



**BOARD OF EDUCATION MEETING  
AGENDA**

**September 18, 2014**

A regular meeting of the Santa Monica-Malibu Unified School District Board of Education will be held on **Thursday, September 18, 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 6:00 p.m. in the Board Room.

**The public meeting will begin at 6:00 p.m.**

**Note:**

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

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

**CLOSED SESSION** (4:30-6:00 p.m.)

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

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

**II. CLOSED SESSION** (90 minutes)

- Government Code §54956.9(d)(2) (80)  
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – SIGNIFICANT EXPOSURE TO LITIGATION
  - 2 cases
- Government Code §54957 (10)  
PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT
  - Titles: House Principal

**OPEN SESSION** (6:00 p.m.)

**III. CALL TO ORDER**

- A. Roll Call
- B. Pledge of Allegiance

**IV. APPROVAL OF THE AGENDA**

**V. APPROVAL OF MINUTES**

- A.01 August 28, 2014..... 1

**VI. BOARD OF EDUCATION – COMMENDATIONS / RECOGNITIONS** (10 minutes)

- National Hispanic/Latino Heritage Month Celebration

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

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

S.01 Environmental Sustainability: Overview (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. Skylar Washington – Malibu High School (5)
  - 3. Courtney Walker – 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.....3-4  
A.03 Overnight Field Trip(s) 2014-2015 .....5  
A.04 Conference and Travel Approval/Ratification .....6-8  
A.05 Head Start One-Time Funding .....9  
A.06 Approval of Special Education Contracts – 2014-2015 .....10-12

**Business and Fiscal**

A.07 Award of Purchase Orders – 2014-2015.....13-13g  
A.08 Acceptance of Gifts – 2014/2015 .....14-15

**Facilities Improvement Projects**

A.09 Contract Amendment #36 – Santa Monica High School –  
Science and Technology Classroom Building and Site  
Improvements – R.L. Binder FAIA Architects, LLP –  
Measure BB .....16-17  
A.10 Amendment to Contract Amount – Federal GSA Contract –  
Santa Monica High School –Science and Technology  
Classroom Building and Site Improvements – Simplex  
Grinnel – Measure BB .....18

A.11	Accept Work as Completed – Multiple Purchase Orders Projects – Capital Fund & Measure BB .....	19
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**Personnel**

A.12	Certificated Personnel – Elections, Separations.....	20-32
A.13	Classified Personnel – Merit .....	33-38
A.14	Classified Personnel – Non-Merit.....	39-40
A.15	Administrative Appointment .....	41
	<i>House Principal, Santa Monica High School</i>	

**General**

A.16	Adopt Resolution No. 14-03 – National Hispanic/Latino Heritage Month.....	42-43
A.17	Revise BP 0420.4 – Charter School Authorization .....	44-48
A.18	Adopt BP 0420.41 – Charter School Oversight .....	49-53
A.19	Adopt BP 0420.42 – Charter School Renewal.....	54-57
A.20	Adopt BP 0420.43 – Charter School Revocation.....	58-61
A.21	Adopt BP 1113 – District and School Websites.....	62-64
A.22	Adopt BP 1114 – District-sponsored Social Media .....	65-67
A.23	Adopt BP 7160 – Charter School Facilities.....	68-70
A.24	Revise BB 9323 – Meeting Conduct.....	71-75

**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 (80 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	College and Career Readiness: Acceptance to AP Programs (45).....	76
D.02	Establishment of Position – Director of Education Technology (15).....	77-80
D.03	Consider Adopting BP and AR 0460 – Local Control Accountability Plan (10).....	81-88
D.04	Consider Revising BP and AR 6184 – Continuation Education (10).....	89-96

**XIII. MAJOR ITEMS (40 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.25	Consider Appointments to the District Advisory Committees (DACs) (15).....	97-99
A.26	Heery International Amended Contract for Measure ES Services (10).....	100-101m

A.27	Adopt Resolution No. 14-04 – Resolution of the Governance Board of the Santa Monica-Malibu Unified School District Approving Assignment of Delinquent Tax Receivables to the California Statewide Delinquent Tax Finance Authority for Fiscal Years Ending June 30, 2014, 2015, and 2016, and Authoring Execution and Delivery of Related Documents and Actions (5).....	102-104
A.28	Adopt Resolution No. 14-05 – Endorsing the City of Santa Monica’s Measure H and Advisory Measure HH on the November 4, 2014, Ballot (10).....	105-107

**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	Revisions to AR 0420.4 – Charter School Authorization.....	108-119
I.02	Adoption of E 0420.41 – Charter School Oversight.....	120-124
I.03	Adoption of AR 1113 – District and School Websites.....	125-126
I.04	Adoption of AR 1114 – District-sponsored Social Media.....	127-129
I.05	Adoption of AR 7160 – Charter School Facilities.....	130-137
I.06	Textbooks.....	138

**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.

- 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
  - 1 case
- Government Code §54957 (5)  
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

## **XXI. ADJOURNMENT**

This meeting will adjourn to a regular meeting scheduled for 5:30 p.m. on **Thursday, October 2, 2014**, at the **District Office:** 1651 16<sup>th</sup> Street, Santa Monica, CA 90404 (*please note that the October 2<sup>nd</sup> meeting was originally scheduled to be held in the Malibu City Council Chambers, but the council chambers will be under construction during that time period*).

***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 <del>DO</del>		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  
09/18/14

RECOMMENDATION NO. A.01

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

August 28, 2014

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





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## **STUDY SESSION**



TO: BOARD OF EDUCATION

STUDY SESSION

09/18/14

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

RE: ENVIRONMENTAL SUSTAINABILITY: OVERVIEW

STUDY SESSION ITEM NO. S.01

Ms. Hyatt, the Director of Purchasing, and Ms. Maez, the Associate Superintendent for Business and Fiscal Services, will be providing a study session to the Board of Education to begin a regular review of sustainability issues throughout the district.

This first study session will be a conversation about district's definition of sustainability and describe the different topics for board discussion through the year. Each monthly topic will be presented in a twenty-minute study session format.



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## **CONSENT ITEMS**



TO: BOARD OF EDUCATION

ACTION/CONSENT

09/18/14

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>
NONE			

<b>Contractor/ Contract Dates</b>	<b>Description</b>	<b>Site</b>	<b>Funding</b>
Jewish Family Services of Los Angeles  8/19/14 to 6/5/15  Not to exceed: \$5,000	Provide counseling services for students 1 day per week for school year to assist with the extremely heavy counseling load.	Franklin	01-00010-0-11100-10000-5802-002-4020 (Formula)
DecisionInsite  7/1/14 – 6/30/15  Not to exceed: \$19,350	Enrollment Projections	Human Resources	01-00000-0-00000-74000-5802-025-1250
Maryanne Solomon  7/1/14 to 6/30/15  Not to exceed: \$4,800	Maintain updates to SAMOHI website directory	SAMOHI	01-90150-0-11100-10000-5802-015-4150 (Reimb by PTSA)
Chad Scheppner  8/22/14 to 1/25/15  Not to exceed: \$15,000	Afterschool Drama program with Middle School Students	Lincoln Middle School	<u>\$7,500</u> : 01-90150-0-11100-10000-5802-012-4120 (Lincoln MS PTSA) and <u>\$7,500</u> : 01-90810-0-11100-10000-5802-012-4120 (SMMEF)
Jacqueline Fuentes de Gallo  9/18/14 – 3/31/15  Not to exceed: \$6,000	Provide music classes for grades K-1-2. Inclusive of 2 concerts and song writing for 2 <sup>nd</sup> and 5 <sup>th</sup> grade.	Edison Language Academy	01-00021-0-11100-10000-5802-001-4010 (VSS stretch grant funded)
Equal Opportunity Schools  7/1/14 to 6/30/15  Not to exceed: \$24,000	Company will offer project management, strategic planning and coaching support to principals and district leadership, as described in the MOU.	Educational Services	01-00030-0-11100-10000-5802-030-1300 (LCAP – LCFF Supplemental Grant)

<p>Music 'N Motion Melinda Fornero</p> <p>9/1/14 to 6/30/15</p> <p>Not to exceed: \$16,000</p>	<p>Renewal of existing contract; to provide dance instruction to all third grade students district wide.</p>	<p>Educational Services</p>	<p>01-00001-0-17150-10000-5802-030-1300 (Measure R – Fine Arts)</p>
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MOTION MADE BY:  
 SECONDED BY:  
 STUDENT ADVISORY VOTE:  
 AYES:  
 NOES:  
 ABSENT:



TO: BOARD OF EDUCATION  
 FROM: SANDRA LYON / TERRY DELORIA  
 RE: OVERNIGHT FIELD TRIP(S) 2014-2015

ACTION/CONSENT  
 09/18/14

RECOMMENDATION NO. A.03

It is recommended that the Board of Education approve the special field trip(s) listed below for students for the 2014-2015 school year. No child will be denied due to financial hardship.

School Grade # students	Destination Dates of Trip	Principal/Teacher	Cost Funding Source	Subject	Purpose Of Field Trip
Santa Monica High 9 <sup>th</sup> - 12 <sup>th</sup> 20	Japan (Osaka, Kyoto, Himeji, Fijinomiya, Tokyo) 3/30/15-4/9/15	E. Mayoral E. Kariya	\$3,000 per student paid through Japan Trip Fund	Japan	Students to use the Japanese language and cultural information in an authentic setting while learning outside of the classroom.
Santa Monica High 9 <sup>th</sup> - 12 <sup>th</sup> 46	Camp Whittle, Fawnskin, CA 3/21/15-3/23/15	J. Huls	Performing Choral	Chamber Singers	Students will attend a camp for intense choir rehearsal and musical knowledge acquisition.
Webster 5 <sup>th</sup> 60	Yosemite Yosemite, CA 10/13/14-10/17/14	S. Samarge-Powell K. London K. Verham	\$32,605 for all students. Paid through parent donations & fundraising	Science	Outdoor Science Camp for our 5 <sup>th</sup> grade students
Webster 4 <sup>th</sup> 40	AstroCamp Idyllwild, CA 4/29/15-5/1/15	S. Samarge-Powell K. Morris	\$19,175 for all students. Paid through parent donations & fundraising	Science	Outdoor Science Camp for our 4 <sup>th</sup> grade students

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

09/18/14

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

RE: CONFERENCE AND TRAVEL APPROVAL / RATIFICATION

RECOMMENDATION NO. A.04

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

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

<u>NAME</u> <u>SITE</u> Account Number Fund – Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
<u>DELORIA, Terry</u> Ed Services 01-00030-0-11100-10000-5220-030-1300 General Fund- Resource: LCAP	LCAP Development Workshop Camarillo, CA September 4, 2014	\$255
<u>GARCIA, Veronica</u> Santa Monica High 01-90121-0-11100-10000-5220-015-4150 General Fund- Resource: Gifts-Equity Fund	LA Stars Los Angeles, CA 9/6/14, 10/11/14, 11/8/14 and 12/6/14	\$555
<u>HO, Pat</u> Fiscal Services 01-00000-0-00000-73100-5220-051-2510 General Fund- Function: Fiscal Services	2014 CERBT Workshop San Bernardino, CA September 9, 2014	\$45
<u>HO, Pat</u> Fiscal Services 01-00000-0-00000-73100-5220-051-2510 General Fund- Function: Fiscal Services	Special Education-Both Sides of the Equation Costa Mesa, CA September 17, 2014	\$230
<u>HOOVER, Michael</u> Grant Elementary No Cost to District	California Association of School Psychologists Annual Convention San Diego, CA October 2 – 4, 2014	\$0
<u>HUNTER, Katherine</u> Special Education 01-65000-0-50010-21000-5220-043-1400 General Fund- Resource: Special Education	Handwriting Without Tears K-5 Los Angeles, CA July 19, 2014	\$270
<u>MORN, Lora</u> District Office 01-00000-0-11100-31400-5220-041-2400 General Fund- Function: Health Services	School Health Program Managers Meetings Downey, CA 9/26/14, 12/5/14, 3/13/15 and 5/8/15	\$100

<u>ROMAN, Bertha</u> Ed Services 01-90120-0-19100-10000-5220-030-1300 General Fund- Resource: Gifts	Box Works 2014 San Francisco, CA September 2 – 5, 2014	\$400
<u>SIEMER, Deborah</u> Olympic High 01-00010-0-32000-27000-5220-014-4140 General Fund- Resource: Formula	California Democracy School Downey, CA 10/2/14, 10/13/14, 1/30/15 and 3/18/15	\$161
<u>STEIN, Rebecca</u> Santa Monica High 01-90127-0-11100-10000-5220-030-1300 General Fund- Resource: Project Lead the Way	Project Lead the Way-Intro to Engineering Design San Diego, CA July 6 - 18, 2014	\$3,500

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

<b>Group Conference and Travel: In-State</b> <i>* a complete list of conference participants is on file in the Department of Fiscal Services</i>		
<u>CRUZ, Gerardo</u> <u>+3 Additional Staff</u> Fiscal Services 01-00000-0-00000-73100-5220-051-2510 General Fund- Function: Fiscal Services	HRS System Changes and STRS/PERS Reporting Downey, CA August 20, 2014	\$200
<u>GONZALEZ-CASTILLO, Irene</u> <u>+2 Additional Staff</u> Ed Services 01-42010-0-47600-10000-5220-035-1300 General Fund- Resource: Tittle III	Framework for California Public Schools Downey, CA September 15, 2014	\$330
<u>WOOLVERTON, Sara</u> <u>+3 Additional Staff</u> Special Education 01-65000-0-50010-21000-5220-043-1400 General Fund- Resource: Special Education	F3's Special Education Symposium 2014-2015 Glendale, CA October 10, 2014	\$775
<u>WOOLVERTON, Sara</u> <u>+2 Additional Staff</u> Special Education 01-65000-0-50010-21000-5220-043-1400 General Fund- Resource: Special Education	Best Practices for Working with English Learners with Disabilities Downey, CA October 27, 2014	\$45

<b>Out-of-State Conferences: Individual</b>		
<u>CORRIGAN, Brian</u> Malibu High 01-90127-0-11100-10000-5220-030-1300 General Fund- <b>Resource: Project Lead the Way</b>	Project Lead the Way-Intro to Engineering Design Minneapolis, MN June 16 – 27, 2014	\$4,290

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

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



TO: BOARD OF EDUCATION  
FROM: SANDRA LYON / TERRY DELORIA / ALICE CHUNG  
RE: HEAD START ONE-TIME FUNDING

ACTION/CONSENT  
09/18/14

RECOMMENDATION NO. A.05

It is recommended that the Board of Education approve the One-Time Supplemental Funds (OTS) from LACOE for the amount not to exceed \$75,000 to improve the facilities at the Head Start Preschool Programs.

Funding Information

Source: Head Start  
Currently Budgeted: Yes  
Account Number: 12-52101-0-85000-82000-5640-070-2700  
Description: One-Time Only Funding

COMMENT: The proposed change in budget is requesting the use of One-Time Supplemental Funds to be used at McKinley, Muir, Rogers, Washington West, and Woods. All the budgetary changes meet the fiscal accountability aspects including but not limited to: allowable, necessary, reasonable, and allocable. These improvements were identified through self-assessment monitoring as well as recommended by the Policy Committee board and will impact safety for the children and increase comfort in the school environment.

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





TO: BOARD OF EDUCATION

ACTION/CONSENT

09/18/14

FROM: SANDRA LYON / TERRY DELORIA / SARA WOOLVERTON

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS – 2014-2015

RECOMMENDATION NO. A.06

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

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 8/28/14		\$ 1,322,211
	Balance	\$ 1,007,789
Positive Adjustment (See Below)		\$ 38,066
		\$ 1,045,855
Total Amount for these Contracts		\$ 0
	Balance	\$ 1,045,855

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 2014-2015 in the amount of \$0 as of 8/28/14					
Vista	NPS	21-SPED15038	E	\$38,066	Void contract

**NPA**

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

Nonpublic Agency	SSID	Service Description	Contract Number	Cost Not to Exceed
AMN Healthcare	various	OT services	24-SPED15047	\$30,464
CUSP	2632497017	Behavior 1:1, Supervision	25-SPED15049	\$2,907
Julia Hobbs Speech Therapy	9061455251	Speech Therapy	26-SPED15050	\$10,800
EBS	various	SLP	27-SPED15052	\$98,280
WAPADH	2983493507	FC, Speech	28-SPED15053	\$2,184
AST	4103152560	Behavior 1:1	29-SPED15054	\$53,720

Amount Budgeted NPA 14/15		\$ 583,000
Prior Board Authorization as of 8/28/14		\$ 121,715
	Balance	\$ 461,284
Positive Adjustment (See Below)		\$ 0
		\$ 461,284
Total Amount for these Contracts		\$ 198,355
	Balance	\$ 262,929

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 8/28/14					
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
Zack Wimpee	8103148738	Behavior 1:1	27-SPED15055	\$25,008
Craig Martin	8103148738	Behavior 1:1	28-SPED15056	\$7,560
Ryan Berman	8103148738	Behavior 1:1	29-SPED15057	\$9,660

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 8/28/14		\$ 167,613
	Balance	\$ 182,387
Positive Adjustment (See Below)		\$ 0
		\$ 182,387
Total Amount for these Contracts		\$ 42,228
	Balance	\$ 140,159

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 8/28/14					
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
Alan Brodney - Century City Optometric	6168090914	Vision Therapy	25-SPED15048	\$4,050
Clover/McGrath Consulting	9630992283	OT consultation	26-SPED15051	\$1,680
Parent Reimbursement	1103200503	Transportation	30-SPED15058	\$170

Amount Budgeted Non-Instructional Consultants 14/15		\$ 220,000
Prior Board Authorization as of 8/28/14		\$ 113,020
	Balance	\$ 106,980
Positive Adjustment (See Below)		\$ 0
		\$ 106,980
Total Amount for these Contracts		\$ 5,900
	Balance	\$ 101,080

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 8/28/14					
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 8/28/14		\$	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 8/28/14					
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

09/18/14

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 August 18, 2014, through September 9, 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 SEPTEMBER 18, 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	
<b>*** NEW PURCHASE ORDERS ***</b>					
151358	A/C PROS INC	AIR CONDITIONING SYSTEM	EDISON ELEMENTARY SCHOOL	43,800.00	BB
151435	A/C PROS INC	FAN MOTOR REPLACEMENT	JOHN ADAMS MIDDLE SCHOOL	40,660.00	BB
151606	ABLENET	SPEECH LANGUAGE THERAPY	SPECIAL EDUCATION REGULAR YEAR	237.81	R
151276	ACCO BRANDS USA LLC DBA GBC	DISTRICT SHREDDER	BUSINESS SERVICES	2,719.98	R
151383	ACCO BRANDS USA LLC DBA GBC	SUPPLIES - LAMINATOR	MCKINLEY ELEMENTARY SCHOOL	300.00	R
151555	ACCO BRANDS USA LLC DBA GBC	Binding Combs/Instruc. Supply	WEBSTER ELEMENTARY SCHOOL	158.22	U
151569	ACCREDITING COMMISSION	MEMBERSHIP	SANTA MONICA HIGH SCHOOL	820.00	U
151366	ACTION SALES	MILK COOLERS	FOOD SERVICES	3,973.20	F
151684	ACTION SALES	GREASE MATS	FOOD SERVICES	755.55	F
151365	ADI	ELECTRICAL/SECURITY SUPPLIES	FACILITY MAINTENANCE	500.00	R
151525	ADT SECURITY SERVICES INC	SECURITY ALARM RESPONSE	FACILITY MAINTENANCE	8,000.00	U
151421	ADVANCE LANDAU TOPS	Seat repairs	TRANSPORTATION	300.00	U
151454	ADVANCE LANDAU TOPS	OPEN ORDER 14-15	GROUNDS MAINTENANCE	200.00	R
151453	ADVANCED BATTERY SYSTEMS	OPEN ORDER 2014-2015	GROUNDS MAINTENANCE	500.00	R
151071	ADVANCED PLANNING TECHNOLOGIES	ADMINISTRATIVE MGMT SYSTEM	EDISON ELEMENTARY SCHOOL	2,944.00	BB
151657	ADVANTIDGE INC	LUNCH CARDS AND DYE FILM	FOOD SERVICES	210.24	F
151512	AIRGAS INC (SO CAL AIRGAS)	FOR METAL SHOP	FACILITY MAINTENANCE	2,000.00	R
151377	ALL STAR GLASS	REPLACE WINDSHIELD ATHL VAN	MALIBU HIGH SCHOOL	333.68	U
151648	ALLAN'S AQUARIUM AND PETS	OPEN ORDER/SCIENCE	CHILD DEVELOPMENT CENTER	50.00	CD
151304	ALTA ENVIRONMENTAL	WASTE DISPOSAL AT MALIBU HS	BUSINESS SERVICES	3,038.00	D
151312	AMERICAN REPROGRAPHICS CO	BLUEPRINTS	FACILITY MAINTENANCE	1,500.00	R
151526	AMERICAN REPROGRAPHICS CO	REPROGRAPHICS	EDISON ELEMENTARY SCHOOL	14,000.00	BB
151511	AMTECH ELEVATOR SERVICES	URGENT SERVICE CALLS	FACILITY MAINTENANCE	2,000.00	R
151357	APPLE COMPUTER CORP	IPAD AIR 32GB	CURRICULUM AND IMC	34,822.55	R
151580	APPLE COMPUTER CORP	SPED TECHNOLOGY	SPECIAL EDUCATION REGULAR YEAR	8,628.25	R
151597	APPLE COMPUTER CORP	SPED TECHNOLOGY	SPECIAL EDUCATION REGULAR YEAR	21,937.77	R
151395	ARGO FLEET SERVICES	Parts Purchase - Special Ed.	TRANSPORTATION	240.90	U
151346	AT&T	PHONE SERVICE	SANTA MONICA HIGH SCHOOL	420.00	U
151341	ATKINSON ANDELSON LOYA RUDD	OPEN ORDER FOR LEGAL SERVICES	SPECIAL EDUCATION REGULAR YEAR	370,000.00	R
151659	AUDIOMETRICS	AUDIOMETER CALIBRATION	HEALTH SERVICES	1,229.38	U
151305	AVID CENTER	TEACHER RESOURCES FOR AVID PRG	STATE AND FEDERAL PROJECTS	10,455.00	R
151314	AVID CENTER	WEEKLY SUBSCRIPTION	LINCOLN MIDDLE SCHOOL	525.00	R
151348	B & H PHOTO VIDEO	ELECTRONIC EQUIPMENT/SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	2,848.30	U
151408	B & H PHOTO VIDEO	POCKET VIDEO CAMERAS	LINCOLN MIDDLE SCHOOL	1,331.21	R
151588	B & H PHOTO VIDEO	MICROPHONES FOR LINCOLN	LINCOLN MIDDLE SCHOOL	3,060.49	R
151274	B-LINE ELECTRIC INC	INSTALL LIGHTING FOR BAT CAGES	SANTA MONICA HIGH SCHOOL	1,700.00	R
151510	BARNES & NOBLE/SANTA MONICA	REFERENCE BOOKS	OLYMPIC CONTINUATION SCHOOL	140.60	R
151586	BAY CITIES	OPEN ORDER/FOOD	CHILD DEVELOPMENT CENTER	500.00	CD
151549	BICYCLE AMBULANCE	SECURITY BIKE REPAIR	SANTA MONICA HIGH SCHOOL	700.00	U
151375	BIO RAD LABORATORIES INC	BIOLOGY CLASSROOM SUPPLIES	MALIBU HIGH SCHOOL	561.97	R
151294	BLAINE HARDWARE COMPANY	WINDOW HARDWARE	FACILITY MAINTENANCE	300.00	R
151338	BRADFORD, MAUREEN	reimbursement for expenses	CURRICULUM AND IMC	100.00	U
151448	BUD COFFEY PRODUCTIONS	PERMIT EVENTS	THEATER OPERATIONS&FACILITY PR	5,000.00	R
151091	BUDLONG & ASSOCIATES INC	HVAC CONSULTING	EDISON ELEMENTARY SCHOOL	15,120.00	BB
151228	BUDLONG & ASSOCIATES INC	REIMBURSABLE	EDISON ELEMENTARY SCHOOL	1,024.36	BB
151423	BUS WEST	Bus Repairs	TRANSPORTATION	3,174.66	U
151428	BUS WEST	Bus Repair #2	TRANSPORTATION	14,855.06	U
151425	CALIFORNIA COMMISSION ON	BTSA ACCREDITATION	PERSONNEL SERVICES	1,300.00	U
151284	CALIFORNIA OFFICE SYSTEMS INC	SAFETY SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	196.55	R

