to schedule a board study session. Ms. Lyon wished everyone a Happy Chinese New Year – this is the Year of the Snake.

DISCUSSION and MAJOR Items

As a general rule, items under DISCUSSION and MAJOR 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.

XII. DISCUSSION ITEMS (40)

These items are submitted for discussion. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Board.

7:54 pm

- D.01 Consider Adopting Resolution Regarding Water Quality
Funding Initiative (20).....44-46
- D.02 Potential Changes to Board of Education Meeting Structure (20).....47

8:09 pm

XIII. MAJOR ITEMS (90)

These items are considered to be of major interest and/or importance and are presented for **ACTION (A)** at this time. Many have been discussed by the Board at a previous meeting.

8:14 pm	A.21	Adopt Resolution No. 12-12 – In Honor of Black History Month (10)	48-50
8:17 pm	A.22	Recommendation from Board Subcommittee of Appointments to Fill Vacancies on the Financial Oversight Committee (FOC) (20)	51
postponed	A.23	Master Agreement between the Santa Monica-Malibu Education Foundation (SMMEF) and the Santa Monica-Malibu Unified School District (SMMUSD) (20)	52-59
postponed	A.24	Revise BP 7310 – Naming Facility Facilities and Programs (20)	60-63
8:21 pm	A.25	Adopt Resolution No. 12-13 – Declaring the Canvass of Votes Cast and Results of the California State General Election Held on November 6, 2012 (20)	64-66j

XIV. INFORMATIONAL ITEMS (0)

These items are submitted for the public record for information. These items do not require discussion.

I.01	DAC Mid-Year Written Reports	67-69
	<i>Early Child Care DAC</i>	
	<i>Health and Safety DAC</i>	
I.02	Revision to E 1330 – Use of School Facilities	70-93e

XV. BOARD MEMBER ITEMS (0)

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

XVI. REQUESTS BY MEMBERS OF THE PUBLIC OR DISTRICT ADVISORY COMMITTEES TO ADDRESS THE BOARD OF EDUCATION (5)

A 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.

XVII. 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.**)

XVIII. 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."

XIX. 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.

XX. 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.

XXI. ADJOURNMENT

It was moved by Mr. Patel, seconded by Mr. Allen, and voted 4/0 (Ms. Lieberman, Mr. de la Torre, and Dr. Escarce were absent) to return to closed session at 8:24 p.m. Closed session adjourned at 9:35 p.m. The next meeting is a special budget workshop scheduled for **Saturday, February 9, 2013**, at 8:30 a.m. at the **District Office**: 1651 16th Street, Santa Monica, CA 90404. The next regular board meeting is scheduled for **Thursday, February 21, 2013**, at the **District Office**.

Approved: 2-21-13



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 2012-2013

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

July through December 2012					
Month	1 st Thursday	2 nd Thursday	3 rd Thursday	4 th Thursday	Special Note:
July			7/18* DO		*Wednesday, 7/18
August	8/1* M		8/15* DO		*Wednesday, 8/1 *Wednesday, 8/15 First day of school: 8/22
September	9/6 DO	9/15* DO	9/20 DO		*Saturday, 9/15: Retreat
October	10/4 M		10/18 DO		
November	11/1 M		11/15 DO		Thanksgiving: 11/22-23
December		12/13 DO 12/15* DO		winter break	*Saturday, 12/15: Retreat
Winter Break: December 24 – January 4					
January through June 2013					
Winter Break: December 24 – January 4					
January		1/17 DO			
February	2/7 M 2/9 DO		2/21 DO		*Saturday, 2/9: Special Meeting
March	3/7 3/5* DO		3/21 M	spring break	*Tuesday, 3/5
Spring Break: March 25 – April 5					
April	spring break		4/18 DO		
May	5/2 M		5/16 DO		
June	6/6 DO			6/26* DO	Last day of school: 6/11 *Wednesday: 6/26

District Office (DO): 1651 16th Street, Santa Monica.
 Malibu City Council Chambers (M): 23825 Stuart Ranch Road, Malibu, CA

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

ACTION
02/07/13

RECOMMENDATION NO. A.01

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

January 17, 2013

MOTION MADE BY: Mr. Allen
SECONDED BY: Mr. Mechur
STUDENT ADVISORY VOTE: Aye
AYES: All (4) (Ms. Lieberman, Mr. de la Torre, and Dr. Escarce were absent)
NOES: None (0)

STUDY SESSION

TO: BOARD OF EDUCATION

STUDY SESSION

02/07/13

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON

RE: ENROLLMENT PROJECTIONS REPORT – DECISIONINSITE

STUDY SESSION ITEM NO. S.01

The Board of Education continues to authorize a detailed study of enrollment projections by DecisionInsite, a private company specializing in this area. The board will hear a presentation on enrollment projections for the 2013-14 school year, which are based not only on enrollment in prior years, but on outside factors related to census data.

Staff will be using the projection data for staffing allocations for the 2013-2014 school year, and will soon begin sharing the enrollment projections and initial staffing recommendations with schools.

A full report, written by the DescisionInsite company, is available in the Superintendent's Office. District staff and Dr. Dean Waldfogel, Vice President of DecisionInsite, will be available for questions and discussion at the meeting.

Dr. Dean Waldfogel and Mr. Bruce Terry's presentation can be found at the end of these minutes under Attachments.

They answered board member questions about projections for transitional kindergarten and kindergarten, proposed new dwelling unit data, and proposed student enrollment over the next five and ten years.

Mr. Mechur suggested that staff forward to Dr. Waldfogel and Mr. Terry recent information presented at a Santa Monica City Council meeting regarding upcoming housing development projects. Mr. Allen requested that staff return with suggested changes to the interdistrict attendance policy in light of these enrollment projections.

CONSENT ITEMS

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/07/13

FROM: SANDRA LYON / TERRY DELORIA / 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.

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

Contractor/ Contract Dates	Description	Site	Funding
Angels at Risk 1/7/2013 to 6/30/2013 Not to exceed: \$2,500	To provide substance and alcohol counseling services to students and their families	Malibu High	01-90141-0-11100-10000-5802-010-4100 (Shark Fund)
Travis Ross 1/15/13 to 6/15/13 Not to exceed: \$7,500	PD with teachers for curriculum mapping in reading using both CA and Common Core State Standards.	St. Monica Elementary	01-40350-0-11100-10000-5802-037-1300 (Title II)
Santa Monica Academy of Music 2/15/13 to 5/31/13 Not to exceed: \$4,400	Provide music vocal classes to all Kinder, 1 st and 2 nd grade students	Edison Language Academy	01-90150-0-10100-10000-5802-001-4010 (PTA funded)
STAR Inc. 1/15/13 to 4/5/13 Not to exceed: \$11,899.80	Provide hands-on supplemental programming in physical, life and earth sciences for grades 4 & 5. (11 hours for each class)	Franklin	76%: 01-00000-0-11100-10000-5802-002-4020 (Tier III) 24%: 01-90150-0-11100-10000-5802-002-4020 (PTA)
Martha Ramirez-Oropeza 2/04/13 to 3/15/13 Session 1 3/18/13 to 5/10/13 Session 2 Not to exceed: \$2,100	Provide visual arts classes to various grades (K-5)	Edison Language Academy	01-90150-0-10100-10000-5802-001-4010 (PTA funded)

Reading Partners 8/27/12 to 6/11/13 Not to exceed: \$10,000 <i>Amended funding sources (original BOE approval 12/13/12)</i>	Provide individual reading Instruction for k-5 grades	John Muir/SMASH	<u>\$5,000:</u> 01-30100-0-11100-10000-5802-005-4050 <u>\$3,000:</u> 01-90150-0-11100-10000-5802-005-4050 <u>\$2,000:</u> 01-90121-0-11100-10000-5802-00904090
Employment Matters Counseling & Consulting LLC (Lynne Davis) 1/22/13 to 6/30/13 Not to exceed: \$10,000	To conduct independent investigations, when needed, per board policy	Human Resources	01-00000-0-00000-74000-5820-026-1250
STG Three Properties, LLC Amendment to Lease to extend terms for: 1634 17 th Street commencing 7/1/12 & ending 6/30/15 at the base rent of \$6,544.77 per month; 1638 17 th Street commencing 7/1/12 & ending 6/30/17 at the base rent of \$7,454.39 per month; and 1645 16 th Street commencing 2/1/13 & ending 1/31/16 at the base rent of \$5,294.04 per month Not to exceed: \$873,474.96	Lease for District Offices and Education Foundation	Business	<u>1634 & 1638 17th Street:</u> 01-00000-0-00000-87000-5630-030-1300 <u>1645 16th Street:</u> 01-00000-0-00000-87000-5630-050-1500

MOTION MADE BY: Mr. Mechur

SECONDED BY: Mr. Nimish

STUDENT ADVISORY VOTE: Aye

AYES: All (4) (Ms. Lieberman, Mr. de la Torre, and Dr. Escarce were absent)

NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/07/13

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.)

AME SITE Account Number Fund – Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
<u>BURTON, Lisa</u> Fiscal Services 01-00000-0-00000-73100-5220-051-2510 General Fund Function: Fiscal Services	LACOE Time Reporting and Payroll Process Downey, CA January 23, 2013	\$27
<u>JONES, Allison</u> District Office 01-56400-0-00000-39000-5220-043-1400 General Fund Resource: Medi-Cal	Analysis and Treatment of Severe Behavior Disorders Garden Grove, CA December 12 – 13, 2012	\$40
<u>MAYS, Emily</u> Santa Monica High 01-56400-0-00000-39000-5220-041-1400 General Fund Resource: Medi-Cal	PECS Training Los Angeles, CA January 14 – 15, 2013	\$450
<u>SACHS, Teri</u> Lincoln Middle 01-00000-0-11100-31400-5220-041-2400 General Fund Function: Health Services	CSNO 2013 Conference San Diego, CA February 8, 2013	\$300 +1 Sub
<u>WASHINGTON, Debra</u> Human Resources 01-00000-0-00000-74000-5220-025-1250 General Fund Function: Personnel/Human Resources	CSPCH Annual Conference Anaheim, CA February 22 – 23, 2013	\$500

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

Group Conference and Travel: In-State		
* a complete list of conference participants is on file in the Department of Fiscal Services		
<u>BENITEZ, Lourdes</u> <u>+2 Additional Staff</u> John Muir Elementary 01-00010-0-11100-10000-5220-005-4050 General Fund- Resource: Tier III	Singapore Math Strategies Long Beach, CA January 28 – 29, 2013	\$860 +2 Subs
<u>CHUNG, Alice</u> <u>+2 Additional Staff</u> Child Development 12-61050-0-85000-10000-5220-070-2700 <i>50% from each account</i> 12-00000-0-85000-10000-5220-070-2700 Child Development Fund- Function: Instruction	2013 Child Care and Development State Budget Workshop Pomona, CA January 31, 2013	\$400
<u>DELORIA, Terry</u> <u>ROMAN, Bertha</u> Ed Services 01-00000-0-19600-21000-5220-030-1300 General Fund- Function: Supervision of Instruction	Effective Tools for Preparing Students Access and Success in Higher Education Glendale, CA January 31, 2013	\$30
<u>DIAZ, Aida</u> <u>IPina, Elizabeth</u> Ed Services/Edison Elementary 01-42030-0-47600-10000-5220-035-1300 General Fund- Resource: Title III	Thinking Maps: Path to Proficiency for English Learners Downey, CA January 22-24, 2013 and March 18-19, 2013	\$2,720
<u>DIAZ, Aida</u> <u>+2 Additional Staff</u> Ed Services 01-42030-0-47600-10000-4310-035-1300 General Fund- Resource: Title III	CABE-California Association for Bilingual Education Long Beach, CA February 13 – 16, 2013	\$2,230
<u>GRIEGO, Orlando</u> <u>LANCASTER, Kelly</u> Food and Nutrition Services 13-53100-0-00000-37000-5220-057-2570 Cafeteria Fund- Resource: Child Nutrition	Super Co-Op Food Show Pomona, CA January 9, 2013	\$46
<u>GRIEGO, Orlando</u> <u>LANCASTER, Kelly</u> Food and Nutrition Services 13-53100-0-00000-37000-5220-057-2570 Cafeteria Fund- Resource: Child Nutrition	Commodity Workshop Pomona, CA January 30, 2013	\$52
<u>GRIEGO, Orlando</u> <u>LANCASTER, Kelly</u> Food and Nutrition Services 13-53100-0-00000-37000-5220-057-2570 Cafeteria Fund- Resource: Child Nutrition	Visit/Tour Two Distributors Ontario and Anaheim, CA February 1, 2013	\$66
<u>HO, Pat</u> <u>+2 Additional Staff</u> Fiscal Services 01-00000-0-00000-73100-5220-051-2510 General Fund- Function: Fiscal Services	Job-Alike Workshop El Segundo, CA January 24, 2013	\$200

<u>LYON, Sandra</u> <u>+5 Additional Staff</u> District Office 01-00000-0-00000-73100-5220-050-1500 01-00000-0-00000-74000-5220-025-1250 01-00000-0-19600-21000-5220-030-1300 01-00000-0-00000-71500-5220-020-1200 01-00000-0-00000-74000-5220-026-1250 General Fund- Function: Superintendent/Business Services/Personnel and Human Resources/Supervision of Instruction	Governor's Budget Workshop Garden Grove, CA January 16, 2013	\$1,100
<u>MANsour, Carolyn</u> <u>+11 Additional Staff</u> Special Education 01-56400-0-00000-39000-5220-043-1400 General Fund- Resource: Medi-Cal	Auditory & Language Processing Disorders Lakewood, CA January 25, 2013	\$750

Out-of-State Conferences: Individual		
<u>LINDEMANN, Maya</u> Child Development Services 12-52101-0-85000-10000-5220-070-2700 Child Development Fund- Resource: Head Start	Managing comprehensive Health Services in Head Start San Antonio, TX February 20 – 22, 2013	\$1,315
<u>MAYORAL, Eva</u> Adams Middle 01-90121-0-11100-10000-5220-011-4110 General Fund- Resource: Equity Fund	Capturing Kids Hearts Salado, TX February 25 – 28, 2013	\$372

Out-of-State Conferences: Group		
NONE		

MOTION MADE BY: Mr. Mechur
SECONDED BY: Mr. Nimish
STUDENT ADVISORY VOTE: Aye
AYES: All (4) (Ms. Lieberman, Mr. de la Torre, and Dr. Escarce were absent)
NOES: None (0)

TO: BOARD OF EDUCATION

FROM: SANDRA LYON / TERRY DELORIA

RE: OVERNIGHT FIELD TRIP(S) 2012-2013

ACTION/CONSENT
02/07/13

RECOMMENDATION NO. A.04

It is recommended that the Board of Education approve the special field trip(s) listed below for students for the 2012-2013 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
Malibu High School 9 th - 12 th 57	Disneyland 4/12/13-4/13/13	J. Block/ M. Zander	\$200 per student paid by student donation	Music	Students will participate in an orchestra competition at Disneyland.
SMASH 3 rd and 4 th 50	Temescal Canyon, Pacific Palisades 2/21/13-2/22/13	J. Rishe/ T. Mugalian	\$100 suggested donation per student	Science	Science lessons
Santa Monica High School 9 th - 12 th 12	Oakland Competition @ Convention Center 3/16/13-3/18/13	L. Fretz/ T. Jones	\$360 per student covered by LA County ROP Account	ROP	Virtual Enterprise Students will be competing at the Oakland Virtual Enterprise Competition in Oakland, CA.

MOTION MADE BY: Mr. Mechur
 SECONDED BY: Mr. Nimish
 STUDENT ADVISORY VOTE: Aye
 AYES: All (4) (Ms. Lieberman, Mr. de la Torre, and Dr. Escarce were absent)
 NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/07/13

FROM: SANDY LYON / TERRY DELORIA / SARA WOOLVERTON

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS – 2012-2013

RECOMMENDATION NO. A.05

It is recommended that the Board of Education approve the following Special Education Contracts for fiscal year 2012-2013 as follows:

NPS

2012-2013 Budget 01-65000-0-57500-11800-5125-043-1400

Nonpublic School/Agency	SSID	Service Description	Contract Number	Cost Not to Exceed
Linden Center	12/22/94	NPS	#52-SPED13109	\$18,900.00

Amount Budgeted NPS 12/13			\$ 1,500,000
Prior Board Authorization as of 1/17/13			\$ 2,688,885
	Balance		\$-1,188,885
Positive Adjustment (See Below)			\$ 115,589
			\$-1,073,296
Total Amount for these Contracts			\$ 18,900
	Balance		\$-1,092,196

Adjustment					
NPS Budget 01-65000-0-57500-11800-5125-043-1400					
There has been a reduction in authorized expenditures of NPS/NPA contracts for FY 2012-2013 in the amount of \$455,265.00 as of 1/17/13					
NPS	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment
Oralingua School	NPS	39-SPED13076	REDUCE	\$15,592	End
Heritage School	NPS	32-SPED13066	REDUCE	\$99,997.	End

NPA

2012-2013 Budget 01-65000-0-57500-11800-5126-043-1400

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

Amount Budgeted NPA 12/13			\$ 800,000
Prior Board Authorization as of 1/17/13			\$ 1,131,745
	Balance		\$ -331,745
Positive Adjustment (See Below)			\$ 8,900
			\$ -322,845
Total Amount for these Contracts			\$ 0
	Balance		\$ -322,845

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 2012-2013 in the amount of \$ 7,870.00 as of 1/17/13					
NPA	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment
Julia Hobbs Speech Pathology	Speech	#39-SPED13092	REDUCE	\$8,900.	END

Instructional Consultants

2012-2013 Budget 01-65000-0-57500-11900-5802-043-1400

Instructional Consultant	SSID	Service Description	Contract Number	Cost Not to Exceed

Amount Budgeted Instructional Consultants 12/13		\$ 300,000
Prior Board Authorization as of 1/17/13		<u>\$ 259,786</u>
	Balance	\$ 40,214
Positive Adjustment (See Below)		<u>\$ 0</u>
		40,214
Total Amount for these Contracts		<u>\$</u>
	Balance	\$ 40,214

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 2012-2013 in the amount of \$0 as of 1/17/13					
Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

Non-Instructional Consultants

2012-2013 Budget 01-65000-0-57500-11900-5890-043-1400

Non-Instructional Consultant	SSID	Service Description	Contract Number	Cost Not to Exceed
Administrative Services	Various	Transportation	#45-SPED13110	\$25,000.00
L.A. Checker Cab	Various	Transportation	**INCREASE** #5-SPED13008	\$25,000.00

Amount Budgeted Non-Instructional Consultants 12/13		\$ 200,000
Prior Board Authorization as of 1/17/13		<u>\$ 264,340</u>
	Balance	\$ -64,340
Positive Adjustment (See Below)		<u>\$ 0</u>
		\$ -64,340
Total Amount for these Contracts		<u>\$ 50,000</u>
	Balance	\$ -114,340

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 2012-2013 in the amount of \$26,550.00 as of 1/17/13					
Non-Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

Legal

2012-2013 Budget 01-65000-0-57500-11900-5820-043-1400

Legal Contractor	Service Description	Contract Number	Cost Not to Exceed

Amount Budgeted Legal Services 12/13		\$ 150,000
Prior Board Authorization as of 1/17/13		<u>150,000</u>
	Balance	\$ 0.00
Adjustments for this period		<u>\$ 0</u>

Total Amount for these Contracts

Balance \$
\$ 0.00

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 2012-2013 in the amount of \$ 0 as of 1/17/13				
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: Mr. Mechur

SECONDED BY: Mr. Nimish

STUDENT ADVISORY VOTE: Aye

AYES: All (4) (Ms. Lieberman, Mr. de la Torre, and Dr. Escarce were absent)

NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/07/13

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

RE: AWARD OF PURCHASE ORDERS – 2012-13

RECOMMENDATION NO. A.06

It is recommended that the Board of Education approve the following Purchase Orders and Changed Purchase Orders from January 7, 2013, through January 24, 2013, for fiscal /13.

MOTION MADE BY: Mr. Mechur

SECONDED BY: Mr. Nimish

STUDENT ADVISORY VOTE: Aye

AYES: All (4) (Ms. Lieberman, Mr. de la Torre, and Dr. Escarce were absent)

NOES: None (0)

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF FEBRUARY, 2013

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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	
*** NEW PURCHASE ORDERS ***					
133387	A 1 LAWNMOWER	OPEN ORDER GROUNDS REPAIRS	FACILITY OPERATIONS	800.00	U
133451	A Z BUS SALES INC	Open order for parts and rep.	TRANSPORTATION	4,000.00	R
133452	A Z BUS SALES INC	Open order for Parts and Rep.	TRANSPORTATION	3,000.00	R
133580	AAA FLAG & BANNER MFG. -L.A.	NEW FLAG	JOHN ADAMS MIDDLE SCHOOL	122.64	BB
133547	ABLENET	IEP-STUDENT SPECIFIC REQUEST	SPECIAL EDUCATION REGULAR YEAR	235.91	R
133372	ACTIVE NETWORK INC., THE	ACCOUNTING SOFTWARE FOR ASB	MALIBU HIGH SCHOOL	2,791.91	R
133475	ADR SECURITY SYSTEMS	SECURITY ALARM REPAIRS MALIBU	FACILITY MAINTENANCE	2,000.00	R
133467	ADVANCED BATTERY SYSTEMS	OPEN ORDER FOR PARTS & BATTERY	TRANSPORTATION	700.00	R
133418	AMECI PIZZA & PASTA	FOOD SUPPLIED FOR STAIRWAY AUD	CURRICULUM AND IMC	135.00	R
133562	AMERICAN AUTOMOBILE ASSOC	ROP COMPETITION FEES	R O P	135.00	R
133496	AMTECH ELEVATOR SERVICES	ELEVATOR SERVICE CALLS	FACILITY MAINTENANCE	500.00	R
133450	APPLE COMPUTER INC.	Apple Voucher & Trackpad	STATE AND FEDERAL PROJECTS	953.33	R
133434	ART SUPPLY WAREHOUSE	ART SUPPLIES	SANTA MONICA HIGH SCHOOL	1,200.00	R
133625	ARYA SECURITY SERVICES INC.	FIRE WATCH SECURITY	FACILITY MAINTENANCE	25,000.00	R
133480	AVON CAR RENTAL	TRANSPORTATION FOR BAND	SANTA MONICA HIGH SCHOOL	2,000.00	U
133558	B & H PHOTO VIDEO	ART SUPPLIES	SANTA MONICA HIGH SCHOOL	194.31	R
133392	BISHOP COMPANY	OPEN ORDER OPERATIONS SUPPLIES	GROUNDS MAINTENANCE	390.00	R
133532	BROCK, MIRIAM	PRE-AUTHORIZED PURCHASE	SPECIAL EDUCATION REGULAR YEAR	20.00	R
133408	CALIFORNIA NEWSPAPER SERVICE	NOTICE OF PUBLIC HEARING	BUSINESS SERVICES	232.70	U
133416	CALIFORNIA OFFICE SYSTEMS INC	OFFICE SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	2,665.00	R
133473	CALIFORNIA OFFICE SYSTEMS INC	OPEN ORDER/CLASSROOM SUP/MATH	JOHN ADAMS MIDDLE SCHOOL	182.50	U
133474	CALIFORNIA OFFICE SYSTEMS INC	OPEN ORDER/CLASSROOM SUP/MATH	JOHN ADAMS MIDDLE SCHOOL	133.00	U
133559	CALIFORNIA OFFICE SYSTEMS INC	OFFICE SUPPLIES	SANTA MONICA HIGH SCHOOL	883.60	R
133423	CAROLINA BIOLOGICAL SUPPLY CO	SCIENCE SUPPLIES	SANTA MONICA HIGH SCHOOL	1,999.24	R
133500	CDW-G COMPUTING SOLUTIONS	CAMERAS	CHILD DEVELOPMENT CENTER	449.42	R
133560	CDW-G COMPUTING SOLUTIONS	COMPUTER SUPPLIES	SANTA MONICA HIGH SCHOOL	579.97	R
133417	CHEVRON U.S.A. INC.	VEHICLE GAS	FACILITY MAINTENANCE	5,000.00	R
133422	CHEVRON U.S.A. INC.	Open order for fuel costs/Tran	TRANSPORTATION	15,000.00	R
133507	CHEVRON/TEXACO BUSINESS CARD	GAS CARDS	SANTA MONICA HIGH SCHOOL	2,000.00	U
133501	COMMUNITY CARE LICENSING	LICENSING FEES	CHILD DEVELOPMENT CENTER	220.00	CD
133571	COMMUNITY PLAYTHINGS	CRIBS	CHILD DEVELOPMENT CENTER	1,127.85	CD
133402	CWC EQUIPMENT & DESIGN	WINDOW BLINDS	CHILD DEVELOPMENT CENTER	4,280.00	D
133505	DEMCO INC	LIBRARY SUPPLIES	ROOSEVELT ELEMENTARY SCHOOL	71.89	U
133435	DICK BLICK	ART SUPPLIES	SANTA MONICA HIGH SCHOOL	1,200.00	R
133389	DOALL INDUSTRIAL SUPPLY	OPEN ORDER OPERATIONS SUPPLIES	GROUNDS MAINTENANCE	250.00	R
133563	EAI EDUCATION	classroom supplies	GRANT ELEMENTARY SCHOOL	193.23	R
133396	ECONOMY GLASS CO INC	INSTALLATION & GLASS REPLACE.	CHILD DEVELOPMENT CENTER	15,790.28	D
133565	EDUCATIONAL TESTING SERVICE	GED PROCESSING FEES	ADULT EDUCATION CENTER	1,199.00	A
133510	EMC PUBLISHING	GOVERNMENT TEXTBOOKS	OLYMPIC CONTINUATION SCHOOL	1,175.82	R
133410	EVALUMETRICS INC	FITGRAM SCANTRONS 7 REPORTS	CURRICULUM AND IMC	1,389.07	U
133390	EWING AND COMPANY	OPEN ORDER GROUNDS SUPPLIES	FACILITY OPERATIONS	3,500.00	U
133623	EWING IRRIGATION PRODUCTS	OPEN ORDER GROUNDS IRRIGATION	FACILITY OPERATIONS	3,500.00	U
133378	FAST DEER BUS CHARTER INC	BUS TRANS/YOSEMITE/GIFT/SCIMAG	JOHN ADAMS MIDDLE SCHOOL	14,500.00	R
133395	FLOOR TECH AMERICA INC	FLOOR TILE & INSTALLATION	LINCOLN MIDDLE SCHOOL	22,235.00	BB
133385	FOOTHILL SOILS	GROUNDS SUPPLIES	GROUNDS MAINTENANCE	672.00	R
133068	GALE SUPPLY CO	custodial supplies	GRANT ELEMENTARY SCHOOL	1,208.99	U
133371	GALE SUPPLY CO	CUSTODIAL	CHILD DEVELOPMENT CENTER	970.83	CD
133412	GALE SUPPLY CO	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	106.98	U
133464	GALE SUPPLY CO	Custodial Supplies	CABRILLO ELEMENTARY SCHOOL	613.75	U

