

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

December 12, 2013

A regular meeting of the Santa Monica-Malibu Unified School District Board of Education will be held on **Thursday, December 12, 2012**, in the **Malibu City Council Chambers**: 23825 Stuart Ranch Road, Malibu, CA. The Board of Education will call the meeting to order at 4:30 p.m. in the Surfrider Room at the Malibu City Hall, at which time the Board of Education will move to Closed Session regarding the items listed below. The public meeting will reconvene at 6:00 p.m. in the Council Chambers.

The public meeting will begin at 6:00 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 (4:30-6:00 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 (20)
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
- Government Code §54956.9(d)(1) (10)
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
 - Name of Case: Malibu Community Preservation Alliance and Malibu Township Council, Inc. v. City of Malibu, City Council of Malibu, and SMMUSD; Los Angeles Superior Court Case #BS138633
- Government Code §54956.9(d)(2) (20)
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – SIGNIFICANT EXPOSURE TO LITIGATION
 - DN-1004-13/14 (Special Education)
 - DN-1006-13/14 (Special Education)
- Government Code §54956.9(d)(2) (30)
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – SIGNIFICANT EXPOSURE TO LITIGATION
 - 1 case
- Government Code §54957.6 (10)
CONFERENCE WITH LABOR NEGOTIATORS
 - Agency designated representative: Sandra Lyon
 - Employee Organizations: SMMCTA and SEIU

OPEN SESSION (6:00 p.m.)

III. CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance

IV. APPROVAL OF THE AGENDA

V. APPROVAL OF MINUTES

- A.01 November 19, 20131
- November 21, 2013

VI. BOARD OF EDUCATION – COMMENDATIONS / RECOGNITIONS (5 minutes)

- Outgoing Board President – Laurie Lieberman
- Outgoing Board Vice President – Maria Leon-Vazquez

VII. STUDY SESSION (120 minutes)

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

- S.01 Malibu Environmental Report (120)2

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 – Santa Monica High School
 - 2. Michael Jacobson – Malibu High School
 - 3. Amanda Huffman – Olympic High School
- B. SMMCTA Update – Ms. Sarah Braff (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.

Curriculum and Instruction

- A.02 Approval of Independent Contractors3-5
- A.03 Overnight Field Trip(s) 2012-20136
- A.04 Conference and Travel Approval/Ratification7-10
- A.05 Head Start Collaboration with the Los Angeles County Office
of Education (LACOE)11
- A.06 Approval of Special Education Contracts – 2013-201412-14

Business and Fiscal

A.07	Award of Purchase Orders – 2013-2014	15-15d
A.08	Acceptance of Gifts – 2013/2014	16-17

Facilities Improvement Projects

A.09	Contract Amendment #33 for Architectural/Engineering Design Services for Santa Monica High School Science and Technology Building and Site Improvement Project – R. L. Binder Architects, LLP – Measure BB	18-19
A.10	Contract Amendment #1 for Inspection Services for Olympic High School Modernization – Sandy Pringle Associates – Measure BB	20
A.11	Authorize and Award a One-Time Sole Source Informal Bid for the Purchase and Installation Services of the Current Project Management Software – Facility Improvement Projects Office – Logic Domain – Measure BB	21-22
A.12	Amendment to Contract – Lease Leaseback – Edison Language Academy – New Construction – Swinerton Builders – Measure BB	23-24
A.13	Accept Work as Completed – Multiple Purchase Orders Projects – Measure BB	25

Personnel

A.14	Certificated Personnel – Elections, Separations	26-29
A.15	Classified Personnel – Merit	30-34
A.16	Classified Personnel – Non-Merit	35-36
A.17	Update on Staffing (FTE) Information – Educational Services	37
A.18	Increase in Staffing (FTE) – Special Education	38

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 (185 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	Common Core State Standards (CCSS) Update (40)	39
D.02	Professional Learning Communities (PLCs) (45)	40

XIII. MAJOR ITEMS (70 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.19	Election of Board of Education Officers (10)	41
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A.20	Certification of Authorized Signatures (5).....	42-42a
A.21	Election of Annual Representative to the Los Angeles County School Trustees Association (LACSTA) for 2012-2013 (5).....	43
A.22	Election of Voting Representative: Los Angeles County Committee on School District Organization (5).....	44
A.23	Nomination for CSBA Delegate Assembly (5).....	45-46a
A.24	Approval of the 2013-14 First Interim Report (30)	47-62
A.25	Establishment of New Classification – Student Information Systems Specialist (10).....	63-66

XIV. INFORMATIONAL ITEMS (0 minutes)

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

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, January 16, 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
12/12/13

RECOMMENDATION NO. A.01

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

November 19, 2013
November 21, 2013

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

STUDY SESSION

TO: BOARD OF EDUCATION

STUDY SESSION

12/12/13

FROM: SANDRA LYON

RE: UPDATE ON THE ENVIRONMENTAL CONCERNS AT MALIBU HIGH SCHOOL
AND JUAN CABRILLO ELEMENTARY SCHOOL

STUDY SESSION ITEM NO. S.01

This study session is designed to allow the Board of Education to be fully updated about the environmental concerns at Malibu High School and Juan Cabrillo Elementary School. The board will be given an overview of the preliminary work done to date, including preliminary test results, as well as hear recommendations for a plan of action, including hiring an environmental engineering firm and the implementation of best management practices.

Representatives from the Environmental Protection Agency, Region 9; the Department of Toxic Substance Control; and the Los Angeles County Department of Public Health will participate in the study session to answer board members' questions and explain their respective roles in the district's next steps.

CONSENT ITEMS

TO: BOARD OF EDUCATION

ACTION/CONSENT

12/12/13

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)
Jane Buelow & Associates Amend not-to-exceed amount: \$302,200 <u>\$356,200</u> (Original contract: \$50,000 approved 11/04/10; CA #1: \$88,000 approved 07/20/11; CA #2: \$51,200 approved 01/19/12; CA #3: \$100,000 approved 06/07/12; CA #4: \$43,000 approved 06/26/13; CA #5: \$24,000 approved 12/12/13)	Project Coordination for Communications & Presentations	Measure BB/ Capital Improvements	21, 81, 82, 83-90500-0-00000-95000-5802-XXX-2600

Contractor/ Contract Dates	Description	Site	Funding
Ed-Tech Support Kevin McKeown 07/01/13 to 06/30/14 Not To Exceed 50,000	To provide support for Repairs to Macintosh Computer as directed by the Information Services Dept. (Apple Certified)	Information Services	01-000001-0-19100-21000-5802-054-2540 (General Fund)
The Artist Collective 02/18/14 to 02/21/14 Not to exceed: \$3,000	Contemporary Dance Workshop with Middle School Students	Lincoln Middle School	01-90830-0-17000-10000-5802-012-4120 (SMMEF grant)
Ojai Foundation Center for Council Training 09/04/13 to 06/30/14 Not to exceed: \$15,000	To provide interactive counseling for 6 th and 8 th grade students	Malibu High	100%: 01-90141-0-11100-10000-5802-010-4100 (Shark Fund)

Leadership Associates 07/01/12 to 06/30/14 Not to exceed: 18,000	Executive coaching service, conduct Board/Superintendent Governance Workshops & Superintendent/Board evaluation during the 2013-14 school year.	District	01-00000-0-00000-71500-5802-020-1200 (Superintendent-General Fund)
NatureBridge – Santa Monica Mountains (Kathy McGongile) 5/15/14 Not to exceed: \$2,248	Connecting Youth to the Natural World-Hike up the mountain and follow the water path down to the ocean.	McKinley	Parent Funded
Solution Tree 10/17/13 to 03/10/15 Amend contract amount: \$4,800, for a total of: \$95,799.50 (\$90,000.50 originally approved 10/17/13)	PD Services – Transforming School Culture & K-12 Onsite PLC Training (<i>Change in presenters scheduled</i>)	Educational Services	01-74050-0-11100-10000-5802-035-1300 (CCSS)
Dr. Gregory Knotts 01/28/14 Not to exceed: \$400	PD training for principals and management and will focus on cultural proficiency including equity and access and closing achievement gap.	Educational Services	01-70910-0-00000-72100-5802-035-1300 (EIA-LEP)
Eric Hall & Associates 12/12/13 to 6/30/14 Not to exceed: \$22,250	Classroom Capacity Study and Development of a Board Policy and Administrative Regulations as it relates to school capacity	Business	01-90100-0-00000-73000-5802-050-1500
Goodwin Procter 09/01/13 to 06/30/14 Not-to-exceed hourly amount as follows: \$575 (partners) / \$450 (associates) per hour	General real estate advice	Business	01-00000-0-00000-73000-5820-050-1500
Bud Coffey 07/01/13 to 06/30/14 Amend contract amount: \$5,000, for a total of \$15,000 (\$5,000 originally approved 8/14/13; \$5,000 amended on 9/19/13)	To perform specialized technical theatre support for Theatre Operations rentals in Barnum Hall and other District Theaters.	Business Services Facility use	01-90110-0-81000-54000-5802-046-2460 Facility Use

<p>CORE (Consortium on Reaching Excellence in Education)</p> <p>12/01/13 to 06/15/15</p> <p>Not to exceed: \$94,861.50</p>	<p>Focus on building a strong knowledge base & coaching support skills for 10 BTSA educators and other so designated.</p>	<p>Educational Services</p>	<p>01-74050-0-11100-10000-5802-035-1300 (CCSS)</p>
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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
12/12/13

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
Grant 5 th grade 123 students	Pali Institute Running Springs, CA 2/24/14 – 2/26/14	Shirley Compton/ S.Croft/ M. Donovan/ T. Kooy/ S. Smith/ M. Marek	\$41,000. for all students Paid through parent donations and fundraising	Science	Outdoor Science Camp for our 5 th grade students.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

12/21/13

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>BRADFORD, Maureen</u> Ed Services 01-00000-0-19600-21000-5220-030-1300 General Fund- Function: Supervision of Instruction	School Site Council Training Downey, CA October 31, 2013	\$40 Mileage Only
<u>CHAVEZ, Dennis</u> Maintenance and Operations 01-81500-0-00000-81100-5220-061-2602 General Fund- Resource: Ongoing & Major Maint.	Hazardous Materials Training Cerritos, CA November 13, 2013	\$40
<u>CHUNG, Alice</u> Child Development Services 12-52101-0-85000-27000-5220-070-2700 Child Development Fund- Resource: Head Start	Early Childhood Stem Conference Costa Mesa, CA February 7 – 9, 2014	\$900
<u>DARUTY, Lila</u> Human Resources 01-00010-0-11100-10000-5220-025-1250 General Fund- Resource: Tier III Programs	BTSA Induction SP Fact Training Walnut, CA 9/9/13, 10/21/13 and 1/13/14	\$250
<u>DIAZ, Aida</u> Ed Services 01-42030-0-47600-10000-5220-035-1300 General Fund- Resource: Title III-LEP	2013 Accountability Leadership Institute Burlingame, CA December 9 – 10, 2013	\$850
<u>DIMERCURIO, Joseph</u> Malibu High 01-00010-0-11100-10000-5220-010-4100 General Fund- Resource: Tier III Programs	CSLA Southern Region Workshop 2013 October 26, 2013 Riverside, CA	\$60

<u>EDEBURN, Ellen</u> Ed Services 01-40350-0-11100-21000-5220-035-1300 General Fund- Resource: Title II	AVID – District Director Training San Diego, CA October 7 – 10, 2013	\$630
<u>GONZALEZ-CASTILLO, Irene</u> Ed Services 01-74050-0-11100-10000-5220-035-1300 General Fund- Resource: Common Core	Transitional Kindergarten Conference San Francisco, CA November 4 – 5, 2013	\$275
<u>GRIEGO, Orlando</u> Food and Nutrition Services 13-53100-0-00000-37000-5220-057-2570 Cafeteria Fund- Resource: Child Nutrition	South Bay Purchasing Cooperative Meeting Hawthorne, CA December 13, 2013	\$20
<u>HARRISON, Rebel</u> ROP No Cost to District	24 th Annual Career Technical Education Fall Conference Ontario, CA November 19 – 22, 2013	\$0 Will be paid for by Rebel Harrison
<u>HO, Pat</u> Fiscal Services 01-00000-0-00000-73100-5220-051-2510 General Fund- Function: Fiscal Services	Governor's Budget Workshop Garden Grove, CA January 15, 2014	\$200
<u>HYATT, Virginia</u> Purchasing 01-00000-0-00000-75300-5220-055-2550 General Fund- Function: Purchasing	Green School Summit Pasadena, CA November 7, 2013	\$60 Mileage Only
<u>HYATT, Virginia</u> Purchasing 01-00000-0-00000-75300-5220-055-2550 General Fund- Function: Purchasing	School Energy Coalition – Proposition 39 Riverside, CA November 12, 2013	\$135
<u>KAMIBAYASHI, Terry</u> Maintenance and Operations 01-81500-0-00000-811-5220-061-2602 General Fund- Resource: Ongoing & Major Maint.	Maintenance Network Workshop Santa Ana, CA November 15, 2013	\$200
<u>KARYADI, Adrienne</u> Santa Monica High 01-70910-0-47600-10000-5220-035-1300 General Fund- Resource: Economic Impact Aid	TOT HS Using Project Based Learning City of Industry, CA February 18 – 19, 2013	\$365 +1 SUB
<u>MAEZ, Janece</u> Business Services 01-00000-0-00000-73000-5220-050-1500 General Fund- Function: Business Services	California Association of School Business Officials Los Angeles, CA November 21 – 22, 2013	\$600

Adjustments (Preapproved expenses 10% in excess of approved costs that must be approved by Board/Changes in Personnel Attendance)		
<u>ANDINO, Melissa</u> <u>+5 Additional Staff</u> Malibu High 01-90120-0-11100-10000-5220-010-4100 General Fund- Resource: Gifts	NCTM 2013 Las Vegas Regional Conference Las Vegas, NV October 23 – 25, 2013	\$5,118 Plus A \$1,865.25 Overage
<u>RICHARDSON, Steve</u> <u>+3 Additional Staff</u> Adams Middle 01-90121-0-11100-10000-5220-011-4110 General Fund- Resource: Equity Fund	AVID Summer Institute San Diego, CA July 30 – August 2, 2013	\$4,600 Plus A \$404.00 Overage

Group Conference and Travel: In-State * a complete list of conference participants is on file in the Department of Fiscal Services		
<u>BISHOP, Shannon</u> <u>+13 Additional Staff</u> Franklin Elementary 01-65000-0-50010-21000-5220-043-1400 General Fund- Resource: Special Education	LACOE Annual Speech Language Study Conference Downey, CA January 31, 2014	\$420
<u>DELORIA, Terry</u> <u>+11 Additional Staff</u> Ed Services 01-74050-0-11100-10000-5220-035-1300 General Fund- <u>Resource: Common Core</u>	ASCD Fall Winter PD Institutes Los Angeles, CA December 4 – 5, 2014	\$5,100
<u>DIAZ, Aida</u> <u>SCOTLAND, Alva</u> Ed Services 01-70910-0-47600-10000-5220-035-1300 General Fund- Resource: Economic Impact Aid	TOT Middle School Using Project Based Learning Downey, CA January 22 – 23, 2014	\$698
<u>EDEBURN, Ellen</u> <u>GONZALEZ-CASTILLO, Irene</u> Ed Services 01-74050-0-11100-21000-5220-035-1300 General Fund- Resource: Common Core	ACSA Curriculum and Instructional Leaders Academy Burlingame, CA December 6 – 7, 2013	\$725
<u>HODGES, Nate</u> <u>+10 Additional Staff</u> ROP 01-96352-0-71100-27000-5220-080-7800 General Fund- Resource: ROP-Support	Career Technical Education (CTE) Fall Conference: Connecting Common Core Ontario, CA November 20, 2013	\$1,800 +10 SUBS
<u>TANIOS, Elhamy</u> <u>+2 Additional Staff</u> Fiscal Services 01-00000-0-00000-73100-5220-051-2510 General Fund- Function: Fiscal Services	Job Alike Workshop El Segundo, CA January 30, 2013	\$250

<u>WEBB, Suzanne</u> <u>+5 Additional Staff</u> Lincoln Middle 01-90150-0-11100-10000-5220-012-4120 General Fund- Resource: Reimbursed by PTA	CLMS K-12 Common Core Personalized Learning and Technology Conference Monterey, CA January 10 – 12, 2014	\$4,900 +5 SUBS
<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

Out-of-State Conferences: Individual

<u>BOYD, Bryn</u> Santa Monica High No Cost to District	National Council of Social Studies Annual Conference St. Louis, MO November 22 – 24, 2013	\$0 Paid by UCLA Grant + 1 SUB
<u>ERVIN, Jordan</u> Malibu High 01-00010-0-11100-10000-5220-010-4100 General Fund- Resource: Tier III Programs	AP Human Geography College Board Denver, CO October 26, 2013	\$1,000
<u>HOBKIRK, Carl</u> Santa Monica High No Cost to District	National Council of Social Studies Annual Conference St. Louis, MO November 22 – 24, 2013	\$0 Paid by UCLA Grant + 1 SUB
<u>WOO, Angela</u> Adams Middle 01-00010-0-11100-10000-5220-011-4110 General Fund- Resource: Tier III Programs	The Midwest Clinic Chicago, IL December 17 – 20, 2013	\$100 +1 SUB

Out-of-State Conferences: Group

<u>FOHR, Elisabeth</u> <u>+2 Additional Staff</u> Malibu High 01-90141-0-11100-10000-5220-010-4110 General Fund- Resource: Malibu Shark Fund	National Science Teacher Conference 2013 Portland, OR October 24 – 26, 2013	\$4,000 +2 SUBS
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MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

12/12/13

FROM: SANDRA LYON / TERRY DELORIA / ALICE CHUNG

RE: HEAD START COLLABORATION WITH THE LOS ANGELES COUNTY OFFICE
OF EDUCATION (LACOE)

RECOMMENDATION NO. A.05

It is recommended that the Board of Education approve for Child Development Services (CDS) to submit the Head Start Funding Application for continued funding to serve preschool children from families living in poverty.

