

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
AGENDA

February 20, 2014

A regular meeting of the Santa Monica-Malibu Unified School District Board of Education will be held on **Thursday, February 20, 2014**, in the **District Administrative Offices**: 1651 16th Street, Santa Monica, CA. The Board of Education will call the meeting to order at 4:30 p.m. in the Board Conference Room at the District Offices, at which time the Board of Education will move to Closed Session regarding the items listed below. The public meeting will reconvene at 5:30 p.m. in the Board Room.

The public meeting will begin at 5:30 p.m.

Note:

Public Comments: Persons wishing to address the Board of Education regarding an item scheduled for this meeting must submit the "Request to Address" card prior to consideration of that item. Persons wishing to address the Board of Education regarding an item not scheduled on this meeting's agenda may speak during the Public Comments section by submitting the "Request to Address" card at the beginning of the meeting. The same card is used for either option and is printed in both Spanish and English. Cards are located with meeting materials just outside the meeting room. Completed cards should be submitted to the Recording Secretary.

Time Certain Items: Those items listed for a specified time (marked in the margin) are so noted to give the public an indication of when the Board will hear that item. However, if it is prudent to do so, the Board may adjust the time stamp to complete an item currently on the floor, but will not delay the time stamped item for more than fifteen (15) minutes.

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 minutes)

- Government Code §54957 (5)
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
- Government Code §54957 (10)
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
 - Title: Superintendent
- Government Code §54956.9(d)(1) (10)
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
 - Name of Case: Ruzicka vs. SMMUSD, OAH Case No. 2013051152
- Government Code §54956.9(d)(2) (30)
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – SIGNIFICANT EXPOSURE TO LITIGATION
 - 1 case
 - DN-1005-13/14 (Special Education)
 - Amend DN-1009-13/14 (Special Education)
- Government Code §54957.6 (5)
CONFERENCE WITH LABOR NEGOTIATORS
 - Agency designated representative: Sandra Lyon
 - Employee Organizations: SMMCTA and SEIU

OPEN SESSION (5:30 p.m.)

III. CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance

IV. APPROVAL OF THE AGENDA

V. APPROVAL OF MINUTES

- A.01 February 6, 2014.....1

VI. BOARD OF EDUCATION – COMMENDATIONS / RECOGNITIONS (40 minutes)

- Black History Month Activity
- National Board Certified Teachers

VII. STUDY SESSION (60 minutes)

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

- S.01 School Site Presentations (60).....2
 - Franklin Elementary School*
 - Roosevelt Elementary School*

VIII. COMMUNICATIONS (30 minutes)

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)
 - 1. Matthew Ware & Cecilia Sanchez – Santa Monica High School
 - 2. Michael Jacobson – Malibu High School
 - 3. Amanda Huffman – Olympic High School
- B. SMMCTA Update – Mr. Harry Keiley (5)
- C. SEIU Update – Ms. Keryl Cartee-McNeely (5)
- D. PTA Council – Ms. Patti Braun (5)

IX. SENIOR STAFF REPORTS (20 minutes)

- A. Asst. Supt., Educational Services – Dr. Terry Deloria (5)
- B. Assoc. Supt., Business & Fiscal Services/CFO – Ms. Janece Maez (5)
- C. Asst. Supt., Human Resources – Ms. Debra Moore Washington (5)
- D. Superintendent – Ms. Sandra Lyon (5)

X. CONSENT CALENDAR (10 minutes)

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

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- A.03 Overnight Field Trip(s) 2012-20135
- A.04 Conference and Travel Approval/Ratification6-8
- A.05 Approval of the Single Plan for Student Achievement (SPSA)9
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A.14	Contract Amendment #01 for Inspector of Record Services for Santa Monica High School – Science and Technology Building and Site Improvements Project – Sandy Pringle Associates – Measure BB	25-26
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General

A.21	Revise BP 0410 – Nondiscrimination in District Programs and Activities.....	40-42
A.22	Revise BP 0420 – School Plans/Site Councils	43-45
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A.24	Revise BP 1250 – Visitors/Outsiders.....	49-51
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A.26	Revise BP 2121 – Superintendent’s Contract	55-57
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XI. 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.**

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 earlier in the meeting 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 (140 minutes)

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

D.01	Implementation of the Common Core State Standards (CCSS) in Special Education (30)	92
D.02	Vision for Student Success (VSS) Fundraising Campaign Summary (30)	93
D.03	Common Core State Standards (CCSS) for Secondary Math Sequencing (45)	94
D.04	Summer School Update (20)	95
D.05	Consider Revising BB 9250 and Adopting BB 9250 – Remuneration, Reimbursement and Other Benefits (15)	96-100

XIII. MAJOR ITEMS (50 minutes)

These items are considered to be of major interest and/or importance and are presented for action at this time. Some may have been discussed by the Board at a previous meeting.

A.34	Adopt Resolution No. 13-08 – In Honor of Black History Month (5)	101-103
A.35	Adopt Resolution No. 13-10 – Determination of Seniority among Certificated Employees with the Same Seniority Date (“Tie-Breaker Resolution”) (5)	104-107
A.36	Adopt Resolution No. 13-11 – Regarding Competency Standards and Skipping Criteria for Certificated Employees (5)	108-110
A.37	Agreement between the Santa Monica-Malibu Classroom Teachers Association (SMMCTA) and the Santa Monica-Malibu Unified Schools District (SMMUSD) (15)	111-112a
A.38	2013-14 Budget Revisions (10)	113-120
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XIV. INFORMATIONAL ITEMS (0 minutes)

These items are submitted for the public record for information. These items do not require discussion nor action.

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	<i>Early Child Care DAC</i>	
	<i>Intercultural Equity and Excellence DAC</i>	
I.02	Revisions to AR 3290 – Acceptance of Gifts	125-134
I.03	Revisions to AR 0420 – School Plans/Site Councils	135-140
I.04	Adoption of AR 0520.2 – Title I Program Improvement Schools	141-149
I.05	Revisions to AR 1340 – Access to District Records	150-155
I.06	Adoption of E 9323.2 – Actions by the Board	156-157

XV. BOARD MEMBER ITEMS

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

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

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

This meeting will adjourn to a regular meeting scheduled for 5:30 p.m. on **Thursday, March 6, 2014**, at the **District Office**: 1651 16th Street, Santa Monica, CA 90404.

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 2013-2014

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

July through December 2013					
Month	1 st Thursday	2 nd Thursday	3 rd Thursday	4 th Thursday	Special Note:
July			7/18* DO	7/24* DO 7/30* DO	*7/18: Special Meeting *Wednesday, 7/24 *7/30: Special Meeting
August		8/14* DO		8/28* DO	*Wednesday, 8/14 First day of school: 8/22
September	9/5 DO		9/19 DO		*9/5: District Holiday
October	10/3 M		10/17 DO		
November	11/7 M		11/19* LMS 11/21 DO		*11/19: workshop Thanksgiving: 11/28-29
December		12/12 DO		winter break	
Winter Break: December 23 – January 3					
January through June 2014					
Winter Break: December 23 – January 3					
January	winter break	1/16 DO			
February	2/6 M		2/20 DO		
March	3/6 DO		3/20 M		
Spring Break: April 7-18					
April	4/3 DO	spring break	spring break		
May	5/1 M		5/15 DO		
June	6/5 DO			6/25* DO	Last day of school: 6/10 *Wednesday: 6/25

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

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

ACTION
02/20/14

RECOMMENDATION NO. A.01

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

February 6, 2014

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

STUDY SESSION

TO: BOARD OF EDUCATION
FROM: SANDRA LYON / TERRY DELORIA
RE: SCHOOL SITE PRESENTATIONS

STUDY SESSION
02/20/14

STUDY SESSION ITEM NO. S.01

Principals from Franklin Elementary School (Tara Brown) and Roosevelt Elementary School (Natalie Burton) will share substantive, current school information in twelve-minute presentations, focusing on how their schools are advancing two of the Board's five goals below:

1. Professional Learning Communities (PLCs)
2. Response to Instruction and Intervention (RTI²)
3. Equity and Access for Student Success
4. Science, Technology, Engineering, and Mathematics (STEM) Curriculum
5. Common Core State Standards (CCSS)

CONSENT ITEMS

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/20/14

FROM: SANDRA LYON / TERRY DELORIA / JANECE L. MAEZ / 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 2013-2014 budget.

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

Contractor/ Contract Dates	Description	Site	Funding
Jon Monastero 5/5/14 to 5/9/14 Not to exceed: \$3,050	Presentations to 8 th grade social studies classes on the life of a common soldier in the American Civil War	John Adams	01-90150-0-11100-10000-5802-011-4110 (Reimbursed by PTSA)
Richard Straus Spirit Series 2/17/14 to 3/28/14 Not to exceed: \$3,500	Spirit Series will facilitate and implement "Buddha Walks" and "Socrates" units for all 6 th grade students. This will be the 10 th consecutive year Spirit Series has been providing these services for Lincoln Middle School.	Lincoln	01-90150-0-11100-10000-5802-012-4120 (PTSA)
The Phylmar Group, Inc. 10/1/13 to 6/30/14 Amend not-to-exceed amount: \$260,850 <u>\$278,850</u> (original contract for \$164,150 approved on 11/7/13; 1 st amendment approved for \$96,700 on 1/16/14.)	Additional environmental testing at MHS	District	25-90100-0-00000-82000-5890-050-1500

McKenna Education Consultants 7/1/13 to 6/30/14 Amend not-to-exceed amount: <u>\$24,000</u> \$12,000 <i>(original contract for \$12,000 approved on 7/24/13)</i>	Facilitating IBB Negotiations for SMMUSD and SEIU.	Human Resources	01-00000-0-000000-74000-5802-026-1250
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MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:

TO: BOARD OF EDUCATION

FROM: SANDRA LYON / TERRY DELORIA

RE: OVERNIGHT FIELD TRIP(S) 2013-2014

ACTION/CONSENT
02/20/14

RECOMMENDATION NO. A.03

It is recommended that the Board of Education approve the special field trip(s) listed below for students for the 2013-2014 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
Cabrillo 5 th grade 46	Camp Hess Kramer/W.O.L.F. Camp Malibu, CA 5/20/14 – 5/23/14	J. Matthews/ S. Baltrushes/ N. Levy	\$14,740 for all students Paid through parent donations & fundraising	Science	Outdoor Science Camp for our 5 th grade students.
Webster 5 th 60	SeaWorld San Diego, CA 3/11/14 – 3/12/14	S. Samarge-Powell/ K. London/ K. Verham	\$9,480 for all students. Paid through parent donations & fundraising.	Science	Science reserves research for 5 th grade students
Webster 4 th 60	AstroCamp Idyllwild, CA 4/30/14 – 5/2/14	S. Samarge-Powell/ T. Rubin	\$19,175 for all students. Paid through parent donations & fundraising	Science	Outdoor Science Camp for our 4 th grade students
Webster 5 th 60	Yosemite Yosemite, CA 6/2/14 – 6/6/14	S. Samarge-Powell/ K. London/ K. Verham	\$27,970 for all students. Paid through parent donations & fundraising	Science	Outdoor Science Camp for our 5 th grade students
Roosevelt 5 th grade 130	Pali Adventure Camp 2/19/14 – 2/20/14	N. Burton/ 5 th grade teachers	\$55,165 for all students Paid through parent donations & fundraising	Science	Outdoor Science Camp for our 5 th grade students
Pt. Dume Marine Science 5 th grade 47	Santa Barbara El Capitan Campground 3/26/14 – 3/28/14	R. Johnson/ M. Dunn/ K. Jennings	\$375 per student paid through parent fundraising & fundraising	Science	Study marine science and ecology of the watershed an stream

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/20/14

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

RE: CONFERENCE AND TRAVEL APPROVAL/RATIFICATION

RECOMMENDATION NO. A.04

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

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

<u>NAME</u> <u>SITE</u> Account Number Fund – Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
<u>BOUSE, Amy</u> Santa Monica High 01-90121-0-11100-10000-5220-015-4150 General Fund- Resource: Equity Fund	National Art Educators San Diego, CA March 29 – 30, 2014	\$415
<u>BRADFORD, Maureen</u> Ed Services 01-00000-0-19600-21000-5220-030-1300 General Fund- Function: Supervision of Instruction	2013-2014 Consolidated Application Reporting System Downey, CA February 6, 2014	\$110
<u>CHECK, Laura</u> Adams Middle No Cost to District	What the Tech? Los Angeles, CA January 30, 2014	\$0
<u>DARUTY, Lila</u> Human Resources 01-00010-0-11100-10000-5220-025-1250 General Fund- Resource: Tier III	Cluster Four 13-14 Winter BTSA Directors Meeting Claremont, CA January 29 – 30, 2014	\$200
<u>KOVACH, Keith</u> Maintenance and Operations 01-81500-0-00000-81100-5220-061-2602 General Fund- Resource: Ongoing & Major Maint.	8-HR Hazardous Materials Training Cerritos, CA January 21, 2014	\$50
<u>MARTINO, Jessica</u> McKinley Elementary 01-65000-0-50010-21000-5220-043-1400 General Fund- Resource: Special Education	A Comprehensive Approach to the Young Brain Pasadena, CA February 12, 2014	\$179
<u>REGAN, Christopher</u> Adams Middle 01-70900-0-11100-10000-5220-011-4110 General Fund- Resource: Economic Impact Aid	ASCD 69 th Annual Conference Los Angeles, CA March 14 – 17, 2014	\$1,000

<u>STUART, Sam</u> BB Office 83-90500-0-00000-85000-5220-050-2600 Measure BB Fund- Resource: BB: Construction	New Development for School Construction: Prop 39 etc... Ontario, CA January 24, 2014	\$400
<u>STUART, Sam</u> BB Office 83-90500-0-00000-85000-5220-050-2600 Measure BB Fund- Resource: BB: Construction	35 th Annual Conference on School Facilities Sacramento, CA February 24 – 26, 2014	\$1,700
<u>SINFELD, Deanna</u> Franklin Elementary 01-65000-0-50010-21000-5220-043-1400 General Fund- Resource: Special Education	NCI Applied Physical Training Los Angeles, CA December 10 – 12, 2013	\$600
<u>WINTNER, Lisa</u> Malibu High 01-70910-0-47600-10000-5220-035-1300 General Fund- Resource: Economic Impact Aid	TOT Using Project Based Learning La Puente, CA February 18 – 19, 2014	\$409 +1 SUB

Adjustments (Preapproved expenses 10% in excess of approved costs that must be approved by Board/Changes in Personnel Attendance)		
<u>WOOLVERTON, Sara</u> <u>+2 Additional Staff</u> Special Education 01-65000-0-50010-21000-5220-043-1400 General Fund- Resource: Special Education	ACSA 2014 Monterey, CA January 15 – 17, 2014	\$3, 575 Plus an Overage of \$212.43

Group Conference and Travel: In-State * a complete list of conference participants is on file in the Department of Fiscal Services		
<u>BRADFORD, Maureen</u> <u>KUBICZ-PREIS, Ania</u> Ed Services 01-00000-0-19510-31600-5220-030-1300 General Fund- Function: Pupil Testing Services	2014 Smarter Balanced Field Test Workshop Santa Fe Springs, CA February 13, 2014	\$35 Mileage Only
<u>FREEHILL, Nikki</u> <u>+2 Additional Staff</u> Educational Services 01-70910-0-47600-10000-5220-035-1300 General Fund- Resource: Economic Impact Aid	TOT Using Project Based Learning La Puente, CA February 24 – 25, 2014	\$1,088
<u>PUST, Jennifer</u> <u>+3 Additional Staff</u> Santa Monica High 01-90121-0-11100-10000-5220-015-4150 General Fund- Resource: Equity Fund	Socratic Seminar Leadership Los Angeles, CA January 16, 2014	\$860 +4 SUBS
<u>RAMS, Florencia</u> <u>+2 Additional Staff</u> Educational Services 01-42010-0-47600-10000-5220-035-1300 General Fund- Resource: Title III	Leadership Training for Achievement Focused Partnerships Alhambra, CA February 11 – 12, 2014	\$993

<u>Out-of-State Conferences: Individual</u>		
<u>MEJIA, Rosa</u> Santa Monica High No Cost to District	Indiana University Counselor Conference Indianapolis, IN March 2 – 4, 2014	\$0

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

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/20/14

FROM: SANDRA LYON / TERRY DELORIA / MAUREEN BRADFORD

RE: APPROVAL OF THE SINGLE PLAN FOR STUDENT ACHIEVEMENT (SPSA)

RECOMMENDATION NO. A.05

It is recommended that the Board of Education approve the Single Plan for Student Achievement (SPSA) for each of our schools. Approval of the SPSA for 2013-14 authorizes schools to continue engaging in planned activities and expenditures through the beginning of the 2014-15 school year, until their new plans come before the Board.

COMMENT: The Single Plan for Student Achievement establishes a focus for raising the academic performance of students to meet or exceed state standards. The plan includes how the school allocates its categorical and Equity funds in support of improvement goals and also how categorically funded centralized services support the plan. Each School Site Council (SSC) is responsible for the development, implementation, and review of its SPSA. The development of the plan consists of the following steps:

- 1) Obtain the input of the school community
- 2) Review the school characteristics
- 3) Analyze current educational practices and staffing
- 4) Analyze student performance data
- 5) Establish school goals
- 6) Review available resources
- 7) Select specific improvements
- 8) Consider centralized services
- 9) Recommend the plan to the local governing board
- 10) Monitor progress
- 11) Evaluate the effectiveness of planned activities
- 12) Modify the plan

The SPSAs are considered working documents. Plans may be modified throughout the course of the year, as School Site Councils continually monitor their implementation. One public copy of each plan will be available at the Board of Education meeting. Hard copies of each school's SPSA are available for viewing at each school office and in the Educational Services Department of the District Office.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/20/14

FROM: SANDRA LYON / TERRY DELORIA / ALICE CHUNG

RE: SELF-ASSESSMENT FOR STATE PRESCHOOL / HEAD START

RECOMMENDATION NO. A.6

It is recommended that the Board of Education approve the 2013-2014 Head Start Self-Assessment report and approve Program Improvements Plan (PIPs) accordingly.

COMMENT: The self-assessment was conducted during the week of January 27 to January 31. The team consisted of staff, parents, and the Child Development District Advisory Committee member. The table below reflects the results of the Self-Assessment process and the recommended plan of actions to correct the non-compliance requirements.

Service Area/System	Outcome
Health Services/Nutrition	No Findings
Mental Health Services	No Findings
Disabilities Services	No Findings
Family Community Partnerships	No Findings
Education and Early Child Development	No Findings
Safe Environments	Refer to Program Improvement Plan (PIP)
Transportation Services	N/A
Communication	No Findings
Ongoing Monitoring	Refer to Program Improvement Plan (PIP)
Record Keeping & Reporting	Refer to Program Improvement Plan (PIP)
Program Planning	No Findings
ERSEA	No Findings
Human Resources	Refer to Program Improvement Plan (PIP)
Governance	No Findings
Fiscal	No Findings

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

2013-2014 Agency Self-Assessment PIPs Form

Agency Name: Santa Monica-Malibu Unified School District

Date Submitted: February 6, 2014

Instructions: For **each** identified Non-Compliance, list the corresponding management system and/or service area, specific performance standard, activities to correct the Non-Compliance, staff responsible, timeline for completion, and the source of the Non-Compliance identification.

Outstanding Non-Compliances issued by Grantee staff must also be included on this form, even if not addressed in the Agency's Self-Assessment process or in the Compliance Workbook. The rows will automatically expand as needed.

System/ Service Area	Performance Standard	Description of Non-Compliance	Activities to Correct Non-Compliance	Staff Responsible	Timeline for Completion	Source of Non-Compliance (Agency/ Grantee)
Safe Environment	1304.53(a)(10) (iii) 29CFR1910.120 0(f)(5)(i)	Spray bottles did not have contents clearly identified and labeled.	<ul style="list-style-type: none"> Labeled the spray bottles at time of inspection (Muir) Staff training on health and safety practices, policies and procedure. 	<ul style="list-style-type: none"> Teachers TOSA Assistant Director Director 	<ul style="list-style-type: none"> Corrected at time of inspection 	<ul style="list-style-type: none"> LACOE Facilities Monitor
Safe Environment	1304.53(a)(10) (viii)	Indoor and outdoor premises are not cleaned daily and kept free of undesirable and hazardous materials and conditions.	<ul style="list-style-type: none"> Landscaping needs clean up (Woods and Washington West) Heater vents need to be clean (Washington West) Drainage not working properly (Rogers and Woods) 	<ul style="list-style-type: none"> Maintenance and Operation Coordinator Custodian Coordinator Teachers TOSA Assistant Director Director 	<ul style="list-style-type: none"> Work order submitted Follow up on February 28, 2014 Complete by May 2014 	<ul style="list-style-type: none"> Tier 1 Monitoring Self-Assessment Team LACOE Facilities Monitor
Safe Environment	1304.53(a)(10) (x)	The selection, layout, and maintenance of playground equipment and surfaces minimize the possibility of injury to children. The playground surface has holes and playground equipment need repair.	<ul style="list-style-type: none"> Get estimates for the replacement of the playground surface (McKinley) Submit work order for playground equipment (Muir) 	<ul style="list-style-type: none"> Maintenance and Operation Coordinator Director 	<ul style="list-style-type: none"> June 2014 	<ul style="list-style-type: none"> Self-Assessment Team
Safe Environment	1304.53(a)(7)	Provide for maintenance, repair, safety, and security of all Head Start facilities, materials and equipment.	<ul style="list-style-type: none"> Order new area rugs for every classroom to replace stained rugs. (Muir, McKinley, Woods, Washington West and Rogers) Order new refrigerator to replace the one with broken handle. (McKinley) Repair furniture with sharp edges. (Muir) 	<ul style="list-style-type: none"> Teachers TOSA Custodian Assistant Director Director 	<ul style="list-style-type: none"> May 2014 	<ul style="list-style-type: none"> Self-Assessment Team

2013-2014 Agency Self-Assessment PIPs Form

System/ Service Area	Performance Standard	Description of Non-Compliance	Activities to Correct Non-Compliance	Staff Responsible	Timeline for Completion	Source of Non-Compliance (Agency/ Grantee)
Safe Environment	1304.53(a)(10) (iii) 29CFR1910.120 O(f)(5)(i)	Spray bottles did not have contents clearly identified and labeled.	<ul style="list-style-type: none"> Labeled the spray bottles at time of inspection (Muir) Staff training on health and safety practices, policies and procedure. 	<ul style="list-style-type: none"> Teachers TOSA Assistant Director Director 	<ul style="list-style-type: none"> Corrected at time of inspection 	<ul style="list-style-type: none"> LACOE Facilities Monitor
Safe Environment	1304.53(a)(10) (viii)	Indoor and outdoor premises are not cleaned daily and kept free of undesirable and hazardous materials and conditions.	<ul style="list-style-type: none"> Landscaping needs clean up (Woods and Washington West) Heater vents need to be clean (Washington West) Drainage not working properly (Rogers and Woods) 	<ul style="list-style-type: none"> Maintenance and Operation Coordinator Custodian Coordinator Teachers TOSA Assistant Director Director 	<ul style="list-style-type: none"> Work order submitted Follow up on February 28, 2014 Complete by May 2014 	<ul style="list-style-type: none"> Tier 1 Monitoring Self-Assessment Team LACOE Facilities Monitor
Human Resources	1304.52(e)(f)_ (15)v5 and GIM	100% of assistant teachers must have at minimum Child Development Associate Teacher Permit and be enrolled in a program leading to an AA degree or higher.	<ul style="list-style-type: none"> Assistant teachers must be enrolled in program leading to an AA degree. Currently they could not be enrolled because the classes at the college are full. Revised the job description and qualifications for teacher assistant to have degrees and permits prior to employment. 	<ul style="list-style-type: none"> HR Director 	<ul style="list-style-type: none"> June 2014 	<ul style="list-style-type: none"> Tier 1 Monitoring LACOE Monitor Self-Assessment Team
Human Resources	1304.52(j)	Staff performance appraisal and professional development must perform at least annually.	<ul style="list-style-type: none"> Staff appraisal and professional development will be completed in a timely manner. 	<ul style="list-style-type: none"> Assistant Director Director 	<ul style="list-style-type: none"> March 2014 	<ul style="list-style-type: none"> Tier 1 Monitoring LACOE Monitor Self-Assessment Team
Record Keeping and Reporting	1304.51 (g)	Establish and maintain efficient and effective record-keeping to provide accurate and timely information.	<ul style="list-style-type: none"> Create a tracking sheets with timelines to ensure all required tasks are completed in a timely manner. 	<ul style="list-style-type: none"> Computer Operator Director 	<ul style="list-style-type: none"> May 2014 	<ul style="list-style-type: none"> Tier 1 Monitoring LACOE Monitor Self-Assessment Team
Ongoing Monitoring	1304.53_(24)v2 and GIM	Conduct and document daily classroom inspections and playgrounds meet the requirements established by federal and state as well as LACOE GIMs and contract.	<ul style="list-style-type: none"> Revised facilities checklist Create a schedule to review and follow up with the facilities checklist. 	<ul style="list-style-type: none"> Teachers TOSA Assistant Director Director 	<ul style="list-style-type: none"> May 2014 	<ul style="list-style-type: none"> Tier 1 Monitoring

2013-2014 Agency Self-Assessment PIPs Form

System/ Service Area	Performance Standard	Description of Non-Compliance	Activities to Correct Non-Compliance	Staff Responsible	Timeline for Completion	Source of Non-Compliance (Agency/ Grantee)
Safe Environment	1304.53(a)(10) (iii) 29CFR1910.120 0(f)(5)(i)	Spray bottles did not have contents clearly identified and labeled.	<ul style="list-style-type: none"> Labeled the spray bottles at time of inspection (Muir) Staff training on health and safety practices, policies and procedure. 	<ul style="list-style-type: none"> Teachers TOSA Assistant Director Director 	<ul style="list-style-type: none"> Corrected at time of inspection 	<ul style="list-style-type: none"> LACOE Facilities Monitor
Safe Environment	1304.53(a)(10) (viii)	Indoor and outdoor premises are not cleaned daily and kept free of undesirable and hazardous materials and conditions.	<ul style="list-style-type: none"> Landscaping needs clean up (Woods and Washington West) Heater vents need to be clean (Washington West) Drainage not working properly (Rogers and Woods) 	<ul style="list-style-type: none"> Maintenance and Operation Coordinator Custodian Coordinator Teachers TOSA Assistant Director Director 	<ul style="list-style-type: none"> Work order submitted Follow up on February 28, 2014 Complete by May 2014 	<ul style="list-style-type: none"> Tier 1 Monitoring Self-Assessment Team LACOE Facilities Monitor

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/20/14

FROM: SANDRA LYON / TERRY DELORIA / ALICE CHUNG

RE: HEAD START WRITTEN PLAN

RECOMMENDATION NO. A.07

It is recommended that the Board of Education approve the attached the Head Start Written Plan for school year 2014-2015

COMMENT: The Head Start regulations require board approved Written Plan to operate a Head Start preschool program. This Written Plan addresses how the agency will implement services for children and families that meet the required Code of Federal Regulations.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:



Santa Monica – Malibu Unified School District
Child Development Department

Head Start
Written Plan
Management Systems and Procedures
(1304.51)
2014 - 2015

Santa Monica-Malibu Unified School District

1304.51 Management Systems and Procedures

(a) Program planning

(a)(1) Grantee and delegate agencies must develop and implement a systematic, ongoing process of program planning that includes consultation with the program's governing body, policy groups, and program staff, and with other community organizations that serve Early Head Start/Head Start or other low-income families with young children. Program planning must include:

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
<p>SMMUSD will provide an integrated Service Area written plan to include:</p> <ul style="list-style-type: none">• early childhood development, health, nutrition and disabilities services• family and community engagement and partnership• management systems <p>Program will be designed with participation and approval of Parents, Board of Education, staff and District Advisory Committee.</p>	Annually or as needed to meet the revised GIMs	Director Assistant Director Health Coordinator Staff Board of Education	Parents	Policies and Procedures, Service Area written plan, Meeting Agencies Minutes, sign-in, and Signature on documents as required

Santa Monica-Malibu Unified School District

(a)(1)(i) Assessment of community strengths, needs resources through completion of the Community Assessment, in accordance with the requirements of 45 CFR 1305.3;

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
An in depth community assessment will be completed to determine strengths and needs. Data will be collected from local community resources, parents, governing board, PC and community at large.	5 year funding cycle annual update	Director Assistant Director Board of Education Staff	Parents	Community Assessment and compiled data Meeting agenda and minutes

(a)(1)(ii) The formulation of both multiyear (long-range) program goals and short-term program and financial objectives that address the findings of the Community Assessments, are consistent with the philosophy of Head Start, and reflect the findings of the program's annual self-assessment; and

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Staff will work with a committee comprised of PC members, Board members, agency staff and contracted consultant if needed to compile community assessment and other data; analyze prioritize and develop long-term program goals, with short-term goals to be addressed annually for a 3 year cycle. Goals will be presented to PC and Board of Education for final approval/disapproval.	Every 5 years	Director Board of Education		Data, Agenda, Minutes, and sign-in

Santa Monica-Malibu Unified School District

(a)(1)(iii) The development of written plan(s) for implementing services in each of the program areas covered by this part (e.g., Early Childhood Development and Health Services, Family and Community Partnerships, and Management Systems).

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Written plans will be designed with the participation of staff, PC members, Board members and contracted consultant if needed. They will address current program goals all applicable regulations and language that delineates SMMUSD ensures quality services are provided throughout the program.	Annually	Director PC members Board members Community partners	Parents	Agenda, sign-in sheet, written plans

(a)(2) All written plans for implementing services, and the progress in meeting them, must be reviewed by the grantee or delegate agency staff and reviewed and approved by the Policy Council or Policy Committee at least annually, and must be revised and updated as needed.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Committees led by content area Coordinator and/or Director will be created, including staff, parents, Board members and community representatives, to focus on individual service areas to review and revise, update and present to Policy Council and Board of Education for approval.	Annually and as needed January – February	Director Assistant Director Family Advocates PC members Board members District Advisory Committee	Parents	Agenda, sign-in sheet

Santa Monica-Malibu Unified School District

Annual program Self-Assessment will include evaluation of planning design, implementation and results as well as CLASS and ECER 1 st cycle scores.				
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(a) Communications – general.

Grantee and delegate agencies must establish and implement systems to ensure that timely and accurate information is provided to parents, policy groups, staff, and general community.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
<p>Two-way communication will be provided through flyers, Center Committee meetings, bulletin boards, and surveys each center.</p> <p>Monthly meetings with Policy Committee (PC) and PC Executive meeting (includes Chair, Vice Chair, Secretary and Treasurer) to share all information received from ACF, Grantee and local community.</p> <p>Each center parent meeting will take place monthly, to discuss issues specific to the center, agency activities and reports from Policy Committee representatives.</p> <p>Regular monthly program reports are made to the PC and Board of Education. PC representatives attend the monthly District Advisory Committee (DAC) meetings and a Board member will attend DAC meeting.</p>	October-September	Director, Family Advocates Board Members DAC members	Parents	Newsletters Flyers, bulletin boards, surveys Agenda, minutes

Santa Monica-Malibu Unified School District

(a) Communication with families.

(c)(1) Grantee and delegate agencies must ensure that effective two-way comprehensive communications between staff and parents are carried out on a regular basis throughout the program year.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
<p>All parents will receive flyers, which will include information about activities, training, program services, volunteer opportunities, upcoming events, and job opportunities.</p> <p>There are Parent/community bulletin boards in each classroom.</p> <p>The program provides Master calendar, Flyers and Announcements, Menus, and Center Calendars on upcoming events to parents, Board members and staff. Teachers will provide information to parents regarding classroom activities. Teachers will share and discuss individual DRDP assessment results as well as other applicable assessments with parents to evaluate how children are progressing towards program, District and State school readiness goals and guidelines.</p>	September – June	Director Assistant Director Education staff Family Advocates		Flyers, Bulletin Boards, Newsletters, Master Calendar, Agenda, sign-in, Minutes, ChildPlus, and DRDP reports

Santa Monica-Malibu Unified School District

(c)(2) Communication with parents must be carried out in the parents' primary or preferred language or through an interpreter, to the extent feasible.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Translation of all written materials will be provided to the extent possible to address needs of non-English speaking families or as a family need/request Translation at meetings may be provided with use of headsets, to the extent possible.	July –June	Director Assistant Director Family Advocates	Parents	Flyers, Bulletin Boards, Newsletters, notices, announcements, Agenda, and minutes

(a) Communication with governing bodies and policy groups.

Grantee and delegate agencies must ensure that the following information is provided regularly to their grantee and delegate governing bodies and to members of their policy groups:

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
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Santa Monica-Malibu Unified School District

Staff will provide information to the Board of Education, Policy Committee and Center Committee to ensure all decision-making is based on timely, effective and professional manner by well-informed parties.	July-June	Director Assistant Director		Meeting Agenda, Minutes, Announcements, Flyers, and Newsletters
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(d)(1) Procedures and timetable for program planning;

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Information and training will be provided to Policy Committee and the Board of Education to promote timely, informed decision-making. Master Calendar will include all planning schedules and training dates. Staff, parent representatives and Board members will be provided copies of the calendar, as will LACOE Grantee and community partners.	Monthly Meetings Annual Planning Schedule Annual training and as needed	Director Assistant Director Family Advocates Board of Education	Parents	Agenda Sign-in Minutes Master Calendar Planning Schedule

(d)(3) Program and financial reports; and

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
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Santa Monica-Malibu Unified School District

Budget reports and projections will be reported at Policy Committee meetings and reports given at Center Committee as appropriate. Board of Education will be provided financial reports regarding Head Start along with other SMMUSD Programs as scheduled.	Monthly	Director Assistant Director CDS Accountant	Parents	Budget Reports Agenda Sign-in Sheets Minutes
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(d)(4) Program plans, policies, procedures, and Early Head Start and Head Start grant applications.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Parents and Board members will be included in the planning and approval of work plans, grant applications, personnel policies and financial development and monitoring. PC reps, Board reps and staff will form indicated ad hoc committees to meet as needed to ensure shared decision making at all levels of governance.	July-June	Director Assistant Director Board members Staff	Parents	Announcement of Meetings Agenda Sign-in Sheets Minutes Signature on documents as required

(a) Communication among staff.

Grantee and delegate agencies must have mechanisms for regular communication among all program staff to facilitate quality outcomes for children and families.

Santa Monica-Malibu Unified School District

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Staff will be kept informed of all pertinent activities, actions and expectations through scheduled meetings, daily mail delivery between centers and main office and informational memorandums.	Monthly and as needed	Director Assistant Director Health Coordinator Family Advocates Accountant		Calendars Announcements Agenda Sign-in Sheets Minutes Mail Memos and letters Emails when needed
Head Start Administrative staff will develop a consistent system to ensure that all center staff gets e-mail or hard copy of vital agency and program information within 1 business day of its initial distribution.	As needed			
Master Calendar includes all training and meeting dates and other information regarding outcomes, home visits, etc.	Annual plan			
Health and Safety Checklist.	Monthly			
Multidisciplinary Team meetings to discuss children and families will be scheduled quarterly or sooner as needed and will be attended by Health Coordinators, Assistant Director, Teachers, and Family Advocates	Quarterly at minimum			
Staff meetings will be scheduled throughout the year to provide training, share information and ensure open communication between staff.	Monthly			
Administrative Leadership Team meeting.	Weekly			

Santa Monica-Malibu Unified School District

All staff has access to the monthly Director's program report that is provided to the PC and Board.	As needed			
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(a) Communication with delegate agencies.

Grantees must have a procedure for ensuring that delegate agency governing bodies, Policy Councils, and all their staff receives all regulations, policies, and other pertinent communications in a timely manner.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
LACOE Policy Council meeting will be attended by SMMUSD PC representative. PC representative will share information with Policy Committee members each month.	Monthly	Director Family Advocates	Parents	Minutes from LACOE, Minutes from Policy Committee, Agenda, and sign-in sheets

(a) Record-keeping systems. Grantee and delegate must establish and maintain efficient and effective record-keeping systems to provide accurate and timely information regarding children, families, and staff and must ensure appropriate confidentiality of this information

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Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
<p>All children will be listed on the ChildPlus tracking system, which will be updated by staff, Family Advocates and/or appropriate staff member.</p> <p>Child files will be organized in a standardized and consistent manner. Computer Operator and Family Advocates will utilize document and file checklists (cover sheets) in every section to maintain and monitor that HS performance standards are being met. Individual child's file will indicate education planning, health, agency referrals, family needs assessment, and plans of Action and parent contacts.</p> <p>Files will be kept at the main office for enrollment. Staff shall maintain all children's records in locked files, which may be assessed only by staff and/or consultants who are providing Head Start or related services, with Head Start or related services, with permission. All files will be checked out with signature on appropriate form.</p> <p>Service area information will be available on ChildPlus and at the main office for tracking and accessing services.</p>	<p>Within 30 days of enrollment and ongoing as needed</p> <p>On-going</p>	<p>Family Advocates Health Coordinator Director Assistant Director Computer Operator</p>		<p>ChildPlus, Children's files, Personnel files</p>

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Personnel files will be organized in a standardized and consistent manner. Administrative staff will utilize personnel document checklists (cover sheets) in every section to maintain and monitor that all HS HR performance standards are being met. Anyone accessing confidential personnel files will strictly abide by SMMUSD Personnel Confidentiality Policies and Procedures.	At time of hire and ongoing as needed			
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(a) Reporting systems.

Grantee and delegate agencies must establish and maintain efficient and effective reporting systems that:

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Reports will provide all information required by federal and local authorities i.e.: Grantee and Delegate Agency reports Health Coordinator will provide updated information to the Director as requested.	Per annual contractual agreement Monthly	Assistant Director Health Coordinator Family Advocates Computer Operator		ChildPlus reports Child file progress notes MDTM Agenda
Health Coordinator, Assistant Director, and Family Advocates will follow-up and share information at Management and Leadership meetings	Monthly			

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Multidisciplinary Team Meetings will include referral summary, action plans, timelines and case notes.	Monthly or as needed			
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(h)(1) Generate periodic reports of financial status and program operations in order to control program quality, maintain program accountability, and advise governing bodies, policy groups, and staff of program progress; and;

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Monthly review of budget cost reports to include Director and accountant. Reports will be made to Policy Committee each month Reports will be submitted to Board of Education CDS Leadership will maintain tracking systems which will ensure all follow-up of services	July – June	Director Accountant Assistant Director		Monthly budget reports Agenda, minutes

(h)(2) Generate official reports for Federal State, and local authorities, as required by applicable law.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
All official financial reports will be submitted in timely and efficient manner.	Per contract and timelines requested	Director Assistant Director Accountant Board of Education		Budget Reports Enrollment, attendance, PIR, LACOE Contract

(a) Program self-assessment and monitoring.

(i)(1) At least once each program year, with the consultation and participation of the policy groups and as appropriate, other community members, grantee and delegate agencies must conduct a self-assessment of their effectiveness and progress in meeting program goals and objectives and in implementing Federal regulations.

