



## **BOARD OF EDUCATION MEETING AGENDA – MEETING FORMAT “B”**

**February 18, 2016**

A regular meeting of the Santa Monica-Malibu Unified School District Board of Education will be held on **Thursday, February 18, 2016**, in the **District Administrative Offices**: 1651 16<sup>th</sup> Street, Santa Monica, CA. The Board of Education will call the meeting to order at 4:30 p.m. in the Board Conference Room at the District Offices, at which time the Board of Education will move to Closed Session regarding the items listed below. The public meeting will reconvene at 5:30 p.m. in the Board Room.

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

**Meeting Format “B”:** The first board meeting in a month will follow Format A, the second meeting in a month will follow Format B, and in a month in which there is only one meeting, the Hybrid Format will be followed. The order of items in a Format B meeting are: 1) closed session, 2) consent calendar, 3) study session, 4) discussion items, 5) major items (as needed), and 6) general public comments.

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

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

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

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

- Government Code §54956.9(d)(1) (20)  
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) (10)  
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – SIGNIFICANT EXPOSURE TO LITIGATION
  - 1 case
- Government Code §54957 (5)  
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

- Government Code §54957.6 (15)  
CONFERENCE WITH LABOR NEGOTIATORS
  - Agency designated representative: Sandra Lyon
  - Employee Organizations: SEIU and Unrepresented Bargaining Unit
- Government Code §54956.8 (10)  
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
  - Property: 1707 4<sup>th</sup> Street, Santa Monica, CA
  - Agency Negotiator: Sandra Lyon
  - Negotiating Parties: Santa Monica-Malibu Unified School District (SMMUSD), PCA I, L.P.
  - Under Negotiation: Price and terms of payment

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

**III. CALL TO ORDER**

- A. Roll Call
- B. Pledge of Allegiance

**IV. APPROVAL OF THE AGENDA**

**V. APPROVAL OF MINUTES**

- A.01 February 4, 2016.....1

**VI. 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.....2
- A.03 Overnight Field Trip(s) – 2015-16 .....3
- A.04 Conference and Travel Approval / Ratification .....4-5
- A.05 Self-Assessment for State Preschool / Head Start .....6
- A.06 Head Start Collaboration with the Los Angeles County Office of  
Education .....7
- A.07 Comprehensive School Safety Plans for All District Schools – 2014-15 .....8
- A.08 Approval of the Single Plan for Student Achievement (SPSA) (cont.) .....9
- A.09 Approval of Special Education Contracts – 2015-2016 .....10-12

**Business and Fiscal**

- A.10 Award of Purchase Orders – 2015-2016.....13-13d
- A.11 Acceptance of Gifts – 2015/2016 .....14-15
- A.12 Approval for Disposal / Recycle of Surplus Equipment.....16-23
- A.13 Revise Environmental Services Agreement between Santa Monica-  
Malibu Unified School District and Ramboll Environ (Formerly  
Environ International Corporation) for the Performance of  
Environmental Remediation Services.....24-26

**Facilities Improvement Projects**

- A.14 Award of Contract to IVS Computer Technology for Installation  
of Classroom Audio/Visual Technologies, Single and Dual  
Projection System, Audio Enhancement Speakers, A/V  
Controllers, and Electrical Upgrades – Will Rogers Learning  
Community – And to Approve the Piggyback onto Bakersfield

	City School District Bid #1507-1 – Phase I Technology, Measure ES-2 Bond Program .....	27
A.15	Ratification of Award Request for Proposal (RFP) – Districtwide Facility Condition Assessment & Replacement Plan – Windows, Flooring and Paint Project – Measure ES.....	28
A.16	Amendment #38 for Additional Architectural Services for the Malibu Middle and High School Campus Improvement Project – HMC Architects – Measure BB.....	29-30
A.17	Amendment #39 for Additional Architectural Services for the Malibu Middle and High School Campus Improvement Project – HMC Architects – Measure BB.....	31-32
A.18	Contract Amendment #1 for Additional Program Management Services – Steve Massetti Consulting, LLC – Measure ES.....	33
A.19	Accept Work as Completed – Multiple Purchase Ordered Projects – Capital Fund & Measure BB.....	34