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF FEBRUARY, 2013

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DF-DEFERRED MAINTENANCE SM-STATE MODERNIZATION

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
133498	GALE SUPPLY CO	CUSTODIAL	CHILD DEVELOPMENT CENTER	1,023.06	CD
133499	GALE SUPPLY CO	CUSTODIAL	CHILD DEVELOPMENT CENTER	632.42	CD
133520	GALE SUPPLY CO	CLASSROOM SUPPLIES	SANTA MONICA HIGH SCHOOL	106.98	U
133570	GALE SUPPLY CO	Custodial Supplies	CABRILLO ELEMENTARY SCHOOL	649.55	U
133583	GALE SUPPLY CO	Open order for custodial supp.	TRANSPORTATION	500.00	R
133600	GALE SUPPLY CO	custodial supplies	GRANT ELEMENTARY SCHOOL	169.56	R
133533	GLENCOE/MACMILLAN/MCGRAW-HILL	TEXTBOOKS	SANTA MONICA HIGH SCHOOL	228.45	R
133568	GLENCOE/MACMILLAN/MCGRAW-HILL	TEXTBOOKS	SANTA MONICA HIGH SCHOOL	216.22	R
133097	GOLD CROWN ELECTRONICS INC.	REPAIR OF TAPE RECORDER	WEBSTER ELEMENTARY SCHOOL	80.00	U
133518	HARGAS INC.	FOOD FOR FIELDTRIP	LINCOLN MIDDLE SCHOOL	330.00	R
133431	HISONIC	Small portable amplifier	FRANKLIN ELEMENTARY SCHOOL	151.26	U
133529	HISONIC	Portable PA system for class	FRANKLIN ELEMENTARY SCHOOL	151.26	R
133488	HOME DEPOT- L.A.	OPEN ORDER/SCIENCE	CHILD DEVELOPMENT CENTER	75.00	CD
133469	HORIZON COACH LINES	TRANSPORTATION EXPENSES	LINCOLN MIDDLE SCHOOL	2,730.00	R
133394	INSTA-TUNE	OPEN ORDER OPERATIONS VEHICLES	FACILITY OPERATIONS	2,300.00	U
133495	INSTA-TUNE	Open order for Smog. Cert.	TRANSPORTATION	300.00	R
133561	INTELLI-TECH	COMPUTER	SANTA MONICA HIGH SCHOOL	1,402.28	U
133588	INTELLI-TECH	COMPUTERS FOR PURCHASING	PURCHASING/WAREHOUSE	3,088.49	U
133494	INTERIOR OFFICE SOLUTIONS	SUPERINTENDENT'S OFFICE CHAIR	BOE/SUPERINTENDENT	726.67	U
133415	INTERNATIONAL PAPER	RECYCLED COPY PAPER	SANTA MONICA HIGH SCHOOL	3,746.00	R
133525	INTERNATIONAL PAPER	OPEN ORDER: PAPER	LINCOLN MIDDLE SCHOOL	4,800.00	R
133542	JOSTENS - CAMARILLO	EMPLOYEE LONGEVITY PINS	EMPLOYEE RELATIONS	4,154.94	U
133608	JOSTENS/DIPLOMAS	DIPLOMAS AND COVERS	MALIBU HIGH SCHOOL	3,204.89	U
133380	JW PEPPER OF LOS ANGELES	INSTRUMENTAL MUSIC BOOKS	JOHN ADAMS MIDDLE SCHOOL	737.92	U
133482	JW PEPPER OF LOS ANGELES	OPEN ORDER: SHEET MUSIC	LINCOLN MIDDLE SCHOOL	3,000.00	R
133449	KORADE & ASSOCIATE BUILDERS	BASKETBALL POLL REMOVAL	FACILITY MAINTENANCE	991.00	R
133479	KORADE & ASSOCIATE BUILDERS	FLOORING & PAINTING	SANTA MONICA HIGH SCHOOL	7,089.00	R
133436	LAGUNA CLAY COMPANY	ART SUPPLIES	SANTA MONICA HIGH SCHOOL	1,200.00	R
133437	LAGUNA CLAY COMPANY	ART SUPPLIES	SANTA MONICA HIGH SCHOOL	1,200.00	R
133502	LAKESHORE	OPEN ORDER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	160.00	CD
133484	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	164.80	CD
133596	LINCOLN EQUIPMENT	POOL REPAIR SUPPLIES	FACILITY MAINTENANCE	500.00	R
133381	MIND RESEARCH INSTITUTE	MATH SOFTWARE LICENSE/EIA	JOHN ADAMS MIDDLE SCHOOL	7,999.00	R
133493	NASCO WEST - MODESTO	pe supplies for coach rika	GRANT ELEMENTARY SCHOOL	264.37	R
133522	NICK RAIL MUSIC	OPEN ORDER: MUSIC SUPPLIES	LINCOLN MIDDLE SCHOOL	1,500.00	R
133351	NYSTROM	Atlas Lessons 7th 8th History	JOHN ADAMS MIDDLE SCHOOL	273.75	U
133446	ON THE CAPITOL DOORSTEP	ANNUAL SUBSCRIPTION	CHILD DEVELOPMENT CENTER	180.00	CD
133514	PALI MOUNTAIN RETREAT AND	OUTDOOR SCIENCE SCHOOL	WILL ROGERS ELEMENTARY SCHOOL	4,250.00	R
133365	PEAK RACKS INC	SIGLE-SIDED 4CAP BIKE RACKS	FRANKLIN ELEMENTARY SCHOOL	737.77	R
133535	PEARSON EDUCATION #3	TEXTBOOKS	SANTA MONICA HIGH SCHOOL	47.72	R
133428	PEARSON LEARNING GROUP	TEXTBOOKS	SANTA MONICA HIGH SCHOOL	560.93	R
133541	QUALITY RUBBER STAMPS	DATE STAMP	PERSONNEL SERVICES	61.27	U
133544	RALPH'S	Inservice Supplies for DLAC	STATE AND FEDERAL PROJECTS	100.00	R
133065	REGENCY ENTERPRISES INC.	flourescent lights for lovell	GRANT ELEMENTARY SCHOOL	261.16	U
133466	REGENCY ENTERPRISES INC.	Lights	CABRILLO ELEMENTARY SCHOOL	261.16	U
133447	RHYTHM CHILD NETWORK	WINTER BREAK	CHILD DEVELOPMENT CENTER	550.00	CD
133506	RICOH BUSINESS SOLUTIONS	COPIER SUPPLIES	SANTA MONICA HIGH SCHOOL	378.87	R
133515	ROMANO'S MACARONI GRILL	RESTAURANT PAYMENT/FIELDTRIP	LINCOLN MIDDLE SCHOOL	1,999.40	R
133517	ROUND TABLE PIZZA	FIELDTRIP FOOD PAYMENT	LINCOLN MIDDLE SCHOOL	363.36	R
133509	SANTA MONICA MIRROR	DISPLAY ADVERTISING	R O P	510.00	R

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DF-DEFERRED MAINTENANCE SM-STATE MODERNIZATION

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
133528	SCHOLASTIC INC	scholastic news	GRANT ELEMENTARY SCHOOL	166.34	U
133373	SCHOOL NURSE SUPPLY INC	first aid kits	THEATER OPERATIONS&FACILITY PR	127.94	R
133375	SCHOOL SERVICES OF CALIFORNIA	GOVERNOR'S BUDGET WORKSHOP	BUSINESS SERVICES	1,050.00	U
133472	SCHOOL SPECIALTY INC	MATH TUTORING SUPPLIES/EQUITY	JOHN ADAMS MIDDLE SCHOOL	48.18	R
133487	SCHOOL SPECIALTY INC	classroom supplies	GRANT ELEMENTARY SCHOOL	136.81	U
133489	SCHOOL SPECIALTY INC	classroom supplies	GRANT ELEMENTARY SCHOOL	82.97	U
133504	SCHOOL SPECIALTY INC	SUPPLIES FOR READING WORKSHOP	ROOSEVELT ELEMENTARY SCHOOL	170.82	U
133552	SCHOOL SPECIALTY INC	OPEN ORDER/ART SUPPLIES/TR III	JOHN ADAMS MIDDLE SCHOOL	1,000.00	U
133306	SEHI COMPUTER PRODUCTS	INK CARTRIDGES FOR CLASSES	EDISON ELEMENTARY SCHOOL	530.14	U
133427	SEHI COMPUTER PRODUCTS	PRINTER	SANTA MONICA HIGH SCHOOL	209.07	R
133439	SEHI COMPUTER PRODUCTS	OFFICE PRINTER	JOHN MUIR ELEMENTARY SCHOOL	382.84	U
133478	SEHI COMPUTER PRODUCTS	OFFICE PRINTER	JOHN MUIR ELEMENTARY SCHOOL	440.39	U
133524	SHAR PRODUCTS COMPANY	OPEN ORDER: MUSIC SUPPLIES	LINCOLN MIDDLE SCHOOL	1,000.00	R
133448	SIGNS DONE FAST LLC	parking spinner signs	THEATER OPERATIONS&FACILITY PR	519.30	R
133370	SIMON-CAIN, MONICA	REIMBURSEMENT	CHILD DEVELOPMENT CENTER	150.00	CD
133441	SIMON-CAIN, MONICA	REIMBURSEMENT	CHILD DEVELOPMENT CENTER	860.00	CD
133384	SIMPLEXGRINNELL	MAINT REPAIR ALARM SYSTEM	FACILITY MAINTENANCE	3,251.27	R
133442	SIR SPEEDY PRINTING #0245	BUSINESS CARDS	CHILD DEVELOPMENT CENTER	133.86	CD
133445	SIR SPEEDY PRINTING #0245	BUSINESS CARDS	CHILD DEVELOPMENT CENTER	44.62	CD
133491	SIR SPEEDY PRINTING #0245	BUSINESS CARD PRINTING	SANTA MONICA HIGH SCHOOL	44.62	U
133540	SIR SPEEDY PRINTING #0245	BUSINESS CARDS	PERSONNEL SERVICES	44.62	U
133337	SIRSIDYNIX	LIBRARY ITEM BAR CODES	JOHN ADAMS MIDDLE SCHOOL	438.00	U
133486	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	75.00	CD
133621	SMART & FINAL #315	STAIRWAY PROGRAM SUPPLIES	CURRICULUM AND IMC	300.00	U
133554	SMITH WALBRIDGE BAND PRODUCTS	OPEN ORDER/BAND SHIRTS/GIFT	JOHN ADAMS MIDDLE SCHOOL	1,100.00	R
133508	SOLANO COUNTY OFFICE OF ED	COMPETITION FEE	R O P	425.00	R
133386	SOUTH BAY LANDSCAPING	GROUNDS CONTRACT TREE TRIMM	GROUNDS MAINTENANCE	1,700.00	R
133483	SOUTHEASTERN PERFORMANCE	OPEN ORDER: PERFORMANCE ATTIRE	LINCOLN MIDDLE SCHOOL	500.00	R
133075	STAPLES BUSINESS ADVANTAGE	CLASSROOM SUPPLIES-D BATTERIES	SANTA MONICA HIGH SCHOOL	1,431.61	R
133454	STAPLES BUSINESS ADVANTAGE	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	400.00	U
133503	STAPLES BUSINESS ADVANTAGE	TONER CARTRIDGES	LINCOLN MIDDLE SCHOOL	109.59	R
133567	STAPLES BUSINESS ADVANTAGE	GENERAL OFFICE SUPPLIES	ADULT EDUCATION CENTER	250.00	A
133610	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	500.00	R
133453	STAPLES DIRECT	ART SUPPLIES	SMASH SCHOOL	77.31	R
133379	SUPERFAST COPYING & BINDING	PRINTING/LITERATURE CLUB BOOK	JOHN ADAMS MIDDLE SCHOOL	479.61	R
133536	TANDUS US INC	FLOORING AT GRANT	FACILITY MAINTENANCE	4,794.49	R
133534	TEXTBOOK WAREHOUSE INC.	TEXTBOOKS	SANTA MONICA HIGH SCHOOL	110.05	R
133606	THE PROPHET CORP	PE EQUIPMENT AND SUPPLIES	MALIBU HIGH SCHOOL	1,338.09	R
133586	TOMARK SPORTS INC	Equipment for Basketball Court	THEATER OPERATIONS&FACILITY PR	2,482.69	U
133481	TRADENET ENTERPRISE INC	LED MARQUEE - WEBSTER ELEM.	WEBSTER ELEMENTARY SCHOOL	19,256.35	R
133603	TRAFFIC TECHNOLOGIES LLC	CAMPUS SECURITY SUPPLIES	MALIBU HIGH SCHOOL	600.00	R
133470	TUMBLEWEED TRANSPORTATION	TRANSPORTATION EXPENSES	LINCOLN MIDDLE SCHOOL	612.00	R
133513	TUMBLEWEED TRANSPORTATION	TRANSPORTATION	SANTA MONICA HIGH SCHOOL	1,720.00	U
133601	TUMBLEWEED TRANSPORTATION	ATLETIC TRANSPORTATION	MALIBU HIGH SCHOOL	325.00	R
133074	U S BANK (GOVT CARD SERVICES)	CLASSROOM SUPPLIES	SANTA MONICA HIGH SCHOOL	11,274.01	R
133551	U S BANK (GOVT CARD SERVICES)	Supplies for Special Ed	SPECIAL EDUCATION REGULAR YEAR	134.88	R
133553	U S BANK (GOVT CARD SERVICES)	Software	INFORMATION SERVICES	1,845.66	U
133592	U S BANK (GOVT CARD SERVICES)	iPad Glass Repair	SPECIAL EDUCATION REGULAR YEAR	175.19	R
133605	U S BANK (GOVT CARD SERVICES)	OTHER OPERATING EXPENSES	BOE/SUPERINTENDENT	5,000.00	U
133456	VONS MARKET-SANTA MONICA	Stairways Audition Supplies	CURRICULUM AND IMC	100.00	R
133388	W.W. GRAINGER INC.	OPEN ORDER OPERATIONS PARTS	GROUNDS MAINTENANCE	600.00	R

PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF FEBRUARY, 2013

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	
133617	WARREN DISTRIBUTING INC.	MAINTENANCE VEHICLES	FACILITY MAINTENANCE	600.00	R
133067	WAXIE SANITARY SUPPLY	disinfectant for custodian	GRANT ELEMENTARY SCHOOL	105.10	U
133421	WAXIE SANITARY SUPPLY	CUSTODIAL SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	157.65	R
133597	WESTERN FENCE & SUPPLY CO	FENCING MATERIALS	FACILITY MAINTENANCE	500.00	R
133531	WHIZZ EDUCATION INC	MATH -WHIZZ TUTORING LICENSES	SPECIAL EDUCATION REGULAR YEAR	2,500.00	R
				** NEW PURCHASE ORDERS	286,835.17

** FACILITY IMPROVEMENTS: BONDS/STATE MODERNIZATON/NEW CONSTRUCTION/DEVELOPER FEES **

133587	CDW-G COMPUTING SOLUTIONS	COMPUTER SOFTWARE	BUSINESS SERVICES	810.00	BB
133589	DIRECT SOURCE COMMUNICATIONS	NETWORK CABLING	CHILD DEVELOPMENT CENTER	8,900.00	BB
133403	EJ ENTERPRISES	WOOD DOORS	CHILD DEVELOPMENT CENTER	1,078.00	BB
133543	LA PROS INC.	ELECTRICAL WORKS	CHILD DEVELOPMENT CENTER	15,025.00	BB
133356	PIANA CONSTRUCTION &	PAINT & STUCCO PATCH	CHILD DEVELOPMENT CENTER	14,015.00	BB
133569	SEHI COMPUTER PRODUCTS	PRINTING SUPPLIES	BUSINESS SERVICES	1,500.00	BB
133590	SO CAL SANITATION LLC	RENTAL OF PROTABLE TOLIETS	CHILD DEVELOPMENT CENTER	1,481.16	BB
133397	STUMBAUGH & ASSOCIATES INC	RESTROOMS PARTITIONS	CHILD DEVELOPMENT CENTER	3,814.00	BB
133401	WESTERN FENCE & SUPPLY CO	FENCING	CHILD DEVELOPMENT CENTER	44,889.00	BB
				** FACILITY IMPROVEMENTS: BONDS/STATE MODERNIZATON/NEW CONSTRUCTION/DEVELOPER FEES	91,512.16

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/07/13

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

RE: ACCEPTANCE OF GIFTS – 2012/2013

RECOMMENDATION NO. A.07

It is recommended that the Board of Education accept, with gratitude, checks and gifts totaling \$12,454.47 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 2012-2013 income and appropriations by \$12,454.47 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.

MOTION MADE BY: Mr. Mechur

SECONDED BY: Mr. Nimish

STUDENT ADVISORY VOTE: Aye

AYES: All (4) (Ms. Lieberman, Mr. de la Torre, and Dr. Escarce were absent)

NOES: None (0)

BOE Date: 02/07/13

Current Gifts and Donations 2012/2013

School/Site Account Number		Equity Fund 15% Contrib.	In-kind Value	Donor	Purpose
JAMS 01-90120-0-00000-00000-8699-011-0000	\$ 2,550.00 \$ 202.81	\$ 450.00 \$ -		Deborah A. Lerner Various	General Supplies and Materials Field Trip
Adult Education 11-90120-0-00000-00000-8699-090-0000					
Alternative (SMASH) 01-90120-0-00000-00000-8699-009-0000					
Cabrillo 01-90120-0-00000-00000-8699-017-0000					
CDS 12-90120-0-00000-00000-8699-070-0000	\$ 189.16	\$ -		Lifetouch	General Supplies and Materials
Edison 01-90120-0-00000-00000-8699-001-0000					
Franklin 01-90120-0-00000-00000-8699-002-0000					
Grant 01-90120-0-00000-00000-8699-003-0000					
Lincoln 01-90120-0-00000-00000-8699-012-0000					
Malibu High School 01-90120-0-00000-00000-8699-010-0000	\$ 400.00	\$ -		Various Students	General Supplies and Materials
McKinley 01-90120-0-00000-00000-8699-004-0000	\$ 860.00 \$ 325.00 \$ 270.00 \$ 195.00 \$ 14.87	\$ - \$ - \$ - \$ - \$ 2.63		Various McKinley PTA Various Various Kevin Palumbos	Field Trip Field Trip Field Trip Field Trip General Supplies and Materials
Muir 01-90120-0-00000-00000-8699-005-0000					
Olympic HS 01-90120-0-00000-00000-8699-014-0000					
Rogers 01-90120-0-00000-00000-8699-006-0000	\$ 2,276.00 \$ 1,384.00 \$ 700.00	\$ - \$ - \$ -		Various Various Scholarship America	Field Trip Field Trip Field Trip

BOE Date: 02/07/13

Current Gifts and Donations 2012/2013

School/Site Account Number	Gift Amount	Equity Fund 15% Contrib.	In-kind Value	Donor	
Roosevelt 01-90120-0-00000-00000-8699-007-0000					
Samohi 01-90120-0-00000-00000-8699-015-0000	\$ 1,317.50 \$ 735.00 \$ 297.50	\$ 232.50 \$ - \$ 52.50		Revolution Prep Various Revolution Prep	General Supplies and Materials General Supplies and Materials General Supplies and Materials
Barnum Hall 01-91150-0-00000-00000-8699-000-0000					
Pt. Dume Marine Science 01-90120-0-00000-00000-8699-019-0000					
Webster 01-90120-0-00000-00000-8699-008-0000					
Others:					
Superintendent's Office 01-90120-0-00000-00000-8699-020-0000					
Educational Services 01-90120-0-00000-00000-8699-030-0000					
Student & Family Services 01-90120-0-00000-00000-8699-040-0000					
Special Education 01-90120-0-00000-00000-8699-044-0000					
Information Services 01-90120-0-00000-00000-8699-054-0000					
Food and Nutrition Services 01-90120-0-00000-00000-8699-057-0000					
District 01-90120-0-00000-00000-8699-090-0000					
TOTAL	\$ 11,716.84	\$ 737.63	\$ -		

BOE Date: 02/07/13

Current Gifts and Donations 2012/2013

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
JAMS 01-90120-0-00000-00000-8699-011-0000	\$ 46,887.90	\$ 2,752.81	\$ 450.00	\$ 50,090.71			\$ -
Adult Education 11-90120-0-00000-00000-8699-090-0000				\$ -			\$ -
Alternative (SMASH) 01-90120-0-00000-00000-8699-009-0000				\$ -			\$ -
Cabrillo 01-90120-0-00000-00000-8699-017-0000	\$ 8,267.23			\$ 8,267.23			\$ -
CDS 12-90120-0-00000-00000-8699-070-0000	\$ 1,144.21	\$ 189.16	\$ -	\$ 1,333.37	\$ 40.00		\$ 40.00
Edison 01-90120-0-00000-00000-8699-001-0000	\$ 808.38			\$ 808.38			\$ -
Franklin 01-90120-0-00000-00000-8699-002-0000	\$ 3,325.54			\$ 3,325.54			\$ -
Grant 01-90120-0-00000-00000-8699-003-0000				\$ -			\$ -
Lincoln 01-90120-0-00000-00000-8699-012-0000	\$ 45,213.38			\$ 45,213.38			\$ -
Malibu High School 01-90120-0-00000-00000-8699-010-0000 <i>Malibu Shark Fund - Resource #90141</i>	\$ 17,158.13	\$ 400.00	\$ -	\$ 17,558.13			\$ -
McKinley 01-90120-0-00000-00000-8699-004-0000	\$ 16,521.49	\$ 1,664.87	\$ 2.63	\$ 18,188.99			\$ -
Muir 01-90120-0-00000-00000-8699-005-0000	\$ 50.00			\$ 50.00			\$ -
Olympic HS 01-90120-0-00000-00000-8699-014-0000	\$ 10,200.00			\$ 10,200.00			\$ -
Rogers 01-90120-0-00000-00000-8699-006-0000	\$ 10,846.75	\$ 4,360.00	\$ -	\$ 15,206.75			\$ -
Roosevelt 01-90120-0-00000-00000-8699-007-0000	\$ 3,270.98			\$ 3,270.98			\$ -
Samohi 01-90120-0-00000-00000-8699-015-0000	\$ 5,237.74	\$ 2,350.00	\$ 285.00	\$ 7,872.74			\$ -
Pt. Dume Marine Science 01-90120-0-00000-00000-8699-019-0000				\$ -			\$ -
Webster 01-90120-0-00000-00000-8699-008-0000				\$ -	\$ 3,241.00		\$ 3,241.00

BOE Date: 02/07/13

Current Gifts and Donations 2012/2013

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
ALL OTHER LOCATIONS:							
Superintendent's Office 01-90120-0-00000-00000-8699-020-0000				\$ -			\$ -
Educational Services 01-90120-0-00000-00000-8699-030-0000	\$ 20,335.73	\$ -		\$ 20,335.73			\$ -
Student and Family Support Services 01-90120-0-00000-00000-8699-041-0000				\$ -			\$ -
Special Education 01-90120-0-00000-00000-8699-044-0000				\$ -			\$ -
Information Services 01-90120-0-00000-00000-8699-054-0000				\$ -			\$ -
District 01-90120-00000-0-00000-8699-090-0000				\$ -	\$ 1,300.00		\$ 1,300.00
Food & Nutrition Services 01-90120-0-00000-00000-8699-070-0000				\$ -			\$ -
TOTAL GIFTS	\$ 189,267.46	\$ 11,716.84	\$ 737.63	\$ 201,721.93	\$ 4,581.00	\$ -	\$ 4,581.00
Total Cash Gifts for District:		\$ 11,716.84	Total Equity Fund 15% Contribs. \$ 737.63		Total In-Kind Gifts:	\$ -	

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/07/13

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

RE: AMENDMENT TO CONTRACT – LEASE LEASEBACK – EDISON LANGUAGE ACADEMY – NEW CONSTRUCTION – SWINERTON BUILDERS – MEASURE BB

RECOMMENDATION NO. A.08

It is recommended that the Board of Education authorize contract Change Order number 05 (CO-05) for the Lease Leaseback – Edison Language Academy – New Construction project to Swinerton Builders, in the amount of \$68,372.00 for a total contract amount of \$33,247,283.00. Change Order No. 05.

Funding Information

Budgeted: No
Fund: 81
Source: Measure BB
Account Number: 81-90500-0-00000-85000-6200-001-2600
Budget Category: Construction Contracts
DSA #: 03-112999
Friday Memo: 02/01/13

COMMENTS: On July 20, 2011, the Santa Monica-Malibu Unified School District Board of Education awarded Swinerton Builders the Lease Leaseback contract for the Edison Language Academy – New Construction Project in the amount of \$32,848,118.

On November 15, 2012 the Santa Monica-Malibu Unified School District Board of Education approved Change Order No 1 and Change Order No 2 on the Lease Leaseback contract for the Edison Language Academy – New Construction Project. Change Order No 1 was in the amount of \$93,232. Change Order No 2 was in the amount of \$74,000. On December 13, 2012, the Board of Education approved Change Order No 3 in the amount of \$76,746 and a 3 day increase in the contract time. On January 17, 2013 the Board of Education approved Change Order No 4 in the amount of \$86,815.

Change Order No. 05 includes fourteen (14) items related to required additional scope for a total Change Order amount of \$68,372.

The scope of work included in Change Order No. 05 includes all labor, materials, equipment and related overhead costs for the work described for each item. This contract increase includes changes to the contract documents that must be submitted to DSA for approval.

(continued on next page)

ORIGINAL CONTRACT AMOUNT:	\$32,848,118
CHANGE ORDER NO. 1:	93,232
CHANGE ORDER NO. 2:	74,000
CHANGE ORDER NO. 3:	76,746
CHANGE ORDER NO. 4:	86,815
CHANGE ORDER NO. 5:	68,372
<u>TOTAL CONTRACT AMOUNT:</u>	<u>\$33,247,283</u>

Change Order No. 05 (CO-05) does not include any change to the contract time.

ORIGINAL CONTRACT TIME:	1,054 Days
CHANGE ORDER NO. 1:	0 Days
CHANGE ORDER NO. 2:	0 Days
CHANGE ORDER NO. 3:	3 Days
CHANGE ORDER NO. 4:	0 Days
CHANGE ORDER NO. 5:	0 Days
<u>TOTAL CONTRACT AMOUNT:</u>	<u>1,057 Days</u>

The above changes will be funded through contingencies from the Program Contingency Reserve.

A Friday Memorandum accompanies this item.

MOTION MADE BY: Mr. Mechur
 SECONDED BY: Mr. Nimish
 STUDENT ADVISORY VOTE: Aye
 AYES: All (4) (Ms. Lieberman, Mr. de la Torre, and Dr. Escarce were absent)
 NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/07/13

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

RE: AMENDMENT TO CONTRACT – WASHINGTON WEST CHILD DEVELOPMENT
CENTER – SIMPLEX GRINNELL, LLP – MEASURE BB

RECOMMENDATION NO. A.09

It is recommended that the Board of Education authorize contract Change Order No. 1 to Simplex Grinnell, LLP, for the Washington West CDS Project, in the amount of \$6,506.55 for a total contract amount of \$206,950.73. Change Order No. 1 does not include any changes to the contract time.

Funding Information

Budgeted: Yes
Fund: 21
Source: Measure BB
Account Number 21-90500-0-00000-85000-6200-070-2600
Description: Hard Costs / Construction
DSA #: N/A
Friday Memo: 02/01/13

COMMENTS: On 06/06/09, the Board of Education approved Simplex Grinnell (BOE Item A.28) for the Fire Alarm devices because all existing District wide systems are manufactured by Simplex-Grinnell, the sole source manufacturer.

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

On 11/15/12 the Board of Education approved the award of general services administration contract to Simplex Grinnell for the Washington West CDS Fire Alarm project under Federal GSA contract #GS-07-0396M.

Simplex Grinnell Change Order No. 1 will be for remobilization for abatement monitoring, testing and reporting of Rooms #1, #6 and #7. This is due to the sequencing of the work and staggered move-ins of the district occupants.

(continued on next page)

Original Contract Amount:	\$	200,444.18
Change Order #1: (Abatement & Knox Box)		<u>\$6,506.55</u>
Total Contract Amount:.....	\$	206,950.73

It is recommended that the Board of Education approve Change Order No. 1 for \$6,506.55.

The above changes will be funded through the project budget.

A Friday Memorandum accompanies this item.

MOTION MADE BY: Mr. Mechur
 SECONDED BY: Mr. Nimish
 STUDENT ADVISORY VOTE: Aye
 AYES: All (4) (Ms. Lieberman, Mr. de la Torre, and Dr. Escarce were absent)
 NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/07/13

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

RE: AMENDMENT TO CONTRACT – LEASE LEASEBACK – JOHN ADAMS MIDDLE SCHOOL – REPLACEMENT OF CLASSROOM BUILDINGS E, F, & G, NEW ADMINISTRATION, MODERNIZATION & SITE IMPROVEMENTS – SWINERTON BUILDERS – MEASURE BB

RECOMMENDATION NO. A.10

It is recommended that the Board of Education approve Change Order No. 9 for the Lease Leaseback – John Adams Middle School – Replacement of Classroom Building E, F & G, New Administration, Modernization and Site Improvements Project (Package 2B) to Swinerton Builders, for an amount of \$172,524.08 for a total contract amount of \$12,418,860.02.

Funding Information

Budgeted: No
Fund: 82
Source: Measure BB
Account Number: 82-90500-0-00000-85000-6200-011-2600
Budget Category: Program Reserve
DSA #: 03-112808
Friday Memo: 02/01/13

COMMENTS: On July 20, 2011, the Santa Monica-Malibu Unified School District Board of Education awarded Swinerton Builders the lease leaseback contract for the John Adams Middle School – Replacement of Classroom Building E, F & G, New Administration, Modernization and Site Improvements Project in the amount of \$11,728,854.

Change Order No. 9 includes the cost for all labor and materials in the amount of \$172,524.08. \$95,860.33 is for additional required scope including added exhaust fans, additional structural supports and electrical conduit revisions required by DSA. \$76,663.75 in unforeseen conditions addressing such issues as termite damage/repair and resolving and correcting existing framing which could not be known at the time of bidding the project.

The above changes will be funded through Program Contingency Reserves. The contract duration will remain unchanged on the John Adams Middle School – Replacement of Classroom Building E, F & G, New Administration, Modernization and Site Improvements Project.

(continued on next page)

Change Order No. 9 includes the following changes to the terms of the contract:

ORIGINAL CONTRACT AMOUNT	\$11,728,854.00
CHANGE ORDER NO. 1	\$106,339.03
CHANGE ORDER NO. 2	\$15,787.16
CHANGE ORDER NO. 3	\$25,369.51
CHANGE ORDER NO. 4	\$52,926.56
CHANGE ORDER NO. 5	\$47,660.21
CHANGE ORDER NO. 6	\$120,782.00
CHANGE ORDER NO. 7	\$44,962.23
CHANGE ORDER NO. 8	\$103,655.24
CHANGE ORDER NO. 9	\$172,524.08
TOTAL CONTRACT	\$12,418,860.02

A Friday Memorandum accompanies this item.

MOTION MADE BY: Mr. Mechur

SECONDED BY: Mr. Nimish

STUDENT ADVISORY VOTE: Aye

AYES: All (4) (Ms. Lieberman, Mr. de la Torre, and Dr. Escarce were absent)

NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/07/13

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

RE: CONTRACT AMENDMENT #12 FOR GEOTECHNICAL OBSERVATION AND TESTING SERVICES – JOHN ADAMS MIDDLE SCHOOL – REPLACEMENT OF CLASSROOM BUILDINGS E, F & G, NEW ADMINISTRATION, MODERNIZATION AND SITE IMPROVEMENTS (PACKAGE 2B) – CONVERSE CONSULTANTS – MEASURE BB

RECOMMENDATION NO. A.11

It is recommended that the Board of Education approve Contract Amendment #12 with Converse Consultants to provide additional geotechnical observation and testing services for John Adams Middle School - Replacement of Classroom Buildings E, F & G, New Administration, Modernization and Site Improvements Project (Package 2B), in the amount of \$61,833 for a total contract amount of \$414,038.