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PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
151376	CALIFORNIA OFFICE SYSTEMS INC	CLERICAL STAFF SUPPLIES	MALIBU HIGH SCHOOL	1,400.00	U
151388	CALIFORNIA OFFICE SYSTEMS INC	OUTSTANDING INVOICE	MALIBU HIGH SCHOOL	1,405.20	R
151451	CALIFORNIA OFFICE SYSTEMS INC	CLASSROOM SUPPLIES	OLYMPIC CONTINUATION SCHOOL	258.60	U
151614	CALIFORNIA OFFICE SYSTEMS INC	CLASSROOM ACTIVITY TABLES	MCKINLEY ELEMENTARY SCHOOL	1,431.44	R
151390	CAMBIQUE-TRACEY, SUSAN B	PRESENTATION PERCS CONFERENCE	STATE AND FEDERAL PROJECTS	375.00	R
150198	CANON SOLUTIONS AMERICA INC	MAINTENANCE AGRMT: LM201754	LINCOLN MIDDLE SCHOOL	1,770.00	U
151387	CANON SOLUTIONS AMERICA INC	STAPLES FOR COPIER	MALIBU HIGH SCHOOL	871.62	U
151403	CANON SOLUTIONS AMERICA INC	COPIER OVRAGE CHARGES	LINCOLN MIDDLE SCHOOL	103.70	U
151324	CANON SOLUTIONS AMERICA INC.	ANNUAL MAINTENANCE AGREEMENT	CHILD DEVELOPMENT CENTER	479.08	CD
151598	CANON SOLUTIONS AMERICA INC.	CANON MAINT. AGREEMENT SY14-15	WILL ROGERS ELEMENTARY SCHOOL	4,998.81	U
151637	CANON SOLUTIONS AMERICA INC.	ANNUAL MAINTENANCE AGREEMENT	CDC: CCTR	996.48	CD
151265	CAROLINA BIOLOGICAL SUPPLY CO	CLASSROOM SUPPLIES	SANTA MONICA HIGH SCHOOL	251.27	R
151378	CARQUEST AUTO PARTS	REPLACEMENT BATTERIES GOLF CRT	MALIBU HIGH SCHOOL	667.76	R
151248	CDW-G COMPUTING SOLUTIONS	ROP INSTRUCTIONAL SUPPLIES	R O P	649.23	R
151333	CDW-G COMPUTING SOLUTIONS	COMPUTER SUPPLIES	SANTA MONICA HIGH SCHOOL	254.26	R
151385	CDW-G COMPUTING SOLUTIONS	TECHNOLOGY SUPPLIES	MALIBU HIGH SCHOOL	1,000.00	R
151239	CENGAGE LEARNING	MULTIVARIABLE CALCULUS BOOKS	CURRICULUM AND IMC	10,991.06	U
151611	CHENG & TSUI COMPANY INC	FOREIGN LANG TEXT	CURRICULUM AND IMC	502.42	U
151616	CHENIK, MARA	CLASSROOM CARPET REIMBURSEMENT	ROOSEVELT ELEMENTARY SCHOOL	596.36	U
151412	CINTAS DOCUMENT MANAGEMENT	SHREDDING SERVICES	MALIBU HIGH SCHOOL	2,191.82	R
151562	CITY OF SANTA MONICA-ACCTG OFF	CITY OF SM HAZARDOUS REPORTING	FACILITY MAINTENANCE	7,321.00	R
151573	COASTAL ENTERPRISES	REORDER PE CLOTHES	SAMOHI STUDENT STORE	648.00	U
151458	CROWN DISPOSAL CO INC	CONSTRUCTION WASTE REMOVAL	EDISON ELEMENTARY SCHOOL	186,200.00	BB
151641	CURRICULUM ASSOC INC	QUICK WORD HANDBOOKS	ROOSEVELT ELEMENTARY SCHOOL	155.99	R
151558	DECKER INC	BRACKETS	FACILITY MAINTENANCE	115.00	R
151522	DELORIA, TERRY	REIMBURSEMENT FOR SUPPLIES	STATE AND FEDERAL PROJECTS	335.24	R
151642	DELTA EDUCATION	5TH GR INSTRUCTIONAL MATERIALS	ROOSEVELT ELEMENTARY SCHOOL	1,250.24	R
151368	DEMCO INC	LIBRARY SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	307.46	U
150824	DEPARTMENT OF TOXIC	ADDENDUM TO VOL INVSTGTN AGRMT	BUSINESS SERVICES	70,930.00	D
151487	DISCOVERY EDUCATION	TECHNOLOGY LICENSE	EDISON ELEMENTARY SCHOOL	4,395.00	U
151620	DONOHUE, MARY CATHERINE	REIMBURSEMENT/UNITS OF STDY G2	ROOSEVELT ELEMENTARY SCHOOL	233.03	U
151678	EAI K-12 MATH CATALOG	MATH MANIPULATIVES	CURRICULUM AND IMC	1,927.20	R
151356	EASY WAY SAFETY SERVICES	Open order for supplies	TRANSPORTATION	658.00	U
151496	EDUCATIONAL MUSIC SVCS	OPEN ORDER: MUSIC SUPPLIES	LINCOLN MIDDLE SCHOOL	1,000.00	R
151585	EL POLLO LOCO	OPENORD/FOOD	CHILD DEVELOPMENT CENTER	500.00	CD
151301	EMS SAFETY SERVICES INC	CPR CLASS SUPPLIES	HEALTH SERVICES	435.18	U
151162	EQUAL OPPORTUNITY SCHOOLS	SERVICE FEES FOR PD-2014-15 SY	CURRICULUM AND IMC	24,000.00	U
151465	ESPECIAL NEEDS LLC	PHYSICAL THERAPY EQUIPMENT	SPECIAL EDUCATION REGULAR YEAR	411.67	R
151225	EVAN-MOOR EDUCATIONAL	LANGUAGE ARTS CONSUMABLES	GRANT ELEMENTARY SCHOOL	716.76	R
151680	FACING HISTORY & OURSELVES	TEXTBOOKS	CURRICULUM AND IMC	120.45	U
151439	FLASHBAY INC	4GB THUMBDRIVES FOR BTS	PERSONNEL SERVICES	363.90	U
151313	FLEXI TECH	REPAIRING DECK SYSTEM AT MUIR	FACILITY MAINTENANCE	1,650.00	R
151262	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	CURRICULUM AND IMC	2,274.83	U
151263	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	CURRICULUM AND IMC	1,007.49	U
151264	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	CURRICULUM AND IMC	4,144.73	U
151266	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	CURRICULUM AND IMC	989.72	U
151309	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	CURRICULUM AND IMC	852.40	U
151315	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	CURRICULUM AND IMC	134.89	U
151373	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	CURRICULUM AND IMC	3,004.68	U
151382	FOLLETT EDUCATIONAL SERVICES	ALGEBRA BOOKS	MALIBU HIGH SCHOOL	850.20	R

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
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PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
151384	FOLLETT EDUCATIONAL SERVICES	REPLACEMENT BOOKS	MALIBU HIGH SCHOOL	1,032.21	R
151447	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	CURRICULUM AND IMC	20,583.73	U
151612	FOLLETT EDUCATIONAL SERVICES	TEXTBOOK, READING	CURRICULUM AND IMC	2,028.16	U
151677	FOLLETT EDUCATIONAL SERVICES	TEACHER RESOURCE-MATH	CURRICULUM AND IMC	3,202.88	R
151679	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	CURRICULUM AND IMC	194.69	U
151404	FOLLETT SCHOOL SOLUTIONS INC	Workbook Consumables	FRANKLIN ELEMENTARY SCHOOL	135.14	R
151543	FOLLETT SCHOOL SOLUTIONS INC	LIBRARY BOOKS	ROOSEVELT ELEMENTARY SCHOOL	222.08	R
151554	FOLLETT SCHOOL SOLUTIONS INC	LIBRARY BOOKS	SANTA MONICA HIGH SCHOOL	404.85	R
151643	FOOTHILL SOILS	TOPSOIL	FACILITY OPERATIONS	1,971.00	U
151560	FREESTYLE PHOTO SUPPLIES	OPEN ORDER FOR PHOTO SUPPLIES	SAMOHI STUDENT STORE	900.00	U
151572	FREESTYLE PHOTO SUPPLIES	open order for photo supplies	SAMOHI STUDENT STORE	650.00	U
151504	FRY'S ELECTRONICS	OPEN ORDER/MUSIC SUP/GIFT	JOHN ADAMS MIDDLE SCHOOL	600.00	R
151072	GALE SUPPLY CO	TISSUES	LINCOLN MIDDLE SCHOOL	427.93	U
151258	GALE SUPPLY CO	CUSTODIAL SUPPLIES	ROOSEVELT ELEMENTARY SCHOOL	2,078.09	U
151306	GALE SUPPLY CO	CUSTODIAL SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	2,159.65	R
151369	GALE SUPPLY CO	CUSTODIAL SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	2,791.81	U
151380	GALE SUPPLY CO	2013-14 YEAR INVOICES	MALIBU HIGH SCHOOL	269.92	R
151381	GALE SUPPLY CO	CUSTODIAL SUPPLIES	MALIBU HIGH SCHOOL	2,500.00	R
151459	GALE SUPPLY CO	CUSTODIAL SUPPLIES	LINCOLN MIDDLE SCHOOL	1,305.90	R
151473	GALE SUPPLY CO	Custodial Supplies	CABRILLO ELEMENTARY SCHOOL	1,034.50	R
151480	GALE SUPPLY CO	CUSTODIAL SUPPLIES	EDISON ELEMENTARY SCHOOL	1,923.26	U
151494	GALE SUPPLY CO	CUSTODIAL SUPPLIES/PERMIT	JOHN ADAMS MIDDLE SCHOOL	272.22	R
151601	GALE SUPPLY CO	CLASSROOM SUPPLIES	SANTA MONICA HIGH SCHOOL	106.98	R
151618	GALE SUPPLY CO	custodial supplies for gyms	THEATER OPERATIONS&FACILITY PR	161.95	R
151671	GALE SUPPLY CO	CUSTODIAL SUPPLIES	CURRICULUM AND IMC	102.82	U
151416	GALLS	SECURITY GUARD UNIFORMS/PERMIT	JOHN ADAMS MIDDLE SCHOOL	207.02	R
150786	GBC - MAINTENANCE AGREEMENTS	MAINTENANCE SERVICE/LAMINATOR	GRANT ELEMENTARY SCHOOL	601.47	R
151483	GBC - MAINTENANCE AGREEMENTS	MAINTENANCE AGREEMENT	EDISON ELEMENTARY SCHOOL	465.00	R
151587	GEORGE'S HARDWARE	OPEN ORDER 2014.2015	GROUNDS MAINTENANCE	1,400.00	R
151450	GETCONNECT	GET CONNECT SOFTWARE RENEWAL	STATE AND FEDERAL PROJECTS	924.00	R
151216	GOODWIN PROCTER LLP	GENERAL REAL ESTATE ADVICE	BUSINESS SERVICES	30,000.00	U
150181	GREENFIELD LEARNING INC	LEXIA RENEWAL	GRANT ELEMENTARY SCHOOL	1,728.00	R
151219	GREENFIELD LEARNING INC	LEXIA READING	JOHN MUIR ELEMENTARY SCHOOL	2,520.00	R
151218	HANDWRITING WITHOUT TEARS INC	WRITING BOOKS	JOHN MUIR ELEMENTARY SCHOOL	274.25	R
151227	HANDWRITING WITHOUT TEARS INC	WRITING CONSUMABLES	GRANT ELEMENTARY SCHOOL	1,165.13	R
151349	HANDWRITING WITHOUT TEARS INC	CURSIVE HANDWRITING	WILL ROGERS ELEMENTARY SCHOOL	708.04	U
151561	HEINEMANN	OTHER BOOKS/REFERENCE BOOKS	ROOSEVELT ELEMENTARY SCHOOL	2,240.63	R
151318	HENRY RADIO INC	SECURITY SUPPLIES	SANTA MONICA HIGH SCHOOL	400.00	U
151644	HERNANDEZ, VALERIE	SCHOLARSHIP	OLYMPIC CONTINUATION SCHOOL	150.00	R
151320	HESS AND ASSOCIATES INC	ANNUAL MAINTENANCE AGREEMENT	FISCAL SERVICES	10,000.00	U
151331	HISONIC	Portable classroom PA system	FRANKLIN ELEMENTARY SCHOOL	284.68	U
151405	HISONIC	Portable PA systems for class	FRANKLIN ELEMENTARY SCHOOL	262.80	U
150548	HOBSONS INC	SUBSCRIPTION	SANTA MONICA HIGH SCHOOL	10,025.23	U
151649	HOME DEPOT- L.A.	OPEN ORDER/SCIENCE	CHILD DEVELOPMENT CENTER	50.00	CD
151523	INGLE DODD MEDIA	HVAC SUPPLIES	FACILITY MAINTENANCE	1,500.00	R
151046	INTELLI-TECH	OPERATIONS OFFICE COMPUTERS	GROUNDS MAINTENANCE	3,868.47	R
151232	INTELLI-TECH	HP NOTEBOOK	CURRICULUM AND IMC	15,885.20	U
151386	INTELLI-TECH	DOCKING STATION	MALIBU HIGH SCHOOL	344.44	U
151529	INTELLI-TECH	NOTEBOOK PROTECTORS	CURRICULUM AND IMC	240.90	U
151579	INTELLI-TECH	SPED TECHNOLOGY	SPECIAL EDUCATION REGULAR YEAR	4,823.88	R
151281	INTERNATIONAL PAPER	COPIER PAPER ORDER	MALIBU HIGH SCHOOL	4,000.00	R



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 DF-DEFERRED MAINTENANCE SM-STATE MODERNIZATION

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
151603	INTERNATIONAL PAPER	COPY PAPER	SANTA MONICA HIGH SCHOOL	328.20	U
151340	IRG PLOTTERS & PRINTERS INC	repair HP plotter/printer	THEATER OPERATIONS&FACILITY PR	521.33	R
151617	ISRAEL, CARLY	REIMBURSEMENT FOR CLASS CARPET	ROOSEVELT ELEMENTARY SCHOOL	419.60	U
151261	J&C BOOKS LLC	TEXTBOOKS	CURRICULUM AND IMC	599.50	U
151461	JOHNSTON, CINDY	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	175.00	R
151289	JW PEPPER OF LOS ANGELES	OPEN ORDER: SUPPLIES	LINCOLN MIDDLE SCHOOL	5,000.00	R
151493	JW PEPPER OF LOS ANGELES	OPEN ORDER: SHEET MUSIC	LINCOLN MIDDLE SCHOOL	1,500.00	R
151495	JW PEPPER OF LOS ANGELES	OPEN ORDER: SHEET MUSIC	LINCOLN MIDDLE SCHOOL	500.00	R
151502	JW PEPPER OF LOS ANGELES	OPEN ORDER/INST SUP/GIFT-MUSIC	JOHN ADAMS MIDDLE SCHOOL	3,000.00	R
151321	KHAVARIAN ENTERPRISES INC.	Vision Comm/ Walkie talkies	WEBSTER ELEMENTARY SCHOOL	2,161.53	R
151226	KINETIC SOLUTIONS INC	AIR PURIFIERS	EDISON ELEMENTARY SCHOOL	19,165.28	BB
151666	KOMATSU FORKLIFT USA LLC	BATTERY REPAIR	FACILITY OPERATIONS	233.45	U
151396	L & J AUTO BODY AND PAINT	Bus Repairs - Special Ed.	TRANSPORTATION	6,088.00	U
151292	LA COUNTY AGRICULTURAL COMM	VIOLATION PAYMENT	FACILITY OPERATIONS	300.00	U
151449	LAKESHORE	SPED CLASSROOM SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	469.73	R
151651	LAKESHORE	OPEN ORDER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	150.00	CD
151652	LAKESHORE	OPEN ORDER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	400.00	CD
151653	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	204.83	CD
151674	LAKESHORE CURRICULUM	Classroom supplies	FRANKLIN ELEMENTARY SCHOOL	265.56	R
151563	MACE CSSS INC	FOR MONITORING SERVICES	FACILITY MAINTENANCE	2,500.00	R
151685	MARINA DATA SOLUTIONS	DATA MAINTENANCE CONTRACT	CURRICULUM AND IMC	32,500.00	U
151379	MARTIN AUTOMOTIVE GROUP	INSTALL DIMMER LIGHT BULB	MALIBU HIGH SCHOOL	80.00	U
151455	MAYDAY INDUSTRIES INC.	EMERGENCY FOOD BARS	INSURANCE SERVICES	54,390.84	U
151509	MEDCO SUPPLY CO	ATHLETIC SUPPLIES	SANTA MONICA HIGH SCHOOL	3,000.00	U
151460	MOUNTAIN MATH/LANGUAGE	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	210.13	R
151619	NATALIE BURTON	REIMBURSEMENT/UNITS OF STDY G2	ROOSEVELT ELEMENTARY SCHOOL	212.11	U
151663	NATHAN KIMMEL COMPANY LLC	OPEN ORDER - CUSTODIAL EQUIP	FACILITY OPERATIONS	500.00	U
151430	NELI'S INC	ADMIN RECRUITMENT SUPPLIES	PERSONNEL SERVICES	1,000.00	U
151491	NICK RAIL MUSIC	OPEN ORDER: MUSIC SUPPLIES	LINCOLN MIDDLE SCHOOL	2,000.00	R
151501	NICK RAIL MUSIC	OPEN ORDER/INST SUP/GIFT-MUSIC	JOHN ADAMS MIDDLE SCHOOL	1,000.00	R
151682	NORMAN INDUSTRIAL MATERIALS	SHEET MATERIALS	FACILITY MAINTENANCE	192.23	R
151508	ODWALLA INC	OPEN ORDER FOR MERCHANDISE	SAMOHI STUDENT STORE	1,800.00	U
151661	PATTONS PHARMACY	EPI PENS & TB SERUM, SYRINGES	HEALTH SERVICES	1,142.60	U
151278	PEARSON EDUCATION	TEXTBOOKS	CURRICULUM AND IMC	5,303.08	U
151419	PEARSON EDUCATION	ALGEBRA TEXTBOOKS	CURRICULUM AND IMC	14,899.71	U
151420	PEARSON EDUCATION	MATH TEXTBOOKS	CURRICULUM AND IMC	9,720.30	U
151432	PEARSON EDUCATION	TEXTBOOKS	CURRICULUM AND IMC	4,685.39	U
151433	PEARSON EDUCATION	TEXTBOOKS	CURRICULUM AND IMC	1,150.53	U
151472	PERMABOUND BOOKS	LIBRARY BOOKS	ROOSEVELT ELEMENTARY SCHOOL	216.50	R
151032	PICO RENTS INC.	SHADE STRUCTURES	EDISON ELEMENTARY SCHOOL	8,191.35	BB
151497	PIONEER CHEMICAL CO	CUSTODIAL SUPPLIES/PERMIT	JOHN ADAMS MIDDLE SCHOOL	153.08	R
151471	POSTMASTER-SANTA MONICA	POSTAGE FOR SCHOOL USE	JOHN MUIR ELEMENTARY SCHOOL	98.00	U
151574	POSTMASTER-SANTA MONICA	Stamps	FRANKLIN ELEMENTARY SCHOOL	536.55	U
151590	POSTMASTER-SANTA MONICA	POSTAGE	MCKINLEY ELEMENTARY SCHOOL	147.00	R
151599	PREMIER SCHOOL AGENDAS	4TH/5TH GRADE PLANNERS SY14-15	WILL ROGERS ELEMENTARY SCHOOL	568.82	U
151568	PRINT SHOP - DISTRICT	MS MATH DEPT - PRINT ORDERS	STATE AND FEDERAL PROJECTS	2,000.00	R
151658	PURELAND SUPPLY LLC	PROJECTOR LAMPS	CABRILLO ELEMENTARY SCHOOL	380.80	R
151319	QUALITY RUBBER STAMPS	STAMPS	FISCAL SERVICES	122.42	U
151221	RAFFI'S METAL DESIGN	MOTOTIZED CURTAINS	EDISON ELEMENTARY SCHOOL	44,250.00	BB
151591	RALPH'S	OPEN ORDER/SUPPLIES	CHILD DEVELOPMENT CENTER	500.00	CD
151374	RANDOM HOUSE INC	COLLEGE COUNSELOR RESOURCES	MALIBU HIGH SCHOOL	74.95	R

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF SEPTEMBER 18, 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	
151359	RDM ELECTRIC CO INC	STADIUM LIGHTING INSTALL	MALIBU HIGH SCHOOL	19,453.68	D
151360	RDM ELECTRIC CO INC	REMOVAL OF STADIUM LIGHTS	MALIBU HIGH SCHOOL	16,466.70	D
151477	REGENCY ENTERPRISES INC.	Light Bulbs	WEBSTER ELEMENTARY SCHOOL	313.92	R
151548	REGENCY ENTERPRISES INC.	CUSTODIAL SUPPLIES/PERMIT	JOHN ADAMS MIDDLE SCHOOL	624.15	R
151645	RICHTER, SARAH LUNA	SCHOLARSHIP	OLYMPIC CONTINUATION SCHOOL	150.00	R
151164	RICOH U.S.	RICOH PRO 8100S	GRANT ELEMENTARY SCHOOL	19,441.73	R
150183	RICOH USA INC.	DUPLICATOR MAINTENANCE AGREE	GRANT ELEMENTARY SCHOOL	2,089.09	R
151407	RICOH USA INC.	Open PO for copier supplies	FRANKLIN ELEMENTARY SCHOOL	750.00	U
151552	RICOH USA INC.	NEW COPIER SERVICE AGREEMENT	GRANT ELEMENTARY SCHOOL	1,810.20	R
151334	SAFE-CARD ID SERVICES INC	BLANK BUS PASS CARDS	TRANSPORTATION	60.92	U
151401	SAFETY-KLEEN CORP.	open order for waste disposal	TRANSPORTATION	165.00	U
151664	SANDLER BROS	CUTODIAL DUST MASKS	FACILITY OPERATIONS	529.98	U
151393	SANTA MONICA FORD	Bus Repairs #22 Special Ed.	TRANSPORTATION	870.98	U
151399	SANTA MONICA FORD	Parts - Transp. Dept.	TRANSPORTATION	132.58	U
151427	SANTA MONICA FORD	Parts	TRANSPORTATION	213.92	U
151426	SANTA MONICA MOTORS	Smog Check	TRANSPORTATION	150.00	U
151452	SANTA MONICA MOTORS	MAINT.VEHICLE SMOG	FACILITY MAINTENANCE	150.00	R
151370	SCHOLASTIC	INSTRUCTION SUP-READING	JOHN ADAMS MIDDLE SCHOOL	7,665.00	R
151499	SCHOLASTIC INC	SCIENCE WORLD SUBSCRIP/SCI MAG	JOHN ADAMS MIDDLE SCHOOL	407.00	U
151285	SCHOOL HEALTH CORPORATION	NURSE SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	225.96	R
151547	SCHOOL HEALTH CORPORATION	HEALTH SUPPLIES	SANTA MONICA HIGH SCHOOL	500.00	U
151322	SCHOOL NURSE SUPPLY INC	Asst. Nurse Supplies	WEBSTER ELEMENTARY SCHOOL	153.25	U
151570	SCHOOL OUTFITTERS LLC	FOLDING CHAIRS FOR GRANT	THEATER OPERATIONS&FACILITY PR	5,607.04	R
150112	SCHOOL SPECIALTY INC	INSTRUCTIONAL SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	1,185.83	U
151660	SEACOAST MEDICAL LLC	FLU VACCIN	HEALTH SERVICES	1,584.66	U
151279	SEHI COMPUTER PRODUCTS	TONER CARTRIDGES	LINCOLN MIDDLE SCHOOL	770.00	R
151308	SEHI COMPUTER PRODUCTS	PRINTER	SANTA MONICA HIGH SCHOOL	708.74	U
151343	SEHI COMPUTER PRODUCTS	PRINTERS	SANTA MONICA HIGH SCHOOL	475.76	U
151347	SEHI COMPUTER PRODUCTS	ELMO DIGITAL PRESENTER	WILL ROGERS ELEMENTARY SCHOOL	2,719.98	U
151507	SEHI COMPUTER PRODUCTS	INK CARTRIDGES	OLYMPIC CONTINUATION SCHOOL	178.76	U
151602	SEHI COMPUTER PRODUCTS	INK	SANTA MONICA HIGH SCHOOL	3,000.00	U
151633	SEHI COMPUTER PRODUCTS	INK	SANTA MONICA HIGH SCHOOL	3,000.00	U
151500	SHAKESPEARE ENGRAVING	OPEN ORDER/INST SUP/GIFT-MUSIC	JOHN ADAMS MIDDLE SCHOOL	600.00	R
151492	SHAR PRODUCTS COMPANY	OPEN ORDER: MUSIC SUPPLIES	LINCOLN MIDDLE SCHOOL	1,000.00	R
151656	SIMON, MONICA	REIMBURSEMENT	CHILD DEVELOPMENT CENTER	83.12	CD
151290	SIR SPEEDY PRINTING #0245	OPEN ORDER: PRINTING SERVICES	LINCOLN MIDDLE SCHOOL	1,000.00	R
151300	SIR SPEEDY PRINTING #0245	PRINTING NEEDS FOR MUSIC DEPT	CURRICULUM AND IMC	1,500.00	R
151489	SIR SPEEDY PRINTING #0245	OPEN ORDER: PRINTING SERVICES	LINCOLN MIDDLE SCHOOL	1,500.00	R
151503	SIR SPEEDY PRINTING #0245	OPEN ORDER/PRINTING/GIFT-MUSIC	JOHN ADAMS MIDDLE SCHOOL	3,000.00	R
151622	SIR SPEEDY PRINTING #0245	PACKETS FOR ED SERVICES	CURRICULUM AND IMC	2,627.98	U
151351	SMART & FINAL	SPED CLASSROOM SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	100.00	R
151352	SMART & FINAL	SPED CLASSROOM SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	100.00	R
151353	SMART & FINAL	SPED CLASSROOM SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	100.00	R
151354	SMART & FINAL	SPED CLASSROOM SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	100.00	R
151355	SMART & FINAL	SPED CLASSROOM SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	100.00	R
151413	SMART & FINAL	BACK TO SCHOOL	OLYMPIC CONTINUATION SCHOOL	300.00	R
151584	SMART & FINAL	OPEN ORDER/SUPPLIES	CHILD DEVELOPMENT CENTER	500.00	CD
151647	SMART & FINAL	OPEN ORDER/SUPPLIES	CHILD DEVELOPMENT CENTER	225.00	CD
151650	SMART & FINAL	OPEN ORDER/COOKING/SCIENCE	CHILD DEVELOPMENT CENTER	50.00	CD
151466	SMART & FINAL #315	SPED CLASSROOM SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	100.00	R

## PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF SEPTEMBER 18, 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	
151467	SMART & FINAL #315	SPED CLASSROOM SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	100.00	R
151528	SMART & FINAL #315	FOOD/PAPERGOODS	CURRICULUM AND IMC	500.00	R
151577	SMART & FINAL #315	SPED CLASSROOM SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	100.00	R
151578	SMART & FINAL #315	SPED CLASSROOM SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	100.00	R
151531	SOS SURVIVAL PRODUCTS INC	EMERGENCY LOCKDOWN KITS	INSURANCE SERVICES	385.89	U
151532	SOS SURVIVAL PRODUCTS INC	EMERGENCY LOCKDOWN KITS	INSURANCE SERVICES	780.44	U
151533	SOS SURVIVAL PRODUCTS INC	EMERGENCY LOCKDOWN KITS	INSURANCE SERVICES	1,215.70	U
151534	SOS SURVIVAL PRODUCTS INC	EMERGENCY LOCKDOWN KITS	INSURANCE SERVICES	1,041.60	U
151535	SOS SURVIVAL PRODUCTS INC	EMERGENCY LOCKDOWN KITS	INSURANCE SERVICES	154.54	U
151536	SOS SURVIVAL PRODUCTS INC	EMERGENCY LOCKDOWN KITS	INSURANCE SERVICES	896.51	U
151538	SOS SURVIVAL PRODUCTS INC	EMERGENCY LOCKDOWN KITS	INSURANCE SERVICES	693.39	U
151539	SOS SURVIVAL PRODUCTS INC	EMERGENCY LOCKDOWN KITS	INSURANCE SERVICES	1,273.74	U
151540	SOS SURVIVAL PRODUCTS INC	EMERGENCY LOCKDOWN KITS	INSURANCE SERVICES	1,505.88	U
151541	SOS SURVIVAL PRODUCTS INC	EMERGENCY LOCKDOWN KITS	INSURANCE SERVICES	635.35	U
151542	SOS SURVIVAL PRODUCTS INC	EMERGENCY LOCKDOWN KITS	INSURANCE SERVICES	548.30	U
151544	SOS SURVIVAL PRODUCTS INC	EMERGENCY LOCKDOWN KITS	INSURANCE SERVICES	170.09	U
151545	SOS SURVIVAL PRODUCTS INC	EMERGENCY LOCKDOWN KITS	INSURANCE SERVICES	750.44	U
151291	SOUTHEASTERN PERFORMANCE	OPEN ORDER: PERFORMANCE ATTIRE	LINCOLN MIDDLE SCHOOL	2,000.00	R
151389	SOUTHWEST SCHOOL SUPPLY	CONSTRUCTION PAPER SUPPLIES	MALIBU HIGH SCHOOL	2,000.00	R
151414	SOUTHWEST SCHOOL SUPPLY	OFFICE SUPPLIES	PT DUME ELEMENTARY SCHOOL	500.00	U
151415	SOUTHWEST SCHOOL SUPPLY	CLASSROOM SUPPLIES	PT DUME ELEMENTARY SCHOOL	3,000.00	U
151474	SOUTHWEST SCHOOL SUPPLY	Asst. Office Supplies	WEBSTER ELEMENTARY SCHOOL	2,500.00	R
151444	SPEEDO ELECTRIC CO	supplies-tach charts	TRANSPORTATION	218.34	U
151524	SPRAYCO INC	OPEN ORDER 2014.2015	GROUND MAINTENANCE	500.00	U
151463	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	SANTA MONICA HIGH SCHOOL	109.69	U
151605	STAPLES BUSINESS ADVANTAGE	SPED PRE K CLASSROOM SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	74.58	R
151635	STAPLES BUSINESS ADVANTAGE	Gen.Supplies	CURRICULUM AND IMC	250.00	R
151339	STAPLES/P-U/SANTA MONICA/WILSH	open po for staples	CURRICULUM AND IMC	500.00	U
151371	STAPLES/P-U/WLA/CUST#240174490	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	100.00	U
151505	STAPLES/P-U/WLA/CUST#240174490	OPEN ORDER/INST SUP/GIFT-MUSIC	JOHN ADAMS MIDDLE SCHOOL	2,500.00	R
151571	STATE OF CALIFORNIA	ELEVATOR PERMITS	FACILITY MAINTENANCE	1,500.00	R
151270	STRNAD, JAN	Supplies for Barnum Hall	THEATER OPERATIONS&FACILITY PR	100.00	R
151392	TEACHERS' CURRICULUM INSTITUTE	INSTRUCTIONAL SUP/VSS	JOHN ADAMS MIDDLE SCHOOL	2,348.78	U
151518	THE PROPHET CORP	PE Equipments	THEATER OPERATIONS&FACILITY PR	3,688.11	R
151434	THYSSENKRUPP ELEVATOR	ELEVATOR DOOR LOCK	FACILITY MAINTENANCE	708.00	R
151594	THYSSENKRUPP ELEVATOR	MALIBU ELEVATOR AGREEMENT	FACILITY MAINTENANCE	11,000.00	R
151592	TOYS R US	OPEN ORDER/BABY GATES	CHILD DEVELOPMENT CENTER	500.00	CD
151655	TOYS R US	OPEN ORDER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	250.00	CD
151556	TRI-SERVICE INC.	FOR BOILER SERVICE	FACILITY MAINTENANCE	6,901.95	R
151565	TRI-SERVICE INC.	EMERGENCY POOL BOILER SERVICE	FACILITY MAINTENANCE	6,901.95	R
151311	TUFF SHED	TUFFSHED PREMIERE RANCH MCKLY	SPECIAL EDUCATION REGULAR YEAR	6,769.29	R
151326	TUMBLEWEED TRANSPORTATION	For 1st gr. field trip	FRANKLIN ELEMENTARY SCHOOL	1,556.00	R
151537	TYCO INTEGRATED SECURITY	SECURITY ARMED RESPONSE	FACILITY MAINTENANCE	8,000.00	U
151456	U S BANK (GOVT CARD SERVICES)	PHYSICAL THERAPY EQUIPMENT	SPECIAL EDUCATION REGULAR YEAR	193.78	R
151581	U S BANK (GOVT CARD SERVICES)	DEPOSIT ON AIRLINE TICKETS	LINCOLN MIDDLE SCHOOL	2,050.00	R
151567	UNITED REFRIGERATION INC	HVAC SUPPLIES	FACILITY MAINTENANCE	1,500.00	R
151630	UNITED SHEET METAL	SHEET METAL MATERIAL	FACILITY MAINTENANCE	1,000.00	R
151316	VECTOR RESOURCES INC	PROJECTOR INSTALL RM 2 & 14	CURRICULUM AND IMC	1,450.61	U
151317	VECTOR RESOURCES INC	PROJECTOR & SMARTBOARD ROOM 3	GRANT ELEMENTARY SCHOOL	820.16	U
151530	VISTA HIGHER LEARNING	TEXTBOOKS, FOREIGN LANG	CURRICULUM AND IMC	163.81	U
151600	W.W. GRAINGER INC.	OPEN ORDER 2014.15	FACILITY OPERATIONS	500.00	U

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF SEPTEMBER 18, 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	
151134	WAXIE SANITARY SUPPLY	CUSTODIAL SUPPLIES	SANTA MONICA HIGH SCHOOL	2,933.40	U
151211	WAXIE SANITARY SUPPLY	CUSTODIAL SUPPLIES	GRANT ELEMENTARY SCHOOL	169.32	U
151244	WAXIE SANITARY SUPPLY	Custodial Supplies	FRANKLIN ELEMENTARY SCHOOL	228.90	U
151249	WAXIE SANITARY SUPPLY	Custodial supplies for Barnum	THEATER OPERATIONS&FACILITY PR	677.28	R
151259	WAXIE SANITARY SUPPLY	CUSTODIAL SUPPLIES	ROOSEVELT ELEMENTARY SCHOOL	677.28	U
151329	WAXIE SANITARY SUPPLY	OPEN ORDER CUSTODIAL SUPPLIES	FACILITY OPERATIONS	5,000.00	U
151362	WAXIE SANITARY SUPPLY	CUSTODIAL SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	622.52	U
151481	WAXIE SANITARY SUPPLY	Custodial Supplies 2014-15	WEBSTER ELEMENTARY SCHOOL	4,179.11	R
151482	WAXIE SANITARY SUPPLY	CUSTODIAL SUPPLIES	EDISON ELEMENTARY SCHOOL	1,755.02	U
151629	WAXIE SANITARY SUPPLY	Custodial Supplies	CABRILLO ELEMENTARY SCHOOL	114.45	R
151490	WENGER CORPORATION	OPEN ORDER: MUSIC SUPPLIES	LINCOLN MIDDLE SCHOOL	2,000.00	R
151267	WITT COMPANY	Maintenance Agreement	FRANKLIN ELEMENTARY SCHOOL	1,620.60	U
151327	WITT COMPANY	Open PO for copier supplies	FRANKLIN ELEMENTARY SCHOOL	600.00	U
151350	WITT COMPANY	COPIER CONTRACT	WILL ROGERS ELEMENTARY SCHOOL	761.70	U
151520	WORLD BOOK ENCYCLOPEDIA INC	ONLINE-WOLD BOOK ADVANCED DIFF	CURRICULUM AND IMC	7,454.00	U
151521	WORLD BOOK ENCYCLOPEDIA INC	ONLINE-GRAN HISPANICA DISTRICT	CURRICULUM AND IMC	289.50	U
151683	WRIGHT EXPRESS FINANCIAL	PROPANE	FOOD SERVICES	1,000.00	F
				** NEW PURCHASE ORDERS	1,572,636.37

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

151070	ADVANCED PLANNING TECHNOLOGIES	ADMINISTRATIVE MGMT SYSTEM	SANTA MONICA HIGH SCHOOL	14,673.00	BB
151367	CREW PROTECTION INC	SITE SECURITY	SANTA MONICA HIGH SCHOOL	5,670.00	BB
151152	NETWORLD SOLUTIONS INC	SECURITY CAMERA INSTALLATION	SANTA MONICA HIGH SCHOOL	9,400.00	BB
151457	NSI LLC	NETWORK SERVICES	BUSINESS SERVICES	19,450.00	BB
151479	NSI LLC	MAINTENANCE & BACK UP	BUSINESS SERVICES	44,225.00	BB
151443	TANDUS CENTIVA US LLC	FLOORING MATERIALS	LINCOLN MIDDLE SCHOOL	500.67	BB
				** FACILITY IMPROVEMENTS: BONDS/STATE MODERNIZATON/NEW CONSTRUCTION/DEVELOPER FEES	93,918.67

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/18/14

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

RE: ACCEPTANCE OF GIFTS – 2014/2015

RECOMMENDATION NO. A.08

It is recommended that the Board of Education accept, with gratitude, checks totaling **\$8,602.65** presented to the Santa Monica-Malibu Unified School District.

It is further recommended that the Fiscal/Business Services Office, in accordance with Educational Code §42602, be authorized to increase the 2013-2014 income and appropriations by **\$8,602.65** as described on the attached listing.

This report details only cash gifts. It includes all contributions made by individuals or companies and some of the contributions made by our PTA's. Contributions made by a PTA in the form of a commitment and then billed are reported in a different resource. A final report that compiles all gift and PTA contributions is prepared and available annually.

COMMENT: The value of all non-cash gifts has been determined by the donors.

NOTE: The list of gifts is available on the District's website, [www.smmusd.org](http://www.smmusd.org).

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

<b>School/Site Account Number</b>	<b>Cash Amount</b>	<b>Item Description</b>	<b>Purpose</b>	<b>Donor</b>
<b>Adams Middle School</b> 01-90120-0-00000-00000-8699-011-0000	\$ 500.00 \$ 65.27		General Supplies and Materials General Supplies and Materials	Pardee Properties Kroger
<b>Malibu High School</b> 01-90120-0-00000-00000-8699-010-0000	\$ 5,000.00		Other Operating Expenses	MHS-PTSA
<b>Rogers Elementary School</b> 01-90120-0-00000-00000-8699-006-0000	\$ 392.98		General Supplies and Materials	TreeRing Corporation
<b>Santa Monica High School</b> 01-90120-0-00000-00000-8699-015-0000	\$ 2,500.00		General Supplies and Materials	UCLA
<b>Webster Elementary School</b> 01-90120-0-00000-00000-8699-008-0000	\$ 144.40		General Supplies and Materials	NASCO
<b>TOTAL</b>	<b>\$ 8,602.65</b>			

TO: BOARD OF EDUCATION

ACTION CONSENT

09/18/14

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

RE: CONTRACT AMENDMENT #36 – SANTA MONICA HIGH SCHOOL – SCIENCE AND TECHNOLOGY CLASSROOM BUILDING AND SITE IMPROVEMENTS – R. L. BINDER FAIA ARCHITECTS, LLP – MEASURE BB

RECOMMENDATION NO. A.09

It is recommended that the Board of Education authorize Contract Amendment #36 for Architectural and Engineering services - Santa Monica High School - Science and Technology Building and Site Improvements Project - R. L. Binder FAIA Architects, LLP - in the amount of \$211,190.00 for a total contract amount of \$8,491,927.

Funding Information

Budgeted: No  
Fund: 83  
Source: Measure BB  
Account Number: 83-90500-0-00000-85000-5802-15-2600  
Budget Category: Soft Costs/Design/Architects  
DSA #: 03-113443  
Friday Memo: 9/12/2014

COMMENTS: Contract Amendment #36, in the amount of \$211,190.00, is for additional Construction Administration (CA), one item related to a contractor deviation, and a third item creating a descope document in order to satisfy DSA requirements.

Additional Construction Administration (CA) services Phase 1 (Building): Contractor delay- The Construction schedule has been extended as a result of the Contractors performance. The District will investigate options to recover these expenses. The cost is for time and material bases for an approximate allowance of 5.5 months of CA services from August 16, 2014, through January 31, 2015, at \$178,750.00 District is investigating the options of back charging the contractor if the delays are determined to be the responsibility of the contractor.

Contractor Deviation: The documents call for a heavy gauge wall angle as a part of the acoustical ceiling framing. The ceiling contractor requested in an RFI to proceed with the wall angle that was a part of the specified ceiling system, which is the basis of design. In response, the architect indicated that the change to the lighter angle would be acceptable pending DSA approval. The cost of processing this CCD submittal to DSA is \$2,036.00.

Additional Architectural Services Phase 1 (Building): In creating the modifications to the site to retain the existing Science Building, a number of items of work that are indicated on the Phase 1 drawings will not be performed. The DSA Field Engineer, the Architect and Project Inspector determined a revised set of Phase 1 documents are reduced to reflect the work that will not be performed as part of the original approval. The cost to perform the services to generate those documents is \$30,404.00.

This Contract Amendment #36, in the amount of \$211,190, is for additional services for the Santa Monica High School Science and Technology Building and Site Improvement Project. The revised contract total will be \$8,491,927.

The funds for the cost of this work will be re-allocated from the Hard Cost/Unallocated Funds to the Soft Costs – Design/Architects budget category for the project.

ORIGINAL CONTRACT AMOUNT	\$1,209,688	\$1,085,157
CONTRACT AMENDMENT #1 & 2 (Siting Study)		\$180,000
CONTRACT AMENDMENT #3 (not issued)		\$0
CONTRACT AMENDMENT #4 (Programming additional services)		\$209,244
CONTRACT AMENDMENT #5 (DD/CD/CA)		\$4,878,254
CONTRACT AMENDMENT #6 (Fire protection design)		\$36,720
CONTRACT AMENDMENT #7 (Revision to siting study)		\$11,000
CONTRACT AMENDMENT #8 (Mechanical cooling design)		\$25,300
CONTRACT AMENDMENT #9 (Geotech revisions impact)	\$54,720	\$38,708
CONTRACT AMENDMENT #10 (50% CD review comments) Study #1		\$3,120
CONTRACT AMENDMENT #11 (50% CD review comments) Study #2&#3		\$31,333
CONTRACT AMENDMENT #12 (50% CD review comments) Study #4		\$61,800
CONTRACT AMENDMENT #13 (50% CD review comments) Study #5		\$127,975
CONTRACT AMENDMENT #17 (1500kW Transformer)		\$73,299
CONTRACT AMENDMENT #20 (Unforeseen utility & fence re-design)		\$31,742
CONTRACT AMENDMENT #21 (Substitution)		\$6,036
CONTRACT AMENDMENT #22 (Phase 2 Area design)		\$231,900
CONTRACT AMENDMENT #23 (Re-Orientation & Electrical Transformer)		\$339,422
CONTRACT AMENDMENT #24 (Additional Arch./Eng. design services)		\$71,978
CONTRACT AMENDMENT #25 (Arch/Eng. Services)		\$10,824
CONTRACT AMENDMENT #26 (Arch/Eng. Services)		\$22,138
CONTRACT AMENDMENT #27 (Arch/Eng. Services)		\$20,863
CONTRACT AMENDMENT #28 (Arch./Eng. Services, Auto Shop Design Serv.)		\$26,516
CONTRACT AMENDMENT #29 (Arch/Eng. Services)		\$191,960
CONTRACT AMENDMENT #30 (Arch/Eng. Services)		\$75,278
CONTRACT AMENDMENT #31 (Arch/Eng. Services)		\$16,803
CONTRACT AMENDMENT #32 (Arch/Eng. Services)		\$7,044
CONTRACT AMENDMENT #33 (Arch/Eng. Services)		\$152,139
CONTRACT AMENDMENT #34 (Arch/Eng. Services)		\$30,184
CONTRACT AMENDMENT #35 (Arch/Eng. Services)		\$284,000
CONTRACT AMENDMENT #36 (Arch/Eng. Services)		\$211,190
<b>TOTAL CONTRACT</b>		<b>\$8,491,927</b>

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

CONTRACT AMENDMENT #14 (Siting Study II)	\$153,950
CONTRACT AMENDMENT #15 (CCJUP Siting Study 2)	\$429,728
CONTRACT AMENDMENT #16 (APEOP Synthetic Turf Field)	\$63,486
CONTRACT AMENDMENT #18 (CCJUP MOU#2 Storm Drain)	\$8,750
CONTRACT AMENDMENT #19 (CCJUP MOU#2 Storm Drain)	\$3,910
<b>TOTAL CONTRACT</b>	<b>\$659,824</b>

A Friday Memo accompanies this board item.

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

09/18/14

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

RE: AMENDMENT TO CONTRACT AMOUNT – FEDERAL GSA CONTRACT –  
SANTA MONICA HIGH SCHOOL – SCIENCE AND TECHNOLOGY  
CLASSROOM BUILDING AND SITE IMPROVEMENTS – SIMPLEXGRINNELL –  
MEASURE BB

RECOMMENDATION NO. A.10

It is recommended that the Board of Education approve Change Order No. 01 for the Federal GSA contract – Santa Monica High School – Science and Technology Classroom Building and Site Improvements Project to SimplexGrinnell, for an amount of \$79,964.95 for a total contract amount of \$595,318.81.

Funding Information

Budgeted: Yes  
Fund: 83  
Source: Measure BB  
Account Number: 83-90500-0-00000-85000-6200-015-2600  
Budget Category: Hard Costs/Construction/Construction Contracts  
DSA #: 03-113433  
Friday Memo: 09/12/14

COMMENTS: On March 1, 2012, the Santa Monica-Malibu Unified School District Board of Education awarded SimplexGrinnell the fire alarm equipment contract for the Santa Monica High School – Science and Technology Classroom Building and Site Improvements Project in the amount of \$515,353.86, under Federal GSA contract #GS-07-0396M.

This Change order request includes eight (8) distinct Proposed Change Orders (PCO) associated to required additional scope to complete

Change Order No. 1 (CO-1) includes the following changes to the terms of the contract:

ORIGINAL CONTRACT AMOUNT	\$515,353.86
<u>CHANGE ORDER NO. 1</u>	<u>\$79,964.95</u>
TOTAL CONTRACT	\$595,318.81

Change Order No. 01 will be funded by the Program Reserve as allocated for Santa Monica High School.

A Friday Memo accompanies this item.