COMMENT: Head Start is a federal grant program with a long history of providing comprehensive child development and support services to young children and families with income at or below the poverty level. The program serves preschool children ages 3 and 4 from families living in poverty. The program operates 6.5 hours per day for 180 days in a school year. Three hours of the day are funded by California State Preschool Program and three and a half hours are funded by Federal Head Start funds through LACOE. The contract provides for the operation of eight (8) Head Start classes – 160 children in a full day setting in partnership with the California State Preschool Program Funds. The funding will be in the amount of \$1,328,000 for the Head Start Basic Program and \$4,800 for the Head Start Training and Technical Assistance.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

12/12/13

FROM: SANDRA LYON / TERRY DELORIA / SARA WOOLVERTON

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS – 2013-2014

RECOMMENDATION NO. A.06

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
Village Glen (Help Group)	5103156082	NPS	62-SP ED 14089	\$43,408.00
Village Glen (Help Group)	7145847516	NPS	63-SP ED 14090	\$47,348.00
Village Glen (Help Group)	5103150682	NPS	66-SP ED 14093	\$44,098.00

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 11/21/13		\$ 1,747,784
	Balance	\$ 852,216
Positive Adjustment (See Below)		\$ 17,783
		\$ 869,999
Total Amount for these Contracts		\$ 134,854
	Balance	\$ 735,145

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 11/21/13

NPS	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment
Westview School	NPS	30-SP ED 14041	(R)	\$629.00	
Westview School	NPS	61-SP ED 14088	(E)	\$17,154.00	

NPA

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

Nonpublic Agency	SSID	Service Description	Contract Number	Cost Not to Exceed
EBS Healthcare	VARIOUS	SLP Services	18-SP ED 14045	\$39,848.00
Autism Spectrum Therapies	7265336185	Behavior aides	65-SP ED 14092	\$8,453.00
WAPADH	4103152380	AT Services	58-SP ED 14084	\$1,300.00
WAPADH	2104353235	AT Services	60-SP ED 14086	\$3,120.00
Step by Step	4523486264	Basic Education	67-SP ED 14095	\$4,408.00

Amount Budgeted NPA 13/14		\$ 847,000
Prior Board Authorization as of 11/21/13		\$ 964,973
	Balance	\$ -117,973
Positive Adjustment (See Below)		\$ 47,878
		\$ -70,095
Total Amount for these Contracts		\$ 57,129
	Balance	\$ -127,224

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 11/21/13					
NPA	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment
Pioneer Health Care	COTA	22-SP ED 14032	R	47,878.00	End services

Instructional Consultants

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

Instructional Consultant	SSID	Service Description	Contract Number	Cost Not to Exceed
The Launch Station	8168094178	Occupational Therapy	33-SP ED 14094	\$8,000.00

Amount Budgeted Instructional Consultants 13/14	\$ 447,000
Prior Board Authorization as of 11/7/13	\$ 208,924
Balance	\$ 238,076
Positive Adjustment (See Below)	\$ 0
	\$ 238,076
Total Amount for these Contracts	\$ 8,000
Balance	\$ 230,076

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 11/21/13					
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
Joseph & Linda O'Connor	3104331917	Parent Reimbursement	34-SP ED 14096	\$14,000.00

Amount Budgeted Non-Instructional Consultants 13/14	\$ 150,000
Prior Board Authorization as of 11/21/13	\$ 228,360
Balance	\$ -78,360
Positive Adjustment (See Below)	\$ 5,520
	\$ -72,840
Total Amount for these Contracts	\$ 14,000
Balance	\$ -86,840

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 11/21/13					
Non- Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment
Malibu Yellow Cab	Transportation	20-SP ED 14042	(R)	\$1,920.00	
Bell Cab	Transportation	21-SP ED 14043	(E)	\$3,600.00	

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 11/21/13			<u>250,000</u>
	Balance	\$	0
Adjustments for this period		\$	<u>0</u>
		\$	0
Total Amount for these Contracts		\$	<u>0</u>
	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 11/21/13				
Legal Contractor	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

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

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

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

12/12/13

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

RE: AWARD OF PURCHASE ORDERS – 2013-14

RECOMMENDATION NO. A.07

It is recommended that the Board of Education approve the following Purchase Orders and Changed Purchase Orders from November 13, 2013, through December 3, 2013, 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 DECEMBER 12, 2013

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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	
<u>*** NEW PURCHASE ORDERS ***</u>					
142788	A/C PROS INC	LIGHT FIXTURE INSTALLATION	JOHN ADAMS MIDDLE SCHOOL	8,100.00	BB
142899	ABLENET	ASSISTIVE TECHNOLOGY	SPECIAL EDUCATION REGULAR YEAR	112.46	R
142785	ACSA EDUCATION LEGAL SUPPORT	DUES & MEMBERSHIPS	BOE/SUPERINTENDENT	2,625.00	U
142897	ALL AREA PLUMBING INC.	GAS LINE ROOSEVELT	FACILITY MAINTENANCE	250.00	R
142698	ALLAN'S AQUARIUM AND PETS	OPEN ORDER/SCIENCE	CHILD DEVELOPMENT CENTER	50.00	CD
142880	ALTA ENVIRONMENTAL	SAMPLING CEILING TILES MALIBU	FACILITY MAINTENANCE	5,992.56	R
142881	ALTA ENVIRONMENTAL	SAMPLE CEILING TILES CABRILLO	FACILITY MAINTENANCE	1,860.35	R
142887	ANAWALT LUMBER & NURSERY	ORGANIC GARDEN FOR IS CLASS	MALIBU HIGH SCHOOL	576.78	R
142812	APEX LEARNING	ONLINE LICENSE RENEWAL	CURRICULUM AND IMC	35,950.00	U
142809	APOLLO VIDEO TECHNOLOGY	Open order for video tech.	TRANSPORTATION	300.00	R
142840	APPLE COMPUTER CORP	COMPUTERS	EDISON ELEMENTARY SCHOOL	25,173.12	BB
142908	APPLE COMPUTER CORP	ASSISTIVE TECHNOLOGY	SPECIAL EDUCATION REGULAR YEAR	1,152.47	R
142706	ASSOC OF SCH ADMINISTRATORS	ADVERTISING	PERSONNEL SERVICES	1,800.00	U
142639	B & H PHOTO VIDEO	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	204.68	R
142660	B & H PHOTO VIDEO	CURRICULAR SUPPLIES	SANTA MONICA HIGH SCHOOL	1,570.00	R
142916	BARNES & NOBLE/SANTA MONICA	LIBRARY BOOK	FRANKLIN ELEMENTARY SCHOOL	279.97	R
142729	BARRETT'S APPLIANCE	REPAIR	CHILD DEVELOPMENT CENTER	148.27	CD
142731	BERUMEN, TED	MILEAGE	PURCHASING/WAREHOUSE	150.00	U
142888	BLOCK, JERRY	REIMBURSE FOR TRAFFIC CONES	MALIBU HIGH SCHOOL	309.48	U
142520	CALIFORNIA OFFICE SYSTEMS INC	OFFICE CHAIRS	THEATER OPERATIONS&FACILITY PR	626.34	R
142691	CALIFORNIA OFFICE SYSTEMS INC	OPEN ORDER/INST SUP/6TH TEAM	JOHN ADAMS MIDDLE SCHOOL	50.00	U
142720	CALIFORNIA OFFICE SYSTEMS INC	Classroom Bulletin Board	FRANKLIN ELEMENTARY SCHOOL	448.95	U
142722	CALIFORNIA OFFICE SYSTEMS INC	Open PO for school supplies	FRANKLIN ELEMENTARY SCHOOL	1,500.00	U
142778	CALIFORNIA OFFICE SYSTEMS INC	SHELVING FOR EDISON	EDISON ELEMENTARY SCHOOL	5,453.10	BB
142787	CALIFORNIA OFFICE SYSTEMS INC	2DRAWE MOBILE FILES W/ LOCK	BOE/SUPERINTENDENT	1,018.35	U
142811	CALIFORNIA OFFICE SYSTEMS INC	ROLLING TACK BOARDS FOR EDISON	EDISON ELEMENTARY SCHOOL	5,287.50	BB
142871	CALIFORNIA OFFICE SYSTEMS INC	CLASSROOM PAPER SUPPLY	SPECIAL EDUCATION REGULAR YEAR	75.41	R
142825	CAMBIUM LEARNING INC.	REFLEX ONLINE SOFTWARE - MATH	STATE AND FEDERAL PROJECTS	11,522.00	R
142892	CANON SOLUTIONS AMERICA INC.	CANON COPIER OVERAGES	MALIBU HIGH SCHOOL	234.39	U
142828	CARSON-DELLOSA PUBLISHING CO	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	62.65	U
142889	CARY, JOHN	REIMBURSE FOR TONER CARTRIDGE	MALIBU HIGH SCHOOL	343.73	R
142685	CASBO PROFESSIONAL DEVELOPMENT	CASBO ANNUAL MEMBERSHIP	BUSINESS SERVICES	475.00	U
142684	CDW-G COMPUTING SOLUTIONS	QUICKBOOKS PRO 2014	FISCAL SERVICES	194.94	U
142813	CDW-G COMPUTING SOLUTIONS	LOGITECH KEYBOARD & MOUSE	CABRILLO ELEMENTARY SCHOOL	145.25	R
142855	CDW-G COMPUTING SOLUTIONS	SURFACE PRO 2	INFORMATION SERVICES	12,994.99	U
142734	CHILDRENS BOOK WORLD	CLASSROOM SUPPLIES	SAINT ANNE'S PRIVATE SCHOOL	300.00	R
142655	CHRISTY WHITE ACCOUNTANCY CORP	DISTRICT AUDITING SERVICES	FISCAL SERVICES	76,490.00	U
142918	CLIFF SPENCER FURNITURE MAKER	NURSES DESK MODIFICATION/ELA	EDISON ELEMENTARY SCHOOL	8,850.00	BB
142752	COMPLETE BUSINESS SYSTEMS	COPIER SUPPLIES	SANTA MONICA HIGH SCHOOL	1,606.37	U
142539	CPI/CRISIS PREVENTION INST INC	ANNUAL MEMBERSHIP FEE	SPECIAL EDUCATION REGULAR YEAR	150.00	R
142831	DAILY BREEZE, THE	ADVERTISING	EDISON ELEMENTARY SCHOOL	4,000.00	BB
142810	DELORIA, TERRY	REIMBURSEMENT-IN SERVICE COSTS	STATE AND FEDERAL PROJECTS	270.21	R
142861	DELTA FIRE PROTECTION & EQUIP	RISER REPAIR CABRILLO	FACILITY MAINTENANCE	1,258.78	R
142736	DIGITAL NETWORKS GROUP INC.	REPAIR EXTRON UNIT AT SAMOHI	PURCHASING/WAREHOUSE	377.50	U
142707	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	279.83	CD
142708	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	139.71	CD
142709	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	218.33	CD

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PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
142710	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	268.60	CD
142743	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	111.09	CD
142849	DLT SOLUTIONS LLC	SPOTLIGHT MAINTENANCE	INFORMATION SERVICES	251.16	U
142712	DREYER'S GRAND ICE CREAM INC	OPEN PO FOR ICE CREAM	SAMOHI STUDENT STORE	2,000.00	U
142847	DRUVA INC	INSYNC SOFTWARE	INFORMATION SERVICES	3,037.50	U
142896	DURHAM SCHOOL SERVICES	ATHLETIC TRANSPORTATION	MALIBU HIGH SCHOOL	8,000.00	U
142704	EDITORIAL PROJECTS IN ED INC	ADVERTISING	PERSONNEL SERVICES	539.75	U
142717	EDUCATIONAL TESTING SERVICE	STAR ORDER 2014	CURRICULUM AND IMC	2,550.00	U
142446	FILEMAKER INCORPORATED	FILENAKER MAINTENANCE	INFORMATION SERVICES	1,277.00	U
142657	GALE SUPPLY CO	CUSTODIAL	CHILD DEVELOPMENT CENTER	780.57	CD
142658	GALE SUPPLY CO	CUSTODIAL	CHILD DEVELOPMENT CENTER	396.88	CD
142686	GALE SUPPLY CO	SUPPLIES	LINCOLN MIDDLE SCHOOL	477.53	U
142726	GALE SUPPLY CO	CUSTODIAN SUPPLIES	SMASH SCHOOL	533.98	U
142744	GALE SUPPLY CO	CUSTODIAL	CHILD DEVELOPMENT CENTER	884.71	CD
142747	GALE SUPPLY CO	CUSTODIAL SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	1,506.28	U
142775	GALE SUPPLY CO	CUSTODIAL	CHILD DEVELOPMENT CENTER	476.33	CD
142818	GALE SUPPLY CO	WINTER BREAK/CUSTODIAL	CHILD DEVELOPMENT CENTER	1,047.26	CD
142826	GALE SUPPLY CO	CUSTODIAL SUPPLIES	GRANT ELEMENTARY SCHOOL	1,409.05	U
142837	GALE SUPPLY CO	CUST SUPPLIES	CABRILLO ELEMENTARY SCHOOL	711.75	U
142865	GALE SUPPLY CO	CUSTODIAL	CHILD DEVELOPMENT CENTER	479.61	CD
142814	GALLS/QUARTERMASTER	SUPPLIES / SECURITY OFFICER	ADULT EDUCATION CENTER	194.88	A
142753	GOLD COAST TOURS	BUSES FOR 5TH GRADE CAMP	GRANT ELEMENTARY SCHOOL	5,003.10	R
142879	HANDWRITING WITHOUT TEARS INC	PRESCHOOL CLASSROOM BOOKS	SPECIAL EDUCATION REGULAR YEAR	78.87	R
142702	HOME DEPOT- L.A.	OPEN ORDER/SCIENCE	CHILD DEVELOPMENT CENTER	50.00	CD
142799	HORIZON COACH LINES	TRANSPORTATION	SANTA MONICA HIGH SCHOOL	4,900.00	U
142724	INDUSTRIAL ELECTRIC SERVICE	WELLS FOR STEAMER AT WEBSTER	FOOD SERVICES	553.58	F
142443	INTELLI-TECH	HPCARE PACK-SERVERS MAINTEN.	INFORMATION SERVICES	2,810.00	U
142763	INTELLI-TECH	NON-CAPITAL EQUIPMENT	BOE/SUPERINTENDENT	1,171.61	U
142807	INTELLI-TECH	LAPTOP AND ACCESORIES	SPECIAL EDUCATION REGULAR YEAR	1,604.06	R
142895	INTELLI-TECH	THIN CLIENT FOR LIBRARY USE	MALIBU HIGH SCHOOL	2,288.04	R
142867	INTERNATIONAL PAPER	PAPER FOR COPYING IN SPED	SPECIAL EDUCATION REGULAR YEAR	2,190.00	R
142447	IPSWITCH INC	MAINTENANCE	INFORMATION SERVICES	725.00	U
142882	ISHLER DESIGN & ENGINEERING	SERVICES ASSOC.MCKINLEY STIARS	FACILITY MAINTENANCE	10,000.00	R
142789	KORADE & ASSOCIATE BUILDERS	VARIOUS REPAIRS	JOHN ADAMS MIDDLE SCHOOL	1,292.00	BB
142898	KORADE & ASSOCIATE BUILDERS	ROLLER SHADES AT MCKINLEY	FACILITY MAINTENANCE	487.00	R
142694	LAKESHORE	OPEN ORDER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	100.00	CD
142696	LAKESHORE	OPEN ORDER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	325.00	CD
142697	LAKESHORE	OPEN ORDER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	300.00	CD
142705	LAKESHORE	OPEN ORDER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	150.00	CD
142863	LAKESHORE	OPEN ORDER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	225.00	CD
142874	LAKESHORE	OCCUPATIONAL THERAPY SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	97.86	R
142903	LAKESHORE	OCCUPATIONAL THERAPY SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	321.02	R
142737	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	196.02	CD
142742	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	99.80	CD
142748	LIVE WIRE MEDIA	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	427.80	U
142448	MERIDIAN IT INC	MAINTENANCE	INFORMATION SERVICES	778.55	U
142876	MULTI-HEALTH SYSTEMS INC	PSYCH MATERIALS	SPECIAL EDUCATION REGULAR YEAR	1,760.21	R
142794	NETWORLDS SOLUTIONS INC	TECHNICAL SERVICES	JOHN ADAMS MIDDLE SCHOOL	1,520.00	BB
142866	ORIENTAL TRADING CO INC	WINTER BREAK/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	276.64	CD
142739	PACIFIC PARK - SANTA MONICA	WINTER BREAK/SCHOOL AGE	CHILD DEVELOPMENT CENTER	1,437.50	CD
142740	PACIFIC PARK - SANTA MONICA	WINTER BREAK/SCHOOL AGE	CHILD DEVELOPMENT CENTER	1,012.50	CD