Funding Information

Budgeted: No
Fund: 82
Source: Measure BB
Account Number: 82-90500-0-00000-85000-5802-011-2600
Budget Category: Soft Costs/Tests & Inspection/Materials Lab
DSA #: 03-112808
Friday Memo: 02/01/13

COMMENTS: Converse Consultants is providing geotechnical observation and testing services for the John Adams Middle School - Replacement of Classroom Buildings E, F & G, New Administration, Modernization and Site Improvements Project (Package 2B). Contract amendment #9 was approved on April 6, 2011 for an initial amount of \$17,171.00 for the original project scope. Contract amendment #10 was approved on May 7, 2012 for an amount of 59,583 for additional time and scope impacts for unforeseen underground abatement required on site.

Contract amendment #12 is for remaining scope and additional scope for unforeseen additional soils observation, inspection and testing.

The estimated additional testing required to complete the project has resulted in a total additional cost of \$61,833.00. These funds will be drawn upon by adjustments to Program Contingency Reserve. The revised contract total will be \$414,038.

(continued on next page)

ORIGINAL CONTRACT – John Adams MS	\$26,950
ORIGINAL CONTRACT – Lincoln MS	\$28,250
CONTRACT AMENDMENT #1 (Adams testing)	\$8,545
CONTRACT AMENDMENT #2 (Additional Adams testing)	\$5,682
CONTRACT AMENDMENT #3 (Adams Field Investigation – parking lot)	\$2,930
CONTRACT AMENDMENT #4 (Adams Relos - geotech observ. & testing)	\$15,540
CONTRACT AMENDMENT #5 (Adams Green Fringe geotech observ testing)	\$11,040
CONTRACT AMENDMENT #6 (Lincoln Relos – geotech observ testing)	\$11,870
CONTRACT AMENDMENT #7 (Adams Green Fringe geotech observ testing sewer)	\$1,329
CONTRACT AMENDMENT #8 (Lincoln Relos Fire Water Main geotech observ)	\$10,665
CONTRACT AMENDMENT #9 (Adams New Const. & Mod. geotech observ)	\$17,171
CONTRACT AMENDMENT #10 (Adams Additional. geotech testing)	\$59,583
CONTRACT AMENDMENT #11 (Lincoln – New Construction)	\$152,650
CONTRACT AMENDMENT #12 (Adams New Const. & Mod. geotech observ)	\$61,833
<u>TOTAL:</u>	<u>\$414,038</u>

A Friday Memorandum accompanies this item.

MOTION MADE BY: Mr. Mechur
 SECONDED BY: Mr. Nimish
 STUDENT ADVISORY VOTE: Aye
 AYES: All (4) (Ms. Lieberman, Mr. de la Torre, and Dr. Escarce were absent)
 NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/07/13

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

RE: CONTRACT AMENDMENT #7 FOR ASSISTANT INSPECTION SERVICES –
JOHN ADAMS MIDDLE SCHOOL NEW CONSTRUCTION AND
MODERNIZATION AND SITE IMPROVEMENTS PROJECT (PACKAGE 2B) –
KNOWLAND CONSTRUCTION SERVICES, INC – MEASURE BB

RECOMMENDATION NO. A.12

It is recommended that the Board of Education authorize contract amendment #7 for the Lease Leaseback – John Adams Middle School – Replacement of Classroom Building E, F & G, New Administration, Modernization and Site Improvements Project (Package 2B) to Knowland Construction Services, Inc., in the amount of \$118,800 for a total contract amount of \$410,320.00.

Funding Information

Budgeted: Yes
Fund: 82
Source: Measure BB
Account Number: 82-90500-0-00000-85000-5802-011-2600
Budget Category: Soft Costs/Test & Inspection
DSA #: 03-112808
Friday Memo: 02/01/13

COMMENT: The Board of Education previously approved an agreement with Knowland Construction Services for the John Adams Middle School project on April 6, 2011 for inspection services. On October 18, 2012 the Board approved additional services for “hold-downs” to be inspected under a full time assistant inspector.

Contract Amendment #7 is for additional inspection hours required to maintain a full time Inspector of Record on site as Division of the State Architect (DSA) inspection services are required, by code, to ensure school facilities are built to DSA approved plans and specifications. The project has encountered unforeseen conditions.

This Contract Amendment #7, for \$118,800.00, is for additional inspection services for the John Adams Middle School New Construction and Modernization (Package 2B) Project. The revised contract total will be \$410,320.00. These funds will be drawn upon by adjustments to the Construction Budget and Program Contingency Reserve.

(continued on next page)

Original Contract Amount	\$ 10,000
Contract Amendment#1 (Pt. Dume)	\$ 30,000
Contract Amendment#2 (JAMS New Const. Modern. Pkg. 2B)	\$214,200
Contract Amendment#3 (Samohi-field replacement)	\$ 13,920
Contract Amendment #4 (Contract extension to 7/31/12)	\$0
Contract Amendment #5 (Contract extension to 6/30/12)	\$0
Contract Amendment #6 (JAMS New Const. & Modern. Pkg. 2B)	\$ 23,400
Contract Amendment #7 (JAMS New Const. & Modern. Pkg. 2B)	\$118,800
Total contract amount	\$410,320

A Friday Memorandum accompanies this item.

MOTION MADE BY: Mr. Mechur
 SECONDED BY: Mr. Nimish
 STUDENT ADVISORY VOTE: Aye
 AYES: All (4) (Ms. Lieberman, Mr. de la Torre, and Dr. Escarce were absent)
 NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/07/13

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

RE: CONTRACT AMENDMENT #28 FOR ADDITIONAL TESTING AND SPECIAL INSPECTION SERVICES – JOHN ADAMS MIDDLE SCHOOL NEW CONSTRUCTION AND MODERNIZATION PROJECT – LEIGHTON CONSULTING, INC. – MEASURE BB

RECOMMENDATION NO. A.13

It is recommended that the Board of Education authorize contract amendment #28 for testing & special inspection services – John Adams Middle School – Replacement of Classroom Building E, F & G, New Administration, Modernization and Site Improvements Project (Package 2B) to Leighton Consulting, Inc., in the amount of \$55,071.20 for a total contract amount of \$443,039.20.

Funding Information

Budgeted: No
Fund: 82
Source: Measure BB
Account Number: 82-90500-0-00000-85000-5890-011-2600
Budget Category: Soft Costs/Tests & Inspection
DSA#: 03-112808
Friday Memo: 02/01/13

COMMENTS: On April 6, 2011 the Board approved CA #17 for Leighton Consulting, Inc. to provide special testing and special testing services required by DSA for the project. That contract amendment included estimated costs for in-plant inspection of steel fabrication in southern California. On December 15, 2011, the Board approved CA#23, for inspection time and management for additional structural steel inspection. On July 27, 2012, the Board approved CA#24 for costs to provide special testing services.

This Contract Amendment # 28 for \$55,071.20 is to complete Testing and Special Inspection Services for John Adams Middle School New Construction and Modernization Project. The revised contract total will be \$443,039.20. The amendment shall be funded through Program Contingency Reserve.

(continued on next page)

ORIGINAL CONTRACT	\$0
CONTRACT AMENDMENT #1 (Edison)	\$19,000
CONTRACT AMENDMENT #2 (Edison)	\$5,000
CONTRACT AMENDMENT #3 (Edison)	\$7,000
CONTRACT AMENDMENT #4 (Edison)	\$5,000
CONTRACT AMENDMENT #5 (Malibu)	\$50,500
CONTRACT AMENDMENT #6 (Malibu)	\$3,000
CONTRACT AMENDMENT #7 (Webster)	\$9,400
CONTRACT AMENDMENT #8 (Malibu)	\$12,400
CONTRACT AMENDMENT #9 (Olympic)	\$21,600
CONTRACT AMENDMENT #10 (Olympic)	\$3,000
CONTRACT AMENDMENT #11 (Olympic)	\$1,300
CONTRACT AMENDMENT #12 (Rogers)	\$1,500
CONTRACT AMENDMENT #13 (JAMS Pkg. lot)	\$4,500
CONTRACT AMENDMENT #14 (Grant Main Entry)	\$5,010
CONTRACT AMENDMENT #15 (JAMS Parking Lot)	\$10,700
CONTRACT AMENDMENT #16 (JAMS Parking Lot)	\$5,000
CONTRACT AMENDMENT #17 (JAMS)	\$61,656
CONTRACT AMENDMENT #18 (Malibu HS EIR)	\$3,000
CONTRACT AMENDMENT #19 (Edison soil testing)	\$101,500
CONTRACT AMENDMENT #20 (Samohi)	\$13,200
CONTRACT AMENDMENT #21 (Contract Extension)	\$0
CONTRACT AMENDMENT #22 (Malibu HS)	\$10,000
CONTRACT AMENDMENT #23 (JAMS)	\$13,742
CONTRACT AMENDMENT #24 (JAMS)	\$22,320
CONTRACT AMENDMENT #25 (Contract Extension)	\$0
CONTRACT AMENDMENT #26 (Samohi Sci & Tech)	\$4,000
CONTRACT AMENDMENT #27 (Malibu Stadium Lighting)	\$7,840
CONTRACT AMENDMENT #28 (JAMS)	<u>\$55,071.20</u>
TOTAL:	\$443,039.20

A Friday Memorandum accompanies this item.

MOTION MADE BY: Mr. Mechur
 SECONDED BY: Mr. Nimish
 STUDENT ADVISORY VOTE: Aye
 AYES: All (4) (Ms. Lieberman, Mr. de la Torre, and Dr. Escarce were absent)
 NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/07/13

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

RE: RECOMMENDATION TO APPROVE DISPUTE SETTLEMENT FOR BID
#10.39.BB – MALIBU MIDDLE & HIGH SCHOOL – DISTRICT 29 WATER LINE
REPLACEMENT PROJECT – BLOIS CONSTRUCTION, INC. – MEASURE BB

RECOMMENDATION NO. A.14

It is recommended that the Board of Education approve Dispute Settlement for Blois Construction, Inc. for Bid # 10.39.BB-03-112541-Malibu Middle/High School-District 29 Water Line Replacement Project –Blois Construction, Inc. for the amount of \$5,000.00.

Funding Information:

Budgeted: Yes
Fund: 21
Source: State Building Fund
Account Numbers: 81-90500-0-00000-85000-6200-010-2600
Budget Category: Construction-Hard Costs
DSA #: 03-112541
Description: Water Line Replacement
Friday Memo: 02/01/13

COMMENTS: Blois Construction was originally contracted to perform construction work for this project. They completed all the work for the project, including change order #1. During the course of the work, Blois submitted a potential claim for \$26,000.00 of work they believed was outside of their contracted scope of work.

To date, all the work has been completed by Blois Construction. The District and Blois agreed to a final amount of \$5,000.00 to resolve the disputed claim, after several months of meetings.

Total base contract is \$431,425.00. Total change order amount is \$9,927.80. Total construction contract is \$441,252.80. The Settlement including the revised construction total will be \$446,252.80.

There is currently sufficient budget to fund the cost of this item. It is recommended that the Board of Education approve this Dispute Settlement for \$5,000.00.

A Friday Memorandum accompanies this item.

***** ***** ***** ***** ***** *****

This item was postponed.

MOTION MADE BY: Mr. Mechur
SECONDED BY: Mr. Nimish
STUDENT ADVISORY VOTE:
AYES:
NOES:

TO: BOARD OF EDUCATION

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON

RE: CERTIFICATED PERSONNEL – Elections, Separations

ACTION/CONSENT
02/07/13

RECOMMENDATION NO. A.15

Unless otherwise noted, all items are included in the 2012/2013 approved budget.

ADDITIONAL ASSIGNMENTS

JOHN ADMAS MIDDLE SCHOOL

Dresher, Pamela	14.82 hrs @\$40.46	1/20/13-1/25/13	Est Hrly/\$600
Rajabali, Jahan	14.82 hrs @\$40.46	1/20/13-1/25/13	Est Hrly/\$600
Rubin, Matthew	14.82 hrs @\$40.46	1/20/13-1/25/13	Est Hrly/\$600
Sever, Pamela	14.82 hrs @\$40.46	1/20/13-1/25/13	Est Hrly/\$600
Valentiner, Katharina	14.82 hrs @\$40.46	1/20/13-1/25/13	<u>Est Hrly/\$600</u>
TOTAL ESTABLISHED HOURLY			\$3,000

Comment: Chaperone 7th Grade Science Magnet Trip
01-Tier III Programs Cat Flex

Brown, Daniel	9.87 hrs @\$40.46	2/1/13-2/3/13	Est Hrly/\$400
Hart, Matthew	9.87 hrs @\$40.46	2/1/13-2/3/13	Est Hrly/\$400
Healey, Raphael	9.87 hrs @\$40.46	2/1/13-2/3/13	Est Hrly/\$400
Jurewicz, Kristin	9.87 hrs @\$40.46	2/1/13-2/3/13	<u>Est Hrly/\$400</u>
TOTAL ESTABLISHED HOURLY			\$1,600

Comment: Chaperone 8th Grade Science Magnet Trip
01-Tier III Programs Cat Flex

CHILD DEVELOPMENT SERVICES

Onami, Janice	15 days @\$479.16	1/7/13-6/30/13	<u>Own Daily/\$7,187</u>
TOTAL OWN DAILY			\$7,187

Comment: Transition for Head Start Program
12-Unrestricted Resource -50%
12-CA State Preschool Program -50%

Lindemann, Maya	48 hrs @\$40.46	12/24/12-1/4/13	<u>Est Hrly/\$1,942</u>
TOTAL ESTABLISHED HOURLY			\$1,942

Comment: Winter Break Assignment
12-Head Start Basic

EDUCATIONAL SERVICES

Alvarez, Judith	1 hr @\$40.46	1/9/13-1/10/13	Est Hrly/\$40
Bickert, Katherine	1 hr @\$40.46	1/9/13-1/10/13	Est Hrly/\$40
Carey, Ann	1 hr @\$40.46	1/9/13-1/10/13	Est Hrly/\$40
Dunn, Margo	1 hr @\$40.46	1/9/13-1/10/13	Est Hrly/\$40
Fiske, Nikki	1 hr @\$40.46	1/9/13-1/10/13	Est Hrly/\$40
Levy, Nancy	1 hr @\$40.46	1/9/13-1/10/13	Est Hrly/\$40
Lipson, Jennifer	1 hr @\$40.46	1/9/13-1/10/13	Est Hrly/\$40
Meade, Margaret	1 hr @\$40.46	1/9/13-1/10/13	Est Hrly/\$40
Mehring, Patricia	1 hr @\$40.46	1/9/13-1/10/13	Est Hrly/\$40
Stark, Amy	1 hr @\$40.46	1/9/13-1/10/13	Est Hrly/\$40
Wetmore, Elayne	1 hr @\$40.46	1/9/13-1/10/13	<u>Est Hrly/\$40</u>
TOTAL ESTABLISHED HOURLY			\$440

Comment: Illuminate Report Card Training
01-Unrestricted Resource

Conrod, Merryl	6.0 hrs @\$40.46	1/8/13-1/31/13	Est Hrly/\$243
Harris, Stacy	5.0 hrs @\$40.46	1/8/13-1/31/13	Est Hrly/\$202
Hernandez, Jessica	6.0 hrs @\$40.46	1/8/13-1/31/13	Est Hrly/\$243
Jordan, Nancy	7.0 hrs @\$40.46	1/8/13-1/31/13	Est Hrly/\$283
Mehring, Patti	11.5 hrs @\$40.46	1/8/13-1/31/13	Est Hrly/\$465
Nix, Marcia	5.0 hrs @\$40.46	1/8/13-1/31/13	Est Hrly/\$202
Stark, Amy	5.0 hrs @\$40.46	1/8/13-1/31/13	Est Hrly/\$202
Tafi, Mary	5.0 hrs @\$40.46	1/8/13-1/31/13	Est Hrly/\$202
Talbott, Deborah	5.0 hrs @\$40.46	1/8/13-1/31/13	Est Hrly/\$202
Thorne, Laurel	5.5 hrs @\$40.46	1/8/13-1/31/13	<u>Est Hrly/\$223</u>
		TOTAL ESTABLISHED HOURLY	\$2,467

Comment: RGK Group – Mathematics
01-RGK Foundation

LINCOLN MIDDLE SCHOOL

Gies-McLaughlin, Gretchen	6 hrs @\$40.46	1/3/13	Est Hrly/\$243
Stivers, Susan	6 hrs @\$40.46	1/3/13	<u>Est Hrly/\$243</u>
		TOTAL ESTABLISHED HOURLY	\$486

Comment: 8th Grade English Planning
01-Tier III Programs Cat Flex

MALIBU HIGH SCHOOL

Duane, Janeen	6 hrs @\$40.46	9/1/12-6/11/13	<u>Est Hrly/\$243</u>
		TOTAL ESTABLISHED HOURLY	\$243

Comment: Collaborative Science
01-Tier III Programs Cat Flex

ROGERS ELEMENTARY SCHOOL

Hamilton, LaDawna	21 hrs @\$40.46	2/4/13-3/22/13	Est Hrly/\$850
Vasquez, Martha	21 hrs @\$40.46	2/4/13-3/22/13	<u>Est Hrly/\$850</u>
		TOTAL ESTABLISHED HOURLY	\$1,700

Comment: Intervention Class
01-Tier III Programs Cat Flex
[change in hours from 1/17/13 Board Agenda]

SANTA MONICA HIGH SCHOOL

Alvarado, Robert	99 hrs @\$59.54	1/7/13-6/11/13	Own Hrly/\$5,894
Doughty, Lindsay	99 hrs @\$50.04	1/7/13-6/11/13	Own Hrly/\$4,954
Garcia-Hecht, Veronica	99 hrs @\$70.32	1/7/13-6/11/13	Own Hrly/\$6,962
Luong, Theresa	99 hrs @\$70.32	1/7/13-6/11/13	Own Hrly/\$6,962
Webb, Kitaro	99 hrs @\$50.95	1/7/13-6/11/13	<u>Own Hrly/\$5,044</u>
		TOTAL OWN HOURLY	\$29,906

Comment: 6th Period Assignment
01-Unrestricted Resource

SPECIAL EDUCATION

Dewar, Ruth	50 hrs @\$40.46	12/12/12-6/11/13	<u>Est Hrly/\$2,023</u>
		TOTAL ESTABLISHED HOURLY	\$2,023

Comment: Assist with Assessments
01-Special Education

STUDENT SERVICES

Cano, Sandra 36 hrs @\$40.46

1/15/13-6/11/13

Est Hrly/\$1,457

TOTAL ESTABLISHED HOURLY \$1,457

Comment: Coverage for absent nurse
01-Unrestricted Resource

ADDITIONAL ASSIGNMENT – EXTRA DUTY UNITS**MALIBU HIGH SCHOOL**

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Bixler, William	3 EDU	MS Band	8/12-12/12	\$768
			TOTAL EDUS	\$768

[change in EDU amount from 11/15/12 Board Agenda]

SANTA MONICA HIGH SCHOOL - Athletics

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Black, Mark	13 EDU	Var. Wrestling	11/12-1/13	\$3,328
Chapman, James	13 EDU	Var. Girls Soccer	11/12-1/13	\$3,328
Flanders, Matt	13 EDU	Var. Girls Water Polo	11/12-1/13	\$3,328
Hecht, James	13 EDU	Var. Boys Basketball	11/12-1/13	\$3,328
Kim, Doug	12 EDU	Asst. Football	11/12-1/13	\$3,072
Silvestri, Marisa	13 EDU	Var. Girls Basketball	11/12-1/13	\$3,328
Tickler, Brian	6 EDU	Asst Basketball	11/12-1/13	\$1,536
			TOTAL EDUS	\$21,248

HOURLY TEACHERS**ROP**

Cooper, Jessica 450 hrs @\$45.34

1/7/13-6/30/13

Est Hrly/\$20,403

TOTAL ESTABLISHED HOURLY \$20,403

Comment: ROP Instruction
01-ROP-Classroom/Program

**TOTAL ESTABLISHED HOURLY, OWN HOURLY, OWN DAILY
AND EXTRA DUTY UNITS = \$ 94,870**

ELECTIONS**ADMINISTRATIVE CONTRACTS**

<u>Name/Assignment/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>
Jones, Allison 100% Behavior Intervention Specialist Special Education	3/23/13-6/30/13	

TEMPORARY CONTRACTS

<u>Name/Assignment/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>
Dempsey, Bridget/2 nd Grade McKinley Elementary	100%	1/9/13-6/11/13
Healey, Raphael/Algebra John Adams MS	100%	1/11/13-6/11/13
Kohut, Jennifer/ELD Educational Services	40%	1/15/13-6/11/13
Kreuzer, Karen/1 st Grade Muir Elementary	100%	1/24/13-6/11/13

SUBSTITUTE TEACHERS
CHILD DEVELOPMENT SERVICES
(@\$16.19 Hourly Rate)
Martinez, Maria

Effective

1/1/13

CHANGE IN ASSIGNMENT
Maiztegui, Laura
Edison Elementary/2nd Grade
From: 60%
To: 100%

Effective
1/1/13

LEAVE OF ABSENCE (with pay)

Name/Location
Jacobs, Edward
John Adams MS

Effective
1/7/13-2/7/13
[medical]

Martinez, Emelita
Child Develop Svcs

1/7/13-3/8/13
[medical]

Pantallion, Ayanna
Santa Monica HS

1/21/13-4/19/13
[maternity]

Sanchez-Aviles, Johanna
Child Develop Svcs

1/22/13-3/18/13
[maternity]

LEAVE OF ABSENCE (without pay)

Name/Location
Arbucci, Lori
Muir Elementary

Effective
2/23/13-6/11/13
[child care]

McCraw, Renee
McKinley Elementary

1/7/13-4/15/13
[CFRA]

McCraw, Renee
McKinley Elementary

4/16/13-6/11/13
[personal]

Walsh, Lauren
Franklin Elementary

1/7/13-4/12/13
[CFRA]

Walsh, Lauren
Franklin Elementary

4/15/13-6/11/13
[child care]

RETIREMENT**Name/Location**

Kata, Fuyuki
Santa Monica HS

Effective

6/18/12
(revision of status from 6/27/12 Agenda)

DECEASED**Name/Location**

Bryant, Shirley
Student Services

Effective

12/27/12

MOTION MADE BY: Mr. Mechur

SECONDED BY: Mr. Nimish

STUDENT ADVISORY VOTE: Aye

AYES: All (4) (Ms. Lieberman, Mr. de la Torre, and Dr. Escarce were absent)

NOES: None (0)

TO: BOARD OF EDUCATION

FROM: SANDRA LYON / WILBERT YOUNG

RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT
02/07/13

RECOMMENDATION NO. A.16

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

<u>ELECTION</u>		<u>EFFECTIVE DATE</u>
Lang, John Cabrillo ES	Inst Asst - Classroom 3 Hrs/SY/Range: 18 Step:A	1/8/13
Moore, Omar-Kareem Special Education-Lincoln MS	Inst Asst - Specialized 6 Hrs/SY/Range: 26 Step:A	1/9/13
Tejeda, Lucia Adams MS	Inst Asst - Bilingual 3 Hrs/SY/Range: 20 Step:A	1/7/13

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Biglow, Laurie Malibu HS	Inst Asst – Special Ed [additional hours, technology training]	11/1/12-6/30/13
Glick, Vala Santa Monica HS	Office Specialist [additional hours, parking assistance]	12/18/12-12/21/12
Gray, Carlos Malibu HS	Inst Asst – Special Ed [additional hours, technology training]	11/1/12-6/30/13
Jorgenson, Stephanie Special Education	Office Specialist [additional hours, department projects]	12/3/12-12/28/12 1/7/13-1/31/13
Kramer, Quinton Malibu HS	Inst Asst – Special Ed [additional hours, technology training]	11/1/12-6/30/13
Moore, Terence Malibu HS	Inst Asst – Special Ed [additional hours, technology training]	11/1/12-6/30/13
Oyenoki, Elizabeth McKinley ES	Senior Office Specialist [additional hours, Program Improvement data]	12/1/12-6/11/13
Paz, Trevor Malibu HS	Inst Asst – Special Ed [additional hours, technology training]	11/1/12-6/30/13
Peterson, Ingrid Malibu HS	Inst Asst – Special Ed [additional hours, technology training]	11/1/12-6/30/13
Robinson, Maria Educational Svcs – Rogers ES	Bilingual Community Liaison [additional hours, parent meeting]	12/5/12
Shoemaker, Deirdre Malibu HS	Inst Asst – Special Ed [additional hours, technology training]	11/1/12-6/30/13
Thomas, William Malibu HS	Inst Asst – Special Ed [additional hours, technology training]	11/1/12-6/30/13

SUBSTITUTES

Franklin, Alana
Food and Nutrition Svcs

Cafeteria Worker I

EFFECTIVE DATE

12/20/12-6/30/13

Losoya, Selye
Food and Nutrition Svcs

Cafeteria Worker I

12/12/12-6/30/13

Marroquin, Robert
Special Education

Inst Asst – Special Ed

1/3/13-6/30/13

Morales, Jessica
Food and Nutrition Svcs

Cafeteria Worker I

12/20/12-6/30/13

Murphy, Tony
District

Inst Asst – Physical Ed

12/21/12-6/30/13

Ortiz, Brian
Food and Nutrition Svcs

Cafeteria Worker I

12/12/12-6/30/13

Sampson, Bobby
Special Education

Inst Asst – Special Ed

12/20/12-6/30/13

INVOLUNTARY TRANSFER

Ralph, Linda
Child Develop Svcs – Rogers ES

Children's Center Assistant
3.5 Hrs/SY
Fr: 3.5 Hrs/SY/Adams MS Preschool

EFFECTIVE DATE

11/1/12

RECLASSIFICATION

Demuth, Theresa
Child Develop Svcs – Business

Accounting Technician
8 Hrs/12 Mo
Fr: Senior Office Specialist
8 Hrs/12 Mo

EFFECTIVE DATE

1/1/13

CHANGE IN ASSIGNMENT

Griego, Nicholas
Pt. Dume ES

Inst Asst - Classroom
5.75 Hrs/SY
Fr: 4.5 Hrs/SY

EFFECTIVE DATE

12/18/12

Lawrence, Jennifer
Cabrillo ES

Inst Asst - Classroom
3.9 Hrs/SY
Fr: 3.2 Hrs/SY

12/17/12

Morales, Ismael
Cabrillo ES

Inst Asst - Classroom
3.9 Hrs/SY
Fr: 3.2 Hrs/SY

12/17/12

Silvestre, Ernestina
Transportation

Bus Driver
7.5 Hrs/SY
Fr: 7 Hrs/SY

1/7/13

RESCIND LAYOFF/REDUCTION OF HOURS

Educational Svcs

Office Specialist
0.5 FTE/11 Mo
Fr: 1.0 FTE/11 Mo

EFFECTIVE DATE

1/21/13

LEAVE OF ABSENCE (PAID)

		<u>EFFECTIVE DATE</u>
Anderson, Amanda Adams MS	Inst Asst – Special Ed Medical	1/23/13-3/25/13
Lopez, Victoria Santa Monica HS	Campus Security Officer Medical	1/4/13-2/1/13
Sewani, Rasmin Food and Nutrition Svcs	Cafeteria Worker I Medical	12/2/12-3/1/13

PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Castillo, Wendy Special Education-Franklin ES	Inst Asst - Specialized	2/1/13
Chavez, Dennis Maintenance	Facilities Technician	1/1/13
Kamkar, Vida Fiscal Svcs	Accounting Technician	1/1/13
Larios, Carmen Human Resources	Human Resources Specialist	1/1/13
Murray, April Lincoln MS	Swimming Instructor/Lifeguard	1/1/13

WORKING OUT OF CLASS

		<u>EFFECTIVE DATE</u>
Williams, Steven Food and Nutrition Svcs	Stock and Delivery Clerk Fr: Cafeteria Worker I	12/25/12-5/29/13

SUSPENSION WITHOUT PAY

		<u>EFFECTIVE DATE</u>
RT7030953 Maintenance/Operations	Custodian	2/12/13-2/14/13; 3/5/13-3/7/13

RESCIND DISQUALIFICATION FROM PROBATION

		<u>EFFECTIVE DATE</u>
NK 3262961	Inst Asst - Specialized	1/18/13

RESIGNATION

		<u>EFFECTIVE DATE</u>
Bakhyt, Peter Food and Nutrition Svcs	Cafeteria Worker I	1/16/13
De Cuir, Charles Fiscal Svcs	Fiscal Services Supervisor	12/11/12
Lugo-Perez, Veronica Child Develop Svcs – Adams MS	Children's Center Assistant	2/1/13
Ramirez, Kelvin Special Education-Santa Monica HS	Inst Asst - Specialized	1/18/13

RETIREMENT

Drummond, Allison Children's Center Assistant
Child Develop Svcs – Roosevelt ES

EFFECTIVE DATE

6/11/13

Girion, Evangelina Bus Driver
Transportation

3/31/13

SUSPENSION WITHOUT PAY

UR3523535 Inst Asst – Special Ed
Malibu HS

EFFECTIVE DATE

12/17/12-12/21/12

RE-ELECTION TO THE BOARD OF EDUCATION

Allen, Ben Board Member
Board of Education

EFFECTIVE DATE

12/11/12-12/11/16

Escarce, Jose Board Member
Board of Education

12/11/12-12/11/16

Leon-Vazquez, Maria Board Member
Board of Education

12/11/12-12/11/16

APPOINTMENT OF COMMISSIONER-RENEWAL

Inatsugu, Barbara Personnel Commissioner
Personnel Commission

EFFECTIVE DATE

12/1/12-11/30/15

MOTION MADE BY: Mr. Mechur

SECONDED BY: Mr. Nimish

STUDENT ADVISORY VOTE: Aye

AYES: All (4) (Ms. Lieberman, Mr. de la Torre, and Dr. Escarce were absent)

NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/07/13

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / WILBERT YOUNG

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.17

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.