### **Personnel**

A.20	Certificated Personnel – Elections, Separations.....	35-37
A.21	Classified Personnel – Merit .....	38-40
A.22	Classified Personnel – Non-Merit.....	41
A.23	Change in Staffing (FTE) Classifications – Fiscal Services .....	42
A.24	Increase in Staffing (FTE) – Special Education .....	43
A.25	Increase in Staffing (FTE) – Special Education .....	44
A.26	Revised Job Description – Preschool Teacher.....	45-48
A.27	Establish Position – Early Learning Coach.....	49-52

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

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

S.01	Measure ES Technology Update (60) .....	53
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### **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.*

## **VIII. DISCUSSION ITEMS (100 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	Consider Revising BP and AR 0460 – Local Control Accountability Plan (LCAP) (10).....	54-61
D.02	Consider Replacing BP 3350 – Travel Expenses (5).....	62-65
D.03	Consider Revising AR 3542 – School Bus Drivers (5).....	66-71
D.04	Consider Revising BP and AR 3580 – District Records (5) .....	72-77
D.05	Second Reading of Recommended Changes to BP and AR 5116.1 – Intradistrict Open Enrollment (20) .....	78-83
D.06	Second Reading of Recommended Changes to BP 5117 – Interdistrict Attendance (20) .....	84-90
D.07	Consider Revising BP and AR 5121 – Grades / Evaluation of Student Achievement (20) .....	91-96
D.08	Consider Deleting AR 5148.1 – Child Care Services for Parenting Students (5) .....	97-98
D.09	Consider Revising BP and AR 6142.6 – Visual and Performing Arts (5).....	99-102

D.10	Consider Revising BP and AR 6174 – Education for English Learners (5) .....	103-113
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**IX. MAJOR ITEMS (30 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.28	Establish and Appoint Members to Facilities District Advisory Committee (FDAC) (15).....	114-115
A.29	2015-16 Budget Revisions (10).....	116-124
A.30	Public Hearing: Effective Educator Funding (5) .....	125

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

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

I.01	Supplemental Textbooks.....	126
I.02	Supplemental Materials.....	127
I.03	Quarterly Report on Hate-Motivated Behavior.....	128
I.04	Quarterly Report on Disability Harassment Reporting .....	129

**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.

**XII. BOARD MEMBER ITEMS**

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

**XIII. 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.

**XIV. 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."

**XV. 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.

**XVI. CONTINUATION OF 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.

**XVII. ADJOURNMENT**

This meeting will adjourn to a regular meeting scheduled for 5:30 p.m. on **Thursday, March 3, 2016**, in the **District Office**: 1651 15 16<sup>th</sup> Street, Santa Monica, 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**

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 16<sup>th</sup> 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"
<ol style="list-style-type: none"> <li>Closed Session</li> <li>Commendations/Recognitions</li> <li>Study Session</li> <li>Communications</li> <li>Executive Staff Reports</li> <li>Consent Calendar</li> <li>General Public Comments (max. 30 minutes)</li> <li>Discussion Items (as needed)</li> <li>Major Items</li> <li>Continuation of General Public Comments (if needed)</li> </ol>	<ol style="list-style-type: none"> <li>Closed Session</li> <li>Consent Calendar</li> <li>Study Session</li> <li>Discussion Items</li> <li>Major Items (as needed)</li> <li>General Public Comments</li> </ol>	<ol style="list-style-type: none"> <li>Closed Session</li> <li>Commendations/Recognitions</li> <li>Study Session</li> <li>Communications</li> <li>Executive Staff Reports</li> <li>Consent Calendar</li> <li>General Public Comments (max. 30 minutes)</li> <li>Discussion Items</li> <li>Major Items</li> <li>Continuation of General Public Comments (if needed)</li> </ol>