Santa Monica-Malibu Unified School District

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Staff, consultants, parents and Board Members as well as community members will participate with annual self-assessment as prescribed by Federal regulations and Grantee.	Annually	Director Assistant Director Staff Board of Ed	Community Representative Parents	Announcements, consultant contracts, Self-Assessment Summary of Findings, and corrective action plans. Minutes and sign in sheets

(i)(2) Grantees must establish and implement procedures for the ongoing monitoring of their own Early Head Start and Head Start operations, as well as those of each of their delegate agencies, to ensure that these operations effectively implement Federal regulations.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
<p>SMMUSD Monitoring Plan following LACOE's Ongoing Monitoring GIM will be implemented by agency staff, and will include:</p> <p>Tier 1 is when the Agency Self-Monitoring: The Director, Assistant Director and Health Coordinator monitor the area they oversee. Each area has an ongoing monitoring plan and utilizes ChildPlus data; dashboard</p>	Quarterly	Director Assistant Director Health Coordinator Staff Board of Education	Parents	Written reports and responses, letters, and monitoring feedback Agenda, minutes Sign-in sheet

Santa Monica-Malibu Unified School District

<p>reports, staff interviews and file sampling to ensure timelines and thresholds are being met.</p> <p>Staff review and gather information from: ChildPlus tracking reports, Outcomes data, Community Assessment, Leadership Meetings, and Management Meetings.</p> <p>Review of all written plans and program goals</p> <p>Master Calendar, Monthly report, Health & Safety checklists, attendance, food service records, personnel files, maintenance logs, medication logs, etc.</p> <p>Ongoing communication with Grantee staff and follow-up of recommendations will be implemented.</p>	Quarterly			
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(I) (3) Grantees must inform delegate agency governing bodies of any deficiencies in delegate agency operations identified in the monitoring review and must help them develop plans, including timetables, for addressing identified problems.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Program Improvement Plan will be developed and implemented to meet timelines (never to exceed 90 days).	As needed	Director Assistant Director Staff Parents Board of Education.		Written and electronic reports and responses, reviews, and letters

1304.52 Human Resources Management

(a) Organizational structure.

(a)(1) Grantee and delegate agencies must establish and maintain an organizational structure that supports the accomplishment of program objectives. This structure must address the major functions and responsibilities assigned to each staff position and must provide evidence of adequate mechanisms for staff supervision and support.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
To the extent fiscally possible, the agency will develop and maintain an organizational structure, which will ensure support and management of early childhood	July – June	Director Assistant Director Board of Education HR Director	Parents	Organizational chart and job descriptions

Santa Monica-Malibu Unified School District

development, health services, parent activities and program governance.				
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(a)(2) At a minimum, grantee and delegate agencies must ensure that the following program management functions are formally assigned to and adopted by staff within the program:

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
There shall be sufficient staff to ensure adequate support, supervision, appropriate staff-child ratios, and efficient operation within budget limitations (LACOE's HR GIM).	July – June	Director Assistant Director Board of Education HR Director	Parents	Job descriptions, Staffing patterns, Personnel files, and Hiring documentation

(a)(2)(1) Program management (the Early Head Start/ Head Start Director);

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
There will be a full time Director, hired with approval from Policy Committee and Board of Education. (LACOE's HR GIM)	July-June	Board of Education Parents HR Director	Parents	Job description, Hiring documentation, and Personnel file

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(a)(2)(ii) Management of early childhood development and health services, including child development and education; child medical, dental, and mental health; child nutrition; and, services for children with disabilities; and

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Full time Assistant Director and Health Coordinator will be hired, with approval from Policy Committee and Board of Education, to manage each program area: health, nutrition, education, and mental health/disabilities. (LACOE's HR GIM)	July – June	Director Board of Education HR Director	Parents	Employment record, Job description, and Personnel file

(a)(2)(iii) Management of family and community partnerships, including parent activities.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
The Director will ensure quality Family Engagement is provided and to guide and support the operations of Policy Committee and Center Committees	July – June	Director Assistant Director Family Advocates	Parents	Employment Record, Job Description, and Personnel Record

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(b) Self qualifications - general

(b)(1) Grantee and delegate agencies must ensure that staff and consultants have the knowledge, skills, and experience they need to perform their assigned functions responsibly.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Job descriptions will be developed to meet licensing, state and federal criteria, and will be enforced for Staff and consultants.	July – June	Director, Assistant Director Board of Education HR Director		Employment Records, Job Descriptions, Personnel Records, and DSS Licensing Regulations, Federal Guidelines, and LACOE's Staff Qualification Matrix.

(c) Early Head Start /Head Start Director qualifications.

The Early Head Start of Head Start or must have demonstrated skills and abilities in a management capacity relevant to human services program management.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
SMMUSD will ensure that Head Start Director has skills, experience and qualifications in management.	Annually	Board of Education HR Director	Policy Committee Members	Job Description, Employment Record annual Performance Evaluations and

BOE Approval: Pending

PC Approval: Pending

Revised: 2/3/14 AC

Santa Monica-Malibu Unified School District

				Transcripts LACOE's Staff Qualification Matrix
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(d) Qualifications of content area experts.

Grantee and delegate agencies must hire staff or consultants who meet the qualifications listed below to provide content are expertise and oversight on an ongoing or regularly scheduled basis. Agencies must determine the appropriate staffing pattern necessary to provide these functions

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Assistant Director will be hired with experience and qualifications to provide appropriate leadership and supervision in their discipline.	July – June	Director Board of Education HR Director	Policy Committee members	Job Descriptions, Employment Records annual Performance Evaluations and Transcripts LACOE's Staff Qualification Matrix

(d)(1) Education and child development services must be supported by staff or consultants with training and experience in areas that include: The theories and principles of child growth and development, early childhood education, and family support. In addition, staff or consultants must meet the qualifications for classroom teachers, as specified in section 648A of the Head Start Act and any subsequent amendments regarding the qualifications of teachers.

Strategies	Timeline	Persons Responsible	Partnership	Documentation
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Santa Monica-Malibu Unified School District

What & How	When	Who		
All Education staff and consultants will meet qualifications as required by Federal, State and local authorities and agency criteria.	July – June	Director Assistant Director HR Director	Policy Committee Members	Job Descriptions, Employment Records annual Performance Evaluations Partnership Agreements, consultant contracts, Copies of licenses, certificates, LACOE’s Staff Qualification Matrix, and etc.

(d)(2) Health services must be supported by staff or consultants with training and experience in public health, nursing, health education, maternal and child health, or health administration. In addition, when a health procedure must be performed only by a licensed/certified health professional, the agency must assure that the requirements is followed.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
The Health services will be coordinated by the Health Coordinator (RN).	July - June	Director Board of Education	Parents	Consultant Agreement, Job Descriptions,

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		HR Director		Employment Records, Personnel Policies annual Performance Evaluations and LACOE's Staff Qualification Matrix.
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(d)(3) Nutrition services must be supported by staff or consultants who are registered dietitians or nutritionists.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
SMMUSD hired consultant (RD) that have met all qualifications as required by Federal, State and local criteria.	July – June	Director Board of Education HR Director	Policy Committee Members	Job Description, Employment Record Personnel Policies annual LACOE's Staff Qualification Matrix.

(d)(4) Mental health services must be supported by staff or consultants who are licensed or certified mental health professionals with experience and expertise in serving young children and their families.

Strategies	Timeline	Persons Responsible	Partnership	Documentation
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BOE Approval: Pending
PC Approval: Pending
Revised: 2/3/14 AC

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What & How	When	Who		
SMMUSD hired a MH consultant, who will ensure that there are ongoing mental health services provided and have met all qualifications as required by Federal, state and local criteria.	September – June	Director Board of Education HR Director	Policy Committee Members	Contracts and Partnership Agreement. Licenses/certificates, LACOE's Qualification Matrix, and etc.

(d)(5) Family and community partnership services must be supported by staff or consultants with training and experience in field(s) related to social, human, or Family Engagement.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Family Advocates will be assigned to work with teaching teams to promote holistic attention for children and families. Consultants may be contracted for additional services and will provide appropriate documentation of qualifications	July – June	Director Assistant Director HR Director	Policy Committee Members	Job descriptions, Employment Records Personnel Files annual Performance Evaluations licenses, certificates, LACOE's Qualification Matrix, and etc.

(d)(6) Parent involvement services must be supported by staff or consultants with training, experience, and skills in assisting the parents of young children in advocating and decision-making for their families.

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Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
The Director will ensure all parents are offered opportunities to participate in a variety of Head Start events and activities that are provided free by the city. Support will be provided for Policy Committee and Center Committee.	July – June	Director Assistant Director	Parents	Job Descriptions, Employment Records, Personnel Files and annual Performance Evaluations and LACOE's Qualification Matrix.

(d)(7) Disabilities services must be supported by staff or consultants with training and experience in securing and individualizing needed services for children with disabilities.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Health Coordinator will develop and secure individual services for children and families. Collaborative agreements will be developed with appropriately licensed agencies in local community to provide needed professional service.	July – June	Director Health Coordinator	Parents	Job Description, Employment Records Personnel Files, and Annual

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				Performance Evaluations Partnership Agreement and LACOE's Qualification Matrix.
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(d)(8) Grantee and delegate agencies must secure the regularly scheduled or ongoing services of a qualified fiscal officer.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
SMMUSD will have on staff a qualified accountant who will provide allocated hours of service to the Head Start Program.	July – June	Director, HR Director	Policy Committee Members	Job Description, Personnel Files, and Allocated Time/Salary

(g) Classroom staffing and home visitors

(g)(1) Grantee and delegate agencies must meet the requirements of 45 CFR 1306.20 regarding classroom staffing.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
State of California, Title 22 Licensing Regulations will be adhered to and adult/child, teacher/child ratios will be maintained at all times.	September – June	Assistant Director Director HR staff Teachers	Parents	Job Description Transcripts Staffing Patterns

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				Personnel file document checklists and LACOE's Staff Qualification Matrix.
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(g)(2) When a majority of children speak the same language, at least one classroom staff member or home visitor interacting regularly with the children must speak their language.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
A minimum of one staff person will be assigned to each classroom with the ability to speak the majority language spoken by children. Staff will treat children and families of all races, religions, family backgrounds and cultures equally with respect and consideration.	September – June	Assistant Director Director		Observations Staffing Patterns Annual Performance Evaluations

(g)(3) For center-based program, the class size requirements specified in 45 CFR 1306.32 must be maintained through the provision of substitutes when regular classroom staff is absent.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
No more than 20 children will be enrolled in single session classes.	September – June	Director, Assistant Director HR Director		License as issued by Department of Social

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Class size will meet the stipulation of licensing regulations, with a minimum of 35 square feet per child of unencumbered space. Ratios will be ensured, with qualified substitutes being utilized when regular staff is absent.				Service, Community Care Licensing Staffing patterns
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(g)(5) Staff must supervise the outdoor and indoor play areas in such a way that children's safety can be easily monitored and ensured.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Outdoor environments will be fenced for security and safety of children. At all times, adult/child ratios will be enforced to ensure that all children are visually and audibly monitored by audits.	August – June	Teachers Assistant Director Health Coordinator Facility Coordinator Maintenance Supervisor		Classroom program plan observation Maintenance Log

(i) Standards of conduct.

(h)(1) Grantee and delegate agencies must ensure that all staff, consultants, and volunteers abide by the program's standards of conduct. These standards must specify that:

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
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<p>All new employees, consultants and volunteers will receive an orientation before entering classrooms. Orientations will include, but are not limited to:</p> <ul style="list-style-type: none"> • personnel policies • goals and philosophy • program policies & procedures • standards of conduct • curriculum • child abuse • job duties • new employees will be given a copy of their job description • Annually, HS Staff will sign code of ethics agreement 	<p>August – September Or start date</p> <p>August</p>	<p>Director HR Director Assistant Director</p>		<p>Orientation training plan and materials Master calendar Personnel file</p>
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(h)(1)(I) They will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
<p>HS Staff, consultants and volunteers will be monitored to ensure that every child and family member, as well as other staff, are treated with respect and dignity. Contracts and Partnership Agreements include Code of Ethics.</p>	<p>July – June</p>	<p>Assistant Director Teachers Director</p>	<p>Parents</p>	<p>Observations, Performance Evaluation, and Documentation of issues</p>

(h)(1)(ii) They will follow program confidentiality policies concerning information and about children, families, and other staff members;

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Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
<p>Policies related to confidentiality will be maintained by staff, consultants and volunteers.</p> <p>Annually, staff, consultants and volunteers must sign a confidentiality agreement.</p> <p>Locked file cabinets containing child and family information will be labeled and procedures for checking out files for review and addition of information will be enforced.</p>	<p>July – June</p> <p>August</p>	<p>Director</p> <p>Assistant Director</p> <p>Teachers</p> <p>Family Advocates</p>		<p>Confidentiality Policies and Procedures.</p> <p>Check out signatures</p> <p>For files</p> <p>Personnel files</p> <p>Partnership agreements</p>

(h)(1)(ii) They will follow program confidentiality policies concerning information and about children, families, and other staff members;

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
<p>Policies related to confidentiality will be maintained by staff, consultants and volunteers.</p> <p>Locked file cabinets containing child and family information will be labeled and procedures for checking out files for review and addition of information will be enforced.</p>	<p>At all times</p>	<p>Assistant Directors</p> <p>Family Advocates</p> <p>Teachers</p> <p>Director</p>		<p>Confidentiality Policies and Procedures</p> <p>File Check in/out signatures</p> <p>LACOE's GIM</p>

(h)(1)(iv) They will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

Strategies	Timeline	Persons Responsible	Partnership	Documentation
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Santa Monica-Malibu Unified School District

What & How	When	Who		
Staff, volunteers and consultants will be provided with training and written guidance regarding Head Start policies and procedures related to positive guidance for disciplinary needs.	August and as needed	Director Assistant Director Family Advocates		Training Calendar & Materials, and Policy and Procedures

(h)(2) Grantee and delegate agencies must ensure that all employees engaged in the award and administration of contracts or other financial awards sign statements they will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
SMMUSD Personnel Policies state clearly that employees will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.	At all times	Director HR Director		Training Calendar Training Materials Policy and Procedures LACOE's GIM

(h)(3) Personnel policies and procedures must include provision for appropriate penalties for violating the standards of conduct.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
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Santa Monica-Malibu Unified School District

Disciplinary action will be administered as stated in SMMUSD Personnel Policies and Procedures	July – June	Director HR Director		Personnel Policies and Performance Evaluations
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Staff performance appraisals

(i) Grantee and delegate agencies must, at a minimum, perform annual performance reviews of each Early Head Start and Head Start staff members and use the results of these reviews to identify staff training and professional development needs, modify staff performance agreements, as necessary, and assist each staff member in improving his or her skills and professional competencies.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Staff will be evaluated based on written goals and objectives, and management observations of job performance. Plan will define goals for professional growth and career advancement will be developed with staff member and supervisor.	April – June	Director Assistant Director Teachers HR Director		Personnel Files and Performance Evaluations LACOE's GIM

(j) Staff and volunteer health.

(j)(1) Grantee and delegate agencies must assure that each staff member has an initial health examination that includes screening for tuberculosis and periodic re-examination (as recommended by their health care provider or as mandated by State, Tribal or local laws) so as to assure that they do not, because of communicable diseases, pose a significant risk to the health or safety of others in the Early Head Start or Head Start program that cannot be eliminated or reduced by reasonable

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accommodation. This requirement must be implemented consistent with the requirements of the Americans with Disabilities Act and section 504 of the Rehabilitation.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Staff will be required to meet all health requirements as stated by federal guidelines, DSS and SMMUSD. Monitoring of ongoing needs will be completed by Health Manager and staff, Facility Coordinator and appropriate staff as assigned.	Annually and as needed	Health Coordinator Facility Coordinator Assistant Director Director HR Director		Personnel Files

(j)(2) Regular volunteers must be screened for tuberculosis in accordance with State, Tribal or local laws. In the absence of State, Tribal or local law, the Health Services Advisory Committee must be consulted regarding the need for such screenings (see 45 CFR 1304.3(20) for a definition of volunteer).

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Health Coordinator, Facility Coordinator and appropriate staff as assigned will ensure that all volunteers meet regulations within timelines. DSS Licensing Regulations state more than 10 hours per week of volunteer time requires TB Mantoux-negative results. Documentation will be maintained in files at the center.	Annually and as needed	Health Coordinator Assistant Director Director		Volunteer Files

(j)(3) Grantee and delegate agencies must make mental health and wellness information available to staff with concerns that may affect their job performance.

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Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Health and wellness information and employee assistance will be available for all Head Start Staff. Employee assistance will remain confidential between provider and client.	Annually As needed	Health Coordinator Director HR staff		Human Resources Information, Flyers, and Training Materials Agenda, minutes of staff meetings/training

(a) Training and development

(k)(1) Grantee and delegate agencies must provide an orientation to all new staff, consultants, and volunteers that includes, at a minimum, the goals and underlying philosophy of Early Head Start and/or Head Start and the ways in which they are implemented by the program.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Staff will be provided pre-service training and orientation to program philosophy, goals, policies and procedures.	August or when hired	Assistant Director Director HR staff		Orientation paperwork, Pre-service training packet, and Agenda

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(k)(2) Grantee and delegate agencies must establish and implement a structures approach to staff training and development, attaching academic credit whenever possible. This system should be designed to help build relationships among staff and to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities, in accordance with the requirements of 45 CFR 1306.23

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Training needs assessment will be completed by staff. Professional Development Plan will be based on findings and implemented throughout the year. Collaborations with local community colleges and university will be established and academic credit will be arranged whenever possible.	July - June Annually	Director Assistant Director		Staff Needs Assessment Outcomes data Master Calendar

(k)(3) At a minimum, this system must include ongoing opportunities for staff to acquire the knowledge and skills necessary to implement the content of the Head Start program Performance Standards. This program must also include:

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Professional Development Plan will be based on findings of training needs assessment, observations by Assistant Director and other indications of need. Child Outcomes data will be used to determine training focus on program, center, classroom and individualization.	Annually	Assistant Director Director		Training Needs Assessment, Professional Development Plan, Calendar of training, and workshops

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(k)(3)(I) Methods of identifying and reporting child abuse and neglect that comply with applicable State and local laws using, so far as possible, a helpful rather than a punitive attitude toward abusing or neglecting parents and other caretakers; and

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Child Abuse Training will be provided during pre-service orientation for Staff.	August	Assistant Director Director		Training Materials and Development Calendar Child Abuse Protocol, Crisis Intervention and Team-policies and procedures

(k)(3)(ii) Methods for planning for successful child and family transitions to and from the Early Head Start or Head Start program.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Transition activities will be planned and implemented, including collaborations with Early Head Start and local elementary schools.	Annually	Family Advocates Assistant Director Director	Parents	Transition activities plan Calendar of events, Agenda, flyers, and written materials

(k)(4) Grantee and delegate agencies must provide training or orientation to Early Head Start and Head Start governing body members. Agencies must also provide orientation and ongoing training to Early Head Start and Head Start Policy Council and Policy Committee members to enable them to carry out their program governance responsibilities effectively.

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Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
<p>Elected representatives from each Head Start center will compose the Policy Committee, and will on annual or as needed basis be provided training for the responsibilities for which they are responsible, to include, but not limited to:</p> <ul style="list-style-type: none">• Review grievance policy in by-laws• Ensure Head Start Program is operating in accordance to federal requirements.• Preview/approve personnel policies• Participation with self-assessment• Approve program center location• Review/approve by-laws• Help develop Professional Development Plan• Participation with and approval/disapproval of hiring and termination of staff• Participation in development and approval of application/budget prior to submission• Participation with community assessment• Elect representatives to Grantee Policy Council.	October – November	Director Family Advocates Board of Education	Parents	Minutes of meetings Agenda, Calendar of events, Community Assessment, sign-in-sheets, Professional Development Plan, flyers, announcements, and training materials

1304.53 Facilities, Material and Equipment

(a) Head Start physical environment and facilities.

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(a)(1) Grantee and delegate agencies must provide a physical environment and facilities conducive to learning and reflective of the different stages of development of each child.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
An education services plan will be reviewed and revised by staff, parents and consultants on an annual basis.	January – March	Assistant Director Director Board of Education	Policy Committee Members	Area plans with approvals of Policy Committee and Board of Education OHS Safe Environment Checklist

(a)(2) Grantee and delegate agencies must provide appropriate space for the conduct of all program activities (see CFR 1308.4 for specific access requirements for children with disabilities)

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
All centers will be licensed by State of California Social Services, Community Care Licensing Division, and will meet all health, safety, fire and ADA requirements.	At all times	Assistant Director District Facility Coordinator Director Health Coordinator Teachers Teacher Assistants	Parents	CCL Licenses Health certificates Fire clearances

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(a)(3) The center space provided by grantee and delegate agencies must be organized into functional areas that can be recognized by the children and that allow for individual activities and social interactions.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Arrangement of classroom will allow children to choose to play and work in small or large groups; participate in open-ended activities for success and promotion of self-help and social skills.	September – June	Assistant Director Teaching Staff	Parents	Observation, Training records Classroom program plan OHS Safe Environment Checklist

(a)(4) The indoor and outdoor space in Early Head Start of Head Start centers in use by mobile infants and toddler must be separated from general walkways and from areas in use by preschoolers.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Outdoor space will be fenced to adequately separate Head Start children to guarantee health and safety. All fencing will meet CCL licensing regulations.	July – June	Facility Coordinator Assistant Director Teaching Staff	Parents	Observation and Center license

(a)(5) Centers must have at least 35 Square feet of usable indoor space per child available for the care and use of children (i.e., rooms and storage places) and at least 75 square feet of usable outdoor play space per child.

Strategies	Timeline	Persons Responsible	Partnership	Documentation
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What & How	When	Who		
Licensing regulations will be met to meet space requirements and will be monitored annually by CCL.	Annually	Assistant Director Facility Coordinator		CCL License

(a)(6) Facilities owned or operated by Early Head Start/ Head Start grantee or delegate agencies must meet the licensing requirements of 45 CFR 1306.30

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
All facilities used to provide Head Start child development programs will be licensed by the State of California, Department of Social Services. Staff using the safety checklist to monitor the facility on a monthly basis.	Monthly	Facility Coordinator Assistant Director Health Coordinator Teachers Maintenance Staff	Parents	OHS Safe Environment checklists

(a) (7) Grantee and delegate agencies must provide for the maintenance, repair safety, and security of all Early Head Start and Head Start facilities, materials, and equipment.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Staff will monitor center, daily, and prior to arrival of children to ensure that premises will be kept clean and free of hazards. Monthly Health & Safety checklists will be completed for each center and submitted to Health Coordinator Facility issues will be discussed and action plans developed at Leadership Meetings	Daily Monthly	Teachers Facility Coordinator Maintenance Staff Assistant Director, Health Coordinator		Maintenance logs Health and Safety checklists

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(a) (8) Grantee and delegate agencies must provide a center-based environment free of toxins, such as cigarette smoke, lead, pesticides, herbicides, and other air pollutants as well as soil and water contaminants. Agencies must ensure that no child is present during the spraying of pesticides or herbicides. Children must not return to the affected area until it is safe to do so.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Safe, hazard free and age appropriate environments will be maintained. All centers will be licensed to meet local, state and federal regulations. Monthly health and safety checklists will be utilized by center staff to ensure ongoing monitoring.	Ongoing Monthly	Assistant Director Maintenance Supervisor Health Coordinator Teachers Parents		Monthly health and safety checklist Maintenance logs OHS Safe Environment Checklist

(a) (9) Outdoor play areas at center-based program must be arranged to as to prevent any child from leaving the premises and getting into unsafe and unsupervised areas. En route to play areas, children must not be exposed to vehicular traffic without supervision.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
All outdoor play areas will be fenced to ensure that children remain safe. Children will be visually supervised at all time.	August – June	Teachers Children Center Assistants Assistant Director	Parents	Center plans

(a) (10) Grantee and delegate agencies must conduct a safety inspection, at least annually, to ensure that each facility's space, light, ventilation, heat, and other physical arrangements are consistent with the health, safety and development needs of children. At a minimum, agencies must ensure that:

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Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Health and safety inspections are completed by staff on a regular basis at each center. Corrective actions must be completed immediately, or within 30 days for non-hazardous conditions.	Monthly	Assistant Director Teachers Maintenance	Parents	Health and safety checklists and documentation of correction OHS Safe Environment Checklist

(a)(10)(I) In climates where such systems are necessary, there is a safe and effective heating and cooling system that is insulated to protect children and staff from potential burns;

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
All requirements regarding heating and cooling systems will be met to meet licensing criteria, prior to opening center. Ongoing maintenance and repairs will be completed as needed.	At all times Quarterly or as needed	District Facility Coordinator Assistant Director Teachers	Parents	Maintenance logs Work orders and invoices

(a) (10)(ii) No highly flammable furnishings, decorations, or materials that emit highly toxic fumes when burned are used:

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Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Quarterly safety inspections will guarantee that no flammable furnishings, decorations, or toxic materials will be used in classrooms.	Quarterly	Health Coordinator Assistant Director Teachers	Parents	Health and safety checklists work order/invoices

- (a) (10)(iii) Flammable and other dangerous materials and potentials poisons are stored in locked cabinets or storage facilities separate**
- (b) From stored medications, and food and are accessible only to authorized persons. All medications, including those required for staff and volunteers, are labeled, stored under lock and key, refrigerated in necessary, and kept out of reach of children;**

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Locked cabinets will be provided for all flammable, poisons dangerous materials and will be so labeled. Medications will be kept in a locked cabinet meeting policies and procedures of agency	At all times	Health Coordinator Assistant Director Teachers		Locked, labeled cabinets, keys and MSDS Sheets. Medication Administration policy, Locked cabinet, and keys

- (a)(10)(iv) Rooms are well lit and provide emergency lighting in the case of power failure;**

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Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
All current classrooms have windows and are well lit with daylight. Flashlights will be easily accessible and in working order in each classroom for emergency use. Emergency exits signs are posted at each doorway. Emergency exit plan is posted in each classroom	August – June	Assistant Director Health Coordinator District Facility Coordinator District Maintenance Supervisor Teachers		Flashlight Exit signs Emergency exit plans

(a)(10)(v) Approved, working fire extinguishers are readily available;

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Fire extinguishers are available to meet fire inspection requirements and are checked annually. Licensing will not be complete without these criteria. Fire extinguishers will be tagged with last date of inspection clearly evident.	Annually	District Facility Coordinator District Maintenance Supervisor Health Coordinator Assistant Director		Fire extinguishers with current maintenance tags

(a) (10) (vi) An appropriate number of smoke detectors are installed and tested regularly;

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Smoke detectors will be installed in each classroom and maintained in working order	August – June	District Facility Coordinator		Monthly safety inspection

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		District Maintenance Supervisor Health Manager Teachers		
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(a) (10) (vii) Exists are clearly visible and evacuation routes are clearly marked and posted so that the path to safety outside is unmistakable (See CFR 1304.22 for additional emergency procedures);

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
All exits will be clear and marked with signs for rapid and easily identification.	August – June	District Facility Coordinator Health Coordinator Teachers Assistant Director		Monthly safety inspection

(a)(10)(viii) Indoor and outdoor premises are cleaned daily and kept free of undesirable and hazardous materials and conditions;

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Upon arrival staff will complete a safety inspection of grounds and classrooms to ensure health and safe conditions before children arrive.	August – June	Teachers Assistant Director		Notations in work order observation of center

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(a)(10)(ix) Paint coatings on both interior and exterior premises used for the care of children do not contain hazardous quantities of lead.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
To the extent possible, all paint utilized at centers used for children will be free of lead and other hazardous materials.	August – June	Assistant Director District Facility Coordinator		Evaluation of paint upon purchase

(a)(10)(x) The selection, layout, and maintenance, or playground equipment and surfaces minimize the possibility of injury to children.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Outdoor environments will be designed to meet al ADA and safety requirements as stipulated by CCL licensing.	August – June	Assistant Director District Facility Coordinator District Maintenance Supervisor		CCL licensing reports

(a)(10)(xi) Electrical outlets as accessible to children prevent shock through the use of child-resistant covers, the installation of child-protection outlets, or the use of safety plugs;

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Protective covers will be placed on all outlets.	August – June	Teachers Health Coordinator Assistant Director		Monthly health and safety inspection

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(a)(10)(xii) Windows and glass doors are constructed, adapted, or adjusted to prevent injury to children;

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
All windows and doors will be maintained to prevent injury to children and safety glass will be used whenever possible Safety covering will be applied to all windows without safety glass	August – June	Assistant Director District Facility Coordinator		Monthly safety inspection

(a)(10)(xiii) Toilets and hand washing facilities are adequate, clean, in good repair, and easily reached by children. Toileting and diapering areas must be separated from areas used for cooking, eating, or children's activities;

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
The number of toilets and sinks will meet CCL licensing regulations. Toileting areas will be maintained daily.	August – June	Assistant Director District Facility Coordinator District Maintenance Supervisor Teachers		Observation Maintenance logs Monthly health and safety inspections

(a) (10) (xv) Toilets and hand washing facilities are adequate, clean, in good repair, and easily reached by children. Toileting and diapering areas must be separated from areas used for cooking, eating, or children's activities.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
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The number of toilets and sinks will meet DSS licensing regulations. Toileting areas will be maintained daily.	August – June	Assistant Director Teachers District Maintenance Supervisor		Monthly health and safety inspection Maintenance Logs
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(a)(10)(xv) Toilet training equipment is provided for children being toilet trained;

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
As needed, toilet training equipment will be provided for children	As needed	Health Coordinator Assistant Director Teacher	Parents	Referral for service Action plan IEP

(a)(10)(xvi) All sewage and liquid waste is disposed of through a locally approved sewer system, and garbage and trash are stored in a safe and sanitary manner; and

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
All centers will meet CCL Licensing, Health Department and other requirements to ensure proper disposal of all waste products and garbage.	August - June	Assistant Director District Maintenance Supervisor Teachers	Parents	CCL reports, Observations, Contract – Waste Management

(a)(10)(xvii) Adequate provisions are made for children with disabilities to ensure their safety, comfort and participation.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
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Health Coordinator will meet with Assistant Director, teachers and parents to ensure that all special requirements will be met for all children, including and with emphasis for those with identified disabilities.	At enrollment	Assistant Director Health Coordinator Teachers	Parents	Progress notes in child's file Maintenance log Written plan
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(b) Head Start equipment, toys, materials, and furniture.

(b)(1) Grantee and delegate agencies must provide and arrange sufficient equipment, toys, materials, and furniture to meet the needs and facilitate the participation of children and adults. Equipment, toys, materials, and furniture owned or operated by the grantee or delegate agency must be:

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Classrooms will be arranged with well-defined and logically located work areas to include, but not limited to: <ul style="list-style-type: none"> • arts and crafts • blocks • library and quiet spaces • dramatic play • large and small group activities • science areas • sand and water play • construction • music and movement • writing areas. 	August – June	Assistant Director Teachers	Parents	Observation, Materials/supplies, and Class activity plans OHS Safe Environment Checklist

(b)(1)(I) Supportive of the specific educational objectives of the local program;

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
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Santa Monica-Malibu Unified School District

Classroom material and equipment will meet the following standards: <ul style="list-style-type: none"> Geared to age, ability and developmental level of children enrolled Designed to provide a variety of learning experiences and encourage experimentation and exploration. 	August – June	Assistant Director Teachers	Parents	Observation Materials/supplies, and Class activity plans OHS Safe Environment Checklist
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(b)(1)(iii) Supportive of the cultural and ethnic backgrounds of the children;

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Classroom books, manipulative materials, bulletin boards, displays, etc. will depict diversity in ethnicity, gender, age, family configurations an age.	August – June	Assistant Director Teachers	Parents	Observation, Materials/supplies, and Class activity plans

(b)(1)(iv) Accessible, attractive and inviting to children

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Classroom materials, equipment and toys will be accessible, attractive and in good repair to stimulate children's interest and use.	August – June	Assistant Director Teachers	Parents	Observation

Santa Monica-Malibu Unified School District

(b)(1)(v) Designed to provide a variety of learning experiences and to encourage each child to experiment and explore;

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Staff will ensure provision of open-ended opportunities for success and development of self-help and social skills, within an environment of acceptance.	August – June	Assistant Director Teachers Parents		Observation. Class activities plan

(b)(1)(vi) Safe, durable, and kept in good condition and;

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
All materials, equipment and supplies will be maintained in safe, durable condition.	August – June	Assistant Director Teachers	Parents	Monthly health and safety checklists, work plans, and observation OHS Safe Environment Checklist

(b)(1)(vii) Stored in a safe and orderly fashion when not in use.

Strategies What & How	Timeline When	Persons Responsible Who	Partnership	Documentation
Each classroom will have sufficient storage units for an adequate supply of materials for the number of children in the room. All materials, equipment and toys will be stored in a safe, orderly fashion.	August – June	Assistant Director Teachers	Parents	Observation

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/20/14

FROM: SANDRA LYON / TERRY DELORIA / SARA WOOLVERTON

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS – 2013-2014

RECOMMENDATION NO. A.08

It is recommended that the Board of Education approve the following Special Education Contracts for fiscal year 2013-2014 as follows:

NPS

2013-2014 Budget 01-65000-0-57500-11800-5125-043-1400

2013-2014 Budget 01-65120-0-57500-31400-5890-043-1400

Nonpublic School	SSID	Service Description	Contract Number	Cost Not to Exceed
Westview School	2063957545	NPS	57-SPED 14083	\$18,564
Westview School	5103133762	NPS	84-SPED 14123	\$17,171

Amount Budgeted NPS 13/14		\$ 1,700,000
Amount Budgeted Mental Health Services 13/14		\$ 900,000
Total Budgeted		\$ 2,600,000
Prior Board Authorization as of 2/6/14		\$ 2,131,625
	Balance	\$ 468,375
Positive Adjustment (See Below)		\$ 0
		\$ 468,375
Total Amount for these Contracts		\$ 35,735
	Balance	\$ 432,640

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 2013-2014 in the amount of \$0 as of 2/6/14					
NPS	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

NPA

2013-2014 Budget 01-65000-0-57500-11800-5126-043-1400

Nonpublic Agency	SSID	Service Description	Contract Number	Cost Not to Exceed
Julia Hobbs Speech Therapy	2651282392	NPA	86-SPED 14128	\$555
Julia Hobbs Speech Therapy	4145842800	NPA	87-SPED 14129	\$555
Julia Hobbs Speech Therapy	1008292331	NPA	88-SPED 14130	\$555

Amount Budgeted NPA 13/14		\$ 847,000
Prior Board Authorization as of 2/6/14		\$ 1,047,540
	Balance	\$ -200,540
Positive Adjustment (See Below)		\$ 4,205
		\$ -196,335
Total Amount for these Contracts		\$ 1,665
	Balance	\$ -198,000

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 2013-2014 in the amount of \$0 as of 2/6/14					
NPA	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment
Chris Byers, MA, CCC-SLP	NPA	61-SPED 14097	R	\$2,250	Reduce hours
Smart Start Developmental Learning Center	NPA	25-SPED 14036	R	\$1,955	End contract

Instructional Consultants

2013-2014 Budget 01-65000-0-57500-11900-5802-043-1400

Instructional Consultant	SSID	Service Description	Contract Number	Cost Not to Exceed
LACOE	various	DHH	46-SPED 14127	\$105185
LACOE	various	13-14 unreimbursed program costs	47-SPED 14121	\$29,872

Amount Budgeted Instructional Consultants 13/14		\$ 447,000
Prior Board Authorization as of 2/6/14		\$ 227,074
	Balance	\$ 219,926
Positive Adjustment (See Below)		\$ 0
		\$ 219,926
Total Amount for these Contracts		\$ 135,057
	Balance	\$ 84,869

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 2013-2014 in the amount of \$0 as of 2/6/14					
Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

Non-Instructional Consultants

2013-2014 Budget 01-65000-0-57500-11900-5890-043-1400

Non-Instructional Consultant	SSID	Service Description	Contract Number	Cost Not to Exceed
West Shield Adolescent Services	2063957545	Escort Transportation	44-SPED 14125	\$2,349
Parent Reimbursement	4128283800	Therapeutic visit - NPS	45-SPED 14126	\$1,200

Amount Budgeted Non-Instructional Consultants 13/14		\$ 150,000
Prior Board Authorization as of 2/6/14		\$ 279,129
	Balance	\$ -129,129
Positive Adjustment (See Below)		\$ 0
		\$ -129,129
Total Amount for these Contracts		\$ 3,549
	Balance	\$ -132,668

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 2013-2014 in the amount of \$0 as of 2/6/14					
Non- Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

Legal

2013-2014 Budget 01-65000-0-57500-11900-5820-043-1400

Legal Contractor	Service Description	Contract Number	Cost Not to Exceed

Amount Budgeted Legal Services 13/14		\$ 300,000
Prior Board Authorization as of 2/6/14		250,000
	Balance	\$ 0
Adjustments for this period		\$ 0
		\$ 0
Total Amount for these Contracts		\$ 0
	Balance	\$ 50,000

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 2013-2014 in the amount of \$ 0 as of 2/6/14				
Legal Contractor	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

COMMENT: According to the Education Code SEC.21 Section 56342, prior to recommending a new or continued placement in a non-public, non-sectarian school, the Individualized Education Program (IEP) Team must submit the proposed recommendation to the local governing board for its review and recommendation regarding the cost of such placement.