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PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
142718	PAPA JOHNS	PIZZA-STRWY ELEM HNR AUDITIONS	CURRICULUM AND IMC	400.00	R
142688	PEARSON CLINICAL ASSESSMENT	AIMS WEB	CURRICULUM AND IMC	1,635.00	U
142683	PEARSON EDUCATION	TEXTBOOKS	CURRICULUM AND IMC	848.64	U
142441	PLIXER INTERNATIONAL INC	SOFTWARE MAINTENANCE	INFORMATION SERVICES	1,439.10	U
142893	POSTMASTER-MALIBU	STANDARD MAIL FEE	MALIBU HIGH SCHOOL	200.00	U
142894	POSTMASTER-MALIBU	MAILING COST	MALIBU HIGH SCHOOL	1,000.00	U
142678	QUALITY RUBBER STAMPS	SELF INKING STAMPS	FISCAL SERVICES	174.56	U
142792	RAFFI'S METAL DESIGN	CONSTRUCT & REPAIR SAFETY ITEM	EDISON ELEMENTARY SCHOOL	43,650.00	BB
142719	RALPH'S	SUPPL-STRWY ELEM HNR AUDITIONS	CURRICULUM AND IMC	350.00	R
142738	RALPH'S	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	50.00	CD
142672	REGENCY ENTERPRISES INC.	FLUORESCENT BULBS	WEBSTER ELEMENTARY SCHOOL	68.60	U
140268	RICOH USA INC.	MAINTENANCE AGREEMENT	WEBSTER ELEMENTARY SCHOOL	3,394.05	R
142745	S & S ARTS & CRAFTS	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	58.95	CD
142711	SAFE-CARD ID SERVICES INC	ID BADGE SUPPLIES	PERSONNEL SERVICES	355.73	U
142830	SANTA MONICA DAILY PRESS	ADVERTISING	EDISON ELEMENTARY SCHOOL	4,000.00	BB
142816	SANTA MONICA MUN BUS LINES	WINTER BREAK/BUS TOKENS	CHILD DEVELOPMENT CENTER	900.00	CD
142581	SCHOLASTIC	SCHOLASTIC NEWS	GRANT ELEMENTARY SCHOOL	139.19	U
142582	SCHOLASTIC	SCHOLASTIC NEWS	GRANT ELEMENTARY SCHOOL	164.40	U
142224	SCHOLASTIC INC	INSTR READING SUPPL-SUMMER SCH	CURRICULUM AND IMC	805.66	R
142870	SCHOOL HEALTH CORPORATION	NURSE OFFICE SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	79.44	R
142732	SEA CLEAR POOLS	REPAIR TILE OF POOL SAMOHI	FACILITY MAINTENANCE	399.50	R
142741	SEACOAST MEDICAL LLC	FLU VACCIN	HEALTH SERVICES	1,529.10	U
142917	SEARS ROEBUCK AND COMPANY	OPEN PO FOR PARTS	FACILITY OPERATIONS	500.00	U
142627	SEHI COMPUTER PRODUCTS	PRINTER DRUMS	GRANT ELEMENTARY SCHOOL	164.04	R
142675	SEHI COMPUTER PRODUCTS	TONER CARTRIDGE FOR FAX	WEBSTER ELEMENTARY SCHOOL	159.26	R
142687	SEHI COMPUTER PRODUCTS	TONER CARTRIDGES	LINCOLN MIDDLE SCHOOL	368.93	R
142821	SEHI COMPUTER PRODUCTS	PRINTER/TONER	CHILD DEVELOPMENT CENTER	826.11	CD
142841	SEHI COMPUTER PRODUCTS	COMPUTER MONITORS	EDISON ELEMENTARY SCHOOL	5,068.64	BB
142900	SEHI COMPUTER PRODUCTS	TEST TAKING SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	360.74	R
142100	SIGNAL ELECTRONICS/PARISA AMIR	PARTS FOR COPIERS	EDISON ELEMENTARY SCHOOL	125.84	U
142692	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	225.00	CD
142693	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	100.00	CD
142695	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	200.00	CD
142699	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	50.00	CD
142703	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	150.00	CD
142728	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	75.00	CD
142819	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	700.00	CD
142864	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	175.00	CD
142749	SMITH WALBRIDGE BAND PRODUCTS	INSTRUMENTAL MUSIC UNIFORMS	JOHN ADAMS MIDDLE SCHOOL	2,007.35	R
142815	SMITH, BRADFORD	INSTRUCTIONAL SUPPLIES	ADULT EDUCATION CENTER	250.00	A
142848	SOLARWINDS INC	SOFTWARE MAINTENANCE	INFORMATION SERVICES	395.00	U
142852	SOLARWINDS INC	NETWORK PERFORMANCE MAINT.	INFORMATION SERVICES	5,155.00	U
142579	SOUTHWEST SCHOOL SUPPLY	SCHOOL SUPPLIES	GRANT ELEMENTARY SCHOOL	81.56	R
142626	SOUTHWEST SCHOOL SUPPLY	OPEN ORDER: ART SUPPLIES	LINCOLN MIDDLE SCHOOL	2,100.00	R
142806	SOUTHWEST SCHOOL SUPPLY	OPEN PO FOR INSTRUC. MATERIALS	WILL ROGERS ELEMENTARY SCHOOL	1,000.00	U
142642	STAPLES BUSINESS ADVANTAGE	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	500.00	U
142754	STAPLES BUSINESS ADVANTAGE	OPEN ORDER FOR OFFICE SUPPLIES	STATE AND FEDERAL PROJECTS	500.00	R
142820	STAPLES BUSINESS ADVANTAGE	SUPPLIES	CHILD DEVELOPMENT CENTER	1,000.00	CD
142827	STAPLES BUSINESS ADVANTAGE	SURGE PROTECTORS	WILL ROGERS ELEMENTARY SCHOOL	65.67	R
142845	STAPLES BUSINESS ADVANTAGE	INSERVICE SUPPLIES	STATE AND FEDERAL PROJECTS	1,500.00	R

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF DECEMBER 12, 2013

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	
142873	STAPLES BUSINESS ADVANTAGE	SPED CLASSROOM PAPER SUPPLY	SPECIAL EDUCATION REGULAR YEAR	189.16	R
142584	STAPLES/P-U/WLA/CUST#240174490	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	83.04	U
142779	STATE WATER RESOURCES	ANNUAL STORM WATER PERMIT FEES	EDISON ELEMENTARY SCHOOL	817.00	BB
142689	SYED INDUSTRIES	SPIRIT TEE SHIRTS	SAMOHAI STUDENT STORE	402.00	U
142715	TANDUS US INC	CARPETING REPLACEMENT	LINCOLN MIDDLE SCHOOL	24,502.25	R
142858	TAYLOR ENGINEERING INC	GAS LEAK DETECTION ROOSEVELT	FACILITY MAINTENANCE	475.00	R
142444	TECHSMITH CORPORATION	CAMTASIA SOFTWARE MAINTENANCE	INFORMATION SERVICES	223.75	U
142583	THE PROPHET CORP	PE SUPPLIES	JOHN MUIR ELEMENTARY SCHOOL	494.32	U
142801	TOMARK SPORTS INC	SPORTS EQUIPMENT	SANTA MONICA HIGH SCHOOL	551.13	U
142800	TRADENET ENTERPRISE INC	MARQUEE SIGN FOR EDISON	EDISON ELEMENTARY SCHOOL	16,876.14	BB
142823	TUMBLEWEED TRANSPORTATION	TUMBLEWEED - HUNTINGTON GARD	SMASH SCHOOL	438.00	R
142772	ULINE SHIPPING SUPPLIES	OFFICE SUPPLIES	SANTA MONICA HIGH SCHOOL	104.21	U
142860	VAN NUYS AWNING COMPANY INC	REPLACE CANOPY WEBSTER	FACILITY MAINTENANCE	5,232.22	R
142856	VANGUARD FLOORING INC	DISTRICT OFFICE MATERIAL	FACILITY MAINTENANCE	290.40	R
142886	VERNIER SOFTWARE & TECHNOLOGY	AP ENVIRO SCIENCE SUPPLIES	MALIBU HIGH SCHOOL	2,019.60	R
142868	VONS STORE #2262	CLASSROOM MATERIALS	SPECIAL EDUCATION REGULAR YEAR	150.00	R
142901	WATERLINE TECHNOLOGIES INC	POOL CHEMICAL SUPPLY	FACILITY MAINTENANCE	10,000.00	R
142640	WAXIE SANITARY SUPPLY	CUSTODIAL SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	316.19	U
142656	WAXIE SANITARY SUPPLY	CUSTODIAL	CHILD DEVELOPMENT CENTER	111.95	CD
142659	WAXIE SANITARY SUPPLY	CUSTODIAL	CHILD DEVELOPMENT CENTER	158.10	CD
142805	WAXIE SANITARY SUPPLY	CUSTODIAL SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	210.20	U
142817	WAXIE SANITARY SUPPLY	WINTER BREAK/CUSTODIAL	CHILD DEVELOPMENT CENTER	65.70	CD
142859	WESTERN FENCE & SUPPLY CO	GATE REPAIR WILL ROGERS	FACILITY MAINTENANCE	4,147.00	R
				** NEW PURCHASE ORDERS	460,638.33

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

142795	ENTERPRISE SECURITY INC	REPAIR OF AIRPHONE	MUIR/SMASH	213.11	
142829	MALIBU SURFSIDE NEWS	ADVERTISING	WEBSTER ELEMENTARY SCHOOL	1,750.00	BB
142793	MARK BEAMISH WATERPROOFING INC	WATERPROOFING	SANTA MONICA HIGH SCHOOL	17,565.00	BB
142791	RDM ELECTRIC CO INC	AMPERAGE READINGS	INFORMATION SERVICES	1,850.00	BB
142780	STATE WATER RESOURCES	ANNUAL STORM WATER PERMIT FEES	LINCOLN MIDDLE SCHOOL	817.00	BB
				** FACILITY IMPROVEMENTS: BONDS/STATE MODERNIZATION/NEW CONSTRUCTION/DEVELOPER FEES	22,195.11

TO: BOARD OF EDUCATION

ACTION/CONSENT

12/12/13

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

RE: ACCEPTANCE OF GIFTS – 2013/2014

RECOMMENDATION NO. A.08

It is recommended that the Board of Education accept, with gratitude, checks totaling **\$13,853.65** 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 **\$13,853.65** 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	\$ 4,250.00 \$ 60.00 \$ 15.00		Field Trip General Supplies and Materials General Supplies and Materials	Santa Monica Science Magnet Various Tyrone Cueva
Cabrillo Elementary School 01-90120-0-00000-00000-8699-017-0000	\$ 569.00		Field Trip	Various
Lincoln Middle School 01-90120-0-17100-00000-8699-012-0000	\$ 1,640.00		General Supplies and Materials	Various Parents
Malibu High School 01-90120-0-17100-00000-8699-010-0000	\$ 800.00		Conference and Travel	Malibu Special Ed Foundation
McKinley Elementary School 01-90120-0-17100-00000-8699-004-0000	\$ 4,180.00 \$ 510.00 \$ 453.65		5th Grade Field Trip 5th Grade Field Trip General Supplies and Materials	McKinley PTA Various Target
Santa Monica High School 01-90120-0-00000-00000-8699-015-0000	\$ 876.00 \$ 500.00		General Supplies and Materials General Supplies and Materials	Various Direct TV Matching Gift Center
TOTAL	\$13,853.65			

TO: BOARD OF EDUCATION

ACTION/CONSENT

12/12/13

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

RE: CONTRACT AMENDMENT #33 FOR ARCHITECTURAL / ENGINEERING
DESIGN SERVICES FOR SANTA MONICA HIGH SCHOOL SCIENCE AND
TECHNOLOGY BUILDING AND SITE IMPROVEMENT PROJECT – R. L.
BINDER FAIA ARCHITECTS, LLP – MEASURE BB

RECOMMENDATION NO. A.09

It is recommended that the Board of Education approve CA #33 in the amount of \$152,139 to RL Binder FAIA Architects, LLP (RL Binder) for Architectural/Engineering services for the Santa Monica High School Science & Technology Building and Site Improvements Project for a total contract amount of \$7,967,253.

Funding Information

Budgeted: Yes
Fund: 83
Source: Measure BB
Account Number: 83-90500-0-00000-85000-5802-015-2600
Budget Category: Soft Costs/Design/Architects
DSA#: 03-113443
Friday Memo: 12/06/2013

COMMENTS: Contract Amendment #33 in the amount of \$152,139 is for modifications to structural/architectural documents necessitated by the Contractor's DSA deviation notices; Value engineering to reduce construction costs to the irrigation system and Site requested additional scope items. The design fees to make the deviation revisions will be reimbursed by the contractor and credited back to the District.

This Contract Amendment will be funded from within the Design budget.

The revised contract total to the RL Binder FAIA Architects LLP contract will be \$7,967,253.