If you will require accommodation to participate in the Board meeting, please notify the Superintendent's Office at least one day prior to the meeting.  
Board of Education Meeting AGENDA: February 18, 2016

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

ACTION  
02/18/16

RECOMMENDATION NO. A.01

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

February 4, 2016

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





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## **CONSENT ITEMS**



TO: BOARD OF EDUCATION

ACTION/CONSENT

02/18/16

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
Yolanda Martinez  2/1/16 – 6/9/16  Not to exceed: \$3,000	To teach and record music and produce CDs for all K and 1 <sup>st</sup> grade students.	Franklin	01-00021-0-11100-10000-5802-002-4020
Los Angeles County Office of Education  02/01/16 – 6/30/16  Not to exceed: \$4,900	Provide training coaching and technical support for the AVID EXCEL middle school program. The purpose of AVID EXCEL is to deliberately interrupt the LTEL status and cycle, accelerate students' language acquisition and put them on the path to college and career readiness.	Educational Services	01-42030-0-47600-10000-5802-035-1300 (Title III)
Pedro A. Noguera, Ltd.  6/24/15 to 4/30/16  Amend contract not to exceed: <u>\$185,000</u> <del>\$160,000</del> (9/2/15: original contract approved: \$110,000; 1/21/16: contract increased to \$160,000)	Creating a plan for closing the equity and opportunity gap districtwide	Educational Services	01-00030-0-11100-10000-5802-030-1300

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  
02/18/16

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
Cabrillo  4 <sup>th</sup>  40 students	Lompoc, CA  4/8/16 (7:30am-8:00pm)	J. Matthews / S. Baltrushes / N. Levy	\$1,875 for all students (paid through parent donations and fundraising)	Social Studies	Living History Mission Life
Santa Monica High  9 <sup>th</sup> – 12 <sup>th</sup>  15 students	San Diego, CA  3/3/16-3/6/16	E. Mayoral / M. Shafiey	\$225 per student / ROP/CTE and fundraising	ROP/CTE	DECA State competition in business and marketing

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

02/18/16

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>BIBER, Jessica</u> McKinley Elementary 01-65000-0-50010-21000-5220-043-1400 General Fund- Resource: Special Education	Handwriting Without Tears Anaheim, CA March 19, 2016	\$317
<u>CHUNG, Alice</u> Child Development Services 12-94160-0-85000-10000-5220-070-2700 Child Development Fund- Resource: Quality Rating & Improvement System (QRISBG)	CCDAA Spring Technical Assistance Costa Mesa, CA March 8 – 9, 2016	\$739
<u>CORPUZ, Nestor</u> Santa Monica High 01-65200-0-57700-11900-5220-044-1400 General Fund- Resource: Workability I LEA	Region 1 Spring Training Long Beach, CA March 3 – 4, 2016	\$353
<u>COUNTE, Vanessa</u> Lincoln Middle 01-00010-0-11100-10000-5220-012-4120 General Fund- Resource: Formula	2016 ACDA Western Division Conference Pasadena, CA February 25 – 26, 2016	\$200 +1 SUB
<u>MAEZ, Jan</u> Business Services No Cost to District	Governors Proposed State Budget Downey, CA February 23, 2016	\$0
<u>MEEK, Doris</u> Child Development Services No Cost to District	High Order Thinking Los Angeles, CA February 9, 2016	\$0