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

09/18/14

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

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

RECOMMENDATION NO. A.11

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

Malibu Middle & High School – New Building Project

<b>Vendor Name/Project</b>	<b>PO Number</b>	<b>Amount</b>	<b>Substantial Completion Date</b>
Networld Solutions, Inc.	142392	\$26,650	8/12/14

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

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



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

ACTION/CONSENT  
 09/18/14

RECOMMENDATION NO. A.12

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

**ADDITIONAL ASSIGNMENTS**

**ADAMS MIDDLE SCHOOL**

Asher, Jeanette	5.00 days @\$363.91	8/4/14-8/8/14	Own Daily/\$1,820
Avedian, Ray	8.50 days @\$436.45	8/4/14-8/13/14	Own Daily/\$3,710
Brown, Daniel	5.33 days @\$513.65	8/4/14-8/13/14	Own Daily/\$2,737
Dipley, Jeri	5.00 days @\$503.81	8/4/14-8/13/14	Own Daily/\$2,519
Guirguis, Miriam	5.33 days @\$379.85	8/4/14-8/13/14	Own Daily/\$2,025
Hart, Matthew	5.00 days @\$394.78	8/4/14-8/13/14	Own Daily/\$1,974
Jurewicz, Kristin	5.33 days @\$411.17	8/4/14-8/13/14	Own Daily/\$2,058
Levin, Tracy	8.50 days @\$513.65	8/4/14-8/13/14	Own Daily/\$4,366
Rajabali, Jahan	5.33 days @\$400.88	8/4/14-8/13/14	Own Daily/\$2,137
Sever, Pamela	8.50 days @\$436.45	8/4/14-8/13/14	<u>Own Daily/\$3,710</u>
		TOTAL OWN DAILY	\$27,056

Comment: Summer Science Camps  
 01-Formula & Old Tier III

Adams, Tracy	6 hrs @\$42.08	7/16/14	Est Hrly/\$252
Beeman-Solano, Amy	6 hrs @\$42.08	7/16/14	Est Hrly/\$252
Holland-Mathews, Margie	2 hrs @\$42.08	7/16/14	Est Hrly/\$ 84
Loopesko, Lorna	6 hrs @\$42.08	7/16/14	Est Hrly/\$252
Milwe, Cindy	6 hrs @\$42.08	7/16/14	Est Hrly/\$252
Saling, David	6 hrs @\$42.08	7/16/14	Est Hrly/\$252
Scotland, Alva	6 hrs @\$42.08	7/16/14	Est Hrly/\$252
Smith, Devon	4 hrs @\$42.08	7/16/14	<u>Est Hrly/\$168</u>
		TOTAL ESTABLISHED HOURLY	\$1,764

Comment: Language Arts/Humanities Professional Development  
 01-Vision for Student Success

Avedian, Ray	100 hrs @\$42.08	8/19/14-6/5/15	Est Hrly/\$4,208
Brown, Daniel	100 hrs @\$42.08	8/19/14-6/5/15	Est Hrly/\$4,208
Guirguis, Miriam	100 hrs @\$42.08	8/19/14-6/5/15	Est Hrly/\$4,208
Jurewicz, Kristin	100 hrs @\$42.08	8/19/14-6/5/15	Est Hrly/\$4,208
Levin, Tracy	100 hrs @\$42.08	8/19/14-6/5/15	Est Hrly/\$4,208
Sever, Pamela	100 hrs @\$42.08	8/19/14-6/5/15	<u>Est Hrly/\$4,208</u>
		TOTAL ESTABLISHED HOURLY	\$25,248

Comment: After-School and Weekend Science Magnet Seminars  
 01-Formula & Old Tier III

Beeman-Solano, Amy	5 hrs @\$42.08	6/17/14-7/17/14	Est Hrly/\$210
Jurewicz, Kristin	2 hrs @\$42.08	7/17/14	Est Hrly/\$ 84
Ransom, Barbara	5 hrs @\$42.08	6/17/14-7/17/14	<u>Est Hrly/\$210</u>
		TOTAL ESTABLISHED HOURLY	\$504

Comment: STEM Professional Development  
 01-Vision for Student Success

Dipley, Jeri	182 hrs @\$83.97	8/18/14-6/5/15	Own Hrly/\$15,283
Karaiakoubian, Paul	182 hrs @\$54.73	8/18/14-6/5/15	Own Hrly/\$ 9,961
Ransom, Barbara	182 hrs @\$64.71	8/18/14-6/5/15	<u>Own Hrly/\$11,777</u>
		TOTAL OWN HOURLY	\$37,021

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

CABRILLO ELEMENTARY SCHOOL

Baltrushes, Susan	6 hrs @\$42.08	8/11/14	Est Hrly/\$252
Cano, Sandra	6 hrs @\$42.08	8/11/14	Est Hrly/\$252
Green, Cristi	6 hrs @\$42.08	8/11/14	Est Hrly/\$252
Jordan, Nancy	6 hrs @\$42.08	8/11/14	Est Hrly/\$252
Kleiser, Yvette	6 hrs @\$42.08	8/11/14	Est Hrly/\$252
Levy, Nancy	6 hrs @\$42.08	8/11/14	Est Hrly/\$252
Matthews, Jill	6 hrs @\$42.08	8/11/14	Est Hrly/\$252
Mehring, Patti	6 hrs @\$42.08	8/11/14	Est Hrly/\$252
Scheer, Susan	6 hrs @\$42.08	8/11/14	Est Hrly/\$252
Siegel, Julie	6 hrs @\$42.08	8/11/14	Est Hrly/\$252
Thorne, Laurel	6 hrs @\$42.08	8/11/14	Est Hrly/\$252
Tonooka, Janis	6 hrs @\$42.08	8/11/14	Est Hrly/\$252
Weinstock, Cyndie	6 hrs @\$42.08	8/11/14	<u>Est Hrly/\$252</u>
		TOTAL ESTABLISHED HOURLY	\$3,276

Comment: Preparing Classrooms for Opening of School  
01-Unrestricted Resource

CHILD DEVELOPMENT SERVICES

Enriquez, Maria	8 hrs @\$32.25	8/12/14	<u>Own Hrly/\$258</u>
		TOTAL OWN HOURLY	\$258

Comment: Summer Assignment  
12-Head Start – Basic

EDUCATIONAL SERVICES

Bridges, Joy	3 hrs @\$42.08	8/14/14	Est Hrly/\$126
Fliegel, Lois	3 hrs @\$42.08	8/14/14	Est Hrly/\$126
Honig, Pinchas	3 hrs @\$42.08	8/14/14	Est Hrly/\$126
Huston, Sophie	3 hrs @\$42.08	8/14/14	Est Hrly/\$126
Karaiakoubian, Paul	3 hrs @\$42.08	8/14/14	Est Hrly/\$126
Katz, Jessica	3 hrs @\$42.08	8/14/14	<u>Est Hrly/\$126</u>
		TOTAL ESTABLISHED HOURLY	\$756

Comment: Pearson Math Textbook Training  
01-RGK Foundation

Gomez, Victor	136 hrs @\$42.08	9/6/14-6/6/15	<u>Est Hrly/\$5,723</u>
		TOTAL ESTABLISHED HOURLY	\$5,723

Comment: Saturday Computer Classes for Spanish-speaking Parents  
01-ESEA: Title III-LEP

De La Cruz, Gilda	7.5 hrs @\$42.08	8/4/14-8/6/14	Est Hrly/\$316
Reichle, Tisha	7.5 hrs @\$42.08	8/4/14-8/6/14	<u>Est Hrly/\$316</u>
		TOTAL ESTABLISHED HOURLY	\$632

Comment: Professional Development Training  
01-ESEA: Title III-LEP

Scotland, Alva	3 hrs @\$42.08	7/9/14	<u>Est Hrly/\$126</u>
		TOTAL ESTABLISHED HOURLY	\$126

Comment: English Language Development  
01-ESEA Title III-LEP

Andrew, Vy	5 hrs @\$42.08	6/26/14	Est Hrly/\$210
Bon, Nancy	5 hrs @\$42.08	6/26/14	<u>Est Hrly/\$210</u>
		TOTAL ESTABLISHED HOURLY	\$420

Comment: Math Curriculum Guides  
01-Common Core Implementation  
[2013-14 Budget]

Corrigan, Brian	80 hrs @\$42.08	6/16/14-6/27/14	<u>Est Hrly/\$3,714</u>
		TOTAL ESTABLISHED HOURLY	\$3,714

Comment: Professional Development – Project Lead the Way  
01-Project Lead the Way/Next Ed  
[2013-14 Budget]

Stein, Rebecca	80 hrs @\$42.08	7/6/14-7/18/14	<u>Est Hrly/\$3,714</u>
		TOTAL ESTABLISHED HOURLY	\$3,714

Comment: Professional Development – Project Lead the Way  
01-Unrestricted Resource

LINCOLN MIDDLE SCHOOL

Hart, Sharon	184 hrs @\$85.61	8/14/14-6/5/15	Own Hrly/\$15,752
Seymour, Robert	184 hrs @\$85.61	8/14/14-6/5/15	Own Hrly/\$15,752
Stivers, Susan	184 hrs @\$85.61	8/14/14-6/5/15	Own Hrly/\$15,752
Suffolk, Stefanie	184 hrs @\$85.61	8/14/14-6/5/15	<u>Own Hrly/\$15,752</u>
		TOTAL OWN HOURLY	\$63,008

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

Ehrke, Shelly	4 hrs @\$42.08	8/13/14	Est Hrly/\$168
Hirt, Mary	4 hrs @\$42.08	8/13/14	Est Hrly/\$168
Hoffman, Beth	4 hrs @\$42.08	8/13/14	Est Hrly/\$168
Hunt, Mark	4 hrs @\$42.08	8/13/14	Est Hrly/\$168
Moazzez, Rozita	4 hrs @\$42.08	8/13/14	Est Hrly/\$168
Moe, Rose	4 hrs @\$42.08	8/13/14	Est Hrly/\$168
Sinclair, Michele	4 hrs @\$42.08	8/13/14	Est Hrly/\$168
Utzinger, Sara	4 hrs @\$42.08	8/13/14	Est Hrly/\$168
Vieira, Ron	4 hrs @\$42.08	8/13/14	<u>Est Hrly/\$168</u>
		TOTAL ESTABLISHED HOURLY	\$1,512

Comment: 6<sup>th</sup> Grade Student/Teacher Orientation  
01-VSS Stretch Grant

McLaughlin, Gretchen	20 hrs @\$42.08	7/15/14-8/13/14	Est Hrly/\$842
Montanez, Joe	20 hrs @\$42.08	7/15/14-8/13/14	Est Hrly/\$842
O'Brien, Marianna	20 hrs @\$42.08	7/15/14-8/13/14	Est Hrly/\$842
Sherman, Wynn	20 hrs @\$42.08	7/15/14-8/13/14	Est Hrly/\$842
Stivers, Susan	20 hrs @\$42.08	7/15/14-8/13/14	Est Hrly/\$842
Wrabel, Carol	20 hrs @\$42.08	7/15/14-8/13/14	<u>Est Hrly/\$842</u>
		TOTAL ESTABLISHED HOURLY	\$5,052

Comment: Summer 8<sup>th</sup> Grade STEM Planning  
01-VSS – Stretch Grant

McLaughlin, Gretchen	24 hrs @\$42.08	8/19/14-6/5/15	Est Hrly/\$1,010
Montanez, Joe	24 hrs @\$42.08	8/19/14-6/5/15	Est Hrly/\$1,010
O'Brien, Marianna	24 hrs @\$42.08	8/19/14-6/5/15	Est Hrly/\$1,010
Sherman, Wynn	24 hrs @\$42.08	8/19/14-6/5/15	Est Hrly/\$1,010
Stivers, Susan	24 hrs @\$42.08	8/19/14-6/5/15	Est Hrly/\$1,010
Wrabel, Carol	24 hrs @\$42.08	8/19/14-6/5/15	<u>Est Hrly/\$1,010</u>
		TOTAL ESTABLISHED HOURLY	\$6,060

Comment: 8<sup>th</sup> Grade STEM Planning  
01-VSS – Stretch Grant

Tolentino-Stauffer, Aimee	40.78 hrs @\$42.08	7/1/14-7/10/14	<u>Est Hrly/\$1,716</u>
		TOTAL ESTABLISHED HOURLY	\$1,716

Comment: Extra Hours to Complete Student Scheduling  
01-Formula & Old Tier III

MALIBU HIGH SCHOOL

Beauvoir, Didier	181 hrs @ \$83.97	8/19/14-6/5/15	Own Hrly/\$15,199
Cary, John	181 hrs @\$72.74	8/19/14-6/5/15	Own Hrly/\$13,166
Evensen, Thor	181 hrs @\$72.74	8/19/14-6/5/15	Own Hrly/\$13,166
Lambert, Daniel	181 hrs @\$48.33	8/19/14-6/5/15	Own Hrly/\$ 8,748
Murawski, Danielle	181 hrs @\$65.02	8/19/14-6/5/15	Own Hrly/\$11,769
Smith, Cynthia	181 hrs @\$70.17	8/19/14-6/5/15	<u>Own Hrly/\$12,701</u>
TOTAL OWN HOURLY			\$74,749

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

Chi, Ah Young	29 hrs @\$42.08	6/16/14-6/20/14	Est Hrly/\$1,220
Thoreson, Bonita	29 hrs @\$42.08	6/16/14-6/20/14	<u>Est Hrly/\$1,220</u>
TOTAL ESTABLISHED HOURLY			\$2,440

Comment: College Application Workshop  
01-Gifts  
[2013-14 Budget]

MUIR ELEMENTARY SCHOOL

Hamilton, LaDawna	10 hrs @\$42.08	8/11/14-8/12/14	<u>Est Hrly/\$421</u>
TOTAL ESTABLISHED HOURLY			\$421

Comment: Summer Planning Meetings  
01-Vision for Student Success

OLYMPIC HIGH SCHOOL

Bushin, Gregory	181 hrs @\$54.73	8/19/14-6/5/15	Own Hrly/\$ 9,906
Fuller, Anthony	181 hrs @\$67.44	8/19/14-6/5/15	<u>Own Hrly/\$12,207</u>
TOTAL ESTABLISHED HOURLY			\$22,113

Comment: 6<sup>th</sup> Period Assignment  
01-Vision for Student Success

SANTA MONICA HIGH SCHOOL

Bautista-Nicholas, Claudia	6 hrs @\$42.08	7/21/14-7/22/14	Est Hrly/\$252
Bisson, Amy	6 hrs @\$42.08	7/21/14-7/22/14	Est Hrly/\$252
Cierra, Jorge	6 hrs @\$42.08	7/21/14-7/22/14	Est Hrly/\$252
Cruce, Marae	6 hrs @\$42.08	7/21/14-7/22/14	Est Hrly/\$252
Gutierrez, Laurie	6 hrs @\$42.08	7/21/14-7/22/14	Est Hrly/\$252
Hobkirk, Carl	6 hrs @\$42.08	7/21/14-7/22/14	Est Hrly/\$252
Kariya, Emily	6 hrs @\$42.08	7/21/14-7/22/14	Est Hrly/\$252
Lipetz, Sarah	6 hrs @\$42.08	7/21/14-7/22/14	Est Hrly/\$252
Pust, Jennifer	6 hrs @\$42.08	7/21/14-7/22/14	Est Hrly/\$252
Seals, Michael	6 hrs @\$42.08	7/21/14-7/22/14	<u>Est Hrly/\$252</u>
TOTAL ESTABLISHED HOURLY			\$2,520

Comment: PLC Planning Committee  
01-Gifts – Equity Fund

Bautista-Nicholas, Claudia	3.5 hrs @\$42.08	8/7/14	Est Hrly/\$147
Bisson, Amy	3.5 hrs @\$42.08	8/7/14	Est Hrly/\$147
Cierra, Jorge	3.5 hrs @\$42.08	8/7/14	Est Hrly/\$147
Cruce, Marae	3.5 hrs @\$42.08	8/7/14	Est Hrly/\$147
Gutierrez, Laurie	3.5 hrs @\$42.08	8/7/14	Est Hrly/\$147
Kariya, Emily	3.5 hrs @\$42.08	8/7/14	Est Hrly/\$147
Lipetz, Sarah	3.5 hrs @\$42.08	8/7/14	Est Hrly/\$147
Pust, Jennifer	3.5 hrs @\$42.08	8/7/14	Est Hrly/\$147
Seals, Michael	3.5 hrs @\$42.08	8/7/14	<u>Est Hrly/\$147</u>
TOTAL ESTABLISHED HOURLY			\$1,323

Comment: PLC Planning Committee  
01-Gifts – Equity Fund



Fulcher, Nathan	2 hrs @\$42.08	8/19/14	Est Hrly/\$84
Hafft, Ianna	2 hrs @\$42.08	8/19/14	Est Hrly/\$84
Muro, Christian	2 hrs @\$42.08	8/19/14	Est Hrly/\$84
Sato, Liane	2 hrs @\$42.08	8/19/14	<u>Est Hrly/\$84</u>
		TOTAL ESTABLISHED HOURLY	\$336
Comment:	House Tutorial Meeting 01-LCFF – Economic Impact Aid		
Kariya, Emily	6 hrs @\$42.08	8/11/14-8/15/14	Est Hrly/\$252
Kim, Doug	6 hrs @\$42.08	8/11/14-8/15/14	<u>Est Hrly/\$252</u>
		TOTAL ESTABLISHED HOURLY	\$504
Comment:	Freshman Seminar Training 01-LCGG – Economic Impact Aid		
Narvarro, Cam-An	25.5 hrs @\$42.08	6/12/14-6/14/14, 7/22/14	<u>Est Hrly/\$1,073</u>
		TOTAL ESTABLISHED HOURLY	\$1,073
Comment:	Master Schedule 01-Gifts – Equity Fund		
Marken, Ari	10 hrs @\$42.08	7/1/14-8/13/14	Est Hrly/\$421
Okla, Kelly	10 hrs @\$42.08	7/1/14-8/13/14	<u>Est Hrly/\$421</u>
		TOTAL ESTABLISHED HOURLY	\$842
Comment:	Common Core Curriculum Planning 01-Gifts – Equity Fund		
Abrazado, Reinelle	6 hrs @\$42.08	8/19/14-8/21/14	Est Hrly/\$252
Bayless, Melissa	6 hrs @\$42.08	8/19/14-8/21/14	Est Hrly/\$252
Bisson, Amy	6 hrs @\$42.08	8/19/14-8/21/14	Est Hrly/\$252
Camarena, Jenni	6 hrs @\$42.08	8/19/14-8/21/14	Est Hrly/\$252
Cierra, Jorge	6 hrs @\$42.08	8/19/14-8/21/14	Est Hrly/\$252
Coleman, Marvin	6 hrs @\$42.08	8/19/14-8/21/14	Est Hrly/\$252
Collins, Katharine	6 hrs @\$42.08	8/19/14-8/21/14	Est Hrly/\$252
Escalera, Daniel	6 hrs @\$42.08	8/19/14-8/21/14	Est Hrly/\$252
Gonsalves, Diane	6 hrs @\$42.08	8/19/14-8/21/14	Est Hrly/\$252
Hafft, Ianna	6 hrs @\$42.08	8/19/14-8/21/14	Est Hrly/\$252
Karyadi, Adrienne	6 hrs @\$42.08	8/19/14-8/21/14	Est Hrly/\$252
Lee, Chon	6 hrs @\$42.08	8/19/14-8/21/14	Est Hrly/\$252
Luong, Theresa	6 hrs @\$42.08	8/19/14-8/21/14	Est Hrly/\$252
Mireles-Toumayan, G.	6 hrs @\$42.08	8/19/14-8/21/14	Est Hrly/\$252
Pitts, Gregory	6 hrs @\$42.08	8/19/14-8/21/14	Est Hrly/\$252
Pust, Jennifer	6 hrs @\$42.08	8/19/14-8/21/14	Est Hrly/\$252
Resnick, Joshua	6 hrs @\$42.08	8/19/14-8/21/14	Est Hrly/\$252
Saenz, Deborah	6 hrs @\$42.08	8/19/14-8/21/14	Est Hrly/\$252
Schmidt, Samantha	6 hrs @\$42.08	8/19/14-8/21/14	Est Hrly/\$252
Seals, Michael	6 hrs @\$42.08	8/19/14-8/21/14	Est Hrly/\$252
Sinfield, Paul	6 hrs @\$42.08	8/19/14-8/21/14	Est Hrly/\$252
Soller, Katheryne	6 hrs @\$42.08	8/19/14-8/21/14	<u>Est Hrly/\$252</u>
		TOTAL ESTABLISHED HOURLY	\$5,544
Comment:	Special Ed/General Ed Collaborative Training 01-LCGG – Economic Impact Aid		
Runyon, Gregory	50 days @\$551.07	8/1/14-10/15/14	<u>Own Daily/\$27,554</u>
		TOTAL OWN DAILY	\$27,554
Comment:	Substitute for open House Principal position 01-Unrestricted Resource		
Coleman, Marvin	84 hrs @ 53.09	8/19/14-12/19/14	Own Hrly/\$4,460
Drake, Loren	84 hrs @\$51.30	8/19/14-12/19/14	Own Hrly/\$4,309
Jimenez, Jaime	84 hrs @\$85.61	8/19/14-12/19/14	Own Hrly/\$7,191
Kim, Doug	84 hrs @\$61.98	8/19/14-12/19/14	Own Hrly/\$5,206
Torres, Guadalupe	84 hrs @\$72.74	8/19/14-12/19/14	<u>Own Hrly/\$6,110</u>
		TOTAL OWN HOURLY	\$27,276
Comment:	6 <sup>th</sup> Period Assignment – 1 <sup>st</sup> Semester 01-Unrestricted Resource		

Husain, Nida	8 hrs @\$42.08	8/14/14-8/15/14	Est Hrly/\$337
Mogilefsky, Angela	8 hrs @\$42.08	8/14/14-8/31/14	<u>Est Hrly/\$337</u>
		TOTAL ESTABLISHED HOURLY	\$674
Comment:	AP English Support 01-LCFF – Economic Impact Aid		
Jones, Teri	12 hrs @\$47.15	8/8/14-8/12/14	<u>Own Hrly/\$566</u>
		TOTAL OWN HOURLY	\$566
Comment:	Student Store Manager – Summer Assignment 01-Unrestricted Resource		

SPECIAL EDUCATION

Brock, Miriam	1.0 hr @\$42.08	7/3/14	Est Hrly/\$ 42
Catanzano, Linda	2.5 hrs @\$42.08	7/3/14	Est Hrly/\$105
Kilpatrick, Genevieve	1.0 hr @\$42.08	7/3/14	Est Hrly/\$ 42
Kittel, Gina	1.0 hr @\$42.08	7/3/14	<u>Est Hrly/\$ 42</u>
		TOTAL ESTABLISHED HOURLY	\$231
Comment:	IEP Attendance 01-Special Education		

Marshall, Susan	18.5 hrs @\$42.08	6/19/14-7/11/14	<u>Est Hrly/\$778</u>
		TOTAL ESTABLISHED HOURLY	\$778
Comment:	Extra hours for moving classroom and IEP attendance 01-Special Education		

Berezowsky, Lisa	2 hrs @\$42.08	6/25/14	<u>Est Hrly/\$84</u>
		TOTAL ESTABLISHED HOURLY	\$84
Comment:	IEP Attendance 01-Spec Ed: IDEA Presch Local Ent [2013-14 Budget]		

Kittel, Gina	179 hrs @\$85.61	8/21/14-6/5/15	<u>Own Hrly/\$15,324</u>
		TOTAL OWN HOURLY	\$15,324
Comment:	6 <sup>th</sup> Period Assignment – Reading at McKinley 01-Special Education		

Morn, Lora	15 hrs @\$42.08	6/11/14-8/8/14	<u>Est Hrly/\$631</u>
		TOTAL ESTABLISHED HOURLY	\$631
Comment:	Develop Billing Logs for Paraeducators II 01-Medi-Cal Billing Option		

Hilson, Jaclyn	12 hrs @\$42.08	8/11/14-8/12/14	<u>Est Hrly/\$505</u>
		TOTAL ESTABLISHED HOURLY	\$505
Comment:	Classroom Move 01-Special Education		

STUDENT SERVICES

Bressler, Rachel	20 hrs @\$42.08	8/14/14-6/5/15	Est Hrly/\$ 842
Bronstein, Susan	30 hrs @\$42.08	8/14/14-6/5/15	Est Hrly/\$1,262
Ernst, Anne	20 hrs @\$42.08	8/14/14-6/5/15	Est Hrly/\$ 842
Jeffries, Jane	20 hrs @\$42.08	8/14/14-6/5/15	Est Hrly/\$ 842
Lindemann, Maya	30 hrs @\$42.08	8/14/14-6/5/15	Est Hrly/\$1,262
McElvain, Nora	20 hrs @\$42.08	8/14/14-6/5/15	Est Hrly/\$ 842
Morn, Lora	30 hrs @\$42.08	8/14/14-6/5/15	Est Hrly/\$1,262
Relles, Ellen	10 hrs @\$42.08	8/14/14-6/5/15	Est Hrly/\$ 421
Sachs, Teri	10 hrs @\$42.08	8/14/14-6/5/15	Est Hrly/\$ 421
Waldorf, Sherry	10 hrs @\$42.08	8/14/14-6/5/15	<u>Est Hrly/\$ 421</u>
		TOTAL ESTABLISHED HOURLY	\$8,417
Comment:	CPR Training for District Employees 01-Medi-Cal Billing Option		

