

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

**August 28, 2013**

A regular meeting of the Santa Monica-Malibu Unified School District Board of Education was held on Wednesday, August 28, 2013, in the District Administrative Offices: 1651 16<sup>th</sup> Street, Santa Monica, CA. The Board of Education called the meeting to order at 4:40 p.m. in the Board Conference Room at the District Offices. At 4:41 p.m., the Board of Education moved to Closed Session regarding the items listed below. The public meeting reconvened at 6:40 p.m. in the Board Room.

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

**I. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY**

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

**II. CLOSED SESSION** (60)

- Government Code §54957 (5)  
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
- Government Code §54957 (10)  
PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT
  - Title: Director, Curriculum and Instruction
- Government Code §54956.8 (15)  
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
  - Property: 902 Colorado Avenue, Santa Monica, CA  
Agency Negotiator: Sandra Lyon  
Negotiating Parties: Santa Monica-Malibu Unified School District (SMMUSD), Southern California Edison (SCE), Exposition Metro Construction Authority (EXPO)  
Under Negotiation: Instruction to negotiator will concern both price and terms of payment
- Government Code §54956.9(d)(1) (15)  
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
  - Name of Case: Exposition Metro Line Construction Authority vs. Santa Monica-Malibu Unified School District (SMMUSD), STG Three Properties, LLC; Los Angeles Superior Court Case #BC515333
- Government Code §54956.9(d)(1) (15)  
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
  - Name of Case: Los Angeles Superior Court Case #BC514896 (*names of minors withheld*)

*There was no action to report out of closed session.*

**OPEN SESSION** (5:30 p.m.)

**III. CALL TO ORDER**

6:40 pm

A. Roll Call

Board of Education Members

Laurie Lieberman – President

Maria Leon-Vazquez – VP – *excused absence*

Ben Allen

Oscar de la Torre

Jose Escarce – *left at 9:35pm*

Ralph Mechur

Nimish Patel

6:41 pm

B. Pledge of Allegiance

*Led by Mr. Allen.*

6:43 pm

**IV. APPROVAL OF THE AGENDA**

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

**V. APPROVAL OF MINUTES**

A.01 July 24, 2013 ..... 1  
August 14, 2013

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

6:50 pm

**VII. STUDY SESSION (60)**

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

S.01 Risk Management and School Safety Discussion (60) ..... 2

**VIII. COMMUNICATIONS (30)**

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

8:12 pm

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

**1. Matthew Ware – Santa Monica High School**

*Student Board Member Ware reported that today was the fifth day of school and the first time that 90% of students registered for school before it started. Registration went smoothly. The first school rally will be in the Greek Theatre this Friday with the theme of Bleed Blue and Gold and highlighting fall sports. There is a football scrimmage on Friday and boys' water polo game on Thursday. Auditions were held yesterday for the fall play will be Noises Off. Students who are interested in starting their own club can fill out charter applications this week. Mr. Ware called everyone's attention to the 50<sup>th</sup> Anniversary of the March on Washington, commenting that he and his peers have benefited from the legacy of the Civil Rights Movement.*

**2. TBD – Malibu High School**

**3. TBD – Olympic High School**

8:18 pm

**B. SMMCTA Update – Sarah Braff (5)**

*Ms. Braff piggybacked on Mr. Ware's comments, saying that she marched in Civil Rights marches starting at age thirteen. She said that she was excited to be the Interim President for SMMCTA and plans to do a lot of listening, speaking frankly, and problem solving. She commented on school safety, class sizes, and other teacher concerns.*

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

8:27 pm

**D. PTA Council – Ms. Patti Braun (5)**

*Ms. Braun proudly announced that the beginning of school has gone well. She said she has only heard positive and wonderful things. She congratulated the new administrators at the sites and in the district office. She remarked that the steady growth of funding for the Vision for Student Success is exciting to hear. She congratulated Linda Greenberg Gross and SMMEF for the newly announced \$500,000 gift. The PTA Council's annual retreat will be on September 17. Ms. Braun said that that PTA would be interested to hear the campus security presentation from Dr. Kelly and Mr. Bradbury. She informed the board that she is working with Dr. Deloria and Ed Services to create webinars for parents regarding the Common Core Standards. She congratulated Ms. Braff on new position of Interim President and welcomed Student Board Member Matthew Ware.*

**IX. SENIOR STAFF REPORTS (20)**

8:30 pm

**A. Asst. Supt., Educational Services – Dr. Terry Deloria (5)**

*Dr. Deloria said she was moved and impressed by the fundraising progress SMMEF has made in such a short time. She added that she was proud of the community's support of the Vision for Student Success. She reported that it had been a good first week of school. In the spirit of collaboration, she will be meeting with Ms. Braff regarding professional development for teachers.*

8:32 pm

**B. Assoc. Supt., Business & Fiscal Services/CFO – Ms. Janece Maez (5)**

*Ms. Maez remarked on the hard work of the support staff at the sites to get the campuses ready for the new school year. The Fiscal Department will be meeting with site administrators to discuss their budgets at the beginning of the year.*

8:34 pm

**C. Asst. Supt., Human Resources – Ms. Debra Moore Washington (5)**

*Ms. Washington said that schools looked great for the start of school, and class sizes looked manageable. Staff will continue to examine the numbers and make any necessary adjustments. The district is looking at state recommendations and what neighboring districts are doing regarding class sizes in TK and K. There are plans to support new administrators and teachers at the campuses. There was True Colors training for classified staff to learn more about teambuilding. She welcomed new the Directors of Curriculum and Instruction.*

8:37 pm

**D. Superintendent – Ms. Sandra Lyon (5)**

*Ms. Lyon thanked the employees for getting schools ready. She thanked staff for helping to make the annual Convocation such a success, adding that it was wonderful to have all employee groups in the room. Following the Convocation was a day of professional development for the teachers as a way to launch the Common Core. The competition to help design the district's new logo is coming up. Ms. Lyon will meet with the Graphic Design Expert Team tomorrow, a press release will go out next week, and logo submissions are due November 1. She announced that the meeting would be adjourn in recognition of the 50<sup>th</sup> Anniversary of the March on Washington for Jobs and Freedom.*

8:39 pm

**X. CONSENT CALENDAR (30)**

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

**Curriculum and Instruction**

A.02	Approval of Independent Contractors.....	3-4
A.03	Overnight Field Trip(s) 2012-2013 .....	5
A.04	Approval of Special Education Contracts – 2013-2014 .....	6-8

**Business and Fiscal**

A.05	Award of Purchase Orders – 2012-2013 .....	9-9c
A.06	Transfer of Funds.....	10

**Facilities Improvement Projects**

A.07	Amendment to Contract – Lease Leaseback – Edison Language Academy – New Construction – Swinerton Builders – Measure BB.....	11-12
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**Personnel**

A.08	Certificated Personnel – Elections, Separations.....	13-20
A.09	Classified Personnel – Merit .....	21-27
A.10	Classified Personnel – Non-Merit.....	28-29
A.11	Increase in Staffing (FTE) – Facility Use .....	30
A.12	Administrative Appointments.....	31
	<i>Director, Curriculum and Instruction</i>	

6:44 pm

**General**

A.13	Adopt BP 6112.1 - General Education Classroom Assignment for Students with Disabilities.....	32-33
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8:41 pm

**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.**

- *Craig Foster and Alexia Burton informed the board of Advocates for Malibu public Schools (AMPS) updates.*
- *Jon Kean suggested an Athletes Council be formed at the secondary schools and an Athletics DAC be formed at the district level.*

**DISCUSSION and MAJOR Items**

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

**XII. DISCUSSION ITEMS (45)**

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

D.01	Update from the Santa Monica-Malibu Education Foundation (SMMEF) (45) .....	34
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7:43 pm

**XIII. MAJOR ITEMS (75)**

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

8:47 pm	A.14	Adopt Resolution No. 13-01 - Gann Amendment (10).....	35-36c
8:50 pm	A.15	Unaudited Actuals (45).....	37-43
9:43 pm	A.16	Approval of the City of Malibu Joint Use Agreement – July 1, 2013, through June 30, 2013 (10).....	44-44q
9:50 pm	A.17	Establish New Position – Regional Occupational Program (ROP) Counselor (5).....	45-48
10:07 pm	A.18	Nomination for Membership on the Los Angeles County Committee on School District Organization (5).....	49-50

**XIV. INFORMATIONAL ITEMS (0)**

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

I.01	AR and Exhibit 6112.1 - General Education Classroom Assignment for Students with Disabilities (0).....	51-53
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**XV. BOARD MEMBER ITEMS (0)**

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

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

A member of the public may request that a matter within the jurisdiction of the board be placed on the agenda of a regular meeting, as per Board Policy 9322. The request shall be in writing and be submitted to the superintendent or designee with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue. The board president and superintendent shall decide whether a request is within the subject matter jurisdiction of the board. Items not within the subject matter jurisdiction of the board may not be placed on the agenda. In addition, the board president and superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation before placing the item on the agenda.

**XVII. CONTINUATION OF PUBLIC COMMENTS**

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

**XVIII. BOARD MEMBER COMMENTS**

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

- *Ben Allen commended staff on the smooth start of the school year and a successful Convocation.*

**XIX. FUTURE AGENDA ITEMS**

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

**XX. CLOSED SESSION**

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

**XXI. ADJOURNMENT**

It was moved by Mr. de la Torre, seconded by Mr. Patel, and voted 5/0 (Dr. Escarce and Ms. Leon-Vazquez were absent) to adjourn the meeting at 10:12 p.m. in memory of Board Vice President Maria Leon Vazquez's father and Santa Monica City Council Member Gleam Davis's mother. In honor of the 50<sup>th</sup> Anniversary of the March on Washington for Jobs and Freedom, during which Dr. Martin Luther King, Jr., gave his famous, "I Have a Dream," speech, the board also adjourned the meeting in recognition and memory of those who dedicated their lives to the Civil Rights Movement. This meeting will adjourn to a regular board meeting scheduled for 5:30 p.m. on **Thursday, September 19, 2013**, in the **District Administrative Offices**: 1651 16<sup>th</sup> Street, Santa Monica, CA.

Approved: \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Superintendent

**Meetings held at the District Office and in Malibu are taped and rebroadcast in Santa Monica on CityTV2, Cable Channel 20 – Check TV listing.  
Meetings are rebroadcast in Malibu on Government Access Ch. 3 every Saturday at 8pm.**

**SMMUSD Board of Education Meeting Schedule 2013-2014**

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

July through December 2013					
Month	1 <sup>st</sup> Thursday	2 <sup>nd</sup> Thursday	3 <sup>rd</sup> Thursday	4 <sup>th</sup> Thursday	Special Note:
July			7/18* 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	<del>9/5 DO</del>		9/19 DO		*9/5: District Holiday
October	10/3 M		10/17 DO		
November	11/7 M		11/21 DO		Thanksgiving: 11/28-29
December		12/12 DO		winter break	
<b>Winter Break: December 23 – January 3</b>					
January through June 2014					
<b>Winter Break: December 23 – January 3</b>					
January	winter break	1/16 DO			
February	2/6 M		2/20 DO		
March	3/6 DO		3/20 M		
<b>Spring Break: April 7-18</b>					
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 16<sup>th</sup> 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  
08/28/13

RECOMMENDATION NO. A.01

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

July 24, 2013  
August 14, 2013

July 24, 2013

MOTION MADE BY: Mr. Mechur  
SECONDED BY: Dr. Escarce  
STUDENT ADVISORY VOTE: N/A  
AYES: Five (5) (Ms. Leon-Vazquez was absent)  
NOES: None (0)  
ABSTAIN: One (1) (Mr. Allen)

August 14, 2013

MOTION MADE BY: Mr. Allen  
SECONDED BY: Mr. Mechur  
STUDENT ADVISORY VOTE: N/A  
AYES: Five (5) (Ms. Leon-Vazquez was absent)  
NOES: None (0)  
ABSTAIN: One (1) (Dr. Escarce)



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## **STUDY SESSION**

TO: BOARD OF EDUCATION

STUDY SESSION

08/28/13

FROM: SANDRA LYON / JANECE L. MAEZ / GARY BRADBURY

RE: RISK MANGEMENT AND SCHOOL SAFETY DISCUSSION

STUDY SESSION ITEM NO. S.01

Business Services will present an overview of the District’s Risk Management Program, describing the “big picture” view of the subject, how we process and manage claims, what staff is doing to prevent or avoid future losses, and how we are preparing to handle catastrophic events. The emphasis will be on how we are making our sites safe for the students, staff, parents, and community members who use them every day. The Board will receive data on current trends throughout the District and the steps being taken to mitigate losses. The presentation will also describe how we protect ourselves from the financial cost of these losses through the insurance programs provided by Keenan and ASCIP.

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

*Mr. Bradbury’s presentation can be found under Attachments at the end of these minutes.*

*Mr. Mechur asked about the district’s partnerships with Joint Powers Authorities (JPAs). Ms. Maez explained that both are insurance pools that provide separate services for the district. Mr. Bradbury addressed Mr. de la Torre’s questions about campus security with regards to classrooms and lockdowns. Mr. Allen requested more information on the door locking methods that the district is examining. Mr. Bradbury and Ms. Maez answered Mr. de la Torre’s questions about air and water quality monitoring. Ms. Lyon said they could bring back more information about campus safety at a future meeting. Ms. Maez provided the board with a draft Strategic Plan for Safety Improvement for the current year.*

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## **CONSENT ITEMS**

TO: BOARD OF EDUCATION

ACTION/CONSENT

08/28/13

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.

<b>Contractor/ Contract Dates</b>	<b>Description</b>	<b>Site</b>	<b>Funding (Measure BB)</b>
Elaine Rene-Weissman  08/28/13 to 07-31-2014  Not to Exceed: \$25,000	Project Consultant/Malibu	Measure BB / Capital Improvements	21,81,82,83-90500-0- 00000-85000-5802- XXX-2600

<b>Contractor/ Contract Dates</b>	<b>Description</b>	<b>Site</b>	<b>Funding</b>
Jewish Family Services of Los Angeles  8/30/13 to 6/30/14  Not to exceed: \$5,000	Provide counseling services for students 1 day per week for school year to assist with the extremely heavy counseling load.	Franklin	01-00010-0-11100- 10000-5802-002-4020 (Tier III)
CSM Consulting Inc.  7/1/13 – 6/30/15  Not to exceed: \$37,000 (\$18,500/yr)	E-Rate application process for the filing year 17 (2014-15) & 18 (2015-16). Application process consists of filing all required FCC forms for services District has requested including, but not limited to, Form 470, 471, 486, & 500.	Purchasing	01-00000-0-00000- 72000-5802-055-2550
P.S. Arts  9/16/2013 to 5/30/14  Not to exceed: \$5,000	Provide 30 weeks of instructional time with students. Disciplines to be taught are visual arts, equivalent to 4 days a week.	Will Rogers Learning Community	01-90150-0-11100- 10000-5802-006-4060 (100% PTA)
Music Rhapsody  8/30/2013 to 6/6/2014  Not to exceed: \$14,000	Provide 45min music classes for 12 weeks, 13 classes for grades K-2 Instruments and materials to be provided	Will Rogers Learning Community	01-90150-0-11100- 10000-5802-006-4060 (100% PTA)
Virginia Avenue Project  9/13/2013 to 11/15/2013  No Cost	Provides performing arts and writing programs to children	Will Rogers Learning Community	N/A

<p>Total School Solutions 7/1/13 to 6/30/14 Not to exceed: \$24,750</p>	<p>Provide administrative coaching for an elementary principal for a total of 15 days during the 2013-14 school year</p>	<p>Superintendent's Office</p>	<p>01-00000-0-00000-71500-5802-020-1200</p>
<p>Orbach Huff &amp; Suarez 5<sup>th</sup> addendum to extend contract date to 6/30/15  Total contract not to exceed: \$295,000  <i>(Contract date 9/15/11-6/30/12 for \$30,000 approved 11/3/11. 1<sup>st</sup> amendment extended contract date to 6/30/13 &amp; increased contract by \$50,000 approved 8/15/12. 2<sup>nd</sup> amendment increased contract amount by \$45,000 approved 11/1/12. 3<sup>rd</sup> amendment increased contract by \$125,000 approved 12/13/12. 4<sup>th</sup> amendment increased contract by \$45,000 for Solar PPA issues approved 2/21/13.)</i></p>	<p>General legal counsel services – District-wide Facility and Land Use.  General legal counsel services - Solar PPA issues (these charges will be reimbursed by Regeneration)</p>	<p>Business</p>	<p><u>\$215,000</u>: 01-00000-0-00000-73000-5820-050-1500 (District-wide Facility and Land Use Issues)  <u>\$80,000</u>: 01-90120-0-00000-82000-5820-050-1500 (Solar PPA Issues)</p>

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

TO: BOARD OF EDUCATION  
 FROM: SANDRA LYON / TERRY DELORIA  
 RE: OVERNIGHT FIELD TRIP(S) 2013-2014

ACTION/CONSENT  
 08/28/13

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
Santa Monica High 9 <sup>th</sup> - 12 <sup>th</sup> 28	Camp Whittle Fawnskin, CA 8/15/13-8/18/13	E. Mayoral/ Jefte Huls	Choral Performing	Madrigal Ensemble	Students will attend a camp for intense choir rehearsal and musical knowledge acquisition.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

08/28/13

FROM: SANDY LYON / TERRY DELORIA / SARA WOOLVERTON

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS – 2013-2014

RECOMMENDATION NO. A.04

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
Academy for the Advancement of Children with Autism (AACA)	5103152572	NPS	12-SPED14031	\$148,202.00
Academy for the Advancement of Children with Autism (AACA)	DOB 8/16/95	NPS	13-SPED14032	\$93,087.00
Academy for the Advancement of Children with Autism (AACA)	2104353235	NPS	14-SPED14033	\$101,956.00

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 8/14/13		\$ 128,962
	Balance	\$ 2,471,038
Positive Adjustment (See Below)		\$ 0
		\$ 2,471,038
Total Amount for these Contracts		\$ 343,245
	Balance	\$ 2,127,793

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 7/24/13					
NPS	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

**NPA**

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

Nonpublic Agency	SSID	Service Description	Contract Number	Cost Not to Exceed
Institute for Applied Behavioral Analysis (IABA)	DOB 8/16/95	Behavior 1:1	11-SPED14026	\$6,120.00
Hear To Talk	1103200503	Audiology Therapy	15-SPED14035	\$3,375.00

Amount Budgeted NPA 13/14		\$ 647,000
Prior Board Authorization as of 8/14/13		\$ 78,624
	Balance	\$ 568,376
Positive Adjustment (See Below)		\$ 0
		\$ 568,376
Total Amount for these Contracts		\$ 9,495
	Balance	\$ 558,881

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 7/24/13					
NPA	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

### Instructional Consultants

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

Instructional Consultant	SSID	Service Description	Contract Number	Cost Not to Exceed
Lindamood-Bell	3103139327	Specialized Instruction 1:1	15-SPED14027	\$32,040.00

Amount Budgeted Instructional Consultants 13/14		\$ 447,000
Prior Board Authorization as of 8/14/13		\$ 80,100
	Balance	\$ 366,900
Positive Adjustment (See Below)		\$ 0
		\$ 366,900
Total Amount for these Contracts		\$ 32,040
	Balance	\$ 334,860

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 7/24/13					
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
Venice Family Clinic	Various	Family Services	13-SPED14024	\$20,000.00
Joan Browner, PhD	2103155155	Psych Evaluation	14-SPED14025	\$5,000.00
Pawar Transportation	DOB 8/16/1995	Transportation	16-SPED14028	\$36,720.00
Bell Cab	5103152572	Transportation	17-SPED14029	\$35,530.00
Malibu Yellow Cab	2104353235	Transportation	18-SPED14030	\$22,000.00

Amount Budgeted Non-Instructional Consultants 13/14		\$ 150,000
Prior Board Authorization as of 8/14/13		\$ 9,570
	Balance	\$ 140,430
Positive Adjustment (See Below)		\$ 0
		\$ 140,430
Total Amount for these Contracts		\$ 119,250
	Balance	\$ 21,180

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 7/24/13					
Non-Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment



**Legal**

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

Legal Contractor	Service Description	Contract Number	Cost Not to Exceed

Amount Budgeted Legal Services 13/14		\$	300,000
Prior Board Authorization as of 8/14/13			<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 7/24/13				
Legal Contractor	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

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

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

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

08/28/13

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

RE: AWARD OF PURCHASE ORDERS – 2013-14

RECOMMENDATION NO. A.05

It is recommended that the Board of Education approve the following Purchase Orders and Changed Purchase Orders from August 2, 2013, through August 15, 2013, for fiscal /14.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

08/28/13

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

RE: TRANSFER OF FUNDS

RECOMMENDATION NO. A.06

It is recommended that the Board of Education approve the following transfers for the 2012-2013 fiscal year.

- A. \$200,000 from the General Fund (Fund 01) to the Child Development Fund (Fund 12) to cover the deficit spending in 2012-2013.

COMMENTS: As the District closed the books for the 2012-13 fiscal year, it was determined that there would be a deficit in the Child Development Services Fund. There were several factors contributing to the deficit. The Infant Toddler Center (ITC) and the Los Angeles Universal Preschool (LAUP) programs both received less in revenue than had been expected. Low enrollments in the LAUP program contributed to the \$29,853 deficit in that program. The ITC program did not receive the full amount expected from St. Johns resulting in a \$50,975 deficit. The balance of the fund deficit, \$119,172, is the result of the numerous shifts and changes made between the Head Start program, Child Care, and State Preschool. Although the district was notified of revenue changes, the timing was such that expenditure adjustments could not be made quick enough to offset the revenue loss.

Fiscal staff has met with the Director of Child Development Services to review the reasons for this deficit and determine how shortages with the fund can be identified more quickly.

The Los Angeles County Office of Education (LACOE) requires Board approval to make transfers between funds. Encroachments between other programs in the District are typically identified during the budget process and are adjusted throughout the year in Interim Reports. Child Development Services is a self-sustaining fund and normally does not incur operational deficits.

MOTION MADE BY: Mr. Mechur

SECONDED BY: Dr. Escarce

STUDENT ADVISORY VOTE: N/A

AYES: All (Ms. Leon-Vazquez was absent)

NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

08/28/13

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.07

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.

\*\*\*\*\*

*This item was pulled by staff.*

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

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

ACTION/CONSENT  
 08/28/13

RECOMMENDATION NO. A.08

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

**ADDITIONAL ASSIGNMENTS**

ADAMS MIDDLE SCHOOL

Asher, Jeanette	183 hrs @\$56.98	8/20/13-6/10/14	<u>Own Hrly/\$10,427</u>
		TOTAL OWN HOURLY	\$10,427

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

EDUCATIONAL SERVICES

Beeman-Solano, Amy	18 hrs @\$40.46	7/23/13-8/9/13	Est Hrly/\$728
Bon, Nancy	18 hrs @\$40.46	7/23/13-8/9/13	Est Hrly/\$728
Catanzano, Linda	18 hrs @\$40.46	7/23/13-8/9/13	Est Hrly/\$728
Cruce, Marae	18 hrs @\$40.46	7/23/13-8/9/13	Est Hrly/\$728
Gonzalez, Alicia	18 hrs @\$40.46	7/23/13-8/9/13	Est Hrly/\$728
Hart, Sharon	18 hrs @\$40.46	7/23/13-8/9/13	Est Hrly/\$728
Hovest, Christine	18 hrs @\$40.46	7/23/13-8/9/13	Est Hrly/\$728
Jung, Parisa	18 hrs @\$40.46	7/23/13-8/9/13	Est Hrly/\$728
Levy, Amy	18 hrs @\$40.46	7/23/13-8/9/13	Est Hrly/\$728
Macon, Tristen	18 hrs @\$40.46	7/23/13-8/9/13	Est Hrly/\$728
Meyer, Kimberly	18 hrs @\$40.46	7/23/13-8/9/13	Est Hrly/\$728
Moazzez, Rozita	18 hrs @\$40.46	7/23/13-8/9/13	Est Hrly/\$728
Parker, Trevor	18 hrs @\$40.46	7/23/13-8/9/13	Est Hrly/\$728
Pham, Vy	18 hrs @\$40.46	7/23/13-8/9/13	Est Hrly/\$728
Pirri, Stephanie	18 hrs @\$40.46	7/23/13-8/9/13	Est Hrly/\$728
Salamaggi, Aileen	18 hrs @\$40.46	7/23/13-8/9/13	Est Hrly/\$728
Schneider, Kirsten	18 hrs @\$40.46	7/23/13-8/9/13	Est Hrly/\$728
Wadsworth, Henry	18 hrs @\$40.46	7/23/13-8/9/13	Est Hrly/\$728
Ware, Andrea	18 hrs @\$40.46	7/23/13-8/9/13	Est Hrly/\$728
Zagor, Maura	18 hrs @\$40.46	7/23/13-8/9/13	<u>Est Hrly/\$728</u>
		TOTAL ESTABLISHED HOURLY	\$14,560

Comment: Develop New Common Core Benchmark Assessments  
 01-IASA: Title II Teacher Quality

Hirt, Mary	20 hrs @\$40.46	8/1/13-6/15/14	<u>Est Hrly/\$809</u>
		TOTAL ESTABLISHED HOURLY	\$809

Comment: Train and Support Elementary PE Coaches  
 01-Measure "R"

Webb, Kitaro	10 hrs @\$40.46	8/1/13-6/15/14	<u>Est Hrly/\$405</u>
		TOTAL ESTABLISHED HOURLY	\$405

Comment: Curriculum Development  
 01-IASA: Title II Teacher Quality

HUMAN RESOURCES

Berezowsky, Lisa	12 hrs @\$40.46	7/1/13-7/31/13	Est Hrly/\$486
Collin, Laura	12 hrs @\$40.46	7/1/13-7/31/13	<u>Est Hrly/\$486</u>
		TOTAL ESTABLISHED HOURLY	\$972

Comment: Moving Classroom due to involuntary transfer  
 01-Unrestricted Resource

LINCOLN MIDDLE SCHOOL

McLaughlin, Gretchen	3 hrs @\$40.46	7/17/13	Est Hrly/\$121
Moazzez, Rozita	3 hrs @\$40.46	7/17/13	Est Hrly/\$121
TOTAL ESTABLISHED HOURLY			\$242

Comment: ELD Transition Planning  
01-Tier III Programs Cat Flex

SPECIAL EDUCATION

Sass, Amanda	2 hrs @\$40.46	7/10/13	Est Hrly/\$81
TOTAL ESTABLISHED HOURLY			\$81

Comment: IEP Prep  
01-Special Education

HOURLY TEACHERS

ADULT EDUCATION

Siemer, Deborah	81 hrs @\$40.46	8/2613-6/5/14	Est Hrly/\$3,277
TOTAL ESTABLISHED HOURLY			\$3,277

Comment: GED Test Administrative Support  
11-Unrestricted Resource

Hammond, Paul	198 hrs @\$45.34	8/26/13-6/5/14	Est Hrly/\$8,977
Murphy, Leticia	198 hrs @\$45.34	8/26/13-6/5/14	Est Hrly/\$8,977
TOTAL ESTABLISHED HOURLY			\$17,954

Comment: Adult Education Instructor  
11-Unrestricted Resource

Bushin, Gregory	198 hrs @\$45.34	8/2613-6/5/14	Est Hrly/\$8,977
Dumey, Glenna	99 hrs @\$45.34	8/26/13-6/5/14	Est Hrly/\$4,489
TOTAL ESTABLISHED HOURLY			\$13,466

Comment: Adult Education Instructor  
11-231:ABE/ESL/ESL Ctn, VESL/VABE

Smith, Bradford	432 hrs @\$45.34	8/26/13-6/5/14	Est Hrly/\$19,587
TOTAL ESTABLISHED HOURLY			\$19,587

Comment: Adult Education Instruction  
11-Other Local Income

Demello, Flavia	360 hrs @\$45.34	8/26/13-6/5/14	Est Hrly/\$16,322
TOTAL ESTABLISHED HOURLY			\$16,322

Comment: Adult Education Instruction  
11-Unrestricted Resource -91%  
11-PL105-22 Engl Literacy/Civics - 9%

Morgan, Alexandra	360 hrs @\$45.34	8/26/13-6/5/14	Est Hrly/\$16,322
TOTAL ESTABLISHED HOURLY			\$16,322

Comment: Adult Education Instruction  
11-PL105-22 Engl Literacy/Civics - 60%  
11-231:ABE/ESL/ESL Ctn, VESL/VABE - 22%  
11-Unrestricted Resources - 18%

Gomez, Victor	\$45.34, as needed	8/26/13-6/5/14	Est Hrly/\$----
Kuipers, Catherine	\$45.34, as needed	8/26/13-6/5/14	Est Hrly/\$----
Lauchenauer, Evelyn	\$45.34, as needed	8/26/13-6/5/14	Est Hrly/\$----
TOTAL ESTABLISHED HOURLY			\$----

Comment: Adult Education Substitute  
11-Unrestricted Resource

**TOTAL ESTABLISHED HOURLY, AND OWN HOURLY = \$ 114,424**

## NEW HIRES

### REINSTATEMENT FROM LAYOFF

#### TENURED CONTRACT

<u>Name/Assignment/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>
Sugasawara, Patricia/CDS Teacher Franklin Elementary	50%	8/21/13

#### PROBATIONARY CONTRACTS

<u>Name/Assignment/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>
Cruz, Jar-EI/Elem Music Educational Svcs	100%	8/20/13
Holland-Matthews, Margie/English John Adams MS	100%	8/20/13
Ortolf, David/SAI Roosevelt Elementary	100%	8/20/13
Stein, Rebecca/Physics Santa Monica HS	100%	8/20/13

#### TEMPORARY CONTRACTS

<u>Name/Assignment/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>
Adams, Laura/Math Santa Monica HS	100%	8/20/13-6/10/14
Ahern, Jamie/SAI Preschool Special Education	60%	8/20/13-6/10/14
Auer, Kimberly/Spanish Malibu HS	100%	8/20/13-6/10/14
Battung, Jason/Yoga Santa Monica HS	100%	8/20/13-6/10/14
Blanchard-Young, Aisha/Grant Grant Elementary	100%	8/20/13-6/10/14
Bolden, Devyn/SAI Grant Elementary	100%	8/20/13-6/10/14
Both, Katherine/2 <sup>nd</sup> -3 <sup>rd</sup> Grade Franklin Elementary	100%	8/20/13-6/10/14
Bushin, Gregory/English, Math Olympic HS	100%	8/20/13-6/10/14
Carson, Wendi/5 <sup>th</sup> Grade Franklin Elementary	100%	8/20/13-6/10/14
Chandler, Ashley/SAI Muir Elementary	100%	8/20/13-6/10/14
Christoff, Anne/SAI-Math Santa Monica HS	100%	8/20/13-6/10/14



Curtis, Laura/SAI Preschool Special Education	60%	8/20/13-6/10/14
Dempsey, Bridget/4 <sup>th</sup> Grade McKinley Elementary	100%	8/20/13-6/10/14
DeWig, Kevin/Life Skills Lincoln MS	100%	8/20/13-6/10/14
Duncan, Yeato/SAI Roosevelt Elementary	100%	8/20/13-6/10/14
Edwards, David/4 <sup>th</sup> Grade McKinley Elementary	100%	8/20/13-6/10/14
Estrada, Tiffany/ELD Rogers Elementary	100%	8/20/13-6/10/14
Fan, Tao-Hwa/Chinese Malibu HS/Santa Monica HS	80%	8/20/13-6/10/14
Forte, Mark/Spanish Lincoln MS	100%	8/20/13-6/10/14
Gilson, Nicole/SAI Grant Elementary	100%	8/20/13-6/10/14
Gonzalez, Alicia/Math Santa Monica HS	100%	8/20/13-6/10/14
Guirguis, Mariam/Life Science John Adams MS	100%	8/20/13-6/10/14
Haendel, Erin/Math-Science SMASH	30%	8/20/13-6/10/14
Hammill, Debra/Science Lincoln MS	100%	8/20/13-6/10/14
Helsing, Laura/SAI-Math John Adams MS	100%	8/20/13-6/10/14
Hilson, Jaclyn/SAI Rogers Elementary	100%	8/26/13-6/10/14
Hong, Hawala/Math John Adams MS	100%	8/20/13-6/10/14
Iwanka, Traci/Reading Grant Elementary	50%	8/20/13-6/10/14
Khem, Chamnauch/Latin Santa Monica HS	40%	8/20/13-6/10/14
Kirven, Wednesday/1 <sup>st</sup> Grade McKinley Elementary	100%	8/20/13-6/10/14
Kreuzer, Karen/1 <sup>st</sup> Grade Muir Elementary	100%	8/20/13-6/10/14

Lambert, Daniel/ISP Malibu HS	100%	8/20/13-6/10/14
Liaw, Susanne/English Olympic HS	100%	8/20/13-6/10/14
Lindemann, Maya/Nurse Child Develop Svcs	100%	8/20/13-6/10/14
Lockett, Graham/Chemistry Santa Monica HS	100%	8/20/13-6/10/14
Marshall, Kimberly/3 <sup>rd</sup> Grade McKinley Elementary	100%	8/20/13-6/10/14
Mckenzie, Alyson/Spanish Malibu HS	40%	8/20/13-6/10/14
Meils, Jennifer/Lang Arts John Adams MS	100%	8/20/13-6/10/14
Milwe, Cindy/Lang Arts John Adams MS	40%	8/20/13-6/10/14
Mojica, Georgina/1 <sup>st</sup> Grade Edison Elementary	100%	8/20/13-6/10/14
Nieves, Melissa/OCLC Olympic HS	100%	8/20/13-6/10/14
Pawling, Sean/Elem Music Educational Svcs	100%	8/20/13-6/10/14
Perez, Raymond/Counselor Lincoln MD	100%	8/7/13-6/30/14
Peterson, Aimee/SAI Rogers Elementary	100%	8/20/13-6/10/14
Pirri, Stephanie/Literacy Roosevelt Elementary	100%	8/20/13-6/10/14
Quiroz, Lindsay/Elem Music Educational Svcs	100%	8/20/13-6/10/14
Sato, Akiko/Japanese Santa Monica HS	80%	8/20/13-6/10/14
Schwengel, Tracey/3 <sup>rd</sup> Grade Rogers Elementary	100%	8/20/13-6/10/14
Staroschak, Christina/Biology Santa Monica HS	100%	8/20/13-6/10/14
Tickler, Brian/Social Studies Santa Monica HS	100%	8/20/13-6/10/14
Topp, Courtney/Life Skills Santa Monica HS	100%	8/20/13-6/10/14

Trubo, Melissa/2 <sup>nd</sup> -3 <sup>rd</sup> Grade Muir Elementary	100%	8/20/13-6/10/14
Vampola, Kelly/Biology Santa Monica HS	100%	8/20/13-6/10/14
Wallace, Theresa/Physical Ed Lincoln MS	100%	8/20/13-6/10/14

**SUBSTITUTE TEACHERS**

Effective

**PREFERRED SUBSTITUTES**

(@\$162.00 Daily Rate)

Friedenthal, Gabrielle	8/22/13
Miller, Caroline	5/7/13
Sorensen, Justine	8/22/13
Walsh, Maura	8/22/13

**CHANGE IN ASSIGNMENT**

Effective

Berezowsky, Lisa Rogers/Sp Ed Preschool	8/20/13
<u>From:</u> Franklin/Sp Ed Preschool	
<u>To:</u> Rogers/Sp Ed Preschool	
Boyle, Laura Olympic HS/Teacher	8/20/13-6/10/14
<u>From:</u> 100%	
<u>To:</u> 60%	
Collin, Laura Muir/Sp Ed Preschool	8/20/13
<u>From:</u> Franklin/Sp Ed Preschool	
<u>To:</u> Muir/Sp Ed Preschool	
Conway, Kenyatta Rogers/Preschool	8/21/13
<u>From:</u> Roosevelt/Preschool	
<u>To:</u> Rogers/Preschool	
Degregorio, Dana Roosevelt/McKinley/SAI	8/20/13
<u>From:</u> 100% Roosevelt	
<u>To:</u> 50% Roosevelt/50% McKinley	
Gluck, Heidi Washington West/Preschool	8/21/13
<u>From:</u> Floater/Preschool	
<u>To:</u> Wash West/Preschool	
Henry, Cassy Grant/Preschool	8/21/13
<u>From:</u> Franklin/Preschool	
<u>To:</u> Grant/Preschool	
Herberg, Joan Roosevelt/CDS Teacher	8/20/13
<u>From:</u> McKinley/CDS Teacher	
<u>To:</u> Roosevelt/CDS Teacher	

King, Keri McKinley/2 <sup>nd</sup> Grade <u>From:</u> 100% <u>To:</u> 20%	8/20/13-6/10/14
Langsdale, Jennifer McKinley/Science <u>From:</u> 100% <u>To:</u> 20%	8/20/13-6/10/14
Langus, Jocelyn Special Ed/Speech Therapist <u>From:</u> 100% <u>To:</u> 60%	8/20/13
Mackey, Tamara Roosevelt/4 <sup>th</sup> Grade <u>From:</u> Pt. Dume/3 <sup>rd</sup> -4 <sup>th</sup> Grade <u>To:</u> Roosevelt/4 <sup>th</sup> Grade	8/20/13
Martin, Laurie Special Ed/Speech Lang Path <u>From:</u> 100% <u>To:</u> 40%	8/20/13-6/10/14
Martinez, Emelita Rogers/Preschool <u>From:</u> Grant/Preschool <u>To:</u> Rogers/Preschool	8/21/13
Murawski, Danielle Malibu HS/Spanish <u>From:</u> Lincoln MS <u>To:</u> Malibu HS	8/20/13
Parker, Trevor Santa Monica HS/Math <u>From:</u> SAI – Math <u>To:</u> Math	8/20/13
Posner, Cara John Adams/SAI <u>From:</u> Rogers/LOA <u>To:</u> John Adams/SAI	8/20/13
Rodriguez, Claudia Franklin/Preschool <u>From:</u> Rogers/Preschool <u>To:</u> Franklin/Preschool	8/21/13
Rodriguez, Melinda John Adams/Preschool <u>From:</u> Rogers/Preschool <u>To:</u> JAMS/Preschool	8/21/13
Roman, Bertha Ed Svcs/TOSA <u>From:</u> 183 days/TOSA <u>To:</u> 200 days/TOSA	8/1/13

Serapiglia, Anne 8/20/13  
SMASH/SAI  
From: 80%  
To: 100%

Sever, Pamela 8/20/13  
John Adams MS/Science  
From: Special Ed  
To: Science

Swift, Jessica 8/20/13  
John Adams MS/Music  
From: Ed Svcs/Elem Music  
To: John Adams/Inst Music

Taylor-Sabo, Melissa 8/20/13  
Malibu HS/SAI  
From: Webster/SAI  
To: Malibu HS/SAI

Thomas, Kate 8/20/13  
Franklin/SAI  
From: John Adams/SAI  
To: Franklin/SAI – Autism

**LEAVE OF ABSENCE (with pay)**

<u>Name/Location</u>	<u>Effective</u>
Roseberg, Jessica Santa Monica HS	8/1/13-8/25/13 [maternity]

**RESIGNATION**

<u>Name/Location</u>	<u>Effective</u>
Cole, Debra John Adams Middle School	6/11/13

De Hope, Kathryn 6/30/13  
Lincoln Middle School

Garden, Sarah 7/12/13  
Grant Elementary School

Sweeney, Kristin 6/11/13  
Olympic High School

**RETIREMENT**

<u>Name/Location</u>	<u>Effective</u>
Szilagyi, Lisa Malibu High School	7/28/13

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

TO: BOARD OF EDUCATION  
 FROM: SANDRA LYON / BRANDON TIETZE  
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT  
 08/28/13

RECOMMENDATION NO. A.09

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

<u>SUMMER ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Bechkovski, Stefan Facility Permits	Swimming Instructor-Lifeguard	7/1/13-8/21/13
Fulache-Palma, Madeilaine Special Education	Inst Asst – Specialized	8/7/13-8/20/13
Gutierrez, Martha Franklin ES	Senior Office Specialist	8/8/13-8/14/13
Jorgenson, Stephanie Special Education	Inst Asst – Specialized	8/7/13-8/20/13
Leister, Erin Special Education	Occupational Therapist	6/17/13-7/12/13
Martino, Jesica Special Education	Occupational Therapist	6/17/13-7/12/13
Mesrobian, Varso Franklin ES	Senior Office Specialist	8/5/13-8/14/13
Nao, Kim Educational Svcs	Student Outreach Specialist	7/1/13-8/9/13
Newman, Pasley Special Education	Inst Asst – Special Ed	7/22/13-8/1/13
Olmos, Maria Educational Svcs	Senior Office Specialist	7/15/13-7/19/13
Olmos, Maria Rogers ES	Senior Office Specialist	8/5/13-8/14/13
Oyenoki, Liz Educational Svcs	Senior Office Specialist	7/15/13-7/19/13
Oyenoki, Liz McKinley ES	Senior Office Specialist	7/22/13-7/26/13
Warmington, Brigitte Special Education	Inst Asst – Specialized	8/7/13-8/20/13
<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Alba, Raul Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14

Anderson, Bruno Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Anderson, Michael Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Avitia-Quintana, Hector Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Beavers, Marcus Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Boyd, Katherine Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Bravo, Richard Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Brown, Murphy Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Buchanan, Timothy Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Burdick, Barton Facility Permits	Gardener [overtime, Permits events]	7/1/13-6/30/14
Burton, Jerome Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Calderon, Bianca Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Campos, Oscar Facility Permits	Gardener [overtime, Permits events]	7/1/13-6/30/14
Capra, Lucas Facility Permits	Technical Theater Technician [overtime, Permits events]	8/14/13-6/13/14
Colvin Jr., Lovell Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Cueva, Felipe Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Cuevas, Jose Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Davis, Katherine Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Davis, Stevie Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Deanda, Richard Facility Permits	Gardener [overtime, Permits events]	7/1/13-6/30/14
Doty, Kenneth Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14

Durham, Michael Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Flores, Ana Student Svcs	Administrative Assistant [overtime, translation]	7/1/13-6/10/14
Gallegos-Martin, Agustin Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Gardea-Perez, Lupe Adams MS	Bilingual Community Liaison [overtime, translations]	7/1/13-6/30/14
Gleason, Tim Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Godinez, Octavio Facility Permits	Gardener [overtime, Permits events]	7/1/13-6/30/14
Gomez, Jack Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Gonzalez, Arthur Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Green, Joseph Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Gutierrez-Prada, Nancy Adams MS	Bilingual Community Liaison [overtime, translations]	7/1/13-6/30/14
Harris, Kenneth Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Harris, Tracey Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Heiderman, Daniel Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Herrada, Joe Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Jackson, Michael Facility Permits	Gardener [overtime, Permits events]	7/1/13-6/30/14
Kratz, Damon Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Lockett, Tyrone Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Lockett, Tyrone Facility Permits	Gardener [overtime, Permits events]	7/1/13-6/30/14
Lombera, Julio Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Lopez, Jose Facility Permits	Gardener [overtime, Permits events]	7/1/13-6/30/14



Martin, Eric Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
McAlpin, Michael Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
McCrum, David Facility Permits	Technical Theater Coordinator [overtime, Permits events]	7/1/13-6/30/14
McNeely, Debrah Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Morris, Sean Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Moton, Wilson Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Odom, Lamont Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Omari, Saleem Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
O'Rourke, Thomas Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Orozco, Abel Facility Permits	Gardener [overtime, Permits events]	7/1/13-6/30/14
Peoples, Jeffrey Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Perez, Graciela Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Perez, Maria Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Porter, Joe Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Ramirez, Philip Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Rising, Robert Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Rodriguez, Maria Adams MS	Bilingual Community Liaison [overtime, translations]	7/1/13-6/30/14
Saad, Metias Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Segura, Bethel Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Simmonds, Hugh Facility Permits	Gardener [overtime, Permits events]	7/1/13-6/30/14

Smith, Denise Fiscal Svcs	Office Specialist [additional hours, fiscal projects]	7/1/13-8/1/13
Spalding, James Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Suaste, Eduardo Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Taylor, Candice Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Vazquez-Gomez, Miguel Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Velasquez, Jose Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Venable, Mark Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Walker, Louis Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Ward, Victor Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Watkins, Ernest Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
West, Malcom Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Widner, Kim Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Wishart, William Fiscal Svcs	Media Services Coordinator [additional hours, fiscal projects]	7/1/13-8/21/13
Ybarra, Angel Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Ybarra Jr., Jose Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14

**SUBSTITUTES**

McGrath, Kathy District	Office Specialist	<b><u>EFFECTIVE DATE</u></b> 7/1/13-8/15/13
Monte, Peri District	Office Specialist	7/1/13-6/30/14
Preciado, Iris District	Office Specialist	7/26/13-8/16/13

**INVOLUNTARY TRANSFER**

Jones, Chancy Santa Monica HS	Campus Security Officer 8 Hrs/10 Mo Fr: 8 Hrs/10 Mo/Adams MS	<b><u>EFFECTIVE DATE</u></b> 8/19/13
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**PROFESSIONAL GROWTH**

Dodd, Jason Maintenance	Carpenter	<b><u>EFFECTIVE DATE</u></b> 8/1/13
Gray Ford, Nedra Malibu HS	Senior Administrative Assistant	8/1/13

**RESIGNATION**

Braley, Christina Grant ES	Inst Asst - Classroom	<b><u>EFFECTIVE DATE</u></b> 6/11/13
Escobar, Lilian McKinley ES	Inst Asst – Special Ed	7/12/13
Stowell, Amanda Food and Nutrition Svcs	Cafeteria Worker I	5/27/13
Tejeda, Lucia Adams MS	Inst Asst - Bilingual	6/11/13
Zaitoon, Raed Special Education	Inst Asst – Specialized	8/21/13

**RETIREMENT**

Cooper, Carole McKinley ES	Inst Asst – Special Ed	<b><u>EFFECTIVE DATE</u></b> 8/15/13
Hernandez, Diane Fiscal Svcs	Accounting Technician	7/31/13

**LAYOFF/REDUCTION OF HOURS - DUE TO LACK OF FUNDS**

FD8484927 Grant ES	Inst Asst - Classroom 2 Hrs/SY Fr: 3 Hrs/SY	<b><u>EFFECTIVE DATE</u></b> 10/28/13
PR9815528 Muir ES	Inst Asst - Classroom 3 Hrs/SY Fr: 5.5 Hrs/SY	10/28/13

**REDUCTION OF HOURS/TRANSFER IN LIEU OF LAYOFF**

Thomas, Craig Webster ES	Inst Asst – Special Ed 6 Hrs/SY Fr: 6.5 Hrs/SY; Child Develop Svcs	<b><u>EFFECTIVE DATE</u></b> 8/5/13
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**RESCIND TERMINATION**

EM 7601666 McKinley ES	Inst Asst – Special Ed [Offensive Conduct Merit Rules 14.1.4.A (2) and 14.1.4.A (13)]	<b><u>EFFECTIVE DATE</u></b> 8/15/13
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TO: BOARD OF EDUCATION

ACTION/CONSENT

08/28/13

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.10

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.

**TECHNICAL SPECIALIST – LEVEL I**

AVALOS, MARIA	SPECIAL EDUCATION [Psychologist Intern] - Funding: Special Education	8/22/13-6/10/14
BARBINIS, SOPHIA	SPECIAL EDUCATION [Psychologist Intern] - Funding: Special Education	8/22/13-6/10/14
BRINKWORTH, SHANNON	SPECIAL EDUCATION [Psychologist Intern] - Funding: Special Education	8/22/13-6/10/14
CASTRO, ERICA	MALIBU HIGH SCHOOL [Psychology Field Worker] - Funding: Special Education	8/22/13-6/10/14
FRANCIS, MARYANN	SPECIAL EDUCATION [Psychologist Intern] - Funding: Special Education	8/22/13-6/10/14
HARRELL, AIMEE	MALIBU HIGH SCHOOL [Psychology Field Worker] - Funding: Special Education	8/22/13-6/10/14
HARRIS, JENNA	SPECIAL EDUCATION [Psychologist Intern] - Funding: Special Education	8/22/13-6/10/14
LAMMENS, GINA	SPECIAL EDUCATION [Psychologist Intern] - Funding: Special Education	8/22/13-6/10/14
SLEKYS, KRISTINA	SPECIAL EDUCATION [Psychologist Intern] - Funding: Special Education	8/22/13-6/10/14
SOROUSH, SHIRIN	GRANT ELEMENTARY SCHOOL [Psychology Field Worker] - Funding: Special Education	8/22/13-6/10/14

TAUGER, NAOMI	SPECIAL EDUCATION [Psychologist Intern] - Funding: Special Education	8/22/13-6/10/14
<b><u>TECHNICAL SPECIALIST – LEVEL II</u></b>		
BILL, ANDREW	ED SVCS/SANTA MONICA HS [Percussion Instructor] - Funding: Measure “R”	7/1/13-7/4/13
GONZALEZ, JUAN	ED SVCS/SANTA MONICA HS [Colorguard Instructor] - Funding: Measure “R”	7/1/13-7/4/13
MOERSCHEL, JOSEPHINE	ADAMS MS [Music Clinician] - Funding: Tier III Programs CAT FLEX	8/22/13-6/10/14
PARISE, CHRIS	ADAMS MS [Music Clinician] - Funding: Tier III Programs CAT FLEX	8/22/13-6/10/14
ROTH, JENNIFER	ADAMS MS [Music Clinician] - Funding: Tier III Programs CAT FLEX	8/22/13-6/10/14
SENUK, PETER	ADAMS MS [Music Clinician] - Funding: Gifts	8/22/13-6/10/14
TURNER, MEGHAN	ADAMS MS [Music Clinician] - Funding: Tier III Programs CAT FLEX	8/22/13-6/10/14

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

08/28/13

FROM: SANDRA LYON / JANECE MAEZ / CAREY UPTON

RE: INCREASE IN STAFFING (FTE) – FACILITY USE

RECOMMENDATION NO. A.11

It is recommended that the Board of Education approve two Sports Facility Attendant positions (0.50 FTE and 0.75 FTE) to meet the components of the newly-signed Joint Use Agreement with the City of Malibu.

FUNDING NOTE: The 2013-2014 budget will be adjusted \$63,663 for salary and benefits.

MOTION MADE BY: Mr. Mechur

SECONDED BY: Dr. Escarce

STUDENT ADVISORY VOTE: N/A

AYES: All (Ms. Leon-Vazquez was absent)

NOES: None (0)

TO: BOARD OF EDUCATION  
FROM: SANDRA LYON / DEBRA MOORE WASHINGTON  
RE: ADMINISTRATIVE APPOINTMENTS

ACTION/CONSENT  
08/28/13

RECOMMENDATION NO. A.12

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

**CERTIFICATED APPOINTMENTS**

**Effective**

Dr. Ellen Edeburn  
Director, Curriculum and Instruction

TBD

Ms. Irene Gonzalez-Castillo  
Director, Curriculum and Instruction

TBD

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

08/14/13

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON

RE: ADOPT BP 6112.1 – GENERAL EDUCATION CLASSROOM ASSIGNMENT  
FOR STUDENTS WITH DISABILITIES

RECOMMENDATION NO. A.13

It is recommended that the Board of Education adopt BP 6112.1 – General Education Classroom Assignment for Students with Disabilities.

COMMENTS: During the 2012-13 school year, the district has been working to design a procedure to guide the placement of students into general education classrooms under the Specialized Academic Instruction Model. The Departments of Human Resources, Student Services and Special Education have collaborated on the procedure and have consulted with principals on what would meet the students, staff and master-scheduling needs at their schools.

This policy provides a procedure to govern the manner in which K through 5 students are placed. The Administrative Regulations and the Operational Guidelines are found in Information Item No. I.01 of this board agenda. Both the regulations and the guidelines will be distributed to principals, coordinators and directors as exhibits to the policy.

This policy also responds to a tentative agreement reached this spring with SMMCTA. Teachers share an interest in the district's establishment of a policy in this area. This agenda presents the policy for a first read. The policy came forward to the Board for discussion at the August 14, 2013 Board Meeting.

MOTION MADE BY: Mr. Mechur

SECONDED BY: Dr. Escarce

STUDENT ADVISORY VOTE: Aye

AYES: All (Ms. Leon-Vazquez was absent)

NOES: None (0)

**GENERAL EDUCATION CLASSROOM ASSIGNMENT FOR STUDENTS WITH DISABILITIES**

Recognizing that all students are general education students first, the Board of Education shall ensure that the district provides programs that afford students with disabilities full educational opportunities. Students with disabilities shall receive a free, appropriate public education and be placed in the least restrictive environment which meets their needs to the extent provided by law. The district has a responsibility to assign students to general education classrooms for the amount of time designated in the students' IEP.

The Superintendent or designee shall develop administrative regulations regarding the assignment of students.

Legal Reference:

EDUCATION CODE

*56340.1-56347 Instructional planning and individualized education program*

*56000 Education for individuals with exceptional needs*

*56001 Provision of the special education programs*

*44265.5 Professional preparation for teachers of impaired students*

*56300-56304 Identification of individuals with disabilities*

CODE OF REGULATIONS, TITLE 5

*3021-3029 Identification, referral and assessment*

*3030-3031 Eligibility criteria*

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

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## **DISCUSSION ITEMS**

TO: BOARD OF EDUCATION

DISCUSSION

08/28/13

FROM: SANDRA LYON / LINDA GREENBERG GROSS

**7:00pm**

RE: UPDATE FROM THE SANTA MONICA-MALIBU EDUCATION FOUNDATION  
(SMMEF)

DISCUSSION ITEM NO. D.01

The Santa Monica-Malibu Education Foundation (SMMEF) Executive Director, Linda Greenberg Gross, along with RPR Fundraising Consultant, Dr. Paul Lanning, will give the Board of Education a 2012-13 recap on SMMEF fundraising and activities as well as a 2013-14 status update.

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*Dr. Lanning's presentation can be found under Attachments at the end of these minutes.*

*The Education Foundation announced that SMMEF had just received a donation of \$500,000 from the Scott Family Charitable Fund, representing the second largest donation the foundation has ever received. This brings the total amount raised by the foundation for the 2013-14 school year to almost \$2M, nearly half of its goal for the entire year.*

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## **MAJOR ITEMS**

TO: BOARD OF EDUCATION

ACTION/MAJOR

08/28/13

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

RE: ADOPT RESOLUTION NO. 13-01 – GANN AMENDMENT

RECOMMENDATION NO. A.14

It is recommended that the Board of Education approve the attached resolution.

COMMENT: Under the Gann Initiative, which was passed by the State electorate as Proposition 4 in 1979, all agencies of the State must calculate an appropriations limit which cannot be exceeded on a year-to-year basis. The formula for the calculation is statutorily set. Perhaps the easiest way to understand this calculation is to envision the dollar amount of your district's Gann Limit as a box. For example, if your current year Gann Limit is \$50 million, picture a box that can hold \$50 million. First, put into this box local property taxes that count toward your revenue limit, as well as an appropriate portion of your district's interest income. Next, pour all of the district's unrestricted state aid into this box. Under state law, the amount of state aid that fills up the box counts toward your district's Gann Limit, while the amount that overflows the box counts toward the state's Gann Limit (Government Code Section [G.C.] 7906). In addition, all state aid for categorical programs always counts toward the state's Gann Limit.

For the first time, local property tax and state aid funds that the District received in 2012-13 exceed the calculated limit. The two primary reasons for this were the passage of Proposition 30 and the impact that had on our Economic Protection Act (EPA) calculation and the one-time receipt of residual Redevelopment Funds. The limit in 2012-13 was exceeded by \$10,827,761. The District is not impacted by this calculation, but must notify the State Department of Finance after the Board approves this resolution.

The report detailing the calculation is attached.

MOTION MADE BY: Mr. de la Torre

SECONDED BY: Dr. Escarce

STUDENT ADVISORY VOTE: N/A

AYES: All (6) (Ms. Leon-Vazquez was absent)

NOES: None (0)



TO: BOARD OF EDUCATION  
 FROM: SANDRA LYON / JANECE L. MAEZ / PAT HO  
 RE: 2012-13 UNAUDITED ACTUAL FINANCIAL REPORT

ACTION/MAJOR  
 08/28/13

RECOMMENDATION NO. A.

It is recommended the Board of Education approve the 2012-13 Unaudited Actual Financial Report and staff recommendations for fund balances reservations.

COMMENTS: California Education Code §42100 requires the governing board of each school district to provide the county office of education a report of all revenues and expenditures for the preceding fiscal year. This report must also include any resulting corrections to the current year (2013-14) adopted budget. Although the prior fiscal year formally ended on June 30, final accounting tabulations are not generally completed by the District and the LACOE until the end of August. It is noted that all data contained in the attached report will be subject to final audit by the District's independent auditing firm of Christy White Accountancy Corporation.

The purpose of this agenda item is to present the final results of operation for the 2012-13 fiscal year. The information is presented in the format required by the state. Staff will be presenting a more user-friendly version of the information to the Board at the meeting. The PowerPoint presentation should be available on the District website early next week.

**Highlights from the 2012-13 Unaudited Actuals**

Total General Fund Ending Balance 2012-13

Although the combined General Fund balance for the District grew by \$7.8 million, over \$8.5 million were as a result of additional property tax dollars received from the County of Los Angeles. Without the added tax funds the District would have actually reported a reduction of our fund balance of \$700,000. Of those additional property taxes \$5.6 million will have to be forwarded to the State in 13-14 and are not available to the District.

Unrestricted General Fund Ending Balance 2012-13

- 1) The Unrestricted General Fund ending balance (inclusive of a Board-approved 3% Reserve for Economic Uncertainties, revolving cash, warehouse inventory, school site and District carryover funds, etc.) is currently reported to be \$24,751,270.
- 2) The components of that \$24,751,270 Ending Balance include the following:

Stores-Revolving Cash-Prepaid	\$ 95,192
Reserve for Economic Uncertainties	\$ 3,525,445
Assignments of the Fund Balance include:	
Prior Year Carryovers	\$ 500,000
2013-14 Additional Staffing	\$ 600,000
2013-14 Deficit Spending Reserve	\$ 1,111,404
Basic Aid Fair Share Refund Reserve	\$ 5,618,736
EPA/Basic Aid Excess Revenue	<u>\$ 2,927,321</u>
Total Assignments	\$ 10,757,461
Unassigned Ending Balance	\$ 10,373,172



- 3) The Unrestricted General Fund fund balance was approximately \$9.7 million higher than expected when the Estimated Actuals were prepared within the 2013-14 Budget document in June 2013. The primary reason for this difference can be traced back to the dissolution of Redevelopment Agencies and the posting of tax revenues by the Los Angeles County Office of Education (LACOE) during the year end process. In June, District staff used the most current LACOE projection for revenue. During the closing process, LACOE posted extremely large receipts of property and residual redevelopment monies that were not anticipated. The result was that for the 2012-13 fiscal year, SMMUSD became what is known as a Basic Aid district. We had estimated \$1,641,655 million of these monies in June due to the EPA calculation and had reserved that about in the estimates at that time. At the closing the EPA account grew from the \$1,641,655 million to \$2,183,302 million, adding a \$541,647 of revenue. Additionally, the Basic Aid calculation provided another \$6,362,755 million in unexpected revenue. Of that amount, the District expects to be required to return to the State in 2013-14 an amount of \$5,618,736, commonly known as Fair Share. We have reserved that amount in the fund balance. The difference in Basic Revenue of \$744,019 remains with the district. The total of additional EPA funds, \$541,647, the Fair Share number, \$5,618,736, and the remaining Basic Aid Revenue, \$744,019 account for \$6,904,402 of the \$9.7 difference.
- 4) The additional balance of \$2.8 million can largely be explained by the following:

Prior Year Measure R Revenue	\$	472,071
Local General Fund Contribution Savings	\$	315,282
Additional Lottery & Other State Revenue	\$	230,933
Additional E-Rate & other Local Revenues	\$	222,015
Additional Prop Y Revenues	\$	350,987
Utilities Budget Savings	\$	170,737
Substitute Teachers Budget Savings	\$	333,427
Roll Over PO's and Carryovers	\$	108,358
Carryover Formula & Tier III School Budgets	\$	127,221
Department Budget Savings	\$	<u>147,592</u>
	\$	2,478,123

Restricted General Fund Ending Balance 2012-13

The Restricted General Fund accounts for the remaining categorical funds and local resources. The ending balance for that portion of the General Fund was approximately 1.4 million higher than projected in June. This is a result of categorical and local carryovers and will be used in those specific resources.

Attachment:

- Summary of the Unrestricted, Restricted, and Combined General Funds spreadsheets that detail the differences between the Estimated Actuals (June 2013) and the Final Unaudited Actuals, after the fiscal has been closed.
- Summary of the Local General Fund Contribution (LGFC) category for 2012-13.
- Summary of the 2012-13 ending fund balance for each District fund.

The complete 2012-13 Unaudited Actual Financial Report in the State Standardized Account Code Structure (SACS) is attached to the Agenda as *Attachment A* (green pages).

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*Ms. Maez's presentation can be found under Attachments at the end of these minutes. She answered board members' questions regarding the differences in amounts from when the budget was adopted in June 2013 to the amounts that appear in the unaudited actuals now in August 2013. She explained that although the General Fund balance increased by \$11.2M more than expected, much of this was one-time funding. A good portion of the additional funds will be returned to the state as SMMUSD's Fair Share portion of Basic Aid. She also described how the district is still operating a budget deficit in 2013-14, there are carryover funds from 2012-13, and that additional staff have been hired for the 2013-14 school year.*

MOTION MADE BY: Mr. Mechur

SECONDED BY: Mr. de la Torre

STUDENT ADVISORY VOTE: N/A

AYES: All (5) (Dr. Escarce and Ms. Leon-Vazquez were absent)

NOES: None (0)

2012-13 General Fund  
Estimated Actuals vs. Unaudited Actuals  
Unrestricted

	Estimated at Budget Adoption in June	Unaudited Actuals as of 8/16/13	Difference
Revenue Limit	59,620,884	66,357,605	6,736,721
Federal Revenue	100,000	93,460	(6,540)
State Revenue	8,268,842	8,499,775	230,933
Local Revenue	29,121,135	30,209,521	1,088,386
<b>TOTAL REVENUE</b>	<b>97,110,861</b>	<b>105,160,361</b>	<b>8,049,500</b>
Certificated Salaries	41,944,351	41,548,478	395,873
Classified Salaries	12,626,896	12,455,201	171,695
Benefits	18,139,354	18,419,314	(279,960)
Supplies	1,085,909	918,787	167,122
Services	7,454,376	6,438,481	1,015,895
Capital Outlay	98,842	118,877	(20,035)
Other Outgo	7,000	710	6,290
Indirect Costs	(876,310)	(1,010,695)	134,385
<b>TOTAL EXPENDITURES</b>	<b>80,480,418</b>	<b>78,889,153</b>	<b>1,591,265</b>
Excess (Deficiency)	16,630,443	26,271,208	9,640,765
Other Financing	(19,201,882)	(19,086,600)	115,282
Net Increase (Decrease)	(2,571,439)	7,184,608	9,756,047
Beginning Balance	17,566,662	17,566,662	
Ending Balance	14,995,223	24,751,270	9,756,047

**COMPONENTS of ENDING BALANCE**

Non Spendable			
Revolving	20,000	20,000	-
Stores	13,227	13,646	419
Prepaid	61,546	61,546	-
Restricted	-	-	-
Assigned			
Basic Aid Fair Share	-	5,618,736	5,618,736
13-14 Deficit	1,111,404	1,111,404	-
EPA	1,641,655	2,183,302	541,647
Site/Department C/O	-	500,000	500,000
Other Staffing	100,000	600,000	500,000
Basic Aid Excess	-	744,019	744,019
3% Reserves	3,621,625	3,525,445	(96,180)
Unassigned	8,425,766	10,373,172	1,947,406

**2012-13 General Fund  
Estimated Actuals vs. Unaudited Actuals  
Restricted**

	Estimated at Budget Adoption in June	Unaudited Actuals as of 8/16/13	Difference
Revenue Limit	1,098,812	1,107,441	8,629
Federal Revenue	4,822,038	4,555,889	(266,149)
State Revenue	2,566,526	2,709,505	142,979
Local Revenue	11,795,580	12,021,457	225,877
<b>TOTAL REVENUE</b>	<b>20,282,956</b>	<b>20,394,292</b>	<b>111,336</b>
Certificated Salaries	11,590,726	11,357,057	233,669
Classified Salaries	10,572,968	10,411,871	161,097
Benefits	7,606,179	7,537,428	68,751
Supplies	2,950,041	1,972,438	977,603
Services	6,925,478	6,709,493	215,985
Capital Outlay	169,187	112,967	56,220
Other Outgo	24,590	-	24,590
Indirect Costs	401,233	524,412	(123,179)
<b>TOTAL EXPENDITURES</b>	<b>40,240,402</b>	<b>38,625,666</b>	<b>1,614,736</b>
Excess (Deficiency)	(19,957,446)	(18,231,374)	1,726,072
Other Financing	19,201,882	18,886,600	(315,282)
Net Increase (Decrease)	(755,564)	655,226	1,410,790
Beginning Balance	2,976,048	2,976,048	
Ending Balance	2,220,484	3,631,274	1,410,790

**COMPONENTS of ENDING BALANCE**

Non Spendable			
Revolving	-	-	-
Stores	-	-	-
Prepaid	5,270	5,270	-
Restricted	2,215,214	3,626,004	1,410,790
Assigned			
13-14 Deficit	-	-	-
Res. Excess Rev. Limit	-	-	-
Other Staffing	-	-	-
Site/Department C/O	-	-	-
Basic Aid Repayment	-	-	-
3% Reserves	-	-	-
Unassigned	-	-	-

2012-13 General Fund  
 Estimated Actuals vs. Unaudited Actuals  
 Combined General Fund - Unrestricted and Restricted

	Estimated at Budget Adoption in June	Unaudited Actuals as of 8/16/13	Difference
Revenue Limit	60,719,696	67,465,046	6,745,350
Federal Revenue	4,922,038	4,649,349	(272,689)
State Revenue	10,835,368	11,209,280	373,912
Local Revenue	40,916,715	42,230,978	1,314,263
<b>TOTAL REVENUE</b>	<b>117,393,817</b>	<b>125,554,653</b>	<b>8,160,836</b>
Certificated Salaries	53,535,077	52,905,535	629,542
Classified Salaries	23,199,864	22,867,072	332,792
Benefits	25,745,533	25,956,742	(211,209)
Supplies	4,035,950	2,891,225	1,144,725
Services	14,379,854	13,147,974	1,231,880
Capital Outlay	268,029	231,844	36,185
Other Outgo	31,590	710	30,880
Indirect Costs	(475,077)	(486,283)	11,206
<b>TOTAL EXPENDITURES</b>	<b>120,720,820</b>	<b>117,514,819</b>	<b>3,206,001</b>
Excess (Deficiency)	(3,327,003)	8,039,834	11,366,837
Other Financing	-	(200,000)	(200,000)
Net Increase (Decrease)	(3,327,003)	7,839,834	11,166,837
Beginning Balance	20,542,710	20,542,710	
Ending Balance	17,215,707	28,382,544	11,166,837

**COMPONENTS of ENDING BALANCE**

Non Spendable				
Revolving	20,000		20,000	-
Stores	13,227		13,646	419
Prepaid	66,816		66,816	-
Restricted	2,215,214		3,626,004	1,410,790
Assigned				
Basic Aid Fair Share	-		5,618,736	5,618,736
13-14 Deficit	1,111,404		1,111,404	-
EPA	1,641,655		2,183,302	541,647
Site/Department C/O	-		500,000	500,000
Other Staffing	100,000		600,000	500,000
Basic Aid Excess	-		744,019	744,019
3% Reserves	3,621,625		3,525,445	(96,180)
Unassigned	8,425,766		10,373,172	1,947,406

<b>SANTA MONICA-MALIBU USD</b>			
<b>2012-13 LOCAL GENERAL FUND CONTRIBUTION (LGFC)</b>			
	<b>2012-13 ESTIMATED ACTUALS</b>	<b>2012-13 ACTUALS</b>	<b>CHANGES</b>
SPECIAL EDUCATION	14,674,597	14,572,225	(102,372)
SPECIAL EDUCATION TRANSPORTATION	781,973	712,152	(69,821)
HOME TO SCHOOL TRANSPORTATION	214,399	145,355	(69,044)
REGIONAL OCCUPATIONAL PROGRAM	8,700	-	(8,700)
ON GOING MAINTENANCE PROGRAM	3,522,213	3,456,869	(65,344)
<b>TOTAL CONTRIBUTION:</b>	<b>19,201,882</b>	<b>18,886,600</b>	<b>(315,282)</b>

<b>SANTA MONICA-MALIBU USD</b>					
<b>2012-13 SUMMARY REPORT FOR ALL FUNDS</b>					
<b>UNAUDITED ACTUALS</b>					
<b>FUND</b>	<b>DESCRIPTION</b>	<b>BEGINNING FUND BALANCE</b>	<b>REVENUES</b>	<b>EXPENDITURES</b>	<b>FUND BALANCE</b>
01	<b>GENERAL FUND</b>				
	UNRESTRICTED	\$ 17,566,662.13	\$ 86,273,760.73	\$ 79,089,152.68	\$ 24,751,270.18
	RESTRICTED	\$ 2,976,047.79	\$ 39,280,892.52	\$ 38,625,666.46	\$ 3,631,273.85
11	ADULT EDUCATION	\$ 315,807.88	\$ 416,200.66	\$ 397,410.26	\$ 334,598.28
12	CHILD DEVELOPMENT	\$ 41,297.80	\$ 8,002,454.67	\$ 8,018,496.64	\$ 25,255.83
13	CAFETERIA	\$ 296,317.11	\$ 2,972,750.52	\$ 3,024,942.48	\$ 244,125.15
14	DEFERRED MAINTENANCE	\$ 482,842.51	\$ 2,473.99	\$ 256,320.59	\$ 228,995.91
21	BUILDING	\$ 89,004,340.21	\$ 83,577,332.48	\$ 59,618,526.11	\$ 112,963,146.58
25	CAPITAL FACILITIES	\$ 9,529,531.41	\$ 1,182,096.58	\$ 1,056,051.21	\$ 9,655,576.78
40	SPECIAL RESERVE FUND FOR CAPITAL OUTLAY PROJECTS	\$ 6,462,840.89	\$ 3,703,441.93	\$ 1,912,034.28	\$ 8,254,248.54
51	BOND INTEREST AND REDEMPTION FUND	\$ 16,500,478.00	\$ 29,369,880.00	\$ 19,950,143.00	\$ 25,920,215.00
67	GASB 45 FUND	\$ (4,002,032.98)	\$ 1,769,697.35	\$ 2,463,196.83	\$ (4,695,532.46)
	<b>TOTAL:</b>	<b>\$ 139,174,132.75</b>	<b>\$ 256,550,981.43</b>	<b>\$ 214,411,940.54</b>	<b>181,313,173.64</b>

TO: BOARD OF EDUCATION

ACTION/MAJOR

08/28/13

FROM: SANDRA LYON / JANECE MAEZ ./ CAREY UPTON

RE: APPROVAL OF CITY OF MALIBU JOINT USE AGREEMENT – JULY 1, 2013,  
THROUGH JUNE 30, 2016

RECOMMENDATION NO. A.16

It is recommended that the Board of Education approve the attached (3) year Agreement, which articulates the provisions and conditions of our Master Facilities Joint Use Agreement with the City of Malibu.

COMMENTS: The proposed three (3)-year Agreement, which translates to approximately \$179,855 per year, is subject to adjustments. It enhances District facility management and provides an opportunity for expanded City and community access to certain Joint Use of facilities at all core District sites within the geographical boundaries of the City of Malibu. Additionally, this renewal represents our ongoing relationship with our Malibu constituents which continues to allow them use for non-School District sponsored recreation and athletic program needs.

The entire Agreement is included as a separate document on the District's website to preserve the integrity of the document, which has been adopted by the Malibu City Council at its meeting of August 26, 2013.

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*Ms. Maez thanked Carey Upton and his staff in the Facilities Rentals Department for their work on this agreement. Mr. Upton answered board members' questions. The Malibu City Council took action to approve this agreement last night.*

MOTION MADE BY: Mr. Mechur  
SECONDED BY: Mr. de la Torre  
STUDENT ADVISORY VOTE: Aye  
AYES: All (5) (Dr. Escarce and Ms. Leon-Vazquez were absent)  
NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/MAJOR

08/28/13

FROM: SANDRA LYON / TERRY DELORIA / DEBRA MOORE WASHINGTON

RE: ESTABLISH POSITION – REGIONAL OCCUPATIONAL PROGRAM (ROP)  
COUNSELOR

RECOMMENDATION NO. A.17

It is recommended that the Board of Education establish a new position, ROP Counselor, in order to better serve the needs of District students.

COMMENT: Historically, the Los Angeles County Office of Education (LACOE) has assigned and funded Counselors to serve ROP programs. Recently LACOE has reorganized, and as a result, has withdrawn support of the counselors who serve ROP programs in the county. Temporary funding for one or two years has been provided to individual districts to directly hire a ROP Counselor.

The ROP program has components that are different from the work that is done by Counselors at a school site. As a result, a new position for a ROP Counselor needs to be established. This position requires specialized subject matter expertise in career and guidance counseling that supports student achievement. Under the general direction of the Principal, the ROP Counselor will provide progressive behavioral, educational and career technical education (CTE) to student groups and individuals. The Counselor shall serve as a liaison with other agencies, and will access students for appropriate regional occupational program placement. The ROP Counselor shall assist students to explore career and personal goals, and the process to achieve them. Career technical education programs are essential for students to achieve optimal personal growth, acquire positive social skills and values, set appropriate career goals, and realize full academic potential. (See attached job description)

The position will have a work year of 193 days, and salary will be determined by appropriate placement on the SMMUSD Certificated Teaching/Counseling Salary Schedule. The 2013-2014 budget will be adjusted for the salary and benefits for this position.

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*Ms. Maez answered questions about the history and current structure of funding for this position.*

MOTION MADE BY: Mr. de la Torre  
SECONDED BY: Mr. Patel  
STUDENT ADVISORY VOTE: N/A  
AYES: All (5) (Dr. Escarce and Ms. Leon-Vazquez were absent)  
NOES: None (0)



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

Department of Human Resources

## **CERTIFICATED JOB DESCRIPTION REGIONAL OCCUPATIONAL PROGRAM (ROP) COUNSELOR**

### **DEFINITION**

Under the general direction of the Principal or designee, it is the role of the ROP Counselor to provide progressive behavioral, educational and career technical education (CTE) to student groups and individuals. The ROP Counselor shall serve as liaison with other agencies, and assess students for appropriate regional occupational program placement. The ROP Counselor shall assist students in exploring career and personal goals and the process to achieve these goals. This position requires specialized subject matter expertise in career and guidance counseling that supports student achievement. The counselor shall perform other related functions as required.

### **DISTINGUISHING CHARACTERISTICS**

This position classification requires knowledge, experience, and skill in the areas of career, technical and vocational education, secondary curriculum, matriculation, graduation and college admissions requirements, pupil services, special education, Section 504, child welfare and attendance, student discipline, laws related to minors, post-secondary school options and student support systems. The position requires decision-making and problem-solving through data analysis and understanding of local, state, and federal laws and mandates. The ROP Counselor meets regularly with students, parents, school administration, teachers, and other staff. Career Technical Education (CTE) programs are essential for students to achieve optimal personal growth, acquire positive social skills and values, set appropriate career goals, and realize full academic potential.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EXAMPLES OF DUTIES**

- Provides CTE/career guidance and counseling to students within a school setting and assists in assessing students for appropriate CTE program placement;
- Assists R.O.P. teachers with student attendance, activities or issues and behavior modification;
- Facilitates in-service training to site counselors, teachers and participants in CTE and ROP programs;
- Administers and interprets the Los Angeles County ROP (LACOROP) student career technical education interest surveys (or equivalent) and other career aptitude instruments to individuals or groups;
- Provides ROP students with appropriate job information and assists in the job search process;
- Assists site staff in the reporting of ROP grades to the registrar of each student's school of residence;
- Assists ROP department staff with professional development for teachers, administrators, support staff, and community members in best practices and policies of Career Technical Education;
- Assists in developing teacher-business/industry externships;

- Assists ROP instructors with promoting, establishing and facilitating Career Technical Education curriculum advisory meetings;
- Coordinates with ROP instructors and department staff in the development of promotional activities within the school setting, recruitment of students (including non-traditional placement), distributing course material, and conducting ROP program support activities;
- Assists ROP instructors and department staff with developing community partnership relationships which lead to job shadowing, mentoring, field trips and unpaid and paid internships for ROP Career Technical Education students;
- Serves as a resource person for CTE/career guidance counseling to the school site counseling staff, classroom teachers, and ROP teachers;
- Participates in regional CTE advisory committee meetings and attends LACOROP in-service and professional growth workshops.
- Travels to multiple sites within the school district and LA County.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Current Career Technical Education programs including Regional Occupational Program, Perkins, Linked Learning, and Multiple Career Pathways,
2. Techniques, strategies, and resources in planning and implementing a comprehensive CTE and career counseling program,
3. Progressive counseling and guidance techniques and methodology utilizing the National Standards for School Counseling,
4. Strategies for developing public relations techniques to promote a CTE education program,
5. Office filing and record keeping.

### **Skills/Abilities:**

1. Significant, directly-related and progressive experience as a counselor, including education and career counseling,
2. Demonstrated knowledge and experience with programs designed to improve educational opportunities for students,
3. Counsel students and parents regarding college requirements and career options,
4. Plan and organize workshops and in-service presentations,
5. Communicate effectively, in oral and written form, with staff, students, parents, employers, and the general public,
6. Schedule, organize, and complete work in accordance with deadlines,
7. Utilize technology effectively, using word processing, spreadsheet, database and presentation software.

## **EDUCATION AND EXPERIENCE**

A pupil personnel services or counseling credential is required.

### **Education:**

Equivalent to the completion of an earned Master's degree or higher in education, special education, psychology, counseling and guidance, or a closely related field.

### **Experience:**

Minimum of three (3) years of successful experience as general or special education classroom teacher, school psychologist, or school counselor is required.

## **CERTIFICATIONS, LICENSES AND CONDITIONS**

### **Certification Requirement**

Possession of a valid Pupil Personnel Services (PPS) - Counseling credential

### **License Requirement**

Possession of a valid Motor Vehicle Operator's License

### **Condition of Employment**

Insurability by the District's liability insurance carrier.

## **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 or 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.

This position will have a work year of 193 days, and be compensated based on the SMMUSD Certificated Teaching/Counseling Salary Schedule.

Job Description Board Approved: \_\_\_\_\_

TO: BOARD OF EDUCATION

ACTION/MAJOR  
08/28/13

FROM: SANDRA LYON

RE: NOMINATION FOR MEMBERSHIP ON LOS ANGELES COUNTY COMMITTEE  
ON SCHOOL DISTRICT ORGANIZATION

RECOMMENDATION NO. A.18

The Los Angeles County Committee on School District Organization is requesting that the governing board of each school and community college district submit nominations for membership on the County Committee to fill three open seats. The four-year term runs from September 2013 through October 2017.

**COMMENT:** The Los Angeles County Committee on School District Organization (County Committee) is an 11-member body charged by the legislature with responsibilities in the area of school district organization, unification, formation, boundary changes, the manner in which governing board members are elected, and the establishment and abolition of trustee areas. The County Committee is comprised of two members representing each of the five Supervisorial districts, plus one member elected at-large.

On September 30, 2013, the following four-year terms of office on the County Committee will be filled by election, and the candidates will serve through October 2017:

- Ms. Joan Jakubowski (Second Supervisorial District);
- Ms. Maria Calix (Second Supervisorial District);
- Mr. AJ Willmer (Third Supervisorial District); and
- Ms. Suzan Solomon (Fifth Supervisorial District).

SMMUSD is in the third supervisorial district.

**NOMINEE REQUIREMENTS**

- Any nominee must be available to serve the term of office, which will begin on the date of election on September 2013, and expire on the date of election in October 2017.
- All nominees for the seats in the Second, Third, and Fifth Supervisorial Districts must reside in those districts.
- All nominees must be registered voters.
- Employees of school and community college districts, and county offices of education, are excluded from membership on the County Committee.
- A member of a school or community college district governing board, who is otherwise eligible, may simultaneously serve as a member of the County Committee.
- To ensure representation that is balanced and diverse, the County Committee encourages school and community college districts to additionally consider nominating non-school district community leaders/individuals to serve on the County Committee.
- The County Committee members whose terms are expiring this year are eligible to be nominated to serve another term of office, as there is no limit on the number of terms a County Committee member may serve.

## NOMINATION PROCESS

- A governing board may submit more than one nomination.
- A governing board may nominate an individual who resides outside their district.
- A governing board wishing to submit a nomination(s) must send the name(s) of the nominee(s), accompanied by a biographical sketch not to exceed 200 words, to LACOE by September 4, 2013.

## ELECTION PROCESS

- The election of members to the County Committee will take place at an annual meeting of the voting representatives of the governing boards of school and community college districts called for that purpose.
- The annual meeting will be held in conjunction with the fall meeting of the Los Angeles County School Trustees Association on September 30, 2013. Information concerning the time and location of this meeting will be distributed when available.
- The election is an at-large election. The voting representative from each district governing board will cast a vote for each vacant position. It is not necessary for a district to fall within the boundaries of a Supervisorial district where a vacancy exists in order to make a nomination or to cast a vote.
- The person from your district entitled to vote at the annual meeting is the person selected by your board pursuant to EC §35023 (K-12 school districts), or EC §72403 (community college districts). **Mr. Ben Allen is the voting representative from SMMUSD's Board of Education.**
- The voting representative may opt to vote by using an absentee ballot in lieu of casting a vote at the annual meeting. The use of an absentee ballot is the preferred method.
- Your district's voting representative will receive biographical information on the candidates and voting instructions approximately one month prior to the meeting. An "Absentee Ballot" form will also be provided at that time to districts desiring to utilize this method of voting in lieu of attending the annual meeting to cast a vote.

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*The board agreed not to make a nomination.*

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

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## **INFORMATION ITEMS**

TO: BOARD OF EDUCATION

INFORMATION

08/28/13

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON

RE: AR & EXHIBIT 6112.1 – GENERAL EDUCATION CLASSROOM ASSIGNMENT  
FOR STUDENTS WITH DISABILITIES

INFORMATION ITEM NO. I.01

This AR and Exhibit 6112.1 – General Education Classroom Assignment for Students with Disabilities accompany BP 6112.1, which is under Item No. A.13 on this agenda.

COMMENTS: The AR and Exhibit serve as guidelines to the policy (Item No. A.13), and will be distributed to principals, coordinators and directors upon approval of the policy.

This AR and Exhibit appeared under Information when the board policy came forward for discussion at the August 14, 013, board meeting.

**GENERAL EDUCATION CLASSROOM ASSIGNMENT FOR STUDENTS WITH DISABILITIES**

A student shall be referred for Special Education instruction and services only after the resources of the regular education program have been considered and used where appropriate (Education Code 56303)

The district shall provide instruction and services to students whose needs have been identified in an IEP and who are assigned to regular classroom teachers for a part of the school day.

The Special Education department will assist in the coordination of special education services with the regular school programs for each identified student with disabilities.

The district will implement Operational Guidelines for the assignment of students. Guidelines will provide direction for:

1. Balancing of classes designed to meet the needs of all students including students with IEPs
2. Appropriate assignment of students
3. Consideration of collaborative and other programmatic structures
4. Clarification of how students are assigned to and counted on class rosters
5. Site principals' discretion and flexibility in making assignments

The Superintendent or designee will initiate an annual review on the impact and district wide implementation of this policy.

**Definitions**

General education students are those assigned to general education classes with no IEP or Special Education classes.

Special Education (01) students are those in special education less than 50% of the day.

Special Education (02) students are those placed in Special Education more than 50% of the day.





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## **ATTACHMENTS**

ATTACHED ARE THE FOLLOWING DOCUMENTS:

- Presentation: "Study Session Item No. S.01" (*associated with Item No. S.01*)
- Presentation: "Santa Monica-Malibu Education Foundation" (*associated with Item No. D.01*)
- Presentation: "2012-13 Unaudited Actuals Summaries" (*associated with Item No. A.15*)