The recommendations for these severely handicapped students are made by the District IEP Teams in accordance with State and Federal laws. The mandates of IDEA require non-public school services be provided at no expense to parents if there is not an appropriate public school program available. Funding to come from a SELPA-wide non-public school/non-public agency reserve account.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/20/14

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

RE: AWARD OF PURCHASE ORDERS – 2013-14

RECOMMENDATION NO. A.09

It is recommended that the Board of Education approve the following Purchase Orders and Changed Purchase Orders from January 22, 2014, through February 6, 2014, for fiscal year 2013-14.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF FEBRUARY 20, 2014

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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	
<u>*** NEW PURCHASE ORDERS ***</u>					
143838	A 1 LAWNMOWER	OPERATIONS VEHICLES REPAIR	GROUNDS MAINTENANCE	750.00	U
143700	A B SALON EQUIPMENT	LIFE SKILLS CLASS SUPPORT	SPECIAL EDUCATION REGULAR YEAR	179.01	R
143497	A Z BUS SALES INC	OPEN ORDER FOR REPAIR PARTS	TRANSPORTATION	5,000.00	R
143587	A. G. LAYNE INC	OPEN ORDER FOR OIL/TRANSP.	TRANSPORTATION	310.00	R
143762	ABLENET	ASSISTIVE TECHNOLOGY ACCESSORY	SPECIAL EDUCATION REGULAR YEAR	950.35	R
143844	ABLENET	ASSISTIVE TECHNOLOGY	SPECIAL EDUCATION REGULAR YEAR	778.11	R
143673	ACCO BRANDS USA LLC DBA GBC	LAMINATING FILM	MALIBU HIGH SCHOOL	116.56	R
143604	ACHIEVE 3000	ACHIEVE3000 DIFF LITERACY SOL.	LINCOLN MIDDLE SCHOOL	5,000.00	R
143530	ADT SECURITY SERVICES	ADDT'L ALARM REPOSE FEES	FACILITY MAINTENANCE	99.24	R
143748	ADVANCE LANDAU TOPS	VAN 59 SEAT REPAIR	FACILITY MAINTENANCE	225.00	R
143505	ADVANCED BATTERY SYSTEMS	OPEN ORDER FOR PARTS	TRANSPORTATION	600.00	R
143805	ADVANCED ELECTRONICS	Open Oder for 2013-14	THEATER OPERATIONS&FACILITY PR	100.00	R
143418	AHSIRT ENGINEERING INC	GROUNDWATER SAMPLES MALIBU	FACILITY MAINTENANCE	12,500.00	R
143531	ALTA ENVIRONMENTAL	MONITERING&AIR SAMPLES SAMOHI	FACILITY MAINTENANCE	2,489.30	SR
143614	ALTA ENVIRONMENTAL	INSPECTION/AIR SAMPLE SAMOHI	FACILITY MAINTENANCE	1,736.90	R
143786	ALTA ENVIRONMENTAL	UPDATE USEPA AHERA PLANS	BUSINESS SERVICES	24,865.00	D
143551	AMBER RESOURCES LLC	VEHICLE OIL PURCHASE	FACILITY MAINTENANCE	1,000.00	R
143580	AMBER RESOURCES LLC	OPEN ORDER OPERATIONS VEHICLES	GROUNDS MAINTENANCE	950.00	U
143611	AMERICAN TECHNOLOGIES INC	ASBESTOS ABATEMENT SAMOHI	FACILITY MAINTENANCE	10,229.39	SR
143612	AMERICAN TECHNOLOGIES INC	REPAIRS ASSOCIATED W/ASBESTOS	FACILITY MAINTENANCE	14,059.49	SR
143758	AMTECH ELEVATOR SERVICES	ELEVATOR SAFETY TEST MCKINLEY	FACILITY MAINTENANCE	1,300.00	R
143472	APPLE COMPUTER CORP	MAC BOOK RECHARGEABLE BATTERY	OLYMPIC CONTINUATION SCHOOL	254.04	R
143482	APPLE COMPUTER CORP	IPADS	MCKINLEY ELEMENTARY SCHOOL	3,608.87	R
143573	APPLE COMPUTER CORP	MICE FOR COMPUTER LAB	EDISON ELEMENTARY SCHOOL	1,716.96	BB
143600	APPLE COMPUTER CORP	ACCESSORIES FOR SCHOOL COMPUTE	EDISON ELEMENTARY SCHOOL	458.81	U
143509	ARGO FLEET SERVICES	REPAIR PARTS	TRANSPORTATION	328.50	R
143583	ATLANTIC EXPRESS OF LA INC	TRANSPORTATION	SANTA MONICA HIGH SCHOOL	407.50	U
143839	ATOMIC LEARNING INC.	ASSISTIVE TECHNOLOGY:LICENSE	SPECIAL EDUCATION REGULAR YEAR	186.14	R
143311	B & H PHOTO VIDEO	THEATER CLASS CAMCORDER/CAMERA	OLYMPIC CONTINUATION SCHOOL	1,493.86	R
143523	BARNES & NOBLE/SANTA MONICA	LIBRARY BOOKS	SANTA MONICA HIGH SCHOOL	1,000.00	R
143527	BARNES & NOBLE/SANTA MONICA	PSYCHOLOGIST REFERENCE BOOKS	SPECIAL EDUCATION REGULAR YEAR	516.66	R
143693	BARNES & NOBLE/SANTA MONICA	PSYCH/COUNSELING BOOKS	SPECIAL EDUCATION REGULAR YEAR	44.88	R
143859	BARNES & NOBLE/SANTA MONICA	REFERENCE BOOKS/CLASSROOM	OLYMPIC CONTINUATION SCHOOL	373.00	U
143544	BELLWETHER MEDIA INC	LIBRARY MATERIALS-COMMON-CORE	FRANKLIN ELEMENTARY SCHOOL	421.50	R
143747	BMI EDUCATIONAL SERVICES	INST SUP/TEAM/NEW TEACH	JOHN ADAMS MIDDLE SCHOOL	66.21	U
143504	BUS WEST	BUS REPAIRS	TRANSPORTATION	4,746.00	R
143731	CALIFORNIA LACROSSE	LACROSSE UNIFORM & GEARS	SANTA MONICA HIGH SCHOOL	11,869.60	R
143478	CALIFORNIA OFFICE SYSTEMS INC	CLASSROOM SUPPLIES	SANTA MONICA HIGH SCHOOL	211.34	R
143733	CALIFORNIA OFFICE SYSTEMS INC	OPEN ORDER/INST SUP/TEAM/MATH	JOHN ADAMS MIDDLE SCHOOL	165.00	U
143763	CALIFORNIA OFFICE SYSTEMS INC	SPED OFFICE SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	2,000.00	R
143664	CANON SOLUTIONS AMERICA INC.	COPY OVERAGES FOR COPIER	JOHN MUIR ELEMENTARY SCHOOL	500.00	U
143615	CASTLEROCK ENVIRONMENTAL INC	MOLD ABATEMENT SAMOHI	FACILITY MAINTENANCE	4,673.00	SR
143666	CDW-G COMPUTING SOLUTIONS	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	916.35	R
143807	CDW-G COMPUTING SOLUTIONS	PRINTERS FOR SPEC.ED	SPECIAL EDUCATION REGULAR YEAR	4,183.34	R
143850	CENTER THEATER GROUP	ENROLLMENT FEE	SANTA MONICA HIGH SCHOOL	50.00	R
143797	CHEVRON U.S.A. INC.	Open order for fuel/Reg./Sp. E	TRANSPORTATION	30,000.00	U
143528	CHILDTHERAPYTOYS.COM LLC	PSYCHOLOGIST/THERAPY SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	104.90	R
143671	CLARK SECURITY PRODUCTS	MASTER LOCKS	MALIBU HIGH SCHOOL	381.36	R

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF FEBRUARY 20, 2014

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DF-DEFERRED MAINTENANCE SM-STATE MODERNIZATION

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
143568	COMPLETE BUSINESS SYSTEMS	DUPLO INK/MASTERS	WEBSTER ELEMENTARY SCHOOL	1,512.92	R
143759	COMPLETE BUSINESS SYSTEMS	COPIER SUPPLIES	SANTA MONICA HIGH SCHOOL	1,606.37	R
143306	COMTRONICS	MHS AUDITORIUM PROJECTOR SYS	THEATER OPERATIONS&FACILITY PR	10,022.35	R
143679	CRAIG, STEVE	ART INSTALLER FOR ART SHOW	CURRICULUM AND IMC	425.00	R
143751	DAILY BREEZE, THE	ADVERTISING	PURCHASING/WAREHOUSE	500.00	U
143857	DEPARTMENT OF TOXIC	EPA ID NUMBER VERIFICATION	FACILITY MAINTENANCE	840.00	R
143703	DISCOUNT SCHOOL SUPPLY	OCCUPATIONAL THERAPY MATERIALS	SPECIAL EDUCATION REGULAR YEAR	101.09	R
143840	DISCOUNT SCHOOL SUPPLY	SPED CLASSROOM SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	66.69	R
143457	DURHAM SCHOOL SERVICES	BUSES FOR CATALINA TRIP	JOHN ADAMS MIDDLE SCHOOL	4,551.57	R
143790	EMMANUEL UNIQUE CONSTRUCTION	INSTALLATION OF DOOR STOPS	EDISON ELEMENTARY SCHOOL	14,454.00	BB
143791	EMMANUEL UNIQUE CONSTRUCTION	PROVIDE & MONITOR FAN EQUIP.	EDISON ELEMENTARY SCHOOL	2,800.00	BB
143792	EMMANUEL UNIQUE CONSTRUCTION	INSTALLATION OF WALL CLOSURES	EDISON ELEMENTARY SCHOOL	4,000.00	BB
143508	ENSLow PUBLISHERS INC	LIBRARY BOOKS	GRANT ELEMENTARY SCHOOL	621.41	U
143591	EPS/SCHOOL SPECIALTY	ART SUPPLIES/CINCO DE MAYO	WILL ROGERS ELEMENTARY SCHOOL	1,001.71	R
143796	FLUE STEAM INC	EXHAUST & FIRE SUPRESSION SYS	FOOD SERVICES	3,500.00	F
143522	FOLLETT LIBRARY BOOK CO	LIBRARY BOOKS	SANTA MONICA HIGH SCHOOL	3,000.00	R
143706	FOLLETT LIBRARY BOOK CO	LIBRARY BOOKS	MCKINLEY ELEMENTARY SCHOOL	1,000.00	R
143609	FORENSIC ANALYTICAL CONSULTING	AIR SAMPLES ROOSEVELT SPEECH	FACILITY MAINTENANCE	195.00	R
143558	GALE SUPPLY CO	CUSTODIAL SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	1,557.14	R
143569	GALE SUPPLY CO	CUSTODIAL SUPPLIES BARNUM HALL	THEATER OPERATIONS&FACILITY PR	312.29	R
143644	GALE SUPPLY CO	CUSTODIAL SUPPLIES	JOHN MUIR ELEMENTARY SCHOOL	1,665.06	R
143659	GALE SUPPLY CO	CUSTODIAL SUPPLIES	SANTA MONICA HIGH SCHOOL	3,709.31	U
143672	GALE SUPPLY CO	CUSTODIAL SUPPLIES	WEBSTER ELEMENTARY SCHOOL	888.66	R
143718	GALE SUPPLY CO	CUSTODIAL SUPPLIES	GRANT ELEMENTARY SCHOOL	2,054.33	R
143801	GALE SUPPLY CO	CUSTODIAL SUPPLIES	LINCOLN MIDDLE SCHOOL	1,514.93	R
143855	GALE SUPPLY CO	CUSTODIAN SUPPLIES	PT DUME ELEMENTARY SCHOOL	2,000.00	R
143836	GEORGE'S HARDWARE	OPEN ORDER OPERATIONS SUPPLIES	GROUND MAINTENANCE	1,000.00	U
143444	GLENCOE/MACMILLAN/MCGRAW-HILL	GEAR UP STUDENT BOOKS	STATE AND FEDERAL PROJECTS	4,973.48	R
143799	GOLDEN STAR TECHNOLOGY INC	LCD PROJECTORS	JOHN MUIR ELEMENTARY SCHOOL	1,229.53	U
143553	GOODWIN PROCTER LLP	GENERAL REAL ESTATE ADVICE	BUSINESS SERVICES	30,000.00	U
143606	HEERY INTERNATIONAL INC	RFQ MEASURE ES PROG MGMT SVCS	BUSINESS SERVICES	40,000.00	D
143775	HERITAGE FOOD SERVICES GROUP	BLOWER KIT FOR MCKIN. WARMER	FOOD SERVICES	249.59	F
143500	HIRSCH PIPE & SUPPLY	OPEN ORDER FOR PARTS	TRANSPORTATION	300.00	R
143610	HIRSCH PIPE & SUPPLY	FOR SUPPLIES	FACILITY MAINTENANCE	100.00	R
143756	HIRSCH PIPE & SUPPLY	PLUMBING SUPPLIES	FACILITY MAINTENANCE	5,000.00	R
143596	HUMAN KINETICS	PHYSICAL ED RESOURCE	CURRICULUM AND IMC	96.49	U
143517	IKARI, LORI	SAFETY	SANTA MONICA HIGH SCHOOL	307.50	U
143582	IMPERIAL AWARDS	PLAQUES FOR STAIRWAY 2014	CURRICULUM AND IMC	856.29	R
143556	INTELLI-TECH	LAPTOP FOR MENTAL HLTH COUNSLR	SPECIAL EDUCATION REGULAR YEAR	1,604.06	R
143572	INTELLI-TECH	SBAC Computers	STATE AND FEDERAL PROJECTS	138,906.00	R
143740	INTELLI-TECH	Cart Assembly	INFORMATION SERVICES	1,800.00	U
143599	INTERNATIONAL PAPER	COPY PAPER FOR SCHOOL	EDISON ELEMENTARY SCHOOL	407.77	U
143773	INTERNATIONAL PAPER	RECYCLED PAPER SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	1,000.00	R
143861	INTERNATIONAL PAPER	PE CLASSROOM SUPPLIES	OLYMPIC CONTINUATION SCHOOL	407.77	R
143546	JOSTENS - CAMARILLO	EMPLOYEE RECOGNITION PINS	EMPLOYEE RELATIONS	3,999.45	U
143652	JOSTENS/DIPLOMAS	DIPLOMAS	SANTA MONICA HIGH SCHOOL	1,800.00	R
143674	JOSTENS/DIPLOMAS	SENIOR DIPLOMAS AND COVERS	MALIBU HIGH SCHOOL	3,591.62	R
143557	KORADE & ASSOCIATE BUILDERS	RUBBER FLOORING-GYM	OLYMPIC CONTINUATION SCHOOL	1,280.00	R
143506	L & J AUTO BODY AND PAINT	BUS REPAIRS	TRANSPORTATION	2,765.50	R
143705	LAKESHORE CURRICULUM	HEALTH/SAFETY SUPPLIES	CHILD DEVELOPMENT CENTER	69.93	CD

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
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SF-SPECIAL FINANCING (FLEX) BB,X-BONDS D-DEVELOPER FEES SR-SPECIAL RESERVE CAPITAL
DF-DEFERRED MAINTENANCE SM-STATE MODERNIZATION

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
143511	LAW FIRE PROTECTION SERVICES	FIRE EXT. SERVICE	TRANSPORTATION	791.19	R
143851	LAWRENCE, ADRIANNA	REIMBURSEMENT - TRANSP. DEPT.	TRANSPORTATION	52.00	U
143723	LEE, DR. THOMAS	GUEST CONDUCTOR STAIRWAYS	CURRICULUM AND IMC	1,500.00	R
143874	M INDUSTRIAL AUDIO VISUAL	REPAIR & RENTAL OF PROJECTOR	THEATER OPERATIONS&FACILITY PR	6,570.55	R
143468	MARKERTEK VIDEO SUPPLY	tape for Barnum Hall	THEATER OPERATIONS&FACILITY PR	400.18	R
143562	MASUNE/MEDCO SCHOOL FIRST AID	ATHLETIC TRAINER SUPPLIES	MALIBU HIGH SCHOOL	1,000.00	U
143691	MICRO BIO-MEDICS/ORDERS	NURSE'S SUPPLIES	FRANKLIN ELEMENTARY SCHOOL	52.38	U
143720	McNEIL, ALBERT J.	GUEST CONDUCTOR STAIRWAYS	CURRICULUM AND IMC	1,500.00	R
143597	NASCO WEST - MODESTO	PHYSICAL ED EQUIP	CURRICULUM AND IMC	162.55	U
143595	NORTHSTAR AUDIO VISUAL LLC	PROJECTOR LAMP/PERMIT	JOHN ADAMS MIDDLE SCHOOL	327.41	R
143798	NORTHSTAR AUDIO VISUAL LLC	LCD REPLACEMENT LAMPS	LINCOLN MIDDLE SCHOOL	1,057.76	R
143413	NRC ENVIRONMENTAL SERVICES INC	BMP CLEANING OF CLASSROOM MHS	BUSINESS SERVICES	81,800.00	D
143516	OLIVER WORLDCLASS LABS INC	BULB FOR PROJECTOR	JOHN MUIR ELEMENTARY SCHOOL	209.06	U
143518	OLIVER WORLDCLASS LABS INC	SMARTBOARD PROJECTOR BULBS	FRANKLIN ELEMENTARY SCHOOL	394.11	U
143699	OLIVER WORLDCLASS LABS INC	BULB FOR PROJECTOR	JOHN MUIR ELEMENTARY SCHOOL	395.21	U
143743	OLIVER WORLDCLASS LABS INC	Smartboard projector for rm 16	FRANKLIN ELEMENTARY SCHOOL	1,723.53	U
143670	PACIFIC OFFICE INTERIORS	KEYBOARDS FOR ELA COMPUTER LAB	EDISON ELEMENTARY SCHOOL	4,857.97	BB
143555	PEARSON ASSESSMENTS	SPEECH/LANGUAGE ASSESSMENTS	SPECIAL EDUCATION REGULAR YEAR	3,683.08	R
143442	PEARSON EDUCATION	INSTRUCTIONAL SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	1,227.23	R
143602	PEARSON EDUCATION	MATH CC TEXTBOOKS	STATE AND FEDERAL PROJECTS	1,856.39	R
143564	POSTMASTER-SANTA MONICA	POSTAGE STAMPS	LINCOLN MIDDLE SCHOOL	899.64	U
143576	RALPH'S	OPEN ORDER CUSTODIAL OFFICE	GROUND MAINTENANCE	150.00	U
143803	RALPH'S	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	57.00	CD
143768	REFRIGERATION HARDWARE SUPPLY	COIL FOR SAMO REFRIGERATOR	FOOD SERVICES	243.04	F
143492	REGENCY ENTERPRISES INC.	LIGHT FLUORESCENT FOR BARNUM	THEATER OPERATIONS&FACILITY PR	62.42	R
143565	REGENCY ENTERPRISES INC.	FLUORESCENT LIGHT BULBS	WEBSTER ELEMENTARY SCHOOL	217.25	U
143698	RESEARCH PRESS	PSYCH/COUNSELING MATERIALS	SPECIAL EDUCATION REGULAR YEAR	62.70	R
143738	RICOH U.S.	RICOH INTERFACE MODULE	ROOSEVELT ELEMENTARY SCHOOL	64.61	U
143479	RICOH USA INC.	MASTER ROLLS FOR DUPLICATOR	GRANT ELEMENTARY SCHOOL	288.73	R
143520	RICOH USA INC.	ADDITIONAL COPIER IMAGES	CURRICULUM AND IMC	1,129.67	U
143641	RICOH USA INC.	COPIER SUPPLIES	SANTA MONICA HIGH SCHOOL	216.55	R
143686	RICOH USA INC.	COPIER OVERAGE CHARGES	PERSONNEL SERVICES	197.97	U
143695	RICOH USA INC.	COPIER SUPPLIES-INCREASE PO	SANTA MONICA HIGH SCHOOL	257.15	U
143719	RICOH USA INC.	STAPLES FOR COPIER	GRANT ELEMENTARY SCHOOL	211.64	R
143715	RIFTON EQUIPMENT	STUDENT SPECIFIC ACCESSORIES	SPECIAL EDUCATION REGULAR YEAR	171.54	R
143789	SAMS IRON WORKS INC	CUSTOM BRACKETS & SAFETY FEAT.	EDISON ELEMENTARY SCHOOL	24,435.00	BB
143383	SAMSUNG FIXTURES	ICE MACHINE FOR SAMOHI TR ROOM	THEATER OPERATIONS&FACILITY PR	3,686.84	U
143502	SANTA MONICA FORD	OPEN ORDER FOR BUS REPAIRS	TRANSPORTATION	10,668.00	R
143826	SANTA MONICA FORD	BUS REPAIR PARTS - SPECIAL ED	TRANSPORTATION	1,617.71	U
143827	SANTA MONICA FORD	BUS REPAIRS - SPECIAL ED.	TRANSPORTATION	902.66	U
143649	SANTA MONICA MUN BUS LINES	BUS PASS/TOKENS	OLYMPIC CONTINUATION SCHOOL	100.00	R
143702	SAWDAY'S	SAMOHI SOUSAPHONES OVERHAULED	CURRICULUM AND IMC	2,500.00	U
143749	SCHNADER HARRISON SEGAL &	PROFESSIONAL SERVICES - SOLAR	BUSINESS SERVICES	1,299.34	R
143725	SCHOOL HEALTH CORPORATION	NURSE SUPPLIES	WEBSTER ELEMENTARY SCHOOL	79.16	R
143712	SCHOOL SPECIALTY INC	PSYCH/COUNSELING TOOLS	SPECIAL EDUCATION REGULAR YEAR	105.07	R
143832	SEFAC INC.	REPAIR - LIFT TRANSPORTATION	TRANSPORTATION	501.43	U
143476	SEHI COMPUTER PRODUCTS	TONER	GRANT ELEMENTARY SCHOOL	252.87	R
143548	SEHI COMPUTER PRODUCTS	PRINTER INK	PERSONNEL SERVICES	683.12	U
143729	SEHI COMPUTER PRODUCTS	COLOR PRINTER INK DRUMS	PERSONNEL SERVICES	945.62	U
143795	SEHI COMPUTER PRODUCTS	COLOR CARTRIDGES FOR S.BARAL	JOHN MUIR ELEMENTARY SCHOOL	246.04	U
143808	SEHI COMPUTER PRODUCTS	TONER CARTRIGDES FOR SPEC.ED	SPECIAL EDUCATION REGULAR YEAR	3,760.78	R

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF FEBRUARY 20, 2014

PAGE 4

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	
143717	SIMPLEXGRINNELL	INK CARTRIDGES/ STAMP MACHINE	FISCAL SERVICES	206.38	U
143810	SIMPLEXGRINNELL	FIRE SYSTEM REPAIR PT.DUME	FACILITY MAINTENANCE	1,862.81	R
143554	SIR SPEEDY PRINTING #0245	OPEN PO: PRINTING SERVICES	STUDENT SERVICES	1,040.00	U
143658	SIR SPEEDY PRINTING #0245	BUSINESS CARDS	ROOSEVELT ELEMENTARY SCHOOL	44.62	U
143682	SIR SPEEDY PRINTING #0245	BUSINESS CARDS	CABRILLO ELEMENTARY SCHOOL	44.62	R
143701	SIR SPEEDY PRINTING #0245	BUSINESS CARDS	CHILD DEVELOPMENT CENTER	44.62	CD
143770	SIR SPEEDY PRINTING #0245	BUSINESS CARDS	STATE AND FEDERAL PROJECTS	44.62	R
143539	SMART & FINAL	CLASSROOM SUPPLIES	SANTA MONICA HIGH SCHOOL	100.00	R
143540	SMART & FINAL	CLASSROOM SUPPLIES	SANTA MONICA HIGH SCHOOL	150.00	R
143541	SMART & FINAL	CLASSROOM SUPPLIES	SANTA MONICA HIGH SCHOOL	175.00	R
143653	SMART & FINAL #315	INSERVICE SUPPLIES/FOOD	STATE AND FEDERAL PROJECTS	900.00	R
143680	SMART & FINAL #315	DLAC/ELAC Supplies	STATE AND FEDERAL PROJECTS	600.00	R
143781	SMART & FINAL #315	OPEN ORDER FOR SUPPLIES	STATE AND FEDERAL PROJECTS	150.00	R
143868	SMART SOURCE OF CALIFORNIA LLC	NCR PURCHASE ORDER FORMS	PRINTING SERVICES	2,523.98	U
143588	SNAP ON TOOLS	TOOL PURCHASE - TRANSPORT	TRANSPORTATION	297.00	R
143585	SOCIAL STUDIES SCHOOL SVCS	CURRICULAR SUPPLIES	SANTA MONICA HIGH SCHOOL	450.00	R
143594	SOCIAL STUDIES SCHOOL SVCS	OPEN ORDER/INST SUP/ELL	JOHN ADAMS MIDDLE SCHOOL	125.00	U
143477	SOUTHWEST SCHOOL SUPPLY	ROLLS OF CRAFT PAPER	GRANT ELEMENTARY SCHOOL	96.22	R
143584	SOUTHWEST SCHOOL SUPPLY	CLASSROOM/OFFICE SUPPLIES	CABRILLO ELEMENTARY SCHOOL	2,000.00	R
143778	SOUTHWEST SCHOOL SUPPLY	CLASSROOM SUPPLIES	JOHN MUIR ELEMENTARY SCHOOL	53.72	U
143816	SOUTHWEST SCHOOL SUPPLY	CLASSROOM SUPPLIES	EDISON ELEMENTARY SCHOOL	600.00	U
143687	SPARK PROGRAM	SPARK PROGRAM FEE/EIA/VAL YTH	JOHN ADAMS MIDDLE SCHOOL	1,000.00	R
143811	SPORTS FIELD SERVICES	BASEBALL FIELD RENOVATION	FACILITY OPERATIONS	2,150.00	R
143656	STAPLES BUSINESS ADVANTAGE	GEN SUPPLIES/STAFF DEV	STATE AND FEDERAL PROJECTS	700.00	R
143692	STAPLES BUSINESS ADVANTAGE	office supply order	FACILITY MAINTENANCE	300.00	R
143750	STAPLES BUSINESS ADVANTAGE	LIBRARY SUPPLIES	SANTA MONICA HIGH SCHOOL	66.00	U
143783	STAPLES BUSINESS ADVANTAGE	SUPPLIES FROM ASSESSMENT	CURRICULUM AND IMC	750.00	U
143593	STAPLES/P-U/SANTA MONICA/WILSH	OPEN ORDER/INST SUP/IMM/TEAM	JOHN ADAMS MIDDLE SCHOOL	221.00	U
143598	STAPLES/P-U/SANTA MONICA/WILSH	OPEN ORDER/INST SUP/TEAM/HUM	JOHN ADAMS MIDDLE SCHOOL	200.00	U
143603	STAPLES/P-U/SANTA MONICA/WILSH	OPEN ORDER/INST SUP/MATH/TEAM	JOHN ADAMS MIDDLE SCHOOL	89.00	U
143537	STAPLES/P-U/VENICE/LINCOLN BL	CLASSROOM SUPPLIES	SANTA MONICA HIGH SCHOOL	500.00	R
143542	STAPLES/P-U/VENICE/LINCOLN BL	CLASSROOM SUPPLIES	SANTA MONICA HIGH SCHOOL	100.00	R
143586	STAPLES/P-U/VENICE/LINCOLN BL	CLASSROOMS SUPPLIES	SANTA MONICA HIGH SCHOOL	300.00	R
143694	STAPLES/P-U/VENICE/LINCOLN BL	OPEN ORDER/INST SUP/SOC ST/ELE	JOHN ADAMS MIDDLE SCHOOL	126.00	U
143561	STOTZ EQUIPMENT	OPERATIONS VEHICLES REPAIR	GROUND MAINTENANCE	300.00	U
143713	SUPER DUPER PUBLICATIONS	SPEECH LANGUAGE TEST MATERIALS	SPECIAL EDUCATION REGULAR YEAR	383.25	R
143475	SUPERFAST COPYING & BINDING	COPYING AND LAMINATING	GRANT ELEMENTARY SCHOOL	496.69	U
143831	TOM JOHN TOWING	TOWING CHARGES BUS #11	TRANSPORTATION	330.00	U
143455	TOURCOACH	ASTRO CAMPS BUSES/GIFT-SCI MAG	JOHN ADAMS MIDDLE SCHOOL	9,120.00	R
143589	TOURCOACH	OPEN PO FOR FIELD TRIP BUSES	FRANKLIN ELEMENTARY SCHOOL	3,921.00	R
143524	TUMBLEWEED TRANSPORTATION	FIELD TRIP COSTS	TRANSPORTATION	325.00	R
143559	TUMBLEWEED TRANSPORTATION	BUS TRANSPORTATION	CURRICULUM AND IMC	2,725.00	R
143841	TUMBLEWEED TRANSPORTATION	ATHLETIC TRANSPORTATION	SANTA MONICA HIGH SCHOOL	650.00	U
143657	U S BANK (GOVT CARD SERVICES)	INSERVICE SUPPLIES	STATE AND FEDERAL PROJECTS	3,000.00	R
143727	UC REGENTS/C.K. HURTADO	UCLA MATHEMATICS PROJECT	CURRICULUM AND IMC	17,200.00	R
143835	UNCLE SAM'S DISTRIBUTING	OPERATIONS CUSTODIAL EQUIP	FACILITY OPERATIONS	500.00	U
143549	US AIR CONDITIONING DIST LLC	HVAC REPAIR MATERIALS	FACILITY MAINTENANCE	400.00	R
143543	WEST COAST PRINT	PRINTING	MCKINLEY ELEMENTARY SCHOOL	98.55	U
143829	WILSON & VALLELY TOWING	TOWING CHARGES BUS #19	TRANSPORTATION	137.00	U
143760	WOOLVERTON, SARA	REIMBURSEMENT REQUEST	SPECIAL EDUCATION REGULAR YEAR	109.49	R

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF FEBRUARY 20, 2014

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

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
143837	YALE/CHASE MATERIALS HANDLING	OPERATIONS VEHICLE REPAIR	GROUNDS MAINTENANCE	300.00	U
143842	YOGARAT	CLASSROOMS SUPPLIES	SANTA MONICA HIGH SCHOOL	219.00	R
** NEW PURCHASE ORDERS				693,358.76	
<u>** FACILITY IMPROVEMENTS: BONDS/STATE MODERNIZATON/NEW CONSTRUCTION/DEVELOPER FEES **</u>					
143525	A/C PROS INC	VENT REDIRECTION	CHILD DEVELOPMENT CENTER	6,300.00	BB
143862	LOS ANGELES COUNTY DEPARTMENT	PLAN CHECK & PERMIT FEES	SANTA MONICA HIGH SCHOOL	2,575.31	BB
143526	MERIDIAN IT INC	STORAGE & SOFTWARE	OLYMPIC CONTINUATION SCHOOL	11,589.66	BB
143689	RAFFI'S METAL DESIGN	DOOR FOR UTILITY BUILDING	SANTA MONICA HIGH SCHOOL	24,050.00	BB
** FACILITY IMPROVEMENTS: BONDS/STATE MODERNIZATON/NEW CONSTRUCTION/DEVELOPER FEES				44,514.97	

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/20/14

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

RE: ACCEPTANCE OF GIFTS – 2013/2014

RECOMMENDATION NO. A.10

It is recommended that the Board of Education accept, with gratitude, checks totaling **\$18,301.39** 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 2013-2014 income and appropriations by **\$18,301.39** as described on the attached listing.

This report details only cash gifts. 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 and PTA 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:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

School/Site Account Number	Cash Amount	Item Description	Purpose	Donor
Adams Middle School 01-90120-0-00000-00000- 8699-011-0000	\$3,300.00 \$543.15 \$500.00 \$250.00 \$40.00 \$20.00 \$20.00		General Supplies & Materials General Supplies & Materials General Supplies & Materials General Supplies & Materials General Supplies & Materials General Supplies & Materials General Supplies & Materials	Shu F. Ma Various Friend/JAMS Spanish Immersion Time Warner Employee Grant Various Wells Fargo Community Support Wells Fargo Foundation
Cabrillo Elementary School 01-90120-0-00000-00000- 8699-017-0000	\$377.00		Field Trip	Various
Child Development Services 12-90120-0-00000-00000- 8699-000-0000	\$171.24		General Supplies & Materials	Life Touch
Educational Services 01-90120-0-17100-00000- 8699-030-0000	\$2,000.00		General Supplies & Materials	Santa Monica Arts Parents Assoc.
Malibu High School 01-90120-0-17100-00000- 8699-010-0000	\$3,250.00		Salary, Conditioning Coach	Malibu Booster Club
McKinley Elementary School 01-90120-0-17100-00000- 8699-004-0000	\$1,503.00 \$1,360.00 \$660.00 \$272.00		Field Trip Field Trip Field Trip Field Trip	Various Various Various Various
Olympic High School 01-90120-0-00000-00000- 8699-014-0000	\$200.00		Other Operating Expenses	Friends of Sunset Park
Rogers Elementary School 01-90120-0-00000-00000- 8699-006-0000	\$3,835.00		Field Trip	Various
TOTAL	\$18,301.39			

TO: BOARD OF EDUCATION

ACTION/MAJOR

02/20/14

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

RE: APPROVAL FOR DISPOSAL/RECYCLE OF SURPLUS EQUIPMENT

RECOMMENDATION NO. A.11

It is recommended that the Board of Education approve the disposal, sale, recycling or donation of the surplus equipment and furniture listed below.

COMMENT: All items are obsolete, beyond economic repair, unusable or deemed as surplus. Items will be disposed of in accordance with Educational Code 17545-1755.

School / Department	Item	Qty	Serial #	Acquired	Asset #
Districtwide	Textbooks & Literature books	1 Lot	ISBN on file in Purchasing Department*	On file*	N/A*
Cabrillo	Canon IR50 Copier	1	CJK02528	01/07/08	19037
Ed Svcs	Gateway E4610S Computer	3	0039202092, 0039202093, 0039202094	06/14/07	18184, 18185, 18186
	HP C7690BHP C7690BScanner	1	CN06Y21323	09/19/00	8294
Edison	Buildings, Furnishings, AV Equipment Playground Equip Kitchen Equip.	1 lot	List on file in Purchasing Department**	On file**	On file**
Food Svc (Roosevelt)	Range Burner / Griddle Top	1	Wolfe	01/01/78	4230
Human Resource	HP DC5800, Desktop Computer	1	MXL936CZYK	07/24/09	23270
Muir	2000i DVIT SmartBoards	5	DVX-04634, DVX-04590, DVX-04586, DVX-04648 & DVX-04620	Unknown	n/a
Roosevelt	Lanier LD175 Copier	1	K4664900356	03/29/06	17158
ROP (Samohi)	Canon S60 Digital Camera	1	8621007469	01/25/05	14744
	Gateway H255E Laptop Computer	1	0036710820	06/09/06	17160
	Gateway E4100 Desktop Computer	6	0033834609, 610, 611, 612, 613, 614, 616, 617, 604, 606, 607	06/30/04	14716, 14717, 14718, 14719, 14720, 14721, 14723, 14724, 14731, 14733, 14734
	HP LaserJet P2015DN Printer	2	CNBJP76119, CNBJN95866	04/02/08	18922

School / Department	Item	Qty	Serial #	Acquired	Asset #
Samohi	Apple G4 Computer	1	YM447HDMQJ7	02/09/05	14769
	iMac Computer	1	W84510H459T	Unknown	n/a
	Lanier LD23 Copier	1	65601931	09/26/06	17726
St. Anne	Gateway Solo, Laptop Computer	35	0024818958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982983, 984, 985, 986, 987, 988, 989, 990, 991, 992	09/14/01	13640, 13641, 13642, 13643, 13644, 13645, 13646, 13647, 13648, 13649, 13650, 13651, 13652, 13653, 13654, 13655, 13656, 13657, 13658, 13659, 13660, 13661, 13662, 13663, 13664, 13665, 13666, 13667, 13668, 13669, 13670, 13671, 13672, 13673, 13674,
	Gateway 450S, Laptop Computer	1	0029850812	03/18/03	14116
	Gateway E1600, Computer	8	0024941710, 711, 712, 714, 715, 717, 716, 713	09/14/01	13675, 13676, 13677, 13678, 13679, 13680, 13681, 13682
	Gateway E2500S Desktop Computer	34	000017455, 0036718634, 18638, 18642, 18641, 18655, 18665, 18644, 18639, 18632, 18661, 18631, 18660, 18649, 18666, 18633, 18650, 18636, 18646, 18657, 18658, 18635, 18654, 18645, 18643, 18659, 18637, 18647, 18648, 18656, 18652, 18653, 18662, 18651	04/06/06	17449, 17445, 17441, 17472, 17439, 17457, 17455, 17438, 17456, 17446, 17454, 17471, 17458, 17463, 17444, 17448, 17450, 17443, 17447, 17469, 17453, 17468, 17460, 17459, 17462, 17467, 17466, 17452, 17451, 17465, 17437, 17442, 17461, 17464,
	Gateway E2600 Computer	7	0004573823, 3929, 3928, 3927, 3926, 3925, 3924	05/21/08	19496, 19497, 19498, 19499, 19500, 19501, 19502
	Gateway E2610N Computer	6	0004573923, 3926, 3924, 3927, 3925, 3928	04/23/08	23711, 23710, 23709, 23708, 23706, 23707
	Gateway 7400, Server	1	0024819880	09/14/01	13683
	HP DC5800, Desktop Computer	3	MXL9331CYY, MXL9331CRQ, MXM83006WF,	09/25/09	23271, 23272, 10810
	HP 6000 Pro, Desktop Computer	1	MXL116WBT	05/13/11	25100
	IBM RBU6, Desktop Computer	5	23FMTY, 23KFMPH, 23KFMMX, 23KFMNP, 23KFMBN	01/22/01	13684, 13685, 13686, 13687, 13688,

* An extensive list of discarded textbooks and literature books is on file in the purchasing office by title and ISBN numbers and available for review upon request. All textbooks are outdated and deemed as surplus. Disposal of textbooks are in accordance with Educational Code Section 60510.

** All buildings and remaining furnishings from the Edison Elementary School at the 2402 Kansas address will be demolished under a demolition contract through the Measure BB Facility Bond. All usable equipment and furnishings have either been moved to the new address at 2502 Virginia Avenue, transferred to another school site, salvaged for scrap metal, or kept for replacement parts. Due to the length of fixed assets at the site, the list is not included in this agenda, but will be on file in the purchasing office for review upon request. All items remaining are deemed of no value.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/20/14

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.12

It is recommended that the Board of Education authorize contract Change Order #14 (CO-14) for the Lease Leaseback – Edison Elementary Building – ELA: New Building Project to Swinerton Builders, in the amount of \$106,490 for a total contract amount of \$34,144,516, and no change in the contract time.

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: 02/14/14

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. Change Order No 3 was in the amount of \$76,746 and a 3 day increase in the contract time. Change Order No 4 was in the amount of \$86,815. Change Order No 5 was in the amount of \$68,372. Change Order 6 was in the amount of \$38,766. Change Order 7 was in the amount of \$72,552. Change Order 8 was in the amount of \$3,599. Change Order 09 was in the amount of \$73,414. Change Order 10 was in the amount of \$153,438. Change Order 11 was in the amount of \$223,597. Change Order 12 was in the amount of \$154,607. Change Order 13 was in the amount of \$70,770.

Change Order No 14 includes seven (7) proposed Change Order (PCO) not included in the original construction contract. The District has reviewed each of the 7 PCO's in detail for scope and costs.

The scope of work included in Change Order No. 14 (CO-14) includes all labor, materials, equipment and related overhead costs for the work described for each PCO. This contract increase does not include changes to the contract documents that must be submitted to DSA for approval.

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
CHANGE ORDER NO. 6:	38,766
CHANGE ORDER NO. 7:	72,552
CHANGE ORDER NO. 8:	3,599
CHANGE ORDER NO. 9:	73,414
CHANGE ORDER NO. 10:	153,438
CHANGE ORDER NO. 11:	223,597
CHANGE ORDER NO. 12:	154,607
CHANGE ORDER NO. 13:	70,770
CHANGE ORDER NO. 14:	106,490
TOTAL CONTRACT AMOUNT:	\$34,144,516

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
CHANGE ORDER NO. 6:	0 Days
CHANGE ORDER NO. 7:	0 Days
CHANGE ORDER NO. 8:	0 Days
CHANGE ORDER NO. 9:	0 Days
CHANGE ORDER NO. 10:	0 Days
CHANGE ORDER NO. 11:	0 Days
CHANGE ORDER NO. 12:	0 Days
CHANGE ORDER NO. 13:	0 Days
CHANGE ORDER NO. 14:	0 Days
TOTAL CONTRACT AMOUNT:	1,057 Days

The above changes will be funded through allocation for Edison Program Reserve.

A Friday Memo accompanies this item.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/20/14

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.13

It is recommended that the Board of Education authorize contract Change Order #15 (CO-15) for the Lease Leaseback Edison Language Academy New Construction Project to Swinerton Builders, in the amount of \$106,096 for a total contract amount of \$34,250,612 and no change in the contract time.

Funding Information

Budgeted: Yes
Fund: 81
Source: Measure BB
Account Number: 81-90500-0-00000-85000-6200-001-2600
Budget Category: Construction Contracts
DSA #: 03-112999
Friday Memo: 02/14/14

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. Change Order No 3 was in the amount of \$76,746 and a 3 day increase in the contract time. Change Order No 4 was in the amount of \$86,815. Change Order No 5 was in the amount of \$68,372. Change Order 6 was in the amount of \$38,766. Change Order 7 was in the amount of \$72,552. Change Order 8 was in the amount of \$3,599. Change Order 09 was in the amount of \$73,414. Change Order 10 was in the amount of \$153,438. Change Order 11 was in the amount of \$223,597. Change Order 12 was in the amount of \$154,607. Change Order 13 was in the amount of \$70,770. Change Order 14 was in the amount of \$106,490.

Change Order No 15 includes eight (8) distinct Proposed Change Order (PCO) associated to scope not included in the original construction contract. Work is all DSA requirements.

The scope of work included in Change Order No. 15 (CO-15) includes all labor, materials, equipment and related overhead costs for the work described for each PCO. This contract increase does not include changes to the contract documents that must be submitted to DSA for approval.