(continued on next page)

ORIGINAL CONTRACT AMOUNT	\$1,209,688	\$1,085,157
CONTRACT AMENDMENT #1 & 2 (Siting Study)		\$180,000
CONTRACT AMENDMENT #3 (not issued)		\$0
CONTRACT AMENDMENT #4 (Programming additional services)		\$209,244
CONTRACT AMENDMENT #5 (DD/CD/CA)		\$4,878,954
CONTRACT AMENDMENT #6 (Fire protection design)		\$36,720
CONTRACT AMENDMENT #7 (Revision to siting study)		\$11,000
CONTRACT AMENDMENT #8 (Mechanical cooling design)		\$25,300
CONTRACT AMENDMENT #9 (Geotech revisions impact)	\$54,720	\$38,708
CONTRACT AMENDMENT #10 (50% CD review comments) Study #1		\$3,120
CONTRACT AMENDMENT #11 (50% CD review comments) Study #2		\$31,333
CONTRACT AMENDMENT #12 (50% CD review comments) Study #4		\$61,800
CONTRACT AMENDMENT #13 (50% CD review comments) Study #5		\$127,975
CONTRACT AMENDMENT #17 (1500kW Transformer)		\$73,299
CONTRACT AMENDMENT #20 (Unforeseen utility & fence re-design)		\$31,742
CONTRACT AMENDMENT #21 (Substitution)		\$6,036
CONTRACT AMENDMENT #22 (Phase 2 Area design)		\$231,900
CONTRACT AMENDMENT #23 (Re-Orientation & Electrical Transformer)		\$339,422
CONTRACT AMENDMENT #24 (Additional Arch./Eng. design services)		\$71,978
CONTRACT AMENDMENT #25 (Arch./Eng. Services)		\$10,824
CONTRACT AMENDMENT #26 (Arch./Eng. Services)		\$22,138
CONTRACT AMENDMENT #27 (Arch./Eng. Services)		\$20,863
CONTRACT AMENDMENT #28 (Arch./Eng. Services, Auto Shop Design Serv.)		\$26,516
CONTRACT AMENDMENT #29 (Arch/Eng. Services)		\$191,960
CONTRACT AMENDMENT #30 (Arch/Eng. Services)		\$75,278
CONTRACT AMENDMENT #31 (Arch/Eng. Services)		\$16,803
CONTRACT AMENDMENT #32 (Arch/Eng. Services)		\$7,044
CONTRACT AMENDMENT #33 (Arch/Eng. Services)		\$152,139
TOTAL CONTRACT		\$7,967,253

R. L. BINDER FAIA ARCHITECTS, LLP AMENDMENTS UNDER SEPARATE FUNDING SOURCE

CONTRACT AMENDMENT #14 (Siting study II)	\$153,950
CONTRACT AMENDMENT #15 (CCJUP Siting Study 2)	\$0
CONTRACT AMENDMENT #16 (APEOP Synthetic Turf Field)	\$63,486
CONTRACT AMENDMENT #18 (CCJUP MOU#2 Storm Drain)	\$8,750
CONTRACT AMENDMENT #19 (CCJUP MOU#2 Storm Drain)	\$3,910
TOTAL CONTRACT	\$230,096

A Friday Memo accompanies this board item.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

12/12/13

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

RE: CONTRACT AMENDMENT #1 FOR INSPECTION SERVICES FOR OLYMPIC
HIGH SCHOOL MODERNIZATION – SANDY PRINGLE ASSOCIATES –
MEASURE BB

RECOMMENDATION NO. A.10

It is recommended that the Board of Education approve Contract Amendment #01 to Sandy Pringle Associates at Olympic High School for the Olympic High School Modernization Program for an amount not to exceed \$221,094 for a total contract amount of \$683,594

Funding Information

Budgeted: Yes
Fund: 21
Source: Measure BB
Account Number: 21 90500 0 00000 85000 5802 014 2600
Budget Category: Soft Costs/Test & Inspection/Inspector of Record (IOR)
DSA#: 03-113343
Friday Memo: 12/12/2013

COMMENTS: Division of the State Architect (DSA) Inspection Services are required by code to ensure that school facilities are built to the DSA approved plans and specifications. District staff solicited proposals from pre-qualified Inspector-of-Record (IOR) firms. A review panel was formed and determined Sandy Pringle Associates as the best value. Sandy Pringle Associates is recommended to provide Inspection Services for the Olympic High School Modernization Project, DSA Application No. 03-113343

Contract Amendment #1, in the amount of \$221,094, is for Inspection Services for the Olympic High School Modernization Project, with a construction value of approximately \$5,800,000. This cost for inspection services was anticipated in the budget.

ORIGINAL CONTRACT – (Samohi Innovation Bldg. IOR Services)	\$462,500
CONTRACT AMENDMENT #01 (Olympic HS IOR Inspection Services)	\$221,094
<u>TOTAL</u>	<u>\$683,594</u>

A Friday Memo accompanies this board item.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

12/12/13

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

RE: AUTHORIZE AND AWARD A ONE-TIME SOLE SOURCE INFORMAL BID FOR THE PURCHASE AND INSTALLATION SERVICES OF THE CURRENT PROJECT MANAGEMENT SOFTWARE – FACILITY IMPROVEMENT PROJECTS OFFICE – LOGIC DOMAIN – MEASURE BB

RECOMMENDATION NO. A.11

It is recommended that the Board of Education authorize and award a onetime sole source informal bid for the FIP office for the project management software to Logic Domain, Inc., for a contract amount of \$175,000.00

Funding Information

Budgeted: Yes

Fund: 83

Source: Measure BB

Account Numbers: 83-90500-0-00000-85000-5890-050-2600

Budget Category: Program/Operating Costs

COMMENT: In 2010, the FIP office began steps to migrate away from the proprietary project management software to reduce cost and gain in-house accounting control. To date, the project management accounting has been fully overseen by District staff and the dependency of the consulting program management has saved over 1.2 million dollars. The current project management software has only been leased, maintained and owned by a small business, Logic Domain. To complete the migration process and to further realize additional cost savings, the District needs to host and enter into a onetime purchase agreement for the software license and utilize the installation services of the software company Logic Domain. This procurement is proposed as a non-competitive purchase.

The one time sole source purchase and service is required as the software has been customized specifically for the Measure BB program over the last three years. The current options and specific reporting are designed for current control metrics; therefore, there are no other equivalent economical alternatives available. The disruption and resource allocation would not be feasible. The past service use payments have also been prorated towards the purchase of the license.

The District staff has been operating and testing the system for three years and have evaluated the software program to assist in the closing, archiving and retrieval of Measure BB projects. The District has evaluated and continues to evaluate project management software regularly, however currently no other program can duplicate the effort and time already dedicated to this system.

Another, alternate to purchasing would be to continue the leasing of the program, however, the equivalent cost would allow the District approximately 2.25 years and the Measure BB accounting is expected to complete at the last project which is at least 3 years out. The extended lease would be projected to cost be an additional \$80,000.00 without owning the program. Staff therefore concludes, the sole source, one-time purchase is a fair and reasonable.

ORIGINAL CONTRACT AMOUNT	\$175,000.00
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MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

12/12/13

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

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

RECOMMENDATION NO. A.12

It is recommended that the Board of Education authorize contract Change Order number 12 (CO-12) for the Lease Leaseback – Edison Elementary Building – ELA: New Building Project to Swinerton Builders, in the amount of \$154,607.00 for a total contract amount of \$33,967,256.00, 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

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 \$3,599.00. Change Order 09 was in the amount of \$73,414.00. Change Order 10 was in the amount of \$153,438. Change Order 11 was in the amount of \$223,597.00.

Change Order 12 includes two (2) proposed Change Order (PCO) items which were not reflected in the construction documents. The District has reviewed each of the two PCOs in detail for scope and costs.

The scope of work included in Change Order No. 12 (CO-12) 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.

(continued on next page)

ORIGINAL CONTRACT AMOUNT:	\$32,848,118
CHANGE ORDER NO. 1:	93,232
CHANGE ORDER NO. 2:	74,000
CHANGE ORDER NO. 3:	76,746
CHANGE ORDER NO. 4:	86,815
CHANGE ORDER NO. 5:	68,372
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
TOTAL CONTRACT AMOUNT:	\$33,967,256

Change Order No. 12 (CO-12) does not include any change to the contract time.

ORIGINAL CONTRACT TIME:	1,054 Days
CHANGE ORDER NO. 1:	0 Days
CHANGE ORDER NO. 2:	0 Days
CHANGE ORDER NO. 3:	3 Days
CHANGE ORDER NO. 4:	0 Days
CHANGE ORDER NO. 5:	0 Days
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
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

12/12/13

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

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

RECOMMENDATION NO. A.13

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

John Adams Middle School – New Construction and Modernization Project

Vendor Name: So Cal Sanitation
Budgeted: Yes
P.O Number: 135805
Amount: \$44,288.30
Fund: 82
Source: Measure BB
Account: 82-90500-0-00000-85000-6200-011-2600
Budget Category: Hard Costs\Construction
Substantial Completion Date: 08/22/2013

John Adams Middle School – New Construction and Modernization Project

Vendor Name: Korade & Associates Builders, Inc.
Budgeted: Yes
P.O Number: 140787
Amount: \$24,871.00
Fund: 82
Source: Measure BB
Account: 82-90500-0-00000-85000-6200-011-2600
Budget Category: Hard Costs\Construction
Substantial Completion Date: 10/11/2013

COMMENT: In order to facilitate the release of the final payment, a Notice of Completion must be filed 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

ACTION/CONSENT

12/12/13

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON

RE: CERTIFICATED PERSONNEL – Elections, Separations

RECOMMENDATION NO. A.14

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

ADDITIONAL ASSIGNMENTS

EDUCATIONAL SERVICES

Loyd, Allen	6 hrs @\$40.46	11/20/13-11/21/13	<u>Est Hrly/\$243</u>
TOTAL ESTABLISHED HOURLY			\$243

Comment: Interviews for IA – Music
01-Gifts

Alvarez, Jennifer	1 hr @\$40.46	11/18/13	Est Hrly/\$40
Estrada, Tiffany	1 hr @\$40.46	11/18/13	Est Hrly/\$40
Gusmao-Garcia Williams, R.	1 hr @\$40.46	11/18/13	Est Hrly/\$40
Ipina, Elizabeth	1 hr @\$40.46	11/18/13	Est Hrly/\$40
Marek, Mallory	1 hr @\$40.46	11/18/13	Est Hrly/\$40
Mowry, Kristen	1 hr @\$40.46	11/18/13	Est Hrly/\$40
Ostrom, Michael	1 hr @\$40.46	11/18/13	Est Hrly/\$40
Powell, Erin	1 hr @\$40.46	11/18/13	Est Hrly/\$40
Scifres, Mary	1 hr @\$40.46	11/18/13	Est Hrly/\$40
Siegel, Julie	1 hr @\$40.46	11/18/13	Est Hrly/\$40
Witt, Carl	1 hr @\$40.46	11/18/13	Est Hrly/\$40
Zagor, Maura	1 hr @\$40.46	11/18/13	<u>Est Hrly/\$40</u>
TOTAL ESTABLISHED HOURLY			\$480

Comment: Elementary ELA Common Core Meeting
01-Common Core Implementation

LINCOLN MIDDLE SCHOOL

O'Brien, Marianna	6 hrs @\$40.46	11/15/13-6/10/14	Est Hrly/\$243
Seymour, Robert	16 hrs @\$40.46	11/15/13-6/10/14	Est Hrly/\$647
Valenzuela, Amanda	6 hrs @\$40.46	11/15/13-6/10/14	<u>Est Hrly/\$243</u>
TOTAL ESTABLISHED HOURLY			\$1,133

Comment: ASB Dance Supervision
01-Reimbursed by ASB

DiLeo, Greg	3 hrs @\$40.46	11/18/13	Est Hrly/\$121
Hirt, Mary	3 hrs @\$40.46	11/18/13	Est Hrly/\$121
Stauffer, Nathaniel	3 hrs @\$40.46	11/18/13	Est Hrly/\$121
Underwood, Brian	3 hrs @\$40.46	11/18/13	Est Hrly/\$121
Wallace, Theresa	3 hrs @\$40.46	11/18/13	<u>Est Hrly/\$121</u>
TOTAL ESTABLISHED HOURLY			\$605

Comment: PE Department Planning
01-Tier III Programs Cat Flex

Hammill, Debra	6 hrs @\$40.46	10/30/13-11/20/13	Est Hrly/\$243
Uttinger, Sara	6 hrs @\$40.46	10/30/13-11/20/13	<u>Est Hrly/\$243</u>
TOTAL ESTABLISHED HOURLY			\$486

Comment: Common Core Math Planning
01-Reimbursed by PTA

Andrew, Vy	4.5 hrs @\$40.46	9/19/13-9/29/13	Est Hrly/\$182
Moe, Eric	2.5 hrs @\$40.46	9/19/13-9/29/13	Est Hrly/\$101
TOTAL ESTABLISHED HOURLY			\$283

Comment: Lesson Link – Algebra Team
01-Reimbursed by PTA

MALIBU HIGH SCHOOL

Segesman, Tim	12 hrs @\$40.46	9/19/13-6/10/14	Est Hrly/\$486
TOTAL ESTABLISHED HOURLY			\$486

Comment: Serve as Water Polo Referee
01-Reimbursed by ASB

SANTA MONICA HIGH SCHOOL

Walker, Megan	130 hrs @\$40.46	10/1/13-6/10/14	Est Hrly/\$5,260
TOTAL ESTABLISHED HOURLY			\$5,260

Comment: Peer Tutor Supervisor
01-Gifts – Equity Fund

ADDITIONAL ASSIGNMENT – EXTRA DUTY UNITS

LINCOLN MIDDLE SCHOOL

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	Not to <u>Exceed</u>
Andrew, Vy	1.0 EDU	Math Tutor	8/13-12/13	\$ 256
Counte, Vanessa	6.0 EDU	Madrigals/Choir	8/13-12/13	\$1,536
Diamond, Renee	1.0 EDU	Jr. Honor Society	8/13-12/13	\$ 256
Greenfield, Sarah	1.0 EDU	AVID	8/13-12/13	\$ 256
Hart, Sharon	1.0 EDU	Jr. Honor Society	8/13-12/13	\$ 256
Hunt, Mark	6.0 EDU	Band	8/13-12/13	\$1,536
Levy, Amanda	0.5 EDU	Lincoln Lunch Club	8/13-12/13	\$ 128
Moazzez, Rozita	1.0 EDU	International Club	8/13-12/13	\$ 256
Moe, Rose	1.0 EDU	AVID	8/13-12/13	\$ 256
Perez, Ray	0.5 EDU	Lincoln Lunch Club	8/13-12/13	\$ 128
Preuss, Jen	0.5 EDU	Lincoln Lunch Club	8/13-12/13	\$ 128
Sinclair, Michele	1.0 EDU	Jr. Honor Society	8/13-12/13	\$ 256
Tolentino-Stauffer, Aimee	4.0 EDU	Tutoring Club	8/13-12/13	\$1,024
Underwood, Brian	1.0 EDU	Lincoln Fitness Club	8/13-12/13	\$ 256
Underwood, Brian	1.0 EDU	"Make a Difference" Club	8/13-12/13	\$ 256
Wang, Jim	6.0 EDU	Orchestra	8/13-12/13	\$1,536
TOTAL EDUS				\$8,350

MALIBU HIGH SCHOOL – Middle School Academics

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	Not to <u>Exceed</u>
Andino, Melisa	1 EDU	MS Activities	8/13-12/13	\$ 256
Bixler, William	3 EDU	MS Band	8/13-12/13	\$ 768
Cowgill, Elizabeth	1 EDU	MS Scholarship Adv.	8/13-12/13	\$ 256
Flohr, Elizabeth	1 EDU	MS Activities	8/13-12/13	\$ 256
Leonard, Brigitte	6 EDU	MS Drama	8/13-12/13	\$1,536
Loch, Amy	3 EDU	MS Vocal Music	8/13-12/13	\$ 768
Neier, Christopher	6 EDU	MS Activities	8/13-12/13	\$1,536
TOTAL EDUS				\$5,376

MALIBU HIGH SCHOOL – High School Academics

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	Not to <u>Exceed</u>
Andino, Melisa	9 EDU	HS Pep Squad	8/13-12/13	\$2,304
Andino, Melisa	12 EDU	HS Activities	8/13-12/13	\$3,072
Bixler, William	2 EDU	HS Band	8/13-12/13	\$ 512

Bowman-Smith, Carla	5 EDU	HS Yearbook	8/13-12/13	\$1,280
Chi, Ah Young	5 EDU	HS Scholarship Adv.	8/13-12/13	\$1,280
Dahm, Katie	1 EDU	HS Scholarship Adv.	8/13-12/13	\$ 256
Ervin, Jordan	5 EDU	HS Academic Decathlon	8/13-12/13	\$1,280
Flohr, Elizabeth	3 EDU	HS Pep Squad	8/13-12/13	\$ 768
Loch, Amy	2 EDU	HS Vocal Music	8/13-12/13	\$ 512
Neier, Christopher	13 EDU	HS Athletic Director	8/13-12/13	\$3,328
Plaia, Jodi	10 EDU	HS Drama	8/13-12/13	\$2,560
Stowell, Rachel	5 EDU	HS Newspaper	8/13-12/13	\$1,280
Zander, Maia	2 EDU	HS Orchestra	8/13-12/13	\$ 512
Zander, Maia	5 EDU	HS Activities	8/13-12/13	<u>\$1,280</u>
			TOTAL EDUS	\$20,224