COACHING ASSISTANT

BEVINGTON, JASON	SANTA MONICA HS	1/1/13-6/30/13
COOLEY, MARK	MALIBU HS	12/10/12-6/30/13
HACKETT, SHANE	SANTA MONICA HS	1/1/13-6/30/13
JACKSON, BRIANNA	MALIBU HS	7/1/12-6/30/13
MORENO, ASHLEE	SANTA MONICA HS	11/9/12-6/30/13
MUJIC, EDI	MALIBU HS	12/14/12-6/30/13
PROST, COREY	SANTA MONICA HS	1/1/13-6/30/13
TEJADA, MARCO	SANTA MONICA HS	12/4/12-6/30/13

NOON SUPERVISION AIDE

DALTON, JUDY	ROOSEVELT ELEMENTARY	12/13/12-6/15/13
GUTIERREZ, ADRIANNA	MCKINLEY ELEMENTARY	12/3/12-12/14/12
LANG, JOHN	POINT DUME ELEMENTARY	1/8/13-6/11/13

STUDENT WORKER – WORKABILITY

CORRODI, ASHLEY	SPECIAL EDUCATION	12/4/12-6/30/16
ELLROD, KRISTINA	SPECIAL EDUCATION	11/1/12-6/30/13
GILBERTSON, JOSEPH	SPECIAL EDUCATION	12/17/12-6/30/17
JACOB, KYLE	SPECIAL EDUCATION	12/17/12-6/30/17
LESLIE, GLORIANNA	SPECIAL EDUCATION	12/10/12-6/30/14

MOTION MADE BY: Mr. Mechur

SECONDED BY: Mr. Nimish

STUDENT ADVISORY VOTE: Aye

AYES: All (4) (Ms. Lieberman, Mr. de la Torre, and Dr. Escarce were absent)

NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/07/13

FROM: SANDRA LYON / TERRY DELORIA / SARA WOOLVERTON

RE: INCREASE IN STAFFING (FTE) – SPECIAL EDUCATION

RECOMMENDATION NO. A.18

It is recommended that the Board of Education approve a 0.75 FTE (6 Hrs/SY) Instructional Assistant–Specialized position in order to provide services for a new student at Pt. Dume Elementary School.

FUNDING NOTE: The 2012-2013 budget will be adjusted \$ 19,726 for salary and benefits.

MOTION MADE BY: Mr. Mechur

SECONDED BY: Mr. Nimish

STUDENT ADVISORY VOTE: Aye

AYES: All (4) (Ms. Lieberman, Mr. de la Torre, and Dr. Escarce were absent)

NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/07/13

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON

RE: INCREASE IN STAFFING (FTE) – MCKINLEY ELEMENTARY SCHOOL

RECOMMENDATION NO. A.19

It is recommended that the Board of Education approve a 0.375 FTE (3 Hrs/SY) Instructional Assistant–Classroom position in order to provide additional support for the new Transitional Kindergarten class.

FUNDING NOTE: The 2012-2013 budget will be adjusted \$ 5,920 for salary and benefits.

MOTION MADE BY: Mr. Mechur

SECONDED BY: Mr. Nimish

STUDENT ADVISORY VOTE: Aye

AYES: All (4) (Ms. Lieberman, Mr. de la Torre, and Dr. Escarce were absent)

NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/07/13

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON

RE: ADMINISTRATIVE APPOINTMENT

RECOMMENDATION NO. A.20

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

CLASSIFIED APPOINTMENT

Effective

2/1/13

Director, Classified Personnel

The board took action to ratify this appointment during closed session, the minutes of which can be found on the first page of these minutes.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

DISCUSSION ITEMS

TO: BOARD OF EDUCATION

DISCUSSION

02/07/13

FROM: SANDRA LYON / JANECE L. MAEZ

RE: CONSIDER ADOPTING RESOLUTION REGARDING WATER QUALITY
FUNDING INITIATIVE

DISCUSSION ITEM NO. D.01

It is recommended that the Board of Education consider adopting a resolution regarding the Water Quality Funding Initiative.

COMMENTS: The Los Angeles County Flood Control District is proposing to adopt a Clean Water, Clean Beaches Measure, which would establish an annual fee to pay for clean water programs. The proposed clean water fee would be imposed upon property owners within the Los Angeles County Flood Control District, which includes most of the Los Angeles County, for the purpose of improving water quality and reducing pollution from stormwater and urban runoff.

We completely understand and support the intent of the measure and the need to make sure our waters are safe; however, this measure puts an undue burden on public school districts that we cannot bear in these difficult fiscal times. We support efforts to keep pollution out of stormwater and runoff, clean up pollution that flows into our waterways, and use stormwater and runoff to recharge groundwater supplies. At this time, however, when school districts have suffered from lost revenues for the past five years, it is untenable to ask public school districts to take another hit to their already strapped budgets.

As a parcel owner, the Santa Monica-Malibu Unified School District would be charged in excess of \$180,000; districts throughout the county will be paying approximately \$14 million in fees. We, like many of our neighboring districts, are already deficit spending. If we are assessed this new county fee it will result in cuts to programs and staff.

On December 15, 2013, the Los Angeles County Board of Supervisors held a hearing to hear the protests of parcel owners. Over 200 members of the public spoke at the protest hearing, including representatives of public school districts. We delivered a letter of protest to the Board with our parcels listed. The Board of Supervisors decided to leave the protest period open for future hearings and to delay any decisions on the measure for 60 days. There will be a report required of the Department of Public Works that addresses the areas of discussion as listed by the Supervisors.

Efforts are being made to exempt public school districts from these fees through legislation. Our resolution will be included in those passed by other school Boards in Los Angeles County who want to make sure the Board of Supervisors and local legislators work toward a solution that exempts public school districts from this fee.

Ms. Leon-Vazquez suggested staff request that the Cities of Santa Monica and Malibu consider adopting a similar resolution. Ms. Lyon said she would look into it.

This will return for action at the next board meeting.

SANTA MONICA–MALIBU UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION

**RESOLUTION NUMBER 12-____
WATER QUALITY FUNDING INITIATIVE**

WHEREAS, the Santa Monica-Malibu Unified School District (SMMUSD) Board of Education is committed to helping provide a quality education to all students, preparing them for success in college and careers; and

WHEREAS, California ranks near the bottom or 47th nationally in its investment in education (per-pupil funding); and

WHEREAS, the Los Angeles County Clean Water Clean Beaches Measure would charge parcel holders approximately \$200 million to fund various waterway related projects; and

WHEREAS, school districts, including SMMUSD, as parcel owners, are not exempted from paying these fees, which will amount to approximately \$14 million charged to school districts county-wide and in excess of \$180,000 charged to SMMUSD; and

WHEREAS, these additional fees charged to school districts could result in the elimination of a significant number of teaching positions throughout Los Angeles County; and

WHEREAS, these fees associated with the proposed Measure are ongoing and will continue annually until terminated by the County Board of Supervisors; and

WHEREAS, although the proposed Measure is one way to address an important public policy matter, its importance must be balanced against further cuts to instructional and support services provided to public school students and their families; and

WHEREAS, with the voter approval of Proposition 30, California residents have indicated their strong support for the funding of public education and disapproval of further cuts to educational programs; and

WHEREAS, the SMMUSD Board of Education opposes any future similar measure unless it excludes public school parcels from fees or reverts public school parcel fees with no restriction on spending the reverted fees; and

WHEREAS, the SMMUSD Board of Education supports and will seek state legislation consistent with the principles in this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Santa Monica-Malibu Unified School District Board of Education opposes the Los Angeles County Clean Water Clean Beaches Measure and directs the Superintendent, or designee, to take all appropriate actions in opposition to the Measure;

AND, BE IT FURTHER RESOLVED that the Santa Monica-Malibu Unified School District Board of Education hereby encourages the voting public to know more about the negative fiscal impact of this Measure on schools.

PASSED AND ADOPTED by the Board of Education of the Santa Monica-Malibu Unified School District, Los Angeles County, State of California, this 7th day of February 2013.

AYES:

NOES:

ABSTAIN:

ABSENT:

SANDRA LYON
Date
Superintendent and Secretary
to the Board of Education

TO: BOARD OF EDUCATION

DISCUSSION

02/07/13

FROM: SANDRA LYON

RE: POTENTIAL CHANGES TO BOARD OF EDUCATION MEETING STRUCTURE

DISCUSSION ITEM NO. D.02

It is recommended that the Board of Education consider adopting the below changes to its regular meeting structure.

COMMENTS: At the June 27, 2012, board meeting, the board revised its regular meeting structure to improve upon discussion/presentation timing. Since those changes were adopted, the superintendent and board have been assessing the effects on the timing of presentations and reports. The following changes are now being suggested as further improvements to the timing and flow of board meetings.

Current Structure	Proposed Structure
<u>4:30-5:30pm</u> Closed Session	<u>4:30-5:30pm</u> Closed Session
<u>5:30pm</u> Open Session Roll Call Pledge of Allegiance Approve Agenda Approve Minutes Study Session Commendations Consent Items Public Comments Communications Superintendent's Report Discussion Items Major Items Information Items Adjournment	<u>5:30pm</u> Open Session Roll Call Pledge of Allegiance Approve Agenda Approve Minutes Commendations Study Session Communications Senior Staff Reports Consent Items Public Comments Discussion Items Major Items Information Items Adjournment

Commendations/Recognitions has been moved to before the Study Session to allow guests being honored to receive their commendations and then leave the meeting, if they so desire.

Communications (during which student board members, union leadership, and PTA leadership give their reports) has been moved to before Consent Items to allow student board members the opportunity to deliver their reports at an earlier hour and return to their school work.

The Superintendent's Report has been moved to before Consent and will be called **Senior Staff Reports** to allow the board to hear updates from the superintendent and assistant superintendents.

Mr. Allen suggested closed session returning to ninety minutes (4:30-6:00pm). Mr. Patel replied that the perhaps the board could be more disciplined with its current closed session time. Ms. Lyon suggested staff collect historical data about closed session and open session start times. The above changes will come forward for action at the next board meeting.

MAJOR ITEMS

TO: BOARD OF EDUCATION

ACTION/MAJOR

02/07/13

FROM: SANDRA LYON

RE: ADOPT RESOLUTION NO. 12-12 – IN HONOR OF BLACK HISTORY MONTH

RECOMMENDATION NO. A.21

It is recommended that the Board of Education adopt Resolution No. 12-12 – In Honor of Black History Month.

COMMENTS: In 1976, February was designated as Black History Month. This resolution honors the achievements and contributions of African-American citizens in the United States.

Ms. Lyon read the resolution, in its entirety, into the record.

MOTION MADE BY: Mr. Mechur

SECONDED BY: Mr. Patel

STUDENT ADVISORY VOTE: N/A

AYES: All (4) (Ms. Lieberman, Mr. de la Torre, and Dr. Escarce were absent)

NOES: None (0)

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

**Resolution No. 12-12
In Honor of Black History Month**

Whereas, Carter G. Woodson, noted Black scholar, historian and son of former slaves, founded the Association for the Study of Negro Life and History in 1915, which was later renamed the Association for the Study of African American Life and History; and

Whereas, Dr. Woodson initiated Black History Week on February 12, 1926 and which for many years was celebrated by Black people in the United States on the 2nd week of February (chosen so as to coincide with the birthdays of Frederick Douglass and Abraham Lincoln); and

Whereas, in 1976, as part of the nation's Bicentennial, Black History Week was expanded and February was established as Black History Month, and is now widely observed; and

Whereas, it is important to understand the different origins, cultures and heritages of all Americans, and recognize that the history of African Americans in this country is part of our shared collective American story; and

Whereas, Black History month is a time to recognize and honor the many achievements of Black Americans and to acknowledge the scope of their contributions to the United States of America, as well as the important and vital roles this group has played in our Nation's development and history; and

Whereas, it is entirely fitting that society should develop a full appreciation of the innumerable accomplishments of African-Americans, and public education can work to achieve this by committing students to a full review and assessment of the great contributions by African Americans to the arts, sciences, literature, economic development, education, exploration, defense and leadership and growth of this Nation; and

Whereas, even as civil rights laws have given legal consequences to overt discriminatory practices and racial intolerance, only through education can attitudes be changed and ignorance eliminated; and

Whereas, Black History Month seeks to bridge the gap wherein American history failed to accurately portray and record the achievements of Black Americans; and

Whereas, learning from the struggles and accomplishments of others helps strengthen our bond as a national family:

NOW, THEREFORE, BE IT RESOLVED that the Santa Monica-Malibu Unified School District Board of Education does hereby adopt this Resolution to encourage: the celebration of BLACK HISTORY MONTH; the instruction to our students on the achievements and contributions of Black citizens; fostering in our students a greater understanding of the roles African Americans have played throughout the history of our Nation; and helping all students understand their responsibilities in protecting and preserving the humanity of all people.

PASSED AND ADOPTED by the Board of Education of the Santa Monica-Malibu Unified School District, Los Angeles County, State of California, this 7th day of February 2013.

AYES: 4
NOES: 0
ABSTAIN: 0
ABSENT: 3


SANDRA LYON

Date

Superintendent and Secretary
to the Board of Education

2/7/13

TO: BOARD OF EDUCATION

ACTION/MAJOR

02/07/13

FROM: SANDRA LYON / JANECE L. MAEZ

RE: RECOMMENDATION FROM BOARD SUBCOMMITTEE OF APPOINTMENTS
TO FILL VACANCIES ON THE FINANCIAL OVERSIGHT COMMITTEE (FOC)

RECOMMENDATION NO. A.22

After conducting a thorough application review and interview process, the Board subcommittee unanimously recommends that the Board of Education approve the appointments of Tom Larmore, Gordon Lee, Joan Krenik, DeAndre Parks, and Stuart Smith to fill vacancies on the Financial Oversight Committee (FOC).

COMMENT: At the December 13, 2012 Board meeting, the Board voted to appoint a subcommittee comprised of Ms. Lieberman, Ms. Leon-Vazquez, and Mr. Patel to conduct interviews and make recommendations to the Board with respect to the four seats on the FOC wherein the terms of seated members expired on December 31, 2012. This recommendation represents the outcome of the subcommittee's process.

Prior to appointment of the Board subcommittee, the FOC's ad hoc Nominating Subcommittee reviewed the seven applications that had been received in response to the District's press release notifying the public of the impending vacancies. The Nominating Committee's recommendations were reviewed by the FOC as a whole, which recommended that the Board consider five applicants.

Subsequent to appointment of the Board subcommittee, Daniel McGee, one of the FOC members whose term expires December 31, 2014, submitted his resignation. Thus, there are currently five vacancies on the FOC. The Board subcommittee interviewed five applicants, two of whom are sitting members of the FOC. The Board subcommittee is unanimous in its recommendation that the Board appoint Tom Larmore, Gordon Lee, Joan Krenik, DeAndre Parks, and Stuart Smith.

On the evening of the Board meeting, the Board should determine by lottery the one (1) appointment to the term expiring on December 31, 2014 and four (4) appointments to the terms expiring on December 31, 2015.

Term Ends 12/31/13	Term Ends 12/31/14	Term Ends 12/31/15
Patricia Hoffman	<i>Gordon Lee</i>	<i>Tom Larmore</i>
Paul Silvern	Cynthia Torres	<i>Joan Krenik</i>
Shelly Slaugh Nahass	David Vukadinovich	<i>DeAndre Parks</i>
Craig Foster		<i>Stuart Smith</i>

***** ***** ***** ***** ***** *****

The board drew a name at random to fill the 2014 term; the remaining applicants were assigned to the 2015 term.

MOTION MADE BY: Mr. Patel

SECONDED BY: Mr. Allen

STUDENT ADVISORY VOTE: N/A

AYES: All (4) (Ms. Lieberman, Mr. de la Torre, and Dr. Escarce were absent)

NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/MAJOR

02/07/13

FROM: SANDRA LYON

RE: ADOPT MASTER AGREEMENT BETWEEN THE SANTA MONICA-MALIBU
EDUCATION FOUNDATION (SMMEF) AND THE SANTA MONICA-MALIBU
UNIFIED SCHOOL DISTRICT (SMMUSD)

RECOMMENDATION NO. A.23

It is recommended that the Board of Education adopt the Master Agreement between the Santa Monica-Malibu Education Foundation (SMMEF) and the Santa Monica-Malibu Unified School District (SMMUSD).

COMMENTS: This agreement was developed by examining the master agreements used by education foundations and school districts throughout the state of California. It was revised to meet the needs of SMMEF and SMMUSD in establishing the newly defined relationship as part of the Board of Education's adoption of the revised BP 3290 Acceptance of Gifts and to meet the purpose and timeline for the newly established policy.

The Board of Education provided input on November 15, 2012, and the superintendent received subsequent input from legal counsel, a board subcommittee, and the Superintendent's Advisory Committee.

This item was postponed to the February 21, 2013, board meeting.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

**MASTER AGREEMENT BETWEEN
THE SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT AND
SANTA MONICA-MALIBU EDUCATION FOUNDATION**

This Master Agreement is entered into as of the ___ day of _____, 2013, by and between the SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT, a California unified school district (the "District"), and the SANTA MONICA-MALIBU EDUCATION FOUNDATION, a California non-profit mutual benefit corporation (the "Foundation"), with reference to the following facts:

A. The District operates a public education system in the cities of Santa Monica and Malibu.

B. The Foundation was established in 1982 with a mission to raise funds to enhance equity and access to a vibrant educational experience for all students in the District and, in particular, to support programs in the arts, academics and athletics through permanent endowment funds, special events and fundraising campaigns.

C. Alongside the fundraising activities of the Foundation, PTA and other booster groups for individual schools have historically raised funds to supplement District resources for the benefit of students in those schools. Recognizing the facts that there are differences among various communities in their ability to contribute these additional funds for local schools and that these differences perpetuate inequalities in educational opportunities among individual schools and their students, in November, 2011, the Santa Monica-Malibu Unified School District Board of Education (the "BOE") adopted revised Board Policy 3290, Acceptance of Gifts, to establish a centralized and collaborative fundraising system to enable the District to provide equity in programs and personnel in all District schools while preserving flexibility at each school.

D. Among other things, Board Policy 3290 (1) significantly modified and expanded the role of the Foundation by designating it as the only fundraising entity for the District to use to pay for personnel and professional development, and (2) requires formalization of the relationship between the District and the Foundation to specify the roles and obligations of both entities in connection with this new centralized fundraising policy.

NOW, THEREFORE, in order to formalize the relationship between the District and the Foundation regarding centralized fundraising contemplated in Board Policy 3290, the District and the Foundation agree as follows:

1. Annual Funding.

a. Not later than May 15 of each year, commencing May 15, 2013, the District's Superintendent of Schools (the "Superintendent") shall, in consultation with the Superintendent's Advisory Committee and/or such other individuals and organizations as the Superintendent may deem appropriate, develop a list of potential programs appropriate for funding by the Foundation for the fiscal year beginning July 1 of the following school calendar year, including an estimate of the cost of each such program, and provide such list to the Foundation's Executive Director (the "Executive Director"). In developing the list of potential programs to be funded by the Foundation, the Superintendent shall prioritize programs that can be sustained over a multi-year period and focus on District-wide needs.

b. Not later than May 31 of such year, the Executive Director shall convene a meeting of the Board of Directors of the Foundation (the “Foundation Board”) to discuss the applicable list of potential programs for the purpose of determining the Foundation’s capacity to raise funds to support those programs. Following such meeting, the Executive Director shall report the results of the Foundation Board discussion to the Superintendent.

c. Not later than October 31 of each year, the Superintendent shall report to the BOE at a public meeting regarding the list of potential programs and the response from the Foundation Board and the BOE shall designate those programs which it determines should be funded by the Foundation in light of information received from the Foundation Board.

d. Not later than January 31 of the following school calendar year, the Superintendent and the Executive Director shall enter into a separate funding agreement which sets forth the programs to be funded by the Foundation during the District’s fiscal year beginning on the following July 1 and the amount to be funded for those programs. Nothing in this Agreement shall (1) require that the Foundation fund an amount greater than the amount actually raised during the preceding calendar year, excluding amounts placed in endowment accounts, less operating expenses consistent with the applicable budget referred to in Section 6a below, or (2) preclude the District from using other funds in conjunction with those to be provided by the Foundation to pay for the programs identified in the applicable annual agreement.

e. Not later than August 31, the Foundation shall deliver a check payable to the District in the full amount to be funded by the Foundation as set forth in the applicable annual agreement.

f. The Foundation shall not provide funding for programs or activities other than those designated in an annual agreement, except to the extent approved in writing by the Superintendent and the Executive Director, or to any person, entity or organization other than the District.

g. Nothing in this Agreement shall preclude the Foundation from making a separate funding to the District for a purpose other than the programs included in the applicable annual agreement, so long as the purpose for, and the amount of, such funding has been previously approved by the BOE at a public meeting.

2. Fundraising Plan.

a. By November 30 of each year following the BOE’s determination under Section 1c above, commencing November 1, 2013, the Foundation shall present to the Superintendent for review a proposed fundraising plan setting forth specific fundraising goals for the fiscal year beginning the following July 1 and specific activities designed to achieve those goals. After consultation with the Foundation, the Superintendent shall present the draft plan to the BOE for comment at a regular public meeting by no later than February 1 of the following year.

b. Following comments on the draft plan by the BOE, the Foundation Board shall adopt the final fundraising plan incorporating any changes recommended by the BOE which the Foundation Board deems to be appropriate and provide a copy thereof to the Superintendent.

c. Subsequent fundraising plans may modify goals and activities for specific years from those contained in previous adopted fundraising plans as the Foundation Board may deem appropriate but no changes shall be made in fundraising plans that have been reviewed by the BOE without prior written notice to the Superintendent and, if the Superintendent deems it appropriate, without review by the BOE.

d. Each fundraising plan shall reflect any general conditions and limitations applicable to gifts made directly to the District or the Foundation as the BOE may adopt from time to time.

e. The BOE has reviewed a fundraising plan covering fiscal years 2012-2013, 2013-2014 and 2014-2015 and provided comments thereon.

3. Evaluation of Funded Programs.

a. Each annual agreement between the District and the Foundation contemplated under Section 1d above, shall, to the extent feasible, include metrics by which the degree of success of each program can be evaluated following the applicable fiscal year.

b. Not later than September 30 of each year, except to the extent previously agreed upon in writing by the Superintendent and the Executive Director, the Superintendent shall provide a report to the Foundation regarding the programs funded by the Foundation during the immediately preceding fiscal year. Such report shall evaluate the success of each program through use of any agreed-upon metrics and other criteria determined by the Superintendent to be relevant and shall include a narrative discussion thereof from the Superintendent.

c. The foregoing report shall be posted on the websites of the District and the Foundation and may be made available by the Foundation to donors and potential donors.

4. Donor Relations.

a. As soon as reasonably practicable following the commencement of each school year, the District shall provide the Foundation with its master parent and alumni databases for use by the Foundation solely in connection with its fundraising activities. The Foundation shall not (1) use any of the information from these databases for any other purpose, (2) sell or otherwise make available to any person, entity or organization the databases or any of the information contained therein, or (3) use any of the information contained therein in a manner which, in any way, would violate any applicable law, ordinance or regulation or any privacy policy adopted by the District.

b. The Foundation shall assume primary management responsibility for contact with donors and potential donors for the purpose of fundraising but nothing in this Agreement shall preclude or limit the District's right to contact any of such donors or potential donors for any other purpose or to meet with any of them relating to fundraising with the consent of the Executive Director.

c. The District shall make members of the BOE, the Superintendent and other senior District staff members reasonably available to meet with donors or potential donors to assist in fundraising activities.

5. Governance.

a. The Foundation represents and warrants to the District that it is a non-profit mutual benefit corporation duly organized and validly existing in good standing in the State of California and is an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. The Foundation agrees to maintain its corporate, good standing and tax-exempt status at all times.

b. The Foundation has delivered to the District true and correct copies of its Articles of Incorporation, Bylaws, list of all members of the Foundation Board and a list of all employees as in effect on the date hereof. The Foundation agrees to advise the Superintendent of any changes to its Articles of Incorporation or Bylaws within thirty (30) days after such changes are made and that it shall provide to the District, not later than September 30 of each year, updated lists of all members of the Foundation Board and employees.

c. PTA-Ed Foundation Liaisons (the "Liaisons") consisting of the president of the PTA, or a designated representative, from each District school, and the Executive Director, or his or her designated representative, shall meet monthly, at a minimum, to discuss funding and program needs of the individual schools and other relevant topics. The Liaisons shall serve as a conduit and link between the PTAs and the Foundation. The Foundation shall work collaboratively with the Liaisons to share information, and to develop and coordinate centralized fundraising efforts at individual schools and district-wide.

d. Each year, the BOE shall appoint two of its members to act as liaisons to the Foundation Board. The Foundation shall include the Superintendent, or his or her designated representative, and the BOE's liaison members as liaisons to all Foundation strategic planning committees and the District shall include the Executive Director, or his or her designated representative, as a liaison to all District strategic planning committees.

6. Foundation Reporting.

a. The Foundation has provided to the District a true and correct copy of its annual budget for the fiscal year ending June 30, 2013. Not later than May 31 prior to the beginning of each subsequent fiscal year, the Foundation shall provide to the Superintendent a proposed budget for such fiscal year for review and comment by the BOE. No annual budget shall be effective for the Foundation unless and until it has been reviewed by the BOE at a public meeting. The Foundation Board shall consider any comments made by the BOE prior to adopting the applicable budget and, following adoption, such budget shall be posted on the Foundation's website. In the event there are changes to the Foundation's budget during any fiscal year, the Foundation shall provide a copy of the revised budget to the Superintendent for review and comment and, if the Superintendent elects, review and comment by the BOE.

b. The Executive Director shall provide to the Superintendent a quarterly report setting forth the cash flow of the Foundation reflecting contributions and other income and operating expenses, itemized in reasonable detail. Not later than ninety (90) days following the end of each fiscal year, the Executive Director shall provide to the Superintendent unaudited financial statements of the Foundation for the preceding fiscal year in such detail as the Superintendent may reasonably request. Not later than thirty (30) days following receipt of the annual audit of the Foundation's financial statements for any fiscal year, the Executive Director shall provide to the Superintendent a copy of such annual audit, including any comments by the auditor regarding the reporting and internal control policies of the Foundation. The Foundation's audited financial statements and comments shall be posted on the Foundation's website.

c. The annual unaudited financial statements to be provided by the Executive Director to the Superintendent under Section 6b above shall be accompanied by an explanation by the Executive Director of the extent to which the Foundation has met the goals set forth in the applicable fundraising plan reviewed by the BOE under Section 2a above.

d. The Executive Director, or his or her designee, shall provide an update of the Foundation's activities, including a report regarding the goals set forth in the applicable fundraising plan, to the BOE at a public meeting on at least a quarterly basis.

7. Annual Review of this Agreement.

a. As soon as practicable following receipt each year of the audited financial statements of the Foundation and the Executive Director's report referred to in Section 6 above, the Superintendent shall meet with Executive Director to discuss the Foundation's activities, the actions of the Board, including the programs determined by the Board to be funded during the previous fiscal year, and the terms of this Agreement.

b. Following such meeting, the Superintendent shall report to the BOE with respect to the Superintendent's findings, including any changes the Superintendent may deem advisable to this Agreement. The BOE shall consider such recommendations in a public meeting and shall determine what, if any, changes should be made to this Agreement for the following year and whether any other actions should be taken by the District.

c. If the BOE determines that amendments should be made to this Agreement, the Superintendent shall provide the Executive Director with a list of those amendments for review and comment by the Foundation Board at its next meeting. Following such meeting of the Foundation Board, the Executive Director shall report to the Superintendent whether the Foundation Board objected to any proposed amendments and, if so, the reason or reasons for such objections. If the Foundation Board did object to some or all of the proposed amendments, the Superintendent shall report those objections to the BOE. A subcommittee comprised of the Superintendent, the Executive Director, and members of the BOE and the Foundation Board shall convene to come to mutual agreement before the BOE approves the annual agreement at its regularly scheduled Board meeting.

d. Following the foregoing determinations by the BOE, if any amendments to this Agreement are deemed to be appropriate by the BOE, such amendments shall be prepared for execution by both parties.

8. Advocacy.

a. The Foundation shall not endorse or oppose any candidate for the BOE, the City Council of the City of Santa Monica or the Santa Monica College Board of Trustees or support or oppose any recall campaign applicable to any member of any of such bodies.

b. The Foundation shall not oppose any ballot measure placed on any ballot with the approval of the BOE.

c. The Foundation shall comply with all legal restrictions applicable to non-profit corporations and 501(c)(3) entities regarding expenditures for political purposes.

9. Communications

a. All press releases, media inquiries and other communications with the press concerning any joint activities of the District and the Foundation shall be reviewed and approved prior to release by the Executive Director and the Superintendent or his or her designee. All such communications relating to programs conducted by the District and being funded by the Foundation rather than the fundraising activities of the Foundation shall be handled solely by the District in accordance with its customary policies.

b. No staff member of the Foundation or member of the Foundation Board, Advisory Board or committee shall, at any time, represent themselves to the press or any other person as speaking on behalf of the District unless specifically requested to do so by the Superintendent.

c. No staff member of the District or member of the BOE or any District committee shall, at any time, represent themselves to the press or any other person as speaking on behalf of the Foundation unless specifically requested to do so by the Executive Director.

d. The District shall not use the Foundation's logo for any purpose unless approved in writing by the Executive Director and the Foundation shall not use the District's logo for any purpose unless approved by the Superintendent.

e. Use by the Foundation of the District's district-wide voice messaging systems must be previously approved in writing by the Superintendent.

f. Each of the Foundation and the District shall provide a link on its website to the website of the other.

[The balance of this page has been
intentionally left blank.]

IN WITNESS WHEREOF, this Master Agreement has been entered into as of the date first above written.