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
CHANGE ORDER NO. 6:	38,766
CHANGE ORDER NO. 7:	72,552
CHANGE ORDER NO. 8:	3,599
CHANGE ORDER NO. 9:	73,414
CHANGE ORDER NO. 10:	153,438
CHANGE ORDER NO. 11:	223,597
CHANGE ORDER NO. 12:	154,607
CHANGE ORDER NO. 13:	70,770
CHANGE ORDER NO. 14 (Item No. A.12):	106,490
<u>CHANGE ORDER NO. 15:</u>	<u>106,096</u>
TOTAL CONTRACT AMOUNT:	\$34,250,612

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
CHANGE ORDER NO. 6:	0 Days
CHANGE ORDER NO. 7:	0 Days
CHANGE ORDER NO. 8:	0 Days
CHANGE ORDER NO. 9:	0 Days
CHANGE ORDER NO.10:	0 Days
CHANGE ORDER NO.11:	0 Days
CHANGE ORDER NO.12:	0 Days
CHANGE ORDER NO.13:	0 Days
CHANGE ORDER NO.14:	0 Days
<u>CHANGE ORDER NO.15:</u>	<u>0 Days</u>
TOTAL CONTRACT AMOUNT:	1,057 Days

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

A Friday Memo accompanies this item.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/20/14

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

RE: CONTRACT AMENDMENT #01 FOR INSPECTOR OF RECORD SERVICES
FOR SANTA MONICA HIGH SCHOOL – SCIENCE AND TECHNOLOGY
BUILDING AND SITE IMPROVEMENTS PROJECT – SANDY PRINGLE
ASSOCIATES – MEASURE BB

RECOMMENDATION NO. A.14

It is recommended that the Board of Education approve Contract Amendment #01 to Sandy Pringle Associates Inspection Consultants (SPAIC) for additional Inspector of Record Services for the Santa Monica High School Science and Technology Building - Phase 1 and Phase 2 for an amount not to exceed \$284,000 for a total contract amount of \$746,500.

Funding Information

Budgeted: Yes
Fund: 83
Source: Measure BB
Account Number: 83-90500-0-00000-85000-5802-015-2600
Budget Category: Soft Costs/Tests & Inspection/Materials Lab
DSA#: 03-113443
Friday Memo: 02/14/14

COMMENTS: Sandy Pringle Associates Inspection Consultants (SPAIC) is providing Inspector of Record Services for the Science & Technology Building and Site Improvements Project. An initial contract was approved in the amount of \$462,500 for a single Phase project.

SPAIC was issued a contract to provide both a Class I and Class II Inspector of Record services for the Science and Technology Building and Site Improvements Project at Santa Monica High School. The project was originally designed to be constructed in a single phase and consisted of the Science and Technology Building, associated site work, a Utility building, CIS softball field, Parking lot renovation and retaining walls. Late in the process of design, a decision was made by the District to maintain the existing Science Building for needed classrooms and only demolish the Technology Building. This resulted in a re-design of the site improvement component of the project which was then filed as a separate DSA project estimated to take 9 months to construct. This is now known as "Phase II" consisting of a Utility building, CIF softball field, new parking lot, site work and retaining walls.

The change in scope requires additional funds be allotted to SPIAC in order to provide Inspectors of Record for Phase I and Phase II through completion of the project. The proposal includes the following SPAIC project projections:

- Phase I through completion: \$158,000 (Class 1 and Class 2 inspector - total duration of 6 months)
- Phase II through completion: \$126,000 (Class 1 inspector - total duration of 9 months)

A combined total of \$284,000 will be required to fund a Class 1 and Class 2 DSA Inspectors of Record over the remaining durations of Phase I and Phase II.

ORIGINAL CONTRACT – (Inspector of Record)	\$462,500
CONTRACT AMENDMENT #01 (Extended IOR Services)	\$284,000
TOTAL:	\$746,500

A Friday Memo accompanies this item.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/20/14

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

RE: ACCEPT WORK AS COMPLETED – MULTIPLE PURCHASE ORDERS
PROJECTS – CAPITAL FUND & MEASURE BB

RECOMMENDATION NO. A.15

It is recommended that the Board of Education accept as completed all work contracted for the indicated Purchase Orders:

Edison Language Academy – New Building Project

Vendor Name	PO Number	Amount	Substantial Completion Date
Cliff Spencer Furniture Maker	142918	\$ 8,850.00	01/07/14

COMMENT: A Notice of Completion must be filed for Purchase Orders over \$25,000 and within thirty-five (35) days with the County of Los Angeles pending approval by the Board of Education.

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

TO: BOARD OF EDUCATION

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON

RE: CERTIFICATED PERSONNEL – Elections, Separations

ACTION/CONSENT
02/20/14

RECOMMENDATION NO. A.16

Unless otherwise noted, all items are included in the 2013/2014 approved budget.

ADDITIONAL ASSIGNMENTS

ADAMS MIDDLE SCHOOL

Brown, Dan	9.87 hrs @\$40.46	1/31/14-2/2/14	Est Hrly/\$400
Doloso, Tess	9.87 hrs @\$40.46	1/31/14-2/2/14	Est Hrly/\$400
Hart, Matthew	9.87 hrs @\$40.46	1/31/14-2/2/14	Est Hrly/\$400
Sever, Pamela	9.87 hrs @\$40.46	1/31/14-2/2/14	Est Hrly/\$400
TOTAL ESTABLISHED HOURLY			\$1,600

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

Cady, Linda	14.82 hrs @\$40.46	1/12/14-1/17/14	Est Hrly/\$600
Guirguis, Mariam	14.82 hrs @\$40.46	1/12/14-1/17/14	Est Hrly/\$600
Hart, Matthew	14.82 hrs @\$40.46	1/12/14-1/17/14	Est Hrly/\$600
La Duke, Stacy	14.82 hrs @\$40.46	1/12/14-1/17/14	Est Hrly/\$600
Sever, Pamela	14.82 hrs @\$40.46	1/12/14-1/17/14	Est Hrly/\$600
TOTAL ESTABLISHED HOURLY			\$3,000

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

EDISON ELEMENTARY SCHOOL/MEASURE BB

Alvarez, Judith	3 hrs @\$40.46	12/16/13-1/10/14	Est Hrly/\$121
Banks, Jamila	6 hrs @\$40.46	12/16/13-1/10/14	Est Hrly/\$243
Boxer, Lorissa	3 hrs @\$40.46	12/16/13-1/10/14	Est Hrly/\$121
Bressler, Rachel	6 hrs @\$40.46	12/16/13-1/10/14	Est Hrly/\$243
Brumer, Sandra	6 hrs @\$40.46	12/16/13-1/10/14	Est Hrly/\$243
Drosdick, Danielle	6 hrs @\$40.46	12/16/13-1/10/14	Est Hrly/\$243
Ellis, John	6 hrs @\$40.46	12/16/13-1/10/14	Est Hrly/\$243
Fullerton, Anabella	6 hrs @\$40.46	12/16/13-1/10/14	Est Hrly/\$243
Ipina, Elizabeth	6 hrs @\$40.46	12/16/13-1/10/14	Est Hrly/\$243
Jimenez, Sylvia	6 hrs @\$40.46	12/16/13-1/10/14	Est Hrly/\$243
Maiztegui, Laura	6 hrs @\$40.46	12/16/13-1/10/14	Est Hrly/\$243
Martinez, Elizabeth	6 hrs @\$40.46	12/16/13-1/10/14	Est Hrly/\$243
Meade, Mary Margaret	6 hrs @\$40.46	12/16/13-1/10/14	Est Hrly/\$243
Melendez, Brisa	6 hrs @\$40.46	12/16/13-1/10/14	Est Hrly/\$243
Mojica, Georgina	6 hrs @\$40.46	12/16/13-1/10/14	Est Hrly/\$243
Morales, Carlos	6 hrs @\$40.46	12/16/13-1/10/14	Est Hrly/\$243
Murcia, Constanza	6 hrs @\$40.46	12/16/13-1/10/14	Est Hrly/\$243
Naranjo, Rocio	6 hrs @\$40.46	12/16/13-1/10/14	Est Hrly/\$243
Oyman, Deniz	6 hrs @\$40.46	12/16/13-1/10/14	Est Hrly/\$243
Salmaggi, Aileen	6 hrs @\$40.46	12/16/13-1/10/14	Est Hrly/\$243
Tejeda De Leon, Karina	6 hrs @\$40.46	12/16/13-1/10/14	Est Hrly/\$243
Williams, Alma	3 hrs @\$40.46	12/16/13-1/10/14	Est Hrly/\$121
TOTAL ESTABLISHED HOURLY			\$4,980

Comment: Classroom Moves
01-Unrestricted Resource

EDUCATIONAL SERVICES

Alarcon, Ivonne	2 hrs @\$40.46	1/23/14	Est Hrly/\$81
Bon, Nancy	2 hrs @\$40.46	1/23/14	Est Hrly/\$81
Hammill, Debra	2 hrs @\$40.46	1/23/14	Est Hrly/\$81
Helsing, Alyssa	2 hrs @\$40.46	1/23/14	Est Hrly/\$81
Hwang, Genie	2 hrs @\$40.46	1/23/14	Est Hrly/\$81
Jung, Parisa	2 hrs @\$40.46	1/23/14	Est Hrly/\$81
Perez, Lourdes	2 hrs @\$40.46	1/23/14	Est Hrly/\$81
Ranson, Barbara	2 hrs @\$40.46	1/23/14	Est Hrly/\$81
Rosen, Maureen	2 hrs @\$40.46	1/23/14	<u>Est Hrly/\$81</u>
TOTAL ESTABLISHED HOURLY			\$729

Comment: Reflex Math Training Logistics
01-Common Core Implementation

Gonzalez, Gabriela	1 hr @\$40.46	1/16/14	<u>Est Hrly/\$40</u>
TOTAL ESTABLISHED HOURLY			\$40

Comment: Mandatory Training on Early Development Instrument
01-Unrestricted Resource

Morn, Lora	2 hrs @\$40.46	2/7/14-2/13/14	Est Hrly/\$81
McElvain, Nora	2 hrs @\$40.46	2/7/14-2/13/14	Est Hrly/\$81
Waldorf, Sherry	2 hrs @\$40.46	2/7/14-2/13/14	<u>Est Hrly/\$81</u>
TOTAL ESTABLISHED HOURLY			\$243

Comment: Nurses for Stairway of the Stars
01-Gifts

Caamal-Garcia, Gabriela	12.5 hrs @\$40.46	1/20/14-6/13/14	Est Hrly/\$506
Calek, Laura	12.5 hrs @\$40.46	1/20/14-6/13/14	Est Hrly/\$506
Cervantes, Hayde	12.5 hrs @\$40.46	1/20/14-6/13/14	Est Hrly/\$506
Cordes, Amy	12.5 hrs @\$40.46	1/20/14-6/13/14	Est Hrly/\$506
Ferguson, Joelin	12.5 hrs @\$40.46	1/20/14-6/13/14	Est Hrly/\$506
Hamilton, LaDawna	12.5 hrs @\$40.46	1/20/14-6/13/14	Est Hrly/\$506
Harris, Stacy	12.5 hrs @\$40.46	1/20/14-6/13/14	Est Hrly/\$506
Hwang, Genie	12.5 hrs @\$40.46	1/20/14-6/13/14	Est Hrly/\$506
Marks, Jamie	12.5 hrs @\$40.46	1/20/14-6/13/14	Est Hrly/\$506
Mathewson, Stefanie	12.5 hrs @\$40.46	1/20/14-6/13/14	Est Hrly/\$506
Matthews, Jill	12.5 hrs @\$40.46	1/20/14-6/13/14	Est Hrly/\$506
Meade, Margaret	12.5 hrs @\$40.46	1/20/14-6/13/14	Est Hrly/\$506
Micale, Monica	12.5 hrs @\$40.46	1/20/14-6/13/14	Est Hrly/\$506
Murcia, Constanza	12.5 hrs @\$40.46	1/20/14-6/13/14	Est Hrly/\$506
Reid, Roberta	12.5 hrs @\$40.46	1/20/14-6/13/14	Est Hrly/\$506
Skorko, Nancy	12.5 hrs @\$40.46	1/20/14-6/13/14	Est Hrly/\$506
Snow, Angela	12.5 hrs @\$40.46	1/20/14-6/13/14	Est Hrly/\$506
Stark, Amy	12.5 hrs @\$40.46	1/20/14-6/13/14	Est Hrly/\$506
Vallejo, Norma	12.5 hrs @\$40.46	1/20/14-6/13/14	Est Hrly/\$506
Weinstock, Cyndie	12.5 hrs @\$40.46	1/20/14-6/13/14	Est Hrly/\$506
Wheeler, Daniel	12.5 hrs @\$40.46	1/20/14-6/13/14	Est Hrly/\$506
Wyse, Chrysta	12.5 hrs @\$40.46	1/20/14-6/13/14	<u>Est Hrly/\$506</u>
TOTAL ESTABLISHED HOURLY			\$11,132

Comment: Site Math Coaches
01-RGK Foundation

MCKINLEY ELEMENTARY SCHOOL

Shepard, Annalyse	60 hrs @\$40.46	1/27/14-6/10/14	<u>Est Hrly/\$2,428</u>
TOTAL ESTABLISHED HOURLY			\$2,428

Comment: Math Intervention
01-Gifts – Equity Fund

OLYMPIC HIGH SCHOOL

Dumey, Glenna 30 hrs @\$40.46

1/27/14-6/30/14

Est Hrly/\$1,214

TOTAL ESTABLISHED HOURLY \$1,214

Comment: Staff Development
01-Gifts – Equity Fund

WEBSTER ELEMENTARY SCHOOL

Rose, Lori 8 hrs @\$40.46

1/27/14-3/17/14

Est Hrly/\$324

TOTAL ESTABLISHED HOURLY \$324

Comment: Class for 4th Grade GATE Students
01-Tier III Programs Cat Flex

ADDITIONAL ASSIGNMENT – EXTRA DUTY UNITS**SANTA MONICA HIGH SCHOOL - Activities**

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Aiello, Jason	13 EDU	Orchestra Director	8/13-12/13	\$3,328
Boyd, Bryn	12 EDU	Student Activities	8/13-12/13	\$3,072
Chapman, Amy	6 EDU	Annual Advisor	8/13-12/13	\$1,536
Faas, Kathleen	6 EDU	Newspaper Advisor	8/13-12/13	\$1,536
Forrer, Brooke	4 EDU	Senior Advisor	8/13-12/13	\$1,024
Hoffman, Ryan	4 EDU	Senior Advisor	8/13-12/13	\$1,024
Honda, Julie	6 EDU	Scholarship Advisor	8/13-12/13	\$1,536
Huls, Jeffe	13 EDU	Vocal Music Director	8/13-12/13	\$3,328
McKeown, Kevin	13 EDU	Band Director	8/13-12/13	\$3,328
Meadors, Amy	12 EDU	Pep Squad Advisor	8/13-12/13	\$3,072
Mejia, Rosa	6 EDU	Scholarship Advisor	8/13-12/13	\$1,536
Sakow, Terry	13 EDU	Band Director	8/13-12/13	\$3,328
Silvestri, Marisa	13 EDU	Athletic Director	8/13-12/13	\$3,328
Soller, Kate	13 EDU	Drama Director	8/13-12/13	\$3,328
Swenson, Joni	13 EDU	Orchestra Director	8/13-12/13	\$3,328
		TOTAL EDUS		\$37,632

HOURLY TEACHERS**PT DUME ELEMENTARY SCHOOL**

Lipsky, Jill 275 hrs @\$56.90

2/3/14-5/22/14

Own Hrly/\$15,648

TOTAL ESTABLISHED HOURLY \$15,648

Comment: Reading Instructor
01-Reimbursed by PTA

STUDENT SERVICES

Fan, Tao Hwa \$40.46, as needed

1/17/14-6/11/14

Est Hrly/\$----

TOTAL ESTABLISHED HOURLY \$----

Comment: Home Instructor
01-Unrestricted Resource

TOTAL ESTABLISHED HOURLY, OWN HOURLY AND EXTRA DUTY UNITS = \$ 78,970

NEW HIRES

TEMPORARY CONTRACTS

<u>Name/Assignment/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>
Ortiz, Jessica/CDS Teacher Child Develop Svcs/Wash West	100%	1/17/14-6/10/14

SUBSTITUTE TEACHERS **LONG-TERM SUBSTITUTES**

(@\$210.00 Daily Rate)

	<u>Effective</u>
Gromala, Annette	1/27/14
Lichter, Megan	1/6/14
Mogilefsky, Angela	12/3/14

PREFERRED SUBSTITUTES

(@\$162.00 Daily Rate)

	<u>Effective</u>
Biraben, Tammis	1/16/14
Radcliffe, Audra	2/3/14

REGULAR DAY-TO-DAY SUBSTITUTES

(@\$138.00 Daily Rate)

	<u>Effective</u>
Gromala, Annette	1/22/14
Lichter, Megan	12/18/13
Marmolejo, Michael	2/4/14
Mogilefsky, Angela	1/30/14
Sheppard, Annalyse	1/6/14
Spotts, Natalie	1/23/14
Stout-Moran, Amy	1/6/14

LEAVE OF ABSENCE (with pay)

<u>Name/Location</u>	<u>Effective</u>
Audet, Amanda Santa Monica HS	1/24/14-2/24/14 [Medical]
Chapman, Amy Santa Monica HS	2/10/14-4/18/14 [Medical Maternity]
Dew, Stephanie Santa Monica HS	1/21/14-2/21/14 [Medical]
Duane, Janeen Malibu HS	1/13/14-2/21/14 [Medical/FMLA]
Kucsera, Lindsey McKinley Elementary	1/22/14-3/28/14 [Medical Maternity/FMLA]
Langley, Zoe Child Develop Svcs	1/20/14-2/11/14 [Medical]
Maiztegui, Laura Edison Elementary	1/24/14-2/24/14 [Medical]
Ryan, Sean Malibu HS	1/6/14-1/31/14 [FMLA/CFRA]

Skorko, Nancy
Franklin Elementary

1/13/14-4/4/14
[FMLA/CFRA]

Smith, Courtnee
Child Develop Svcs

1/9/14-2/28/14
[Medical/FMLA]

LEAVE OF ABSENCE (without pay)

Name/Location

Sanchez-Aviles, Johanna
Child Develop Svcs

Effective

2/3/14-6/10/14
[50% - Child Care]

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

TO: BOARD OF EDUCATION

FROM: SANDRA LYON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT
02/20/14

RECOMMENDATION NO. A.17

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>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Kamkar, Vida Human Resources	Human Resources Technician 8 Hrs/12 Mo/Range: 31 Step: F	1/29/14
Ramirez, Armida Grant ES	Cafeteria Worker I 3 Hrs/SY/Range: 11 Step: F	1/27/14
Suhr, Charlotte Grant ES	Inst Asst – Special Ed 4.5 Hrs/SY/Range: 20 Step: A	1/22/14
Wolff, Amy McKinley ES	Inst Asst – Special Ed 4 Hrs/SY/Range: 20 Step: A	1/15/14

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Benjamin, Jacquita Lincoln MS	Inst Asst – Special Ed [additional hours; ASB dance concession sale]	1/10/14-6/10/14
Buccioni, Tashia Adams MS	Inst Asst – Bilingual [additional hours; ELL students support]	1/21/14-6/10/14
Casillas, Emma Edison ES	Inst Asst – Bilingual [limited term; classroom assistance]	1/27/14-6/10/14
Chiriboga, Giovanni Facility Use	Custodian [overtime; Facility Use events]	1/2/14-6/30/14
Gaylor, Amanda Educational Svcs	Office Specialist [additional hours; Stairway of the Stars assistance]	1/10/14-2/28/14
Gutierrez, Nancy Adams MS	Bilingual Community Liaison [overtime; field trip assistance]	1/12/14-1/17/14
Heiderman, Dan Malibu HS	Custodian [overtime; extra duties]	12/1/13-6/30/14
Honor'e Crystal Facility Use	Campus Security Officer [overtime; Facility Use events]	1/6/14-6/30/14
Joseph, Stephen Facility Use	Campus Security Officer [additional hours; Facility Use events]	12/19/13-6/30/14
Marquez, Lily McKinley ES	Bilingual Community Liaison [additional hours; IEP translation]	12/5/13
Martin, Eric Malibu HS	Custodian [overtime; extra duties]	12/1/13-6/30/14

Moton, Wilson Lincoln MS	Custodian [overtime; drama performances]	1/24/14-1/26/14
Richards, Michelle McKinley ES	Inst Asst – Classroom [additional hours; math intervention assistance]	1/23/14-6/10/14
Sebastiani, Juan Facility Use	Gardener [overtime; Facility Use events]	12/27/13-6/30/14
Uliantzeff, Elena Santa Monica HS	Bilingual Community Liaison [additional hours; Advisors presentation interpreting]	1/11/14
Valadez, Luz Edison ES	Inst Asst – Bilingual [limited term; classroom assistance]	1/27/14-6/10/14

SUBSTITUTES

Cage, Ramondo Operations	Custodian	<u>EFFECTIVE DATE</u> 1/14/14-6/30/14
Curtis, Kathleen Malibu HS	Campus Security Officer	1/7/14-6/30/14
Hardin, Tamara Child Develop Svcs	Children's Center Asst	1/16/14-6/30/14
Hernandez, Yolanda District	Office Specialist	1/27/14-6/30/14
Osaki, Brenda District	Office Specialist	12/12/13-6/30/14

INVOLUNTARY TRANSFER

Capitano, Carol Special Education	Inst Asst – Special Ed 6 Hrs/SY/Special Education - Floater From: 6 Hrs/SY/Franklin ES	<u>EFFECTIVE DATE</u> 1/28/14
Hill, Kevin SMASH	Inst Asst – Special Ed 6 Hrs/SY/SMASH From: 6 Hrs/SY/Santa Monica HS	12/16/13

CHANGE IN ASSIGNMENT

Carrillo, Steven Transportation	Bus Driver 7.25 Hrs/10 Mo From: 7 Hrs/10 Mo	1/27/14
Rosa, Lucy Santa Monica HS	Inst Asst – Developmental Health 6.25 Hrs/SY From: 6 Hrs/SY	12/9/13

LEAVE OF ABSENCE (PAID)

Lopez, Jose Operations	Gardener Medical	<u>EFFECTIVE DATE</u> 12/16/13-5/22/14
Simmonds, Hugh Operations	Gardener Medical	1/2/14-6/1/14

Sugars, Curtis Operations	Plant Supervisor Medical	1/16/14-2/2/14
Watkins, Jennifer Food and Nutrition Svcs	Cafeteria Cook Baker Medical	12/10/13-2/2/14

LEAVE OF ABSENCE (UNPAID)

Adams, Daryl Webster ES	Physical Activities Specialist CFRA Leave	<u>EFFECTIVE DATE</u> 1/27/14-4/21/14
Adams, Daryl Webster ES	Physical Activities Specialist Personal	4/22/14-6/10/14
Casillas, Veronica Santa Monica HS	Student Outreach Specialist Personal	1/24/14-6/15/14
Dodd, Jason Maintenance	Carpenter FMLA Leave	1/28/14-2/17/14
Maxson, Nicholas Maintenance	HVAC Mechanic Personal	2/11/14-3/1/14

PROFESSIONAL GROWTH

Cruz, Carmen Child Develop Svcs-McKinley ES	Children's Center Asst	<u>EFFECTIVE DATE</u> 1/1/14
Cueva, Sandra Child Develop Svcs-Washington West	Children's Center Asst	2/1/14
Garcia, Irene Rogers ES	Inst Asst – Classroom	2/1/14
Hofland, Keri Lincoln MS	Inst Asst – Special Ed	2/1/14
Santiago, Guillermo Roosevelt ES	Inst Asst – Special Ed	2/1/14

WORKING OUT OF CLASS

Coleman, Daniel Webster ES	Physical Activities Specialist From: Inst Asst – Physical Education	<u>EFFECTIVE DATE</u> 1/27/14-6/10/14
Peoples, Jeff Maintenance	Skilled Maintenance Worker From: Custodian	12/20/13-1/5/14
Williams, Steven Food and Nutrition Svcs	Stock and Delivery Clerk From: Cafeteria Worker I	1/16/14-2/28/14

ABOLISHMENT OF POSITION

Administrative Assistant 8 Hrs/12 Mo; Educational Svcs	<u>EFFECTIVE DATE</u> 12/23/13
Inst Asst – Special Ed 6 Hrs/SY; Special Education – Malibu HS	1/13/14

DISQUALIFICATION FROM PROBATION

JK 0159841 Administrative Assistant

EFFECTIVE DATE

2/7/14

REDUCTION OF HOURS IN LIEU OF LAYOFFSchmidt, Phillip Inst Asst – Special Ed
Franklin ES 6 Hrs/SY
From: 8 Hrs/SY**EFFECTIVE DATE**

1/22/14

RESIGNATIONLardo, Michael Inst Asst – Physical Education
Roosevelt ES**EFFECTIVE DATE**

1/31/14

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST)

DG 2192178 Inst Asst – Special Ed
Santa Monica HS**EFFECTIVE DATE**

2/28/14

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/20/14

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON /BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.18

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

Higgins, Shauh	Santa Monica HS	1/13/14-6/30/14
Lupi, Paul	Santa Monica HS	1/13/14-6/30/14
Pierson, Jenna	Malibu HS	12/1/13-12/31/13
Rock, Andy	Santa Monica HS	1/9/14-6/30/14

NOON SUPERVISION AIDE

Gunasekara, Chandra	Adams MS	1/13/14-6/10/14
Kaplan, Jessica	Cabrillo ES	1/15/14-6/10/14
Santino, Susan	Muir ES	1/18/14-6/10/14

STUDENT WORKER – WORKABILITY

Alvarez-Flores, Pablo	Special Education	1/15/14-6/30/15
Pander, Dakota	Special Education	1/15/14-6/30/15

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/20/14

FROM: SANDRA LYON / TERRY DELORIA / ALICE CHUNG

RE: INCREASE IN STAFFING (FTE) – CHILD DEVELOPMENT SERVICES

RECOMMENDATION NO. A.19

It is recommended that the Board of Education approve an additional 1.0 FTE Pre-School Teaching position In Child Development Services due to increased enrollment.

FUNDING NOTE: The 2013-2014 budget will be adjusted \$57,455 for salary and benefits.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/20/14

FROM: SANDRA LYON / TERRY DELORIA / SARA WOOLVERTON

RE: INCREASE IN STAFFING (FTE) – SPECIAL EDUCATION

RECOMMENDATION NO. A.

It is recommended that the Board of Education approve an increase of 0.50 FTE SAI Teaching position at McKinley Elementary School in order to meet the needs of students supported by Special Education services.

FUNDING NOTE: The 2013-2014 budget will be adjusted \$22,463 for salary and benefits.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/20/14

FROM: SANDRA LYON

RE: REVISE BP 0410 – NONDISCRIMINATION IN DISTRICT PROGRAMS AND
ACTIVITIES

RECOMMENDATION NO. A.21

It is recommended that the Board of Education revise BP 0410 – Nondiscrimination in District Programs and Activities.

COMMENTS: CSBA recommends updating this policy to reflect new law (AB 887 and SB 559), which expands the prohibited bases of discrimination to include genetic information, gender expression, and gender identity. The policy also reflects federal regulations that (1) require newly constructed district facilities to comply, starting March 15, 2012, with the 2010 Americans with Disabilities Act Standards for Accessible Designs and (2) require districts to permit an individual with a disability to be accompanied by a service animal on district premises when, without the animal's assistance, the individual with a disability will not be able to access or participate in a district program or activity.

The board discussed these changes on February 6, 2014.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

~~The Board of Education is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on actual or perceived sex, age, ancestry, color, ethnic group identification, gender, mental and/or physical disability, national origin, race, religion, sexual orientation, and a person's association with a person or group with one or more these actual or perceived characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.~~

The Governing Board is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

District programs and facilities, viewed in their entirety, shall be readily accessible and usable by to individuals with disabilities and shall be in compliance with the Americans with Disabilities Act. ~~In addition, new construction and alterations to facilities existing before January 26, 1992, shall be accessible when viewed in their entirety.~~

The Superintendent or designee shall ensure that the district provides auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, note takers, written materials, taped text, and Braille or large print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program or meeting.

The Superintendent or designee shall notify students, parents/guardians, employees, employee organizations and applicants for admission and employment and sources of referral for applicants about the district's policy on nondiscrimination. Such notification shall be included in each announcement, bulletin, catalog, or application form or other recruitment materials distributed to these groups. (34 CFR 104.8, 106.9)

The Superintendent or designee shall also provide information about related complaint procedures. To the extent possible, the district's nondiscrimination policy shall be published in the individual's primary language.

Legal Reference:**EDUCATION CODE**

200-262.4 Prohibition of discrimination

48985 Notices to parents in language other than English

51007 Legislative intent: state policy

GOVERNMENT CODE

11000 Definitions

11135 Nondiscrimination in programs or activities funded by state

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act

54953.2 Brown Act compliance with Americans with Disabilities Act

PENAL CODE

422.55 *Definition of hate crime*

422.6 *Interference with constitutional right or privilege*

CODE OF REGULATIONS, TITLE 5

4600-4687 *Uniform complaint procedures*

4900-4965 *Nondiscrimination in elementary and secondary education programs*

UNITED STATES CODE, TITLE 20

1400-1482 *Individuals with Disabilities in Education Act*

1681-1688 *Discrimination based on sex or blindness, Title IX*

2301-2415 *Carl D. Perkins Vocational and Applied Technology Act*

6311 *State plans*

6312 *Local education agency plans*

UNITED STATES CODE, TITLE 29

794 *Section 504 of the Rehabilitation Act of 1973*

UNITED STATES CODE, TITLE 42

2000d-2000d-7 *Title VI, Civil Rights Act of 1964*

2000e-2000e-17 *Title VII, Civil Rights Act of 1964 as amended*

2000h-2000h-6 *Title IX*

12101-12213 *Americans with Disabilities Act*

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 *Americans with Disabilities Act*

36.303 *Auxiliary aids and services*

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 *Nondiscrimination in federal programs, effectuating Title VI*

104.1-104.39 *Section 504 of the Rehabilitation Act of 1973*

106.1-106.61 *Discrimination on the basis of sex, effectuating Title IX, especially:*

106.9 *Dissemination of policy*

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Notice of Non-Discrimination, January 1999

Protecting Students from Harassment and Hate Crime, January 1999

Nondiscrimination in Employment Practices in Education, August 1991

WEB SITES

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

California Department of Education: <http://www.cde.ca.gov>

Safe Schools Coalition: <http://www.casafeschoolscoalition.org>

Pacific ADA Center: <http://www.adapacific.org>

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

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/20/14

FROM: SANDRA LYON

RE: REVISE BP 0420 – SCHOOL PLANS/SITE COUNCILS

RECOMMENDATION NO. A.22

It is recommended that the Board of Education revise BP 0420 – School Plans/Site Councils.

COMMENTS: CSBA recommends updating this policy to delete material on school site block grants, which are no longer operational. Policy also adds language, reflecting California Department of Education guide, requiring the Board to communicate specific reasons to the school site council when it disapproves the Single Plan for Student Achievement.

CSBA recommends updating this regulation to delete the section on "School Site Block Grants," since these grants are no longer operational, and to delete the section on "School Plans for Categorical Block Grants," since the requirements for the Pupil Retention Block Grant and School and Library Improvement Block Grant are now flexible under the Local Control Funding Formula pursuant to new law (AB 97, 2013). The regulation is also updated to reflect California Department of Education guide regarding (1) the selection of school site council members, including clarification of membership requirements in middle schools, and (2) the process of developing the Single Plan for Student Achievement, including data sources, consultation with advisory groups, and new budget planning, and evaluation tools.

The board discussed these changes on February 6, 2014. The revisions to AR 0420 can be found under Information in this agenda.

At the February 6, 2014, board meeting, the fifth paragraph under the Single Plan for Student Achievement section was accidentally left out. It has been included in this action item.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

SCHOOL PLANS/SITE COUNCILS

~~When required by law or determined to be a useful tool to accomplish district and school goals, school site councils or other school advisory groups shall develop comprehensive school plans designed to enhance student achievement at individual school sites.~~

The Governing Board believes that comprehensive planning at each district school is necessary in order to focus school improvement efforts on student academic achievement and facilitate the effective use of district resources. The Superintendent or designee shall ensure that school plans provide clear direction and identify cohesive strategies aligned with school and district goals.

For any school that participates in specified state and/or federal categorical programs, the school site council or other schoolwide advisory committee shall consolidate the plans required for those categorical programs into a single plan for student achievement (SPSA). (Education Code 52055.755, 64001)

Single Plan for Student Achievement

The Superintendent or designee shall ensure that a single plan for student achievement is prepared by the school site council as required by law for each school participating in specified state and/or federal categorical programs. (Education Code 41507, 41572, 52055.755, 64001)

Whenever feasible, any other school plan may be incorporated into the single plan for student achievement.

The Superintendent or designee shall review each school's single plan and ensure that it has been developed and approved by a properly constituted school site council, meets the content requirements for all programs included, is based on an analysis of current practices and student academic performance, and reasonably links improvement strategies to identified needs of the school and students. He/she shall submit to the Board of Education his/her recommendations for plan approval or recommendations regarding any subsequent material revisions of the plan.

The Board shall review and approve each school's single plan for student achievement at a regularly scheduled meeting. The Board also shall review and approve any subsequent revisions that include material changes affecting the academic programs for students participating in these categorical programs. The Board shall certify that, to the extent allowable under federal law, the plan is consistent with district local improvement plans required as a condition of receiving federal funding. (Education Code 64001)

Whenever the Board does not approve a school's SPSA, it shall communicate its specific reasons for disapproval of the plan to the school's site council or committee. The school site council or committee shall then revise and resubmit the SPSA to the Board for its approval.

The Superintendent or designee shall ensure that principals and members of each site council receive training on the roles and responsibilities of the site council. To the extent necessary, he/she shall ensure that site councils receive the resources necessary in order to perform their role effectively.

School Site Block Grants

~~Upon receipt of state funding for school site block grants, the Board shall allocate the funds to district schools on an equal per-pupil basis. (AB 1802, Sec. 43, Statutes of 2006)~~

~~The school's use of the funds allocated through this block grant shall be proposed by the school site council or, if the school does not have a school site council, by a schoolwide advisory group or school support group. (AB 1802, Sec. 43, Statutes of 2006)~~

~~The Board encourages school site councils to fund the highest priority needs identified in school improvement plans. The school site council shall provide the Superintendent or designee and the Board with a written proposal that includes a statement of the identified need(s) and how the funds will be used to enhance the educational program.~~

~~Before the funds are encumbered or expended, the Board shall approve the site council's proposed use of the funds. If the Board does not approve the proposed use, the Board shall inform the school site council of the reasons for disapproval and request that the council review and revise its proposal. (AB 1802, Sec. 43, Statutes of 2006)~~

Legal Reference:

EDUCATION CODE

52-53 Designation of schools
33133 Information guide for school site councils
35147 Open meeting laws exceptions
41500-41573 Categorical education block grants
52055.700-52055.770 Quality Education Investment Act
52176 Advisory committees
52500-52617 Adult education
52800-52887 School-Based Program Coordination Act
52890 Qualifications and duties of outreach consultants
54000-54028 Educationally Disadvantaged Youth Programs
54100-54145 Miller-Unruh Basic Reading Act
54425 Advisory committees (compensatory education)
54650-54659 Education Improvement Incentive Program
56000-56867 Special education
64000 Categorical programs included in consolidated application
64001 Single school plan for student achievement, consolidated application programs
HEALTH AND SAFETY CODE
104420 Tobacco use prevention
CODE OF REGULATIONS, TITLE 5
3930-3937 Compliance plans
UNITED STATES CODE, TITLE 20
6311 Accountability, adequate yearly progress
6312-6319 Title I programs; plans
6421-6472 Programs for neglected, delinquent, and at-risk children and youth
6601-6651 Teacher and Principal Training and Recruitment program
6801-7014 Limited English proficient and immigrant students
7101-7165 Safe and Drug-Free Schools and Communities
7341-7355c Rural Education Initiative

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council, February 2013

WEST ED PUBLICATIONS

*California Healthy Kids Survey
California School Climate Survey*

WEB SITES

California Department of Education, Single Plan for Student Achievement:
<http://www.cde.ca.gov/nclb/sr/le/singleplan.asp>
U.S. Department of Education: <http://www.ed.gov>
WestEd: <http://www.wested.org>

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/06/14

FROM: SANDRA LYON

RE: ADOPT BP 0520.2 – TITLE I PROGRAM IMPROVEMENT SCHOOLS

RECOMMENDATION NO. A.23

It is recommended that the Board of Education adopt BP 0520.2 – Title I Program Improvement Schools.

COMMENTS: SMMUSD does not currently have this policy and its regulation in its policy manual. Staff feels it is important to adopt this BP and AR, as the district has school that are categorized as Program Improvement (PI).

The board discussed this adoption on February 6, 2014. AR 0520.2 can be found under Information in this agenda.

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

TITLE I PROGRAM IMPROVEMENT SCHOOLS

The Governing Board is committed to enabling all district students to meet state academic achievement standards and to narrowing the achievement gap among student groups. To that end, the Board shall assist all district schools, including those receiving federal Title I funds, to achieve adequate yearly progress, as defined by the State Board of Education.

Whenever a district school is identified by the California Department of Education as in need of program improvement (PI), the Superintendent or designee shall ensure that school improvement efforts are coordinated and aligned. He/she shall also revise the school's Single Plan for Student Achievement in accordance with law and as specified in administrative regulation.

Depending on the length of time a district school has been identified for PI, the district shall provide opportunities for student transfers, supplemental educational services, other corrective actions, and/or restructuring in accordance with law.

Program Evaluation

The Board shall annually review the adequate yearly progress of each district school based on state academic assessments and other indicators specified in the state plan for the No Child Left Behind Act. The Superintendent or designee shall publicize and disseminate the results of this review to parents/guardians, principals, schools, and the community so that the instructional program can be continually refined to help all students meet state academic standards. (20 USC [6316](#))

The Board and Superintendent or designee also shall review the effectiveness of the actions and activities carried out by PI schools with respect to parental involvement, professional development, and other PI activities. (20 USC [6316](#))

As necessary based on the results of these evaluations, the Board may require the Superintendent or designee to review and revise any of the school's reform plans, including the school's Single Plan for Student Achievement, allocate additional resources toward the implementation of the plan, and/or require more frequent monitoring of the school's progress in order to raise student achievement.