MALIBU HIGH SCHOOL – High School Fall Athletics

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	Not to <u>Exceed</u>
Mulligan, Michael	13 EDU	Var. Boys Waterpolo	8/13-12/13	<u>\$3,328</u>
			TOTAL EDUS	\$3,328

MALIBU HIGH SCHOOL – High School Winter Athletics

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	Not to <u>Exceed</u>
Meyer, Andrew	13 EDU	Var. Girls Basketball	11/13-1/14	\$3,328
Mulligan, Michael	12EDU	JV Girls Waterpolo	11/13-1/14	<u>\$3,072</u>
			TOTAL EDUS	\$6,400

HOURLY TEACHERS

STUDENT SERVICES

Cassone, Catherine	\$40.46, as needed	11/19/13-6/10/14	<u>Est Hrly/\$----</u>
TOTAL ESTABLISHED HOURLY			<u>\$----</u>

Comment: Home Instructor
01-Unrestricted Resource

TOTAL ESTABLISHED HOURLY, AND EXTRA DUTY UNITS = \$52,654

NEW HIRES

TEMPORARY CONTRACTS

<u>Name/Assignment/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>
Peterson-Brandt, Valerie/4 th /5 th Grade Roosevelt Elementary	100%	1/6/14-6/10/14

SUBSTITUTE TEACHERS

LONG-TERM SUBSTITUTES

(@\$210.00 Daily Rate)

Carollo, Lina	11/12/13
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REGULAR DAY-TO-DAY SUBSTITUTES

(@\$138.00 Daily Rate)

Carollo, Lina	10/21/13
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CHANGE IN ASSIGNMENT

Arthur, Diane	<u>Effective</u> 11/1/13-6/10/14
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Child Develop Svcs/Teacher

From: 50%

To: 62.5%

Hamilton, LaDawna 1/6/14-6/10/14
Ed Services/Literacy Coach
From: Teacher/Rogers
To: Literacy Coach/Educational Services

Ostrom, Michael 1/6/14-6/10/14
Ed Services/Literacy Coach
From: Teacher/Roosevelt
To: Literacy Coach/Educational Services

LEAVE OF ABSENCE (with pay)

<u>Name/Location</u>	<u>Effective</u>
Cerrato, Wendy Child Develop Svcs	11/20/13-12/2/13 [medical]

Langus, Jocelyn Special Education	8/20/13-10/18/13 [maternity]
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Preuss, Jennifer Lincoln MS	11/12/13-1/7/14 [maternity]
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LEAVE OF ABSENCE (without pay)

<u>Name/Location</u>	<u>Effective</u>
Langus, Jocelyn Special Education	10/21/13-11/15/13 [CFRA]

Langus, Jocelyn Special Education	11/18/13-1/24/14 [CFRA]
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Langus, Jocelyn Special Education	1/25/14-3/4/14 [child care]
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ABOLISH POSITION

<u>Title/Location</u>	<u>Effective</u>
Assistant Director/Child Development Svcs (1 of 2 positions)	7/1/13

RESIGNATION

<u>Name/Location</u>	<u>Effective</u>
Bailey, Robert Substitute Teacher/Human Resources	6/10/13

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
12/12/13

RECOMMENDATION NO. A.15

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

NEW HIRES

		<u>EFFECTIVE DATE</u>
Homerin, Nicole Rogers ES	Inst Asst - Classroom 3 Hrs/SY/Range: 18 Step: A	11/12/13
Morris, Diane McKinley ES	Inst Asst - Classroom 2.5 Hrs/SY/Range: 18 Step: A	11/4/13
Winger, Nidra Cabrillo ES	Health Office Specialist 3.5 Hrs/SY/Range: 25 Step: A	11/6/13

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Kim, Jeong Special Education	Occupational Therapist	8/19/13
Riedmiller, Jill Special Education	Occupational Therapist	8/19/13

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Bolan, Anette Santa Monica HS	Administrative Assistant [overtime; PSAT proctor]	10/15/13-10/19/13
Bracamonte, Jorge Facility Permits	Custodian [overtime; Facility Permits events]	7/1/13-6/30/14
Burkett, Deena Facility Permits	Senior Office Specialist [additional hours; clerical assistance]	10/1/13-10/13/13
Ceja, Karla Business Svcs	Senior Office Specialist [additional hours; clerical assistance]	11/4/13-12/31/13
Higgins, Shaun Special Ed-Grant ES	Inst Asst – Specialized [additional hours; bus ride supervision]	8/22/13-6/10/14
James, Carolin Rogers ES	Administrative Assistant [overtime; clerical assistance]	8/7/13-10/1/13
McGee, Leslee Santa Monica HS	Administrative Assistant [overtime; PSAT proctor]	10/15/13-10/19/13
McNeely, Debrah Santa Monica HS	Custodian [overtime; school events]	7/1/13-6/30/14
Mendoza, Dina Santa Monica HS	Senior Office Specialist [overtime; PSAT proctor]	10/15/13-10/19/13

Morris, Terry Santa Monica HS	Administrative Assistant [overtime; PSAT proctor]	10/15/13-10/19/13
Nao, Kimberly Santa Monica HS	Student Outreach Specialist [overtime; PSAT proctor]	10/15/13-10/19/13
Nelli, Maria Santa Monica HS	Inst Asst – Special Ed [additional hours; PSAT proctor]	10/15/13-10/19/13
Olmos, Maria Rogers ES	Senior Office Specialist [overtime; clerical assistance]	8/7/13-10/1/13
O'Rourke, Tom Santa Monica HS	Custodian [overtime; school events]	7/1/13-6/30/14
Ortiz, Alondra Santa Monica HS	Office Specialist [additional hours; PSAT proctor]	10/15/13-10/19/13
Oyenoki, Elizabeth McKinley ES	Senior Office Specialist [additional hours; Program Improvement data]	9/4/13
Oyenoki, Elizabeth McKinley ES	Senior Office Specialist [additional hours; Gate, culmination assistance]	10/14/13-6/10/14
Preciado, Daniel Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/13-6/30/14
Reed, Luanne Santa Monica HS	Licensed Vocational Nurse [overtime; PSAT proctor]	10/15/13-10/19/13
Ruff, Denzel Facility Permits	Sports Facility Attendant [additional hours; Facility Permits events]	10/1/13-6/30/14
Ruff, Denzel Facility Permits	Sports Facility Attendant [overtime; Facility Permits events]	10/1/13-6/30/14
Savage, Stephanie Santa Monica HS	Senior Office Specialist [overtime; PSAT proctor]	10/15/13-10/19/13
Sheppard, Billy Facility Permits	Sports Facility Attendant [additional hours; Facility Permits events]	10/1/13-6/30/14
Sheppard, Billy Facility Permits	Sports Facility Attendant [overtime; Facility Permits events]	10/1/13-6/30/14
Strahn, Yvonne Santa Monica HS	Senior Office Specialist [overtime; PSAT proctor]	10/15/13-10/19/13
Tirado, Leticia Food and Nutr Svcs-Edison ES	Cafeteria Worker II [additional hours; cafeteria supervision]	10/1/13-6/30/14
Walker, Louis Santa Monica HS	Custodian [overtime; school events]	7/1/13-6/30/14
Washington, Chanee Santa Monica HS	Administrative Assistant [overtime; PSAT proctor]	10/15/13-10/19/13

SUBSTITUTES

Aldana, Edgar
District

Inst Asst – Physical Education

EFFECTIVE DATE

11/1/13-6/30/14

Carroll, Remy Child Develop Svcs	Children's Center Asst	11/1/13-6/30/14
Ernst, Amanda Child Develop Svcs	Children's Center Asst	11/1/13-6/30/14
Garcia, Norma Child Develop Svcs	Children's Center Asst	11/1/13-6/30/14
Moore, Markeda Child Develop Svcs	Children's Center Asst	11/1/13-6/30/14
Morrison, Faer Special Education	Inst Asst – Developmental Health	10/28/13-6/30/14
Rock, Ariel Special Education	Inst Asst – Special Ed	10/28/13-6/30/14
Suhr, Charlotte Special Education	Inst Asst – Special Ed	11/1/13-6/30/14
Taylor, Sara Child Develop Svcs	Children's Center Asst	11/1/13-6/30/14
Tumari, Rowshanak Child Develop Svcs	Children's Center Asst	11/1/13-6/30/14
Ward, Michaelae Pt. Dume ES	Inst Asst – Classroom	8/22/13-6/30/14
Williams, Kenneth Child Develop Svcs	Children's Center Asst	11/1/13-6/30/14
Wilson, Terry District	Campus Security Officer	11/4/13-6/30/14

INVOLUNTARY TRANSFER

EFFECTIVE DATE

Capitano, Angela Special Education	Inst Asst – Special Ed 6 Hrs/SY Fr: 5 Hrs/SY/Adams MS	11/12/13
Miller, Ronald Roosevelt ES	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Adams MS	11/12/13
Ortega-Maya, Lisa Adams MS	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/McKinley ES	11/11/13

VOLUNTARY TRANSFER IN LIEU OF LAYOFF

Hartley, Dana Pt. Dume ES	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Grant ES	11/18/13
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LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

Gonzalez, Jessica Child Develop Svcs-Grant ES	Children's Center Asst Maternity	10/4/13-12/5/13
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Kamibayashi, Diana Superintendent's Office	Senior Office Specialist Medical	12/10/13-1/12/14
Karels, Kloie Cabrillo ES	Inst Asst – Special Ed Maternity	12/2/13-2/3/14
Kinsey, Nancy Santa Monica HS	Inst Asst – Special Ed Medical	11/5/13-6/3/14
Maxson, Nicholas Maintenance	HVAC Mechanic Medical	11/21/13-2/21/14
Part, Brian Facility Permits	Sports Facility Coordinator CFRA	11/26/13-11/30/13 12/26/13-1/4/14
Shih, Jennifer Child Develop Svcs-McKinley ES	Children's Center Asst Medical	10/25/13-1/31/14
Smith, Dunell Santa Monica HS	Campus Security Officer Medical	11/7/13-11/27/13
Watkins, Jennifer Food and Nutrition Svcs	Cafeteria Cook Baker Medical	10/29/13-12/9/13
<u>LEAVE OF ABSENCE (UNPAID)</u>		<u>EFFECTIVE DATE</u>
Circenis, Anita Computer Svcs	Technology Support Asst FMLA Leave	11/1/13-6/30/14
Girgis, Salwa Food and Nutrition Svcs	Cafeteria Worker I Personal	12/2/13-12/20/13
Hall, Ana McKinley ES	Inst Asst – Developmental Health FMLA Leave	10/28/13-1/20/14
Olfert, Rebecca McKinley ES	Inst Asst – Classroom Child Care Leave	11/14/13-6/10/14
<u>PROFESSIONAL GROWTH</u>		<u>EFFECTIVE DATE</u>
Murray, April Lincoln MS	Swimming Inst - Lifeguard	1/1/14
Naranjo, Debbie Food and Nutrition Svcs	Cafeteria Worker II	12/1/13
<u>WORKING OUT OF CLASS</u>		<u>EFFECTIVE DATE</u>
Badillo, Abraham Edison ES	Physical Activities Specialist Fr: Inst Asst – Physical Education	11/1/13-6/10/14
Bonilla, Leroy Food and Nutrition Svcs	Cafeteria Cook Baker Fr: Cafeteria Worker I	9/1/13-6/30/14
Lamont, Odom Operations	Utility Worker Fr: Custodian	11/1/13-11/27/13
McAlpin, Michael Operations	Utility Worker Fr: Custodian	11/1/13-11/27/13

DISQUALIFICATION FROM PROBATION

DV8994279

Custodian
5 Hrs/12 Month; Operations**EFFECTIVE DATE**

12/13/13

ABOLISHMENT OF POSITIONInst Asst – Special Ed
4.5 Hrs/SY; McKinley ES**EFFECTIVE DATE**

10/24/13

Inst Asst – Specialized
6 Hrs/SY; Special Education – Lincoln MS

11/1/13

Inst Asst – Specialized
4.5 Hrs/SY; Special Education – Rogers ES

9/30/13

RESIGNATIONCastillo, Wendy
Special Ed - Franklin ES

Inst Asst – Specialized

EFFECTIVE DATE

11/29/13

Foote, Alma
Lincoln MS

Inst Asst – Bilingual

12/20/13

Guthrie, Stephanie
Cabrillo ES

Inst Asst – Classroom

8/21/13

Hall, Ana
McKinley ES

Inst Asst – Developmental Health

11/13/13

Khodadadi, Shirin
Franklin ES

Inst Asst – Classroom

12/20/13

Popovich, Judith
Human Resources

Human Resources Technician

11/18/13

Schlierman, Jason
Special Ed – Santa Monica HS

Inst Asst – Specialized

11/4/13

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION ACTION/CONSENT
12/12/13

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.16

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

AVID TUTOR

Romero, Jasmine	Lincoln MS	10/22/13-6/10/14
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COACHING ASSISTANT

Courseault, Aaron	Santa Monica HS	10/24/13-6/30/14
Curry, Krishna	Santa Monica HS	10/15/13-6/30/14
Goldberg, Hayden	Malibu HS	7/1/13-6/30/14
Mallo, Brian	Santa Monica HS	11/4/13-6/30/14
Pitpit, Wendell	Santa Monica HS	10/17/13-6/30/14
Tenorio, Roberto	Malibu HS	7/1/13-6/30/14

NOON SUPERVISION AIDE

Calvert, Cheryl	Pt. Dume ES	8/22/13-6/10/14
Carriere, Leigh	Pt. Dume ES	8/22/13-6/10/14
Davidson-Porter, Diane	Pt. Dume ES	8/22/13-6/10/14
Edwards, Zachary	Roosevelt ES	10/24/13-6/10/14
Flores, Albert	Pt. Dume ES	10/21/13-6/10/14
Rodriguez, Frances	Roosevelt ES	11/6/13-6/10/14
Soloway, Beth	Pt. Dume ES	8/22/13-6/10/14

TECHNICAL SPECIALIST – LEVEL I

Guthrie, Stephanie	Cabrillo ES [Computer Lab Instructor] - Funding: Reimbursement by PTA	8/21/13-5/24/14
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TECHNICAL SPECIALIST – LEVEL II

Dress, Stephen	Ed Svcs/Lincoln MS [Strings Coach] - Funding: SMMEF – Dream Winds	9/10/13-6/30/14
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EDUCATIONAL SPECIALIST – LEVEL I

Ahmad, Sonia	Santa Monica HS [ROP Vikes Café Support] - Funding: ROP - Support	9/30/13-11/30/13
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STUDENT WORKER – WORKABILITY

Johnson, Shanees
McKenzie, Andrew

Special Education
Special Education

10/31/13-6/30/14
11/4/13-6/30/14

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

12/12/13

FROM: SANDRA LYON / TERRY DELORIA /
DEBRA MOORE WASHINGTON

Postponed
from 11/21/13

RE: UPDATE ON STAFFING (FTE) INFORMATION – EDUCATIONAL SERVICES

RECOMMENDATION NO. A.17

It is recommended that the Board of Education approve the additional of a second Elementary Literacy Coach for the 2013-14 school year in order to best serve the needs of District students, and facilitate the implementation of the District's Vision for Student Success Plan.

COMMENT: At the October 17, 2013, Board Meeting, the Board approved the establishment of the Elementary Literacy Coach position. It was stated that one (1) position would be established for the 2013-14 school year, with additional positions to be funded in 2014-15. It has been determined that the equivalent of 1.0 FTE would be vested in two (2) Coaches working in the position beginning in the spring semester of the 2013-14 school year. The two Coaches will continue in the position in 2014-15 and be joined by additional hires to occur next year. The Literacy Coaches will enable the district to move forward in the implementation of site goals for the Common Core State Standards in reading and Response to Instruction and Intervention (RTI²).