**ADDITIONAL ASSIGNMENT – DEPARTMENT CHAIR ASSIGNMENTS**  
**JOHN ADAMS MIDDLE SCHOOL**

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Adams, Tracy	2 EDU	AVID	2014-15 SY	\$ 534
Asher, Jeanette	6 EDU	Physical Ed	2014-15 SY	\$1,602
Brown, Daniel	8 EDU	Science	2014-15 SY	\$2,136
Check, Laura	6 EDU	Counseling	2014-15 SY	\$1,602
Joyce-West, Jennifer	2 EDU	Electives	2014-15 SY	\$ 534
Loopesko, Lorna	6 EDU	Humanities	2014-15 SY	\$1,602
Murphy, Letitia	6 EDU	Social Studies	2014-15 SY	\$1,602
O'Keefe, Eliana	2 EDU	Immersion	2014-15 SY	\$1,602
Perez-Fernandez, Lourdes	10 EDU	Math	2014-15 SY	\$2,670
Saling, David	6 EDU	Language Arts	2014-15 SY	\$1,602
Scotland, Alva	2 EDU	ELL	2014-15 SY	\$ 534
Whaley, Joseph	10 EDU	Special Ed	2014-15 SY	\$2,670
Woo, Angela	6 EDU	Visual & Performing Arts	2014-15 SY	<u>\$1,602</u>
		<b>TOTAL</b>		<b>\$20,292</b>

**ADDITIONAL ASSIGNMENT – DEPARTMENT CHAIR ASSIGNMENTS**  
**LINCOLN MIDDLE SCHOOL**

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Blitz, Sarah	6 EDU	Humanities	2014-15 SY	\$1,602
Catanzano, Linda	6 EDU	Humanities	2014-15 SY	\$1,602
Diamond, Renee	10 EDU	Math	2014-15 SY	\$2,670
Hylind, Amy	8 EDU	Special Ed	2014-15 SY	\$2,136
Hunt, Mark	6 EDU	Visual & Performing Arts	2014-15 SY	\$1,602
O'Brien, Marianna	4 EDU	Science	2014-15 SY	\$1,068
Preuss, Jennifer	8 EDU	Advisory/Counseling	2014-15 SY	\$2,136
Stauffer, Nathaniel	3 EDU	Physical Ed	2014-15 SY	\$ 801
Suffolk, Stephanie	4 EDU	Science	2014-15 SY	\$1,068
Underwood, Brian	3 EDU	Physical Ed	2014-15 SY	\$ 801
Valenzuela, Amanda	2 EDU	History	2014-15 SY	<u>\$ 534</u>
		<b>TOTAL</b>		<b>\$16,020</b>

**ADDITIONAL ASSIGNMENT – DEPARTMENT CHAIR ASSIGNMENTS**  
**MALIBU HIGH SCHOOL**

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Andino, Melisa	6 EDU	MS Math	2014-15 SY	\$1,602
Bowman-Smith, Carla	8 EDU	Visual & Performing Arts	2014-15 SY	\$2,136
Deshautelle, Anna	10 EDU	Special Ed	2014-15 SY	\$2,670
Hoos, JuliaCheri	10 EDU	MS Humanities	2014-15 SY	\$2,670
Lambert, Lisa	6 EDU	Physical Ed	2014-15 SY	\$1,602
Owens, Rebecca	6 EDU	World Language	2014-15 SY	\$1,602
Sferra, Luke	6 EDU	Counseling	2014-15 SY	<u>\$1,602</u>
		<b>TOTAL</b>		<b>\$13,884</b>

**HOURLY TEACHERS**  
**JOHN ADAMS MIDDLE SCHOOL**

Shockley, Walter	182 hrs @\$83.97	8/18/14-6/5/15	<u>Own Hrly/\$15,283</u>
		<b>TOTAL OWN HOURLY</b>	<b>\$15,283</b>

Comment: AM Physical Education Class  
 01-Unrestricted Resource

ADULT EDUCATION

DeMello, Flavia 396 hrs @\$47.15 8/25/14-6/5/15 Est Hrly/\$18,671  
TOTAL ESTABLISHED HOURLY \$18,671

Comment: ESL Classes  
11-231: ABE/ESL/ESL Ctzn, VESL/VABE

Bushin, Gregory 108 hrs @\$47.15 8/25/14-6/5/15 Est Hrly/\$ 5,092  
Dumey, Glenna 108 hrs @\$47.15 8/25/14-6/5/15 Est Hrly/\$ 5,092  
Hammond, Paul 216 hrs @\$47.15 8/25/14-6/5/15 Est Hrly/\$10,184  
Murphy, Leticia 216 hrs @\$47.15 8/25/14-6/5/15 Est Hrly/\$10,184  
TOTAL ESTABLISHED HOURLY \$30,552

Comment: Adult Education Classes  
11-Unrestricted Resource

Hernandez, Patricia 90 hrs @\$47.15 8/25/14-6/5/15 Est Hrly/\$4,244  
TOTAL ESTABLISHED HOURLY \$4,244

Comment: Adult Education Classes  
11-PL105-22 Engl Literacy/Civics

Morgan, Alexandra 297 hrs @\$47.15 8/25/14-6/5/15 Est Hrly/\$14,004  
TOTAL ESTABLISHED HOURLY \$14,004

Comment: Adult Education Classes  
11-PL105-22 Engl Literacy/Civics -55%  
11-Unrestricted Resource -45%

Rousseau, Harmony 323 hrs @\$47.15 8/25/14-6/5/15 Est Hrly/\$15,229  
TOTAL ESTABLISHED HOURLY \$15,229

Comment: Adult Education Counselor  
11-Adult Ed: Priority 5, GED/Secnd -38%  
11-Unrestricted Resource -62%

Smith, Bradford 432 hrs @\$47.15 8/25/14-6/5/15 Est Hrly/\$20,369  
TOTAL ESTABLISHED HOURLY \$20,369

Comment: Community Education Program  
11-Other Local Income

Siemer, Deborah 108 hrs @\$47.15 8/25/14-6/5/15 Est Hrly/\$5,092  
TOTAL ESTABLISHED HOURLY \$5,092

Comment: Administration Support  
11-Unrestricted Resource

Kuipers, Catherine \$42.08, as needed 8/25/14-6/5/15 Est Hrly/\$----  
Lauchenauer, Evelyn \$42.08, as needed 8/25/14-6/5/15 Est Hrly/\$----  
Toomey-Solis, Kathy \$42.08, as needed 8/25/14-6/5/15 Est Hrly/\$----  
TOTAL ESTABLISHED HOURLY \$----

Comment: Adult Education Substitute  
11-Unrestricted Resource

ROP

Hodges, Nathan 40 hrs @\$47.15 7/1/14-8/13/14 Est Hrly/\$1,886  
Suhd, Mike 60 hrs @\$47.15 7/1/14-8/13/14 Est Hrly/\$2,829

TOTAL ESTABLISHED HOURLY \$4,715

Comment: ROP Instruction- Summer Session  
01-ROP-Classroom/Program

Kay, David 552 hrs @\$47.15 8/19/14-6/5/15 Est Hrly/\$26,027  
McCrum, David 210 hrs @\$47.15 8/19/14-6/5/15 Est Hrly/\$ 9,902  
Merrick, Jeffrey 90 hrs @\$47.15 8/19/14-6/5/15 Est Hrly/\$ 4,244  
Shaviey, Mariam 950 hrs @\$47.15 8/19/14-6/5/15 Est Hrly/\$44,793  
Suhd, Mike 320 hrs @\$47.15 8/19/14-6/5/15 Est Hrly/\$15,088  
Wishart, William 375 hrs @\$47.15 8/19/14-6/5/15 Est Hrly/\$17,681

		TOTAL ESTABLISHED HOURLY	\$117,735
Comment:	ROP Instruction 01-ROP-Classroom/Program		
Jones, Theresa	45 hrs @\$84.42	7/1/14-7/31/14	Own Hrly/\$3,799
Kemp, Anita	30 hrs @\$73.13	7/1/14-7/31/14	<u>Own Hrly/\$2,194</u>
		TOTAL OWN HOURLY	\$5,993
Comment:	ROP Instruction – Summer Session 01-ROP-Classroom/Program		
Byrd, Marc	360 hrs @\$55.26	8/19/14-6/5/15	Own Hrly/\$19,894
Jones, Theresa	700 hrs @\$84.42	8/19/14-6/5/15	Own Hrly/\$59,094
Kemp, Anita	850 hrs @\$73.13	8/19/14-6/5/15	<u>Own Hrly/\$62,161</u>
		TOTAL OWN HOURLY	\$141,149
Comment:	ROP Instruction 01-ROP-Classroom/Program		
Marlowe, Pam	9 days @\$316.21	6/16/14-7/31/14	<u>Own Daily/\$2,846</u>
		TOTAL OWN DAILY	\$2,846
Comment:	ROP Counselor – Summer Session 01-ROP-Classroom/Program		

**TOTAL ESTABLISHED HOURLY, OWN HOURLY, OWN DAILY  
AND EXTRA DUTY UNITS = \$ 827,543**

**NEW HIRES**

**PROBATIONARY CONTRACTS**

<u>Name/Assignment/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>
Hirshman, Lauren	100%	9/4/14
Singleton, Monique/School Age Child Develop Svcs/Grant	50%	8/15/14

**TEMPORARY CONTRACTS**

<u>Name/Assignment/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>
Bridges, Joy/SAI Math John Adams MS/Spec Ed	100%	8/14/14-6/5/15
Cade, La Treivee/School Age Child Develop Svcs/Franklin	50%	8/19/14-6/5/15
Caise, Ursula/4 <sup>th</sup> Grade Franklin Elementary	100%	8/18/14-6/5/15
Carollo, Lina/Counselor Lincoln Middle School	100%	8/19/14-6/5/15
Gromala, Annette/English Santa Monica HS	100%	8/19/14-6/5/15
Harris, Mark/Music Olympic HS	40%	9/2/14-6/5/15
Hodges, Nathan/Dance ROP/Santa Monica HS	100%	8/14/14-6/5/15

Iwanaka, Traci/Reading Grant Elementary	50%	9/2/14-6/5/15
Kisskalt, Michael/1 <sup>st</sup> Grade Webster Elementary	20%	8/14/14-6/5/15
Ledford, Thomas/Photography ROP/Santa Monica HS	100%	8/14/14-6/5/15
McKnight, Elizabeth/School Age Child Develop Svcs/Rogers	50%	8/20/14-6/5/15
Monroe, Doris/School Age Child Develop Svcs/McKinley	50%	8/15/14-6/5/15
Notarides, Anthony/ELD McKinley Elemen/Ed Svcs	60%	8/25/14-6/5/14
Russell, Arthur/SAI Math Santa Monica HS/Spec Ed	100%	8/14/14-6/5/15
Saunders, Shawn/Digital Design ROP/Santa Monica HS	100%	8/14/14-6/5/15
Tanner, Dennis/Chinese Santa Monica HS	60%	8/19/14-6/5/15
Threlkeld, Janice/2 <sup>nd</sup> Grade Franklin Elementary	100%	8/14/14-6/5/15
Wiener, Daniela/5 <sup>th</sup> Grade Edison Elementary	100%	8/20/14-12/19/14

CHANGE IN EMPLOYEE STATUS: TEMPORARY TO PROBATIONARY

<u>Name/Assignment/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>
Battung, Jason/Yoga	100%	8/14/14
Flores, Ernesto/College Counselor Santa Monica HS	100%	8/1/14
Mercado-Rivera, Also/Soc Sci Immersion John Adams MS	100%	8/14/14
Mogilefsky, Angela/English Santa Monica HS	100%	8/14/14
Norsworthy, Kathleen/Humanities Lincoln MS	100%	8/14/14
Resnick, Joshua/SAI Math Santa Monica HS	100%	8/14/14
Rowley, Casey/College Counselor Malibu HS	100%	8/1/14

**SUBSTITUTE TEACHERS**Effective**LONG-TERM SUBSTITUTES**(@\$219.00 Daily Rate)

Bower, Alan	8/14/14
Brown, Kimberly	8/25/14
Glatt, Joy	8/25/14
Gleason, Beverly	8/14/14
Hewitt, David	8/18/14
Kelly, Brandy	8/14/14
Kuipers, Catherine	9/2/14
Lucas, Ashley	8/27/14
McGary, Sean	9/2/14
Sorensen, Justine	8/14/14
Walsh, Maura	8/14/14

**PREFERRED SUBSTITUTES**(@\$169.00 Daily Rate)

Lucas, Ashley	8/27/14
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**REGULAR DAY-TO-DAY SUBSTITUTES**(@\$144.00 Daily Rate)

Leininger, Joy	9/8/14
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**CHANGE IN ASSIGNMENT**Effective

Baral, Sandy	7/1/14
Special Ed/School Psychologist	

From: 50%To: 40%

Braff, Sarah	8/14/14
Human Resources/SMMCTA President	

From: Teacher/Rogers ElementaryTo: SMMCTA President

Chavez, Craig	8/19/14
Malibu HS/SAI IBP	

From: Santa Monica HS/SAITo: Malibu HS/SAI

Greenfield, Sara	8/14/14
Lincoln MS/English-Humanities	

From: 80%To: 100%

Khem, Chamnauch	8/14/14
Santa Monica HS/Latin	

From: 40%To: 80%

Morris, Kelly	8/14/14
Webster Elem/4 <sup>th</sup> Grade	

From: 40%To: 100%

Zagor, Maura	8/14/14
Roosevelt/Franklin/ELD	

From: 80%To: 60%

**LEAVE OF ABSENCE (with pay)**

<u>Name/Location</u>	<u>Effective</u>
Baum, Rena Santa Monica HS	8/15/14-11/11/14 [Medical Maternity/FMLA]
Cruz, Teresita Rogers Elementary	8/14/14-10/10/14 [Medical Maternity/FMLA]
Cuda, Heather Santa Monica HS	8/14/14-9/12/14 [CFRA]
Fairchild, Lauren Santa Monica HS	8/14/14-8/26/14 [CFRA]
Kenny, Sandra Franklin Elementary	8/14/14-8/29/14 [Medical/CFRA]
Langsdale, Jennifer McKinley Elementary	8/14/14-9/29/14 [Medical Maternity]
Maiztegui, Laura Edison Elementary	8/14/14-11/6/14 [Medical/CFRA]
Maiztegui, Laura Edison Elementary	11/7/14-1/14/15 [Medical]
McCollum, Connie Cabrillo Elementary	8/14/14-9/30/14 [Medical Maternity/FMLA]
Scifres, Mary McKinley Elementary	8/14/14-10/20/14 [Medical Maternity/FMLA]
Walker, Megan Santa Monica HS	8/14/14-11/6/14 [Medical/CFRA]
Walker, Megan Santa Monica HS	11/7/14-1/2/15 [Medical]

**LEAVE OF ABSENCE (without pay)**

<u>Name/Location</u>	<u>Effective</u>
Fairchild, Lauren Santa Monica HS	8/27/14-11/6/14 [CFRA]
Fairchild, Lauren Santa Monica HS	11/7/14-12/19/14 [Child Care]
Korvin, Karin Santa Monica HS	8/14/14-6/5/15 [20% Personal Leave]

**RESIGNATION**

<u>Name/Location</u>	<u>Effective</u>
Bodok, Susan John Adams Middle School	8/29/14
Daire, Meiko ROP/Santa Monica High School	6/10/14



Husain, Nida 8/15/14  
Santa Monica High School

Romero, Yuvikza 8/19/14  
Substitute Teacher/Human Resources

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  
 09/18/14

RECOMMENDATION NO. A.13

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>
Day, Wayne Operations	Lead Custodian 8 Hrs/12 Mo/Range: 25 Step: C	8/12/14
Fuentes, Mario Operations	Gardener 4 Hrs/12 Mo/Range: 24 Step: A	8/7/14
Hendricks, David Transportation	Bus Driver 7 Hrs/10 Mo/Range: 28 Step: A	8/12/14
Hernandez, Yesenia Santa Monica HS	Office Specialist 8 Hrs/12 Mo/Range: 22 Step: C	8/11/14
Kemp, William Operations	Plant Supervisor 8 Hrs/12 Mo/Range: 41 Step: A	8/5/14
Lopez, Sandy Rogers ES	Senior Office Specialist 8 Hrs/10 Mo/Range: 25 Step: B	8/12/14
Navarro, Nancy Muir ES	Senior Office Specialist 4 Hrs/10 Mo/Range: 25 Step: D	8/12/14
<b><u>PROMOTION</u></b>		<b><u>EFFECTIVE DATE</u></b>
Delgadillo, Cristina Grant ES	Senior Office Specialist 4 Hrs/10 Mo/Range: 25 Step: A From: Inst Asst - Classroom: 3 Hrs/SY	8/12/14
Soloway, Beth Malibu HS	Senior Office Specialist 4 Hrs/10 Mo/Range: 25 Step: D From: Inst Asst - Classroom: 5 Hrs/SY	8/12/14
Suaste, Eduardo Malibu HS	Lead Custodian 8 Hrs/12 Mo/Range: 25 Step: F From: Custodian: 8 Hrs/12 Mo	8/11/14
<b><u>SUMMER ASSIGNMENTS</u></b>		<b><u>EFFECTIVE DATE</u></b>
Alaniz, Federico Purchasing	Stock and Delivery Clerk	8/5/14
Garrett, Christine Lincoln MS	Senior Office Specialist	8/7/14-8/11/14
Gonzalez, Teri Lincoln MS	Senior Office Specialist	8/7/14-8/11/14
Gordon-Johnson Grant ES	Senior Office Specialist	8/7/14-8/11/14

Gutierrez, Martha Franklin ES	Senior Office Specialist	8/6/14-8/11/14
Gutierrez, Yolanda Edison ES	Bilingual Community Liaison	6/23/14-8/8/14
Mark, Ellen Franklin ES	Elementary Library Coordinator	8/7/14-8/11/14
Mesrobian, Varso Franklin ES	Senior Office Specialist	8/4/14-8/11/14
Nyden, Diane Lincoln MS	Senior Office Specialist	8/8/14-8/11/14
Oyenoki, Elizabeth McKinley ES	Senior Office Specialist	7/7/14-8/19/14
Paddock, Lori Lincoln MS	Senior Office Specialist	8/7/14-8/11/14
Sanchez, Cecilia Adams MS	Paraeducator 3	8/4/14-8/8/14
Williams, Steven Purchasing	Stock and Delivery Clerk	8/5/14

**TEMP/ADDITIONAL ASSIGNMENTS**

**EFFECTIVE DATE**

Anderson, Michael Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Avina, Fernando Operations	Sprinkler Repair Technician [overtime; operations/grounds projects]	7/1/14-6/30/15
Bracamonte, Jorge Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Brown, Murphy Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Burdick, Barton Operations	Equipment Operator Sports Facilities [overtime; operations/grounds projects]	7/1/14-6/30/15
Colven, Lovell Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Davis, Katherine Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Gonzalez, Hector Operations	Sprinkler Repair Technician [overtime; operations/grounds projects]	7/1/14-6/30/15
Harris, Kenny Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Harris, Tracey Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15

Herrada, Joe Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Mesterhazy, Yvonne Malibu HS	Senior Office Specialist [additional hours; clerical assignments]	7/1/14-6/30/15
Navarro, Nancy Muir ES	Senior Office Specialist [additional hours; clerical assignment]	8/12/14-8/22/14
Odom, Lamont Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Padilla, Ramiro Operations	Equipment Operator [overtime; operations/grounds projects]	7/1/14-6/30/15
Peoples, Jeff Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Perez, Maria Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Sinai, Farimah Facility Use	Accounting Assistant II [additional hours; Facility Use events]	7/1/14-6/30/15
Sinai, Farimah Facility Use	Accounting Assistant II [overtime; Facility Use events]	7/1/14-6/30/15
Velasquez, Jose Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Venable, Mark Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Taylor, Candace Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Tirado, Fortino Operations	Equipment Operator - Tree Trimmer [overtime; operations/grounds projects]	7/1/14-6/30/15
Ybarra, Angel Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15

**SUBSTITUTES**

**EFFECTIVE DATE**

Bester, Anissa Food and Nutrition Svcs	Cafeteria Worker I	8/19/14-6/5/15
Bolan, Anette District	Campus Security Officer	7/1/14-6/30/15
Brooks, Christi Santa Monica HS	Athletic Trainer	8/13/14-6/30/15
Brown, Edward District	Campus Security Officer	7/1/14-6/30/15
Burleigh, David District	Campus Security Officer	7/1/14-6/30/15
Cooper, James District	Campus Security Officer	7/1/14-6/30/15

Curtis, Kathleen District	Campus Security Officer	7/1/14-6/30/15
Davis, Sharonn District	Campus Security Officer	7/1/14-6/30/15
Dilworth, Shunise Food and Nutrition Svcs	Cafeteria Worker I	8/19/14-6/5/15
Freeman, Lakesha District	Campus Security Officer	8/19/14-6/30/15
Gonzalez, Jose District	Campus Security Officer	7/1/14-6/30/15
Hughes, Michael District	Campus Security Officer	7/1/14-6/30/15
James, Marc Operations	Custodian	7/3/14-6/30/15
Lopez, Manuel District	Campus Security Officer	7/1/14-6/30/15
Mares-Pacheoco, Francisco Maintenance	HVAC Mechanic	7/1/14-6/30/15
McGlover, Megan Special Education	Paraeducator 1	8/15/14-6/30/15
Miller, Melvyn District	Campus Security Officer	7/1/14-6/30/15
Nairouz, Dina Food and Nutrition Svcs	Cafeteria Worker I	8/19/14-6/5/15
Plascencia, Beatriz District	Campus Security Officer	7/1/14-6/30/15
Sargent, Darren District	Campus Security Officer	7/1/14-6/30/15
Shirley, Shavine District	Campus Security Officer	7/1/14-6/30/15
Terry, Christina Special Education	Paraeducator 1	8/19/14-6/5/15
Virgin, Sheila Special Education	Paraeducator 1	8/19/14-6/5/15
Walker, Alanna District	Campus Security Officer	7/1/14-6/30/15
Wilson, Terry District	Campus Security Officer	7/1/14-6/30/15
Wright, Lewis District	Campus Security Officer	7/1/14-6/30/15

**VOLUNTARY TRANSFER**Olmos, Maria  
Child Develop SvcsSenior Office Specialist  
8 Hrs/12 Mo  
From: Hrs/10 Mo /Rogers ES**EFFECTIVE DATE**

8/2/14

**CHANGE IN ASSIGNMENT**Marquez, Lilia  
McKinley ESBilingual Community Liaison  
8 Hrs/10 Mo  
From: 7 Hrs/10 Mo**EFFECTIVE DATE**

8/12/14

Rams, Florencia  
Grant/Rogers ESBilingual Community Liaison  
8 Hrs/10 Mo  
From: 4.8 Hrs/10 Mo

8/12/14

Uliantzeff, Elena  
Muir/Roosevelt ES/SMASHBilingual Community Liaison  
8 Hrs/10 Mo  
From: 4.8 Hrs/10 Mo

8/12/14

**LEAVE OF ABSENCE (PAID)**Cortez, Alicia  
Food and Nutrition SvcsCafeteria Worker I  
Medical**EFFECTIVE DATE**

8/21/14-10/9/14

Leister, Erin  
Special EducationOccupational Therapist  
Medical

8/18/14-11/29/14

**PROFESSIONAL GROWTH**Gheewala, Mehrun  
Child Develop Svcs

Children's Center Asst

**EFFECTIVE DATE**

9/1/14

Nguyen, Kim  
Business Svcs

Senior Administrative Assistant

9/1/14

Rodriguez, Frances  
Child Develop Svcs

Children's Center Asst

9/1/14

Vazquez-Gomez, Miguel  
Webster ES

Custodian

9/1/14

**WORKING OUT OF CLASS**Gleason, Timothy  
OperationsUtility Worker  
From: Custodian**EFFECTIVE DATE**

8/7/14-8/18/14

**LAYOFF**BW9173450  
DistrictInst Asst – Physical Education  
3.25 Hrs/SY**EFFECTIVE DATE**

8/25/14

**SUSPENSION WITHOUT PAY**TA 5256331  
Maintenance  
(change of dates from 8/28/14 agenda)**EFFECTIVE DATE**

8/15/14-8/26/14

**RESIGNATION**

Cunningham, Brett  
Maintenance

Plumber

**EFFECTIVE DATE**

8/26/14

Karels, Kloie  
Cabrillo ES

Paraeducator 1

8/6/14

**RETIREMENT**

Pass, Diane  
Operations

Administrative Assistant

**EFFECTIVE DATE**

8/15/14

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

09/18/14

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.14

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**

Steine, Alec	Santa Monica HS	8/11/14-6/30/15
Sutton, Michael	Santa Monica HS	8/12/14-6/30/15
Washington, Marquis	Santa Monica HS	8/13/14-6/30/15

**NOON SUPERVISION AIDE**

Medrano-Cerceda, Ana	Muir ES	8/13/14-6/5/15
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**TECHNICAL SPECIALIST – LEVEL I**

Borzi, Kristin	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option Special Education	8/19/14-6/5/15
Budd, Jeffrey	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option Special Education	8/19/14-6/5/15
Choi, Eunice	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option Special Education	8/19/14-6/5/15
Colmenares, Maira	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option Special Education	8/19/14-6/5/15
Ghazian, Golareh	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option Special Education	8/19/14-6/5/15

Guzman, Ritchie

Special Education  
[Psychologist Intern]  
- Funding: Medi-Cal Billing Option  
Special Education

8/19/14-6/5/15

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/18/14

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON

RE: ADMINISTRATIVE APPOINTMENT

RECOMMENDATION NO. A.15

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

**CERTIFICATED APPOINTMENT**

**Effective**

\_\_\_\_\_  
House Principal, Santa Monica High School

TBD

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

09/18/14

FROM: SANDRA LYON / TERRY DELORIA

RE: ADOPT RESOLUTION NO. 14-03 – NATIONAL HISPANIC/LATINO HERITAGE MONTH

RECOMMENDATION NO. A.16

It is recommended that the Board of Education adopt Resolution No. 14-03– National Hispanic/Latino Heritage Month in recognition of the contributions of Hispanic Americans in our nation. Attached is the full Resolution to be signed by the Board President and Superintendent.