Legal Reference:

EDUCATION CODE

[35256](#) School accountability report card

[53200-53203](#) Persistently lowest achieving schools

[53300-53303](#) Parent Empowerment Act

[60642.5](#) California Standards Tests

[60850-60856](#) High School Exit Examination

[64000](#) Categorical programs included in consolidated application

[64001](#) Single school plan for student achievement, consolidated application programs

CODE OF REGULATIONS, TITLE 5

[4800- 4808](#) Parent Empowerment petitions

[11992-11994](#) Persistently dangerous schools, definition

[13075-13075.9](#) Supplemental educational services

UNITED STATES CODE, TITLE 20

[1232g](#) Family Educational Rights and Privacy Act

[6301](#) Title I program purpose

[6311](#) Adequate yearly progress

[6312](#) Local educational agency plan

[6313](#) Eligibility of schools and school attendance areas; funding allocation

[6316 School improvement](#)
[7912 Persistently dangerous schools](#)
[UNITED STATES CODE, TITLE 29](#)
[794 Section 504 of the Rehabilitation Act](#)
[CODE OF FEDERAL REGULATIONS, TITLE 34](#)
[99.1-99.67 Family Educational Rights and Privacy](#)
[200.13-200.20 Adequate yearly progress](#)
[200.30-200.35 Identification of program improvement schools](#)
[200.36-200.38 Notification requirements](#)
[200.39-200.43 Requirements for program improvement, corrective action, and restructuring](#)
[200.44 School choice option](#)
[200.45-200.47 Supplemental educational services](#)
[200.48 Funding for transportation and supplemental services](#)
[200.49-200.51 State responsibilities](#)
[200.52-200.53 District improvement](#)

Management Resources:

[CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS](#)
[2008 Adequate Yearly Progress Report Information Guide, August 2008](#)
[California's Accountability Workbook](#)

FEDERAL REGISTER

[Final Rule and Supplementary Information, October 29, 2008. Vol. 73, No. 210, pages 64436-64513](#)

U.S. DEPARTMENT OF EDUCATION GUIDANCE

[Public School Choice, January 14, 2009](#)

[Supplemental Educational Services, January 14, 2009](#)

WEB SITES

[CSBA: http://www.csba.org](http://www.csba.org)

[California Department of Education, Program](#)

[Improvement: http://www.cde.ca.gov/ta/ac/ti/programimprov.asp](#)
[U.S. Department of Education, No Child Left Behind: http://www.nclb.gov](#)

Policy	CSBA MANUAL MAINTENANCE SERVICE
approved:	March 2003
revised:	July 2004, March 2009

TO: BOARD OF EDUCATION

DISCUSSION

02/20/14

FROM: SANDRA LYON

RE: REVISE BP 1250 – VISITORS/OUTSIDERS

RECOMMENDATION NO. A.24

It is recommended that the Board of Education revise BP 1250 – Visitors/Outsiders.

COMMENTS: CSBA recommends updating this policy to add a new section regarding the presence on campus of registered sex offenders, including those who are parents/guardians of district students, based on their right to participate in their children's education.

The board discussed these changes on February 6, 2014.

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

VISITORS/OUTSIDERS

The Board of Education encourages parents/guardians and interested members of the community to visit the schools and view the educational program.

To ensure the safety of students and staff and minimum interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be first arranged with the principal or designee. If a conference is desired, an appointment should be set with the teacher during noninstructional time.

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session.

The principal or designee may design a visible means of identification for all individuals who are not students or staff members while on school premises.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission. (Education Code 51512)

The Board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the district's complaint processes if they have concerns with any district program or employee. In accordance with Penal Code 626.7, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a district student, shall request written permission from the principal before entering the school campus or grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the Superintendent or designee anytime he/she gives such written permission.

Legal Reference:

EDUCATION CODE

32210 Willful disturbance of public school or meeting

32211 Threatened disruption or interference with classes; misdemeanor

32212 Classroom interruptions

35160 Authority of governing boards

35292 Visits to schools (board members)

51512 Prohibited use of electronic listening or recording device

EVIDENCE CODE

1070 Refusal to disclose news source

LABOR CODE

230.8 Discharge or discrimination for taking time off to participate in child's educational activities

PENAL CODE

626-626.10 Schools

627-627.10 Access to school premises, especially:

627.1 Definitions

627.2 Necessity of registration by outsider

627.7 Misdemeanors; punishment

COURT DECISIONS

Reeves v. Rocklin Unified School District, (2003) 109 Cal.App.4th 652

ATTORNEY GENERAL OPINIONS

95 Ops.Cal.Atty.Gen. 509 (1996)

Policy SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

adopted: August 19, 2009 Santa Monica, California

revised: May 19, 2011

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/20/14

FROM: SANDRA LYON

RE: ADOPT BP 1431 – WAIVERS

RECOMMENDATION NO. A.25

It is recommended that the Board of Education adopt BP 1431 – Waivers.

COMMENTS: Currently, SMMUSD does not have this policy in its policy manual. Staff recommends adopting this policy from CSBA to allow the district to apply for waivers when necessary.

The board discussed these changes on February 6, 2014.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

WAIVERS

The Governing Board recognizes that strict compliance with the law may sometimes hinder the district's ability to provide its students with an effective, well-rounded educational program. When it is in the interest of district students, the Board may request that the State Board of Education (SBE) waive any provision of state or federal law or regulation which it has authority to waive pursuant to Education Code 33050.

Any waiver request to be submitted to the SBE shall first be approved by the Board. The Superintendent or designee shall ensure that each proposed waiver request includes all information necessary for the Board to analyze the need for the waiver and make an informed decision.

Prior to presenting the proposed request for Board approval, the Superintendent or designee shall consult with and obtain the approval of any advisory committee or site council when required by law.

In addition, the Superintendent or designee shall involve the exclusive representative of district employees in the development of the waiver request, and shall include in the request the exclusive representative's position regarding the waiver. (Education Code 33050)

To receive public testimony on each waiver request proposal, the Board shall hold a properly noticed public hearing during a Board meeting. (Education Code 33050)

The notice, which shall state the time, date, location, and subject of the public hearing, may be printed in a newspaper of general circulation or posted at each school and three public places in the district.

When the district has requested and received the same general waiver from the SBE for two consecutive years, the Board is not required to reapply annually if the information contained on the request remains current. However, the district shall apply annually for the renewal of any waiver regarding teacher credentialing. (Education Code 33051)

Legal Reference:

EDUCATION CODE

305-311 Structured English immersion program; parental exception waivers

5000-5033 Governing board elections

8750-8754 Grants for conservation education

10400-10407 Cooperative improvement programs

17047.5 Facilities used by special education students

17291 Portable school buildings

33050-33053 General waiver authority

37202 Equity length of time

41000-41360 School finance

41381 Minimum school day

41600-41854 Computation of allowances

41920-42842 Budget requirements; local taxation by school districts

44520-44534 New Careers Program

44666-44669 School-Based Management and Advanced Career Opportunities

44681-44689 Administrator Training and Evaluation

45108.7 Maximum number of senior management positions

48660-48666 Community day schools

48800 Attendance at community college

49550-49560 Meals for needy students

51224.5 Algebra instruction

51745.6 Charter school independent study ratio
51870-51874 Educational technology
52080-52090 Class size reduction grade 9
52122.6-52122.8 Class size reduction, impacted school sites
52160-52178 Bilingual-Bicultural Education Act of 1976
52180-52186 Bilingual teacher waiver
52200-52212 Gifted and Talented Pupils Program
52340-52346 Career Guidance Centers
52522 Plans for adult education
52850-52863 School-Based Program Coordination
54000-54028 Disadvantaged Youth Program
54100-54145 Miller-Unruh Basic Reading Program
54407 Waiver for compensatory education programs
56000-56867 Special education programs
58407 Waiver related to individualized instruction program
58900-58928 Restructuring demonstration programs
60119 Public hearing on sufficiency of instructional materials
60851 High school exit examination, waiver for student with disabilities
CODE OF REGULATIONS, TITLE 5
1032 Academic Performance Index
3100 Resource specialist caseload waivers
3945 Cooperative programs
9531 Instructional materials funding
11960 Charter school attendance
11963.4 Charter school percentage funding
13017 Waivers, compensatory education New Careers in Education Program
13044 Waivers, compensatory education Professional Development and Program Improvement Programs
UNITED STATES CODE, TITLE 20
1400-1482 Individuals with Disabilities Education Act
7115 Safe and Drug Free Schools, authorized activities

Management Resources:
WEB SITES
California Department of Education, Waiver Office: <http://www.cde.ca.gov/re/lr/wr>
Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Policy **CSBA MANUAL MAINTENANCE SERVICE**
adopted: **August 2013**

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/20/14

FROM: SANDRA LYON

RE: REVISE BP 2121 – SUPERINTENDENT’S CONTRACT

RECOMMENDATION NO. A.26

It is recommended that the Board of Education revise BP 2121 – Superintendent’s Contract.

COMMENTS: CSBA recommends updating this policy to reflect new law (AB 1344), which prohibits the automatic renewal of the superintendent's contract with a provision for automatic increase that exceeds the cost-of-living adjustment and requires any contract executed or renewed after January 1, 2012, to include a provision requiring the superintendent to reimburse the district for paid leave salary or cash settlement in the event he/she is convicted of a crime involving an abuse of his/her position.

The board discussed these changes on February 6, 2014.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

SUPERINTENDENT'S CONTRACT

In approving employment contracts with the Superintendent, the Board of Education wishes to encourage the Superintendent's long-term commitment to the district and community while carefully considering the financial and legal implications of the contract in order to protect the district from any potentially adverse obligations.

The Board shall designate a representative to negotiate with the Superintendent on its behalf and shall consult legal counsel to draft the contract document.

The Board shall deliberate in closed session about the terms of the contract. (Government Code 54957)

Terms of the contract shall remain confidential until the ratification process commences.

The Board shall ratify the Superintendent's contract in an open meeting, which shall be reflected in the Board's minutes. Copies of the contract shall be available to the public upon request. (Government Code 53262)

The contract shall include, but not be limited to, provisions for salary and benefits, annual evaluations, term of the contract, and conditions for termination of the contract. The contract should also include general responsibilities and duties of the Superintendent.

The term of the contract shall be for no more than four years. (Education Code 35031)

During the term of the contract, the Board may reemploy the Superintendent on those terms and conditions mutually agreed upon by the Board and Superintendent. (Education Code 35031)

The Superintendent's contract shall be extended only by Board action and subsequent to a satisfactory evaluation of the Superintendent's performance.

In the event that the Board determines not to reemploy the Superintendent, the Board shall provide written notice to the Superintendent at least 45 days in advance of the expiration of the term of the contract. (Education Code 35031)

The Superintendent's contract shall include a provision specifying the maximum cash settlement that the Superintendent may receive upon termination of the contract. However, if the unexpired term of the contract is greater than 18 months, the maximum cash settlement shall be no more than the Superintendent's monthly salary multiplied by 18. The cash settlement shall not include any noncash items other than health benefits, which may be continued for the unexpired term of the contract up to 18 months or until the Superintendent finds other employment, whichever occurs first. (Government Code 53260, 53261)

If the Board terminates the Superintendent's contract upon its belief and subsequent confirmation pursuant to an independent audit that the Superintendent has engaged in fraud, misappropriation of funds, or other illegal practices, the maximum settlement shall be within the limits prescribed by law, as determined by an administrative law judge but no greater than the Superintendent's monthly salary multiplied by six. (Government Code 53260)

In addition, if the Superintendent is convicted of a crime involving an abuse of his/her office or position, he/she shall reimburse the district for payments he/she receives as paid leave salary pending investigation or as cash settlement upon his/her termination, and for any funds expended by the district in his/her defense against a crime involving his/her office or position. (Government Code 53243-53243.4, 53260)

Legal Reference:

EDUCATION CODE

35031 *Term of employment*

41325-41329.3 *Conditions of emergency apportionment*

GOVERNMENT CODE

3511.1-3511.2 *Local agency executives*

53243-53243.4 *Abuse of office*

53260-53264 *Employment contracts*

54954 *Time and place of regular meetings*

54957 *Closed session personnel matters*

54957.1 *Closed session, public report of action taken*

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Superintendent Evaluation, 2006

Maximizing School Board Governance: Superintendent Selection and Employment, 2004

WEB SITES

CSBA, Governance Consulting Services: <http://www.csba.org>

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

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/20/14

FROM: SANDRA LYON

RE: REPLACE BB 9010 – PUBLIC STATEMENTS

RECOMMENDATION NO. A.27

It is recommended that the Board of Education replace BB 9010 – Public Statements.

COMMENTS: CSBA recommends updating this bylaw to add concepts related to communicating the district's message in a manner that promotes public confidence in the Board's leadership, refraining from disclosing confidential information, and adhering to the same standards and protocols established for other Board communications when participating on social networking sites, blogs, or other electronic media.

The board discussed these changes on February 6, 2014.

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

PUBLIC STATEMENTS

The Governing Board recognizes the responsibility of Board members in their role as community leaders to participate in public discourse on matters of civic or community interest, including those involving the district, and their right to freely express their personal views. However, to ensure communication of a consistent, unified message regarding district issues, Board members are expected to respect the authority of the Board to choose its representatives to communicate its positions and to abide by established protocols.

All public statements authorized to be made on behalf of the Board shall be made by the Board president or, if appropriate, by the Superintendent or other designated representative.

When speaking for the district, the Board encourages its spokespersons to exercise restraint and tact and to communicate the message in a manner that promotes public confidence in the Board's leadership.

Board spokespersons shall not disclose confidential information or information received in closed session except when authorized by a majority of the Board. (Government Code 54963)

When speaking to community groups, members of the public, or the media, individual Board members should recognize that their statements may be perceived as reflecting the views and positions of the Board. Board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the Board.

In addition, the Board encourages members who participate on social networking sites, blogs, or other discussion or informational sites to conduct themselves in a respectful, courteous, and professional manner and to model good behavior for district students and the community. Such electronic communications are subject to the same standards and protocols established for other forms of communication, and the disclosure requirements of the California Public Records Act may likewise apply to them.

~~The Board of Education recognizes the rights of Board members to freely express their views and encourages open discussion of issues during the Board meeting. The Board believes that effective Board members have a responsibility to express themselves, whether in agreement or disagreement with the Board majority, in ways that promote the Board's ability to govern the district.~~

~~When speaking to community groups, the media, or other members of the public, individual Board members should recognize that their statements may be perceived as reflecting the views and positions of the Board. Board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the Board.~~

~~All public statements authorized to be made on behalf of the Board shall be made by the Board president or, if appropriate, by the Superintendent or other designated representative.~~

Legal Reference:

EDUCATION CODE

35010 *Control of district; prescription and enforcement of rules*

GOVERNMENT CODE

6250-6270 *California Public Records Act*

54960 *Actions to stop or prevent violation of meeting provisions*

54963 *Confidential information in closed session*

Management Resources:

WEB SITES

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

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/20/14

FROM: SANDRA LYON

RE: REVISE BB 9220 – GOVERNING BOARD ELECTIONS

RECOMMENDATION NO. A.28

It is recommended that the Board of Education revise BB 9220 – Governing Board Elections.

COMMENTS: CSBA recommends updating this bylaw to reflect new law (AB 2410, 2012), which provides that a person is ineligible to hold public office if he/she has been convicted of a felony involving bribery, offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any of these crimes. The bylaw also adds section that addresses the methods of electing board members (i.e., by trustee area, at-large election, or at-large election but candidate resides in trustee area) and reflects the California Voting Rights Act, which prohibits the use of the at-large voting method when its use prevents members of a protected class (voters of a minority race, color, or language group) from being elected to the board.

The board discussed these changes on February 6, 2014.

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

GOVERNING BOARD ELECTIONS

Any person is eligible to be a member of the Board of Education, without further qualifications, if he/she is 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter, and not legally disqualified from holding civil office. Any person who has been convicted of a felony involving the giving, accepting, or offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, under California law or the law of another state, the United States of America, or another country, is not eligible to be a candidate for office or be a Board member except when he/she has been granted a pardon in accordance with law. (Education Code 35107; Elections Code 20)

A district employee elected to the Board shall resign his/her position before being sworn in or shall have his/her employment automatically terminated upon being sworn into office. (Education Code [35107](#))

Whenever possible, the Board shall consolidate Board elections with the local municipal or statewide primary or general election. Board election procedures shall be conducted in accordance with state and federal law.

Board members may reside anywhere within the district's boundaries and shall be elected by all voters in the district.

Campaign Conduct

In order to help protect the public's trust in the electoral process as well as the public's confidence in the Board and district, the Board encourages all candidates to sign and adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code [20440](#).

Statement of Qualifications

The district shall assume no part of the cost of printing, handling, translating, or mailing of candidate statements filed pursuant to Elections Code [13307](#). As a condition of having candidate statements included in the voter's pamphlet, the district may require candidates to pay their estimated pro rata share of these costs to the district in advance pursuant to Elections Code [13307](#).

On the 125th day prior to the day fixed for the general district election, the Board secretary or his/her designee shall deliver a notice, bearing the secretary's signature and district seal, to the county elections official describing both of the following: (Elections Code [10509](#))

1. The elective offices of the district to be filled at the general election and which offices, if any, are for the balance of an unexpired term
2. Whether the district or the candidate is to pay for the publication of a statement of qualifications pursuant to Elections Code [13307](#)

Candidate statements shall be limited to no more than 200 words. (Elections Code [13307](#))

Tie Votes in Board Member Elections

Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the Board, the Board shall immediately notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot. (Education Code 5016)

~~Tie votes will be resolved by lot. (Education Code 5016)~~

~~After an election for which the Board has decided to resolve a tie by lot, the Board shall immediately notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot. (Education Code 5016)~~

Legal Reference:

EDUCATION CODE

1000 Composition, and trustee area, county board of education

1006 Qualifications for holding office, county board of education

5000-5033 Elections

5220-5231 Elections

5300-5304 General provisions (conduct of elections)

5320-5329 Order and call of elections

5340-5345 Consolidation of elections

5360-5363 Election notice

5380 Compensation (of election officer)

5390 Qualifications of voters

5420-5426 Cost of elections

5440-5442 Miscellaneous provisions

7054 Use of district property

35107 Eligibility; school district employees

35177 Campaign expenditures or contributions

35239 Compensation of governing board member of districts with less than 70 ADA

ELECTIONS CODE

20 Public office eligibility

1302 Local elections, school district election

2201 Grounds for cancellation

4000-4004 Elections conducted wholly by mail

10400-10418 Consolidation of elections

10509 Notice of election by secretary

10600-10604 School district elections

13307 Candidate's statement

13309 Candidate's statement, indigence

14025-14032 California Voting Rights Act

20440 Code of Fair Campaign Practices

GOVERNMENT CODE

1021 Conviction of crime

1097 Illegal participation in public contract

12940 Nondiscrimination, Fair Employment and Housing Act

81000-91014 Political Reform Act

PENAL CODE

68 Bribes

74 Acceptance of gratuity

424 Embezzlement and falsification of accounts by public officers

661 Removal for neglect or violation of official duty

CALIFORNIA CONSTITUTION

Article 2, Section 2 Voters, qualifications

Article 7, Section 7 Conflicting offices

Article 7, Section 8 Disqualification from office

UNITED STATES CODE, TITLE 42

1973-1973aa-6 Voting Rights Act

COURT DECISIONS

Rey v. Madera Unified School District, (2012) 138 Cal. Rptr. 3d 192

Randall v. Sorrell, (2006) 126 S.Ct. 2479

Sanchez v. City of Modesto, (2006) 51 Cal.Rptr.3d 821
Dusch v. Davis, (1967) 387 U.S. 112
ATTORNEY GENERAL OPINIONS
85 Ops.Cal.Atty.Gen. 49 (2002)
83 Ops.Cal.Atty.Gen. 181 (2000)
81 Ops.Cal.Atty.Gen. 98 (1998)
69 Ops.Cal.Atty.Gen. 290 (1986)

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>
California Secretary of State's Office: <http://www.ss.ca.gov>
Fair Political Practices Commission: <http://www.fppc.ca.gov>
Institute for Local Self Government: <http://www.ca-ilg.org>

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/20/14

FROM: SANDRA LYON

RE: REVISE BP 9223 – FILLING VACANCIES

RECOMMENDATION NO. A.29

It is recommended that the Board of Education revise BP 9223 – Filling Vacancies.

COMMENTS: CSBA recommends updating this bylaw to reflect new law (AB 334), which allows governing boards to approve a board member's out-of-state absence for illness or urgent necessity for an unlimited duration. The updated bylaw also reflects current law, which provides that, when an interim board member is appointed to fill an absence created by a member's military deployment that exceeds six months, the term of the interim member cannot extend beyond the return of the absent board member or beyond the next regularly scheduled election for that office, whichever occurs first.

The board discussed these changes on February 6, 2014.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

FILLING VACANCIES**Events Causing a Vacancy**

A vacancy on the Board of Education may occur for any of the following events:

1. The death of an incumbent (Government Code 1770)
2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term (Government Code 1770)
3. A Board member's resignation (Government Code 1770)

A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. (Education Code 5090, 5091)

Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090)

4. A Board member's removal from office, including recall (Elections Code 11384; Government Code 1770)
5. A Board member's ceasing to be an inhabitant of the state or resident of the district (Government Code 1770)

A vacancy on the Board also occurs when a Board member ceases to inhabit the trustee area which he/she represents on the Board. (58 Ops.Cal.Atty.Gen. 888 (1975))

6. A Board member's absence from the state beyond the period allowed by law without the permission required by law (Government Code 1770)

No Board member shall be absent from the state for more than 60 days, except in any of the following situations: (Government Code 1064)

- a. Upon business of the school district with the approval of the Board
- b. With the consent of the Board for an additional period not to exceed a total absence of 90 days

In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.

- c. For federal military deployment not to exceed six months as a member of the

armed forces of the United States or the California National Guard

If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities. The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent Board member or beyond the next regularly scheduled election for that office, whichever occurs first.

- d. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board for an additional period not to exceed 30 days.
7. A Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by sickness or when absent from the state with the permission required by law (Government Code 1770)
8. A Board member's conviction of a felony or any offense involving a violation of his/her official duties or conviction of a designated crime resulting in a forfeiture of office (Government Code 1770, 3000-3003)
9. A Board member's refusal or neglect to file his/her required oath or bond within the time prescribed (Government Code 1770)
10. The decision of a competent tribunal declaring void a Board member's election or appointment (Government Code 1770)
11. The making of an order vacating a Board member's office or declaring the office vacant when the officer fails to furnish an additional or supplemental bond (Government Code 1770)
12. A Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until the order of commitment has become final (Government Code 1770)
13. A failure to elect when either no candidate or an insufficient number of candidates have filed to run for a Board seat(s) (Education Code 5090, 5326, 5328)

Timelines for Filling a Vacancy

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs less than four months before the end of a Board member's term, the Board shall take no action. (Education Code 5093)
2. When a vacancy occurs four or more months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless

a special election is mandated as described in item #3 below. (Education Code 5091, 5093)

3. When a vacancy occurs from six months to 130 days before a regularly scheduled Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she was elected to fill. (Education Code 5093)

When a special election is not required, the Board may make a provisional appointment. (Education Code 5091, 5093)

Eligibility

In order to be appointed or elected to fill a vacancy on the Board, a person must meet the eligibility requirements specified in Education Code 35107.

Provisional Appointments

In order to draw from the largest possible number of candidates, the Board shall advertise in the local media to solicit candidate applications or nominations. A committee consisting of less than a quorum of the Board shall ensure that applicants are eligible for Board membership and announce the names of the eligible candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

~~In order to serve on the Board, a person must meet the eligibility requirements specified in Education Code 35107.~~

Within 10 days after the appointment is made, the Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the district. (Education Code 5092)

The notice shall contain: (Education Code 5092)

1. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation
2. The full name of the appointee
3. The date of appointment
4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent within 30 days of the provisional appointment, it shall become an effective appointment

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment. (Education Code 5091)

Appointment Due to Failure to Elect

When a vacancy occurs because no person or an insufficient number of candidates have been

nominated (i.e., a failure to elect), and a district election will not be held, the Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the district election. (Education Code 5328)

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

The procedure for selecting and interviewing candidates shall be the same as the procedures for "Provisional Appointments," as specified above.

Legal Reference:

EDUCATION CODE

5000-5033 Elections

5090-5095 Vacancies

5200-5208 Districts governed by boards of education

5300-5304 Elections

5320-5329 Order and call of election

5340-5345 Consolidation of elections

5360-5363 Election notice

5420-5426 Cost of elections

5440-5442 Miscellaneous provisions, elections

35107 Eligibility of board members

35178 Resignation with deferred effective date

ELECTIONS CODE

10600-10604 School district elections

11381-11386 Candidates for recall

GOVERNMENT CODE

1064 Absence from state

1770 Vacancies: definition

3000-3003 Forfeiture of office

3060-3075 Removal other than by impeachment

6061 One time notice

54950-54963 The Ralph M. Brown Act

PENAL CODE

88 Bribery, forfeiture from office

UNITED STATES CODE, TITLE 18

704 Military medals or decorations

ATTORNEY GENERAL OPINIONS

58 Ops.Cal.Atty.Gen. 888 (1975)

Management Resources:

CSBA PUBLICATIONS

Filling a Board Vacancy, rev. December 2010

WEB SITES

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

California State Attorney General's Office, Quo Warranto Applications: http://ag.ca.gov/opinions/quo_warranto.php

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/06/14

FROM: SANDRA LYON

RE: REVISE BB 9320 – MEETINGS AND NOTICES

RECOMMENDATION NO. A.30

It is recommended that the Board of Education revise BB 9320 – Meetings and Notices.

COMMENTS: This bylaw update is mandated to reflect new law (AB 1344), which prohibits boards from calling special meetings to address the salaries, salary schedules, or other compensation of the superintendent, assistant superintendent, or other specified employees. The bylaw also reflects requirement added by AB 1344 to post the agenda for a regular meeting and the notice of a special meeting on the district web site, if there is one.

The board discussed these changes on February 6, 2014.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

MEETINGS AND NOTICES

Meetings of the Board of Education are conducted for the purpose of accomplishing district business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.

A Board meeting exists whenever a majority of Board members gather at the same time and place to hear, discuss, or deliberate upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. However, an employee or district official may engage in separate conversations with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

In order to help ensure participation in the meeting by disabled individuals, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1)

Meeting notices and agendas shall specify that any individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent or designee. (Government Code 54954.2)

Each agenda shall also list the address(es) designated by the Superintendent or designee for public inspection of agenda documents that are distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

Regular Meetings

The Board shall hold at least one regular meeting each month. Regular meetings shall be held at 4:30 p.m. on the first and/or third Thursday of each month at the district office, 1651 16th Street, Santa Monica, CA. Additionally, four or five regular Board meetings scheduled for the first Thursday of the month will be held in Malibu, for the purpose of uniting the communities. Actual dates and locations are to be determined yearly by members of the Board.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and on the district's Internet web site. (Government Code 54954.2)

Special Meetings

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1. (Government Code 54956)

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice also shall be posted on the district's Internet web site. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and place of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Education Code 35144; Government Code 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)

Emergency Meetings

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

An emergency situation means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board
2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president or designee shall give such notice at or near the time he/she notifies the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

Adjourned/Continued Meetings

A majority vote by the Board may adjourn/continue any regular or special meeting to a later time and place that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

Study Sessions, Retreats, Public Forums, and Discussion Meetings

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss Board roles and relationships.

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. Action items shall not be included on the agenda for these meetings.

Other Gatherings

Attendance by a majority of Board members at any of the following events is not subject to the Brown Act provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members
2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern
3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

Individual contacts or conversations between a Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135, including, but not limited to, religion, sex, or sexual orientation. In addition, meetings shall not be held in a facility which is inaccessible to disabled persons or where members of the public must make a payment or

purchase in order to be admitted. (Government Code 54961)

Meetings shall be held within district boundaries, except to do any of the following: (Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party
2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the district but located outside the district, provided the meeting agenda is limited to items directly related to that facility
7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
8. Attend conferences on nonadversarial collective bargaining techniques
9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district
10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a place designated by the Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to

the public. (Government Code 54953)

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

All Board policies, administrative regulations, and bylaws shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location.

Legal Reference:

EDUCATION CODE

35140 Time and place of meetings

35143 Annual organizational meeting, date, and notice

35144 Special meeting

35145 Public meetings

35145.5 Agenda; public participation; regulations

35146 Closed sessions

35147 Open meeting law exceptions and applications

GOVERNMENT CODE

3511.1 Local agency executives

11135 State programs and activities, discrimination

54950-54963 The Ralph M. Brown Act, especially:

54953 Meetings to be open and public; attendance

54954 Time and place of regular meetings

54954.2 Agenda posting requirements, board actions

54956 Special meetings; call; notice

54956.5 Emergency meetings

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 Effective communications

36.303 Auxiliary aids and services

COURT DECISIONS

Wolfe v. City of Fremont, (2006) 144 Cal.App. 544

ATTORNEY GENERAL OPINIONS

88 Ops.Cal.Atty.Gen. 218 (2005)

84 Ops.Cal.Atty.Gen. 181 (2001)

84 Ops.Cal.Atty.Gen. 30 (2001)

79 Ops.Cal.Atty.Gen. 69 (1996)

78 Ops.Cal.Atty.Gen. 327 (1995)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2009

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

The ABCs of Open Government Laws

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act, 2nd Ed., 2010

WEB SITES

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

CSBA, Agenda Online: <http://www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx>

California Attorney General's Office: <http://www.ag.ca.gov>

Institute for Local Government: <http://www.ca-ilg.org>

League of California Cities: <http://www.cacities.org>

Bylaw SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

adopted: June 25, 2009 Santa Monica, California

revised: November 4, 2010

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/20/14

FROM: SANDRA LYON

RE: REVISE BB – 9321 – CLOSED SESSION PURPOSES AND AGENDAS

RECOMMENDATION NO. A.31

It is recommended that the Board of Education revise BB 9321 – Closed Session Purposes and Agendas.

COMMENTS: CSBA recommends updating this bylaw to add new Attorney General opinion, which concludes that only three specified subjects related to real property negotiations may be considered in closed session. The bylaw also (1) includes board philosophical statement expressing commitment to transparency and compliance with open meeting laws, (2) includes requirement to reconvene in open session to report decisions of closed session with link to BB 9321.1 - Closed Session Actions and Reports, and (3) revises section on "Pending Litigation" to add definitions of "party" and "significant exposure to litigation."

The board discussed these changes on February 6, 2014.

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

CLOSED SESSION PURPOSES AND AGENDAS

The Governing Board is committed to complying with state open meeting laws and modeling transparency in its conduct of district business. The Board of Education may hold closed sessions only for purposes identified in law. The Board may hold a closed session at any time during a regular or special meeting and during emergency meetings in accordance with law. (Government Code 54956.5, 54957.7, 54962)

The agenda shall contain a brief general description of all closed session items to be discussed. (Government Code 54954.2)

The Board shall disclose in open meeting the items to be discussed in closed session. In the closed session, the Board may consider only those matters covered in its statement. After the closed session, the Board shall reconvene in open session before adjourning the meeting, and when applicable, shall disclose any action taken in the closed session, in the manner prescribed by Government Code 54957.1. (Government Code 54957.7)

The Board shall not disclose any information that is protected by state or federal law. In addition, no agenda, notice, announcement, or report required by the Brown Act need identify any victim or alleged victim of tortious sexual conduct or child abuse unless the identity of the person has been publicly disclosed. (Government Code 54961)

In accordance with law, a Board member shall not disclose confidential information received in a closed session unless the Board authorizes the disclosure of that information. (Government Code 54963)

Personnel Matters

The Board may hold closed sessions to consider the appointment, employment, evaluation of performance, discipline, or dismissal of an employee. These sessions shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline. (Government Code 54957)

The Board may also hold closed sessions to hear complaints or charges brought against an employee by another person, unless the employee requests an open session. Before the Board holds a closed session on specific complaints or charges brought against an employee, the employee shall receive written notice of his/her right to have the complaints or charges heard in open session if desired. This notice shall be delivered personally or by mail at least 24 hours before the time of the session. (Government Code 54957)

The Board may hold closed sessions to discuss a district employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan. (Government Code 54957.10)

Agenda items related to public employee appointments and employment shall describe the position to be filled. Agenda items related to performance evaluations shall specify the title of the employee being reviewed. Agenda items related to employee discipline, dismissal or release require no additional information. (Government Code 54954.5)

Negotiations/Collective Bargaining

Unless otherwise agreed upon by the parties involved, the following shall not be subject to the Brown Act: (Government Code 3549.1)

1. Any meeting and negotiating discussion between the district and a recognized or certified employee organization
2. Any meeting of a mediator with either party or both parties to the meeting and negotiating process
3. Any hearing, meeting or investigation conducted by a factfinder or arbitrator
4. Any executive (closed) session of the district or between the district and its designated representative for the purpose of discussing its position regarding any matter within the scope of representation and instructing its designated representatives

The Board may meet in closed session with the Board's designated representative regarding employee salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees. These closed sessions may include discussions of the district's available funds and funding priorities, but only insofar as they relate to providing instructions to the district's designated representative. (Government Code 54957.6)

Closed sessions shall be for the purpose of reviewing the Board's position and instructing the Board's designated representative. Closed sessions may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees. (Government Code 54957.6)

For represented employees, the Board may also meet in closed session to hear any other matter within the statutorily provided scope of representation. (Government Code 54957.6)

For unrepresented employees, closed sessions held pursuant to Government Code 54957.6 shall not include final action on the proposed compensation of one or more unrepresented employees. (Government Code 54957.6)

The Board also may meet in closed session with a state conciliator or a mediator who has intervened in these proceedings. (Government Code 54957.6)

Agenda items related to negotiations shall specify the name of the district's designated representative(s) attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the organization representing the employee(s) or the position title of the unrepresented employee who is the subject of the negotiations. (Government Code 54954.5)

Matters Related to Students

The Board shall meet in closed session to consider a suspension, disciplinary action, or any other action, except expulsion, against a student when a public hearing on the matter would violate student privacy rights. If a written request for open session is received from the parent/guardian or adult student, it will be honored to the extent that it does not violate the privacy rights of any other student. (Education Code 35146, 48912, 49073-49079)

The Board shall meet in closed session to consider the expulsion of a student, unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the Board may meet in closed session for the purpose of deliberating and determining whether the student should be expelled. (Education Code 48918)

Agenda items related to student matters shall briefly describe the reason for the closed session, such as "student expulsion hearing," "grade change appeal," without violating the confidentiality rights of individual students. The student shall not be named on the agenda, but a number may be assigned to the student in order to facilitate record keeping. The agenda shall also state that the Education Code requires closed sessions in these cases in order to prevent the disclosure of confidential student record information.

Security Matters

The Board may meet in closed session with the Attorney General, district attorney, sheriff or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings, to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service, or to the public's right of access to public services or public facilities. (Government Code 54957)

The Board may meet in closed session during an emergency meeting held pursuant to Government Code 54956.5 to meet with law enforcement officials for the emergency purposes specified in Government Code 54957 if agreed to by a two-thirds vote of the Board members present. If less than two-thirds of the members are present, then the Board must agree by a unanimous vote of the members present. (Government Code 54956.5)

Agenda items related to security matters shall specify the name of the law enforcement agency and the title of the officer, or name of applicable agency representative and title, with whom the Board will consult. (Government Code 54954.5)

Conference with Real Property Negotiator

The Board may meet in closed session with the Board's real property negotiator prior to the purchase, sale, exchange or lease of real property by or for the district in order to grant its negotiator the authority regarding the price and terms of payment for the property. (Government Code 54956.8)

Before holding the closed session, the Board shall hold an open and public session to identify its negotiator(s) and the property under negotiation and to specify the person(s) with whom the negotiator may negotiate. (Government Code 54956.8)

For purposes of real property transactions, negotiators may include members of the Board. (Government Code 54956.8)

Agenda items related to real property negotiations shall specify the district negotiator attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the negotiating parties and the street address of the real property under negotiation. If there is no street address, the agenda item shall specify the parcel number or another unique reference of the property. The agenda item shall also specify whether instruction to the negotiator will concern price, terms of payment, or both. (Government Code 54954.5)

Pending Litigation

Based on the advice of its legal counsel, the Board may hold a closed session to confer with or receive advice from its legal counsel regarding pending litigation when a discussion of the matter in open session would prejudice the Board's position in the case. For this purpose, "litigation" includes any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

Litigation is considered "pending" when any of the following circumstances exist:

1. Litigation to which the district ~~Board~~ is a party has been initiated formally. (Government Code 54956.9(a))
2. A point has been reached where, in the Board's opinion based on the advice of legal counsel and on the "existing facts and circumstances," there is a "significant exposure to litigation" against the district, or the Board is meeting solely to determine whether, based on existing facts or circumstances, a closed session is authorized. (Government Code 54956.9(b))

"Existing facts and circumstances" ~~authorizing a closed session pursuant to Government Code 54956.9(b) as described in item #2 above~~ for these purposes are limited to the following: (Government Code 54956.9)

- ~~1.a~~ Facts and circumstances that might result in litigation against the district but which the district believes are not yet known to potential plaintiffs and which do not need to be disclosed.
 - ~~2.b~~ Facts and circumstances including, but not limited to, an accident, disaster, incident or transactional occurrence which might result in litigation against the district, which are already known to potential plaintiffs, and which must be publicly disclosed before the closed session or specified on the agenda.
 - ~~3.c~~ The receipt of a claim pursuant to the Tort Claims Act or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection.
 - ~~4.d~~ A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the Board.
 - ~~5.e~~ A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the Board, provided that the district official or employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection. The above record does not need to identify an alleged victim of tortious sexual conduct or anyone making a threat on his/her behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.
3. Based on existing facts and circumstances, the Board has decided to initiate or is deciding whether to initiate litigation. (Government Code 54956.9(c))

Before holding a closed session pursuant to this section, the Board shall state on the agenda or publicly announce the subdivision of Government Code 54956.9 under which the closed session

is being held. If authority is based on Government Code 54956.9(a), the Board shall either state the title or specifically identify the litigation to be discussed or state that doing so would jeopardize the district's ability to effectuate service of process upon unserved parties or to conclude existing settlement negotiations to its advantage. (Government Code 54956.9)

Agenda items related to "pending litigation" shall be described as a conference with legal counsel regarding "existing litigation" or "anticipated litigation." (Government Code 54954.5)

"Existing litigation" items shall identify the name of the case specified by either the claimant's name, names of parties and case or claim number, unless the Board states that to identify the case would jeopardize service of process or existing settlement negotiations. (Government Code 54954.5)

"Anticipated litigation" items shall state that there is significant exposure to litigation pursuant to Government Code 54956.9(b) and shall specify the potential number of cases. When the district expects to initiate a suit, items related to anticipated litigation shall state that the discussion relates to the initiation of litigation pursuant to Government Code 54956.9(c) and shall specify the potential number of cases. The agenda or an oral statement before the closed session may be required to provide additional information pursuant to items #2-5 above. (Government Code 54954.5, Government Code 54956.9(b)(32)(B-E))

Joint Powers Agency Issues

The Board may meet in closed session to discuss a claim against a joint powers authority formed for the purpose of insurance pooling or self-insurance authority of which it is a member, for the payment of tort liability losses, public liability losses or workers' compensation liability. (Government Code 54956.95)

Closed session agenda items related to liability claims shall specify the claimant's name and the name of the agency against which the claim is made. (Government Code 54954.5)

When the board of the joint powers agency has so authorized and upon advice of district legal counsel, the Board may meet in closed session in order to receive, discuss and take action concerning information obtained in a closed session of the joint powers agency. During the district's closed session, a Board member serving on the JPA board may disclose confidential information acquired during a closed session of the JPA to fellow Board members. (Government Code 54956.96)

The Board member may also disclose the confidential JPA information to district legal counsel in order to obtain advice on whether the matter has direct financial or liability implications for the district. (Government Code 54956.96)

Closed session agenda items related to "Conference Involving a Joint Powers Agency" shall specify the closed session description used by the joint powers agency and the name of the district representative on the joint powers agency board. Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives shall also be included. (Government Code 54954.5)

Review of Audit Report from Bureau of State Audits

Upon receipt of a confidential final draft audit report from the Bureau of State Audits, the Board may meet in closed session to discuss its response to that report. After public release of the report from the Bureau of State Audits, any Board meeting to discuss the report must be conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

Closed session agenda items related to an audit by the Bureau of State Audits shall state "Audit by Bureau of State Audits." (Government Code 54954.5)

Review of Assessment Instruments

The Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the Board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review. (Education Code 60617)

Agenda items related to the review of student assessment instruments shall state that the Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program and that Education Code 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.