FUNDING NOTE: The two positions will begin working in January, 2014, so the 2013-14 budget will be impacted for the equivalent funding of 1.0 FTE. The funding for these two positions will come from Title I carryover funds.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

12/12/13

FROM: SANDRA LYON / TERRY DELORIA / SARA WOOLVERTON

RE: INCREASE IN STAFFING (FTE) – SPECIAL EDUCATION

RECOMMENDATION NO. A.18

It is recommended that the Board of Education approve five (5) 6-hour, (0.75 FTE) Instructional Assistant – Special Education positions in order to best serve the needs of students supported by Special Education services. These positions will be “floaters” to assist various classrooms as needed. Total: 3.75 FTE

FUNDING NOTE: The 2013-2014 budget will be adjusted \$137,790 for salary and benefits.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

DISCUSSION ITEMS

TO: BOARD OF EDUCATION

DISCUSSION

12/12/13

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

RE: COMMON CORE STATE STANDARDS (CCSS) UPDATE

DISCUSSION ITEM NO. D.01

Educational standards describe what students should know and be able to do in each subject and in each grade. In California, the State Board of Education decides on the standards for all students, from kindergarten through high school. Since 2010, 45 states have adopted the same standards for English and math. These standards are called the Common Core State Standards (CCSS). Having the same standards helps all students receive a good education, even if they change schools or move to a different state. Teachers, parents, and education experts designed the standards to prepare students for success in college and the workplace.

On August 20, 2013, SMMUSD launched the Common Core State Standards for all our students in grades K-12. Staff from Educational Services will update the Board of Education and the public on what has happened since August as well as preview upcoming activities.

TO: BOARD OF EDUCATION

DISCUSSION

12/12/13

FROM: SANDRA LYON / TERRY DELORIA

RE: PROFESSIONAL LEARNING COMMUNITIES (PLCs)

DISCUSSION ITEM NO. D.02

Implementing Professional Learning Communities (PLCs) is one of the District's five goals, as described by the Superintendent on August 20, 2013. PLCs engage in an ongoing process in which educators work collaboratively in recurring cycles of collective inquiry and action research to achieve better results for the students they serve. Professional Learning Communities operate under the assumption that the key to improved learning for students is continuous job-embedded learning for educators.

All schools will participate in six full days of intensive professional development provided by experienced trainers. Tonight, staff will update the Board of Education and the public on the District's progress in developing PLCs in each of its schools.

MAJOR ITEMS

TO: BOARD OF EDUCATION

ACTION/MAJOR

12/12/13

FROM: SANDRA LYON

RE: ELECTION OF BOARD OF EDUCATION OFFICERS

RECOMMENDATION NO. A.19

It is recommended that _____ be elected President of the Board of Education of the Santa Monica-Malibu Unified School District.

RECOMMENDATION NO. A.19a

It is recommended that _____ be elected Vice- President of the Board of Education of the Santa Monica-Malibu Unified School District.

RECOMMENDATION NO. A.19b

It is recommended that the Superintendent, Sandra Lyon, be designated as the Secretary of the Board of Education for the Santa Monica-Malibu Unified School District.

COMMENT: In accordance with Board Bylaw 9100, the officers of the Board of Education of the Santa Monica-Malibu Unified School District shall consist of a President, Vice President, and Secretary. Each shall be elected at the organization meeting held annually each year.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/MAJOR

12/12/13

FROM: SANDRA LYON / JANECE MAEZ

RE: CERTIFICATION OF AUTHORIZED SIGNATURES

RECOMMENDATION NO. A.20

According to Education Code §35143/72000, the governing board of each school district is required to hold an annual organizational meeting within a 15-day period that commences with the date upon which a governing board member elected at that election takes office. In years in which no regular election for governing board members is conducted, the organizational meeting shall be held during the same 15-day period on the calendar. It is recommended that the following persons be authorized to sign warrants, orders for salary payment, notices of employment, contracts, orders drawn on the funds of the school district and other documents as directed by the Board of Education:

Ms. Sandra Lyon, Superintendent

Ms. Janece L. Maez, Assoc. Superintendent, Business & Fiscal Services/Chief Financial Officer

Ms. Debra Moore Washington, Assistant Superintendent, Human Resources

Dr. Terry Deloria, Assistant Superintendent, Educational Services

Dr. Maureen L. Bradford, Director of Assessment, Research & Evaluation

Dr. Alice Chung, Director of Child Development Services

Dr. Ellen Edeburn, Director of Curriculum & Staff Development 6-12

Ms. Irene Gonzalez-Castillo, Director of Curriculum & Staff Development Pre-K-5

Mr. Orlando R. Griego, Director of Food & Nutrition Services

Dr. Mark Kelly, Director of Student Services

Ms. Wang Pin-Ju "Pat" Ho, Director of Fiscal & Business Services

Ms. Virginia I. Hyatt, Director of Purchasing & Warehouse

Ms. Ruthy Mangle, Director of Information Services

Mr. Stuart A. Sam, Director of Facility Improvement Projects

Mr. Carey W. Upton, Director of Theater Operations and Facility Permits

Dr. Sara Woolverton, Director of Special Education

Mr. Elhamy Tanios, Assistant Director of Fiscal Services

Mr. Terance Venable, Manager of Operations and Grounds

Mr. Terry Kamibayashi, Manager of Maintenance and Construction

Mr. Jan Strnad, Facility Permit Supervisor

It is further recommended that the attached *Certification of Signatures* document be completed and filed with the County Superintendent of Schools in accordance with Education Code §42633. The signatures will be considered valid for the period December 12, 2013, through December 11, 2014.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

Santa Monica-Malibu Unified

DISTRICT

CERTIFICATION OF SIGNATURES

As clerk/secretary to the governing board of the above named district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the district. These certifications are made in accordance with the provisions of Education Code Sections:

K-12 Districts: 35143, 42632, and 42633

Community College Districts: 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: _____ to

In accordance with governing board approval dated _____, 20 _____.

Signature _____ Clerk (Secretary) of the Board

Typed Name _____ Clerk (Secretary) of the Board

NOTE: Please TYPE name under signature.

Column 1

Signatures of Members of the Governing Board

SIGNATURE	INITIALS
TYPED NAME	
President of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Vice President of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	

If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

Column 2

Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	

Number of Signatures required

ORDERS FOR SALARY PAYMENTS	ORDERS FOR COMMERCIAL PAYMENTS
NOTICES OF EMPLOYMENT	CONTRACTS

TO: BOARD OF EDUCATION

ACTION/MAJOR

12/12/13

FROM: SANDRA LYON

RE: ELECTION OF ANNUAL REPRESENTATIVE TO THE LOS ANGELES
COUNTY SCHOOL TRUSTEES ASSOCIATION (LACSTA) FOR
2013-2014

RECOMMENDATION NO. A.21

It is recommended that _____ be elected by the Board of Education as the Annual Representative to the Los Angeles County School Trustees Association for 2012-13. The Representative shall perform duties as described in Standing Rule #6 as follows:

Representatives: Each School Board will be asked to select a board member at their organizational meeting to serve as the LACSTA representative.

The representative's role is to:

- a. vote on all Association matters;
- b. communicate between the Executive Board, the Association, and the local Board.

COMMENT: Board Member Allen was elected as the board's representative for the 2012-2013 term.

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

TO: BOARD OF EDUCATION

ACTION/MAJOR

12/12/13

FROM: SANDRA LYON

RE: ELECTION OF VOTING REPRESENTATIVE: LOS ANGELES COUNTY
COMMITTEE ON SCHOOL DISTRICT ORGANIZATION

RECOMMENDATION NO. A.22

It is recommended that _____ be elected as the board's voting representative to elect members to the Los Angeles County Committee on School District Organization from December 2013 through November 2014.

COMMENT: Each school board is asked to select a board member at its annual organizational meeting to serve as the voting representative to elect members to the Los Angeles County Committee on School District Organization.

Board Member Allen volunteered to serve as last year as the board's representative.

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

TO: BOARD OF EDUCATION

ACTION/MAJOR

12/12/13

FROM: SANDRA LYON

RE: NOMINATION FOR CSBA DELEGATE ASSEMBLY

RECOMMENDATION NO. A.23

It is recommended that the Board of Education nominate, if it so chooses, a board member to run for the CSBA Delegate Assembly (Region 24). There are eight seats up for re-election and one vacant seat in Region 24, of which SMMUSD is a part.

COMMENT: CSBA's Delegate Assembly is a vital link in the association's governance structure. Working with local districts, county offices, the Board of Directors and Executive Committee, Delegates ensure that the association reflects the interests of school districts and county offices of education throughout the state. Nomination and candidate biographical sketch forms for CSBA's Delegate Assembly are now being accepted until January 7, 2014. Any CSBA member board is eligible to nominate board members within their geographical region or subregion. Each board may nominate as many individuals as it chooses by using the nomination form or submitting a letter of nomination.

- Any CSBA member board is eligible to nominate board members within their geographical region or subregion and may nominate as many individuals as it chooses by submitting a nomination form for each nominee.
- All nominees must give their approval prior to being nominated to CSBA's Delegate Assembly.
- All nominees must submit a one-page, single-sided, candidate biographical sketch form and an optional one-page, one-sided résumé, (résumé cannot be substituted for the candidate biographical sketch form).
- All nomination materials must be postmarked or faxed no later than **Tuesday, January 7**. It is the nominee's responsibility to confirm that all nomination materials have been received by the CSBA Leadership Services department. Late submissions will not be accepted.
- Delegates serve two-year terms; beginning April 1, 2014 through March 31, 2016.
- There are two required Delegate Assembly meetings each year, one in May in Sacramento and one preceding the CSBA Annual Education Conference and Trade show in November or December.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

Roles and Responsibilities of Delegates

The Delegate Assembly provides policy direction for association, elects officers and directors, and ensures that the association reflects the interests of the school districts and county offices of education. The Delegate Assembly consists of:

- More than 270 elected board members from CSBA's 21 geographic regions
- 32 members of the Board of Directors
- Past presidents of CSBA serving on local school boards
- The immediate past president of the California County Boards of Education

As described in Article III, Section 1, of CSBA's bylaws, the Delegate Assembly has the following powers and duties:

- Adopt the policy platform every two years. The policy platform provides a broad framework for implementing the association's vision, mission and strategic directions, and as such guides the association's policy and political leadership activities
- Adopt policies and positions as needed to supplement the policy platform
- Provide testimony or input on critical issues during special hearings at Delegate Assembly meetings
- Elect the association's officers and Board of Directors
- Serve on standing committees, councils, task forces, and focus groups
- Adopt the corporate bylaws
- Provide two-way communication with local board members
- Provide advocacy on behalf of children, public education, school boards and the Association
- Support and participate in the association's activities and events.

TO: BOARD OF EDUCATION
FROM: SANDRA LYON / JANECE L. MAEZ / PAT HO
RE: APPROVAL OF THE 2013-14 FIRST INTERIM REPORT

ACTION/MAJOR
12/12/13

RECOMMENDATION NO. A.24

It is recommended that the Board of Education approve the 2013-14 First Interim Report and the corresponding budget adjustments.

COMMENTS: Education Code (*EC*) Sections §35035 (g), §42130, and §42131 require the governing board of each local educational agency (*LEA*) to certify at least twice a year as to the LEA's ability to meets its financial obligations for the remainder for that fiscal year and for the subsequent two fiscal years.

The 2013-14 Budget was adopted by the Board of Education on June 26, 2013 and was approved by the Los Angeles County Office of Education (*LACOE*).

This 1st Interim Report reflects changing conditions that have necessitated adjusting the District budget. All of the expenditure and revenue changes previously approved by the Board at the meeting of November 21, 2013 are identified in the First Interim Report which is included as a part of this document.

The First Interim Report was developed based on the following Revenue and Expenditure Assumptions.

REVENUE ASSUMPTIONS

The District is using the State Adopted Budget in June 2013 to revise the Adopted Budget, and using the projections which were developed by California Department of Finance for 2014-15 and 2015-16 fiscal years. The table that follows reflects the State Adopted implementation of the LCFF with COLA and Gap Funding adjustments in fiscal years 2013-14, 2014-15 and 2015-16:

LCFF CALCULATION					2013-14	2014-15	2015-16
BASE GRANT							
	K-3	4-6	7-8	9-12			
P2 ADA	3,183.38	2,436.11	1,656.46	3,601.95	10,878	10,810	10,810
2012-13 BASE	\$ 6,845.00	\$ 6,947.00	\$ 7,154.00	\$ 8,289.00	1.57%	1.87%	1.99%
COLA 1.565%	\$ 6,952.00	\$ 7,056.00	\$ 7,266.00	\$ 8,419.00	\$ 7,508.80	\$ 7,649.15	\$ 7,801.44
	22,130,858	17,189,192	12,035,838	30,324,817	81,680,705	82,687,295	84,333,603
AUGUMENTATION GRANTS:							
CSR AUGUMENTATION: BASE GRANT X10.4%							
	2,301,609				2,301,609	2,329,542	2,375,923
CTE AUGUMENTATION 9-12 BASE GRANT X2.6%							
			788,445		788,445	798,065	813,977
SUPPLEMENT AND CONCENTRATION GRANTS:							
TOTAL ENROLLMENT					11,359	11,359	11,359
TOTAL UNDUPLICATED PUPIL COUNT					3,160	3,160	3,160
					27.82%	27.82%	27.82%
SUPPLEMENT ADD-ON 20% OF BASE GRANT X % OF ELIGIBLE ENROLLMENT					4,716,535	4,774,630	4,869,694
TRANSPORTATION AND TIIG GRANT							
2012-13 TRANSPORTATION					820,273	820,273	820,273
2012-13 TIIG					429,757	429,757	429,757
TOTAL FUNDING							
LCFF ENTITLEMENT /TARGET					90,737,325	91,839,562	93,643,227
2012-13 HOLD HARMLESS					67,195,604	69,585,703	73,255,361
DIFFERENCE					23,541,721	22,253,859	20,387,866
GAP FUNDING							
	13-14	14-15	15.16				
	11.78%	16.49%	18.69%		2,773,215	3,669,661	3,810,492
2013-14 FUNDING					69,968,819	73,255,364	77,065,853
LOCAL REVENUE / PROPERTY TAXES					56,150,131	56,150,131	56,150,131
EPA					2,183,302	8,238,447	8,238,447
TRANSPORTATION & TIIG					1,250,030	1,250,030	1,250,030
STATE AID /LCFF					10,385,356	7,616,756	11,427,245

Enrollment for 2013-14 is 11,359 and projected P2 ADA is 10,810.

The Lottery allocation will be \$154 per annual ADA, of which \$124 is for Unrestricted General Fund expenditures and the remaining \$30 is Proposition 20 – Mandated for Instructional Materials.

The COLA for Special Education Funding is 1.565%. The projected Special Education AB 602 revenue is \$5,474,227. This amount reflects a reduction within the SELPA funding formula.

A 5% reduction has been applied to Special Education Federal IDEA programs from Federal sequestration.

A 10% reduction has been applied to Federal Title I, Title II and Title III programs from Federal sequestration.

Mandated Block Grant revenue is \$405,563.

The Measure “R” parcel tax of \$374.51 per parcel is estimated to generate \$11,164,948, after processing the senior exemptions.

The estimated revenue from Prop Y is \$7,200,000 from the City of Santa Monica.

The District will receive \$8,282,650 from the Joint Use Agreement with the City of Santa Monica.

The District will receive \$200,000 from the Joint Use Agreement funding with the City of Malibu.

The combined lease revenue is \$2,403,004 which is from the DoubleTree Hotel, Madison Site (SMC), 9th & Colorado and 16th Street properties (STG).

The projected ROP revenue is \$924,181.

The Districted has received \$2,283,400 Common Core Implementation Grant.

EXPENDITURE ASSUMPTIONS

Staffing Ratio Changes:

K-1	25
Grade 2-3	30
Grade 2-3 (Title I Schools)	25
Grade 4-5	30
Grade 4-5 (Title I schools)	27
Grade 6-8	35
Grade 6-8 (JAMS)	33
Grade 9-12	36

Full-Time Equivalent (FTE) Changes:

Certificated: the FTE change of teaching positions reflects changes after budget adopted.