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

<b>Group Conference and Travel: In-State</b>		
<i>* a complete list of conference participants is on file in the Department of Fiscal Services</i>		
<u>EHRKE, Shelly</u> <u>+3 Additional Staff</u> Lincoln Middle 01-00021-0-11100-10000-5220-012-4120 General Fund- Resource: SMMEF	Bridging the Hearts & Minds of Youth San Diego, CA February 26 – 28, 2016	\$3,200 <b>+4 SUBS</b>
<u>MORN, Lora</u> <u>+3 Additional Staff</u> Various Sites 01-00000-0-11100-31400-5220-041-2400 General Fund- Resource: Health Services	School Nurse Supervision & Training of LVN's Glendale, CA January 20, 2016	\$70

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

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

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

02/18/16

FROM: SANDRA LYON / TERRY DELORIA / ALICE CHUNG

RE: SELF-ASSESSMENT FOR STATE PRESCHOOL / HEAD START

**RECOMMENDATION NO. A.05**

It is recommended that the Board of Education approve the 2015-2016 Head Start Self-Assessment report and approve Program Improvements Plan (PIPs) accordingly.

COMMENT: The self-assessment was conducted during the week of January 27-29, 2016. The team consisted of staff, parents, and the Child Development District Advisory Committee member. The table below reflects the results of the Self-Assessment process and the recommended plan of actions to correct the non-compliance requirements.

<b>Service Area/System</b>	<b>Outcome</b>
Disabilities Services	No Findings
Education and ECD	No Findings
Family & Community Partnerships	No Findings
Health Services	Refer to Program Improvement Plan (PIP)
Mental Health Services	Refer to Program Improvement Plan (PIP)
Nutrition Services	No Findings
Communication	No Findings
ERSEA	No Findings
Fiscal	No Findings
Facilities, Materials, Equipment, Transportation, and Technology	Refer to Program Improvement Plan (PIP)
Program Governance	No Findings
Human Resources	No Findings
Ongoing Monitoring	No Findings
Program Planning and Self-Assessment	No Findings
Record-Keeping and Reporting	Refer to Program Improvement Plan (PIP)

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:



TO: BOARD OF EDUCATION

ACTION/CONSENT

02/18/16

FROM: SANDRA LYON / TERRY DELORIA / ALICE CHUNG

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

RECOMMENDATION NO. A.06

It is recommended that the Board of Education authorizes the budget increase of Cost of Living Adjustment (COLA) funds to the Head Start program. This agreement is to be executed between Los Angeles County Office of Education (LACOE), and the Santa Monica-Malibu Unified School District, wherein LACOE agrees to pay the Santa Monica-Malibu District Child Development Fund a 1.8% percent increase. This increase will be effective July 1, 2016.

Funding Information

Source: Child Development Fund - Restricted

Currently Budgeted: yes

Account Number: 12-52101-0-00000-00000-8285-090-0000 HS COLA

COMMENT: Funds will be used for salaries and benefits for FY 2016-17.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:



TO: BOARD OF EDUCATION

ACTION/CONSENT

02/18/16

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

RE: COMPREHENSIVE SCHOOL SAFETY PLANS FOR ALL DISTRICT SCHOOLS  
– 2014-2015

RECOMMENDATION NO. A.07

It is recommended that the Board of Education approve the Comprehensive School Safety Plan for each district school.

COMMENT: California legislation mandates that the governing board of the school district adopt each school's Comprehensive School Safety Plan (CSSP) (Education Code 32288). Each school's CSSP is part of the district's Emergency Operations Plan.

All schools have emergency response plans, procedures, routines and structures that are consistent with the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). Each site's CSSP includes, but is not limited to, roles and responsibilities of faculty and staff members during an emergency; emergency procedures; evacuation locations and school maps.

Additionally, schools describe strategies for ensuring a safe and orderly school conducive to learning including describing what they do to ensure a safe physical environment and to ensure a safe, respectful and orderly school community.

Each completed CSSP was reviewed by Director of Student Services and is on file in the Student Services Department for review.

This item will return to the Board annually.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:



TO: BOARD OF EDUCATION

ACTION/CONSENT

02/18/16

FROM: SANDRA LYON / TERRY DELORIA / EVAN BARTELHEIM

RE: APPROVAL OF THE SINGLE PLAN FOR STUDENT ACHIEVEMENT (SPSA)  
(cont.)