Legal Reference:

EDUCATION CODE

35145 *Public meetings*

35146 *Closed session (re student suspension)*

44929.21 *Districts with ADA of 250 or more*

48912 *Governing board suspension*

48918 *Rules governing expulsion procedures; hearings and notice*

49070 *Challenging content of students records*

60617 *Meetings of governing board*

GOVERNMENT CODE

3540-3549.3 *Educational Employment Relations Act*

6252-6270 *California Public Records Act*

54950-54963 *The Ralph M. Brown Act*

COURT DECISIONS

Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners, (2003) 107 Cal.App.4th 860

Bell v. Vista Unified School District, (2001) 82 Cal.App. 4th 672

Fischer v. Los Angeles Unified School District, (1999) 70 Cal.App. 4th 87

Furtado v. Sierra Community College District (1998) 68 Cal.App. 4th 876

Roberts v. City of Palmdale, (1993) 5 Cal.App. 4th 363

Sacramento Newspaper Guild v. Sacramento County Board of Supervisors, (1968) 263 Cal.App. 2d 41

ATTORNEY GENERAL OPINIONS

94 Ops.Cal.Atty.Gen. 82 (2011)

86 Ops.Cal.Atty.Gen. 210 (2003)

78 Ops.Cal.Atty.Gen. 218 (1995)

59 Ops.Cal.Atty.Gen. 532 (1976)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, 2009

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2002

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act, rev. July 2010

WEB SITES

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

California Attorney General's Office: <http://www.oag.ca.gov>

League of California Cities: <http://www.cacities.org>

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/20/14

FROM: SANDRA LYON

RE: REVISE BB 9322 – AGENDA/MEETING MATERIALS

RECOMMENDATION NO. A.32

It is recommended that the Board of Education revise BB 9322 – Agenda/Meeting Materials.

COMMENTS: This mandated bylaw has been revised to update material related to the consent agenda/calendar, including deleting outdated information and reflecting new law (SB 1003), which requires the Board to have a separate agenda item (not on consent agenda) when it is considering approving or rescinding its unconditional commitment to refrain from taking certain actions in violation of the Brown Act.

The board discussed these changes on February 6, 2014.

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

AGENDA/MEETING MATERIALS**Agenda Content**

Board of Education meeting agendas shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. The agenda shall also provide members of the public an opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

Each meeting agenda shall list the address designated by the Superintendent or designee for public inspection of agenda documents that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

The agenda shall specify that an individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent or designee. (Government Code 54954.2)

Agenda Preparation

The Board president and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting. Each agenda shall reflect the district's vision and goals and the Board's focus on student learning.

A Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. 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.

The Board president and Superintendent shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote, an information item that does not require immediate action, or a consent item that is routine in nature and for which no discussion is anticipated.

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

All public communications with the Board are subject to requirements of relevant Board policies

and administrative regulations.

Consent Items

In order to promote efficient meetings, the Board may act upon more than one item by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature or items for which no Board discussion is anticipated and for which the Superintendent recommends approval.

In accordance with law, the public has a right to comment on any consent item. At the request of any member of the Board, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item that has not been previously considered. However, the agenda need not provide an opportunity for public comment when the consent agenda item has previously been considered at an open meeting of a committee comprised exclusively of all the Board members provided that members of the public were afforded an opportunity to comment on the item at that meeting, unless the item has been substantially changed since the committee considered it. (Government Code 54954.3)

Agenda Dissemination to Board Members

At least three days before each regular meeting, a copy of the agenda and agenda packet shall be forwarded to each Board member, including the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, citizens, and others; and other available documents pertinent to the meeting.

When special meetings are called, the Superintendent or designee shall make every effort to distribute the agenda and supporting materials to Board members as soon as possible before the meeting.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to request additional information on agenda items. However, a majority of Board members shall not directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the Board.

Agenda Dissemination to Members of the Public

The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

If a document is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at the time the document is distributed to a majority of the Board provided that the document is a public record under the Public Records Act and relates to an agenda item for an open session of a regular Board meeting. The Superintendent or designee may also post the document on the district's web site in a position and manner that makes it clear that the document relates to an agenda item for an upcoming meeting. (Government Code 54957.5)

Any documents prepared by the district or the Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any documents prepared by

another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5)

Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the Superintendent or designee, not to exceed the cost of providing the service.

The agenda or agenda packet will be posted on the district web site and will be available for downloading and printing remotely.

Legal Reference:

EDUCATION CODE

35144 Special meetings

35145 Public meetings

35145.5 Right of public to place matters on agenda

GOVERNMENT CODE

6250-6270 Public Records Act

53635.7 Separate item of business

54954.1 Mailed agenda of meeting

54954.2 Agenda posting requirements; board actions

54954.3 Opportunity for public to address legislative body

54954.5 Closed session item descriptions

54956.5 Emergency meetings

54957.5 Public records

54960.2 Challenging board actions; cease and desist

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 Effective communications

36.303 Auxiliary aids and services

COURT DECISIONS

Mooney v. Garcia, (2012) 207 Cal.App.4th 229

Caldwell v. Roseville Joint Union High School District, 2007 U.S. Dist. LEXIS 66318

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2010

The Brown Act: School Boards and Open Meeting Laws, rev. 2009

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, rev. 2003

WEB SITES

CSBA, Agenda Online: <http://www.csba.org>

California Attorney General's Office: <http://www.oag.ca.gov>

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/20/14

FROM: SANDRA LYON

RE: REVISE BB 9323.2 – ACTIONS BY THE BOARD

RECOMMENDATION NO. A.33

It is recommended that the Board of Education revise BB 9323.2 – Actions by the Board.

COMMENTS: CSBA is recommending this update to reflect new law (SB 1003), which expands the types of past Board actions that may be challenged by the district attorney or other interested person provided that certain requirements are met, including the sending of a "cease and desist" letter to the Board within nine months of the alleged violation.

The board discussed these changes on February 6, 2014. The new exhibit 9323.2 can be found under Information in this agenda.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ACTIONS BY THE BOARD

The Board of Education shall act by a majority vote of all of the membership constituting the Board, unless otherwise required by law. (Education Code 35164)

An "action" by the Board means: (Government Code 54952.6)

1. A collective decision by a majority of the Board members
2. A collective commitment or promise by a majority of the members to make a positive or negative decision
3. A vote by a majority of the members when sitting as the Board upon a motion, proposal, resolution, order or ordinance

The Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)

Actions taken by the Board in open session shall be recorded in the Board minutes. (Education Code 35145)

Action on Non-Agenda Items

The Board may take action in a regular meeting on a subject not listed on the published agenda only when it publicly identifies the item to be acted upon in conjunction with one of the following circumstances: (Government Code 54954.2)

1. The Board, by majority vote of its members, determines that the action responds to an emergency situation. (Government Code 54956.5)
2. The Board determines, either by a two-thirds majority vote of the members present at the meeting or, if less than two-thirds of the members are present, by a unanimous vote of all members present, that the need to take immediate action came to the district's attention after the posting of the agenda.
3. The matter was properly posted for a previous meeting occurring not more than five days earlier and was continued to the meeting at which action is being taken.

Challenging Board Actions

The district attorney's office or any interested person may file an action in court to stop or prevent the Board's violation or threats of violations of the Brown Act, to determine the applicability of the Brown Act to ongoing or future threatened Board actions, to determine the validity, under California or federal law, of any Board rule or action to penalize any of its members or otherwise discourage the member's expression, or to compel the Board to audio record its closed sessions because of its violation of any applicable Government Code provision. (Government Code 54960)

The district attorney or any interested person may present a demand that the Board cure and correct a Board action which he/she alleges is in violation of law regarding any of the following: (Government Code 54960.1)

1. Open meeting and teleconferencing (Government Code 54953)
2. Agenda posting (Government Code 54954.2)
3. Closed session item descriptions (Government Code 54954.5)
4. New or increased tax assessments (Government Code 54954.6)
5. Special meetings (Government Code 54956)
6. Emergency meetings (Government Code 54956.5)

Any demand to "cure and correct" an alleged violation shall clearly describe the challenged action and the nature of the alleged violation and shall be presented to the Board in writing within 90 days of the date when the action was taken. If the alleged violation concerns action taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place. (Government Code 54960.1)

Within 30 days of receiving the demand, the Board shall do one of the following: (Government Code 54960.1)

1. Cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct.
2. Determine not to cure or correct the alleged violation and inform the demanding party in writing of its decision to not cure or correct.
3. Take no action. If the Board takes no action within the 30-day review period, its inaction shall be considered a decision not to cure or correct the action.

In addition, the district attorney's office or any interested party may file an action in court to determine the applicability of the Brown Act to any past Board action not specified in Government Code 54960.1, if the following conditions are met: (Government Code 54960.2)

1. Within nine months of the alleged violation, a cease and desist letter is submitted to the Board, clearly describing the past Board action and the nature of the alleged violation.
2. The time for the Board to respond has expired and the Board has not provided an unconditional commitment to cease and desist from and not repeat the past action alleged to have violated the Brown Act.

~~Any demand by the district attorney's office or any interested person to correct a Board action shall be presented to the Board in writing within 90 days of the date when the action was taken. Such demand shall allege a violation of any of the following: (Government Code 54960.1)~~

- ~~1. Government Code 54953, regarding open meeting and teleconferencing~~
- ~~2. Government Code 54954.5, regarding closed session item descriptions~~
- ~~3. Government Code 54954.6, regarding new or increased tax assessments~~
- ~~4. Government Code 54956, regarding special meetings~~

5. ~~Government Code 54956.5, regarding emergency meetings~~

~~If the alleged violation concerns action taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place. (Government Code 54960.1)~~

~~Any demand to "cure and correct" an alleged violation shall clearly describe the challenged action and the nature of the alleged violation. (Government Code 54960.1)~~

~~Within 30 days of receiving the demand, the Board shall cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct. If the Board decides to not cure or correct the challenged action, the demanding party shall be informed in writing of that decision. (Government Code 54960.1)~~

~~If the Board takes no action within the 30-day review period, its inaction shall be considered a decision not to cure or correct the action. (Government Code 54960.1)~~

Legal Reference:

EDUCATION CODE

15266 School construction bonds

17466 Declaration of intent to sell or lease real property

17481 Lease of property with residence for nondistrict purposes

17510-17511 Resolution requiring unanimous vote of all members constituting board

17546 Private sale of personal property

17556-17561 Dedication of real property

17582-17583 District deferred maintenance fund

35140-35149 Meetings

35160-35178.4 Powers and duties

48660-48661 Community day schools, establishment and restrictions

CODE OF CIVIL PROCEDURE

425.16 Special motion to strike in connection with a public issue

1245.240 Eminent domain vote requirements

1245.245 Eminent domain, resolution adopting different use

GOVERNMENT CODE

53090-53097.5 Regulation of local agencies by counties and cities

53724 Parcel tax resolution requirements

53790-53792 Exceeding the budget

53820-53833 Temporary borrowing

53850-53858 Temporary borrowing

54950-54963 The Ralph M. Brown Act, especially:

54952.6 Action taken, definition

54953 Meetings to be open and public; attendance; secret ballots

54960-54960.5 Actions to prevent violations

65352.2 Coordination with planning agency

PUBLIC CONTRACT CODE

3400 Bid specifications

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

20113 Emergencies, award of contracts without bids

COURT DECISIONS

Los Angeles Times Communications LLC v. Los Angeles County Board of Supervisors (2003) 112 Cal.App.4th 1313

McKee v. Orange Unified School District (2003) 110 Cal.App.4th 1310

Bell v. Vista Unified School District (2002) 82 Cal.App.4th 672

Boyle v. City of Redondo Beach (1999) 70 Cal.App.4th 1109

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, 2009

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Local Legislative Bodies, 2003

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act, 2007

WEB SITES

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

California Attorney General's Office: <http://www.oag.ca.gov>

Institute of Local Government: <http://www.ca-ilg.org>

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

DISCUSSION ITEMS

TO: BOARD OF EDUCATION

DISCUSSION

02/20/14

FROM: SANDRA LYON / TERRY DELORIA / SARA WOOLVERTON

RE: IMPLEMENTATION OF THE COMMON CORE STATE STANDARDS (CCSS) IN
SPECIAL EDUCATION

DISCUSSION ITEM NO. D.01

Throughout the district, staff is implementing the Common Core State Standards (CCSS) in ELA and math. At this board meeting, staff will share how the CCSS are being implemented in special education classes.

TO: BOARD OF EDUCATION

DISCUSSION

02/20/14

FROM: SANDRA LYON / LINDA GREENBERG GROSS

RE: VISION FOR STUDENT SUCCESS (VSS) FUNDRAISING CAMPAIGN
SUMMARY

DISCUSSION ITEM NO. D.02

The Santa Monica-Malibu Education Foundation (SMMEF) Executive Director, Linda Greenberg Gross, will give the Board of Education an overall campaign update including a 2012-13 and 2013-14 donor analysis. In addition, the Executive Director will introduce plans for the 2014-15 campaign.

TO: BOARD OF EDUCATION

DISCUSSION

02/20/14

FROM: SANDRA LYON / TERRY DELORIA / ELLEN EDEBURN /
IRENE GONZALEZ-CASTILLO / ROSA SERRATORE

RE: COMMON CORE STATE STANDARDS (CCSS) FOR SECONDARY MATH
SEQUENCING

DISCUSSION ITEM NO. D.03

Considerable content changes occurred when California moved from the California Content Standards in math to the CCSS in math. Recognizing this, staff made some preliminary adjustments in course content and sequencing for the 2013-14 school year. Using student data and input from teachers, counselors and administrators, additional revisions have been made. Educational Services staff will present the adjusted course sequencing and the communication plan.

TO: BOARD OF EDUCATION
FROM: SANDRA LYON / TERRY DELORIA
RE: SUMMER SCHOOL UPDATE

DISCUSSION
02/20/14

DISCUSSION ITEM NO. D.04

The District provides intensive reading and math intervention for students in grades two through five. High schools offer classes for credit recovery and acceleration. Staff will share programs and locations for Summer School 2014.

TO: BOARD OF EDUCATION

DISCUSSION

02/20/14

FROM: SANDRA LYON

RE: CONSIDER REVISING BB 9250 AND ADOPTING E 9250 – REMUNERATION,
REIMBURSEMENT AND OTHER BENEFITS

DISCUSSION ITEM NO. D.05

It is recommended that the Board of Education consider revising BB 9250 and adopting E 9250 – Remuneration, Reimbursement and Other Benefits.

COMMENTS: CSBA recommends updating this bylaw to delete material requiring the district to establish a minimum percentage of the Board meeting that must be attended in order for a Board member to receive compensation, adds a statement clarifying that student Board members do not receive compensation, and reflects a legal requirement to announce any additional compensation received whenever a quorum of Board members serves as another legislative body which will meet simultaneously or in serial order to a Board meeting. The section on "Reimbursement of Expenses" has been revised to give examples of authorized travel and to prohibit use of district credit card for personal expenses, even if the Board member intends to reimburse the district. The material on health and welfare benefits has been updated to (1) reflect current law that provides that the age at which a person ceases to be a dependent child is age 26 years or higher as specified in the health plan and (2) clarify the circumstances under which the district may offer health and welfare benefits to former Board members.

The new exhibit has been added to provide a sample Board resolution, as required by law in order to authorize compensation for a Board member who missed meeting(s) because he/she was performing other designated duties on behalf of the district at the time of the meeting, was ill or on jury duty, or had another hardship deemed acceptable by the Board.

REMUNERATION, REIMBURSEMENT AND OTHER BENEFITS**Remuneration**

Each member of the Board of Education may receive the monthly compensation as provided for in ~~law~~ Education Code 35120.

On an annual basis, the Board may increase the compensation of Board members beyond the limit delineated in Education Code 35120 in an amount not to exceed five percent based on the present monthly rate of compensation. Any increase made pursuant to this section shall be effective upon approval by the Board. (Education Code 35120)

Board members are not required to accept payment for meetings attended.

If a member does not attend all Board meetings during the month, he/she is eligible to receive a percentage of the monthly compensation equal to the percentage of meetings attended unless otherwise authorized by the Board in accordance with law. (Education Code 35120)

A member may be paid for meetings he/she missed when the Board, by resolution, finds that he/she was performing designated services for the district at the time of the meeting or that he/she was absent because of illness, jury duty or a hardship deemed acceptable by the Board. (Education Code 35120)

Student Board members shall receive no compensation for meetings attended. (Education Code 35012)

Reimbursement of Expenses

Board members shall be reimbursed for actual and necessary expenses incurred when performing authorized services for the district. Expenses for travel, telephone, business meals, or other authorized purposes shall be in accordance with policies established for district personnel and at the same rate of reimbursement.

Board members shall be reimbursed for travel expenses incurred when performing services directed by the Board. (Education Code 35044)

Authorized purposes may include, but are not limited to, attendance at educational seminars or conferences designed to improve Board members' skills and knowledge; participation in regional, state, or national organizations whose activities affect the district's interests; attendance at district or community events; and meetings with state or federal officials on issues of community concern.

Personal expenses shall be the responsibility of individual Board members. Personal expenses include, but are not limited to, the personal portion of any trip, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the Board member on district-related business, personal use of an automobile, and personal losses and traffic violation fees incurred while on district business.

Any questions regarding the propriety of a particular type of expense should be resolved by the Superintendent or designee before the expense is incurred.

Board members may use district-issued credit cards while on official district business and consistent with the limits established for district personnel. Personal expenses shall not be charged on a district-issued credit card, even if the Board member intends to subsequently reimburse the district for the personal charges.

Health and Welfare Benefits

Board members may participate in the health and welfare benefits program provided for district employees.

Health and welfare benefits for Board members shall be no greater than that received by district's nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)

The district shall pay the cost of all premiums required for Board members electing to participate in the district health and welfare benefits program to the same extent that the district pays premiums for district staff in accordance with Government Code 53208.5.

Health and welfare benefits provided to Board members shall be extended to the same level to their spouses/registered domestic partner and to their eligible dependent children as specified in law and the health plan. ~~under the age of 21, dependent children under the age of 25 who are full-time students at a college or university, and dependent children regardless of age who are physically or mentally incapacitated.~~

Health and Welfare Benefits for Former Board Members

Former Board members may participate in the health and welfare benefits program provided for district employees under the conditions specified below.

Health and welfare benefits for former Board members shall be no greater than those received by district nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)

Any former Board member leaving the Board after at least one term of office may participate in the health and welfare benefits program at his/her own expense if coverage is in effect at the time of retirement. (Government Code 53201)

Health and welfare benefits provided to a former Board member shall be extended, at his/her own expense and at the same level, to his/her spouse/registered domestic partner and eligible dependent children as specified in law and the health plan.

Legal Reference:

EDUCATION CODE

33050-33053 General waiver authority

33362-33363 Reimbursement of expenses for attendance at workshops

35012 Board members; number, election and term

35044 Payment of traveling expenses of representatives of board

35120 Compensation for services as member of governing board

35172 Promotional activities

44038 Cash deposits for transportation purchased on credit

FAMILY CODE

297-297.5 Rights, protections and benefits under law; registered domestic partners

GOVERNMENT CODE

8314 Use of public resources

20322 Elective officers; election to become member

GOVERNMENT CODE (continued)

20420-20445 Membership in Public Employees' Retirement System; definition of safety employees

53200-53209 Group insurance

54952.3 *Simultaneous or serial meetings; announcement of compensation*

HEALTH AND SAFETY CODE

1373 *Health services plan, coverage for dependent children*

INSURANCE CODE

10277-10278 *Group and individual health insurance, coverage for dependent children*

UNITED STATES CODE, TITLE 26

403 *Tax-sheltered annuities*

UNITED STATES CODE, TITLE 42

18011 *Right to maintain existing health coverage*

CODE OF FEDERAL REGULATIONS, TITLE 26

1.403(b)-2 *Tax-sheltered annuities, definition of employee*

COURT DECISIONS

Thorning v. Hollister School District, (1992) 11 Cal.App.4th 1598

Board of Education of the Palo Alto Unified School District v. Superior Court of Santa Clara County, (1979) 93 Cal.App.3d 578

ATTORNEY GENERAL OPINIONS

91 *Ops.Cal.Atty.Gen.* 37 (2008)

83 *Ops.Cal.Atty.Gen.* 124 (2000)

Management Resources:

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

Sample Expense and Use of Public Resources Policy Statement, January 2006

INTERNAL REVENUE SERVICE PUBLICATIONS

Tax-Sheltered Annuity Plans (403(b) Plans) for Employees of Public Schools and Certain Tax-Exempt Organizations, Publication 571, rev. February 2013

WEB SITES

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

Institute for Local Government: <http://www.ca-ilg.org>

Internal Revenue Service: <http://www.irs.gov>

Public Employees' Retirement System: <http://www.calpers.ca.gov>

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

REMUNERATION, REIMBURSEMENT AND OTHER BENEFITS

RESOLUTION ON BOARD COMPENSATION FOR MISSED MEETINGS

WHEREAS, the Governing Board of the _____ School District appreciates the services provided by members of the Board and provides compensation for meeting attendance in accordance with Education Code 35120 and Board Bylaw 9250; and

WHEREAS, Education Code 35120 provides that the monthly compensation provided to Board members shall be commensurate with the percentage of meetings attended during the month unless otherwise authorized by Board resolution; and

WHEREAS, Education Code 35120 specifies limited circumstances under which the Board is authorized to compensate a Board member for meetings he/she missed; and

WHEREAS, the Board finds that (name of Board member) did not attend the Board meeting(s) on (dates) for the following reason(s): (check applicable reasons)

- ☐ Performance of other designated duties for the district during the time of the meeting
- ☐ Illness or jury duty
- ☐ Hardship deemed acceptable by the Board

NOW THEREFORE BE IT RESOLVED that the Board of the _____ School District approves full compensation of the Board member for the month of _____.

PASSED AND ADOPTED this _____ day of _____, _____ at a regular meeting, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____

Attest:

Secretary President

Exhibit CSBA MANUAL MAINTENANCE SERVICE

MAJOR ITEMS

TO: BOARD OF EDUCATION
FROM: SANDRA LYON / TERRY DELORIA
RE: ADOPT RESOLUTION NO. 13-08 – IN HONOR OF
BLACK HISTORY MONTH

ACTION/MAJOR
02/20/14
Postponed
from 02/06/14

RECOMMENDATION NO. A.34

It is recommended that the Board of Education adopt Resolution No. 13-08 – 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.

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

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

**Resolution No. 13-08
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 this 6th day of February 2014 by the Santa Monica-Malibu Unified School District Board of Education by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Maria Leon-Vazquez
Board President

Sandra Lyon
Superintendent

TO: BOARD OF EDUCATION

ACTION/MAJOR

02/20/14

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON

RE: ADOPT RESOLUTION NO. 13-10 – DETERMINATION OF SENIORITY AMONG
CERTIFICATED EMPLOYEES WITH THE SAME SENIORITY DATE (“TIE-
BREAKER RESOLUTION”)

RECOMMENDATION NO. A.35

It is recommended that the Board of Education adopt Resolution No. 13-10 – Determination of Seniority Among Certificated Employees with the Same Seniority Date (“Tie-Breaker Resolution”).

COMMENT: As the District prepares to implement the reduction or discontinuation of particular kinds of services, there is a requirement to have Board direction regarding the determination of seniority status among probationary and tenured certificated employees with the same date of seniority. Consequently, the Board must act to direct staff as to the specific criteria to be used in determining the order of termination between certificated employees who have the same seniority date.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

**BEFORE THE BOARD OF EDUCATION OF THE
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA**

RESOLUTION NO. 13-10

**DETERMINATION OF SENIORITY AMONG CERTIFICATED EMPLOYEES
WITH THE SAME SENIORITY DATE ("TIE-BREAKER RESOLUTION")**

WHEREAS, pursuant to Education Code Section 44955, the Board is required, as between employees who first rendered paid service to the District on the same date, to determine the order of termination solely on the basis of the needs of the District and its students; and

WHEREAS, Education Code Section 44955 requires that upon the request of any employee whose order of termination is determined as stated above, the Board of Education shall furnish in writing no later than five days prior to the commencement of the hearing held in accordance with Section 44949, a statement of the specific criteria used in determining the order of termination and the application of the criteria in ranking each employee to the other employees in the group.

NOW THEREFORE, BE IT RESOLVED, as follows:

1. That this Board determines that the needs of the District and the students of this District are best served by resolving seniority ties within the meaning of Education Code Section 44955, subdivision (b)(third paragraph) and Section 44846, by applying the criteria set forth in paragraphs 4 through 15 below:
2. That as between employees who first rendered paid service to the district in a probationary position on the same date, the order of termination of said employees shall be determined by reference to the criteria which follow and the application thereof to each employee;
3. That the criteria set forth in paragraphs 4 through 15 below are listed in priority order and each criterion shall be used only if the preceding criteria do not delineate the order of termination;
4. As between certificated employees possessing the same seniority date, the certificated employee holding currently valid and properly filed, non-emergency BCLAD/BCC, or equivalent, wins the tie-breaker;
5. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, the employee who possesses a currently valid and properly-filed, non-emergency CLAD, or equivalent, wins the tie-breaker;
6. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, the certificated employee having on file with the District a National Board Certificate wins the tie-breaker;
7. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, the employee who is highly qualified in the service being reduced within the meaning of the No Child Left Behind Act wins the tie-breaker over an employee who is not highly qualified in the service being reduced within the meaning of the No Child Left Behind Act;
8. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, the certificated employee holding a clear credential wins over those holding a less permanent credential such as a preliminary credential;

9. In the case of a tie between special education teachers, the employee holding a moderate/severe credential wins over an employee holding a mild/moderate credential;
10. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing a Reading Specialist credential or Reading certificate, multiple authorizations and supplemental authorization on credentials will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having only multiple authorizations (ranked by number of authorizations). Similarly, certificated employees possessing multiple authorizations on credentials will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having purposes of single authorization credentials and multiple supplemental authorizations. Similarly, certificated employees possessing single authorization credentials and multiple supplemental authorizations will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having only a single authorization and single supplemental authorization. Similarly, certificated employees possessing a single authorization and single supplemental authorization will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having only a single authorization on credentials;
10. Assuming that the preceding paragraph does not resolve all ties between employees having the same seniority date, then employees only possessing a preliminary credential will be regarded as having greater seniority for purposes of determining seniority order than employees possessing lesser credentials, including but not limited to, a provisional credential/certificate such as an intern credential, emergency permit; Short-Term Staffing Permit ("STSP"), Provisional Internship Permit ("PIP"), Special Temporary Certificate ("STC") or State-Issued Waiver;
11. Assuming that the preceding paragraph does not resolve all ties between employees having the same seniority date, then the certificated employee holding the highest current step placement on the salary schedule will be regarded as having greater seniority for purposes of determining seniority order;
12. Assuming that the preceding paragraph does not resolve all ties between employees having the same seniority date, then employees with the earliest original hire date within this District will be regarded as having greater seniority for purposes of determining seniority order;
13. Assuming that the preceding paragraph does not resolve all ties between employees having the same seniority date, then employees with a Phd./Ed.D/J.D. from an accredited institution of higher education will be regarded as having greater seniority for the purposes of determining seniority order than employees possessing a Master's degree from an accredited institution of higher education;
14. Assuming that the preceding paragraph does not resolve all ties between employees having the same seniority date, then the employee with the earliest date of conferral of a Master's degree from an accredited institution of higher education will be regarded as having greater seniority for purposes of determining seniority order;
15. Assuming that the preceding paragraph does not resolve all ties between employees having the same seniority date, the employee with demonstrated leadership experience based on service while employed by this District on a subject matter council or as a BTSA trainer, professional development trainer, teacher leader, or chair of an accreditation committee including, but not limited

to, a WASC accreditation committee, will be regarded as having greater seniority for the purposes of determining seniority order;

16. Assuming that the preceding paragraph does not resolve all ties between employees having the same seniority date, then the employee with the highest undergraduate grade point average will be regarded as having greater seniority for the purposes of determining seniority order.

Such criteria shall be applied to rank the order of individuals for purposes of layoff and reemployment, subject to exceptions allowed by law;

The foregoing Resolution was adopted by the Board of Education of the Santa Monica-Malibu Unified School District on the 20th day of February, 2014 by the following vote:

Ayes: _____
Noes: _____
Abstentions: _____
Absent: _____

Maria Leon-Vazquez, President
Board of Education
Santa Monica-Malibu Unified School District

I, Sandra Lyon, Secretary of the Board of Education of the Santa Monica-Malibu Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Board of Education at its regular meeting held on February 20, 2014.

Sandra Lyon, Secretary
Board of Education
Santa Monica-Malibu Unified School District

TO: BOARD OF EDUCATION

ACTION/MAJOR

02/20/14

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON

RE: ADOPT RESOLUTION NO.13-11 REGARDING COMPETENCY STANDARDS
AND SKIPPING CRITERIA FOR CERTIFICATED EMPLOYEES

RECOMMENDATION NO. A.36

It is recommended that the Board of Education adopt Resolution No. 13-11 – Regarding Competency Standards and Skipping Criteria for Certificated Employees.

COMMENT: As the District prepares to implement the reduction or discontinuation of particular kinds of services, there is a requirement to have Board direction regarding the determination of competency standards and skipping criteria in determining seniority status among probationary and tenured certificated employees. Consequently, the Board must act to direct staff as to the specific criteria to be used in determining the criteria for any skips between certificated employees on the seniority list.

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

**BEFORE THE BOARD OF EDUCATION OF THE
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA**

**RESOLUTION NO. 13-11
REGARDING COMPETENCY STANDARDS AND SKIPPING
CRITERIA (CERTIFICATED LAYOFF)**

WHEREAS, the Board of Education of the Santa Monica-Malibu Unified School District has decided to reduce or discontinue particular kinds of certificated services at the close of 2013-2014 school year pursuant to Resolution No. 13-11;

WHEREAS, Education Code section 44955, subdivision (b) provides that "Except as otherwise provided by statute, the services of no permanent employee may be terminated under the provisions of this section while any probationary employee, or any other employee with less seniority, is retained to render a service which said permanent employee is certificated and competent to render";

WHEREAS, in order for an employee serving in a position identified for reduction or discontinuance to be eligible for bumping an employee with less seniority, the senior employee must be both credentialed and competent to render the service and entire assignment currently being performed by the junior employee pursuant to Education Code Section 44955, 44956, and 44957.

WHEREAS, Education Code section 44955, subdivision (d)(1) authorizes the District to deviate from terminating certificated employees in order of seniority where "the district demonstrates a specific need for personnel to teach a specific course or course of study, and that the certificated employee has special training and experience necessary to teach that course or course of study, which others with more seniority do not possess";

WHEREAS, this Board has determined that a specific and compelling need exists to employ and retain certificated employees who have special training and experience to provide instruction in English Language Development in bilingual classes, and who currently possess a valid BCLAD authorizing such service;

WHEREAS, this Board has determined that a specific and compelling need exists to employ and retain certificated employees who have special training and experience to provide instruction to special education students, and who currently hold a mild/moderate, moderate/severe, severely handicapped, learning handicapped or early childhood education specialist credential authorizing such service.

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

1. That due to the need of the District to retain those individual teachers with special training and experience to provide instruction in English Language Development in bilingual classes, the Superintendent and/or her designee is authorized to deviate from terminating those employees in order of seniority in the area of K-12 Instruction where they possess a BCLAD certificate and are currently assigned to teach Bilingual classes under the scope of a BCLAD certificate.
2. That due to the need of the District to retain those individual teachers with special training and experience to provide special education instruction, the Superintendent and/or her designee is authorized to deviate from terminating those employees in order

of seniority in the area of K-12 instruction where they possess a mild/moderate, moderate/severe, severely handicapped, learning handicapped or early childhood education specialist credential.

3. That the criteria that will be applied to deviate from terminating certificated employees who may otherwise be terminated by order of seniority, are based on the needs of the students of the District, and will ensure that no employee will be terminated while a less senior employee is retained to render service which the more senior employee is both certificated and competent to render.
4. That for purposes of "competency" as to the rights of senior employees to "bump" (displace) junior employees within the meaning of Education Code section 44955(b) and as to reemployment rights within the meaning of Education Code sections 44956 and 44957, to the extent such might apply, "competency" shall be based upon all of the criteria specified in Resolution 13-09 (Reduction or Discontinuance of Particular Kinds of Services), In addition, in no event may a more senior employee displace a less senior employee unless the more senior employee is both competent and credentialed for the entire assignment of the less senior employee.

The foregoing Resolution was adopted by the Board of Education of the Santa Monica-Malibu Unified School District on the 20th day of February, 2014, by the following vote:

Ayes: _____
Noes: _____
Abstentions: _____
Absent: _____

Maria Leon-Vazquez, President
Board of Education
Santa Monica-Malibu Unified School District

I, Sandra Lyon, Secretary of the Board of Education of the Santa Monica-Malibu Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Board of Education at its special meeting held on February 20, 2014.

Sandra Lyon, Secretary
Board of Education
Santa Monica-Malibu Unified School District

TO: BOARD OF EDUCATION

ACTION/MAJOR

02/20/14

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / JANECE L. MAEZ

RE: AGREEMENT BETWEEN THE SANTA MONICA-MALIBU CLASSROOM
TEACHERS ASSOCIATION (SMMCTA) AND THE SANTA MONICA-MALIBU
UNIFIED SCHOOL DISTRICT (SMMUSD)

RECOMMENDATION NO. A.37

It is recommended that the Board of Education ratify the Agreement reached with the Santa Monica-Malibu Classroom Teachers Association during the collective bargaining process concluded in December 2013. The Agreement has been ratified by SMMCTA's general membership and has been properly noticed and publically discussed in accordance with AB 1200. AB 1200 requires public disclosure of all provisions of all collective bargaining agreements before entering a written agreement. Additionally, the Agreement was brought to the Board as is required by law as a Discussion Item (No. D.05) at the Board Meeting on February 6, 2014, and the AB 1200 was included in the Discussion Item at that same meeting.

COMMENT: The Board of Education and the Santa Monica-Malibu Classroom Teachers Association, having concluded collective bargaining, present the changes to the current agreement, effective July 1, 2012.

The components of the changes to the Agreement are:

Article I Recognition – modified

Article V Grievance and Arbitration Procedures – added a mediation step

Article VI Assigned Days and Hours of Work

A. An additional day (pupil-free) will be added to the District calendar beginning with the 2014-15 school year for Professional Development (revised calendar attached). Required working days will be revised as follows: CDS Teachers = 183 days; Teachers, Librarians and Nurses = 184 days; HS Counselors = 194 days; MS Counselors = 201 days; Student Support Specialists = 196 days.

B.8. Modified Day – principal and staff development team will plan
3 of the 4 days

Article XXIII Salary

Except where indicated, effective July 1, 2013, compensation for the following schedules or categories shall be increased by four percent (4%):

- Certificated Teaching/Counseling Salary Schedule
- Child Development Services Teachers' Salary Schedule
- Adult Education/ROP Hourly Teachers
- Doctoral Stipend
- MA Stipend
- Special Education Stipend
- Adult Ed/ROP Teachers Established Hourly Rate
- Adult Ed Substitutes, Established Hourly, Home Teachers, Saturday Work Study (effective Feb. 1, 2014)
- Substitute Teachers – Daily Rate (effective Feb. 1, 2014)
- Substitute Teachers – Preferred/Designation Rate (Effective Feb. 1, 2014)
- Substitute Teachers – Long-Term Rate
- Substitute Teachers – Child Development Program (TBD)
- Department Chairs

- EDU Rate (effective Feb. 1, 2014)

Article XXIV Additional Compensation

National Board Certification after 7/1/14 shall be compensated with an annual stipend equal to the doctoral stipend.

Article XXV Health Benefits

For certificated employees with a hire date on or after July 1, 2014, the District shall provide each qualifying unit member a supplement for health benefits equal to 95% of the lowest HMO premium plus the cost of single party Delta Dental or PMI.

Article XXXIV Miscellaneous – modified

Article XXXVI Term of Agreement

July 1, 2012 to June 30, 2015.

MOU

The District will provide a one-time Early Retirement Notification Bonus for the 2013-14 school year. Eligible employees will receive a \$5,000 bonus for providing an irrevocable Letter of Retirement by March 7, 2014.

The full contract will be available on the District website.

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

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

2014-2015 District Calendar - Revised (Added 8/14 Professional Develop Day)

Approved by the Board of Education: tbd

July 2014				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
20	21	22	23	24
28	29	30	31	

August 2014				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September 2014				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October 2014				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

November 2014				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

December 2014				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January 2015				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February 2015				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27









March 2015				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April 2015				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2015				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 2015				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Legend:

-  = First/Last Day of School
-  = Legal Holiday
-  = Local Holiday (schools/offices closed)
-  = School Recess (classes not in session)
-  = Pupil Free Days (no school for students)
-  = Elem. Pupil Free Day (no school -elem students)
-  = Sec. Pupil Free Day (no school -sec students)
-  = Certificated Staff Development Day

Employee Work Dates:

Sept. 1, 2014-June 30, 2015:* Classified 11-Month
 *must work 22 days in July/August, 2014
 Aug. 5, 2014-June 17, 2015: Classified 10 +10
 Aug. 12, 2014-June 10, 2015: Classified 10-Month
Aug. 14, 2014-June 5, 2015: Certificated/184 Days
Aug. 15, 2014-June 5, 2015: Certif-CDS/183 Days
 Aug. 18, 2014-June 5, 2015: Classified School Year



First Day of Instruction:

- Tuesday, August 19, 2014

Last Day of Instruction:

- Friday, June 5, 2015

Certificated Staff Development Days:

(No Students)

- Thursday, August 14, 2014

- Friday, August 15, 2014

HOLIDAYS:

July 4: 4th of July Holiday

Sept. 1: Labor Day Holiday

Sept. 25: Admissions Day (observed)

Nov. 11: Veteran's Day Holiday

Nov. 27-28: Thanksgiving Holidays

Dec. 24-25: Christmas Holidays

Dec. 31-Jan 1: New Years Holidays

Jan 19: Martin Luther King Jr. Holiday

Feb. 16: Presidents' Day Holiday

Apr 3, 6: Spring Break Holidays

May 25: Memorial Day Holiday

SCHOOL RECESSES:

Dec. 22-Jan 2: Winter Recess

Mar 30-Apr 10: Spring Recess

PUPIL-FREE DAYS:

Aug. 14: All Students

Aug. 15: All Students

Aug. 18: All Students

Oct. 29: Elementary Students Only

Jan. 5: Secondary Students Only

MINIMUM DAYS:

Elementary: Aug. 19, Aug. 27, Sept. 3, Oct. 30, 31, Nov. 3, 4, 5, May 20, June 5

Santa Monica Middle Schools: Sept. 4, Nov. 26, Dec. 19, Mar. 27, Apr. 23, June 4, June 5, + 1 discretionary

Malibu MS/HS: Sept. 4, 9, Nov. 26, Dec. 17, 18, March 10, June 2, 3, 4 + 1 discretionary

Samohi: Sept. 9, Dec. 16, 17, 18, 19, Mar. 10, June 2, 3, 4, 5

Olympic HS: Sept. 16, Nov. 26, May 5, 28, 29, June 1, 2, 3, 4, 5

Teacher Work Days: 184

Student Days: 180

1st Semester: Aug. 19 - Dec. 19 (84 days)

2nd Semester: Jan. 6 - June 5 (96 days)

Back to School Nights:

Wed. Aug. 27 - Elem K-2

Wed. Sept. 3 - Elem 3-5

Thurs. Sept. 4 - Middle School

Tues. Sept. 9 - High School

Tues. Sept. 16 - Olympic HS

Open House Nights:

Wed. May 20 - Elementary

Thurs. April 23 - SM Middle Schools

Tues. March 10 - Malibu MS/HS

and Samohi

Tues. May 5 - Olympic HS

Promotions/Graduations:

Wed. June 3 - Elementary

Fri. June 5 - Middle School

Thurs. June 4 - MHS 2:00 pm

- Samohi 5:30 pm

Wed.. June 3 - Olympic HS 5:30 pm

Parent Conference Days (TK-5):

Oct. 29 - Nov. 5, 2014

Testing Dates:

AP Testing: May 4- May 15, 2015

State Testing: TBD

TK/Kindergarten Roundup:

Feb. 24-26, 2015

Final Exams:

Malibu MS/HS: Dec. 17-19, 2014

June 2-4, 2015

Samohi: Dec. 16-19, 2014

June 1-4, 2015

Summer School:

IISS: June 15-July 10, 2015

Credit Recovery: June 15-Jul 17, 2015

ESY: June 15-July 10, 2015

TK-5 Grading Periods:

Conference: Oct. 29, 2014

Winter Grading: Feb. 6, 2015

Spring Grading: June 5, 2015

6-12 Grading Periods

Aug. 19 - Oct. 3, 2014

Oct. 6- Nov. 7, 2014

Nov. 10 - Dec. 19, 2014

Jan. 6 - Feb. 20, 2015

Feb. 23 - April 24, 2015

April 27 - June 5, 2015

TO: BOARD OF EDUCATION

ACTION/MAJOR

02/20/14

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

RE: 2013-14 BUDGET REVISIONS

RECOMMENDATION NO. A.38

It is recommended that the Board of Education approve the following budget transfers, as described on the following pages, for these below-listed Funds. These routine paper transfers are intended to accomplish the formal/final shifting to recognize the accounting of previously-approved activities prior to the 2nd Interim Report.