SANTA MONICA-MALIBU UNIFIED SCHOOL
DISTRICT, a California unified school district

By: _____

Sandra Lyon
Superintendent

SANTA MONICA-MALIBU EDUCATION
FOUNDATION, a California non-profit mutual
benefit corporation

By: _____

Linda Greenberg Gross
Executive Director

TO: BOARD OF EDUCATION

ACTION/MAJOR

02/07/13

FROM: SANDRA LYON

RE: REVISE BP 7310 – NAMING OF ~~FACILITY~~ FACILITIES AND PROGRAMS

RECOMMENDATION NO. A.24

It is recommended that the Board of Education revise BP 7310 – Naming of ~~Facility~~ Facilities and Programs.

COMMENTS: As a part of developing the Centralized Fundraising Implementation Plan last year, the Board created the Superintendent's Advisory Group (SAG), which met to determine elements necessary to make the move to Centralized Fundraising successful. The group was divided into various task committees and each made recommendations to the Board, which were then enveloped into a recommendation by the Superintendent regarding next steps and the timeline for implementation.

The task committee for Business/Corporate Fundraising, as part of its recommendations, identified donor recognition as an important component. Their recommendation to the Board of Education stated, "In order to maximize large corporate and business donations, it is necessary to provide donors with a significant donor acknowledgement platform." The task committee listed a naming policy as a part of that recognition platform.

The attached policy has been drafted in consultation with the SMMEF fundraising consultant, has been previewed and discussed by members of the Superintendent's Advisory Committee (SAC), and has received input from the Board of Education during its November 15, 2012, meeting. As per advice from legal counsel, and as was explained on November 15, all of the relevant information is included in the policy without a regulation.

This item was postponed to the February 21, 2013, board meeting.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

NAMING OF ~~FACILITY~~ FACILITIES AND PROGRAMSPurpose

The purpose of this policy is to provide criteria and a process for the naming of facilities, including buildings and structures, spaces (both interior and exterior), landscapes, roads, collections, and programs (hereinafter "facilities, et al."), in the District, including the various campuses of the District.

A. Criteria for Selection of Honorees

Naming a facility, space, endowment or program for an individual, organization or corporation is one of the highest honors that the District can bestow. This recognition is a lasting and powerful affirmation of the honoree's connection to the District's mission. As such, honorees shall have exemplary character, an unqualified reputation for honesty, personal integrity, and the highest standards of personal and professional ethics.

The Board of Education shall only name facilities, et al. in recognition of:

1. Honorees who have rendered extraordinary support or service as defined in this policy;
2. Individuals, living or deceased, who have made outstanding contributions to the county or community;
3. Individuals, living or deceased, who have made contributions of state, national, or worldwide significance;
4. The geographic area in which the school or building is located.

Recognition of Employees or Former Employees

Honorees who have been employed by the District shall have given extraordinary service to the institution in a teaching, service, or administrative field with such exceptional distinction that their contributions are widely recognized by their peers, both at the District and elsewhere. The recognition afforded the honoree may also include private financial contributions related to the naming opportunity. Except in special circumstances, honorees shall not be in active service at the District or hold elected office at the time of the naming.

Private Financial Support

Individuals, corporations and other organizations may be considered for naming recognition if they have made significant financial contributions to the District related to the naming opportunity. Decisions regarding such recognition are made on a case-by-case basis in accordance with the approval process contained in this policy and any other applicable District policies and shall also take into consideration the total cost of the project, the availability of other funds and the level of financial contribution. A bequest or legacy gift from a donor who is still alive will not normally be considered for a naming opportunity until such time as the gift is realized.

B. Approval Process

All naming requests shall be submitted to and reviewed by the Superintendent in accordance with the procedures adopted by the Board of Education.

Any plan for the naming of facilities, et al. that is based on levels of financial support must be submitted, in writing, to the Superintendent prior to submission of a request for approval of a specific name. The Superintendent shall appoint a Committee on Naming Facilities, Spaces, Endowments, and Programs to review naming plans and requests and to make recommendations for approval.

The naming of facilities and spaces that are part of the outside environment of the District (e.g., buildings, structures, fields, landscapes, etc.) shall be vetted by the Superintendent to determine if the criteria in this policy has been met, and submitted to the Board for adoption.

The naming of interior spaces, collections, tribute markers (including plaques, medallions, or other markers in association with features such as trees, benches, or small monuments) may be approved by the Superintendent. The Board hereby delegates to the Superintendent the authority to approve names as provided in this provision of the policy.

The naming of programmatic entities (such as departments, programs, and centers) and other things not specifically addressed in this policy must be approved and adopted by the Board.

C. Board/Superintendent Discretion

The meeting of the criteria provided in this policy established minimum qualifications for a naming opportunity. The Board (or the Superintendent, in conformity with this policy) retains the discretion to approve names at its sole discretion.

D. Duration of Name

Naming of facilities, spaces, endowments and programs in honor of individuals is generally expected to last the lifetime of the facility, space, endowment, or program. However, the Board recognizes that conditions may arise where the renaming of such buildings, sites, and/or facilities may be appropriate or necessary. The renaming of existing buildings, sites, and/or facilities shall occur only at the discretion of the Board. Naming of facilities, spaces, endowments and programs in honor of corporations or other organizations will have a set number of years attached to the naming, which will be determined on a case-by-case basis and listed in the signed gift agreement. Naming associated with a particular facility, space, endowment, or program will not preclude further naming within the facility, space, endowment or program.

E. Recording and Reporting

In conformity with existing laws, every effort will be made to maintain the confidentiality of potential honorees until final action is taken on the request.

~~While it is the intent of the Board that the names of district buildings, sites, and facilities should be permanent, the Board recognizes that conditions may arise where the renaming of such buildings, sites, and/or facilities may be appropriate or necessary. The renaming of existing buildings, sites, and/or facilities shall occur only at the discretion of the Board.~~

Memorials

~~Upon request, the Board shall consider naming buildings, parts of buildings or athletic fields in honor of the contributions of students, staff members and community members who have been deceased for at least one year.~~

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

TO: BOARD OF EDUCATION

ACTION/MAJOR

02/07/13

FROM: SANDRA LYON / JANECE L. MAEZ

RE: ADOPT RESOLUTION NO. 12-13 – DECLARING THE CANVASS OF VOTES
CAST AND RESULTS OF THE CALIFORNIA STATE GENERAL ELECTION
HELD ON NOVEMBER 6, 2012

RECOMMENDATION NO. A.25

It is recommended that the Board of Education approve the attached Resolution No. 12-13, Declaring the Canvass of Votes Cast and Results of the California State General Election Held on November 6, 2012.

COMMENT: In order to move forward with the formation of the Citizens' Bond Oversight Committee, the results of Measure "ES" passing in the November 6, 2012, election must be entered into the Board of Education minutes.

Within sixty (60) days of the election results being included in the minutes, the board must appoint the Citizens' Bond Oversight Committee.

The election results (provided by the Los County Registrar's Office online) are attached following the Resolution.

Ms. Maez explained that staff is planning to bring forward at a future meeting a resolution that combines the Citizens' Oversight Committee for both Measures BB and ES into one oversight committee.

Ms. Leon-Vazquez encouraged her fellow board members to reach out to community members, encouraging them to serve on this committee.

MOTION MADE BY: Mr. Mechur

SECONDED BY: Mr. Patel

STUDENT ADVISORY VOTE: N/A

AYES: All (4) (Ms. Lieberman, Mr. de la Torre, and Dr. Escarce were absent)

NOES: None (0)

RESOLUTION NO. 12-13

RESOLUTION OF THE BOARD OF EDUCATION OF THE SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT DECLARING THE CANVASS OF VOTES CAST AND RESULTS OF THE CALIFORNIA STATE GENERAL ELECTION HELD ON TUESDAY, NOVEMBER 6, 2012

WHEREAS, a California State General Election was held and conducted within the boundaries of the Cities of Santa Monica and Malibu on Tuesday, November 6, 2012, as required by law, for the object and purpose of passing Measure “ES” and electing three members of the Board of Education for the full term of four (4) year each; and

WHEREAS, said California State General Election was held on said date in accordance with law, and the votes thereat received and canvassed by the Registration-Elections Division for the County of Los Angeles, and the returns thereof ascertained, determined and declared in all respects as required by law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Santa Monica-Malibu Unified School District, as follows:

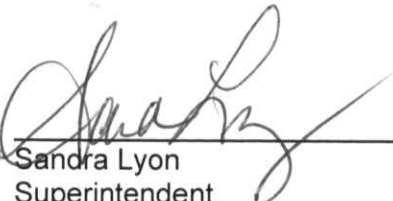
1. That the Secretary of the Santa Monica-Malibu Unified School District be and is hereby instructed to enter this Resolution into the Minutes of this Board of Education meeting as a statement of the result of said election.
2. That Bond Measure “ES” and list of candidates nominated for the office hereinafter set forth to be filed at said California State General Election and the Bond Measure which was set forth in the petitions assembled and filed with the County Clerk, as required by law, and the number of votes cast in favor of Bond Measure “ES” and each of the candidates are set forth in the Certificate of the County Clerk of the County of Los Angeles, are attached hereto.
3. That MEASURE “ES” received the required number of votes to pass, and that the County Clerk is hereby authorized to sign and deliver thereto a Certificate of Statement of Votes Cast.
4. That BEN ALLEN, JOSE ESCARCE, and MARIA LEON-VAZQUEZ received the highest number of votes cast for the offices for which each was a candidate and said persons were thereby elected to said four year terms, and that the County Clerk is hereby authorized to sign and deliver thereto a Certificate of Election and to administer the Oath of Office, as prescribed in the Constitution of the State of California, to the aforementioned elected officials.

I, Sandra Lyon, Secretary of the Santa Monica-Malibu Unified School District, do hereby certify that the above and foregoing Board of Education Resolution was duly passed and adopted at a regular meeting held by said Board of Education of the Santa Monica-Malibu Unified School District on the 7th day of February, 2013, by the following vote:

AYES: 4
NOES: 0
ABSENT: 3
ABSTAIN: 0

Board Members:
Board Members:
Board Members:
Board Members:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of the Santa Monica-Malibu Unified School District, this day of February 7, 2013.



Sandra Lyon
Superintendent
Secretary to the Board of Education

INFORMATION ITEMS

TO: BOARD OF EDUCATION
FROM: SANDRA LYON
RE: DAC MID-YEAR WRITTEN REPORTS

INFORMATION
02/07/13

INFORMATION ITEM NO. I.01

Midyear reports were submitted by the Health and Safety DAC and the Early Child Care DAC. The full text of each of these reports is attached. The reports from the Intercultural Equity and Excellence DAC, Special Education DAC, and Visual and Performing Arts DAC will be on future agendas.

COMMENT: Administrative regulation 1220 states: "The staff liaison and committee chairperson shall provide the Board of Education with an update regarding the process of meeting these goals and/or deliverables in an informational item to the Board at a regular meeting no later than February each year."

Next steps: At the June 26, 2013, board meeting, each DAC will provide a written end-of-year report for Information. During that meeting, each DAC will be given five minutes under Communications to summarize its report. During a regular board meeting in July or August 2013, the board will meet with each DAC to discuss goal-setting for 2013-14. With this feedback from the board in hand, the DACs will hold their regular September meetings and develop draft charges for the year. These draft charges will come forward for board consideration at the first meeting in October 2013, as per AR 1220.

**District Advisory Committee
Board of Education Annual Mid-Year Written Report
2012-2013**

Early Child Care District Advisory Committee

Chair: Jennifer Kennedy

Staff Liaison: Judy Abdo → Alice Chung

Charges:

- Provide a forum for discussion of funding for Child Development for early childhood programs focusing on ages 0 to 5 years and for school age out of school programs for children 5 to 8 years and middle school.
- Provide information and expertise for the Cradle to Career process.
- Continue development of transition planning to prepare preschool children for kindergarten and transitional kindergarten.
- Continue early identification of children who may benefit from assessment.
- Working with Education Services, develop supportive activities for preschool and school age students to prevent and reduce the achievement gap.

Accomplishments to date in meeting the charges (since date of our last report):

- State Budget – There are no cuts anticipated in the State preschool and childcare funding
- Head Start – 60 Head Start slots were given back and HS budget modifications were made

Highlights to date of particular note:

- CDS Director Judy Abdo retired and CDS welcomed new Director, Alice Chung. The Preschool Coordinator and Director positions are now combined.
- District-wide Fundraising – CDS is a participant in the Strategic Advisory Committee (SAC) formed to facilitate the next phase of the district-wide fundraising efforts
- Cradle to Career Initiative (CTC) – CDS is a key participant in the Cradle to Career initiative with the City, District and SMC, collaborating to invest in the healthy development and career success of youth in Santa Monica. CTC is meeting with CDS Jan/Feb 2013 to prepare for the creation of a survey and report.

**District Advisory Committee
Board of Education Annual Mid-Year Written Report
2012-13**

DISTRICT ADVISORY COMMITTEE ON HEALTH & SAFETY

Chair: Patricia A Nolan

Staff Liaison: Lora Morn, CN → Dr. Mark Kelly

Charges:

- 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 review and modification of SMMUSD policies impacting student health and safety
- 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 *per* SMMUSD staff resources
- Assist in the development and implementation of a long-term Master Plan for Student Health *per* SMMUSD staff resources
- Review student health and safety data and analyze trends *per* SMMUSD staff resources

Accomplishments to date in meeting the charges:

- Presentations from and dialogues with the following:
 - Dr. Terry DeLoria, SMMUSD Superintendent
 - Dr. Mark Kelly, SMMUSD Director of Student Services
 - CLARE Foundation
 - SMMUSD Annual Nurses' Report 2011-2012 by Lora Morn, CN

Highlight(s) to date of particular note:

- Review of Proposed Modifications to SMMUSD HS 'Freshman Seminar' Health Education Curriculum

TO: BOARD OF EDUCATION

INFORMATION

01/17/13

FROM: SANDRA LYON / JANECE L. MAEZ / CAREY UPTON

RE: REVISION TO EXHIBIT 1330 – USE OF SCHOOL FACILITIES

INFORMATION ITEM NO. I.02

This is to inform the Board of Education of revisions to Exhibit 1330 – Use of School Facilities. This will include a new procedure managing temporary signage and banners. Attached is a revision with changes marked.

COMMENT: Board Policy 1330 governing the Use of School Facilities was revised by the Board on June 4, 2009. Over the past three and a half years, the Facility Permit and Theater Operations Offices have implemented the policy and managed thousands of permits for facility use. This revision of the Exhibit which constitutes the procedure manual for use of facilities both follows current practice and updates procedures to reflect the changes observed. The majority of changes support a more efficient operation of the facility permit process. The primary addition is an added procedure managing the use of temporary signage and banners.

We have changed the name of the department – from the Theater Operations and Facility Permit Department to the Facility Use Department – to reflect our expanded mission. This incorporates the added responsibilities of oversight of the Joint Use Agreement and Leases.

Specific Changes to the Exhibit:

- Facility Permit Procedure Manual – The exhibit has been revised to be a more effective procedures manual. This includes an opening section describing the activities and mission of the Facility Use Department.
- The Rental Procedures, while new to this exhibit, have been on the SMMUSD webpage since 2009. They are placed in this document without revision.
- The Rules of Use for Facilities has been condensed to fourteen specific rules that must be accepted by all user groups. The challenge we were having is that user groups would be so overwhelmed by the original Rules of Use that they would ignore the most important ones. These fourteen comprise the most serious rules. User groups agree to communicate these condensed set of rules to all of their participants. By signing our Agreement, user groups still agree to the complete list of rules.
- The complete Rules of Use have been reorganized and renumbered to improve clarity.
- Section 2 of the Rule of Use – What Not to Do (Proscriptions) have been amended for clarity. The rule based on the use of service animals has been amended to the current implementation of the American with Disabilities Act.
- Sections 3-7 of the Rules of use have minor changes mostly to clear up previous language.
- Former Exhibit 2 – Regulations for Use of School Cafeteria and Kitchens has been incorporated into the Facility Permit Procedures Manual. This section has been retitled, Procedures for use of School Cafeterias and Kitchens. There are no changes to this section.
- Procedures for Use of Athletic Facilities, formerly Exhibit 4, has been renamed and moved up to follow the Procedures for use of Cafeterias and Kitchens. Exhibit 3 – Regulations for Use of Barnum Hall and District

Theaters has been moved beneath the Athletic Procedures and incorporated with Exhibit 5 – Regulations for Filming.

- Due to the overlap between the Procedures for Theater Use and Filming, we have organized them into general and specific procedures.
- The new procedures are for Temporary Signage and Banners. These procedures were requested due to the proliferation of banners of different types on our campuses. This is a means to manage the use. It was vetted by the Principals and the Affiliated Groups.
- We have made some small changes to the facility fee schedule based on use and comps in the neighborhood. The raise in personnel rates is required to continue to break even on personnel.

USE OF SCHOOL FACILITIES**Exhibit 1****Facility Permit Procedure Manual****Rules of Use for Facilities**

School facilities are primarily for school programs and activities. The Board of Education also encourages and authorizes the use of school facilities by outside organizations and community groups when such use does not interfere with school functions. The Theater Operations and Facility Permit office coordinates and permits the use of school district facilities to all outside groups. These rules of use apply to all Facility Permits. There are additional rules that accompany filming and the use of theaters, kitchens, and athletic facilities.

The Facility Permit Office is part of the Facility Use Department. The department is a function of the Business Services Office. It supports all outside facility use of District property. This includes the following four areas:

- Theater Operations manages Filming, Large Special Events and Theater Use. This part of the office supports student productions, District events and News/PSA/Document filming of students.
- Facility Permits issues and manages permits for community and commercial groups to use all other facilities. These include cafeterias, libraries, classrooms, gyms, pools, fields, etc. This office supports the facility use of Affiliated Groups, such as PTAs, Booster Clubs and the Education Foundation. This is the Civic Center Use part of the Department.
- Joint Use coordinates and supports the joint use of facilities by the Cities of Santa Monica and Malibu and of Santa Monica College. We administer the Santa Monica Playground Partnership, Upper CREST Program, Middle School Programs and Samohi Athletic Joint Use, along with the Malibu Athletic Facility Use and Camps and the Equestrian Park.
- Lease supports the Business Office in the management of leased properties.

The mission of the department is to make facilities available for use by outside groups to generate revenue that is used to maintain these facilities and to encourage positive civic center and community experience of our facilities.

I. Rental Procedures

All external groups must obtain a permit from the Facility Permit Office to use District facilities. To obtain a permit:

- **AVAILABILITY:** Please fill out an Availability Request Form and return it to Facility Permit office by email (facilitypermits@smmusd.org), fax (310-255-7992) or mail (Attn: Facility Permits, 601 Pico Blvd., Santa Monica, CA 90405.) The Availability Request Form will be sent by our office to the Site Principal or Administrator to determine if the facility is available on the date and time your request.
- **RULES OF USE:** Please review the Rules of Use for Facilities when considering the use of school facilities. There are policies and regulations such as the State law prohibiting the use of tobacco and alcohol on school sites that you need to be aware of and be willing to abide by.

- **ESTIMATE:** If the facility is available, our office will send you a rough estimate of costs. The estimate will include applicable rental fees, personnel costs, the \$25 permit fee, and equipment charges. The estimate is sometimes revised due to changes in the rental requirements or demands of the school site.
 - All organizations are required to pay the \$25 permit fee and any direct personnel costs.
 - To determine your rental fee use the Rate Flow Chart
 - Permit Fees are based on the approved Facility Fee Schedule during non-school hours.

RENTAL AGREEMENT: If you choose to proceed, the Permit Office develops a Rental Agreement and Invoice for the permit. Please review the Sample Rental Agreement and applicable Riders: Athletic Facilities; Cafeteria/Kitchen; Filming; Theater; Theater/Filming.

- **SUBMIT DOCUMENTS:** To complete the permit, you will need to provide the following items to the Permit Office:
 - Signed agreement – It must be signed by an authorized representative of your group.
 - Check for Rental Fee and Estimate of Services
 - Check for Security Deposit – A refundable Security Deposit is required as part of this Agreement. The amount will be determined based on the rental.
 - Insurance Certificate - The potential user must present an Insurance Certificate of General Liability, Professional Liability including sexual misconduct, and Owned and Non-Owned Automobile Liability insurance used in the performance of service(s) by Applicant of at least \$1,000,000 combined single limit that names the District as additionally insured.
 - If your group does not have Liability Insurance, please ask about the Alliance of School for Cooperative Insurance Programs (ASCIP) Tenant Users Liability Insurance Program (T.U.L.I.P.).
 - Non-Profit – Non-Profit Organizations must present their Letter of Determination from the IRS to receive the lower Non-Profit rates.
- **FACILITY USE PERMIT:** When above documents are received, the Director of Facility Use will sign the rental agreement and issue a Rental Permit. You must have a copy of the Facility Permit with you while you are on the facility. Facility use is not approved until a completed permit is issued by the Facility Permit Office.

For more information, please contact the Facility Permit Office. Our office is in the basement of Barnum Hall on the campus of Santa Monica High School. The office is open for telephone communication from 9:30am – 6:00pm Monday – Friday. During school hours we are open for walk-in from 3:30pm – 6:00pm and by appointment at other times.

II. Rules of Use for Facilities

These rules of use apply to all Facility Permits. User Groups must acknowledge with an authorized signature they have received and agree to abide by these rules. There are additional rules that accompany filming and the use of theaters, kitchens, and athletic facilities.

Rules of Use for Facilities

Any exception to these Rules of Use must be approved in writing, in advance.
Violations will be grounds for cancellation of the permit and removal of all users from the premises.

1. You must comply with all State and local fire, health, and safety laws.
2. You are responsible for informing your staff of these Rules of Use and ensuring their enforcement.
3. The number of people in a facility must not exceed the approved capacity.
4. No smoking anywhere on campus (by State law).
5. No alcohol, intoxicants, hallucinatory drugs, or narcotics may be present on campus.
6. No animals are allowed on campus, except officially sanctioned service animals.
7. Skateboards, bicycles, roller skates/blades, scooters, electrical- or gas-powered devices may not be used on campus. They must be walked or carried.
8. Small directional signs may be used. They must be put up using **blue painter's tape**. No *duct tape* or *scotch tape*. All signs, tape, and cable ties must be removed after your event.
9. The sale of all items must be approved in advance by the Facility Use Department.
10. Vehicles must be driven in driveways and parked in parking spaces *only*. Fire lanes *must* be kept clear at all times. Parking is at your own risk and is *not guaranteed to be available*.
11. There are to be no physical changes made to facilities or equipment.
12. All payments are made to the Facility Use Department. *No money should ever be paid directly to any school personnel for services rendered.*
13. You will have exclusive use of the facilities you've rented. However, other facilities on campus may be in use at the same time.
14. Events may not exclude any person on the basis of race, religion, creed, national origin, ancestry, gender, or sexual orientation.

The following procedures for use of facilities apply to all permit use. Any use contrary to or in violation of any law, or of these rules and regulations, shall be grounds for cancellation of the permit and for removing the users from the property and may be grounds for barring such individual, group or organization from further use of the facilities of this district.

1. General

- 1.1. Any use of school facilities shall comply with all State and local fire, health and safety laws. Persons or groups to whom permits, leases or other authorizations for the use of school property are granted shall insure that all activities carried on, all equipment used or placed upon school property and all foods or other items of personal property used or distributed shall comply with applicable State and local fire, health and safety laws and regulations.
- 1.2. Any organization granted use of a District facility shall not deny the use of the facility to any person because of their race, religion, creed, national origin, ancestry, gender or sexual orientation.
- 1.3. The District ensures Licensee's exclusive use of the Facilities listed on the invoice during the term. However, the District retains the exclusive right to use all other buildings, facilities and equipment on the Property concurrent with the Licensee's use of the Facilities. Licensee hereby agrees and acknowledges that the District makes no representation or warranty that, ~~the District Users presence on, or other use of,~~ the Property will not interfere with any aspect of Licensee's use of the Facilities.

- 1.4. The Facility Permit Office may require individuals or organizations to submit, in writing, the nature and purpose of the organization and the nature and purpose of the proposed use. Such information may be in addition to information requested on the Availability Request for Facilities form and may be considered an additional District application requirement.
- 1.5. No use may be granted in such a manner as to constitute a monopoly for the benefit of any one person or organization.
- 1.6. School premises shall not be used by any person or group as a political campaign headquarter.
- 1.7. District offices shall assume no responsibility for mail or deliveries for a non-school group. The use of school telephones, internet access, fax and copy machines along with other communication equipment will be limited to permission from the Director of Facility Use or his/her designee.
- 1.8. Items offered for sale, including food and concessions, must be approved in advance by the Facility Permit Office. Items not pre-approved may be removed from sale at the discretion of the Director of Facility Use or his designees. An additional permit for the sale of food may be required by the county health office.
- 1.9. Access and use of onsite Parking is not guaranteed unless included in the signed agreement. The District needs and activities take precedence in parking over facility use permits.

2. What Not To Do (Proscriptions)

- 2.1 Smoking is not permitted on school property by state law.
- 2.2. There shall be no use of intoxicants, hallucinatory drugs or narcotics in or about the school premises.
- 2.3. There shall be no fighting or gambling in or about the school premises.
- 2.4. No dogs or other animals are allowed on campus. Service animals are allowed *only* if they are aiding disabled persons and are trained to perform a duty specifically in support of that person's disability. Exceptions for artistic and creative use must be approved by the Director of Facility Use in writing prior to the event.
- 2.5. Skateboards, bicycles, roller skates/blades, scooters, electrical- or gas-powered devices may not be used on campus. They must be walked or carried. Exceptions must be approved by the Director of Facility Use in writing prior to the event.

3. Financial

- 3.1. All payments are to be made to the Facility Permit Office. No money should ever be paid directly to any school personnel for services rendered. No gratuities shall be offered to school personnel nor shall school personnel accept gratuities from a Licensee.
- 3.2. An application fee and security deposit payment may be required prior to use of the facilities. Any fees associated with the permit must be paid to the Permit Office five (5) business days prior to the event. If overtime or additional services are required beyond those included in the initial charge, the Licensee will be invoiced for the outstanding balance. Final payment must be received within thirty (30) days on invoice.

- 3.3. All rental fees and an estimate of services must be paid prior to the event. The following payment schedule will be followed:
- 3.3.1. The event is contracted a month or less prior to the event: The entire Rental Fee and estimate of services is due upon signing of this agreement.
- 3.3.2. The event is contracted from one to three months prior to the event: One half of the Rental Fee and estimate of services is due upon signing of the agreement. The second half of the Rental Fee and estimate of services must be received five business days prior to the commencement of the Term.
- 3.3.3. The event is contracted more than three months prior to the event: One third of the Rental Fee and estimate of services is due upon signing of the contract. The second third of the Rental Fee and estimate of services must be received one month prior to the event. The final third of the Rental Fee and estimate of services must be received five business days prior to the event.
- 3.3.4. Ongoing regular events: The renter will be billed on the fifteenth of each month. Payment must be received prior to the beginning of the next month.
- 3.4. The Director of Facility Use will set the fee at the time of application for any facilities not included in the Schedule of Charges.
- 3.5. In Kind Contributions in exchange for facility fees must be pre-approved in writing prior to signing the agreement. In kind Contributions are approved on a case by case basis.
- 3.6. The Licensee may terminate this agreement at any time. In such event, all rental fees previously paid by Licensee to the District shall be deemed non-refundable and shall be retained by District.

4. Schedules and Personnel

- 4.1. District personnel must be on site for all Facility Permits. ~~Permits will not be authorized unless a District representative is present.~~ If an event results in staff overtime costs the Licensee shall pay the direct cost of the services to the District in addition to the ~~basic~~ rental fee if applicable.
- 4.2. Facilities will be opened and closed at the times detailed in the signed facility use agreement. Changes must be approved in writing and may result in additional charges.
- 4.3. Licensee may only use the structures, rooms or spaces detailed in the signed facility use agreement. Additional use must be contracted with a separate agreement or rider and will be available at the discretion of the Director of Facility Use or his designees. Additional fees may apply.
- 4.4. Organizations permitted to use only outside school grounds and athletic fields will not automatically be provided with restrooms or other building facilities unless requested in writing. If such a request results in overtime costs, the organization shall pay direct costs.
- 4.5. In extreme circumstances, any approved Permit for Use of School Facilities may be revoked without previous notice where need of the property for public school purposes has subsequently developed. In this case, the District will notify the Licensee as soon as

possible and will endeavor to assist the Licensee to find a suitable alternative location or date.

- 4.6. District equipment that requires an operator must be operated by district personnel. Licensees with appropriate skills may be authorized to operate district equipment at the discretion of the Facility Permit Office. All equipment and facilities to be used must be listed on the Application. Arrangements will be made by the District for trained personnel to operate District equipment, i.e., public address system, projectors, theater equipment etc. School equipment is not to be loaned or rented for use outside of school property.
- 4.7. The District evaluates security personnel needs for each use. The hiring of District security personnel may be required for any activity with a large number of participants or spectators. All security staff, when requested by the Applicant and/or required by the District, shall be provided by the District. The organization is bound by the determination of the District and is responsible for District personnel salaries in addition to the basic rental fee, if applicable.
- 4.8. District staff assigned to permits, including site reps, are the licensee's primary contact for any issue related to the permit. Licensees should refer to the site rep or district staff for any desired communication with other permit groups, school staff or students.