#### RECOMMENDATION NO. A.08

It is recommended that the Board of Education approve the Single Plan for Student Achievement (SPSA) for each of our schools. Approval of the SPSA for 2015-16 authorizes schools to continue engaging in planned activities and expenditures through the beginning of the 2016-17 school year, until their new plans come before the Board. This is the second round of school SPSAs; six were approved on February 4, 2016, and the remaining will come forward at a future meeting.

COMMENTS: The Single Plan for Student Achievement establishes a focus for raising the academic performance of students to meet or exceed state standards. The plan includes how the school allocates its categorical and site formula funds in support of improvement goals. Each School Site Council (SSC) is responsible for the development, implementation, and review of its SPSA. The development of the plan consists of the following steps:

- 1) Obtain the input of the school community
- 2) Review the school characteristics
- 3) Analyze current educational practices and staffing
- 4) Analyze student performance data
- 5) Establish school goals
- 6) Review available resources
- 7) Select specific improvements
- 8) Consider centralized services
- 9) Recommend the plan to the local governing board
- 10) Monitor progress
- 11) Evaluate the effectiveness of planned activities
- 12) Modify the plan

The SPSAs are considered working documents. Plans may be modified throughout the course of the year, as School Site Councils continually monitor their implementation. One public copy of each plan will be available at the Board of Education meeting. Hard copies of each school's SPSA are available for viewing at each school office and in the Educational Services Department of the District Office.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:





TO: BOARD OF EDUCATION

ACTION/CONSENT

02/18/16

FROM: SANDRA LYON / TERRY DELORIA / PAMELA KAZEE

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS – 2015-2016

RECOMMENDATION NO. A.10

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
THG West (Help Group)	8103152608	NPS	41-SPED16070	\$2,410
Orthogenic School	3934101148	NPS-RTC	27-SPED16041	\$92,061
Alpine Academy	3249924840	NPS-RTC	56-SPED16105	\$64,391

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 2/4/16		\$ 2,269,443
	Balance	\$ -334,443
Positive Adjustment (See Below)		\$ 12,841
		\$ -321,602
Total Amount for these Contracts		\$ 158,861
	Balance	\$ -493,304

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 \$18,713 as of 2/4/16.

NPS	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment
Bridgeport School	NPS	33-SPED1605	R	\$12,841	

**NPA**

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

Nonpublic Agency	SSID	Service Description	Contract Number	Cost Not to Exceed
Mediscan Inc	various	NPA	1-SPED16002	\$70,425
ERA Ed/STAR of California	various	NPA	19-SPED16028	\$6,600
ERA Ed/STAR of California	6103148714	NPA	59-SPED16108	\$1,530
CUSP	2632497017	NPA	58-SPED16107	\$459

Amount Budgeted NPA 15/16		\$ 415,000
Prior Board Authorization as of 2/4/16		\$ 440,142
	Balance	\$ -25,142
Positive Adjustment (See Below)		\$ 0
		\$ -25,142
Total Amount for these Contracts		\$ 79,014
	Balance	\$ -104,156

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 2/4/16.					
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
LACOE	Various	15-16 un-reimbursed program costs	50-SPED16103	\$34,956

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 2/4/16	\$ 207,832
Balance	\$ 82,168
Positive Adjustment (See Below)	\$ 0
	\$ 82,168
Total Amount for these Contracts	\$ 34,956
Balance	\$ 47,212

Adjustment					
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 2/4/16.					
Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

### 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
Alan Brodney - Century City Optometric	3174631727	Vision Therapy	49-SPED16102	\$540
Windsor Learning, Inc	various	SIBS training	51-SPED16104	\$3,500
Malibu Yellow Cab	9091761208	Transportation (taxi)	13-SPED16034	\$8,060