Fund 01	-	General Fund (Unrestricted & Restricted)
Fund 11	-	Adult Education Fund
Fund 12	-	Child Development Fund
Fund 13	-	Cafeteria Fund
Fund 21.0	-	Building Fund /Measure BB Series A
Fund 21.1	-	Building Fund /Measure BB Series B
Fund 21.2	-	Building Fund /Measure BB Series C
Fund 21.3	-	Building Fund /Measure BB Series D
Fund 25	-	Capital Facilities Fund
Fund 40	-	Special Reserve Fund for Capital Outlay Projects

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

Fund: 01 Unrestricted General Fund				
		Revised Budget as of 10/31/13	Revised Budget as of 1/31/14	Changes
Object	Description			
	Beginning Fund Balance	24,751,270	24,751,270	
8011-8099	LCFF Revenue	63,472,221	64,459,623	987,402
8100-8299	Federal Revenue	100,000	100,000	-
8300-8590	State Revenue	2,194,021	1,764,264	(429,757)
8600-8799	Local Revenue	29,700,602	29,991,800	291,198
8980-8999	Local General Fund Contributions	(21,224,928)	(19,729,403)	1,495,525
	Total Revenue	74,241,916	76,586,284	2,344,368
1000-1999	Certificated Salaries	42,214,211	44,271,860	2,057,649
2000-2999	Classified Salaries	12,593,385	13,742,078	1,148,693
3000-3999	Employee Benefits	18,640,328	19,231,801	591,473
4000-4999	Books and Supplies	984,539	1,298,890	314,351
5000-5999	Services and Other Operating Costs	6,952,884	7,344,823	391,939
6000-6999	Capital Outlay	24,206	24,206	-
7100-7299	Other Outgo	7,000	7,000	-
7300-7399	Indirect Costs	(856,673)	(855,037)	1,636
7400-7499	Debt Services		24,590	24,590
7600-7629	Transfer Out/ Fund 12	369,214	217,382	(151,832)
	Total Expenditures	80,929,094	85,307,593	4,378,499
	Increase /(Decrease) Fund Balance	(6,687,178)	(8,721,309)	(2,034,131)
	Projected Fund Balance	18,064,092	16,029,961	
Major Changes				
Revenues:				
\$ 820,273	Reclassified Transportation Revenues from Restricted "8311" to Unrestricted "8011"			
\$ (262,628)	Transfer to Adult Ed reclassified object code from "7619" to "8091"			
\$ 429,757	Reclassified TIIG funding object code from "8590" to "8011"			
\$ 291,198	Increase E-Rate, St. John's, and other donations			
\$ 1,495,525	Reclassified EIA and Transportation from Restricted General Fund to Unrestricted General Fund, decrease LGFC to those programs.			
Expenditures:				
1. 4 % salary increase to CTA members effective 7/1/2013.				
2. Reclassified EIA and Transportation programs from Restricted to Unrestricted				
\$ 2,057,649	Increase Certificated Salaries			
\$ 1,148,693	Increase Classified Salaries			
\$ 591,473	Increase in Employee Benefits			
\$ 314,351	Decrease in Books & Supplies			
\$ 391,939	Increase in Services and Operating Costs			
\$ 24,590	Debt Services (Transportation)			

Fund: 01	Restricted General Fund			
		Revised Budget as of 10/31/13	Revised Budget as of 1/31/14	
Object	Description			Changes
	Beginning Fund Balance	3,631,274	3,631,274	
8011-8099	LCFF Revenue	-	-	-
8100-8299	Federal Revenue	4,924,566	5,029,095	104,529
8300-8590	State Revenue	4,090,984	3,413,980	(677,004)
8600-8799	Local Revenue	10,831,392	11,253,799	422,407
8980-8999	Local General Fund Contributions	21,224,928	19,729,403	(1,495,525)
	Total Revenue	41,071,870	39,426,277	(1,645,593)
1000-1999	Certificated Salaries	11,782,128	11,667,122	(115,006)
2000-2999	Classified Salaries	10,763,541	9,484,116	(1,279,425)
3000-3999	Employee Benefits	7,797,752	6,961,092	(836,660)
4000-4999	Books and Supplies	3,003,839	3,521,848	518,009
5000-5999	Services and Other Operating Costs	6,511,023	7,141,691	630,668
6000-6999	Capital Outlay	938,898	812,876	(126,022)
7400-7499	Other Outgo	24,590	-	(24,590)
7300-7399	Indirect Costs	390,133	388,833	(1,300)
	Total Expenditures	41,211,904	39,977,578	(1,234,326)
	Increase /(Decrease) Fund Balance	(140,034)	(551,301)	(411,267)
	Projected Fund Balance	3,491,240	3,079,973	

Major Changes

Revenues:

\$ 101,054	Increase for Special ED IDEA Basic Grant		
\$ (820,273)	Reclassified Transportation programs from Restricted to Unrestricted General Fund		
\$ 143,269	California Clean Energy Jobs Grant		
\$ (820,273)	Transfer Transportation State revenues to Unrestricted General Fund		
\$ 422,407	Increase of various local programs - PTA, Gifts, Permits....		
\$ (1,495,525)	Reclassified EIA and Transportation from Restricted General Fund to Unrestricted General Fund, decrease LGFC to those programs.		

Expenditures

1. 4 % salary increase to CTA members effective 7/1/2013.

2. Reclassified EIA and Transportation programs from Restricted to Unrestricted

\$ (115,006)	Increase in Certificated Salaries		
\$ (1,279,425)	Increase in Classified Salaries		
\$ (836,660)	Increase in Employee Benefits		
\$ 518,009	Increase in Books and Supplies		
\$ 630,668	Increase in Services and Other Operating Costs		
\$ (126,022)	Decrease in Equipment		
\$ (24,590)	Transfer from Transportation to Unrestricted General Fund		

Fund: 11	Adult Education Fund			
		Revised Budget	Revised Budget	
Object	Description	as of 10/31/13	as of 1/31/14	Changes
	Beginning Fund Balance	334,598	334,598	
8011-8091	LCFF Revenue	-	262,628	262,628
8100-8299	Federal Revenue	61,050	61,050	-
8600-8799	Local Revenue	62,300	62,300	-
8900-8929	Interfund Transfer	262,628	-	(262,628)
	Total Revenues	385,978	385,978	(262,628)
1000-1999	Certificated Salaries	194,468	199,023	4,555
2000-2999	Classified Salaries	106,358	106,358	-
3000-3999	Employee Benefits	78,229	79,262	1,033
4000-4999	Books and Supplies	21,044	20,864	(180)
5000-5999	Services and Other Operating Costs	17,864	18,044	180
	Total Expenditures	417,963	423,551	5,588
	Increase /(Decrease) Fund Balance	(31,985)	(37,573)	(5,588)
	Projected Fund Balance	302,613	297,025	
Major Changes				
Revenue:	Reclassified General Fund Transfer from "8919" Object Code to "8011"			
Expenditures:	4% Salary Increase to Certificated Employees			

Fund: 12	Child Development Fund			
		Revised Budget	Revised Budget	
Object	Description	as of 10/31/13	as of 1/31/14	Changes
	Beginning Fund Balance	25,256	25,256	
8100-8299	Federal Revenue	1,524,086	1,524,086	-
8300-8590	State Revenue	2,682,539	2,682,539	-
8600-8799	Local Revenue	2,959,418	2,959,739	321
8911	Interfund Transfer	106,586	217,382	110,796
	Total Revenues	7,272,629	7,383,746	111,117
1000-1999	Certificated Salaries	2,287,164	2,319,846	32,682
2000-2999	Classified Salaries	2,111,910	2,173,046	61,136
3000-3999	Employee Benefits	1,688,303	1,693,571	5,268
4000-4999	Books and Supplies	157,019	168,675	11,656
5000-5999	Services and Other Operating Costs	655,026	656,178	1,152
6000-6999	Capital Outlay	63,425	63,425	-
7300-7399	Indirect Costs	309,782	309,782	-
	Total Expenditures	7,272,629	7,384,523	111,894
	Increase /(Decrease) Fund Balance	-	(777)	(777)
	Projected Fund Balance	25,256	24,479	
Major Changes:				
Revenues:				
\$ 110,796	Increase Unrestricted General Fund Contribution to cover the Infant & Toddler deficit spending.			
Expenditures				
\$ 32,682	Increase in Certificated salaries			
\$ 61,136	Increase in Classified salaries			
\$ 5,268	Increase in Benefits			
\$ 11,656	Increase in Supplies			
\$ 1,152	Increase in Service and Other Operating costs			

Fund: 13	Cafeteria Fund			
		Revised Budget as of 10/31/13	Revised Budget as of 1/31/14	
Object	Description			Changes
	Beginning Fund Balance	244,125	244,125	
8100-8299	Federal Revenue	1,380,000	1,380,000	-
8300-8590	State Revenue	100,000	100,000	-
8600-8799	Local Revenue	1,633,000	1,633,000	-
	Total Revenues	3,113,000	3,113,000	-
2000-2999	Classified Salaries	1,410,774	1,394,092	(16,682)
3000-3999	Employee Benefits	527,606	531,539	3,933
4000-4999	Books and Supplies	1,443,000	1,443,503	503
5000-5999	Services and Other Operating Costs	(429,250)	(423,325)	5,925
6000-6999	Capital Outlay	10,769	10,769	-
7300-7399	Indirect Costs	156,758	156,422	(336)
	Total Expenditures	3,119,657	3,113,000	(6,657)
	Increase /(Decrease) Fund Balance	(6,657)	-	6,657
	Projected Fund Balance	237,468	244,125	
Major Changes:				
Expenditures:				
\$ (16,682)	Decrease in Classified salaries			
\$ 3,933	Increase in Benefits			
\$ 503	Increase in Supplies			
\$ 5,925	Increase in Services and Other Operating Costs			

Fund: 21.0	Building Fund /Measure "BB" Series A			
		Revised Budget as of 10/31/13	Revised Budget as of 1/31/14	
Object	Description			Changes
	Beginning Fund Balance	9,647,662	9,647,662	
8600-8799	Local Revenue	43,000	43,000	-
	Total Revenues	43,000	43,000	-
4000-4999	Books and Supplies	2,000	6,500	4,500
5000-5999	Services and Other Operating Costs	193,300	322,550	129,250
6000-6999	Capital Outlay	4,000,100	4,000,100	-
	Total Expenditures	4,195,400	4,329,150	133,750
	Increase /(Decrease) Fund Balance	(4,152,400)	(4,286,150)	(133,750)
	Projected Fund Balance	5,495,262	5,361,512	

Fund: 21.1	Building Fund /Measure "BB" Series B			
		Revised Budget	Revised Budget	
Object	Description	as of 10/31/13	as of 1/31/14	Changes
	Beginning Fund Balance	22,596,635	22,596,635	
8600-8799	Local Revenue	80,000	80,000	-
	Total Revenues	80,000	80,000	-
4000-4999	Books and Supplies	1,100	2,100	1,000
5000-5999	Services and Other Operating Costs	1,692,100	1,699,600	7,500
6000-6999	Capital Outlay	13,225,200	13,395,200	170,000
	Total Expenditures	14,918,400	15,096,900	178,500
	Increase /(Decrease) Fund Balance	(14,838,400)	(15,016,900)	(178,500)
	Projected Fund Balance	7,758,235	7,579,735	
Fund: 21.2	Building Fund / Measure "BB" Series C			
		Revised Budget	Revised Budget	
Object	Description	as of 10/31/13	as of 1/31/14	Changes
	Beginning Fund Balance	4,356,111	4,356,111	
8600-8799	Local Revenue	100,000	100,000	-
	Total Revenues	100,000	100,000	-
4000-4999	Books and Supplies	200	200	-
5000-5999	Services and Other Operating Costs	653,150	687,850	34,700
6000-6999	Capital Outlay	1,300,000	1,300,000	-
	Total Expenditure	1,953,350	1,988,050	34,700
	Increase /(Decrease) Fund Balance	(1,853,350)	(1,888,050)	(34,700)
	Projected Fund Balance	2,502,761	2,468,061	
Fund: 21.3	Building Fund / Measure "BB" Series D			
		Revised Budget	Revised Budget	
Object	Description	as of 10/31/13	as of 1/31/14	Changes
	Beginning Fund Balance	76,362,738	76,362,738	
8600-8799	Local Revenue	450,000	450,000	-
	Total Revenues	450,000	450,000	-
2000-2999	Classified Salaries	299,968	310,368	10,400
3000-3999	Employee Benefits	124,169	126,769	2,600
4000-4999	Books and Supplies	19,300	30,100	10,800
5000-5999	Services and Other Operating Costs	7,178,300	8,540,200	1,361,900
6000-6999	Capital Outlay	53,800,000	54,500,000	700,000
	Total Expenditure	61,421,737	63,507,437	2,085,700
	Increase /(Decrease) Fund Balance	(60,971,737)	(63,057,437)	(2,085,700)
	Projected Fund Balance	15,391,001	13,305,301	

Fund: 25	Capital Facilities Fund			
		Revised	Revised	
		Budget	Budget	
Object	Description	as of 10/31/13	as of 1/31/14	Changes
	Beginning Fund Balance	9,655,577	9,655,577	
8600-8799	Local Revenue	910,000	1,059,500	149,500
	Total Revenues	910,000	1,059,500	149,500
4000-4999	Supplies	1,300	1,300	-
5000-5999	Services and Other Operating Costs	390,200	824,200	434,000
6000-6999	Capital Outlay	47,000	47,000	-
7400-7499	COPS Payments	-	-	-
7600-7699	Transfer to Fund 01	-	-	-
	Total Expenditures	438,500	872,500	434,000
	Increase /(Decrease) Fund Balance	471,500	187,000	(284,500)
	Projected Fund Balance	10,127,077	9,842,577	

Major Changes:

Revenues:

\$ 149,500 Increase in Other Local Revenue

Expenditures:

\$354,000 Increase in Services and Other Operating Costs for Malibu Environmental issues

\$80,000 Increase in Legal Costs for Malibu Light project

Fund: 40	Special Reserve Fund for Capital Outlay Projects			
		Revised	Revised	
		Budget	Budget	
Object	Description	as of 10/31/13	as of 1/31/14	Changes
	Beginning Fund Balance	8,254,249	8,254,249	
8600-8799	Local Revenue	1,831,000	1,831,000	-
	Total Revenues	1,831,000	1,831,000	-
2000-2999	Classified Salaries	-	-	-
3000-3999	Employee Benefits	-	-	-
4000-4999	Supplies	100	-	(100)
5000-5999	Services and Other Operating Costs	375,200	392,910	17,710
6000-6999	Capital Outlay	50,000	50,000	-
7400-7499	COPS Payments	1,464,102	1,464,102	-
7600-7699	Transfer to Fund 01	-	-	-
	Total Expenditures	1,889,402	1,907,012	17,610
	Increase /(Decrease) Fund Balance	(58,402)	(76,012)	(17,610)
	Projected Fund Balance	8,195,847	8,178,237	

Major Changes:

Expenditure:

\$ 17,710 Increase in Services and Other Operating Costs

TO: BOARD OF EDUCATION

ACTION/MAJOR

02/20/14

FROM: SANDRA LYON

RE: 2014 CSBA DELEGATE ASSEMBLY ELECTION FOR REGION 24

RECOMMENDATION NO. A.39

It is recommended that the Board of Education hold elections to fill eight (8) vacant seats that represent Region 24 in the California School Board Association (CSBA) Delegate Assembly.

COMMENT: The board as a whole may vote for up to the number of vacancies in the region or sub-region as indicated on the ballot. For Region 24, to which SMMUSD belongs, there are eight (8) vacancies; therefore, the board as a whole may vote for up to eight individuals. Regardless of the vacancies, the board may cast no more than one vote for any one candidate.

The ballot must be signed by the Superintendent and returned to the CSBA office no later than March 17, 2014. Election results will be available no later than April 1, 2014. If there is a tie vote, a run-off election will be held. All re-elected and newly elected delegates will serve two-year terms beginning April 1, 2014 – March 31, 2016. The next meeting of the delegate assembly is on Saturday, May 17 – Sunday, May 18 in Sacramento.

A copy of the official ballot listing the candidates is attached.

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

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office no later than **MONDAY, MARCH 17, 2014**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box.
A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.

OFFICIAL 2014 DELEGATE ASSEMBLY BALLOT
REGION 24
(Los Angeles County)

Number of vacancies: 8 (Vote for no more than 8 candidates)

Delegates will serve two-year terms beginning April 1, 2014 – March 31, 2016

**denotes incumbent*

<input type="checkbox"/> Leighton Anderson (Whittier Union HSD)*	<input type="checkbox"/> Sylvia Macias (South Whittier SD)*
<input type="checkbox"/> Jan Baird (South Whittier SD)	<input type="checkbox"/> Karen L. Morrison (Norwalk-La Mirada USD)
<input type="checkbox"/> Mary K. Campbell (Hermosa Beach City ESD)	<input type="checkbox"/> Ann M. Phillips (Lawndale SD)*
<input type="checkbox"/> Sonya S. Cuellar (Paramount USD)	<input type="checkbox"/> Margarita L. Rios (Norwalk-La Mirada USD)
<input type="checkbox"/> Paul Gardiner (East Whittier City SD)	<input type="checkbox"/> Emma Sharif (Compton USD)*
<input type="checkbox"/> Eugene Krank (Hawthorne ESD)*	<input type="checkbox"/> Aurora R. Villon (El Rancho USD)

Provision for Write-in Candidate Name

School District

Signature of Superintendent or Board Clerk

Title

School District/COE Name

Date of Board Action

See reverse side for a current list of all Delegates in your Region.

Region 24 – Donald LaPlante, Director (Downey USD)

16 Delegates (14 elected/2 appointed)

Below is a list of all the current Delegates from this Region.

Leighton Anderson (Whittier Union HSD), term expires 2014
Eugene M. Krank (Hawthorne SD), term expires 2014
Maynard G. Law (ABC USD), term expires 2015
Sylvia V. Macias (South Whittier SD), term expires 2014
John McGinnis (Long Beach USD), appointed term expires 2014
Mark Morris (Downey USD), term expires 2015
Ann Phillips (Lawndale ESD), term expires 2014
Carol Raines-Brown (Inglewood USD), term expires 2014
Joseph Rivera (El Rancho USD), term expires 2015
Emma Sharif (Compton USD), term expires 2014
Sharon Stys (South Whittier ESD), term expires 2015
Sophia M. Tse (ABC USD), term expires 2015
Ana Valencia (Norwalk-La Mirada USD), term expires 2015
Felton Williams (Long Beach USD), appointed term expires 2015
Vacant, term expires 2014
Vacant, term expires 2014

Counties

Los Angeles

INFORMATION ITEMS

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

INFORMATION
02/06/14

INFORMATION ITEM NO. I.01

Mid-year reports were submitted by the Early Child Care DAC and the Intercultural Equity and Excellence DAC. The full text of each of these reports is attached. The reports from the Health and Safety DAC, the Special Education DAC and Visual and Performing Arts DAC appeared in the February 6, 2014, agenda.

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 25, 2014, 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 2014, the board will meet with each DAC to discuss goal-setting for 2014-15. 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 2014, as per AR 1220.

**District Advisory Committee
Board of Education Annual Mid-Year Written Report
2013-14**

EARLY CHILD CARE ADVISORY COMMITTEE

Chair: Jennifer Kennedy

Staff Liaison: Dr. Alice Chung

Charges:

- Provide a forum for discussion of funding for Child Development for early childhood programs focusing on ages 0-5 years and for school age out of school programs for children 5-8 years and middle school
- Monitor the Cradle to Career process and proposals and the work of the Early Education Child Care Task Force
- Review the Transitional Kindergarten Program
- Review data from Ed Services on early identification programs and activities for preschool and school age students focusing on academic achievement and the enrichment of personal and social development in educating the Whole Child
- Review information and assist in increasing communication with parents regarding District programs, Common Core and the Vision for Student Success and how they each will impact Child Development Services in the District

Accomplishments to date:

- All Preschool teachers have completed The Guide Language Acquisition Design (GLAD) training
- School age: An increase in services for approximately 90 children throughout the district
- School age: Edison move is complete. Preschool at Edison Fall 2014

Highlight(s) to date of particular note:

- Increase in Funding for Head Start Program from \$1,261,600 to \$1,332,800
- Increase in Funding for CSPP from \$1,680,830 to \$1,703,974
- Increase in Funding for CCTR from \$1,117,998 to \$1,145,761
- Director of Curriculum, Irene Gonzalez-Castillo will share overview of Transitional Kindergarten to CDS DAC members in Spring 2014

**District Advisory Committee
Board of Education Annual Mid-Year Written Report
2013-14**

INTERCULTURAL EQUITY AND EXCELLENCE DISTRICT ADVISORY COMMITTEE

Chair: Marco Masoni

Staff Liaison: Debra Moore Washington and Aida Diaz

Charges:

- Support the district's work of closing the achievement gap by assisting in the identification and elimination of inequities in educational processes and outcomes of underserved students in district schools.
- Provide a forum for the articulation of ideas and activities being implemented in the district, school sites, and the greater community to successfully meet the needs of our diverse student and parent population.
- Provide input on district and school site efforts to facilitate the building of bridges of understanding between diverse student and parent populations so that all groups feel connected to, and part of the school community.
- Report to the Board annually, and on any other occasion as necessary, on the scope of their work, and recommendations that are developed relative to their charge.

Accomplishments to date:

1. Membership Drive: The committee's goal is to increase awareness and membership in the IEEDAC. Membership has been volatile this year. The group is seeking means to secure participation, especially of SMMUSD parents. Individual members are reaching out to those who previously termed out to assess continuing interest. A recruitment will be initiated in keeping with board policy.
2. Follow Through: The IEEDAC embraced the Equity and Access Plan and will organize its work in support of that plan. Members chose to follow up on IEEDAC the work from last academic year. A subcommittee will examine results from activities such as (a) the IEEDAC survey, (b) the Ethnic Studies course, (c) Professional Development and (d) Data on the Achievement Gap.
3. Community Forum: A second subcommittee was formed to plan for a cultural Community Conversation with existing parent and community Leaders. PTSA, Site Council, AAASSPG, Community Liaisons and ELAC parent representatives will invited to a forum in April for networking and finding common ground to address the achievement Gap. The committee believes his activity will help with the membership recruitment in No. 1

Highlight(s) to date of particular note:

- Cultural Proficiency Training lead by DMW on November 18 and December 16. The DAC Committee participated in dialogue activities using passages from the book which is same book currently being read by district and site administrators.

Budgetary Implications:

- Refreshments for the cultural Community Conversation: \$150.

TO: BOARD OF EDUCATION

INFORMATION

02/20/14

FROM: SANDRA LYON

RE: REVISIONS TO AR 3290 – ACCEPTANCE OF GIFTS

INFORMATION ITEM NO. I.02

This is to inform the Board of Education that AR 3290 – Acceptance of Gifts has been revised.

COMMENTS: On November 29, 2011, the Board of Education revised BP 3290 – Acceptance of Gifts – as part of the move toward centralized fundraising, now called Vision for Student Success (VSS). This corresponding regulation was written by the Superintendent in conjunction with the Assistant Superintendent for Educational Services, with input from the Superintendent's Advisory Committee (SAC) and the Education Foundation.

The board discussed these changes on February 6, 2014.

ACCEPTANCE OF GIFTS

The goal of the Board is to provide equitable and high quality educational opportunities for all students in the Santa Monica-Malibu Unified School District, and it is the responsibility of the Board to identify and remove barriers that contribute to gaps in achievement for different groups of students. To ensure program parity and equity across all schools and students in the district, the Board has established a policy and a centralized and collaborative fundraising model that will enable the district to provide equity in program and personnel in all district schools while preserving flexibility at each school.

As of July 1, 2014, the Santa Monica-Malibu Education Foundation will be the only fundraising entity through which funds can be raised for the district to use to pay for personnel and professional development. The Superintendent's Advisory Committee will assist the Superintendent in the design, implementation, and revision of the Vision for Student Success plan which will determine what the centralized funds shall be raised for and will work with district staff to provide oversight of the plan.

Staff funded by the Booster groups at Santa Monica High School and Malibu High School for the 2013-1014 school year are exempt from this policy for the 2014-2015 school year. The Board of Education will review this provision annually, beginning in the 2014-2015 school year.

Definitions

Professional Development shall be defined as anything related to professional development/training of staff including, and not limited to, release time, substitutes, registration and/or related fees, travel expenses, or expert/consultant costs.

Personnel and/or staff shall be defined to be any person who provides services to students, staff or other stakeholders on site for a fee or in-kind support during the school day. Excluded shall be anyone who delivers a one-time activity or event such as an assembly or guest speaker.

Superintendent's Advisory Committee

Members of the Superintendent's Advisory Committee (SAC) shall include the Superintendent, elementary and secondary principals representing each pathway, the PTA president from each school, PTA/Santa Monica-Malibu Education Foundation (SMMEF) liaisons, district staff, SMMCTA and SEIU representatives, SMMEF staff and other stakeholders as determined by the Superintendent. The Superintendent shall provide the SAC with a calendar of monthly meetings.

The SAC's duties include:

1. Ensure effective two-way communication between district staff and site staff/community on all VSS matters,
2. Assist the superintendent/designee in prioritizing VSS goals,
3. Provide feedback to the Superintendent/designee during development and/or refinement of the VSS plan, and

4. Provide input to district staff for the annual evaluation of the VSS plan with the Superintendent and district staff.

The PTA/SMMEF Liaisons shall serve as conduits and links between the PTAs and the SMMEF.

Development and Evaluation of the Vision for Student Success Plan

Every three years, beginning with the 2013-14 school year, the Superintendent/designee will develop a VSS plan and present it to the Board at a public meeting. The Superintendent/designee and district staff will confer with SAC on priorities. District staff shall define the components of the VSS plan and may provide details such as definitions, duties, scope, or discretionary funding rules. When plan priorities change, district staff will establish new goals and plan details and present them to the SAC for feedback and the Board for approval.

The Superintendent/designee shall evaluate the VSS annually, using a multiple measures plan and make revisions to the VSS as necessary. The evaluation plan shall include a program survey designed to collect input from a diverse group of stakeholders, including, and not limited to, the SAC, school and district staff, and parents. District staff will confer with the SAC on evaluation metrics and methods. The Superintendent/designee shall present evaluation findings to the Board in a VSS annual report no later than the second month of the subsequent school year.

The Superintendent/designee shall share the VSS evaluation with the SAC. Evaluation findings and other relevant data shall be used to inform the Superintendent/designee and the SAC in the development/prioritization of the VSS goals and the revision of its plan in subsequent years.

School Discretionary Grants

The School Site Council shall serve as the governance structure for discretionary VSS funds. As part of its Single Plan for Student Achievement (SPSA), the school site council (SSC) shall develop activities, budgets and evaluation criteria for discretionary funds granted by the VSS. In addition to the school principal and SSC chairperson, the PTA president must sign the SPSA to signify his/her input into, and review of, the VSS portions of the SPSA.

Master Agreement/Relationship

The Master Agreement between the Santa Monica-Malibu Education Foundation and the Santa Monica-Malibu Unified School District defines the relationship between the District and the Foundation regarding centralized fundraising as stipulated in Board Policy 3290. The Agreement specifies that the Superintendent shall develop a list of potential programs and their estimated costs, called the "Proposed Annual Program Plan," which is now known as the Vision for Student Success (VSS), and provide a copy to the Foundation's Executive Director. The VSS plan shall prioritize programs that can be sustained over a multi-year period and focus on student-based needs across the District. The agreement specifies the timeline for budgeting and fundraising and all other details pertaining to the fundraising efforts the SMMEF will undertake on behalf of the SMMUSD.

Budget Monitoring

District staff shall establish budget codes for tracking the VSS revenues and expenditures. The VSS budget will also be presented to the Board.

District staff shall provide SAC with the following budget reports:

1. An initial VSS budget plan by program no later than January 31 of the calendar year prior to the beginning of the school program year (e.g. if program year to be funded is July 1, 2104-June 30, 2015, the budget plan would be presented by January 31, 2014)
2. An interim budget report showing initial budget expenditures no later than January 31 of the program year
3. A final expenditure report no later than September 30 for the previous program year

District staff will present final budget to SAC for input regarding any unspent allocations that may exist.

Discretionary budgets expended at the school site must follow the intent of the Vision for Student Success. PTA presidents and PTA/SMMEF liaisons will update the SAC at the end of the year as to how discretionary funds were spent at their school sites.

Personnel and Business Procedures

District and school staff will follow:

1. District Human Resources procedures when hiring personnel with VSS funding.
2. District Business Services procedures when making purchases with VSS funding.
3. District Business Services procedures when entering into contract with VSS funding.

Supplemental School Fundraising

The first year the District's annual fundraising goal for VSS is achieved without supplemental Board of Education funding, each site PTA may raise up to \$80,000 for the purpose of additional staffing the following school year. When exercising this option, school staff shall consult with the Human Resources staff and follow district personnel procedures.

This option will be reevaluated annually.

Acceptance of Other Gifts

Procedures

Acceptance Procedures

1. Gifts will be donated to the school district but can be designated for a particular school.
2. A needs assessment will be conducted by a committee at each school composed of parents, teachers and the principal. This committee will develop a prioritized list of needs for each school.
3. The committee and the principal of the school must approve the disposition of all gifts, which should be in accordance with the school's identified needs, before a request for acceptance is submitted to the Board of Education.

Criteria for Accepting Gifts

All gifts and donations will be formally accepted by the Board in accordance with administrative procedures subject to the following criteria:

1. Gifts are of direct or closely related instructional value and will not cause the instructional program of the school in which the gift is used to differ from established district curriculum. If a gift is offered that does not appear on the prioritized list of needs or is not of direct institutional value, the committee and the principal will evaluate the gift and make a commendation regarding acceptance.
- ~~2. Gifts of money for personnel will be used for instruction, consulting services, assemblies, aides to assist in the instructional program, for supervision of students (i.e., noon aides) or clerical help. Certificated personnel will be hourly only; however, classified personnel may be hourly, part time or full time. All personnel whose services are paid for with gift funds must be hired through the Personnel Office.~~
- ~~32.~~ The Business Services Division must approve all gifts requiring installation and maintenance, and appropriate money must accompany requests for acceptance of these gifts. If gift items require an ongoing maintenance contract, the money for that contract must accompany the gift.
- ~~43.~~ Gift funds allocated to a school shall be placed in a specifically designated program account. Any funds remaining in this program at the end of the fiscal year shall carry forward into the ensuing fiscal year.
- ~~54.~~ The foregoing rules also apply to gifts from student body organizations or any on-campus improvement projects not financed or processed through normal requisitioning procedures.
- ~~65.~~ With gifts of opportunity, the Superintendent/designee is authorized to accept gifts on behalf of the Board where a delay until the next Board meeting will cause the gift offer to be retracted.
- ~~7. Schools will be allowed to establish a revolving cash fund created by gift money. The fund shall not exceed \$100 per teacher per semester.~~
- ~~86.~~ Gifts given by individuals not in conjunction with fund raising under a value of \$100 do not need Board approval.

~~The Equity Fund~~

~~To provide equitable and high quality educational opportunities for all students in Santa Monica-Malibu Unified School District, the Board will establish an Equity Fund, which will be administered by the Education Services Department of the SMMUSD in conjunction with the Santa Monica Malibu Education Foundation. The Equity Fund will, annually, distribute block grants to all schools to address district and local school goals and mitigate the effects of the unequalized enrichment of schools.~~

~~The Board will also annually distribute funds from the Equity Fund to address district-wide goals and programs in order to mitigate the effects of unequalized enrichment and opportunity for students.~~

~~The district will establish two categories of contributions to the Equity Fund: mandatory contributions as described in this policy, and voluntary contributions.~~

1. ~~Contributions and Collection Mechanisms: Contributions to the mandatory fund will be collected from the following sources:~~

a. ~~Fifteen percent of all cash gifts to either the district or any department or organization thereof, or individual schools, donated during a school year will be placed in the Equity Fund.~~

b. ~~Grants and Gifts~~

~~There are four (4) types of revenue sources to the district in the area of grants and gifts:~~

~~(1) Gifts to the district~~

~~(2) Grants to the district~~

~~(3) Gifts to a site/school~~

~~(4) Grants to a site/school~~

~~It is not the intent of this policy to discourage grants from private or public philanthropy. All gifts given to either a site/school or district shall be required to make the 15% established donation to the Equity Fund.~~

~~Grants to the district shall be considered on a case-by-case basis. When the Board accepts each grant (as is normally required), it would also decide if the individual grant should be subjected to the guidelines of the policy or not. A test of how equitable the grant funds are to be distributed will be a guiding principle when making this type of decision.~~

~~Grants applied for and given to individual sites/schools shall be exempted from the policy. However, no grant will be submitted or accepted unless it is reviewed by the Assistant Superintendent/Chief Academic Officer.~~

2. ~~Exemptions:~~

~~The following items are exempt from mandatory contributions to the Equity Fund:~~

a. ~~Student-run activities initiated and administered by students interest clubs and student government.~~

~~For example:~~

~~⇒ Chess Club~~

~~⇒ Operation Smile~~

~~⇒ French Club~~

~~⇒ Amnesty International~~

~~⇒ Harry Potter Club~~

~~⇒ Debate Club~~

b. ~~Operational costs of any organization contributing to the fund.~~

~~For example:~~

~~⇒ Printing~~

~~⇒ Bank fees~~

~~⇒ Postage~~

- ⇒i Conference fees
- ⇒i Insurance
- ⇒i Filing fees
- ⇒i Dues
- ⇒i Tax prep fees
- ⇒i Volunteer and student recognition – awards, certificates
- ⇒i Non-school office supplies
- ⇒i Legislative advocacy
- ⇒i Fundraising expenses – e.g. soap for car washes
- ⇒i Marketing and publicity – advertising, website expenses
- ⇒i State or National PTA sponsored programs – e.g. Red Ribbon Week
- ⇒i Donations to tax-exempt organizations – e.g. UNICEF, Red Cross

The following operational costs are exempt at the High School level only:

- ⇒i Athletics at the High School level: In addition to the above, exemptions also include:
 - ⇒i Team uniforms
 - ⇒i Athletic equipment required for competition – baseball bats, helmets, mitts, balls; soccer goals, balls; tennis racquets, balls, nets; swimming starting blocks, pool lane markers, timers, stop watches
 - ⇒i Safety equipment – first aid kits

The following operational costs are exempt at the High School and Middle School levels only:

- ⇒i Arts
 - ⇒i Music
 - ⇒i Sheet music
 - ⇒i Festival and adjudicator fees
 - ⇒i Team uniforms & equipment (e.g. color guard flags, sabers)
 - ⇒i Safety equipment – first aid kits
 - ⇒i Performance attire
 - ⇒i Music royalties & licensing fees
 - ⇒i Visual Art
 - ⇒i Paint
 - ⇒i Clay
 - ⇒i Canvas
 - ⇒i Paint brushes
 - ⇒i Crayons
 - ⇒i Charcoal
 - ⇒i Safety equipment – first aid kits
 - ⇒i Dance
 - ⇒i Performance costumes
 - ⇒i Music royalties and licensing fees
 - ⇒i Safety equipment – first aid kits
 - ⇒i Drama
 - ⇒i Performance costumes
 - ⇒i Script royalties and licensing fees
 - ⇒i Props, costumes, make-up for performances
 - ⇒i Safety equipment – first aid kits

c. — K-12 field trips and competitions: the first \$1,500 of expenditures for domestic travel and \$2,500 for international travel per person per trip for all participants (starting July 1, 2009).