COMMENT: Officially, National Hispanic/Latino Heritage Month is recognized from September 15<sup>th</sup> through October 15<sup>th</sup>.

The signed Resolution will be shared with the school sites to increase awareness and encourage participation in the celebration of the Hispanic/Latino American culture.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

**Santa Monica-Malibu Unified School District**

**Resolution No. 14-03**

**National Hispanic/Latino Heritage Month**

**WHEREAS**, the Hispanic/Latino American community consists of distinct groups, including people from Mexico, the Caribbean, Central America, South America, and the Iberian Peninsula, and whereas Hispanics have had an important part of the history and heritage of the Americas; and

**WHEREAS**, we celebrate the achievements of Hispanic/Latino Americans and their important part of the history and heritage of our nation; and

**WHEREAS**, Hispanic/Latino Americans have enriched our community through contributions in many professions and fields, including education, law, government, business, science, sports, and the arts; and

**WHEREAS**, the hard work and determination of Hispanic/Latino Americans continue to inspire all those who dream of a better life for themselves and their families; and

**WHEREAS**, to honor the achievements of Hispanic/Latino Americans, the United States Congress, by Public Law 100-402, has authorized and requested the President to issue annually a proclamation designating September 15 through October 15, as "National Hispanic Heritage Month."

**THEREFORE, be it resolved** that During National Hispanic/Latino Heritage Month, the Santa Monica-Malibu Unified School District joins with all Americans in celebrating this rich and diverse culture, and encourages all members of our community to recognize the important role of Hispanics in creating and building this great Nation. We further resolve that appropriate lessons and units of study about the contributions of Americans of Hispanic/Latino descent take place in our schools not only during this month, but throughout the school-year.

**PASSED AND ADOPTED** this 18<sup>th</sup> day of September 2014 by the Santa Monica-Malibu Unified School District Board of Education by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
MARIA LEON-VAZQUEZ  
Board of Education President

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/18/14

FROM: SANDRA LYON

RE: REPLACE BP 0420.4 – CHARTER SCHOOLS AUTHORIZATION

RECOMMENDATION NO. A.17

It is recommended that the Board of Education replace BP 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.

These changes were discussed at the August 28, 2014, board meeting.

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

**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**



TO: BOARD OF EDUCATION

ACTION/CONSENT

09/18/14

FROM: SANDRA LYON

RE: ADOPT BP 0420.41 – CHARTER SCHOOL OVERSIGHT

RECOMMENDATION NO. A.18

It is recommended that the Board of Education adopt BP 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.

This was discussed at the August 28, 2014, board meeting.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

**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>

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

09/18/14

FROM: SANDRA LYON

RE: ADOPT BP 0420.42 – CHARTER SCHOOL RENEWAL

RECOMMENDATION NO. A.19

It is recommended that the Board of Education adopt 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.

This was discussed at the August 28, 2014, board meeting.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

## 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

ACTION/CONSENT

09/18/14

FROM: SANDRA LYON

RE: ADOPT BP 0420.43 – CHARTER SCHOOL REVOCATION

RECOMMENDATION NO. A.20

It is recommended that the Board of Education adopt 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.

This was discussed at the August 28, 2014, board meeting.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

### 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>

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/18/14

FROM: SANDRA LYON

RE: ADOPT BP 1113 – DISTRICT AND SCHOOL WEBSITES

RECOMMENDATION NO. A.21

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

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

This was discussed at the August 28, 2014, board meeting.

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

**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**



TO: BOARD OF EDUCATION

ACTION/CONSENT

09/18/14

FROM: SANDRA LYON

RE: ADOPT BP 1114 – DISTRICT-SPONSORED SOCIAL MEDIA

RECOMMENDATION NO. A.22

It is recommended that the Board of Education adopt BP 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.

This was discussed at the August 28, 2014, board meeting.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

**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**



TO: BOARD OF EDUCATION

ACTION/CONSENT

09/18/14

FROM: SANDRA LYON / JANECE L. MAEZ

RE: ADOPT BP 7160 – CHARTER SCHOOL FACILITIES

RECOMMENDATION NO. A.23

It is recommended that the Board of Education adopt BP 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.

This was discussed at the August 28, 2014, board meeting.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

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**



TO: BOARD OF EDUCATION  
FROM: SANDRA LYON  
RE: REVISE BB 9323 – MEETING CONDUCT

ACTION/CONSENT  
09/18/14

RECOMMENDATION NO. A.24

It is recommended that the Board of Education revise BB 9323 – Meeting Conduct.

COMMENTS: The Board of Education requested that staff research the practices of other governing bodies regarding time allotted to individuals during public comments. Based on this research and input from the board president and vice president, staff proposes the language changes that can be found in section 5 of the attached board bylaw.

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

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

**MEETING CONDUCT****Meeting Procedures**

All Board of Education meetings shall begin on time and shall be guided by an agenda prepared in accordance with Board bylaws and posted and distributed in accordance the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

The Board president shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority.

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board meetings shall be adjourned at 10:30 p.m. unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and subsequently may be adjourned to a later date.

**Quorum and Abstentions**

The Board shall act by majority vote of all of the membership constituting the Board. (Education Code 35164)

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, his/her abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

If a Board consists of seven members and not more than two vacancies occur on the Board, the vacant position(s) shall not be counted for purposes of determining how many members of the Board constitute a majority. In addition, if a vacancy exists on the Board, whenever any provisions of the Education Code require unanimous action of all or a specific number of the members, the vacant position(s) shall be not be counted for purposes of determining the total membership constituting the Board. (Education Code 35165)

**Public Participation**

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting.

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. The Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board, either before or during the Board's consideration of the item. (Education Code 35145.5, Government Code 54954.3)



2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education Code 35145.5, Government Code 54954.2)
3. Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities. (Government Code 54954.2)

Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code 54954.2)

4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard the item, the Board shall provide an opportunity for the public to speak. (Government Code 54954.3)
5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits. Speakers shall direct their comment to the Board, not the audience.

Individual members of the public speakers who submit a public speaking card prior to the Board hearing an agenda item or general public comments shall be allowed three (3) minutes to address the Board on each agenda or nonagenda item, depending on the number of speakers. If there are ten or more speakers on an agenda or nonagenda item, the Board shall limit the allowed time to two (2) minutes per speaker. Individual speakers who submit a public speaking card after the Board begins to hear an agenda item or general public comments shall be allowed one (1) minute to address the Board.

A public speaker may yield his/her time to another speaker, but must be present when his/her name is called. The donor would then give up his/her opportunity to speak. The public speaker who receives the donated minutes shall speak for no more than four (4) ~~two (2) additional~~ minutes maximum. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. Individuals represented by a common point of view may be asked to select one individual to speak for the group. The president may, at his/her discretion, allow five (5) minutes for those who are serving as a spokesperson for a group or organization.

The Board ~~may shall~~ limit the total time for public input on each item to thirty (30) ~~(20)~~ minutes. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard.

6. The Board president may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.

The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions. (Government Code 54954.3) In addition, the Board may not prohibit public criticism of district employees.

Whenever a member of the public initiates specific complaints or charges against an employee, the Board president shall inform the complainant that in order to protect the employee's right to adequate notice before a hearing of such complaints and charges, and also to preserve the ability of the Board to legally consider the complaints or charges in any subsequent evaluation of the employee, it is the policy of the Board to hear such complaints or charges in closed session unless otherwise requested by the employee pursuant to Government Code 54957. The Board president shall also encourage the complainant to file a complaint using the appropriate district complaint procedure.

7. The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group shall be grounds for the president to terminate the privilege of addressing the Board.

The Board may remove disruptive individuals and order the room cleared if necessary. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

When such disruptive conduct occurs, the Superintendent or designee shall contact local law enforcement.

### **Recording by the Public**

The Superintendent or designee shall designate locations from which members of the public may broadcast, photograph, or tape record open meetings without causing a distraction.

If the Board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board. (Government Code 54953.5, 54953.6)

Legal Reference:

**EDUCATION CODE**

5095 Powers of remaining board members and new appointees  
32210 Willful disturbance of public school or meeting a misdemeanor  
35010 Prescription and enforcement of rules  
35145.5 Agenda; public participation; regulations  
35163 Official actions, minutes and journal  
35164 Vote requirements  
35165 Effect of vacancies upon majority and unanimous votes by seven member board

**GOVERNMENT CODE**

54953.5 Audio or video tape recording of proceedings  
54953.6 Broadcasting of proceedings  
54954.2 Agenda; posting; action on other matters  
54954.3 Opportunity for public to address legislative body; regulations  
54957 Closed sessions  
54957.9 Disorderly conduct of general public during meeting; clearing of room

**PENAL CODE**

403 Disruption of assembly or meeting

**COURT DECISIONS**

*McMahon v. Albany Unified School District*, (2002) 104 Cal.App.4th 1275  
*Rubin v. City of Burbank*, (2002) 101 Cal.App.4th 1194  
*Baca v. Moreno Valley Unified School District*, (1996) 936 F.Supp. 719

**ATTORNEY GENERAL OPINIONS**

76 Ops.Cal.Atty.Gen. 281 (1993)  
66 Ops.Cal.Atty.Gen. 336 (1983)  
63 Ops.Cal.Atty.Gen. 215 (1980)  
61 Ops.Cal.Atty.Gen. 243, 253 (1978)  
55 Ops.Cal.Atty.Gen. 26 (1972)  
59 Ops.Cal.Atty.Gen. 532 (1976)

Management Resources:

**CSBA PUBLICATIONS**

*The Brown Act: School Boards and Open Meeting Laws*, rev. 2005  
*Board Presidents' Handbook*, rev. 2002  
*Maximizing School Board Governance: Boardsmanship*

**ATTORNEY GENERAL PUBLICATIONS**

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

**WEB SITES**

CSBA: <http://www.csba.org>  
California Attorney General's Office: <http://www.caag.state.ca.us>

**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

09/18/14

FROM: SANDRA LYON / TERRY DELORIA / MAUREEN BRADFORD

RE: COLLEGE AND CAREER READINESS: ACCESS TO AP PROGRAMS

DISCUSSION ITEM NO. D.01

As a part of our efforts to ensure college and career readiness for all students, SMMUSD is investigating a number of new approaches to increase enrollment and success in Advanced Placement courses for under-represented students.

This discussion item will explore the AP potential reports provided by the College Board. These reports help to identify students, based on their performance of the PSAT, that may be successful in particular AP courses.

In addition, the AP/IB Equity and Excellence Project will be discussed. This project is a collaborative effort between the Equal Opportunity Schools (EOS) and SMMUSD and is supported by the Google Global Impact Awards and Harvard Ed Labs. EOS addresses the disproportionality of students of color and economically disadvantaged students who enroll in honors and AP coursework. The EOS project will provide SMMUSD staff with specific strategies to identify and support under-represented youth in rigorous and challenging academic coursework.





TO: BOARD OF EDUCATION

DISCUSSION

09/18/14

FROM: SANDRA LYON / TERRY DELORIA / DEBRA MOORE WASHINGTON

RE: ESTABLISH POSITION – DIRECTOR OF EDUCATIONAL TECHNOLOGY

DISCUSSION ITEM NO. D.02

It is recommended that the Board of Education establish a new position, Director of Educational Technology, in order to facilitate the Measure ES technology projects and serve the needs of District students.

COMMENT: The technology vision for the district intends for educational technology to be appropriately used to improve and extend teaching and learning for all of our students. All staff will leverage technology resources to enable the most efficient and effective administration of our district. Measure ES will allow the district to move our technology resources to 21<sup>st</sup> Century level. A Director of Educational Technology is needed to oversee Measure ES funds and to move the district forward toward our educational technology goals.

The Director of Educational Technology will be responsible for guiding and overseeing the district's educational technology program. Primary functions will be to develop, direct, and oversee the district's educational technology program; to integrate technology into the PreK-12 curriculum and teaching practices; to develop and recommend technology strategies to enhance student learning; and to develop, monitor and evaluate professional development related to technology. The Director of Educational Technology will direct and oversee the allocation of educational technology funds to ensure appropriate resources and technology are available and are effectively utilized in support of the district's educational technology plan. (See attached job description)

The position will have a work year of 222 days, and will be compensated at Range 64 on the SMMUSD Management Salary Schedule. The position will be funded by Measure ES and the 2014-2015 budget will be adjusted for the salary and benefits.

# SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Department of Human Resources

## CERTIFICATED JOB DESCRIPTION DIRECTOR, EDUCATIONAL TECHNOLOGY

### **DEFINITION**

Under the direction of the Assistant Superintendent of Educational Services, the Director of Educational Technology is responsible for guiding and overseeing the district's educational technology program. Primary functions will be to develop, direct, and oversee the district's educational technology program, to integrate technology into the PreK-12 curriculum and teaching practices, to develop and recommend technology strategies to enhance student learning and to develop, monitor and evaluate professional development related to technology. Additional duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This position classification requires technical expertise and knowledge in all areas of educational technology, as well as general knowledge of all aspects of a school district operation. Directly-related experience in current technology trends is necessary to assure success in this complex leadership role. Incumbent must be exemplary in use of technology for both the classroom and the workplace. Decisions are made by the incumbent that have a critical impact on the goals, organization and educational programs and services of the district. Frequently meets with a broad range of management, certificated and classified staff, board members, students and community members to influence, motivate and monitor the objectives of the district and the operation of the Educational Services Department. An earned doctorate from an accredited institution is desirable, but not required.

### **EXAMPLES OF DUTIES**

- Direct, manage, and evaluate the operations related to the district's technology plan/vision;
- Provide and implement recommendations for the integration of educational technology into the curriculum;
- Direct and oversee the allocation of educational technology funds to ensure appropriate resources and technology are available and are effectively utilized in support of the district's educational technology plan requirements, and recommend future proposals relating to technological advances;
- Participate in the development and implementation of policies, procedures and programs regarding educational technology systems;
- Meet with district/school administrators, teacher leaders, and other district employees to evaluate and discuss the needs for new and/or modified systems and make recommendations to the Assistant Superintendent of Educational Services;
- Participate in the development of specifications and the negotiation, administration, and evaluation of contracts for equipment and services;
- Meet with vendor representatives to evaluate products and services and to negotiate the timely and cost-effective delivery of hardware, software, and contract services;
- Make presentations to the Board of Education, special committees, district representatives, and vendors regarding identified needs, proposed solutions, business strategies, and project status;

- Maintain current knowledge of contemporary educational technology in support of district applications;
- Train and evaluate the performance of assigned staff;
- Assist in the formulation and development of policies, procedures and programs;
- Advise the Assistant Superintendent of Educational Services of unusual trends or problems and recommend appropriate corrective action;
- Analyze and review budgetary and financial data, and control and authorize expenditures in accordance with established limitations;
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information;
- Develop policies and procedures to encourage effective and efficient management controls;
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Project management, including the development of budgets, timelines, and allocation of staff.
2. Educational technology, application design, and systems architecture.
3. Administrative practices and procedures within the district.
4. Principles of business decision-making, public relations and communication.
5. Planning, organization and direction of educational technology initiatives, systems and operations.
6. Contemporary educational technology systems, applications and operations.
7. Regulations and procedures related to assigned areas of responsibility.
8. Oral and written communication skills.
9. Principles and practices of administration, supervision and training.
10. Applicable laws, codes, regulations, policies and procedures.
11. Interpersonal skills using tact, patience and courtesy.

### **Skills/Abilities:**

1. Manage internal staff and external consultant and contract staff in a team environment.
2. Negotiate with external vendors, contract staff, and other district departments.
3. Make, support, and explain recommendations.
4. Provide leadership and prioritize projects.
5. Train and evaluate the performance of assigned staff.
6. Maintain current knowledge of applicable federal and State laws, district rules and regulations.
7. Communicate effectively with non-technical staff, both orally and in writing.
8. Establish and maintain cooperative and effective working relationships with others.
9. Analyze situations accurately and adopt an effective course of action.
10. Manage expenditures within an established budget.
11. Work independently with little direction.
12. Prepare comprehensive narrative and statistical reports.
13. Direct the maintenance of a variety of reports and files related to assigned activities.
14. Operate a computer and assigned office equipment.

## **EDUCATION AND EXPERIENCE**

A combination of experience and training that would provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:  
Experience:

- Three (3) years of successful teaching and/or district/site administrative experience.
- Five (5) years of progressively responsible experience in the management and development of educational technology programs in a public school system.

### Education:

- Equivalent to the completion of a Master of Arts or higher degree in educational technology, or a closely related field.
- Earned doctorate preferred.

## **CERTIFICATIONS, LICENSES AND CONDITIONS**

### Certification Requirement

Possession or the ability to qualify for a valid California credential authorizing service as an elementary and secondary level administrator.

### License Requirement

Possession of a valid Motor Vehicle Operator's License

### Condition of Employment

Insurability by the District's liability insurance carrier

## **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.
- This is a sedentary position classification with light work that involves sitting a portion of the time, but does require walking and standing for extended periods
- Requires the mobility to stand, stoop, balance, reach, kneel and bend. Requires mobility or arms to reach and dexterity of hands and fingers needed to operate a computer keyboard
- May require the need to push, pull or lift up to 20 pounds
- The job also requires the accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing oral information and direction.

This position will have a work year of 222 days, and be compensated at Range 64 on the SMMUSD Management Salary Schedule.

Job description Board Approved: \_\_\_\_\_

TO: BOARD OF EDUCATION

DISCUSSION

09/18/14

FROM: SANDRA LYON / TERRY DELORIA

RE: CONSIDER ADOPTING BP AND AR 0460 – LOCAL CONTROL  
ACCOUNTABILITY PLAN

DISCUSSION ITEM NO. D.03

It is recommended that the Board of Education consider adopting BP and AR 0460 – Local Control Accountability Plan.

COMMENTS: CSBA recommends this new policy to reflect the requirements of new law (AB 97 and SB 97, 2013) related to the development of a three-year local control and accountability plan (LCAP) by July 1, 2014, and an update of the LCAP on or before July 1 of each subsequent year. The policy addresses the importance of comprehensive planning, optional local priorities to add to the state priorities specified in law, requirements for consultation with specified groups on plan development, board adoption of the LCAP, submission of the approved LCAP to the county superintendent, the board's role in monitoring district progress, and circumstances under which the district may receive technical assistance or intervention to improve student outcomes.

The new administrative regulation reflects the requirements of new law (AB 97 and SB 97, 2013) regarding the contents of the LCAP and the annual update to the LCAP, consistency with existing collective bargaining agreements, and posting of the LCAP on the district's web site.

**LOCAL CONTROL AND ACCOUNTABILITY PLAN**

The Governing Board desires to ensure the most effective use of available state funding to improve outcomes for all students. A community-based, comprehensive, data-driven planning process shall be used to identify annual goals and specific actions aligned with state and local priorities and to facilitate continuous improvement of district practices.

The Board shall adopt a districtwide local control and accountability plan (LCAP), using the template provided by the State Board of Education, which addresses the state priorities specified in Education Code 52060. The LCAP shall be effective for three years and shall be updated on or before July 1 of each year. (Education Code 52060)

In addition, the LCAP shall address any local priorities adopted by the Board.

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" and other underperforming students.

Unduplicated students include students who are eligible for free or reduced-price meals, English learners, and foster youth and are counted only once for purposes of the local control funding formula. (Education Code 42238.02)

To minimize duplication of effort and provide clear direction for program implementation, the LCAP and other district and school plans shall be aligned to the extent possible.

The Superintendent or designee shall review the single plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP or the annual update are consistent with strategies included in the SPSA. (Education Code 52062)

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

**Plan Development**

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the numbers of students in various student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. (Education Code 52060)

**Public Review and Input**

The Board shall establish the following committee(s) to review and comment on the LCAP: (Education Code 52063)

1. A parent advisory committee including at least one parent/guardian of unduplicated students as defined above

2. An English learner parent advisory committee whenever district enrollment includes at least 15 percent English learners and at least 50 students who are English learners

The Superintendent or designee shall present the LCAP or the annual update to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (Education Code 52062)

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP or the annual update to the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP or the annual update shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP or the annual update. The public hearing shall be held at the same meeting as the public hearing required prior to the adoption of the district budget in accordance with Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

### **Adoption of the Plan**

Prior to adopting the district budget, but at the same public meeting, the Board shall adopt the LCAP or the annual update. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. (Education Code 52062)

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

### **Submission of Plan to County Superintendent of Schools**

Not later than five days after adoption of the LCAP or the annual update to the LCAP, the Board shall file the LCAP or the annual update with the County Superintendent of Schools. (Education Code 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP or the annual update, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

### **Monitoring Progress**

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by him/her and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

## Technical Assistance/Intervention

When it is in the best interest of the district, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)

1. Assistance in the identification of district strengths and weaknesses in regard to state priorities and review of effective, evidence-based programs that apply to the district's goals
2. Assistance from an academic expert, team of academic experts, or another district in the county in identifying and implementing effective programs to improve the outcomes for student subgroups
3. Advice and assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074

In the event that the County Superintendent requires the district to receive technical assistance pursuant to Education Code 52071, the Board shall review all recommendations received from the County Superintendent or other advisor and shall consider revisions to the LCAP as appropriate in accordance with the process specified in Education Code 52062.

If the Superintendent of Public Instruction (SPI) identifies the district as needing intervention pursuant to Education Code 52072, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following:

1. Revision of the district's LCAP
2. Revision of the district's budget in accordance with changes in the LCAP
3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

### Legal Reference:

#### EDUCATION CODE

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

41020 Audits

42127 Public hearing on budget adoption

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

48985 Parental notices in languages other than English

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52052 Academic Performance Index; numerically significant student subgroups

52060-52077 Local control and accountability plan

52302 Regional occupational centers and programs

52372.5 Linked learning pilot program

54692 Partnership academies

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission

60811.3 Assessment of language development

64001 Single plan for student achievement

99300-99301 Early Assessment Program

#### UNITED STATES CODE, TITLE 20

6312 Local educational agency plan

6826 Title III funds, local plans



Management Resources:

CSBA PUBLICATIONS

Impact of Local Control Funding Formula on Board Policies, November 2013

Local Control Funding Formula 2013, Governance Brief, August 2013

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

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

WEB SITES

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

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

LOCAL CONTROL AND ACCOUNTABILITY PLAN

Content of the Plan

The district's local control and accountability plan (LCAP) shall include, for the district and each district school: (Education Code 52060)

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth. The LCAP shall identify goals for each of the following state priorities:
  - a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002
  - b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency
  - c. Parent/guardian involvement, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy
  - d. Student achievement, as measured by all of the following as applicable:
    - (1) Statewide assessments of student achievement
    - (2) Academic Performance Index
    - (3) The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study that satisfy specified requirements and align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692
    - (4) The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency
    - (5) The English learner reclassification rate
    - (6) The percentage of students who have passed an advanced placement

examination with a score of 3 or higher

(7) The percentage of students who participate in and demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301

e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable

f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable

g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03

h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable

2. Any goals identified for any local priorities established by the Board.

3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

For purposes of the descriptions required by items #1-3 above, the Board 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. (Education Code 52060)

For any local priorities addressed in the LCAP, the Board and Superintendent or designee shall identify the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on a school accountability report card. (Education Code 52060)

### **Annual Updates**

On or before July 1 of each year, the LCAP shall be updated using the template developed by the SBE and shall include all of the following: (Education Code 52061)

1. A review of any changes in the applicability of the goals described in the existing LCAP pursuant to the section "Content of the Plan" above

2. A review of the progress toward the goals included in the existing LCAP, an assessment

of the effectiveness of the specific actions described in the existing LCAP toward achieving the goals, and a description of changes to the specific actions the district will make as a result of the review and assessment

3. A listing and description of the expenditures for the fiscal year implementing the specific actions included in the LCAP and the changes to the specific actions made as a result of the reviews and assessment required by items #1-2 above
4. A listing and description of expenditures for the fiscal year that will serve unduplicated students and students redesignated as fluent English proficient

#### **Availability of the Plan**

The Superintendent or designee shall post the LCAP and any updates or revisions to the LCAP on the district's web site. (Education Code 52065)

TO: BOARD OF EDUCATION

DISCUSSION

09/18/14

FROM: SANDRA LYON / TERRY DELORIA

RE: CONSIDER REVISING BP AND AR 6184 – CONTINUATION EDUCATION

DISCUSSION ITEM NO. D.04

It is recommended that the Board of Education consider revising BP and AR 6184 – Continuation Education.

COMMENTS: The mandated policy reflects new law (AB 570, 2013), which mandates that the district adopt policy with specified provisions if it allows students to voluntarily enroll in continuation education and new law (AB 97, 2013), which eliminates the Pupil Retention Block Grant. The policy also adds material on alignment of the program with goals in the LCAP, student enrollment in a regional occupational center/program in lieu of continuation education, and program evaluation.

The mandated regulation updates sections on "Voluntary Enrollment" and "Intake and Orientation" to reflect new law (AB 570, 2013), which mandates procedures governing identification, placement, and intake of students who voluntarily enroll in continuation education. The regulation adds optional program components related to parent/guardian communication, parent and community involvement, professional development, support services, and safety and school climate. The regulation also reflects new court decision concluding that districts are not required to exhaust all other means of correction to bring about student improvement before involuntarily transferring a student to a continuation education program.

**CONTINUATION EDUCATION**

The Board of Education shall provide a continuation education program as an option for at-risk students who may need a flexible educational environment to meet the educational needs of district students who are not attending a high school or other appropriate educational institution and who are not legally exempted from compulsory continuation school attendance. The continuation education program shall be designed to meet the educational needs of each student, provide an opportunity for participating students to complete the required course of instruction necessary to graduate from high school, emphasize occupational orientation or a work study schedule, and offer intensive guidance services.

The continuation education program shall be aligned with the goals identified in the district's local control and accountability plan, designed and implemented in collaboration with other high schools within the district, and coordinated with other educational options available to district students.

The Superintendent or designee shall appoint a Principal of continuation education who shall be responsible for the organization and administration of the district's continuation education program and guidance, placement, and follow-up services for participating students. (5 CCR 11000, 11003)

~~The Board shall establish a plan to coordinate instruction and training in the school with the home, employment and other agencies and shall designate one or more persons as coordinators. (5 CCR 11003)~~

The continuation high school shall be conducted for not less than 175 days during a school year. The Board may maintain continuation classes during the district's regular school hours, during special school hours for these classes established by the Board, or during such hours and for such length of time during the day or evening that adult education classes are maintained. (Education Code 48434; 5 CCR 11004)

Students eligible for continuation education classes shall be age 16 or 17 years at the time of their enrollment and shall not have graduated from high school. (Education Code 48400, 48413)

~~The Superintendent or designee shall develop administrative regulations governing the involuntary transfer of students into the continuation education program. (Education Code 48432.5)~~

A student may be involuntarily transferred into a continuation education program in accordance with law and administrative regulation. (Education Code 48432.5)

With the consent of the Superintendent or designee, a student may voluntarily enroll in continuation classes in order to receive special attention such as individualized instruction. (Education Code 48432, 48432.3, 48432.5) may allow the voluntary enrollment of students in the continuation education program as space permits and when it is determined to be in the best interests of the student.

Priority for voluntary enrollment in continuation classes shall be given to students who need credit recovery in order to graduate with their peers and to students who, due to employment, pregnancy, parenting responsibilities, or other circumstances, are unable to attend a

comprehensive high school. A student with a disability shall be admitted only if his/her individualized education program specifically states that a continuation high school setting meets his/her needs.

Enrollment criteria shall be applied consistently throughout the district. (Education Code 48432.3)

Students may be enrolled in a regional occupational center or program within the county in lieu of, or in combination with, continuation education. (Education Code 48432)

Students ~~Minors~~ otherwise subject to compulsory attendance in continuation education classes may be exempted if they meet any of the conditions specified in Education Code 48410 and AR 5112.1 – Exemptions from Attendance.

The Superintendent or designee shall regularly evaluate the effectiveness of district continuation education programs and report these evaluation results to the Board. Indicators may include, but not be limited to, disaggregated data on student enrollment, student assessment results, and graduation rates.

~~The Board may maintain continuation classes during the district's regular school hours, during special school hours for these classes established by the Board, or during such hours and for such length of time during the day or evening that adult education classes are maintained. (Education Code 48434)~~

Legal Reference:

EDUCATION CODE

46170 Minimum school day for continuation schools and classes

48400-48454 Compulsory continuation education, especially:

48400 Weekly minimum attendance requirement

48402 Minors not regularly employed

48410-48416 Compulsory continuation education

48430-48438 Continuation classes

48450-48454 Violation

48900 Grounds for suspension and expulsion

48900.5 Student discipline

48903 Limitations on days of suspension

51224-51225.3 Courses of study

60850-60856 High school exit examination

FAMILY CODE

7000-7002 Emancipation of minors law

7050 Purposes for which emancipated minor considered an adult

CODE OF REGULATIONS, TITLE 5

11000-11010 Continuation education

COURT DECISIONS

Nathan G. v. Clovis Unified School District (2014) Cal.App.5th (No. F065485)

Management Resources:

JOHN W. GARDNER CENTER FOR YOUTH AND THEIR COMMUNITIES PUBLICATIONS

*Raising the Bar, Building Capacity: Driving Improvement in California's Continuation High Schools, May 2012*

*Intake Processes at Continuation High Schools: Shaping School Climate Through Selection and Enrollment*

*Strategies, February 2011*

WEB SITES

California Continuation Education Association: <http://www.cceanet.org>

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

John W. Gardner Center for Youth and Their Communities, Stanford School of Education: <http://jgc.stanford.edu>

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

**CONTINUATION EDUCATION****Program Components**

The district's continuation education program shall include the following components:

1. The Curriculum that prepares students to meet the course requirements for offered by the continuation high school shall enable students to meet requirements for high school graduation prescribed in Education Code 51224-51225.3 (5 CCR 11004)
2. A plan to coordinate instruction and training in the continuation education program with students' parents/guardians, employment, and other agencies (5 CCR 11003)
3. Instruction based on individual student needs as determined by counseling and coordination services (5 CCR 11002)
4. Personal guidance in matters affecting students' personal, social, and educational adjustment (5 CCR 11001)
5. Occupational guidance to prepare students for future employment opportunities (5 CCR 11001)
6. Placement in suitable employment whenever students can benefit from such employment (5 CCR 11001)
7. Regular home contacts and parent conferences when students are not succeeding in the continuation program (5 CCR 11001)
8. Regular contacts with students enrolled for only four hours per week and all students suspended from continuation education, with the intent of eventually returning them to the full-time continuation education program (5 CCR 11001)
9. Regular communication with all parents/guardians regarding their child's progress in the educational program
10. Opportunities for parent/guardian and community involvement in school activities and program planning
11. Student support services that may include, but are not limited to, academic support services, health services or referrals, and development services for the children of enrolled students, and/or prevention and intervention services for alcohol or substance abuse
12. Professional development that includes opportunities for teachers to continually improve their instructional and classroom management skills
13. Efforts to ensure school safety and promote a positive school climate

~~In order to receive a high school diploma, students in continuation education must pass the high school exit examination. (Education Code 60850)~~



~~Instruction in continuation education classes shall be based on individual needs as determined by the findings of the counseling and coordination services. (5 CCR 11002)~~

~~The Superintendent or designee shall provide to all minors in the district subject to compulsory continuation education a program that includes: (Education Code 48431; 5 CCR 11001)~~

- ~~1. Personal guidance~~
- ~~2. Occupational guidance~~
- ~~3. Placement in suitable employment whenever the student can benefit from such employment~~
- ~~4. Follow-up services including:
  - ~~a. Visitations at places of employment to determine the effectiveness of the guidance and placement services~~
  - ~~b. Regular home contacts and parent conferences when students are not succeeding in the continuation program~~
  - ~~c. Regular contacts with students enrolled for only four hours per week and all students suspended from continuation education with the intent of eventually returning them to the full-time continuation education program~~~~

~~The continuation high school shall be conducted for not less than 175 days during a school year. (5 CCR 11004)~~

### **Program Administration**

~~The director of continuation education shall be responsible for the organization and administration of the district's continuation education program and guidance, placement and follow-up. (5 CCR 11000)~~

### **Involuntary Transfer**

~~Students eligible for continuation education classes shall be age 16 or 17 at the time of their enrollment and shall not have graduated from high school. (Education Code 48400, 48413)~~

~~A decision to transfer a student involuntarily into continuation education classes shall be based on a finding that the student meets either of the following conditions: (Education Code 48432.5)~~

- ~~1. The student committed an act enumerated in Education Code 48900.~~

~~Involuntary transfer to a continuation school shall be made only when other means fail to bring about student improvement. However, a student may be involuntarily transferred the first time he/she commits an act enumerated in Education Code 48900 if the principal determines that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (Education Code 48432.5)~~

- ~~2. The student has been habitually truant or irregular in legally required school attendance from instruction he/she is lawfully required to attend.~~

Involuntary transfer to a continuation school shall be made only when other means fail to bring about student improvement. However, a student may be involuntarily transferred the first time he/she commits an act enumerated in Education Code 48900 if the principal determines that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (Education Code 48432.5)

Prior to an involuntary transfer, the student and parent/guardian shall be given written notice that they may request a meeting with the Superintendent or designee. (Education Code 48432.5)

At the meeting, the student or parent/guardian shall be informed of the specific facts and reasons for the proposed transfer. The student or parent/guardian shall have the opportunity to inspect all documents relied upon, question any evidence and witnesses presented, and present evidence on the student's behalf. The student may designate one or more representatives and witnesses to be present with him/her at the meeting. (Education Code 48432.5)

A written decision to transfer, stating the facts and reasons for the decision, shall be sent to the student and parent/guardian. It shall indicate whether the decision is subject to periodic review and the procedure for such review. (Education Code 48432.5)

The persons making the final decision for involuntary transfer shall not be members of the staff of the school in which the student is enrolled at the time. (Education Code 48432.5)

No involuntary transfer to a continuation school shall extend beyond the end of the semester following the semester when the acts leading to the involuntary transfer occurred. (Education Code 48432.5)

~~However, at the request of a student or parent/guardian, the Superintendent or designee shall conduct an annual review of the involuntary transfer.~~

## **Voluntary Enrollment**

As space permits, students who meet the eligibility criteria specified in Board policy may voluntarily enroll in a continuation school. A student may be considered for placement in the continuation school whenever his/her parent/guardian submits a written request to the Superintendent or designee or the student is referred by a counselor or school administrator.

Approval of a student's voluntary transfer shall be based on a finding that the placement will promote the educational interests of the student. (Education Code 48432.3)

Voluntary enrollment shall be subject to the following conditions: (Education Code 48432.3, 48432.5)

1. A student's voluntary placement in continuation education shall not be used as an alternative to expulsion unless alternative means of correction have been attempted pursuant to Education Code 48900.5.
2. The district shall strive to ensure that no specific group of students, including a group based on race, ethnicity, language status, or special needs, is disproportionately enrolled in continuation education within the district.
3. A copy of this administrative regulation and accompanying Board policy shall be provided to a student whose voluntary transfer to a continuation school is under consideration and to his/her parent/guardian.

4. Before a student is transferred and upon request by his/her parent/guardian, the parent/guardian may meet with a counselor, principal, or administrator from both the school that the student is currently attending and the continuation school to determine if transferring is the best option for the student.
5. To the extent possible, voluntary transfer to a continuation school shall occur within the first four weeks of each semester.
6. A student who is voluntarily enrolled in continuation education may return to the regular high school at the beginning of the following school year, or at any other time with the consent of the Superintendent or designee.

~~With the consent of the Superintendent or designee, a student may voluntarily enroll in continuation classes in order to receive special attention such as individualized instruction. Students so enrolled may return to the regular high school at the beginning of the following school year, or at any time the Superintendent or designee gives consent. (Education Code 48432.5)~~

### **Intake and Orientation**

Upon voluntary or involuntary transfer to a continuation education program, an intake meeting shall be conducted with each student and his/her parent/guardian. At this meeting, the principal or counselor shall provide information about each course and number of credits that the student needs to complete in order to graduate and shall develop an individualized academic plan for the student. The student, and his/her parent/guardian as appropriate, shall sign a contract indicating their commitment to these objectives.

In addition, at the beginning of each school year, the district coordinator for continuation education, school counselor(s), or other designee(s) shall provide an orientation session for all incoming students and their parents/guardians in order to help them understand the credit recovery process and establish expectations for student conduct and participation. As appropriate, extended orientation sessions may be provided to assist students in developing academic, social, communication, anger management, or other skills necessary to success in school.

### **Minimum Attendance Requirement**

In continuation high schools and classes, a day of attendance shall be at least 180 minutes. (Education Code 46170)

Each student shall attend classes for not less than 15 hours per week. However, if a student gives satisfactory proof of regular employment, he/she may attend classes for not less than four hours per week for the regular school term. These requirements may be met by any combination of attendance in a continuation education class and/or regional occupational center or program. (Education Code 46170, 48402, 48400)

~~Each student in the continuation education program shall attend classes for not less than four 60-minute hours per week for the regular school term. The requirement may be met by attendance in a continuation education class and/or regional occupational center or program. (Education Code 48400)~~

~~If a student subject to compulsory attendance in continuation education classes cannot give satisfactory proof of regular employment, the student shall attend continuation education classes and/or a regional occupational center or program for not less than 15 hours per week during the period of unemployment. (Education Code 48402)~~

## **Leaves of Absence**

A student enrolled in compulsory continuation education classes may take a leave of absence for up to two semesters for the purpose of supervised travel, study, training or work in accordance with law, Board policy and administrative regulation. (Education Code 48416)

## **Reenrollment**

Any person age 16 or 17 who left school after obtaining a certificate of proficiency may reenroll in the district without prejudice. If the student leaves a second time, the Superintendent or designee may deny reenrollment until the beginning of the next semester. (Education Code 48414)

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

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## **MAJOR ITEMS**



TO: BOARD OF EDUCATION

ACTION/MAJOR

09/18/14

FROM: SANDRA LYON

RE: CONSIDER APPOINTMENTS TO THE DISTRICT ADVISORY COMMITTEES (DACs)

RECOMMENDATION NO. A.25

It is recommended that the Board of Education consider appointments to the district advisory committees.

COMMENT: Some of the DACs had members whose terms are set to expire on June 30, 2014. This item is to fill openings on the committees prior to summer.

The superintendent's office sent out press releases in May and July soliciting applications to serve on the various DACs. The staff liaisons and chairs were also asked to spread the word.

The following charts show how many openings are on each DAC, how many applications were already on file (but were not selected in a previous round of appointments), how many new applications were received, and where members should be placed on the term expiration chart to maintain a balance of membership.

**EARLY CHILD CARE & DEVELOPMENT DAC**

Terms Expire				
6/30/2014	6/30/2015	6/30/2016	6/30/2017	6/30/2018
Fran Chasen	Gleam Davis	Mark Cohen	Karen Palermo	
Julie Taren	Jennifer Kennedy	Sigal Redfield	Megan Mather	
Patricia Godon-Tann		Alan Kapen	Steve Duron	
		Ben Swett	Raven Kraus	
		Kristina Irwin		

Current Members (as of July 2014): 11

Openings (as of July 2014): 8

Note: If all applicants are approved, the board should assign all to the 6/30/2018 column for balance.

Received New Applications from:

1. Andrew Mitchell (*1<sup>st</sup> pref: SEDAC; 3<sup>rd</sup> pref: IEE DAC*)

(continued on next page)

## HEALTH & SAFETY DAC

Terms Expire				
6/30/2014	6/30/2015	6/30/2016	6/30/2017	6/30/2018
Leslie Butchko	Suzanne Post	Debbie Bernstein	Peter Argo	
Nandini Rudra-Ganguly	Sion Roy	Rita Kachru	Stephanie Lewis	
Harriet Fraser	Leesl Herman	Pat Nolan	Deborah Rothman	
		Laila Taslimi	Larry Sacco	
			Alyssa Ziman	

Current Members (as of July 2014): 12

Openings (as of July 2014): 7

Note: If all applicants are approved, the board should assign across the 2015, 2016, and 2018 columns for balance.

Received Re-Applications from:

1. Leslie Butchko
2. Harriet Fraser
3. Nandini Rubra-Ganquly (*1<sup>st</sup> pref: VAPA DAC, 2<sup>nd</sup> pref: IEE DAC*)

Received New Applications from:

1. Jeffrey Adelman
2. Natasza Congdon (*1<sup>st</sup> pref: SEDAC*)
3. Aldona Meilutyte (*1<sup>st</sup> pref: SEDAC; 2<sup>nd</sup> pref: IEE DAC*)
4. Lauren Weinstein

## INTERCULTURAL EQUITY AND EXCELLENCE DAC

Terms Expire				
6/30/2014	6/30/2015	6/30/2016	6/30/2017	6/30/2018
Darrell Goode		Gary Avrech	Anne Sadeghpour	
		Joanne Berlin		
		Florence Culpepper		

Current Members (as of July 2014): 4

Openings (as of July 2014): 15

Note: If all applicants are approved, the board should assign across the columns for balance.

Received Re-Applications from:

1. David Finkel
2. Darrell Goode

Received New Applications from:

1. Gloria Garvin
2. Chris Hickey
3. Ericka Lesley
4. Aldona Meilutyte (*1<sup>st</sup> pref: SEDAC; 3<sup>rd</sup> pref: Health & Safety DAC*)
5. Julia Miele
6. Andrew Mitchell (*1<sup>st</sup> pref: SEDAC; 2<sup>nd</sup> pref: Early Child Care DAC*)
7. Nandini Rubra-Ganquly (*1<sup>st</sup> pref: VAPA DAC, 3<sup>rd</sup> pref: Health&Safety DAC*)
8. Shirin Selph
9. Michelle Wittig

*(continued on next page)*



**SPECIAL EDUCATION DAC**

Terms Expire				
6/30/2014	6/30/2015	6/30/2016	6/30/2017	6/30/2018
Gina Frazier	Rodney Osburn		Kate Thomas	
Lee Jones	Clara Sturak		Barry Yates	
Karen Paris	Brandi Lockhart			

Current Members (as of July 2014): 5

Openings (as of July 2014): 14

Note: If all applicants are approved, the board should assign across the columns for balance.

Received Re-Applications from:

1. Gina Frazier
2. Lee Jones
3. Karen Paris

Received New Applications from:

1. Natasza Congdon (*2<sup>nd</sup> pref: Health & Safety DAC*)
2. Stella de Bode
3. Aldona Meilutyte (*2<sup>nd</sup> pref: IEE DAC; 3<sup>rd</sup> pref: Health & Safety DAC*)
4. Andrew Mitchell (*2<sup>nd</sup> pref: Early Child Care DAC; 3<sup>rd</sup> pref: IEE DAC*)
5. Van Spurgeon
6. Rachel Taylor

**VISUAL & PERFORMING ARTS DAC**

Terms Expire				
6/30/2014	6/30/2015	6/30/2016	6/30/2017	6/30/2018
Scott Ferguson	Lori Nafsun	Janis Gabbert	Deborah Berek	
Kathryn Kert Green	Allison Diftler	Zina Josephs	Patty Finer	
Bambi Martins	Alisa Facchini	Cristyne Elizabeth Lawson	Brian Murphy	
	D'Lynn Waldron	John Redfield	Terry Norton-Wright	

Current Members (as of July 2014): 12

Openings (as of July 2014): 7

Note: If all applicants are approved, the board should assign across the columns for balance.

Received Re-Applications from:

1. Scott Ferguson
2. Bambi Martins

Received New Applications from:

1. Homeira Jalali
2. Nandini Rubra-Ganquly (*2<sup>nd</sup> pref: IEE DAC, 3<sup>rd</sup> pref: Health & Safety DAC*)
3. Ann Thanawalla

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:



TO: BOARD OF EDUCATION

ACTION/MAJOR

09/18/14

FROM: SANDRA LYON / JANECE L. MAEZ

RE: HEERY INTERNATIONAL ADMENDED CONTRACT FOR MEASURE ES SERVICES

RECOMMENDATION NO. A.26

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

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.

The board discussed this item on August 28, 2014, but postponed action until they had an opportunity to review Heery's assessment and recommendations for Measure ES that were formulated during a series of interviews earlier this year. The board has received this document, and the item is returning for action.

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

# 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  
Page 2 of 4

- 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  
Page 3 of 4

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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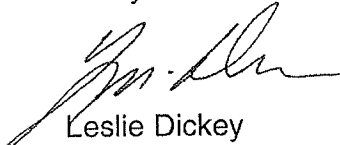
By this point, the Facilities Executive Director should be on Board.

- 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





September 2, 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  
Facilities Bond Measures BB & ES:  
Assessment of Potential Constraints and Opportunities

Dear Jan:

For your review, attached is our final report of potential constraints and opportunities for facilities bond program improvements. This report is based upon our professional judgment and the interviews we conducted with District representatives last week. Following is a summary of the report:

- Issue #1: Program leadership, lines of authority, and communication  
Recommendation #1: Engage a Facilities Program Executive Director
- Issue #2: Discontinuous planning, design, construction  
Recommendation #2: Integrate project and construction management
- Issue #3: Intra-district cooperation  
Recommendation #3: Increase representation and authority in Malibu
- Issue #4: BB/ES Advisory Committee  
Recommendation #4: Reconsider the Advisory Committee
- Issue #5: Dated or incomplete vision, strategic plan, education plan, comprehensive and site-specific master facility plans and phasing plans  
Recommendation #5: Update and integrate previous plans on a limited basis
- Issue #6: Project prioritization, budgeting, and communication  
Recommendation #6: Develop and implement a process for project prioritization and budgeting
- Issue #7: Consistent and appropriately formatted information to improve decision making and communications  
Recommendation #7: Develop dashboards and metrics to assess progress and measure outcomes

# HEERY

Janece L. Maez, Associate Superintendent  
Business and Fiscal Services Chief Financial Officer  
Santa Monica Malibu Unified School District  
September 2, 2014  
Page 2

To date, we have not analyzed relevant District documents, nor have we conducted in depth follow up interviews or delved deeply into other aspects of the bond program. We thought it best to provide this high level overview in a report suitable for distribution as a basis for discussing how to move forward. We feel this is the most effective way to preserve limited SMMUSD assets, address in a targeted way those constraints and opportunities we feel have the greatest initial promise for improving processes and outcomes, and to move forward expeditiously.