1.0 FTE teaching position increase Cabrillo Elementary School
1.0 FTE teaching position increase Pt. Dume Elementary School
1.6 FTE teaching positions increase Rogers Elementary School
1.0 FTE teaching position increase Franklin Elementary School
0.8 FTE teaching position increase Santa Monica High School
2.0 FTE teaching positions increase Malibu High School
1.0 FTE teacher on special assignment Educational Services
2.7 FTE teaching positions increase for various local programs
(4.0) FTE Speech Pathologist positions decrease Special Education

Classified:

7.22 FTE Special Ed Instructional Aides increase Special Education
19.74 FTE Instructional Aides increase in various programs
1.50 FTE Gardener positions increase Maintenance Department
1.00 FTE Office Specialist increase Educational Services
(1.0) FTE Equipment Operator position decrease Maintenance

Management:

1.0 FTE Director of Instructional position Educational Services
0.2 FTE Coordinator position Special Education
0.4 FTE Psychologist position Special Education
(1.0) FTE Coordinator position decrease Education Services

Salary:

1.5% step and column increase for certificated employees
1.5% step and column increase for classified employees

Benefits:

Statutory Benefits:

8.25% STRS employer contribution rate
6.20% OASDI contribution rate
1.45% Medicare contribution rate
0.05% SUI contribution
2.80% Workers' Compensation contribution
11.4442% PERS Employer contribution rate
1.25% Other Postemployment Benefit

Health & Welfare:

The premium for District-paid employee health benefits is budgeted for a 10% increase in 2014 calendar year.

Fair Share Deduction

Due to the RDA Dissolution Act, the district received \$6.2M more property taxes than Revenue Limit entitlement for 2012-13. A (8.92%) fair share deduction will be repaid from the State Aid in 2013-14. The projected amount is \$5,246,567.

Common Core Implementation

The Board approved the Common Core Implementation budget on 10/03/2013 as follow:

Year 1 (2013-14): \$1,488,405

Year 2 (2014-15): \$ 794,996

Summer Schools:

The cost of Summer Schools was \$526,566.

Others:

A 5% reduction applied to schools' Formula and Tier III allocations.

The budget for the schools' Formula Money allocation for supplies and other operating costs is based on:

K-5 \$ 36.46 per pupil

6-8 \$ 41.23 per pupil

9-12 \$ 61.00 per pupil

Lottery Instructional Materials funds (Proposition 20) will be used to partly fund this allocation.

\$671,951 of Tier III funds are allocated to Schools.

The premium of Property and Liability Insurance is \$1,201,939.

The projected cost of ROP program is \$924,181.

TRANSFERS

The Indirect Rate is 5.78% in 2013-14.

RESERVE

The District Budget reflects a 3% Reserve for Economic Uncertainties in the General Fund Budget for 2013-14, 2014-15 and 2015-16.

In addition, as recommended by School Services of California, LACOE, and FCMAT, an amount equal to LCFF growth has been reserved in 2014-15 and 2015-16. The reserved amount reflects the increasing LCFF Gap percentage as suggested by the Department of Finance (DOF).

The following documents include:

- Summary General Fund Budget
- 2013-14 Major Categorical Programs
- Local General Fund Contribution (LGFC)
- Multi-year Financial Projection (MYFP) through 2015-16
- Summary of Major Funds

The complete 2013-14 District Budget in the State Standard Account Code Structure (SACS) format is attached to the Agenda as Attachment A (*green pages*).

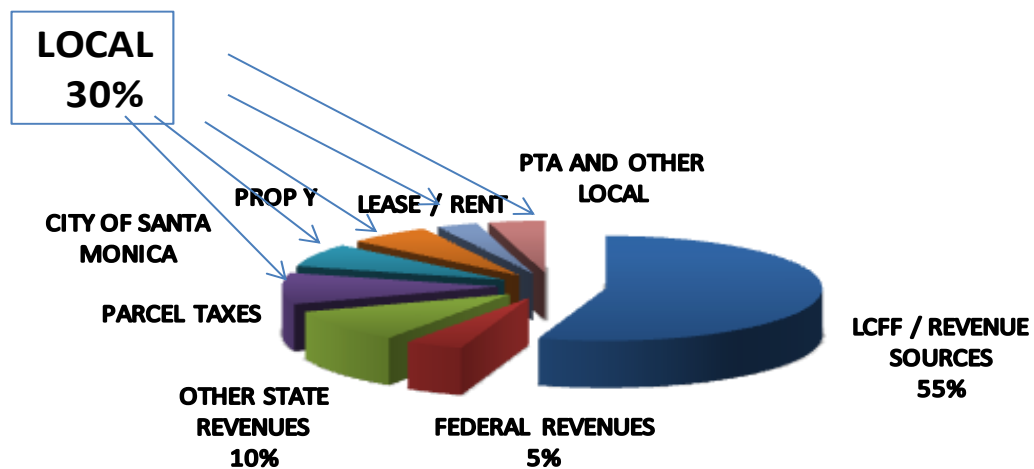
MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
2013-2014 FIRST INTERIM**

GENERAL FUND (UNRESTRICTED & RESTRICTED)

BEGINNING BALANCE	\$ 28,382,544
PROJECTED REVENUES:	
LCFF / REVENUE SOURCES	\$ 63,472,221
FEDERAL REVENUES	\$ 5,024,566
OTHER STATE REVENUES	\$ 11,759,232
PARCEL TAXES	\$ 11,164,948
CITY OF SANTA MONICA	\$ 8,282,650
PROP Y	\$ 7,200,000
LEASE / RENT	\$ 3,516,603
PTA AND OTHER LOCAL	\$ 4,893,566
TOTAL REVENUES:	\$ 115,313,786
TOTAL AVAILABLE FUNDS	\$ 143,696,330

**PROJECTED GENERAL FUND (FUND 01)
REVENUES**

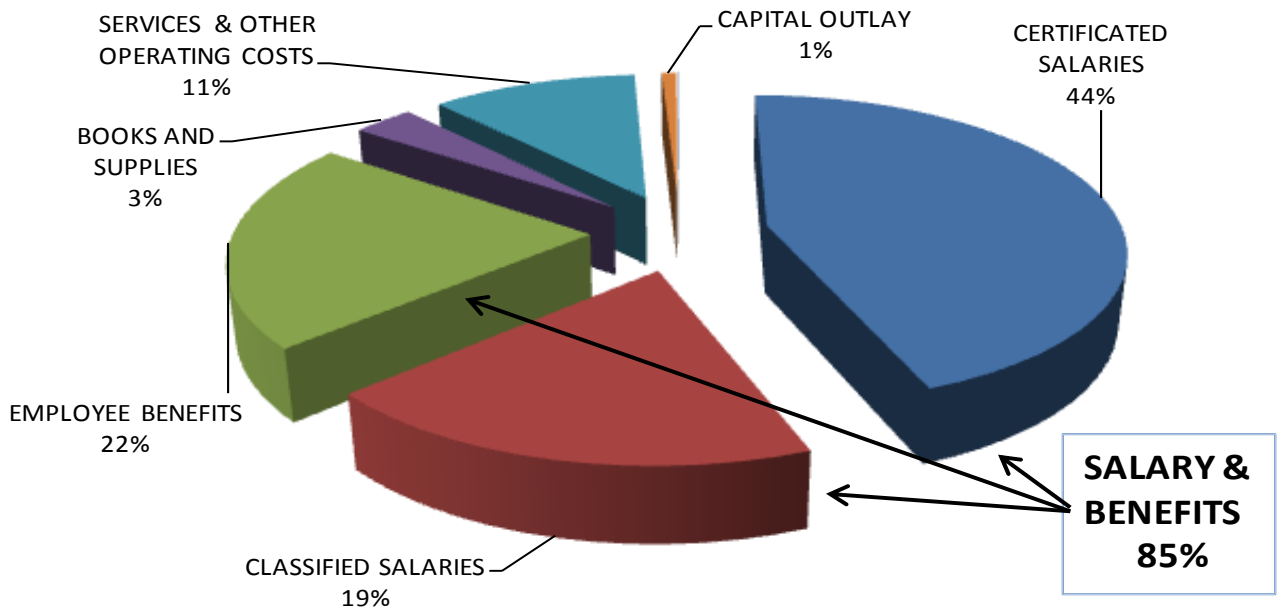


GENERAL FUND (UNRESTRICTED & RESTRICTED)

PROJECTED EXPENDITURES:

CERTIFICATED SALARIES	\$	53,996,339
CLASSIFIED SALARIES	\$	23,356,926
EMPLOYEE BENEFITS	\$	26,438,080
BOOKS AND SUPPLIES	\$	3,988,378
SERVICES & OTHER OPERATING COST	\$	13,463,907
CAPITAL OUTLAY	\$	963,104
OTHER OUTGO	\$	(65,736)
TOTAL EXPENDITURES:	\$	122,140,998
PROJECTED FUND BALANCE:	\$	21,555,332

**2013-14 GENERAL FUND (Fund 01)
EXPENDITURES**



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT			
2013-14 MAJOR CATEGORICAL PROGRAMS			
	2013-14 ADOPTED BUDGET	2013-14 FIRST INTERIM	CHANGES
FEDERAL PROGRAMS			
TITLE I :BASIC	1,006,626	1,204,725	198,099
TITLE II :TEACHER QUALITY	317,789	375,216	57,427
TITLE III : LEP & IMM	128,741	132,572	3,831
MEDICAL REIMBURSEMENT	420,000	776,751	356,751
SP ED: IDEA ENTITLEMENT	2,297,356	2,297,356	-
DEPT REHAB: TRANSITION PARTNERSHIP	137,946	137,946	-
TOTAL FEDERAL REVENUES:	4,308,458	4,924,566	616,108
STATE PROGRAMS			
SPECIAL EDUCATION - AB602**	5,474,227	5,474,227	-
WORKABILITY	61,596	61,596	-
HOME TO SCHOOL TRANSPORTATION	425,950	425,950	-
SPECIAL ED TRANSPORTATION	394,323	394,323	-
SPECIAL ED - MENTAL HEALTH	587,948	587,948	-
LOTTERY -INSTRUCTIONAL MATERIALS	330,000	330,000	-
COMMON CORE IMPLEMENTATION	-	2,283,400	2,283,400
TOTAL STATE REVENUES:	7,274,044	9,557,444	2,283,400
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT			
LOCAL GENERAL FUND CONTRIBUTION (LGFC)			
	2013-14 ADOPTED BUDGET	2013-14 1ST INTERIM BUDGET	CHANGE
SPECIAL EDUCATION	14,873,668	16,263,464	1,389,796
SP ED TRANSPORTATION	776,262	703,066	(73,196)
ECONOMIC IMPACT AID (EIA)	706,752	706,752	-
HOME TO SCHOOL TRANSPORTATION	201,671	243,959	42,288
ON GOING MAINTENANCE PROGRAM	3,307,687	3,307,687	-
TOTAL CONTRIBUTION:	19,866,040	21,224,928	1,358,888

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT		
2013-14 PROJECTED ENDING FUND BALANCE AS OF JUNE 30, 2014		
	FUND	PROJECTED END FUND BALANCE AS OF 6/30/13
01	GENERAL FUND	
	UNRESTRICTED	\$18,064,092
	RESTRICTED	3,491,240
11	ADULT EDUCATION	302,613
12	CHILD DEVELOPMENT FUND	25,256
13	CAFETERIA FUND	237,468
14	DEFERRED MAINTENANCE FUND	80,996
21	BUILDING FUND	31,147,260
25	CAPITAL FACILITIES FUND	10,127,077
	SPECIAL RESERVE FUND FOR	
40	CAPITAL OUTLAY PROJECTS	8,195,847
67	SELF INSURANCE (OPEB)*	(4,688,532)
* The negative fund balance reflects the unfunded OPEB liability as of 7/1/13.		

SANTA MONICA - MALIBU USD			
MULTI-YEAR PROJECTION			
UNRESTRICTED GENERAL FUND - ASSUMPTIONS			
			10/31/2013
Factor	2013-14	2014-15	2015-16
Statutory COLA	1.565%	1.87%	1.99%
LCFF Funding Base			
K-3 + 10.4% CSR	\$ 7,675	\$ 7,813	\$ 7,993
4-6	\$ 7,056	\$ 7,183	\$ 7,348
7-8	\$ 7,266	\$ 7,397	\$ 7,559
9-12 + 2.6% CTE	\$ 8,638	\$ 8,793	\$ 8,987
Average LCFF Funding per ADA	\$ 6,432	\$ 6,776	\$ 7,129
% of Gap Funding /DOF	11.78%	16.49%	18.69%
Enrollment Projection	11,359	11,359	11,359
P2 ADA Projection	10,810	10,810	10,810
Funding ADA	10,878	10,810	10,810
Federal Revenues	0%	0%	0%
City of Santa Monica	\$ 8,282,650	\$ 8,448,303	\$ 8,617,269
Measure "R"	\$ 11,164,948	\$ 11,410,577	\$ 11,661,610
City of SM /Prop. Y	\$ 7,200,000	\$ 7,300,000	\$ 7,400,000
Lottery	\$156/ADA	\$156/ADA	\$156/ADA
Step & Column Incr. - Certificated	1.50%	1.50%	1.50%
Step & Column Incr. - Mgmt.	1.50%	1.50%	1.50%
Step & Column Incr. - Classified	1.50%	1.50%	1.50%
PERS Rate	11.44%	13.30%	14.40%
Health/Welfare - Annualized	7%	7%	7%
Workers' Compensation	2.80%	2.80%	2.80%
Other Postemployment Benefits	1.25%	1.25%	1.25%
Indirect Cost Rate	5.78%	5.73%	5.73%
Interest Rate	0.70%	0.70%	0.70%
Ongoing Maintenance	3%	3%	3%

SANTA MONICA - MALIBU USD
MULTI-YEAR PROJECTION
UNRESTRICTED GENERAL FUND

			10/31/2013
	2013-14	2014-15	2015-16
Description	WORKING BUDGET	PROJECTED BUDGET	PROJECTED BUDGET
Revenue:			
Property Tax	56,150,131	56,150,131	56,150,131
Education Protection Account (EPA)	2,183,302	8,238,447	8,238,447
State Aid / LCFF	10,385,355	7,616,756	11,427,246
Subtotal LCFF Funding	68,718,788	72,005,334	75,815,824
Fair Share Deductions	(5,246,567)		
Other Federal	100,000	100,000	100,000
Other State Revenue TIIG	429,757	429,757	429,757
Lottery	1,358,701	1,358,701	1,358,701
Mandated Reimbursement Block Grant	405,563	405,563	405,563
Meas. "R"	11,164,948	11,410,577	11,661,610
Prop. Y / City of SM	7,200,000	7,300,000	7,400,000
Joint Use Agreement/ City of SM	8,282,650	8,448,303	8,617,269
All Other Local Income	3,053,004	3,027,355	2,987,355
Local General Fund Contribution	(21,224,928)	(21,224,928)	(21,224,928)
TOTAL REVENUE	74,241,916	83,260,662	87,551,151
Expenditure:			
Certificated Salary	42,214,211	42,847,424	43,490,135
Classified	12,593,385	12,782,286	12,974,020
Benefits	18,640,328	19,572,344	20,550,962
Supplies/Books	984,539	1,000,000	1,000,000
Other Operational Costs	6,952,884	7,000,000	7,000,000
Capital Outlay	24,206	10,000	10,000
State Special Ed School	7,000	7,000	7,000
Indirect	(856,673)	(700,000)	(700,000)
Interfund Transfer Out	369,214	369,214	369,214
Incremental LCAP Funds		787,336	910,146
TOTAL EXPENDITURE	80,929,094	83,675,604	85,611,477
Increase (Decrease) Fund Balance	(6,687,178)	(414,942)	1,939,674
Beginning Fund Balance	24,751,270	18,064,092	17,649,150
Ending Fund Balance	18,064,092	17,649,150	19,588,824
Reserve - Revolving cash, Store	80,000	80,000	80,000
Reserve - Deficit Spending	414,942		-
Reserve - 13-14 Incremental LCAP F	555,608		
Reserve for LCFF Growth Increment		3,286,546	7,097,035
3% Contingency Reserve	3,664,230	3,715,851	3,789,158
Unappropriated Balance	13,349,312	10,566,753	8,622,631

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
SUMMARY BUDGET OF GENERAL FUND**