- d. ~~Student aid/Scholarships (either academic or to ameliorate fiscal hardship for a student in order to participate in a school sponsored activity). NOTE: for field trips and competitions see (c) above.~~
- e. ~~Non-monetary gifts: The first \$5,000 of assessed value from any donor is exempt. For non-monetary gifts valued over \$5,000, the donor can:~~
 - (1) ~~Make the gift to the district to be placed at the discretion of the Board, or~~
 - (2) ~~If the donor gives directly to a particular school, then the value of the gift over \$5,000 is subject to the 15% equity contribution, or~~
 - (3) ~~If a donor gives multiple gifts to a particular school in a fiscal year, when totaled, the amount above \$5,000 is subject to the policy.~~
- f. ~~Copy machines, e.g. purchase, maintenance agreements, lease payments, etc.~~

3. ~~Distribution of Resources Acquired through the Equity Fund~~

~~Monies accumulated in the Equity Fund will be distributed annually in July. The specific amount from the Equity Fund that will be made available for distribution will be determined at the sole discretion of the Board. There are three categories of distribution to be considered:~~

- a. ~~distribution to support districtwide initiatives to provide academic support, intervention and/or remediation in accordance with the mission of the school district to be presented by spring, before the budget process, and if Educational Services is in need for extra funds for IISS, the request should be forwarded to the Board earlier;~~
- b. ~~distribution of resources to school sites using the weighted student formula; and~~
- c. ~~resources to be reserved (conserved) within the fund.~~

~~Distribution to support districtwide initiatives to provide academic support, intervention and/or remediation in accordance with the mission of the school district~~

~~The Board has established that it has the right to reserve a portion of the Equity Fund as a set aside investment for targeted purposes as investments in whole district intervention, remediation and academic support.~~

~~The Board will be given a list of proposed districtwide initiatives with rationales and budgets at or before the first meeting in June to provide time for discussion and followup about each initiative's needs. Districtwide initiatives must meet the following criteria to be eligible for consideration:~~

- a. ~~There must be ambitious, feasible and measurable goals for the proposed initiative.~~
- b. ~~The academic support, intervention or remediation initiative must serve a significant population (or subgroup) of students with identified academic need(s).~~
- c. ~~District staff must have a plan for evaluating the efficacy of the initiative and tracking student achievement during and after the initiative.~~

- d. ~~The overall budget must reflect the use of appropriate state and federal categorical, grant or other resources to support the initiative.~~
- e. ~~The uses to which the equity funding requested will be put must be clear in the proposed budget and the rationale for the initiative.~~
- f. ~~Equity funding will be used to support districtwide academic support, intervention and/or remediation programs that have recent evaluation or other data to support that staff responsible for the proposed initiative have engaged in a data-driven improvement planning process. An example of such a program is the elementary summer school program.~~

~~Distribution of resources to school sites using the weighted-student formula~~

~~All funds to be distributed to school sites will follow the weighted-student formula without exception. The specific amount of money from the Equity Fund that will be made available for distribution through the student-weighted formula is determined at the sole discretion of the Board. Once this amount is determined, the entire sum is distributed to school sites through the formula. School sites will receive their allocation once their plan has been approved.~~

~~Resources to be reserved (conserved) within the fund~~

~~Each year as part of its deliberations about the most appropriate uses for the resources that have been accumulated within the Equity Fund, the Board may decide to reserve (conserve) some funding within that fund for uses in future years. There may be several reasons for this decision, including, but not limited to the following:~~

- ~~→ Knowledge of anticipated impending State budget restrictions~~
- ~~→ Local revenue disruption~~
- ~~→ A multi-year initiative with only year one funding identified.~~

Monitoring compliance and implementation of the Equity Fund and Policy

~~The policy requires both the Board and the Education Services Department to report to all stakeholders the activity surrounding this policy each year in the form of an annual report. This mechanism will serve to communicate information to the public. In addition, there will need to be monitoring of compliance and implementation of the policy in action to learn from, and report to, stakeholders about the impact of the policy on school improvement and student achievement. Three levels of monitoring will occur. The data and information from these levels of monitoring can help to partially answer the important questions of how and what we are learning about the impact of a policy with social, fiscal, and educational implications. At one level, monitoring the application of the policy will help to answer questions such as: how have funds been collected, how have funds in the Equity Fund been distributed, how have local budgets (at schools and centrally) been impacted as a result of the policy, and how have exemptions been applied in the fundraising and collection mechanisms for the Gift policy.~~

~~Monitoring to establish the degree of compliance and general tone of tolerance for the policy will also occur. This will require both fiscal and survey data to answer questions like: what do parents feel about the policy and its application, how does the Board feel about the policy's implementation, and how does the public and how do donors feel about the policy.~~

~~The final level of monitoring concerns the outcomes of implementing the policy. These data will help answer questions like: what effect did the "new" investments from the Equity Fund have at a site, has student achievement been impacted by any of the new investments, and is there support to continue or adjust the policy. Of course, monitoring will also reveal unintended consequences of this policy implementation as well.~~

Additional Considerations for Collection

~~The fiscal office will help schools track their ongoing gift amounts and contribution owed to the fund. Sites/schools would be responsible for 'holding aside' their required contribution. All contributions would be sent to the Equity Fund on January 31 and June 30. The Fiscal Services Department would receive the donations and distribute the funds via the student-weighted formula as plans are approved by the Education Services Department.~~

Voluntary Contributions

~~No formula is applied to voluntary contributions to the Equity Fund. Any amount given is a 100 percent contribution.~~

Equity Fund Administration

~~The Board will designate the Education Services Department to administer the Equity Fund. The duties will include the collection and distribution of funds, and annual public reporting. The Education Services Department will also be responsible for the collection of all voluntary donations to the Equity Fund.~~

~~An Oversight Committee will be established to oversee the Equity Fund and its activities. The committee will seek members including one representative from each PTA and/or each school fundraising organization. The responsibilities of the Equity Fund Oversight Committee include:~~

- ~~1.—— Meet two times per school year.~~
- ~~2.—— Review school plans for spending Equity Funds.~~
- ~~3.—— Review the policy for implementation problems or reporting issues.~~

~~This group acts in an advisory capacity only.~~

~~This policy will return to the Board for review each year.~~

- ~~5.—— Deferred maintenance~~
- ~~6.—— Expenditures designed to close the achievement gap~~
- ~~7.—— Professional development~~

Regulation SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
approved: September 9, 2004 Santa Monica, California
revised: May 7, 2009

TO: BOARD OF EDUCATION

INFORMATION

02/20/14

FROM: SANDRA LYON

RE: REVISE AR 0420 – SCHOOL PLANS/SITE COUNCILS

INFORMATION ITEM NO. I.03

This is to inform the Board of Education that AR 0420 – School Plans/Site Councils has been revised.

COMMENTS: CSBA recommends updating this policy to delete material on school site block grants, which are no longer operational. Policy also adds language, reflecting California Department of Education guide, requiring the Board to communicate specific reasons to the school site council when it disapproves the Single Plan for Student Achievement.

CSBA recommends updating this regulation to delete the section on "School Site Block Grants," since these grants are no longer operational, and to delete the section on "School Plans for Categorical Block Grants," since the requirements for the Pupil Retention Block Grant and School and Library Improvement Block Grant are now flexible under the Local Control Funding Formula pursuant to new law (AB 97, 2013). The regulation is also updated to reflect California Department of Education guide regarding (1) the selection of school site council members, including clarification of membership requirements in middle schools, and (2) the process of developing the Single Plan for Student Achievement, including data sources, consultation with advisory groups, and new budget planning, and evaluation tools.

The board discussed these changes on February 6, 2014. The policy can be found under Consent in this agenda.

SCHOOL PLANS/SITE COUNCILS**School Site Councils**

When required for participation in any categorical program, each district school shall establish a school site council or advisory committee. (Education Code 41507, 41572, 52852, 64001)

The school site council shall be composed of the following: (Education Code 41507, 41572, 52852)

1. The principal
2. Teachers selected by the school's teachers
3. Other school personnel chosen by the school's other personnel
4. Parents/guardians of students attending the school chosen by other such parents/guardians, or community members chosen by the parents/guardians as representatives
5. In secondary schools, students attending the school chosen by other such students

Half of the school site council membership shall consist of school staff, the majority of whom shall be classroom teachers. For elementary school site councils, the remaining half shall be parents/guardians or parent/guardian representatives. For secondary school site councils, the remaining half shall be equal numbers of parents/guardians (or parent/guardian representatives) and students. Elementary SSCs shall have a minimum of 10 members. Secondary SSCs shall have a minimum of 12. (Education Code 41507, 41572, 52852)

A district employee may serve as a parent/guardian representative on the site council of the school his/her child attends, provided the employee does not work at that school. (Education Code 52852)

The bylaws of each school site council shall include the method of selecting members and officers, terms of office, responsibilities of council members, time commitment, and a policy of nondiscrimination.

School site councils may function on behalf of other committees in accordance with law. (Education Code 52176, 52870, 54425; 5 CCR 3932)

School site councils shall operate in accordance with procedural meeting requirements established in Education Code 35147.

Single Plan for Student Achievement

In order for a school to participate in any state or federal categorical program specified in Education Code ~~41506, 41571~~, 52055.700 or 64000, the school site council shall approve, annually review, and update a single plan for student achievement. If the school does not have a school site council, a schoolwide advisory group or school support group conforming to the composition requirements of the school site council listed above shall fulfill these responsibilities. (Education Code ~~41507, 41572~~, 52055.755, 64001)

The SPSA shall be developed with the review, advice, and certification of any applicable school advisory committees. (Education Code 64001)

Such groups may include, but are not limited to, advisory committees established for categorical programs such as English learner, special education, gifted and talented education, and Economic Impact Aid programs; Western Association of Schools and Colleges leadership teams; district or school liaison teams for schools identified for program improvement; and other committees established by the school or district.

The single plan for student achievement shall be aligned with school goals for improving student achievement and shall be based on an analysis of verifiable state data, including the Academic Performance Index (API) and the California English Language Development Test (CELDT), and any other data voluntarily developed by the district to measure student achievement. (Education Code 64001)

The plan shall, at a minimum: (Education Code 64001)

1. Address how funds provided to the school through categorical programs will be used to improve the academic performance of all students to the level of the performance goals established by the API
2. Identify the school's means of evaluating progress toward accomplishing those goals
3. Identify how state and federal law governing these programs will be implemented

In addition to meeting the requirements common to all applicable school plans, the single plan shall address the content required by law for each individual categorical program in which the school participates.

Plans developed for the state's Immediate Intervention/Underperforming Schools Program pursuant to Education Code 52054 or the federal Title I schoolwide programs pursuant to 20 USC 6314 shall satisfy the requirement for the single plan. (Education Code 64001)

In developing or revising the single plan, the school site council shall:

1. Analyze student achievement data. Using measures of student academic performance, the school shall identify significant patterns of low performance in particular content areas, student groups, and/or individual students and determine which data summaries to include in the plan as most informative and relevant to school goals.
2. Assess the effectiveness of the school's instructional program in relation to the analysis of student data.
3. Identify a limited number of achievement goals and key improvement strategies to achieve the goals. School goals shall reflect the needs identified at the school site while aligning with goals identified in federally required district plans. The school shall specify the student group(s) on which each goal is focused, the methods or practices that will be used to reach the goal, and the criteria that will be used to determine if the goal is achieved.
4. Define timelines, personnel responsible, proposed expenditures, and funding sources to implement the SPSA.

The school site council or other schoolwide group shall approve the proposed SPSA at a meeting for which public notice has been posted and then submit the SPSA to the Governing Board for approval. (Education Code 35147, 64001)

The school site council or other schoolwide group shall regularly monitor the implementation and effectiveness of the SPSA and modify any activities that prove ineffective. At least once per year, the school shall evaluate results of improvement efforts and report to the Board, advisory committees, and other interested parties regarding progress toward school goals.

The school site council or other schoolwide group may amend the SPSA at any time. Any revisions that would substantively change the academic programs funded through the consolidated application shall be submitted to the Board for approval.

~~1. Measure the effectiveness of current improvement strategies at the school~~

~~The school site council shall analyze student performance based on state and local data, identify significant low performance among all student groups, and analyze instructional programs to determine program areas that need to be addressed in order to raise performance of student groups not meeting academic standards.~~

~~2. Seek input from other school advisory committees as appropriate~~

~~3. Reaffirm or revise school goals to serve as a basis for school improvement activities and expenditures~~

~~4. Revise improvement strategies and expenditures~~

~~The school site council shall specify actions to be taken, dates by which actions are to be started and completed, expenditures needed to implement the action, the funding source, anticipated annual performance growth for each student group, and the means that will be used to evaluate progress toward each goal.~~

~~5. Approve and recommend the plan to the Board of Education~~

~~The Superintendent or designee and the principal shall implement the strategies in the single plan and report to the school site council and the Board regarding progress toward school goals. The school site council shall monitor the implementation and effectiveness of the single plan and modify any activities that prove ineffective.~~

School Plans for Categorical Block Grants

~~Whenever a school participates in the state's categorical block grant programs for student retention and/or school and library improvement, the school site council shall develop a plan which shall include, but need not be limited to: (Education Code 41507, 41572)~~

~~1. Curricula, instructional strategies, and materials responsive to the individual educational needs and learning styles of each student that enables all students to do all of the following:~~

~~a. Make continuous progress and learn at a rate appropriate to their abilities~~

~~b. Master basic skills in language development and reading, writing, and mathematics~~

~~c. Develop knowledge and skills in other aspects of the curricula, such as arts and~~

~~humanities; physical, natural, and social sciences; multicultural education; physical, emotional, and mental health; consumer economics; and career education~~

- ~~d. Pursue educational interests and develop esteem for self and others; personal and social responsibility, critical thinking, and independent judgment~~
- ~~2. Consideration of the use of community resources to achieve instructional improvement objectives~~
- ~~3. Consideration of the use of education technology~~
- ~~4. A staff development program for teachers, other school personnel, paraprofessionals, and volunteers~~
- ~~5. Provisions for utilization of the student success team process to identify and assess the needs of students who are dropouts or potential dropouts, and to develop programs to meet those needs~~
- ~~6. Procedures for coordinating services from funding sources at the school level to help students participate successfully in the core academic curricula and specialized curricula related to jobs and career opportunities~~
- ~~7. Instructional and auxiliary services to meet the special needs of students who are limited-English-speaking, including instruction in a language they understand; educationally disadvantaged students; gifted and talented students; and students with disabilities~~
- ~~8. Improvement of the classroom and school environments, including improvement of relationships between and among students, school personnel, parents/guardians, and the community, and reduction of the incidence of violence and vandalism among students~~
- ~~9. Improvement of student attendance, including parent/guardian awareness of the importance of regular school attendance~~
- ~~10. The proposed expenditure of block grant funds and the degree to which expenditures meet the plan's criteria~~
- ~~11. Other activities and objectives established by the school site council~~
- ~~12. A process for ongoing evaluation and modification of the plan~~

~~The evaluation shall be based on the degree to which the school is meeting the plan's objectives, student achievement, and improved school environment. An improved school environment shall be measured by indicators such as the incidence of absenteeism, suspension and expulsion, dropouts, school violence, vandalism and theft; student attitudes towards the school, self, and others; absenteeism among staff, staff resignations, and requests for transfers; and satisfaction of students, parents/guardians, teachers, administrators, and staff.~~

~~In addition, any school receiving state funding for school and library improvement shall incorporate plans pertaining to school libraries. (Education Code 41572)~~

~~The student retention and/or school and library improvement plans shall be incorporated into the~~

~~school's single plan for student achievement as described in the above section. (Education Code 41507, 41572)~~

School Site Block Grants

~~The school site council may propose any one-time educational purpose for the use of funds allocated to school sites under school site block grants, including, but not limited to, the following purposes: (AB 1802, Sec. 43, Statutes of 2006)~~

- ~~1.—— Instructional materials~~
- ~~2.—— Classroom and laboratory supplies and materials~~
- ~~3.—— School and classroom library materials~~
- ~~4.—— Educational technology~~
- ~~5.—— Deferred maintenance~~
- ~~6.—— Expenditures designed to close the achievement gap~~
- ~~7.—— Professional development~~

Regulation SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
approved: August 19, 2009 Santa Monica, California

TO: BOARD OF EDUCATION

INFORMATION

02/20/14

FROM: SANDRA LYON

RE: ADOPTION OF AR 0520.2 – TITLE I PROGRAM IMPROVEMENT SCHOOLS

INFORMATION ITEM NO. I.04

This is to inform the Board of Education that AR 0520.2 – Title I Program Improvement Schools has been adopted.

COMMENTS: SMMUSD does not currently have this policy and its regulation in its policy manual. Staff feels it is important to adopt this BP and AR, as the district has school that are categorized as Program Improvement (PI).

The board discussed this adoption on February 6, 2014. The policy can be found under Consent in this agenda.

TITLE I PROGRAM IMPROVEMENT SCHOOLS**Definitions**

Adequate yearly progress (AYP) refers to a series of annual academic performance goals, as defined by the State Board of Education, that incorporate student participation levels on state assessments, minimum required percentages of students scoring at the proficient level or above on English language arts and mathematics state assessments, high school graduation rates, and growth on the state's Academic Performance Index (API). AYP includes measurable annual objectives for continuous and substantial improvement for the achievement of all students at the school and for any subgroup of students, including economically disadvantaged students, students from major racial and ethnic groups, students with disabilities, and students with limited English proficiency, when the number of students in the subgroup is sufficient to yield statistically reliable results. (20 USC 6311)

Program improvement (PI) school refers to a school that is receiving federal Title I funds and has failed to make AYP for each of two consecutive school years. (20 USC 6316)

A school shall be identified for PI by the California Department of Education (CDE) whenever, for each of two consecutive years, it either does not make AYP in the same content area (English language arts or mathematics) schoolwide or for any numerically significant student subgroup or does not make AYP on the same indicator (Academic Performance Index or high school graduation rate) schoolwide. If a small school has too few students to generate a school-level report, its results shall be aggregated into a district accountability measure.

Year 1 Program Improvement

When any Title I school is initially identified for PI: (20 USC 6316)

1. The Superintendent or designee shall provide students enrolled in the school the option of transferring, as described below in the section "Student Transfers," to another school, which may include a charter school, served by the district that has not been identified for PI.
2. Not later than three months of being identified for PI, the school shall develop or revise a school plan, in consultation with parents/guardians, school staff, the district, and outside experts, for approval by the Governing Board. The plan shall cover a two-year period and address the components specified in 20 USC 6316.

To fulfill this requirement, the school may revise its Single Plan for Student Achievement to reflect the requirements of 20 USC 6316.
3. Within 45 days of receiving the plan, the Board shall establish a peer review process to assist with its review of the plan, work with the school as necessary, and approve the plan if it meets the requirements of law.
4. The school shall implement the plan no later than the beginning of the next full school year following the school's identification for PI, or, if the plan has not been approved prior to beginning the school year, immediately upon approval of the plan.

5. As the school develops and implements the school plan, the Superintendent or designee shall ensure that the school receives technical assistance from the district, CDE, an institution of higher education, a private organization, an educational service agency, or another entity with experience in helping schools improve academic achievement, including assistance in:
 - a. Analyzing data from state assessments and other examples of student work to identify and address problems in instruction and/or problems in implementing Title I requirements pertaining to parent involvement, professional development, or school and district responsibilities identified in the school plan
 - b. Identifying and implementing professional development, instructional strategies, and methods of instruction that are derived from scientifically based research and that have proven effective in addressing the specific instructional issues that caused the school to be identified for PI
 - c. Analyzing and revising the school's budget so that the school's resources are more effectively allocated to the activities most likely to increase student achievement and remove the school from PI status

Year 2 Program Improvement

For any Title I school that fails to make AYP by the end of the first full school year after being identified for PI, the Superintendent or designee shall take all of the following actions: (20 USC 6316)

1. Continue to provide all students enrolled in the school the option of transferring, as described below in the section "Student Transfers"
2. Arrange for the provision of supplemental educational services (SES) to eligible students from low-income families by a provider with a demonstrated record of effectiveness, as described below in the section "Supplemental Educational Services"
3. Continue to provide for technical assistance in accordance with item #5 in the section "Year 1 Program Improvement" above

Year 3 Program Improvement: Corrective Action

When a school continues to fail to make AYP by the end of the second full school year after identification for PI (four consecutive years of failure to make AYP), the Superintendent or designee shall continue to provide all elements of Year 1 and Year 2 PI specified above. In addition, the Board shall take one or more of the following corrective actions: (20 USC 6316)

1. Replace school staff relevant to the failure
2. Implement a new curriculum and related professional development
3. Significantly decrease management authority at the school level
4. Appoint an outside expert to advise the school
5. Extend the school year or school day for the school
6. Restructure the internal organization of the school

Whenever a school is identified for Year 3 PI, continues to fail to make AYP, has an API of less than 800, and is not identified as a "persistently lowest achieving school" pursuant to Education Code 53201, the parents/guardians of students attending that school may petition the district to implement an intervention for the purpose of improving academic achievement or student safety, provided that the state limit on the number of such schools has not yet been reached. To be considered by the Board, the petition shall contain all required content and signatures and specify one of four intervention models (i.e., turnaround model, restart model, school closure, or transformation model) or an alternative governance arrangement, as described in 5 CCR 4803-4807. The district shall implement the option requested by the parents/guardians unless, at a regularly scheduled public hearing, the Board makes a finding in writing stating the reason it cannot implement the recommended option and instead designates one of the other options to be implemented. (Education Code 53300-53303; 5 CCR 4800-4808)

Year 4 Program Improvement and Beyond: Restructuring

For any school that continues to fail to make AYP after one full year of corrective action, the Superintendent or designee shall continue to provide all students enrolled in the school with the option to transfer to another school within the district and continue to make SES available to eligible students who remain in the school. In addition, the Board shall develop a plan and make necessary arrangements to implement one of the following options for alternative governance and restructuring, consistent with state law: (20 USC 6316)

1. Reopen the school as a charter school
2. Replace all or most of the school staff relevant to the failure
3. Enter into a contract with an entity with a demonstrated record of effectiveness to operate the school
4. Turn the operation of the school over to the CDE
5. Institute any other major restructuring of the school's governance arrangements that makes fundamental reforms

Notifications

Whenever a school is identified for PI, corrective action, or restructuring, the Superintendent or designee shall promptly notify parents/guardians of students enrolled in that school. The notification shall include: (20 USC 6316; 34 CFR 200.37)

1. An explanation of what the identification means, and how the school compares in terms of academic achievement to other elementary or secondary schools in the district and state
2. The reasons for the identification
3. An explanation of what the school is doing to address the problem of low achievement
4. An explanation of what the district or state is doing to help the school address the achievement problem
5. An explanation of how parents/guardians can become involved in addressing the academic issues that caused the school to be identified for PI

6. An explanation of the option to transfer to another school within the district, as described below in the section "Student Transfers"
7. If the school is in Year 2 of PI or beyond, an explanation of how parents/guardians can obtain SES for their child as described below in the section "Supplemental Educational Services"

The Superintendent or designee shall disseminate information about corrective actions taken at any district school to the parents/guardians of each student in that school and to the public through such means as the Internet, the media, and public agencies. (20 USC 6316)

The Superintendent or designee shall promptly notify teachers and parents/guardians whenever a school is identified for restructuring and shall provide them adequate opportunities to comment before taking action and to participate in developing any plan for restructuring school governance. (20 USC 6316)

All notifications pertaining to PI shall be written in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand. (20 USC 6316; 34 CFR 200.36)

To the extent practicable, the district shall partner with outside groups, such as faith-based organizations, community-based organizations, and business groups, to help inform eligible students and their families of the opportunities to transfer or to receive SES. (34 CFR 200.48)

Student Transfers

All students enrolled in a school in Year 1 of PI or beyond shall be provided an option to transfer to another school, which may include a charter school, served by the district provided that the school: (20 USC 6316; 34 CFR 200.44)

1. Has not been identified for PI, corrective action, or restructuring

In the event that all district schools are identified for PI, the district shall, to the extent practicable, establish a cooperative agreement with other local educational agencies in the area for interdistrict transfers.

2. Has not been identified by the CDE as a "persistently dangerous" school pursuant to 20 USC 7912 and 5 CCR 11992-11994

Among the students offered an option to transfer out of a PI school, priority shall be given to the lowest achieving students from low-income families, as defined by the district for purposes of allocating Title I funds. (20 USC 6316; 34 CFR 200.44)

If two or more district schools are eligible to accept transfers based on criteria listed in items #1-2 above, the district shall provide a choice of more than one such school and shall take into account parent/guardian preferences among the choices offered. (34 CFR 200.44)

The Superintendent or designee may consider school capacity in selecting schools that will be offered as alternatives for school choice, but shall not use the lack of school capacity to deny transfer opportunities to students. The district may increase capacity in eligible district schools to accommodate all students who wish to transfer.

The transfer option shall be offered so that students may transfer in the school year following the school year in which the district administered the assessments that resulted in the identification of the school for PI, corrective action, or restructuring. In order to provide

adequate time for parents/guardians to exercise their transfer option before the school year begins, the Superintendent or designee shall notify parents/guardians of the available school choices sufficiently in advance of, but no later than 14 calendar days before, the start of the school year or on a date otherwise determined necessary by the CDE. (34 CFR 200.37, 200.44)

Notice of the transfer option shall:

1. Inform parents/guardians that, due to the identification of the current school as in need of improvement, their child is eligible to attend another school, including a charter school, served by the district
2. Identify each school that the parent/guardian may select
3. Explain why the choices made available to the parents/guardians may have been limited
4. Describe the timelines and procedures that parents/guardians must follow in selecting a school for their child, including a requirement that parents/guardians rank-order their preferences of eligible schools as appropriate
5. Provide information on the academic achievement of the school(s) to which the student may transfer (34 CFR 200.37)
6. Explain the provision of transportation to the new school (34 CFR 200.37)

The notice may include other information about the school(s) to which the student may transfer, such as a description of any special academic programs or facilities, the availability of before- and after-school programs, the professional qualifications of teachers in the core academic subjects, and a description of parent involvement opportunities. (34 CFR 200.37)

In addition to mailing notices directly to parents/guardians, the Superintendent or designee shall provide information about transfer options through broader means, such as the Internet, the media, and public agencies serving students and their families. (34 CFR 200.36)

The district shall prominently display on its web site, in a timely manner each school year, a list of available schools to which eligible students may transfer in the current school year. The district shall also display data on the number of students who were eligible for and who participated in the student transfer option, beginning with data from the 2007-08 school year and each subsequent year thereafter. (34 CFR 200.39)

In accordance with timelines established for the transfer request process, the Superintendent or designee shall notify parents/guardians of their child's school assignment and shall establish a reasonable deadline by which parents/guardians must either accept the assignment or decline the assignment and remain in the school of origin.

The district shall provide, or shall pay for the provision of, transportation to the district school which the student chooses to attend. (20 USC 6316; 34 CFR 200.44)

To ensure that transportation may be reasonably provided, the Superintendent or designee may establish transportation zones based on geographic location within the district. Transportation to schools within a zone shall be fully provided, while transportation outside the zone may be partially provided.

Any student who transfers to another district school may remain in that school until he/she has completed the highest grade in that school. However, the district shall not be obligated to

provide, or pay for the provision of, transportation for the student after the end of the school year that the school of origin is no longer identified for PI, corrective action, or restructuring. (20 USC 6316; 34 CFR 200.44)

Supplemental Educational Services

When required by law, SES shall be provided outside the regular school day and shall be specifically designed to increase achievement of eligible students from low-income families on state academic assessments and to assist them in attaining state academic standards. (20 USC 6316)

When a school is required to provide SES, the Superintendent or designee shall provide annual notice to parents/guardians that includes: (20 USC 6316; 34 CFR 200.37)

1. The availability of SES
AR 0520.2(l)
2. The identity of approved providers that are within the district or are reasonably available in neighboring local educational agencies
3. The identity of approved providers of technology-based or distance learning services
4. The services, qualifications, and demonstrated effectiveness of each provider, including an indication of those providers who are able to serve students with disabilities or limited English proficiency
5. The benefits of receiving SES

In addition, the notification shall describe procedures and timelines that parents/guardians must follow to select a provider.

This notification shall be clearly distinguishable from other information sent to parents/guardians regarding identification of the school for PI, corrective action, or restructuring. (34 CFR 200.37)

The district shall prominently display on its web site, in a timely manner each school year, a list of state-approved providers serving the district in the current year and the location where services are provided. The district shall also display the number of students who were eligible for and who participated in SES, beginning with data from the 2007-08 school year and each subsequent year thereafter. (34 CFR 200.39)

The Superintendent or designee shall distribute sign-up forms for SES directly to all eligible students and their parents/guardians and make them available and accessible through broad means of dissemination such as the Internet, other media, and communications through public agencies serving eligible students and their families. (34 CFR 200.48)

The district shall provide a minimum of two enrollment windows, at separate points in the school year, that are of sufficient length to enable the parents/guardians of eligible students to make informed decisions about requesting SES and selecting a provider. (34 CFR 200.48)

Within a reasonable period of time established by the Superintendent or designee, parents/guardians shall select a SES provider from among those approved by the SBE. Upon request, the Superintendent or designee shall assist parents/guardians in choosing a provider. (20 USC 6316; 34 CFR 200.46)

The district shall not prohibit or limit an approved provider from promoting its program or the general availability of SES to members of the community. (5 CCR 13075.9)

When the district is an approved SES provider, the Superintendent or designee shall be careful to provide parents/guardians with a balanced presentation of the options available to them and shall ensure that they understand their right to select the district or any other service provider.

No district employee who administers or provides SES, either solely or in collaboration with a SES provider, or who has a financial interest of any kind in a SES provider, shall use his/her position as a district employee to encourage district students or their parents/guardians to use the services of that provider. (5 CCR 13075.7)

The Superintendent or designee shall ensure that eligible students with disabilities, students covered under Section 504 of the federal Rehabilitation Act, and students with limited English proficiency receive appropriate SES with any necessary accommodations or language assistance. (34 CFR 200.46)

If no provider is able to make the services available to such students, the district shall provide the services with necessary accommodations or language assistance, either directly or through a contract. Services shall be consistent with a student's individualized education program (IEP) or Section 504 services plan, as applicable.

If available funds are insufficient to provide SES to each eligible student whose parents/guardians request those services, priority shall be given to the lowest achieving eligible students. (20 USC 6316)

If the number of parents/guardians selecting a particular provider exceeds the capacity of that provider, priority shall be given to the lowest achieving eligible students.

Once a SES provider has been selected by a parent/guardian, the Superintendent or designee shall enter into an agreement with the provider. The agreement shall: (20 USC 6316)

1. Require the district to develop, in consultation with the parents/guardians and the provider, a student learning plan which includes specific achievement goals for the student, a description of how the student's progress will be measured, and a timetable for improving achievement. In the case of a student with disabilities, the student learning plan shall be consistent with the student's IEP.
2. Describe how the student's parents/guardians and teacher(s) will be regularly informed of the student's progress.
3. Provide for the termination of the agreement if the provider is unable to meet such goals and timetables.
4. Contain provisions with respect to the district making payments to the provider.
5. Prohibit the provider, without written parent/guardian permission, from disclosing to the public the identity of any student eligible for or receiving SES.

In developing the student learning plan as required by item #1 above, the Superintendent or designee shall consult with the parent/guardian of each student to, at a minimum, provide the parent/guardian an opportunity to express his/her views and have them considered. Consultation may include, but is not limited to, communication by telephone, email, home visits, parent/guardian meetings, and/or parent/guardian signature(s). Evidence of this consultation shall be included in the student learning plan. In the event that a consultation does not take

place but the parent/guardian has selected an approved SES provider, the Superintendent or designee, or the provider acting on the district's behalf, shall show evidence of at least three separate attempts to contact the parent/guardian using at least two different means of communication. If the parent/guardian elects not to participate in the consultation, the Superintendent or designee, or approved provider acting on the district's behalf, must develop a student learning plan for the student. (5 CCR 13075.7)

The Superintendent or designee may request, but not require, that the SES provider develop the student learning plan on behalf of the district for each student served by the provider as indicated in the agreement. In such cases, the Superintendent or designee shall make available to the provider pertinent student academic achievement data with parent/guardian permission and other technical assistance that will facilitate the development of the plan. The Superintendent or designee shall maintain responsibility to review and approve the student learning plan to ensure that it is developed in consultation with the parent/guardian and contains all required information. (5 CCR 13075.7)

Eligible SES providers shall be given access to school facilities, using a fair, open, and objective process, on the same basis as other groups that seek access to school facilities. (34 CFR 200.48)

Regulation CSBA MANUAL MAINTENANCE SERVICE
approved: August 2013

TO: BOARD OF EDUCATION

INFORMATION

02/20/14

FROM: SANDRA LYON

RE: REVISION TO AR 1340 – ACCESS TO DISTRICT RECORDS

INFORMATION ITEM NO. I.05

This is to inform the Board of Education that AR 1340 – Access to District Records has been revised.

COMMENTS: CSBA recommends updating this policy to list instructional materials as records that are accessible to the public under the California Public Records Act. The regulation also updates the list of confidential records to include library circulation and patron use records, as added by new law (SB 445), and records pertaining to the security of the district's information technology system.

The board discussed these revisions on February 6, 2014. The policy can be found under Consent in this agenda.

ACCESS TO DISTRICT RECORDS**Definitions**

Public records include any writing containing information relating to the conduct of the district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics. (Government Code 6252)

Writing means any handwriting, typewriting, printing, photostating, photographing, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. (Government Code 6252)

A member of the public includes any person, except a member, agent, officer, or employee of the district acting within the scope of his/her office or employment. Board of Education members shall have the ability to access public records permitted by law in the administration of their duties. Notwithstanding, members of the Board are entitled to access to district public records on the same basis as any other person. (Government Code 6252, 6252.5)

Public Records

Records to which the public shall have access include, but are not limited to:

1. Proposed and approved budgets and annual audit of the district (Government Code 6252; Education Code 41020, 42103)
2. Statistical compilations (Government Code 6252)
3. Reports and memoranda (Government Code 6252)
4. Notices and bulletins (Government Code 6252)
5. Minutes of public meetings (Government Code 6252)
6. Meeting agendas (Government Code 6252, 54957.5)
7. Official communications between governmental branches (Government Code 6252)
8. School-based program plans (Education Code 52850)
9. Information and data relevant to the evaluation and modification of district plans
10. Initial proposals of exclusive employee representatives and of the district (Government Code 3547)
11. Tort claims filed against the district and records pertaining to pending litigation which predate the filing of the litigation, unless protected by some other provision of law (Government Code 6254.25; Fairley v. Superior Court; 71 Ops.Cal.Atty.Gen. 235 (1988))
12. Statements of economic interests required by the Conflict of Interest Code (Government

Code 81008)

13. Contracts of employment and settlement agreements (Government Code 53262)
14. Instructional materials including, but not limited to, textbooks (64 Ops.Cal.Atty.Gen.186 (1981))

The Superintendent or designee shall ensure that any record containing personal information is redacted to ensure that such information, including, but not limited to, an employee's home address or social security number, is not disclosed to the public.

Confidential Records

Records to which the general public shall not have access include, but are not limited to:

1. Preliminary drafts, notes, interdistrict or intradistrict memoranda which are not retained by the district in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure (Government Code 6254)
2. Records specifically prepared for litigation to which the district is a party or to respond to claims made against the district pursuant to the Tort Claims Act are confidential, until the pending litigation or claim has been finally adjudicated or otherwise settled, unless the records are protected by some other provision of law (Government Code 6254, 6254.25; Fairley v. Superior Court; 71 Ops.Cal.Atty.Gen. 235 (1988))
3. Personnel records, medical records, student records, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code 6254)

The home addresses and home telephone numbers of employees may be disclosed only as follows: (Government Code 6254.3)

- a. To an agent or a family member of the individual to whom the information pertains
 - b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of official duties
 - c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, unless the employee performs law enforcement-related functions or requests in writing that the information not be disclosed
 - d. To an agent or employee of a health benefit plan providing health services or administering claims for health services to district employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents
4. Test questions, scoring keys, and other examination data except as provided by law (Government Code 6254)
 5. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the district relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained

(Government Code 6254)

6. Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in unfair competitive disadvantage to the person supplying the information (Government Code 6254)
7. Library circulation and patron use records of a borrower or patron including, but not limited to, his/her name, address, telephone number, email address, borrowing information, or use of library information resources (Government Code 6254, 6267)
~~Library circulation records kept for the purpose of identifying the borrower of items available in the library (Government Code 6254)~~
8. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege (Government Code 6254)
9. Documents prepared by or for the district to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt district operations and that are for distribution or consideration in closed session (Government Code 6254)
10. Recall petitions, petitions for special elections to fill Board vacancies, or petitions for the reorganization of the school district ~~Recall petitions or petitions for the reorganization of school districts (Government Code 6253.5)~~
11. Minutes of Board meetings held in closed session (Government Code 54957.2)
12. Computer software developed by the district (Government Code 6254.9)
13. Information security records, the disclosure of which would reveal vulnerabilities to, or increase potential for an attack on, the district's information technology system (Government Code 6254.19) ~~Written instructional textbooks or other materials which, when providing a copy, would infringe a copyright or would constitute an unreasonable burden on the operation of the district (65 Ops.Cal.Atty.Gen. 186 (1981))~~
14. Records that contain individually identifiable health information, including records that may be exempt pursuant to physician-patient privilege, the Confidentiality of Medical Information Act, and the Health Insurance Portability and Accountability Act (Government Code 6254, 6255)
15. Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes
16. Records for which the district can demonstrate that, based on the particular facts of the case, the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record (Government Code 6255)

Inspection of Records and Requests for Copies

Every person may request a copy or inspection of any district record that is open to the public and not exempt from disclosure. (Government Code 6253)

~~Persons requesting a copy or inspection of any district record that is open to the public and not exempt from disclosure shall submit a completed "Request for Access to or Copies of District Records" form to the Superintendent or designee. The forms shall be available to members of~~

~~the public online or at the district office.~~

Within 10 days of receiving any request to inspect or copy a district record, the Superintendent or designee shall determine whether the request seeks release of a disclosable public record in the district's possession. The Superintendent or designee shall promptly inform the person making the request of his/her determination and the reasons for the decision. (Government Code 6253)

In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester and setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request: (Government Code 6253)

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request
2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request
3. The need for consultation, which shall be conducted with all practicable speed, with another agency (e.g., a state agency or city) having a substantial interest in the determination of the request or among two or more components of the district (e.g., two different school sites) with substantial interest in the request
4. In the case of electronic records, the need to compile data, write programming language or a computer program, or construct a computer report to extract data

If the Superintendent or designee determines that the request seeks disclosable public records, the determination shall state the estimated date and time when the records will be made available. (Government Code 6253)

Public records are open to inspection at all times during district office hours. Any reasonably segregable portion of a record shall be made available for inspection by every person requesting the record after deletion of the portions that are exempted by law. (Government Code 6253)

Upon request for a copy that reasonably describes an identifiable record, an exact copy shall be promptly provided unless it is impracticable to do so. (Government Code 6253)

Copies shall be furnished at a cost of \$0.25 per page. Written requests to waive the fee shall be submitted to the Superintendent or designee. Computer data shall be provided in a form determined by the Superintendent.

If any person requests a public record be provided in an electronic format, the district shall make that record available in any electronic format in which it holds the information. The district shall provide a copy of the electronic record in the format requested as long as the requested format is one that has been used by the district to create copies for its own use or for use by other agencies. (Government Code 6253.9)

The cost of duplicating an electronic record shall be limited to the direct cost of producing a copy of the record in electronic format. However, the requester shall bear the cost of producing the copy of the electronic record, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy, under the following circumstances: (Government Code 6253.9)

1. The electronic record is one that is produced only at otherwise regularly scheduled intervals
2. The request would require data compilation, extraction, or programming to produce the record

Assistance in Identifying Requested Records

If the Superintendent or designee denies a request for disclosable records, he/she shall assist the requester in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Superintendent or designee shall do all of the following: (Government Code 6253.1)

1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified

If, after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent or designee is still unable to identify the information, this requirement shall be deemed satisfied.

2. Describe the information technology and physical location in which the records exist
3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

Provisions of the Public Records Act shall not be construed so as to delay access for purposes of inspecting records open to the public. Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 6253)

Regulation SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
approved: August 19, 2009 Santa Monica, California
revised: February 2, 2012

TO: BOARD OF EDUCATION

INFORMATION

02/06/14

FROM: SANDRA LYON

RE: ADOPTION OF E 9323.2 – ACTIONS BY THE BOARD

INFORMATION ITEM NO. I.06

This is to inform the Board of Education that E 9323.2 – Actions by the Board has been adopted.

COMMENTS: CSBA is recommending this update to reflect new law (SB 1003), which expands the types of past Board actions that may be challenged by the district attorney or other interested person provided that certain requirements are met, including the sending of a "cease and desist" letter to the Board within nine months of the alleged violation.

The new exhibit provides a sample letter that the Board may use to respond to the cease and desist letter with an unconditional commitment to desist from repeating the past action, which would prevent the district attorney or other interested person from filing an action in court.

The board discussed this adoption on February 6, 2014. The policy can be found under Consent in this agenda.

ACTIONS BY THE BOARD

UNCONDITIONAL COMMITMENT LETTER

To: (Name of district attorney or any interested person)

The Governing Board of (name of school district) has received your cease and desist letter dated (date) alleging that the following described past action taken by the Board violates the Ralph M. Brown Act: (Describe alleged past action as set forth in the cease and desist letter.)

In order to avoid unnecessary litigation and without admitting any violation of the Ralph M. Brown Act, the Board hereby unconditionally commits that it will cease, desist from, and not repeat the challenged past action described above. The Board may rescind this commitment only by a majority vote of its membership taken in open session at a regular meeting and noticed on its posted agenda as "Rescission of Brown Act Commitment." You will be provided with written notice, sent by any means or media you provide in response to this message, to whatever address(es) you specify, of any intention to consider rescinding this commitment at least 30 days before any such regular meeting. In the event that this commitment is rescinded, a notice will be delivered to you by the same means as this commitment, or by mail to an address that you have designated in writing, and you will have the right to commence legal action pursuant to Government Code 54960(a).

Sincerely,

(Name)

(Title of Board President or other designee)

Exhibit CSBA MANUAL MAINTENANCE SERVICE
version: November 2012