We are prepared to meet with you at your convenience to discuss these preliminary findings in more detail and to potentially develop a plan for moving forward.

Cordially,

HEERY INTERNATIONAL, INC.



Leslie J. Dickey  
Vice President

c: Eduardo Escobedo, Douglas Graham

## **Introduction**

In January 2014, HEERY International, Inc. (HEERY) was engaged by Santa Monica Malibu Unified School District (SMMUSD) to develop a Request for Qualifications (RFQ) for a program manager for Facilities Bond Measure ES. It was hoped that lessons-learned from Facilities Bond Measure BB might lead to improved processes and outcomes for Bond Measure ES and that the engagement and perspective of an experienced outside entity, HEERY, would best facilitate the conversation.

## **Process**

From February 3 to February 10, 2014, HEERY conducted interviews of seven key leadership, advisory, and staff groups which included 35 representatives intimately familiar with the existing facilities bond programs – BB and ES. As a consequence of those meetings and a subsequent discussion with District executive staff, the engagement to develop an RFQ evolved into what is to be a high level overview of the existing SMMUSD capital program opportunities and constraints and HEERY's specific recommendations for consideration for going forward. These observations and recommendations are based upon HEERY's professional experience with successful school district capital programs in California and across the nation. Since HEERY has recused itself from consideration as either program, project, or construction manager, we are prepared to continue assisting the District with the selected recommendations listed below should SMMUSD choose to further engage HEERY.

## **Acknowledgements**

We wish to thank the following for their participation and perspective:

### **Senior Cabinet**

Sandra Lyon

Jan Maez

Debra Moore Washington

Terry Deloria

### **Principals**

Lori Orum

Suzanne Webb

Eva Mayoral (individual interview due to schedule conflict)

### **District Staff**

Virginia Hyatt

### **Architects**

Tim Ballard

Rikki Binder

Terry Kamibayashi

Adrian Cohen

Stuart Sam

Kevin Daly

Carey Upton

Ben Levin

### Board of Education

Ben Allen

Laurie Lieberman

Ralph Mechur

### Malibu Site BB Committee

### BB Advisory Committee/Oversight Committee

Colleen Baum

Heather Anderson

Dennis Crane

Laura Rosenthal

Craig Hamilton (individual interview due to  
schedule conflict)

Mark Kelly

David Kaplan

Elaine Rene-Weissman

Judith Meister

Elaine Rene-Weissman

### BB Bond Program and Construction Managers

Dave Resnick

Parsons - Pat Lappin (telephone interview)

Charlie Yen

CCM - John McGrew & Tony Espinoza  
(telephone interview)

### **Issues, Opportunities and Constraints, and Specific Recommendations**

The following observations of issues, opportunities and constraints, and recommendations are not meant to be exhaustive or detailed. It has been our experience that complex organizations can only focus on and implement a limited number of initiatives due to competing priorities, limited time, and limited resources. Therefore, we have focused on a few issues and recommendations that we believe would provide the greatest benefit in the shortest period of time.

**Issue #1: Program leadership, lines of authority, and communication**  
**Recommendation #1: Engage a Facilities Program Executive Director**

SMMUSD should hire or contract with an individual or small 1 to 2 person firm through the public procurement process to be the SMMUSD Facilities Program Executive Director (Executive Director). The Executive Director should be:

- an individual or small firm having SMMUSD as their sole client rather than a medium or large firm to avoid potential conflicts of interest;
- experienced in educational facilities development, education program development, and constituency communications;
- oversee all facilities bond and non-bond facilities capital projects to assure effective integration and consistency;
- co-report to the Board of Education (BOE) and District Executive Administration (DExA) and be authorized and empowered to represent their interests.

The search for the Facilities Program Executive Director could take place immediately upon approval by the DExA and BOE via a public procurement process – please refer to attachment A addressing more specifics. A key first task of the Executive Director should be to lead the process of procuring a project management and construction management firm (PM/CM). The Executive Director should have a subordinate for day-to-day operations including the development and management of contracts, review of drawings for completeness, designs for functionality; submittals, and other duties as assigned by the Executive Director. This person might be an employee of the PM/CM firm or the District. A list of Districts and their contact information which have employed this management model is included at the end of this document.

**Issue #2: Discontinuous planning, design, construction**  
**Recommendation #2: Integrate project and construction management**

The Executive Director should seek an integrated project management and construction management firm (PM/CM) to assure continuity of personnel and direction between planning, design and construction and more effective use of resources throughout the life of the program. In addition, the key participants should have a history of effectively working together. For these reasons, a hybrid of two or more firms that specialize in program management and construction management is not recommended. The PM/CM executive should report to the District's Facilities Program Executive Director. Qualified finalist candidates should submit a draft Program Management Plan (PMP) to achieve specific process and outcome objectives as a part of their proposal submittals.

### **Issue #3: Intra-district cooperation**

#### **Recommendation #3: Increase representation and authority in Malibu**

A Malibu-wide Site Committee, sometimes referred to as the “Malibu Supersite Committee” is recommended to represent the consolidated facilities interests of Malibu. Furthermore, a unique Malibu Facilities Bond Advisory Committee (distinct from Santa Monica) and separate PM/CM (distinct from Santa Monica) is also recommended to facilitate equal dignity, representation, and participation by the residents of Malibu who often find the distances associated with Santa Monica meetings inconvenient and limiting. It would be the District’s Facilities Program Executive Director responsibility to manage the input of all parties and communication to and from the BOE and DExA.

### **Issue #4: BB/ES Advisory Committee**

#### **Recommendation #4: Reconsider the Advisory Committee**

The BB Advisory Committee appears to be functioning as a de facto subcommittee of the Board of Education. This entity and relationship to the BOE is unique in our experience and while it may solve some problems, it may create others. We understand that the BB Advisory Committee tends to be well represented during programming and design phases where there are many ongoing policy matters to be considered, but during construction there is less participation and sometimes difficulty in achieving a quorum. Malibu representation also tends to be inconsistent. Recommendation #3 addresses this observation in part by recommending the formation of a new Malibu-specific Advisory Committee. However, our recommendation is that both the Santa Monica and Malibu ES Advisory Committees should report to the District Facilities Executive Director only, or the BOE and District Facilities Executive Director together for facilities related issues. The Advisory Committees and District Facilities Executive Director would develop agenda items together that are relevant for Advisory Committee input.

### **Issue #5: Dated or incomplete vision, strategic plan, education plan, comprehensive and site-specific master facility plans and phasing plans**

#### **Recommendation #5: Update and integrate previous plans on a limited basis**

The District’s previously developed plans should be updated and integrated to reflect the District’s current philosophies and bond program scope and assure integrity of concept from start to finish. The updates should right-size the effort and be detailed only to the degree necessary to guide the completion of BB and measure ES. The highest priorities on a site-specific basis should also be determined. Consequently, this effort should be designed to be completed in six to nine months and could be developed either by an internal task force or in concert with an external consultant managed by the district facilities executive director.

### **Issue #6: Project prioritization, budgeting, and communication**

## **Recommendation #6: Develop and implement a process for project prioritization and budgeting**

Whenever needs are greater than resources, the process for prioritization can be overwhelming and fractious. However, a process for establishing guiding criteria for prioritization, approved by the BOE and DExA, can effectively be used to sort the project priorities. The other pieces of necessary information is a short description and budget of each project scope so the overall list of prioritized projects can be viewed in the context with the total amount of funds available. The budgets need to include allowance for other hard and soft costs and for pre-design, design, and construction contingencies. This approach would also systematically set the stage for a future bond measure if not all priorities were achieved within the current bond measure funding. In our initial review, there may be a need to supplement Measure BB with Measure ES funding which will cause an impact on future Measure ES project scope.

## **Issue #7: Consistent and appropriately formatted information to improve decision making and communications**

### **Recommendation #7: Develop dashboards and metrics to assess progress and measure outcomes**

The right amount of information in the right format at the right time for the right audience needs to be available so various advisory and decision making groups have accurate information upon which to base their recommendations or decisions and there is appropriate transparency. The District should also consider developing dashboards as needed for this purpose and assure the information is consistent and formatted to facilitate assimilation.

## **Next Steps**

Each of the recommendations described above should be implementable within six to nine months – particularly if facilitated by the engagement of a District Facilities Executive Director. Upon approval of this recommendation, a public procurement solicitation for this individual or small firm should begin immediately.

There are some recommendations that may be implemented concurrently while soliciting for the new District's Facilities Executive Director:

- Recommendation #3: Increase Malibu representation and authority
- Recommendation #4: Reconsider the Advisory Committee
- Recommendation #5: Update previous plans (at least incrementally starting with vision, strategic, and academic direction)
- Recommendation #6: Identify current project priority categories
- Recommendation #7: Assemble all current ongoing reports and conduct internal assessment of integration and effectiveness

**Public Education Districts that Utilize Individual Consultants as  
Bond Program Executive Directors**

District	Bond Program Scope	Contacts
Southwestern College	\$389 million local bond funded projects	<p><b>Bond Program Manager:</b>  Name: Mark Claussen  Email: <a href="mailto:mclaussen@swccd.edu">mclaussen@swccd.edu</a>  Phone: (858) 254-8765</p> <p><b>Vice President, Business and Financial Affairs:</b>  Name: Steve Crow  Email: <a href="mailto:scrow@swccd.edu">scrow@swccd.edu</a>  Phone: (619) 482-6311</p>
Ventura County Community College District	\$356 Million in local bond funds + \$52.5 Million in state funded projects	<p><b>Bond Program Consultant/ Executive Director:</b>  Name: J. Handel Evans  Email: <a href="mailto:handelevans@verizon.net">handelevans@verizon.net</a>  Phone: (805) 857-9183</p> <p><b>District Representative:</b>  Name: Bob Huber  Title: Former Trustee  Email: <a href="mailto:bob@similaw.com">bob@similaw.com</a>  Phone: (805) 583-5400, Ext. 4</p>



***Public Procurement Process***  
***for***  
***Facilities Program Executive Director***  
***Attachment A***

HEERY's recommendation for selecting an individual or small firm is consistent with actions taken by other public educational agencies in California in the past and currently. As an immediate step, prepare a Request for Proposal (RFP) and solicit responses from firms with a focus on selecting an individual or small firm that will solely represent the interests of the Santa Monica-Malibu Unified School District.

In order to comply with the Education and Public Contract codes and prepare provisions within the RFP and the professional services agreement, HEERY recommends retaining the services of an experienced legal team.

Some firms have extensive experience in assisting school districts with this effort to ensure code compliance and can provide examples where they have assisted districts with similar solicitations and professional services agreements. In our experience, attaching the professional services agreement to the solicitation prepares the responders to understand the terms and conditions expected prior to submitting their proposals. It is essential to have the legal team's expertise to enhance HEERY's efforts in preparing the RFP and professional services agreement for this solicitation as well as other solicitations for A/E and specialty consultants. We are prepared to work with your recommended legal counsel or recommend an alternative.

HEERY believes that retaining an individual or small firm will serve the SMMUSD well because of the immense task of filling the gaps in the past programs and providing leadership to effectively communicate with all stakeholders in an organization as diverse as SMMUSD. One of the additional reasons to retain a small firm is to permit the Facilities Program Executive Director to retain key support and technical personnel on a smaller scale and intermittent basis.



TO: BOARD OF EDUCATION

ACTION/MAJOR

09/18/14

FROM: SANDRA LYON / JANECE L. MAEZ

RE: ADOPT RESOLUTION NO. 14-04– RESOLUTION OF THE GOVERNING BOARD OF THE SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT APPROVING ASSIGNMENT OF DELINQUENT TAX RECEIVABLES TO THE CALIFORNIA STATEWIDE DELINQUENT TAX FINANCE AUTHORITY FOR FISCAL YEARS ENDING JUNE 30, 2014, 2015 AND 2016, AND AUTHORIZING EXECUTION AND DELIVERY OF RELATED DOCUMENTS AND ACTIONS

RECOMMENDATION NO. A.27

It is recommended that the Board of Education adopt Resolution No. 14-04 – Resolution of the governing board of the Santa Monica-Malibu Unified School district approving assignment of delinquent tax receivables to the California statewide delinquent tax finance authority for fiscal years ending June 30, 2014, 2015 and 2016, and authorizing execution and delivery of related documents and actions.

COMMENTS: The Board of the California Statewide Delinquent Tax Finance Authority (the Joint Powers Authority [JPA]) has selected Tower Capital Management LLC of Morristown, New Jersey to be its underwriter for the next three years. They are replacing JP Morgan/Plymouth who has financed the L.A. County local educational agencies' (LEAs) delinquent taxes for the past several years. Tower Capital will be funding the LEAs' share of the 1% levy delinquent property taxes for fiscal years 2013-14, 2014-15, and 2015-16. For this three-year term:

1. School Services of California, Inc., (SSC) will be acting as a consultant to the JPA to ensure that the best interests of the LEAs are being met;
2. Chick Adams of the Jones Hall law firm will continue to serve as legal counsel to the JPA; and
3. the JPA has negotiated an increase in the premium for these three years from 8.5% to 10%—which is additional unrestricted income for participating LEAs that is not offset by any reduction in state aid.

The next funding of delinquent taxes has tentatively been scheduled to close on December 17, 2014, and in order for our District to participate, we are submitting this resolution to the governing Board for approval.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

## RESOLUTION NO. 14-04

### RESOLUTION OF THE GOVERNING BOARD OF THE SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT APPROVING ASSIGNMENT OF DELINQUENT TAX RECEIVABLES TO THE CALIFORNIA STATEWIDE DELINQUENT TAX FINANCE AUTHORITY FOR FISCAL YEARS ENDING JUNE 30, 2014, 2015 AND 2016, AND AUTHORIZING EXECUTION AND DELIVERY OF RELATED DOCUMENTS AND ACTIONS

**WHEREAS**, under Section 6516.6(b) of the Government Code of the State of California (the "Law"), a school district, community college district or other local educational agency is authorized to sell and assign to a joint powers authority any or all of its right, title, and interest in and to the enforcement and collection of delinquent and uncollected property taxes, assessments, and other receivables that have been levied by it or on its behalf for collection on the secured, unsecured, or supplemental property tax rolls, in accordance with such terms and conditions as are set forth in an agreement with the joint powers authority; and

**WHEREAS**, the California Statewide Delinquent Tax Finance Authority (the "Authority") has been formed as a joint powers authority for the purpose of purchasing delinquent *ad valorem* property taxes in accordance with Section 6516.6 of the Law upon terms and conditions which are acceptable to local educational agencies in Los Angeles County; and

**WHEREAS**, under the Law the amount of property tax receipts to be reported in a fiscal year for revenue limit purposes is equal to 100% of the local educational agency's allocable share of the taxes distributed to it for the fiscal year, and any additional amounts will not be reported and will be provided directly to the local educational agency; and

**WHEREAS**, the Board has previously adopted its resolutions approving the participation by the Santa Monica-Malibu Unified School District (the "District") in the delinquent tax finance program of the Authority with respect to prior fiscal years; and

**WHEREAS**, the Authority has requested the District to consider selling it certain delinquent tax receivables arising with respect to the fiscal years ending June 30 in each of the years 2014, 2015 and 2016 (collectively, the "Tax Receivables"), at a purchase price which is at least equal to 110.0% of the amount of Tax Receivables; and

**WHEREAS**, in order to provide funding for the purchase of the Tax Receivables, the Authority has made arrangements to issue and sell a certificate of participation for each fiscal year to a designee of Tower Capital Management, LLC, a Delaware limited liability company; and

**WHEREAS**, the Governing Board of the District (the "Board") wishes to take its action at this time approving the sale of the Tax Receivables to the Authority, and approving related documents and actions;

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

**Section 1. Sale of Tax Receivables to Authority.** The Board hereby approves and authorizes the sale of the Tax Receivables to the Authority, at a purchase price at least equal to 110.0% of the amount of Tax Receivables.

**Section 2. Approval of Purchase and Sale Agreements.** The sale of Tax Receivables shall be accomplished under a Purchase and Sale Agreement (the "Purchase and Sale Agreement") between the District and the Authority, in substantially the form executed by the District in connection with previous sales of tax receivables to the Authority.

The Purchase and Sale Agreement is hereby approved in substantially the form on file with the Clerk of the Board, together with any changes therein or modifications thereof approved by the Associate Superintendent/Chief Financial Officer of the District (the "Authorized Officer"). The Authorized Officer is authorized and directed to execute and deliver each such Purchase and Sale Agreement on behalf of the District, and the execution and delivery of each such Purchase and Sale Agreement by the Authorized Officer shall be conclusive evidence of the approval of any such changes and modifications. The Board hereby authorizes the delivery and performance of the Purchase and Sale Agreements.

**Section 3. Official Actions.** The Authorized Officer and any and all other officers of the District are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things and take any and all actions, including execution and delivery of any and all assignments, certificates, requisitions, agreements, notices, consents, instruments of conveyance, warrants and other documents, which they, or any of them, may deem necessary or advisable in order to consummate the sale of the Tax Receivables to the Authority and the other transactions described herein. Whenever in this resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf in the case such officer is absent or unavailable.

**Section 4. Effective Date.** This resolution shall take effect from and after the date of approval and adoption thereof.

PASSED AND ADOPTED this 18th day of September, 2014, by the following vote:

AYES:

NOES:

ABSENT:

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Maria Leon-Vazquez, President

ATTEST:

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Sandra Lyon, Secretary



TO: BOARD OF EDUCATION

ACTION/MAJOR

09/18/14

FROM: SANDRA LYON

RE: ADOPT RESOLUTION NO. 14-05 – ENDORSING THE CITY OF SANTA MONICA’S MEASURE H AND ADVISORY MEASURE HH ON THE NOVEMBER 4, 2014, BALLOT

RECOMMENDATION NO. A.28

It is recommended that the Board of Education adopt Resolution No. 14-05 endorsing the City of Santa Monica’s Measure H and Advisory Measure HH on the November 4, 2014, ballot.

COMMENTS: The resolution is attached.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

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

**RESOLUTION NO. 14-05  
ENDORING THE CITY OF SANTA MONICA'S MEASURE H AND  
ADVISORY MEASURE HH ON THE NOVEMBER 4, 2014, BALLOT**

**WHEREAS**, all redevelopment agencies in California, including the Santa Monica Redevelopment Agency, were dissolved on February 1, 2012; and

**WHEREAS**, the Santa Monica Redevelopment Agency generated nearly \$40 million per year that was used for Santa Monica community priorities such as seismic safety improvements to public buildings, affordable housing, and capital improvements; and

**WHEREAS**, the dissolution of the Santa Monica Redevelopment Agency severely diminished the funds available to address the Santa Monica community priorities; and

**WHEREAS**, many residents live in the city of Santa Monica because the City invests in community priorities, including public education, offering extensive services and programs that substantially enhance quality of life; and

**WHEREAS**, residents depend upon the City to continue to protect their quality of life and effectuate community priorities, but with the loss of redevelopment funds, the City must seek other resources; and

**WHEREAS**, the City of Santa Monica has placed Measure H, an ordinance that amends the real estate transfer tax so that for commercial and non-commercial real estate sold for one million dollars or more, the tax rate would be \$9 for each thousand dollars of sale price, on the November 4, 2014, ballot in order to partially fill the revenue gap left by the loss of redevelopment funds; and

**WHEREAS**, the City of Santa Monica has also placed on the November 4, 2014, ballot Advisory Measure HH, which would allow the City to allocate the increased revenues from Measure H to the production and preservation of affordable housing; and

**WHEREAS**, affordable housing addresses a great need in Santa Monica, where the 2013 median market rent for a two-bedroom apartment was nearly three times greater than what a low-income family can afford and where one in five households made less than \$25,000 in 2012 and over 50% of households made less than \$75,000 in 2012; and

**WHEREAS**, increased funding for the production and preservation of affordable housing would allow the City of Santa Monica to continue its efforts to address the housing needs of low-income seniors, veterans, working families, and people with disabilities; and

**WHEREAS**, a lack of affordable housing in high-cost areas such as Santa Monica causes many households to be overburdened by housing costs, reducing available funds for other necessities that are essential for health and wellbeing; and

**WHEREAS**, approximately 28% of Santa Monica-Malibu Unified School District students who reside in the City of Santa Monica are eligible for free and reduced-price meals based on annual household income, and could therefore potentially benefit from the production and preservation of affordable housing in the City; and

**WHEREAS**, a recent study by Johns Hopkins University analyzing how much families spend on housing could affect children's intellectual ability reveals that "families that spent most



of their money on housing spent less on things like books, computers and educational outings needed for healthy child development, [while families] that didn't invest enough in housing likely ended up in the sort of distressed neighborhoods and inadequate dwellings that can also take a toll on children;"

**NOW THEREFORE BE IT RESOLVED** that the Santa Monica-Malibu Unified School District Board of Education endorses the City of Santa Monica's Measure H and Advisory Measure HH on the November 4, 2014, ballot.

**PASSED AND ADOPTED** this 18<sup>th</sup> day of September 2014 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Maria Leon-Vazquez  
President, Board of Education

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Sandra Lyon  
Superintendent, SMMUSD



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## **INFORMATION ITEMS**



TO: BOARD OF EDUCATION

INFORMATION

09/18/14

FROM: SANDRA LYON

RE: REVISE AR 0420.4 – CHARTER SCHOOLS AUTHORIZATION

INFORMATION ITEM NO. I.01

This is to inform the Board of Education that AR 0420.4 – Charter Schools Authorization has been revised.

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.

These changes were discussed at the August 28, 2014, board meeting.

**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~~

### **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

INFORMATION

09/18/14

FROM: SANDRA LYON

RE: ADOPTION OF E 0420.41 – CHARTER SCHOOL OVERSIGHT

INFORMATION ITEM NO. I.02

This is to inform the Board of Education that E 0420.41 – Charter School Oversight has been adopted.

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 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.

This was discussed at the August 28, 2014, board meeting.

**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

INFORMATION

09/18/14

FROM: SANDRA LYON

RE: ADOPTION OF AR 1113 – DISTRICT AND SCHOOL WEBSITES

INFORMATION ITEM NO. I.03

This is to inform the Board of Education that AR 1113 – District and School Websites has been adopted.

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

This was discussed at the August 28, 2014, board meeting.

**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

INFORMATION

09/18/14

FROM: SANDRA LYON

RE: ADOPTION OF AR 1114 – DISTRICT-SPONSORED SOCIAL MEDIA

INFORMATION ITEM NO. I.04

This is to inform the Board of Education that AR 1114 – District-Sponsored Social Media has been adopted.

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.

This was discussed at the August 28, 2014, board meeting.

**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

INFORMATION

09/18/14

FROM: SANDRA LYON / JANECE L. MAEZ

RE: ADOPTION OF AR 7160 – CHARTER SCHOOL FACILITIES

INFORMATION ITEM NO. I.05

This is to inform the Board of Education that AR 7160 – Charter School Facilities has been adopted.

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****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**

TO: BOARD OF EDUCATION  
FROM: SANDRA LYON / TERRY DELORIA  
RE: TEXTBOOKS

INFORMATION  
09/18/14

INFORMATION ITEM NO. I.06

It is recommended that the textbook listed below be adopted for the Santa Monica-Malibu Unified School District.

COMMENT: In accordance with the Board of Education policy, the textbooks(s) listed below will be on public display for the next two weeks in the Educational Services Department at 1638 – 17<sup>th</sup> Street, Santa Monica, CA 90404

**Reflexiones, Introduccón a la literature hispánica**

by Rodríguez, Rodney. For grades 9 through 12 high school AP Spanish Literature. Adoption requested by Heather Wethern, Spanish teacher.