5. Care of the Facilities

- 5.1. Licensee shall not make, or cause to be made, any alterations, additions or improvements to or of Premises, or any part of equipment thereof, without prior written consent from the Director of Facility Use. No structures may be erected or assembled ~~on school premises~~, nor may any electrical, mechanical, or other equipment be brought thereon unless written approval has been obtained from the Facility Permit Office.
- 5.2. Any breakage, damage or loss of District property, beyond reasonable wear and tear, shall be paid for by the using organization even though such breakage, damage or loss is caused by spectators or observers who are not official members of the organization. The supervision of the organization should be sufficient to protect school property against all losses as a result of the activity. Cost of any loss shall be established by the Facility Permit Office and a proper invoice submitted to the responsible organization. Failure to pay for such damage promptly shall be grounds for refusal of future applications.
- 5.3. Groups must observe the ordinary rules of cleanliness and shall not leave any facility littered with paper or trash. If facilities are left littered and unsanitary, the using organization will be invoiced for the cost necessary to clean the facility.
- 5.4. School furniture or apparatus, including directional signs, may not be removed or displaced without permission from and under the supervision of the school district employee supervising the activity.
- 5.5. All Temporary Banners and Signage must adhere to the Signage procedure. Any small directional or informational signs needed for your event may be taped up using blue painter's tape only. Duct tape, scotch tape, and other types of tape are not to be used. All signs and tape need to be removed immediately and completely by the licensee after the event. Banners may be hung, with prior approval, using zip ties. Banners and zip ties must be removed immediately after your event.
- 5.5.1 Decorations and signs must be flameproof and erected in such a manner as to not damage District property and must be removed immediately following the

event or the organization will be charged extra labor fees. Decorations are not permitted on any painted surface nor hung from the ceiling. Any advertisement or handout material must be removed at the end of the event.

- 5.6. Licensees are not allowed to store items at the sites unless authorized in writing by the Facility Permit Office. When permitted, an additional fee might apply. Permission to store items on site must be renewed with each permit. The District is not responsible for safety and security of renter's property brought on or stored on site.

6. Safety

- 6.1. Licensee is responsible for preservation of order and enforcement of all regulations pertaining to the use of District facilities by all individuals on site for the permit.
- 6.2. The number of people present shall not exceed the posted seating capacity for the building. This is a Fire Regulation.
- 6.3. Vehicles must travel and park in approved areas, following all posted regulations. Fire lanes must be kept clear at all times. No driving on grass, sidewalks, playing fields, basketball courts, tracks or other pedestrian areas.
- 6.4. All juvenile organizations or groups seeking use of school premises must have adequate adult supervision. Sponsors and supervisors of such groups shall at all times exercise control and maintain a high standard of conduct with all members of the group. The school district may require an organization to provide adequate security to maintain control and safeguard property.
- 6.5. Firearms may not be brought onto campus or within the Gun-Free School Zone, unless allowed under Penal Code 626.9.

7. Legal

- 7.1. Licensee shall not voluntarily, or by operation of law, assign or transfer this Rental Agreement or any interest therein, and shall not sublet Premises or any part thereof without the District's prior consent.
- 7.2. In the event that Premises are unavailable for use due to partial or total destruction, acts of nature, strikes, action by governmental agencies, force majeure or for any other reason beyond the exclusive reasonable control of the District, the District shall have the right to terminate this Agreement by refunding all deposits due Licensee. If possession or use of the facility has begun, the rental and other charges shall be prorated.
- 7.3. In the event that either party shall retain the service of an attorney to enforce the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs, including the costs of corporate staff counsel, and interest thereon at the prevailing legal rate.
- 7.4. Subject to the terms and conditions of this Agreement, if the Licensee fails to perform any material term or condition of this Agreement, or otherwise breaches this Agreement, and such failure or breach continues after delivery of written notice from the District to the Licensee, the District may, at its option and without any further demand, terminate this Agreement and/or exercise any other right or remedy available at law or in equity.

- 7.4.1. Notwithstanding, the Director of Facility Use or designee has the immediate authority to curtail or terminate any activity that might result in personal harm or permanent damage to the facility.
- 7.4.2. If the Licensee is in occupancy of the Facilities upon termination of this Agreement, the Licensee shall promptly vacate the Facilities and the Property and shall forfeit all rights under this Agreement including any rights to monies due to, from or paid to the District in the form of use fees, rents, charges, and/or deposits.
- c. In no event shall the District be responsible for any losses, including without limitation, any revenues, profits, costs, expenses, deposits or other fees, costs and expenses earned or accrued by the Licensee, whether in connection with the Event or otherwise, as result of such termination.
- 7.5. The District shall not be subject to legal action or liable for damages in the event that Licensee is in material default hereunder.

Exhibit 2

III. Procedures for Use of School Cafeterias and Kitchens

The kitchens and cafeterias at the district school sites are integral to providing food and nutrition for our students. The kitchens are managed and the cafeterias utilized by Food and Nutrition Services (FNS). Use of these facilities by outside and school groups will not be allowed to disrupt the work of Food and Nutrition Services. Use of kitchens and cafeterias is allowed and permitted under the following regulations:

1. Cafeteria without Kitchen Use

- 1.1. Cafeterias are multi-purpose spaces used and managed by the school sites. When not in use by FNS, cafeterias are used and scheduled freely for school activities. School sites will work with custodial staff to daily restore the space for FNS use.
- 1.2. Cafeterias are available for permitting by outside groups and are designated as a Civic Center space. Use must be permitted through the Facility Permit office.
- 1.3. School and Facility Permit holders may use sinks and counter spaces in the Kitchens for simple activities such as making coffee or cutting cakes as part of this use. The use of kitchen equipment, tools or supplies is prohibited unless the use of the kitchen is included in the agreement or permit. All kitchen use must follow the regulations below. Unauthorized use of the kitchen facilities will result in a discontinuation of permit and use.

2. Kitchen Use

- 2.1. All use of kitchen facilities, equipment or supplies for cooking and preparation of food must receive special authorization by the Director of FNS. School sites will work directly with FNS for authorization. Permit users will coordinate their use through the Facility Permit office.
- 2.2. A Food Services employee shall be on duty whenever the cafeteria kitchens are being used. At no time is the kitchen to be open for use without a Food Services employee present the full time.

- 2.3. Arrangements shall be made with the Director of FNS by the using organization at least two weeks prior to the function so that an understanding may be reached as to the use of the facility.
- 2.4. The organization using the kitchen shall be responsible for the preparation of the food, the serving of the food and the cleaning of the serving room and kitchen, washing the dishes, pots and pans used, and performing other necessary duties in order to leave the kitchen and premises in the condition in which it was found.
- 2.5. The Food Service employee shall not be expected to take responsibility for the preparation of the food unless the meal is being prepared as a function of FNS. Their duties are primarily to direct, assist, and supervise the proper use of cafeteria equipment and facilities and to assume the responsibility of assuring the facility is left clean and in good order.
- 2.6. Breakage, damage, or loss of equipment shall be paid by the organization using the Food

Service facilities.

- 2.7. School Site and Facility Permit users will be charged the direct cost to the district for hiring the Food Service employee as per the agreement with classified staff. There is a three hour minimum for all employee work calls. When the work exceeds their regular assignment, the employee will be compensated at a rate of one and half times their salary.
- 2.8. School sites will be billed by the FNS Office and will be responsible for compensating the FNS for the costs. Permit users will be invoiced the estimate of use prior to the event by the Facility Permit office. This must be paid in full prior to the event. Any additional costs or damage will be invoiced to the permit user following the event. The security deposit will be returned after the final invoice is paid.
- 2.9. Use of district kitchens will only be allowed on non-school days and on school days between 2:30 p.m. and 9:30 p.m. Exceptions must be authorized in writing by the Director of FNS.
- 2.10. Use of refrigerators must be arranged in advance with the Food Service employee for the space. Requirements of the cafeteria receive first consideration.
- 2.11. Any leftover food and/or beverages belonging to the organization must be removed from the cafeteria site immediately following the function by the using organization. Any leftover food and/or beverages will be discarded by the Food Service employee the following working day.
- 2.12. No home-prepared foods may be sold or served as meals or refreshments on campus during school days. Food may be sold or served on campus only if prepared in our school kitchens under conditions approved by the City or County Health Department or from an approved source.
- 2.13. Commercial caterers may only use Food Service facilities with written permission by the Director of FNS.

2.14. FNS will not generally provide catered meals except for school-sponsored events. When FNS prepares or serves catered meals, the school or permit user will be charged the prevailing rate approved by the school district.

2.15. No child under fifteen years of age shall be allowed in the kitchen area.

3. Any use contrary to or in violation of any law, or of these rules and regulations, shall be referred to the Director of FNS (and in relation to permit users, the Director of Facility Permits) for consideration and disposition. Abuse of the Cafeterias and Kitchens may be grounds for cancellation of use or permit; for removing the users from the property; and/or may be grounds for barring such individual, group or organization from further use of the facilities of this district.

Exhibit 4

IV. Procedures for Use of Athletic Facilities

Specialized District Physical Education and Athletic facilities include, but are not limited to, all pools, playfields, tracks, playgrounds, gymnasiums, fitness centers, multi-purpose rooms, wrestling rooms, dance rooms, weight training rooms, outdoor athletic courts, tennis courts, shower rooms, locker rooms, associated restrooms/dressing rooms and any other facilities designated as such.

1. Use of these facilities outside of the school day requires either an internal permit for school use and school approved use or a facility permit issued to external users by the Facility Permit Office or one of the authorized joint use partners.
2. An approved/authorized ~~internal permit for School / District Sponsored or an external~~ facility permit must be completed and on file prior to scheduling any event on or in any of the Athletic facilities.
3. Athletic Facilities are designated for organized athletic activity only, unless the permit specifies otherwise.
4. When using outdoor facilities, permit holders must refrain from excessive noise or using whistles prior to 8am Monday - Saturday and 9am on Sundays, and avoid unnecessary noise during other times.
5. Permission must be received in writing from the permit supervisor to utilize amplified sound, drums or other instruments.
6. Use of facilities is limited to those identified on the permit during the dates and times indicated and for the stated purpose. Permits are not transferable.
7. Permitted time should include warm-up time if use of the field is desired for warming up players. ~~Cleats of any type are not allowed on open green space.~~
8. Any behavior or activity that is determined by the district staff to be unsafe, a violation of park rules or unsportsmanlike conduct is prohibited. Examples of unsportsmanlike conduct include: aggressive, intimidating, abusive or threatening actions, cursing or fighting. The Police may be called and violators may be required to vacate the premises or may be subject to arrest.

9. It is the responsibility of Permit holders to inform visiting teams of these regulations and to insure to the best of their ability their adherence to these rules.
10. Permits may be revoked and/or denied in the future if there is any violation of these rules or any abuse of the privilege of using Athletic facilities or equipment.
11. Field Rules.
- 11.1. For your safety and the enjoyment of all users, the following are prohibited on all playing fields:
- Metal cleats (Exception: baseball)
 - Permanent marking materials
 - Animals
 - Bicycles, skateboards or unauthorized vehicles
- 11.2. In addition to the above, the following are prohibited on artificial turf fields:
- Food or beverage (except water)
 - Sunflower seeds
 - Chewing gum
 - Tents or shade structure
 - Staked equipment (flags, goals, etc.)
12. Inclement weather field closure procedures:
- 12.1. Grass Fields – Weekday Process:
- 12.1.1. If there has been inclement weather in the past 48 hours, Facility Management staff will inspect the athletic fields each morning by 11am and make a decision whether the field will be open for play.
- 12.1.2. Facility Management staff will contact the Facility Permit staff with decision. Staff will record the decision on the "Field Use Info Line" (310-255-0445) by noon and include the date.
- 12.1.3. Occasionally, further updates may be recorded on the line in the afternoon if weather changes (either begins to rain or has become sunny, and warm causing field conditions to change).
- 12.1.4. Facility Management staff will put up "field closed" signs and take them down as field conditions change.
- 12.2. Grass Fields – Weekend & Holiday Process:
- 12.2.1. If there is inclement weather within the past 48 hours, the Sports Facility Coordinator will inspect the field in the morning between 7am-9am and make a decision whether the fields are open for play (note: some fields may be open while others are closed based on weather and drainage conditions).
- 12.2.2. Staff will record the decision on the info line between 9 and 10 am
- 12.2.3. Steps 3-5 remain the same.
- 12.3. Artificial Turf Fields:

12.3.1. Licensee has the option of using the field during inclement weather, providing there is no thunder or lightning.

12.4. Rainouts will result in rescheduling of field use if possible ~~or refund.~~

13. Swimming Pool Procedures

The following conditions apply to use of district swimming pools located at Santa Monica High School, Malibu High School and Lincoln Middle School:

~~1. Outside groups requesting use of district swimming pools must secure a permit from the District Facility Permit Office or one of the Joint Use Partners.~~

13.1. An appropriate number of lifeguards will be assigned to be on duty during the time period of the permit. Lifeguards will be assigned at a three-hour minimum. Permit Holders assume the costs for Lifeguards.

13.2. In the event that the pool is deemed unusable due to contamination or some other health concern, the pool will be closed

13.2.1 If the closure is the responsibility of one of the permit holders participants, any costs will be charged to the renter.

14. Gymnasium and Dance Studio Procedures

14.1. No food, beverages or water (including chewing gum) will be allowed on wood floors in gymnasiums or dance studios.

14.2. Licensees are responsible for protecting the wooden courts and studios from damage and abrasions other than expected wear and tear from standard athletic use.

14.2.1. All equipment, including but not limited to tables, chairs, and stanchions, that are placed on a gym/dance studio wooden floor must have non-abrasive bottoms. Mats must cover the floor when there is any expectation of damage. The Director of Facility Use or his/her designee must approve any alterations in this procedure prior to use.

14.2.2. Proper shoes must be worn at all times when using gym or dance studio floors.

14.2.2.1. Gym: Gym or tennis shoes with rubber bottoms, no hard shoes, heels or sandals.

14.2.2.2. Dance: Dance, ballet or tennis shoes.

14.3. Gymnasiums must be restored to pre-permit condition at the end of the use. Volleyball nets & poles, scoreboards, stands, custodial equipment and basketball hoops must be restored to their pre-use condition.

14.4. User groups will be charged for any damage to District Athletic Equipment caused by hanging on rims/nets, throwing balls at breakable objects or damaging equipment.

Exhibit 3

V. General Procedures for Theater, Filming and Special Event Use.

The Santa Monica-Malibu Unified School District (The District) has a number of high quality Theaters, Auditoriums and Amphitheaters. These spaces are the centers of the cultural life at our schools. They are the venues for our award winning Performing Arts programs. Making them available for rental expands the cultural and entertainment opportunities for our schools and local communities.

The District performing arts spaces are managed by the Theater Operations Office. The following regulations apply to all use of Theaters and Auditoriums:

1. Terms: A reservation of calendar dates shall not be confirmed until an Agreement is fully executed and the Rental Fee and estimate of charges is paid according to the Payment Schedule.
 - 1.1. A “hold” may be placed on the calendar for an upcoming rental prior to completing the rental agreement. If another facility user requests the same day, the organization placing the hold will have 24 hours to secure the date with an appropriate deposit.
 - 1.2. The Full Rental Day is a fourteen (14) hour day. If the use extends past 14 hours in a single day, the Licensee will pay an overtime rate of one tenth the rental rate per hour for every hour that exceeds the fourteen hours. The Half Day is a six (6) hour day. If the use extends past six hours, the Licensee will be charged the full day rate for all facilities being used.
 - 1.3. The Licensee shall have no right to use the Facilities for any purpose whatsoever prior to the commencement date/time or termination date/time specified in this agreement.
2. Insurance: All theater, filming and special events must hold General Public Liability Insurance policies as per the Rental Requirements. The minimum and aggregate amounts will determined by the use.
3. Use Of Facilities: Except as otherwise expressly provided in this Agreement, the District shall not be responsible for the planning, advertising, marketing, setup and preparation of the Facilities, security, public safety services, admissions and admission/credential control, crowd control, speaker, performance or entertainment bookings, catering, food and beverage service, lighting, audio-visual services or any other aspect of the Event. If the Licensee requires such services from the District, the Licensee shall pay to the District all costs and expenses incurred by the District for such work.
 - 3.1. The Licensee shall take all appropriate and necessary actions to protect the Facilities and any personal property or equipment located thereon from damage of any type and shall comply with all requests made by the District with regard to the protection of the Facilities and any personal property or equipment located thereon.
 - 3.2. The Licensee shall leave the Facilities in substantially as good condition as when received by it excepting reasonable wear and tear and use. The Licensee shall immediately restore the Facility to its prior condition.

3.3. The Licensee shall remove all sets, structures and other material and equipment from Facilities. Unless otherwise agreed to by the parties in writing, any equipment or furnishings of the Licensee which are left at the Property or Facilities for more than 48 hours after the event, shall be deemed abandoned by the Licensee and may be disposed of or used by the District at its sole and absolute discretion. The Licensee will be responsible for any fees incurred due to the disposal of Abandoned Equipment.

4. MACHINERY, FLAMMABLE MATERIALS AND EQUIPMENT: The Licensee shall abide by the following safety requirements:

4.1. The Licensee shall not erect any engine, motor or other machinery on Premises or use any gas, electricity, flammable liquid, candles, or charcoal without prior written approval of the Director of Facility Use or his designated representative. All such devices and effects must be permitted in accordance with all city, county, state and national laws.

4.2. As a rule the Licensee shall not, and shall strictly prohibit, use, exhibit or lighting of fireworks, explosive or open flames (including burning candles) anywhere on the Property. Permission for use will be granted in writing solely by the Director of Facility Use after consideration of all safety concerns and approval by the Fire Department, Police Department or any other required public safety entity.

4.3. All Special Effects that have any possibility of injuring any persons or damaging any equipment or facilities must be approved in writing by the Director of Facility Use or his designated representative, which consent shall be granted at its sole and absolute discretion.

4.4. All Electrical connections in the Facility between house power and equipment exceeding 120v must be approved by the Director of Facility Use and, if necessary, a certified electrician.

4.5. The Licensee shall not erect, connect or attach any decorative scenery or other materials to any facilities so as to damage any of the Facilities without the prior written approval of the Director of Facility Use or his designated representative. The Theatre Operations Staff reserves the right to prevent the hanging of materials deemed unsafe in any way.

4.6. Any and all scenery or decorative material shall be of a noncombustible type or be suitably treated with a flame retardant as defined in Section 13115 of the Health and Safety Code of the State of California. The Licensee must have flame retardant certificates on hand for all such materials.

4.7. All theater technical equipment, including but not limited to lighting, sound, rigging and stage mechanics, must be operated by Theater Operations staff or personnel approved by the Director of Facility Use.

4.8. The Licensee agrees and acknowledges that all amplified sounds are under the sole and absolute authority of the Director of Facility Use or his designated representative. Sound levels shall not exceed 98DB.

4.9. Animals are prohibited from being on the property, with exception of service animals. Permission to use them as part of the event must be received in writing prior to the Event by the Director of Facility Use or his designated representative.

5. PERSONNEL: The Facilities shall at all times be under the control of the ~~SMMUSD~~ Director of Facility Use or a designated representative. He/She will be the official representative of the District in all areas regarding this agreement and the use of the space. A District staff member must be present at all times the facilities are occupied.
- 5.1. The District has the right and responsibility to determine District personnel required to support the event. The number and type of personnel required for the event and the cost to the Licensee are detailed in the Invoice.
- 5.2. The Director of Facility Use will be responsible for calling and hiring the technical personnel requested by Licensee, and the District reserves the right to call and hire the number of personnel the District deems necessary for a particular event. The District reserves the right to operate any and all of its own equipment.
- 5.3. The Director of Facility Use reserves the right to permit designated District employees to enter the Facilities at all times and to require, without charge, a reasonable number of tickets, admission passes or other necessary credentials to facilitate the operation of the event.
- 5.4. Qualified Personnel hired by the Licensee may be authorized by the Director of Facility Use to operate District Technical Equipment under the supervision of District Technical Staff. This might reduce the number of District Technical Staff required though will not eliminate the requirement for District Staff.
6. CONCESSIONS/ LOBBY SALES OF SOUVENIR AND PROGRAMS: Please see specific Theater and Filming Procedures.
7. PARKING: Parking is extremely limited at school sites. The District retains the right to either provide exclusive parking service or to rent the available parking to the Licensee for the event. All parking fees belong to and are reserved by and for the sole benefit and use of the District.
8. SIGNAGE AND ADVERTISING: All Temporary banners and signage must adhere to the Signage Procedures in the section below.
9. COPYRIGHT LICENSE: The Licensee shall secure, at its sole cost and expense, all applicable copyright licenses. The Licensee shall indemnify, defend and hold the District harmless from all claims of copyright violation of any kind in connection with the Licensee's use of the Facilities and Property. The indemnification obligations of this section shall survive the termination of this Agreement.
10. FILMING RIGHTS: Please see specific Theater and Filming Procedures.
11. COMPLIANCE WITH LAW AND RULES: Licensee shall not use Facilities or permit anything to be done in or about Property which will in any way conflict with any law, statute, ordinance or governmental rule or regulation.
- 11.1. Any performer or any other person whose conduct is objectionable, disorderly or disruptive to the use of the facility or in violation of any law shall be refused entrance and shall be immediately ejected from Property. Licensee shall defend, indemnify and hold the District harmless for any claim resulting from such action.

Specific Procedures for Theater and Auditorium Use

The Santa-Monica Malibu Unified School District has a number of high quality Theaters, Auditoriums and Amphitheaters. These spaces are the centers of the cultural life at our schools. They are the venues for our award winning Performing Arts programs. Making them available for rental expands the cultural and entertainment opportunities for our schools and local communities.

The District performing arts spaces are managed by the Theater Operations Office. The following regulations apply to all use of Theaters and Auditoriums:

1. **TERMS:**
 - 1.1. A rehearsal may not, by definition, include more than 25 people in the audience section without prior approval of the Director of Facility Use. A rehearsal in violation of this standard shall be deemed and charged as a performance.
2. **INSURANCE:** The following minimum insurance will apply unless specifically changed in the rental agreement.
 - 2.1. Elementary Cafeteriums and Auditoriums, and the Humanities Center require General Liability coverage of one million dollars aggregate.
 - 2.2. Middle and High School Auditoriums and Amphitheaters require General Liability coverage of one million dollars per occurrence and two million dollars aggregate.
3. **USE OF FACILITIES:** Please see General Procedures.
4. **MACHINERY, FLAMMABLE MATERIALS AND EQUIPMENT:** Please see General Procedures.
5. **PERSONNEL:** Please see General Procedures.
6. **CONCESSIONS/ LOBBY SALES OF SOUVENIR AND PROGRAMS:** The District retains the right to provide exclusive concession service. The items served and prices charged shall be at the discretion of the District. All concession fees belong to, and are reserved by and for the sole benefit and use of the District.
 - 6.1. Programs, records, tapes, and other similar media, may be sold if they relate to the performance and are sold in conjunction with Licensee's event. Licensee is responsible for payment of applicable sales taxes. All items to be sold must have the District's prior approval.
 - 6.2. Catering service may be arranged by Licensee, subject to prior approval by the SMMUSD-Director of Facility Use. Licensee will be charged for clean-up of food preparation and serving areas as necessary. The dispensing or sale of alcoholic beverages is strictly prohibited.
 - 6.3. Food and Drink are strictly prohibited in District Theaters and Auditorium and may only be in designated areas (i.e. Green Room in Barnum Hall).
7. **PARKING:** Parking is not guaranteed unless stated in the rental agreement.

8. **SIGNAGE AND ADVERTISING:** Licensee shall not advertise any performances or the appearance of any performer on Premises unless agreements between all parties involved have been properly executed and provided to the District.
- 8.1. Licensee shall not use the name of Santa Monica-Malibu Unified School District, Barnum Hall, Samohi, or the name of any District School in any way other than as the location for a particular event.
 - 8.2. Signs may be posted on bulletin boards provided for such use, upon the prior approval of ~~SMMUSD's~~ the Director of Facility Use. Signs may not be placed anywhere else on the Property without the District's prior consent. Advertising material which does not pertain completely to the immediate attraction may not be circulated on the Property. Under no circumstances may advertising material be circulated in parking facilities or walkways adjacent to Property.
9. **COPYRIGHT LICENSE:** Please see General Procedures.
10. **FILMING RIGHTS:** There shall be no filming or recording other than for archival purposes unless both parties also sign the Filming Rider.
 - 10.1. Licensee grants permission to the District to photograph the event and use the photographs for promotional and archival purposes.
11. **COMPLIANCE WITH LAW AND RULES:** Please see General Procedures.

Exhibit 5

Specific Procedures for Filming at Santa Monica – Malibu Unified School District

The Santa Monica Malibu Unified School District (the District) is a Film Friendly District. The Theater Operations Office is staffed with industry professionals who are here to bridge the needs of the production companies and the schools. The Theater Operations Office handles all aspects of filming from permissions, releases, agreements, permitting and facilitates all parts of the filming process.

Filming is not allowed to negatively impact school activities. All care will be given to minimize distraction and interruption by filming. The District also appreciates the positive aspects that filming brings, including showing off the school and its students in a positive light, as a teaching opportunity of a primary industry in our communities and as a source of needed revenue to enhance school facilities.

In support of these goals, the District allows filming and recording on District property in the following categories: In-house productions, including student films; News and Documentary Filming; and Commercial Filming and Recording. This procedure is specific to Commercial Filming and Recording. Non-profit and/or independent filming is included in Commercial Filming.

All Commercial Filming is managed by the Theater Operations Office. The following regulations apply to all Filming or Recording of District Facilities:

1. **TERMS:**
 - 1.1. Small Crew Still Photography and Filming will be designated as cast and crew of twenty or fewer. Additional sized cast/crew will be charged the commercial rate.

- 1.2. The District does not offer reduced rates for student, non-profit or independent filming.
 - 1.3. Prep/Strike Days are charged one-half of the daily filming rate. Hold days are negotiated as part of the agreement.
2. INSURANCE: The following minimum insurance will apply unless specifically changed in the rental agreement.
 - 2.1. Small Crew Still Photography and Filming will require General Liability coverage of \$1 million dollars aggregate.
 - 2.2. Large Crew Still Photography and Filming will require General Liability coverage of \$1 million per occurrence and \$2 million dollars aggregate.
3. USE OF FACILITIES: Please see General Procedures.
4. MACHINERY, FLAMMABLE MATERIALS AND EQUIPMENT: Please see General Procedures.
5. PERSONNEL: Please see General Procedures.
6. CATERING: Catering service may be arranged by the Licensee, subject to prior approval by the Director of Facility Use. Location of catering vehicles, serving lines and eating areas must be prearranged. Licensee will be charged for clean-up of food preparation and serving areas as necessary. The dispensing or sale of alcoholic beverages is strictly prohibited.
7. PARKING: Parking is not guaranteed unless stated in the rental agreement. The District will work with production companies to provide needed working truck and other parking.
8. SIGNAGE AND ADVERTISING: All Temporary banners and signage must adhere to the Signage Procedures in the section below.
9. COPYRIGHT LICENSE: The Licensee shall secure, at its sole cost and expense, all applicable copyright licenses to film any third party signage or logo located on the Premises.
10. FILMING RIGHTS: The District herein irrevocably grants the Licensee the right to use, photograph and record (including without limitations by means of motion picture, still or video device photography) the Premises (the "Recordings"), including any signs located thereon that identify the Premises as the School Site, subject to the limitations set forth below. Licensee shall have the right to refer to the Premises or any part thereof by any fictitious name and the right to refer to any real or fictitious events as having occurred on the Premises, provided Licensee has obtained necessary approvals, if any, prior to such use.
 - 10.1. Notwithstanding the above grant of rights, in the event the Recordings include any signage or other marks that identify the Premises by name, the District shall be provided absolute prior written script approval that may be granted or withheld at the District's sole discretion.
 - 10.2. Licensee shall have the right and license others to reproduce, edit, distribute, exhibit, advertise, publicize, promote and otherwise exploit the Recordings, exclusively in connection with the current Project in any and all media, whether

now known or hereafter devised, throughout the world in perpetuity. Licensee shall be the sole owner of all right, title and interest, under copyright or otherwise, in and to the Project and all Recordings, whether or not included in the Project. Any use of the Recordings in any manner other than as part of the Project is strictly prohibited and restricted. If Licensee requires use of the Recordings in a manner other than as part of the Project, Licensee must obtain prior written permission from the District, which may be granted or withheld at the District's sole discretion.

- 10.3. Licensee shall indemnify and hold harmless the District from any claim, action or demand made against the District that use of the Recordings is defamatory or an infringement of a party's right of privacy or publicity or other personal or property right, including copyright and trademark infringement.

11. COMPLIANCE WITH LAW AND RULES: Please see General Procedures.

VI. Procedures for Temporary Signage and Banners.

The Board of Education recognizes that District Facilities are a community resource whose primary purpose is to support school programs and activities. The District owns facilities in Santa Monica and Malibu that have ample space to hang or post advertisements. The fences, walls and surfaces around the District are often used to announce, promote and market District events, activities and services. The District maintains the right to determine what signage is placed on the campuses and by whom. This administrative regulation provides guidelines and practices to permit temporary banners, placard and signs on surfaces of the District.

1. DEFINITIONS AND GUIDELINES: The Board of Education authorizes the Superintendent or designee to permit signage to be posted as per the following regulations.
- 1.1. The term "signage" will refer to any image or text placed on a temporary banner, placard or sign on the interior/exterior of a District physical structure, such as a building, fence or wall.
- 1.2. Signage must be placed in a location and manner that will not harm the school facility, including but not limited to damage of paint/surface, fire/safety regulations and wind/load considerations.
- 1.3. Signage must be consistent with the use of school facilities and grounds and not interfere with the regular conduct of schoolwork.
- 1.4. Language and images on signage must be respectful and tolerant of all people on the basis of race, religion, creed, national origin, gender, disability and sexual orientation.
- 1.5. The District does not permit political or issue based signage other than signage related to a permitted event at school site.
- 1.6. All Signage must adhere to the Rules of Use for Facilities.
- 1.7. This policy does not govern building/campus identification, directional or way finding signage. This policy does not administer the permanent naming or other promotion of facilities as managed in the Gift Policy.