FUND 01: UNRESTRICTED GENERAL FUND

	2013-14 ADOPTED BUDGET	2013-14 1ST INTERIM BUDGET	CHANGES
BEGINNING BALANCE	24,751,270	24,751,270	
REVENUES			-
REVENUE LIMIT	68,294,145	63,472,221	(4,821,924)
FEDERAL REVENUE	200,000	100,000	(100,000)
OTHER STATE REVENUE	1,869,356	2,194,021	324,665
LOCAL REVENUES	29,616,842	29,700,602	83,760
LOCAL GENERAL FUND CONTRIBUTION	(19,866,040)	(21,224,928)	(1,358,888)
TOTAL REVENUES	80,114,303	74,241,916	(5,872,387)
EXPENDITURES			
CERTIFICATED SALARIES	42,543,182	42,214,211	(328,971)
CLASSIFIED SALARIES	12,521,839	12,593,385	71,546
EMPLOYEE BENEFITS	18,583,796	18,640,328	56,532
BOOKS AND SUPPLIES	1,020,606	984,539	(36,067)
SERVICES & OTHER OPERATING COSTS	6,947,527	6,952,884	5,357
CAPITAL OUTLAY	10,000	24,206	14,206
OTHER OUTGO	(401,243)	(480,459)	(79,216)
TOTAL EXPENDITURES	81,225,707	80,929,094	(296,613)
NET INCREASE (DECREASE)	(1,111,404)	(6,687,178)	
PROJECTED FUND BALANCE	23,639,866	18,064,092	

FUND 01: RESTRICTED GENERAL FUND

	2013-14 ADOPTED BUDGET	2013-14 1ST INTERIM BUDGET	CHANGES
BEGINNING BALANCE	3,631,274	3,631,274	
REVENUES			
REVENUE LIMIT	1,128,490	-	(1,128,490)
FEDERAL REVENUE	4,308,458	4,924,566	616,108
OTHER STATE REVENUE	1,807,584	4,090,984	2,283,400
LOCAL REVENUES	8,603,381	10,831,392	2,228,011
INTERFUND TRANSFER	19,866,040	21,224,928	1,358,888
TOTAL REVENUES	35,713,953	41,071,870	5,357,917
EXPENDITURES		-	
CERTIFICATED SALARIES	11,448,595	11,782,128	333,533
CLASSIFIED SALARIES	9,683,300	10,763,541	1,080,241
EMPLOYEE BENEFITS	7,423,470	7,797,752	374,282
BOOKS AND SUPPLIES	1,567,564	3,003,839	1,436,275
SERVICES & OTHER OPERATING COSTS	5,430,938	6,511,023	1,080,085
CAPITAL OUTLAY	65,500	938,898	873,398
OTHER OUTGO	334,966	414,723	79,757
TOTAL EXPENDITURES	35,954,333	41,211,904	5,257,571
NET INCREASE (DECREASE)	(240,380)	(140,034)	
PROJECTED FUND BALANCE	3,390,894	3,491,240	

FUND 11: ADULT EDUCATION			
	2013-14 ADOPTED BUDGET	2013-14 1ST INTERIM BUDGET	CHANGES
BEGINNING BALANCE	334,598	334,598	
REVENUES			
FEDERAL REVENUE	62,961	61,050	(1,911)
OTHER STATE REVENUE	-	-	-
LOCAL REVENUES	62,300	62,300	-
INTERFUND TRANSFER IN	262,628	262,628	
TOTAL REVENUES	387,889	385,978	(1,911)
EXPENDITURES			
CERTIFICATED SALARIES	192,648	194,468	1,820
CLASSIFIED SALARIES	92,387	106,358	13,971
EMPLOYEE BENEFITS	71,532	78,229	6,697
BOOKS AND SUPPLIES	22,052	21,044	(1,008)
SERVICES & OTHER OPERATING COSTS	18,172	17,864	(308)
TOTAL EXPENDITURES	396,791	417,963	21,172
NET INCREASE (DECREASE)	(8,902)	(31,985)	
PROJECTED FUND BALANCE	325,696	302,613	
FUND 12: CHILD DEVELOPMENT FUND			
	2013-14 ADOPTED BUDGET	2013-14 1ST INTERIM BUDGET	CHANGES
BEGINNING BALANCE	25,256	25,256	
REVENUES			
FEDERAL REVENUE	1,524,086	1,524,086	-
OTHER STATE REVENUE	2,682,539	2,682,539	-
LOCAL REVENUES	2,959,418	2,959,418	-
INTERFUND TRANSFER IN	106,586	106,586	-
TOTAL REVENUES	7,272,629	7,272,629	-
EXPENDITURES			
CERTIFICATED SALARIES	2,287,164	2,287,164	-
CLASSIFIED SALARIES	2,108,990	2,111,910	2,920
EMPLOYEE BENEFITS	1,709,466	1,688,303	(21,163)
BOOKS AND SUPPLIES	116,568	157,019	40,451
SERVICES & OTHER OPERATING COSTS	677,234	655,026	(22,208)
CAPITAL OUTLAY	63,425	63,425	-
OTHER OUTGO	309,782	309,782	-
TOTAL EXPENDITURES	7,272,629	7,272,629	-
NET INCREASE (DECREASE)	-	-	
PROJECTED FUND BALANCE	25,256	25,256	
CHILD DEVELOPMENT MAJOR PROGRAMS			
CDS FEES PROGRAMS	2,306,795	2,306,795	-
HEAD START	1,246,640	1,246,640	-
FEDERAL NUTRITION REVENUE	277,446	277,446	-
STATE PRESCHOOL/ SCHOOL AGE PROG.	2,577,481	2,577,481	-
CALSAFE CHILD CARE & OTHER STATE PR	279,179	279,179	-
L. A. UNIVERSAL PRESCHOOL	458,880	458,880	-

FUND 13: CAFETERIA SPECIAL FUND			
	2013-14 ADOPTED BUDGET	2013-14 1ST INTERIM BUDGET	CHANGES
BEGINNING BALANCE	244,125	244,125	
REVENUES			
FEDERAL REVENUE	1,380,000	1,380,000	-
OTHER STATE REVENUE	100,000	100,000	-
LOCAL REVENUES	1,633,000	1,633,000	-
TOTAL REVENUES	3,113,000	3,113,000	-
EXPENDITURES			
CLASSIFIED SALARIES*	1,412,937	1,410,774	(2,163)
EMPLOYEE BENEFITS	540,620	527,606	(13,014)
BOOKS AND SUPPLIES	1,443,000	1,443,000	-
SERVICES & OTHER OPERATING COSTS	(434,250)	(429,250)	5,000
CAPITAL OUTLAY	15,769	10,769	(5,000)
OTHER OUTGO	157,299	156,758	(541)
TOTAL EXPENDITURES	3,135,375	3,119,657	(15,718)
NET INCREASE (DECREASE)	(22,375)	(6,657)	
PROJECTED FUND BALANCE	221,750	237,468	
FUND 14: DEFERRED MAINTENANCE FUND			
	2013-14 ADOPTED BUDGET	2013-14 1ST INTERIM BUDGET	CHANGES
BEGINNING BALANCE	228,996	228,996	
REVENUES			
OTHER STATE REVENUE	-	-	-
LOCAL REVENUES	2,000	2,000	-
TOTAL REVENUES	2,000	2,000	-
EXPENDITURES			
BOOKS AND SUPPLIES			-
SERVICES & OTHER OPERATING COSTS	100,000	100,000	-
CAPITAL OUTLAY	50,000	50,000	-
TOTAL EXPENDITURES	150,000	150,000	-
NET INCREASE (DECREASE)	(148,000)	(148,000)	
PROJECTED FUND BALANCE	80,996	80,996	

FUND 21: BUILDING FUND			
	2013-14 ADOPTED BUDGET	2013-14 1ST INTERIM BUDGET	CHANGES
BEGINNING BALANCE	112,963,147	112,963,147	
REVENUES			
PROCEEDS - SALE OF BONDS	-	-	-
LOCAL REVENUES	673,000	673,000	-
TOTAL REVENUES	673,000	673,000	-
EXPENDITURES			
CLASSIFIED SALARIES	299,968	299,968	-
EMPLOYEE BENEFITS	128,978	124,169	(4,809)
BOOKS AND SUPPLIES	6,300	22,600	16,300
SERVICES & OTHER OPERATING COSTS	4,294,450	9,716,850	5,422,400
CAPITAL OUTLAY	68,250,100	72,325,300	4,075,200
TOTAL EXPENDITURES	72,979,796	82,488,887	9,509,091
NET INCREASE (DECREASE)	(72,306,796)	(81,815,887)	
PROJECTED FUND BALANCE	40,656,351	31,147,260	
FUND 25: CAPITAL FACILITIES FUND			
	2013-14 ADOPTED BUDGET	2013-14 1ST INTERIM BUDGET	CHANGES
BEGINNING BALANCE	9,655,577	9,655,577	
REVENUES			
DEVELOPMENT FEES	800,000	800,000	-
INTEREST	60,000	60,000	-
OTHER LOCAL	50,000	50,000	-
TOTAL REVENUES	910,000	910,000	-
EXPENDITURES			
SUPPLIES	300	1,300	1,000
SERVICES & OTHER OPERATING COST	330,200	390,200	60,000
CAPITAL OUTLAY	27,000	47,000	20,000
TOTAL EXPENDITURES	357,500	438,500	81,000
NET INCREASE (DECREASE)	552,500	471,500	
PROJECTED FUND BALANCE	10,208,077	10,127,077	

FUND 40: SPECIAL RESERVE FUND FOR CAPITAL OUTLAY			
	2013-14 ADOPTED BUDGET	2013-14 1ST INTERIM BUDGET	CHANGES
BEGINNING BALANCE	8,254,249	8,254,249	
REVENUES			
REDEVELOPMENT	1,800,000	1,800,000	-
INTEREST	30,000	30,000	-
OTHER LOCAL (CCJUP)	1,000	1,000	
TOTAL REVENUES	1,831,000	1,831,000	-
EXPENDITURES			
SUPPLIES	100	100	-
SERVICES & OTHER OPERATING COSTS	375,200	375,200	-
CAPITAL OUTLAY	50,000	50,000	-
OTHER OUTGO	1,464,102	1,464,102	-
TOTAL EXPENDITURES	1,889,402	1,889,402	-
NET INCREASE (DECREASE)	(58,402)	(58,402)	
PROJECTED FUND BALANCE	8,195,847	8,195,847	
FUND 67: SELF-INSURANCE FUND (OTHER POST EMPLOYMENT BENEFIT)			
	2013-14 ADOPTED BUDGET	2013-14 1ST INTERIM BUDGET	CHANGES
BEGINNING BALANCE	(4,695,532)	(4,695,532)	
REVENUES			
OTHER LOCAL	1,075,753	1,075,753	-
TOTAL REVENUES	1,075,753	1,075,753	-
EXPENDITURES			
SERVICES & OTHER OPERATING COST	1,068,753	1,068,753	-
TOTAL EXPENDITURES	1,068,753	1,068,753	-
NET INCREASE (DECREASE)	7,000	7,000	
PROJECTED FUND BALANCE	(4,688,532)	(4,688,532)	-

TO: BOARD OF EDUCATION

ACTION/MAJOR

12/12/13

FROM: SANDRA LYON / TERRY DELORIA / DEBRA MOORE WASHINGTON

RE: ESTABLISHMENT OF A NEW CLASSIFICATION – STUDENT INFORMATION
SYSTEMS SPECIALIST

RECOMMENDATION NO. A.25

It is recommended that the Board of Education approve the establishment of the new classification of Student Information Systems Specialist in Educational Services.

COMMENT: The district has been reviewing our ability to gather and report data required by the district and by local, state, and federal reporting agencies. In the new CalPads and State Educator Identification Systems each student and each teacher must be identified and all information related to enrollment, achievement and employment must be reported using specific codes. Thus far the work has been done by the Director of Assessment, Research and Evaluation with the assistance of other departments and an outside consultant hired annually for this purpose. The volume of the work now requires year-round attention and the load will only increase with the information gathering and reporting requirement of the new Common Core Assessment.

In order to keep up with these mandates, the district will expand its procedures in Educational Services. One necessary change is to identify a position that will take responsibility for data collection and help direct the work of input and information retrieval throughout the district. This person will interact with administrators in our district, at the county offices, and at the state level as needed to clarify and redesign the work.

A draft job description (attached) outlines the proposed duties of the position and recommends the minimum education and work experience requirements for the classification. Because we are a Merit district, the position and duties are approved by the Board and the job description and qualification requirements for the position class are prepared and approved by the Personnel Commission. Following Board action, the commission will classify the position, set minimum qualifications and designate the appropriate salary placement.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

STUDENT INFORMATION SYSTEMS SPECIALIST

BASIC FUNCTION:

Under the general direction of the Director of Student Services, the Student Information Systems Specialist maintains and manages the student information system and other data-related projects such as CALPADS, Cal-PASS, School Accountability Report Cards, and the Office of Civil Rights Data Collection. The incumbent also assists the Educational Services staff in the development, testing, implementation, and modification of all student data systems to monitor and evaluate student progress.

DISTINGUISHING CHARACTERISTICS:

This position requires someone with a high level of technical expertise in the development and the standardization of procedures for the documentation of all the District Student Information Systems components. The SIS Specialist builds capacity by developing and implementing professional development differentiated on the needs and skill levels of both certificated and classified staff; ensures the District SIS captures and organizes data as required by various state and federal agencies, and anticipates and plans for reporting requirements. This position establishes procedures, and performs database management. The incumbent will also lead the in-service training of District personnel on the use of the Student Information System. Experience with public K-12 information systems is necessary.

REPRESENTATIVE DUTIES:

- Collects data, and insures its accuracy and integrity;
- Plans and implements training on all SIS modules using a variety of traditional and digital formats;
- Imports and exports data files for various state and federal reporting purposes;
- Communicates in oral and written form with end users relative to system status and availability, protocols and policies for systemic use of the Student Information System;
- Serves as a liaison between District personnel, administrators, outside agencies and governmental organizations concerning assigned data processing and reporting functions, and resolves related issues and discrepancies, as needed;
- Communicates with sites and departments across the District to exchange information, resolve issues and coordinate activities;
- Communicates updates, changes and issues to applicable users;
- Organizes, prepares and conducts monthly meetings, trainings and orientation sessions;
- Develops documentation manuals dedicated to the most frequently used SIS modules, such as enrollment, attendance, reports, master schedules etc., and creates written procedure manuals to standardize various SIS procedures;
- Provides assistance and technical support to District and school site users;
- Completes various local, state, and federal reports and/or works with staff in collecting required data sets;

- Attends professional user-group meetings and participates in on-going SIS/technology training; attends a variety of meetings, conferences and workshops to maintain current knowledge of technological advances, regulations and reporting expectations related to SIS activities;
- Assists in the preparation and maintenance of a variety of narrative and statistical reports, records and files related to the Student Information System;
- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

1. Principles, methods, practices and procedures of all aspects related to student information systems software,
2. Knowledge of and working experience with California's CALPADS System,
3. Information/data systems related to public K-12 schools,
4. Components, capabilities and trouble-shooting for information systems software.

Ability to:

1. Verify data for correctness, and prepare effective written and oral reports,
2. Work cooperatively and effectively with various school, district and agency staff,
3. Audit, verify, and correct (as needed) various SIS data (demographics, programs, discipline, transcript, etc.),
4. Review, audit and verify attendance data and various categorical reports as required by the State,
5. Communicate effectively, both orally and in writing,
6. Prepare clear, complete, and concise reports and records,
7. Meet task requirements, schedules and project timelines,
8. Understand and follow oral and written directions,
9. Work independently,
10. Use standard industry software tools, including Excel, Access, Word and Outlook.

EDUCATION AND EXPERIENCE:

- AA Degree in Information Services or related technical field,
- Five (5) years of experience with database structures. Experience in a K-12 school environment required.

LICENSES & OTHER REQUIREMENTS:

License Requirement

Possession of a valid Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District's liability insurance carrier as prescribed by Board Policy 3541.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Candidates must be able to perform essential duties with or without reasonable accommodation.
- This is a sedentary position classification with light work that involves sitting a portion of the time, and includes walking and standing for extended periods.
- Requires the mobility to stand, stoop, balance, reach, kneel and bend. Requires mobility of arms to reach and dexterity of hands and fingers needed to operate a computer keyboard.
- May require the need to push, pull or lift up to 20 pounds.
- The job also requires the accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing oral information and direction.

Established
Board of Education:

Approved
Personnel Commission:
