

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

**August 28, 2014**

A regular meeting of the Santa Monica-Malibu Unified School District Board of Education will be held on **Thursday, August 28, 2014**, in the **District Administrative Offices**: 1651 16<sup>th</sup> Street, Santa Monica, CA. The Board of Education will call the meeting to order at 4:30 p.m. in the Board Conference Room at the District Offices, at which time the Board of Education will move to Closed Session regarding the items listed below. The public meeting will reconvene at 5:30 p.m. in the Board Room.

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

**Note:**

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

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

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

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

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

**II. CLOSED SESSION** (60 minutes)

- Government Code §54956.8 (10)  
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
  - Property: 1707 4<sup>th</sup> Street, Santa Monica, CA  
Agency Negotiator: Sandra Lyon  
Negotiating Parties: Santa Monica-Malibu Unified School District (SMMUSD), PCA I, L.P.  
Under Negotiation: Price and terms of payment
- Government Code §54956.9(d)(2) (20)  
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – SIGNIFICANT EXPOSURE TO LITIGATION
  - 2 cases
- Government Code §54956.9(d)(1) (10)  
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
  - Exposition Metro Line Construction Authority vs. SMMUSD & STG Three Properties, LLC; LA County Superior Court Case #BC515333
- Government Code §54957 (5)  
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

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

**III. CALL TO ORDER**

- A. Roll Call
- B. Pledge of Allegiance

**IV. APPROVAL OF THE AGENDA**

**V. APPROVAL OF MINUTES**

- A.01 August 13, 2014.....1

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

**VII. STUDY SESSION** (60 minutes)

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

- S.01 Measure ES: Phase 1 Technology Recommendations (60) .....2

**VIII. COMMUNICATIONS** (40 minutes)

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

- A. Student Board Member Reports (15)
  - 1. Alaleh Mokhtari – Santa Monica High School (5)
  - 2. TBD – Malibu High School (5)
  - 3. TBD – Olympic High School (5)
- B. SMMCTA Update – Ms. Sarah Braff (5)
- C. SEIU Update – Ms. Keryl Cartee-McNeely (5)
- D. PTA Council – Ms. Rochelle Fanali (5)

**IX. SENIOR STAFF REPORTS** (25 minutes)

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

**X. CONSENT CALENDAR** (10 minutes)

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

**Curriculum and Instruction**

- A.02 Approval of Independent Contractors.....3
- A.03 Approval of Special Education Contracts – 2013-2014 .....4-6
- A.04 Approval of Special Education Contracts – 2014-2015 .....7-9

**Business and Fiscal**

- A.05 Award of Purchase Orders – 2013-2014 .....10-10a
- A.06 Award of Purchase Orders – 2014-2015 .....11-11n

**Facilities Improvement Projects**

- A.07 Amendment to Contract – Lease Leaseback – Edison Language Academy – New Construction Project – Swinerton Builders – Measure BB .....12-13

If you will require accommodation to participate in the Board meeting, please notify the Superintendent’s Office at least one day prior to the meeting.

A.08	Amendment to Contract – Lease Leaseback – Edison Language Academy – New Construction Project – Simplex Grinnell – Measure BB .....	14
A.09	Adopt Resolution No. 14-01 – Lease and Leaseback (LLB) Agreement for the Santa Monica High School Science & Technology Building and Site Improvements Projects .....	15-17
A.10	Contract Amendment #07 for Testing and Special Inspection Services for Santa Monica High School Science and Technology Building and Site Improvements – California Testing and Inspections, Inc. – Measure BB .....	18-19

**Personnel**

A.11	Certificated Personnel – Elections, Separations.....	20-21
A.12	Classified Personnel – Merit .....	22-31
A.13	Classified Personnel – Non-Merit.....	32
A.14	Increase in Staffing (FTE) – Child Development Services .....	33

**General**

A.15	Adopt BP 0200 – Goals for the District.....	34-36
A.16	Revise BP 0410 – Nondiscrimination in District Programs and Activities.....	37-39
A.17	Replace BP 2210 – Administrative <u>Discretion Regarding Board Policy</u> <del>Leeway in Absence of Board Policy</del> .....	40-41
A.18	Revise BP 5145.9 – Hate Motivated Behavior.....	42-44
A.19	Revise BB 9150 – Student Board Members .....	45-47
A.20	Revise BB 9324 – Minutes and Recordings .....	48-50

**XI. PUBLIC COMMENTS**

Public Comments is the time when members of the audience may address the Board of Education on items not scheduled on the meeting’s agenda. All speakers are limited to two (2) or three (3) minutes, depending on the number of speakers. The Brown Act (Government Code) states that Board members may not engage in discussion of issues raised during Public Comments, except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff. This Public Comment section is limited to twenty (20) minutes. If the number of persons wishing to address the Board of Education exceeds the time limit, additional time will be provided in **Section XVI. CONTINUATION OF PUBLIC COMMENTS.**

**DISCUSSION and MAJOR Items**

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

**XII. DISCUSSION ITEMS (65 minutes)**

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

D.01	District Advisory Committees: Follow-up on End-of-Year Reports for 2013-14 and Goal/Direction for 2014-15 (20).....	51-53
	<i>Early Childcare Development DAC</i>	
D.02	Consider Revising BP and AR 0420.4 – Charter School Authorization (5).....	54-69
D.03	Consider Adopting BP and E 0420.41 – Charter School Oversight (5).....	70-79
D.04	Consider Adopting BP 0420.42 – Charter School Renewal (5) .....	80-83
D.05	Consider Adopting BP 0420.43 – Charter School Revocation (5) .....	84-87
D.06	Consider Adopting BP and AR 1113 – District and School Websites (10).....	88-91

D.07	Consider Adopting BP and AR 1114 – District-sponsored Social Media (10).....	92-96
D.08	Consider Adopting BP and AR 7160 – Charter School Facilities (5).....	97-106

**XIII. MAJOR ITEMS (75 minutes)**

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

A.21	Amendment to Memorandum of Understanding (MOU) between the Santa Monica-Malibu Education Foundation (SMMEF) and the Santa Monica-Malibu Unified School District (SMMUSD) (10).....	107-107f
A.22	2013-14 Unaudited Actual Financial Report (30).....	108-110
A.23	Adopt Resolution No. 14-02 – Gann Amendment (5).....	111-112c
A.24	Heery International Amended Contract for Measure ES Services (30).....	113-114

**XIV. INFORMATIONAL ITEMS (0 minutes)**

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

I.01	Adoption of AR and E 5145.9 – Hate Motivated Behavior .....	115-120
I.02	Revision to AR 6159.4 – Behavioral Interventions for Special Education Students .....	121-128

**XV. BOARD MEMBER ITEMS**

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

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

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

**XVII. CONTINUATION OF PUBLIC COMMENTS**

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

**XVIII. BOARD MEMBER COMMENTS**

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

**XIX. FUTURE AGENDA ITEMS**

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

**XX. CLOSED SESSION**

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

**XXI. ADJOURNMENT**

This meeting will adjourn to a regular meeting scheduled for 5:30 p.m. on **Thursday, September 18, 2014**, at the **District Office**: 1651 16<sup>th</sup> Street, Santa Monica, CA 90404.

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

**SMMUSD Board of Education Meeting Schedule 2014-2015**

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

July through December 2014					
Month	1 <sup>st</sup> Thursday	2 <sup>nd</sup> Thursday	3 <sup>rd</sup> Thursday	4 <sup>th</sup> Thursday	Special Note:
July			7/16* DO		*Wednesday, 7/16
August		8/13* DO		8/28 DO	*Wednesday: 8/13 First day of school: 8/19
September	<del>9/4* DO</del>		9/18 DO	<del>9/25* DO</del>	*9/4: MS Back to School Night *9/25: Admissions Day Holiday
October	10/2 M		10/16 DO	<del>10/30* DO</del>	*10/30: 5 <sup>th</sup> Thursday
November	11/6 M		11/20 DO		Thanksgiving: 11/27-28
December		12/11 DO		winter break	
<b>Winter Break: December 22 – January 2</b>					
January through June 2015					
<b>Winter Break: December 22 – January 2</b>					
January	winter break	1/15 DO			
February	2/5 M		2/19 DO		
March	3/5 DO		3/19 M		
<b>Spring Break: March 30 – April 10</b>					
April	spring break	spring break		4/23 DO	
May	5/7 M		5/21 DO		
June		6/11 DO		6/24* DO	Last day of school: 6/5 *Wednesday: 6/24

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  
08/28/14

RECOMMENDATION NO. A.01

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

August 13, 2014

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





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## **STUDY SESSION**



TO: BOARD OF EDUCATION

STUDY SESSION

08/28/14

FROM: SANDRA LYON / TERRY DELORIA

RE: MEASURE ES: PHASE 1 TECHNOLOGY RECOMMENDATIONS

STUDY SESSION ITEM NO. S.01

In November 2012, the SMMUSD community passed a \$385,000,000 general obligation bond to accomplish a number of facility projects and to acquire additional computers and related technology.

With the input of the District Technology Team (DTT), staff will present Phase 1 recommendations for Measure ES expenditures in the following areas:

1. Infrastructure
2. State Assessments (SBAC)
3. 21<sup>st</sup> Century Classrooms
4. Computer Lab Upgrades
5. Library Technology
6. Leadership Support (Staffing)



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## **CONSENT ITEMS**



TO: BOARD OF EDUCATION

ACTION/CONSENT

08/28/14

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

RE: APPROVAL OF INDEPENDENT CONTRACTORS

RECOMMENDATION NO. A.02

It is recommended that the Board of Education enter into an agreement with the following Independent Contractors. These contracts are included in the 2014-15 budget.

<b>Contractor/ Contract Dates</b>	<b>Description</b>	<b>Site</b>	<b>Funding (Measure BB)</b>
Simpson Gumpertz & Heger  Contract Amendment #2 for \$20,000. Total contract amount not to exceed: \$70,500  <i>(7/16/14: original contract approved for \$40,000; 8/13/14: CA #1 approved for \$10,500)</i>	Expenses associated to required window testing	Measure BB / Capital Improvements	21,81,82,83-90500-0-00000-85000-5802--2600 (Funded from Hard Costs)
Elaine Rene-Weissman  Extension of Contract: 8/1/14 to 7/31/15	Project Consultant/Malibu	Measure BB/ Capital Improvements	21,81,82,83-90500-0-00000-85000-5802-XXX-2600
Art Meets Technology  Contract Amendment #8 for \$1,500. Total contract amount not to exceed: \$12,000  <i>(2/5/09: original contract approved for \$500; CA #1 for \$500; CA #2 for \$750; CA #3 for \$750; CA #4 for \$5,000; CA #5 for \$1500; CA #6 for <del>\$500</del> <del>\$750</del>; CA #7 for <u>\$1,000</u> <del>\$5,000</del>)</i>	Maintenance Measure BB website	Measure BB/ Capital Improvements	21,81,82,83-90500-0-00000-85000-5802-XXX-2600
Eric Hall & Associates  8/1/14 - 7/31/15  Not to Exceed: \$55,000	Measure BB Performance Audit per State Requirements	Measure BB/Capital Improvements	21,81,82,83-90500-0-00000-85000-5802-XXX-2600

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:





TO: BOARD OF EDUCATION

08/28/14

FROM: SANDRA LYON / TERRY DELORIA / SARA WOOLVERTON

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS – 2013-2014

RECOMMENDATION NO. A.03

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
Excelsior Youth Center	7131049266	RTC	97-SPED14153	\$62

Amount Budgeted NPS 13/14		\$ 1,688,000
Amount Budgeted Mental Health Services 13/14		\$ 735,000
Total Budgeted		\$ 2,423,000
Prior Board Authorization as of 8/13/14		\$ 2,414,702
	Balance	\$ 8,298
Positive Adjustment (See Below)		\$ 0
		\$ 8,298
Total Amount for these Contracts		\$ 62
	Balance	\$ 8,236

Adjustment					
NPS	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment
NPS Budget 01-65000-0-57500-11800-5125-043-1400 There has been a reduction in authorized expenditures of NPS/NPA contracts for FY 2013-2014 in the amount of \$395,285 as of 8/13/14					

**NPA**

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

Nonpublic Agency	SSID	Service Description	Contract Number	Cost Not to Exceed

Amount Budgeted NPA 13/14		\$ 1,162,000
Prior Board Authorization as of 8/13/14		\$ 1,089,301
	Balance	\$ 72,699
Positive Adjustment (See Below)		\$ 0
		\$ 72,699
Total Amount for these Contracts		\$ 0
	Balance	\$ 72,699

Adjustment					
NPA	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment
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 \$83,483 as of 8/13/14					

**Instructional Consultants**

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

2013-2014 Budget 01-33100-0-57500-11900-5802-044-1400

Instructional Consultant	SSID	Service Description	Contract Number	Cost Not to Exceed

Amount Budgeted Instructional Consultants 13/14		\$ 336,920
Amount Budgeted Instructional Consultants 13/14		\$ 25,080
Total Budgeted		\$ 362,000
Prior Board Authorization as of 8/13/14		\$ 356,939
	Balance	\$ 5,062
Positive Adjustment (See Below)		\$ 0
		\$ 5,062
Total Amount for these Contracts		\$ 0
	Balance	\$ 5,062

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 \$9000 as of 8/13/14					
Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

**Non-Instructional Consultants**

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

2013-2014 Budget 01-56400-0-00000-39000-5802-043-1400

Non-Instructional Consultant	SSID	Service Description	Contract Number	Cost Not to Exceed

Amount Budgeted Non-Instructional Consultants 13/14		\$ 247,000
Amount Budgeted Non-Instructional Consultants 13/14		\$ 20,000
Total Budgeted		\$ 267,000
Prior Board Authorization as of 8/13/14		\$ 312,133
	Balance	\$ -63,133
Positive Adjustment (See Below)		\$ 0
		\$ -63,133
Total Amount for these Contracts		\$ 0
	Balance	\$ -65,133

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 \$37,530 as of 8/13/14					
Non-Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

**Legal**

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

<b>Legal Contractor</b>	<b>Service Description</b>	<b>Contract Number</b>	<b>Cost Not to Exceed</b>

Amount Budgeted Legal Services 13/14		\$ 370,000
Prior Board Authorization as of 8/13/14		<u>370,000</u>
	Balance	\$ 0
Adjustments for this period		<u>\$ 0</u>
		\$ 0
Total Amount for these Contracts		<u>\$ 0</u>
	Balance	\$ 0

<b>Adjustment</b>				
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 8/13/14				
<b>Legal Contractor</b>	<b>Contract Number</b>	<b>Reduce (R) Eliminate (E)</b>	<b>Adjusted Amount</b>	<b>Comment</b>

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

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

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

08/28/14

FROM: SANDRA LYON / TERRY DELORIA / SARA WOOLVERTON

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS – 2014-2015

RECOMMENDATION NO. A.04

It is recommended that the Board of Education approve the following Special Education Contracts for fiscal year 2014-2015 as follows:

**NPS**

2014-2015 Budget 01-65000-0-57500-11800-5125-043-1400

2014-2015 Budget 01-65120-0-57500-31400-5890-043-1400

Nonpublic School	SSID	Service Description	Contract Number	Cost Not to Exceed
ECF Kayne Eras Center	5183841172	NPS	19-SPED15036	\$35,334
Vista	7750034324	NPS	20-SPED15037	\$34,366
Vista	2149511275	NPS	21-SPED15038	\$38,066
Carousel	3145846847	NPS	23-SPED15040	\$47,865
Excelsior Youth Center	7131049266	RTC	22-SPED15039	\$114,647

Amount Budgeted NPS 14/15		\$ 1,595,000
Amount Budgeted Mental Health Services 14/15		\$ 735,000
Total Budgeted		\$ 2,330,000
Prior Board Authorization as of 8/13/14		\$ 1,051,932
	Balance	\$ 1,278,068
Positive Adjustment (See Below)		\$ 0
		\$ 1,278,068
Total Amount for these Contracts		\$ 270,278
	Balance	\$ 1,007,789

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 2014-2015 in the amount of \$0 as of 8/13/14					
NPS	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

**NPA**

2014-2015 Budget 01-65000-0-57500-11800-5126-043-1400

Nonpublic Agency	SSID	Service Description	Contract Number	Cost Not to Exceed
ERA Ed/STAR of California	1762951893	Behavior 1:1, BID	18-SPED15035	\$12,926

Amount Budgeted NPA 14/15		\$ 583,000
Prior Board Authorization as of 8/13/14		\$ 108,790
	Balance	\$ 474,210
Positive Adjustment (See Below)		\$ 0
		\$ 474,210
Total Amount for these Contracts		\$ 12,926
	Balance	\$ 461,284

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 2014-2015 in the amount of \$5,391 as of 8/13/14					
NPA	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

**Instructional Consultants**

2014-2015 Budget 01-65000-0-57500-11900-5802-043-1400

2014-2015 Budget 01-33100-0-57500-11900-5802-044-1400

Instructional Consultant	SSID	Service Description	Contract Number	Cost Not to Exceed
LACOE	Various	DHH Specialist	C-14788	\$108,013

Amount Budgeted Instructional Consultants 14/15		\$ 324,920
Amount Budgeted Instructional Consultants (33100) 14/15		\$ 25,080
Total Budgeted		\$ 350,000
Prior Board Authorization as of 8/13/14		\$ 59,600
	Balance	\$ 290,400
Positive Adjustment (See Below)		\$ 0
		\$ 290,400
Total Amount for these Contracts		\$ 108,013
	Balance	\$ 187,778

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 2014-2015 in the amount of \$5,391 as of 8/13/14					
Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

**Non-Instructional Consultants**

2014-2015 Budget 01-65000-0-57500-11900-5890-043-1400

Non-Instructional Consultant	SSID	Service Description	Contract Number	Cost Not to Exceed
Administrative Services Cooperative	5192831722	Transportation (taxi)	19-SPED15041	\$4,500
Bell Cab	7103161146	Transportation	21-SPED15043	\$1,800
Bell Cab	5103152572	Transportation	22-SPED15044	\$35,700
Malibu Yellow Cab	various	Transportation	23-SPED15045	\$12,240
Parent Reimbursement	7103131716	Therapeutic visit - TLC	24-SPED15046	\$1,200

Amount Budgeted Non-Instructional Consultants 14/15		\$ 220,000
Prior Board Authorization as of 8/13/14		\$ 57,580
	Balance	\$ 162,420
Positive Adjustment (See Below)		\$ 0
		\$ 162,420
Total Amount for these Contracts		\$ 55,440
	Balance	\$ 106,980

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 2014-2015 in the amount of \$0 as of 8/13/14					
Non- Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

**LEA**

2014-2015 Budget 01-56400-0-00000-39000-5802-043-1400

LEA Consultant	SSID	Service Description	Contract Number	Cost Not to Exceed

Amount Budgeted LEA 14/15		\$	42,400
Prior Board Authorization as of 8/13/14		\$	42,400
	Balance	\$	0
Positive Adjustment (See Below)		\$	0
		\$	0
Total Amount for these Contracts		\$	0
	Balance	\$	0

Adjustment					
LEA Budget 01-56400-0-00000-39000-5802-043-1400					
There has been a reduction in authorized expenditures of LEA contracts for FY 2014-2015 in the amount of \$0 as of 8/13/14					
LEA Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

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

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

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





TO: BOARD OF EDUCATION

ACTION/CONSENT

08/28/14

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 July 10, 2014, through August 18, 2014, for fiscal year 2013-14.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF AUGUST 28, 2014

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

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
<u>*** NEW PURCHASE ORDERS ***</u>					
145886	CHEVRON U.S.A. INC.	Open order for Fuel	TRANSPORTATION	500.00	U
145885	YALE/CHASE MATERIALS HANDLING	BATTERY PURCHASE - TRANSP.	TRANSPORTATION	217.14	U
				** NEW PURCHASE ORDERS	717.14

TO: BOARD OF EDUCATION

ACTION/CONSENT

08/28/14

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

RE: AWARD OF PURCHASE ORDERS – 2014-15

RECOMMENDATION NO. A.06

It is recommended that the Board of Education approve the following Purchase Orders and Changed Purchase Orders from July 10, 2014, through August 18, 2014, for fiscal year 2014-15.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF AUGUST 28, 2014

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

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
<u>*** NEW PURCHASE ORDERS ***</u>					
150647	A & R WHOLESALE DISTRIBUTORS	GROCERIES AND SNACKS	FOOD SERVICES	165,000.00	F
150927	A & R WHOLESALE DISTRIBUTORS	OPEN ORDER FOR SNACK FOOD	SAMOHI STUDENT STORE	3,000.00	U
151123	A 1 LAWNMOWER	OPERATIONS GROUNDS SUPPLIES	GROUNDS MAINTENANCE	642.20	R
150610	A Z BUS SALES INC	OPENORDER FOR PARTS	TRANSPORTATION	5,000.00	U
150622	A Z BUS SALES INC	OPEN ORDER FOR REPAIR PARTS	TRANSPORTATION	4,000.00	U
150489	A. G. LAYNE INC	OPEN ORDER OPERATIONS VEHICLES	GROUNDS MAINTENANCE	100.00	R
150573	A. G. LAYNE INC	OIL USED ON FNS VEHICLES	FOOD SERVICES	200.00	F
150592	A. G. LAYNE INC	OPEN ORDER FOR OIL/COOLANT	TRANSPORTATION	3,000.00	U
150723	A. G. LAYNE INC	MAINT.VEHICLE OIL	FACILITY MAINTENANCE	200.00	R
151126	A. G. LAYNE INC	OPEN ORDER OPERATIONS VEHICLES	GROUNDS MAINTENANCE	100.00	R
150772	AAHS ENGRAVING	GENERAL SUPPLIES/MATERIALS	BOE/SUPERINTENDENT	900.00	U
151222	ACE ATTORNEY SERVICE INC	OTHER OPERATING EXPENSES	BOE/SUPERINTENDENT	5,000.00	U
151110	ACHIEVE 3000	TECHNOLOGY LICENSE RENEWAL	EDISON ELEMENTARY SCHOOL	17,641.00	R
151144	ACSA FOUNDATION FOR ED ADMIN	DUES & MEMBERSHIP	BOE/SUPERINTENDENT	660.00	U
151148	ACSA LEGAL SUPPORT FUND	DUES & MEMBERSHIP	BOE/SUPERINTENDENT	2,625.00	U
150467	ACSA REGION XIV	ACSA LEADERSHIP CONF VOUCHER	PERSONNEL SERVICES	299.00	U
150587	ACSA REGION XIV	DUES & MEMBERSHIPS	BOE/SUPERINTENDENT	75.00	U
150559	ACTIVE NETWORK INC., THE	CARD READERS	SANTA MONICA HIGH SCHOOL	26,673.75	R
150876	ADAGER CORPORATION	Annual Maintenance	INFORMATION SERVICES	705.00	U
151017	ADDISON-WESLEY-LONGMAN/PEARSON	TEXBOOKS	CURRICULUM AND IMC	1,277.64	U
150487	ADVANCE LANDAU TOPS	OPEN ORDER OPERATIONS VEHICLES	GROUNDS MAINTENANCE	100.00	R
150593	ADVANCE LANDAU TOPS	OPEN ORDER FOR SEAT COVER REP.	TRANSPORTATION	500.00	U
150488	ADVANCED BATTERY SYSTEMS	OPEN ORDER OPERATIONS VEHICLES	GROUNDS MAINTENANCE	250.00	R
150574	ADVANCED BATTERY SYSTEMS	BATTERIES FOR FNS VEHICLES	FOOD SERVICES	200.00	F
150609	ADVANCED BATTERY SYSTEMS	OPEN ORDER FOR PARTS/BATTERIES	TRANSPORTATION	1,000.00	U
150620	ADVANCED BATTERY SYSTEMS	OPEN ORDER FOR BATTERIES	TRANSPORTATION	500.00	U
150722	ADVANCED BATTERY SYSTEMS	MAINT.VEHICLE PARTS	FACILITY MAINTENANCE	500.00	R
150550	ADVANCED ELECTRONICS	Monthly Site Rental - Transp.	TRANSPORTATION	11,225.76	U
150552	ADVANCED ELECTRONICS	Maint Agreement Renewal - Tr.	TRANSPORTATION	1,594.44	U
151035	ADVANCED ELECTRONICS	Open order for parts and repai	TRANSPORTATION	1,000.00	U
150571	ADVANTIDGE INC	LUNCH CARDS AND DYE FILM	FOOD SERVICES	942.80	F
150491	AGENCIES TOOL CENTER	OPEN ORDER OPERATIONS VEHICLES	GROUNDS MAINTENANCE	100.00	R
150594	AGENCIES TOOL CENTER	OPEN ORDER FOR TOOL PURCHASES	TRANSPORTATION	1,500.00	U
150724	AGENCIES TOOL CENTER	TOOLS FOR MAINT.VEHICLE REPAIR	FACILITY MAINTENANCE	200.00	R
150738	AHSIRT ENGINEERING INC	GROUNDWATER SAMPLES	FACILITY MAINTENANCE	16,000.00	R
150500	ALL STAR GLASS	OPEN ORDER OPERATIONS VEHICLES	GROUNDS MAINTENANCE	100.00	R
150595	ALL STAR GLASS	OPEN ORDER FOR GLASS REPLACE.	TRANSPORTATION	1,000.00	U
150727	ALL STAR GLASS	FOR MAINT.VEHICLES	FACILITY MAINTENANCE	100.00	R
151224	ALLEN, BEN	OTHER OPERATING EXPENSES	BOE/SUPERINTENDENT	900.00	U
150466	ALTA ENVIRONMENTAL	MONITORING&AIR SAMPLING LCDC	FACILITY MAINTENANCE	2,489.30	R
151025	ALTA ENVIRONMENTAL	AIR SAMPLING MCKINLEY STAIRS	FACILITY MAINTENANCE	2,875.35	R
151149	ALTA ENVIRONMENTAL	MONITORING/SAMPLING JAMS	FACILITY MAINTENANCE	3,918.30	R
150769	AMERITECH BANNERS	CABRILLO BANNER	CDC: CCTR	197.10	CD
150655	AMFRO INC	PIZZA FOR MALIBU SITES	FOOD SERVICES	41,000.00	F
150703	AMTECH ELEVATOR SERVICES	ELEVATOR AGREEMENT	FACILITY MAINTENANCE	37,000.00	R
150960	AMTECH ELEVATOR SERVICES	ELEVATOR RECALL TESTING	FACILITY MAINTENANCE	390.00	R
151026	AMTECH ELEVATOR SERVICES	ELEVATOR LOAD TEST	FACILITY MAINTENANCE	1,300.00	R

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
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PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
150184	APPLE COMPUTER CORP	MINI DISPLAYPORTS	GRANT ELEMENTARY SCHOOL	893.52	U
150886	APPLE COMPUTER CORP	Open Supplies/Repair	INFORMATION SERVICES	2,500.00	U
150835	ARCHITECTURAL SIGN IDENTITY	ADDRESS SIGNAGE	EDISON ELEMENTARY SCHOOL	393.76	BB
150498	ARGO FLEET SERVICES	OPEN ORDER OPERATIONS VEHICLES	GROUNDS MAINTENANCE	250.00	R
150597	ARGO FLEET SERVICES	OPEN ORDER FOR STARTERS & ALT.	TRANSPORTATION	1,500.00	U
150811	ARROWHEAD MOUNTAIN SPRING	DRINKING WATER	CHILD DEVELOPMENT CENTER	1,500.00	CD
150812	ARROWHEAD MOUNTAIN SPRING	DRINKING WATER	CHILD DEVELOPMENT CENTER	300.00	CD
150813	ARROWHEAD MOUNTAIN SPRING	DRINKING WATER	CHILD DEVELOPMENT CENTER	200.00	CD
150814	ARROWHEAD MOUNTAIN SPRING	DRINKING WATER	CHILD DEVELOPMENT CENTER	500.00	CD
150815	ARROWHEAD MOUNTAIN SPRING	DRINKING WATER	CHILD DEVELOPMENT CENTER	500.00	CD
150816	ARROWHEAD MOUNTAIN SPRING	DRINKING WATER	CHILD DEVELOPMENT CENTER	200.00	CD
150817	ARROWHEAD MOUNTAIN SPRING	DRINKING WATER	CHILD DEVELOPMENT CENTER	800.00	CD
150818	ARROWHEAD MOUNTAIN SPRING	DRINKING WATER	CHILD DEVELOPMENT CENTER	1,000.00	CD
150349	ART MEETS TECHNOLOGY	WEBISTE MAINTENANCE CONTRACT	BOE/SUPERINTENDENT	36,000.00	U
150968	ARTY TOM INC	REPAIR OF BATTING CAGES	SANTA MONICA HIGH SCHOOL	6,430.00	R
151097	ASCD	PROFESSIONAL DEV.BOOKS	EDISON ELEMENTARY SCHOOL	134.35	U
150784	ASSOCIATION OF CALIFORNIA	MEMBERSHIP RENEWAL	CURRICULUM AND IMC	1,395.00	U
151241	ASSOCIATION OF CALIFORNIA	MEMBERSHIP	PERSONNEL SERVICES	1,467.74	U
151233	ATKINSON ANDELSON LOYA RUDD	LEGAL SERVICES	EMPLOYEE RELATIONS	230,000.00	U
150832	B-LINE ELECTRIC INC	ELECTRICIAL OUTLETS	JOHN ADAMS MIDDLE SCHOOL	3,240.00	BB
150990	B-LINE ELECTRIC INC	INSTALL LIGHTING FOR BAT CAGES	SANTA MONICA HIGH SCHOOL	975.00	R
150681	BARNES & NOBLE/SANTA MONICA	REFERENCE BOOKS	OLYMPIC CONTINUATION SCHOOL	82.06	R
150637	BAVCO	PARTS ORDER	FACILITY MAINTENANCE	285.54	R
150570	BAY CITIES	RATERS' SUPPLY	PERSONNEL COMMISION	500.00	U
150649	BERKELEY STREET BEVERAGE CO	SLUSH PRODUCTS	FOOD SERVICES	17,000.00	F
150033	BERUMEN, TED	MILEAGE	PURCHASING/WAREHOUSE	150.00	U
151047	BISHOP COMPANY	OPEN ORDER OPERATIONS GROUNDS	GROUNDS MAINTENANCE	500.00	R
150830	BOOKSOURCE, THE	RESOURCE BOOKS/MATERIALS	ROOSEVELT ELEMENTARY SCHOOL	4,552.41	R
150677	BUS WEST	OPEN ORDER FOR REPAIRS	TRANSPORTATION	1,000.00	U
150695	BUSH, INEZ	PRESENTER FOR 08/14 CONFERENCE	STATE AND FEDERAL PROJECTS	375.00	R
150598	BUSY BEE HARDWARE	OPEN ORDER FORMISC. SUPPLIES	TRANSPORTATION	300.00	U
150774	BYRNE, CHERYL	OTHER OPERATING EXPENSES	BOE/SUPERINTENDENT	3,000.00	U
150526	C R LAURENCE CO	GLAZIER SUPPLIES	FACILITY MAINTENANCE	300.00	R
150440	C.O.D.E.S.P.	C.O.D.E.S.P. TESTING ACCESS	PERSONNEL COMMISION	1,850.00	U
150447	CAL STATE DEPT OF JUSTICE	FINGERPRINTS	PERSONNEL SERVICES	24,000.00	U
150838	CALIF CONFERENCE FOR EQUALITY	PD SAMOHI TEACHERS	CURRICULUM AND IMC	30,100.00	U
151064	CALIFORNIA ACCESS SCAFFOLD LLC	JAMS AUDITORIUM	FACILITY MAINTENANCE	14,825.00	R
150449	CALIFORNIA OFFICE SYSTEMS INC	OFFICE SUPPLIES	PERSONNEL SERVICES	3,500.00	U
150524	CALIFORNIA OFFICE SYSTEMS INC	office chair	THEATER OPERATIONS&FACILITY PR	415.15	R
150762	CALIFORNIA OFFICE SYSTEMS INC	SPED OFFICE SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	4,000.00	R
151116	CALIFORNIA OFFICE SYSTEMS INC	OFFICE SUPPLIES	SANTA MONICA HIGH SCHOOL	5,000.00	U
151129	CALIFORNIA OFFICE SYSTEMS INC	FURNITURE FOR RM#3	GRANT ELEMENTARY SCHOOL	1,258.24	R
151160	CALIFORNIA OFFICE SYSTEMS INC	Office and School Supplies	FRANKLIN ELEMENTARY SCHOOL	2,000.00	U
151257	CALIFORNIA OFFICE SYSTEMS INC	OPEN P.O. CLASSROOM SUPPLIES	OLYMPIC CONTINUATION SCHOOL	300.00	U
151268	CANOGA PARK A/C INC	REMOVAL OF DUCTING	FACILITY MAINTENANCE	3,460.00	R
151096	CANON FINANCIAL SERVICES	ANNUAL LEASE AGREEMENT	CHILD DEVELOPMENT CENTER	3,735.96	CD
150195	CANON SOLUTIONS AMERICA INC	MAINTENANCE AGRMT: MUY14096	LINCOLN MIDDLE SCHOOL	1,052.94	U
150196	CANON SOLUTIONS AMERICA INC	MAINTENANCE AGRMT: FRU90657	LINCOLN MIDDLE SCHOOL	288.00	U
150199	CANON SOLUTIONS AMERICA INC	MAINTENANCE AGRMT: MXD06503	LINCOLN MIDDLE SCHOOL	264.18	R
150392	CANON SOLUTIONS AMERICA INC	MAINTENANCE AGREEMENT	ADULT EDUCATION CENTER	837.29	A

## PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF AUGUST 28, 2014

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PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
150892	CANON SOLUTIONS AMERICA INC	CANON COPIER IR8285	LINCOLN MIDDLE SCHOOL	20,534.60	R
150894	CANON SOLUTIONS AMERICA INC	MAINTENANCE AGREEMENT - IR8285	LINCOLN MIDDLE SCHOOL	1,699.20	U
150952	CANON SOLUTIONS AMERICA INC	LIBRARY COPIER	LINCOLN MIDDLE SCHOOL	1,793.61	R
150953	CANON SOLUTIONS AMERICA INC	MAINTENANCE AGRMT - IR2525	LINCOLN MIDDLE SCHOOL	199.20	U
151127	CANON SOLUTIONS AMERICA INC	LIBRARY COPIER	LINCOLN MIDDLE SCHOOL	1,671.79	R
150106	CANON SOLUTIONS AMERICA INC.	MAINTENANCE AGREEMENT	JOHN MUIR ELEMENTARY SCHOOL	3,332.64	U
150107	CANON SOLUTIONS AMERICA INC.	MAIN.AGREEMENT/OFFICE COPIER	JOHN MUIR ELEMENTARY SCHOOL	1,439.00	U
150638	CANON SOLUTIONS AMERICA INC.	COPIER MAINTENANCE AGREEMENT	OLYMPIC CONTINUATION SCHOOL	540.00	U
150639	CANON SOLUTIONS AMERICA INC.	COPIER OVERAGES	OLYMPIC CONTINUATION SCHOOL	599.88	U
150931	CANON SOLUTIONS AMERICA INC.	ANNUAL MAINTENANCE AGREEMENT	CHILD DEVELOPMENT CENTER	2,588.96	CD
150935	CANON SOLUTIONS AMERICA INC.	ANNUAL MAINTENANCE AGREEMENT	CHILD DEVELOPMENT CENTER	1,101.24	CD
151090	CANON SOLUTIONS AMERICA INC.	ANNUAL MAINTENANCE AGREEMENT	CHILD DEVELOPMENT CENTER	1,056.00	CD
151100	CANON SOLUTIONS AMERICA INC.	Maint. Aggreement - Canon Cop.	TRANSPORTATION	677.40	U
150501	CARQUEST AUTO PARTS	OPEN ORDER OPERATIONS VEHICLES	GROUNDS MAINTENANCE	500.00	R
150728	CARQUEST AUTO PARTS	MAINT. VEHICLE REPAIRS	FACILITY MAINTENANCE	1,000.00	R
151094	CARQUEST AUTO PARTS	Open order for parts - Trans.	TRANSPORTATION	1,000.00	U
151155	CASILLAS, MOISES	MILEAGE REIMBURSEMENT	PRINTING SERVICES	100.00	U
150458	CASTLEROCK ENVIRONMENTAL INC	ASBESTOS ABATEMENT & DISPOSAL	FACILITY MAINTENANCE	2,179.00	R
151147	CASTLEROCK ENVIRONMENTAL INC	ASBESTOS ABATEMENT & DISPOSAL	FACILITY MAINTENANCE	15,991.00	R
150661	CCP INDUSTRIES INC	CLEANING TOWELS	FOOD SERVICES	990.00	F
150878	CDW-G COMPUTING SOLUTIONS	TEXTBOOK SCANNERS	SANTA MONICA HIGH SCHOOL	306.97	U
150889	CDW-G COMPUTING SOLUTIONS	Open PO Supplies	INFORMATION SERVICES	2,500.00	U
150895	CDW-G COMPUTING SOLUTIONS	Barracuda Maintenance renewal	INFORMATION SERVICES	18,487.00	U
150945	CDW-G COMPUTING SOLUTIONS	Web Filter	INFORMATION SERVICES	29,453.77	U
150987	CDW-G COMPUTING SOLUTIONS	EPSON PROJECTOR	CURRICULUM AND IMC	1,641.41	U
150631	CENTRAL PARKING SYSTEM INC	Attendant for special event	THEATER OPERATIONS&FACILITY PR	2,000.00	R
150909	CERTICA SOLUTIONS INC	Maintenance Renewal	INFORMATION SERVICES	11,341.00	U
150985	CHAMPION CHEMICAL	OPERATIONS CUSTODIAL SU PPLIES	FACILITY OPERATIONS	573.23	U
150554	CHEVRON U.S.A. INC.	Open order for fuel - Transp.	TRANSPORTATION	20,000.00	U
150665	CHEVRON U.S.A. INC.	FUEL CHARGES	FOOD SERVICES	15,000.00	F
150891	CHEVRON U.S.A. INC.	Open PO Fuel	INFORMATION SERVICES	2,500.00	U
151054	CHEVRON U.S.A. INC.	MAINTENANCE VEHICLE GAS	FACILITY MAINTENANCE	20,000.00	R
150749	CHEVRON/TEXACO BUSINESS	FUEL FOR ATHLETIC VANS	MALIBU HIGH SCHOOL	3,000.00	U
150642	CHI, AH YOUNG	REIMBURSEMENT FOR SUPPLIES	MALIBU HIGH SCHOOL	91.88	R
150462	CIF SOUTHERN SECTION	CIF ANNUAL FEES	SANTA MONICA HIGH SCHOOL	1,310.00	U
150599	CINTAS CORPORATION	OPEN ORDER FOR CL. SHOP T./UN.	TRANSPORTATION	2,000.00	U
150657	CIRONE FARMS	PRODUCE FOR FMSB PROGRAM	FOOD SERVICES	1,000.00	F
150451	CITIZENS MEDICAL GROUP	NEW EMPLOYEE PHYSICALS	PERSONNEL SERVICES	10,000.00	U
150704	CITY OF LOS ANGELES	ANNUAL LEASE	CHILD DEVELOPMENT CENTER	6,000.00	CD
150553	CITY OF SANTA MONICA	Open order for fuel - Transp.	TRANSPORTATION	12,000.00	U
151215	CITY OF SANTA MONICA	Fuel Purchasing - Transp.	TRANSPORTATION	9,298.54	U
150700	CLARK SECURITY PRODUCTS	MECHANICAL KEYPAD	EDISON ELEMENTARY SCHOOL	364.61	BB
151069	CLARK SECURITY PRODUCTS	TAX & SHIPPING CHARGES	EDISON ELEMENTARY SCHOOL	51.37	BB
151031	CLEANSOURCE	CUSTODIAL SUPPLIES	FACILITY OPERATIONS	319.19	U
150650	COCA COLA BOTTLING COMPANY	NONCARBONATED FRUIT DRINKS	FOOD SERVICES	5,000.00	F
150529	COLQUHOUN, MARCIA	STUDENT TUITION REFUND	ADULT EDUCATION CENTER	109.50	A
150130	COMPLETE BUSINESS SYSTEMS	ANNUAL MAINTENANCE AGREEMENT	WEBSTER ELEMENTARY SCHOOL	950.00	R
150152	COMPLETE BUSINESS SYSTEMS	MAINTENANCE DUPLO	MCKINLEY ELEMENTARY SCHOOL	950.00	R
150157	COMPLETE BUSINESS SYSTEMS	MAINTENANCE	MCKINLEY ELEMENTARY SCHOOL	300.00	R
150687	CONTROLTEC IN	ANNUAL SERVICE FEE	CHILD DEVELOPMENT CENTER	13,596.00	U
150922	COPYLAND INC	CUSTOM AGENDA/BINDER REMINDER	SAMOHI STUDENT STORE	10,164.00	U

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
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PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
150839	CREATIVE THERAPY STORE	PSYCH/SLP/OT ASSESSMENTS	SPECIAL EDUCATION REGULAR YEAR	26,449.11	R
151095	CREATIVE THERAPY STORE	FAMILY SERVICES SUPPLIEST	EDISON ELEMENTARY SCHOOL	216.64	U
150450	CROWN DISPOSAL CO INC	OPERATIONS CONTRACT TRASH	FACILITY MAINTENANCE	156,631.00	U
151063	CROWN DISPOSAL CO INC	OPEN ORDER OPERATIONS TRASH	FACILITY MAINTENANCE	750.00	U
150452	CRS	SUBFINDER ASP	PERSONNEL SERVICES	10,400.00	U
151074	CSBA	DUES & MEMBERSHIPS	BOE/SUPERINTENDENT	14,626.00	U
150523	CSSS INC	MONITERING SERVICES	FACILITY MAINTENANCE	236.00	R
151128	CULVER NEWLIN	HOKKI STOOLS	GRANT ELEMENTARY SCHOOL	434.01	R
150092	CURRICULUM ASSOC INC	LANGUAGE ARTS CONSUMABLES	GRANT ELEMENTARY SCHOOL	269.95	R
150850	CURRICULUM ASSOC INC	PSYCH/SLP/OT ASSESSMENTS	SPECIAL EDUCATION REGULAR YEAR	848.07	R
150266	DANIELS TIRE SERVICE	VEHICLE TIRES & REPAIR	PURCHASING/WAREHOUSE	100.00	U
150504	DANIELS TIRE SERVICE	OPEN ORDER OPERATIONS VEHICLES	GROUNDS MAINTENANCE	1,000.00	R
150575	DANIELS TIRE SERVICE	TIRES FOR FNS VEHICLES	FOOD SERVICES	1,000.00	F
150600	DANIELS TIRE SERVICE	OPEN ORDER FOR TIRE PURCHASES	TRANSPORTATION	4,000.00	U
150729	DANIELS TIRE SERVICE	MAINT.VEHICLE TIRE REPAIR	FACILITY MAINTENANCE	2,000.00	R
150693	DAVENPORT, RICHARD C	PIANO TUNING BARNUM HALL	THEATER OPERATIONS&FACILITY PR	2,000.00	R
151132	DELORIA, TERRY	REIMBURSEMENT INSERVICE GOODS	CURRICULUM AND IMC	426.90	U
151135	DELORIA. TERRY	REIMBURSEMENT PD BOOKS	CURRICULUM AND IMC	90.67	U
151083	DELTA FIRE PROTECTION & EQUIP	FIRE SPRINKLER REPAIRS	FACILITY MAINTENANCE	2,070.00	R
150482	DEPENDABLE HIGHWAY EXPRESS INC	FREIGHT	SANTA MONICA HIGH SCHOOL	131.00	U
150512	DIRECT SOURCE COMMUNICATIONS	ELECTRICAL/NETWORK FOR MALIBU	MALIBU HIGH SCHOOL	9,688.75	R
150522	DIRECT SOURCE COMMUNICATIONS	ELECTRICAL/NETWORK FOR MALIBU	SANTA MONICA HIGH SCHOOL	9,817.59	R
150711	DIRECT SOURCE COMMUNICATIONS	ELECTRICAL/NETWORK FOR MALIBU	MALIBU HIGH SCHOOL	737.33	R
150746	DIRECT SOURCE COMMUNICATIONS	relocate router at Grant	THEATER OPERATIONS&FACILITY PR	956.32	R
150562	DISCOUNT SCHOOL SUPPLY	SUMMER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	1,057.18	CD
150565	DISCOUNT SCHOOL SUPPLY	SUMMER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	838.73	CD
150701	DISPLAY SONIC CORPORATION	LIBRARY EMERGENCY TELEVISION	EDISON ELEMENTARY SCHOOL	308.60	BB
150910	DLT SOLUTIONS LLC	SpotLight Maintenance	INFORMATION SERVICES	272.09	U
150525	DOWNEY GLASS CO	GLASS	FACILITY MAINTENANCE	1,500.00	R
150652	DRIFTWOOD DAIRY	DAIRY PRODUCTS	FOOD SERVICES	190,000.00	F
151029	DUDE SOLUTIONS INC	MAINT.WORK ORDER SYSTEM	FACILITY MAINTENANCE	18,623.75	R
150719	DURHAM SCHOOL SERVICES	ATHLETIC TRANSPORTATION	MALIBU HIGH SCHOOL	6,000.00	U
150986	DURHAM SCHOOL SERVICES	DISNEYLAND TRIP FOR CHOIR	CURRICULUM AND IMC	4,960.02	R
150648	EBSO PUBLISHING	LICENSE-EDUCATION RESEARCH	CURRICULUM AND IMC	5,200.00	U
150513	ECKHARTS TRAILER HITCH &	OPEN ORDER OPERATIONS VEHICLES	GROUNDS MAINTENANCE	100.00	R
151079	EDGEWOOD PRESS INC	MASCOT FOLDERS	WILL ROGERS ELEMENTARY SCHOOL	366.83	U
151138	EDGEWOOD PRESS INC	MASCOT FOLDERS	WILL ROGERS ELEMENTARY SCHOOL	417.20	U
150688	ELY JR'S PUMPING	MALIBU POOL	FACILITY MAINTENANCE	160.00	R
150672	EMED CO. INC.	SIGN ORDERS	FACILITY MAINTENANCE	1,500.00	R
151021	ENCYCLOPEDIA BRITANNICA CORP	SPANISH REFERENCE ONLINE	CURRICULUM AND IMC	2,128.50	U
150514	ENGLER BROS MOTOR PARTS	OPEN ORDER OPERATIONS VEHICLES	GROUNDS MAINTENANCE	100.00	R
150601	ENGLER BROS MOTOR PARTS	OPEN ORDER FOR REPAIR PARTS	TRANSPORTATION	1,000.00	U
150473	ENTERPRISE SECURITY INC	SECONDARY DOOR CONTROL SWITCH	EDISON ELEMENTARY SCHOOL	1,061.81	BB
150474	ENVIRON INTERNATIONAL CORP.	ENVIRONMENTAL CONSULTING	EDISON ELEMENTARY SCHOOL	176,500.00	BB
150744	ENVIRON INTERNATIONAL CORP.	ENVIRONMENTAL REMEDIATION SVCS	BUSINESS SERVICES	400,000.00	D
150454	FEDERAL EXPRESS	SHIPPING	PERSONNEL SERVICES	325.00	U
151098	FEDERAL EXPRESS	SHIPPING SPED LEGAL	SPECIAL EDUCATION REGULAR YEAR	500.00	R
150962	FEDEX	OTHER OPERATING EXPENSES	BOE/SUPERINTENDENT	1,000.00	U

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF AUGUST 28, 2014

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

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
150914	FILEMAKER INCORPORATED	Filemaker Annual Renewal	INFORMATION SERVICES	1,397.00	U
150612	FLEETPRIDE	OPEN ORDER FOR REPAIR PARTS	TRANSPORTATION	500.00	U
150651	FLEXI TECH	REPAIRING DECK SYSTEM AT MUIR	FACILITY MAINTENANCE	17,950.00	R
150640	FOLLETT EDUCATIONAL SERVICES	ENGLISH SUPPLMNTAL MATERIALS	MALIBU HIGH SCHOOL	3,942.00	R
150714	FOLLETT EDUCATIONAL SERVICES	ENGLISH REPLACEMENT READING BK	MALIBU HIGH SCHOOL	1,595.69	R
150902	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	CURRICULUM AND IMC	6,292.31	U
150903	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	CURRICULUM AND IMC	8,163.01	U
150905	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	CURRICULUM AND IMC	9,203.48	U
150906	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	CURRICULUM AND IMC	1,978.39	U
150907	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	CURRICULUM AND IMC	1,023.12	U
150908	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	CURRICULUM AND IMC	11,557.20	U
150911	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	CURRICULUM AND IMC	2,688.03	U
150912	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	CURRICULUM AND IMC	9,739.41	U
150915	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	CURRICULUM AND IMC	5,392.77	U
150916	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	CURRICULUM AND IMC	8,498.19	U
151003	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	CURRICULUM AND IMC	1,829.71	U
151004	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	CURRICULUM AND IMC	1,565.24	U
151005	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	CURRICULUM AND IMC	1,806.75	U
151006	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	CURRICULUM AND IMC	578.16	U
151008	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	CURRICULUM AND IMC	290.39	U
151009	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	CURRICULUM AND IMC	3,761.86	U
151011	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	CURRICULUM AND IMC	22,502.63	U
151012	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	CURRICULUM AND IMC	3,210.87	U
151201	FOLLETT EDUCATIONAL SERVICES	WOPRKBOOKS	LINCOLN MIDDLE SCHOOL	5,442.15	R
150887	FRY'S ELECTRONICS	Open PO Supplies	INFORMATION SERVICES	1,000.00	U
150456	G2SOLUTIONS INC	FINGERPRINT TRANSMISSION	PERSONNEL SERVICES	550.00	U
150430	GALE SUPPLY CO	CUSTODIAL SUPPLIES	JOHN ADAMS MIDDLE SCHOOL	2,734.93	U
150613	GALE SUPPLY CO	OPEN ORDER FOR CUSTODIAL SUPP.	TRANSPORTATION	1,000.00	U
150645	GALE SUPPLY CO	CUSTODIAL SUPPLIES	MALIBU HIGH SCHOOL	6,000.00	U
150869	GALE SUPPLY CO	CUSTODIAL	CHILD DEVELOPMENT CENTER	925.38	CD
151087	GALE SUPPLY CO	CUSTODIAL	CHILD DEVELOPMENT CENTER	832.47	CD
151133	GALE SUPPLY CO	CUSTODIAL SUPPLIES	SANTA MONICA HIGH SCHOOL	5,680.86	U
151204	GALE SUPPLY CO	CUSTODIAL SUPPLIES	GRANT ELEMENTARY SCHOOL	759.00	U
151243	GALE SUPPLY CO	Custodial Supplies	FRANKLIN ELEMENTARY SCHOOL	1,244.69	U
150149	GBC - MAINTENANCE AGREEMENTS	SERVICE CONTRACT FOR LAMINATOR	ROOSEVELT ELEMENTARY SCHOOL	480.00	U
150163	GBC - MAINTENANCE AGREEMENTS	MAINTENANCE	MCKINLEY ELEMENTARY SCHOOL	495.00	R
150556	GBC - MAINTENANCE AGREEMENTS	LAMINATOR MAITENANCE AGREEMNT	MALIBU HIGH SCHOOL	405.00	U
150785	GBC - MAINTENANCE AGREEMENTS	MAINT AGREEMENT FOR LAMINATOR	ROOSEVELT ELEMENTARY SCHOOL	480.00	U
150870	GBC - MAINTENANCE AGREEMENTS	ANNUAL MAINTENANCE AGREEMENT	CHILD DEVELOPMENT CENTER	390.00	CD
150821	GLENCOE/MACMILLAN/MCGRAW-HILL	READING AND REFENCE MATERIAL	ROOSEVELT ELEMENTARY SCHOOL	416.30	R
150942	GLENCOE/MACMILLAN/MCGRAW-HILL	TEXTBOOKS/LANG ARTS	CURRICULUM AND IMC	3,221.93	U
150653	GOLD STAR FOODS	FROZEN, BAKERY AND PRODUCE	FOOD SERVICES	676,400.00	F
150924	GOLD STAR FOODS	OPEN ORDER FOR SNACK FOOD	SAMOHI STUDENT STORE	1,500.00	U
151196	GOLDEN STAR TECHNOLOGY INC	PROJECTOR - GRANT ELEM RM 3	GRANT ELEMENTARY SCHOOL	1,077.14	U
151200	GOLDEN STAR TECHNOLOGY INC	PROJECTOR -ROOSEVELT RM 2 & 14	CURRICULUM AND IMC	2,154.28	U
150438	GOVERNMENTJOBS.COM INC	RECRUITMENT SYSTEM	PERSONNEL COMMISION	7,200.00	U
150737	GRAHAM COMPANY	INVERTER SYSTEM AT BARNUM HALL	FACILITY MAINTENANCE	1,480.00	R
150684	GRIEGO, ORLANDO	REIMBURSE FOR FOOD/SUPPLIES	FOOD SERVICES	1,500.00	F
150079	HANDWRITING WITHOUT TEARS INC	SUPPLEMENTAL CONSUMABLES	GRANT ELEMENTARY SCHOOL	1,030.69	R
150148	HANDWRITING WITHOUT TEARS INC	OTHER BOOKS	ROOSEVELT ELEMENTARY SCHOOL	274.25	R



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PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
150795	HANDWRITING WITHOUT TEARS INC	OTHER BOOKS	ROOSEVELT ELEMENTARY SCHOOL	276.43	R
150192	HARLAND TECHNOLOGY SERVICES	MAINTENACE AGRMNT SCANTRON MCH	MALIBU HIGH SCHOOL	579.00	U
150842	HAWTHORNE EDUCATION SERVICE	PSYCH/SLP/OT ASSESSMENTS	SPECIAL EDUCATION REGULAR YEAR	289.08	R
150690	HEARTLAND PAYMENT SYSTEM	TECH SUPPORT & EQUIPMENT	FOOD SERVICES	8,300.00	F
150713	HILLYARD FLOOR CARE SUPPLY	GYM FLOOR SUPPLIES	MALIBU HIGH SCHOOL	3,013.97	U
150977	HILLYARD FLOOR CARE SUPPLY	CUSTODIAL SUPPLIES	FACILITY OPERATIONS	2,941.13	U
150979	HILLYARD FLOOR CARE SUPPLY	CUSTODIAL SUPPLIES	FACILITY OPERATIONS	2,280.34	U
150981	HILLYARD FLOOR CARE SUPPLY	CUSTODIAL SUPPLIES	FACILITY OPERATIONS	2,280.34	U
151061	HIRSCH PIPE & SUPPLY	PLUMBING SUPPLIES	FACILITY MAINTENANCE	3,000.00	R
150668	HOME DEPOT- L.A.	SUPPLIES FOR SCHOOL GARDENS	FOOD SERVICES	300.00	F
151195	HOME DEPOT- L.A.	OUSTANDING INVOICE	CHILD DEVELOPMENT CENTER	168.66	CD
151041	IBM	IBM SPSS subscription renewal	CURRICULUM AND IMC	572.69	U
150873	IDEAL COMPUTER SOUTH	Annual maintenance	INFORMATION SERVICES	17,700.00	U
150874	ILLUMINATE EDUCATION	SIS Annual Support	INFORMATION SERVICES	69,336.97	U
151056	INDUSTRIAL ELECTRIC SERVICE	WELLS FOR ADAM'S STEAM TABLE	FOOD SERVICES	1,344.19	F
150423	INGLE DODD MEDIA	Ad inLMGA Magazine 2014-2015	THEATER OPERATIONS&FACILITY PR	1,935.00	R
150436	INTELLI-TECH	computer for office	THEATER OPERATIONS&FACILITY PR	1,163.42	R
150694	INTELLI-TECH	computer for Barnum Hall	THEATER OPERATIONS&FACILITY PR	1,191.66	R
150760	INTELLI-TECH	ELITEBOOK FOR TARA BROWN	STUDENT SERVICES	1,792.19	U
150900	INTELLI-TECH	Hp Care Pack Renewal	INFORMATION SERVICES	2,810.00	U
150901	INTELLI-TECH	Server Post Warranty	INFORMATION SERVICES	1,960.00	U
150934	INTELLI-TECH	Laptop for Blue Bear samo ASB	SANTA MONICA HIGH SCHOOL	1,583.05	R
150966	INTELLI-TECH	ELITEBOOK FOR WENDY GELLIS	GRANT ELEMENTARY SCHOOL	1,928.69	U
150164	INTERNATIONAL PAPER	PAPER	MCKINLEY ELEMENTARY SCHOOL	2,000.00	R
150204	INTERNATIONAL PAPER	OPEN ORDER: PAPER	LINCOLN MIDDLE SCHOOL	7,000.00	R
150662	INTERNATIONAL PAPER	COPY PAPER	FOOD SERVICES	1,100.00	F
150764	INTERNATIONAL PAPER	SPED PAPER SUPPLY	SPECIAL EDUCATION REGULAR YEAR	2,000.00	R
151212	INTERNATIONAL PAPER	OFFICE PAPER	GRANT ELEMENTARY SCHOOL	1,000.00	U
151217	INTERNATIONAL PAPER	COPY PAPER	SANTA MONICA HIGH SCHOOL	223.32	U
151255	INTERNATIONAL PAPER	PAPER SY2014-2015	WILL ROGERS ELEMENTARY SCHOOL	3,500.00	R
150941	IPSWITCH INC	FTP Server Maintenance	INFORMATION SERVICES	725.00	U
150972	ISHLER DESIGN & ENGINEERING	ENGINEERING SRVCS JAMS AUD.	FACILITY MAINTENANCE	10,000.00	R
150530	J H MCKINNEY CO	PLUMBER SNAKE REPAIR	FACILITY MAINTENANCE	1,328.41	R
150535	J H MCKINNEY CO	EQUIPMENT CAMERA REPAIR	FACILITY MAINTENANCE	1,894.52	R
150896	J&C BOOKS LLC	TEXTBOOKS	CURRICULUM AND IMC	2,797.73	U
150918	J&C BOOKS LLC	TEXTBOOKS	CURRICULUM AND IMC	2,676.73	U
150919	J&C BOOKS LLC	TEXTBOOKS	CURRICULUM AND IMC	2,516.31	U
150928	J&C BOOKS LLC	TEXTBOOKS	CURRICULUM AND IMC	2,874.38	U
150929	J&C BOOKS LLC	TEXTBOOKS	CURRICULUM AND IMC	1,376.42	U
150991	J&C BOOKS LLC	TEXTBOOKS	CURRICULUM AND IMC	809.42	U
150992	J&C BOOKS LLC	TEXTBOOKS	CURRICULUM AND IMC	153.30	U
150925	JEFF & TONY'S DSD LLC	OPEN ORDER FOR SNACK FOOD	SAMOHI STUDENT STORE	1,500.00	U
151015	JOHN WILEY & SONS INC	TEXTBOOKS	CURRICULUM AND IMC	17,628.00	U
150165	JOHNSTON, CINDY	REIMBURSEMENT	MCKINLEY ELEMENTARY SCHOOL	1,000.00	R
151092	JOHNSTONE SUPPLY CO	HVAC PARTS AND SUPPLIES	FACILITY MAINTENANCE	1,000.00	R
150926	JONES, TERI	OPEN ORDER FOR MERCHANDISE	SAMOHI STUDENT STORE	2,000.00	U
150983	JONES, TERI	OPEN ORDER FOR MERCHANDISE	SAMOHI STUDENT STORE	1,800.00	U
151030	JONES-CAMPBELL CO.	TABLE ADJUSTMENTS	EDISON ELEMENTARY SCHOOL	821.25	BB
150511	K12 INSIGHT	WEB SURVEYS SERVICE	BOE/SUPERINTENDENT	46,000.00	U
150777	KAMIBAYASHI, TERRY	REIMBURSEMENT	BUSINESS SERVICES	442.05	D
150763	KATES, PHYLLIS	DESIGN LAYOUT FOR MAGAZINE	THEATER OPERATIONS&FACILITY PR	715.00	R

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PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
151236	KELLEY, DANNIS WOLIVER	LEGAL SVCS FOR NEGOTIATIONS	EMPLOYEE RELATIONS	5,000.00	U
151254	KERN HIGH SCHOOL DISTRICT	SIMULATION REGISTRATION FEE	R O P	1,000.00	R
150588	KI	ED SERVICES BRACKETS	FACILITY MAINTENANCE	1,215.45	R
150583	KOO, BONNIE	REIMBURSEMENT ONLINE COURSE	PLURALISTIC PRIVATE SCHOOL	206.17	R
150567	KORADE & ASSOCIATE BUILDERS	FLOORING AT LINCOLN RESTROOM	FACILITY MAINTENANCE	996.00	R
150674	KORADE & ASSOCIATE BUILDERS	REPAIR WALLS MALIBU MUSIC RM	FACILITY MAINTENANCE	2,387.00	R
150675	KORADE & ASSOCIATE BUILDERS	VCT FLOORING MALIBU MUSIC RM	FACILITY MAINTENANCE	5,393.00	R
151067	KORADE & ASSOCIATE BUILDERS	ROLLER SHADES	JOHN ADAMS MIDDLE SCHOOL	13,380.90	R
150540	KYA SERVICES LLC	RESURFACE GYM FLOOR AT SAMOHI	SANTA MONICA HIGH SCHOOL	25,844.96	R
150663	L A FEDERAL ARMORED SERVICES	ARMORED CAR PICKUP	FOOD SERVICES	825.00	F
150614	L.A. FLEET MONITORING SYSTEM	OPEN ORDER FOR REPAIR PARTS	TRANSPORTATION	500.00	U
150633	LACSTA	DUES & MEMBERSHIPS	BOE/SUPERINTENDENT	140.00	U
150545	LAKESHORE	SUMMER/OPEN ORDER	CHILD DEVELOPMENT CENTER	250.00	CD
151076	LAKESHORE	NEW SPED PREK CLASSROOM SUPP	SPECIAL EDUCATION REGULAR YEAR	1,000.00	R
151099	LAKESHORE	COUNSELING SUPPLIES	EDISON ELEMENTARY SCHOOL	100.00	U
151206	LAKESHORE	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	120.00	U
151208	LAKESHORE	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	150.00	U
151210	LAKESHORE	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	100.00	U
150710	LAKESHORE CURRICULUM	SUMMER/INSTRUCTIONAL	CDC: CCTR	221.28	CD
151238	LAKESHORE CURRICULUM	MUIR PRE-SCHOOL RM#B1 SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	2,160.86	R
150682	LANCASTER, KELLY	REIMBURSE FOR SUPPLIES/FOOD	FOOD SERVICES	1,500.00	F
150740	LANDPORT SYSTEMS INC	MAINT.WORKER ORDER SYSTEM	FACILITY MAINTENANCE	2,340.00	R
150778	LEADERSHIP ASSOCIATES	EXECUTIVE COACHING SERVICES	BOE/SUPERINTENDENT	15,000.00	U
150445	LEIGHTON CONSULTING INC	OPERATION GROUNDS SOIL TESTING	GROUNDS MAINTENANCE	3,774.00	R
151088	LI & ASSOCIATES INC.	JAMS STRUCTURAL INVESTIGATION	FACILITY MAINTENANCE	5,000.00	R
150384	LIGHTSPEED SYSTEMS	WEB FILTER MAINTENANCE	INFORMATION SERVICES	1,474.00	U
150950	LIGHTSPEED SYSTEMS	Maintenance	INFORMATION SERVICES	3,000.00	U
150845	LINGUI SYSTEMS INC	PSYCH/SLP/OT ASSESSMENTS	SPECIAL EDUCATION REGULAR YEAR	344.71	R
150457	LOS ANGELES CNTY OFFICE OF ED.	EASE PROGRAM	EMPLOYEE RELATIONS	10,200.00	U
150602	LYNTON'S UNIFORMS INC	OPEN ORDER FOR DRIVER SHIRTS	TRANSPORTATION	2,500.00	U
151075	LYON, SANDRA	OTHER OPERATING EXPENSES	BOE/SUPERINTENDENT	360.00	U
150819	MACGILL	NURSING EQUIPMENT	SPECIAL EDUCATION REGULAR YEAR	180.16	R
151167	MACMALL/PC MALL	OPEN ORDER/TECH SUPPLIES	JOHN ADAMS MIDDLE SCHOOL	400.00	U
150472	MARKERTEK VIDEO SUPPLY	CONNECTORS AND CORD COVERS	EDISON ELEMENTARY SCHOOL	2,099.48	BB
150793	MARKERTEK VIDEO SUPPLY	supplies for Barnum Hall	THEATER OPERATIONS&FACILITY PR	191.87	R
150678	MARTIN AUTOMOTIVE GROUP	OPEN ORDER FOR REPAIR PARTS	TRANSPORTATION	300.00	U
150963	MARTIN, NANCY A.	PSYCH/SLP/OT ASSESSMENTS	SPECIAL EDUCATION REGULAR YEAR	567.63	R
150718	MASUNE/MEDCO SCHOOL FIRST AID	ATHLETIC TRAINER SUPPLIES	MALIBU HIGH SCHOOL	2,000.00	U
150879	MAXPOWERSOFT LLC	LicenseRenewal	INFORMATION SERVICES	249.00	U
150943	MERIDIAN IT INC	Hardware Maintenance	INFORMATION SERVICES	29,718.54	U
150946	MERIDIAN IT INC	Software Consultant	INFORMATION SERVICES	612.50	U
150576	METRO TRUCK BODY INC	REPAIRS ON FNS VEHICLES	FOOD SERVICES	500.00	F
150558	MICRO BIO-MEDICS/ORDERS	NURSE SUPLS OUTSTNDG INVOICE	MALIBU HIGH SCHOOL	275.73	R
150750	MICRO BIO-MEDICS/ORDERS	NURSE SUPPLIES	MALIBU HIGH SCHOOL	750.00	U
151038	MICRO BIO-MEDICS/ORDERS	Nurse office supplies	FRANKLIN ELEMENTARY SCHOOL	184.70	U
151141	MICRO BIO-MEDICS/ORDERS	Nurse's supplies	FRANKLIN ELEMENTARY SCHOOL	137.12	R
151101	MIND RESEARCH INSTITUTE	TECHNOLOGY RENEWAL	EDISON ELEMENTARY SCHOOL	2,999.00	U
151037	MIRACLE RECREATION EQUIP CO	PLAYGROUND EQUIP. PARTS	FACILITY MAINTENANCE	3,500.00	R
151142	MIRACLE RECREATION EQUIP CO	SWING HANGER	SPECIAL EDUCATION REGULAR YEAR	124.53	R
150683	MOCA	PRESENTER AT 08/14 CONFERENCE	STATE AND FEDERAL PROJECTS	300.00	R

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PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
150572	MONEY MACHINES INTERNATIONAL	MAINTENANCE ON MONEY MACHINES	FOOD SERVICES	440.00	F
150855	MONTGOMERY HARDWARE COMPANY	MAINT GENERAL SUPPLIES	FACILITY MAINTENANCE	1,500.00	R
150528	MOVIE LICENSING USA	Movie Licensing fee-2014-15	THEATER OPERATIONS&FACILITY PR	5,538.00	R
150828	MULTI-HEALTH SYSTEMS INC	PSYCH/SLP/OT ASSESSMENTS	SPECIAL EDUCATION REGULAR YEAR	2,728.96	R
150603	NAPA AUTO PARTS	OPEN ORDER FOR PARTS	TRANSPORTATION	1,000.00	U
150630	NAUTICAL OUTFITTERS CORP	WATER TANK FOR TRUCKBED	FACILITY MAINTENANCE	623.04	R
150686	NCSM MEMBER&CONFERENCE SERVICE	MATH RESOURCE MATERIAL	CURRICULUM AND IMC	584.73	R
150459	NELI'S INC	ADMIN RECRUITMENT SUPPLIES	PERSONNEL SERVICES	1,500.00	U
150604	NESS COUNSELING CENTER	OPEN ORDER FOR TESTING	TRANSPORTATION	100.00	U
151028	NEXGEN	SUPPLES	FACILITY MAINTENANCE	552.42	R
150448	NEXTEL OF CALIFORNIA INC	OPERATIONS TWO-WAY PHONES	FACILITY OPERATIONS	1,440.00	U
150632	NEXTEL OF CALIFORNIA INC	Monthly phone payment	THEATER OPERATIONS&FACILITY PR	400.00	R
151136	NEXTEL OF CALIFORNIA INC	HotSpots	INFORMATION SERVICES	2,279.40	U
150656	NICHOLAS, HARRY	PRODUCE FOR FMSB PROGRAM	FOOD SERVICES	9,000.00	F
151247	NICK RAIL MUSIC	MUSICAL INSTRUMENT REPAIRS	CURRICULUM AND IMC	30,000.00	U
151250	NICK RAIL MUSIC	MUSIC SUPPLIES AND MATERIALS	CURRICULUM AND IMC	4,000.00	U
150460	NORTON MEDICAL CLINICS	DRUG/ALCOHOL TESTING SERVICES	PERSONNEL SERVICES	1,600.00	U
150566	ORIENTAL TRADING CO INC	SUMMER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	141.80	CD
150660	P & R PAPER SUPPLY CO	PAPER PRODUCTS	FOOD SERVICES	75,000.00	F
151107	P MATTHEW & CO INC	sign frames	THEATER OPERATIONS&FACILITY PR	699.91	R
150841	PACIFIC NORTHWEST THEATRE	Supplies for Barnum	THEATER OPERATIONS&FACILITY PR	8,575.90	R
150497	PACIFIC PARK - SANTA MONICA	OPEN ORDER/FIELD TRIP	CHILD DEVELOPMENT CENTER	1,539.00	CD
150502	PACIFIC PARK - SANTA MONICA	SUMMER/FIELD TRIP	CHILD DEVELOPMENT CENTER	2,565.00	CD
150654	PAPA JOHNS	PIZZA FOR SANTA MONICA SITES	FOOD SERVICES	110,000.00	F
150883	PARIS LASER PRINTER REPAIR INC	Open Supplies/Repair	INFORMATION SERVICES	3,000.00	U
150964	PEARSON ASSESSMENTS	PSYCH/SLP/OT ASSESSMENTS	SPECIAL EDUCATION REGULAR YEAR	12,351.83	R
150751	PEARSON EDUCATION	ELD EARTH SCIENCE WORKBOOKS	MALIBU HIGH SCHOOL	81.77	R
150993	PEARSON EDUCATION	TEXTBOOKS	CURRICULUM AND IMC	9,750.81	U
150994	PEARSON EDUCATION	TEXTBOOKS	CURRICULUM AND IMC	4,726.66	U
150995	PEARSON EDUCATION	TEXTBOOKS	CURRICULUM AND IMC	14,443.64	U
150996	PEARSON EDUCATION	TEXTBOOKS	CURRICULUM AND IMC	9,829.74	U
150997	PEARSON EDUCATION	TEXTBOOKS	CURRICULUM AND IMC	6,524.38	U
150998	PEARSON EDUCATION	TEXTBOOKS	CURRICULUM AND IMC	10,119.96	U
150999	PEARSON EDUCATION	TEXTBOOKS	CURRICULUM AND IMC	10,654.80	U
151001	PEARSON EDUCATION	TEXTBOOKS	CURRICULUM AND IMC	6,271.28	U
151002	PEARSON EDUCATION	TEXTBOOKS	CURRICULUM AND IMC	2,122.16	U
151023	PEARSON EDUCATION	TEXTBOOKS	CURRICULUM AND IMC	983.20	U
151187	PEARSON EDUCATION	TEXTBOOKS, MATH	CURRICULUM AND IMC	3,475.25	U
150679	PEARSON EDUCATION #3	TEXTBOOKS	ADULT EDUCATION CENTER	2,795.31	A
150478	PHILLIP'S DRAPERIES AND	ROLLER SHADES	JOHN ADAMS MIDDLE SCHOOL	24,975.00	BB
150809	PLUMBMASTER INC	OPEN ORDER MAINT PLUMB SUPPLY	FACILITY MAINTENANCE	8,000.00	R
150659	POLITO FAMILY FARMS	PRODUCE FOR FMSB PROGRAM	FOOD SERVICES	4,000.00	F
151027	PONTON, FRANK G	PHONE LINE SERVICE CALLS	FACILITY MAINTENANCE	1,000.00	R
150797	POSTMASTER-MALIBU	POSTAGE FOR MAILING	MALIBU HIGH SCHOOL	2,000.00	U
150802	POSTMASTER-SANTA MONICA	STAMPS	CDC: CCTR	980.00	CD
151093	POSTMASTER-SANTA MONICA	POSTAGE STAMPS FOR SPED OFFICE	SPECIAL EDUCATION REGULAR YEAR	98.00	R
150875	PRIORITY MAILING SYSTEMS INC	Annual Maintenance	INFORMATION SERVICES	1,745.00	U
150851	PRO-ED	PSYCH/SLP/OT ASSESSMENTS	SPECIAL EDUCATION REGULAR YEAR	2,027.92	R
151018	PROQUEST INFORMATION & LEARNIN	DATABASE SUBSCRIPTION-LIBRARY	CURRICULUM AND IMC	42,735.00	U
150871	QSS	Maintenance QSS	INFORMATION SERVICES	24,674.00	U

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF AUGUST 28, 2014

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

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
150531	QUESTYS SOLUTIONS	SOFTWARE MAINTENANCE	STUDENT SERVICES	1,924.30	U
150167	RALPH'S	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	500.00	R
150808	RALPH'S	CUSTODIAL SUPPLIES	FACILITY OPERATIONS	100.00	U
150969	RALPH'S	INSERVICE SUPPLIES	CURRICULUM AND IMC	500.00	U
150154	RAYMOND GEDDES & COMPANY INC	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	600.00	R
150834	RDM ELECTRIC CO INC	HEPA FILTER ELECTRICAL WORK	EDISON ELEMENTARY SCHOOL	43,850.00	BB
150885	REDWOOD PRESS INC	OFFICE SUPPLIES	SANTA MONICA HIGH SCHOOL	646.05	U
150537	REGENCY ENTERPRISES INC.	LIGHT BULBS	THEATER OPERATIONS&FACILITY PR	160.83	R
150557	REGENCY ENTERPRISES INC.	REPLMNT LGHTS - NEW/OLD GYM	MALIBU HIGH SCHOOL	959.66	U
151197	REGENCY ENTERPRISES INC.	LIGHTBULBS	SANTA MONICA HIGH SCHOOL	550.24	U
150605	REISS-WOZNAK MEDICAL CLINIC	OPEN ORDER FOR DRIVER PHYSIC.	TRANSPORTATION	1,000.00	U
150840	REMOTE SATELITE SYSTEMS	satellite phone 2014-15	THEATER OPERATIONS&FACILITY PR	383.40	R
151112	REMOTE SATELITE SYSTEMS	Sattelite phone air time	THEATER OPERATIONS&FACILITY PR	2,301.00	R
150493	RHYTHM CHILD NETWORK	SUMMER/WORKSHOP	CHILD DEVELOPMENT CENTER	450.00	CD
150496	RHYTHM CHILD NETWORK	SUMMER/WORKSHOP	CHILD DEVELOPMENT CENTER	575.00	CD
150005	RICOH USA INC.	COPIER MAINTENANCE	PRINTING SERVICES	19,328.68	U
150080	RICOH USA INC.	Maintenance Agreement	FRANKLIN ELEMENTARY SCHOOL	3,612.85	R
150084	RICOH USA INC.	Maintenance Agreement	FRANKLIN ELEMENTARY SCHOOL	3,920.78	R
150086	RICOH USA INC.	Maintenance Agreement	FRANKLIN ELEMENTARY SCHOOL	4,995.09	R
150119	RICOH USA INC.	MAINTENANCE CONTRACT RENEWAL	CURRICULUM AND IMC	1,697.03	U
150129	RICOH USA INC.	MAINTENANCE AGREEMENT	WEBSTER ELEMENTARY SCHOOL	3,394.05	R
150150	RICOH USA INC.	MAINTENANCE	MCKINLEY ELEMENTARY SCHOOL	3,054.60	R
150161	RICOH USA INC.	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	300.00	R
150375	RICOH USA INC.	MAINTENANCE CONTRACT/COPIER	JOHN ADAMS MIDDLE SCHOOL	3,136.10	U
150590	RICOH USA INC.	MAINTENANCE AGREEMENT	FISCAL SERVICES	633.17	U
150958	RICOH USA INC.	ANNUAL COPY MACHINE CONTRACT	FACILITY MAINTENANCE	1,045.37	R
151082	RICOH USA INC.	STAPLER FOR COPIER	JOHN ADAMS MIDDLE SCHOOL	49.63	U
151202	RICOH USA INC.	STAPLES FOR LD1110	PRINTING SERVICES	483.70	U
151118	RIVERSIDE PUBLISHING COMPANY	PSYCH/SLP/OT ASSESSMENTS	SPECIAL EDUCATION REGULAR YEAR	10,784.62	R
150867	S&S WORLDWIDE	INSTRUCTIONAL	CDC: CCTR	107.30	CD
151242	SAFE-CARD ID SERVICES INC	ID CARD SUPPLIES	PERSONNEL SERVICES	483.17	U
151060	SAINT-GOBAIN SOLAR GARD LLC	WINDOW FILM SUPPLIES	FACILITY MAINTENANCE	2,000.00	R
151237	SAN JOAQUIN CNTY OFFICE OF ED	RECRUITMENT SERVICES - EDJOIN	PERSONNEL SERVICES	1,358.62	U
150561	SANDLER BROS	OPERATIONS CUSTODIAL SUPPLIES	FACILITY OPERATIONS	529.98	U
150806	SANDLER BROS	OPERATIONS CUSTODIAL SUPPLIES	FACILITY OPERATIONS	459.90	U
150791	SANTA CLARITA VALLEY SCHOOL	COMMODITY PROCESSING FEE	FOOD SERVICES	252.00	F
150621	SANTA MONICA CAR SOUNDS	OPEN ORDER FOR BUS RADIOS	TRANSPORTATION	500.00	U
150127	SANTA MONICA CHAMBER OF	DUES & MEMBERSHIPS	BOE/SUPERINTENDENT	385.00	U
150798	SANTA MONICA COLLEGE	SUMMER/FIELD TRIP	CHILD DEVELOPMENT CENTER	1,059.25	CD
150515	SANTA MONICA FORD	OPEN ORDER OPERATIONS VEHICLES	GROUNDS MAINTENANCE	250.00	R
150577	SANTA MONICA FORD	REPAIRS TO FNS VEHICLES	FOOD SERVICES	500.00	F
150730	SANTA MONICA FORD	MAINT.VEHICLE REPAIR	FACILITY MAINTENANCE	1,000.00	R
150788	SANTA MONICA FORD	OPERATIONS VEHICLE REPAIRS	FACILITY OPERATIONS	3,243.98	U
151036	SANTA MONICA FORD	Open order for repair parts	TRANSPORTATION	3,000.00	U
151073	SANTA MONICA FORD	MAINT.VEHICLE #58	FACILITY MAINTENANCE	1,416.81	R
150989	SANTA MONICA MALIBU PTA COUN	COPIER USAGE FOR IISS	CURRICULUM AND IMC	912.12	R
150516	SANTA MONICA MOTORS	OPEN ORDER OPERATIONS VEHICLES	GROUNDS MAINTENANCE	200.00	R
150624	SANTA MONICA MOTORS	OPEN ORDER FOR SMOG CHECKS	TRANSPORTATION	300.00	U
150736	SANTA MONICA MOTORS	FOR VEHICLE SERVICE	FACILITY MAINTENANCE	100.00	R

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PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
150517	SANTA MONICA RADIATOR	OPEN ORDER OPERATIONS VEHICLES	GROUNDS MAINTENANCE	100.00	R
150578	SANTA MONICA RADIATOR	RADIATOR REPAIRS TO FNS VEHIC	FOOD SERVICES	100.00	F
150625	SANTA MONICA RADIATOR	OPEN ORDER FOR RADIATOR REPAIR	TRANSPORTATION	500.00	U
150731	SANTA MONICA RADIATOR	MAINT. VEHICLE PARTS	FACILITY MAINTENANCE	100.00	R
150745	SCANTRON CORPORATION	SCANTRON ANSWER SHEETS	PERSONNEL COMMISION	223.42	U
150939	SCANTRON CORPORATION	MAINTENANCE AGREEMENT-SOFTWARE	PERSONNEL COMMISION	100.00	U
150827	SCHOLASTIC	NEW YORK TIMES UPFRONT	MALIBU HIGH SCHOOL	398.00	R
150669	SCHOOL NUTRITION SERVICES	SAFETY AND SANITATION PROGRAM	FOOD SERVICES	28,575.00	F
150141	SCHOOL SPECIALTY INC	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	65.52	U
150142	SCHOOL SPECIALTY INC	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	224.91	U
150155	SCHOOL SPECIALTY INC	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	2,000.00	R
150244	SCHOOL SPECIALTY INC	BEHAVORIAL/SENSORY SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	208.03	R
150780	SCHOOL SPECIALTY INC	OUTDOOR FLAGS	MALIBU HIGH SCHOOL	92.58	U
151158	SCHOOL SPECIALTY INC	Office supplies	FRANKLIN ELEMENTARY SCHOOL	1,000.00	U
151163	SCHOOL SPECIALTY INC	CLASSROOM SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	144.41	R
151168	SCHOOL SPECIALTY INC	OPEN ORDER/ASB SUPPLIES	JOHN ADAMS MIDDLE SCHOOL	300.00	R
151169	SCHOOL SPECIALTY INC	CLASSROOM SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	136.19	R
151170	SCHOOL SPECIALTY INC	CLASSROOM SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	126.02	R
151172	SCHOOL SPECIALTY INC	CLASSROOM SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	135.07	R
151173	SCHOOL SPECIALTY INC	CLASSROOM SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	117.91	R
151174	SCHOOL SPECIALTY INC	CLASSROOM SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	163.41	R
151175	SCHOOL SPECIALTY INC	CLASSROOM SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	117.47	R
151176	SCHOOL SPECIALTY INC	CLASSROOM SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	133.10	R
151177	SCHOOL SPECIALTY INC	CLASSROOM SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	125.07	R
151178	SCHOOL SPECIALTY INC	CLASSROOM SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	109.35	R
151180	SCHOOL SPECIALTY INC	CLASSROOM SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	233.37	R
151181	SCHOOL SPECIALTY INC	CLASSROOM SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	134.81	R
151182	SCHOOL SPECIALTY INC	CLASSROOM SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	167.79	R
151183	SCHOOL SPECIALTY INC	CLASSROOM SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	117.02	R
151184	SCHOOL SPECIALTY INC	CLASSROOM SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	130.18	R
151185	SCHOOL SPECIALTY INC	CLASSROOM SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	135.60	R
151186	SCHOOL SPECIALTY INC	CLASSROOM SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	131.48	R
151188	SCHOOL SPECIALTY INC	CLASSROOM SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	234.68	R
151189	SCHOOL SPECIALTY INC	CLASSROOM SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	149.20	R
151190	SCHOOL SPECIALTY INC	CLASSROOM SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	123.84	U
151191	SCHOOL SPECIALTY INC	CLASSROOM SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	124.96	U
151058	SCHOOLYARD COMMUNICATIONS	OTHER OPERATING EXPENSES	BOE/SUPERINTENDENT	13,370.48	U
151213	SEA CLEAR POOLS	MALIBU GUTTER TILE REPLACEMENT	FACILITY MAINTENANCE	965.00	R
150188	SEARS	NURSE OFFICE ICE MAKER	MCKINLEY ELEMENTARY SCHOOL	.00	R
150483	SEHI COMPUTER PRODUCTS	printer for FUD	THEATER OPERATIONS&FACILITY PR	1,192.65	R
150666	SEHI COMPUTER PRODUCTS	INK AND TONER CARTRIDGES	FOOD SERVICES	2,000.00	F
150715	SEHI COMPUTER PRODUCTS	PRINTER/ROBERTA WITHERSPOON	FISCAL SERVICES	400.53	U
150807	SEHI COMPUTER PRODUCTS	Printer Purchase - transp.	TRANSPORTATION	340.81	U
150555	SHELL FLEET CARD SERVICES	Open order for fuel - Transp.	TRANSPORTATION	6,000.00	U
151256	SIEMER, DEBORAH	REIMBURSEMENT	OLYMPIC CONTINUATION SCHOOL	119.07	U
150705	SIMON, MONICA	REIMBURSEMENT/SUMMER	CHILD DEVELOPMENT CENTER	117.68	CD
150706	SIMON, MONICA	REIMBURSEMENT/SUMMER	CDC: CCTR	100.00	CD
150799	SIMON, MONICA	REIMBURSEMENT	CHILD DEVELOPMENT CENTER	75.00	CD
150801	SIMON, MONICA	REIMBURSEMENT	CHILD DEVELOPMENT CENTER	175.00	CD

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PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
150437	SIMPLEXGRINNELL	SMOKE DETECTOR REPAIR	FACILITY MAINTENANCE	1,821.01	R
150898	SIMPLEXGRINNELL	ANNUAL FIRE ALARM AGREEMENT	FACILITY MAINTENANCE	73,714.00	R
150158	SIR SPEEDY PRINTING #0245	PRINTING	MCKINLEY ELEMENTARY SCHOOL	1,200.00	R
150464	SIR SPEEDY PRINTING #0245	HR NEWSLETTER	PERSONNEL SERVICES	1,500.00	U
150707	SIR SPEEDY PRINTING #0245	OPEN ORDER/PRINTING	CDC: CCTR	1,000.00	CD
150770	SIR SPEEDY PRINTING #0245	GENERAL SUPPLIES/MATERIALS	BOE/SUPERINTENDENT	900.00	U
151137	SIR SPEEDY PRINTING #0245	OACK TO SCHOOL BROCHURES	FOOD SERVICES	427.05	F
150917	SIRSIDYNIX	Horzion Maintenance	INFORMATION SERVICES	17,928.36	U
150461	SMART & FINAL	DEPARTMENT SUPPLIES	PERSONNEL SERVICES	700.00	U
150542	SMART & FINAL	OPEN ORDER/SUPPLIES	CHILD DEVELOPMENT CENTER	500.00	CD
150543	SMART & FINAL	OPEN ORDER/SUPPLIES	CHILD DEVELOPMENT CENTER	1,000.00	CD
150564	SMART & FINAL	OPEN ORDER/SUPPLIES	CHILD DEVELOPMENT CENTER	1,000.00	CD
150586	SMART & FINAL	GENERAL SUPPLIES/MATERIALS	BOE/SUPERINTENDENT	900.00	U
150709	SMART & FINAL	OPEN ORDER/SUPPLIES	CDC: CCTR	1,000.00	CD
150153	SMART & FINAL #315	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	500.00	R
151077	SMART & FINAL #315	SUPPLIES FOR IEP/LEGAL MTGS	SPECIAL EDUCATION REGULAR YEAR	500.00	R
150518	SO CAL TRACTOR SALES	OPEN ORDR OPERATIONS VEHICLES	GROUNDS MAINTENANCE	100.00	R
151122	SO CAL TRACTOR SALES	OPEN ORDER OPERATIONS VEHICLES	GROUNDS MAINTENANCE	290.00	R
150913	SOLARWINDS INC	Maintenance Renewal	INFORMATION SERVICES	395.00	U
150947	SOLARWINDS INC	Orion Maintenance	INFORMATION SERVICES	5,155.00	U
150860	SOUTHERN CALIF SUPT ASSOC	DUES & MEMBERSHIPS	BOE/SUPERINTENDENT	150.00	U
151062	SOUTHERN CALIFORNIA DISPOSAL	OPEN ORDER OPERATIONS DUMP FEE	FACILITY MAINTENANCE	5,000.00	U
150131	SOUTHWEST SCHOOL SUPPLY	Assorted School/Office supply	WEBSTER ELEMENTARY SCHOOL	500.00	R
150137	SOUTHWEST SCHOOL SUPPLY	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	299.81	U
150138	SOUTHWEST SCHOOL SUPPLY	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	253.15	U
150139	SOUTHWEST SCHOOL SUPPLY	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	145.26	U
150140	SOUTHWEST SCHOOL SUPPLY	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	215.33	U
150219	SOUTHWEST SCHOOL SUPPLY	OPEN ORDER: CLASSROOM SUPPLIES	LINCOLN MIDDLE SCHOOL	2,800.00	U
151113	SOUTHWEST SCHOOL SUPPLY	CLASSROOM SUPPLIES	EDISON ELEMENTARY SCHOOL	900.00	U
151220	SOUTHWEST SCHOOL SUPPLY	Classroom/Office Supplies	CABRILLO ELEMENTARY SCHOOL	2,000.00	R
150857	SPARKLETTS WATER CO	GENERAL SUPPLIES/MATERIALS	BOE/SUPERINTENDENT	1,000.00	U
150541	SPECTRUM INDUSTRIES INC	COMPUTER TABLES FOR LTW AT MHS	MALIBU HIGH SCHOOL	11,345.79	U
150453	STANLEY PEST CONTROL	OPERATIONS PEST CONTROL	GROUNDS MAINTENANCE	15,066.00	R
150471	STANLEY PEST CONTROL	OPERATIONS GROUNDS PEST CONTR	GROUNDS MAINTENANCE	1,500.00	R
150667	STANLEY PEST CONTROL	PEST CONTROL	FOOD SERVICES	5,500.00	F
150156	STAPLES BUSINESS ADVANTAGE	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	500.00	R
150544	STAPLES BUSINESS ADVANTAGE	SUPPLIES	CHILD DEVELOPMENT CENTER	2,000.00	CD
150546	STAPLES BUSINESS ADVANTAGE	SUPPLIES	CHILD DEVELOPMENT CENTER	1,000.00	CD
150563	STAPLES BUSINESS ADVANTAGE	SUPPLIES	CHILD DEVELOPMENT CENTER	1,000.00	CD
150569	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLY	PERSONNEL COMMISION	500.00	U
150585	STAPLES BUSINESS ADVANTAGE	GENERAL SUPPLIES/MATERIALS	BOE/SUPERINTENDENT	900.00	U
150607	STAPLES BUSINESS ADVANTAGE	OPEN ORDER FOR OFFICE SUPPL.	TRANSPORTATION	2,500.00	U
150664	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	FOOD SERVICES	2,000.00	F
150755	STAPLES BUSINESS ADVANTAGE	OPEN PO FOR SUPPLIES	STUDENT SERVICES	2,000.00	U
150761	STAPLES BUSINESS ADVANTAGE	SPED OFFICE SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	2,000.00	R
150882	STAPLES BUSINESS ADVANTAGE	OPEN PO FOR SUPPLIES	INFORMATION SERVICES	1,500.00	U
151179	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	1,000.00	U
151229	STAPLES BUSINESS ADVANTAGE	OPEN ORDER/CLASSROOM	CHILD DEVELOPMENT CENTER	1,500.00	CD

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
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PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
150881	STAPLES DIRECT	Open PO Supplies	INFORMATION SERVICES	1,000.00	U
151114	STAPLES/P-U/SANTA MONICA/WILSH	OFFICE SUPPLIES	EDISON ELEMENTARY SCHOOL	700.00	U
150708	STAPLES/P-U/VENICE/LINCOLN BL	OPEN ORDER/SUPPLIES	CDC: CCTR	200.00	CD
151068	STAPLES/P-U/VENICE/LINCOLN BL	OPEN ORDER/ADMIN SUP	JOHN ADAMS MIDDLE SCHOOL	1,000.00	U
151085	STAPLES/P-U/VENICE/LINCOLN BL	OPEN ORDER/SUPPLIES	CHILD DEVELOPMENT CENTER	1,500.00	CD
151120	STAPLES/P-U/VENICE/LINCOLN BL	STAPLES OFFICE SUPPLIES OPEN	SMASH SCHOOL	1,500.00	R
151165	STAPLES/P-U/VENICE/LINCOLN BL	OPEN ORDER/CLASSROOM SUPPLIES	JOHN ADAMS MIDDLE SCHOOL	100.00	U
151166	STAPLES/P-U/VENICE/LINCOLN BL	OPEN ORDER/CLASSROOM SUPPLIES	JOHN ADAMS MIDDLE SCHOOL	100.00	U
151140	STAPLES/P-U/WLA/CUST#240174490	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	264.00	U
151205	STAPLES/P-U/WLA/CUST#240174490	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	120.00	U
151207	STAPLES/P-U/WLA/CUST#240174490	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	150.00	U
151209	STAPLES/P-U/WLA/CUST#240174490	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	75.00	U
150470	STATE OF CALIFORNIA	PLAN/FIELD REVIEW	EDISON ELEMENTARY SCHOOL	1,393.08	BB
150486	STOTZ EQUIPMENT	OPEN ORDER OPERATIONS VEHICLES	GROUNDS MAINTENANCE	100.00	R
150732	STRESS LESS ENVIRONMENTAL LLC	FOR WASTE DISPOSAL AT TRANSPTN	FACILITY MAINTENANCE	500.00	R
151066	STRESS LESS ENVIRONMENTAL LLC	CLARIFIER WASTE DISPOSAL	FACILITY MAINTENANCE	1,475.00	R
151153	SULLIVAN, JAMES C	KILN REPAIR	SANTA MONICA HIGH SCHOOL	210.10	U
150166	SUNSET ENTERPRISES LTD	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	232.14	R
150849	SUPER DUPER PUBLICATIONS	PSYCH/SLP/OT ASSESSMENTS	SPECIAL EDUCATION REGULAR YEAR	250.76	R
150823	SUPERIOR FOODS	APRONS FOR CAFETERIA STAFF	FOOD SERVICES	689.22	F
150618	TALENT ASSESSMENT INC	ASSESSMENT EXPLORATION SYSTEM	SPECIAL EDUCATION REGULAR YEAR	29,263.58	R
150658	TAMAI, GLORIA	PRODUCE FOR FMSB PROGRAM	FOOD SERVICES	6,000.00	F
151086	TARGET STORES	OPEN ORDER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	1,000.00	CD
150519	TAYLOR DUNN CO	OPEN ORDER OPERATIONS VEHICLES	GROUNDS MAINTENANCE	109.50	R
150608	TCI - BERLIN TIRE CENTERS LLC	OPEN ORDER FOR TIRE PURCH.	TRANSPORTATION	1,000.00	U
150933	TEACHING STRATEGIES INC	TEXTBOOKS	CURRICULUM AND IMC	51,887.07	U
150831	TERRY P GRABOSKI	DESIGNING DISTRICT LOGO	BOE/SUPERINTENDENT	5,700.00	U
150643	THORESON, BONITA	REIMBURSEMENT FOR SUPPLIES	MALIBU HIGH SCHOOL	66.24	R
150568	TIETZE, BRANDON	RATERS' SUPPLY	PERSONNEL COMMISION	1,500.00	U
151057	TODD PIPE & SUPPLY LLC	PLUMBING SUPPLIES	FACILITY MAINTENANCE	3,000.00	R
150159	TOSHIBA	COMPUTER SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	2,000.00	R
151231	TOTAL RECALL CAPTIONING INC	TRANSALTION SERVICE	HEALTH SERVICES	5,940.00	R
150191	TOUCHLINE SOFTWARE INC	RENEWAL OF WORK PERMIT SOFTWRE	MALIBU HIGH SCHOOL	305.00	U
150579	TRACTION HEAVY DUTY PARTS	PARTS TO REPAIR FNS VEHICLES	FOOD SERVICES	100.00	F
150616	TRACTION HEAVY DUTY PARTS	OPEN ORDER FOR PARTS & SUPP.	TRANSPORTATION	500.00	U
150626	TRACTION HEAVY DUTY PARTS	OPEN ORDER FOR PARTS	TRANSPORTATION	500.00	U
150733	TRACTION HEAVY DUTY PARTS	FOR MAINT.VEHICLE SERVICE	FACILITY MAINTENANCE	500.00	R
150463	U S BANK (GOVT CARD SERVICES)	DISTRICT CREDIT CARD	PERSONNEL SERVICES	1,000.00	U
150856	U S BANK (GOVT CARD SERVICES)	SAFETY CURRICULUM	SPECIAL EDUCATION REGULAR YEAR	82.07	R
150940	U S BANK (GOVT CARD SERVICES)	LIGHTS FOR BATTING CAGES	SANTA MONICA HIGH SCHOOL	1,097.40	R
150948	U S BANK (GOVT CARD SERVICES)	Software	INFORMATION SERVICES	427.34	U
150980	U S BANK (GOVT CARD SERVICES)	CASES AND STYLUS	PURCHASING/WAREHOUSE	83.30	U
151040	U S BANK (GOVT CARD SERVICES)	EMERGENCY CIELING TILES MALIBU	FACILITY MAINTENANCE	938.00	R
151253	U S BANK (GOVT CARD SERVICES)	FOLDING STEP STOOL	GRANT ELEMENTARY SCHOOL	129.83	R
150485	ULINE SHIPPING SUPPLIES	BOXES	FACILITY MAINTENANCE	425.83	R
150768	UNISAN PRODUCTS LLC	CUSTODIAL SUPPLIES GLOVES	FACILITY OPERATIONS	555.38	U
151033	UNIT CHEMICAL CORP	CUSTODIAL SUPPLIES	FACILITY OPERATIONS	2,522.88	U
150884	UNITED PARCEL SERVICE	Open PO Postage	INFORMATION SERVICES	500.00	U
150680	UNIVERSAL VIOLIN INC	MUSICAL INSTRUMENT REPAIRS	CURRICULUM AND IMC	7,000.00	U
151045	US AIR CONDITIONING DIST LLC	HVAC REPAIR PARTS	FACILITY MAINTENANCE	1,000.00	R

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF AUGUST 28, 2014

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

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
150776	VENABLE, TERANCE	REIMBURSEMENT	BUSINESS SERVICES	442.05	D
150822	VENABLE, TERANCE	REIMBURSEMENT	BUSINESS SERVICES	221.03	D
150877	VESOFT	Annual Maintenance	INFORMATION SERVICES	1,920.00	U
150692	VIRCO MFG CORP	MUIR PRE-SCHOOL FURNITURE RMB1	SPECIAL EDUCATION REGULAR YEAR	828.71	R
150712	VIRCO MFG CORP	MUIR PRE-SCHOOL FURNITURE RMB1	SPECIAL EDUCATION REGULAR YEAR	586.18	R
150974	VIRCO MFG CORP	RM# FURNITURE	GRANT ELEMENTARY SCHOOL	8,053.85	R
151020	VIRCO MFG CORP	TEACHER DESK	MALIBU HIGH SCHOOL	1,836.63	R
150536	VOLUTONE	BRACKETS	FACILITY MAINTENANCE	840.87	R
150844	VORT CORPORATION	PSYCH/SLP/OT ASSESSMENTS	SPECIAL EDUCATION REGULAR YEAR	74.20	R
150495	W.A.S.T.E.C.	SEPTIC SERVICES	FACILITY MAINTENANCE	14,085.90	R
150673	W.A.S.T.E.C.	PUMPING HAZ WASTE: MHS & CAB	BUSINESS SERVICES	1,445.00	D
150789	W.W. GRAINGER INC.	OPERATIONS CUSTODIAL SUPPLIES	FACILITY OPERATIONS	595.24	U
151150	W.W. GRAINGER INC.	18" FANS FOR CLASSROOMS : DW	FACILITY MAINTENANCE	18,924.89	R
151269	W.W. GRAINGER INC.	18" FANS FOR CLASSROOMS : DW	FACILITY MAINTENANCE	3,154.15	R
150520	WARREN DISTRIBUTING INC.	OPEN ORDER OPERATIONS VEHICLES	GROUNDS MAINTENANCE	250.00	R
150580	WARREN DISTRIBUTING INC.	PARTS TO REPAIR FNS VEHICLES	FOOD SERVICES	250.00	F
150619	WARREN DISTRIBUTING INC.	OPEN ORDER FOR REPAIR PARTS	TRANSPORTATION	1,500.00	U
150627	WARREN DISTRIBUTING INC.	OPEN ORDER FOR REPAIR/PARTS	TRANSPORTATION	4,000.00	U
150734	WARREN DISTRIBUTING INC.	MAINT.VEHICLE SERVICE	FACILITY MAINTENANCE	2,000.00	R
150782	WAXIE SANITARY SUPPLY	CUSTODIAL CLEANING SUPPLIES	MALIBU HIGH SCHOOL	644.82	U
150589	WEATHERPROOFING TECHNOLOGIES	ROOFING SERVICE AGREEMENT	FACILITY MAINTENANCE	134,946.00	R
150970	WESTERN FENCE & SUPPLY CO	TEMP. FENCE AT JOHN ADAMS	FACILITY MAINTENANCE	1,382.00	R
151240	WESTERN FENCE & SUPPLY CO	TEMP FENCING AT MALIBU	FACILITY MAINTENANCE	1,980.00	R
150923	WIDEWORLD SPORTSWEAR INC.	SPIRIT SWEATERS	SAMOHI STUDENT STORE	1,152.80	U
151252	WILSON BROOKS TAYLOR	PIANO REPAIRS FOR THE DISTRICT	CURRICULUM AND IMC	4,000.00	U
150465	YAKICH, SUSAN	EMPLOYEE REIMBURSEMENT	PERSONNEL SERVICES	444.00	U
150521	YALE/CHASE MATERIALS HANDLING	OPEN ORDER OPERATIONS VEHICLES	GROUNDS MAINTENANCE	250.00	R
150866	YASMINE ANNE FERNANDEZ	SUMMER/FIELD TRIP	CHILD DEVELOPMENT CENTER	1,430.00	CD
150973	YASMINE ANNE FERNANDEZ	SUMMER/FIELD TRIP	CHILD DEVELOPMENT CENTER	75.00	CD
151084	YOUNG PS ACQUISITIONS LLC	TOOTHBRUSHES	CHILD DEVELOPMENT CENTER	209.63	CD
150756	ZONAR SYSTEMS INC.	Annual Service Renewal	TRANSPORTATION	5,997.00	U

\*\* NEW PURCHASE ORDERS 4,553,638.48

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

150475	CLINE, CHRISTOPHER	MILEAGE REIMBURSEMENT	BUSINESS SERVICES	500.00	BB
150899	CREW PROTECTION INC	SITE SECURITY	SANTA MONICA HIGH SCHOOL	2,664.00	BB
150864	CULVER NEWLIN	FF&E FURNITURE FOR LINCOLN P2	LINCOLN MIDDLE SCHOOL	58,409.86	BB
150476	DODD, JASON	MILEAGE REIMBURSEMENT	BUSINESS SERVICES	500.00	BB
150959	J K MIKLIN INC	FF&E FURNITURE FOR LINCOLN P2	LINCOLN MIDDLE SCHOOL	17,137.35	BB
150961	J K MIKLIN INC	FF&E FURNITURE FOR LINCOLN P2	LINCOLN MIDDLE SCHOOL	3,900.70	BB
151078	J K MIKLIN INC	FFE FURNITURE LINCOLN PHASE II	LINCOLN MIDDLE SCHOOL	15,987.00	BB
151104	J K MIKLIN INC	FFE FURNITURE LINCOLN PHASE II	LINCOLN MIDDLE SCHOOL	8,134.00	BB
151106	JONES-CAMPBELL CO.	FFE FURNITURE LINCOLN PHASE II	LINCOLN MIDDLE SCHOOL	5,425.39	BB
150477	KHIMANI, ASHRAF	MILEAGE REIMBURSEMENT	BUSINESS SERVICES	500.00	BB
150975	KI	FF&E FURNITURE FOR LINCOLN P2	LINCOLN MIDDLE SCHOOL	64,362.05	BB
150837	MAIN ELECTRIC SUPPLY COMPANY	LED LIGHTS	MALIBU HIGH SCHOOL	35,308.28	BB
150893	PACIFIC OFFICE INTERIORS	MGMNT & INSTALLATION FOR LMS	LINCOLN MIDDLE SCHOOL	45,175.73	BB
151124	PACIFIC OFFICE INTERIORS	FF&E FURNITURE FOR LINCOLN P2	LINCOLN MIDDLE SCHOOL	4,404.31	BB
150699	QUALITY RUBBER STAMPS	OFFICE SUPPLIES	BUSINESS SERVICES	76.54	BB
150833	RDM ELECTRIC CO INC	LIGHT INSTALLATION	MALIBU HIGH SCHOOL	43,700.00	BB



## PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF AUGUST 28, 2014

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

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
150397	RICOH USA INC.	MAINTENANCE CONTRACT	BUSINESS SERVICES	1,504.70	BB
150398	RICOH USA INC.	MAINTENANCE AGREEMENT	BUSINESS SERVICES	699.38	BB
150469	RICOH USA INC.	COPY OVERAGES	BUSINESS SERVICES	3,500.00	BB
150480	SAM,STUART	MILEAGE REIMBURSEMENT	BUSINESS SERVICES	2,000.00	BB
150696	SANTA MONICA MUN BUS LINES	BUS PASSES	SANTA MONICA HIGH SCHOOL	12,216.00	BB
151111	VWR SCIENTIFIC PRODUCTS	FF&E FURNITURE FOR LINCOLN P2	LINCOLN MIDDLE SCHOOL	20,973.43	BB
151119	WAXIE SANITARY SUPPLY	FF&E FURNITURE FOR LINCOLN P2	LINCOLN MIDDLE SCHOOL	1,872.93	BB
151117	WENGER CORPORATION	FF&E FURNITURE FOR LINCOLN P2	LINCOLN MIDDLE SCHOOL	55,370.52	BB
** FACILITY IMPROVEMENTS: BONDS/STATE MODERNIZATON/NEW CONSTRUCTION/DEVELOPER FEES				404,322.17	



TO: BOARD OF EDUCATION

ACTION/CONSENT

08/28/14

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

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

RECOMMENDATION NO. A.07

It is recommended that the Board of Education authorize Contract Change Order No. 21 (CO-21) for - Edison Language Academy - New Construction Project - Swinerton Builders - in the amount of \$43,445.80 for a total contract amount of \$35,238,851.74 and 0 days of schedule impact.

Funding Information

Budgeted: Yes  
Fund: 81  
Source: Measure BB  
Account Number: 81-90500-0-00000-85000-6200-001-2600  
Budget Category: Construction Contracts  
DSA #: 03-112999  
Friday Memo: 08/22/14

COMMENTS: On July 20, 2011, the Santa Monica-Malibu Unified School District Board of Education awarded Swinerton Builders the lease leaseback contract for the Edison Language Academy – New Construction Project in the amount of \$32,848,118.00.

Change Orders 1 through 20 for Swinerton Builders, Edison Language Academy have been approved by the Board of Education in the amount of \$2,347,287.94. Change Order No. 21 includes sixteen (16) Proposed Change Order (PCO) items which are not reflected in the Construction Documents. Change Order No 21 includes eleven (11) items related to required additional scope with a cost of \$61,834.33, four (4) credit related items in the amount of (-\$21,050.21) and one (1) unforeseen item in the amount of \$2,661.68, for a total Change Order amount of \$43,445.80.

Original Contract Amount	\$32,848,118.00
Change Order No. 1	\$93,232.00
Change Order No. 2	\$74,000.00
Change Order No. 3	\$76,746.00
Change Order No. 4	\$86,815.00
Change Order No. 5	\$68,372.00
Change Order No. 6	\$38,766.00
Change Order No. 7	\$72,552.00
Change Order No. 8	\$3,599.00
Change Order No. 9	\$73,414.00
Change Order No. 10	\$153,438.00
Change Order No. 11	\$223,597.00
Change Order No. 12	\$154,607.00
Change Order No. 13	\$70,770.00
Change Order No. 14	\$106,490.00
Change Order No. 15	\$106,096.00
Change Order No. 16	\$41,967.18

Change Order No. 17	\$343,247.13
Change Order No. 18	\$175,114.01
Change Order No. 19	\$188,621.07
Change Order No. 20	\$195,844.55
Change Order No. 21	\$43,445.80
<hr/> Total Contract Amount	\$35,238,851.74

Change Order No. 21 includes no increase to the Contract Time:

Original Contract Time	1054 Days
Change Order No. 1	0 Days
Change Order No. 2	0 Days
Change Order No. 3	3 Days
Change Order No. 4	0 Days
Change Order No. 5	0 Days
Change Order No. 6	0 Days
Change Order No. 7	0 Days
Change Order No. 8	0 Days
Change Order No. 9	0 Days
Change Order No. 10	0 Days
Change Order No. 11	0 Days
Change Order No. 12	0 Days
Change Order No. 13	0 Days
Change Order No. 14	0 Days
Change Order No. 15	0 Days
Change Order No. 16	0 Days
Change Order No. 17	0 Days
Change Order No. 18	0 Days
Change Order No. 19	0 Days
Change Order No. 20	0 Days
Change Order No. 21	0 Days
<hr/> Total Contract Time	1057 Days

The full funding for this authorization requires a re-allocation of the project program reserve for the Edison Project.

A Friday Memo accompanies this item.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

08/28/14

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

RE: AMENDMENT TO CONTRACT – LEASE LEASEBACK – EDISON LANGUAGE ACADEMY – NEW CONSTRUCTION PROJECT – SIMPLEX GRINNELL – MEASURE BB

RECOMMENDATION NO. A.08

It is recommended that the Board of Education authorize Contract Change Order No. 01 (CO-01) for - Edison Language Academy - New Construction Project - Simplex Grinnell LP - in the amount of \$36,726.46 for a total contract amount of \$573,436.19.

Funding Information

Budgeted: Yes  
Fund: 81  
Source: Measure BB  
Account Number: 81-90500-0-00000-85000-6200-001-2600  
Budget Category: Construction Contracts  
DSA Number: 03-112999  
Friday Memo: 08/22/14

COMMENTS: At the September 9, 2011 Board of Education Meeting, Bid #10.32.BB-03-12999- New Edison Language Academy Project was approved to Simplex Grinnell, in the amount of \$536,709.73, under Federal GSA contract #GS-07-039M.

Change Order No. 01 includes two (2) items associated with Required Additional Scope in the amount of \$36,726.46, for a total Change Order amount of \$36,726.46.

The District has reviewed the PCOs in detail for scope and costs. At least one and often two estimates were prepared for each item. Each of the PCOs was negotiated with the contractor. We are in agreement for all of the PCO amounts due the contractor for these services established by the District's estimates.

Original Contract Amount	\$536,709.73
Change Order No. 1	\$36,726.46
<u>Total Contract Amount</u>	<u>\$573,436.19</u>

The full funding for this authorization requires a re-allocation of the project program reserve for the Edison Project.

A Friday Memo accompanies this item.

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

08/28/14

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

RE: ADOPT RESOLUTION NO. 14-01 – LEASE AND LEASEBACK (LLB)  
AGREEMENT FOR THE SANTA MONICA HIGH SCHOOL SCIENCE &  
TECHNOLOGY BUILDING AND SITE IMPROVEMENTS PROJECT

RECOMMENDATION NO. A.09

It is recommended that the Board of Education adopt Resolution No. 14-01 – Lease and Leaseback (LLB) Agreement for the Santa Monica High School Science & Technology Building and Site Improvements Project.

COMMENTS: Education Code Section 17417 requires the Board, in a regular open meeting, to adopt a resolution declaring its intention to enter into a lease or agreement pursuant to Los Angeles County Office of Education Information Bulletin # 3711 dated January 24, 2014.

A Friday Memo accompanies this item.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**RESOLUTION NO. 14-01**

**Lease and Leaseback (LLB) Agreement for the Santa Monica High School Science & Technology Site Improvements Project**

**WHEREAS**, Section 17406/81336 of the Education Code of the State of California provides the district may let, for a minimum rental of one dollar (\$1) a year, to any person, firm, or corporation any real property that belongs to the district if the instrument by which such property is let requires the lessee therein to construct on the demised premises, or provide for the construction thereon of, a building or buildings for the use of the district during the term thereof, and provides that title to that building shall vest in the district at the expiration of that term; and;

**WHEREAS**, the district have complied with EC 17402/81332 and declare Santa Monica High School Science & Technology Site Improvements Project is the available site which the building will be constructed; and;

**WHEREAS**, the building Santa Monica High School Science & Technology Site Improvements Project will be constructed according to the plans and specifications approved pursuant to Sections 17280/81130; and;

**WHEREAS**, minimum yearly rental is set at \$1 a year until project notice of completion; and;

**WHEREAS**, per EC 17424/81350, the general prevailing rate of per diem wages obtained from the Director of the Department of Industrial Relations for each type of workman needed for the construction of the building is set forth by the current index table 2014-1 General prevailing wage determinations menu (journeyman and apprentice) found on the Department of Industrial Relations website (<http://www.dir.ca.gov/oprl/PWD/index.htm>), and the general prevailing rate for holiday and overtime work is set forth by the current index table 2014-1 General prevailing wage determinations menu (journeyman and apprentice) found on the Department of Industrial Relations website (<http://www.dir.ca.gov/oprl/PWD/index.htm>). Work performed by any workman employed upon the project in excess of eight hours during any one calendar day shall be permitted at not less than 112 times the basic rate of pay; and;

**WHEREAS**, the board has reviewed the LLB agreements; and

**WHEREAS**, the board has determined that the terms are in the best interest of the district based on staff recommendation for the methodology of procurement for said project; and;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Education of the Santa Monica-Malibu Unified School District that the district declare its intention to enter into a lease and leaseback agreement with Erickson Hall Construction Co. pursuant to education code 17406/81336.



**PASSED AND ADOPTED** by the Board of Education of the Santa Monica-Malibu Unified School District on the 28<sup>th</sup> day of August 2014, by the following vote:

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Abstentions: \_\_\_\_\_  
Absent: \_\_\_\_\_

\_\_\_\_\_  
Maria Leon-Vazquez, President  
Board of Education  
Santa Monica-Malibu Unified School District

\_\_\_\_\_  
Sandra Lyon, Secretary  
Board of Education  
Santa Monica-Malibu Unified School District



TO: BOARD OF EDUCATION

ACTION/CONSENT

08/28/14

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

RE: CONTRACT AMENDMENT #07 FOR TESTING AND SPECIAL INSPECTION SERVICES FOR SANTA MONICA HIGH SCHOOL SCIENCE AND TECHNOLOGY BUILDING AND SITE IMPROVEMENTS – CALIFORNIA TESTING AND INSPECTIONS, INC. – MEASURE BB

RECOMMENDATION NO. A.10

It is recommended that the Board of Education approve Contract Amendment #07 to California Testing and Inspection, Inc., for additional Testing and Special Inspection Services for the Santa Monica High School Science and Technology Building and Site Improvement Project for an amount not to exceed \$150,000 for a total contract amount of \$1,874,739.

Funding Information

Budgeted: Yes  
Fund: 83  
Source: Measure BB  
Account Number: 83-90500-0-00000-85000-5802-015-2600  
Budget Category: Soft Costs/Tests & Inspection/Materials Lab  
DSA#: 03-113443  
Friday Memo: 08/22/14

COMMENTS: California Testing and Inspection, Inc. is providing Testing and Special Inspection Services for the Santa Monica High School Science and Technology Building and Site Improvement Project. A contract was approved on December 15, 2011 for an amount of \$461,072 for this scope. Contract Amendment #01 was approved on June 27, 2012. Contract Amendment #02 was approved on April 18, 2013. Contract Amendment #03 was approved on May 16, 2013. Contract Amendment #4 was approved on July 24, 2013. Contract Amendment #5 was approved on November 21, 2013. Contract Amendment #6 was approved February 2014.

Since the award to CTI of CA #6, the Contractor's work durations for Phase I have continued to exceed the Contractor's own schedule. CTI, in consultation with the Inspector of Record, have performed a detailed review of the volume of work remaining to complete Phase I. CTI estimates an additional \$ 150,000 will be required to fund the hours of testing remaining. These hours include testing performed on and off site, Laboratory testing and Professional Services. Per the Lease-Lease Back agreement with the Prime Contractor, all overtime expenses, should they be required to facilitate the Contractor's schedule, will be recoverable from the Prime Contractor.

Primary funding is within the testing and inspection services budget.

*(Continued on next page)*

ORIGINAL CONTRACT – Samohi Testing & Special Inspections	\$461,072
CONTRACT AMENDMENT #01 (Additional Testing Services)	\$44,155
CONTRACT AMENDMENT #02 (Additional Testing Services)	\$335,000
CONTRACT AMENDMENT #03 (Additional Testing Services)	\$135,274
CONTRACT AMENDMENT #04 (Additional Testing Services)	\$324,385
CONTRACT AMENDMENT #05 (Additional Testing Services)	\$208,626
CONTRACT AMENDMENT #06 (Additional Testing Services)	\$216,227
CONTRACT AMENDMENT #07 (Additional Testing Services)	\$150,000
<b>TOTAL:</b>	<b>\$1,874,739</b>

A Friday Memo accompanies this item.

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

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

ACTION/CONSENT  
 08/28/14

RECOMMENDATION NO. A.11

Unless otherwise noted, all items are included in the 2014/2015 approved budget.

**NEW HIRES**

**TEMPORARY CONTRACTS**

<u>Name/Assignment/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>
Camarena, Jenni/SAI – English Santa Monica HS	100%	8/14/14-6/5/15
Davis, Skye/SAI Muir Elementary	100%	8/14/14-6/5/15
Harrington, Caitlin/SAI – MS Science Malibu High School	100%	8/14/14-6/5/15
Milwe, Cindy/Lang Arts Coaching John Adams MS	60%	8/14/14-6/5/15
Williams, Lindsay/3 <sup>rd</sup> Grade Rogers Elementary	100%	8/14/14-6/5/15

**SUBSTITUTE TEACHERS**

Effective

**LONG-TERM SUBSTITUTES**

(@\$219.00 Daily Rate)

Romero, Yuvikza 8/14/14

**PREFERRED SUBSTITUTES**

(@\$169.00 Daily Rate)

Lang, John 8/14/14  
 Magnuson, Ruth 8/14/14

**REGULAR DAY-TO-DAY SUBSTITUTES**

(@\$144.00 Daily Rate)

Alvarez, Vincent 8/14/14  
 Hall, Alice 8/14/14  
 Ross, Dylan 8/14/14

**CHANGE IN ASSIGNMENT**

Effective

DeCray-Kleiser, Debra  
 Cabrillo Elementary/3<sup>rd</sup> Grade

From: Rogers Elementary  
To: Cabrillo Elementary

8/14/14

**RESIGNATION**

Name/Location

Audet, Amanda  
 Santa Monica High School

Effective  
 6/10/14

Helsing, Laura John Adams Middle School	6/10/14
Kaczorowski, Joan Substitute Teacher/Human Resources	7/30/14
Misustin, John Santa Monica High School	8/12/14
Schneider, Kirsten Rogers Elementary School	6/10/14
Shoemaker, Deirdre Substitute Teacher/Human Resources	5/30/14
Taylor-Sabo, Melissa Malibu High School	6/10/14

**RETIREMENT**

<u>Name/Location</u>	<u>Effective</u>
Hines, Diane Webster Elementary School	6/30/14

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

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

ACTION/CONSENT  
 08/28/14

RECOMMENDATION NO. A.12

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

<b><u>NEW HIRES</u></b>		<b><u>EFFECTIVE DATE</u></b>
Gonzalez, Gary Maintenance	Plumber 8 Hrs/12 Mo/Range: 37 Step: A	6/9/14

<b><u>PROMOTION</u></b>		<b><u>EFFECTIVE DATE</u></b>
Fuller, Charesse Operations	Custodian 5 Hrs/12 Mo/Range: 22 Step: B From: Cafeteria Worker I: 6 Hrs/SY	7/19/14

<b><u>SUMMER ASSIGNMENTS</u></b>		<b><u>EFFECTIVE DATE</u></b>
Crawford, Cynthia Educational Svcs	Library Assistant I	7/14/14-7/31/14
Everage, Askia Operations	Custodian	7/22/14-8/15/14
Gutierrez, Yolanda District	Office Specialist	7/1/14-8/31/14
Hobkirk, Christina Special Education	Paraeducator 1	6/16/14-7/11/14
Lo Greco, Vincent Operations	Custodian	7/23/14-8/15/14
McKinley, Tyrone Child Develop Svcs	Swimming Instructor-Lifeguard	6/19/14-8/14/14
Slawter, Mary Malibu HS	Accounting Assistant	6/19/14-8/1/14
Walker, Christine Operations	Custodian	7/22/14-8/15/14
Wilson, Stanley Operations	Custodian	7/23/14-8/11/14

<b><u>TEMP/ADDITIONAL ASSIGNMENTS</u></b>		<b><u>EFFECTIVE DATE</u></b>
Aguilar, Mark Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Alba, Paul Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15

Alex, Milton Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Anderson, Bruno Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Avitia, Hector Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Beavers, Marcus Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Boyd, Kathryn Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Bravo, Richard Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Buchanon, Timothy Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Burton, Jerome Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Cage, Joann Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Carrillo, Rigoberto Maintenance	HVAC Mechanic [overtime; District-wide projects]	7/1/14-6/30/15
Casillas, Veronica Santa Monica HS	Student Outreach Specialist [additional hours; Restorative Justice training]	7/31/14-8/6/14
Chiriboga, Giovanni Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Cueva, Felipe Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Cuevas, Jose Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Cunningham, Brett Maintenance	Plumber [overtime; District-wide projects]	7/1/14-6/30/15
Davis, Anthony Operations	Custodian [additional hours; custodial assignments]	7/1/14-6/30/15
Davis, Jefferey Maintenance	Carpenter [overtime; District-wide projects]	7/1/14-6/30/15
Deanda, Richard Operations	Gardener [overtime; gardening assignments]	7/1/14-6/30/15
Donovan, Marc Maintenance	Glazier [overtime; District-wide projects]	7/1/14-6/30/15
Donovan, Marc Maintenance	Plumber [overtime; District-wide projects]	7/1/14-6/30/15
Doty, Kenneth Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15



Durham, Michael Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Ford, Spikes Maintenance	Metal Worker [overtime; District-wide projects]	7/1/14-6/30/15
Fuller, Charesse Operations	Custodian [additional hours; custodial assignments]	7/1/14-6/30/15
Gallegos, Agustin Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Gleason, Timothy Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Gomez, Jack Operations	Custodian [additional hours; custodial assignments]	7/1/14-6/30/15
Gomez, Jack Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Gomez, Leonor Maintenance	Senior Office Specialist [additional hours; clerical assistance]	8/4/14-8/8/14
Gonzalez, Art Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Gonzalez, Xavier Operations	Custodian [additional hours; custodial assignments]	7/1/14-6/30/15
Gonzalez, Xavier Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Green, Joseph Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Hedges, Eric Maintenance	Electrician [overtime; District-wide projects]	7/1/14-6/30/15
Heiderman, Daniel Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Herrera, Cesar Maintenance	Locksmith [overtime; District-wide projects]	7/1/14-6/30/15
Jackson, Michael Operations	Gardener [overtime; gardening assignments]	7/1/14-6/30/15
Johnson, Peter Operations	Custodian [additional hours; custodial assignments]	7/1/14-6/30/15
Johnson, Peter Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Johnston, Cindy Personnel Commission	Human Resources Technician [additional hours; recruitments]	7/1/14-8/12/14
Keller, Jeffrey Santa Monica HS	Student Outreach Specialist [additional hours; Restorative Justice training]	7/31/14-8/6/14

Kratz, Damon Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Mamon, Stephanie Operations	Custodian [additional hours; custodial assignments]	7/1/14-6/30/15
Mamon, Stephanie Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Mamon, Stephen Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Martin, Eric Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
McAlpin, Michael Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
McCarthy, Jennifer Fiscal Svcs	Accounting Technician [additional hours; payroll assistance]	7/22/14-6/30/15
McNeely, Debrah Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
McNeely, Debrah Maintenance	Skilled Maintenance Worker [overtime; District-wide projects]	7/1/14-6/30/15
Morales, Steve Operations	Custodian [additional hours; custodial assignments]	7/1/14-6/30/15
Morales, Steve Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Moton, Wilson Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Omari, Steve Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
O'Rourke, Thomas Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Orozco, Abel Operations	Gardener [overtime; gardening assignments]	7/1/14-6/30/15
Paredes, Jorge Maintenance	HVAC Mechanic [overtime; District-wide projects]	7/1/14-6/30/15
Parker, Stephen Maintenance	Carpenter [overtime; District-wide projects]	7/1/14-6/30/15
Parker, Stephen Maintenance	Skilled Maintenance Worker [overtime; District-wide projects]	7/1/14-6/30/15
Perez, Graciela Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Plascencia, Henry Operations	Utility Worker [overtime; District-wide assignments]	7/1/14-6/30/15
Prchlak, Stanley Maintenance	Skilled Maintenance Worker [overtime; District-wide projects]	7/1/14-6/30/15

Preciado, Daniel Adult Education Center	Campus Security Officer [additional hours; summer school session]	7/18/14
Ramirez, Philip Maintenance	Painter [overtime; District-wide projects]	7/1/14-6/30/15
Reyes, Pedro Maintenance	Electrician [overtime; District-wide projects]	7/1/14-6/30/15
Rising, Robert Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Saad, Metias Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Sebastiani, Guido Operations	Gardener [overtime; gardening assignments]	7/1/14-6/30/15
Sebastiani, Juan Operations	Gardener [overtime; gardening assignments]	7/1/14-6/30/15
Soto, Sara Operations	Gardener [overtime; gardening assignments]	7/1/14-6/30/15
Tabones, Remigio Maintenance	Electrician [overtime; District-wide projects]	7/1/14-6/30/15
Torres, Jose Operations	Utility Worker [overtime; District-wide assignments]	7/1/14-6/30/15
Vasquez, Miguel Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Villa, Alejandro Maintenance	Glazier [overtime; District-wide projects]	7/1/14-6/30/15
Villa, Alejandro Maintenance	Skilled Maintenance Worker [overtime; District-wide projects]	7/1/14-6/30/15
Walker, Louis Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Ward, Victor Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Watkins, Ernest Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
West, Malcom Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Widner, Kim Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Ybarra, Joey Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
<b><u>SUBSTITUTES</u></b>		<b><u>EFFECTIVE DATE</u></b>
Alvarez, Jose Operations	Custodian	7/1/14-6/30/15

Alvarez, Jose Operations	Gardener	7/1/14-6/30/15
Arevalo, Yahjaira District	Office Specialist	7/1/14-6/30/15
Bennett, Claire District	Office Specialist	7/1/14-6/30/15
Berry, Andrew Operations	Custodian	7/11/14-6/30/15
Cage, Ramondo Operations	Custodian	7/1/14-6/30/15
Carter, Joshua Operations	Custodian	7/11/14-6/30/15
Ceja, Karla District	Office Specialist	7/1/14-6/30/15
Cisneros-Garcia, Margarita District	Office Specialist	7/1/14-6/30/15
Cobbs, Rufus Operations	Custodian	7/24/14-6/30/15
Conley, Carolyn District	Office Specialist	7/1/14-6/30/15
Darden, Lem Operations	Custodian	7/16/14-6/30/15
Delgadillo, Cristina District	Office Specialist	7/1/14-6/30/15
Fisher, Nicole District	Office Specialist	7/1/14-6/30/15
Frazier, Ashley Operations	Custodian	7/1/14-6/30/15
Frias, Angel Operations	Gardener	7/1/14-6/30/15
Fuentes, Mario Operations	Gardener	7/1/14-6/30/15
Gardner, Danielle District	Office Specialist	7/1/14-6/30/15
Garduno, Alejandro Operations	Custodian	7/1/14-6/30/15
Gaylor, Amanda District	Office Specialist	7/1/14-6/30/15
Glick, Vala District	Office Specialist	7/1/14-6/30/15

Gonzalez, Arturo Operations	Gardener	7/1/14-6/30/15
Gonzalez, Jose Operations	Custodian	7/16/14-6/30/15
Guardado, Francisco Operations	Gardener	7/1/14-6/30/15
Hamm, Gregg District	Office Specialist	7/1/14-6/30/15
Hansberry, Angie District	Office Specialist	7/1/14-6/30/15
Hart, Walter Operations	Custodian	7/1/14-6/30/15
Hernandez, Yolanda District	Office Specialist	7/1/14-6/30/15
Homami, Christina District	Office Specialist	7/1/14-6/30/15
Jimenez, Paul Operations	Gardener	7/1/14-6/30/15
Lyons, Robert Operations	Custodian	7/1/14-6/30/15
Marotta, Michelle District	Office Specialist	7/1/14-6/30/15
Martinez, Jonathan District	Office Specialist	7/1/14-6/30/15
Mercer, James Operations	Custodian	7/1/14-6/30/15
Miller, Brenda District	Office Specialist	7/1/14-6/30/15
Molina, Scott District	Office Specialist	7/1/14-6/30/15
Montes, Julio Operations	Custodian	7/16/14-6/30/15
Mora, Vicente Operations	Gardener	7/1/14-6/30/15
Murillo, Joel Operations	Custodian	7/1/14-6/30/15
Myles, Donald Operations	Custodian	7/1/14-6/30/15
Nasser, Maisaa District	Office Specialist	7/1/14-6/30/15
Navarro, Roberto Operations	Custodian	7/16/14-6/30/15

O'Brien, Diane District	Office Specialist	7/1/14-6/30/15
Ortiz, Alondra District	Office Specialist	7/1/14-6/30/15
Osaki, Brenda District	Office Specialist	7/1/14-6/30/15
Quon, Rosemary District	Office Specialist	7/1/14-6/30/15
Radford, Karen District	Office Specialist	7/1/14-6/30/15
Rangel, Eduardo Operations	Gardener	7/1/14-6/30/15
Rodriguez, Sergio Operations	Custodian	7/1/14-6/30/15
Sember, Judy District	Office Specialist	7/1/14-6/30/15
Smith, Denise District	Office Specialist	7/1/14-6/30/15
Smith, Reginald Operations	Custodian	7/24/14-6/30/15
Thompson, Raquel District	Office Specialist	7/1/14-6/30/15
Venable, Sheldon Operations	Custodian	7/1/14-6/30/15
Venable, Terance Operations	Custodian	7/1/14-6/30/15
Viesca, Joseph Operations	Custodian	7/1/14-6/30/15
Waltan, James Facility Use	Sports Facility Attendant	6/1/14-6/30/14
Winger, Nidra District	Office Specialist	7/1/14-6/30/15

**CHANGE IN ASSIGNMENT**

Soto, Sara Operations	Gardener 8 Hrs/12 Mo From: 4 Hrs/12 Mo
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**EFFECTIVE DATE**

7/21/14

**VOLUNTARY DEMOTION**

Davis, Anthony Operations	Custodian 5 Hrs/12 Mo/Range: 22 Step: F From: Bus Driver: 7 Hrs/10 Mo
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**EFFECTIVE DATE**

7/18/14

Plascencia, Henry Santa Monica HS	Lead Custodian 8 Hrs/12 Mo/Range: 25 Step: F From: Utility Worker: 8 Hrs/12 Mo	7/28/14
<b><u>LEAVE OF ABSENCE (PAID)</u></b>		<b><u>EFFECTIVE DATE</u></b>
Anderson, Bruno Santa Monica HS	Custodian Medical	7/7/14-10/7/14
Taylor, Candice Malibu HS	Custodian Medical	7/1/14-7/11/14
<b><u>LEAVE OF ABSENCE (UNPAID)</u></b>		<b><u>EFFECTIVE DATE</u></b>
Anderson, Michael Cabrillo ES	Custodian Personal	7/15/14-8/3/14
Herschberger, Patsy Food and Nutrition Svcs	Administrative Assistant FMLA Leave	6/25/14-8/29/14
Holmes, Michael Pt. Dume ES	Physical Activities Specialist FMLA Leave	8/18/14-9/18/14
Mayer, Katherine Grant ES	Paraeducator 3 Personal	8/18/14-9/8/14
Taylor, Candice Malibu HS	Custodian Personal	6/20/14-6/30/14
<b><u>PROFESSIONAL GROWTH</u></b>		<b><u>EFFECTIVE DATE</u></b>
Cline, Christopher Facility Improvement Projects	Facilities Technician	8/1/14
Rodriguez, Sara Rogers ES	Paraeducator 1	8/1/14
Schlierman, Cheri Muir ES	Paraeducator 1	9/1/14
Yates-Lomax, Kathy Transportation	Bus Driver	9/1/14
<b><u>SUSPENSION WITHOUT PAY</u></b>		<b><u>EFFECTIVE DATE</u></b>
TA 5256331 Maintenance (updated information from 7/16/14 agenda)		8/15/14-9/18/14
<b><u>ABOLISHMENT OF POSITION</u></b>		<b><u>EFFECTIVE DATE</u></b>
	Cafeteria Worker I 6 Hrs/SY; Food and Nutrition Svcs – Adams MS	8/18/14
	Inst Asst – Physical Education 4 Hrs/SY; Cabrillo ES	6/10/14
	Inst Asst – Physical Education 6 Hrs/SY; Roosevelt ES	6/10/14

**RESIGNATION**

		<b><u>EFFECTIVE DATE</u></b>
Casillas, Veronica Santa Monica HS	Student Outreach Specialist	8/11/14
Homerin, Nicole Rogers ES	Inst Asst - Classroom	6/10/14
Michael, Joshua Santa Monica HS	Athletic Trainer	8/8/14
Shoemaker, Deirdre Malibu HS	Paraeducator 1	6/11/14
Vasquez, Amelia Food and Nutrition Svcs -Rogers ES	Cafeteria Worker I	6/10/14

**RETIREMENT**

		<b><u>EFFECTIVE DATE</u></b>
Wirt, James Transportation	Bus Driver	8/13/14

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

08/28/14

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.13

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

**COACHING ASSISTANT**

Harris, Richard

Malibu HS

7/1/14-6/30/15

Stephens, Johnathan

Malibu HS

7/1/14-6/30/15

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:



TO: BOARD OF EDUCATION

ACTION/CONSENT

08/28/14

FROM: SANDRA LYON / TERRY DELORIA / ALICE CHUNG

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

RECOMMENDATION NO. A.14

It is recommended that the Board of Education approve a new Children's Center Assistant position, 3.5 Hours (0.4375 FTE), for the School Age Program in Child Development Services in order to meet increased enrollment.

FUNDING NOTE: The 2014-2015 budget will be adjusted \$12,005 for salary and benefits.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:



TO: BOARD OF EDUCATION

ACTION/CONSENT

08/28/14

FROM: SANDRA LYON

RE: ADOPT BP 0200 – GOALS FOR THE SCHOOL DISTRICT

RECOMMENDATION NO. A.15

It is recommended that the Board of Education adopt BP 0200 – Goals for the School District.

COMMENTS: The policy requires districts to develop annual goals aligned with specified state priorities and any local priorities and to include those goals in the district's local control and accountability plan (LCAP). The policy also reflects new Title 6 Regulation (Register 2014, No. 6), which provides a template to be used for LCAP development.

These changes were discussed at the August 13, 2014, board meeting.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

**GOALS FOR THE SCHOOL DISTRICT**

As part of the Governing Board's responsibility to set direction for the school district, the Board shall adopt long-term goals focused on the achievement of all district students. The district's goals shall be aligned with the district's vision, mission, philosophy, and priorities.

In developing goals and identifying strategies to achieve those goals, the Board and Superintendent shall solicit input and review from key stakeholders. The Board shall also review and consider quantitative and/or qualitative data, including data disaggregated by student subgroup and school site, to ensure that district goals are aligned with student needs.

Goals shall be established for all students and each numerically significant subgroup as defined in Education Code 52052, which may include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth, and shall address each of the state priorities identified in Education Code 52060 and any additional local priorities established by the Board. These goals shall be incorporated into the district's local control and accountability plan (LCAP). (Education Code 52060, 52062, 52063; 5 CCR 15497)

The LCAP shall include a clear description of each goal, one or more of the state or local priorities addressed by the goal, any student subgroup(s) or school site(s) to which the goal is applicable, and expected progress toward meeting the goal for the term of the LCAP and in each year. (5 CCR 15497)

Each year the district's update to the LCAP shall review progress toward the goals and describe any changes to the goals. (Education Code 52060-52061)

In addition to the goals identified in the LCAP, and consistent with those goals, the district and each school site may establish goals for inclusion in another district or school plan or for any other purpose. Such goals may address the improvement of governance, leadership, fiscal integrity, facilities, community involvement and collaboration, student wellness and other conditions of children, and/or any other areas of district or school operations. As appropriate, each goal shall include benchmarks or short-term objectives that can be used to determine progress toward meeting the goal.

Legal Reference:

EDUCATION CODE

17002 State School Building Lease-Purchase Law, including definition of good repair

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

51002 Local development of programs based on stated philosophy and goals

51020 Definition of goal

51021 Definition of objective

51041 Evaluation of the educational program

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52050-52059 Public Schools Accountability Act, especially:

52052 Academic Performance Index; numerically significant student subgroups

52060-52077 Local control and accountability plan

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

64000-64001 Consolidated application process

CODE OF REGULATIONS, TITLE 5

15497 Local control and accountability plan template

UNITED STATES CODE, TITLE 20

6311 Accountability, adequate yearly progress  
6312 Local educational agency plan

Management Resources:

CSBA PUBLICATIONS

State Priorities for Funding: The Need for Local Control and Accountability Plans, Fact Sheet, August 2013

WEB SITES

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

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

**Policy CSBA MANUAL MAINTENANCE SERVICE**  
**adopted: April 2014**





TO: BOARD OF EDUCATION

ACTION/CONSENT

08/28/14

FROM: SANDRA LYON

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

RECOMMENDATION NO. A.16

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

COMMENTS: CSBA recommends these revisions to reflect new law (AB 1266), which requires districts to permit a student to participate in sex-segregated school programs and activities, including athletic teams and competitions, and to use facilities consistent with the student's gender identity, regardless of his/her gender as listed on his/her educational records.

These changes were discussed at the August 13, 2014, board meeting.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

## HATE-MOTIVATED BEHAVIOR

The Board of Education affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, immigration status, sexual orientation, gender, gender identity, gender expression, disability, physical/mental attributes, religious beliefs or practices, or based on association with a person or group with one or more of these actual or perceived characteristics shall not be tolerated.

### Definition of Hate-Motivated Behavior

Hate-motivated behavior is an act, or attempted act, motivated by hostility toward a victim's actual or perceived race, ethnicity, culture, heritage, age, political affiliations immigration status, sexual orientation, gender, gender identity, gender expression, disability, physical/mental attributes, or religious beliefs or practices, or based on association with a person or group with one or more these actual or perceived characteristics.

Hate-motivated incidents include those actions that are motivated by bias, but may or may not meet the necessary elements required to prove a crime. This may include such behavior as non-threatening name-calling, using racial slurs or disseminating racist leaflets. Some hate-motivated behavior including, but not limited to, assault, threats, destruction of property, graffiti, and vandalism may also constitute a crime punishable by law.

Any student who feels that he/she is a victim of hate-motivated behavior or who has witnessed hate motivated behavior shall report to the school principal or designee immediately. Reports may be either oral or written. The school shall assist the student in the writing of the complaint if necessary. Such complaints shall be investigated pursuant to the investigation procedure detailed in AR 5145.9. If the student believes that the situation has not been remedied by the principal or designee, he/she may file a complaint in accordance with District complaint procedures.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall immediately notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with applicable law, Board policy and administrative regulation. A District employee who knowingly allows an act or acts of hate motivated behavior to occur and/or fails to report such acts, shall be considered to have violated district policy and will be subject to appropriate discipline.

In addition, the District shall provide counseling and appropriate sensitivity anti-bias training and diversity education for students exhibiting hate-motivated behavior. The district shall also provide counseling, guidance and support, as necessary, to those students who are the victims of hate-motivated behavior.

The Superintendent or designee shall ensure that staff receives appropriate training to recognize hate-motivated behavior ~~and~~ along with tools/methods for handling such behavior in appropriate ways.

The district shall provide age-appropriate instruction to help promote understanding of and respect for human rights, diversity and tolerance in a multicultural society and to provide strategies to manage conflicts constructively.

Each school will adopt safe-school guidelines to be followed by every student at school or at school-sponsored or school-related activities.

At the beginning of each school year, students and staff shall receive a copy of the district's policy on hate-motivated behavior. Additionally, principals or designees shall provide appropriate instruction on the district's policy including examples of hate-motivated behaviors.

The district shall develop and implement strategies designed to raise the awareness and sensitivity of teachers, administrators, and school employees to potentially prejudicial and discriminatory behavior and to encourage the participation of these groups in appropriate programs.

Each teacher shall create and foster an environment that encourages pupils to realize their full potential and that is free from discriminatory attitudes, practices, events, or activities, in order to prevent acts of hate-motivated behavior.

*Legal Reference:*

*EDUCATION CODE*

*200-262.4 Prohibition of discrimination*

*32282 School safety plans*

*48900.3 Suspension for hate violence*

*48900.4 Suspension or expulsion for threats or harassment*

*PENAL CODE*

*422.55 Definition of hate crime*

*422.6 Crimes, harassment*

*CODE OF REGULATIONS, TITLE 5*

*4600-4687 Uniform Complaint Procedures*

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

*Management Resources:*

*CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES*

*California Student Safety and Violence Prevention - Laws and Regulations, April 2004*

*U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS & NATIONAL ASSOCIATION OF ATTORNEYS*

*GENERAL PUBLICATIONS*

*Protecting Students from Harassment and Hate Crime: A Guide for Schools, 1999*

*U.S. DEPARTMENT OF JUSTICE PUBLICATIONS*

*Preventing Youth Hate Crimes: A Guide for Schools and Communities, 1997*

*WEB SITES*

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

*California Association of Human Relations Organizations: <http://www.cahro.org>*

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

*National Youth Violence Prevention Resource Center: <http://www.safeyouth.org>*

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

*U.S. Department of Justice, Community Relations Service: <http://www.usdoj.gov/crs>*

**Policy SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
adopted: August 19, 2009 Santa Monica, California  
revised: February 20, 2014**



TO: BOARD OF EDUCATION

ACTION/CONSENT

08/28/14

FROM: SANDRA LYON

RE: REPLACE BP 2210 – ADMINISTRATIVE DISCRETION REGARDING BOARD POLICY ~~LEEWAY IN ABSENCE OF BOARD POLICY~~

RECOMMENDATION NO. A.17

It is recommended that the Board of Education replace BP 2210 – Administrative Discretion Regarding Board Policy ~~Leeway in Absence of Board Policy~~.

COMMENTS: CSBA recommends updating the policy to add consultation with legal counsel, the chief business official, or other district staff as necessary regarding the exercise of the superintendent's authority to act on behalf of the district.

These changes were discussed at the August 13, 2014, board meeting.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

**ADMINISTRATIVE DISCRETION REGARDING BOARD POLICY LEEWAY IN ABSENCE OF BOARD POLICY**

The Governing Board desires to be proactive in communicating its philosophy, priorities, and expectations for the district; clarifying the roles and responsibilities of the Board, Superintendent, and other senior administrators; and setting direction for the district through written policies. However, the Board recognizes that, in the course of operating district schools or implementing district programs, situations may arise which may not be addressed in written policies.

In any situation in which immediate action is needed to avoid any risk to the safety or security of district students, staff, or property or disruption to student learning, the Superintendent or designee shall have the authority to act on behalf of the district.

As necessary, the Superintendent or designee shall consult with other district staff, including the legal counsel and/or the chief business official, regarding the exercise of this authority.

The Superintendent or designee shall notify the Board as soon as practicable after he/she exercises this authority. The Board president and the Superintendent shall schedule a review of the action at a regularly scheduled Board meeting. If the action indicates the need for additions or revisions to Board policies, the Superintendent or designee shall make the necessary recommendations to the Board.

~~The Superintendent shall have the power to act in cases where action must be taken and where the Board of Education has not provided guidelines for administrative action.~~

~~The Superintendent shall inform the Board when action is taken and may recommend that a Board policy and/or administrative regulation be established concerning the issue.~~

Legal Reference:EDUCATION CODE

35010 Control of district, prescription and enforcement of rules

35035 Powers and duties of superintendent

35160 Authority of governing boards

35161 Powers and duties; authority to delegate

35163 Official actions, minutes and journal

Management Resources:CSBA PUBLICATIONS*Impact of Local Control Funding Formula on Board Policies, Policy Brief, November 2013*WEB SITESCSBA: <http://www.csba.org>California Department of Education: <http://www.cde.ca.gov>

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/25/14

FROM: SANDRA LYON / TERRY DELORIA / MARK KELLY

RE: REVISE BP 5145.9 – HATE MOTIVATED BEHAVIOR

RECOMMENDATION NO. A.18

It is recommended that the Board of Education revise BP 5145.9 – Hate Motivated Behavior.

COMMENTS: In May of 2012, BP, AR and E 5145.9 – Hate Motivated Behavior were presented to the Board, but not adopted. Using the policy and accompanying regulation and exhibit as a starting point, these proposed revisions have been updated to address current needs including communicating to all students that hate motivated behavior will not be tolerated. The proposed revised policy includes an accompanying administrative regulation and exhibit that describe student reporting procedures, investigation procedures, student supports, communication, district office reporting and record keeping. Currently, no administrative regulation or exhibit exists.

These changes were discussed at the June 25, 2014, board meeting.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

**HATE-MOTIVATED BEHAVIOR**

The Board of Education affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, immigration status, sexual orientation, gender, gender identity, gender expression, disability, physical/mental attributes, religious beliefs or practices, or based on association with a person or group with one or more of these actual or perceived characteristics shall not be tolerated.

**Definition of Hate-Motivated Behavior**

Hate-motivated behavior is an act, or attempted act, motivated by hostility toward a victim's actual or perceived race, ethnicity, culture, heritage, age, political affiliations, immigration status, sexual orientation, gender, gender identity, gender expression, disability, physical/mental attributes, or religious beliefs or practices, or based on association with a person or group with one or more these actual or perceived characteristics.

Hate-motivated incidents include those actions that are motivated by bias, but may or may not meet the necessary elements required to prove a crime. This may include such behavior as non-threatening name-calling, using racial slurs or disseminating racist leaflets. Some hate-motivated behavior including, but not limited to, assault, threats, destruction of property, graffiti, and vandalism may also constitute a crime punishable by law.

Any student who feels that he/she is a victim of hate-motivated behavior or who has witnessed hate motivated behavior shall report to the school principal or designee immediately. Reports may be either oral or written. The school shall assist the student in the writing of the complaint if necessary. Such complaints shall be investigated pursuant to the investigation procedure detailed in AR 5145.9. If the student believes that the situation has not been remedied by the principal or designee, he/she may file a complaint in accordance with District complaint procedures.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall immediately notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with applicable law, Board policy and administrative regulation. A District employee who knowingly allows an act or acts of hate motivated behavior to occur and/or fails to report such acts, shall be considered to have violated district policy and will be subject to appropriate discipline.

In addition, the District shall provide counseling and appropriate sensitivity anti-bias training and diversity education for students exhibiting hate-motivated behavior. The district shall also provide counseling, guidance and support, as necessary, to those students who are the victims of hate-motivated behavior.

The Superintendent or designee shall ensure that staff receives appropriate training to recognize hate-motivated behavior ~~and~~ along with tools/methods for handling such behavior in appropriate ways.



The district shall provide age-appropriate instruction to help promote understanding of and respect for human rights, diversity and tolerance in a multicultural society and to provide strategies to manage conflicts constructively.

Each school will adopt safe-school guidelines to be followed by every student at school or at school-sponsored or school-related activities.

At the beginning of each school year, students and staff shall receive a copy of the district's policy on hate-motivated behavior. Additionally, principals or designees shall provide appropriate instruction on the district's policy including examples of hate-motivated behaviors.

The district shall develop and implement strategies designed to raise the awareness and sensitivity of teachers, administrators, and school employees to potentially prejudicial and discriminatory behavior and to encourage the participation of these groups in appropriate programs.

Each teacher shall create and foster an environment that encourages pupils to realize their full potential and that is free from discriminatory attitudes, practices, events, or activities, in order to prevent acts of hate-motivated behavior.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 School safety plans

48900.3 Suspension for hate violence

48900.4 Suspension or expulsion for threats or harassment

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform Complaint Procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

California Student Safety and Violence Prevention - Laws and Regulations, April 2004

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS & NATIONAL ASSOCIATION OF ATTORNEYS  
GENERAL PUBLICATIONS

Protecting Students from Harassment and Hate Crime: A Guide for Schools, 1999

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Preventing Youth Hate Crimes: A Guide for Schools and Communities, 1997

WEB SITES

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

California Association of Human Relations Organizations: <http://www.cahro.org>

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

National Youth Violence Prevention Resource Center: <http://www.safeyouth.org>

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

U.S. Department of Justice, Community Relations Service: <http://www.usdoj.gov/crs>

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

08/28/14

FROM: SANDRA LYON

RE: CONSIDER REVISING BP 9150 – STUDENT BOARD MEMBERS

RECOMMENDATION NO. A.19

It is recommended that the Board of Education revise BP 9150 – Student Board Members.

COMMENTS: CSBA recommends these revisions to include a new section on "Student Board Member Development," which (1) authorizes student board members to participate in trainings, workshops, and conferences at district expense to enhance their knowledge, understanding, and performance of board responsibilities and (2) authorizes the superintendent to provide an orientation to student board member candidates regarding board responsibilities.

These changes were discussed at the August 13, 2014, board meeting.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

**STUDENT BOARD MEMBERS**

The Board of Education believes it is important to seek out and consider students' ideas, viewpoints and reactions to the educational program. In order to provide student input and involvement, the Board shall include three student Board members selected in accordance with procedures approved by the Board.

The term of student Board members shall be one calendar year, commencing on July 1. Student Board members shall have the right to attend all Board meetings except closed sessions. (Education Code 35012)

Student Board members shall be seated with regular Board members and be recognized at meetings as full members. They may participate in questioning witnesses and discussing issues and shall receive all materials presented to Board members except those related to closed sessions. (Education Code 35012)

The student Board members, one from each high school, shall be a junior or a senior selected by an annual election process to serve for a period of one year. The student Board members shall have an advisory vote on all agenda items, except those subject to closed session discussion ~~which shall be recorded on the official minutes~~. The advisory vote will be called for prior to the vote of Board members and shall not affect the final numerical outcome of a vote. Preferential votes shall be recorded in the Board minutes. (Education Code 35012) Student Board members shall have speaking privileges equal to any Board member, however shall not attend closed session meetings in their official capacity.

Student Board members may make motions that may be acted upon by the Board, except on matters dealing with employer-employee relations pursuant to Government Code 3540-3549.3. (Education Code 35012)

A student Board member shall be entitled to be reimbursed for mileage to the same extent as other members of the Board but shall not receive compensation for attendance at Board meetings. (Education Code 35012)

**Student Board Member Development**

As necessary, the Superintendent or designee shall, at district expense, provide learning opportunities to student Board members, through trainings, workshops, and conferences, to enhance their knowledge, understanding, and performance of their Board responsibilities.

The Superintendent or designee may periodically provide an orientation for student Board member candidates to give them an understanding of the responsibilities and expectations of Board service.

Legal Reference:

**EDUCATION CODE**

33000.5 Appointment of student members to State Board of Education

35012 Board members; number, election and terms; pupil members

**GOVERNMENT CODE**

3540-3549.3 Educational Employment Relations Act

Management Resources:

**WEB SITES**

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

California Association of Student Councils: <http://www.casc.net>

National School Boards Association: <http://www.nsba.org>

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

08/28/14

FROM: SANDRA LYON

RE: REVISE BB 9324 – MINUTES AND RECORDINGS

RECOMMENDATION NO. A.20

It is recommended that the Board of Education revise BB 9324 – Minutes and Recordings.

COMMENTS: CSBA recommends updating this bylaw to reflect new law (SB 751, 2013), which requires that minutes of board meetings report the vote or abstention of each member present for the action. The bylaw also adds optional space for the district to specify the position responsible for signing the minutes after approval by the board.

These changes were discussed at the August 13, 2014, board meeting.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

## MINUTES AND RECORDINGS

The Board of Education recognizes that maintaining accurate minutes of Board meetings provides a record of Board actions for use by district staff and the public. Accurate minutes also help foster public trust that Board actions are occurring in public in accordance with law.

The secretary of the Board shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request. (Education Code 35145, 35163)

The minutes shall record which members are present and whether a member is not present for part of the meeting due to late arrival and/or early departure.

In order to ensure that the minutes are focused on Board action, the minutes shall include only a brief summary of the Board's discussion, but shall not include a verbatim record of the Board's discussion on each agenda topic or the names of Board members who made specific points during the discussion.

The minutes shall include the specific language of each motion, the names of members who made and seconded the motion, and the individual votes of each member, ~~unless the action was unanimous. When a roll call vote is taken, the names and votes of each member shall be listed.~~ Motions or resolutions shall be recorded as having passed or failed. All motions and Board resolutions shall be numbered consecutively from the beginning of each fiscal year.

The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address.

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. At the next meeting, the Board shall approve the minutes as circulated or with necessary amendments.

Upon approval by the Board, the minutes shall be signed by the Board President or designee and Superintendent.

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

Any minutes or recordings kept for Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

### Recording or Broadcasting of Meetings

The district may tape, film, or broadcast any open Board meeting. The Board president shall announce that a recording or broadcasting is being made at the beginning of the meeting and, as practicable, the recorder or camera shall be placed in plain view of meeting participants.

Any district recording may be erased or destroyed 30 days after the meeting. Recordings made during a meeting are public records and, upon request, shall be made available for inspection by members of the public on a district recorder without charge. (Government Code 54953.5)



Legal Reference:

EDUCATION CODE

35145 Public meetings

35163 Official actions, minutes and journals

35164 Vote requirements

GOVERNMENT CODE

54952.2 Meeting defined

54953.5 Audio or video recording of proceedings

54953.6 Broadcasting of proceedings

54957.2 Closed sessions; clerk; minute book

54960 Violations and remedies

PENAL CODE

632 Unlawful to intentionally record a confidential communication without consent

CODE OF REGULATIONS, TITLE 5

16020-16027 Classification and retention of records

Management Resources:

CSBA PUBLICATIONS

*The Brown Act: School Boards and Open Meeting Laws, rev. 2007*

*Guide to Effective Meetings, rev. 2007*

*Maximizing School Board Leadership: Boardsmanship, 1996*

WEB SITES

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

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



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## **DISCUSSION ITEMS**



TO: BOARD OF EDUCATION

DISCUSSION

08/28/14

FROM: SANDRA LYON

RE: DISTRICT ADVISORY COMMITTEES: FOLLOW-UP ON END-OF-YEAR  
REPORTS FOR 2013-14 AND GOALS/DIRECTION FOR 2014-15

DISCUSSION ITEM NO. D.01

Attached is the end-of-year report for the Early Child Care DAC.

At the June 25, 2014, board meeting, each DAC had five minutes under Communications to summarize its report and answer clarifying questions from the Board of Education. Tonight, the DAC will have twenty minutes to follow-up on the end-of-year report and have a discussion with the board regarding potential goals for 2014-15. The DAC chairs will relay this feedback from the board to their DACs at the first committee meetings of the school year. As per AR 1220, the board will approve the district advisory committees' goals for 2014-15 in October.

The other DACs have had a similar discussion with the Board of Education during the summer board meetings.

**District Advisory Committee  
Board of Education Annual Report  
2013-14**

**EARLY CHILD CARE DISTRICT ADVISORY COMMITTEE**

**Chair:** Jennifer Kennedy

**Staff Liaison:** Alice Chung

**Charges:**

- Provide a forum for discussion of funding for Child Development for early childhood programs focusing on ages 0-5 years and for school age out of school programs for children 5-8 years and middle school
- Monitor the Cradle to Career process and proposals and the work of the Early Education Child Care Task Force
- Review the Transitional Kindergarten Program
- Review data from Ed Services on early identification programs and activities for preschool and school age students focusing on academic achievement and the enrichment of personal and social development in educating the Whole Child
- Review information and assist in increasing communication with parents regarding District programs, Common Core and the Vision for Student Success and how they each will impact Child Development Services in the District

**Accomplishments to date:**

CDS teachers benefitted from a wide range of professional development during the year:

- Teachers from S.M Child Development Services (and from the cities of Lennox and Lawndale) participated in a project titled: Promoting Effective Math Instruction for Young Children, led by Dr. Megan Franke from UCLA, which provides high quality early math training. The goal for the project is to develop teachers' pedagogical expertise in supporting young students' mathematics learning while building mathematical and instructional continuity across PreK – Grade 3. Three CDS preschool teachers and District kindergarten teachers participated in this first cycle Cohort 1. A second group of teachers, Cohort 2, will receive the instruction in 2014-15.
- CDS teachers worked closely with and received training from the District's Math Coordinator, Rosa Serratore.
- The District's Director of Student Services, Dr. Mark Kelly, provided CDS school age teachers with a training workshop on: After school safety, internal emergency system, and lockdown preparedness.

**Highlight(s) to date of particular note:**

- Irene Gonzalez-Castillo, Director of Curriculum and Instruction Pre-K-5, attended a CDS DAC meeting and gave a presentation on Transitional Kindergarten.
- CDS staff and a few DAC members attended the RAND Youth Conference, April 2014.
- Before/After School (School Age) enrollment has increased, we opened 3 new classrooms to accommodate the enrollment.
- Our Winter and Spring enrollment has increased 5% from previous year.
- Head Start, State, and Los Angeles Universal Preschool slots are stable. CDS received a reverse sequestration plus 5% increase in COLA from Head Start.

**Suggested direction for 2014-15:**

- Prepare for updates/changes to the Creative Curriculum. Creative Curriculum will align with Common Core State Standards and California Early Learning Framework from the California Department of Education. This curriculum framework provides an overall

approach for teachers to support children's learning through environments and experiences. First teacher training will take place June 11<sup>th</sup> 2014 for all CDS preschool teachers. Second training will take place at the beginning of the school year.





TO: BOARD OF EDUCATION

DISCUSSION

08/28/14

FROM: SANDRA LYON

RE: CONSIDER REPLACING BP AND REVISING AR 0420.4 – CHARTER  
SCHOOLS AUTHORIZATION

DISCUSSION ITEM NO. D.02

It is recommended that the Board of Education consider replacing BP and revising AR 0420.4 – Charter Schools Authorization.

COMMENTS: This policy and regulation have been revised by CSBA several times in the past two years. The proposed changes are a combination of these CSBA updates.

The policy and regulation have been retitled to address the processes for submission of a charter petition to the district and for the Board's review and approval/denial of the petition. The updated policy describes the circumstances under which petitioners may submit a petition directly to the County Board of Education or the State Board of Education (SBE), and parents/guardians' rights under the Parent Empowerment Act to submit a petition to convert a school into a charter school. The policy also contains material formerly in the regulation regarding the Board's responsibilities for approval/denial of a charter petition and adds language on the petitioners' right to submit a denied petition to the County Board and then the SBE.

The regulation has been updated to address the closure procedures that must be included in a petition. Material in the "Location of Charter School" section has been deleted, and the role of the petition review committee has been revised. The regulation has been updated to reflect new law (SB 1290), which requires a charter school petition to include a description of measurable student outcomes both schoolwide and for all "numerically significant" student subgroups served by the charter school, as defined in Education Code 52052. The regulation also clarifies the responsibility of the petition review committee to evaluate proposals based on criteria specified in law and Board policy for approval and denial of petitions. The regulation has been updated to reflect new law (AB 97, 2013), which requires charter petitions to include annual goals aligned with specified state priorities and any additional priorities established by the charter school and to identify specific annual actions to achieve the goals. The regulation also reflects provisions of AB 97, which (1) add foster youth to the definition of "numerically significant student subgroups" and change the number of students constituting a numerically significant subgroup and (2) require measures of student outcomes for state priorities to be consistent with the way information is reported in a school accountability report card to the extent practicable. Material regarding charter renewals, revocations, and requirements has been included in new, separate policies and regulations.

**CHARTER SCHOOLS AUTHORIZATION**

The Governing Board recognizes that charter schools may assist the district in offering diverse learning opportunities for district students. In considering any petition to establish a charter school within the district, the Board shall give careful consideration to the potential of the charter school to provide students with a high-quality education that enables them to achieve to their fullest potential.

One or more persons may submit a petition for a start-up charter school to be established within the district. In addition, an existing district school may be converted to a charter school when deemed beneficial by the district and community or when state or federal law requires restructuring of the school because of low performance.

Any petition for a start-up charter school or conversion charter school shall include all components and signatures required by law and shall be submitted to the Board.

The Superintendent or designee may work with charter school petitioners prior to the formal submission of the petition in order to ensure compliance of the petition with legal requirements. As needed, he/she also may meet with the petitioners to establish workable plans for technical assistance or contracted services which the district may provide to the proposed charter school.

Within 30 days of receiving a petition to establish a charter school, the Board shall hold a public hearing to determine the level of support for the petition by teachers, other employees of the district, and parents/guardians. (Education Code 47605)

Within 60 days of receiving a petition, or within 90 days with mutual consent of the petitioners and the Board, the Board shall either approve or deny the request to establish the charter school. (Education Code 47605)

The approval or denial of a charter petition shall not be controlled by collective bargaining agreements nor subject to review or regulation by the Public Employment Relations Board. (Education Code 47611.5)

**Approval of Petition**

The Board shall approve the charter petition if doing so is consistent with sound educational practice. In granting charters, the Board shall give preference to schools best able to provide comprehensive learning experiences for academically low-achieving students according to standards established by the California Department of Education (CDE) under Education Code 54032. (Education Code 47605)

The Board may initially grant a charter for a specified term not to exceed five years. (Education Code 47607)

The Board shall ensure that any approved charter contains adequate processes and measures for holding the school accountable for fulfilling the terms of its charter. These shall include, but not be limited to, fiscal accountability systems, multiple measures for evaluating the educational program, and regular reports to the Board.

The district shall not require any district student to attend the charter school nor shall it require any district employee to work at the charter school. (Education Code 47605)

The Board may approve one or more memoranda of understanding to clarify the financial and operational agreements between the district and the charter school. Any such memorandum of understanding shall be annually reviewed by the Board and charter school governing body and amended as necessary.

It shall be the responsibility of the petitioners to provide written notice of the Board's approval and a copy of the charter to the County Superintendent of Schools, the CDE, and the State Board of Education (SBE). (Education Code 47605)

### **Denial of Petition**

The Board shall deny any petition to authorize the conversion of a private school to a charter school or that proposes to serve students in a grade level that is not served by the district, unless the petition proposes to serve students in all the grade levels served by the district. (Education Code 47602, 47605; 5 CCR 11965)

Any other charter petition shall be denied only if the Board presents written factual findings specific to the petition that one or more of the following conditions exist: (Education Code 47605)

1. The charter school presents an unsound educational program for the students to be enrolled in the charter school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain the number of signatures required.
4. The petition does not contain an affirmation of each of the conditions described in Education Code 47605(d).
5. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(b).

The Board shall not deny a petition based on the actual or potential costs of serving students with disabilities, nor shall it deny a petition solely because the charter school might enroll disabled students who reside outside the special education local plan area in which the district participates. (Education Code 47605.7, 47647)

If the Board denies a petition, the petitioners may choose to submit the petition to the County Board of Education and, if then denied by the County Board, to the SBE. (Education Code 47605)

~~The Board of Education believes that charter schools may provide an opportunity to implement school-level reform and to support innovations, which improve student learning. These schools shall operate under the provisions of their charters, federal laws and general oversight of the Board.~~

~~As needed, the Superintendent or designee may work with charter school petitioners to establish workable plans for technical assistance or contracted services which the district may provide to the proposed charter school.~~

### **Criteria for Granting Charters**

~~In determining whether to grant or deny a charter, the Board shall determine whether the~~

~~proposed charter adequately addresses all the provisions required by law and administrative regulations.~~

~~The Board also shall assess community support for the charter school and the ability of the school to provide opportunities not currently available at district schools. The charter school petitioner shall provide the Board with information about:~~

- ~~1. How its program will serve low-achieving and other special needs students~~
- ~~2. The facilities to be used by the school~~
- ~~3. The financial relationship between the charter school and the district~~
- ~~4. The way in which the school's administrative services and other non-instructional services will be provided~~
- ~~5. Potential civil liability effects upon the school and the district~~
- ~~6. Any additional information required by the Board regarding proposed operations and potential effects which may result from granting the charter~~

~~The Board shall ensure that the proposed charter contains adequate processes and measures for holding the school accountable for fulfilling the terms of its charter. These shall include fiscal accountability systems as well as clear performance standards and multiple measures by which the charter school will be held accountable for meeting its educational and other goals for students. To assist the Board in its general oversight responsibility, charters shall provide for regular reports to the Board.~~

~~In granting charter petitions, the Board shall give preference to schools best able to provide comprehensive learning experiences for academically low-achieving students according to standards established by the California Department of Education. (Education Code 47605)~~

### **Charter Renewals and Revocations**

~~When the term of a charter is due to expire, the Board shall evaluate the charter school's performance and determine whether to renew the charter for an additional term. Renewal shall be subject to the school's ability to demonstrate reasonable progress toward the goals specified in its charter, including but not limited to evidence of student achievement and other student outcomes; compliance with legal requirements; fiscal management; parent/guardian, student and staff satisfaction with the program; and the ability of the school's governance structure to provide access and accountability to the public. The Board may require that the school amend its charter to address new issues before granting renewal.~~

~~During the term of any charter, the Board may offer assistance as warranted and/or may revoke the charter if deemed necessary in accordance with state law and administrative regulations.~~

#### Legal Reference:

*EDUCATION CODE*

*220 Nondiscrimination*

*17078.52-17078.66 Charter schools facility funding; state bond proceeds*

*17280-17317 Field Act*

*17365-17374 Field Act, fitness for occupancy*

*41365 Charter school revolving loan fund*

*42238.51-42238.53 Funding for charter districts*

*44237 Criminal record summary*

44830.1 *Certificated employees, conviction of a violent or serious felony*  
45122.1 *Classified employees, conviction of a violent or serious felony*  
46201 *Instructional minutes*  
47600-47616.7 *Charter Schools Act of 1992*  
47640-47647 *Special education funding for charter schools*  
47650-47652 *Funding of charter schools*  
51745-51749.3 *Independent study*  
52052 *Numerically significant student subgroup, definition*  
53300-53303 *Parent Empowerment Act*  
56026 *Special education*  
56145-56146 *Special education services in charter schools*  
CORPORATIONS CODE  
5110-6910 *Nonprofit public benefit corporations*  
GOVERNMENT CODE  
3540-3549.3 *Educational Employment Relations Act*  
CODE OF REGULATIONS, TITLE 5  
4800-4808 *Parent Empowerment Act*  
11700.1-11705 *Independent study*  
11960-11969 *Charter schools*  
CODE OF REGULATIONS, TITLE 24  
101 et seq. *California Building Standards Code*  
UNITED STATES CODE, TITLE 20  
6316 *Program improvement*  
7223-7225 *Charter schools*  
COURT DECISIONS  
*Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986*  
ATTORNEY GENERAL OPINIONS  
89 *Ops.Cal.Atty.Gen. 166 (2006)*  
80 *Ops.Cal.Atty.Gen. 52 (1997)*  
78 *Ops.Cal.Atty.Gen. 297 (1995)*

Management Resources:

CSBA PUBLICATIONS

*The Role of the Charter School Authorizer, Online Course*  
*Charter Schools: A Manual for Governance Teams, rev. 2009*  
*Charter School Facilities and Proposition 39: Legal Implications for School Districts, 2005*  
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS  
*Sample Copy of a Memorandum of Understanding*  
*Special Education and Charter Schools: Questions and Answers, September 10, 2002*  
U.S. DEPARTMENT OF EDUCATION GUIDANCE  
*Charter Schools Program, July 2004*  
*The Impact of the New Title I Requirements on Charter Schools, July 2004*

WEB SITES

CSBA: <http://www.csba.org>  
California Charter Schools Association: <http://www.calcharters.org>  
California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>  
National Association of Charter School Authorizers: <http://www.charterauthorizers.org>  
U.S. Department of Education: <http://www.ed.gov>

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

**CHARTER SCHOOLS AUTHORIZATION****Petition Signatures**

To be considered by the Board of Education, a petition for the establishment of a charter school within the district must be signed by one of the following: (Education Code 47605)

1. A number of parents/guardians equivalent to at least one-half of the number of students that the charter school estimates will enroll in the charter school for its first year of operation
2. A number of teachers equivalent to at least one-half of the number of teachers that the charter school estimates will be employed at the school during its first year of operation

If the charter petition calls for an existing public school to be converted to a charter school, the petition must be signed by at least 50 percent of the permanent status teachers currently employed at the school. (Education Code 47605)

In circulating a petition, the petitioners shall include a prominent statement explaining that a signature means that the parent/guardian is meaningfully interested in having his/her child attend the charter school or, in the case of a teacher's signature, that the teacher is meaningfully interested in teaching at the charter school. The proposed charter shall be attached to the petition. (Education Code 47605)

**Advisory Committee**

At his/her discretion, the Superintendent or designee may establish a staff advisory committee to evaluate the completeness of a petition or the merits of a proposed educational program and to identify any concerns that should be addressed by the petitioners. The Superintendent or designee shall also consult with legal counsel, as appropriate, regarding compliance of the charter proposals with legal requirements.

**Components of Charter Petition**

A charter petition shall include affirmations of the conditions described in Education Code 47605(d) as well as descriptions of all of the following: (Education Code 47605, 47611.5)

1. The educational program of the school, designed, among other things, to identify those whom the school is attempting to educate, what it means to be an "educated person" in the 21st century, and how learning best occurs. The goals identified in that program shall include the objective of enabling students to become self-motivated, competent, and lifelong learners.

The petition shall include a description of annual goals for all students and for each numerically significant subgroup of students identified pursuant to Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth. These goals shall be aligned with the state priorities listed in Education Code 52060 that apply to the grade levels served or the nature of the program operated by the charter school. The petition also shall describe specific annual actions to achieve those goals. The petition may identify additional priorities established by the charter school, goals aligned with those priorities.

and specific annual actions to achieve those goals.

If the proposed school will serve high school students, the petition shall describe the manner in which the charter school will inform parents/guardians about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements. Courses offered by the charter school that are accredited by the Western Association of Schools and Colleges may be considered transferable, and courses approved by the University of California or the California State University as creditable under the "A-G" admissions criteria may be considered to meet college entrance requirements.

2. The measurable student outcomes identified for use by the charter school. Student outcomes means the extent to which all students of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school's educational program, including outcomes that address increases in student academic achievement both schoolwide and for each numerically significant subgroup of students served by the charter school. The student outcomes shall align with the state priorities identified in Education Code 52060 that apply for the grade levels served or the nature of the program operated by the charter school.
3. The method by which student progress in meeting those student outcomes is to be measured. To the extent practicable, the method for measuring student outcomes for state priorities shall be consistent with the way information is reported on a school accountability report card.
4. The governance structure of the school, including, but not limited to, the process to be followed by the school to ensure parent/guardian involvement.
5. The qualifications to be met by individuals to be employed by the school.
6. The procedures that the school will follow to ensure the health and safety of students and staff. These procedures shall include the requirement that each school employee furnish the school with a criminal record summary as described in Education Code 44237.
7. The means by which the school will achieve a racial and ethnic balance among its students that is reflective of the general population residing within the district's territorial jurisdiction.
8. Admission requirements, if applicable.
9. The manner in which annual, independent financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the satisfaction of the Board.
10. The procedures by which students can be suspended or expelled.
11. The manner by which staff members of the charter school will be covered by the State Teachers' Retirement System, the Public Employees' Retirement System, or federal social security.
12. The public school attendance alternatives for students residing within the district who choose not to attend charter schools.
13. A description of the rights of any district employee upon leaving district employment to

work in a charter school and of any rights of return to the district after employment at a charter school.

14. The procedures to be followed by the charter school and the Board to resolve disputes relating to charter provisions.
15. A declaration as to whether or not the charter school shall be deemed the exclusive public school employer of the school's employees for purposes of collective bargaining under Government Code 3540-3549.3.
- ~~16. The procedures to be used if the charter school closes. The procedures shall ensure a final audit of the charter school to determine the disposition of all assets and liabilities of the school, including plans for disposing of any net assets and for the maintenance and transfer of student records.~~
16. The procedures to be used if the charter school closes, including, but not limited to: (5 CCR 11962)
  - a. Designation of a responsible entity to conduct closure-related activities
  - b. Notification to parents/guardians, the Board, the county office of education, the special education local plan area in which the school participates, the retirement systems in which the school's employees participate, and the California Department of Education, providing at least the following information:
    - (1) The effective date of the closure
    - (2) The name(s) and contact information of the person(s) to whom reasonable inquiries may be made regarding the closure
    - (3) The students' districts of residence
    - (4) The manner in which parents/guardians may obtain copies of student records, including specific information on completed courses and credits that meet graduation requirements
  - c. Provision of a list of students at each grade level, the classes they have completed, and their districts of residence to the responsible entity designated in accordance with item #16a above
  - d. Transfer and maintenance of all student records, all state assessment results, and any special education records to the custody of the responsible entity designated in accordance with item #16a above, except for records and/or assessment results that the charter may require to be transferred to a different entity
  - e. Transfer and maintenance of personnel records in accordance with applicable law
  - f. Completion of an independent final audit within six months after the closure of the school that includes an accounting of all financial assets and liabilities pursuant to 5 CCR 11962 and an assessment of the disposition of any restricted funds received by or due to the school
  - g. Disposal of any net assets remaining after all liabilities of the school have been



paid or otherwise addressed pursuant to 5 CCR 11962

- h. Completion and filing of any annual reports required pursuant to Education Code 47604.33
- i. Identification of funding for the activities identified in item #16a-h above

Charter school petitioners shall provide information to the Board regarding the proposed operation and potential effects of the school, including, but not limited to: (Education Code 47605)

1. The facilities to be used by the school, including where the school intends to locate
2. The manner in which administrative services of the school are to be provided
3. Potential civil liability effects, if any, upon the school and district
4. Financial statements that include a proposed first-year operational budget, including start-up costs and cash-flow and financial projections for the first three years of operation

### **Location of Charter School**

Unless otherwise exempted by law, ~~any the~~ charter petition ~~submitted to the Board on or after July 1, 2002,~~ shall identify a single charter school that will operate within the geographic boundaries of the district. A charter school may propose to operate at multiple sites within the district as long as each location is identified in the petition. (Education Code 47605, 47605.1)

A charter school that is unable to locate within the district's jurisdictional boundaries may establish one site outside district boundaries but within the county, provided that: (Education Code 47605, 47605.1)

1. The district is notified prior to approval of the petition.
2. The County Superintendent of Schools and Superintendent of Public Instruction (SPI) are notified before the charter school begins operations.
3. The school has attempted to locate a single site or facility to house the entire program but such a facility or site is unavailable in the area in which the school chooses to locate, or the site is needed for temporary use during a construction or expansion project.

A charter school may establish a resource center, meeting space, or other satellite facility located in an adjacent county if both of the following conditions are met: (Education Code 47605.1)

1. The facility is used exclusively for the educational support of students who are enrolled in nonclassroom-based independent study of the charter school.
2. The charter school provides its primary educational services in, and a majority of the students it serves are residents of, the county in which the school is authorized.

~~All charter schools shall be subject to these requirements by June 30, 2005, or upon the expiration of a charter that was in existence on January 1, 2003, whichever is later. Until the later of these dates, any charter school that provided educational services before July 1, 2002, shall be subject to these requirements only for new educational services or school sites it~~

~~establishes or acquires. (Education Code 47605.1)~~

### **Charter Approval/Denial**

~~Within 30 days of receiving a petition to establish a charter school, the Board shall hold a public hearing to determine the level of support for the petition by teachers, other employees of the district, and parents/guardians. (Education Code 47605)~~

~~Within 60 days of receiving a petition, or within 90 days with the consent of the petitioners and the Board, the Board shall either grant or deny the request to establish a charter school. (Education Code 47605)~~

~~The Board shall grant the charter if doing so is consistent with sound educational practice. A charter shall be denied only if the Board presents written factual findings specific to the petition that one or more of the following conditions exist: (Education Code 47605)~~

- ~~1. The charter school presents an unsound educational program for the students to be enrolled in the charter school.~~
- ~~2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.~~
- ~~3. The petition does not contain the number of signatures required.~~
- ~~4. The petition does not contain an affirmation of each of the conditions described in Education Code 47605(d).~~
- ~~5. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(b) listed in "Components of Charter Petition" above.~~

~~The Board shall not grant any charter that authorizes the conversion of a private school to a charter school. (Education Code 47602)~~

~~The Board shall not approve any charter petition that proposes to serve students in a grade level that is not served by the district, unless the petition proposes to serve students in all the grade levels served by the district. (Education Code 47605)~~

~~The Board shall not deny a petition based on the actual or potential costs of serving students with disabilities, nor shall it deny a petition solely because the charter school might enroll disabled students who reside outside the special education local plan area (SELPA) in which the district participates. (Education Code 47605.7, 47647)~~

~~The approval or denial of a charter petition shall not be controlled by collective bargaining agreements nor subject to review or regulation by the Public Employment Relations Board. (Education Code 47611.5)~~

~~In granting charter petitions, the Board shall give preference to schools best able to provide comprehensive learning experiences for academically low-achieving students according to standards established by the California Department of Education (CDE) under Education Code 54032. (Education Code 47605)~~

~~The Board may initially grant a charter for a specified term not to exceed five years. (Education Code 47607)~~

~~It shall be the responsibility of the petitioners to provide written notice of the Board's approval~~

and a copy of the charter to the County Superintendent, the CDE, and the State Board of Education (SBE). (Education Code 47605)

### **Material Revisions**

Material revisions to a charter may be made only with Board approval. Material revisions shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement of charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

If, after receiving approval of its petition, a charter school proposes to establish operations at one or more additional sites within the district's boundaries, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations. The Board shall consider approval of the additional locations at an open meeting. (Education Code 47605)

### **Renewals**

A charter school seeking renewal of its charter shall submit a written request to the Board at least 120 days before the term of the charter is due to expire.

At least 90 days before the term of the charter is due to expire, the Board shall conduct a public hearing to receive input on whether or not to extend the charter. At least 60 days before the expiration date, the Board shall either grant or deny the request for renewal.

Renewals shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement of charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

In addition, beginning on January 1, 2005, or after a charter school has been in operation for four years, whichever is later, a charter school shall meet at least one of the following criteria prior to receiving a charter renewal: (Education Code 47607)

1. The charter school attains its Academic Performance Index (API) growth target in the prior year or in two of the last three years, or in the aggregate for the prior three years.
2. The charter school ranks in deciles 4-10 on the API in the prior year or in two of the last three years.
3. The charter school ranks in deciles 4-10 on the API for a demographically comparable school in the prior year or in two of the last three years.
4. The Board determines that the academic performance of the charter school is at least equal to the academic performance of the public schools that the charter school students would otherwise have been required to attend, as well as the academic performance of district schools, taking into account the composition of the student population that is served at the charter school.

The Board's determination shall be based on documented, clear, and convincing data; student achievement data from the Standardized Testing and Reporting Program, and any other available assessments, for demographically similar student populations in comparison schools; and information submitted by the charter school. The Board shall submit to the SPI copies of supporting documentation and a written summary of the

~~basis for its determination.~~

~~A charter renewal may not be granted to a charter school prior to 30 days after the school submits related materials.~~

- ~~5. The charter school qualifies for an alternative accountability system pursuant to Education Code 52052(h).~~

~~Each renewal shall be for a period of five years. (Education Code 47607)~~

### **Revocations**

~~The Board may revoke a charter whenever it finds, through a showing of substantial evidence, that the charter school has done any of the following: (Education Code 47607)~~

- ~~1. Committed a material violation of any of the conditions, standards, or procedures set forth in the charter~~
- ~~2. Failed to meet or pursue any of the student outcomes identified in the charter~~
- ~~3. Failed to meet generally accepted accounting principles or engaged in fiscal mismanagement~~
- ~~4. Violated any provision of law~~

~~Prior to revocation, the Board shall notify the charter school of any violation(s) listed in items #1-4 above and give the school a reasonable opportunity to remedy the violation(s) unless the Board determines, in writing, that the violation(s) constitutes a severe and imminent threat to the health or safety of the students. (Education Code 47607)~~

~~If the charter school does not successfully remedy the above violation(s), the Board shall provide the charter school with a written notice of intent to revoke the charter and notice of facts in support of revocation. No later than 30 days after providing the notice of intent to revoke the charter, the Board shall hold a public hearing, in the normal course of business, on the issue of whether evidence exists to revoke the charter. No later than 30 days after the public hearing, unless the Board and the charter school agree to a 30-day extension, the Board shall issue its final decision as to whether or not to revoke the charter. The Board shall not revoke a charter unless the action is supported by written factual findings supported by substantial evidence specific to the charter school. A decision to revoke a charter shall be reported to the County Board of Education and the CDE. (Education Code 47607)~~

### **Requirements for Charter Schools**

~~In providing general oversight of a charter school, the Board shall determine whether the school meets the legal requirements applicable to charter schools. Each charter school shall:~~

- ~~1. Be nonsectarian in its programs, admission policies, employment practices, and all other operations (Education Code 47605)~~
- ~~2. Not charge tuition (Education Code 47605)~~
- ~~3. Not discriminate against any student on the basis of ethnicity, national origin, gender, or disability (Education Code 47605)~~
- ~~4. Adhere to all laws establishing minimum age for public school attendance (Education~~

Code 47610)

5. ~~Serve students who are California residents and who, if over 19 years of age, are continuously enrolled in a public school and making "satisfactory progress" toward a high school diploma as defined in 5 CCR 11965 (Education Code 47612)~~
6. ~~Serve students with disabilities in the same manner as such students are served in other public schools (Education Code 47646, 56145)~~
7. ~~Admit all students who wish to attend the school, according to the following criteria and procedures:~~
  - a. ~~Admission to the charter school shall not be determined according to the student's place of residence, or that of his/her parents/guardians, within this state, except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission preference to students who reside within the school's former attendance area. (Education Code 47605)~~

~~However, if a charter school will be physically located in a public elementary school attendance area in which 50 percent or more of the student enrollment is eligible for free or reduced-price meals, it may also establish an admissions preference for students who are currently enrolled in the public elementary school and for students who reside in the public school attendance area. (Education Code 47605.3)~~
  - b. ~~If the number of students who wish to attend the charter school exceeds the school's capacity, attendance shall be determined by a public random drawing, except that preferences shall be extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code 47614.5. In the event of a drawing, the Board shall make reasonable efforts to accommodate the growth of the charter school and shall not take any action to impede the charter school from expanding enrollment to meet student demand. (Education Code 47605)~~
  - c. ~~Other admissions preferences may be permitted by the Board on an individual school basis as consistent with law.~~
8. ~~Require its teachers to hold a Commission on Teacher Credentialing certificate, permit, or other document equivalent to that which a teacher in other public schools would be required to hold (Education Code 47605)~~
9. ~~Require its teachers of core academic subjects to satisfy requirements for "highly qualified teachers" as defined by the SBE (20 USC 6319; 34 CFR 300.18)~~
10. ~~Not hire any person, in either a certificated or classified position, who has been convicted of a violent or serious felony except as otherwise provided by law (Education Code 44830.1, 45122.1)~~
11. ~~Meet the requirements of Education Code 47611 regarding the State Teachers' Retirement System (Education Code 47610)~~
12. ~~Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)~~

13. ~~If applicable, meet federal requirements for qualifications of paraprofessionals working in programs supported by Title I funds (20 USC 6319)~~
14. ~~Meet all statewide standards and conduct the student assessments required by Education Code 60605 and 60851 and any other statewide standards or student assessments applicable to noncharter public schools (Education Code 47605, 47612.5)~~
15. ~~Offer at least the number of instructional minutes set forth in Education Code 47612.5 for the grade levels provided by the charter school (Education Code 47612.5)~~
16. ~~Meet the requirements of Education Code 51745-51749.3 if it provides independent study, except that it may be allowed to offer courses required for graduation solely through independent study as an exception to Education Code 51745(e) (Education Code 47612.5, 51747.3; 5 CCR 11705)~~
17. ~~Identify and report to the SPI any portion of its average daily attendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2)~~
18. ~~On a regular basis, consult with parents/guardians and teachers regarding the school's educational programs (Education Code 47605)~~
19. ~~Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)~~
20. ~~If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the Superintendent of the school district of the student's last known address within 30 days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information (Education Code 47605)~~
21. ~~By January 1, 2007, comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education Code 47610, 47610.5)~~
  - a. ~~The facility complies with the Field Act pursuant to Education Code 17280-17317 and 17365-17374.~~
  - b. ~~The facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.~~
22. ~~Promptly respond to all reasonable inquiries from the district, the county office of education, or the SPI, including, but not limited to, inquiries regarding its financial records (Education Code 47604.3)~~
23. ~~Annually prepare and submit financial reports to the district Board and the County Superintendent in accordance with the following reporting cycle:~~
  - a. ~~By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement. (Education~~

~~Code 47604.33}~~

- ~~b. — By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. (Education Code 47604.33)~~
- ~~c. — By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31. (Education Code 47604.33)~~
- ~~d. — By September 15, a final unaudited report for the full prior year. The report submitted to the Board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)~~
- ~~e. — By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit. The audit report shall also be submitted to the state Controller and the CDE. (Education Code 47605)~~

### **Administrative and Other District Services**

~~The district may charge for the actual costs of supervisorial oversight of a charter school not to exceed one percent of the charter school's revenue. If the district is able to provide substantially rent-free facilities to the charter school, the district may charge actual costs up to three percent of the charter school's revenue for supervisorial oversight. (Education Code 47613)~~

~~The charter school may separately purchase administrative or other services from the district or any other source. (Education Code 47613)~~

~~At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System and the Public Employees' Retirement System on behalf of the charter school. The charter school may be charged for the actual costs of the reporting services, but shall not be required to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code 47611.3)~~

### **Waivers**

~~If a charter school submits to the district an application for a waiver of any state Education Code provisions, the Board shall hold a public hearing on the waiver request no later than 90 days following receipt of the request. (Education Code 33054)~~

~~The Superintendent or designee shall subsequently prepare a summary of the public hearing to be forwarded with the waiver request to the SBE. If the Board recommends against approval of the waiver request, it shall set forth the reasons for its disapproval in written documentation that shall be forwarded to the SBE. (Education Code 33054)~~

### **District Oversight**

~~For each charter school under the Board's authority, the Superintendent shall: (Education Code 47604.32, 47604.33)~~

- ~~1. — Identify at least one staff member as a contact person for the charter school~~
- ~~2. — Visit the charter school at least annually~~

3. ~~Ensure that the charter school complies with all reports required of charter schools by law~~
4. ~~Monitor the fiscal condition of the charter school based on any financial information obtained from the charter school, including, but not limited to, the reports listed above in "Requirements for Charter Schools"~~
5. ~~Provide timely notification to the CDE if a renewal of the charter is granted or denied, the charter is revoked, or the charter school will cease operation for any reason~~

~~The Board and the Superintendent or designee may inspect or observe any part of the charter school at any time. (Education Code 47607)~~

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



TO: BOARD OF EDUCATION

DISCUSSION

08/28/14

FROM: SANDRA LYON

RE: CONSIDER ADOPTING BP AND E 0420.41 – CHARTER SCHOOL OVERSIGHT

DISCUSSION ITEM NO. D.03

It is recommended that the Board of Education consider adopting BP and E 0420.41 – Charter School Oversight.

COMMENTS: CSBA created this new policy and exhibit in March 2012 and has since recommended updates. The following is a combination of the new CSBA policy and exhibit, along with the subsequent updates. SMMUSD did not adopt this BP and E at the time because it did not contain charter schools. While the district still does not contain charter schools, the superintendent is recommending adopting the BP and E as a part of a push to bring all of SMMUSD policies up to date

The new policy contains material formerly in BP and AR 0420.4 – Charter School Authorization, regarding the Board's responsibility for monitoring the performance of any charter school it authorizes, approving any material revisions to the charter, and ensuring that notifications are provided in the event the school closes for any reason. The policy also includes new material regarding appointing a representative to the governing body when the school is, or is operated by, a nonprofit public benefit corporation, deletes material formerly in section on "Waivers," which reflected law that has been repealed, and reflects state regulation regarding the timeline for notification to California Department of Education (CDE) of school closure.

The policy has been updated to reflect new law (AB 97, 2013), which (1) adds foster youth to the definition of "numerically significant student subgroups" and changes the number of students constituting a numerically significant subgroup, (2) requires the district to ensure that the charter school submits an annual update of goals and actions aligned with state priorities, (3) requires the provision of technical assistance to a charter school that meets specified criteria, (4) requires the district's board to consider revocation of a charter whenever it finds that the charter school failed to implement the recommendations of the California Collaborative for Educational Excellence or continues to demonstrate persistent or acute inadequate performance, and (5) requires the use of uniform complaint procedures for complaints of noncompliance with the annual update of goals and actions or with technical assistance or intervention. The policy also adds board approval of a general waiver request before it is submitted to the State Board of Education (SBE) on behalf of the charter school, and includes optional language on the development of a memorandum of understanding which clarifies any financial and operational agreements between the district and charter school.

The exhibit reflects legal requirements for charter schools formerly in AR 0420.4 – Charter School Authorization, has been updated to add new items on student fees (item #6), transitional kindergarten (item #11), and students' freedom of expression (item #23), and to delete the date in item #26 that has already passed.

The exhibit has been updated to reflect new law (AB 97, 2013), which (1) allows charter schools to reduce the number of instructional days and minutes through

the 2014-15 school year and (2) requires charter schools to submit an annual update of school goals that address specified state priorities, actions for achieving those goals, and related expenditures.

The exhibit also reflects new law (AB 588, 2013), which requires charter schools that offer athletic programs to annually provide information about concussions and head injuries to student athletes and their parents/guardians and to immediately remove from an athletic activity any student who is suspected of sustaining a concussion or head injury.

**CHARTER SCHOOL OVERSIGHT**

The Governing Board recognizes its ongoing responsibility to ensure that any charter school authorized by the Board is successfully fulfilling the terms of its charter and is providing a high-quality educational program for students enrolled in the charter school.

The Superintendent or designee shall identify at least one staff member to serve as a contact for each charter school. (Education Code 47604.32)

The Board and Superintendent or designee may inspect or observe any part of the charter school at any time. The Superintendent or designee shall visit each charter school at least annually. (Education Code 47604.32, 47607)

Whenever a charter school operates as or is operated by a nonprofit public benefit corporation as authorized by Education Code 47604, the Superintendent shall recommend and the Board shall appoint a district representative, who may be the district's charter school contact, on the corporation's board of directors.

**Waivers**

If the charter school wishes to request a general waiver of any state law or regulation, it shall request that the district submit a general waiver request to the State Board of Education (SBE) on its behalf. Upon approval of the Board, the Superintendent or designee shall apply for the waiver.

**Provision of District Services**

The charter school may purchase administrative or other services from the district or any other source. (Education Code 47613)

Whenever the district agrees to provide administrative or support services, the district and charter school shall develop a memorandum of understanding which clarifies the financial and operational agreements between the district and charter school.

At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The charter school may be charged for the actual costs of the reporting services, but shall not be required to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code 47611.3)

**Material Revisions to Charter**

Material revisions to a charter may be made only with Board approval. Material revisions shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement for charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

If an approved charter school proposes to expand operations to one or more additional sites within the district's boundaries, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations. The Board shall consider approval of the additional locations at an open meeting. (Education Code 47605)

The Board shall have the authority to determine whether a proposed change in charter school operations constitutes a material revision.

### **Monitoring Charter School Performance**

The Superintendent or designee shall monitor the charter school to determine whether it complies with all legal requirements applicable to charter schools, including making all reports required of charter schools in accordance with Education Code 47604.32. Any violations of law shall be reported to the Board.

The Board shall monitor each charter school to determine whether it is achieving, both schoolwide and for all groups of students served by the school, the measurable student outcomes set forth in the charter. This determination shall be based on the measures specified in the approved charter and shall include, at a minimum, a consideration of whether the school is meeting its Academic Performance Index growth targets established pursuant to Education Code 52052 and is making "adequate yearly progress" (AYP) pursuant to 20 USC 6311, as applicable.

The Board shall monitor the fiscal condition of the charter school based on any financial information obtained from the charter school, including, but not limited to, the charter school's preliminary budget; an annual update, aligned to the template adopted by the SBE, of school goals, actions, and related expenditures; first and second interim financial reports; and final unaudited report for the full prior year. (Education Code 47604.32, 47604.33, 47606.5)

The district may charge up to one percent of a charter school's revenue for the actual costs of supervisory oversight of the school. However, if the district is able to provide substantially rent-free facilities to the charter school, the district may charge actual costs of supervisory oversight up to three percent of the charter school's revenue. (Education Code 47613)

### **Technical Assistance/Intervention**

If a charter school receiving federal Title I funding fails to make AYP, as defined pursuant to 20 USC 6311, for two or more consecutive years, the school shall be identified for program improvement and shall implement improvement strategies in accordance with 20 USC 6316.

If, in three out of four consecutive school years, a charter school fails to improve outcomes for three or more student subgroups identified in Education Code 52052, or for all of the student subgroups if the school has fewer than three, in regard to one or more state or school priorities identified in the charter, the district: (Education Code 47607.3)

1. Shall provide technical assistance to the charter school using an evaluation rubric adopted by the SBE pursuant to Education Code 52064.5
2. May request that the Superintendent of Public Instruction (SPI), with SBE approval, assign the California Collaborative for Educational Excellence to provide advice and assistance to the charter school pursuant to Education Code 52074

In accordance with law, the Board may deny a charter's renewal petition or may revoke a charter based on the charter school's poor performance, especially with regards to the academic achievement of all numerically significant subgroups of students served by the charter school.

## Complaints

Each charter school shall maintain processes to enable any person to file a complaint, in accordance with the uniform complaint procedures as specified in 5 CCR 4600-4687, alleging the school's noncompliance with Education Code 47606.5 or 47607.3. (Education Code 52075)

A complainant who is not satisfied with the decision may appeal the decision to the SPI. (Education Code 52075)

If the charter school finds merit in the complaint or the SPI finds merit in an appeal, a remedy shall be provided to all affected students and parents/guardians. (Education Code 52075)

## School Closure

In the event that the Board revokes or denies renewal of a charter or the school closes for any other reason, the Superintendent or designee shall, when applicable in accordance with the charter and/or a memorandum of understanding, provide assistance to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out.

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days, if the charter school will cease operation for any reason.

Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records. (Education Code 47604.32; 5 CCR 11962.1)

### Legal Reference:

#### EDUCATION CODE

220 Nondiscrimination

17280-17317 Field Act

17365-17374 Field Act, fitness for occupancy

35330 Field trips and excursions; student fees

38080-38086 School meals

42100 Annual statement of receipts and expenditures

44237 Criminal record summary

44830.1 Certificated employees, conviction of a violent or serious felony

45122.1 Classified employees, conviction of a violent or serious felony

46201 Instructional minutes

47600-47616.7 Charter Schools Act of 1992

47634.2 Nonclassroom-based instruction

47640-47647 Special education funding for charter schools

48000 Minimum age of admission for kindergarten; transitional kindergarten

48010-48011 Minimum age of admission (first grade)

48907 Students' exercise of free expression; rules and regulations

48950 Student speech and other communication

49061 Student records

49110 Authority of issue work permits

49475 Health and safety, concussions and head injuries

51745-51749.3 Independent study

52051.5-52052 Academic performance index, applicability to charter schools

52060-52077 Local control and accountability plans

52075 Uniform complaint procedures

56026 Special education

56145-56146 Special education services in charter schools

60600-60649 Assessment of academic achievement

60850-60859 High school exit examination

#### CORPORATIONS CODE

5110-6910 Nonprofit public benefit corporations  
GOVERNMENT CODE  
3540-3549.3 Educational Employment Relations Act  
54950-54963 The Ralph M. Brown Act  
LABOR CODE  
1198.5 Personnel records related to performance and grievance  
PENAL CODE  
667.5 Definition of violent felony  
1192.7 Definition of serious felony  
CALIFORNIA CONSTITUTION  
Article 9, Section 5 Common school system  
CODE OF REGULATIONS, TITLE 5  
4600-4687 Uniform complaint procedures  
11700.1-11705 Independent study  
11960-11969 Charter schools  
CODE OF REGULATIONS, TITLE 24  
101 et seq. California Building Standards Code  
UNITED STATES CODE, TITLE 20  
6311 Adequate yearly progress  
6319 Qualifications of teachers and paraprofessionals  
7223-7225 Charter schools  
CODE OF FEDERAL REGULATIONS, TITLE 34  
200.1-200.78 Accountability  
300.18 Highly qualified special education teachers  
COURT DECISIONS  
Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986  
ATTORNEY GENERAL OPINIONS  
89 Ops.Cal.Atty.Gen. 166 (2006)  
80 Ops.Cal.Atty.Gen. 52 (1997)  
78 Ops.Cal.Atty.Gen. 297 (1995)  
CALIFORNIA OFFICE OF ADMINISTRATIVE HEARINGS DECISIONS  
Student v. Horizon Instructional Systems Charter School, (2012) OAH Case No. 2011060763

Management Resources:

CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course

Charter Schools: A Manual for Governance Teams, rev. 2009

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Sample Copy of a Memorandum of Understanding

Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 11-01, November 9, 2011

Special Education and Charter Schools: Questions and Answers, September 10, 2002

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Charter Schools Program: Title V, Part B of the ESEA, April 2011

The Impact of the New Title I Requirements on Charter Schools, July 2004

WEB SITES

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

California Charter Schools Association: <http://www.calcharters.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

National Association of Charter School Authorizers: <http://www.qualitycharters.org>

U.S. Department of Education: <http://www.ed.gov>

**(3/12) 10/13**

**CHARTER SCHOOL OVERSIGHT****Requirements for Charter Schools**

Charter schools are generally exempt from provisions of the Education Code unless they are expressly included in the law. However, charter schools are subject to the terms of their charters, any memorandum of understanding with their chartering authority, and other legal requirements including, but not limited to, requirements that each charter school:

1. Comply with the state and federal constitution and applicable federal laws
2. Comply with state laws that apply to governmental agencies in general, such as the Brown Act requirements in Government Code 54950-54963
3. Be nonsectarian in its programs, admission policies, employment practices, and all other operations (Education Code 47605)
4. Not discriminate against any student on the basis of the characteristics listed in Education Code 220 (Education Code 47605)
5. Not charge tuition (Education Code 47605)
6. Not charge student fees for any activity that is an integral component of the educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools
7. Adhere to all laws establishing the minimum age for public school attendance (Education Code 47610)
8. Serve students who are California residents and who, if over 19 years of age, are continuously enrolled in a public school and making "satisfactory progress" toward a high school diploma as defined in 5 CCR 11965 (Education Code 47612)
9. Serve students with disabilities in the same manner as such students are served in other public schools (Education Code 47646, 56145)
10. Admit all students who wish to attend the school, according to the following criteria and procedures:
  - a. Admission to the charter school shall not be determined according to the student's place of residence, or that of his/her parents/guardians, within the state, except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission preference to students who reside within the school's former attendance area. (Education Code 47605)

However, if a charter school will be physically located in a public elementary school attendance area in which 50 percent or more of the student enrollment is eligible for free or reduced-price meals, it may also establish an admissions preference for students who are currently enrolled in the public elementary school and for students who reside in the public school attendance area. (Education Code 47605.3)

- b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance shall be determined by a public random drawing. However, preference shall be extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code 47614.5. (Education Code 47605)
  - c. Other admissions preferences may be established on an individual school basis as consistent with law.
11. If the school offers a kindergarten program, offer a transitional kindergarten program to eligible students who do not yet meet the age criterion for entry into kindergarten (Education Code 48000)
  12. Require its teachers to hold a certificate, permit, or other document issued by the Commission on Teacher Credentialing equivalent to that which a teacher in other public schools would be required to hold (Education Code 47605)
  13. Require its teachers of core academic subjects to satisfy requirements for "highly qualified teachers" as defined by the State Board of Education (SBE) (20 USC 6319; 34 CFR 300.18)
  14. Not hire any person, in either a certificated or classified position, who has been convicted of a violent or serious felony except as otherwise provided by law (Education Code 44830.1, 45122.1)
  15. Meet the requirements of Education Code 47611 regarding the State Teachers' Retirement System (Education Code 47610)
  16. Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)
  17. If applicable, meet federal requirements for qualifications of paraprofessionals working in programs supported by Title I funds (20 USC 6319)
  18. Meet all statewide standards and conduct the student assessments required by Education Code 60605 and 60851 and any other statewide standards or assessments applicable to noncharter public schools (Education Code 47605, 47612.5)
  19. Offer at least the number of instructional minutes required by law for the grade levels provided by the charter school (Education Code 46201.2, 47612.5)
  20. If the school provides independent study, meet the requirements of Education Code 51745-51749.3, except that the school may be allowed to offer courses required for graduation solely through independent study as an exception to Education Code 51745(e) (Education Code 47612.5, 51747.3; 5 CCR 11705)
  21. Identify and report to the Superintendent of Public Instruction (SPI) any portion of its average daily attendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2; 5 CCR 11963.2)
  22. If the school offers an athletic program, annually provide an information sheet about concussion and head injury to athletes and their parents/guardians before the athlete initiates practice or competition. In the event that an athlete is suspected of sustaining a



- concussion or head injury in an athletic activity, he/she shall be immediately removed from the activity for the remainder of the day and shall not be permitted to return to the activity until he/she is evaluated by a licensed health care provider and receives written clearance to return to the activity. (Education Code 49475)
23. On a regular basis, consult with parents/guardians and teachers regarding the school's educational programs (Education Code 47605)
  24. Provide students the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications (Education Code 48907, 48950)
  25. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)
  26. If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the Superintendent of the school district of the student's last known address within 30 days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information (Education Code 47605)
  27. Comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education Code 47610, 47610.5)
    - a. The facility complies with the Field Act pursuant to Education Code 17280-17317 and 17365-17374.
    - b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.
  28. Promptly respond to all reasonable inquiries from the district, the county office of education, or the SPI, including, but not limited to, inquiries regarding the school's financial records (Education Code 47604.3)
  29. Annually prepare and submit financial reports to the Governing Board and the County Superintendent of Schools in accordance with the following reporting cycle:
    - a. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement. (Education Code 47604.33)
    - b. By July 1 each year, an update of the school's goals and the actions to achieve those goals as identified in the charter, developed using the SBE template in accordance with Education Code 47606.5. This report shall include a review of the progress toward the goals, an assessment of the effectiveness of the specific actions toward achieving the goals, a description of changes the school will make to the specific actions as a result of the review and assessment, and a listing and description of expenditures for the fiscal year implementing the specific actions. (Education Code 47604.33, 47606.5)

When conducting this review, the governing body of the school may consider qualitative information including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. To the extent practicable, data shall be reported in a manner consistent with how information is reported on a school accountability report card. The update shall be developed in consultation with teachers, principals, administrators, other school personnel, parents/guardians and students. (Education Code 47606.5)

- c. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. (Education Code 47604.33)
- d. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31. (Education Code 47604.33)
- e. By September 15, a final unaudited report for the full prior year. The report submitted to the Board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)
- f. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit. The audit report shall also be submitted to the state Controller and the California Department of Education. (Education Code 47605)

(3/12) 10/13

TO: BOARD OF EDUCATION

DISCUSSION

08/28/14

FROM: SANDRA LYON

RE: CONSIDER ADOPTING BP 0420.42 – CHARTER SCHOOL RENEWAL

DISCUSSION ITEM NO. D.04

It is recommended that the Board of Education consider adopting BP 0420.42 – Charter School Renewal.

COMMENTS: CSBA created this new policy and exhibit in March 2012 and has since recommended updates. The following is a combination of the new CSBA policy and exhibit, along with the subsequent updates. SMMUSD did not adopt this BP at the time because it did not contain charter schools. While the district still does not contain charter schools, the superintendent is recommending adopting the BP as a part of a push to bring all of SMMUSD policies up to date

The new policy contains material formerly in AR 0420.4 – Charter School Authorization, regarding the submission and review of a petition for charter renewal. The policy reflects new state regulations (Register 2011, No. 43), which (1) require that the Board grant or deny the renewal petition within 60 days of receiving the petition, unless extended to 90 days by mutual agreement, and (2) provide that the petition will be automatically renewed if the Board fails to act within this timeline. The policy also reflects the charter school's right to petition the County Board and then the SBE if the district denies the renewal.

The policy has been updated to reflect new law (SB 1290), which requires the Board to consider increases in student achievement for all "numerically significant" student subgroups served by the charter school as the most important factor in determining whether to grant a charter renewal. The policy also reflects provision of SB 1290 requiring that, when making a written finding that the charter school failed to attain its Academic Performance Index (API) growth target, the Board must base its finding on the API growth target in the prior year or in two of the last three years, rather than in the aggregate for the prior three years.

### Charter School Renewal

The Governing Board believes that the ongoing operation of a charter school established within the district should be dependent on the school's effectiveness in achieving its mission and goals for student learning and other student outcomes. Whenever a charter school submits a petition for renewal of its charter, the Board shall review the petition thoroughly and in a timely manner.

Each renewal granted by the Board shall be for a period of five years. (Education Code 47607)

### Submission of Renewal Petition

A charter school seeking renewal of its charter is encouraged to submit its petition for renewal to the Board sufficiently early before the term of the charter is due to expire.

The signature requirement applicable to new charter petitions is not applicable to petitions for renewal. (5 CCR 11966.4)

The petition for renewal shall include a reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed. The petition also shall include documentation that the charter school meets at least one of the criteria for academic performance specified in Education Code 47607(b), as listed in item #5 in the section "Criteria for Granting or Denying Renewal" below. (Education Code 47607; 5 CCR 11966.4)

### Criteria for Granting or Denying Renewal

Renewals shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605. The Board shall consider the past performance of the charter school's academics, finances, and operations in evaluating the likelihood of future success, along with plans for improvement, if any. (Education Code 47607; 5 CCR 11966.4)

In determining whether to grant a charter renewal, the Board shall consider increases in academic achievement for all "numerically significant" groups of students served by the charter school, as defined in Education Code 52052, as the most important factor. (Education Code 47607)

The Board shall deny a renewal petition only if it makes a written factual finding setting forth specific facts to support one or more of the following grounds: (Education Code 47605, 47607; 5 CCR 11966.4)

1. The charter school presents an unsound educational program for the students enrolled in the school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain an affirmation of each of the conditions described in Education Code 47605(d).
4. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(b).

5. The charter school has failed to meet at least one of the following criteria of academic performance:
- a. Attainment of its Academic Performance Index (API) growth target in the prior year or in two of the last three years, both schoolwide and for all numerically significant groups of students served by the charter school as defined in Education Code 52052.
  - b. An API ranking in deciles 4-10 in the prior year or in two of the last three years.
  - c. An API ranking in deciles 4-10 for a demographically comparable school in the prior year or in two of the last three years.
  - d. Academic performance at least equal to the academic performance of the public schools that the charter school students would otherwise have been required to attend as well as the academic performance of district schools, taking into account the composition of the student population that is served at the charter school. In determining whether the charter school satisfies this criterion, the Board shall base its decision on:
    - (1) Documented clear and convincing data
    - (2) Student achievement data from assessments, including, but not limited to, the Standardized Testing and Reporting Program, for demographically similar student populations in comparison schools
    - (3) Information submitted by the charter school
- Whenever the Board makes a determination based on this criterion, the Superintendent or designee shall submit copies of supporting documentation and a written summary of the basis for the Board's determination to the Superintendent of Public Instruction.
- e. Qualification for an alternative accountability system pursuant to Education Code 52052(h)

### **Timelines for Board Action**

Within 30 days of receiving the renewal petition, the Board shall hold a public hearing to review documentation submitted by the charter school and obtain public input.

If the charter school submits documentation pursuant to item #5d in the section "Criteria for Granting or Denying Renewal" above, the Board shall not grant a renewal until at least 30 days after the submission of such documentation. (Education Code 47607)

Within 60 days of receiving the renewal petition, or within 90 days if extended by mutual written agreement of the Board and the charter school, the Board shall either grant or deny the request to renew the charter. (Education Code 47607; 5 CCR 11966.4)

If the Board fails to make a written factual finding pursuant to items #1-5 in the section "Criteria for Granting or Denying Renewal" above within the required time period, the absence of a written factual finding shall be deemed an approval of the renewal petition. (5 CCR 11966.4)

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, whenever a renewal of the charter is granted or denied. (Education Code 47604.32; 5 CCR 11962.1)

If the Board denies a renewal petition, the charter school may submit its application for renewal to the County Board of Education within 30 days of the Board's written factual findings supporting the denial. If the County Board then fails to deny or grant the petition within 60 days of receiving the petition, or within 90 days if extended by written mutual agreement of the charter school and the County Board, the charter school may submit the petition to the State Board of Education. (Education Code 47605, 47607.5)

Legal Reference:

EDUCATION CODE

47600-47616.7 Charter Schools Act of 1992

52052 Alternative accountability system; definition of numerically significant student subgroup

56145-56146 Special education services in charter schools

60600-60649 Assessment of academic achievement

CODE OF REGULATIONS, TITLE 5

11960-11969 Charter schools

UNITED STATES CODE, TITLE 20

7223-7225 Charter schools

Management Resources:

CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course

Charter Schools: A Manual for Governance Teams, rev. 2012

WEB SITES

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

California Charter Schools Association: <http://www.calcharters.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

National Association of Charter School Authorizers: <http://www.charterauthorizers.org>

U.S. Department of Education: <http://www.ed.gov>

**(3/12) 11/12**

TO: BOARD OF EDUCATION

DISCUSSION

08/28/14

FROM: SANDRA LYON

RE: CONSIDER ADOPTING BP 0420.43 – CHARTER SCHOOL REVOCATION

DISCUSSION ITEM NO. D.05

It is recommended that the Board of Education consider adopting BP 0420.43 – Charter School Revocation.

COMMENTS: CSBA created this new policy and exhibit in March 2012 and has since recommended updates. The following is a combination of the new CSBA policy and exhibit, along with the subsequent updates. SMMUSD did not adopt this BP at the time because it did not contain charter schools. While the district still does not contain charter schools, the superintendent is recommending adopting the BP as a part of a push to bring all of SMMUSD policies up to date

The new policy contains material formerly in AR 0420.4 – Charter School Authorization, regarding grounds for revocation of a charter and required notifications. The policy reflects new court decision, which found that a charter school is not entitled to any additional evidentiary hearing by a neutral third party. The policy also reflects new state regulations (Register 2011, No. 01 and No. 46), which establish procedures for revocation by the Board or the SBE, specify alternative procedures to use to immediately revoke a charter when there is a severe and imminent threat to student health or safety, and address the charter school's right to appeal the revocation to the County Board and then the SBE.

The policy has been updated to reflect new law (SB 1290), which requires the Board to consider increases in student achievement for all "numerically significant" student subgroups served by the charter school as the most important factor in determining whether to revoke a charter.

The policy has been updated to reflect new law (AB 97), which requires a board to consider revocation of a charter whenever the California Collaborative for Educational Excellence advises and assists the charter school and subsequently makes specified findings to the board. The policy also reflects the provision of AB 97 authorizing the State Board of Education (SBE), even if it is not the chartering authority, to revoke the charter of any charter school if it finds that the school failed to improve student outcomes across multiple state and school priorities identified in the charter. The policy reflects new court decision confirming that the revocation process prescribed in the Education Code provides a charter school with sufficient due process.

### Charter School Revocation

The Governing Board expects any charter school it authorizes to provide a sound educational program that promotes student learning and to carry out its operations in a manner that complies with law and the terms of its charter.

The Board may revoke a charter before the date it is due to expire whenever the Board makes a written factual finding, supported by substantial evidence, that the charter school has done any of the following: (Education Code 47607)

1. Committed a material violation of any of the conditions, standards, or procedures set forth in the charter
2. Failed to meet or pursue any of the student outcomes identified in the charter
3. Failed to meet generally accepted accounting principles or engaged in fiscal mismanagement
4. Violated any provision of law

The Board shall also consider revocation of a charter whenever the California Collaborative for Educational Excellence (CCEE), after providing advice and assistance to the charter school pursuant to Education Code 47607.3, submits to the Board either of the following findings: (Education Code 47607.3)

1. That the charter school has failed or is unable to implement the recommendations of the CCEE
2. That the inadequate performance of the charter school, as based on an evaluation rubric adopted by the State Board of Education (SBE), is so persistent or acute as to require revocation of the charter

In determining whether to revoke a charter, the Board shall consider increases in student academic achievement for all "numerically significant" groups of students served by the charter school, as defined in Education Code 52052, as the most important factor. (Education Code 47607, 47607.3)

At least 72 hours prior to any Board meeting at which the Board will consider issuing a Notice of Violation, the Board shall provide the charter school with notice and all relevant documents related to the proposed action. (5 CCR 11968.5.2)

If the Board takes action to issue a Notice of Violation, it shall deliver the Notice of Violation to the charter school's governing body. The Notice of Violation shall identify: (Education Code 47607; 5 CCR 11965, 11968.5.2)

1. The charter school's alleged violation(s).
2. All evidence relied upon by the Board in determining that the charter school committed the alleged violation(s), including the date and duration of the alleged violation(s). The Notice shall show that each alleged violation is both material and uncured and that it occurred within a reasonable period of time before the Notice of Violation is issued.



3. The period of time that the Board has concluded is a reasonable period of time for the charter school to remedy or refute the identified violation(s). In identifying this time period, the Board shall consider the amount of time reasonably necessary to remedy each identified violation, which may include the charter school's estimation as to the anticipated remediation time.

By the end of the remedy period identified in the Notice of Violation, the charter school's governing body may submit to the Board a detailed written response and supporting evidence addressing each identified violation, including the refutation, remedial action taken, or proposed remedial action. (5 CCR 11968.5.2)

Within 60 calendar days of the conclusion of the remedy period, the Board shall evaluate any response and supporting evidence provided by the charter school's governing body and shall take one of the following actions: (5 CCR 11968.5.2)

1. Discontinue revocation of the charter and provide timely written notice of such action to the charter school's governing body
2. If there is substantial evidence that the charter school has failed to remedy a violation identified in the Notice of Violation or to refute a violation to the Board's satisfaction, continue revocation of the charter by issuing a Notice of Intent to Revoke to the charter school's governing body

If the Board issues a Notice of Intent to Revoke, it shall hold a public hearing concerning the revocation on the date specified in the notice, which shall be no later than 30 days after providing the notice. Within 30 calendar days after the public hearing, or within 60 calendar days if extended by written mutual agreement of the Board and the charter school, the Board shall issue a final decision to revoke or decline to revoke the charter. (Education Code 47607; 5 CCR 11968.5.2)

If the Board fails to meet the timelines specified above for issuing a Notice of Intent to Revoke or a final decision, the revocation process shall be deemed terminated. (5 CCR 11968.5.2)

Within 10 calendar days of the Board's final decision, the Superintendent or designee shall provide a copy of the final decision to the California Department of Education (CDE) and the County Board of Education. (Education Code 47604.32; 5 CCR 11968.5.2)

### **Severe and Imminent Threat**

The procedures specified above shall not be applicable when the Board determines, in writing, that any violation under Education Code 47607 constitutes a severe and imminent threat to the health or safety of students. In such circumstances, the Board may immediately revoke the school's charter by approving and delivering a Notice of Revocation by Determination of a Severe and Imminent Threat to Pupil Health or Safety to the charter school's governing body, the County Board, and the CDE. (Education Code 47607; 5 CCR 11968.5.3)

### **Appeals**

If the Board revokes a charter, the charter school may, within 30 days of the Board's final decision, appeal the revocation to the County Board. Either the charter school or the district may subsequently appeal the County Board's decision to the SBE. However, a revocation based upon the findings of the CCEE pursuant to Education Code 47607.3 may not be appealed. (Education Code 47607, 47607.3; 5 CCR 11968.5.3-11968.5.5)

Legal Reference:

EDUCATION CODE

47600-47616.7 Charter Schools Act of 1992, especially:

47607 Charter renewals and revocations

52052 Numerically significant student subgroups; definition

CODE OF REGULATIONS, TITLE 5

11960-11969 Charter schools, especially:

11968.5-11968.5.5 Charter revocations

COURT DECISIONS

Today's Fresh Start, Inc. v. Los Angeles County Office of Education, (2013) 57 Cal.4th 197

Management Resources:

CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course

Charter Schools: A Manual for Governance Teams, rev. 2012

WEB SITES

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

California Charter Schools Association: <http://www.calcharters.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

National Association of Charter School Authorizers: <http://www.qualitycharters.org>

U.S. Department of Education: <http://www.ed.gov>

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**(3/12 11/12) 12/13**

TO: BOARD OF EDUCATION

DISCUSSION

08/13/14

FROM: SANDRA LYON

RE: CONSIDER ADOPTING BP AND AR 1113 – DISTRICT AND SCHOOL WEBSITES

DISCUSSION ITEM NO. D.06

It is recommended that the Board of Education consider revising BP and AR 1113 – District and School Websites.

COMMENTS: SMMUSD does not have BP/AR 1113 in its policy manual. Staff recommends adopting this policy and regulation.

**DISTRICT AND SCHOOL WEB SITES**

To enhance communication with students, parents/guardians, staff, and community members, the Governing Board encourages the Superintendent or designee to develop and maintain district and school web sites. The use of district and school web sites shall support the district's vision and goals and shall be coordinated with other district communications strategies.

**Design Standards**

The Superintendent or designee shall establish design standards for district and school web sites in order to maintain a consistent identity, professional appearance, and ease of use.

The district's design standards shall address the accessibility of district-sponsored web sites to individuals with disabilities, including compatibility with commonly used assistive technologies.

**Guidelines for Content**

The Superintendent or designee shall develop content guidelines for district and school web sites and shall assign staff to review and approve content prior to posting.

Board policy pertaining to advertising in district and school publications, as specified in BP 1325 – Advertising and Promotion, shall also apply to advertising on district and school web sites.

**Privacy Rights**

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on district and school web sites.

Telephone numbers and home and email addresses of students and/or their parents/guardians shall not be published on district or school web sites.

Photographs of individual students may be published, together with their names, except when their parent/guardian has notified the district in writing to not release the student's photograph without prior written consent in accordance with BP/AR 5125.1 - Release of Directory Information.

Photographs of groups of students, such as at a school event, may be published provided that students' names are not included.

Staff members' home addresses or telephone numbers shall not be posted on district or school web sites.

The home address or telephone number of any elected or appointed official including, but not limited to, a Board member or public safety official, shall not be posted on district or school web sites without the prior written permission of that individual. (Government Code 3307.5, 6254.21, 6254.24)

No public safety official shall be required to consent to the posting on the Internet of his/her photograph or identity as a public safety officer for any purpose if that officer reasonably

believes that the disclosure may result in a threat, harassment, intimidation, or harm to the officer or his/her family. (Government Code 3307.5)

Legal Reference:

EDUCATION CODE

35182.5 Contracts for advertising

35258 Internet access to school accountability report cards

48907 Exercise of free expression; rules and regulations

48950 Speech and other communication

49061 Definitions, directory information

49073 Release of directory information

60048 Commercial brand names, contracts or logos

GOVERNMENT CODE

3307.5 Publishing identity of public safety officers

6254.21 Publishing addresses and telephone numbers of officials

6254.24 Definition of public safety official

11135 Nondiscrimination; accessibility to state web sites

PENAL CODE

14029.5 Prohibition against publishing personal information of person in witness protection program

UNITED STATES CODE, TITLE 17

101-1101 Federal copyright law

UNITED STATES CODE, TITLE 20

1232g Federal Family Educational Rights and Privacy Act

UNITED STATES CODE, TITLE 29

794 Section 503 of the Rehabilitation Act of 1973; accessibility to federal web sites

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's Online Privacy

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

COURT DECISIONS

*Aaris v. Las Virgenes Unified School District*, (1998) 64 Cal.App.4th 1112

Management Resources:

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

*Accessibility of State and Local Government Websites to People with Disabilities*, June 2003

WORLD WIDE WEB CONSORTIUM PUBLICATIONS

*Web Content Accessibility Guidelines*, December 2008

WEB SITES

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

California Department of Education, *Web Accessibility Standards*: <http://www.cde.ca.gov/re/di/ws/webaccessstds.asp>

California School Public Relations Association: <http://www.calspra.org>

U.S. Department of Justice, *Americans with Disabilities Act*: <http://www.ada.gov>

World Wide Web Consortium, *Web Accessibility Initiative*: <http://www.w3.org/wai>

**Policy CSBA MANUAL MAINTENANCE SERVICE**

**adopted: July 2011**

**DISTRICT AND SCHOOL WEB SITES**

**Guidelines for Content**

District and school web sites shall provide current information regarding district/school programs, activities, and operations. Such information shall be appropriate for both internal and external audiences and may include district mission and goals, district or school news, agendas and minutes of Governing Board meetings, School Accountability Report Cards, school calendars, and links to educational resources.

With approval of the principal, individual teachers may create web pages linked to the district or school web site to provide information pertaining to class assignments, expectations, and activities.

Student work may be published on district or school web sites provided that both the student and his/her parent/guardian provide written permission or the work is part of an existing publication such as a school newspaper.

The Superintendent or designee shall ensure that copyright laws are not violated in the use of materials on district and school web sites. If any copyrighted material is posted, a notice shall be included crediting the original producer of the material and noting how and when permission to reprint the material was granted.

Whenever a district or school web site includes links to external web sites, it shall include a disclaimer that the district is not responsible for the content of external web sites.

**Roles and Responsibilities**

Any employee assigned as a district or school webmaster shall be responsible for the uploading of material to the web site(s) upon approval of the Superintendent or designee. He/she shall ensure consistency of the material with district standards, regularly check links for accuracy and appropriateness, keep the web server free of outdated or unused files, and provide technical assistance as needed.

The Superintendent or designee may assign additional staff members to conduct an editorial review of all materials submitted for publication on district or school web sites and to make corrections as needed in spelling, grammar, or accuracy of content.

The Superintendent or designee shall provide staff development opportunities related to district content guidelines, design standards, and accessibility laws and standards to district communications and technology staff, district and school webmasters, and/or other appropriate staff.

**Security**

The Superintendent or designee shall establish security procedures for the district's computer network to prevent unauthorized access and changes to district and school web sites. To the extent possible, the host computer(s) shall be in a lockable room with restricted access.

**Regulation      CSBA MANUAL MAINTENANCE SERVICE  
approved:      July 2011**

TO: BOARD OF EDUCATION

DISCUSSION

08/13/14

FROM: SANDRA LYON

RE: CONSIDER ADOPTING BP AND AR 1114 – DISTRICT-SPONSORED SOCIAL MEDIA

DISCUSSION ITEM NO. D.07

It is recommended that the Board of Education consider revising BP and AR 1114 – District-Sponsored Social Media.

COMMENTS: CSBA recommends adopting this new BP and AR to address the use of official district-sponsored social media platforms (e.g., Facebook, Twitter, YouTube, LinkedIn, blogs) as tools for communication and collaboration. The policy and regulation also address the open accessibility of social media and the circumstances under which the district may be able to remove posts that are not related to the stated purpose of the site or that are obscene, libelous, or incite students to commit unlawful acts.

**DISTRICT-SPONSORED SOCIAL MEDIA**

The Governing Board recognizes the value of technology such as social media platforms in promoting community involvement and collaboration. The purpose of any official district social media platform shall be to further the district's vision and mission, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members.

The Superintendent or designee shall develop content guidelines and protocols for official district social media platforms to ensure the appropriate and responsible use of these resources and compliance with law, Board policy, and regulation.

**Guidelines for Content**

Official district social media platforms shall be used only for their stated purposes and in a manner consistent with this policy and administrative regulation. By creating these official sites and allowing for public comment, the Board does not intend to create a limited public forum or otherwise guarantee an individual's right to free speech.

The Superintendent or designee shall ensure that the limited purpose of the official district social media platforms is clearly communicated to users. Each site shall contain a statement that specifies the site's purposes along with a statement that users are expected to use the site only for those purposes. Each site shall also contain a statement that users are personally responsible for the content of their posts.

Official district social media platforms may not contain content that is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation.

Staff or students who post prohibited content shall be subject to discipline in accordance with district policies and administrative regulations.

Users of official district social media platforms should be aware of the public nature and accessibility of social media and that information posted may be considered a public record subject to disclosure under the Public Records Act. The Board expects users to conduct themselves in a respectful, courteous, and professional manner.

**Privacy**

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on official district social media platforms.

Board policy pertaining to the posting of student photographs and the privacy of telephone numbers, home addresses, and email addresses, as specified in BP 1113 - District and School Web Sites, shall also apply to official district social media platforms.

Social media and networking sites and other online platforms shall not be used by district employees to transmit confidential information about students, employees, or district operations.



Legal Reference:

EDUCATION CODE

32261 School safety, definitions of bullying and electronic act

35182.5 Contracts for advertising

48900 Grounds for suspension and expulsion

48907 Exercise of free expression; rules and regulations

48950 Speech and other communication

49061 Definitions, directory information

49073 Release of directory information

60048 Commercial brand names, contracts or logos

GOVERNMENT CODE

3307.5 Publishing identity of public safety officers

6250-6270 Public Records Act, especially:

6254.21 Publishing addresses and phone numbers of officials

6254.24 Definition of public safety official

54952.2 Brown Act, definition of meeting

UNITED STATES CODE, TITLE 17

101-1101 Federal copyright law

UNITED STATES CODE, TITLE 20

1232g Federal Family Educational Rights and Privacy Act

UNITED STATES CODE, TITLE 29

157 Employee rights to engage in concerted, protected activity

794 Section 503 of the Rehabilitation Act of 1973; accessibility to federal web sites

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

COURT DECISIONS

Page v. Lexington County School District, (2008, 4th Cir.) 531 F.3d 275

Downs v. Los Angeles Unified School District, (2000) 228 F.3d 1003

Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112

Perry Education Association v. Perry Local Educators' Association, (1983) 460 U.S. 37

Board of Education, Island Trees Union Free School District, et.al. v. Pico, (1982) 457 U.S. 853

NATIONAL LABOR RELATIONS BOARD DECISIONS

18-CA-19081 Sears Holdings, December 4, 2009

Management Resources:

FACEBOOK PUBLICATIONS

Facebook for Educators Guide, 2011

WEB SITES

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

California School Public Relations Association: <http://www.calspra.org>

Facebook in Education: <http://www.facebook.com/education>

Facebook for Educators: <http://facebookforeducators.org>

Facebook, privacy resources: <http://www.facebook.com/fbprivacy>

**Policy CSBA MANUAL MAINTENANCE SERVICE**

**adopted: July 2011**

**DISTRICT-SPONSORED SOCIAL MEDIA**

**Definitions**

Social media means any online platform for collaboration, interaction, and active participation, including, but not limited to, social networking sites such as Facebook, Twitter, YouTube, LinkedIn, or blogs.

Official district social media platform is a site authorized by the Superintendent or designee. Sites that have not been authorized by the Superintendent or designee but that contain content related to the district or comments on district operations, such as a site created by a parent-teacher organization, booster club, or other school-connected organization or a student's or employee's personal site, are not considered official district social media platforms.

**Authorization for Official District Social Media Platforms**

The Superintendent or designee shall authorize the development of any official district social media platform. Teachers and coaches shall obtain approval from the principal before creating an official classroom or team social media platform.

**Guidelines for Content**

The Superintendent or designee shall ensure that official district social media platforms provide current information regarding district programs, activities, and operations, consistent with the goals and purposes of this policy and regulation. Official district social media platforms shall contain content that is appropriate for all audiences.

The Superintendent or designee shall ensure that copyright laws are not violated in the use of material on official district social media platforms.

The Superintendent or designee shall ensure that official district social media platforms are regularly monitored. Staff members responsible for monitoring content may remove posts based on viewpoint-neutral considerations, such as lack of relation to the site's purpose or violation of the district's policy, regulation, or content guidelines.

Each official district social media platform shall prominently display:

1. The purpose of the site along with a statement that users are expected to use the site only for those intended purposes.
2. Information on how to use the security settings of the social media platform.
3. A statement that the site is regularly monitored and that any inappropriate post will be promptly removed. Inappropriate posts include those that:
  - a. Are obscene, libelous, or so incite students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation
  - b. Are not related to the stated purpose of the site, including, but not limited to, comments of a commercial nature, political activity, and comments that constitute discrimination or harassment

4. Protocols for users, including expectations that users will communicate in a respectful, courteous, and professional manner.
5. A statement that users are personally responsible for the content of their posts and that the district is not responsible for the content of external online platforms.
6. A disclaimer that the views and comments expressed on the site are those of the users and do not necessarily reflect the views of the district.
7. A disclaimer that any user's reference to a specific commercial product or service does not imply endorsement or recommendation of that product or service by the district.
8. The individual(s) to contact regarding violation of district guidelines on the use of official district social media platforms.

#### **Appropriate Use by District Employees**

District employees who participate in official district social media platforms shall adhere to all applicable district policies and procedures, including, but not limited to, professional standards related to interactions with students.

When appropriate, employees using official district social media platforms shall identify themselves by name and district title and include a disclaimer stating that the views and opinions expressed in their post are theirs alone and do not necessarily represent those of the district or school.

All staff shall receive information about appropriate use of the official district social media platforms.

**Regulation approved: CSBA MANUAL MAINTENANCE SERVICE  
July 2011**



TO: BOARD OF EDUCATION

DISCUSSION

08/28/14

FROM: SANDRA LYON / JANECE L. MAEZ

RE: CONSIDER ADOPTING BP AND AR 7160 – CHARTER SCHOOL FACILITIES

DISCUSSION ITEM NO. D.08

It is recommended that the Board of Education consider revising BP and AR 7160 – Charter School Facilities.

COMMENTS: CSBA originally created this policy and regulation in July 2008 and has since updated it. SMMUSD did not adopt this BP and AR at the time because it did not contain charter schools. While the district still does not contain charter schools, the superintendent is recommending adopting the BP and AR as a part of a push to bring all of SMMUSD policies up to date.

CHARTER SCHOOL FACILITIES

The Governing Board believes that all students, including those attending charter schools, should have access to adequate facilities that are safe and support student learning.

Facilities to be used by a charter school shall be specified in the school's charter pursuant to Education Code 47605 and also may be addressed in a written memorandum of understanding between the district and charter school.

As applicable, charter school facilities shall comply with the California Building Standards Code adopted by the local building enforcement agency pursuant to 24 CCR 101 et seq. or the Field Act pursuant to Education Code 17280-17317 and 17365-17374. (Education Code 47610, 47610.5)

Upon request, the Board shall make facilities available to an eligible charter school operating in the district, as defined in law and administrative regulation. In accordance with law, such facilities shall be contiguous, furnished, equipped, and sufficient to accommodate all the charter school's in-district students in conditions reasonably equivalent to those in which the students would be accommodated if they were attending other district schools. The Board shall make reasonable efforts to provide the charter school with facilities near where the charter school wishes to locate and shall not move the charter school unnecessarily. If the district's preliminary proposal or final notification of space does not accommodate the charter school at a single school site, the Board shall make a specific finding that the charter school could not be accommodated at a single site and shall adopt a written statement of reasons explaining the finding. (Education Code 47614; 5 CCR 11969.1-11969.10)

The district shall not be required to use unrestricted general fund revenues to rent, buy, or lease facilities for charter schools. (Education Code 47614)

The Superintendent or designee may assist eligible charter schools in applying for state facilities funding for new construction or rehabilitation of facilities pursuant to Education Code 17078.52-17078.66 and/or for rent and lease expenditures pursuant to Education Code 47614.5.

Legal Reference:

EDUCATION CODE

17070.10-17080 Leroy F. Greene School Facilities Act of 1998, including:

17078.52-17078.66 Charter schools facility funding; state bond proceeds

17280-17317 Field Act

46600 Interdistrict attendance agreements

47600-47616.5 Charter Schools Act

48204 Residency requirements for school attendance

GOVERNMENT CODE

53094 Authority to render zoning ordinance inapplicable

53097.3 Charter school ordinances

CODE OF REGULATIONS, TITLE 2

1859.2 Definitions

1859.31 Classroom inventory

1859.160-1859.172 Charter school facilities program, new construction

CODE OF REGULATIONS, TITLE 5

11969.1-11969.10 Charter school facilities

COURT DECISIONS

Bullis Charter School v. Los Altos School District, (2011) 200 Cal.App.4th 1022

Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986

Sequoia Union High School District v. Aurora Charter High School (2003) 112 Cal.App.4th 185  
ATTORNEY GENERAL OPINIONS  
80 Ops.Cal.Atty.Gen. 52 (1997)

Management Resources:

CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course

Charter Schools: A Manual for Governance Teams, rev. 2009

Charter School Facilities and Proposition 39: Legal Implications for School Districts, 2005

OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

School Facility Program Handbook, May 2008

WEB SITES

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

California Charter Schools Association: <http://www.charterassociation.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

Coalition for Adequate School Housing: <http://www.cashnet.org>

Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

**(7/08) 3/12**

**Charter School Facilities****Definitions**

Average daily classroom attendance (ADA) or classroom ADA is ADA for classroom-based apportionment as used in Education Code 47612.5. (5 CCR 11969.2)

In-district classroom ADA is classroom ADA attributable to in-district students. (5 CCR 11969.2)

In-district students are those charter school students who are entitled to attend a district school. Students eligible to attend district schools based on an interdistrict attendance agreement or parent/guardian employment shall be considered students of the district where they reside. (5 CCR 11969.2)

Operating in the district means the charter school is either currently providing public education to in-district students or has identified at least 80 in-district students who are meaningfully interested in enrolling in the charter school for the following year, regardless of whether the district is or is proposed to be the chartering entity and whether or not the charter school has a facility inside the district's boundaries. (Education Code 47614; 5 CCR 11969.2)

Reasonably equivalent facilities are facilities that are sufficient to accommodate charter school students in conditions reasonably equivalent to those in which the students would be accommodated if they were attending other public schools of the district. Reasonable equivalency shall be determined based on a comparison group of district schools with similar grade levels, the capacity of facilities, and the condition of facilities, as described below in the section "Submission and Review of Facilities Requests." (5 CCR 11969.2, 11969.3)

Furnished and equipped means the facilities include reasonably equivalent furnishing necessary to conduct classroom instruction and to provide for student services that directly support classroom instruction as found in the comparison group schools established under 5 CCR 11969.3(a) and that the facilities have equipment that is reasonably equivalent to the comparison group schools. Equipment means property that does not lose its identity when removed from its location and is not changed materially or consumed immediately (e.g., within one year). Equipment has relatively permanent value and its purchase increases the total value of the district's physical properties. Examples include furniture, vehicles, machinery, motion picture film, videotape, furnishings that are not an integral part of the building or building system, and certain intangible assets such as major software programs. Furnishings and equipment acquired for a school site with nondistrict resources are excluded when determining reasonable equivalence. (5 CCR 11969.2)

Contiguous facilities are those facilities contained on a school site or immediately adjacent to a school site. If the in-district classroom ADA of the charter school cannot be accommodated on any single school site, contiguous facilities also include facilities located at more than one site, provided that the district minimizes the number of sites assigned and considers student safety. If none of the district-operated schools has grade levels similar to the charter school, then a contiguous facility shall be an existing facility that is most consistent with the needs of students in the grade levels served at the charter school. (5 CCR 11969.2, 11969.3)

Conversion charter school is a charter school established through the conversion of an existing public school. (Education Code 47605)



## Eligibility for District Facilities

A charter school shall be operating in the district, as defined above, before it submits a request for facilities. A new or proposed charter school operating in the district is eligible to request facilities for a particular fiscal year only if it submits its charter petition before November 1 of the fiscal year preceding the year for which facilities are requested. A new charter school is entitled to be allocated and/or provided access to facilities only if it receives approval of its charter petition before March 15 of the fiscal year preceding the year for which facilities are requested. (5 CCR 11969.9)

## Submission and Review of Facilities Requests

The following procedures shall apply to a charter school's request for facilities:

1. On or before November 1, a charter school shall submit a written request for facilities to the Superintendent or designee for the next fiscal year. The request shall include: (Education Code 47614; 5 CCR 11969.2, 11969.9)

a. Reasonable projections of in-district and total ADA and in-district and total classroom ADA, based on ADA claimed for apportionment, if any, in the fiscal year prior to the fiscal year in which the facilities request is made, adjusted for expected changes in enrollment in the forthcoming fiscal year

Projections of in-district ADA, in-district classroom ADA, and the number of in-district students shall be broken down by grade level and by the district school that the students would otherwise attend.

Nonclassroom ADA may be included in the ADA calculation only to the extent of instructional time that students generating nonclassroom ADA are actually in the classroom under the direct supervision and control of a charter school employee, and only if the district and the charter school agree upon the time(s) that the facilities devoted to students generating nonclassroom-based ADA will be used.

b. A description of the methodology for the projections

c. If relevant (i.e., when a charter school is not yet open or to the extent an operating charter school projects a substantial increase in ADA), documentation of the number of in-district students meaningfully interested in attending the charter school that is sufficient for the district to determine the reasonableness of the projection, but that need not be verifiable for precise arithmetical accuracy

d. The charter school's operational calendar

e. Information regarding the district's school site and/or general geographic area in which the charter school wishes to locate

f. Information on the charter school's educational program that is relevant to assignment of facilities, if any

In submitting a facilities request, the charter school shall use a form specified by the district. The charter school shall distribute a reasonable number of copies of the written request to parents/guardians, school staff, and/or other interested parties, or shall otherwise make the request available for review.

2. On or before December 1, the district shall review the charter school's projections of in-district and total ADA and in-district and total classroom ADA, express any objections in writing, and state the projections the district considers reasonable. If the district does not express any objections in writing and state its own projections by the deadline, the charter school's projections are no longer subject to challenge and the district shall base its offer of facilities on those projections. (5 CCR 11969.9)
3. On or before January 2, the charter school shall respond to any objections expressed by the district and to the district's attendance projections provided pursuant to item #2 above. The charter school shall reaffirm or modify its previous projections as necessary to respond to the information received from the district pursuant to item #2. If the charter school does not respond by January 2, the district's projections provided pursuant to item #2 are no longer subject to challenge and the district shall base its offer of facilities on those projections. (5 CCR 11969.9)
4. The district shall determine what facilities it will offer to the charter school, ensuring that the facilities are reasonably equivalent to other district facilities. (5 CCR 11969.3)

If a charter school was established through the conversion of an existing public school pursuant to Education Code 47605(a)(2), the condition of the facility previously used by the district shall be considered to be reasonably equivalent for the first year the charter school uses the facility. (5 CCR 11969.3)

For any other charter school, reasonable equivalency shall be based on the following criteria as detailed in 5 CCR 11969.3: (5 CCR 11969.3)

- a. A comparison group of district schools with similar grade levels

If a charter school's grade-level configuration is different from the configuration of the district's schools, the district shall not pay for the modification of a school site to accommodate the charter school's configuration.

- b. Capacity, including equivalency of the ratio of teaching stations (classrooms), specialized classroom space, and nonteaching space to ADA
- c. Condition of facilities, as determined by assessing such factors as age of facilities (from last modernization), quality of materials, and state of maintenance, including:
  - (1) School site size
  - (2) Condition of interior and exterior surfaces
  - (3) Condition of mechanical, plumbing, electrical, and fire alarm systems, including conformity to applicable codes
  - (4) Availability and condition of technology infrastructure
  - (5) Condition of the facility as a safe learning environment, including, but not limited to, the suitability of lighting, noise mitigation, and size for intended use
  - (6) Condition of the facility's furnishing and equipment
  - (7) Condition of athletic fields and/or play area space

5. On or before February 1, the district shall prepare a written preliminary proposal regarding the space to be allocated to the charter school and/or to which the charter school is to be provided access. In evaluating and accommodating the charter school's request, the charter school's in-district students shall be given the same consideration as students in the district's schools, subject to the requirement that the facilities provided must be contiguous. At a minimum, the preliminary proposal shall include: (5 CCR 11969.2, 11969.3, 11969.9)
  - a. The projections of in-district classroom ADA on which the proposal is based
  - b. The specific location(s) of the space
  - c. All conditions pertaining to the space, including a draft of any proposed agreement pertaining to the charter school's use of the space
  - d. The projected pro rata share amount and a description of the methodology used to determine that amount
  - e. A list and description of the comparison group schools used in developing the district's preliminary proposal and a description of the difference between the preliminary proposal and the charter school's request submitted pursuant to item #1 above
6. On or before March 1, the charter school shall respond in writing to the district's preliminary proposal made pursuant to item #5 above and shall express any concerns, including differences between the preliminary proposal and the charter school's request, and/or make a counter proposal. (5 CCR 11969.9)
7. On or before April 1, having reviewed any concerns and/or counter proposals made by the charter school pursuant to item #6 above, the district shall submit, in writing, a final notification of the space to be offered to the charter school. The notification shall include a response to the charter school's concerns and/or counter proposal, if any. The final notification shall specifically identify: (5 CCR 11969.9)
  - a. The teaching stations, specialized classroom spaces, and nonteaching station spaces offered for the exclusive use of the charter school and the teaching stations, specialized classroom spaces, and nonteaching spaces to which the charter school is to be provided access on a shared basis with district-operated programs
  - b. Arrangements for sharing any shared space
  - c. The assumptions of in-district classroom ADA for the charter school upon which the allocation is based, and if the assumptions are different than those submitted by the charter school pursuant to item #3 above, a written explanation of the reasons for the differences
  - d. The specific location(s) of the space
  - e. All conditions pertaining to the space
  - f. The pro rata share amount
  - g. The payment schedule for the pro rata amount, which shall take into account the

timing of revenues from the state and from local property taxes

8. By May 1 or within 30 days after the district notification pursuant to item #7 above, whichever is later, the charter school shall notify the district in writing whether or not it intends to occupy the offered space. (5 CCR 11969.9)

The charter school's notification may be withdrawn or modified before this deadline. After the deadline, if the charter school has notified the district that it intends to occupy the offered space, the charter school is committed to paying the pro rata share amount as identified. If the charter school does not notify the district by this deadline that it intends to occupy the offered space, then the space shall remain available for district programs and the charter school shall not be entitled to use facilities of the district in the following fiscal year. (5 CCR 11969.9)

**Availability of Facilities**

The space allocated to the charter school by the district, or the space to which the district provides the charter school access, shall be furnished, equipped, and available for occupancy at least 10 working days prior to the first day of instruction of the charter school. For good cause, the district may reduce the period of availability to a period of not less than seven working days. (5 CCR 11969.9)

Space allocated for use by the charter school, subject to sharing arrangements, shall be available for the charter school's entire school year regardless of the district's instructional year or class schedule. (5 CCR 11969.5)

For a conversion charter school, the school site identified in the school's charter shall be made available to the charter school for its second year of operation and thereafter upon annual request for facilities from the district pursuant to this administrative regulation. If, as a result of a material revision of the charter, either the location of the conversion charter school is changed or the district approves the operation of additional sites by the school, then the school may request, and the district shall provide, facilities in accordance with law, the revised charter, and this administrative regulation. (5 CCR 11969.3)

**Written Agreement Regarding Facilities Operations**

The district and charter school shall negotiate an agreement regarding the use of and payment for the space which contains, at a minimum, the information included in the district's final notification pursuant to item #7 in the section "Submission and Review of Facilities Requests" above. (5 CCR 11969.9)

A reciprocal hold-harmless/indemnification provision shall be established between the district and the charter school. The charter school shall maintain general liability insurance naming the district as an additional insured in order to indemnify the district for any damage and losses. The district shall maintain first party property insurance for the facilities allocated to the charter school. (5 CCR 11969.9)

Responsibilities for facility maintenance and improvements shall be as follows: (5 CCR 11969.4, 11969.9)

1. The district shall be responsible for:
  - a. Modifications necessary to maintain the facility in accordance with applicable building codes pursuant to Education Code 47610 or 47610.5
  - b. Replacement of district-provided furnishings and equipment in accordance with

district schedules and practices

- c. Projects eligible to be included in the district's deferred maintenance plan
2. The charter school shall be responsible for the ongoing operations and maintenance of facilities, furnishings, and equipment.

The charter school shall not sublet or use the facilities for purposes other than those that are consistent with district policies and practices without permission of the Superintendent or designee. (5 CCR 11969.5)

Facilities, furnishings, and equipment provided to a charter school by the district shall remain the property of the district. (5 CCR 11969.4)

The district may charge the charter school, in accordance with 5 CCR 11969.7, for a pro rata share of the district's facilities costs for activities related to keeping the physical plant open, comfortable, and safe for use and keeping the grounds, buildings, and equipment in working condition. Such activities include maintaining safety in buildings, on grounds, and in the vicinity of schools; plant maintenance and operations; facilities acquisition and construction; and facilities rents and leases. (Education Code 47614; 5 CCR 11969.2)

The charter school shall report actual in-district and total ADA and classroom ADA to the district every time that the charter school reports ADA for apportionment purposes. If the charter school generates less ADA than projected, the following provisions shall apply to any overallocated space: (Education Code 47614; 5 CCR 11969.3, 11969.8, 11969.9)

1. The charter school shall reimburse the district for the overallocated space as set forth in 5 CCR 11969.8, unless the district agrees, in response to the notification by the charter school of overallocation, to exercise its sole discretion to use the overallocated space for district programs.
2. In the case of a conversion charter school, the overallocated space shall not be subject to reimbursement under the following circumstances:
  - a. The school notifies the district, by February 1 of its first year of operation, that it will have overallocated space in the following fiscal year. In such cases, the district may occupy all or a portion of the space identified. A charter school that wants to recover space surrendered to the district shall apply to the district and the district shall evaluate the application in accordance with law and this administrative regulation.
  - b. Based on the State Board of Education's waiver of attendance area requirements in Education Code 47605(d)(1), the district makes a decision, between November 1 and June 30, to change the school's attendance area in the forthcoming fiscal year.

### **Mediation of Disputes**

If a dispute arises between the district and a charter school pursuant to Education Code 47614 or 5 CCR 11969.1-11969.10, both parties may agree to settle the dispute using mediation, in accordance with the following procedures: (5 CCR 11969.10)

1. If both parties agree to mediation, the initiating party shall select a mediator, subject to the agreement of the responding party. If the parties are unable to agree on a mediator, the initiating party shall request the CDE to appoint a mediator within seven days to

assist the parties in resolving the dispute. The mediator shall meet with the parties as quickly as possible.

2. Within seven days of the selection or appointment of the mediator, the party initiating the dispute resolution process shall send a notice to the responding party and the mediator. The notice shall include the following information:
  - a. Name, address, and phone numbers of designated representatives of the parties
  - b. A statement of the facts of the dispute, including information regarding the parties' attempts to resolve the dispute
  - c. The specific sections of the statute or regulations that are in dispute
  - d. The specific resolution sought by the initiating party
3. Within seven days of receiving the notice, the responding party shall file a written response.
4. The mediation shall be entirely informal in nature. Each party shall share copies of exhibits upon which its case is based with the other party. The relevant facts shall be elicited in a narrative fashion to the extent possible, rather than through examination and cross-examination of witnesses.
5. Any agreement reached by the parties shall be in writing and shall not set a precedent for any other case.
6. The mediation shall be terminated if the district and the charter school fail to meet within the specified timelines, have not reached an agreement within 15 days from the first meeting held by the mediator, or if the mediator declares an impasse.
7. The costs of the mediation shall be divided equally between the parties and paid promptly.

**(7/04 7/08) 3/12**

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## **MAJOR ITEMS**





TO: BOARD OF EDUCATION

ACTION/MAJOR

08/28/14

FROM: SANDRA LYON

RE: AMENDMENT TO MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN  
THE SANTA MONICA-MALIBU EDUCATION FOUNDATION (SMMEF) AND  
THE SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT (SMMUSD)

RECOMMENDATION NO. A.21

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

COMMENTS: As the district has begun to fully implement the funding for Vision for Student Success (VSS) through SMMEF, we have determined that some of the original timelines as stated in initial MOU are not realistic for our fundraising endeavors. The new proposed timelines will assist with fundraising efforts, while still allowing the district to monitor and determine fund availability for ongoing activities supported by the Education Foundation.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

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

This Master Agreement is entered into as of the 28<sup>th</sup> day of August, 2014, by and between the SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT, a California unified school district (the "District"), and the SANTA MONICA-MALIBU EDUCATION FOUNDATION, a California non-profit mutual benefit corporation (the "Foundation"), with reference to the following facts:

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

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

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

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

E. The District and the Foundation entered into that certain Master Agreement dated as of February 21, 2013 (the "Original Master Agreement"), and the District and the Foundation desire to replace the Original Master Agreement with this Agreement.

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

1. Fund Raising Plan.

a. Not later than April 15 of each year, commencing April 15, 2015, the District's Superintendent of Schools (the "Superintendent") shall, in consultation with the Superintendent's Advisory Committee and/or such other individuals and organizations as the Superintendent may deem appropriate, develop a list of potential programs appropriate for funding by the Foundation for the fiscal year beginning July 1 of the next fiscal year, commencing July 1, 2015, including an estimate of the cost of each such program (the "Proposed Annual Program Plan"), and provide a copy thereof to the Foundation's Executive Director (the "Executive Director"). In developing the Proposed Annual Program Plan, the

Superintendent shall prioritize programs that can be sustained over a multi-year period and focus on student-based needs across the District.

b. Not later than May 31 of each year, commencing May 31, 2015, the Executive Director shall convene a meeting of the Board of Directors of the Foundation (the "Foundation Board") to discuss the Proposed Annual Program Plan for the purpose of determining the Foundation's capacity to raise funds to support those programs.

c. Following such meeting, but not later than the following June 15, the Executive Director shall present to the Superintendent for review a proposed Fundraising Plan setting forth specific fundraising goals for the fiscal year beginning the following July 1 and specific activities designed to achieve those goals.

d. Not later than June 30 of each year, commencing June 30, 2015, the Superintendent shall report to the BOE at a public meeting regarding the Proposed Annual Program Plan and proposed Fundraising Plan and the BOE shall designate those programs which it determines should be funded by the Foundation in light of information received from the Foundation Board and provide comments on the proposed Fundraising Plan.

e. Not later than July 15 of each year, commencing July 15, 2015, the Foundation Board shall adopt the final Fundraising Plan incorporating any changes recommended by the BOE which the Foundation Board deems to be appropriate and provide a copy thereof to the Superintendent.

f. Not later than July 31 of each year, commencing July 31, 2015, the Superintendent and the Executive Director shall enter into a separate agreement which sets forth the programs to be funded by the Foundation and the amounts to be funded for those programs (the "Annual Program Plan Agreement") for the current fiscal year. Nothing in this Agreement shall (1) require that the Foundation fund an amount greater than the amount actually raised during the preceding calendar year, excluding amounts placed in endowment accounts, less operating expenses consistent with the applicable budget referred to in Section 5a below, or (2) preclude the District from using other funds in conjunction with those to be provided by the Foundation to pay for the programs identified in the applicable annual agreement.

g. Not later than June 15 of each year, commencing June 15, 2016, the Foundation shall deliver a check payable to the District in the amount raised by the Foundation from the programs reflected in the Annual Program Plan Agreement for that fiscal year.

h. The Foundation shall not provide funding for programs or activities other than those designated in an Annual Program Plan Agreement, or to any person, entity or organization other than the District, except to the extent mutually agreed upon and approved in writing by the Superintendent and the Executive Director.

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

j. Subsequent fundraising plans may modify goals and activities for specific years from those contained in previous adopted fundraising plans as the Foundation Board may deem appropriate but no substantive changes shall be made in current fundraising plans that

have been reviewed by the BOE without prior written notice to the Superintendent and, if the Superintendent deems it appropriate, without review by the BOE.

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

## 2. Evaluation of Funded Programs.

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

b. Not later than May 31 of each year, commencing May 31, 2015, except to the extent previously agreed upon in writing by the Superintendent and the Executive Director, the Superintendent shall provide a report to the Executive Director and subsequently to the Foundation Board regarding the programs funded by the Foundation during the immediately preceding fiscal year. Such report shall evaluate the success of each program through use of any agreed-upon metrics and other criteria determined by the Superintendent to be relevant and shall include a narrative discussion thereof from the Superintendent.

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

## 3. Donor Relations.

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

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

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

## 4. Governance.

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

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

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

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

#### 5. Foundation Reporting.

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

b. Within thirty (30) days following the end of each quarter, the Executive Director shall provide to the Superintendent a Quarterly Foundation Status Report setting forth the cash flow of the Foundation reflecting contributions and other income and operating expenses, itemized in reasonable detail.

c. Not later than ninety (90) days following the end of each fiscal year, the Executive Director shall provide to the Superintendent Unaudited Financial Statements of the Foundation for the preceding fiscal year in such detail as the Superintendent may reasonably request. Such Unaudited Financial Statements shall be accompanied by an explanation by the Executive Director of the extent to which the Foundation has met the goals set forth in the applicable fundraising plan reviewed by the BOE under Section 1d above.

d. Not later than thirty (30) days following receipt of the Annual Audit of the Foundation's financial statements for any fiscal year, the Executive Director shall provide to the Superintendent a copy of such Annual Audit, including any comments by the auditor regarding the reporting and internal control policies of the Foundation. The Foundation's audited financial statements and comments shall be posted on the Foundation's website.

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

6. Annual Review/Approval of this Agreement.

a. As soon as practicable following receipt each year of the audited financial statements of the Foundation and the Executive Director's report referred to in Section 5 above, the Superintendent shall meet with the Executive Director to discuss the Foundation's activities, the actions of the Foundation Board, including the programs determined by the Foundation Board and the BOE to be funded during the previous fiscal year, and the terms of this Agreement.

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

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

d. Following the foregoing determinations by the BOE and the Foundation Board, after following the process outlined in Section 6c above, any amendments to this Agreement shall be deemed effective only if such amendments are in writing and consented to by both the BOE and the Foundation, such consent to be evidenced by the signature of both parties.

e. This Agreement shall automatically renew on December 31 of each year commencing December 31, 2015, unless terminated by either party by not later than the preceding June 30.

7. Advocacy.

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

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

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

8. Communications

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

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

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

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

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

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

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

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

By: \_\_\_\_\_  
Sandra Lyon  
Superintendent

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

By: \_\_\_\_\_  
Linda Greenberg Gross  
Executive Director





TO: BOARD OF EDUCATION

ACTION/MAJOR  
08/28/14

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

RE: 2013-14 UNAUDITED ACTUAL FINANCIAL REPORT

RECOMMENDATION NO. A.22

It is recommended the Board of Education approve the 2013-14 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 (2014-15) 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 2013-14 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 web site early next week.

**Highlights from the 2013-14 Unaudited Actuals**

General Fund Ending Balance 2013-14

1) **Unrestricted Funds** – 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 \$21,775,362.34.

2) The components of that \$21,775,362.34 Ending Balance include the following:

Stores-Revolving Cash-Prepaid	\$ 106,882
Reserve for Economic Uncertainties	\$ 3,702,586
Assignments of Fund Balance	
Prior Year Encumbrances/Carryovers	\$ 500,000
2014-15 Contribution to Food Services	\$ 200,000
2014-15 Positions added after Budget adoption	\$ 400,000
2014-15 Deficit Spending	\$ 5,082,613
Total Designations	\$ 6,182,613
Undesignated/Unappropriated Balance	\$ 11,783,281

3) The Unrestricted General Fund balance was approximately \$2.67 million higher than expected when the Estimated Actuals were prepared with the 2014-15 Budget document in June 2014.

The balance of \$2.67 million can largely be explained by the following:

Additional Prior Year Measure R Revenue	\$ 42,046
Additional Lottery & Other State Revenue	\$ 135,850
Additional E-Rate & other Local Revenues	\$ 223,323
Additional Prop Y Revenues	\$ 288,221
Unspent textbook allocation	\$ 325,358
Overstated Special Ed IA and Other Services Budget	\$ 1,000,000
Unspent Formula & Tier III Site budgets	\$ 127,852
Unspent Department budgets	\$ 600,000

**Restricted Funds** – 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 \$2.8 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 Local General Fund Contribution (*LGFC*) category for 2013-14.
- Summary of the 2013-14 ending fund balance for each District fund.

The complete 2013-14 Unaudited Actual Financial Report in the State Standardized Account Code Structure (*SACS*) is attached to the Agenda as *Attachment A* (green pages).

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

<b>SANTA MONICA-MALIBU USD</b>			
<b>2013-14 LOCAL GENERAL FUND CONTRIBUTION (LGFC)</b>			
	<b>2013-14 ESTIMATED ACTUALS</b>	<b>2013-14 ACTUALS</b>	<b>CHANGES</b>
SPECIAL EDUCATION	16,983,867	15,418,369	(1,565,498)
ON GOING MAINTENANCE PROGRAM	3,527,467	3,424,755	(102,712)
<b>TOTAL CONTRIBUTION:</b>	<b>20,511,334</b>	<b>18,843,124</b>	<b>(1,668,210)</b>
<b>2013-14 GENERAL FUND CONTRIBUTION TO OTHER FUNDS</b>			
	<b>2013-14 ESTIMATED ACTUALS</b>	<b>2013-14 ACTUALS</b>	<b>CHANGES</b>
ADULT EDUCATION (FUND 11)	262,628	262,628	
CHILD DEVELOPMENT FUND (FUND 12)	307,452	307,452	
<b>TOTAL CONTRIBUTION:</b>	<b>570,080</b>	<b>570,080</b>	<b>-</b>

<b>SANTA MONICA-MALIBU USD</b>					
<b>2013-14 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	\$ 24,751,270.18	\$ 83,377,785.83	\$ 86,353,693.67	\$ 21,775,362.34
	RESTRICTED	\$ 3,631,273.85	\$ 38,936,612.09	\$ 37,065,833.52	\$ 5,502,052.42
11	ADULT EDUCATION	\$ 334,598.28	\$ 375,398.37	\$ 391,092.29	\$ 318,904.36
12	CHILD DEVELOPMENT	\$ 25,255.83	\$ 7,489,147.29	\$ 7,486,159.20	\$ 28,243.92
13	CAFETERIA	\$ 244,125.15	\$ 2,937,678.28	\$ 3,129,920.30	\$ 51,883.13
14	DEFERRED MAINTENANCE	\$ 228,995.91	\$ 1,063.60	\$ 98,118.38	\$ 131,941.13
21	BUILDING	\$ 112,963,146.58	\$ 1,044,249.76	\$ 48,359,594.27	\$ 65,647,802.07
25	CAPITAL FACILITIES	\$ 9,655,576.78	\$ 993,699.55	\$ 1,787,355.52	\$ 8,861,920.81
40	SPECIAL RESERVE FUND FOR CAPITAL OUTLAY PROJECTS	\$ 8,254,248.54	\$ 2,316,838.90	\$ 1,650,552.36	\$ 8,920,535.08
51	BOND INTEREST AND REDEMPTION FUND	\$ 25,920,215.00	\$ 33,472,230.00	\$ 25,619,330.00	\$ 33,773,115.00
67	GASB 45 FUND	\$ (4,695,532.46)	\$ 1,817,691.65	\$ 2,616,391.55	\$ (5,494,232.36)
	<b>TOTAL:</b>	<b>\$ 181,313,173.64</b>	<b>\$ 172,762,395.32</b>	<b>\$ 214,558,041.06</b>	<b>139,517,527.90</b>



TO: BOARD OF EDUCATION

ACTION/MAJOR

08/28/14

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

RE: ADOPT RESOLUTION NO. 14-02 – GANN AMENDMENT

RECOMMENDATION NO. A.23

It is recommended that the Board of Education approve Resolution No. 14-02 – District Appropriations Limits for 2013-14 and projected Limits for 2014-15.

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.

Local property tax and state aid funds that the District received in 2013-14 did not exceed the calculated limit. The resolution attached reflects that for the 2013-14 and 2014-15 fiscal years, the limitation imposed by Proposition 4 have not nor will be exceeded.

The report detailing the calculation is attached.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 14-02**

**DISTRICT APPROPRIATIONS LIMITS FOR 2013-14  
AND PROJECTED LIMITS FOR 2014-15**

**WHEREAS**, in November of 1979, the California Electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

**WHEREAS**, the provisions of that Article establish maximum appropriations limitations, commonly called "Gann Limits", for public agencies, including school districts; and,

**WHEREAS**, the District must establish a revised Gann Limit for the 2013-14 fiscal year and a projected Gann Limit for the 2014-15 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

**NOW, THEREFORE, BE IT RESOLVED** that this Board does provide public notice that the attached calculations and documentation of the Gann Limits for the 2013-14 and 2014-15 fiscal years are made in accord with applicable constitutional and statutory law;

**AND BE IT FURTHER RESOLVED** that this Board does hereby declare that the appropriations in the Budget for the 2013-14 fiscal year does not exceed the limitations imposed by Proposition 4;

**AND BE IT FURTHER RESOLVED** that this Board does hereby declare that the appropriations in the Budget for the 2014-15 fiscal year do not exceed the limitations imposed by Proposition 4;

**AND BE IT FURTHER RESOLVED** that the Superintendent provide copies of this Resolution along with the appropriate attachments to interested citizens of this District and the State Department of Finance.

Passed and adopted by the Board of Education of the Santa Monica-Malibu Unified School District, Los Angeles County, State of California, this 28th day of August 2014.

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
SANDRA LYON  
Superintendent and Secretary  
to the Board of Education

\_\_\_\_\_  
Date

TO: BOARD OF EDUCATION

ACTION/MAJOR

08/28/14

FROM: SANDRA LYON / JANECE L. MAEZ

RE: HEERY INTERNATIONAL ADMENDED CONTRACT FOR MEASURE ES SERVICES

RECOMMENDATION NO. A.24

It is recommended that the Board of Education accept the attached proposal for consulting services related to Measure ES bond planning from Heery International, Inc. and direct staff to move forward amending the contract the District presently has with this firm.

COMMENT: The Santa Monica-Malibu Unified School District received voter approved authorization through Measure ES to issue up \$385 million of local general obligation bonds for the purpose of improving district facilities. The language describing the purpose of these funds included in the resolution adopted by the Board prior to the election reads:

*“To improve academic instruction and school safety by modernizing high school classrooms and campuses, repairing aging elementary schools, ensuring every school meets current earthquake and fire safety standards to protect students, and constructing, acquiring, modernizing, and/or repairing classrooms, sites, facilities, equipment, computers, and learning technology to raise student achievement...”*

The District began the work of planning and prioritizing for the use of Measure ES funds by contracting with Heery International to build upon our current successful bond program and develop strategies for improving the process. They conducted a series of interviews with SMMUSD representatives and were provided documents from previous bond programs to do their analysis. The interviews included:

- Measure BB Advisory Committee Chairs and representatives
- Malibu High School site committee representatives
- Site Administrators involved with Measure BB projects
- Facility and Maintenance staff
- Senior Cabinet
- Board liaisons to the Facility Advisory Committee
- Architects involved with Measure BB

Heery has made a number of recommendations regarding the program which we will be fully reviewing with the Board at a later date. At this time we are asking the Board to consider amending our contract with Heery to include the next critical steps in this process. Those steps include the engagement of a Facilities Executive Director (Bond Program Director), updating and integrating previous plans, and developing and implementing a process for project prioritization and budgeting. The attached proposal details the phases of each of these steps. The proposal is separated into these three areas with a not to exceed amount for each. The estimated fees are summarized as follows:

Engage a Facilities Program Executive Director	30,000
Update and Integrate previous plans	300,000
Assistance with project prioritization	100,000

# HEERY

August 20, 2014

Janece L. Maez, Associate Superintendent  
Business and Fiscal Services  
Chief Financial Officer  
Santa Monica-Malibu Unified School District  
1651 16th Street  
Santa Monica, CA 90404

Re: Santa Monica-Malibu Unified School District (SMMUSD)  
Facilities Bond Measures BB & ES  
Revised Proposal for Additional Consulting Services

Dear Jan:

Thank you for calling me and requesting a further breakdown of our estimated fees for the work required to complete our three previous recommendations:

- Recommendation #1: Engage a Facilities Program Executive Director
- Recommendation #5: Update and integrate previous plans on a limited basis
- Recommendation #6: Develop and implement a process for project prioritization and budgeting

Please note that Recommendation #1: Engage a Facilities Program Executive Director has been treated as a standalone activity. We believe the process to do the due diligence for SMMUSD to hire a contract professional to serve in this role can be completed in 3-4 months depending on Board agenda deadlines. For Heery to assist SMMUSD with this recommendation, we estimate fees not to exceed \$30,000. Heery's services would include:

- 1 Researching other Facilities Executive Director solicitations;
- 2 Reviewing SMMUSD Facilities Consultant recommendations;
- 3 Drafting Executive Director advertisement;
- 4 Identifying potential media outlets for solicitation;
- 5 Drafting consultant contract for review by SMMUSD legal;

Heery Project Office  
c/o VCCCD Bond Measure S Project  
Capital Planning, Design and Construction  
103 Durley Avenue, Camarillo, CA 93010  
Telephone: (805) 384-8152 Facsimile: (805) 384-8155



Janece L. Maez, Associate Superintendent  
Business and Fiscal Services  
Chief Financial Officer  
Santa Monica-Malibu Unified School District  
August 20, 2014  
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- 6 Researching and contacting viable candidates and alerting them to the upcoming solicitation;
- 7 Advertising for Executive Director (by SMMUSD – assisted by Heery);
- 8 Receiving and answering questions by potential candidates. (by SMMUSD – assisted by Heery);
- 9 Reviewing candidate qualifications;
- 10 Recommending 3-5 candidates to interview;
- 11 Developing a draft interview checklist;
- 12 Contacting shortlist candidates/schedule interview time and date;
- 13 Interviewing 3-5 candidates w/ SMMUSD representatives;
- 14 Recommending top candidates to SMMUSD.

Regarding Recommendation 5: Update and integrate previous plans on a limited basis and Recommendation 6: Develop and implement a process for project prioritization and budgeting:

we believe it would be beneficial to integrate the work plans for these two recommendations to maximize the efficiency and expeditiousness of the Heery team and to best utilize the District's limited time and resources. We also believe it is important for the Executive Director to be on board before the completion of these activities but that the activities could start immediately. Lastly, because it is uncertain at this time as to what has been completed with respect to Master Plans for each campus and to what degree the Master Plans need to be updated, our proposal excludes actually updating the Master Plans. Rather, we propose to get the process underway so we can ascertain what would actually be required to update the Master Plans in terms of time and specific resources, and to provide the District with a recommended work plan once we can make a better informed recommendation. Similarly, we would propose to develop detailed implementation plans once the projects have been clearly defined and as such are not a part of this proposal. For Heery to assist SMMUSD with these recommendations before the Facilities Executive Director is on board (items 1 -13 below), we estimate our fees would not exceed \$300,000. Once the new Director is in place, we could assist with items 14 – 19, if necessary, for estimated additional fees not to exceed \$100,000. All of our fees would be calculated on a "time spent" basis and

Janece L. Maez, Associate Superintendent  
Business and Fiscal Services  
Chief Financial Officer  
Santa Monica-Malibu Unified School District  
August 20, 2014  
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SMMUSD will only be billed for actual costs up to a maximum. Heery's services would include:

- 1 Review proposed approach and work plan with SMMUSD representatives. Revise and approve;
- 2 Draft charge memo from District Administration to initiate process;
- 3 Collect and review all visioning, strategic planning, educational planning, and bond related documents. Synthesize results relevant to facilities;
- 4 Collect records of all completed, in progress, and planned Measure X, BB, and ES projects to date with respect to original project scope/budget and final scope/cost and schedule, allocation for soft costs. Collect also alternatively funded project information to use as reference. Develop basis for budgeting.
- 5 Review synthesis of all visioning, strategic planning, educational planning, scoping and budget documents with District Administration, Advisory Committee, Board of Education. Make recommendations and modify as required.
- 6 SMMUSD to identify representatives at each school to be liaison and organizer of meetings, collect information, schedule tours;
- 7 Collect all previous plans (master and project specific) for each school describing each proposed project as it is currently understood;
- 8 Review and analyze each school master plan and specific plan for completeness and gaps;
- 9 Meet with current facilities administration staff (including maintenance) to determine all needs that have been identified at each school;
- 10 Tour each room of each facility and each field on each campus with education and facilities/maintenance representatives. Document current perceived needs;
- 11 Conduct gap analysis: Have all technical needs been identified - especially for seismic/structure, life safety, handicapped accessibility, major maintenance. ADD. ALTERNATIVE: Update School Master Plans if required.
- 12 Develop master chart of all project needs descriptions on a per school basis.

Janece L. Maez, Associate Superintendent  
Business and Fiscal Services  
Chief Financial Officer  
Santa Monica-Malibu Unified School District  
August 20, 2014  
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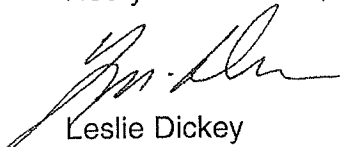
By this point, the Facilities Executive Director should be on Board.

- 13 Facilities Executive Director orientation and update with respect to Heery/Facilities activities;
- 14 Review school-specific master chart of all project needs and budgets with each school's representatives. Revise as required;
- 15 Conduct public meeting to review school priorities. Revise as required;
- 16 Review project descriptions and draft prioritization criteria with District Administration. Revise as required;
- 17 Review project descriptions and draft prioritization criteria with Advisory Committee. Revise as required;
- 18 Review project descriptions and draft prioritization criteria with Board of Education. Revise as required.
- 19 ADD. ALT: Develop detailed phasing plans for each project in current bond program and general phasing plans for lower priority projects.

The time to implement the work plan would depend upon when we would actually get started and upon the availability of key individuals within the District. If the proposed work plan is in general deemed to be acceptable, we would next develop a schedule to correspond to it. We request a meeting with you to discuss this draft work plan at your earliest convenience.

Sincerely,

Heery International, Inc.



Leslie Dickey  
Vice President

c: Raymond Juncosa, Douglas Graham, Dennis Lawler

It should be noted that all of the fees would be calculated on a time spent basis and the district would be responsible for actual cost only. It would be the district's option to utilize all three areas and could choose to limit the costs as appropriate.

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

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## **INFORMATION ITEMS**



TO: BOARD OF EDUCATION

INFORMATION

06/25/14

FROM: SANDRA LYON / TERRY DELORIA / MARK KELLY

RE: ADOPTION OF AR AND E 5145.9 – HATE MOTIVATED BEHAVIOR

INFORMATION ITEM NO. I.01

This is to inform the Board of Education that AR and E 5145.9 – Hate Motivated Behavior have been revised.

COMMENTS: In May of 2012, BP, AR and E 5145.9 – Hate Motivated Behavior were presented to the Board, but not adopted. Using the policy and accompanying regulation and exhibit as a starting point, these proposed revisions have been updated to address current needs including communicating to all students that hate motivated behavior will not be tolerated. The proposed revised policy includes an accompanying administrative regulation and exhibit that describe student reporting procedures, investigation procedures, student supports, communication, district office reporting and record keeping. Currently, no administrative regulation or exhibit exists.

These changes were discussed at the June 25, 2014, board meeting.

**HATE MOTIVATED BEHAVIOR**

The Board of Education is committed to maintaining an educational environment that is free from harassment and discrimination of any kind.

**Definition of Hate Motivated Behavior**

Hate motivated behavior is an act, or attempted act, motivated by hostility toward a victim's actual or perceived race, ethnicity, culture, heritage, age, political affiliations, immigration status, sexual orientation, gender, gender identity, gender expression, disability, physical/mental attributes, or religious beliefs or practices, or based on association with a person or group with one or more these actual or perceived characteristics.

Hate-motivated incidents include those actions that are motivated by bias, but may or may not meet the necessary elements required to prove a crime.

Types of conduct that are already prohibited in the District and that may also constitute hate motivated behavior include, but are not limited to:

1. Graffiti containing offensive language;
2. Threatening or intimidating conduct;
3. Jokes, teasing, rumors or name calling;
4. Slurs, negative stereotyping, and other hostile acts;
5. Graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading the target;
6. A physical act of aggression or assault;
7. Threatening phone calls, hate mail, cyber or other electronic communication;
8. Vandalism or destruction of religious symbols or images; and
9. Other kinds of aggressive conduct such as theft or damage to property.

The determination that an act constitutes hate motivated behavior should be made when the behavior is judged by a reasonable person as the target to be sufficiently severe or pervasive to have a negative impact on the student's academic environment. It may be necessary, but is not required, to seek input from persons of the same protected group in making the determination whether an act constitutes hate motivated behavior.

**Investigation of Complaints Regarding Hate Motivated Behavior by another Student**

1. Notice and Receipt of Complaint: Any student, parent/guardian, or staff who believes a student has been subjected to hate motivated behavior or who has witnessed hate motivated behavior shall report to the school principal or designee immediately. Reports may be either oral or written. The school shall assist the student in the writing of the complaint if necessary. A District employee who knowingly allows an act or acts of hate



motivated behavior to occur and/or fails to report such acts, shall be considered to have violated District policy and will be subject to appropriate discipline.

2. Initiation of Investigation: Principal or designee shall initiate an investigation of an allegation of hate motivated behavior within five school days of receiving notice of the incident, regardless of whether an oral or written complaint has been filed.

The investigation at the school site shall include interviewing:

- The student who is complaining
- The person accused of harassment
- Anyone who witnessed the conduct complained of
- Anyone mentioned as having related information

Factors to consider may include, but not limited to the following:

- Nature and scope of the incident
- Impact on the target
- Impact on members of the target's group
- Impact on student witnesses
- Age of the target
- Age of the perpetrator
- Context in which the incident occurred

Neither the complainant nor the target shall be required to meet with the alleged harasser or person suspected of hate motivated behavior.

If appropriate, the Principal or designee shall activate the school Threat Assessment Team to determine the level of threat posed to the target and need for safety supports.

The school shall notify the parents/guardians of the following: the target(s), the student/s who made the report and the alleged perpetrator(s) of the incident.

3. Reporting: As required, the Principal or designee shall file an Incident Report to be submitted to the Risk Manager.

The principal or designee shall give the Director of Student Services a written report of the complaint and investigation. If the school determines that hate motivated behavior has occurred, this report shall describe the actions taken to end the behavior and address the effects of the behavior on the target including, but not limited to, appropriate disciplinary action and prevent of retaliation or further incidents.

The appropriate law enforcement agency will be notified if there is evidence indicating that a hate-motivated crime has occurred. Behaviors described in Penal Code section 422.6 require reporting to law enforcement.

### **Disciplinary Measures**

Any student who engages in hate motivated behavior of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action.

Students in grades 4-12 who engage in hate motivated behavior shall be subject to discipline including, but not limited to, behavior contract, counseling, community service, suspension, expulsion, transfer to another school, transfer to an alternative program, or denial of

participation in extracurricular or co-curricular activities in accordance with Board Policy and Administrative Regulation.

The Superintendent or designee shall notify local law enforcement as appropriate.

### **Support for Students**

The Superintendent or designee shall take appropriate actions to provide support for students who have been subjected to, have witnessed, or reported an act of hate motivated behavior.

1. The Principal or designee will make it clear to the affected student(s) and the parents/guardians that any form of retaliation or mistreatment of a student who complained will not be tolerated.
2. In instances where there are substantiated findings that a student has been subjected to hate motivated behavior by a District employee, volunteer, or a student, the District will offer, and upon the request of the parent/guardian, will assist the student in receiving counseling intervention support.
3. The Principal or designee shall also advise the target and the parent/guardian of any other resources and supports that may be available.

### **Information**

The Superintendent or designee shall ensure that all staff receives training and all District students receive age-appropriate instruction and information regarding hate motivated behavior. Information and training shall provide the following:

1. Descriptions of acts and behavior which constitute hate motivated behavior;
2. Encouragement for those subject to, and witnesses to, hate motivated behavior to report incidents immediately, and assurance that they will be protected from retaliation.
3. Name(s) or title(s) of the person(s) to whom hate motivated behavior should be reported.
4. District support resources available to staff, students and parents.

### **Notifications**

A copy of the District's hate motivated behavior policy and regulation shall:

1. Be summarized in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code [48980](#); 5 CCR [4917](#))
2. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code [231.5](#))
3. Be summarized in the student handbook

### **Record Keeping**

All reports will be forwarded to the Director of Student Services for record keeping. Once a complaint has reached final disposition, records will be retained for five years.

Each quarter, the Superintendent or designee shall inform the public via an Information Item in the Board Agenda regarding the number of reported hate motivated behavior reports for the prior quarter, with total number of reported cases by site.

**Regulation SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
Approved:**

**HATE-MOTIVATED BEHAVIOR**

**Santa Monica-Malibu Unified School District  
Behavior Report**

Date and Time of Alleged Incident(s): \_\_\_\_\_

Student Target(s): \_\_\_\_\_

Alleged Perpetrator(s): \_\_\_\_\_

Person(s) Reporting the Incident: \_\_\_\_\_

Type of Hate-Motivated Behavior:

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Race</b>               | <input type="checkbox"/> <b>Gender</b>                         |
| <input type="checkbox"/> <b>Ethnicity</b>          | <input type="checkbox"/> <b>Gender Identity</b>                |
| <input type="checkbox"/> <b>Culture</b>            | <input type="checkbox"/> <b>Gender Expression</b>              |
| <input type="checkbox"/> <b>Heritage</b>           | <input type="checkbox"/> <b>Disability</b>                     |
| <input type="checkbox"/> <b>Age</b>                | <input type="checkbox"/> <b>Political Affiliations</b>         |
| <input type="checkbox"/> <b>Immigration Status</b> | <input type="checkbox"/> <b>Physical or Mental Attributes</b>  |
| <input type="checkbox"/> <b>Sexual Orientation</b> | <input type="checkbox"/> <b>Religious Beliefs or Practices</b> |

Describe the incident, including such things as specific types of behavior, any verbal or written statements (i.e. threats, requests, demands, etc.), or if any physical contact was involved. Attach additional pages as necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any witnesses: \_\_\_\_\_

Have there been any previous incidents? \_\_\_\_\_

Attach additional pages as necessary.

Describe the actions the school has taken to end the behavior including appropriate disciplinary action, addressing the effects of the behavior on the target, and preventing retaliation or further incidents. (Attach additional pages as necessary.) \_\_\_\_\_

\_\_\_\_\_

Law Enforcement Notified \_\_\_yes \_\_\_no      Parent Notified \_\_\_yes \_\_\_no

Investigating Administrator \_\_\_\_\_ Date \_\_\_\_\_

Site Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

**District Office Only**

**Report reviewed by** \_\_\_\_\_

**Date** \_\_\_\_\_

**Summary of Investigation** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

TO: BOARD OF EDUCATION

INFORMATION

08/28/14

FROM: SANDRA LYON / TERRY DELORIA / SARA WOOLVERTON

RE: REVISIONS TO AR 6159.4 – BEHAVIORAL INTERVENTIONS FOR SPECIAL  
EDUCATION STUDENTS

INFORMATION ITEM NO. I.02

This is to inform the Board of Education that revisions have been made to AR 6159.4 - Behavioral Interventions for Special Education Students.

COMMENTS: CSBA recommends this update to reflect new law (AB 86), which, in effect, repeals specified state regulations pertaining to behavioral interventions for special education students, deletes the requirement for a "behavioral intervention plan" when a student with a disability exhibits a "serious behavioral problem" that significantly interferes with the implementation of the goals and objectives of his/her individualized education program, and instead requires the district to address any student behavior that impedes the student's own learning or the learning of other students.

These changes were discussed at the August 13, 2014, board meeting.

**BEHAVIORAL INTERVENTIONS FOR SPECIAL EDUCATION STUDENTS**

~~A special education student's behavior shall be subject to the disciplinary measures applicable to all students for such infractions unless it is a serious behavior problem as defined below.~~

~~More serious behavioral problems shall be addressed through the systematic use of behavioral and emergency interventions as provided below.~~

Generally, any student identified as a student with a disability pursuant to the Individuals with Disabilities Education Act, 20 USC 1400-1482, is subject to the same disciplinary measures applicable to all students for violations of the code of conduct, except when the student's behavior is determined to be a manifestation of his/her disability.

However, when the behavior of a student with a disability impedes his/her learning or the learning of others, the student's individualized education program (IEP) team shall consider the use of positive behavioral interventions and supports and other strategies consistent with 20 USC 1414(d) to address the student's behavior. (Education Code 56521.2; 34 CFR 300.324)

If, pursuant to a manifestation determination conducted as specified in 34 CFR 300.530, the student's behavior is determined to be a manifestation of his/her disability, the IEP team shall conduct a functional behavioral assessment (FBA) and implement a behavioral intervention plan (BIP) for the student. If a BIP is already in place for the student, the IEP team shall review and modify the BIP to address the student's behavior. (Education Code 56520; 34 CFR 300.324, 300.530)

In addition, when the disciplinary removal of a student with a disability will result in a change in the student's placement as specified in 34 CFR 300.530, the student shall receive an FBA and behavioral intervention services and modifications designed to address the student's behavior so that it does not recur. (34 CFR 300.530)

#### Definitions

~~Serious behavioral problems are behaviors which are self-injurious, assaultive or cause property damage, and other severe behavior problems that are pervasive and maladaptive for which instructional/behavioral approaches specified in the student's individualized education program (IEP) are found to be ineffective. (5 CCR 3001)~~

~~Behavioral intervention is a systematic implementation of procedures that result in lasting positive changes in the individual's behavior. "Behavioral intervention" means the design, implementation and evaluation of individual or group instructional and environmental modifications, including programs of behavioral instruction, to produce significant improvements in human behavior through skill acquisition and the reduction of problematic behavior. Behavioral interventions are designed to provide the individual greater access to a variety of community settings, social contacts and public events and ensure the individual's right to placement in the least restrictive environment, pursuant to the student's IEP. The use of behavioral interventions shall not cause pain or trauma, shall respect the individual's human dignity and personal privacy, and shall assure his/her physical freedom, social interaction and individual choice. (5 CCR 3001)~~

~~Behavior intervention plan is a written document which is developed when the student exhibits a serious behavior problem that significantly interferes with the implementation of the student's IEP.~~

~~Behavioral intervention case manager is a designated certificated school/ district/county staff member or other qualified personnel contracted by the district or county office, and trained in behavior analysis~~

~~with emphasis on positive behavioral interventions. (5 CCR 3001)~~

~~Behavioral emergency is the demonstration of a serious behavior problem which has not previously been observed and for which a behavioral intervention plan has not been developed, or for which a previously designed behavioral intervention is not effective. (5 CCR 3001)~~

### ~~Functional Analysis Assessment~~

~~When a special education student's serious behavioral problem significantly interferes with implementing the goals and objectives of his/her IEP, the student's IEP team shall determine whether the instructional/behavioral approaches specified in the student's IEP have proven ineffective. If the IEP team finds that these approaches have been ineffective, a functional analysis assessment shall be conducted. (5 CCR 3052)~~

~~Before a functional analysis assessment begins, parents/guardians shall be notified and consent obtained pursuant to Education Code 56321. No such assessment shall preclude a parent/guardian from requesting a functional analysis assessment on the basis of language and speech disorders or specific learning disabilities. (5 CCR 3052)~~

~~The functional analysis assessment shall be conducted by, or be under the supervision of, a person with documented training in behavior analysis with an emphasis on positive behavioral interventions. This staff shall: (5 CCR 3052)~~

- ~~1. Observe the targeted inappropriate behavior, its frequency, duration and intensity~~
- ~~2. Observe events immediately preceding the behavior~~
- ~~3. Observe the consequences of the behavior to determine the purpose it serves for the student~~
- ~~4. Analyze the environment in which the behavior most frequently occurs~~
- ~~5. Analyze records for medical and health factors which may influence behavior~~
- ~~6. Review the history of the behavior, including the effectiveness of interventions used in the past~~

~~The parent/guardian shall receive a complete written report of the assessment. The report shall include: (5 CCR 3052)~~

- ~~1. A description of the nature and severity of the targeted behavior(s) in objective and measurable terms~~
- ~~2. A description of the targeted behavior that includes baseline data and an analysis of the antecedents and consequences that maintain the behavior and a functional analysis of the behavior across all appropriate settings in which it occurs~~
- ~~3. A description of the rate of alternative behaviors, their antecedents and consequences~~
- ~~4. A proposed behavioral intervention plan for consideration by the IEP team.~~

### **Functional Behavioral Assessment**

**Prior to providing any behavioral intervention service to a student with a disability, an FBA focusing on identifying the function or purpose of the student's behavior shall be conducted by the student's IEP team.**

Before any FBA is conducted, the Superintendent or designee shall notify the student's parent/guardian in accordance with Education Code 56321 and obtain the parent/guardian's consent. (Education Code 56321; 34 CFR 300.324)

If the parent/guardian disagrees with the result of an FBA, he/she has the right to obtain an independent educational evaluation at district expense, subject to the conditions specified in 34 CFR 300.502.

### **Behavioral Intervention Plan and Services**

When any behavioral intervention, support, or other strategy is to be used by the district, the Superintendent or designee shall consider the student's physical freedom and social interaction, administer the intervention, support, or other strategy in a manner that respects the student's dignity and personal privacy, and ensure the student's right to be placed in the least restrictive educational environment. (Education Code 56520)

When a student for whom a BIP is to be developed is also the responsibility of another agency for residential care or related services, the Superintendent or designee shall cooperate with the other agency to ensure that the BIP, to the extent possible, is implemented in a consistent manner. (Education Code 56520)

Behavior assessments and behavioral intervention services shall be provided only by individuals who possess the qualifications specified in Education Code 56525 or 5 CCR 3065.

### **Behavioral Intervention Plan**

~~Within 10 business days after removing a student for more than 10 school days in a school year or commencing a removal that constitutes a change in placement, the district shall implement a behavioral intervention plan in accordance with 34 CFR 300.520, Board policy and administrative regulation.~~

~~Based on the functional assessment, the IEP team shall meet to determine whether a behavioral intervention plan is needed. If such a plan is needed, the IEP team shall be expanded to include a behavioral intervention case manager, qualified staff knowledgeable of the student's health needs, and others with expertise as deemed necessary by the parent/guardian, district or Special Education Local Plan Area (SELPA). This team shall develop a written behavioral intervention plan which includes: (5 CCR 3004)~~

- ~~1. A summary of relevant and determinative information gathered from the functional analysis assessment~~
- ~~2. An objective and measurable description of the targeted maladaptive behavior(s) and replacement positive behavior(s)~~
- ~~3. The student's goals and objectives specific to the behavioral intervention plan~~
- ~~4. A detailed description of interventions to be used and the circumstances for their use~~
- ~~5. Specific schedules for recording the frequency of intervention use and the frequency of the targeted and replacement behaviors, including specific criteria for discontinuing an intervention for lack of effectiveness or replacing it with a specified and identified alternative~~
- ~~6. Criteria by which the procedure will be faded or phased-out, or less intense/restrictive intervention schedules or techniques that will be used~~
- ~~7. Those behavioral interventions which will be used in the home, residential facility, work site or~~



~~other noneducational settings~~

~~8. Specific dates when the IEP team will periodically review the efficacy of the program~~

~~9. The frequency of the consultation to be provided by the behavioral intervention case manager to the staff and parents/guardians who are responsible for implementing the plan~~

~~Based on the results of the functional analysis assessment, interventions specified in the plan may include: (5 CCR 3052)~~

~~1. Altering the identified antecedent event to prevent the occurrence of the behavior~~

~~2. Teaching the student alternative behaviors that produce the same consequences as the inappropriate behavior~~

~~3. Teaching the student adaptive behaviors which ameliorate negative conditions that promote the display of inappropriate behaviors~~

~~4. Manipulating the consequences for the display of inappropriate behaviors and alternative, acceptable behaviors, so that the alternative behaviors more effectively produce desired outcomes~~

~~Acceptable responses to targeted behavior may include, but are not limited to, one or more of the following: (5 CCR 3052)~~

~~1. The behavior is ignored, but not the student.~~

~~2. The student is verbally or verbally and physically redirected to an activity.~~

~~3. The student is provided with feedback.~~

~~4. The message of the behavior is acknowledged.~~

~~5. A brief physical prompt is provided to interrupt or prevent aggression, self-abuse or property destruction.~~

~~The behavioral intervention plan shall become a part of the student's IEP and shall be sufficiently detailed so as to direct the plan's implementation. (5 CCR 3052)~~

~~A copy of the behavioral intervention plan shall be provided to the person or agency responsible for implementation in noneducational settings. (5 CCR 3001)~~

~~At intervals scheduled by the IEP team, the behavioral intervention case manager, parent/guardian and others as appropriate shall evaluate the effectiveness of the behavioral intervention plan in accordance with law. This review may be conducted in meetings, by telephone conference, or by other means, as agreed upon by the IEP team. (5 CCR 3052)~~

~~If the IEP team determines that changes in the behavioral intervention plan are necessary, the teacher and behavioral intervention case manager shall conduct additional functional analysis assessments and, based on the outcomes, propose changes to the plan. (5 CCR 3052)~~

~~The parent/guardian and the behavioral intervention case manager or qualified designee may make minor modifications without an IEP team meeting. The parent/guardian shall be notified of the need for modification and shall be able to review the existing program evaluation data prior to implementing the modification. Parents/guardians shall be informed of their right to question any modification to the plan through the IEP procedures. (5 CCR 3052)~~

~~The IEP team also may include in the plan contingency schedules for altering specified procedures, their frequency or their duration, without reconvening the IEP team. (5 CCR 3052)~~

## **Emergency Interventions**

Emergency interventions ~~not specified in a student's behavioral intervention plan shall~~ may be used only ~~when necessary~~ to control unpredictable, spontaneous behavior ~~which~~ that poses clear and present danger of serious physical harm to the student or others and which cannot be immediately prevented by a response less restrictive than the temporary application of a technique used to contain the behavior. Emergency interventions shall not be used as a substitute for ~~systematic behavioral intervention plans.~~ a systematic BIP that is designed to change, replace, modify, or eliminate a targeted behavior. (Education Code 56521.1) (5 CCR 3052)

~~Only emergency interventions approved by the SELPA may be used.~~ No emergency intervention shall be used for longer than is necessary to contain the behavior. ~~Upon~~ For any situation that requires a prolonged use of an emergency intervention, staff shall seek assistance of the principal or law enforcement agency, as applicable to the situation. ~~(5 CCR 3052)~~ (Education Code 56521.1)

Emergency interventions shall not involve the use of force exceeding what is reasonable and necessary under the circumstances. In addition, use of locked seclusion or a device, material, or objects that simultaneously immobilize all hands and feet shall not be allowed except as allowed by law. (Education Code 56521.1)

Parents/guardians and, if appropriate, residential care providers shall be notified within one school day whenever emergency intervention is used or serious property damage occurs. A behavior emergency report shall immediately be completed, kept in the student's file, and forwarded to the Superintendent or designee for review. This report shall include all of the following information: (Education Code 56521.1) (5 CCR 3052)

1. The name and age of the student
2. The setting and location of the incident
3. The name of the staff or other persons involved
4. A description of the incident and the emergency intervention used
5. A statement of whether the student is currently engaged in a systematic behavioral intervention plan
6. Details of any injuries sustained by students or others, including staff, as a result of the incident

If the behavior emergency report is for a student who does not have a behavioral intervention plan, the Superintendent or designee shall, within two days, schedule an IEP team meeting to review the emergency report, determine the necessity ~~for a functional analysis assessment, and determine the necessity~~ for an interim behavioral intervention plan. The IEP team shall document the reasons for not conducting ~~an assessment~~ the FBA and/or not developing an interim BIP. (Education Code 56521.1). ~~plan. (5 CCR 3052)~~

If the behavior emergency report is for a student who has a behavioral intervention plan, any incident involving a previously unseen serious behavior problem or where a previously designed intervention is not effective shall be referred to the IEP team. The IEP team shall review the incident and determine whether the student's plan needs to be modified. (Education Code 56521.1) (5 CCR 3052)

## Prohibited Interventions

The district prohibits any use of the following: (5 CCR 3052)

1. ~~Any intervention designed or likely to cause physical pain~~
2. ~~Releasing noxious, toxic or otherwise unpleasant sprays, mists or substances near the student's face~~
3. ~~Any intervention that denies adequate sleep, food, water, shelter, bedding, physical comfort or access to the bathroom~~
4. ~~Any intervention that subjects the student to verbal abuse, ridicule, humiliation or excessive emotional trauma~~
5. ~~Use of any material or objects which simultaneously immobilize all hands and feet, except that prone containment or similar techniques may be used by trained staff as a limited emergency intervention~~
6. ~~Locked seclusion, unless in a facility otherwise licensed or permitted by law to use a locked room~~
7. ~~Any intervention that precludes adequate supervision of the student~~
8. ~~Any intervention that deprives the student of one or more of his/her senses~~
9. ~~Force exceeding what is reasonable and necessary under the circumstances~~

The district prohibits the use of corporal punishment as defined in Education Code 49001 as an intervention. In addition, the district prohibits all of the following: (Education Code 56521.2)

1. Any intervention designed or likely to cause physical pain, including, but not limited to, electric shock
2. Any intervention that involves the release of noxious, toxic, or otherwise unpleasant sprays, mists, or substances near the student's face
3. Any intervention that denies adequate sleep, food, water, shelter, bedding, physical comfort, or access to bathroom facilities
4. Any intervention that is designed to subject, used to subject, or likely to subject the student to verbal abuse, ridicule, or humiliation or that can be expected to cause excessive emotional trauma
5. Any restrictive intervention that uses a device, material, or objects which simultaneously immobilize all hands and feet, including the procedure known as prone containment, except that prone containment or similar techniques may be used by trained staff as a limited emergency intervention
6. Locked seclusion, unless in a facility otherwise licensed or permitted by state law to use a locked room
7. Any intervention that precludes adequate supervision of the student
8. Any intervention that deprives the student of one or more of his/her senses

Legal Reference:

EDUCATION CODE

49001 Prohibition of corporal punishment  
56321 Notice of parental rights; consent of parents  
56500-56508 Procedural safeguards, including due process rights  
56520-56524 Behavioral Interventions

CODE OF REGULATIONS, TITLE 5

~~3001 Definitions~~

~~3052 Designated positive behavioral interventions~~

3065 Staff qualifications - related services

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act, especially:

1412 State eligibility

1415 Procedural safeguards

CODE OF FEDERAL REGULATIONS, TITLE 34

300.1-300.818 Assistance to states for the education of students with disabilities

Management Resources:

FEDERAL REGISTER

Rules and Regulations, August 14, 2006, Vol. 71, Number 156, pages 46539-46845

WEB SITES

Behavior Analyst Certification Board: <http://www.calaba.org/bacb.shtm>

U.S. Department of Education, Office of Special Education Programs: <http://www2.ed.gov/about/offices/list/osers/osep>

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