



BOARD OF EDUCATION MEETING AGENDA

January 21, 2016

A regular meeting of the Santa Monica-Malibu Unified School District Board of Education will be held on **Thursday, January 21, 2016**, in the **District Administrative Offices**: 1651 16th Street, Santa Monica, CA. The Board of Education will call the meeting to order at 4:30 p.m. in the Board Conference Room at the District Offices, at which time the Board of Education will move to Closed Session regarding the items listed below. The public meeting will reconvene at 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 General Public Comments section by submitting the "Request to Address" card prior to the beginning of general public comments. 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)(1)** (30)
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
 - **Name of Case:** America Unites for Kids, and Public Employees for Environmental Responsibility vs. SMMUSD Superintendent, SMMUSD Associate Superintendent and Chief Financial Officer, and SMMUSD Board of Education; U.S. District Court Case No. 2:15-CV-2124
- **Government Code §54956.9(d)(2)** (30)
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – SIGNIFICANT EXPOSURE TO LITIGATION
 - DN-1009-15/16 (Special Education)
 - DN-1010-15/16 (Special Education)
 - 1 case
- **Government Code §54957** (5)
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

- Government Code §54957.6 (25)
CONFERENCE WITH LABOR NEGOTIATORS
 - Agency designated representative: Sandra Lyon
Employee Organizations: SMMCTA, SEIU, and Unrepresented Bargaining Unit
- Government Code §54956.8 (20)
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
 - Property: 1707 4th 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

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 December 10, 2015 1
- December 17, 2015

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

- Dr. Martin Luther King, Jr.’s Birthday

VII. STUDY SESSION (60 minutes)

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

- S.01 Early Learning Pathway (60).....2

VIII. COMMUNICATIONS (30 minutes)

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

- A. Student Board Member Reports (15)
 - 1. Mirai Miura – Santa Monica High School (5)
 - 2. Ally Sidley – Malibu High School (5)
 - 3. Revenn Stone – 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 (20 minutes)

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

X. CONSENT CALENDAR (10 minutes)

As agreed by the President, Vice President, and Superintendent during agenda planning, consent agenda items are considered routine, require no discussion, and are normally approved all at once by the Board of Education. However, members of the Board of Education, staff, or the

public may request an item be moved from the consent agenda to Section XI (Major Items) for clarification and/or discussion.

Curriculum and Instruction

A.02	Approval of Independent Contractors.....	3-4
A.03	Overnight Field Trip(s) – 2015-16	5
A.04	Conference and Travel Approval / Ratification	6-7
A.05	Approval of 2014-15 School Accountability Report Cards (SARC) for Elementary, Middle, and High Schools.....	8
A.06	Head Start – ERSEA Plan.....	9-9y
A.07	Head Start Collaboration with the Los Angeles County Office of Education	10-10ak
A.08	Self-Assessment Plan for State Preschool / Head Start	11-11e
A.09	Approval of Special Education Contracts – 2015-2016	12-14

Business and Fiscal

A.10	Award of Purchase Orders – 2015-2016	15-15e
A.11	Acceptance of Gifts – 2015/2016	16-17

Facilities Improvement Projects

A.12	Amendment to Contract – Lease Leaseback – Santa Monica High School – Science & Technology Site Improvements Project – Erickson-Hall Construction Company – Measure BB.....	18-19
A.13	Accept Work as Complete – Multiple Purchase Orders Projects – Capital Fund & Measure BB	20
A.14	Amendment to Contract – Lease Leaseback – Edison Language Academy – New Construction Project – Swinerton Builders – Measure BB	21-23
A.15	Contract Amendment #46 for Additional Architectural Services – Edison Language Academy Project – DLR Group, Inc. – Measure BB	24-25
A.16	Technology Budget Reallocation to Support 10 GB Bandwidth Infrastructure Hardware Purchase – Measure ES	26
A.17	Award of Contract to Meridian IT for Firewall Security Equipment – Piggyback on GSA Contract #GS-35F-0511T – Measure ES-2 Infrastructure Hardware Purchase – Measure ES	27

Personnel

A.18	Certificated Personnel – Elections, Separations.....	28-32
A.19	Classified Personnel – Merit	33-35
A.20	Classified Personnel – Non-Merit.....	36
A.21	Increase in Staffing (FTE) – Special Education	37
A.22	Increase in Staffing (FTE) – Lincoln Middle School.....	38
A.23	Reinstatement of Position – Maintenance and Operations.....	39
A.24	Reappointment of Personnel Commissioner Barbara Inatsugu	40

General

A.25	Restructure Board Meeting Format	41-43
A.26	Ratification of Three-Member Committee Representing SMMUSD in Negotiations between Santa Monica-Malibu Board of Education and Representative of a Potential Malibu Unified School District Regarding Resolution of Issues and Concerns Pertinent to Unification of a Separate Malibu Unified School District	44
A.27	Revise BP 5146 – Married / Pregnant / Parenting Students	45-48
A.28	Delete BP 6172 – Gifted and Talented Student Program (Incorporated into BP 6170)	49-51

XI. GENERAL 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 (the following rules apply to both general public comments as well as comments about a specific agenda item). 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. Individual members of the public 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) 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 limit the total time for public input on each item to thirty (30) 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 (50 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	Equal Opportunity Schools Update (20).....	52
D.02	Consider Revising BP and Replacing AR 3460 – Financial Reports and Accountability (10).....	53-64
D.03	Consider Revising BP and AR 5126 – Awards for Achievement (10).....	65-67
D.04	Consider Replacing BP and Revising AR 5141.31 – Immunizations (10).....	68-75

XIII. MAJOR ITEMS (70 minutes)

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

A.29	Approval of 2014-15 Annual Financial Audit Report (10).....	76
A.30	Public Disclosure of Proposed Collective Bargaining Agreement (10).....	77-77u
A.31	Agreement between the Santa Monica-Malibu Classroom Teachers Association (SMMCTA) and the Santa Monica-Malibu Unified School District (SMMUSD) (20).....	78-82
A.32	Reorganization of and Establishment of New Classifications in the Facility Use Department (20).....	83-84
A.33	Adopt Resolution No. 15-15 – Commemorating Dr. Martin Luther King, Jr. Day (5).....	85-87
A.34	Adopt Resolution No. 15-16 – In Honor of Fred Korematsu Day of Civil Liberties and the Constitution (5).....	88-89

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 Quarterly Report on Williams Uniform Complaints90-90a
- I.02 Santa Monica-Malibu Unified School District (SMMUSD) Sunshine Proposal to Open Negotiations with the Service Employees International Union, Local 99 (SEIU) for the Collective Bargaining Agreement91-93
- I.03 Adoption of AR 5142.1 – Identification and Reporting of Missing Children94-95
- I.04 Deletion of AR 5146 – Married / Pregnant / Parenting Students.....96-97
- I.05 Deletion of AR 6172 – Gifted and Talented Student Program (Incorporated into BP 6170)98-101
- I.06 Revision to AR 6173 – Education of Homeless Children 102-107

XV. BOARD MEMBER ITEMS

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

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

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

XVII. CONTINUATION OF PUBLIC COMMENTS

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

XVIII. BOARD MEMBER COMMENTS

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

XIX. FUTURE AGENDA ITEMS

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

XX. CLOSED SESSION

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

XXI. ADJOURNMENT

This meeting will adjourn to a regular meeting scheduled for 5:30 p.m. on **Thursday, February 4, 2016**, in the **Malibu City Council Chambers**: 23825 Stuart Ranch Road, Malibu, CA.

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 2015-16

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

July through December 2015					
Month	1 st Thursday	2 nd Thursday	3 rd Thursday	4 th Thursday	Special Note:
July			7/15* DO		*Wednesday, 7/15
August		8/12* DO			*Wednesday: 8/12 First day of school: 8/20
September	9/2* DO		9/17 DO 9/19* DO	9/29*	*Wednesday: 9/2 *9/19: Special Meeting *9/29: Board visits LMS pathway schools
October	10/1 M	10/7* DO 10/8*	10/15 DO	10/22*	*10/7: Special Meeting *10/8: Board visits MHS pathway schools *10/22: Board visits Samohi & Olympic
November	11/5 M		11/19 DO		Thanksgiving: 11/26-27
December		12/10 DO	12/17* DO	winter break	*12/17: Special Meeting
Winter Break: December 21 – January 1					
January through June 2016					
Winter Break: December 21 – January 1					
January	1/7* DO		1/21 DO		*1/7: Special Meeting
February	2/4 M		2/18 DO		
March	3/3 DO		3/17 M	spring break	
Spring Break: March 21 – April 1					
April	4/7* DO	4/14 DO			
May	5/5 M		5/19 DO		
June	6/2 DO			6/22* DO 6/29* DO	Last day of school: 6/9 *6/22: Special Meeting (Wed.) *Wednesday: 6/29

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

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

ACTION
01/21/16

RECOMMENDATION NO. A.01

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

December 10, 2015
December 17, 2015

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

STUDY SESSION

TO: BOARD OF EDUCATION

STUDY SESSION

01/21/16

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

RE: EARLY LEARNING PATHWAY

STUDY SESSION ITEM NO. S.01

An early learning pathway includes preschool, transitional kindergarten and kindergarten. Providing an early learning pathway at a child's school of residence fosters relationships between families, community and educators; limits transitions for our youngest students; and supports equity and access. Educational Services staff will present the vision for early learning and unveil a proposed early learning pathway pilot program for 16-17.

CONSENT ITEMS

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/21/16

FROM: SANDRA LYON / TERRY DELORIA / JANECE L. MAEZ / STEVE MASSETI

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 2015-16 budget.

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

Contractor/ Contract Dates	Description	Site	Funding
The Exploratory 1/11/16 to 3/14/16 Not to exceed: \$14,931	To teach Science to all K-5 classes – Technology, Engineering, and Mathematics Enrichment – (STEM) (session II)	John Muir	01-30100-0-11100-10000-5802-005-4050 (Title I)
DBQ Company 10/2/15 Not to exceed: \$2,500	Provide professional development presentation to selected staff	John Adams Middle School	01-40350-0-11100-10000-5890-011-4110 (I.A.S.I: Title II)
Pedro A. Noguera, Ltd. Amend date: 6/24/15 to 4/30/16 Amend contract not to exceed:\$160,000 \$110,000 (9/02/15: original contract approved: \$110,000)	Creating a plan for closing the equity and opportunity gap districtwide	Educational Services	01-00030-0-11100-10000-5802-030-1300
International Association for Human Values 10/1/14 to 10/31/15 Not to exceed: \$30,000	Implementing social curriculum for students through Mindfulness	Adams	01-00021-0-11100-10000-5802-011-4110 (SMMEF-funded: stretch grant)
Theatre 31 11/10/15 – 5/1/16 Not to exceed: \$16,000	Provide after-school Theatre/Drama Program two to three days/week including a culminating performance event at the end of the program	John Adams	01-90810-0-11100-10000-5802-011-4110 (SMMEF-funded) 01-90150-0-11100-10000-5802-011-4110 (JAMS PTSA) 01-90150-0-31000-10000-5802-009-4090 (SMASH PTSA)

<p>STG Three Properties, LLC</p> <p>Amendment to lease to extend terms for:</p> <ul style="list-style-type: none"> • 1645 16th Street commencing 2/1/16 and ending 1/31/19 • Base rent per month for 02/01/16 – 01/31/17 = \$6,123.00 • 02/01/17 – 01/31/18 = \$6,306.69 • 02/01/18 – 01/31/19 = \$6,495.89 <p>Not to exceed: \$227,106.96</p>	<p>Lease for Education Foundation</p>	<p>Business</p>	<p>01-00000-0-00000-87000-5630-050-1500 (1645 16th Street)</p>
<p>Juan Felipe Molano</p> <p>02/01/16 to 02/17/16</p> <p>Not to exceed: \$1,775</p>	<p>Guest Conductor for the Stairway of the Stars, Orchestra Concert on Wed., Feb. 17. Plus site based rehearsals and dress rehearsals.</p>	<p>Ed Services</p>	<p>01-90120-0-17300-10000-5802-030-1300 (Stairway to the Stars Gift)</p>
<p>Ron Kean</p> <p>2/8/16 to 2/19/16</p> <p>Not to exceed: \$2,590</p>	<p>Guest Conductor for the Stairway of the Stars, Choir Concert on Fri., Feb. 19. Plus site based rehearsals and dress rehearsals.</p>	<p>Ed Services</p>	<p>01-90120-0-17300-10000-5802-030-1300 (Stairway to the Stars Gift)</p>
<p>Michael Stone</p> <p>2/7/16 to 2/25/16</p> <p>Not to exceed: \$2,625</p>	<p>Guest Conductor for the Stairway of the Stars, Band Concert on Thurs., Feb. 25. Plus site based rehearsals and dress rehearsals.</p>	<p>Ed Services</p>	<p>01-90120-0-17300-10000-5802-030-1300 (Stairway to the Stars Gift)</p>
<p>South West Video, Inc.</p> <p>2/17/16 to 4/15/16</p> <p>Not to exceed: \$0.00</p>	<p>Video company has been contracted to perform video services for the Stairway to the Stars concerts on February 17, 19, and 25. South West Video, Inc. will provide DVD copies of the Stairway concerts.</p>	<p>Ed Services</p>	<p>01-90120-0-17300-10000-5802-030-1300 (Stairway to the Stars Gift)</p>

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) 2015-2016

ACTION/CONSENT
 01/21/16

RECOMMENDATION NO. A.03

It is recommended that the Board of Education approve the special field trip(s) listed below for students for the 2015-2016 school year. No child will be denied due to financial hardship.

School Grade # of students	Destination Dates of Trip	Principal/ Teacher	Cost Funding Source	Subject	Purpose Of Field Trip
Santa Monica High 9 th - 12 th 16	Palm Desert, CA 12/28/15-12/30/15	E. Mayoral / J. Hecht	\$200 per student / Viking Fund and Fundraising	Athletics	Max Preps Holiday Classic boys basketball tournament
Santa Monica High 9 th - 12 th 20	Woodland Hills, CA 2/20/16-2/21/16	E. Mayoral / M. Chacon	\$130 per student / Parent donations and Fundraising	Social Studies	Junior State of America (JSA) winter convention
Santa Monica High 9 th - 12 th 58	Irvine, CA 3/18/16-3/20/16	E. Mayoral / K. Chamnauch	\$200 per student / Latin Club Fundraising and parent donations	Language	California State JCL convention
Santa Monica High 9 th - 12 th 18	Orlando, FL 2/4/16-2/8/16	E. Mayoral / N. Perrine	\$879 per student / Fundraising and parent donations	Athletics	2016 National High School Cheerleading Championships

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/21/16

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>HO, Pat</u> Fiscal Services 01-00000-0-00000-73100-5220-051-2510 General Fund- Function: Fiscal Services	Governor’s Budget Workshop 2016-2017 Ontario, CA January 14, 2016	\$220
<u>MAEZ, Jan</u> Business Services 01-00000-0-00000-73000-5220-050-1500 General Fund- Function: Business Services	Governor’s Budget Workshop 2016-2017 Ontario, CA January 14, 2016	\$225
<u>SERRATORE, Rosa</u> Educational Services 01-00000-0-19600-21000-5220-030-1300 General Fund- Function: Supervision of Instruction	2016 NCSM Annual Conference Oakland, CA April 11-13, 2016	\$75

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

Group Conference and Travel: In-State <i>* a complete list of conference participants is on file in the Department of Fiscal Services</i>		
<u>DELORIA, Terry</u> <u>+4 Additional Staff</u> Educational Services 01-00000-0-19600-21000-5220-030-1300 General Fund- Function: Supervision of Instruction	California Educator Excellence Summit Sacramento, CA January 20, 2016	\$1,400

<u>LARIOS, Carmen</u> <u>+4 Additional Staff</u> Fiscal Services 01-00000-0-00000-73100-5220-051-2510 General Fund- Function: Fiscal Services	CASBO-Job Alike Los Angeles, CA January 21, 2016	\$550
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Out-of-State Conferences: Individual		
NONE		

Out-of-State Conferences: Group		
<u>RISHE, Jessica</u> <u>+8 Additional Staff</u> SMASH 01-00021-0-11100-10000-5220-009-4090 General Fund- Resource: SMMEF	Opal School Summer Symposium 2016 Portland, OR June 16 – 18, 2016	\$13,914

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/21/16

FROM: SANDRA LYON / TERRY DELORIA / EVAN BARTELHEIM

RE: APPROVAL OF 2014 -15 SCHOOL ACCOUNTABILITY REPORT CARDS
(SARC) FOR ELEMENTARY, MIDDLE, AND HIGH SCHOOLS

RECOMMENDATION NO. A.05

It is recommended that the Board of Education approve the 2014-2015 School Accountability Report Cards for the following sites:

- Edison Language Academy
- Franklin Elementary School
- Grant Elementary School
- John Muir Elementary School
- Juan Cabrillo Elementary School
- McKinley Elementary School
- Point Dume Marine Science School
- Roosevelt Elementary School
- Webster Elementary School
- Will Rogers Elementary School
- Santa Monica Alternative School House (SMASH)
- John Adams Middle School
- Lincoln Middle School
- Malibu High School
- Olympic High School
- Santa Monica High School

COMMENT: The School Accountability Report Cards (SARC) are mandated by California law and fulfill a reporting requirement of the No Child Left Behind Act of 2001. Each school's SARC must contain specific, discrete pieces of information mandated by the State of California, including test score results, demographic information, descriptions of professional development, and information about elements of Williams compliance, such as sufficiency of textbooks and facilities maintenance. Upon Board approval, the 2014-2015 SARCs will be posted on our website for public viewing.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/21/16

FROM: SANDRA LYON / TERRY DELORIA / ALICE CHUNG

RE: HEAD START – ERSEA PLAN

RECOMMENDATION NO. A.06

It is recommended that the Board of Education approve the attached Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Plan for program year 2016-2017 for the Head Start Program.

COMMENT: The ERSEA Plan outlines policy, procedures, and responsibilities and includes the agency's Contingency Plan. The ERSEA plan is implemented to ensure that age eligible and income eligible children are enrolled into the program, and that families with greatest need are provided services.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:



Santa Monica-Malibu Unified School District

Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Plan

Program Year 2016 - 2017



Overview

Santa Monica-Malibu Unified School District (SMMUSD) Head Start Program provides services to 160 children in 8 classes on 5 different campuses throughout the school district. SMMUSD blends Head Start funds with California State Preschool Program funds (CSPP) and Los Angeles Universal Preschool (LAUP) to provide full day part year (180 days) classes to meet the needs of Santa Monica, Bel-Air, Brentwood, Century City, Cheviot Hills, Malibu, Marina del Rey, Rancho Park, Sawtelle, Venice, Veterans Administration and Westwood families.

Santa Monica-Malibu Unified School District's ERSEA Plan follows the March 16, 2013 ERSEA procedures, guidance, and reporting system set forth by Los Angeles County of Education (LACOE GIM).

Policy Committee (PC) members work in partnership with SMMUSD key management staff to develop, review, and approve the criteria for defining recruitment, selection, and enrollment priorities in accordance with the requirements of 45 CFR part 1305 and LACOE contract. SMMUSD Board of Education reviews and approves the ERSEA Plan at the monthly Board meeting.

Santa Monica-Malibu Unified School District Head Start designs its Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Plan based on community needs, which are derived from data gathered from the agency's Community Assessment.

ERSEA Plan outlines policy, procedures, and responsibilities and includes the agency's Contingency Plan. The ERSEA plan is implemented to ensure that age eligible and income eligible children are enrolled into the program, and that families with greatest need are provided services.

Santa Monica Malibu Unified School District uses the ChildPlus Software as its comprehensive database system for record keeping, reporting, ongoing monitoring and follow-up. Monthly, quarterly, and the annual Program Information Report are generated from ChildPlus.



Definitions

Performance Standards 1305.2

- a. **Children with disabilities** means children with mental retardation, hearing impairments including deafness, speech or language impairments, visual impairments, autism, traumatic brain injury, other health impairments or specific learning disabilities who, by reason thereof need special education and related services and have an Individualized Education Plan (IEP).
- b. **Enrollment** means the official acceptance of a family by the Head Start/State Preschool program and the completion of all procedures necessary for a child and family to begin receiving services.
- c. **Enrollment opportunities** mean vacancies that exist at the beginning of the enrollment year, or during the year because of children who leave the program, that must be filled for a program to achieve and maintain its funded enrollment.
- d. **Enrollment year** means the period of time, not to exceed twelve months, during which a Head Start/State preschool program provides center or home based services to a group of children and their families.
- e. **Family** means all persons living in the same household who are:
 1. Supported by the income of the parent(s) or guardian(s) of the child enrolling in the program, and
 2. related to the parent or guardian by blood, marriage or adoption.
- f. **Funded enrollment** means the number of children which the Head Start/State Preschool delegate agency is given federal funds to serve.
- g. **Head Start eligible** means a child that meets the requirements for the age and family income as established by the federal income guidelines. Head Start families must also meet criteria set forth by the performance standards and The Office of Head Start. Up to ten percent of the children enrolled may be from families that exceed the low-income guidelines.



- h. **Income** means gross cash income and includes earned income, military income, veteran's benefits, Social Security benefits, unemployment compensation and public assistance benefits. Refer to complete definition of income form.
- i. **Income guidelines** mean the official poverty line specified in section 652 of the Head Start Act.
- j. **Low Income family** means a family whose total annual income before taxes is equal to, or less than, the income guidelines. For the purpose of eligibility, a child from a family that is receiving TANF or SSI assistance, a child in foster care, and families meeting the criteria of "homeless" using the McKinney-Vento act are eligible even if the family income exceeds the income guidelines.
- k. **Migrant family** means, for purposes, of head Start eligibility, a family with children under the age of compulsory school attendance who change their residence by moving from one geographic location to another, or intrastate, within the past twelve months, for the purpose of engaging in agricultural work that involves the production and harvesting of tree and field crops and whose family income comes primarily from this activity.
- l. **Recruitment** means the systematic way in which a Head Start/State Preschool program identified families whose children are eligible for Head Start/State Preschool services, informs them of the service available, and encourages them to apply for enrollment in program.
- m. **Recruitment area** means that geographic locality within which Head Start/State Preschool seeks to enroll children and families.
- n. **Selection** means the systematic process used to review all applicants for Head Start/State Preschool services and to identify those children and families that are to be enrolled in the program.
- o. **Vacancy** means an unfilled enrollment opportunity for a child and family in the Head Start/State Preschool program.



Santa Monica-Malibu Unified School District Head Start Policies & Procedures

Recruitment

The Head Start concept is promoted in our community to search out eligible families through a specific recruitment process. The recruitment process focuses on the low income population, as well as reaching the required 10% of the funded enrollment with children who have special needs or disabilities. SMMUSD provides services to Santa Monica, Bel-Air, Brentwood, Century City, Cheviot Hills, Malibu, Marina del Rey, Rancho Park, Sawtelle, Venice, Veterans Administration and Westwood area.

SMMUSD will target the communities with the greatest need for services: Santa Monica, Venice and Sawtelle.

The recruitment efforts begin in February to build the Accepted and Waitlist for the upcoming enrollment year. During the months of February and March, parents and staff are part of The Kindergarten Round up team, which visits and recruits at local elementary sites. The Art and Literacy Festival in May is part of SMMUSD recruitment efforts to share information and resources to the community. Family information is entered into ChildPlus following SMMUSD Enrollment Procedure.

- a. Activities and timelines for recruitment:
 1. In January SMMUSD begins building an interest list.
 - a. All interested families are entered into ChildPlus system as “New”.
 2. In March SMMUSD will roll over the age eligible current year “new” in ChildPlus providing the new program year is made available.
 3. SMMUSD utilizes LACOE’s pamphlets, stickers, book marks and PreKKid hotline to support our recruitment efforts;
 4. Collect a number of applications that is greater than funded enrollment for the interest list.



A collection of applications obtained through recruiting efforts will be entered into the ChildPlus as a New status and will remain in this status until the application is complete, meaning the application contains supporting documentation to establish age, income and residency for the family. This list is considered the interest list. The applications, complete and incomplete will be forwarded to the FDS staff for follow up and enrollment. Determination of completion of application will include completion of the ERSEA File Checklist.

- b. Staff, parents and volunteers will participate in the planning and development of recruiting efforts as follows to ensure outreach to categorically eligible families such as those who are homeless, receiving public assistance, children with disabilities, etc. SMMUSD targets the communities with the greatest need for services: Santa Monica, Venice, and Sawtelle.
 1. Names and addresses of recruited families will be verified in the LACOE Head Start Agencies Referral System (HARS) to ensure family resides in area;
 2. Initial contact is obtained using page 1 of the application by the Family Advocate (FA) to develop an interest list on ongoing basis. During the recruitment period, beginning in March the FAs will review the interest list monthly and send a letter to request income documentation (including those families that did not get enrolled in the current year and may be interested in applying for the new program year).
 3. FA will follow-up with phone calls if information has not been received from the family within 30 days.
 5. All SMMUSD staff are involved/assist in recruitment activities. In March SMMUSD hosts a Preschool Conference; In May an Art & Literacy Festival; FAs present at community events throughout the year; Director presents at monthly Santa Monica City meetings; and staff present at Kindergarten roundups.
 6. For monitoring purposes, the Computer Operator will run a report showing a list of the “New” children on a monthly basis to give to the



Director/FAs. In addition, a recruitment log is maintained to record activity to make sure it is ongoing.

7. Outreach strategies for recruitment include:
Contacting the families from the DCFS/Foster Referrals provided by LACOE; homeless families; families on TANF or SSI; and children with disabilities.
8. Flyers describe the qualifications for the program and also encourage the recruitment of children with special needs. They are distributed in February and May or whenever needed. Flyers and/or letters in English and Spanish are distributed or mailed to the following locations bi-annually:
 - a. Sojourn (Domestic Violence Shelter);
Bible Tabernacle (Homeless Shelter);
Upward Bound (Homeless Shelter);
Collaborative meetings with LAUSD and SMMUSD (Special Education Department);
Santa Monica College;
Elementary Schools in the District;
Community Centers: PAL, Virginia Park, Reed Park, Jocelyn Park
Health Department
Markets: Ralphs, Albertson's, Carnicerias, specialty shops
Libraries: Fairview, Pico
Food Stamps-Olympic/Purdue
Apartment building lobbies – Community Corporations SM,
Affordable Housing
Laundromats: Lincoln, Ocean Park, Rose & 4th
Hospitals and other facilities: Saint John's Hospital, UCLA
Health clinics: Les Kelly, Venice, Burke, Westside Family Health
Center, La Vida Medical
District Search and Serve State;
WIC;
99 Cent Store;
Thrift shops
Venice Skills Center;
Ocean Park Community Center
District's website advertising services;
 - b. Articles and announcements describing the Head Start Program, qualification requirements, and encouraging the registration of



children with special needs are submitted to local papers (Santa Monica Mirror, Santa Monica Daily Press, Santa Monica Surf the Outlook, The Argonaut, Santa Monica Star, La Opinion) throughout the year;

9. Community Partnerships - Information is provided through church bulletins within the community; Regional Center and other organizations serving children with special needs; Letters are sent through the local Resource and Referral; and Connections for Children; VFC Children First EHS.
10. The FAs will coordinate recruitment efforts with the SMMUSD Adult Education program, Santa Monica College, and District-operated Infant/Toddler Center;
11. SMMUSD Parents are involved in distributing flyers about Head Start openings and recruitment of children including children with special needs;
12. Recruitment priorities that are tied into the community needs assessment are reviewed and established by parents and voted on at a Policy Committee meeting approving refunding priorities annually;
13. SMMUSD utilizes ChildPlus to document and track “new” applications.

Eligibility

Eligible families with children ages 3-5, must live, work or go to school in Santa Monica, Venice, Bel-Air, Brentwood, Century City, Cheviot Hills, Malibu, Marina del Rey, Rancho Park, Sawtelle, Veterans Administration or Westwood. In order to provide full day services, Head Start services are enhanced with LAUP, California State Preschool and Special Education.

For categorically eligible families: Children are allowed to attend school while staff work with family to secure: Proof of Residency; Age Verification of the child; Immunization and other medical record. Will provide family with reasonable time to present these documents (Not to exceed 10 business days).

- a. Age Verification of the Child:
Staff must verify the age of the child by examining one of the following:



1. Certified Birth Certificate
2. Hospital Record
3. Health Department Certificate
4. Immunization Card
5. Passport

A copy of the verifying document will be attached to the application and originals will be returned to parent or guardian.

b. Income Eligibility:

1. When computing family income the staff will use the twelve-month period immediately preceding the month in which application for enrollment in Head Start is made. Alternatively the staff can use the calendar year immediately preceding the calendar year in which the application is made.
2. Calculation of income is to be completed by staff on the section of the Application for Services. Returning eligible students are remaining eligible to return for a second year. Parent needs to fill out page one of the application.
3. Staff will check income against the current Head Start Income Guidelines. (Note: a family may exceed the Health and Human Services (HHS) Poverty Guidelines, yet be eligible for the program due to public assistance, homelessness or foster care. A family may also exceed the HHS Poverty Guidelines and yet be eligible for the Head Start program if a child has a current IEP/IFSP according to the agency's recruitment plan until 10% enrollment for children with disabilities is achieved by January 31st. If enrollment is not met, agency will contact Grantee for assistance to request a waiver.

c. Verification of Income:

1. As part of the application and selection process, the program must verify family income before determining the child is eligible. Staff will verify the income by examining any of the following:
 - a. Individual Income Tax Form 1040
 - b. W-2 forms
 - c. Pay stubs



- d. Written statements from employers
- e. Third party verifications are allowed with written consent from parent
 - Staff may secure documentation directly from CalWorks (TANF) 1-877-328-9677 and Supplemental Security Offices 1-800-772-1213
- f. Documentation showing current status of public assistance
- g. Self-declaration (Note: Parents that are unable to provide any of the official documentation of income, such as day laborers, will be asked to provide a statement self-declaring income that is signed under penalty of perjury)

Documents used to verify income are to be copied (in file) and returned the original to the parent or guardian after completion of the Income Eligibility on to the Application for Services.

- 2. If child has an IEP/IFSP, staff will make a copy of the IEP/IFSP and any other supporting documentation and give copies to the Nurse.
- 3. If an over income family does not meet any of the eligibility criteria, staff will refer them to another community preschool program.
- 4. SMMUSD will consider a family's "current situation" as a possible case for eligibility in the program.
 - a. Collect the historical documentation that must be presented to consider a family's eligibility.
 - b. Collect proof of 12 months of prior income (paycheck stubs, payroll reports, unemployment, etc.).
 - c. Determine the number of months that a family's "current situation" exists in order to be considered (e.g., a family whose circumstances changed within the last six months). Eligibility Points Criteria (EPC) points will be used to rank these families against other applicants.
 - d. All families must be approved by the Director on a case by case basis to be considered part of the eligible families for selection.

d. Over Income Families:

- 1. Children identified as over income will have an over income rational and meet SMMUSD criteria to be waitlisted for selection in July. For students over the California Department of Education guidelines, LACOE approval will be requested prior to enrollment.



2. For families that are not eligible for Head Start, SMMUSD will refer their family to other programs such as CSPP Part Day, CSPP Full day, LAUP and other local preschools.
 3. Staff will review the check stub, W2 or Federal Income Tax and document on the Application for Services to determine the family's income eligibility.
 4. Children that are over income and meet one of the selection criteria but surpass the state guidelines must be approved by LACOE. SMMUSD will submit an Over State Income Grantee Approval Form.
- e. Residency Verification:
1. Staff must verify their residency by examining one of the following:
 - a. Residency Questionnaire
 - b. Gas bill
 - c. Electric bill
 - d. Water bill
 - e. Rental Agreement
- A copy of the verifying document will be attached to application and originals will be returned to parent or guardian.
2. For out of service area families that work or go to school in the service areas, the staff will complete an Interagency Agreement, obtain Director's signature, make a copy for our files and forward a copy to the appropriate Agency for approval. For eligible families that may live in the another Grantee's area, staff will complete a Grantee to Grantee Request, obtain Director's signature and forward a copy to LACOE to request Grantee and Office of Head Start approval.
- f. Additional Eligibility Factors:
1. Verification of the following information may influence the Selection Process based on the Head Start Eligibility Point Criteria (EPC) points:



- a. Documents of custody or guardianship
 - b. Referrals from other agencies e.g. MOU
 - c. Documentation of receipt of public assistance such as: CalWorks, SSI, homelessness or receipt of foster care
2. Staff will contact the families via telephone to let them know that they are on the “Wait List”.
3. To ensure SMMUSD enrolls categorically and income-eligible returning children:
- a. Parent fills out the Head Start application (page 1), Computer Operator will update the EPC points for the new school year into ChildPlus. Returning children received higher EPC points. Returning children will be eligible to remain in the program until they transition into Kindergarten.
 - b. Children that are returning and have previous year’s approval based on IEP will be allowed to return.
 - c. SMMUSD reserved 10% of slots for children that are over income especially for the children that have IEPs as long as the family is not over the 130%.
 - d. FA’s will meet with parent to fill out the Application of Services for those income/categorical eligible children returning for the next program year by mid-April. Parent and staff sign on the bottom of page 2. Stickers will be used on page 2 documenting “Eligibility information captured in Year 1”.
 - e. Returning families that were enrolled as Over Income without an IEP, will need to have their income verified for the new school year.
 - f. The Computer Operator will print the Head Start Eligibility Verification (HSEV) forms for staff to complete/sign for any new or over income returning (without an IEP). The HSEV is



submitted for approval by the Director before the child is put on the “waitlist”.

- g. The Computer Operator will update ChildPlus for approved HSEV’s from “New” to “Wait List” using the date form was signed.
- h. If determination of eligibility is incorrect, staff will proceed with due diligence to collect additional information from parents.

Selection

SMMUSD will determine the selection criteria according to the Community Assessment and Recruitment Plan. All eligible families will be selected according to the eligibility point criteria ranking system in ChildPlus as vacancies occur. The FAs, Admin Leadership Team, and Policy Committee (PC) member analyzes the Community Assessment provided by LACOE to update the selection criteria and present a recommendation for selection criteria to the Head Start Policy Committee by January of each year.

When an opening occurs, staff will take the following steps to ensure that the child with the highest priority is contacted and offered the program:

- a. Check for enrolled children who wish to transfer into the center with the opening. (Children wishing to transfer have priority.)
- b. If there are no children that wish to transfer, the Computer Operator will run the priority waitlist in ChildPlus and identify the child with the highest priority points based by site request.
- c. Higher EPC points are given to categorical eligible families (e.g. homeless families).
- d. Children with disabilities also given higher EPC points

If there are two children with the same ranking and only one slot available the family that applied first will be selected.



Selection Criteria	Item in CP Drop Down	Agency Points	Notes
Age	Newborn to less than 6 months		N/A
	6 months to 11 months		N/A
	1 year to 1.11 years		N/A
	2 years to 2.5 years		N/A
	2.6 years to 2.11 years		N/A
	3 years	40	
	4 years	20	
	5 years (when Kindergarten is not available)	20	
Categorical	Homeless (including transitional Homeless families)	65	
	Foster Care	60	
	Public Assistance (TANF or SSI)	60	
Child in Protective Services?	Yes	60	
Disability Status	Child with IEP	50	
	Child with IFSP	20	
	Response to Intervention/ Recognition and Response Plan	15	
	Suspected Disability	15	



Selection Criteria	Item in CP Drop Down	Agency Points	Notes
Dual Language Learner?	Yes	15	
Employment Status	Both parents employed	50	
	Both parents in school or job training program	50	
	One parent employed	30	If single parent – total 50 points
	One parent in school or job training program	30	If single parent – total 50 points
Incarcerated Parent	Mother	10	
	Father	10	
Income Eligible		60	
Military Family		10	
Parent(s) less than high school education	one parent	5	
	both parents	10	
Pregnant Teen		10	
Parenting Teen		20	
Postpartum Depression	Yes	10	
Returning Child		70	



Selection Criteria	Item in CP Drop Down	Agency Points	Notes
Single Parent		20	
Transitioning	From Early Head Start to Head Start	10	
	From other Head Start Program	10	

- e. Once the child has been identified, the staff will make at least three attempts to contact the family via telephone within five business days. If phone calls were not successful after third attempt, a home visit is made.
- f. If the family does not respond, one more phone call will be attempted by the FA. If the family does not respond, the child will remain on the prioritized-waitlist for another selection cycle.
- g. The FA will document the phone calls on the Contact Log Sheet. The Contact Log Sheet/application copies of the attached to the Eligibility Application and file in the pending file at the SMMUSD CDS office.
- h. When a family has accepted the program slot, the FA will document it in the Contact Log Sheet and schedule an appointment with the family. The FA will ask the family to bring the following enrollment documents to the appointment:
 - 1. Current monthly income verification for State eligibility and Annual Income for the past year
 - 2. Employment verification form and/or school schedule
 - 3. Immunizations
- i. During the appointment, staff will give the Parent/Guardian an enrollment packet and complete the following with the parent:
 - 1. Residency Verification
 - 2. Pre-Enrollment Application
 - 3. Income and Eligibility Form



- j. Another appointment will be made to return the enrollment packet. Following the second appointment, the staff will inform and provide the parent of any missing documents needed to continue the enrollment process and document this conversation on the Contact Log Sheet. If there is a health, nutrition or disability issue identified on the health history form, the staff will highlight the issue on the form.
- k. Once the documents have been completed with the family, the Computer Operator will change the status of the child to “accept” in ChildPlus.
- l. The staff will collect the following documents to develop a children file that will remain at the SMMUSD CDS Office:
 - 1. Application for Services
 - 2. Copy of Birth Certificate
 - 3. Head Start Eligibility Form
- n. A file will be created by the staff and labeled with child's name, DOB, and the name of the center the child will be attending as well as the child’s start date.
- o. Applications will be maintained for all families requesting Head Start services. A list of families with over income will be kept in the possibility full enrollment is not achieved. Selection and enrollment will only be available based on LACOE approval.
- p. Children with disabilities will be obtained in collaboration with SMMUSD and LAUSD Special Education. SMMUSD identifies 10 families to participate in the inclusion partnership at McKinley site. Returning students with IEP are given priority for enrollment due to higher EPC points. Based on ASQ and ASQ/SE results children will be referred for assessment.
- q. Age eligible children who were enrolled in Head Start the previous program year will be considered returning children and will be considered age and income eligible for the new program year. The verification documentation used for the prior program year will be attached to the Head Start Eligibility Verification form and maintained in the child’s file. Children enrolled as over income (except IEP) will recertify for the second year.



- r. Once roll-over process is determined by the Grantee, SMMUSD will update the returning children from “New” to the “Wait List” with updated EPC points for the upcoming program year. Documentation on the Application of Services’ note section of 2nd page will have a sticker stating “Eligibility captured on Year 1”.
- s. When a vacancy occurs, the Computer Operator will use ChildPlus waitlist to identify the family with the highest EPC points. FA will repeat steps 3-11 to complete the enrollment within 30 days.
- t. The Computer Operator will generate ongoing reports for the Director and FA. Reports will be reviewed biweekly to ensure enrollment is maintained and vacancies are filled in a timely manner.
- u. The status of Enrollment report will be provided to Policy Committee and Board monthly.
- v. Children eligible for Head Start and enrolled are able to remain in Head Start until they reach appropriate age to enter kindergarten.
- w. For families requesting enrollment in the Full Day classroom(s), documentation must be presented at the time of income verification that demonstrates enrollment as a student, employment or job training. ChildPlus Eligibility Notes section is where FA can document that families requested and meet Full Day requirements.
 - 1. For families with other special needs that may justify full day services, their documentation must be presented by the FA to the Director/Assistant Director for review and approval.
- x. To ensure all applications are accurately filled out, income calculation correct, and all required documentations are in files, every Friday the Director reviews files using LACOE checklist.

Enrollment

Once the family has accepted the placement, the Computer Operator will enroll the child in ChildPlus and enter the start date and any notes in the enrollment screen within seven days.

- a. SMMUSD incorporates ChildPlus throughout the enrollment process and uses the system to:



1. To ensure full enrollment 30 days prior to start date, the Computer Operator will run a report showing a list of the “New” children on a weekly basis to give to the Director/FAs starting 60 days prior to start date.
 2. Director will monitor through ChildPlus reports to ensure vacancies are filled within 30 calendar days and full enrollment is maintained throughout the program year.
 3. Director/designated staff will ensure all enrolled families are eligible by reviewing all applications using the LACOE checklist.
- b. If a vacancy occurs within the last 60 days of the school year, the opening will not be filled. SMMUSD stops enrollment within the last 60 days of the program year.
- c. SMMUSD’s process for determining classroom assignment is based on families site preference.
- d. To ensure SMMUSD meets the 10 percent disabilities mandate by January 31st, the Coordinator meets with district Special Ed Coordinator and LAUSD Special Ed Coordinator prior to school start date as well as throughout year.
- e. To ensure full enrollment, the computer operator generates reports from ChildPlus on a weekly basis to give to the Director/FAs.
1. Family Advocates and Computer Operator attend training provided by LACOE.
 2. The Director request T/TA from LACOE Program Development Specialist to work with staff one-on-one as needed.
- f. Reports are shared with the Policy Committee and Board on a monthly basis.

Attendance

Children enrolled in SMMUSD programs are expected to attend school on a consistent basis. SMMUSD Child Development Services has established Student Absence and Attendance Procedures in order to ensure timely and accurate recording of student attendance to maintain program compliancy with Federal and State Regulations.



Teachers and FAs are expected to encourage parents/guardians to bring their children to school and provide support and resources when necessary to assist parent/guardian in bringing their child to school regularly.

- a. Parents must sign in and out on the Sign-In/Out Sheet each day and include the time that the child arrives and departs. The Teacher in each class will monitor that parents/guardian sign in and out on a daily basis.
 1. The parent/guardian is expected to call the center if the child cannot attend and give a reason for the absence.
 2. The Center staff will record the specific reason for absence i.e. has fever, ear infection, family illness, etc. on the child's sign in sheets.
 3. If a child is going to be absent for an extended period of time, the Teacher or FA will have the parent/guardian sign a Limited Term Leave Request form (10 days).
 4. The Teachers will collect Sign-In/Out Sheets each month and review attendance for parent signatures.
 5. The Teachers will give the Sign-In/Out Sheets to the Computer Operator on the first business day of the month for previous month's attendance.
 6. The Computer Operator will reconcile attendance in ChildPlus, complete the monthly attendance report for LACOE, calculate attendance percentage, and analyze the reasons for falling under 85%.
 7. The Computer Operator will submit the report to the Director and the Family Advocates for review.
 8. Director shared the attendance report to Policy Committee and Board monthly.
- b. Steps to follow in case of absence:
 1. Staff needs to write an **A** in red ink on the day of the absence and highlight the appropriate box to signal a reason for absence and Parent/Guardian signature is needed on the monthly sign-in sheet.
 2. When a parent does not call-in the absence, the Teacher or Teacher Assistant will call the family on the same day of the absence to obtain the reason for the absence.



3. If the parent is unable to be reached, the Teacher will continue to attempt to contact the family by calling the emergency contacts listed on the Emergency Card for three (3) consecutive school days. The attempts will be documented on the back of the sign-in sheet. At least once a week the FAs will check the sign-in sheets for any absences that have not been verified for three days.
 4. The Teacher or Teacher Assistant will send an email to their FA to let them know to contact the family by calling all the emergency contacts on the Emergency Card.
 5. If no contact is made the FA will make a home visit to attempt to contact the family. If parent is not available, a letter will be left for the family asking them to contact Child Development Services immediately as their child may be dropped from the program if contact is not made by a certain date.
 6. In cases, when a child is frequently absent, staff will fill out an In-house referral which will go to the Nurse for processing.
 7. Chronic absenteeism means patterns of absences such as every Monday or every Friday, or a few times every week. When a child has been absent for more than ten consecutive days and site staff members have exhausted all efforts to contact the family, then, the Director will make the final decision if the child is going to be dropped from the program. The child's file will also reflect the efforts to address the chronic absenteeism.
 8. SMMUSD will not charge any fees for children participating in the Head Start program.
- c. If contact is not made by the deadline, the following steps will be taken:
1. The FA will notify the Director/Assistant Director of the intent to drop the child.
 2. With Director/Assistant Director's approval, the FA will assign a drop date to the child and process the child's file as a termination.
 3. The FA will provide termination dates and reason for termination on the drop form and the Computer Operator will enter this data into ChildPlus.



d. Recording Attendance and Absences:

1. The Teacher or Teacher Assistant will track attendance on Monthly Attendance Summary sheets.
2. The Computer Operator will enter the attendance data and meal counts on a monthly basis.
3. For children with modified schedule per IEP, the Computer Operator will adjust the participation days in ChildPlus attendance tab.
4. For a child that will be out for an extended period of time, a request can be made to allow for a limited term service leave.
 - The family will complete a Limited Term Leave Request stating the reason for the child's absence beyond 10 consecutive days.
 - All requests will be reviewed and approved on a case by case basis by the Assistant Director.

e. Entering Attendance in ChildPlus:

1. When you first log in, click on the *Entry Express*.
2. Click on *Attendance*.
3. Use the *Site* drop-down menu to select the site you wish to record attendance.
4. Use the *Classroom* drop-down menu to select the appropriate classroom.
5. Use the *Month/Year* arrows on the calendar to select the appropriate month/year.
6. Click on the *Day* on the calendar to select with date you wish to record attendance.
7. All children enrolled in the class you specified will appear as "Present" automatically.
8. If a child was absent, use the drop-down box to select one of the following: Excused or Unexcused. If you select Excused select the appropriate reason for the absence.



f. Attendance Monitoring:

WEEKLY: Teachers will submit the completed Meal Count to the Computer Operator at the beginning of each week for the previous week.

1. The Computer Operator will compare the Sign-in/Sign-out sheets with the Monthly Summary reports to verify accuracy on a monthly basis.
2. The Computer Operator will generate an Attendance % reporting the average daily attendance (ADA) and give it to the Assistant Director, Family Advocates, Director, Policy Committee and Board to review.
3. If the agency as a whole is below 85% ADA, the Computer Operator will analyze trends and contributing factors. The report will be sent to notify the Grantee (LACOE) by the 3rd (calendar day) of the month.
4. If a plan of action is necessary, the Assistant Director/Director will involve all applicable staff in the development and implementation of the action plan.
5. On-going concerns are shared with the Assistant Director/Director monthly for review and plan of action if necessary.
6. In cases of late pick up or late arrival: Parent receives a first late pick up notice; for second notice, parent receives a phone call from the Assistant Director and third notice parent needs to meet with the Assistant Director.



Santa Monica-Malibu Unified School District Head Start

Contingency Plan

Guidelines for Disruption of Services

Purpose:

To provide for continuance of services to children and families in the Head Start Program in the event of a disruption to the normal operating services provided.

Background:

The Santa Monica-Malibu Unified School District Head Start Program currently operates 8 classes on 5 different campuses throughout the school district. If there is a need to close a center, the days of service missed will be earned during breaks.

Procedure:

Upon notification of the need to disrupt services or delay in start date at a site, the Child Development Services (CDS) Director will notify the Los Angeles County Office of Education-Head Start Division, Head Start families and all management staff. Plans will be determined on a case by case model dependent on the reason for the disruption of services. Management staff will then be responsible that information is communicated to appropriate personnel within each unit and that all steps are followed to ensure a continuation of services.

The following steps must be followed. Any additional steps deemed necessary must be approved by the Head Start Director before implementation.

1. Verbal and written, via e-mail, notification to district personnel, including:
Superintendent, Head Start Policy Committee Executive Board, school site Principal, Director of Food Services and Director of Facilities.
2. Formal meeting with parents followed by written notification.
3. Written notification to the assigned agency analyst from the Community Care and Licensing department.



4. Family Advocates along with the classroom teacher will meet with each family to determine the family's ability to adapt to the change in services. Accommodations will be made to the extent possible to ensure services are met.

A summary report will be developed by the CDS Director and forwarded to the Policy Committee Chairperson, Board and the assigned Los Angeles County Office of Education Program Design Consultant and Business Services Consultant on an as needed basis to ensure that all parties are kept informed of all relevant information.

In the event that multiple sites are affected by a disruption of services, delay in start date or it is determined that the above plan would cause hardship on families, the agency would implement a

Twilight session, 4:00 p.m. -7:30 p.m. at an existing non-affected site closer to the home school or implement a Home Based option until normal service delivery could be established. By providing home-based services, no make-up days will be required.

In the event of facility lock down, SMMUSD will follow the District Comprehensive School Safety Plan and Emergency Procedures. Staff will notify parents via telephone to give parents directive on regarding the event.

The CDS Director will be responsible for ensuring that all steps are followed including notification to the Grantee, Governing Bodies and staff and parents at affected site with 24 hours.

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/21/16

FROM: SANDRA LYON / TERRY DELORIA / ALICE CHUNG

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

RECOMMENDATION NO. A.07

It is recommended that the Board of Education approve the refunding application and budget for fiscal year 2016-2017 with Los Angeles County Office of Education (LACOE) for the purpose of providing Head Start Services to eligible families effective July 1, 2016, through June 30, 2017. This agreement is to be executed between LACOE, and the Santa Monica-Malibu Unified School District, wherein LACOE agrees to pay Santa Monica-Malibu Unified School District Child Development Services an amount not to exceed \$1,454,016 for the Head Start-Basic program and \$4,200 for the Head Start Training and Technical Assistance.

COMMENT: Head Start is a federal grant program with a long history of providing comprehensive child development and support services to young children and families with incomes at or below the poverty level. The contract operates on a minimum of 180 days, provides for the operation of 8 Head Start classes- approximately 140 children in a full day setting in partnership with State Preschool Funds.

GOALS (2016-2017):

1. To enhance the quality of school readiness for preschool children in an effort to support the school district's focus in closing the achievement gap. Forty-three percent (43%) of three-year-olds and eighty-four percent (84%) of four-year-old will be at the building and integrating level in cognition and knowledge related to social science, science, mathematics, logic, and reasoning.

Objectives:

- One hundred percent (100%) of the classrooms will increase scores on the CLASS observation of a minimum of one point in categories of instruction support.
- Classroom staff will implement CGI Math strategies and Creative Curriculum math activities (vol.3) and materials.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

INTRODUCTION

This document provides instructions for completing the 2016-17 Early Head Start (EHS), Early Head Start-Child Care Partnership (EHS-CCP), and Head Start (HS) funding applications. Delegates must complete separate applications, including training and technical assistance summary and plan, for each program. The delegate's designated delegate liaison team leader and/or fiscal liaison will answer questions and/or provide technical assistance as needed.

The documents provided in electronic format are as follows:

- 2016-17 Funding Summary
- Application template and instructions
- Fiscal Schedules Attachment (B, C, D, E, F, G and L)
- Schedule I and K Attachment
- SF424, SF424A, & SF424 B (must be completed in GABI using HS Enterprise System)
- Policy Council and Board approval template, and Employee Compensation Cap
- Sample Organization Chart
- Training and Technical Assistance Summary and Plan Template
- School Readiness Plan Template
- Checklist

SUBMISSION INSTRUCTIONS

1. Submit applications electronically, according to the assigned cycle due date, to the following e-mail address: **hs_doc_submission@lacoed.edu**. All applications must be submitted to the attention of the Program Development Assistant, Planning and Resources Development (PRD) Unit.

Application Due Dates

Cycle I	Cycle II	Cycle III
Bellflower, El Monte, Plaza, Para los Niños, St. Anne's, Santa Monica	Bassett, Garvey, MAOF, Norwalk, PACE,	ABC, CII, Mt. View, Pomona, YPI
Jan. 8	Jan. 15	Jan. 22

2. Applications will not be accepted prior to the delegate's designated due date.
3. Complete the checklist to verify a complete application is submitted.
4. Prepare the application narrative as a *WORD* document using *Times New Roman, 12 font*.
5. Submit original signatures on the Board and Policy Committee approvals, Application for Federal Assistance form (SF424), assurances (SF424B), and employee compensation CAP certification by mail or hand deliver to the LACOE Head Start-State Preschool Division Office on the assigned due date, by 5:00 p.m. to the attention of Program Development Assistant, PRD Unit.

Signed documents due:

Cycle I	Cycle II	Cycle III
Bellflower, El Monte, Plaza, Para los Niños, St. Anne's, Santa Monica	Bassett, Garvey, MAOF, Norwalk, PACE,	ABC, CII, Mt. View, Pomona, YPI
Jan. 15	Jan. 22	Jan. 29

APPROVALS

Policy Committee Approval (Section)

Complete form and have Policy Committee Chairperson sign. Do not include policy committee minutes with your narrative. *Submit a hard copy of this document with the original signature by the due date noted above.*

Board Approval (Section)

Complete form and have Board Chairperson sign. *Submit a hard copy of this document with the original signature by the due date noted above.*

Application for Federal Assistance Form SF424

Complete form in GABI using the HS Enterprise System; print, and have Board Chairperson sign. *Submit a hard copy of this document with the original signature by the due date noted above.*

Assurances

Complete using the HS Enterprise System, GABI provides all necessary SF424B Assurances. Print assurances by selecting the "REPORT" option on the GABI toolbar and then select the "424B" option. Open the assurances, reformat (if necessary), and print. The Board Chairperson must sign the SF424B. *Submit a hard copy of the following assurance pages with the original signature by the due date noted above:*

- Non-Construction Programs
- Drug Free Workplace
- Certification Regarding Environmental Tobacco Smoke
- Certification Regarding Debarment and Suspension
- Certification Regarding Lobbying

Employee Compensation Cap Certification

Complete certification form and have Board Chairperson sign. *Submit a hard copy of this document with the original signature by the due date noted above.*

If any employee's compensation exceeds the cap, no portion is a reimbursable HS/ cost. This is an unallowable cost and DAs must compensate the employee without using HS funds. Include a schedule with the following:

1. Identify, by job title, all employees whose compensation exceed the cap
2. Identify, for each employee, the total compensation from all sources
3. Identify the percentage of time, for each employee, allocated to each program including HS, EHS, and EHS-CCP
4. Describe how the percentage of time allocated to HS/ will be paid without using HS, EHS, and EHS-CCP funds

Naming Files

When submitting the completed documents, follow the naming convention described below to ensure proper cataloging. Include the following when naming the document:

- (1) Delegate Name or Acronym
- (2) Date of Submission (mm_dd_yy)
- (3) Original File Name

Examples: MAOF 01_1116 Funding Application
BUSD 01_11_16 Fiscal Schedules
PLAZA 01_1116 Schedule I and K

Schedule I

Complete one Schedule I and K for all traditional grant EHS and HS slots and a separate Schedule I and K for the EHS-CCP grant. Refer to the instructions in the Schedule I and K workbook for details on completing the form.

Schedule K

Refer to the instructions in the Schedule I and K workbook for details on completing the form.

Reminders:

- If the delegate operates home-based program option and/or combination program options, a calendar must be completed indicating when the socializations will take place.
- If the delegate operates CSPP funded through LACOE, complete a separate calendar indicating 175 days of operation.
- If the delegate operates CCTR funded through LACOE, complete a separate calendar.

Section 1 PROGRAM DESIGN AND APPROACH TO SERVICE DELIVERY**A. Goals**

LACOE and its delegates have been working on accomplishing common goals over the five year funding cycle. In the 2015-16 funding application delegates created objectives for each goal.

This continuation application requires that delegates list any additions, deletions or revisions to programs objectives and describe the progress in meeting each objective identified in the 2015-16 funding application. For the purposes of the questions below please refer to the following definitions.

Progress: Forward movement toward the achievement of goals, objectives, and outcomes.

Expected Outcome: The result you expect to see because of an activity or process.

Program Impact: The influence or effect on a specific Head Start population (e.g. staff, children, families, and/or communities). Within the five year project period, impact refers to how the program, child, family, and/or communities changed as a result of what the program did.

1. Implement a public awareness and outreach campaign for LACOE's Head Start and early education programs using proven strategies with the diverse families of Los Angeles County to more effectively meet and maintain enrollment of children and families.

- a. Following is the objective(s) SMMUSD adopted for the 2015-16 program year:

Program staff will conduct door to door outreach and recruitment throughout the community to inform families, businesses and community resources/partners of the services and programs we offer. In addition, program staff will participate in community events/functions. These efforts will take place throughout the year with an increased emphasis placed in late winter and early spring during which mass enrollment will be planned to take place at the sites, providing families a systematic efficient enrollment process close to their homes.

The ERSEA Plan for 2015-16 will be followed. The plan address start dates, recruitment strategies, procedures, health-related requirements, family engagement activities, and etc.

- b. List any revisions made to the objective since last year's application. If no revisions have been made, then state "no revisions".

No revisions

- c. Describe the progress in meeting the objective

The plan was effective as it led to increased community awareness of Child Development Services. For example, SMMUSD attended the Arts & Literacy Festival for recruitment, which had approximately 1,000 attendees. We also presented at Community Corporation in Santa Monica. However, it was identified that efforts need to begin sooner than later (i.e. returning family enrollment as early as January to allow for more time to be spent on other activities).

d. Describe the expected outcome of the short term objective

With the change in recruitment technique, we expect to have full enrollment prior to the first day of school.

e. Describe the progress in achieving the intended program impact at the conclusion of the 5 year grant period.

SMMUSD intends to attend more community meetings in the future, and our ultimate goal would be to have an active waitlist. We have already begun attending other meetings where we hand out Head Start tear-outs to companies to give to employees with children, and plan to visit the Homeless Coalition and Crysalus. Continued efforts and analysis of said efforts will ensure year-to-year overall success.

2. Establish and develop community partnerships and strengthen existing partnerships targeted to the needs of LACOE's regionalized communities to maximize resources that build the self-resiliency of families

a. Following is the objective(s) SMMUSD adopted for the 2015-16 program year:

Conduct a review of current community partnerships and their effectiveness. Analyze program families and children needs and possible partnerships. Create open lines of communication with current and possible partners to foster and establish possible collaborations and partnerships.

b. List any revisions made to the objective since last year's application. If no revisions have been made, then state "no revisions".

No revisions

c. Describe the progress in meeting the objective

SMMUSD had collaborated with many groups that provide medical, dental, vision screenings as well as parent workshops on nutrition and more. These groups include Jules Stein Eye Institute, UCLA Mobile Eye Clinic, Assistance League of Santa Monica, Venice Family Clinic Virtual Dental Home, UCLA School of Dentistry, WIC, Children's Hospital of Los Angeles, St. Joseph for housing, Upward Bound and the Bloom Group.

d. Describe the expected outcome of the short term objective

To give children dental exams and proper treatment, connect families with shelters, provide health information, eye glasses and exams. Once the established objective is fully addressed, SMMUSD will offer children and families increased resources.

- e. Describe the progress in achieving the intended program impact at the conclusion of the 5 year grant period.
-

Continuity of services, permanent housing and shelter, health meeting and sustaining the needs of children and families.

3. Build on the standardized use of ChildPlus with clearly defined processes and guidelines to better meet the individual needs of children and families and ensure timely delivery of comprehensive services

- a. Following is the objective(s) SMMUSD adopted for the 2015-16 program year:
-

Staff will receive ChildPlus training on how to generate reports and use reports. Data from reports will be reviewed, analyzed and tracked monthly to determine and specific child and family needs i.e. for any possible health and safety issues, missing required information and/or follow-up. Staff will communicate with parents face to face, through meetings, via phone calls and in written form to address individual needs.

- b. List any revisions made to the objective since last year's application. If no revisions have been made, then state "no revisions".
-

No revisions

- c. Describe the progress in meeting the objective
-

The progress with this objective has been more systematic use of ChildPlus reports for analyzing and monitoring program services and data to ensure compliance (i.e. Email weekly reports for a paper trail and follow-up.) The staff attended a ChildPlus training, the documentation is improving.

- d. Describe the expected outcome of the short term objective
-

To meet LACOE requirements, by performing these tasks ensures children are up to date in the system and our record keeping is effective.

- e. Describe the progress in achieving the intended program impact at the conclusion of the 5 year grant period.
-

Established systematic approach to on-going data and services compliance.

4. Build parent and staff knowledge of children's developmental milestones to ensure the healthy development of the whole child and transitional success into primary education
-

a. Following is the objective(s) SMMUSD adopted for the 2015-16 program year:

Students' assessment data (DRDP-PS) 3x's a year, will be reviewed, analyzed, and shared with parents and all stakeholders. Program improvement plan will be put in place to ensure program goals/objectives are met.

b. List any revisions made to the objective since last year's application. If no revisions have been made, then state "no revisions".

We are utilizing the DRDP 2015 to assess students three times/year. Assessment data will be reviewed, analyzed, and shared with teachers, parents, Policy Committee, Board of Education and all stakeholders. Program improvement plan will be put in place to ensure program goals/objectives are met.

c. Describe the progress in meeting the objective

Print DRDP 2015 report to share with parents at home visits/parent conferences, Board of Education and District Advisory Committee.

d. Describe the expected outcome of the short term objective

Parents and Board will be knowledgeable of DRDP 2015 assessment and its results.

e. Describe the progress in achieving the intended program impact at the conclusion of the 5 year grant period.

Continued efforts and analysis of the above will ensure year-to-year overall success.

5. Implement evidence-based programs that empower parents to advocate in the community for excellence in their children's development and learning

a. Following is the objective(s) SMMUSD adopted for the 2015-16 program year:

Promote CSEFEL parenting classes and follow LACOE mandates for implementation of RtI.

b. List any revisions made to the objective since last year's application. If no revisions have been made, then state "no revisions".

No revisions

c. Describe the progress in meeting the objective

All units of the CSEFEL workshops have been incorporated into the training calendar for the school year. CSEFEL materials are also distributed in individual mental health referrals and used in consultation for parents and teachers.

d. Describe the expected outcome of the short term objective

The intended outcome is to provide parents and teaching staff with directed instruction, reflection, and opportunities for practice of various social-emotional techniques such as positive parenting, play, understanding challenging behaviors, and developing a plan for the home and school environment to support challenges behaviors.

- e. Describe the progress in achieving the intended program impact at the conclusion of the 5 year grant period.

Providing yearly CSEFEL trainings for teachers and families is intended to have a positive impact on the classroom and home environment. By developing both the skills and knowledge of teaching staff and families, the hope is to develop a strong foundation that supports social and emotional competence.

6. Implement strategic steps to support consistent implementation of organizational processes to strengthen our infrastructure, maximize system oversight and maintain healthy delegate agencies

- a. Following is the objective(s) SMMUSD adopted for the 2015-16 program year:

Develop and follow new organizational processes and procedures in order to ensure proper methods are followed throughout the agency.

- b. List any revisions made to the objective since last year's application. If no revisions have been made, then state "no revisions".

No revisions

- c. Describe the progress in meeting the objective

The progress has been minimal as updates/revisions to requirements are ongoing, which result in continued and ongoing training and support to staff so that we mirror grantee policies and procedures. A lack of attaining full competency in a given process affects full attainment of the above objective/goal.

- d. Describe the expected outcome of the short term objective

Continual keeping program staff abreast of changes.

- e. Describe the progress in achieving the intended program impact at the conclusion of the 5 year grant period.

The agency will establish depth of knowledge of LACOE program expectations ensuring that all stakeholders have up-to-date knowledge of SMMUSD policies and procedures aligned with LACOE GIMS which will ensure transparency and consistency of implementation throughout the entire agency.

B. Service Delivery

In this section, provide an update on the plan to meet the need for comprehensive child development services for Early Head Start and/or Head Start eligible children and families in your service area. Please reference the LACOE community assessment and delegate specific data to answer the questions below. Delegate specific data may include:

- Child outcome data
- CLASS data
- Self-Assessment findings
- Parent survey findings
- Results of LACOE monitoring findings
- PIR results (e.g., complete physicals, screenings within 45 days, number of families served)
- Findings from regulatory agencies (e.g. CCLD, CACFP)
- Results of special conditions placed on delegate contract
- Other data as relevant

1. Needs of Children and Families

Based on the review of the data, provide an update on the estimated number of children needing full day and full year care? Include: a) the communities and hours of care most needed by families; and b) how the delegate will identify resources for families needing care for a full working day.

To align with the growing needs of the community such as the continued economic adversity, changes in family dynamics and the individual needs of the children, SMMUSD will provide the community with full day classes. All Head Start classes will run from 8:00 a.m. to 2:30 p.m. with the exception of one class at the Washington West site. This class will operate longer hours from 7:30 a.m. to 6:00 p.m. to meet the needs of the families requiring longer days for their children due to the parent's working and/or training schedule.

2. Justification for Proposed Funded Enrollment and Program Options

Provide a narrative summary that describes the proposed program options and variations as indicated in the Schedule I, specify changes proposed for 2016-17 and why these changes are appropriate for the children and families served.

In order to meet the needs of the community and further assist the children of the community to succeed in school readiness, SMMUSD will operate one classroom consisting of Full Day/Part Year (10.5 hours) and six classrooms consisting of Full Day/Part Year (6.5 hours). Each classroom will contain one Teacher and two Child Center Assistants. The program offers the variety of options based upon the ongoing requests from families who are working, going to school or seeking employment as well as families concerned about their child's readiness to enter

kindergarten and future success. All program options follow the Performance Standards and requirements while being monitored ongoing for compliancy by program management and staff.

- a. If the delegate was under enrolled at the beginning of the 2015-16 program year and/or was unable to fill vacancies within 30 days and sustain full enrollment, what changes are being proposed to achieve and sustain full enrollment?

Recruitment activities for the 2016-2017 program year will begin in January with an analysis of the family files of currently enrolled students and families on the waitlist to identify possible eligible families and begin working with those families to verify and determine eligibility.

- b. If delegate is requesting an enrollment reduction (proposing to serve less HS children without reducing its budget) or expansion (requesting additional HS and/or EHS slots) provide a rationale that details the proposed plan and justifies the request. More detailed information will also be required in the budget and budget justification section.

Note: Delegate must have a discussion with LACOE HS Director prior to including this request in the application

N/A

- c. If the delegate is requesting to convert Head Start funds to provide Early Head Start services, address to the following:

Note: Delegate must have a discussion with LACOE HS Director prior to including this request in the application

- i. Specify the planned reduction in Head Start enrollment and the number of infants, toddlers, and pregnant women proposed to be served.

N/A

- ii. Provide information on the amount of funds reallocated from the HS program to support EHS services. You must include more detailed information in the budget and budget justification section.

N/A

- iii. Describe how the needs of infants, toddlers, and pregnant women will be met.

- iv. If the delegate does not currently operate an EHS program provide a detailed explanation of how EHS is proposed to be operated, including the service recruitment areas, program options, qualifications, and training to staff, and the physical infrastructure, including facilities.

N/A

- v. Provide a description on how the needs of eligible Head Start children will be met with the reduction in HS slots.

N/A

- vi. Discuss the transition plan between HS and EHS and specify the proposed timeline for implementation of the conversion.

N/A

3. Centers and Facilities

Identify the communities with the greatest need for services (refer to the service area matrix developed by LACOE) which the delegate will target for recruitment. Additionally, what changes does the delegate propose to make to its location of centers, home-based programs, and services to ensure families/communities with the greatest needs will be served?

Note: Changes to locations of centers/home-based programs/services must be reflected in Schedule I.

SMMUSD will continue to provide service to the existing six sites/locations. The agency will be converting one 6.5 hours class to a full day/part year 10.5 hours class in one of the locations.

4. Recruitment and Selection

Based on community assessment data, LACOE identified selection criteria that prioritizes services to the families most in need. The delegate must assign points to the selection criteria to ensure children and families, with the greatest need in their designated service area, are prioritized for enrollment.

Selection Criteria	Item in CP Drop Down	Delegate Points	Notes
Age	Newborn to less than 6 months		N/A
	6 months to 11 months		N/A
	1 year to 1.11 years		N/A
	2 years to 2.5 years		N/A
	2.6 years to 2.11 years		N/A
	3 years	40	
	4 years	20	
	5 years (when Kindergarten is not available)	20	
Categorical	Homeless (including transitional Homeless families)	65	
	Foster Care	60	
	Public Assistance (TANF or SSI)	60	
Child in Protective Services?	Yes	60	
Disability Status	Child with IEP	50	
	Child with IFSP	20	
	Response to Intervention/ Recognition and Response Plan	15	
	Suspected Disability	15	
Dual Language Learner?	Yes	15	
Employment Status	Both parents employed	50	
	Both parents in school or job training program	50	
	One parent employed	20	If single parent – total 50 points
	One parent in school or job training program	20	
Incarcerated Parent	Mother	10	
	Father	10	
Income Eligible		60	
Military Family		10	
Parent(s) less than high school education	one parent	5	
	both parents	10	
Pregnant Teen		10	

Selection Criteria	Item in CP Drop Down	Delegate Points	Notes
Parenting Teen		20	
Postpartum Depression	Yes	10	
Returning Child		70	
Single Parent		30	
Transitioning	From Early Head Start to Head Start	10	
	From other Head Start Program	10	
Referral	From DCFS, DPSS, 211 or other referral agency	60	

Approved Adjustment Factors

- a. If the delegate is adding adjustment factors provide a justification for the proposed criteria.

N/A

- b. Describe how the delegate will ensure that not less than 10% of the actual enrollment will be children with disabilities

We work with the Special Education department to provide a collaborative class at McKinley Elementary.

5. Transportation

Describe the level of need for child transportation services and how the delegate will meet transportation needs or assist families in accessing other transportation so that children can attend Head Start and Early Head Start services.

N/A

6. Health

Based upon review of PIR data, self-assessment, and monitoring findings, what changes is the delegate proposing to its plans to meet the health, mental health, nutritional and oral health needs of children? In addition, describe the system for screenings and services that will ensure children are accurately referred for necessary follow-up evaluation and treatment within timeframes specified by Head Start regulations.

In an effort to ensure that SMMUSD Head Start meets the health, mental health, nutritional and oral needs of children, the following changes have been proposed:

Mental Health

Based on the mental health monitoring findings from 6/1/15, SMMUSD intends to have additional guidelines to ensure proper record keeping, ongoing monitoring, and timely follow-up. In addition to monthly multidisciplinary team meetings, mental health teams will meet to conduct individualized case conferences to review each classroom and ensure that all ASQ data is properly reviewed and follow-up activities are established within the timeframes proposed in the GIM. To ensure proper review of each file, mental health staff will also meet monthly to review ongoing mental health cases and ensure that families and students are getting services and interventions according to the GIM timelines. Based on PIR data, it is evident that there is a high need to support the mental health of children and families at SMMUSD and the agency is proposing to increase the mental health support to ensure that all families and children can get services in a timely manner and that their data is entered into Childplus within the necessary timelines. Based on the new requirements of the Mental Health GIM, staff will need additional funding to support observations, and assessments for every mental health referral as well as timely follow-up to outside referrals. SMMUSD intends to hold monthly meetings with outside mental health agencies to ensure that children and families who have been referred to outside services, are receiving those services in a timely manner and data is entered into Childplus according to the mandates of the GIM.

Mental health staff will continue to ensure that teachers and families are provided the necessary trainings in areas such as understanding mental health issues, temperament, separation and attachment, appropriate responses to children's behavior, child development, strengthening and nurturing environments, domestic violence, substance abuse, child abuse and neglect, response to intervention, behavior management, and more. Based on the additional requirements of the Mental Health and RTI GIM, mental health staff will need to increase their support of teacher trainings to complete all required screening and progress monitoring requirements and will have new responsibilities of scoring standardized measures such as the DECA-P2 for all teaching staff, as outlined by the RTI SOP.

7. Family Services and Social Services

Describe in detail, the tasks that the delegate's family service workers are responsible for (e.g. enrollment, health, family community engagement, nutrition follow up, etc.)

The Family Advocates (FAs) recruits and enrolls Head Start children along with linking families to health, special needs, nutrition, social services, parent involvement and mental health services based on family strengths, concerns, needs and priorities according to the new Federal Program Standards. The FAs serves as a member of an interdisciplinary team that includes program management, teaching staff, District personnel and program families.

The FAs establishes and maintains outreach and recruitment activities to ensure 100% enrollment of eligible children, including ten percent of children with disabilities.

Assist families with the development of Family Partnership Agreements, provides resources and referrals to families as needed and conducts follow up of the resources and referrals as required in State and Federal Program Standards; and assist families in defining and setting related goals.

Compile mandated background information on the family using computerized data system and input data. Establish and maintain direct communication channels between a family, school site staff, and all members of the department and District team.

Assist the Health Consultants (ie. health, nutrition and mental health) in providing guidance with regard to health-related services, and subsequent follow-up.

Establish and maintain up-to-date individual files for each child and family, including documentation of services and related follow-up. Make home visits as needed to maintain direct communication with families. Perform related duties as assigned.

- a. In reference to the question above (8.b.), describe how the delegate ensures accountability for all identified responsibilities including those that are not directly assigned or supervised by the immediate supervisor.

For example: If the Family Service workers (FSW) are supervised and/or report to the Family Engagement Coordinator, but are responsible for Health activities that the Health Coordinator oversees, how does the delegate ensure that the FSW's are accountable for health activities as well as the staffs' other responsibilities?

The Family Advocates are supervised by the Director, who analyzes reports and addresses any findings/concerns with staff. In addition, monthly MDT meeting for health activities, weekly Friday meetings to share follow-ups and progress.

8. Early Head Start

- a. The Schedule I must reflect a minimum of 48 weeks of service for EHS children. If the delegate is proposing a locally designed program option, describe below how it will ensure continuity of services over a minimum of 48 weeks.

N/A

- b. Describe the services provided to pregnant women.

N/A

9. Coordination

Describe how the delegate coordinates resources with other child care and preschool programs, State pre-kindergarten programs, and Local Education Agencies to provide high quality child health and developmental services.

Note: If Memorandum of Understandings (MOUs) were established, describe how the MOUs include the process for referrals, intervention services and the development of individualized educational programs for preschool children, and individualized family service plans for infants and toddlers.

Community Partnerships – The number one strength of the community in Santa Monica is its ability to collaboratively serve children and families residing in Santa Monica. The majority of the community organizations and agencies are actively involved on collaborative committees such as the Early Childhood and Development Task Force. This common vision has allowed the Head Start staff to develop a well-rounded list of partnership agreements with more than 30 community agencies to offer support services for the Head Start families. They cover a wide range of services: health, social service’s needs, and parent education options.

SMMUSD coordinate/collaborate with the following agencies:

California State Preschool Program (3-5)

To provide full-day/part year child care services for families with work and/or going to school. We found in the community of Santa Monica-Malibu, there was a greater need for full-day child care services, as parents have either a full work day and/or school day.

SMMUSD Special Education Department

To provide a developmentally appropriate environment for children with special needs through an inclusion program. SMMUSD Special Education Department provides a full-time Special Education teacher to work side by side with Head Start teaching staff.

UCLA’s Jules Stein Eye Institute

To provide on-site full vision screening to all children, including free eye exams and free prescription eyeglasses.

Mt. St. Mary’s College, CSU Dominguez Hills & CSU Channel Islands

To provide nursing interns to assist in screening activities with children, health education and trainings for children and families, and administrative assistance.

St. John’s Child and Family Development Center

To provide parenting classes and training to staff and parents on mental health.

Venice Family Clinic

Pediatric advisor to give input to the Health Services Advisory Committee and provide parent nutrition classes.

Westside Family Health Center

To provide Pediatric Nurse Practitioner volunteer to give input to the Health Services Advisory Committee.

C. Approach to School Readiness

1. School Readiness Plan: As part of this year's funding application, agencies are required to submit an updated School Readiness Plan. Please use your 2015-2016 School Readiness Plan and highlight planned updates for the 2016-2017 program year. Updates should be informed by your findings to date for the 2015-2016 program year (inclusive of DRDP and CLASS scores as well as the delegate's assessment of curriculum fidelity/implementation). To support the updates to your School Readiness Plan, please address the questions below.
 - a. Describe how the DRDP Assessment scores have informed changes in your School Readiness Plan for the 2016-17 program year.

The 2015-2016 DRDP scores indicate a few areas where the School Readiness Plan will need to be modified based on the developmental levels that children are mastering. The following Domains and/or Measures need to be addressed as the agency assessment scores suggest the most need for growth in these areas:

- 1) ATL-REG Domain for 3-4 year olds
- 2) LLD5-LLD10 Measures for 4 year olds
- 3) COG 9-COG11 Measures for 4 year olds
- 4) HHS3 Measure for 3-4 year olds
- 5) PD-HLTH 3-PD-HLTH5 for 3 year olds

The School Readiness Plan will need to include Staff Development/Training that will be provided to address these domains, including parental involvement activities to supplement. In addition, the School Readiness Monitoring Tool will need to include activities that will be implemented to support the above findings.

- b. Describe program improvements implemented in response to the analysis of child assessment and other data. Provide specific examples as appropriate.

In analyzing components of the School Readiness Monitoring Data, DRDP data, ECERS data and CLASS data the agency made the following improvements:

- 1) Training on Creative Curriculum resources, materials and studies to support learning objectives was implemented throughout the school year.
- 2) DRDP data determined that utilizing coaching on ECERS and CLASS data was necessary for program improvement.
- 3) Training on Early Learning Foundations and Head Start Early Learning Outcomes framework to support developmentally appropriate instructional practices.

- c. Describe how the delegate's CLASS disaggregated scores have informed changes to your School Readiness Plan to improve instructional quality among teachers with lower CLASS scores, including any coaching or mentoring plans.

Agency CLASS scores suggest the greatest need for improvement is within the Instructional Support Domain. The agency implements the ACE program in addition to Training and Technical Assistance. Specifically, the coaching focuses on the strategies that support the behavioral markers for each domain. The one to one coaching model is crucial in facilitating and sustaining improvement. Teachers receive individualized coaching based on their professional strengths, classroom environment and children's individual needs.

D. Governance, Organizational and Management Structures and Ongoing Oversight

1. Describe any changes to the roles and responsibilities of the delegate's Board and Policy Council, if applicable. If no updates or changes have occurred, include a sentence to that effect.

No changes regarding roles and responsibilities of the Board of Education and Policy Committee.

2. Organizational Chart

Create an organizational chart in a WORD format and include as a separate file on the flash drive. Create one chart for the traditional grant and one for EHS-CCP, if applicable. The charts must include job titles and the total HS, EHS, and EHS-CCP FTE's for each position. Include all positions that conduct any program or administrative function for the program (custodians, consultants, interns, etc.) It must delineate the shared decision-making responsibilities and

supervision for HS, EHS, and EHS-CCP, include all funding sources, and it must be aligned to the staffing schedules (Schedules B, C, & D). A sample organizational chart has been provided on the flash drive.

Any organizational changes described in Section III. (Personnel) of the Budget Justification must be reflected on the organizational chart. If there are any required positions not funded through HS, EHS, and EHS-CCP insert a footnote in the organization chart.

3. In alignment with LACOE's Human Resources GIM's, describe updates of staff qualifications or competencies for the following groups:

- Head Start and/or Early Head Start director(s)
- Education and child development staff
- Health services staff
- Nutrition services staff
- Mental health services staff
- Family and community partnership staff
- Disability services staff

As mandated by the Performance Standard, outlined in LACOE GIM, LACOE Contract and Head Start Act Section 648A – SMMUSD staff qualifications are as followed:

- Head Start Director – Meets the required qualification
- Education and Child Development staff:
 - Teachers - Meet the required qualifications
 - Teacher Assistants – 5 are currently taking courses towards their associate's degrees
- Health Services Staff – Meets the required qualification
- Nutrition Services – Registered Dietitian Consultant meets the required qualification
- Mental Heal Services – MH Consultant meets the required qualification
- Disability Services – Meets the required qualification
- Family and Community Partnership Staff – Two full time Bilingual Community Liaisons meet the required qualification by completing the Family Development Credential. One newly hire part-time Bilingual Community Liaison has a BA degree and will enroll in the Family Development Credential when course available.

4. Training and Technical Assistance (T&TA) Plan

Use the T/TA Excel spreadsheet to complete the T & TA plan. Note: If the plan is completed correctly, then the summary automatically populates in the EXCEL workbook. **Do not delete any of the rows** (deleting rows will cause the spreadsheet's formulas not to work). To remove or replace text, highlight the text in the respective cell, and then press the delete button.

Also, complete a T&TA Plan(s) that addresses the ongoing support and training needed for teachers, home visitors, and FCC providers to fully and accurately implement the adopted curriculum. Include the trainings that are identified in each of the service area manuals.

The T & TA Plan will automatically populate the summary. Refreshing data in the summary will ensure that the most current data will be pulled from the plan (refer to T & TA Summary Instructions). Verify that the summary information is correct. If an error is found the correction must be made in the plan (EXCEL spreadsheet).

Section II. BUDGET AND BUDGET JUSTIFICATION NARRATIVE

The budget amounts described in this section must align with the amounts identified in the fiscal schedules (EXCEL workbook).

Provide a budget narrative justification for each of the following GABI categories to demonstrate allowability, necessity, reasonableness, and allocability of proposed costs:

1. Personnel (GABI Section (a))

Provide a narrative explanation on the reasonableness of your HS/EHS/EHS-CCP personnel costs (salaries and wages) and staffing structure as presented in your organizational chart. Also, describe how the responsibilities of the fiscal officer differ from those of the director. Describe the maintenance/custodial personnel that continues to be funded with the permanent funding increase for maintenance/custodial efforts. For EHS-CCP, describe how Federal funds will be used to enhance the base partner program (e.g. CCTR).

Child Health and Developmental Services Personnel

- Assistant Director: \$24,181

This amount includes 0.25 FTE for the Assistant Director. Under the direction of the Director-Child Development Services, the Assistant Director oversees and monitors the on-site classroom portion of the Head Start program. The responsibilities for this position have been reflected in the functional allocation schedule and the GABI.

- Teachers: \$336,757
- Children's Center Assistants: \$275,718
- Health/Mental Health Services Personnel \$67,648

Family and Community Partnerships Personnel:

- Other Family and Community (Bilingual Community Liaisons): \$75,869

Program Design and Management Personnel:

- Director: \$32,253
- Fiscal Personnel (Accountant): \$33,744

Under the direction of the Assistant Superintendent of Educational Services/Chief Academic

Office, the Director of Child Development Services provides oversight of both program and fiscal operations. The Director acts as the liaison between the Child Development Department and District Administration as well as community partners. The Director plans, organizes, coordinates, and manages program design and delivery for Head Start; as well as provides professional development activities for Head Start faculty and staff.

Under the direction of the Director-Child Development Services, the Accountant oversees and monitors the fiscal related activities of the Head Start program; participates in the development of and administers the Head Start Budget; monitors, analyzes and supervises operational expenses to assure that the Head Start program is fiscally sound; prepares financial and statistical reports in compliance with District, LACOE, and OHS regulations and policies; evaluates the performance of assigned personnel. The Accountant provides financial data to the Director of Child Development Services to make decisions as necessary.

- Other Administrative Personnel: \$58,354

This amount includes .80 FTE for the Computer Operator and 0.15 FTE for the Administrative Assistant. The responsibilities for these positions have been reflected in the functional allocation schedule and the GABI.

- Maintenance Personnel: \$29,051

This amount includes 1.00 FTE for a full-time Head Start Custodian.

Total All Personnel Costs: \$933,575

Child Health and Development:

In order to provide service for 140 children, SMMUSD operates seven classrooms – one full day and six part day. Each part day classroom is staffed with one Teacher and two Children’s Center Assistants, the full day classroom is staffed with two Teachers. Two Teachers on Special Assignment (TOSA) (56% HSB & 44% CSPP) release classroom teachers, as well as complete required record keeping activities and parent conference activities. The TOSA will assist the Assistant Director as well as other Head Start teachers in site-specific tasks and activities, including orientation for new learners, record keeping, modeling classroom lessons, assisting communication at the site level, and logging education data for Head Start students. The TOSA is also responsible for the planning, developing and coordinating the use of technology and data collection.

Hourly teachers for pre-service and home visits are projected at eight (8) at eight hours for 5 days.

Substitute teachers are projected at eight (8) at eight hours per day for 8 days.

Hourly assistants for pre-service are projected at eight (8) at eight hours for 6 days.

Substitute assistants are projected at eight (8) at eight hours per day for 18 days. This includes additional substitute assistants to help with behavioral problems.

SMMUSD teachers are 11-month employees and are assigned additional days for the pre-service training and home visits. The cost is based on the number of operational days in a full-time assignment on average hourly rate. SMMUSD Children's Center Assistants are 10-month employees and are assigned additional days for pre-service training.

To facilitate the medical, mental health, nutrition and disabilities services for children and families, a full-time school nurse is assigned to Head Start. The Nurse works five days/week = 1.00 FTE funded by Head Start. To support the nurse, several contracts are maintained for dental, mental health and nutritional support services. The Nurse also works as needed during Winter and Summer breaks.

Family and Community Partnerships:

Two full-time (56% HSB & 44% CSPP) and one part-time (0.5 FTE, 100% HSB) Bilingual Community Liaisons facilitate family and community partnerships and a portion of the shared governance activities. The Bilingual Community Liaisons initiate the parent partnership process at the time of enrollment and follow up during the school year.

Program Design and Management:

To comply with the eight management systems, facilities and ERSEA, the following positions facilitate the activities:

25% HSB Director – provides oversight of both program and fiscal operations. The Director acts as the liaison between the Child Development Department and District Administration as well as community partners.

50% HSB Accountant regarding Head Start Operational Expenses. The variance of 0.25 FTE increase from the previous year is based on a time study that shows the actual work performed for the Head Start program. The variance of 0.10 FTE increase from the previous fiscal year application is to cover actual work performed by the Accountant for Head Start services

15% HSB Administrative Assistant – Shared Governance, Family and Community Partnerships, Record Keeping, ERSEA, Monitoring, Health and Safety, Self-Assessment.

80% HSB Computer Operator – Assists in data entry and file input, as well as other duties.

100% Custodian – Focuses on maintaining cleanliness to fit into the Health & Safety standards for Head Start classrooms.

2. Fringe Benefits (GABI Section (b))

In the chart below, provide specific rates (%) and amounts (\$) for all fringe costs ensuring that the totals agree to the total fringe benefits budget identified on the fiscal schedules.

Fringe Description	GABI Reference	Budgeted Amount (\$)	% of Total Personnel Costs
FICA-OASDI (6.2%) / Medicare (1.45%)	B.1	\$52,786	5.7%
SUI (.05%)	B.1	\$466	.05%
Workers Compensation (3.8%)	B.1	\$35,457	3.8%
Health & Welfare (\$13,670 average)	B.2	\$201,406	21.6%
Retirement – (PERS 11.88%) / (STRS 10.73%)	B.3	\$104,822	11.2%
Other	B.4	\$0	0%
TOTAL		\$394,937	42.35%

- a) For non-profit agencies that maintain a vacation reserve account indicate the projected reserve to liability percentage for HS/EHS/EHS-CCP, as of June 30, 2015 (explain if there is any unfunded liability)

N/A

- b) For school districts, describe the contingency plan to fund the liability if the grant funding is terminated

In the event that the grant funding is terminated, district funded Neighborhood Preschool would be an option to continue to be able to provide services to children. SMMUSD would cover the vacation liability.

3. Travel Costs (GABI Section (c))

Describe travel costs that have been budgeted under the Basic grant (do not discuss T/TA related travel in this section). Local (in-county) conference and/or local travel (e.g., mileage) costs must be included in the “Other” category (GABI Section h). For EHS-CCP, describe how Federal funds will be used to enhance the base partner program (e.g. CCTR).

N/A

4. Equipment Purchases (GABI Section (d))

Describe the proposed equipment purchases and explain why it is needed to support program services. Add lines as necessary. For EHS-CCP, describe how Federal funds will be used to enhance the base partner program (e.g. CCTR).

GABI Line, Description of Equipment; Location; Funding Source; Procurement Method; Sole Source Justification (if applicable)	# of Units	Unit cost	Extended Cost (Unit Cost x Quantity)	Sales Tax	Shipping and Handling Costs	Total Cost
No equipment purchases are anticipated						

1. Describe the proposed equipment leases and explain why the equipment is needed to support program services. Add lines as necessary.

GABI Line, Description, Funding Source	Capital Lease	Lease Term (from/to)	Location or Activity	Procurement Method	Reason for Lease	Budget Lease Amount
No equipment leases are anticipated						
Total Equipment Lease Budget						

D1 – Office Equipment Subtotal:	
D2 – Class/Outdoor Equip. Subtotal:	
D3 – Vehicle Purchase Subtotal:	
D4 – Other Equipment Subtotal:	
All Equipment Total:	

1. (b) Potential Equipment Purchases not included in GABI

Describe proposed additional equipment purchases and explain why it is needed to support program services. These may be funded with program savings and/or available one-time supplemental funds.

GABI Line, Description of Equipment; Location; Funding Source; Procurement Method; Sole Source Justification (if applicable)	# of Units	Unit cost	Extended Cost (Unit Cost x Quantity)	Sales Tax	Shipping and Handling Costs	Total Cost
No potential equipment purchases are anticipated						
			D1 – Office Equipment Subtotal:			
			D2 – Class/Outdoor Equip. Subtotal:			
			D3 – Vehicle Purchase Subtotal:			
			D4 – Other Equipment Subtotal:			
			All Equipment Total:			

5. Supplies (GABI Section (e))

Include costs of consumable supplies and tangible personal property (e.g., physical items) having a life expectancy of less than one year and a cost of less than \$5,000. This must include tax, shipping and installation costs. For EHS-CCP, describe how Federal funds will be used to enhance the base partner program (e.g. CCTR).

Description of Item	Amount
• E1 - Office Supplies	\$2,500
• E2 - Child and Family Service Supplies	
○ Education	\$5,104
○ Dental Supplies	\$500
○ Disabilities	\$500
○ Medical Supplies	\$500
○ Mental Health	\$0
○ FCE	\$0
E2 Subtotal:	\$6,604
• E3 - Food Service Supplies	\$0
• E4 - Other Supplies	
○ Transportation	\$0
○ Maintenance Supplies	\$0
○ Other	\$5,000
E4 Subtotal:	\$5,000

6. Contractual (GABI Section (f))

Provide the following details for each of the requested contracts. Include the costs of contracts associated with only **incorporated** individuals or organizations in this section. Do not include

unincorporated consultants, e.g., sole proprietors, in this section. These consultants must be budgeted in the “Other” section (GABI Section (h)). Add lines as necessary. For service area providers (e.g. health, mental health) specify the service area, hourly rate and number of hours required. For EHS-CCP, describe how Federal funds will be used to enhance the base partner program (e.g. CCTR).

Contractor	Nature – Relevance of Services	Procurement Method; Sole Source Justification	GABI Line Number; GABI Description	Amount
No contractual consultants are anticipated				

7. Renovations or Construction (GABI Section (g))

Complete the following table describing in detail the renovation(s) and/or construction activities supported by this budget. All renovations included in this section must be major renovations and a facilities checklist must be included with this application. Incidental alterations/renovations are to be included in section H7. Add lines as necessary. For EHS-CCP, describe how Federal funds will be used to enhance the base partner program (e.g. CCTR).

Description and Location of Project	Completion Timeline; Davis-Bacon Compliance	GABI Line Number; GABI Description; Amount
No renovations or construction are anticipated		

8. Other Direct Costs (GABI Section (h))

Include costs for those items not budgeted on any other budget line and describe them in detail here. Describe the project or activity that substantiates the accompanying budget line item amount. Agencies must at a minimum include items identified through the Health and Safety Screener reviews that can be addressed through this grant (H6 or H7). For Incidental Alterations/Renovations over \$25,000 a facilities checklist must be included with this application. For consultant contracts describe how services will be provided (e.g. intern, sub-contractor). While facilities leases belong on line H2, equipment leases belong in GABI Section D. For EHS-CCP, describe how Federal funds will be used to enhance the base partner program (e.g. CCTR) in each of the justification line items.

GABI Line Item	Description	Amount	Justification
H1	Depreciation/Use Allowance	\$0	Provide justification in item 1 below
H2	Rent	\$6,000	Provide justification in item 2 below
H3	Mortgage	\$0	N/A
H4	Utilities, Telephone	\$20,000	N/A
H5	Building & Child Liability Insurance	\$0	N/A
H6	Building Maintenance/Repair and Other Occupancy	\$12,500	N/A
H7	Incidental Alterations/Renovations	\$0	N/A
H8	Local Travel	\$8,680	*includes \$3,680 T/TA
H9	Nutrition Services	\$20,000	Provide justification in item 4 below
H10	Child Services Consultants	\$40,000	Provide justification in item 4 below
H11	Volunteers	\$0	N/A
H12	Substitutes (if not paid benefits)	\$0	Provide justification in item 4 below
H13	Parent Activities/Services	\$1,400	Provide justification in item 3 below
H14	Accounting and Legal Services	\$0	Provide justification in item 4 below
H15	Publications/Advertising/Printing	\$4,000	N/A
H16	Training or Staff Development	\$520	Provide justification in item 4 below *includes \$520 T/TA
H17	Other	\$2,500	Provide justification in item 5 below

1. Depreciation/Use Allowance: Explain any depreciation or use allowance budgeted.

N/A

2. Facility Rent or Lease Contracts: Complete the following table, providing information for all Equipment and Facility Rent/Lease Contracts. Add lines as necessary.

Site Name; Landlord/Lesser;	Term Start Date	Term End Date	Monthly Rent	Annual Payment
Geraldine P. Woods; City of Los Angeles Gabi Line H.2	8/24/2011	8/25/2016	\$500	\$6,000

3. Parent Activities: Describe each activity and the associated budget.

\$200 per class at 7 classes equals \$2,000 to incur expenses during Parent Preschool Conferences. Parents decide on type of parent activities offered pending review of district policies and approval from the Head Start Coordinator. Previous year parent activities include but are not limited to: School/Community beautification projects, guest speakers, and parent/student joint activities.

4. Unincorporated Consultant Contracts: Describe sole proprietors/consultants that are budgeted in H9, H10, H12, H14, and H16. Identify the line item where the budgeted amount has been included. For all consultants in H10, include: a) service area b) hourly rate c) number of hours budgeted.

Dietitian – Brooke Dekofsky, Registered Dietitian:

Reviews files, provides consultation for parents and staff on nutrition issues. Works with Food Services for special diets, monitors child’s progress when need is identified (overweight/underweight children), reviews diet for children with severe dental conditions, conducts workshops for parents and staff. The candidate was selected based on recruitment done in 2015-16 that found Brooke’s qualifications to link to all expectations for the program. The job was posted on the California Head Start Association’s Jobs At Head Start website. Her rate is \$50/hour and the annual contract is up to \$15,000. (GABI Line Item H10, \$15,000)

Mental Health Consultant – Dana Jacobson, M.S.:

Provides health/mental health services to 160 children participating in the HS/CSPP collaboration classes, assists with follow up activities and classroom observations of children with referrals. Dana’s qualifications were found to exceed all other candidates in a recruitment process that took place in 2014-15. The job was posted on the California Head Start Association’s Jobs At Head Start website. Her rate is \$75/hour and the annual contract is up to \$25,000. (GABI Line Item H10, \$25,000)

The Health Coordinator coordinates referrals with staff as well as a liaison between Dana Jacobson/Dona Richwine and SMMUSD.

Nutrition services include one adult meal per day as well as meals and supplies for children that are not covered by the CACFP. The cost of one breakfast is \$1.25 and the cost of one lunch is \$3.00. (GABI Line Item H9, \$20,000)

5. Other Expense included in Other Category (H17 above): Any “other expense” budgeted in the “Other Category” must be explained in this section. Include costs for those items not budgeted on any other budget line and describe them in detail here. Provide a narrative that describes the project or activity that supports the budget line item amount.

Other expenses include licensing for school sites, postage and other various expenses.

6. Permanent maintenance/custodial increase: Describe any non-personnel costs (indicate line items) that continue to be funded with the permanent increase for maintenance/custodial needs.

N/A

9. Non-Federal Share (GABI – Non-Federal Share Column)

Describe all non-federal share matching sources (refer to LACOE NFS Manual). Include the number of volunteer hours, the volunteer wage rate and fringe benefit rate. Non-federal share reported by other agencies may not be used, but DAs may use one-half of the LACOE partnered CSPP Funds since LACOE will only be using one half of these funds as non-federal share.

State Preschool (CSPP) funds are not granted through LACOE, the funds are received directly from the California Department of Education (CDE). Therefore, a portion of the CSPP collaboration funds are being used as Non-Federal Match.

PROGRAM NON-FEDERAL MATCH – Partnered CSPP (State Preschool)

Assistant Director	1 x .25 FTE =	0.25 FTE	\$18,136
Teachers	7 x .44 FTE =	3.52 FTE	\$158,062
Children Ctr Asst	5 x .44 FTE =	2.20 FTE	\$53,985
Bil. Comm. Liaison	2 x .25 FTE =	0.50 FTE	\$34,073
Total Program Salary Non-Federal Match:			\$264,257
Total Program Benefits Non-Federal Match:			\$51,523
Total Program Non-Federal Match:			\$315,780

ADMINISTRATION NON-FEDERAL MATCH – Partnered CSPP (State Preschool)

Director	1 x .25 FTE =	0.25 FTE	\$24,190
Accountant	1 x .10 FTE =	0.10 FTE	\$4,443
Computer Operator	1 x .10 FTE =	0.10 FTE	\$3,656
Admin Asst	1 x .15 FTE =	0.15 FTE	\$8,789
Total Administration Salary Non-Federal Match:			\$41,078
Total Administration Benefits Non-Federal Match:			\$7,696
Total Administration Non-Federal Match:			\$48,774

GRAND TOTAL NON-FEDERAL MATCH:		\$364,554
T&TA NON FEDERAL MATCH (included in Basic)		
VOLUNTEER HOURS		
Parent Hours	250 hours x \$15.16/hr	\$3,790
	250 hours x 22.419% Benefit Rate	\$850
Total Volunteer Hours:		\$4,640

10. Cash and Other Resources

Complete the table below for cash and other resources. This includes cash, other federal funding, state funding, and local government funding. Cash received as non-federal share is not counted as match until it is spent.

Source of Funding	Amount	Estimated or Actual	Variable or Fixed	Used as Non-Federal Share
USDA/CACFP/NSLP (Federal Portion)	\$85,904	Estimated	Variable	
CACFP (State Portion)	\$3,922	Estimated	Variable	No
LACOE CSPP	\$0	Estimated	Variable	No
Agency CSPP	\$677,655	Estimated	Variable	Yes
LACOE General Child Care (CCTR)	\$0	Estimated	Variable	
Agency General Child Care (CCTR)	\$0	Estimated	Variable	
Los Angeles Universal Preschool	\$0	Estimated	Variable	No
First Five LA	\$0	Estimated	Variable	No

11. Program Income

LACOE requires prior approval for the use of program income. Identify all potential sources of HS/EHS program income and explain how it will be used in the program. See federal regulations 45 CFR 75.307. Please note: Inclusion does not constitute prior written approval; the DA must still request prior written approval from the grantee and OHS before earning and use of program income.

SMMUSD does not allow inter-fund loan transactions.

12. Financial Management System

Describe the organization’s financial management system and internal control environment to maintain effective control and accountability for grant funds, property and other assets.

The Standardized Account Code Structure (SACS) provides a list of resource numbers that requires the District to identify each funding source available to your program and to process expenditures accordingly to ensure that the costs for one program are not funded by other sources. Expenses are allocated to corresponding resources based on the previously determined cost allocation plan.

All accounting transactions are reviewed by a fiscal manager and ultimately audited by a hired professional. Multiple approvals and signatures are required for requisitions, contracts, purchase orders, invoices, and all other documentation. Accounts payable is handled by a separate department who pay invoices after the appropriate approval processes have been met.

Inventory is taken annually by the classroom staff and reviewed by administrative staff to account for property in each classroom.

13. Cost Allocation Plan

All agencies must submit a current board-approved cost allocation plan with this application.

1. What programs does your program collaborate with in order to provide support or supplemental services to eligible HS children and families?

The Head Start Program coordinates programs with the California State Preschool Program (CSPP). CSPP is in partnership with Head Start to provide a full-day/full-year program for 160 children.

2. Explain how each of the other programs receive their funding, the timing of that funding to the delegate, and the effect on the purchase of goods and services to your S HS program and the collaborative program.

CSPP funding sources provide an advance apportionment at the beginning of the year. Fiscal and attendance quarterly reports are prepared and submitted to the CDE to continue the apportionment process which is based on attendance and enrollment.

The Fiscal Supervisor reconciles expenditures monthly to ensure appropriate allocations are

consistent and accurate. The reconciliation process consist of a final 4th quarter report reflecting final/corrected enrollment/attendance and unaudited actual cost; this is completed and the end of the school year. By analyzing this data, a need is determined to set up an account payable or receivable to pay or receive funds to and from the State. Each program has its own account code and inter-fund loans or transactions are not permitted.

3. Describe the internal controls the DA has in place to avoid the use of unallowable inter-fund loan activities related to cost allocation

The Standardized Account Code Structure (SACS) provides a list of resource numbers that requires the District to identify each funding source available to your program and to process expenditures accordingly to ensure that the costs for one program are not funded by other sources. Expenses are allocated to corresponding resources based on the previously determined cost allocation plan.

4. Provide an explanation of how the delegate ensures that the use of HS/EHS/EHS-CCP funds to cover the total costs of the collaborative effort are documented and that any pro-rata share of the costs to the partner programs is reimbursed to the HS/EHS/EHS-CCP program in a timely manner. Include in your description how the reimbursement is monitored to ensure appropriate charges to all programs is documented and the timing of the reimbursement from the alternative funding source to the HS/EHS/EHS-CCP program.

The Standardized Account Code Structure (SACS) provides a list of resource numbers that requires the District to identify each funding source available to your program and to process expenditures accordingly to ensure that the costs for one program are not funded by other sources. Expenses are allocated to corresponding resources based on the previously determined cost allocation plan.

5. Provide a detailed explanation for how the pro-rata costs for HS/EHS/EHS-CCP and your partnered programs are calculated. Also, include an example of the pro-rata charges.

Pro-rata costs are based on the length of time classroom services for classroom staff and time studies for office staff. Teachers work 8 hours per day, 3.5 hours are funded by CDE/CSSP (3.5 hours divided by 8 hours per day = 44% or 0.44FTE) and 56% is funded by Head Start. The same cost allocation is applied to all other operating costs. Administration and clerical costs are allocated based on a time study report. Therefore, a Personnel Activity Report is issued to capture allocation of time worked for each employee to sign on a monthly basis.

*Cost Allocation Plan is Board approved.

14. Plans for Future Budget Needs

Long term fiscal planning is an essential part of developing an annual budget. The process of multi-year fiscal planning is a proactive approach to ensure that sufficient funds are strategically allocated to replace resources on an ongoing basis.

- a. Discuss the delegate's plan to meet potential COLA/merit increases in the 2016-2017 program year assuming no additional funding will be available from the OHS for the program year.

It is assumed that SMMUSD as a District will not offer a COLA increase for FY 16-17. Step and column increases are accounted for in the FY 16-17 budget.

- b. Provide a detailed description and/or update of any renovation/replacement projects to be completed in the next four years (2016-2017 through 2018-2019) program years) in **Schedule L**. For each of the delegate's sites, describe the planned renovations and property/equipment replacements in order of priority (highest to least) so that those with the highest priority are proposed for action first. Also, identify the expected source of funds that will finance the planned improvement projects and property/equipment replacements, with the expectation that HS supplemental funding will not be available.

Delegate Name: Santa Monica-Malibu Unified School District

Section III. APPROVALS

F.1 Policy Committee Approval

Delegate: SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Items Approved:	Date Approved:
<u>Head Start Refunding Narrative 2016-2017</u>	<u>December 17, 2015</u>
<u>Head Start Training and Technical Assistance 2016-2017</u>	<u>December 17, 2015</u>
<u>Head Start Budget 2016-2017</u>	<u>December 17, 2015</u>

The signatures below certify that the item(s) listed above were approved by the Policy Committee. For each item listed a quorum was established, a motion to approve was made, the motion was second and a majority of the committee voted to approve the motion. This action is described in the committee minutes of the meeting date indicated.

Delegate Coordinator/Director	_____	_____
	(signature)	(date)
Policy Committee Chairperson	_____	_____
	(signature)	(date)

Delegate Name: Santa Monica-Malibu Unified School District

F.2 Board Approval

Delegate: SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Items Approved:	Date Approved:
<u>Head Start Refunding Narrative 2016-2017</u>	<u>December 17, 2015</u>
<u>Head Start Training and Technical Assistance 2016-2017</u>	<u>December 17, 2015</u>
<u>Head Start Budget 2016-2017</u>	<u>December 17, 2015</u>

The signatures below certify that the item(s) listed above were properly approved by the delegate's governing board.

Delegate Coordinator/Director	_____	_____
	(signature)	(date)
Board President/Chairperson	_____	_____
	(signature)	(date)

Certification of Employee Compensation Cap
LOS ANGELES COUNTY OFFICE OF EDUCATION
Head Start-State Preschool Division

Name of Delegate: SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Contact Person: Laurie Lieberman

Telephone Number: (310) 450-8338

Certification:

I, Laurie Lieberman, certify that no federal funds are being used for
(Print Name of Board Member)
the compensation (wages and certain benefits) of employees whose total compensation exceeds the cap established by the Head Start Act and defined in the program instruction released by the Administration of Children and Families, ACF-PI-HS-08-03 dated May 12, 2008. This certification includes any and all employees, whether full-time or part-time, working in the Head Start and/or Early Head Start program as well as any delegate employee that receives any portion of their total compensation from the Head Start and/or Early Head Start program, whether charged to direct or indirect costs.

Signature of Board Chairperson

Date

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/21/16

FROM: SANDRA LYON / TERRY DELORIA / ALICE CHUNG

RE: SELF-ASSESSMENT PLAN FOR STATE PRESCHOOL/HEAD START

RECOMMENDATION NO. A.08

It is recommended that the Board of Education approve the plan for Self-Assessment for Head Start/State Preschool for the week of January 27-29, 2016.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:



**Self-Assessment Planning Process (Road Map)
Santa Monica-Malibu Unified School District
Program Year 2015-16**

Each year the Santa Monica-Malibu Unified School District Child Development Services conducts a thorough planning process for developing and implementing plans for the program's overall goals and objectives to assure quality services for families and ensure effective use of its resources. This written planning procedure is comprised of the following seven phases that take place each year.

Phase 1: Develop a Self-Assessment Plan

Phase 2: Conduct a Self-Assessment.

Phase 3: Review and Analyze Key Program Indicators and Overall Program Performance.

Phase 4: Develop Program Improvement Plans (PIPs) of Findings

Phase 5: Report the Self-Assessment results and PIPs to the Policy Committee and Board of Education (BOE) for Approval

Phase 6: Submit an electronic copy of all completed Self-Assessment tools and documents to LACOE

Phase 7: Implement and Monitor PIPs

The activities involved in each of the seven major planning phases are outlined in the attached matrix along with the responsible persons, necessary collaborations/approvals, and the timeline for each activity.



Santa Monica-Malibu Unified School District
1651 Sixteenth Street Santa Monica, Ca 90404
(310) 450-8338 www.smmusd.org

Self-Assessment Planning Process (Road Map)
Santa Monica-Malibu Unified School District
Program Year 2015-16

Planning Activity	Person(s) Responsible	Coordination and/or Approvals	Timelines
Phase 1:			
Develop a Self-Assessment Plan			
A. Select date for Self-Assessment (SA) January 27-29, 2016	Director		December 29, 2015
B. Recruit and identify the team members for the SA.	Director		December 29, 2015
C. Design the plan for the SA week.	Director		December 29, 2015
D. Submit the SA Plan for BOE and PC approval	Admin Assistant	BOE and PC	January 20 th & 21 st , 2016
E. Submit SA Plan to LACOE	Admin Assistant	DLT (LACOE)	January 22, 2016

Planning Activity	Person(s) Responsible	Coordination and/or Approvals	Timelines
Phase 2: Conduct Self-Assessment			
A. Inform the staff to gather necessary documents to be reviewed.	Director		January 5, 2016
B. Organize SA team of SMMUSD staff, staff from other agency, PC representatives and Board/District Advisory Committee members to be part of the SA team.	Director		January 8, 2016
C. Provide training for the review team members. The training consists of the purpose of SA, an overview of the SA tools, PIPs, reporting methods, and process of monitoring. Hand out the tools to be used for the review. Train parents to complete Safe Environment Checklist.	Director		January 27, 2016
D. Review key indicators from the previous PIPs; PIR; Child Plus; Outcomes; ERS; LACOE monitoring reports; Personnel, families and children files; Tracking and monitoring documents; Policies and procedures; Parent Surveys; CLASS; A-133 Audit Report; and any other reviews that may impact the program to determine programmatic or administrative needs/trends to assist in planning for the next year and to consider addressing any identified need(s) in the goals and objectives plan as appropriate by document reviews, observations, and staff/parents/Board interviews.	SA Team: Family Advocates, Health Coordinator, Registered Dietician, Assistant Director, Accountant, DAC member, Board member, and Policy Committee members.		January 27-29, 2016

Planning Activity	Person(s) Responsible	Coordination and/or Approvals	Timelines
Phase 3: Review and Analyze Key Program Indicators and Overall Program Performance			
A. Review and analyze results from the SA team.	Leadership Team and PC		February 4, 2016
B. Complete the Agency Workbook (LACOE)	Administrative Assistant		February 12, 2016
C. Review and analyze ERS	Leadership Team and PC		February 4, 2016
D. Review and analyze CLASS	Leadership Team and PC		February 4, 2016
E. Finalize goals and objectives plan demonstrating the linkage and relationship to the selected issues.	Leadership Team and PC		February 12, 2016

Planning Activity	Person(s) Responsible	Coordination and/or Approvals	Timelines
Phase 4: Develop Program Improvement Plans (PIPs)			
A. Organize CDS workgroup inclusive of all disciplines (FA, Health Coordinator, and Ed) to review SA findings and develop a plan and timeline for PIPs. Review and complete the ERS Summary of Findings Form.	Director/Leadership Team		February 16, 2016
Phase 5: Report SA Results and PIPs to the PC and BOE for Approval			
A. Prepare and present PIPs to the PC and BOE	Director/Leadership Team		February 17-18, 2016
B. Prepare SA Final Report	Director/Leadership Team		February 19, 2016
C. Gather Signatures Form from PC and BOE	Admin Assistant	BOE and PC	February 17-18, 2016

Planning Activity	Person(s) Responsible	Coordination and/or Approvals	Timelines
Phase 6: Submit an electronic copy of all completed SA tools and documents to LACOE			
A. Submit SA Compliance Workbook 2015-16, SA PIPs, ERS Summary of Findings Forms, Approval Signatures Form and SA Final Report to LACOE	Admin Assistant		February 26, 2016
Phase 7: Implement and Monitor PIPs			
A. Share SA Findings at staff meetings.	Assistant Director		March 15, 2016
B. Monitor and correcting the findings within 30 days.	Director		April – May 2016
C. Report status of PIPs to PC and BOE	Director		June 2016

PC = Policy Committee
 BOE = Board of Education
 FA = Family Advocate
 SA = Self- Assessment
 ERS = Environment Rating Scales
 PIP = Program Improvement Plan
 CDS = Child Development Services

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/21/16

FROM: SANDRA LYON / TERRY DELORIA / PAMELA KAZEE

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS – 2015-2016

RECOMMENDATION NO. A.09

It is recommended that the Board of Education approve the following Special Education Contracts for fiscal year 2015-2016 as follows:

NPS

2015-2016 Budget 01-65000-0-57500-11800-5125-043-1400

2015-2016 Budget 01-65120-0-57500-31400-5890-043-1400

Nonpublic School	SSID	Service Description	Contract Number	Cost Not to Exceed
Villa Santa Maria	7750034324	NPS-RTC	52-SPED16093	\$89,833

Amount Budgeted NPS 15/16		\$ 1,200,000
Amount Budgeted Mental Health Services 15/16		\$ 735,000
Total Budgeted		\$ 1,935,000
Prior Board Authorization as of 12/17/15		\$ 2,106,904
	Balance	\$ -171,904
Positive Adjustment (See Below)		\$ 0
		\$ -171,904
Total Amount for these Contracts		\$ 89,833
	Balance	\$ -261,737

Adjustment

NPS Budget 01-65000-0-57500-11800-5125-043-1400
NPS Budget 01-65120-0-57500-31400-5890-043-1400

There has been a reduction in authorized expenditures of NPS/NPA contracts for FY 2015-2016 in the amount of \$6,500 as of 12/17/15.

NPS	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

NPA

2015-2016 Budget 01-65000-0-57500-11800-5126-043-1400

Nonpublic Agency	SSID	Service Description	Contract Number	Cost Not to Exceed

Amount Budgeted NPA 15/16		\$ 415,000
Prior Board Authorization as of 12/17/15		\$ 440,142
	Balance	\$ -25,142
Positive Adjustment (See Below)		\$ 0
		\$ -25,142
Total Amount for these Contracts		\$ 0
	Balance	\$ -25,142

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 2015-2016 in the amount of \$0 as of 12/17/15.

NPA	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

Instructional Consultants

2015-2016 Budget 01-65000-0-57500-11900-5802-043-1400

2015-2016 Budget 01-33100-0-57500-11900-5802-044-1400

Instructional Consultant	SSID	Service Description	Contract Number	Cost Not to Exceed
Center for Applied Behavior Analysis	2983493507	Behavior 1:1	23-SPED16051	\$31,500

Amount Budgeted Instructional Consultants 15/16		\$ 290,000
Amount Budgeted Instructional Consultants (33100) 15/16		\$ 0
Total Budgeted		\$ 290,000
Prior Board Authorization as of 12/17/15		\$ 176,332
	Balance	\$ 113,668
Positive Adjustment (See Below)		\$ 0
		\$ 113,668
Total Amount for these Contracts		\$ 31,500
	Balance	\$ 82,168

Adjustment					
Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment
Instructional Consultants Budget 01-65000-0-57500-11900-5802-043-1400					
Instructional Consultants Budget 01-33100-0-57500-11900-5802-044-1400					
There has been a reduction in authorized expenditures of Instructional Consultants contracts for FY 2015-2016 in the amount of \$0 as of 12/17/15.					

Non-Instructional Consultants

2015-2016 Budget 01-65000-0-57500-11900-5890-043-1400

Non-Instructional Consultant	SSID	Service Description	Contract Number	Cost Not to Exceed
Parent Reimbursement	7750034324	Therapeutic Visit - Villa Maria	44-SPED16094	\$1,200
Parent Reimbursement	1192825203	Therapeutic Visit - Heritage	46-SPED16097	\$2,000
Marija Navickas	4944160405	Lithuanian Translation for assessments	42-SPED16092	\$2,500

Amount Budgeted Non-Instructional Consultants 15/16		\$ 340,000
Prior Board Authorization as of 12/17/15		\$ 142,324
	Balance	\$ 197,676
Positive Adjustment (See Below)		\$ 0
		\$ 197,676
Total Amount for these Contracts		\$ 5,700
	Balance	\$ 191,976

Adjustment					
Non- Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment
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 2015-2016 in the amount of \$2,795 as of 12/17/15.					

LEA

2015-2016 Budget 01-56400-0-00000-39000-5802-043-1400

2015-2016 Budget 01-56400-0-00000-39000-5890-043-1400

LEA Consultant	SSID	Service Description	Contract Number	Cost Not to Exceed

Amount Budgeted Instructional Consultants 15/16		\$ 50,000
Amount Budgeted Instructional Consultants (5890)	15/16	\$ 70,000
Total Budgeted		\$ 120,000
Prior Board Authorization as of 12/17/15		\$ 110,500
	Balance	\$ 9,500
Positive Adjustment (See Below)		\$ 0
Total Amount for these Contracts		\$ 0
	Balance	\$ 9,500

Adjustment					
LEA Budget 01-56400-0-00000-39000-5802-043-1400					
LEA Budget 01-56400-0-00000-39000-5890-043-1400					
There has been a reduction in authorized expenditures of LEA contracts for FY 2015-2016 in the amount of \$0 as of 12/17/15.					
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:

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/21/16

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

RE: AWARD OF PURCHASE ORDERS – 2015-16

RECOMMENDATION NO. A.10

It is recommended that the Board of Education approve the following Purchase Orders and Changed Purchase Orders from December 9, 2015, through January 14, 2016, for fiscal year 2015-16.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF JANUARY 21, 2016

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 ES-BOND

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
<u>*** NEW PURCHASE ORDERS ***</u>					
163210	A Z BUS SALES INC	Bus Repairs - #7 Engine	TRANSPORTATION	22,216.10	U
163430	AAA FLAG & BANNER MFG	CALIF STATE FLAG	JOHN ADAMS MIDDLE SCHOOL	72.42	R
163364	ABLENET	SPEECH THERAPY	SPECIAL EDUCATION REGULAR YEAR	272.47	R
163377	ABLENET	CLASSROOM SENSORY EQUIPMENT	SPECIAL EDUCATION REGULAR YEAR	117.11	R
163332	ACCO BRANDS USA LLC DBA GBC	ORDERING LAMINATING FILM	MALIBU HIGH SCHOOL	108.83	R
163224	ADORAMA INC.	PHOTOGRAPHY EQUIP/SUPPLIES	SANTA MONICA HIGH SCHOOL	1,565.19	R
163417	AIR WAVE TECHNOLOGIES INC	REPAIR MALIBU'S WALKIN FRIDGE	FOOD SERVICES	710.18	F
163482	AIRGAS INC (SO CAL AIRGAS)	WELDING SUPPLIES	FACILITY MAINTENANCE	500.00	R
163264	ALOHA SPIRIT PRODUCTIONS LLC	Registration fee for spirit sq	FRANKLIN ELEMENTARY SCHOOL	690.00	R
163487	AMERICAN TIME	CLOCKS	FACILITY MAINTENANCE	2,617.81	R
163261	APEX LEARNING	CURRICULUM ONLINE RENEWAL	CURRICULUM AND IMC	35,950.00	U
163166	APPLE COMPUTER CORP	NEW MACBOOK PRO FOR SOCIAL ST.	MALIBU HIGH SCHOOL	2,034.91	R
163215	APPLE COMPUTER CORP	APPLE TV	CURRICULUM AND IMC	435.81	R
163406	APPLE COMPUTER CORP	2 apple computer items	FRANKLIN ELEMENTARY SCHOOL	173.01	U
163442	APPLE COMPUTER CORP	APPLE COMPUTERS	SANTA MONICA HIGH SCHOOL	1,019.61	R
163508	APPLE COMPUTER CORP	VIDEO EQUIPMENT	LINCOLN MIDDLE SCHOOL	42.71	R
163378	APPLE TEXTBOOKS	TEXTBOOKS	SANTA MONICA HIGH SCHOOL	325.76	R
163262	B & H PHOTO VIDEO	INK / IT SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	204.35	R
163405	B & H PHOTO VIDEO	VIDEO EQUIPMENT	LINCOLN MIDDLE SCHOOL	4,688.42	R
163443	B & H PHOTO VIDEO	COMPUTERS ACCESSORY	SANTA MONICA HIGH SCHOOL	1,020.07	R
163404	BACH COMPANY, THE	Graphic calculators for Samohi	CURRICULUM AND IMC	42,332.62	U
163252	BAY CITIES	RATERS' SUPPLY	PERSONNEL COMMISION	700.00	U
163375	BENIK CORPORATION	OCCUPATIONAL THERAPY	SPECIAL EDUCATION REGULAR YEAR	37.78	R
163168	BLACKBOARD CONNECT INC	NEW MALIBU HIGH WEBSITE	MALIBU HIGH SCHOOL	13,355.00	R
163469	BORDERS BOOKS & MUSIC-WESTWOOD	ISP REFERENCE BOOKS	OLYMPIC CONTINUATION SCHOOL	174.00	R
163208	BROWN, STEVE	Reimbursement	TRANSPORTATION	110.00	U
163410	CALIF CONFERENCE FOR EQUALITY	CAMP REGISTRATION	SANTA MONICA HIGH SCHOOL	1,300.00	U
163366	CALIFORNIA CHAMBER OF COMMERCE	SET OF FED.&STATE LAW POSTERS	PERSONNEL COMMISION	49.60	U
163280	CALIFORNIA CHICKEN CAFE	OPEN ORDER	CHILD DEVELOPMENT CENTER	500.00	CD
163241	CALIFORNIA DEPT OF EDUCATION	ADMINISTRATOR/TEACHER RESOURSE	STATE AND FEDERAL PROJECTS	207.12	R
163170	CANON SOLUTIONS AMERICA INC	CANON COPIER MAINTENANCE AGRMT	MALIBU HIGH SCHOOL	3,867.00	R
163465	CASCADE DAFO INC	PHYSICAL THERAPY	SPECIAL EDUCATION REGULAR YEAR	59.37	R
163449	CAUGHEY, COLETTE	SCHOLARSHIP	OLYMPIC CONTINUATION SCHOOL	2,500.00	R
163328	CDW-G COMPUTING SOLUTIONS	Headphones for testing	CURRICULUM AND IMC	7,008.00	U
163338	CDW-G COMPUTING SOLUTIONS	COMPUTER MEMORY	GRANT ELEMENTARY SCHOOL	66.09	U
163425	CDW-G COMPUTING SOLUTIONS	ACROBAT PRO	FACILITY MAINTENANCE	162.54	R
163201	CENTER FOR THE COLLABORATIVE	RESOURCE MATERIAL LITERACY	CURRICULUM AND IMC	646.25	U
163499	CHRIS LAWNMOWER SHOP INC	OPEN PO FOR REPAIRS	GROUNDS MAINTENANCE	500.00	R
163420	CLASSROOM DIRECT	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	150.61	U
163347	COMMUNITY CARE LICENSING	ANNUAL LICENSING FEES	CHILD DEVELOPMENT CENTER	242.00	CD
163409	COMPLETE BUSINESS SYSTEMS	COPY SUPPLIES	SANTA MONICA HIGH SCHOOL	1,810.04	U
163441	COMPLETE BUSINESS SYSTEMS	COPIER SERVICE CALLS	SANTA MONICA HIGH SCHOOL	1,000.00	U
163233	COMPLETE OFFICE OF CA	OFFICE CHAIRS	GRANT ELEMENTARY SCHOOL	306.60	U
163243	COMPLETE OFFICE OF CA	ERGONOMICE FURNITURE FOR NURSE	SANTA MONICA HIGH SCHOOL	1,458.36	U

PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF JANUARY 21, 2016

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 ES-BOND

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
163423	COMPLETE OFFICE OF CA	INSTRUCTIONAL SUPPLIES/PTSA	JOHN ADAMS MIDDLE SCHOOL	76.00	R
163444	COMPLETE OFFICE OF CA	FURNITURE FOR IT DEPT	INFORMATION SERVICES	3,823.18	R
163446	COMPLETE OFFICE OF CA	FURNITURE FOR MAINT. DEPT	FACILITY MAINTENANCE	5,405.89	R
163461	COMPLETE OFFICE OF CA	LABOR LAW POSTERS	PERSONNEL SERVICES	1,719.26	U
163457	COUNTY OF LOS ANGELES	STAR PROGRAM - AWARENESS	MALIBU HIGH SCHOOL	8,622.00	U
163200	DANCING CLASSROOMS LOS ANGELES	BALLROOM DANCE INSTRUCTION	CURRICULUM AND IMC	25,000.00	U
163246	DBQ COMPANY, THE	INDEPENDENT CONTRACT/PROF DEV	JOHN ADAMS MIDDLE SCHOOL	2,500.00	R
163312	DELORIA, TERRY	INSERVICE SUPPLIES	CURRICULUM AND IMC	244.64	U
163343	DELTA EDUCATION	FOSS MODULES	SMASH SCHOOL	6,315.07	R
163196	DEMCO INC	LIBRARY SUPPLIES	JOHN MUIR ELEMENTARY SCHOOL	288.14	R
163275	DEMCO INC	LIBRARY SUPPLIES	WEBSTER ELEMENTARY SCHOOL	96.37	R
163217	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	277.95	CD
163362	DON JOHNSTON INC	ASSISTIVE TECHNOLOGY	SPECIAL EDUCATION REGULAR YEAR	913.38	R
163295	DURHAM SCHOOL SERVICES	ATHLETIC TRANSPORTATION	MALIBU HIGH SCHOOL	8,000.00	U
163394	EASY WAY SAFETY SERVICES	Supplies-special needs	TRANSPORTATION	473.00	U
163173	EDUCATIONAL TESTING SERVICE	CAASPP Order 2016	CURRICULUM AND IMC	4,500.00	U
163336	EMS SAFETY SERVICES INC	INSTRUCTOR RENEWAL	HEALTH SERVICES	120.00	U
163309	ENGLER BROS MOTOR PARTS	Open PO for Supplies	FACILITY OPERATIONS	100.00	U
163359	FAGEN FRIEDMAN & FULFROST LLP	LEGAL COSTS	BOE/SUPERINTENDENT	45,000.00	U
163292	FAST DEER BUS CHARTER INC	ATHLETIC TRANSPORTATION	MALIBU HIGH SCHOOL	1,714.91	R
163368	FAST DEER BUS CHARTER INC	ASTRO CAMP FIELD TRIP/SCI MAG	JOHN ADAMS MIDDLE SCHOOL	8,206.56	R
163492	FAST DEER BUS CHARTER INC	5THGR PALI CAMP TRANSPORTATION	WILL ROGERS ELEMENTARY SCHOOL	3,674.00	R
163391	FEDEX	FEDEX DELIVERY SERVICES	BOE/SUPERINTENDENT	250.00	U
163454	FISHER HARDWARE INC	GENERAL MAINTENANCE SUPPLIES	FACILITY MAINTENANCE	2,000.00	R
163415	FOLLETT SCHOOL SOLUTIONS INC	library books	LINCOLN MIDDLE SCHOOL	3,458.12	R
163400	FUJIWARA, EMMA	COPIES FOR PROFESSIONAL DEV.	WILL ROGERS ELEMENTARY SCHOOL	186.99	R
163257	GALE SUPPLY CO	CUSTODIAL	CHILD DEVELOPMENT CENTER	1,212.49	CD
163258	GALE SUPPLY CO	CUSTODIAL	CHILD DEVELOPMENT CENTER	609.04	CD
163297	GALLS	SECURITY UNIFORMS	STUDENT SERVICES	284.17	U
163270	GENERAL INSTALLERS	REPAIR DOOR-MALIBU WALKIN FRIG	FOOD SERVICES	792.72	F
163254	GLOBE BOOK/PEARSON EDUCATION	WORDS THEIR WAY	WILL ROGERS ELEMENTARY SCHOOL	375.92	R
163266	GOLD COAST TOURS	TRANSPORTATION	SANTA MONICA HIGH SCHOOL	1,144.50	U
163433	GOLD COAST TOURS	YOSEMITE BUSES/SCI MAGNET GIFT	JOHN ADAMS MIDDLE SCHOOL	26,632.00	R
163399	GOMEZ-PEREZ,ARMANDO	IT EQUIPMENT	WILL ROGERS ELEMENTARY SCHOOL	81.13	U
163294	GRAYBILL, OSCAR G.	SOCRATIC SEMINAR WORKSHOP	MALIBU HIGH SCHOOL	3,500.00	R
163202	HEINEMANN	LITERACY COACH MATERIALS	CURRICULUM AND IMC	5,628.75	U
163267	HERITAGE FOOD SERVICES GROUP	TEMP PROBE FOR MCKINLEY OVEN	FOOD SERVICES	64.90	F
163263	HERITAGE WINDOW COVERINGS INC	WINDOW ROLLERSHADES DISTRICT	FACILITY MAINTENANCE	296,085.00	SR
163127	HOUGHTON MIFFLEN HARCOURT	DO THE MATH BOOKS	JOHN MUIR ELEMENTARY SCHOOL	1,834.49	R
163467	HOUGHTON MIFFLEN HARCOURT	PSYCH ASSESSMENTS	SPECIAL EDUCATION REGULAR YEAR	1,541.76	R
163249	IFIXIT	OPEN ORDER/COMPUTER PARTS/TOOL	JOHN ADAMS MIDDLE SCHOOL	300.00	R
163450	INT'L ASSOC FOR HUMAN VALUES	INVOICE: INTRO TO MINDFULNESS	LINCOLN MIDDLE SCHOOL	500.00	U
163250	INTELLI-TECH	LCD SCREEN REPLACEMENT/PERMIT	JOHN ADAMS MIDDLE SCHOOL	253.78	R
163356	INTELLI-TECH	LCD SCREEN REPLACEMENT/PERMIT	JOHN ADAMS MIDDLE SCHOOL	253.78	R
163437	INTELLI-TECH	laptop for mental health samo	CURRICULUM AND IMC	2,105.42	U
163493	INTELLI-TECH	COMPUTER REPLACEMENT	CHILD DEVELOPMENT CENTER	1,254.89	CD
163231	INTERNATIONAL PAPER	PAPER	WEBSTER ELEMENTARY SCHOOL	5,000.00	R
163452	INTERNATIONAL READING ASSN	MEMBERSHIP & JOURNALS	CURRICULUM AND IMC	1,995.00	U
163329	JOSTENS - CAMARILLO	EMPLOYEE LONGEVITY PINS	EMPLOYEE RELATIONS	3,311.94	U
163331	JOSTENS/DIPLOMAS	DIPLOMAS	SANTA MONICA HIGH SCHOOL	1,466.56	R

PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF JANUARY 21, 2016

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 ES-BOND

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
163286	JOYCE, JENNIFER	REIMBURSE/VISUAL ART SUPPLIES	JOHN ADAMS MIDDLE SCHOOL	157.93	R
163293	JW PEPPER OF LOS ANGELES	OPEN PURCHASE ORDER	MALIBU HIGH SCHOOL	500.00	R
163365	KORADE & ASSOCIATE BUILDERS	WOODS VCT FLOORING	CHILD DEVELOPMENT CENTER	10,600.00	CD
163239	KOTIN, ALLAN D.	DOUBLETREE HOTEL VALUATION	BUSINESS SERVICES	20,000.00	U
163403	LAKESHORE CURRICULUM	SPED OFFICE SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	64.62	R
163305	LAW FIRE PROTECTION SERVICES	Fire Extinguishers - Service	TRANSPORTATION	1,929.87	U
163402	LITERACY RESOURCES INC.	2 English Curriculum booklets	FRANKLIN ELEMENTARY SCHOOL	164.23	R
163218	MAD SCIENCE OF LOS ANGELES	WINTER BREAK	CHILD DEVELOPMENT CENTER	250.00	CD
163363	MANUFACTURES RESOURCE NETWORK	ASSISTIVE TECHNOLOGY	SPECIAL EDUCATION REGULAR YEAR	59.36	R
163308	MAR-CO EQUIPMENT COMPANY	Open PO for Supplies	FACILITY OPERATIONS	250.00	U
163307	MASCOT ACQUISITION	NJHS T-SHIRTS/GIFT	JOHN ADAMS MIDDLE SCHOOL	905.28	R
163080	MASON, JOSHUA S	SUBSCRIPTION	MCKINLEY ELEMENTARY SCHOOL	39.99	R
163330	MASTERLINE PLUMBING INC	SEPTIC PUMPING MALIBU SCHOOL	FACILITY MAINTENANCE	2,400.00	R
163335	MAUCK, RACHEL	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	141.53	U
163476	MEDIA EDUCATION FOUNDATION	LIBRARY BOOKS	SANTA MONICA HIGH SCHOOL	657.25	R
163323	MENDEZ, EDWIN	SCHOLARSHIP	OLYMPIC CONTINUATION SCHOOL	2,500.00	R
163185	MICRO BIO-MEDICS/ORDERS	NURSE OFFICE SUPPLIES	ROOSEVELT ELEMENTARY SCHOOL	104.81	U
163383	MICRO BIO-MEDICS/ORDERS	Nurse's supplies	FRANKLIN ELEMENTARY SCHOOL	137.43	U
163428	MORE PREPARED	Emergency Trauma Kit	WILL ROGERS ELEMENTARY SCHOOL	253.71	U
163325	MORGAN WIXSON THEATRE	TICKETS TO THEATRE	GRANT ELEMENTARY SCHOOL	1,015.00	R
163408	NAT'L STUDENT CLEARINGHOUSE	Annual Renewal Fee for HS	CURRICULUM AND IMC	425.00	U
163387	NATIONAL CHARTER INC	TRANSPORTATION	SANTA MONICA HIGH SCHOOL	850.00	U
163462	NELI'S INC	NEGOTIATIONS SUPPLIES	EMPLOYEE RELATIONS	2,500.00	U
163298	NORTHSTAR AUDIO VISUAL LLC	PROJECTOR LAMP	MALIBU HIGH SCHOOL	150.02	U
163220	ORBACH HUFF SUAREZ &	GENERAL LEGAL COUNSEL SERVICES	MALIBU HIGH SCHOOL	40,000.00	D
163238	ORBACH HUFF SUAREZ &	GENERAL LEGAL COUNSEL SERVICES	BUSINESS SERVICES	5,000.00	U
163195	ORIENTAL TRADING CO INC	WINTER BREAK/INSTRUCTIONAL	CDC: CCTR	145.87	CD
163193	PAPA JOHNS	OPEN ORDER/HS COMMITTEE	CHILD DEVELOPMENT CENTER	500.00	CD
163360	PEARSON CLINICAL ASSESSMENT	PSYCH ASSESSMENTS	SPECIAL EDUCATION REGULAR YEAR	1,379.73	R
163468	PEARSON CLINICAL ASSESSMENT	PSYCH ASSESSMENTS	SPECIAL EDUCATION REGULAR YEAR	682.42	R
163304	PEGUES, FORREST	Reimbursement for Driver Phy.	TRANSPORTATION	137.50	U
163464	PHENIX ENTERPRISES INC	INSTALL UTILITY BOX #69	FACILITY MAINTENANCE	1,089.32	R
163349	PILLSBURY	LEGAL COUNSEL	BUSINESS SERVICES	500,000.00	D
163248	POLARIS LIGHTING ASSOCIATES	ETC Programming Service	THEATER OPERATIONS&FACILITY PR	470.00	R
163245	POPE, GLENETTA	Reimb for Glenetta Pope PS1	PLURALISTIC PRIVATE SCHOOL	606.60	R
163159	POSTMASTER-MALIBU	BULK MAIL PERMIT FEE	MALIBU HIGH SCHOOL	225.00	U
163348	POSTMASTER-SANTA MONICA	POSTAGE STAMPS	SPECIAL EDUCATION REGULAR YEAR	98.00	R
163380	PRO-ED	PSYCH ASSESSMENTS	SPECIAL EDUCATION REGULAR YEAR	463.42	R
163207	R G ENTERPRISES	Smog Checks	TRANSPORTATION	600.00	U
163213	RAFIDI, ABEER	TRANSLATION SERVICE	STATE AND FEDERAL PROJECTS	566.00	R
163191	RALPH'S	CLASSROOM SUPPLIES	SANTA MONICA HIGH SCHOOL	100.00	U
163418	RALPH'S	FOR SUPPLIES	FACILITY MAINTENANCE	600.00	R
163206	RANJOEL INC	Repair of vehicle #37	TRANSPORTATION	1,470.16	U
163395	RANJOEL INC	Repairs to bus #19	TRANSPORTATION	1,666.77	U
163396	RANJOEL INC	Repairs to truck #58	TRANSPORTATION	1,524.89	U
163345	RED TRUCK FIRE & SAFETY CO	FIRE EXTINGUISHERS	FACILITY OPERATIONS	5,595.21	U
163219	REES ELECTRONICS OFFICE	OFFICE FAX	CHILD DEVELOPMENT CENTER	970.22	CD
163451	REEVES, LINDA K.	INVOICE: LGBT+ AFFIRMATIVE TRN	LINCOLN MIDDLE SCHOOL	1,564.00	U
163256	REGENCY ENTERPRISES INC.	Lamps for Barnum Hall	THEATER OPERATIONS&FACILITY PR	4,073.18	R
163167	REMO INC	BEAT THE ODDS DRUM PACKAGE	LINCOLN MIDDLE SCHOOL	2,192.07	R
163431	ROSE BRAND WEST	DRAPES FOR CAFETORIUM	WILL ROGERS ELEMENTARY SCHOOL	665.00	R

PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF JANUARY 21, 2016

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PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
163481	RUSSELL SIGLER INC	HVAC supplies	FACILITY MAINTENANCE	500.00	R
163205	SAFETY-KLEEN CORP.	Parts and materials	TRANSPORTATION	572.44	U
163209	SAMMANN, KEVIN	Reimbursement	TRANSPORTATION	115.00	U
163228	SAN JOAQUIN CNTY OFFICE OF ED	Special Ed Data Upload	INFORMATION SERVICES	999.00	U
163216	SANTA MONICA FORD	VEHICLE REPAIR #59 PAINTER	FACILITY MAINTENANCE	846.02	R
163251	SANTA MONICA FORD	SERVICE REPAIR #37	FACILITY MAINTENANCE	1,312.54	R
163197	SANTA MONICA MUSIC CTR	MUSIC STANDS	SANTA MONICA HIGH SCHOOL	3,003.96	U
163283	SANTA MONICA SCIENCE MAGNET	REFUND FOR JAPAN TRIP	JOHN ADAMS MIDDLE SCHOOL	5,551.28	R
163106	SCHOOL HEALTH CORPORATION	OPEN ORDER/HEALTH OFFICE SUP	JOHN ADAMS MIDDLE SCHOOL	200.00	U
163108	SCHOOL NURSE SUPPLY INC	OPEN ORDER/HEALTH OFFICE SUP	JOHN ADAMS MIDDLE SCHOOL	500.00	U
163401	SCHOOL SPECIALTY INC	BUTCHER PAPER OFFICE	WILL ROGERS ELEMENTARY SCHOOL	642.49	U
163269	SEA CLEAR POOLS	POOL SERVICE	FACILITY MAINTENANCE	8,033.33	R
163229	SEHI COMPUTER PRODUCTS	LABELS FOR COMPUTER TECH	EDISON ELEMENTARY SCHOOL	97.98	R
163237	SEHI COMPUTER PRODUCTS	INK / IT SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	764.98	R
163361	SEHI COMPUTER PRODUCTS	ASSISTIVE TECH COLOR PRINTER	SPECIAL EDUCATION REGULAR YEAR	246.90	R
163447	SEHI COMPUTER PRODUCTS	INK CARTRIDGES	OLYMPIC CONTINUATION SCHOOL	396.72	R
163472	SEHI COMPUTER PRODUCTS	PRINTER	SPECIAL EDUCATION REGULAR YEAR	58.63	R
163247	SHRED-IT US JV LLC	SHREDDING DOCUMENTS	TRANSPORTATION	259.86	U
163194	SIMON, MONICA	REIMBURSEMENT	CHILD DEVELOPMENT CENTER	4,000.00	CD
163164	SIR SPEEDY PRINTING #0245	ENVELOPES W/ NEW DISTRICT LOGO	PERSONNEL SERVICES	821.25	U
163289	SIR SPEEDY PRINTING #0245	BUSINESS CARDS	MALIBU HIGH SCHOOL	54.75	U
163460	SIR SPEEDY PRINTING #0245	BUSINESS CARDS	PERSONNEL SERVICES	54.75	U
163463	SIR SPEEDY PRINTING #0245	PRINT FOR K ROUNDUP	JOHN MUIR ELEMENTARY SCHOOL	200.00	U
163497	SIR SPEEDY PRINTING #0245	BUSINESS CARDS	FACILITY MAINTENANCE	54.75	R
163282	SMART & FINAL	OPEN ORDER	CHILD DEVELOPMENT CENTER	500.00	CD
163413	SMITH, BRADFORD	INSTRUCTIONAL SUPPLIES	ADULT EDUCATION CENTER	711.75	A
163480	SMITH, LORELL DEVON	REIMBURSEMENT/INST SUP	JOHN ADAMS MIDDLE SCHOOL	182.18	U
163260	SOS SURVIVAL PRODUCTS INC	BACKPACKS	CHILD DEVELOPMENT CENTER	343.50	CD
163374	SOUTHWEST SCHOOL SUPPLY	OPEN ORDER: ART SUPPLIES	LINCOLN MIDDLE SCHOOL	542.63	R
163421	SOUTHWEST SCHOOL SUPPLY	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	81.23	U
163439	SOUTHWEST SCHOOL SUPPLY	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	238.85	U
163393	SPEEDO ELECTRIC CO	Repair to bus #17	TRANSPORTATION	405.75	U
163274	STAPLES BUSINESS ADVANTAGE	OFFICE AND SCHOOL SUPPLIES	WEBSTER ELEMENTARY SCHOOL	1,000.00	R
163372	STAPLES BUSINESS ADVANTAGE	STAPLES OPEN PURCHASE ORDER	SMASH SCHOOL	2,500.00	R
163422	STAPLES BUSINESS ADVANTAGE	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	65.43	U
163498	STAPLES BUSINESS ADVANTAGE	OPEN PO FOR OFFICE SUPPLIES	FACILITY OPERATIONS	350.00	U
163278	STAPLES/P-U/VENICE/LINCOLN BL	SUPPLIES FOR PD	OLYMPIC CONTINUATION SCHOOL	360.00	R
163477	STAPLES/P-U/VENICE/LINCOLN BL	OPEN ORDER/INST SUP	JOHN ADAMS MIDDLE SCHOOL	100.00	R
163288	SUBURBAN SCHOOL	MEMBERSHIP DUES/CONF. & TRAVEL	BOE/SUPERINTENDENT	950.00	U
163279	SUBWAY	OPEN ORDER	CHILD DEVELOPMENT CENTER	500.00	CD
163478	SUPERFAST COPYING & BINDING	PRINTING LITERARY MAGAZINE	JOHN ADAMS MIDDLE SCHOOL	480.71	U
163227	TCI TRANSPORTATION SERVICES	TRANSPORTATION	SANTA MONICA HIGH SCHOOL	6,780.00	U
163223	TEXTBOOK WAREHOUSE INC.	MUSIC DICTIONARY	LINCOLN MIDDLE SCHOOL	195.46	R
163357	THE PROPHET CORP	INSTRUCTIONAL SUP/PE/PTSA	JOHN ADAMS MIDDLE SCHOOL	71.65	R
163490	TOMARK SPORTS INC	Basketball Repair for Lincoln	THEATER OPERATIONS&FACILITY PR	1,805.00	R
163242	TOSHIBA	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	2,000.00	R
163371	TUMBLEWEED TRANSPORTATION	CHARTER BUS FOR LEONIS ADOBE	JOHN MUIR ELEMENTARY SCHOOL	340.00	R
163382	TUMBLEWEED TRANSPORTATION	FIELD TRIP BUS	MCKINLEY ELEMENTARY SCHOOL	800.00	R
163211	U S BANK (GOVT CARD SERVICES)	INSERVICE SUPPLIES	CURRICULUM AND IMC	1,200.00	U
163221	U S BANK (GOVT CARD SERVICES)	Various Credit Card Expenses	INFORMATION SERVICES	1,500.00	U
163416	U S BANK (GOVT CARD SERVICES)	WALL MOUNT DISPLAY STAND	THEATER OPERATIONS&FACILITY PR	51.71	R

PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF JANUARY 21, 2016

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PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
163253	UNILIGHT WHOLESALE ELECTRIC	Lights for Barnum Hall	THEATER OPERATIONS&FACILITY PR	1,275.87	R
163186	UNIVERSAL VIOLIN INC	MUSICAL INSTRUMENT REPAIR	CURRICULUM AND IMC	1,800.00	R
163491	VERNIER SOFTWARE & TECHNOLOGY	TEACHER MANUALS	SANTA MONICA HIGH SCHOOL	119.12	U
163222	VIRCO MFG CORP	STUDENT CHAIRS	LINCOLN MIDDLE SCHOOL	257.37	R
163240	WAXIE SANITARY SUPPLY	TRASH CANS	CHILD DEVELOPMENT CENTER	204.46	CD
163259	WAXIE SANITARY SUPPLY	CUSTODIAL	CHILD DEVELOPMENT CENTER	395.58	CD
163427	WAXIE SANITARY SUPPLY	CUSTODIAL SUPPLIES FOR SITES	FACILITY OPERATIONS	7,000.00	U
163474	WINSOR LEARNING INC	PSYCH ASSESSMENTS	SPECIAL EDUCATION REGULAR YEAR	164.25	R
163326	YAKICH, SUSAN	REIMBURSEMENT	MCKINLEY ELEMENTARY SCHOOL	925.90	R
163448	YALE/CHASE MATERIALS HANDLING	ELECTRIC CARTS	GROUNDS MAINTENANCE	33,968.56	R

** NEW PURCHASE ORDERS 1,392,925.16

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

163341	A/C PROS INC	AIR DUCT CORRECTIONS	EDISON ELEMENTARY SCHOOL	19,540.00	BB
163319	APPLE COMPUTER CORP	APPLE MCKINLEY 35	CURRICULUM AND IMC	51,333.26	ES
163320	APPLE COMPUTER CORP	APPLE MCK MUSIC TCHR 15	CURRICULUM AND IMC	21,999.97	ES
163327	APPLE COMPUTER CORP	APPLE IPAD PE TCHR 50	CURRICULUM AND IMC	36,996.75	ES
163354	BEST CONTRACTING SVCS INC	ROOF REPAIR	EDISON ELEMENTARY SCHOOL	7,000.00	BB
163340	BROADWAY TYPEWRITER CO INC	COMPUTER CARTS	SANTA MONICA HIGH SCHOOL	12,778.65	BB
163093	CDW-G COMPUTING SOLUTIONS	CDWG COMPLAB MICE ADAMS	CURRICULUM AND IMC	786.43	ES
163214	CDW-G COMPUTING SOLUTIONS	CDW-G BELKIN MINI PORT/ADAPTER	CURRICULUM AND IMC	2,163.72	ES
163316	CDW-G COMPUTING SOLUTIONS	CDW-G IBOSS WEB GTWY	CURRICULUM AND IMC	11,360.63	ES
163385	CDW-G COMPUTING SOLUTIONS	CDW AIRSTRAPS	CURRICULUM AND IMC	985.50	ES
163116	DISPLAY SONIC CORPORATION	OLIVER ELMO GRANT	CURRICULUM AND IMC	9,996.26	ES
163315	INTELLI-TECH	INTELLITECH	CURRICULUM AND IMC	4,294.35	ES
163318	INTELLI-TECH	INTELLITECH NTBK OLYMPIC	CURRICULUM AND IMC	27,918.45	ES
163321	IVS COMPUTER TECHNOLOGY	PROJECTOR UPGRADES AT OLYMPIC	CURRICULUM AND IMC	30,208.33	ES
163352	KORADE & ASSOCIATE BUILDERS	LAB INSTALLATION	SANTA MONICA HIGH SCHOOL	971.00	BB
163353	KORADE & ASSOCIATE BUILDERS	INSTALLATION OF NETTING	EDISON ELEMENTARY SCHOOL	12,844.00	BB
163234	MCDOWELL & CRAIG OFC SYST INC	PROVIDE & INSTALL BOOK BOXES	EDISON ELEMENTARY SCHOOL	20,621.04	BB
163322	NSI LLC	SOFTWARE SYSTEM SUPPORT	BUSINESS SERVICES	106,700.00	ES
163412	OLIVER WORLDCLASS LABS INC	OLIVER ELMO GRANT	CURRICULUM AND IMC	10,405.79	ES
163277	STATE WATER RESOURCES	ANNUAL PERMIT FEE	EDISON ELEMENTARY SCHOOL	586.00	BB
163339	STATE WATER RESOURCES	ANNUAL PERMIT FEE	SANTA MONICA HIGH SCHOOL	622.00	BB

** FACILITY IMPROVEMENTS: BONDS/STATE MODERNIZATON/NEW CONSTRUCTION/DEVELOPER FEES 390,112.13

TO: BOARD OF EDUCATION
FROM: SANDRA LYON / JANECE L. MAEZ / PAT HO
RE: ACCEPTANCE OF GIFTS – 2015/2016

ACTION/CONSENT
01/21/16

RECOMMENDATION NO. A.11

It is recommended that the Board of Education accept, with gratitude, checks totaling **\$28,388.15** 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 2015-2016 income and appropriations by **\$28,388.15** as described on the attached listing.

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

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

NOTE: The list of gifts is available on the District's website, www.smmusd.org.

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

School/Site Account Number	Cash Amount	Item Description	Purpose	Donor
Adams Middle School	\$ 3,885.00		General Supplies and Materials	Various
01-90120-0-00000-00000-8699-011-0000	\$ 2,034.00		General Supplies and Materials	Various
	\$ 25.00		General Supplies and Materials	Jacqueline Weber
Ed Services	\$ 500.00		General Supplies and Materials	DLR Group
01-90120-0-00000-00000-8699-030-0000	\$ 314.00		General Supplies and Materials	Music Donations
Franklin Elementary School	\$ 625.00		Other Operating Expenses	Various
01-90120-0-00000-00000-8699-002-0000	\$ 75.00		Other Operating Expenses	Various
Lincoln Middle School	\$ 7,972.00		General Supplies and Materials	Various Band Parents
01-90120-0-00000-00000-8699-012-0000	\$ 4,542.00		General Supplies and Materials	Various Choral Parents
Malibu High School	\$ 866.00		General Supplies and Materials	Key Studios, Inc.
01-90120-0-00000-00000-8699-010-0000				
McKinley Elementary School	\$ 2,960.50		Field Trip	Various
01-90120-0-00000-00000-8699-004-0000	\$ 520.07		General Supplies and Materials	Peter Lars/Cornerstone Photography
	\$ 445.00		General Supplies and Materials	Various
	\$ 250.00		General Supplies and Materials	City of Santa Monica
Roosevelt Elementary School	\$ 900.58		General Supplies and Materials	Mark and Nicole Faries
01-90120-0-00000-00000-8699-007-0000				
Santa Monica High School	\$ 1,061.00		General Supplies and Materials	Various
01-90120-0-00000-00000-8699-015-0000	\$ 913.00		General Supplies and Materials	Various
	\$ 500.00		General Supplies and Materials	American Chemical Society
TOTAL	\$ 28,388.15			

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/21/16

FROM: SANDRA LYON / JANECE L. MAEZ / STEVE MASSETTI

RE: AMENDMENT TO CONTRACT – LEASE LEASEBACK – SANTA MONICA HIGH SCHOOL –SCIENCE & TECHNOLOGY SITE IMPROVEMENTS PROJECT – ERICKSON-HALL CONSTRUCTION COMPANY – MEASURE BB

RECOMMENDATION NO. A.12

It is recommended that the Board of Education approve Change Order No. 05 for the Lease Leaseback – Santa Monica High School – Science & Technology Building – Phase 2 West Site Improvements Project to Erickson Hall Construction Company, for an amount of (\$141,642.00) for a total contract amount of \$4,016,759.59 and 0 days of schedule impact.

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 #: 03-113443

COMMENTS: On September 15, 2013, the Santa Monica-Malibu Unified School District Board of Education awarded Erickson-Hall Construction Co., the Lease Leaseback contract for the Santa Monica High School Science & Technology – Site Improvements Project in the amount not to exceed \$5,000,000.00.

Notice to proceed was issued to Erickson-Hall Construction Co., on April 7, 2014 in the amount of \$280,858.00 for the scope of work associated with the 7th Court Alley project. Contract Amendment #1 was issued on April 22, 2014 which amended Exhibit C “Guaranteed Project Cost and Other Project Cost Funding and payment provisions; Exhibit G “Schedule of Values. Contract Amendment #2 was issued on July 9th, 2014 to increase the scope of work to include the 6th Street Driveway for a revised total contract amount of \$2,256,497.00. Change Order Nos. 01A and 01B were both approved on October 16, 2014 for a total contract amount of \$2,330,729.00. Change Order No. 02 was approved for a deductive amount of (\$3,122.00) for a revised contract amount of \$2,327,607.00. Change Order No. 03 was approved on 6/15/15 for a total contract amount of \$2,431,129.00. Change Order No. 04, was approved on 10/15/15. Amendment #3 for \$1,655,874.00 was on 11/16/15, for a total contract amount of \$4,158,401.59.

Change Order No.05, (\$141,642.00), is a deductive change order for costs not incurred in the execution of work performed, and for funds not used in allowances provided by the District.

The scope of work included in Change Order No. 05 includes all labor, materials and equipment and related overhead costs for the work described for each item. This contract decrease does not include any changes to the contract documents that require DSA approval.

(continued on next page)

Change Order No. 05 (CO-05) includes the following changes to the terms of the contract:

ORIGINAL CONTRACT AMOUNT (Amendment #1)	\$280,858.00
ORIGINAL CONTRACT AMOUNT (Amendment #2)	\$1,975,639.00
CHANGE ORDER NO. 1A	\$66,132.00
CHANGE ORDER NO. 1B	\$8,100.00
CHANGE ORDER NO. 02	(\$3,122.00)
CHANGE ORDER NO. 03	\$103,522.00
CHANGE ORDER NO. 04	\$71,398.59
<u>CHANGE ORDER NO. 05</u>	<u>(\$141,642.00)</u>
TOTAL CONTRACT	\$2,360,885.59

SAMOHI UTILITY BUILDING:

<u>ORIGINAL CONTRACT AMOUNT (Amendment #3)</u>	<u>\$1,655,874.00</u>
TOTAL CONTRACT	\$4,016,759.59

Change Order No. 05 (CO-05) includes no increase to the contract time:

ORIGINAL CONTRACT AMOUNT (Amendment #1)	59 Days
ORIGINAL CONTRACT AMOUNT (Amendment #2)	96 Days
CHANGE ORDER NO. 1A	0 Days
CHANGE ORDER NO. 1B	0 Days
CHANGE ORDER NO. 02	0 Days
CHANGE ORDER NO. 03	0 Days
CHANGE ORDER NO. 04	0 Days
<u>CHANGE ORDER NO. 05</u>	<u>0 Days</u>
TOTAL CONTRACT AMOUNT	155 DAYS

A Friday Memo accompanies this item.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/07/15

FROM: SANDRA LYON / JANECE L. MAEZ / STEVE MASSETTI

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

RECOMMENDATION NO. A.13

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

Samohi Science & Technology Bldg. and Site Improvements Project

Vendor Name/Project	PO #	Amount	Substantial Completion Date
Korade & Associate Builders, Inc	161160	\$5,135	12/2/15

Edison Language Academy New Construction Project

Vendor Name/Project	PO #	Amount	Substantial Completion Date
Korade & Associate Builders, Inc	162114	\$6,855	11/26/15

Edison Language Academy New Construction Project

Vendor Name/Project	PO #	Amount	Substantial Completion Date
Temp Power Systems	143017	\$17,275	12/29/15

Edison Language Academy New Construction Project

Vendor Name/Project	PO #	Amount	Substantial Completion Date
Micon Construction	156247	\$24,335	12/4/15

Edison Language Academy New Construction Project

Vendor Name/Project	PO #	Amount	Substantial Completion Date
SpectraSystems Inc.	156249	\$17,538	12/15/15

Edison Language Academy New Construction Project

Vendor Name/Project	PO #	Amount	Substantial Completion Date
SpectraSystems Inc.	162932	\$39,911	12/15/15

Malibu High School – Stadium Lighting Project

Vendor Name/Project	PO #	Amount	Substantial Completion Date
RDM Electric Co.	151604	\$9,514.93	12/23/15

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

ACTION CONSENT

01/21/16

FROM: SANDRA LYON / JANECE L. MAEZ / STEVE MASSETTI

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

RECOMMENDATION NO. A.14

It is recommended that the Board of Education authorize Contract Change Order No. 30 (CO-30) for - Edison Language Academy - New Construction Project - Swinerton Builders - in the amount of \$57,608.57 for a total contract amount of \$36,225,885.16 and 0 days of schedule impact.

Funding Information

Budgeted: No
Fund: 81
Source: Measure BB
Account Number: 81-90500-00000-85000-6200-001-2600
Budget Category: Construction Contracts
DSA #: 03-112999
Friday Memo: 01/15/16

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

The referenced thirteen (13) Proposed Change Orders requiring Board of Education approval is necessary to complete this portion of construction. This work was performed in addition to Swinerton Builders' base contract work. Funding for this Change Order will be from Program Reserve Shortage.

(continued on the next page)

Change Order No. 30 includes thirteen (13) Proposed Change Orders (PCOs) which are not reflected in the Construction Documents.

Change Order No. 30 includes the following changes to the terms of the contract:

ORIGINAL CONTRACT AMOUNT.....	\$32,848,118.00
CHANGE ORDER NO. 1.....	93,232.00
CHANGE ORDER NO. 2.....	74,000.00
CHANGE ORDER NO. 3.....	76,746.00
CHANGE ORDER NO. 4.....	86,815.00
CHANGE ORDER NO. 5.....	68,372.00
CHANGE ORDER NO. 6.....	38,766.00
CHANGE ORDER NO. 7.....	72,552.00
CHANGE ORDER NO. 8.....	3,599.00
CHANGE ORDER NO. 9.....	73,414.00
CHANGE ORDER NO. 10.....	153,438.00
CHANGE ORDER NO. 11.....	223,597.00
CHANGE ORDER NO. 12.....	154,607.00
CHANGE ORDER NO. 13.....	70,770.00
CHANGE ORDER NO. 14.....	106,490.00
CHANGE ORDER NO. 15.....	106,096.00
CHANGE ORDER NO. 16.....	41,967.18
CHANGE ORDER NO. 17.....	343,247.13
CHANGE ORDER NO. 18.....	175,114.01
CHANGE ORDER NO. 19.....	188,621.07
CHANGE ORDER NO. 20.....	195,844.55
CHANGE ORDER NO. 21.....	43,445.80
CHANGE ORDER NO. 22.....	112,605.00 112,607.00
CHANGE ORDER NO. 23.....	155,713.07
CHANGE ORDER NO. 24.....	(14,819.87)
CHANGE ORDER NO. 25.....	356,200.00
CHANGE ORDER NO. 26.....	68,402.69
CHANGE ORDER NO. 27.....	69,281.38
CHANGE ORDER NO. 28.....	94,551.52
CHANGE ORDER NO. 29.....	87,489.06
<u>CHANGE ORDER NO. 30.....</u>	<u>57,608.57</u>
TOTAL CONTRACT AMOUNT.....	\$36,225,883.16

Change Order No. 30 includes no increase to the Contract Time:

ORIGINAL CONTRACT TIME	1,054 Days
CHANGE ORDER NO. 1:	0 Days
CHANGE ORDER NO. 2:	0 Days
CHANGE ORDER NO. 3:	3 Days
CHANGE ORDER NO. 4:	0 Days
CHANGE ORDER NO. 5:	0 Days
CHANGE ORDER NO. 6:	0 Days
CHANGE ORDER NO. 7:	0 Days
CHANGE ORDER NO. 8:	0 Days
CHANGE ORDER NO. 9:	0 Days
CHANGE ORDER NO. 10:	0 Days
CHANGE ORDER NO. 11:	0 Days
CHANGE ORDER NO. 12:	0 Days

CHANGE ORDER NO. 13:	0 Days
CHANGE ORDER NO. 14:	0 Days
CHANGE ORDER NO. 15:	0 Days
CHANGE ORDER NO. 16:	0 Days
CHANGE ORDER NO. 17:	0 Days
CHANGE ORDER NO. 18:	0 Days
CHANGE ORDER NO. 19:	0 Days
CHANGE ORDER NO. 20:	0 Days
CHANGE ORDER NO. 21:	0 Days
CHANGE ORDER NO. 22:	0 Days
CHANGE ORDER NO. 23:	0 Days
CHANGE ORDER NO. 24:	0 Days
CHANGE ORDER NO. 25:	0 Days
CHANGE ORDER NO. 26:	0 Days
CHANGE ORDER NO. 27:	0 Days
CHANGE ORDER NO. 28:	0 Days
CHANGE ORDER NO. 29:	0 Days
<u>CHANGE ORDER NO. 30:</u>	<u>0 Days</u>
TOTAL CONTRACT AMOUNT:	1,057 Days

A Friday Memo accompanies this item.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/21/16

FROM: SANDRA L. LYON / JANECE L. MAEZ / STEVE MASSETTI

RE: CONTRACT AMENDMENT #46 FOR ADDITIONAL ARCHITECTURAL SERVICES
– EDISON LANGUAGE ACADEMY PROJECT – DLR GROUP, INC. – MEASURE
BB

RECOMMENDATION NO. A.15

It is recommended that the Board of Education approve Contract Amendment #46 with DLR Group, Inc. for Additional Architectural, Engineering, and Landscape Services at Edison Language Academy New Construction Project in the amount of \$86,000.00 for a total contract amount of \$5,390,364.00.

Funding Information

Budgeted: No
Fund: 81
Source: Measure BB
Account Number: 81-90500-0-00000-85000-5802-001-2600
Budget Category: Soft Costs\Design\Architects
DSA #: 03-112865
Friday Memo: 1/15/16

COMMENTS: DLR Group is submitting this request for additional services to provide Architectural, Engineering and Landscape Services on the Edison Language Academy project. The scope of work of the additional services is necessary to complete the construction and close out of the project and to address additional work requested by the District.

This Contract Amendment #46, for \$86,000.00, is to provide additional Architectural, Engineering and Landscape Services for Edison Language Academy Project. The revised contract total will be \$5,390,364.00.

Funding for this Contract Amendment will be from Program Reserve Shortage.

(continued on next page)

ORIGINAL CONTRACT AMOUNT (Prog./Schematic Design)	\$ 936,032.00
CONTRACT AMENDMENT #1 (McKinley SDC, Roosevelt Preschool)	131,663.00
CONTRACT AMENDMENT #2 (Data Center)	99,420.00
CONTRACT AMENDMENT #3 (DD/CD/CA Lincoln)	2,195,078.00
CONTRACT AMENDMENT #4 (Roosevelt Revised Design)	70,435.00
CONTRACT AMENDMENT #5 (Data Center structural revisions)	6,925.00
CONTRACT AMENDMENT #6 (McKinley Safety Proj.)	168,697.00
CONTRACT AMENDMENT #7 (Lincoln MS Revised Design)	92,592.00
CONTRACT AMENDMENT #8 (Lincoln Fire Protection)	17,538.00
CONTRACT AMENDMENT #9 (Landscape and Planting Standards)	30,245.00
CONTRACT AMENDMENT #10 (Add'l Landscape Standards)	5,200.00
CONTRACT AMENDMENT #11 (PV Standard Specs)	26,100.00
CONTRACT AMENDMENT #12 (Lincoln Interim housing)	31,755.00
CONTRACT AMENDMENT #13 (Lincoln sewer line)	15,569.00
CONTRACT AMENDMENT #14 (Lincoln sprinklers at E)	54,933.00
CONTRACT AMENDMENT #15 (Data Center fire protection)	7,913.00
CONTRACT AMENDMENT #16 (Lincoln trash enclosure design)	14,989.00
CONTRACT AMENDMENT #17 (Lincoln additional hydrant)	3,989.00
CONTRACT AMENDMENT #18 (Data Center, Fire Protection, existing District Office building)	49,036.00
CONTRACT AMENDMENT #19 (Data Center, Previous DSA Application Certification Study)	13,181.00
CONTRACT AMENDMENT #20 (Lincoln carpet revisions)	2,264.00
CONTRACT AMENDMENT #21 (Lincoln hydrant revisions for relocatables)	5,100.00
CONTRACT AMENDMENT #22 (Data Center, Prev. DSA Appl. Certification Phase 2)	28,005.00
CONTRACT AMENDMENT #23 (Lincoln science lab revisions – new building)	11,198.00
CONTRACT AMENDMENT #24 (Lincoln science lab revisions - modernization)	11,198.00
CONTRACT AMENDMENT #25 (Data Center, Prev. DSA Appl. Certification Phase 2 Add)	13,077.00
CONTRACT AMENDMENT #26 (Lincoln, Previous DSA Application Certification Study)	24,440.00
CONTRACT AMENDMENT #27 (Data Center Design Revisions)	9,331.00
CONTRACT AMENDMENT #28 (Lincoln, Relocatables, site plan revisions, structural)	4,039.00
CONTRACT AMENDMENT #29 (Lincoln New Construction, SWPPP)	7,254.00
CONTRACT AMENDMENT #30 (District Office, Data Center, Design Revisions)	59,903.00
CONTRACT AMENDMENT #31 (Lincoln, Kitchen Fire Protection)	2,735.00
CONTRACT AMENDMENT #32 (McKinley, Casework Revisions)	2,445.00
CONTRACT AMENDMENT #33 (Lincoln, Value Engineering)	79,745.00
CONTRACT AMENDMENT #34 (District Office Data Center Design Revisions)	138,946.00
CONTRACT AMENDMENT #35 (Lincoln, Alternate Acoustics System)	6,333.00
CONTRACT AMENDMENT #36 (Lincoln Site Work Parking- 3Form Ceiling)	17,467.00
CONTRACT AMENDMENT #37 (Lincoln Additional Construction Documents)	151,533.00
CONTRACT AMENDMENT #38 (Lincoln, Additional Structural Services to Ramp and Eco Rain)	122,747.00
CONTRACT AMENDMENT #39 (Samohi Assessment and Report)	31,412.50
CONTRACT AMENDMENT #40 (Edison, Architectural Services)	281,694.00
CONTRACT AMENDMENT #41 (Edison, Engineering Services)	130,857.50
CONTRACT AMENDMENT #42 (Data Center Technology)	145,950.00
CONTRACT AMENDMENT #43 (Lincoln, Additional Structural Services for gate at Stair #2)	3,400.00
CONTRACT AMENDMENT #44 (Edison, Additional Services for previous PCO Review)	40,890.00
CONTRACT AMENDMENT #45 (Lincoln, Additional Structural Services CCD 28)	1,110.00
CONTRACT AMENDMENT #46 (Edison, Architectural, Engineering, Landscape Services)	86,000.00
TOTAL CONTRACT AMOUNT	\$5,390,364.00

A Friday Memo accompanies this item.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/21/15

FROM: SANDRA LYON / TERRY DELORIA / BERTHA ROMAN

RE: TECHNOLOGY BUDGET REALLOCATION TO SUPPORT 10 GB BANDWIDTH
INFRASTRUCTURE HARDWARE PURCHASES – MEASURE ES

RECOMMENDATION NO. A.16

It is recommended that the Board of Education authorize a budget reallocation reflecting an increase of \$227,972.85 to the Infrastructure Budget and a decrease of \$227,972.85 from the SBAC 1-1 Budget Allocation. The increase in budget will be utilized to purchase network hardware needed to move SMMUSD District Wide Internet services from 1 GB to 10 GB.

Funding Information

Budgeted: Yes
Fund: 84
Source: Measure ES
Account Number: 84-90903-0-00000-82000-XXXX-030-1300

Comment: The Board of Education approved the budget for Measure ES-2 Technology purchases during the Board meeting of October 16, 2014 (Item A.23). This included a \$10,564,130 allocation for Infrastructure that included upgrades to our Wide Area Network and Local Area network along with upgrading our District Wide Internet service from 1 GB of bandwidth to 2GB.

SMMUSD's Internet provider (LACOE) has agreed to upgrade the contract agreement to a 10GB circuit at no additional recurring cost over the originally planned 2GB circuit. This will require additional investment in network hardware to support this increase in bandwidth.

The combined increase to the existing circuit by 10 times the current amount combined with SMMUSD's new wireless and network infrastructure will provide a tremendous boost to education technology, online testing, and overall Internet based opportunities for all our students and staff.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/21/16

FROM: SANDRA LYON / TERRY DELORIA / BERTHA ROMAN

RE: AWARD OF CONTRACT TO MERIDIAN IT FOR FIREWALL SECURITY
EQUIPMENT – PIGGYBACK ON GSA CONTRAC #GS-35F-0511T – MEASURE
ES-2

RECOMMENDATION NO. A.17

It is recommended that the Board of Education award Meridian IT the contract for the purchase of firewall security equipment in the amount of \$108,742.67 piggybacking on GSA Contract #GS-35F-0511T-Measure ES-2.

Funding Information

Budgeted: Yes
Fund: 84
Source: Measure ES
Account Number: 84-90903-0-00000-82000-XXXX-030-1300

Comment: The Board of Education approved the budget for Measure ES-2 Technology purchases during the Board meeting of October 16, 2014 (Item A.23). This included a \$10,564,130 allocation for Infrastructure that included upgrades to our Wide Area Network and Local Area network along with upgrading our District Wide Internet service from 1 GB of bandwidth to 2GB.

The purchased firewall equipment is capable of inspecting 10 GB of data which will be needed as we upgrade SMMUSD's internet bandwidth from 1 GB to 10 GB.

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

TO: BOARD OF EDUCATION
 FROM: SANDRA LYON / MARK O. KELLY
 RE: CERTIFICATED PERSONNEL – Elections, Separations

ACTION/CONSENT
 01/21/16

RECOMMENDATION NO. A.18

Unless otherwise noted, all items are included in the 2015/2016 approved budget.

ADDITIONAL ASSIGNMENTS

CHILD DEVELOPMENT SERVICES

Brisky, Perla	64 hrs @\$31.98	12/21/15-12/31/15	Own Hrly/\$2,047
Castellon, Emma	64 hrs @\$26.67	12/21/15-12/31/15	Own Hrly/\$1,707
Douglas, Jennifer	64 hrs @\$34.47	12/21/15-12/31/15	Own Hrly/\$2,206
Garrett, Chakesha	64 hrs @\$23.08	12/21/15-12/31/15	Own Hrly/\$1,523
Jones, Crystal	64 hrs @\$19.72	12/21/15-12/31/15	Own Hrly/\$1,262
Langley, Zoe	64 hrs @\$24.44	12/21/15-12/31/15	Own Hrly/\$1,564
Singleton, Monique	64 hrs @\$21.94	12/21/15-12/31/15	Own Hrly/\$1,404
Yadegari, Sholeh	64 hrs @\$26.67	12/21/15-12/31/15	<u>Own Hrly/\$1,707</u>
		TOTAL OWN HOURLY	\$13,420

Comment: Winter Break Assignment
 12-Unrestricted Resource

Bursey, Doris	64 hrs @\$23.07	12/21/15-12/31/15	Own Hrly/\$1,476
Cerrato, Wendy	48 hrs @\$34.71	12/21/15-12/31/15	Own Hrly/\$1,666
Conway, Kenyatta	32 hrs @\$25.55	12/21/15-12/31/15	Own Hrly/\$ 818
Cueva, Leonardo	64 hrs @\$25.80	12/21/15-12/31/15	Own Hrly/\$1,651
Gonzalez, Yolanda	64 hrs @\$33.36	12/21/15-12/31/15	Own Hrly/\$2,135
Graciano-Barreras, Laura	64 hrs @\$19.35	12/21/15-12/31/15	Own Hrly/\$1,238
Gutierrez, Sofia	64 hrs @\$29.75	12/21/15-12/31/15	Own Hrly/\$1,904
Martinez, Emelita	64 hrs @\$36.45	12/21/15-12/31/15	Own Hrly/\$2,333
McKnight, Elizabeth	64 hrs @\$33.22	12/21/15-12/31/15	Own Hrly/\$2,126
Mercier, Alisha	64 hrs @\$35.58	12/21/15-12/31/15	Own Hrly/\$2,277
Norodom, Pachapor	64 hrs @\$32.86	12/21/15-12/31/15	Own Hrly/\$2,103
Otero-Rivera, Tasha	64 Hrs @\$27.53	12/21/15-12/31/15	Own Hrly/\$1,762
Patton, Roxanna	64 hrs @\$32.24	12/21/15-12/31/15	Own Hrly/\$2,063
Rodriguez, Claudia	64 hrs @\$33.36	12/21/15-12/31/15	Own Hrly/\$2,135
Smith, Courtnee	64 hrs @\$30.13	12/21/15-12/31/15	Own Hrly/\$1,928
Smith, LaTonya	64 hrs @\$30.13	12/21/15-12/31/15	Own Hrly/\$1,928
Williams, Valerii	64 hrs @\$30.50	12/21/15-12/31/15	<u>Own Hrly/\$1,952</u>
		TOTAL OWN HOURLY	\$31,495

Comment: Winter Break Assignment
 12-CA State Preschool Progr

DeLeon, Adrian	64 hrs @\$16.84	12/21/15-12/31/15	Own Hrly/\$1,078
Gheewala, Nasreem	64 hrs @\$16.84	12/21/15-12/31/15	Own Hrly/\$1,078
Gomez, Aida	64 hrs @\$16.84	12/21/15-12/31/15	Own Hrly/\$1,078
Hudnall, Jessica	64 hrs @\$16.84	12/21/15-12/31/15	Own Hrly/\$1,078
Morales, Ismael	64 hrs @\$16.84	12/21/15-12/31/15	Own Hrly/\$1,078
Sonompel, Enkthuya	64 hrs @\$16.84	12/21/15-12/31/15	Own Hrly/\$1,078
Vega, Dolores	64 hrs @\$16.84	12/21/15-12/31/15	<u>Own Hrly/\$1,636</u>
		TOTAL OWN HOURLY	\$8,104

Comment: Winter Break Assignment
 12-Unrestricted Resource -50%
 12-CA State Preschool Progr -50%

EDUCATIONAL SERVICES

Brown, Cassandra	1.5 hrs @\$42.08	12/8/15-12/18/15	Est Hrly/\$63
Castellanos, Chantal	1.5 hrs @\$42.08	12/8/15-12/18/15	Est Hrly/\$63
Watring, Kortney	1.5 hrs @\$42.08	12/8/15-12/18/15	Est Hrly/\$63
TOTAL ESTABLISHED HOURLY			\$189

Comment: After-School Staff Meeting
01-LCAP – LCFF Supplemental Grant

Theobald, Michelle	1.5 hrs @\$42.08	12/8/15-12/18/15	Est Hrly/\$63
TOTAL ESTABLISHED HOURLY			\$63

Comment: Material Prep
01-LCAP – LCFF Supplemental Grant

Hollis, Christa	5 hrs @\$42.08	12/12/15	Est Hrly/\$210
Thobe, Christie	5 hrs @\$42.08	12/12/15	Est Hrly/\$210
TOTAL ESTABLISHED HOURLY			\$420

Comment: AB 86 Adult Ed Professional Development
11-Other State: Locally Define

GRANT ELEMENTARY SCHOOL

Micale, Monica	3 hrs @\$42.08	12/18/15-12/31/15	Est Hrly/\$126
Warren, Natara	3 hrs @\$42.08	12/18/15-12/31/15	Est Hrly/\$126
TOTAL ESTABLISHED HOURLY			\$252

Comment: Review of Mid-Year Assessments
01-Unrestricted Resource

Caamal-Murcia, Gabriela	10 hrs @\$42.08	8/20/15-6/9/16	Est Hrly/\$421
Krogmann, Allyson	10 hrs @\$42.08	8/20/15-6/9/16	Est Hrly/\$421
TOTAL ESTABLISHED HOURLY			\$842

Comment: Professional Development Team
01-SMMEF-Funded Stretch Grant

HUMAN RESOURCES

Scotland, Alva	4.5 hrs @\$42.08	12/9/15	Est Hrly/\$189
Teplin, Amy	4.5 hrs @\$44.60	1/28/16	Est Hrly/\$201
TOTAL ESTABLISHED HOURLY			\$390

Comment: Presenter for BTSA Professional Development
01-Unrestricted Resource

MCKINLEY ELEMENTARY SCHOOL

Marshall, Kimberly	6 hrs @\$42.08	10/24/15-11/14/15	Est Hrly/\$252
TOTAL ESTABLISHED HOURLY			\$252

Comment: Leveled Reading Books for RTI Program
01-SMMEF-Funded Stretch Grant

MUIR ELEMENTARY SCHOOL

Benitez, Lourdes	24 hrs @\$44.60	1/11/16-4/22/16	Est Hrly/\$1,070
Brizuela, Jose	24 hrs @\$44.60	1/11/16-4/22/16	Est Hrly/\$1,070
Sheinbaum, Adriana	24 hrs @\$44.60	1/11/16-4/22/16	Est Hrly/\$1,070
TOTAL ESTABLISHED HOURLY			\$3,210

Comment: Intervention Class
01-IASA: Title I Basic-LW Inc/Neg

Hamilton, LaDawna	2 hrs @\$42.08	11/12/15-2/29/16	Est Hrly/\$84
TOTAL ESTABLISHED HOURLY			\$84

Comment: Professional Development Team Meetings
01-IASA: Title II Teacher Quality

ROGERS ELEMENTARY SCHOOL

Alexander, Katja	30.5 hrs @\$42.08	8/3/15-8/7/15	Est Hrly/\$1,283
Contreras, Sitara	30.5 hrs @\$42.08	8/3/15-8/7/15	Est Hrly/\$1,283
Fujiwara, Emma	30.5 hrs @\$42.08	8/3/15-8/7/15	Est Hrly/\$1,283
Gonzalez, Monica	30.5 hrs @\$42.08	8/3/15-8/7/15	Est Hrly/\$1,283
Williams, Lindsay	30.5 hrs @\$42.08	8/3/15-8/7/15	Est Hrly/\$1,283
TOTAL ESTABLISHED HOURLY			\$6,415

Comment: Responsive Classroom Training
01- IASA: Title II Teacher Quality

ROOSEVELT ELEMENTARY SCHOOL

Alexander, Lorie	2 hrs @\$42.08	12/8/15-12/18/15	Est Hrly/\$84
Carey, Ann	2 hrs @\$42.08	12/8/15-12/18/15	Est Hrly/\$84
Donohoe, Mary Catherine	2 hrs @\$42.08	12/8/15-12/18/15	Est Hrly/\$84
Jauregui, Marissa	2 hrs @\$42.08	12/8/15-12/18/15	Est Hrly/\$84
King, Brandy	2 hrs @\$42.08	12/8/15-12/18/15	Est Hrly/\$84
Mackey, Tammy	2 hrs @\$42.08	12/8/15-12/18/15	Est Hrly/\$84
Nitti, Anna	2 hrs @\$42.08	12/8/15-12/18/15	Est Hrly/\$84
Schneider, Rhonda	2 hrs @\$42.08	12/8/15-12/18/15	Est Hrly/\$84
TOTAL ESTABLISHED HOURLY			\$672

Comment: Family Math Night Planning
01-Formula & Old Tier III

SANTA MONICA HIGH SCHOOL

Pawling, Sean	192.5 hrs @\$42.08	7/1/15-6/30/16	Est Hrly/\$8,100
TOTAL ESTABLISHED HOURLY			\$8,100

Comment: Jazz Band 2 Instructor
01-Santa Monica Arts Parents Assoc

Kim, Doug	64 hrs @\$42.08	9/8/15-12/18/15	Est Hrly/\$2,693
TOTAL ESTABLISHED HOURLY			\$2,693

Comment: Night Owl Tutoring
01-Formula & Old Tier III

Pitts, Greg	\$42.08, as needed	9/5/15-6/3/16	Est Hrly/\$----
Webb, Kitaro	\$42.08, as needed	9/5/15-6/3/16	Est Hrly/\$----
TOTAL ESTABLISHED HOURLY			\$----

Comment: Saturday School
01-Unrestricted Resource

ADDITIONAL ASSIGNMENT – EXTENDED DUTY UNITS

SANTA MONICA HIGH SCHOOL – Fall Semester Academics

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Aiello, Jason	13 EDU	Orchestra	8/15-12/15	\$3,471
Ballaret, Tim	13 EDU	Athletic Director	8/15-12/15	\$3,471
Boyd, Bryn	12 EDU	Student Activities	8/15-12/15	\$3,204
Chapman, Amy	6 EDU	Yearbook	8/15-12/15	\$1,602
Faas, Kathleen	6 EDU	School Newspaper	8/15-12/15	\$1,602
Flores, Ernesto	4 EDU	Scholarship Advisor	8/15-12/15	\$1,068
Forrer, Brooke	5 EDU	Senior Advisor	8/15-12/15	\$1,335
Hoffman, Ryan	5 EDU	Senior Advisor	8/15-12/15	\$1,335
Honda, Julie	4 EDU	Scholarship Advisor	8/15-12/15	\$1,068
Huls, Jeffe	10 EDU	Vocal Music	8/15-12/15	\$2,670
McKeown, Kevin	13 EDU	Band	8/15-12/15	\$3,471
Mejia, Rosa	4 EDU	Scholarship Advisor	8/15-12/15	\$1,068
Soller, Kate	13 EDU	Drama	8/15-12/15	\$3,471
Swenson, Joni	13 EDU	Orchestra	8/15-12/15	<u>\$3,471</u>

TOTAL EDUS \$32,307

SANTA MONICA HIGH SCHOOL - Athletics

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Black, Mark	13 EDU	Wrestling	12/15-2/16	\$3,471
Chapman, James	13 EDU	Girls Soccer	12/15-2/16	\$3,471
Flanders, Matthew	13 EDU	Girls Water Polo	12/15-2/16	\$3,471
Hecht, James	13 EDU	Boys Basketball	12/15-2/16	\$3,471
Kim, Douglas	12 EDU	Asst – Boys Basketball	12/15-2/16	\$3,204
Silvestri, Marisa	13 EDU	Girls Basketball	12/15-2/16	\$3,471
Yaghoubian, Rebecca	4 EDU	Asst. – Girls Water Polo	12/15-2/16	\$1,068
Yumori, Nicole	12 EDU	Asst. – Girls Soccer	12/15-2/16	\$3,204
			TOTAL EDUS	\$24,831

TOTAL ESTABLISHED HOURLY, AND OWN HOURLY = \$124,739

NEW HIRES

SUBSTITUTE TEACHERS
PREFERRED SUBSTITUTES

Effective

(@\$169.00 Daily Rate)

Franklin, Judith	12/11/15
Von der Lieth, Jadeane	1/5/16

REGULAR DAY-TO-DAY SUBSTITUTES

(@\$144.00 Daily Rate)

Samuel, Jeri	1/5/16
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CHILD DEVELOPMENT SERVICES

(@\$16.83 Hourly Rate)

Flores, Isabel	1/4/16
Gish, Sandra	12/21/15

LEAVE OF ABSENCE (with pay)

Name/Location

Effective

Davies, Michael McKinley Elementary	1/4/16-2/15/16 [Medical]
Kooy, Tracy Grant Elementary	1/7/16-1/19/16 [Medical/FMLA/CFRA]
Mugalian, Tamara SMASH	1/1/16-2/16/16 [Medical] (extension of dates from 9/17/15 Board Agenda)
Papale, Jacqueline Rogers Elementary	1/4/16-2/29/16 [Medical]
Williams, Alma Edison Elementary	1/4/16-1/11/16 [Medical Maternity/FMLA] (Extension of dates from 12/10/15 Board Agenda)

LEAVE OF ABSENCE (without pay)

Name/Location
Hartson, Elizabeth
Lincoln MS

Effective
12/19/15-1/29/16
[CFRA]
(Extension of dates from 10/1/15 Board Agenda)

Meils, Jennifer
John Adams MS

1/4/16-3/25/16
[FMLA/CFRA]

Williams, Alma
Edison Elementary

1/12/16-1/31/16
[CFRA]

RESIGNATION

Name/Location
Cairns, Cristin
Malibu High School

Effective
12/18/15

Escude, Alejandro
Santa Monica High School

12/18/15

Pelikhova, Julia
Santa Monica High School

1/15/16

RETIREMENT

Name/Location
Dresher, Pamela
SMASH

Effective
1/22/16

Zrinzo, Peter
John Adams Middle School

6/9/16

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/21/16

FROM: SANDRA LYON / MARK O. KELLY / MICHAEL COOL

RE: CLASSIFIED PERSONNEL – MERIT

RECOMMENDATION NO. A.19

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

NEW HIRES

		<u>EFFECTIVE DATE</u>
Ruvalcaba, Antonio Maintenance	Facilities Technician 8 Hrs/12 Mo/Range: 45 Step: A	1/4/16
Stevens, Danielle Special Ed-Rogers ES	Paraeducator 1 6 Hrs/SY/Range: 20 Step: A	12/14/15
Villacorta, Kristell Fiscal Services	Accounting Technician 8 Hrs/12 Mo/Range: 29 Step: A	1/11/16

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Casillas, Emma Edison ES	Instructional Assistant - Bilingual [additional hours; 2 nd grade math support]	11/30/15-6/9/16
Gutierrez, Nancy Adams MS	Bilingual Community Liaison [overtime; overnight field trip]	11/3/15-11/5/15
Hansberry, Felicia Special Education	Office Specialist [additional hours; clerical support]	12/7/15-12/30/15 1/4/16-1/29/16
Herrada, Joe Lincoln MS	Custodian [overtime; school events]	12/1/15-6/9/16
Nishi, Alex Special Education	Occupational Therapist [additional hours; professional development]	8/17/15
Rams, Florencia Rogers ES	Bilingual Community Liaison [overtime; teacher-parent conferences]	12/1/15-6/9/16
Wilson, Stanley Adams MS	Campus Security Officer [overtime; parent meeting]	11/19/15

SUBSTITUTES

		<u>EFFECTIVE DATE</u>
Bautista, Julienne Facility Use	Sports Facility Attendant	12/16/15-6/30/16
Fuentes, Diolanie Food and Nutrition Services	Cafeteria Worker I	12/10/15-6/9/16
Mamon, Steven Operations	Custodian	12/1/15-6/30/16
Morales, Arturo District	Campus Security Officer	12/10/15-6/30/16

Muhammed, Fatimoh Special Education	Paraeducator 1	12/11/15-6/9/16
Ramirez, Ruth Special Education	Paraeducator 1	12/10/15-6/9/16
Walters, Rachel Special Education	Paraeducator 1	12/10/15-6/9/16

CHANGE IN ASSIGNMENT

Gonzalez, Monica
Special Ed-Santa Monica HS

Paraeducator 3
8 Hrs/SY
From: 7.2 Hrs/SY/Special Ed-Santa Monica HS

EFFECTIVE DATE

8/19/15

VOLUNTARY TRANSFER

McCabe, Pete
Special Ed-Muir ES

Paraeducator 1
6 Hrs/SY
From: 6 Hrs/SY/Special Ed-Santa Monica HS

EFFECTIVE DATE

1/5/16

LEAVE OF ABSENCE (PAID)

Gonzalez, Jessica
Child Develop Svcs-McKinley ES

Children's Center Assistant 2
Medical

EFFECTIVE DATE

12/9/15-1/22/16

Hofland, Keri
Special Education

Paraeducator 1
Medical

11/1/15-1/15/16

Korduner, Justin
Special Ed-Santa Monica HS

Paraeducator 1
Medical

12/9/15-1/4/16

Morales, Louis
Edison ES

Physical Activities Specialist
Medical

12/17/15-1/4/16

Ortiz-Gonzalez, Patricia
Edison ES

Health Office Specialist
Maternity

11/18/15-1/29/16

Reyes, Pedro
Maintenance

Facilities Technician
CFRA/FMLA/Medical

11/20/15-12/18/15

Simmons, Michael
Transportation

Bus Driver
CFRA/FMLA/Medical

11/22/15-1/4/16

Ward, Melvin
Special Ed-Roosevelt ES

Paraeducator 1
Medical

10/31/15-1/14/16

Williams, Steven
Food and Nutrition Services

Stock and Delivery Clerk
Intermittent FMLA/CFRA Leave

1/4/16-1/8/16

LEAVE OF ABSENCE (UNPAID)

Ortiz-Gonzalez, Patricia
Edison ES

Health Office Specialist
Child Care

EFFECTIVE DATE

2/1/16-3/1/16

PROFESSIONAL GROWTH

Sturgis, Lynn
Grant ES

Administrative Assistant

EFFECTIVE DATE

1/1/16

WORKING OUT OF CLASSGonzales, Brian
Information ServicesTechnology Support Assistant
From: Audio Visual Technician**EFFECTIVE DATE**

11/15/15-2/4/16

Tirado, Fortino
MaintenanceSkilled Maintenance Worker
From: Equipment Operator – Tree Trimmer

12/8/15-4/19/16

ABOLISHMENT

Special Ed-Santa Monica HS

Paraeducator 1
6 Hrs/SY**EFFECTIVE DATE**

12/18/15

RESIGNATIONBautista, Julienne
Facility Use

Sports Facility Attendant

EFFECTIVE DATE

12/15/15

Blair, Amanda
Franklin ES

Instructional Assistant - Classroom

1/31/16

Kamibayashi, Terry
Maintenance

Manager of Maintenance and Construction

1/8/16

Monroy, Rosa
Grant ES

Instructional Assistant - Classroom

1/1/16

Warmington, Brigitte
Special Ed-McKinley ES

Paraeducator 3

11/12/15

APPOINTMENT OF COMISSIONER-RENEWALInatsugu, Barbara
Personnel Commission

Personnel Commissioner

EFFECTIVE DATE

12/1/15-11/30/18

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/21/16

FROM: SANDRA LYON / MARK O. KELLY / MICHAEL COOL

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.20

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

AVID TUTOR

Mills, Korina	Adams MS	12/1/15-6/9/16
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COACHING ASSISTANT

Craig, Jack	Malibu HS	12/1/15-6/30/16
Doyle, Joe	Santa Monica HS	12/1/15-6/9/16
Fukuyama, Les	Santa Monica HS	12/1/15-6/9/16
Higgins, Shaun	Santa Monica HS	12/1/15-6/9/16
Hulbert, Daniel	Santa Monica HS	12/1/15-6/9/16
Johnson, Joseph	Santa Monica HS	12/1/15-6/9/16
Part, Brian	Santa Monica HS	12/1/15-6/9/16
Prost, Corey	Santa Monica HS	12/1/15-6/9/16
Sutton, Michael	Santa Monica HS	12/1/15-6/9/16
Von Hanzlik, Julius	Santa Monica HS	12/1/15-6/9/16

NOON SUPERVISION AIDE

Scott, Treanna	Rogers ES	8/20/15-9/30/15
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MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY VOTE:
 AYES:
 NOES:
 ABSENT:

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/21/16

FROM: SANDRA LYON / TERRY DELORIA / PAMELA KAZEE

RE: INCREASE IN STAFFING (FTE) – SPECIAL EDUCATION

RECOMMENDATION NO. A.21

It is recommended that the Board of Education approve the following positions in Special Education in order to meet IEP requirements and student needs for the remainder 2015-2016 school year.

Paraeducator 1 6.0-hour (0.75 FTE) Roosevelt Elementary School

Paraeducator 3 6.0-hour (0.75 FTE) Franklin Elementary School

FUNDING NOTE: The 2015-2016 budget will be adjusted \$35,518 for salary and benefits.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/21/16

FROM: SANDRA LYON / MARK O. KELLY / TARA BROWN

RE: INCREASE IN STAFFING (FTE) – LINCOLN MIDDLE SCHOOL

RECOMMENDATION NO. A.22

It is recommended that the Board of Education approve the addition of a 1.0 FTE Campus Security Officer, 8 hours/10-Month, at Lincoln Middle School in order to support campus safety.

FUNDING NOTE: The 2015-2016 budget will be adjusted \$23,684 for salary and benefits, for the remainder of the 15-16 school year.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/21/16

FROM: SANDRA LYON / JANECE L. MAEZ

RE: REINSTATEMENT OF POSITION – MAINTENANCE AND OPERATIONS

RECOMMENDATION NO. A.23

It is recommended that the Board of Education approve the reinstatement of the Director of Maintenance and Operations (1.0 FTE). A reorganization of departmental roles and duties will improve systems and provide better services to the district sites and departments. The current vacant position, Manager of Maintenance and Operations, will be abolished.

FUNDING NOTE: The 2015-2016 budget will be adjusted \$19,926 for salary and benefits, for the remainder of the 15-16 school year.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/21/16

FROM: SANDRA LYON / MARK KELLY / MICHAEL COOL

RE: REAPPOINTMENT OF PERSONNEL COMMISSIONER BARBARA INATSUGU

RECOMMENDATION NO. A.24

It is recommended that the Board of Education approve the reappointment of Barbara Inatsugu to the Personnel Commission for a three-year term commencing December 1, 2015, and ending November 30, 2018. It is further recommended that this recommendation be submitted to Mr. Tom Torlakson, State Superintendent of Public Instruction, for formal reappointment.

COMMENTS: Commissioner Inatsugu, under provisions of Education Code §45244 "Qualifications for Membership on Personnel Commission," is a well-qualified Commissioner, in that she has amply met the requirements in the Education Code to be reappointed to the Personnel Commission. These requirements are: "Be a known adherent to the principles of the Merit System," which Ms. Inatsugu has clearly demonstrated through meeting attendance and actions that support the Merit System and its operation.

Ms. Inatsugu has demonstrated through meeting attendance and participation in the functions of the Personnel Commission that she is a qualified member. More practically, Ms. Inatsugu has established herself as a thoughtful, practical, and balanced voice on the Commission.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/21/16

FROM: SANDRA LYON

RE: RESTRUCTURE BOARD MEETING FORMAT

RECOMMENDATION NO. A.25

It is recommended that the Board of Education restructure its board meeting format in order to improve the flow and efficiency of board discussion and action items as well as communications from staff, union and PTA leadership, and student board members.

COMMENTS: Staff and the board’s subcommittee on governance and goals are proposing this new format. The board discussed these changes at the December 17, 2015, board meeting. Our Community and Public Relations Officer will work with staff, board members, and our web master to communicate the approved changes with our community members and local media.

The new concept proposes alternating formats between the two regular meetings that occur each month. For ease of description, they will be referred to as Meeting A and Meeting B. Meeting A would be more of a procedural meeting, with communications reports (staff, union and PTA leaders, and student board members) and items regarding annual resolutions, budget items, consent items, and a study session. Meeting B would be primarily substantive (not include communications reports), with items about curriculum and instruction, policy, and other business issues. At Meeting A, general public comments would occur in its normal spot, immediately following consent items, while at Meeting B, general public comments would occur at the end of the agenda. In months where there is only one regular meeting, the meeting will be a hybrid, so that any item that needs to be included on the agenda can be addressed.

This restructured format will be reviewed by the board at a meeting in May or June 2016 to determine if it should be continued. To help with that evaluation, staff will provided information comparing the following data sets from January-June 2015 to January-June 2016: topics covered, time spent on each topic, and the meeting adjournment times.

Meeting A would consist of:	Meeting B would consist of:	Hybrid would consist of:
1. Closed Session	1. Closed Session	1. Closed Session
2. Commendations/Recognitions	2. Consent Calendar	2. Commendations/Recognitions
3. Study Session	3. Study Session	3. Study Session
4. Communications	4. Discussion Items	4. Communications
5. Executive Staff Reports	5. Major Items (as needed)	5. Executive Staff Reports
6. Consent Calendar	6. General Public Comments	6. Consent Calendar
7. General Public Comments (max. 30 minutes)		7. General Public Comments (max. 30 minutes)
8. Discussion Items (as needed)		8. Discussion Items
9. Major Items		9. Major Items
10. Continuation of General Public Comments (if needed)		10. Continuation of General Public Comments (if needed)

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

SMMUSD Board of Education Meeting Schedule 2015-16

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

Meeting Date	Meeting Location	Meeting Format			Additional Notes
		"A" Format	"B" Format	Hybrid of "A" & "B"	
7/15/15 (W)	DO	Prior to new board meeting format going into effect			
8/12/15 (Th)	DO				
9/2/15 (W)	DO				
9/17/15 (Th)	DO				
9/19/15 (Sa)	DO				Special Meeting
9/29/15 (T)	Schools				Bus tour: LMS Pathway Schools
10/1/15 (Th)	M				
10/7/15 (W)	DO				Special Meeting: Retreat
10/8/15 (Th)	Schools				Bus tour: MHS Pathway Schools
10/15/15 (Th)	DO				
10/22/15 (Th)	Schools				Bus tour: Samohi & Olympic HS
11/5/15 (Th)	M				
11/19/15 (Th)	DO				
12/10/15 (Th)	DO				
12/17/15 (Th)	DO				Special Meeting
1/7/16 (Th)	DO				Special Meeting: Retreat
1/21/16 (Th)	DO				
2/4/16 (Th)	M	X			
2/18/16 (Th)	DO		X		
3/3/16 (Th)	DO	X			
3/17/16 (Th)	M		X		
4/7/16 (Th)	DO			Special Meeting: Retreat?	
4/14/16 (Th)	DO			X	
5/5/16 (Th)	M	X			
5/19/16 (Th)	DO		X		
6/2/16 (Th)	DO	X			
6/22/16 (W)	DO			Special Meeting	
6/29/16 (W)	DO		X		

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

Meeting Format Structures:

Meeting "A"	Meeting "B"	Hybrid of "A" and "B"
1. Closed Session 2. Commendations/Recognitions 3. Study Session 4. Communications 5. Executive Staff Reports 6. Consent Calendar 7. General Public Comments <i>(max. 30 minutes)</i> 8. Discussion Items (as needed) 9. Major Items 10. Continuation of General Public Comments (if needed)	1. Closed Session 2. Consent Calendar 3. Study Session 4. Discussion Items 5. Major Items (as needed) 6. General Public Comments	1. Closed Session 2. Commendations/Recognitions 3. Study Session 4. Communications 5. Executive Staff Reports 6. Consent Calendar 7. General Public Comments <i>(max. 30 minutes)</i> 8. Discussion Items 9. Major Items 10. Continuation of General Public Comments (if needed)

SMMUSD Board of Education Meeting Schedule 2016-17

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

Meeting Date	Meeting Location	Meeting Format			Additional Notes
		"A" Format	"B" Format	Hybrid of "A" & "B"	
7/20/16 (W)	DO			X	
8/10/16 (W)	DO			X	
8/24/16 (W)	DO				Special Meeting: Retreat
9/1/16 (Th)	DO	X			
9/22/16 (Th)	DO		X		
10/6/16 (Th)	M	X			
10/20/16 (Th)	DO		X		
11/3/16 (Th)	M	X			
11/17/16 (Th)	DO		X		
12/13/16 (T)	DO				Special Meeting: Retreat
12/15/16 (Th)	DO			X	
1/19/17 (Th)	DO			X	
1/24/17 (T)	DO				Special Meeting: Budget Wrkshp
2/2/17 (Th)	M	X			
2/16/17 (Th)	DO		X		
3/2/17 (Th)	DO	X			
3/16/17 (Th)	M		X		
3/21/17 (T)	DO				Special Meeting: Budget Wrkshp
3/30/17 (Th)	DO				Special Meeting: Retreat
4/20/17 (Th)	DO			X	
5/4/17 (Th)	M	X			
5/18/17 (Th)	DO		X		
6/1/17 (Th)	DO	X			
6/13/17 (T)	DO				Special Meeting: Retreat
6/22/17 (Th)	DO				Special Meeting: Public Hearings on LCAP & Budget
6/29/17 (Th)	DO		X		

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

Meeting Format Structures:

Meeting "A"	Meeting "B"	Hybrid of "A" and "B"
1. Closed Session	1. Closed Session	1. Closed Session
2. Commendations/Recognitions	2. Consent Calendar	2. Commendations/Recognitions
3. Study Session	3. Study Session	3. Study Session
4. Communications	4. Discussion Items	4. Communications
5. Executive Staff Reports	5. Major Items (as needed)	5. Executive Staff Reports
6. Consent Calendar	6. General Public Comments	6. Consent Calendar
7. General Public Comments <i>(max. 30 minutes)</i>		7. General Public Comments <i>(max. 30 minutes)</i>
8. Discussion Items (as needed)		8. Discussion Items
9. Major Items		9. Major Items
10. Continuation of General Public Comments (if needed)		10. Continuation of General Public Comments (if needed)

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/21/16

FROM: SANDRA LYON

RE: RATIFICATION OF THREE-MEMBER COMMITTEE REPRESENTING SMMUSD IN NEGOTIATIONS BETWEEN SANTA MONICA-MALIBU BOARD OF EDUCATION AND REPRESENTATIVES OF A POTENTIAL MALIBU UNIFIED SCHOOL DISTRICT REGARDING RESOLUTION OF ISSUES AND CONCERNS PERTINENT TO UNIFICATION OF A SEPARATE MALIBU UNIFIED SCHOOL DISTRICT

RECOMMENDATION NO. A.26

It is recommended that the Board of Education ratify the following three individuals the superintendent has chosen to represent the Santa Monica-Malibu Unified School District (SMMUSD) in negotiations between the SMMUSD Board of Education and representatives of a potential Malibu Unified School District (MUSD) regarding the resolution of issues and concerns pertinent to the unification of a separate MUSD:

- Tom Larmore
- Debbie Mulvaney
- Paul Silvern

COMMENTS: At the December 17, 2015, special board meeting, the board approved a process by which the two entities – SMMUSD and representatives of a potential MUSD – would negotiate the resolution of issues and concerns regarding the unification of an MUSD.

During the approval of that item, the board agreed that it would ratify the superintendent's choice of three individuals to serve on the negotiating team representing SMMUSD. Tom Larmore, Debbie Mulvaney, and Paul Silvern were chosen to represent SMMUSD due to their in-depth knowledge of the district's and Financial Oversight Committee's issues and concerns associated with a potential unification of an MUSD.

Malibu's City Manager has selected the following three individuals to serve on the committee that will represent a potential MUSD:

- Laura Rosenthal
- Kevin Shenkman
- Manel Sweetmore

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/21/16

FROM: SANDRA LYON / TERRY DELORIA

RE: REVISE BP 5146 – MARRIED / PREGNANT / PARENTING STUDENTS

RECOMMENDATION NO. A.27

It is recommended that the Board of Education revise BP 5146 – Married/Pregnant/Parenting Students.

COMMENTS: The policy has been updated to reflect new law (AB 97), which redirects funding for the California School Age Families Education (Cal-SAFE) program into the LCFF and thereby eliminates the mandate for program participants to adopt related policy. Material related to pregnancy prevention has also been deleted, since the issue is appropriately addressed in other policies. In addition, the policy has been revised to (1) require the use of uniform complaint procedures for complaints regarding discrimination on the basis of a student's marital, pregnancy, or parental status; (2) add material on program evaluation; (3) reflect new U.S. Department of Education Guidance regarding reasonable accommodations to enable pregnant and parenting students to access the educational program; and (4) reflect federal regulations addressing the circumstances under which a student may be required to obtain medical certification in order to participate in a program or activity.

The regulation has been deleted, since funding for the Cal-SAFE program was redirected into the LCFF pursuant to new law (AB 97). This can be found under Information Item No. I.04 in this agenda.

These changes were discussed at the December 17, 2015, board meeting.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

MARRIED / PREGNANT / PARENTING STUDENTS

The Board of Education recognizes that early marriage, pregnancy or parenting may disrupt a student's education and increase the chance of a student dropping out of school. The Board therefore desires to provide instruction and services designed to assist in pregnancy prevention. The Board also desires to support male and female expectant and parenting students to attain strong academic and parenting skills and to promote the healthy development of their children.

The district shall not discriminate against any student on the basis of the student's marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery.

~~Married, expectant and parenting students shall have the same educational and extracurricular opportunities as all students. Participation in special programs or schools shall be voluntary.~~
Any education program or activity, including any class or extracurricular activity, that is offered separately to such students shall be comparable to that offered to other district students. A student's participation in such programs shall be voluntary.

Any complaint of discrimination on the basis of pregnancy or marital or parental status shall be addressed through the district's uniform complaint procedures in accordance with 5 CCR 4600-4687 and BP/AR 1312.3 - Uniform Complaint Procedures.

For school-related purposes, married students under the age of 18 ~~are emancipated minors and~~ have all the rights and privileges of students who are 18, even if the marriage has been dissolved.

The Superintendent or designee shall periodically report to the Board regarding the effectiveness of district strategies to support married, pregnant, and parenting students, which may include data on participation rates in district programs and services, academic achievement, school attendance, graduation rate, and/or student feedback on district programs and services.

Parenting ~~Expectant~~ and Parenting Students

~~The Board is committed to providing to expectant and parenting students and their children a comprehensive, continuous, community-linked program that reflects the cultural and linguistic diversity of the community.~~

Pregnant and parenting students shall retain the right to participate in any comprehensive school or educational alternative program. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or his/her child.

When necessary, the district shall provide reasonable accommodations to pregnant and parenting students to enable them to access the educational program. A pregnant student shall have access to any services available to other students with temporary disabilities or medical conditions. A lactating student shall have access to a private location, other than a restroom, to breastfeed or express milk for her infant child.

A student may be required, based on her pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery, to obtain certification from a physician indicating that she is physically and emotionally able to participate in an educational program or activity, if other

students with physical or emotional conditions or temporary disabilities are required by the district to provide such certification. (34 CFR 106.40)

~~The Superintendent or designee shall collaborate with the County Superintendent of Schools and other community agencies and organizations to ensure that appropriate educational and related support services are available to meet the needs of expectant and parenting students their children.~~

~~Expectant and parenting students retain the right to participate in any comprehensive school or educational alternative programs. School placement and instructional strategies for participating students shall be based on the needs and learning styles of individual students. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the individual student and/or child. (Education Code 54745)~~

~~In addition to providing a quality education program for expectant and parenting students, the district's program shall provide parenting education and life skills instruction, special school nutrition supplements for pregnant and lactating students, and a child care and development program on or near the school site for the children of enrolled students. The district's program may provide other support services authorized by Education Code 54746 as necessary to meet the needs of students and their children. (Education Code 54745)~~

To the extent feasible, educational and related support services shall be provided, either through the district or in collaboration with community agencies and organizations, to meet the needs of pregnant and parenting students and their children. Such services may include, but are not limited to:

1. Child care and development services for the children of parenting students on or near school site(s) during the school day and during school-sponsored activities
2. Parenting education and life skills instruction
3. Academic and personal counseling
4. Supplemental instruction to assist students in achieving grade-level academic standards and progressing toward graduation
5. Tobacco, alcohol, and/or drug prevention and intervention services

As appropriate, teachers, administrators, and/or other personnel who work with pregnant and parenting students shall receive related professional development.

Pregnant or parenting students may be excused for absences related to confidential medical appointments in accordance with BP/AR 5113 - Absences and Excuses.

The Superintendent or designee shall grant a student a leave of absence due to pregnancy, childbirth, false pregnancy, termination of pregnancy, and related recovery for as long as it is deemed medically necessary by her physician. At the conclusion of the leave, the student shall be reinstated to the status she held when the leave began. (34 CFR 106.40)

A pregnant or parenting student also may request exemption from attendance because of a related physical or mental condition or because of personal services that must be rendered to a dependent. (Education Code 48410)

Pregnancy Prevention Program

The Superintendent or designee shall ensure that age-appropriate, culturally sensitive and community-sensitive instruction and services are available to assist in the prevention of pregnancy among minors. The district's program shall be based on strategies that have proven effective in reducing the incidence of pregnancy among school-age youth. Instruction shall be consistent with the district's family life/sex education curriculum.

Legal Reference:

EDUCATION CODE

230 Sex discrimination

8200-8498 Child Care and Development Services Act

48205 Excused absences

48220 Compulsory education requirement

48410 Persons exempted from continuation classes

49553 Nutrition supplements for pregnant/lactating students

51220.5 Parenting skills and education

51745 Independent study

52610.5 Enrollment of pregnant and parenting students in adult education

54740-54749 Cal-SAFE program for pregnant/parenting students and their children

FAMILY CODE

7002 Description of emancipated minor

HEALTH AND SAFETY CODE

104460 Tobacco prevention services for pregnant and parenting students

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4950 Nondiscrimination, marital and parental status

CODE OF REGULATIONS, TITLE 22

101151-101239.2 General licensing requirements for child care centers

101351-101439.1 Infant care centers

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, Education Act Amendments

UNITED STATES CODE, TITLE 42

1786 Special supplemental nutrition program for women, infants, and children

CODE OF FEDERAL REGULATIONS, TITLE 7

246.1-246.28 Special supplemental nutrition program for women, infants, and children

CODE OF FEDERAL REGULATIONS, TITLE 34

106.40 Marital or parental status

ATTORNEY GENERAL OPINIONS

87 Ops. Cal. Atty. Gen. 168 (2004)

COURT DECISIONS

American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307

Management Resources:

CALIFORNIA WOMEN'S LAW CENTER PUBLICATIONS

Educational Rights of Pregnant and Parenting Teens: Title IX and California State Law Requirements

The Civil Rights of Pregnant and Parenting Teens in California Schools, 2002

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Supporting the Academic Success of Pregnant and Parenting Students under Title IX of the Education Amendments of 1972, rev. June 2013

WEB SITES

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

California Women's Law Center: <http://www.cwlc.org>

U.S. Department of Agriculture, Women, Infants, and Children Program: <http://www.fns.usda.gov/wic>

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

01/21/16

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

RE: DELETE BP 6172 – GIFTED AND TALENTED STUDENT PROGRAM
(INCORPORATED INTO BP 6170)

RECOMMENDATION NO. A.28

It is recommended that the Board of Education delete BP 6172 – Gifted and Talented Student Program.

COMMENTS: Material from policy is being incorporated into BP 6120 – Response to Instruction and Intervention.

This was discussed at the December 10, 2015, board meeting.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES

ABSENT:

GIFTED AND TALENTED STUDENT PROGRAM

The Board of Education believes that all students deserve an education that challenges them to meet their fullest potential. The Board shall provide gifted and talented students in grades K-12 opportunities for learning commensurate with their particular abilities and talents.

The Board shall approve a district plan for gifted and talented education (GATE) which meets criteria established by the State Board of Education for program approval.

The district's program shall be designed to provide articulated learning experiences across subjects and grade levels and shall be aligned with and extend the state academic content standards and curriculum frameworks.

Identification of Gifted and Talented Students

Students may be identified for the GATE program on the basis of demonstrated or potential abilities in any one or more of the following categories: (Education Code 52202; 5 CCR 3822)

1. Intellectual Ability: The student demonstrates extraordinary or potential for extraordinary intellectual development.
2. Creative Ability: The student characteristically perceives unusual relationships among aspects of the student's environment and among ideas, overcomes obstacles to thinking and doing, and/or produces unique solutions to problems.
3. Specific Academic Ability: The student functions at highly advanced academic levels in particular subject areas.
4. Leadership Ability: The student displays the characteristic behaviors necessary for extraordinary leadership.
5. High Achievement: The student consistently produces advanced ideas and products and/or attains exceptionally high scores on achievement tests.
6. Performing and Visual Arts Talent: The student originates, performs, produces, or responds at extraordinarily high levels in the arts.

Instructional Components

The district's GATE program may include special day classes, part-time groupings, and cluster groupings which shall be planned and organized as an integrated, differentiated learning experience within the regular school day. This program may be augmented or supplemented with other differentiated activities related to the core curriculum using such strategies as independent study, acceleration, postsecondary education, and enrichment. (Education Code 52206; 5 CCR 3840)

GATE students may regularly participate, on a planned basis, in special counseling or instructional activity during or outside of the regular school day in order to benefit from additional educational opportunities not provided in the regular classroom. (5 CCR 3840)

~~In addition, the district may provide specialized services designed to assist underachieving, linguistically diverse, culturally diverse, and/or economically disadvantaged GATE students to achieve at levels commensurate with their abilities.— (5 CCR 3840)~~

~~The district's GATE program shall include an academic component and, as appropriate, instruction in basic skills for each student. (Education Code 52206)~~

~~The district's program shall support the social and emotional development of GATE students in order to increase responsibility, self-awareness, and social awareness and adjustment.~~

~~Staff development shall be provided to support teachers of GATE students in understanding the unique learning styles and abilities of these students and in developing appropriate instructional strategies.~~

Program Evaluation

~~The Board shall annually review the progress of students enrolled in the district's GATE program and administration of the program using methods identified in the district's GATE plan, and may require modifications in the program as indicated by the results of this review.— (5 CCR 3831)~~

Legal Reference:

EDUCATION CODE

~~37223 Weekend classes for mentally gifted minors~~

~~41500-41573 Categorical education block grants~~

~~48800-48802 Enrollment of gifted students in community college~~

~~51740 Instruction by correspondence~~

~~51745-51749.3 Independent study programs~~

~~52200-52212 Gifted and talented education program~~

~~52800-52887 School-Based Program Coordination~~

~~64000 Categorical programs included in consolidated application~~

~~64001 Single plan for student achievement, consolidated application programs~~

~~76000-76002 Enrollment in community college~~

CODE OF REGULATIONS, TITLE 5

~~1633 Instruction by correspondence~~

~~3820-3870 Gifted and talented education program~~

Management Resources:

CALIFORNIA ASSOCIATION FOR THE GIFTED PUBLICATIONS

~~GATE Standards Workbook: A Guide to Design, Improve and Assess Gifted Programs, 2005~~

~~Meeting the Standards: A Guide to Developing Services for Gifted Students, 2002~~

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

~~Gifted and Talented Education Program Resource Guide, rev. 2005~~

~~Recommended Standards for Programs for Gifted and Talented Students, rev. 2005~~

WEB SITES

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

~~California Association for the Gifted: <http://www.cagifted.org>~~

~~California Department of Education, Gifted and Talented Education: <http://www.cde.ca.gov/sp/gt>~~

~~Council for Exceptional Children, The Association for the Gifted (CEC-TAG): <http://www.cectag.org>~~

~~National Association for Gifted Children: <http://www.nagc.org>~~

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

DISCUSSION ITEMS

TO: BOARD OF EDUCATION

DISCUSSION

01/21/16

FROM: SANDRA LYON / TERRY DELORIA / ELLEN EDEBURN

RE: EQUAL OPPORTUNITY SCHOOLS UPDATE

DISCUSSION ITEM NO. D.01

This presentation will report on our partnership with Equal Opportunity Schools (EOS). The EOS partnership was created in order to increase equity and access for underrepresented student groups in Advanced Placement courses, as well as develop a sustainable and replicable change in the way students access and are encouraged to take AP courses.

TO: BOARD OF EDUCATION

DISCUSSION

01/21/16

FROM: SANDRA LYON / JANECE L. MAEZ

RE: CONSIDER REVISING BP AND REPLACING AR 3460 – FINANCIAL
REPORTS AND ACCOUNTABILITY

DISCUSSION ITEM NO. D.02

It is recommended that the Board of Education consider revising BP and replacing AR 3460 – Financial Reports and Accountability.

COMMENTS: The policy has been updated to reflect new law (AB 2662, 2012), which gives the County Superintendent of Schools the authority, upon receipt of a district's interim fiscal report, to change the district's qualified certification to a negative certification. The policy also contains material formerly in the AR that refers to Board actions regarding the statement of unaudited actual receipts and expenditures, Gann appropriations limit resolution, interim reports, and audit report.

The regulation has been updated to reflect new Title 5 regulations (Register 2013, No. 49) aligning the state standards and criteria for interim reports with the local control funding formula (LCFF), effective in the 2014-15 fiscal year. The regulation has also been updated to reflect new law (AB 97, 2013), which requires the annual audit to include a determination as to whether funds were expended in accordance with the district's LCAP.

FINANCIAL REPORTS AND ACCOUNTABILITY

The Board of Education is committed to ensuring the fiscal health of the district and providing public accountability. The Board shall adopt sound fiscal policies, oversee the district's financial condition, and continually evaluate whether the district's budget and financial operations support the district's goals for student achievement.

~~The Superintendent or designee shall provide the Board with financial reports throughout the year in accordance with law and as otherwise requested by the Board.~~

The Superintendent or designee shall ensure that all financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education. He/she shall establish a system of ongoing internal controls to ensure the reliability of financial reporting.

When required by law or the Board, the Superintendent or designee shall submit to the Board reports of the district's financial status, including, but not limited to, any report specified in this Board policy or accompanying administrative regulation. When any such report must be approved by the Board prior to its submission to a local, state, and/or federal agency, the Superintendent or designee shall provide the report to the Board in sufficient time to enable the Board to carefully review the report and meet any applicable submission deadline.

The Board shall regularly communicate the district's financial position to the public and shall use financial reports to determine what actions and budget amendments, if any, are needed to ensure the district's financial stability.

If district conditions predict fiscal distress or indicate that the district might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall act quickly to identify and resolve these conditions. The Board shall work cooperatively with the County Superintendent of Schools to improve the district's fiscal health and may contract with an external individual or organization to advise the district on fiscal matters.

~~Based on financial reports provided by the Superintendent or designee and in accordance with law and administrative regulation, the Board shall:~~

- ~~1. Approve and file an annual statement of the district's receipts and expenditures for the preceding fiscal year (Education Code 42100)~~
- ~~2. Adopt a resolution identifying the district's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year (Education Code 42132; Government Code 7910)~~
- ~~3. Approve interim fiscal reports and certify whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and two subsequent fiscal years (Education Code 42130, 42131)~~
- ~~4. Provide for an annual audit, select an independent auditor, and review the audit report (Education Code 41020, 41020.3)~~

The independent auditor shall present the audit report to the Board at a public meeting and the Board shall have an opportunity to ask questions of the auditor and request further information about the audit findings.

Unaudited Actual Receipts and Expenditures

On or before September 15, the Board shall approve and file with the County Superintendent a statement of the district's unaudited actual receipts and expenditures for the preceding fiscal year. The Superintendent or designee shall prepare this statement using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42100)

Gann Appropriations Limit Resolution

On or before September 15, the Board shall adopt a resolution identifying, pursuant to Government Code 7900-7914, the district's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)

Interim Reports/Certification of Ability to Meet Fiscal Obligations

The Superintendent or designee shall submit two interim fiscal reports to the Board, the first report covering the district's financial and budgetary status for the period ending October 31 and the second report covering the period ending January 31. The reports and supporting data shall be made available by the district for public review. (Education Code 42130)

Within 45 days after the close of the period reported, the Board shall approve the interim report and certify, on the basis of the interim report and any additional financial information known by the Board, whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years. The certification shall be classified as one of the following: (Education Code 42130, 42131)

1. "Positive certification" indicating that the district will meet its financial obligations for the current fiscal year and two subsequent fiscal years
2. "Qualified certification" indicating that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years
3. "Negative certification" indicating that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year

The Superintendent or designee shall submit a copy of each interim report and certification to the County Superintendent using the state's SACS software, as prescribed by the SPI. (Education Code 42130, 42131)

If the district's certification is subsequently changed by the County Superintendent from a positive to a qualified or negative certification, or from a qualified to a negative certification, the Board may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)

Whenever the district receives a qualified or negative certification from the Board or the County Superintendent, the Superintendent or designee shall cooperate in the implementation of any remedial actions taken or prescribed by the County Superintendent under the authority granted to him/her pursuant to Education Code 42131.

If the second interim report is accompanied by a qualified or negative certification, the Board shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement as of April 30 ("third interim report") that projects the district's fund and cash balances through June 30. (Education Code 42131)

At any time during the year when the County Superintendent conducts a comprehensive review of the district's financial and budgetary conditions after he/she has determined that the district's budget does not comply with state criteria and standards for fiscal stability, the Board shall review the County Superintendent's recommendations at a public Board meeting. Within 15 days of receiving the report, the district shall notify the County Superintendent and the SPI of its proposed actions on the recommendation. (Education Code 42637)

Audit Report

By April 1 of each year, the Board shall provide for an annual audit of the district's books and accounts. (Education Code 41020)

To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

The Board shall not select any public accounting firm to provide audit services if the lead or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for the district in each of the six previous fiscal years. (Education Code 41020)

No later than December 15, the report of the audit for the preceding fiscal year shall be filed with the County Superintendent, the CDE, and the State Controller. (Education Code 41020)

Prior to December 15 whenever possible, but in no case later than January 31, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

The Board shall have an opportunity at the meeting to ask questions of the auditor and request further information about the audit findings.

~~The Board shall regularly communicate the district's financial position to the public and shall use financial reports to determine what actions and budget amendments, if any, are needed to ensure the district's financial stability.~~

~~If district conditions predict fiscal distress or indicate that the district might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall act quickly to identify and resolve these conditions. The Board shall work cooperatively with the County Superintendent of Schools to improve the district's fiscal health and may contract with an external individual or organization to advise the district on fiscal matters.~~

Legal Reference:

EDUCATION CODE

1240 Duties of county superintendent of schools

14500-14508 Financial and compliance audits

17150-17150.1 Public disclosure of non-voter-approved debt

17170-17199.5 California School Finance Authority

33127 Standards and criteria for local budgets and expenditures

33128 Standards and criteria; inclusions
 33129 Standards and criteria; use by local agencies
 35035 Powers and duties of superintendent
 41010-41023 Accounting system
 41326 Emergency apportionment
 41344 Repayment of apportionment significant audit exceptions
 41344.1 Appeals of audit findings
 41455 Examination of financial problems of local districts
 42100-42105 Requirement to prepare and file annual statement
 42120-42129 Budget requirements
 42130-42134 Financial reports and certifications
 42140-42142 Public disclosure of fiscal obligations
 42637 County superintendent review of district's financial and budgetary conditions
 42652 Revocation or suspension of warrant authority
 48300-48316 Student attendance alternatives
 GOVERNMENT CODE
 3540.2 School district; qualified or negative certification; proposed agreement review and comment
 7900-7914 Appropriations limit
 16429.1 Local agency investment fund
 53646 Reports of investment policy and compliance
 CODE OF REGULATIONS, TITLE 5
 15060 Standardized account code structure
 15070 Submission of reports using standardized account code structure
 15440-15451 Criteria and standards for school district budgets
 15453-15464 Criteria and standards for school district interim reports
 19810-19816.1 Audits
 UNITED STATES CODE, TITLE 31
 7501- 7507 Single audits of federal program funds

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Fiscal Accountability, 2006

CALIFORNIA DEPARTMENT OF EDUCATION COMMUNICATIONS

New Financial Reporting Requirements for Postemployment Benefits Other than Pensions, February 26, 2007

Audit Resolution Process: Repayment Plans, December 8, 2000

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS (continued)

Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004

Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999

STATE CONTROLLER PUBLICATIONS

Standards and Procedures for Audits of California K-12 Local Educational Agencies (annual publication)

U.S. GOVERNMENT ACCOUNTABILITY OFFICE AND PRESIDENT'S COUNCIL ON INTEGRITY AND EFFICIENCY (PCIE) PUBLICATIONS

Government Auditing Standards, 2011

Financial Audit Manual, revised 2008

U.S. OFFICE OF MANAGEMENT AND BUDGET CIRCULARS

A-133 Audits of States, Local Governments, and Non-Profit Organizations

WEB SITES

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

California Association of School Business Officials: <http://www.casbo.org>

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

School Services of California: <http://www.sscal.com>

State Controller's Office: <http://www.sco.ca.gov>

U.S. Government Accountability Office: <http://www.gao.gov>

U.S. Office of Management and Budget: <http://www.whitehouse.gov/omb>

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

FINANCIAL REPORTS AND ACCOUNTABILITY

Each interim fiscal report developed pursuant to Education Code 42130 shall include an assessment of the district budget as revised to reflect current information regarding the adopted state budget, district property tax revenues, if any, and ending balances for the preceding fiscal year. (Education Code 42130, 42131)

The interim reports shall be based on State Board of Education (SBE) criteria and standards which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected local control funding formula (LCFF) revenue, salaries and benefits, other revenues and expenditures, and facilities maintenance. For purposes of assessing projections of LCFF revenue, the first interim report shall be compared to the adopted district budget, and the second interim report shall be compared to the projections in the first interim report. (Education Code 42130; 5 CCR 15453-15464)

The report shall also provide supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions (i.e., projected contributions from unrestricted general fund resources to restricted general fund resources, projected transfers to or from the general fund to cover operating deficits in the general fund or any other fund, and capital project cost overruns that may impact the general fund budget), long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 42130; 5 CCR 15453, 15464)

Audit Report

The Superintendent or designee shall establish a timetable for the completion and review of the annual audit within the deadlines established by law.

The Superintendent or designee shall provide the necessary financial records and cooperate with the auditor selected by the Governing Board to ensure that the audit report contains all information required by law and the Governmental Accounting Standards Board (GASB).

The audit shall include an audit of income and expenditures by source of funds for all funds of the district, including the student body and cafeteria funds and accounts and any other funds under the control or jurisdiction of the district, as well as an audit of student attendance procedures. The audit shall also include a determination of whether LCFF funds were expended in accordance with the district's local control and accountability plan or an approved annual update of the plan. (Education Code 41020)

If the district participates in the school district of choice program to accept interdistrict transfers, the Superintendent or designee shall notify the auditor, prior to the commencement of the audit, that the audit must include a review of the district's compliance with specified program requirements. (Education Code 48301)

When required by federal law, specified records pertaining to the audit of federal funds received and expended by the district shall be transmitted to the federal clearinghouse designated by the federal Office of Management and Budget and shall be made available for public inspection. Such records shall be transmitted within 30 days after receipt of the auditor's report or within nine months after the end of the fiscal year, whichever is sooner, unless a longer period is agreed to in advance by the federal agency or a different period is specified in a program-specific audit guide. (31 USC 7502)

If an audit finding results in the district being required to repay an apportionment or pay a penalty, the district may appeal the finding to the Education Audit Appeals Panel by making an informal summary appeal within 30 days of receiving the final audit report or initiating a formal appeal within 60 days of receiving the report. (Education Code 41344, 41344.1)

While a public accounting firm is performing the audit of the district, it shall not provide any nonauditing, management, or other consulting services for the district except as provided in Government Auditing Standards, Amendment #3, published by the U.S. Government Accountability Office. (Education Code 41020)

Fund Balance

In accordance with GASB Statement 54, external financial reports shall report fund balances in the general fund within the following classifications based on the relative strength of constraints placed on the purposes for which resources can be used:

1. Nonspendable fund balance, including amounts that are not expected to be converted to cash, such as resources that are not in a spendable form or are legally or contractually required to be maintained intact
2. Restricted fund balance, including amounts constrained to specific purposes by their providers or by law
3. Committed fund balance, including amounts constrained to specific purposes by the Board
4. Assigned fund balance, including amounts which the Board or its designee intends to use for a specific purpose
5. Unassigned fund balance, including amounts that are available for any purpose

Negative Balance Report

Whenever the district reports a negative unrestricted fund balance or a negative cash balance in its annual budget or annual audit report, it shall include in the budget a statement that identifies the reasons for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year. (Education Code 42127.5)

Non-Voter-Approved Debt Report

Upon approval by the Board to proceed with the issuance of revenue bonds or any agreement for financing school construction pursuant to Education Code 17170-17199.5, the Superintendent or designee shall notify the County Superintendent of Schools and the county auditor. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with related repayment schedules and evidence of the district's ability to repay the obligation. (Education Code 17150)

When the Board is considering the issuance of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the district, the Superintendent or designee shall provide notice to the County Superintendent and county auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the

debt issuance, including related repayment schedules, evidence of the district's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)

Other Postemployment Benefits Report (GASB 45)

In accordance with GASB Statement 45, the district's financial statements shall report the annual expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over retirees' active working lifetime, as determined by a qualified actuary procured by the Superintendent or designee. To the extent that these OPEBs are not prefunded, the district shall report a liability on its financial statements.

The Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at a public meeting of the Board. (Education Code 42140)

The amount of the district's financial obligation for OPEBs shall be reevaluated every two or three years in accordance with GASB 45 depending on the number of members in the OPEB plan.

Workers' Compensation Claims Report

The Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. The estimate of costs shall be based on an actuarial report completed at least every three years by a qualified actuary. (Education Code 42141)

Unaudited Actual Receipts and Expenditures

The Superintendent or designee shall prepare a statement of all unaudited actual receipts and expenditures of the district for the preceding fiscal year, using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). On or before September 15, the Board of Education shall approve this statement and file it with the County Superintendent of Schools. (Education Code 42100)

Gann Appropriations Limit Resolution

The Board shall adopt a resolution by September 15 of each year to identify the estimated appropriations limit for the district for the current fiscal year and the actual appropriations limit of the district during the preceding year, as determined pursuant to Government Code 7900-7914. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)

Interim Reports

The Superintendent or designee shall submit two interim fiscal reports to the Board, the first report covering the district's financial and budgetary status for the period ending October 31 and the second report covering the period ending January 31. The reports and supporting data shall also be made available by the district for public review. (Education Code 42130)

The interim report shall include an assessment of the district budget as revised to reflect current information regarding the adopted state budget, district property tax revenues, if any, and ending balances for the preceding year. The review shall be based on criteria and standards adopted by the State Board of Education which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of

~~ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, and facilities maintenance. The review shall also consider supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 42130, 42131; 5 CCR 15453-15464)~~

~~Within 45 days after the close of the period reported, the Board shall approve the interim fiscal report and certify, on the basis of the interim report and any additional financial information known by the Board to exist at the time of certification, whether the district is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for the subsequent fiscal year. The certification shall be classified as one of the following: (Education Code 42130, 42131)~~

- ~~1. "Positive certification" indicating that the district will meet its financial obligations for the current fiscal year and two subsequent fiscal years~~
- ~~2. "Qualified certification" indicating that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years~~
- ~~3. "Negative certification" indicating that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year~~

~~The Superintendent or designee shall submit a copy of the interim report and certification to the County Superintendent using the state's SACS, as prescribed by the SPI. (Education Code 42130, 42131)~~

~~If the district submits a positive certification that is subsequently changed by the County Superintendent to a qualified or negative certification, the district may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)~~

~~Whenever the district receives a qualified or negative certification as determined by the Board or the County Superintendent, it shall cooperate in the implementation of any remedial actions taken by the County Superintendent under the authority granted to him/her pursuant to Education Code 42131.~~

~~Whenever the County Superintendent conducts a comprehensive review of the district's financial and budgetary conditions after determining that the district's budget does not comply with state standards and criteria for fiscal stability, the Board shall review the County Superintendent's recommendations at a public Board meeting. Within 15 days of receiving the report, the district shall notify the County Superintendent and the SPI of its proposed actions on the recommendations. (Education Code 42637)~~

~~If the second interim report of the fiscal year is accompanied by a qualified or negative certification as determined by the Board or the County Superintendent, the Superintendent or designee shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement that reports data for the period ending April 30 and projects the district's fund and cash balances as of June 30. (Education Code 42131)~~

Audit Report

~~By April 1 of each year, the Board shall provide for an audit of the district's books and accounts or the County Superintendent shall make arrangements to provide for that audit. (Education Code 41020)~~

~~The Superintendent or designee shall establish a timetable for the completion and review of the audit within the deadlines established by law.~~

~~To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)~~

~~The Board shall not select any public accounting firm to provide audit services if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for the district in each of the six previous fiscal years. (Education Code 41020)~~

~~While a firm is performing the audit of the district, it shall not provide any nonauditing, management, or other consulting services for the district except as provided in Government Accounting Standards, Amendment #3, published by the U.S. Government Accounting Office. (Education Code 41020)~~

~~The audit shall include an audit of income and expenditures by source of funds for all funds of the district, including the student body and cafeteria funds and accounts and any other funds under the control or jurisdiction of the district, as well as an audit of student attendance procedures. (Education Code 41020)~~

~~The district's audited financial report shall include:~~

- ~~1. Management's discussion and analysis, which shall introduce the basic financial statements and provide an analytical overview of the district's financial activities, including:
 - ~~a. An objective and easily readable analysis of the district's financial activities based on currently known facts, decisions, and conditions~~
 - ~~b. Comparisons of the current year to the prior year~~
 - ~~c. An analysis of the district's overall financial position, enabling a determination as to whether that position has improved or deteriorated as a result of the year's activities~~
 - ~~d. An analysis of significant changes that occur in funds and significant budget variances~~
 - ~~e. A description of capital asset and long-term debt activity during the year~~
 - ~~f. A description of currently known facts, decisions, and conditions that are expected to have a significant effect on the district's financial position~~~~
- ~~2. Basic financial statements, including:
 - ~~a. Districtwide financial statements, consisting of a statement of net assets and a statement of activities which report all of the assets, liabilities, revenues, expenses, and gains and losses of the district~~
 - ~~b. Fund financial statements, consisting of a series of statements that focus on information about the district's major governmental and enterprise funds, including its blended component units~~~~

- c. ~~Notes to the financial statements that are essential to a user's understanding of the basic financial statements~~
3. ~~Supplementary information required by the Governmental Standards Accounting Board (GASB), including, but not limited to, budgetary comparison schedules~~

~~By January 31 of each year, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3) To the extent possible, the Board's review shall occur prior to December 15 to provide the Board and the community an opportunity to review the audit before it is submitted to local and state agencies.~~

~~No later than December 15, the Superintendent or designee shall file the report of the audit for the preceding fiscal year with the County Superintendent, the California Department of Education, and the State Controller. (Education Code 41020)~~

~~If an audit finding results in the district being required to repay an apportionment or pay a penalty, the district may appeal the finding to the Education Audit Appeals Panel by making an informal, summary appeal within 30 days of receiving the final audit report or initiating a formal appeal within 60 days of receiving the report. (Education Code 41344,41344.1)~~

Fund Balance

~~In accordance with GASB Statement 54, external financial reports shall report fund balances in the general fund within the following classifications based on the relative strength of constraints placed on the purposes for which resources can be used:~~

1. ~~Nonspendable fund balance, including amounts that are not expected to be converted to cash, such as resources that are not in a spendable form or are legally or contractually required to be maintained intact~~
2. ~~Restricted fund balance, including amounts constrained to specific purposes by their providers or by law~~
3. ~~Committed fund balance, including amounts constrained to specific purposes by the Board~~
4. ~~Assigned fund balance, including amounts which the Board or its designee intends to use for a specific purpose~~
5. ~~Unassigned fund balance, including amounts that are available for any purpose~~

Negative Balance Report

~~Whenever the district reports a negative unrestricted fund balance or a negative cash balance in its annual budget or annual audit report, it shall include in the budget a statement that identifies the reasons for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year. (Education Code 42127.5)~~

Non-Voter-Approved Debt Report

~~Upon approval by the Board to proceed with the issuance of revenue bonds or any agreement for financing school construction pursuant to Education Code 17170-17199.5, the Superintendent or designee shall notify the County Superintendent and the county auditor. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with related repayment schedules and evidence of the district's ability to repay the obligation. (Education Code 17150)~~

~~In the case of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the district, notice shall be provided to the County Superintendent and county auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of the district's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)~~
~~Other Postemployment Benefits Report (GASB 45)~~

~~In accordance with GASB Statement 45, the district's financial statements shall report the annual expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over the retiree's active working lifetime, as determined by a qualified actuary procured by the Superintendent or designee. To the extent that these OPEBs are not prefunded, the district shall report a liability on its financial statements.~~

~~The Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which these costs are based at a public meeting of the Board. (Education Code 42140)~~

~~The amount of the district's financial obligation for OPEBs shall be reevaluated every two or three years in accordance with GASB 45 depending on the number of members in the OPEB plan.~~

~~Workers' Compensation Claims Report~~

~~The Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. The estimate of costs shall be based on an actuarial report completed at least every three years by a qualified actuary. (Education Code 42141)~~

**Regulation SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
approved: August 19, 2009 Santa Monica, California
revised: June 16, 2011**

TO: BOARD OF EDUCATION

DISCUSSION

01/21/16

FROM: SANDRA LYON / TERRY DELORIA

RE: CONSIDER REVISING BP AND AR 5126 – AWARDS FOR ACHIEVEMENT

RECOMMENDATION NO. A.03

It is recommended that the Board of Education revise BP and AR 5126 – Awards for Achievement.

COMMENTS: CSBA has updated this policy and regulation twice since the district's last revisions. In March 2012, the policy was updated to reflect new law (AB 815), which establishes a State Seal of Biliteracy to recognize high school graduates who have attained a high level of proficiency in one or more languages in addition to English. It also contains optional language for districts that choose to provide "pathway awards" recognizing benchmarks toward biliteracy at earlier grade levels.

The mandated regulation has been updated to reflect eligibility criteria and other requirements for State Seal of Biliteracy, as added by AB 815 and optional notifications to inform students of eligibility requirements for various awards. In April 2015, the regulation deleted detailed eligibility criteria for the Golden State Seal Merit Diploma and State Seal of Biliteracy, as these criteria are in transition.

AWARDS FOR ACHIEVEMENT

The Board of Education encourages excellence as a goal for all students and wishes to publicly recognize students for unique or exemplary achievements in academic, extracurricular or community service activities. The purpose of such awards shall be consistent with school goals.

Student awards may include verbal recognition, a letter, a certificate, a Board resolution, public ceremony, trophy, gift, plaque or cash gift.

The Superintendent or designee shall develop procedures for the appropriate selection of student award recipients.

Biliteracy Award

The district shall present the State Seal of Biliteracy to each graduating high school student who has attained a high level of proficiency in speaking, reading, and writing in one or more languages in addition to English.

In order to affirm the value of bilingualism and encourage students' enrollment in world language programs, the Superintendent or designee may present awards at appropriate grade levels to recognize the pursuit and/or attainment of grade-level proficiency in one or more languages in addition to English.

Legal Reference:

EDUCATION CODE

220 Nondiscrimination

35160 Authority of governing boards

35310-35319 Scholarship and loan funds

44015 Awards to employees and students

51243-51245 Credit for private school foreign language instruction

51450-51455 Golden State Seal Merit Diploma

51460-51464 State Seal of Biliteracy

52164.1 Assessment of English language skills of English learners

CODE OF REGULATIONS, TITLE 5

876 Golden State Seal Merit Diploma

1632 Credit for private school foreign language instruction

11510-11516 Assessment of English language development

Management Resources:

WEB SITES

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

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

Californians Together: <http://www.californianstogether.org>

AWARDS FOR ACHIEVEMENT**District/School Awards**

The Superintendent or designee may appoint an awards committee at each school to consider student accomplishments. This committee may consist of school administrators, teachers, parents/guardians and/or community members. The committee shall submit recommendations for student awards to the Superintendent or designee for approval. Individual awards in excess of \$200 must be expressly approved by the Board of Education.

Golden State Seal Merit Diploma

To be eligible to receive the Golden State Seal Merit Diploma upon graduation from high school, a student shall complete all requirements for a high school diploma and demonstrate, in accordance with the means adopted by the State Board of Education, mastery of the curriculum in mathematics, English language arts, science, United States history, and two other subject matter areas selected by the student. (Education Code 51451, 51452; 5 CCR 876)

The Superintendent or designee shall maintain appropriate records to identify students who are eligible for the merit diploma and shall affix an insignia to the diploma and transcript of each student awarded the merit diploma. (Education Code 51454)

The Superintendent or designee shall submit an insignia request form to the California Department of Education in sufficient time to allow processing of the request prior to the high school graduation ceremony.

Biliteracy Award

To be eligible to receive the State Seal of Biliteracy upon graduation, a student shall demonstrate, in accordance with state criteria, proficiency in English and at least one other language, which may include American Sign Language. A student whose primary language is other than English shall also attain the required proficiency level on the state test of English language proficiency.

The Superintendent or designee shall maintain appropriate records to identify high school students who qualify for the award and shall affix the insignia to the diploma or transcript of each student who earns the award.

Notifications

The Superintendent or designee shall annually distribute information about eligibility requirements for the Golden State Seal Merit Diploma, State Seal of Biliteracy, and/or any district awards programs to students at the applicable grade levels.

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

TO: BOARD OF EDUCATION

DISCUSSION

01/21/16

FROM: SANDRA LYON / MARK O. KELLY / TARA BROWN

RE: CONSIDER REPLACING BP AND REVISING AR 5141.31 – IMMUNIZATIONS

DISCUSSION ITEM NO. D.04

It is recommended that the Board of Education consider replacing BP and revising AR 5141.31 – Immunizations.

COMMENTS: SB 277 amended the Health and Safety Code to no longer permit immunization exemptions based on personal beliefs for children in child care and public and private schools. SB 277 does permit personal belief exemptions submitted before January 1, 2016, to remain valid until a pupil reaches kindergarten or 7th grade. Additionally, SB 277 removes immunization requirements for students in home-based private schools and for students enrolled in an independent study program who do not receive classroom-based instruction. The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs.

The proposed replacement of BP 5141.31 and revision of AR 5141.31 align the policy and regulation to comply with SB 277 and changes to the Health and Safety Code.

IMMUNIZATIONS

To protect the health of all students and staff and to curtail the spread of infectious diseases, the Board of Education shall cooperate with state and local public health agencies to facilitate immunization of all district students against preventable diseases.

Each student enrolling for the first time in a district elementary or secondary school, preschool, or child care and development program or, after July 1, 2016, enrolling in or advancing to grade 7 shall present an immunization record from any authorized private or public health care provider certifying that he/she has received all required immunizations in accordance with law. Students shall be excluded from school or exempted from immunization requirements only as allowed by law.

Each transfer student shall be requested to present his/her immunization record upon registration at a district school.

The Superintendent or designee may arrange for an authorized health care provider to administer immunizations at school to any student whose parent/guardian has consented in writing. At the beginning of the school year, parents/guardians shall be notified of their right to provide consent for the administration of an immunization to their child at school. (Education Code 49403)

~~To be admitted to the district, children must be fully immunized in accordance with law. Children shall be excluded from school or exempted from immunization requirements only as allowed by law.~~

Transfer Students

~~To enroll in the district, all transfer students must present a written immunization record which shows at least the month and year of each immunization. The student shall receive all required immunizations currently due before he/she is admitted to school.~~

Legal Reference:**EDUCATION CODE**

44871 Qualifications of supervisor of health

46010 Total days of attendance

48216 Immunization

48853.5 Immediate enrollment of foster youth

48980 Required notification of rights

49403 Cooperation in control of communicable disease and immunizations

49426 Duties of school nurses

49701 Flexibility in enrollment of children of military families

51745-51749.6 Independent study

HEALTH AND SAFETY CODE

120325-120380 Immunization against communicable disease, especially:

120335 Immunization requirement for admission

120395 Information about meningococcal disease, including recommendation for vaccination

120440 Disclosure of immunization information

CODE OF REGULATIONS, TITLE 5

430 Student records

CODE OF REGULATIONS, TITLE 17

6000-6075 School attendance immunization requirements

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act
UNITED STATES CODE, TITLE 42
11432 Immediate enrollment of homeless children
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy

Management Resources:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

California Immunization Handbook for Child Care Programs and Schools, August 2015

Guide to Immunizations Required for Child Care

Guide to Immunizations Required for School Entry

Parents' Guide to Immunizations Required for Child Care

Parents' Guide to Immunizations Required for School Entry

EDUCATION AUDIT APPEALS PANEL PUBLICATIONS

Guide for Annual Audits of Local Education Agencies and State Compliance Reporting, July 2015

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Family Educational Rights and Privacy Act (FERPA) and H1N1, October 2009

WEB SITES

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

California Department of Public Health, Immunization Branch: <http://www.cdph.ca.gov/programs/immunize>

California Department of Public Health, Shots for Schools: <http://shotsforschools.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

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

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

IMMUNIZATIONS**Required Immunizations**

The Superintendent or designee shall provide parents/guardians, upon school registration, a written notice summarizing the state's immunization requirements.

The Superintendent or designee shall not unconditionally admit any student to a district elementary or secondary school, preschool or child care and development program unless that student has presented documentation of full immunization. (Health and Safety Code 120335) for the first time nor, after July 1, 2016, admit or advance any student to grade 7 unless the student has been fully immunized. The student shall present documentation of full immunization, in accordance with the age/grade and dose required by the California Department of Public Health (CDPH), against the following diseases: (Health and Safety Code 120335; 17 CCR 6020)

~~At the beginning of the school year, the Superintendent or designee shall notify parents/guardians of the rights of students and parents/guardians relating to immunizations under Education Code 49403. (Education Code 48980)~~

Immunizations for Grades K-12

~~Students entering the district in grades kindergarten through 12 shall have received the following immunizations: (Health and Safety Code 120335; 17 CCR 6020)~~

1. Measles, mumps and rubella (MMR) vaccine
 - a. ~~Students entering at the kindergarten level shall have received two doses on or after the first birthday, except one dose may be a measles only vaccine.~~
 - b. ~~Mumps vaccine shall not be required for students age seven or older.~~
 - c. ~~Students entering or advancing to seventh grade shall be required to have a second dose of measles containing vaccine if they have not previously obtained a second dose.~~
2. Diphtheria, tetanus and pertussis (whooping cough) vaccine (DTP, ~~or~~ DTaP, Tdap)
 - a. ~~Five doses shall be required for students ages four through six. However, four doses shall meet the requirement if at least one dose was given on or after the fourth birthday.~~
 - b. ~~Four doses shall be required for students age seven or older. However, three doses shall meet the requirement if at least one dose was given on or after the second birthday.~~
 - c. ~~Pertussis immunization shall not be required for students age seven or older.~~
 - d. ~~A tetanus and diphtheria (Td) shot is recommended but not required for seventh-grade students who have not had a booster within the past five years.~~

3. ~~Poliomyelitis (polio) vaccine~~

~~Four doses shall be required at any age. However, three doses shall meet the requirement for ages four through six if at least one dose was given on or after the fourth birthday, and three doses shall meet the requirement for ages seven to seventeen if at least one dose was given on or after the second birthday.~~

4. ~~Hepatitis B vaccine~~

a. ~~Three doses shall be required for entry into kindergarten.~~

~~Students admitted at the kindergarten level or below before August 1, 1997, shall be exempt from this requirement.~~

b. ~~Students shall not be unconditionally admitted or advanced to seventh grade unless they have been fully immunized against hepatitis B. A student who has previously had three doses of hepatitis B vaccine at any age before seventh grade shall not be required to receive any additional shots.~~

5. ~~Varicella (chickenpox) vaccine~~

6. Haemophilus influenza type b (Hib meningitis)

7. Any other disease designated by the CDPH

However, full immunization against hepatitis B shall not be a condition by which the Superintendent or designee shall admit or advance any student to grade 7. (Health and Safety Code 120335)

A student who qualifies for an individualized education program (IEP), unless otherwise exempt, shall be fully immunized in accordance with Health and Safety Code 120335 and this regulation. However, the district shall continue to implement the student's IEP and shall not prohibit the student from accessing any special education and related service required by his/her IEP regardless of whether the student is fully immunized. (Health and Safety Code 120335)

~~Any student admitted at the kindergarten level or above before July 1, 2001, shall be exempt from this requirement for school entry.~~

~~Students who skipped kindergarten shall meet immunization requirements for hepatitis B and a second measles dose prior to entering first grade.~~

~~Students transferring into the district at a grade other than kindergarten or seventh grade shall be exempt from the requirement for a second measles dose or hepatitis B immunization.~~

~~Immunizations Below Kindergarten Level~~

~~Children younger than age four years, six months shall have received haemophilus influenza type b (Hib meningitis) vaccine. (Health and Safety Code 120335)~~

~~Other immunization requirements for children below kindergarten level depend on the child's age as specified in 17 CCR 6020.~~

The student's immunization record shall be provided by the student's health care provider or from the student's previous school immunization record. The record must show at least the month and year for each dose, except that the day, month, and year must be shown for the

MMR doses given during the month of the first birthday and for the Tdap dose given during the month of the seventh birthday. (17 CCR 6070)

Exemptions

Exemption from one or more immunization requirements is allowed when shall be granted under any of the following circumstances: (~~Health and Safety Code 120365, 120370, 120375; 17 CCR 6051~~)

- ~~1. The student's parent/guardian states in writing that immunization is contrary to his/her beliefs.~~
- ~~2. The student's parent/guardian provides a written statement by a licensed physician that the physical condition or medical circumstances of the student are such that immunization is unsafe or is permanently not indicated.~~

~~However, if there is good cause to believe that the student has been exposed to one of the communicable diseases listed above, the student may be temporarily excluded from school until the local health officer is satisfied that the student is no longer at risk of developing the disease. (Health and Safety Code 120365)~~

1. The parent/guardian files with the district a written statement by a licensed physician to the effect that the physical condition of the child is such, or medical circumstances relating to the child are such, that immunization is not considered safe. The statement shall indicate the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, family medical history, for which the physician does not recommend immunization. (Health and Safety Code 120370; 17 CCR 6051)
2. The student's parent/guardian files with the district, before January 1, 2016, a letter or written affidavit stating that an immunization is contrary to his/her personal beliefs, in which case the student shall be exempted from the immunization until he/she enrolls in the next applicable grade span requiring immunization (birth to preschool, grades K-6, grades 7-12). (Health and Safety Code 120335)

When a student transfers to a different school within the district or transfers into the district from another school district in California, his/her personal beliefs exemption filed before January 1, 2016, shall remain in effect until the next applicable grade span. A student transferring from a school outside the district shall present a copy of the personal beliefs exemption upon enrollment. A personnel belief exemption for a student who transfers into the district from outside California is not valid.

3. The student is enrolled in an independent study program pursuant to Education Code 51745-51749.6 and does not receive classroom-based instruction.

Conditional Enrollment

The Superintendent or designee may conditionally admit a student with documentation from an authorized health care provider that: (Health and Safety Code 120340; 17 CCR 6000, 6035)

1. The student has not received all the immunizations required for his/her age group, but has commenced receiving doses of all required vaccines and is not due for any other doses at the time of admission.

2. The student has a temporary exemption from immunization for medical reasons pursuant to item #1 in the section "Exemptions" above.

The Superintendent or designee shall notify the student's parents/guardians of the date by which the student must complete all the remaining doses as specified in 17 CCR 6035.

The Superintendent or designee shall immediately enroll homeless students, foster youth, and students of military families even if their immunization records are missing or unavailable at the time of enrollment. School or district staff shall work with the student's prior school to obtain the student's immunization records or shall ensure that he/she is properly immunized. (Education Code 48853.5, 49701; Health and Safety Code 120341; 42 USC 11432)

Exclusions Due to Lack of Immunizations

Any student without the required evidence of immunization may be excluded from school until the immunization is obtained or ~~until the student presents a letter or affidavit of exemption from his/her parent/guardian or physician~~ or an exemption is granted in accordance with the section "Exemptions" above.

Before an already admitted student is excluded from school attendance because of lack of immunization, the Superintendent or designee shall notify the parent/guardian that he/she has 10 school days in which to supply evidence of proper immunization or an appropriate ~~letter of~~ exemption. This notice shall refer the parent/guardian to the child's usual source of medical care or, if the student has no usual source of medical care, then to the county health department or school immunization program, if any. (Education Code 48216; 17 CCR 6040)

~~If no usual source of medical care exists, the parent/guardian shall be referred to the county health department. (Education Code 48216)~~

The Superintendent or designee shall exclude from further attendance any already admitted student who fails to obtain the required immunization within 10 school days following receipt of the parent/guardian notice specified above, ~~unless the student is exempt from immunization for medical reasons or personal beliefs.~~ The student shall remain excluded from school until he/she has provided written evidence h/she has received another a dose of each required vaccine due at that time. The student shall also be reported to the attendance supervisor or principal. (17 CCR 6055)

Exclusion Due to Exposure to Disease

If the district has good cause to believe that a student has been exposed to a disease listed in the section "Required Immunizations" above and his/her documentation of immunization does not show proof of immunization against that disease, that student may be temporarily excluded from the school until the local health officer informs the district that he/she is satisfied that the student is no longer at risk of developing or transmitting the disease. (Health and Safety Code 120370)

Conditional Enrollment

~~The Superintendent or designee may conditionally admit a student with documentation from a physician that: (Health and Safety Code 120340; 17 CCR 6000, 6035)~~

- ~~1. He/she has received some but not all required immunizations and is not due for any vaccine dose at the time of admission~~

2. ~~He/she has a temporary exemption from immunization for medical reasons~~

~~The Superintendent or designee shall notify the student's parents/guardians of the date by which the student must complete all the remaining doses when they become due as specified in 17 CCR 6035.~~

~~The Superintendent or designee shall review the immunization record of each student admitted conditionally every 30 days until that student has received all the required immunizations. If the student does not receive the required immunizations within the specified time limits, he/she shall be excluded from further attendance until the immunizations are received. (Health and Safety Code 120375; 17 CCR 6070)~~

Records

The Superintendent or designee shall record each new entrant's immunizations in the ~~mandatory permanent student record~~ California School Immunization Record and retain it as part of the student's mandatory permanent student record. District staff shall maintain the confidentiality of immunization records and may disclose such information to state and local health departments only in accordance with law. (Health and Safety Code 120375, 120440; 17 CCR 6070)

The district shall also retain in the mandatory student record any physician or health officer statement, personal beliefs letter or affidavit, reason for conditional enrollment, or any other documentation related to the student's immunization record or exemptions.

Audits

If an audit reveals deficiencies in the district's reporting procedures, the Superintendent or designee shall present the Board with a plan to remedy such deficiencies.

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

MAJOR ITEMS

TO: BOARD OF EDUCATION

ACTION/MAJOR

01/21/16

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

RE: APPROVAL OF 2014-15 ANNUAL FINANCIAL AUDIT REPORT

RECOMMENDATION NO. A.29

It is recommended that the Board of Education accept the 2014-15 Annual Financial Audit Report and approve management discussion and analysis/the administrative responses to the "Findings" & "Recommendations" as contained in the Subject audits.

COMMENTS: In response to California Education Code mandate, the 2014-15 financial audit has been completed by the audit firm of Christy White Accountancy Corporation. The Board of Education and the Financial Oversight Committee have previously received copies of the audit report and an information copy is available for public review in the Office of the Superintendent.

There are no audit adjustments and only one minor finding that has been corrected in this report.

A representative from Christy White Accountancy will be available at the meeting to answer questions.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

TO: BOARD OF EDUCATION

ACTION/MAJOR

01/21/16

FROM: SANDRA LYON / JANECE L. MAEZ

RE: PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING
AGREEMENT

RECOMMENDATION NO. A.30

It is recommended that the Board of Education approve the AB 1200 Public Disclosure document regarding the costs associated with a successor agreement to replace and supersede the current Agreement that expired on June 30, 2015, for Santa Monica-Malibu Classroom Teachers Association (SMMCTA) unit members.

COMMENTS: In accordance with the requirements of AB 1200, staff has prepared a submittal to the Los Angeles County Office of Education (LACOE) which details certain costs associated with the Memorandum of Understanding between the Santa Monica-Malibu Unified School District and the Santa Monica-Malibu Classroom Teachers Association (SMMCTA) regarding a successor agreement to replace and supersede the current Agreement that expired on June 30, 2015. This document details certain costs associated with the successor agreement.

The AB 1200 document certifies that the District has sufficient resources to meet the financial obligations associated with this recommendation.

A copy of the AB 1200 public disclosure document is attached for reference in the hard copy of the Board Agenda, and is posted on the District's website as a separate attachment with the January 21, 2016, Board Meeting Agenda.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

**Los Angeles County Office of Education
Division of Business Advisory Services**

**PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/Statutes 1992), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5**

Name of School District: SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
 Name of Bargaining Unit: SANTA MONICA-MALIBU CLASSROOM TEACHERS ASSOCIATION
 Certificated, Classified, Other: CERTIFIED

The proposed agreement covers the period beginning: July 1, 2015 and ending: June 30, 2018
 (date) (date)

The Governing Board will act upon this agreement on: Jan. 21, 2016
 (date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

Bargaining Unit Compensation All Funds - Combined	Fiscal Impact of Proposed Agreement (Complete Years 2 and 3 for multiyear and overlapping agreements only)			
	Annual Cost Prior to Proposed Settlement	Year 1 Increase/(Decrease) 2015-16	Year 2 Increase/(Decrease) 2016-17	Year 3 Increase/(Decrease) 2017-18
1. Salary Schedule Including Step and Column	\$ 51,170,421	\$ 1,674,668	\$ 2,653,170	\$ -
		3.27%	5.02%	0.00%
2. Other Compensation Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	\$ 5,159,041	\$ 157,030	\$ 240,479	\$ -
		3.04%	4.52%	0.00%
Description of Other Compensation		Stipends and increases to the hourly rate	Stipends and increases to the hourly rate	
3. Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 9,733,731	\$ 316,517	\$ 553,555	\$ -
		3.25%	5.51%	0.00%
4. Health/Welfare Plans	\$ 8,170,843			
		0.00%	0.00%	0.00%
5. Total Bargaining Unit Compensation Add Items 1 through 4 to equal 5	\$ 74,234,036	\$ 2,148,215	\$ 3,447,204	\$ -
		2.89%	4.51%	0.00%
6. Total Number of Bargaining Unit Employees (Use FTEs if appropriate)	664.66			
7. Total Compensation Average Cost per Bargaining Unit Employee	\$ 111,687	\$ 3,232	\$ 5,186	\$ -
		2.89%	4.51%	0.00%

Public Disclosure of Proposed Collective Bargaining Agreement
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
SANTA MONICA-MALIBU CLASSROOM TEACHERS ASSOCIATION

8. What was the negotiated percentage change? For example, if the change in "Year 1" was for less than a year, what is the annualized percentage of that change for "Year 1"?

A 6% salary increase effective 1/1/2016, and 2% salary increase effective 7/1/2016. The annualized increase rates are 3.27% and 5.02% in 2015-16 and 2016-17 respectively.

9. Were any additional steps, columns, or ranges added to the salary schedules? (If yes, please explain.)

No

10. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

1. Add \$500 annual stipend to Speech and Language Pathologist (SLP) who acquires and maintains national certification from the American Speech and Language Hearing Association (ASHA).
2. 2.2 FTEs extra periods to be allocated at Secondary sites for the purpose of completing assessments.

11. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes No

If yes, please describe the cap amount.

Employees hired prior to 7/1/14 are limited to the Kaiser HMO rates (single party is Blue Cross PERS Choice), employees hired on or after 7/1/14 are limited to the lowest HMO rates.

B. Proposed negotiated changes in noncompensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

See Attached tentative agreement numbers 1 through 7.

C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

None.

D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

No.

E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

No.

F. Source of Funding for Proposed Agreement:

1. Current Year

District will use the fund balance to support this settlement in 15-16.

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

N/A

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

District will use the fund balance to support in 2016-17. The District will continue to use fund balances to support future years in combination with budget adjustments achieving financial efficiencies.

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Bargaining Unit: **SANTA MONICA-MALIBU CLASSROOM TEACHERS ASSOCIATION**

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 10/31/15)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
LCFF Revenue 8010-8099	\$ 86,622,564		\$ -	\$ 86,622,564
Federal Revenue 8100-8299	\$ 158,555		\$ -	\$ 158,555
Other State Revenue 8300-8599	\$ 7,544,436		\$ -	\$ 7,544,436
Other Local Revenue 8600-8799	\$ 33,779,057		\$ -	\$ 33,779,057
TOTAL REVENUES	\$ 128,104,612		\$ -	\$ 128,104,612
EXPENDITURES				
Certificated Salaries 1000-1999	\$ 49,508,646	\$ 1,429,046		\$ 50,937,692
Classified Salaries 2000-2999	\$ 17,190,798			\$ 17,190,798
Employee Benefits 3000-3999	\$ 23,619,225	\$ 246,939		\$ 23,866,164
Books and Supplies 4000-4999	\$ 3,130,424		\$ -	\$ 3,130,424
Services, Other Operating Expenses 5000-5999	\$ 9,058,990		\$ -	\$ 9,058,990
Capital Outlay 6000-6999	\$ 683,728		\$ -	\$ 683,728
Other Outgo 7100-7299 7400-7499	\$ 53,400		\$ -	\$ 53,400
Indirect/Direct Support Costs 7300-7399	\$ (1,234,335)		\$ -	\$ (1,234,335)
TOTAL EXPENDITURES	\$ 102,010,876	\$ 1,675,985	\$ -	\$ 103,686,861
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources 8900-8979		\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ 1,315,494	\$ -	\$ -	\$ 1,315,494
Contributions 8980-8999	\$ (23,213,882)	\$ (339,882)	\$ -	\$ (23,553,764)
OPERATING SURPLUS (DEFICIT)*	\$ 1,564,360	\$ (2,015,867)	\$ -	\$ (451,507)
BEGINNING FUND BALANCE				
9791	\$ 31,534,919			\$ 31,534,919
Prior-Year Adjustments/Restatements 9793/9795				\$ -
ENDING FUND BALANCE	\$ 33,099,279	\$ (2,015,867)	\$ -	\$ 31,083,412
COMPONENTS OF ENDING BALANCE:				
Nonspendable Amounts 9711-9719	\$ 100,000	\$ -	\$ -	\$ 100,000
Restricted Amounts 9740				
Committed Amounts 9750-9760		\$ -	\$ -	\$ -
Assigned Amounts 9780	\$ 12,873,306	\$ -	\$ -	\$ 12,873,306
Reserve for Economic Uncertainties 9789	\$ 4,294,395	\$ 21,011	\$ -	\$ 4,315,406
Unassigned/Unappropriated Amount 9790	\$ 15,831,578	\$ (2,036,878)	\$ -	\$ 13,794,700

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Restricted General Fund

Bargaining Unit: SANTA MONICA-MALIBU CLASSROOM TEACHERS ASSOCIATION

		Column 1	Column 2	Column 3	Column 4
Object Code		Latest Board- Approved Budget Before Settlement (As of 10/31/15)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	\$ -		\$ -	\$ -
Federal Revenue	8100-8299	\$ 5,069,762		\$ -	\$ 5,069,762
Other State Revenue	8300-8599	\$ 1,671,487		\$ -	\$ 1,671,487
Other Local Revenue	8600-8799	\$ 8,657,446		\$ -	\$ 8,657,446
TOTAL REVENUES		\$ 15,398,695		\$ -	\$ 15,398,695
EXPENDITURES					
Certificated Salaries	1000-1999	\$ 11,767,093	\$ 321,158	\$ -	\$ 12,088,251
Classified Salaries	2000-2999	\$ 9,743,203	\$ -	\$ -	\$ 9,743,203
Employee Benefits	3000-3999	\$ 7,693,429	\$ 55,496	\$ -	\$ 7,748,925
Books and Supplies	4000-4999	\$ 3,347,826		\$ (36,772)	\$ 3,311,054
Services, Other Operating Expenses	5000-5999	\$ 6,253,152		\$ -	\$ 6,253,152
Capital Outlay	6000-6999	\$ 299,616		\$ -	\$ 299,616
Other Outgo	7100-7299 7400-7499	\$ -		\$ -	\$ -
Indirect/Direct Support Costs	7300-7399	\$ 715,795		\$ -	\$ 715,795
TOTAL EXPENDITURES		\$ 39,820,114	\$ 376,654	\$ (36,772)	\$ 40,159,996
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses	7600-7699	\$ -	\$ -	\$ -	\$ -
Contributions	8980-8999	\$ 23,213,882	\$ 339,882	\$ -	\$ 23,553,764
OPERATING SURPLUS (DEFICIT)*		\$ (1,207,537)	\$ (36,772)	\$ 36,772	\$ (1,207,537)
BEGINNING FUND BALANCE					
	9791	\$ 3,939,550			\$ 3,939,550
Prior-Year Adjustments/Restatements	9793/9795	\$ -			\$ -
ENDING FUND BALANCE		\$ 2,732,013	\$ (36,772)	\$ 36,772	\$ 2,732,013
COMPONENTS OF ENDING BALANCE:					
Nonspendable Amounts	9711-9719	\$ -	\$ -	\$ -	\$ -
Restricted Amounts	9740	\$ 2,732,013			\$ 2,732,013
Committed Amounts	9750-9760				
Assigned Amounts	9780				
Reserve for Economic Uncertainties	9789		\$ -	\$ -	\$ -
Unassigned/Unappropriated Amount	9790	\$ -	\$ (36,772)	\$ 36,772	\$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund

Bargaining Unit: SANTA MONICA-MALIBU CLASSROOM TEACHERS ASSOCIATION

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 10/31/15)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
LCFF Revenue 8010-8099	\$ 86,622,564		\$ -	\$ 86,622,564
Federal Revenue 8100-8299	\$ 5,228,317		\$ -	\$ 5,228,317
Other State Revenue 8300-8599	\$ 9,215,923		\$ -	\$ 9,215,923
Other Local Revenue 8600-8799	\$ 42,436,503		\$ -	\$ 42,436,503
TOTAL REVENUES	\$ 143,503,307		\$ -	\$ 143,503,307
EXPENDITURES				
Certificated Salaries 1000-1999	\$ 61,275,739	\$ 1,750,204	\$ -	\$ 63,025,943
Classified Salaries 2000-2999	\$ 26,934,001	\$ -	\$ -	\$ 26,934,001
Employee Benefits 3000-3999	\$ 31,312,654	\$ 302,435	\$ -	\$ 31,615,089
Books and Supplies 4000-4999	\$ 6,478,250		\$ (36,772)	\$ 6,441,478
Services, Other Operating Expenses 5000-5999	\$ 15,312,142		\$ -	\$ 15,312,142
Capital Outlay 6000-6999	\$ 983,344		\$ -	\$ 983,344
Other Outgo 7100-7299 7400-7499	\$ 53,400		\$ -	\$ 53,400
Indirect/Direct Support Costs 7300-7399	\$ (518,540)		\$ -	\$ (518,540)
TOTAL EXPENDITURES	\$ 141,830,990	\$ 2,052,639	\$ (36,772)	\$ 143,846,857
OTHER FINANCING SOURCES/USES				
Transfer In and Other Sources 8900-8979	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ 1,315,494	\$ -	\$ -	\$ 1,315,494
Contributions 8980-8999	\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*	\$ 356,823	\$ (2,052,639)	\$ 36,772	\$ (1,659,044)
BEGINNING FUND BALANCE				
9791	\$ 35,474,469			\$ 35,474,469
Prior-Year Adjustments/Restatements 9793/9795	\$ -			\$ -
ENDING FUND BALANCE	\$ 35,831,292	\$ (2,052,639)	\$ 36,772	\$ 33,815,425
COMPONENTS OF ENDING BALANCE:				
Nonspendable Amounts 9711-9719	\$ 100,000	\$ -	\$ -	\$ 100,000
Restricted Amounts 9740	\$ 2,732,013	\$ -	\$ -	\$ 2,732,013
Committed Amounts 9750-9760	\$ -	\$ -	\$ -	\$ -
Assigned Amounts 9780	\$ 12,873,306	\$ -	\$ -	\$ 12,873,306
Reserve for Economic Uncertainties 9789	\$ 4,294,395	\$ 21,011	\$ -	\$ 4,315,406
Unassigned/Unappropriated Amount 9790	\$ 15,831,578	\$ (2,073,650)	\$ 36,772	\$ 13,794,700

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 11 - Adult Education Fund

Bargaining Unit: SANTA MONICA-MALIBU CLASSROOM TEACHERS ASSOCIATION

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 10/31/15)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
Federal Revenue 8100-8299	\$ 46,924		\$ -	\$ 46,924
Other State Revenue 8300-8599	\$ 322,238		\$ -	\$ 322,238
Other Local Revenue 8600-8799	\$ 31,800		\$ -	\$ 31,800
TOTAL REVENUES	\$ 400,962		\$ -	\$ 400,962
EXPENDITURES				
Certificated Salaries 1000-1999	\$ 168,885	\$ 3,865	\$ -	\$ 172,750
Classified Salaries 2000-2999	\$ 117,327	\$ -	\$ -	\$ 117,327
Employee Benefits 3000-3999	\$ 90,674	\$ 668	\$ -	\$ 91,342
Books and Supplies 4000-4999	\$ 20,645		\$ -	\$ 20,645
Services, Other Operating Expenses 5000-5999	\$ 78,339		\$ -	\$ 78,339
Capital Outlay 6000-6999	\$ 6,000		\$ -	\$ 6,000
Other Outgo 7100-7299 7400-7499	\$ 3,720		\$ -	\$ 3,720
Indirect/Direct Support Costs 7300-7399	\$ -		\$ -	\$ -
TOTAL EXPENDITURES	\$ 485,590	\$ 4,533	\$ -	\$ 490,123
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources 8900-8979	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*	\$ (84,628)	\$ (4,533)	\$ -	\$ (89,161)
BEGINNING FUND BALANCE				
9791	\$ 369,566			\$ 369,566
Prior-Year Adjustments/Restatements 9793/9795	\$ -			\$ -
ENDING FUND BALANCE	\$ 284,938	\$ (4,533)	\$ -	\$ 280,405
COMPONENTS OF ENDING BALANCE:				
Nonspendable Amounts 9711-9719	\$ -	\$ -	\$ -	\$ -
Restricted Amounts 9740	\$ -	\$ -	\$ -	\$ -
Committed Amounts 9750-9760	\$ 284,938	\$ (4,533)	\$ -	\$ 280,405
Assigned Amounts 9780	\$ -	\$ -	\$ -	\$ -
Reserve for Economic Uncertainties 9789	\$ -	\$ -	\$ -	\$ -
Unassigned/Unappropriated Amount 9790	\$ -	\$ -	\$ -	\$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 12 - Child Development Fund

Bargaining Unit: SANTA MONICA-MALIBU CLASSROOM TEACHERS ASSOCIATION

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 10/31/15)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
Federal Revenue 8100-8299	\$ 1,700,765		\$ 14,376	\$ 1,715,141
Other State Revenue 8300-8599	\$ 2,918,253		\$ -	\$ 2,918,253
Other Local Revenue 8600-8799	\$ 3,400,278		\$ -	\$ 3,400,278
TOTAL REVENUES	\$ 8,019,296		\$ 14,376	\$ 8,033,672
EXPENDITURES				
Certificated Salaries 1000-1999	\$ 2,718,020	\$ 77,629	\$ -	\$ 2,795,649
Classified Salaries 2000-2999	\$ 2,396,188		\$ -	\$ 2,396,188
Employee Benefits 3000-3999	\$ 1,887,776	\$ 13,414	\$ -	\$ 1,901,190
Books and Supplies 4000-4999	\$ 297,795		\$ (20,000)	\$ 277,795
Services, Other Operating Expenses 5000-5999	\$ 750,419		\$ (15,000)	\$ 735,419
Capital Outlay 6000-6999	\$ -		\$ -	\$ -
Other Outgo 7100-7299 7400-7499	\$ -		\$ -	\$ -
Indirect/Direct Support Costs 7300-7399	\$ 373,333		\$ -	\$ 373,333
TOTAL EXPENDITURES	\$ 8,423,531	\$ 91,043	\$ (35,000)	\$ 8,479,574
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources 8900-8979	\$ 185,494	\$ -		\$ 185,494
Transfers Out and Other Uses 7600-7699	\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*	\$ (218,741)	\$ (91,043)	\$ 49,376	\$ (260,408)
BEGINNING FUND BALANCE				
9791	\$ 264,166			\$ 264,166
Prior-Year Adjustments/Restatements 9793/9795	\$ -			\$ -
ENDING FUND BALANCE	\$ 45,425	\$ (91,043)	\$ 49,376	\$ 3,758
COMPONENTS OF ENDING BALANCE:				
Nonspendable Amounts 9711-9719	\$ -	\$ -	\$ -	\$ -
Restricted Amounts 9740	\$ 35,812		\$ (35,812)	\$ -
Committed Amounts 9750-9760	\$ -	\$ -	\$ -	\$ -
Assigned Amounts 9780	\$ 9,613		\$ (5,855)	\$ 3,758
Reserve for Economic Uncertainties 9789	\$ -	\$ -	\$ -	\$ -
Unassigned/Unappropriated Amount 9790	\$ -	\$ (91,043)	\$ 91,043	\$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 13/61 - Cafeteria Fund

Bargaining Unit: ANTA MONICA-MALIBU CLASSROOM TEACHERS ASSOCIATION

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 10/31/15)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
LCFF Revenue 8010-8099	\$ 1,200,000		\$ -	\$ 1,200,000
Federal Revenue 8100-8299	\$ 85,000		\$ -	\$ 85,000
Other State Revenue 8300-8599	\$ 1,502,010		\$ -	\$ 1,502,010
Other Local Revenue 8600-8799	\$ 130,000		\$ -	\$ 130,000
TOTAL REVENUES	\$ 2,917,010		\$ -	\$ 2,917,010
EXPENDITURES				
Certificated Salaries 1000-1999	\$ -	\$ -	\$ -	\$ -
Classified Salaries 2000-2999	\$ 1,387,496	\$ -	\$ -	\$ 1,387,496
Employee Benefits 3000-3999	\$ 537,374	\$ -	\$ -	\$ 537,374
Books and Supplies 4000-4999	\$ 1,219,000		\$ -	\$ 1,219,000
Services, Other Operating Expenses 5000-5999	\$ (366,300)		\$ -	\$ (366,300)
Capital Outlay 6000-6999	\$ -		\$ -	\$ -
Other Outgo 7100-7299 7400-7499	\$ -		\$ -	\$ -
Indirect/Direct Support Costs 7300-7399	\$ 141,487		\$ -	\$ 141,487
TOTAL EXPENDITURES	\$ 2,919,057	\$ -	\$ -	\$ 2,919,057
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources 8900-8979	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*	\$ (2,047)	\$ -	\$ -	\$ (2,047)
BEGINNING FUND BALANCE				
9791	\$ 176,203			\$ 176,203
Prior-Year Adjustments/Restatements 9793/9795	\$ -			\$ -
ENDING FUND BALANCE	\$ 174,156	\$ -	\$ -	\$ 174,156
COMPONENTS OF ENDING BALANCE:				
Nonspendable Amounts 9711-9719	\$ -	\$ -	\$ -	\$ -
Restricted Amounts 9740	\$ 174,156	\$ -	\$ -	\$ 174,156
Committed Amounts 9750-9760	\$ -	\$ -	\$ -	\$ -
Assigned Amounts 9780	\$ -	\$ -	\$ -	\$ -
Reserve for Economic Uncertainties 9789	\$ -	\$ -	\$ -	\$ -
Unassigned/Unappropriated Amount 9790	\$ -	\$ -	\$ -	\$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Public Disclosure of Proposed Collective Bargaining Agreement
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Fund: _____
 Bargaining Unit: **TA MONICA-MALIBU CLASSROOM TEACHERS ASSOCIAT**

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 10/31/15)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
Federal Revenue 8100-8299	\$ -		\$ -	\$ -
Other State Revenue 8300-8599	\$ -		\$ -	\$ -
Other Local Revenues 8600-8799	\$ -		\$ -	\$ -
TOTAL REVENUES	\$ -		\$ -	\$ -
EXPENDITURES				
Certificated Salaries 1000-1999	\$ -	\$ -	\$ -	\$ -
Classified Salaries 2000-2999	\$ -	\$ -	\$ -	\$ -
Employee Benefits 3000-3999	\$ -	\$ -	\$ -	\$ -
Books and Supplies 4000-4999	\$ -		\$ -	\$ -
Services, Other Operating Expenses 5000-5999	\$ -		\$ -	\$ -
Capital Outlay 6000-6999	\$ -		\$ -	\$ -
Other Outgo 7100-7299 7400-7499	\$ -		\$ -	\$ -
Indirect/Direct Support Costs 7300-7399	\$ -		\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources 8900-8979	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE 9791	\$ -			\$ -
Prior-Year Adjustments/Restatements 9793/9795	\$ -			\$ -
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -
COMPONENTS OF ENDING BALANCE:				
Nonspendable Amounts 9711-9719	\$ -	\$ -	\$ -	\$ -
Restricted Amounts 9740	\$ -	\$ -	\$ -	\$ -
Committed Amounts 9750-9760	\$ -	\$ -	\$ -	\$ -
Assigned Amounts 9780	\$ -	\$ -	\$ -	\$ -
Reserve for Economic Uncertainties 9789	\$ -	\$ -	\$ -	\$ -
Unassigned/Unappropriated Amount 9790	\$ -	\$ -	\$ -	\$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Los Angeles County Office of Education

Division of Business Advisory Services

Revised 9/8/15

Public Disclosure of Proposed Collective Bargaining Agreement
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Fund: _____
 Bargaining Unit: **NTA MONICA-MALIBU CLASSROOM TEACHERS ASSOCIAT**

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board-Approved Budget Before Settlement (As of 10/31/15)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
Federal Revenue 8100-8299	\$ -		\$ -	\$ -
Other State Revenue 8300-8599	\$ -		\$ -	\$ -
Other Local Revenue 8600-8799	\$ -		\$ -	\$ -
TOTAL REVENUES	\$ -		\$ -	\$ -
EXPENDITURES				
Certificated Salaries 1000-1999	\$ -	\$ -	\$ -	\$ -
Classified Salaries 2000-2999	\$ -	\$ -	\$ -	\$ -
Employee Benefits 3000-3999	\$ -	\$ -	\$ -	\$ -
Books and Supplies 4000-4999	\$ -		\$ -	\$ -
Services, Other Operating Expenses 5000-5999	\$ -		\$ -	\$ -
Capital Outlay 6000-6999	\$ -		\$ -	\$ -
Other Outgo 7100-7299	\$ -		\$ -	\$ -
7400-7499				
Indirect/Direct Support Costs 7300-7399	\$ -		\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources 8900-8979	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE 9791	\$ -			\$ -
Prior-Year Adjustments/Restatements 9793/9795	\$ -			\$ -
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -
COMPONENTS OF ENDING BALANCE:				
Nonspendable Amounts 9711-9719	\$ -	\$ -	\$ -	\$ -
Restricted Amounts 9740	\$ -	\$ -	\$ -	\$ -
Committed Amounts 9750-9760	\$ -	\$ -	\$ -	\$ -
Assigned Amounts 9780	\$ -	\$ -	\$ -	\$ -
Reserve for Economic Uncertainties 9789	\$ -	\$ -	\$ -	\$ -
Unassigned/Unappropriated Amount 9790	\$ -	\$ -	\$ -	\$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
SANTA MONICA-MALIBU CLASSROOM TEACHERS ASSOCIATION

Explanations for Column 3 "Other Revisions" entered on Pages 4a through 4h:

Page 4a: Unrestricted General Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4b: Restricted General Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ (36,772)	Decrease Supplies budget to cover the increase of salaries & benefits
Other Financing Sources/Uses	\$ -	

Page 4d: Fund 11 - Adult Education Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4e: Fund 12 - Child Development Fund	Amount	Explanation
Revenues	\$ 14,376	Head Start
Expenditures	\$ (35,000)	Decrease Supplies and Other Operating Costs
Other Financing Sources/Uses	\$ -	

Page 4f: Fund 13/61 - Cafeteria Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4g: Other	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4h: Other	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Additional Comments:

Public Disclosure of Proposed Collective Bargaining Agreement
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Unrestricted General Fund MYP

Bargaining Unit: A MONICA-MALIBU CLASSROOM TEACHERS ASSOCIATION

Object Code	2015-16	2016-17	2017-18
	Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
LCFF Revenue 8010-8099	\$ 86,622,564	\$ 90,412,481	\$ 94,411,033
Federal Revenue 8100-8299	\$ 158,555	\$ 13,000	\$ 13,000
Other State Revenue 8300-8599	\$ 7,544,436	\$ 1,818,751	\$ 1,818,751
Other Local Revenue 8600-8799	\$ 33,779,057	\$ 33,795,477	\$ 34,185,428
TOTAL REVENUES	\$ 128,104,612	\$ 126,039,709	\$ 130,428,212
EXPENDITURES			
Certificated Salaries 1000-1999	\$ 50,937,692	\$ 53,362,276	\$ 54,162,590
Classified Salaries 2000-2999	\$ 17,190,798	\$ 17,448,660	\$ 17,710,390
Employee Benefits 3000-3999	\$ 23,866,164	\$ 26,230,076	\$ 28,493,016
Books and Supplies 4000-4999	\$ 3,130,424	\$ 2,700,000	\$ 2,700,000
Services, Other Operating Expenses 5000-5999	\$ 9,058,990	\$ 9,000,000	\$ 9,000,000
Capital Outlay 6000-6999	\$ 683,728	\$ 313,000	\$ 212,500
Other Outgo 7100-7299 7400-7499	\$ 53,400	\$ 53,400	\$ 53,400
Indirect/Direct Support Costs 7300-7399	\$ (1,234,335)	\$ (1,100,000)	\$ (1,100,000)
Other Adjustments		\$ 539,803	\$ 822,065
TOTAL EXPENDITURES	\$ 103,686,861	\$ 108,547,215	\$ 112,053,961
OTHER FINANCING SOURCES/USES			
Transfers In and Other Sources 8900-8979	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ 1,315,494	\$ 240,000	\$ 240,000
Contributions 8980-8999	\$ (23,553,764)	\$ (24,060,051)	\$ (24,200,000)
OPERATING SURPLUS (DEFICIT)*	\$ (451,507)	\$ (6,807,557)	\$ (6,065,749)
BEGINNING FUND BALANCE 9791	\$ 31,534,919	\$ 31,083,412	\$ 24,275,855
Prior-Year Adjustments/Restatements 9793/9795	\$ -		
ENDING FUND BALANCE	\$ 31,083,412	\$ 24,275,855	\$ 18,210,106
COMPONENTS OF ENDING BALANCE:			
Nonspendable Amounts 9711-9719	\$ 100,000	\$ 100,000	\$ 100,000
Restricted Amounts 9740			
Committed Amounts 9750-9760	\$ -	\$ -	\$ -
Assigned Amounts 9780	\$ 12,873,306	\$ 6,065,749	\$ -
Reserve for Economic Uncertainties 9789	\$ 4,315,406	\$ 4,385,002	\$ 4,519,755
Unassigned/Unappropriated Amount 9790	\$ 13,794,700	\$ 13,725,104	\$ 13,590,351

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

Public Disclosure of Proposed Collective Bargaining Agreement
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Restricted General Fund MYP

Bargaining Unit: A MONICA-MALIBU CLASSROOM TEACHERS ASSOCIA

Object Code	2015-16	2016-17	2017-18
	Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
LCFF Revenue 8010-8099	\$ -	\$ -	\$ -
Federal Revenue 8100-8299	\$ 5,069,762	\$ 4,259,332	\$ 4,259,332
Other State Revenue 8300-8599	\$ 1,671,487	\$ 742,284	\$ 742,284
Other Local Revenue 8600-8799	\$ 8,657,446	\$ 8,700,000	\$ 8,700,000
TOTAL REVENUES	\$ 15,398,695	\$ 13,701,616	\$ 13,701,616
EXPENDITURES			
Certificated Salaries 1000-1999	\$ 12,088,251	\$ 12,445,168	\$ 12,631,846
Classified Salaries 2000-2999	\$ 9,743,203	\$ 9,889,351	\$ 10,037,691
Employee Benefits 3000-3999	\$ 7,748,925	\$ 8,395,007	\$ 9,045,004
Books and Supplies 4000-4999	\$ 3,311,054	\$ 1,000,000	\$ 1,000,000
Services, Other Operating Expenses 5000-5999	\$ 6,253,152	\$ 5,000,000	\$ 5,000,000
Capital Outlay 6000-6999	\$ 299,616	\$ -	\$ -
Other Outgo 7100-7299 7400-7499	\$ -	\$ -	\$ -
Indirect/Dirrect Support Costs 7300-7399	\$ 715,795	\$ 650,000	\$ 650,000
Other Adjustments		\$ -	\$ -
TOTAL EXPENDITURES	\$ 40,159,996	\$ 37,379,526	\$ 38,364,541
OTHER FINANCING SOURCES/USES			
Transfers In and Other Sources 8900-8979	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ -	\$ -	\$ -
Contributions 8980-8999	\$ 23,553,764	\$ 24,060,051	\$ 24,200,000
OPERATING SURPLUS (DEFICIT)*	\$ (1,207,537)	\$ 382,141	\$ (462,925)
BEGINNING FUND BALANCE 9791	\$ 3,939,550	\$ 2,732,013	\$ 3,114,154
Prior-Year Adjustments/Restatements 9793/9795	\$ -		
ENDING FUND BALANCE	\$ 2,732,013	\$ 3,114,154	\$ 2,651,229
COMPONENTS OF ENDING BALANCE:			
Nonspendable Amounts 9711-9719	\$ -	\$ -	\$ -
Restricted Amounts 9740	\$ 2,732,013	\$ 3,114,154	\$ 2,651,229
Committed Amounts 9750-9760			
Assigned Amounts 9780			
Reserve for Economic Uncertainties 9789	\$ -	\$ -	\$ -
Unassigned/Unappropriated Amount 9790	\$ -	\$ -	\$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Combined General Fund MYP

Bargaining Unit: A MONICA-MALIBU CLASSROOM TEACHERS ASSOCIA

Object Code	2015-16	2016-17	2017-18
	Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
LCFF Revenue 8010-8099	\$ 86,622,564	\$ 90,412,481	\$ 94,411,033
Federal Revenue 8100-8299	\$ 5,228,317	\$ 4,272,332	\$ 4,272,332
Other State Revenue 8300-8599	\$ 9,215,923	\$ 2,561,035	\$ 2,561,035
Other Local Revenue 8600-8799	\$ 42,436,503	\$ 42,495,477	\$ 42,885,428
TOTAL REVENUES	\$ 143,503,307	\$ 139,741,325	\$ 144,129,828
EXPENDITURES			
Certificated Salaries 1000-1999	\$ 63,025,943	\$ 65,807,444	\$ 66,794,436
Classified Salaries 2000-2999	\$ 26,934,001	\$ 27,338,011	\$ 27,748,081
Employee Benefits 3000-3999	\$ 31,615,089	\$ 34,625,083	\$ 37,538,020
Books and Supplies 4000-4999	\$ 6,441,478	\$ 3,700,000	\$ 3,700,000
Services, Other Operating Expenses 5000-5999	\$ 15,312,142	\$ 14,000,000	\$ 14,000,000
Capital Outlay 6000-6999	\$ 983,344	\$ 313,000	\$ 212,500
Other Outgo 7100-7299 7400-7499	\$ 53,400	\$ 53,400	\$ 53,400
Indirect/Direct Support Costs 7300-7399	\$ (518,540)	\$ (450,000)	\$ (450,000)
Other Adjustments		\$ 539,803	\$ 822,065
TOTAL EXPENDITURES	\$ 143,846,857	\$ 145,926,741	\$ 150,418,502
OTHER FINANCING SOURCES/USES			
Transfers In and Other Sources 8900-8979	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ 1,315,494	\$ 240,000	\$ 240,000
Contributions 8980-8999	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*	\$ (1,659,044)	\$ (6,425,416)	\$ (6,528,674)
BEGINNING FUND BALANCE			
9791	\$ 35,474,469	\$ 33,815,425	\$ 27,390,009
Prior-Year Adjustments/Restatements 9793/9795	\$ -		
ENDING FUND BALANCE	\$ 33,815,425	\$ 27,390,009	\$ 20,861,335
COMPONENTS OF ENDING BALANCE:			
Nonspendable Amounts 9711-9719	\$ 100,000	\$ 100,000	\$ 100,000
Restricted Amounts 9740	\$ 2,732,013	\$ 3,114,154	\$ 2,651,229
Committed Amounts 9750-9760	\$ -	\$ -	\$ -
Assigned Amounts 9780	\$ 12,873,306	\$ 6,065,749	\$ -
Reserve for Economic Uncertainties 9789	\$ 4,315,406	\$ 4,385,002	\$ 4,519,755
Unassigned/Unappropriated Amount 9790	\$ 13,794,700	\$ 13,725,104	\$ 13,590,351

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

Public Disclosure of Proposed Collective Bargaining Agreement
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
SANTA MONICA-MALIBU CLASSROOM TEACHERS ASSOCIATION

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2015-16	2016-17	2017-18
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 145,162,351	\$ 146,166,741	\$ 150,658,502
b.	Less: Special Education Pass-Through Funds	\$ -	\$ -	\$ -
c.	Net Expenditures, Transfers Out, and Uses	\$ 145,162,351	\$ 146,166,741	\$ 150,658,502
d.	State Standard Minimum Reserve Percentage for this District Enter percentage →	3.00%	3.00%	3.00%
e.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b, or \$50,000)	\$ 4,354,871	\$ 4,385,002	\$ 4,519,755

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	\$ 4,315,406	\$ 4,385,002	\$ 4,519,755
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	\$ 13,794,700	\$ 13,725,104	\$ 13,590,351
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)	\$ -	\$ -	\$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	\$ -	\$ -	\$ -
e.	Total Available Reserves	\$ 18,110,106	\$ 18,110,106	\$ 18,110,106
f.	Reserve for Economic Uncertainties Percentage	12.48%	12.39%	12.02%

3. Do unrestricted reserves meet the state minimum reserve amount?

2015-16	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2016-17	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2017-18	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

4. If no, how do you plan to restore your reserves?

N/A

Public Disclosure of Proposed Collective Bargaining Agreement
 SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
 SANTA MONICA-MALIBU CLASSROOM TEACHERS ASSOCIATION

5. Does the Total Compensation Increase/(Decrease) on Page 1, Section A, #5 agree with the Total Increase/(Decrease) for all funds as a result of the settlement(s)? Please explain any variance.

Total Compensation Increase/(Decrease) on Page 1, Section A, #5	\$ 2,148,215
General Fund balance Increase/(Decrease), Page 4c, Column 2	\$ (2,052,639)
Adult Education Fund balance Increase/(Decrease), Page 4d, Column 2	\$ (4,533)
Child Development Fund balance Increase/(Decrease), Page 4e, Column 2	\$ (91,043)
Cafeteria Fund balance Increase/(Decrease), Page 4f, Column 2	\$ -
Other Fund balance Increase/(Decrease), Page 4g, Column 2	\$ -
Other Fund balance Increase/(Decrease), Page 4h, Column 2	\$ -
Total all fund balances Increase/(Decrease) as a result of the settlement(s)	\$ (2,148,215)

Variance \$ -

Variance Explanation:

6. Will this agreement create or increase deficit financing in the current or subsequent years?

"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If a deficit is shown below, provide an explanation and any deficit reduction plan, as necessary.

General Fund Combined	Surplus/ (Deficit)	(Deficit) %	Deficit primarily due to:
Current FY Surplus/(Deficit) before settlement(s)?	\$ 356,823	0.2%	
Current FY Surplus/(Deficit) after settlement(s)?	\$ (1,659,044)	(1.1%)	Salary Increase
1st Subsequent FY Surplus/(Deficit) after settlement(s)?	\$ (6,425,416)	(4.4%)	Salary Increase
2nd Subsequent FY Surplus/(Deficit) after settlement(s)?	\$ (6,528,674)	(4.3%)	Salary Increase

Deficit Reduction Plan (as necessary):

Over the next three years the District will develop a deficit reduction plan looking throughout the budget for efficiencies.

Were "Other Adjustments" amount(s) entered in the multiyear projections (pages 5a and 5b) for 1st and 2nd

7. Subsequent FY?

"Other Adjustments" could indicate that a budget reduction plan was/is being developed to address deficit spending, and to rebuild reserves. Any amount shown below must have an explanation. If additional space is needed, attach a separate sheet, or use page 9a.

MYP	Amount	"Other Adjustments" Explanation
1st Subsequent FY Unrestricted, Page 5a	\$ 539,803	Projected LCAP expenditure increase in 2016-17
1st Subsequent FY Restricted, Page 5b	\$ -	
2nd Subsequent FY Unrestricted, Page 5a	\$ 822,065	Projected LCAP expenditure increase in 2017-18
2nd Subsequent FY Restricted, Page 5b	\$ -	

SANTA MONICA-MALIBU CLASSROOM TEACHERS ASSOCIATION

J. COMPARISON OF PROPOSED CHANGE IN TOTAL COMPENSATION TO CHANGE IN LCFF FUNDING FOR THE NEGOTIATED PERIOD

The purpose of this form is to determine if the district has entered into bargaining agreements that would result in salary increases that are expected to exceed the projected increase in LCFF funding.

(fill out columns for which there is an agreement)

	Prior Year	2015-16	2016-17	2017-18
a. LCFF Funding per ADA	7,627.00	8,024.00	8,467.00	8,842.00
b. Amount Change from Prior Year Funding per ADA		397.00	443.00	375.00
c. Percentage Change from Prior Year Funding per ADA		5.21%	5.52%	4.43%
d. Total Compensation Amount Change (from Page 1, Section A, Line 5)		2,148,215.00	3,447,204.00	-
e. Total Compensation Percentage Change (from Page 1, Section A, Line 5)		2.89%	4.51%	0.00%
f. Proposed agreement is within/exceeds change in LCFF Funding (f vs. e)		Within	Within	-

K. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Sections 3540.2 and 3547.5, the Superintendent and Chief Business Official of the Santa Monica-Malibu Unified School District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from July 1, 2015 to June 30, 2017.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

Budget Adjustment Categories:

Revenues/Other Financing Sources
Expenditures/Other Financing Uses
Ending Balance(s) Increase/(Decrease)

	Budget Adjustment Increase/(Decrease)
\$	14,376
\$	2,076,443
\$	(2,062,067)

Subsequent Years

Budget Adjustment Categories:

Revenues/Other Financing Sources
Expenditures/Other Financing Uses
Ending Balance(s) Increase/(Decrease)

	Budget Adjustment Increase/(Decrease)
\$	-
\$	3,231,817
\$	(3,231,817)

Budget Revisions

If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Assumptions

See attached page for a list of the assumptions upon which this certification is based.

Certifications

I hereby certify I am unable to certify

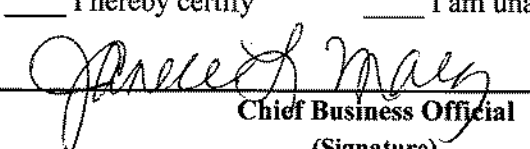


District Superintendent
(Signature)

12/17/15

Date

I hereby certify I am unable to certify



Chief Business Official
(Signature)

12/18/15

Date

Special Note: The Los Angeles County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
SANTA MONICA-MALIBU CLASSROOM TEACHERS ASSOCIATION

Assumptions and Explanations (enter or attach documentation)

The assumptions upon which this certification is made are as follows:

N/A

Concerns regarding affordability of agreement in subsequent years (if any):

N/A

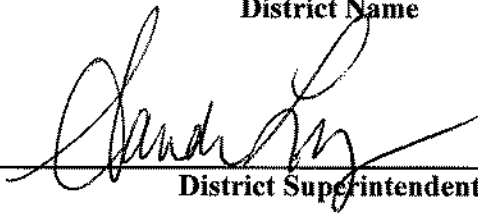
L. CERTIFICATION NO. 2

The disclosure document must be signed by the district Superintendent at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.

SANTA MONICA-MALIBU USD

District Name



District Superintendent
(Signature)

12/17/15

Date

Pat Ho

Contact Person

310-450-8338 ext. 70255

Phone

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on January 21, 2016, took action to approve the proposed agreement with the Santa Monica-Malibu Classroom Teacher Association bargaining unit (SMMCTA).

President (or Clerk), Governing Board
(Signature)

Date

Special Note: The Los Angeles County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

TO: BOARD OF EDUCATION

ACTION/MAJOR
01/21/15

FROM: SANDRA LYON / MARK O. KELLY / JANECE L. MAEZ

RE: AGREEMENT BETWEEN THE SANTA MONICA-MALIBU CLASSROOM
TEACHERS ASSOCIATION (SMMCTA) AND THE SANTA MONICA-MALIBU
UNIFIED SCHOOL DISTRICT (SMMUSD)

RECOMMENDATION NO. A.31

It is recommended that the Board of Education ratify the Agreement reached with the Santa Monica-Malibu Classroom Teachers Association (SMMCTA) during the collective bargaining process concluded in December 2015. The Agreement has been ratified by SMMCTA's general membership.

The AB 1200 analysis has been submitted to the Los Angeles County Office of Education (LACOE) Business Services Section. Their review of the document has been completed, and the AB 1200 has been properly noticed. *The Educational Employment Relations Act requires school districts to disclose to the public at a board meeting the major provisions, including costs for the current and subsequent years, of a negotiated agreement with an exclusive representative of its employees.* The AB 1200 document can be referenced in Item A.30.

COMMENT: The Board of Education and the Santa Monica-Malibu Classroom Teachers Association, having concluded collective bargaining, present the changes to the current agreement, effective July 1, 2015.

Attached is a summary of the Tentative Agreement. The main components of the changes to the Agreement are as follows:

- Article V Grievance and Arbitration Procedures – updated the Grievance Form
- Article VI Assigned Days and Hours of Work – amended language regarding site professional development committees, and assessment preparation periods for special education staff.
- Article VIII Class Size – amended middle school, high school, laboratory science and art class loads. Amended SAI caseload. Agreed to meet and draft MOU regarding SSA caseload.
- Article IX Leaves of Absence – amended article to reflect new Ed Code regarding 12 weeks of maternity/paternity leave.
- Article XIV Student Behavior and Discipline – amended article to reflect current legislative trends, and current Ed Code.
- Article XXII Substitute Teachers – amended Substitute teacher definitions and pay structure. Revised progressive discipline process. Amended article to include 3 days of sick leave in accordance with the Healthy Families Act.
- Article XXIII Salary - Effective January 1, 2016, compensation for the following schedules or categories shall be increased by six percent (6%), with an additional two percent (2%) applied effective July 1, 2016:
- Certificated Teaching/Counseling Salary Schedule
 - Child Development Services Teachers' Salary Schedule
 - Doctoral Stipend
 - Masters Stipend
 - Special Education Stipend
 - Adult Ed/ROP Teachers Established Hourly Rate

- Adult Ed Substitutes, Established Hourly, Home Teachers, Saturday Work Study
- Substitute Teachers – Level 1, Level 2 and Long-Term Assignments
- Substitute Teachers – Long-Term Leave Assignment
- Substitute Teachers – Child Development Program
- Department Chairs
- Extra Duty Unit (EDU) Rate
- Child Development Services (CDS) Credential authorizing K-12 instruction
- National Board Professional Teaching Standards (NBPTS) Stipend (paid at Doctoral Stipend rate)

Article XXIV Additional Compensation – Amended to provide \$500 stipend to Speech/Language Pathologists who achieve and/or maintain certification through the ASHA.

Article XXXIII Shared Space – amended to clarify shared space assignments with Child Development Services.

Article XXXVI Term of Agreement
July 1, 2015 to June 30, 2018.

The full Agreement will be available on the District website at a future date.

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

**SMMUSD & SMMCTA
TENTATIVE AGREEMENT
December 9, 2015**

The following is a summary of the Tentative Agreement between the Santa Monica-Malibu Unified School District (SMMUSD) and the Santa Monica-Malibu Classroom Teachers Association (SMMCTA).

1. Article XXXVI - Term of Agreement

- a. The parties agreed to a three-year contract to run from July 1, 2015 through June 30, 2018.
- b. The parties agreed to limited reopener negotiations in the 2017 – 2018 school year to include:
 - Article XXIII Salary
 - Article XXV Health and Welfare Benefits
 - Up to two additional articles from each party.

2. Article V – Grievance and Arbitration Procedures

- a. The parties agreed, per the language of Article V, to update the grievance form to reflect mediation as a step between Level Two and Arbitration. The new form replaces the old form.

3. Article VI - Assigned Days and Hours of Work

- a. With regard to site professional development committees, the parties agreed to add the sentence,

“The committee [PD] is highly encouraged to meet the different needs of all unit members at the site.”
- b. The parties agreed that the District will allocate preparation periods to special education staff for the purpose of completing assessments. The specific allocations are 1.0 FTE at Santa Monica High School and 0.4 FTEs at Malibu High School, John Adams Middle School and Lincoln Middle School.

4. Article VIII - Class Size

- a. The parties agreed to amend the Class Size article in the following ways:
 1. Section A.2. is amended to reflect maintaining middle school class size at 34 or less to allow for three additional students (+3). In addition, it limits the total class load to 170 students (34 x 5).
 2. Section A.2. is amended to reflect maintaining high school class size at 35 or less to allow for three additional students (+3). In addition, it limits the total class load to 175 (35 x 5).
 3. Section A.2.a. is amended to reflect maintaining laboratory science classes at 34 or less to allow for two additional students (+2). Additionally, the section is amended to reflect maintaining laboratory art classes at 28 or less to allow for two additional students (+2).
 4. Section A.2. is amended to adjust for individuals who teach a combination of classes exempt from the 34/35 class load. For example, the class load for a teacher who teaches two periods of high school physical education (class load = 50) and three periods of math (class load = 35) would be 205.
- b. The parties agreed to change the SAI caseload from 28 to 22.
- c. The parties agreed to meet and study issues regarding the work of Student Support Specialists (Advisors) at Santa Monica High School. The discussion and data collection will be around four areas: administrative designee at IEP meetings; clerical tasks (attendance); low-level discipline;

noon duty supervision. Meetings shall take place on or before May 30, 2016. If an agreement is reached as a result of the study sessions, it will be written as a Memorandum of Understanding (MOU). Upon signing the MOU, the Advisor caseload will change to 350:1; with the understanding the maximum student capacity at Santa Monica High School is 3500.

5. Article IX – Leaves of Absence

- a. The parties agreed, per Education Code 44977.5 (effective January 1, 2016), that the District will provide 12 weeks of maternity and/or paternity leave at the differential rate of pay, reduced by accumulated sick leave. For the purpose of this article, “maternity or paternity leave” means leave for the reason of birth of the child of the employee, or placement of a child with an employee in connection with the adoption or foster care of the child by the employee.
- b. The parties agreed that if both parents are unit members, and qualify for leave under this section, then both may access the 12 weeks of leave at the differential rate of pay. Furthermore, the parties agreed that if the school year terminates before the 12-week period is exhausted the balance may be taken in the subsequent school year.

6. Article XIV – Student Behavior and Discipline

- a. The parties agreed to amend the philosophy portion of the article to reflect current legislative trends, including use of alternative means of correction and reduction of exclusionary discipline practices. Additionally, listed Education Code sections were updated to reflect current Code and moved to the appendix of the CBA.

7. Article XXII – Substitute Teachers

- a. The parties agreed to amend the article as the exclusive procedures to be followed for substitute teachers in the areas of public complaints, discipline and evaluation.
- b. The parties agreed to the following definitions for substitute teachers:
 1. Level 1 – 1 to 29 days of service.
 2. Level 2 – 30 or more days of days of service.
 3. Long-Term Assignment – 10 – 29 days of service in the same assignment
 4. Long-Term Leave Assignment – 30 or more days of service in the same assignment.
- c. The parties altered the pay structure for substitute teachers:
 1. Level 1 and Level 2 = \$179 (effective upon salary increase)
 2. Long-Term Assignment = \$232 (effective upon salary increase)
 3. Long-Term Leave Assignment – Group 1, Step 1
- d. The parties agreed that a substitute serving in a Long-Term Leave Assignment is responsible for duties equivalent to those of the regular teacher including, but not limited to, planning, grading, communications, parent conferencing, Back-to-School Night and Open House.
- e. The parties developed a progressive discipline process that gives the District the right, upon validation of negative reports, to exclude a substitute from a classroom, grade level, department and/or school site. Additionally, the process allows for a substitute to revert to “at will” status and defines procedures for a substitute to be removed from the substitute teaching pool.
- f. The parties agreed, per the Healthy Families Act, to advance, after the first 30 days of service, three days of sick leave to substitute teachers. Sick leave that goes unused will not carry over from one year to the next.

8. **Article XXIII – Salary**

- a. The parties agreed to a 6% salary increase effective January 1, 2016 and 2% salary increase effective July 1, 2016.

9. **Article XXIV – Additional Compensation**

- a. In support of commitment to and achievement in their profession, the parties agreed to provide a \$500 stipend to Speech and Language Pathologists (SLPs) who achieve and/or maintain certification through the American Speech-Language-Hearing Association (ASHA). To earn the stipend, the SLP must provide two hours of documented service to the District annually.

10. **Article XXXIII – Shared Space**

- a. The parties agreed to extend the duration of an involuntary room assignment from one year to two years for a Child Development Teacher who shares space with a site general education teacher.
- b. The parties agreed to alter the District's obligation to provide storage by adding language that storage should be provided in the classroom or as close to the classroom as possible.
- c. The parties agreed that special education classrooms would be exempt from sharing, unless teachers volunteer.
- d. The parties agreed that individuals who move furniture after using the room must return it to the original locations.

TO: BOARD OF EDUCATION

ACTION/MAJOR
01/21/2014

FROM: SANDRA LYON / JANECE L. MAEZ / CAREY UPTON

RE: REORGANIZATION OF AND ESTABLISHMENT OF NEW CLASSIFICATIONS IN
THE FACILITY USE DEPARTMENT

RECOMMENDATION NO. A.32

It is recommended that the Board of Education approve the reorganization of and establishment of new classifications in the Facility Use Department.

COMMENTS: Executive cabinet and management have been reviewing the organization of the Facility Use Department. Due to the department's range of responsibilities and number of sites and staff, staff concludes that the Facility Use Dept. requires additional supervisors to support the department's operations as well as a reorganization of the department's management structure to align with other facility departments and to more fully support the department's responsibilities.

Currently, the department operates with a Director of Facility Use and a Facility Permit Supervisor. The proposed changes will result in a Manager of Facility Use overseeing all aspects of the department with a Theater Operations Supervisor and a Sports Facility Supervisor managing the day-to-day functions. Once complete, this reorganization will be revenue-neutral. The increase in facility use revenue will cover any additional costs during implementation. In the budgeting process, the distribution of costs for staffing will be determined between the General Fund and the Facility Use Department budget.

Following Board approval of the reorganization and the establishment of new positions, the Personnel Commission will formalize the job descriptions, set the qualification requirements, and designate the appropriate salary placement for the new position classifications.

DETAILS: The current organization of the Facility Use Department was developed over time, as additional responsibilities were added to the department and staff was increased. First, a Manager of Barnum Hall was hired in 2007. Within a year, the Director position was added when the department was formed to manage all theaters in the district, location filming, and special events. Facility permitting was transferred to the department the following year. In 2009, the department took on supervision of the Joint Use Agreements with the Cities of Santa Monica and Malibu, along with SMC. Minor leases were included in 2012 and at that time the department was renamed the Facility Use Department.

Today, under the leadership of a Director of Facility Use and a Facility Permit Supervisor the Facility Use Department manages theater operations, facility permits, joint use, and minor leases. Staffing includes 21 permanent employees and up to 60 temporary/additional staff per month. The department manages permits from 5:30am–11:00pm, seven days a week, 348 days per year. The department grosses \$1.7 million and supervises programs that bring in another \$16 million annually. The department is a leader in the number of events per year and revenue for a district our size.

The new Facility Use Manager will direct all aspects of the department. Proposed duties would include:

- liaison with the district and the community
- specialization in facility use and permitting within a school setting
- supervision of the two supervisors, the office staff, and the additional/temp staffing

The new Theater Operations Supervisor will be a theater/production specialist, often referred to as a Production Manager in the industry. Proposed duties would include:

- supervision of the theater staff, including the Technical Theater, Media Services, and Audience Services Coordinators, along with the theater technicians
- responsible for all internal and external theater productions, filming locations, and special events
- responsible for maintaining all technical theater equipment and facilities.

The new Sports Facility Supervisor would potentially be a reclassification of the current Sports Facility Coordinator. With the expansion of sports facility and joint use, this area needs more direct supervision. Proposed duties would include:

- supervision of the sports facility attendants and the lifeguard
- supervision of the day-to-day Joint Use activities, all aspect of sports permitting, including location filming
- coordinate with M&O to maintain all sports facilities

Currently, facility use revenue supports the Director's salary and one-half of the Facility Permit Supervisor's salary. The joint use revenue to the General Fund supports the Sports Facility Coordinator's salary and the other half of the Facility Permit Supervisor's salary. In this reorganization, facility use revenue would support the Theater Operations Supervisor's salary and two-thirds of the Facility Use Manager's salary. The General Fund would support the Sports Facility Supervisor's salary and the other third of the Facility Use Manager's salary. This should be revenue neutral when completed.

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

TO: BOARD OF EDUCATION

ACTION/MAJOR

01/21/16

FROM: SANDRA LYON

RE: ADOPT RESOLUTION NO. 15-15 – COMMEMORATING DR. MARTIN LUTHER KING, JR. DAY

RECOMMENDATION NO. A.33

It is recommended that the Board of Education adopt Resolution No. 15-15 – Commemorating Dr. Martin Luther King, Jr. Day.

This resolution is to honor Dr. Martin Luther King, Jr.'s birthday, which is officially observed this year on January 18, 2016. Attached is the resolution.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

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

**RESOLUTION NO. 15-15
COMMEMORATING DR. MARTIN LUTHER KING, JR. DAY**

Whereas, Dr. Martin Luther King, Jr. was born in 1929 in Atlanta Georgia;

Whereas, the young Martin Luther King attended segregated public schools and graduated from high school at age 15;

Whereas, Dr. King received his B.A. degree from Morehouse College in Georgia, the alma mater of both his father and grandfather and earned his B.D. from Crozer Theological Seminary. Later, in 1955, he received a Ph.D. from Boston University;

Whereas, Dr. King was committed to equal rights for African-Americans in this country from an early age and was an active member of the NAACP;

Whereas, Dr. King led the boycott of Montgomery's segregated buses for over a year after Rosa Parks refused to give up her seat in a bus in 1955, and eventually, the Supreme Court outlawed discrimination in public transportation and Dr. King emerged a prominent leader of the civil rights movement;

Whereas, Dr. King began organizing protest demonstrations and marches in such cities as Birmingham, Alabama, St. Augustine, Florida and Selma, Alabama. The marches were for the right to vote, desegregation, labor rights and other basic civil rights.

Whereas, between 1957 and 1968, Dr. King canvassed the country and appeared more than 2500 times to speak in protest against injustices toward his race;

Whereas, Dr. King wrote five books and numerous articles drawing on his experience as a preacher to galvanize and inspire an audience. Dr. King was arrested and jailed on several occasions;

Whereas, on August 28, 1963, Dr. King led the great march in Washington, DC, that culminated with his famous "I Have a Dream" speech at the Lincoln Memorial. More than a quarter million people of all ethnicities attended the event.

Whereas, at the height of Dr. King's influence, the Civil Rights Act of 1964 and the Voting Rights Act of 1965 were passed.

Whereas, Dr. King was awarded the Nobel Peace Prize in 1964, at the age of 35.

Whereas, Dr. King continued his work to attack discrimination in other parts of the North and broadened his criticism against the Vietnam War;

Whereas, Dr. King advocated for government compensatory program seeking restitution of wages lost to slavery which in turn, demanded aid for the poorest communities and sought an economic bill of rights that provided for massive government job programs to reconstruct society;

Whereas, Dr. King continued to participate in the movement by supporting black city workers striking for higher wages and better treatment in Memphis, Tennessee where he was assassinated;

Whereas, in 1986, Congress established the Martin Luther King Day as a United States holiday and in 1994, King Day of Service was built on the teachings of nonviolence and social justice to promote community service. The aim is to make the holiday a day where people of all ages and backgrounds come together to improve lives, bridge social barriers, and move our nation closer to the “Beloved Community” that Dr. King envisioned.

Therefore, let it be resolved, that the Santa Monica-Malibu Unified School District celebrates the life and legacy of a man who brought hope and healing to America. We commemorate the timeless values he taught us through his example – the values of courage, truth, justice, compassion, dignity, humility and service that so radiantly defined Dr. King’s character and empowered his leadership. On this holiday, we commemorate the universal, unconditional love, forgiveness and nonviolence that empowered his revolutionary spirit, and speaks to the best of who we are as human beings.

Be it further resolved, that our schools, offices, and broader community become places that embody the spirit of this great American by promoting and embracing reconciliation, respect, brotherhood, and our common humanity, not just today, but every day of the year.

Passed and Adopted this 21st day of January 2016 by the Santa Monica-Malibu Unified School District Board of Education by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Laurie Lieberman
Board President

Sandra Lyon
Superintendent

TO: BOARD OF EDUCATION

ACTION/MAJOR

01/21/16

FROM: SANDRA LYON

RE: ADOPT RESOLUTION NO. 15-16 – IN HONOR OF FRED KOREMATSU DAY
OF CIVIL LIBERTIES AND THE CONSTITUTION

RECOMMENDATION NO. A.34

It is recommended that the Board of Education adopt Resolution No. 15-16 in honor of Fred Korematsu Day of Civil Liberties and the Constitution.

COMMENTS: Attached is the resolution.

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

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

Resolution No. 15-16

FRED KOREMATSU DAY OF CIVIL LIBERTIES AND THE CONSTITUTION

WHEREAS, the battle for civil liberties has been championed by ordinary Americans who have had the courage to stand up and fight for their basic Constitutional rights; and

WHEREAS, Fred T. Korematsu was one of these individuals, who refused to comply with Civilian Exclusion Order 34, based on the federal Executive Order 9066, which imposed strict curfew regulations and required 120,000 Japanese Americans to leave their homes to be incarcerated in American concentration camps during World War II; and

WHEREAS, Mr. Korematsu was arrested and convicted, but fought back because he believed the conviction went against the basic freedoms guaranteed to him by the U.S. Constitution; and

WHEREAS, Mr. Korematsu's conviction was ultimately overturned in 1984; a decision that influenced the US government's passage of the Civil Liberties Act of 1988, which recognized that a grave injustice was done by forced relocation and incarceration of civilian Americans because of wartime prejudice; and

WHEREAS, current California law designates a number of days as having special significance, when public schools are encouraged to observe and conduct suitable commemorative exercises as specified; and

WHEREAS, the History-Social Science Framework for California Public Schools, Kindergarten through Grade Twelve, states that the history curriculum at each grade level relating to community, state, region, nation and the world must reflect and integrate the experiences of men and women of different racial, religious and ethnic groups; and

WHEREAS, the California Assembly and State Senate passed AB 1775, the Fred Korematsu Day of Civil Liberties and the Constitution, without opposition and Governor Arnold Schwarzenegger signed this bill into law on September 23, 2010:

NOW, THEREFORE, BE IT RESOLVED, that the Santa Monica-Malibu Unified School District Board of Education encourages all schools and teachers to observe the Fred T. Korematsu Day of Civil Liberties and the Constitution on January 30 of every year, or the days surrounding it, and conduct exercises commemorating the life of Fred Korematsu and recognizing the importance of preserving civil liberties, even in times of real or perceived crisis.

PASSED AND ADOPTED by the Santa Monica-Malibu Unified School District Board of Education on this day, the 21st of January 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Laurie Lieberman
President, Board of Education

Sandra Lyon
Superintendent

INFORMATION ITEMS

TO: BOARD OF EDUCATION

INFORMATION

01/21/16

FROM: SANDRA LYON

RE: QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS

INFORMATION ITEM NO. I.01

Attached is a copy of the Quarterly Report on Williams Uniform Complaints. It is required that the information be reported publicly at a Board Meeting.



Los Angeles County
Office of Education
Leading Educators • Supporting Students
Serving Communities

Valenzuela/CAHSEE Lawsuit Settlement Quarterly Report on Williams Uniform Complaints

District Name: Santa Monica-Malibu Unified

Date: December 31, 2015

Person Completing this Form: Mark O. Kelly

Title: Asst. Superintendent

Quarter covered by this report (check one below):

- 1st QTR July 1 to September 30 Due 15-Oct
 2nd QTR October 1 to December 31 Due 15-Jan
 3rd QTR January 1 to March 31 Due 15-Apr
 4th QTR April 1 to June 30 Due 15-Jul

Date for information to be reported publicly at governing board meeting: 1/21/16

Please check the box that applies:

No complaints were filed with any school in the district during the quarter indicated above.

Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

	Number of Complaints Received in Quarter	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials	0	0	0
Facilities	0	0	0
Teacher Vacancy and Misassignment	0	0	0
CAHSEE Intensive Instruction and Services	0	0	0
TOTAL	0	0	0

Print name of District Superintendent: Sandra Lyon

Signature of District Superintendent:  Date: January 4, 2016

Return the Quarterly Summary to:
 Williams Legislation Implementation Project
 Los Angeles County Office of Education
 c/o Kirir Chauhan, Williams Settlement Legislation
 9300 Imperial Highway, ASM/Williams ECW 284
 Downey, CA 90242

Telephone: (562) 803-8227
 Fax: (562) 803-8325
 E-Mail: Chauhan_Kirit@lacoed.edu

TO: BOARD OF EDUCATION

INFORMATION

01/21/16

FROM: SANDRA LYON / MARK O. KELLY

RE: SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT (SMMUSD)
SUNSHINE PROPOSAL TO OPEN NEGOTIATIONS WITH THE SERVICE
EMPLOYEES INTERNATIONAL UNION, LOCAL 99 (SEIU) FOR THE
COLLECTIVE BARGAINING AGREEMENT

INFORMATION ITEM NO. I.02

This is to inform the Board of Education that the District intends to open negotiations with the Service Employees International Union, Local 99 (SEIU) regarding the collective bargaining agreement.

The Rodda Act requires parties negotiating a collective bargaining agreement to sunshine their proposals at a public meeting. By “sunshining” proposals in this fashion, the District is announcing their intent to negotiate.

The District Proposal is attached. SEIU gave public notice of its proposal at the December 17, 2015, Board of Education Meeting; that proposal is also attached. The public is invited to comment on SEIU and the District’s proposals at a public hearing at the February 4, 2016, Board Meeting.

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

FOR NEGOTIATIONS WITH THE

SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 99 (SEIU)

The Santa Monica-Malibu Unified School District Board of Education hereby submits its negotiations proposal, pursuant to Government Code Section 3547. Specific modifications to contract language will be developed during negotiations proceedings utilizing an interest-based model. The District reserves the right to add to, or subtract from, this initial proposal. The articles to be opened by the District are:

Article 16 Wages

Consider fair and sustainable total compensation adjustments to address economic challenges and future obligations faced by the District. The District's interests include recruiting and retaining high-quality classified employees.

Consider implementation of part or all of the salary survey of comparable districts.

Article 17 Health and Welfare Benefits

Examine the District's current health care model. Determine means to provide a benefits program at sustainable costs. Consider the District's interest in recruiting and retaining high-quality classified employees.

**Santa Monica-Malibu Unified School District and SEIU Local 99
INITIAL UNION PROPOSALS
For Re-Opener Negotiations
December, 2015**

ART. DESCRIPTION OF ARTICLE AND SEIU LOCAL 99 PROPOSAL

16 Wages

Adjust salary schedule(s) to recruit and retain the highest quality classified employees, including full implementation of the salary survey of comparable employers, with a minimum wage equal to at least the City of Santa Monica minimum wage.

17 Health and Welfare Benefits

Adjust health and welfare benefits to recruit and retain the highest quality classified employees.

SEIU Local 99 reserves the right to submit additional proposals as provided by CA Govt. Cd. Sec. 3547(d).

TO: BOARD OF EDUCATION

INFORMATION

01/21/16

FROM: SANDRA LYON / TERRY DELORIA

RE: ADOPTION OF AR 5142.1 – IDENTIFICATION AND REPORTING OF MISSING CHILDREN

INFORMATION ITEM NO. I.03

This is to inform the Board of Education that AR 5142.1 – Identification and Reporting of Missing Children has been adopted.

COMMENTS: The regulation (no policy required) reflects Education Code 38138, which requires schools to post a poster issued each month by the Department of Justice that contains photographs and information. Education Code 49068.6 requires the law enforcement agency responsible for the investigation of a missing child to inform the school in which the child is enrolled.

This was discussed at the December 10, 2015, board meeting.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

IDENTIFICATION AND REPORTING OF MISSING CHILDREN

Notices of Missing Children

Every school shall post in an appropriate area the monthly poster on missing children provided by the Department of Justice (DOJ). For elementary schools, the poster shall be posted in an area restricted to adults. (Education Code 38139; Penal Code 14208)

School staff are also encouraged to monitor "Amber Alerts" issued by law enforcement agencies in serious, time-critical child abduction cases.

If a law enforcement agency notifies the district that a child enrolled in the district has been reported missing, the principal or designee of the school in which the child is enrolled shall place a notice on the front of the child's school record indicating that he/she has been reported missing. If a school receives a record inquiry or request from any person or entity regarding a missing child about whom the school has been notified, the principal or designee shall immediately notify the law enforcement agency that informed the school of the missing child's status. (Education Code 49068.6)

The principal or designee will indicate that a child is missing in the student information system in a manner that is useful to staff.

Reporting Missing Children

Any district employee who recognizes a child who has been reported missing through a DOJ notice, an Amber Alert, or other means shall immediately notify law enforcement using the hotline telephone number listed.

In the event that a district employee witnesses a child abduction, he/she shall immediately contact law enforcement and provide the agency with information on the location of the abduction and a description of the victim, the suspect, and any vehicle involved. He/she shall also notify the Superintendent or designee who shall implement steps, as needed, to ensure the safety of other students.

Legal Reference:

EDUCATION CODE

32390 Voluntary program for fingerprinting students

38139 Posting of information about missing children

48980 Parental notification of district programs, rights and responsibilities

49068.5-49068.6 Missing children; transfers

49370 Legislative intent re: reporting of missing children

PENAL CODE

14200-14213 Violent crime information center

CODE OF REGULATIONS, TITLE 5

640-641 Student fingerprinting program

Management Resources:

WEB SITES

California Department of Justice, Missing Persons: <http://oag.ca.gov/missing>

California Highway Patrol, Amber Alert: <http://www.chp.ca.gov/amber>

National Center for Missing and Exploited Children: <http://www.missingkids.com>

**Regulation SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
adopted: January 21, 2016**

TO: BOARD OF EDUCATION

INFORMATION

01/21/16

FROM: SANDRA LYON / TERRY DELORIA

RE: DELETION OF AR 5146 – MARRIED / PREGNANT / PARENTING STUDENTS

RECOMMENDATION NO. A.04

This is to inform the Board of Education that AR 5146 – Married/Pregnant/Parenting Students has been deleted.

COMMENTS: The regulation has been deleted, since funding for the Cal-SAFE program was redirected into the LCFF pursuant to new law (AB 97). Changes to the associated policy can be found under Information Item No. A.27 in this agenda.

These changes were discussed at the December 17, 2015, board meeting.

MARRIED/PREGNANT/PARENTING STUDENTS

The Superintendent or designee may grant a student a leave of absence due to pregnancy, childbirth or abortion for as long as it is deemed medically necessary. At the conclusion of the leave, the student shall be reinstated to the status she held when the leave began. (34 CFR 106.40)

A pregnant or parenting student also may request exemption from attendance because of a physical or mental condition or because of personal services that must be rendered to a dependent. (Education Code 48410)

Cal-SAFE Program

A male or female student shall be eligible to enroll in the district's California School Age Families Education (Cal-SAFE) program if he/she: (Education Code 54747, 56026)

1. Is an expectant parent, custodial parent, or noncustodial parent taking an active role in the care and supervision of the child
2. Has not earned a high school diploma or its equivalent
3. Meets one of the following additional conditions:
 - a. Is age 18 years of age or younger.
 - b. Is age 19 and has been continuously enrolled in the program since before his/her 19th birthday. Such a student may be enrolled in the program for one additional semester.
 - c. The student is below age 22 and has an active individualized education plan.

Students shall be enrolled in the program on an open-entry and open-exit basis. (Education Code 54745)

A student shall not be denied initial or continuous enrollment because of having had multiple pregnancies, more than one child, or a change in eligibility status from expectant to parenting. (Education Code 54747)

No fees shall be charged to students or their families for services provided through the district's Cal-SAFE program. (Education Code 54745)

The Superintendent or designee shall complete an intake procedure regarding each student upon entry into the program, and periodically thereafter as necessary, to determine appropriate levels and types of services to be provided. (Education Code 54746)

The Superintendent or designee shall provide staff development and conduct community outreach in order to establish a positive learning environment and supportive school policies. (Education Code 54745)

The Superintendent or designee shall participate in the development of the county service coordination plan for providing educational and related support services to expectant and parenting teens and their children. He/she also shall participate in data collection and evaluation of the program. (Education Code 54744, 54745)

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

TO: BOARD OF EDUCATION

INFORMATION

01/21/16

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

RE: DELETION OF AR 6172 – GIFTED AND TALENTED STUDENT PROGRAM
(INCORPORATED INTO BP 6170)

ITEMFORMATION ITEM NO. I.05

This is to inform the Board of Education that AR 6172 – Gifted and Talented Student Program has been deleted.

COMMENTS: Material from regulation is being incorporated into BP 6120 – Response to Instruction and Intervention (Item No A.28 in this agenda).

This was discussed at the December 10, 2015, board meeting.

GIFTED AND TALENTED STUDENT PROGRAM**Definitions**

~~A *gifted and talented student* is a student enrolled in a public school who is identified as possessing demonstrated or potential abilities that give evidence of high performance capability in categories selected by the Board of Education. (Education Code 52201)~~

~~A *highly gifted student* is one who has achieved a measured intelligence quotient of 150 or more points on an assessment of intelligence administered by qualified personnel or has demonstrated extraordinary aptitude and achievement in language arts, mathematics, science, or other academic subjects, as evaluated and confirmed by both the student's teacher and principal. Highly gifted students shall generally constitute not more than one percent of the student population. (Education Code 52201)~~

~~A *special day class* for gifted and talented students consists of one or more classes totaling a minimum school day where each class: (5 CCR 3840)~~

- ~~1. — Is composed of students identified as gifted and talented~~
- ~~2. — Is designed to meet the specific academic needs of gifted and talented students for enriched or advanced instruction and is appropriately differentiated from other classes in the same subjects at the school~~
- ~~3. — Is taught by a teacher who has specific preparation, experience, personal attributes, and competencies in the teaching of gifted children~~

~~A *part-time grouping* is one in which students attend classes or seminars that are organized to provide advanced or enriched subject matter for a part of the school day and those classes are composed of identified gifted and talented students. (5 CCR 3840)~~

~~A *cluster grouping* is one in which students are grouped within a regular classroom setting and receive appropriately differentiated activities from the regular classroom teacher. (5 CCR 3840)~~

~~*Independent study* provides additional instructional opportunities supervised by a certificated district employee through special tutors or mentors or through enrollment in correspondence courses specified in Education Code 51740 and 5 CCR 1633. (5 CCR 3840)~~

~~*Acceleration* means that students are placed in grades or classes more advanced than those of their chronological age group and are provided special counseling and/or instruction outside the regular classroom in order to facilitate their advanced work. (5 CCR 3840)~~

~~*Postsecondary education opportunities* offer students the opportunity to attend classes conducted by a college or community college or to participate in Advanced Placement programs. (5 CCR 3840)~~

~~*Enrichment activities* are supplemental educational activities that augment students' regular educational programs in their regular classrooms. Students use advanced materials and/or receive special opportunities from persons other than the regular classroom teacher. (5 CCR 3840)~~

Program Coordinator

The Superintendent or designee shall appoint a district coordinator for the gifted and talented education (GATE) program who has demonstrated experience and knowledge in gifted education and/or has opportunities to gain or continue such experience and knowledge.

Responsibilities of the district's GATE coordinator shall include program development and implementation, identification procedures, fiscal management, and the collection of auditable records for evaluation. (Education Code 52212)

The Superintendent or designee also may appoint a GATE coordinator at each school site who shall be responsible for implementation of program services at that school site.

Program Plan

The Superintendent or designee shall develop a written plan which describes the differentiated curricula for the program and the methods used to examine the appropriateness of participating students' total educational experience. The plan shall include the components specified in 5 CCR 3831. (5 CCR 3831)

Whenever a school's GATE program is incorporated into School-Based Program Coordination, its school site council shall address the needs of GATE students within the school's single plan for student achievement. (Education Code 52853, 64001)

Identification of Gifted and Talented Students

The Superintendent or designee shall design methods to seek out and identify gifted and talented students from varying linguistic, economic, and cultural backgrounds whose extraordinary capacities require special services and programs. (5 CCR 3820)

Students may be recommended for the GATE program by administrators, teachers, counselors, other staff, or parents/guardians. Parent/guardian consent shall be obtained before administering any assessments for the sole purpose of identifying students for this program.

Students shall be selected for the program based on their demonstrated or potential ability for high performance in categories identified by the Board, as evidenced by any of the following indicators: (5 CCR 3823)

1. School, class, and individual student records
2. Individual tests, including summary and evaluation by a credentialed school psychologist
3. Group tests
4. Interviews and questionnaires of teachers, parents/guardians, and others
5. Student products
6. Opinions of professional persons

Final determination of a student's eligibility shall be made by the Superintendent or designee. (5 CCR 3824)

~~The Superintendent or designee shall base his/her decision upon the evaluation of pertinent evidence by the principal or designee, a classroom teacher familiar with the student's work, and, when appropriate, a credentialed school psychologist. An individual recognized as an expert in the gifted and talented category under consideration, and/or an individual who has in-depth understanding of the student's linguistic or cultural group, shall participate in the evaluation of the evidence unless there is no doubt as to the student's eligibility. These persons may review screening, identification, and placement data in serial order and shall be required to meet only as necessary to resolve any differences in assessment and recommendations. (5 CCR 3824)~~

~~In reviewing evidence of a student's abilities, the Superintendent or designee also shall consider the economic, linguistic, and cultural characteristics of the student's background and, when appropriate, studies of the factors contributing to the student's underachievement, including handicapping or disadvantaged conditions. (5 CCR 3823)~~

~~Prior to a student's participation in the program, the Superintendent or designee shall obtain written consent from the student's parent/guardian. (5 CCR 3831)~~

~~If the Superintendent or designee determines that a student is not eligible, the student's parent/guardian may appeal the decision. The Superintendent or designee may use a committee, including the district's GATE coordinator and certificated personnel, to review the student's evidence and determine whether the initial identification decision should be reversed.~~

~~The Superintendent or designee shall consider identifying for the district's GATE program any student who has transferred from another district in which he/she was identified as a GATE student. (Education Code 52202; 5 CCR 3831)~~

~~Because students who do not initially meet district criteria for the GATE program may become eligible at a later grade level, the district may re-examine student eligibility whenever the district receives a referral through the process noted above or the Superintendent or designee determines it to be in the student's best interest.~~

~~Once identified as a GATE student, a student shall remain eligible even though services provided to the student may change.~~

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

TO: BOARD OF EDUCATION

INFORMATION

01/21/16

FROM: SANDRA LYON / TERRY DELORIA

RE: REVISION TO AR 6173 – EDUCATION OF HOMELESS CHILDREN

INFORMATION ITEM NO. I.06

This is to inform the Board of Education that AR 6173 – Education of Homeless Children has been revised.

COMMENTS: The regulation has been updated to reflect new law (AB 1806), which requires districts to award partial credits to homeless students who transfer from school to school, exempts homeless students who transfer in grades 11-12 from locally established high school graduation requirements, and authorizes districts to allow a homeless student to remain in high school for a fifth year to complete graduation requirements. The regulation also reflects provisions of AB 1806, requiring districts to notify the district liaison for homeless students when a homeless student is recommended for expulsion and, when a change of placement is proposed for a homeless student with disabilities, to invite the district liaison to participate in the individualized education program meeting to make a manifestation determination. The regulation has also been revised to reflect law providing that, upon enrollment, a homeless student will be immediately deemed to meet residency requirements for participation in interscholastic sports or other extracurricular activities.

These changes were discussed at the December 17, 2015, board meeting.

EDUCATION OF HOMELESS CHILDREN

Definitions

Homeless means students who lack a fixed, regular, and adequate nighttime residence and includes: ~~(42 USC 11434a)~~

1. Students ~~Children and youths~~ who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement
2. Students ~~Children and youths~~ who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings
3. Students ~~Children and youths~~ who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
4. Migratory children who qualify as homeless because the children are living in conditions described in (1)-(3) above
5. Unaccompanied youth who are not in the physical custody of a parent or guardian

School of origin means the school that the student attended when permanently housed or the school in which the student was last enrolled. ~~(42 USC 11432)~~

Best interest means, to the extent feasible, continuing a student's enrollment in the school of origin for the duration of his/her homelessness, except when doing so is contrary to the wishes of his/her parent/guardian. ~~(42 USC 11432)~~

~~*Unaccompanied youth* means a youth not in the physical custody of a parent or guardian. (42 USC 11434(a))~~

District Liaison

The Superintendent designates the following staff person as the district liaison for homeless students: ~~(42 USC 11432)~~

Director Pupil Services
1651 16th Street
Santa Monica, CA 90402
310-450-8338

The district's liaison for homeless students shall ensure that: ~~(42 USC 11432)~~

1. Homeless students are identified by school personnel and through coordinated activities with other entities and agencies
2. Homeless students enroll in, and have a full and equal opportunity to succeed in, district schools

3. Homeless families and students receive educational services for which they are eligible
4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children
5. Notice of the educational rights of homeless children is disseminated at places where children receive services, such as schools, shelters, and soup kitchens
6. Enrollment disputes are mediated in accordance with law, Board policy, and administrative regulation
7. Parents/guardians are fully informed of all transportation services
8. When notified pursuant to Education Code 48918.1, assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in his/her expulsion
9. When notified pursuant to Education Code 48915.5, participate in an individualized education program team meeting to make a manifestation determination regarding the behavior of a student with a disability
10. Assist a homeless student to obtain records necessary for his/her enrollment into or transfer out of district schools, including immunization, medical, and academic records

Enrollment

Placement decisions for homeless students shall be based on the student's best interest. In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in his/her school of origin, unless his/her parent/guardian requests otherwise. ~~(42 USC 11432)~~

The student may continue attending his/her school of origin for the duration of the homelessness and until the end of any academic year in which he/she moves into permanent housing. ~~(42 USC 11432)~~

In the case of an unaccompanied youth, the district's homeless liaison shall assist in placement or enrollment decisions, consider the views of the student, and provide notice to the student of his/her appeal rights. ~~(42 USC 11432)~~

When making a placement decision, the Superintendent or designee may consider the age of the student, the distance of the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year.

However, placement decisions shall not be based on whether a homeless student lives with his/her homeless parent/guardian or has been temporarily placed elsewhere.

Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school of choice, even if the parent/guardian is unable to provide the school with the records normally required for enrollment. ~~(42 USC 11432)~~

The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other medical records, the principal or designee shall refer the parent/guardian

to the district's liaison for homeless students. The liaison shall assist the parent/guardian in obtaining the necessary immunizations or records for the student. ~~(42 USC 11432)~~

If the student is placed at a school other than his/her school of origin or the school requested by his/her parent/guardian, the Superintendent or designee shall provide the parent/guardian with a written explanation of the decision along with a statement regarding the parent/guardian's right to appeal the placement decision. ~~(42 USC 11432)~~

Enrollment Dispute Resolution Process

If a dispute arises over school selection or enrollment in a particular school, the student shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. ~~(42 USC 11432)~~

The parent/guardian shall be provided with a written explanation of the placement decision, which shall be complete, as brief as possible, simply stated and provided in language that the parent/guardian or student can understand. ~~including an explanation of the parent/guardian's right to appeal the decision. He/she shall also be referred to the district liaison. (42 USC 11432)~~

The written explanation shall ~~include: be complete, as brief as possible, simply stated and provided in language that the parent/guardian or student can understand. The explanation may include contact information for the district liaison, a description of the district's decision, notice of the right to enroll in the school of choice pending resolution of the dispute, notice that enrollment includes full participation in all school activities, and notice of the right to appeal the decision to the county office of education and, if the dispute remains unresolved, to the California Department of Education.~~

1. The district liaison's contact information
2. A description of the district's placement decision
3. Notice of the student's right to enroll in the school of choice pending resolution of the dispute, including the right to fully participate in all school activities
4. Notice of the parent/guardian's right to appeal the decision to the county office of education and, if the dispute remains unresolved, to the California Department of Education

The district liaison shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute. ~~(42 USC 11432)~~

~~The liaison shall provide the parent/guardian a copy of the district's decision, dispute form, and a copy of the outcome of the dispute.~~

In working with a student's parents/guardians to resolve an enrollment dispute, the district liaison shall:

1. Inform them that they may provide written and/or oral documentation to support their position
2. Inform them that they may seek the assistance of social services, advocates, and/or service providers in having the dispute resolved
3. Provide them a simple form that they may use and turn in to the school to initiate the dispute resolution process

4. Provide them a copy of the dispute form they submit for their records

5. Provide them the outcome of the dispute for their records

If a parent/guardian disagrees with the liaison's enrollment decision, he/she may appeal the decision to the Superintendent. The Superintendent shall make a determination within five working days.

If the parent/guardian wishes to appeal the district's placement decision, the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office of education.

Transfer of Coursework and Credits

When a homeless student transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the student to retake the course.

If the homeless student did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the holder of educational rights for the student, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a homeless student in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course.

In no event shall the district prevent a homeless student from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California.

Exemption from District Graduation Requirements

To obtain a high school diploma, a homeless student shall pass the high school exit examination in English language arts and mathematics, complete all courses required by Education Code 51225.3, and fulfill any additional graduation requirement prescribed by the Governing Board.

However, when a homeless student who has completed his/her second year of high school transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school. Within 30 calendar days of the homeless student's transfer, the Superintendent or designee shall notify the student, the person holding the right to make educational decisions for him/her, and the district liaison for homeless students of the availability of the exemption and whether the student qualifies for it.

To determine whether a homeless student is in his/her third or fourth year of high school, the district shall use either the number of credits he/she has earned as of the date of the transfer or the length of his/her school enrollment, whichever qualifies him/her for the exemption.

The Superintendent or designee shall notify any homeless student who is granted an exemption and the person holding the right to make educational decisions for him/her how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges.

The district shall not require or request a homeless student to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a homeless student, the person holding the right to make educational decisions for the student, or by the district liaison on behalf of the student.

If the Superintendent or designee determines that a homeless student is reasonably able to complete district graduation requirements within his/her fifth year of high school, he/she shall:

1. Inform the student and, if under 18 years of age, the person holding the right to make educational decisions for him/her, of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect his/her ability to gain admission to a postsecondary educational institution
2. Provide information to the homeless student about transfer opportunities available through the California Community Colleges
3. Upon agreement with the homeless student or, the person holding the right to make educational decisions for him/her if he/she is under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements

Eligibility for Extracurricular Activities

A homeless student who enrolls in any district school shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities.

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