2. APPROVALS: The regulations and process for posting signage must receive the approvals listed below.
 - 2.1. All signage must be approved by the Administrator of the Site where it will be placed. Approval must include text, images, materials, location, and duration the signage will be present.
 - 2.2. All signage to be hung by outside organizations or that endorses an outside group, including affiliated organizations, must be approved by the Director of Facility Use.
 - 2.3. An organization may request a review by the Superintendent if their request to post signage is denied. The Superintendent has the final authority to allow or deny the request.
 - 2.4. The Superintendent or designee will generate a Temporary Signage Request Form that contains the necessary information to facilitate the permitting of the temporary signage request.
3. CATEGORIES: The regulations and process for hanging temporary signage depends on the status of the user group and the purpose of the signage.
 - 3.1. School & District Organizations
 - 3.1.1. All temporary signage promoting District or school activities may be posted at no fee with site administrator approval.
 - 3.1.2. Temporary signage promoting District or school activities that also endorses or promotes any outside organization must receive approval by the Director of Facility Use. An applicable donation fee to the school or activity will be determined. This includes temporary signage at athletic facilities whose proceeds for posting the signage supports an athletic team and the posting of signage in exchange for an in-kind donation of services or products.
 - 3.2. Affiliated and Joint Use Organizations: This includes Affiliated Groups as designated in Board Policy 1330, the Cities of Malibu and Santa Monica and Santa Monica College.
 - 3.2.1. All temporary signage promoting Affiliated and Joint Use activities may be posted at no fee with site administrator and Director of Facility Use approval.
 - 3.2.2. Temporary signage promoting Affiliated and Joint Use activities that also endorses or promotes an outside organization must receive approval by the Director of Facility Use. An applicable donation fee to the school or affiliated group will be determined. This includes the posting of signage in exchange of an in-kind donation of services or products.
 - 3.3. Non-Profit and Commercial Organizations
 - 3.3.1. Non-Profit and Commercial Organization may be allowed to post temporary signage promoting an upcoming event or an event in progress that has been permitted by the Facility Use Department. Approval by the

site administrator and Director of Facility Use is required. An appropriate permit fee will be assessed.

3.3.2. Temporary signage promoting Non-Profit and Commercial Organization activities that also endorse or promote any non-permitted organization must receive approval by the Director of Facility Use. An applicable permit fee will be determined. This includes the posting of signage in exchange of an in-kind donation of services or products.

4. DISTRIBUTION: The permit fees for posting temporary signage will differ among the stated categories.

4.1. All donation fees received as part of temporary signage connected with the school, District, affiliated or joint use activities will be directed to the school site or affiliated group.

4.2. All permit fees for posting temporary signage will split evenly between the school site facility permit fund and the Facility Use Department.

VII. Rental Fee Schedule

1. GENERAL FEES: A Facility Permit Fee of \$25.00 is charged for each permit to all users. This fee defrays the administrative costs associated with issuing permits.

1.1. An additional Permit Fee of \$25.00 will be charged when changes of time or personnel are requested by the Licensee after the agreement has been signed.

2. PERSONNEL FEES: A District staff member must be on site for all outside events. Some facilities and activities require the use of District Staff to clean, run equipment, provide security or generally support the event. An Estimate of Rental Fees and Personnel Costs will be developed based on each renters needs. Required staffing is at the discretion of the Director of Theatre Operations. Due to insurance requirements and protection of our equipment, renter-supplied staff will only be allowed to operate district equipment by permission of the Director of Facility Use or his designee.

2.1. Personnel are paid by the hour, beginning with the first hour of each rental. All calls must be a minimum of three hours. Rates are as follow:
Regular Time: the first 8 hours in any day up to forty hours in any week. A day is from 7 am to midnight.
Overtime: Paid at 1.5 times regular rate for any hours over eight in one day, or over forty cumulative hours in one week.
Double Time: Paid at 2 times the regular rate for any hours between 12:01 am and 6:59 am, or any hours over twelve hours in one day.

2.2. Current Personnel Fees:	
Director of Theatre Operations	\$60.00 per hour
Coordinator or Technical Lead	\$40.00 per hour
Stage Technician	\$35.00 per hour
House Manager	<u>\$37.50 per hour</u>
Site Representative	<u>\$35.00 per hour</u>
Security	<u>\$39.00 per hour</u>
Custodial	<u>\$39.00 per hour</u>
Life Guard	\$30.00 per hour

Rates for Classified Personnel are based on the high average of cost per hour of the members in the classification. In some situations, the rates are lower based on the use of available personnel. The selection of personnel to work an event is based on the staff rotation agreement the district has with the classified personnel union.

2.3. Break Policies:

- A meal break needs to be called between three and five hours into the work shift.
- Meal breaks are for one half hour off the clock for Classified Crews.
- Meal breaks for stage technicians are one hour off the clock. A one half hour "working meal" may be called for stage technicians. The meal is on the clock and the renter must feed the crew.
- A work/coffee break of 15 minutes shall be given, on the clock, every 2-3 hours depending on the meal schedule.

3. EQUIPMENT AND ASSET REPLACEMENT FEES: User groups are charged for rental of special equipment that does not normally come with the equipment. Fees are determined by the Facility Permit Office on a per use basis. Asset Replacement Fees are charged to cover expendable use of equipment. This is primarily applied in the use of theaters, amphitheaters, auditoriums, gyms and pools.

FOR FACILITY FEE SCHEDULE, PLEASE SEE ATTACHED PDF.

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

FACILITY PERMIT FEES

RATES ARE CHARGED BY THE HOUR

Facility	RATE A Commercial	RATE B Direct	RATE C Community Meeting I	RATE D Basic	RATE E Community Meeting II & After School	RATE F Affiliate
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School Rooms						
Classroom, Conference Room	\$30.00	\$15.00	\$10.50	\$6.00	\$3.00	\$0.00
Library	\$50.00	\$25.00	\$17.50	\$10.00	\$5.00	\$0.00
Music, Choral, Band Room	\$50.00	\$25.00	\$17.50	\$10.00	\$5.00	\$0.00

Cafeterias/Cafetoriums (w/o kitchen)						
Elementary	\$75.00	\$37.50	\$26.25	\$15.00	\$7.50	\$0.00
Middle	\$90.00	\$45.00	\$31.50	\$18.00	\$9.00	\$0.00
High School	\$100.00	\$50.00	\$35.00	\$20.00	\$10.00	\$0.00

Kitchens						
Elementary	\$36.00	\$18.00	NA	\$7.20	NA	\$0.00
Middle	\$40.00	\$20.00	NA	\$8.00	NA	\$0.00
High Schools	\$70.00	\$35.00	NA	\$14.00	NA	\$0.00

Gyms/Gym Rooms						
Lincoln MS Gym, practice	\$80.00	\$40.00	NA	\$16.00	\$8.00	\$0.00
Lincoln MS Gym, game/event	\$120.00	\$60.00	NA	\$24.00	\$12.00	\$0.00
Adams MS Gym, practice	\$80.00	\$40.00	NA	\$16.00	\$8.00	\$0.00
Adams MS Gym, game/event	\$120.00	\$60.00	NA	\$24.00	\$12.00	\$0.00
Malibu Old Gym, practice	\$80.00	\$40.00	NA	\$16.00	\$8.00	\$0.00
Malibu Old Gym, game/event	\$120.00	\$60.00	NA	\$24.00	\$12.00	\$0.00
Malibu New Gym (3 courts), practice	\$100.00	\$50.00	NA	NA	NA	\$0.00
Malibu New Gym (3 courts), game/event	\$200.00	\$100.00	NA	NA	NA	\$0.00
Samohi, North Gym (1 court), practice	\$100.00	\$50.00	NA	NA	NA	\$0.00
Samohi, North Gym (1 court), game/event	\$200.00	\$100.00	NA	NA	NA	\$0.00
Samohi, South Gym (3 courts), practice	\$80.00	\$40.00	NA	\$16.00	\$8.00	\$0.00
Samohi, South Gym (3 courts), game/event	\$120.00	\$60.00	NA	\$24.00	NA	\$0.00
Samohi, North Gym Wrestling Room	\$60.00	\$30.00	NA	\$12.00	NA	\$0.00
Samohi, North Gym Dance Room	\$60.00	\$30.00	NA	\$12.00	NA	\$0.00

Discounts Per Category	50%	65%	80%	90%	100%
	Discount	Discount	Discount	Discount	Discount

Facility	RATE A Commercial	RATE B Direct	RATE C Community Meeting I	RATE D Basic	RATE E Community Meeting II & After School	RATE F Affiliate
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Sports Fields (practice or game)						
Samohi, West Field*	\$100.00	\$50.00	NA	\$20.00	NA	\$0.00
Samohi, North Field, Football/Soccer	\$100.00	\$50.00	NA	\$20.00	NA	\$0.00
Samohi, North Field, Baseball	\$100.00	\$50.00	NA	\$20.00	NA	\$0.00
Samohi, Softball Field	\$100.00	\$50.00	NA	\$20.00	NA	\$0.00
Malibu HS, Main Field	\$100.00	\$50.00	NA	\$20.00	NA	\$0.00
Malibu HS, Baseball Field	\$100.00	\$50.00	NA	\$20.00	NA	\$0.00
Malibu HS, Softball Field	\$80.00	\$40.00	NA	\$16.00	NA	\$0.00
Malibu HS, Upper Auxiliary Field	\$80.00	\$40.00	NA	\$16.00	NA	\$0.00
Malibu HS, Lower Auxiliary Field	\$80.00	\$40.00	NA	\$16.00	NA	\$0.00
Adams MS, North Field, Soccer*	\$100.00	\$50.00	NA	\$20.00	NA	\$0.00
Adams MS, South Field, Football/Soccer*	\$100.00	\$50.00	NA	\$20.00	NA	\$0.00
Adams MS, South Field, Softball/Baseball*	\$80.00	\$40.00	NA	\$16.00	NA	\$0.00
Lincoln MS, Field, Football/Soccer	\$75.00	\$37.50	NA	\$15.00	NA	\$0.00
Elementary Playfield w/o restrooms	\$60.00	\$30.00	NA	\$12.00	\$6.00	\$0.00
Elementary Playfield w/restrooms	\$80.00	\$40.00	NA	\$16.00	\$8.00	\$0.00
Elementary Outdoor Court w/o restrooms	\$25.00	\$12.50	NA	\$5.00	\$2.50	\$0.00
Elementary Outdoor Court w/restrooms	\$45.00	\$22.50	NA	\$9.00	\$4.50	\$0.00
*FIELD LIGHTS AS NEEDED, per hour	\$40.00	\$30.00	NA	\$30.00	NA	\$0.00

Track and Field						
Samohi, practice*	\$60.00	\$30.00	NA	\$12.00	NA	\$0.00
Samohi, meet*	\$100.00	\$50.00	NA	\$20.00	NA	\$0.00
Malibu HS, practice	\$60.00	\$30.00	NA	\$12.00	NA	\$0.00
Malibu HS, meet	\$100.00	\$50.00	NA	\$20.00	NA	\$0.00
Lincoln MS, practice	\$50.00	\$25.00	NA	\$10.00	NA	\$0.00
Lincoln MS, meet	\$75.00	\$37.50	NA	\$15.00	NA	\$0.00
*FIELD LIGHTS AS NEEDED, per hour	\$40.00	\$30.00	NA	\$30.00	NA	\$0.00

Discounts Per Category	50%	65%	80%	90%	100%
	Discount	Discount	Discount	Discount	Discount

Facility	RATE A Commercial	RATE B Direct	RATE C Community Meeting I	RATE D Basic	RATE E Community Meeting II & After School	RATE F Affiliate
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Tennis Courts						
Samohi, Practice and Recreational Play, per court	\$10.00	\$5.00	NA	\$2.00	NA	\$0.00
Samohi, Tournament or Private Instruction, per court	\$25.00	\$12.50	NA	\$5.00	NA	\$0.00
Malibu HS, Practice and Recreational Play, per court	\$10.00	\$5.00	NA	\$2.00	NA	\$0.00
Malibu HS, Tournament or Private Instruction, per court	\$25.00	\$12.50	NA	\$5.00	NA	\$0.00
Lincoln MS, Practice and Recreational Play, per court	\$10.00	\$5.00	NA	\$2.00	NA	\$0.00
Lincoln MS, Tournament or Private Instruction, per court	\$20.00	\$10.00	NA	\$4.00	NA	\$0.00
Adams MS, Practice and Recreational Play, per court	\$10.00	\$5.00	NA	\$2.00	NA	\$0.00

Outdoor Basketball Courts						
Samohi, per court	\$15.00	\$7.50	NA	\$3.00	\$1.50	\$0.00
Malibu HS, per court	\$15.00	\$7.50	NA	\$3.00	\$1.50	\$0.00
Lincoln MS, per court	\$15.00	\$7.50	NA	\$3.00	\$1.50	\$0.00
Adams MS, per court	\$15.00	\$7.50	NA	\$3.00	\$1.50	\$0.00

Swimming Pools, w/access to locker rooms and restrooms. MUST HAVE DISTRICT LIFEGUARD, NOT INCLUDED IN RATE.						
Samohi (12 lanes), for Practice and Recreational Swim, per hour	<u>\$160.00</u>	<u>\$80.00</u>	NA	<u>\$32.00</u>	NA	\$0.00
Samohi (12 lanes), for Swim Meets and WP Games per hour	\$200.00	\$100.00	NA	\$40.00	NA	\$0.00
Lincoln MS (6 lanes), for Practice and Recreational Swim, per hour	\$120.00	\$60.00	NA	\$24.00	\$12.00	\$0.00
Lincoln MS (6 lanes), for Swim Meets and WP Games, per hour	\$160.00	\$80.00	NA	\$32.00	\$16.00	\$0.00
Malibu HS (6 lanes), for Practice and Recreational Swim, per hour	\$120.00	\$60.00	NA	\$24.00	NA	\$0.00
Malibu HS (6 lanes), for Swim Meets and WP Games, per hour	\$160.00	\$80.00	NA	\$32.00	NA	\$0.00

Parking Lots						
All Schools, per space	\$7.00	\$3.50	\$2.45	\$1.40	\$0.70	\$0.00
Event Parking (non-school), per space	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00

Discounts Per Category	50%	65%	80%	90%	100%
	Discount	Discount	Discount	Discount	Discount

Auditoriums	RATE A Commercial		RATE B Direct		RATES D Basic		RATES C & E Community Meeting I & II	RATE F Affiliate	
	Perf	Reh	Perf	Reh	Perf	Reh	Meeting (4 hr max.)	Perf	Reh
Elementary, Full Day	\$1,000.00	\$350.00	\$750.00	\$262.50	\$500.00	\$175.00		\$0.00	\$0.00
Elementary, 1/2 Day	\$600.00	\$210.00	\$450.00	\$157.50	\$300.00	\$105.00	\$250.00	\$0.00	\$0.00
Lincoln MS, Full Day	\$1,600.00	\$560.00	\$1,200.00	\$420.00	\$800.00	\$280.00		\$0.00	\$0.00
Lincoln MS, 1/2 Day	\$960.00	\$336.00	\$720.00	\$252.00	\$480.00	\$168.00	\$450.00	\$0.00	\$0.00
John Adams MS, Full Day	\$1,400.00	\$490.00	\$1,050.00	\$367.50	\$700.00	\$245.00		\$0.00	\$0.00
John Adams MS, 1/2 Day	\$840.00	\$294.00	\$630.00	\$220.50	\$420.00	\$147.00	\$400.00	\$0.00	\$0.00
Malibu HS, Full Day	\$1,600.00	\$560.00	\$1,200.00	\$420.00	\$800.00	\$280.00		\$0.00	\$0.00
Malibu HS, 1/2 Day	\$960.00	\$336.00	\$720.00	\$252.00	\$480.00	\$168.00	\$450.00	\$0.00	\$0.00
Samohi HS, Full Day (Barnum Hall)	\$3,200.00	\$1,200.00	\$2,400.00	\$900.00	\$1,600.00	\$600.00		\$0.00	\$0.00
Samohi HS, 1/2 Day (Barnum Hall)	\$2,250.00	\$800.00	\$1,600.00	\$600.00	\$1,125.00	\$400.00	\$900.00	\$0.00	\$0.00

Amphitheatres							Meeting (4 hr max.)		
	Perf	Reh	Perf	Reh	Perf	Reh		Perf	Reh
Samohi (Greek), Full Day	\$4,000.00	\$1,600.00	\$3,000.00	\$1,200.00	\$2,000.00	\$800.00		\$0.00	\$0.00
Samohi (Greek), 1/2 Day	\$2,500.00	\$1,000.00	\$1,875.00	\$750.00	\$1,250.00	\$500.00	\$1,000.00	\$0.00	\$0.00
Malibu HS, Full Day	\$1,400.00	\$560.00	\$1,050.00	\$420.00	\$700.00	\$280.00		\$0.00	\$0.00
Malibu HS, 1/2 Day	\$840.00	\$336.00	\$630.00	\$252.00	\$420.00	\$168.00	\$336.00	\$0.00	\$0.00

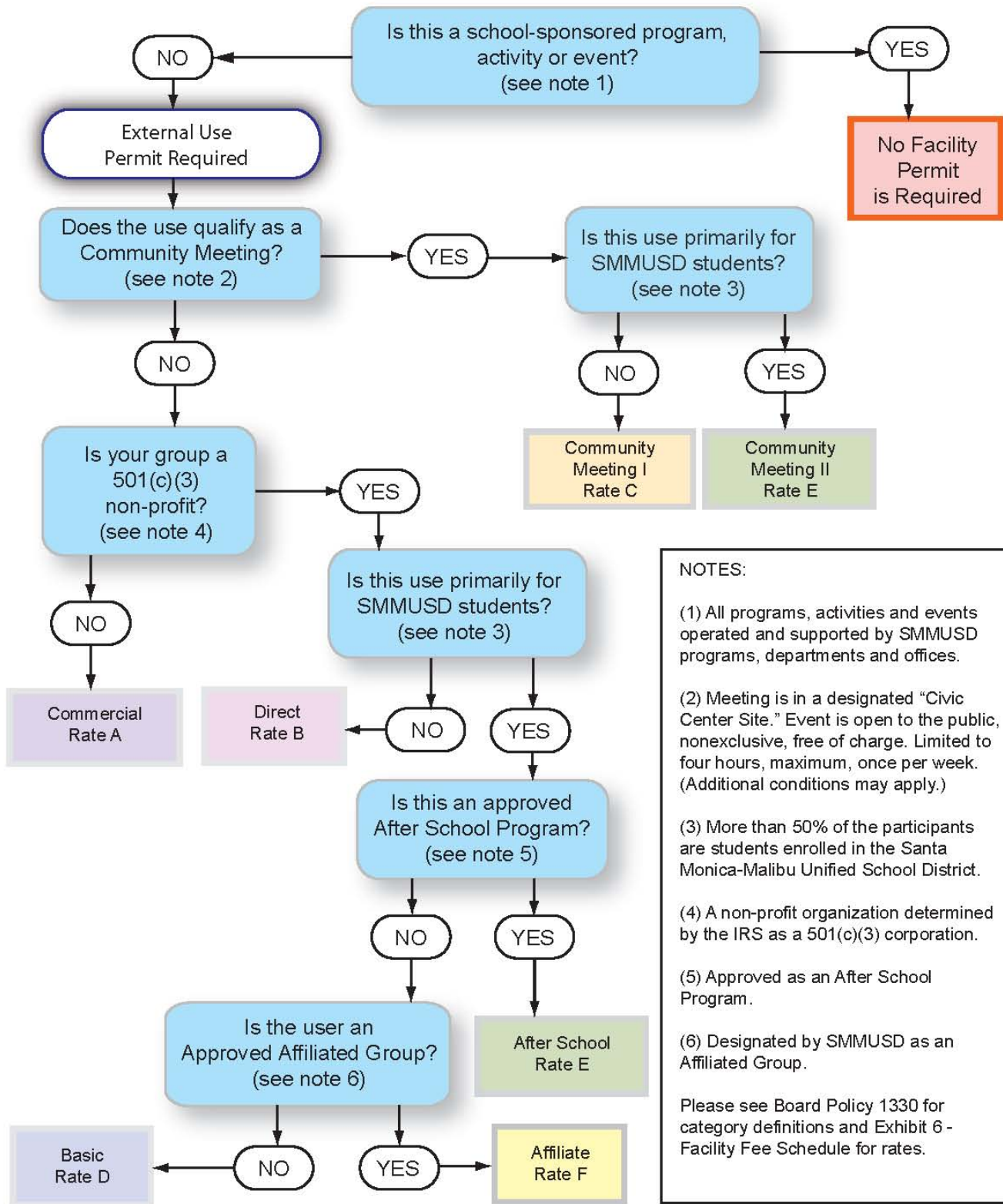
Filming	Commercial Rate		Still Photo/Small Crew	
	Filming	Prep	Filming	Prep
Full Day (school not in session)	<u>\$4,000.00</u>	<u>\$2,000.00</u>	<u>\$2,500.00</u>	<u>\$1,250.00</u>
Full Day (school in session)	<u>\$4,500.00</u>	<u>\$2,250.00</u>	<u>\$2,750.00</u>	<u>\$1,375.00</u>
Half Day (school not in session)	<u>\$2,500.00</u>	<u>\$1,250.00</u>	<u>\$1,750.00</u>	<u>\$875.00</u>
Half Day (school in session)	<u>\$2,750.00</u>	<u>\$1,375.00</u>	<u>\$2,000.00</u>	<u>\$1,000.00</u>
Special Location Bump (Theaters/Gyms/Pools)	\$500.00	\$250.00	\$250.00	\$125.00

SMMUSD does not have Non-profit or Student film rates

FULL DAY = up to 14 hours; HALF DAY = up to 6 hours; inclusive (walk in to walk out)
Overtime Rate for over 14 hours is 15% of rental rate per hour

What's My Category and Rate?

BP 1330
Exhibit 7



NOTES:

(1) All programs, activities and events operated and supported by SMMUSD programs, departments and offices.

(2) Meeting is in a designated "Civic Center Site." Event is open to the public, nonexclusive, free of charge. Limited to four hours, maximum, once per week. (Additional conditions may apply.)

(3) More than 50% of the participants are students enrolled in the Santa Monica-Malibu Unified School District.

(4) A non-profit organization determined by the IRS as a 501(c)(3) corporation.

(5) Approved as an After School Program.

(6) Designated by SMMUSD as an Affiliated Group.

Please see Board Policy 1330 for category definitions and Exhibit 6 - Facility Fee Schedule for rates.

ATTACHMENTS

ATTACHED ARE THE FOLLOWING DOCUMENTS:

- Presentation: “Enrollment Forecast Report 2013” (*associated with Item No. S.01*)
- Presentation: “SMMCTA” (*associated with Communications*)

Santa Monica-Malibu Unified School District

Enrollment Forecast Report 2013

Presented by



January 2013

1

Presentation

- Population projections within SMMUSD
- SMMUSD Historical Enrollment Analysis
- SMMUSD Enrollment Forecast

January 2013



2

SMMUSD

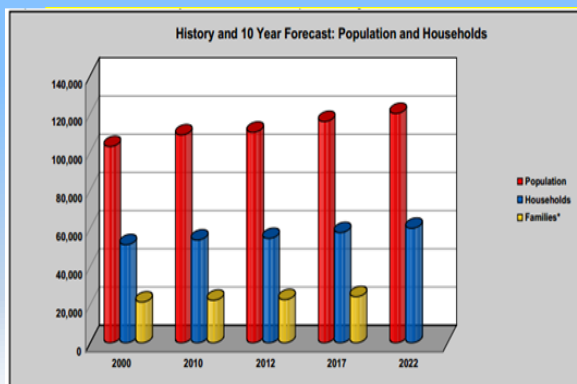
Selected Community Demographic Trends

January 2013

DECISIONINSITE 

3

Trends Population, Households & Families



Findings:

- Steady population, family & household growth projected in 5 & 10 year future

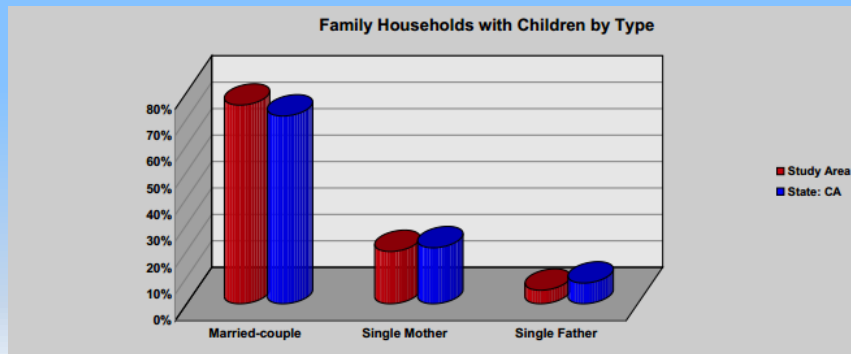
Population/Households Forecast			
	2012	2017	2022
Population	110,213	115,817	120,021
Percent Change		5.08%	3.63%
Households	54,598	57,650	59,907
Percent Change		5.59%	3.92%

January 2013

DECISIONINSITE 

4

Single Parent Families

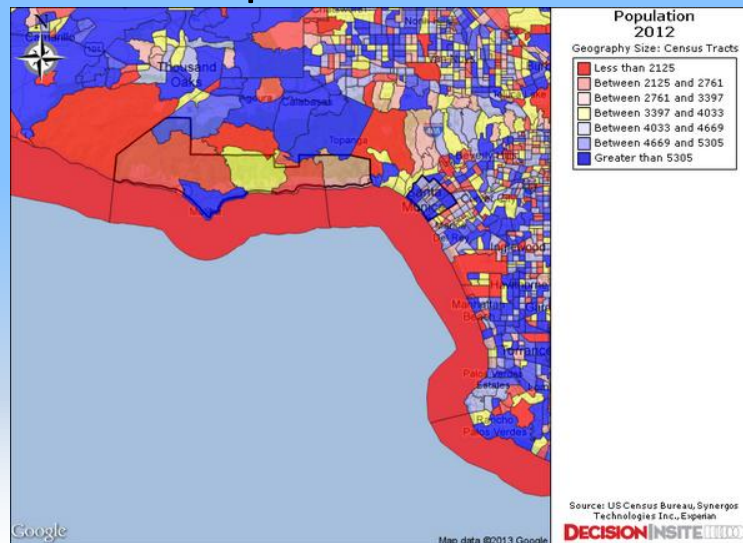


January 2013

DECISIONINSITE

5

Population 2012

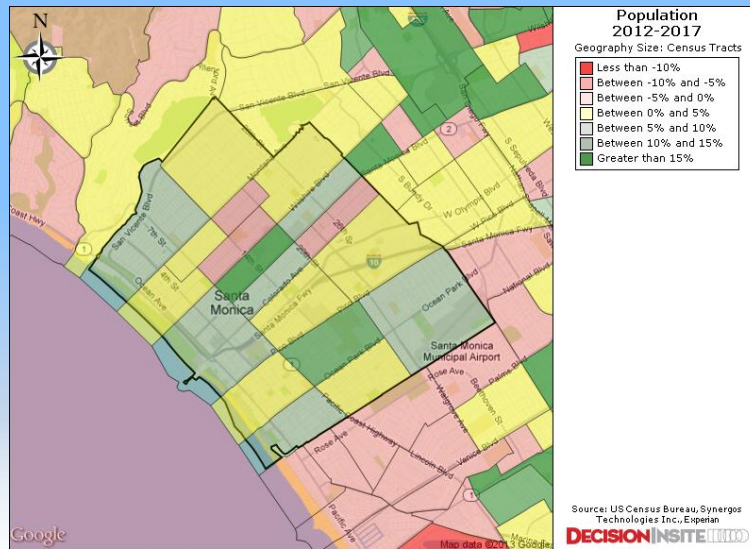


January 2013

DECISIONINSITE

6

Projected Population Change: 5 Years

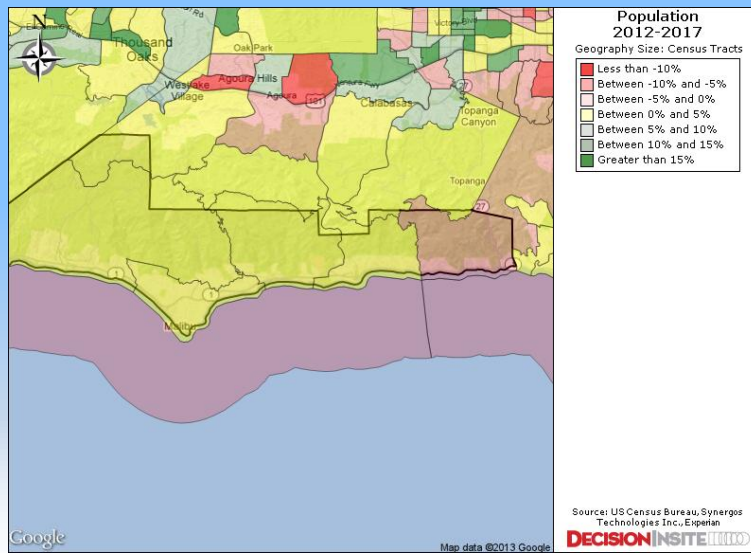


January 2013

DECISIONINSITE

7

Projected Population Change: 5 Years

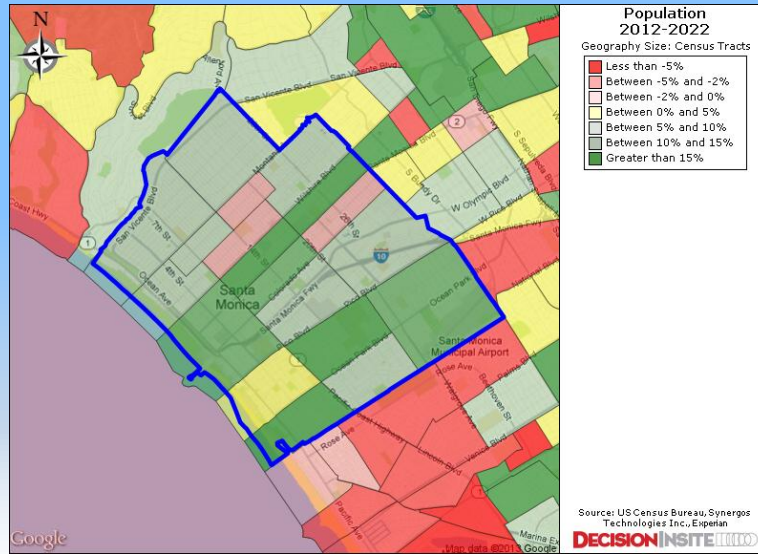


January 2013

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8

Projected Population Change: 10 Years

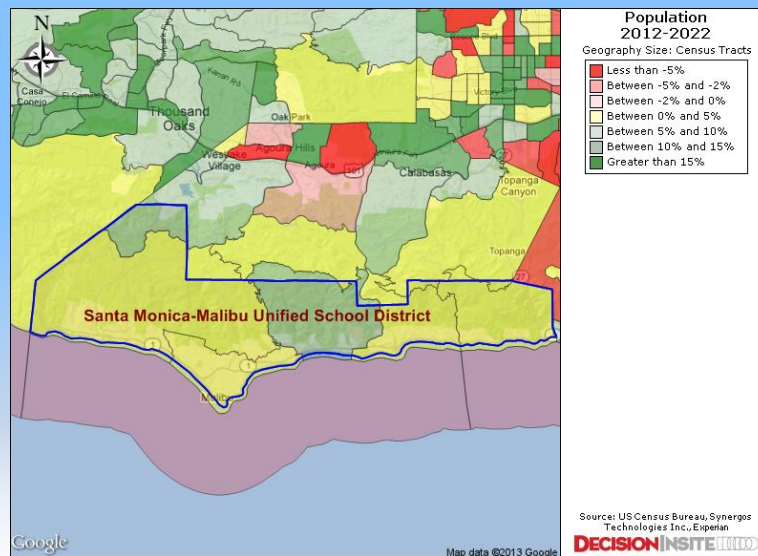


January 2013

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Projected Population Change: 10 Years



January 2013

DECISION INSITE

10

SMMUSD

Enrollment History

January 2013



12

Recent Historical Changes

4 Year History Change	
Kindergarten	110%
Gr K-5	99%
Gr 6-8	95%
Gr 9-12	96%
District	97%

Kindergarten calculation based on a 12 month cohort equivalent.

January 2013



13

Kindergarten Impact

Percent Change of Previous Year			
	2010	2011	2012
Kindergarten	91%	110%	111%
Grade 12 to K'tn	75%	82%	98%
Total K-12	99%	98%	101%

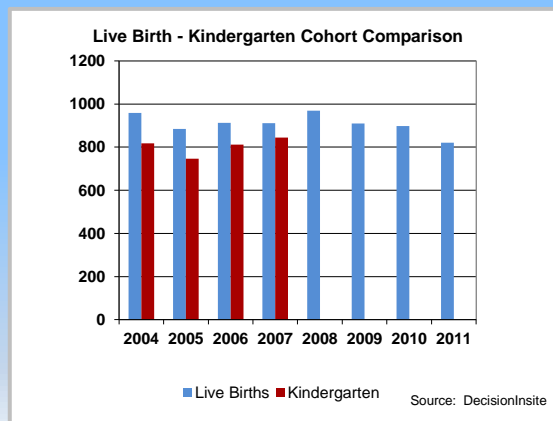
Kindergarten calculations in first two rows based on a 12 month cohort calculation equivalent.

January 2013

DECISIONINSITE 

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Live Birth



Live Birth is not a good predictor of Kindergarten enrollment.

Live Birth Enrollment Rate ~88%

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Cohort Aging

Average Cohort Change Past Three Years			
Cohort	Percent	+/-	Significant
K > 1	100%		
1 > 2	99%		
2 > 3	101%		
3 > 4	101%		
4 > 5	100%		
5 > 6	103%	++++	
6 > 7	101%		
7 > 8	101%		
8 > 9	103%	++++	
9 > 10	99%		
10 > 11	99%		
11 > 12	102%	++++	

January 2013



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Out of District (12.7%)

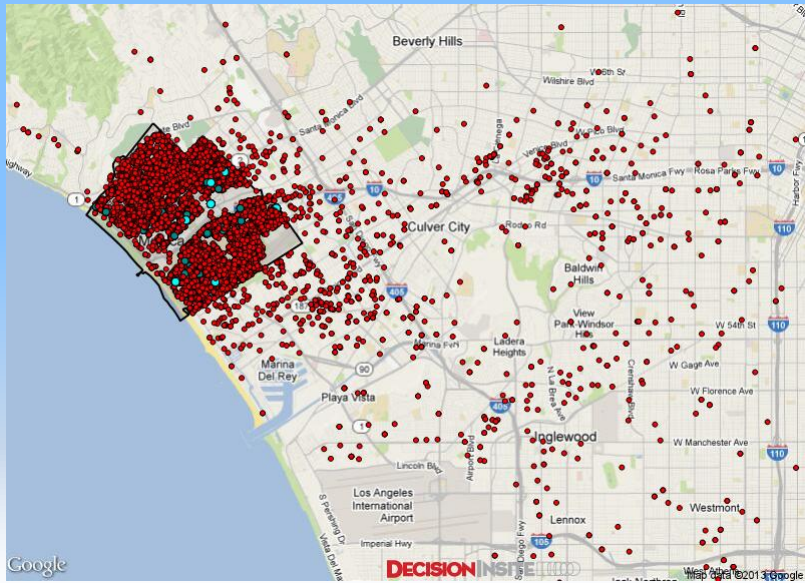
Grade	2009	2010	2011	2012
K	82	63	69	106
1	99	86	65	78
2	89	97	89	70
3	97	91	94	91
4	104	101	101	102
5	122	109	110	100
6	115	132	108	115
7	121	116	138	107
8	130	112	109	138
9	148	121	116	120
10	145	142	119	129
11	158	137	150	117
12	156	165	137	161
Total:	1,566	1,472	1,405	1,434

Reflects address and boundary clean-up from one year ago. (Not including SDC)

January 2013



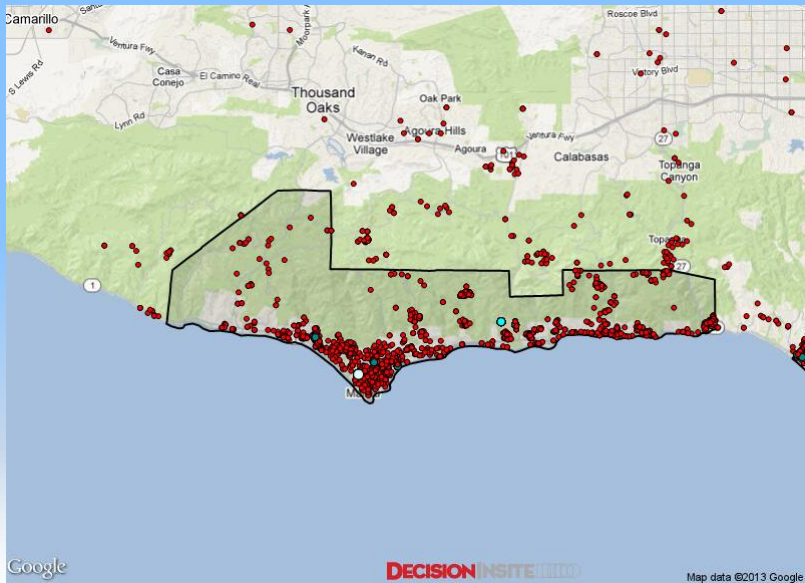
17



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Summary of Historical Enrollment Trends

- Increase in Kindergarten this year due primarily to out of district enrollees
- Stable enrollment overall
- Relatively stable enrollment at each level
- Out of District enrollment up slightly from last year

January 2013



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SMMUSD

Student Enrollment Forecast

January 2013



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Method

- Primary factors that influence calculations
 - Kindergarten
 - Aging of grade cohorts through system
 - Impact of new residential development
 - Inter-district transfers
- Other factors that can influence
 - Private school enrollment
 - Housing market; foreclosures
 - Anomalous events such as fires, business closures

January 2013



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Key Assumptions

- Two projections completed each year
 - Conservative suitable for budgeting
 - Moderate suitable for facilities planning
- Variables impacting each projection

Key Variables Controlling the Projection Algorithm	
Kindergarten Enrollment Change	Applies the lesser or greater of 3-4 year history trend in each studyblock to the appropriate study.
Cohort Change	Applies the lesser or greater of 3-4 year history trend in each studyblock to the appropriate study.
K Enrollment Change Cap	Restricts the effect of anomalous spikes in Kindergarten history.
K Enrollment Change Floor	Restricts the effect of anomalous dips in Kindergarten history.
Incoming Out-of-District Transfers	For each grade level span, applies the lesser or greater of 1-2 year history to the lograde; ages through existing students.
Dwelling Units	Moderate study assumes developer's phasing calendar. Conservative study shifts the developer's calendar toward the out-years.
Student Generation Rates	Typical of recent history by product type.

January 2013



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Moderate 5 Year Projection

Grade	2012	2013	2014	2015	2016	2017
TK	31	65	102	106	110	110
K	845	863	886	1008	1043	1044
1	829	845	862	909	1030	1045
2	750	827	845	886	932	1037
3	831	765	842	881	922	946
4	837	838	772	870	910	932
5	813	840	843	794	893	917
6	857	853	883	917	889	967
7	852	869	866	911	945	899
8	887	868	886	895	940	957
9	952	906	922	958	965	990
10	915	953	908	949	984	971
11	910	912	949	930	969	988
12	1028	925	926	974	954	978
Subtotals:	11337	11329	11492	11988	12486	12781
Pct Chg:	0.8%	-0.1%	1.4%	4.3%	4.2%	2.4%

January 2013



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Kindergarten Change

- Expecting a decline in K due to change in age eligibility, K enrollment actually increased.
- Transition K enrollment at ~3% of Kindergarten 12 month equivalent (~8.5% eligible)
- When K & TK considered in aggregate, conservatively an increase of ~150 students to be served by 2015

January 2013



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Proposed New Dwelling Units

New Dwelling Units Projected to be Occupied by Year (Moderate)											
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	
Multi-family	99	120	1130	925	127						
Attached	77	99	240	349	206	40					
Detached											
Totals:	176	219	1370	1274	333	40	0	0	0	0	0

New Dwelling Units Projected to be Occupied by Year (Conservative)											
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	
Multi-family	59	118	472	470	459	319	266	234			
Attached	46	76	138	175	151	92	56	87	62	129	
Detached											
Totals:	105	194	610	645	610	411	322	321	62	129	

Research completed Oct 2012 by DI

January 2013



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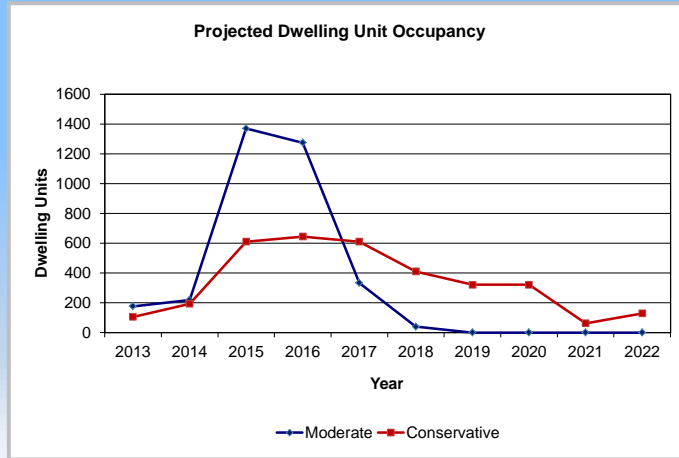


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Projected Dwelling Unit Occupancy



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Students Generated by New Housing

Students Generated by Residential Development (Moderate)										
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Aggregate	0	111	435	774	892	917	925	947	978	1,004
Annual	47	65	330	358	167	94	81	81	81	81

Conservative Students Generated as a Percent of Moderate										
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Aggregate	15%	75%	54%	52%	63%	74%	82%	90%	91%	96%

Note: Significant Increase compared to the research completed 2 years prior.

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Students First Enrolled

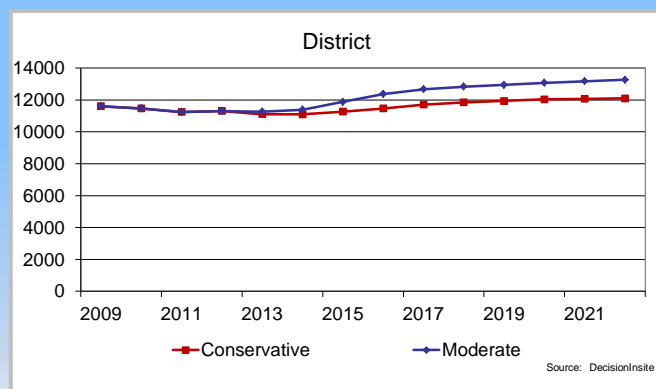
School Name	1	2	3	4	5	6	7	8	9	10	11	12
Edison	4	2	0	1	2	0	0	0	0	0	0	0
Franklin	14	13	16	10	13	0	0	0	0	0	0	0
Grant	6	8	7	18	8	0	0	0	0	0	0	0
John Adams Middle	0	0	0	0	0	48	23	14	0	0	0	0
John Muir	9	0	4	9	6	0	0	0	0	0	0	0
Juan Cabrillo	5	3	9	5	5	0	0	0	0	0	0	0
Lincoln Middle	0	0	0	0	0	45	42	32	0	0	0	0
Malibu 6-8	0	0	0	0	0	41	18	20	0	0	0	0
Malibu High	0	0	0	0	0	0	0	0	29	24	18	18
McKinley	18	9	13	8	6	0	0	0	0	0	0	0
Olympic High (Continuation)	0	0	0	0	0	0	0	0	0	1	3	16
Point Dume	7	6	1	3	9	0	0	0	0	0	0	0
Roosevelt	15	16	11	6	9	0	0	0	0	0	0	0
Santa Monica Alternative	1	0	1	0	1	0	0	0	0	0	0	0
Santa Monica High	0	0	0	0	0	0	0	0	124	67	47	60
Webster	6	6	6	10	7	0	0	0	0	0	0	0
Will Rogers	12	8	11	3	6	0	0	0	0	0	0	0
Totals:	97	71	79	73	72	134	83	66	153	92	68	94 1082

January 2013

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District-wide Projections



January 2013

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Conservative and Moderate Compared 5 Year

Change by Level	Conservative	Moderate
Kindergarten Only	947	1044
Change	112%	124%
Gr K-5	5417	5921
Change	110%	121%
Gr 6-8	2642	2823
Change	102%	109%
Gr 9-12	3647	3927
Change	96%	103%
District	11706	12671
Change	104%	112%

January 2013



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Santa Monica Geographic Area Projection (inside district boundary; moderate study)

Grade	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
K	630	650	665	763	797	798	794	787	781	773	766
1	645	627	647	686	784	798	790	784	777	770	763
2	588	644	628	671	712	791	794	788	781	773	766
3	618	601	658	662	706	726	798	799	792	784	779
4	604	620	604	681	687	714	726	796	799	792	785
5	552	607	626	626	703	694	716	726	797	798	792
6	610	584	643	680	679	746	728	750	761	834	837
7	619	618	593	667	705	688	752	730	751	763	838
8	622	635	634	620	698	717	697	758	739	759	771
9	677	651	669	693	677	737	747	723	793	769	794
10	666	678	653	696	720	683	735	746	722	790	767
11	639	663	676	677	716	724	680	731	743	716	787
12	718	650	673	697	696	724	729	685	738	749	722
Totals:	8184	8224	8365	8815	9276	9536	9682	9798	9969	10065	10162

January 2013



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Santa Monica Geographic Area Projection

(inside district boundary; conservative study)

Grade	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
K	630	631	640	712	727	727	723	716	711	700	691
1	645	621	625	641	715	729	724	717	711	701	693
2	588	637	617	629	646	723	731	725	719	709	702
3	618	597	647	634	647	662	735	741	734	724	714
4	604	614	596	651	640	655	667	736	744	732	725
5	552	600	611	598	656	647	660	668	738	741	732
6	610	577	628	648	636	695	678	690	698	767	771
7	619	612	581	637	657	643	702	681	694	699	768
8	622	626	620	593	651	667	651	710	691	698	706
9	677	637	646	651	621	681	692	673	734	708	718
10	666	671	634	652	655	632	685	694	675	732	706
11	639	657	661	634	653	663	635	687	697	670	729
12	718	643	661	671	643	660	667	639	690	700	673
Totals:	8184	8119	8163	8347	8543	8780	8946	9072	9231	9276	9323

January 2013



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Malibu Geographic Area Projection

(inside district boundary; moderate projection)

Grade	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
K	109	108	113	128	131	129	128	127	125	124	123
1	106	113	112	118	133	135	134	133	131	130	129
2	92	106	112	111	117	133	135	134	133	131	130
3	122	93	107	113	112	117	133	136	134	133	131
4	131	126	96	110	117	114	120	136	138	136	136
5	161	131	126	97	111	117	114	120	135	138	137
6	132	154	126	121	93	107	112	109	115	130	132
7	126	136	158	128	125	96	108	113	110	117	131
8	127	126	136	159	128	125	97	108	114	111	117
9	155	134	132	144	170	135	132	102	114	122	117
10	120	155	135	133	146	169	135	132	102	114	122
11	154	119	153	134	133	144	169	134	132	103	114
12	149	157	121	157	138	133	146	171	137	133	105
Totals:	1686	1660	1629	1655	1656	1656	1665	1657	1622	1624	1626

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Malibu Geographic Area Projection

(inside district boundary; conservative projection)

Grade	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
K	109	103	105	115	116	113	111	109	107	105	103
1	106	111	105	107	118	118	117	114	113	109	108
2	92	104	110	104	106	117	118	115	113	111	109
3	122	92	104	110	103	105	117	116	115	112	111
4	131	125	94	106	111	104	107	118	118	116	113
5	161	129	123	93	106	112	104	105	116	117	116
6	132	149	120	114	87	99	104	97	97	107	109
7	126	134	151	121	115	89	98	103	96	99	109
8	127	125	134	150	120	115	88	98	103	97	98
9	155	133	130	139	156	124	121	92	103	109	100
10	120	152	131	127	137	155	123	119	91	101	108
11	154	117	147	128	124	135	154	121	117	91	101
12	149	155	116	147	128	124	135	153	122	118	91
Totals:	1686	1631	1572	1563	1529	1512	1499	1462	1413	1394	1378

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Out of District Projection

(moderate projection)

Grade	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
K	69	106	106	106	116	116	116	116	116	116	116	116
1	65	78	105	104	104	113	113	113	113	113	113	113
2	89	70	78	105	104	104	113	113	113	113	113	113
3	94	91	70	78	105	104	104	113	113	113	113	113
4	101	102	91	70	78	105	104	104	113	113	113	113
5	110	100	102	91	70	78	105	104	104	113	113	113
6	108	115	115	115	115	115	115	115	105	105	115	115
7	138	107	115	115	115	115	115	115	115	105	105	115
8	109	138	107	115	115	115	115	115	115	115	105	105
9	116	120	120	120	120	120	120	120	120	120	120	110
10	119	129	120	120	120	120	120	120	120	120	120	120
11	150	117	129	120	120	120	120	120	120	120	120	120
12	137	161	117	129	120	120	120	120	120	120	120	120
Total	1405	1434	1375	1388	1402	1445	1480	1488	1487	1486	1486	1486

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Composite K-12 Forecast (conservative study)

Grade	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
K	845	831	841	933	949	947	940	931	923	911	901
1	829	833	829	847	933	947	940	931	923	910	900
2	750	820	827	831	851	941	950	941	933	920	909
3	831	758	828	843	848	865	950	957	949	936	925
4	837	830	759	836	853	859	871	954	962	949	938
5	813	831	826	762	840	858	861	872	955	959	948
6	857	838	859	873	833	905	893	888	899	987	992
7	852	861	843	869	884	843	913	898	893	900	989
8	887	858	869	855	882	894	850	919	906	898	906
9	952	887	894	907	896	923	931	882	955	934	928
10	915	944	882	898	911	904	927	933	884	951	933
11	910	902	930	879	896	917	906	926	933	879	947
12	1028	915	907	939	889	903	922	910	931	935	882
Subtotals:	11306	11108	11094	11272	11465	11706	11854	11942	12046	12069	12098
Pct Chg:	0.5%	-1.8%	-0.1%	1.6%	1.7%	2.1%	1.3%	0.7%	0.9%	0.2%	0.2%

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Composite TK-12 Forecast (conservative study)

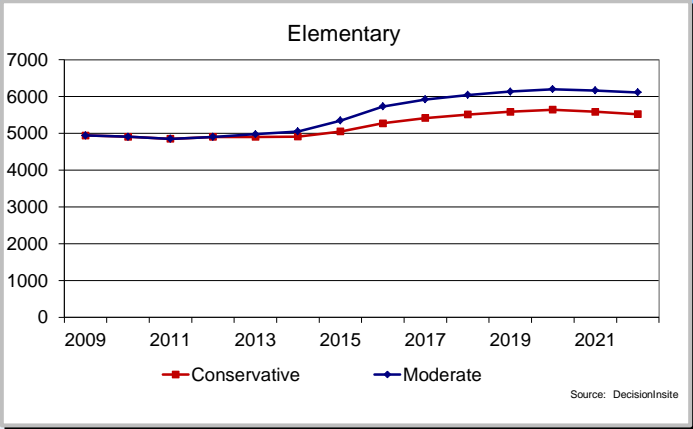
Grade	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
TransK	31	63	96	98	100	99	99	98	97	96	95
K	845	831	841	933	949	947	940	931	923	911	901
1	829	833	829	847	933	947	940	931	923	910	900
2	750	820	827	831	851	941	950	941	933	920	909
3	831	758	828	843	848	865	950	957	949	936	925
4	837	830	759	836	853	859	871	954	962	949	938
5	813	831	826	762	840	858	861	872	955	959	948
6	857	838	859	873	833	905	893	888	899	987	992
7	852	861	843	869	884	843	913	898	893	900	989
8	887	858	869	855	882	894	850	919	906	898	906
9	952	887	894	907	896	923	931	882	955	934	928
10	915	944	882	898	911	904	927	933	884	951	933
11	910	902	930	879	896	917	906	926	933	879	947
12	1028	915	907	939	889	903	922	910	931	935	882
Subtotals:	11337	11171	11190	11370	11565	11805	11953	12040	12143	12165	12193
Pct Chg:	0.8%	-1.5%	0.2%	1.6%	1.7%	2.1%	1.3%	0.7%	0.9%	0.2%	0.2%

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Elementary Level

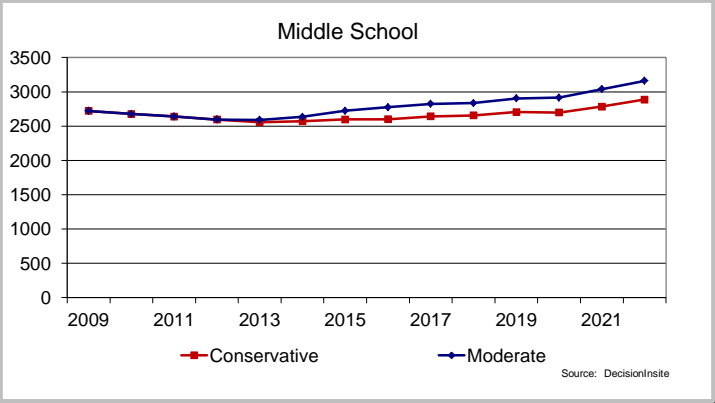


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Middle School Level

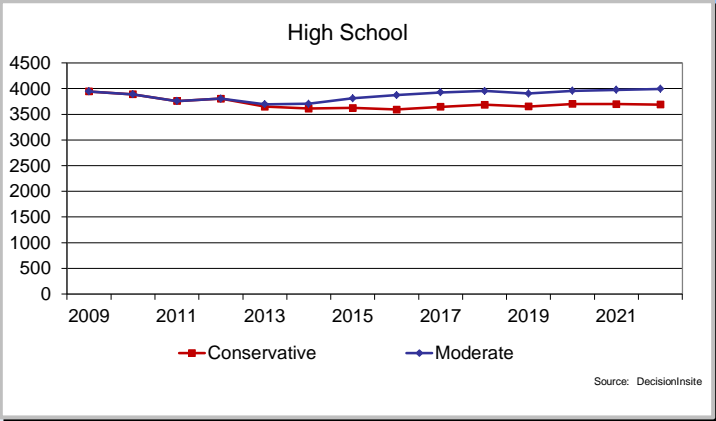


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High School

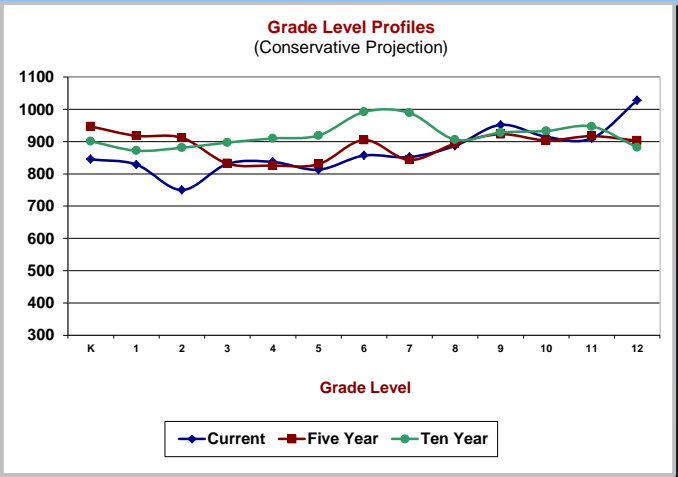


January 2013



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Grade Level Profiles



January 2013



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Staffing Calculator

Staffing Tool in the DI System using School Projections

Staffing Calculator																		
DECISIONINSITE																		
(This calculator computes the Allocated FTE for each school based on the projected enrollment.)																		
Staffing Variables																		
/variable	K	1	2	3	4	5	6	7	8	9	10	11	12					
Average Class Size	25	25	30	30	30	30	35	35	35	36	36	36	36					
Courses/student ms & hs:							6	6	6	6	6	6	6					
Courses/teacher ms & hs:							5	5	5	5	5	5	5					
HS CSR Course Count:																		
HS CSR Class Size:																		
Grade 6 Configuration																		
The Staffing Calculator is provided solely for the use of DecisionSite clients. Any other use is prohibited without expressed permission.																		
Enrollment Projections Fall 2013 Santa Monica-Malibu Unified School District (SMM13Cnsv)																		
School Name	K	1	2	3	4	5	6	7	8	9	10	11	12	Subttl	SDC	Total	Open Seats	Alloc FTE
Edison	73	72	76	77	78	67								443		443	-443	15.7
Franklin	124	127	129	136	135	131								782		782	-782	27.7
Grant	115	107	113	98	109	118								660		660	-660	23.5
John Muir	47	45	49	30	51	54								276		276	-276	9.8
Juan Cabrillo	31	34	40	38	43	46								232		232	-232	8.2
McKinley	88	91	92	65	74	79								489		489	-489	17.5
Point Dume	32	38	29	36	42	38								215		215	-215	7.6
Roosevelt	150	149	122	134	138	127								820		820	-820	29.3
Webster	57	58	56	38	62	62								333		333	-333	11.9
Will Rogers	90	88	89	81	74	83								505		505	-505	18.0
John Adams Middle							309	337	338					984		984	-984	33.7

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January 2013

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General Conclusions

- Kindergarten age-eligibility change will hold overall enrollment steady for the next couple of years as the reduced cohorts age through.
- Projected 1-2% annual increases 3-4 years out driven by:
 - Return to 12 month Kindergarten plus Transition K
 - Developers predicting new housing occupancies
 - Projected increase in out-of-district enrollment

January 2013

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Santa Monica-Malibu Unified School District

Enrollment Forecast Report 2013

Presented by



January 2013

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SMMCTA – BOE 2/7/13

Liz Cowgill
SMMCTA
Malibu Rep



WE ARE HAPPY

- Negotiations

Personable, relational, professional, great dialogue, great collaboration.



www.malibuhigh.org



WE ARE HAPPY

- Great relationships between staff and administration at many of our school sites.



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WE ARE HAPPY

- Secondary teachers are very happy about the semester ending in December.



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WE ARE SAD

- Large class size – high hopes for mediation, though the waiting period is LONG!!

									8	8	8	8	
250022 (S010150) SCIENCE 6 - 38 SCIENCE		✓							39	39	-1	38	38 0
250021 (S010150) SCIENCE 6 - 38 SCIENCE			✓						39	39	-1	40	40 -2
253183 (YS00000) TA SCIENCE DEPT - 35 SERVICE			✓						1	1	34	1 1 34	
250023 (S010150) SCIENCE 6 - 38 SCIENCE				✓					36	36	2	34	34 4
250024 (S010150) SCIENCE 6 - 38 SCIENCE					✓				38	38	0	38	38 0
251307 (YS00000) TA SCIENCE DEPT - 35 SERVICE					✓								

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WE ARE MONITORING

- CTA is monitoring the implementation of the new National Health Policy
- The state budget – lots of unknowns

October '11

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