Amount Budgeted Non-Instructional Consultants 15/16	\$ 340,000
Prior Board Authorization as of 2/4/16	\$ 148,564
Balance	\$ 191,436
Positive Adjustment (See Below)	\$ 0
	\$ 191,436
Total Amount for these Contracts	\$ 12,100
Balance	\$ 179,336

Adjustment					
Non-Instructional Consultants Budget 01-65000-0-57500-11900-5890-043-1400					
There has been a reduction in authorized expenditures of Non-Instructional Consultants contracts for FY 2015-2016 in the amount of \$2,795 as of 2/4/16.					
Non- Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

#### 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	<u>\$ 70,000</u>
Total Budgeted		\$ 120,000
Prior Board Authorization as of 2/4/16		<u>\$ 110,500</u>
	Balance	\$ 9,500
Positive Adjustment (See Below)		\$ 0
Total Amount for these Contracts		<u>\$ 0</u>
	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 2/4/16.					
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

02/18/16

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 January 28, 2016, to February 9, 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 FEBRUARY 18, 2016

U-GENERAL FUND, UNRESTRICTED R-GENERAL FUND, RESTRICTED A-ADULT ED CD-CHILD DEVELOPMENT F-CAFETERIA  
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 DF-DEFERRED MAINTENANCE SM-STATE MODERNIZATION ES-BOND

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
*** NEW PURCHASE ORDERS ***					
163843	APPLE COMPUTER CORP.	SPED COMPUTER ACCESSORIES	SPECIAL EDUCATION REGULAR YEAR	432.53	R
163854	APPLE COMPUTER CORP	COMPUTER HARDWARE/SOFTWARE	LINCOLN MIDDLE SCHOOL	1,216.71	R
163877	APPLE COMPUTER CORP	SOFTWARE LICENSES	JOHN ADAMS MIDDLE SCHOOL	175.18	R
163849	ATTAINMENT COMPANY	LIFESKILLS PROGRAM	SPECIAL EDUCATION REGULAR YEAR	125.00	R
163757	AVON CAR RENTAL	TRANSPORTATION	SANTA MONICA HIGH SCHOOL	1,400.00	U
163658	B & H PHOTO VIDEO	BLURAY - TECHNOLOGY EQUIPMENT	WILL ROGERS ELEMENTARY SCHOOL	184.16	U
163749	B & H PHOTO VIDEO	Theater supplies for Barnum	THEATER OPERATIONS&FACILITY PR	1,004.06	R
163905	BOYS & GIRLS CLUB OF	SEMI-PRIVATE MUSIC LESSONS	CURRICULUM AND IMC	20,400.00	R
163825	BRAINPOP	SUBSCRIPTION RENEWAL	LINCOLN MIDDLE SCHOOL	2,118.75	U
163883	BRANDON GALLAGHER	REIMBURSE FOR SUPPLIES/MTG	MALIBU HIGH SCHOOL	92.68	R
163739	BRITO, SALVADOR	Reimbursement - Sal Brito	TRANSPORTATION	110.00	U
163852	BULBTRONICS INC	AUDITORIUM SUPPLIES	LINCOLN MIDDLE SCHOOL	335.41	R
163668	BUREAU OF LECTURES & CONCERT	SCHOOL ASSEMBLY	EDISON ELEMENTARY SCHOOL	1,200.00	R
163841	CASBO PROFESSIONAL DEVELOPMENT	CA ASSOC OF SCHOOL BUSINESS	BUSINESS SERVICES	672.92	U
163775	CASTLEROCK ENVIRONMENTAL INC	EMERGENCY FLOOD RESPONSE	FACILITY MAINTENANCE	5,000.00	R
163776	CASTLEROCK ENVIRONMENTAL INC	EMERGENCY SERVICE	FACILITY MAINTENANCE	5,967.90	R
163857	CDW-G COMPUTING SOLUTIONS	COMPUTER HARDWARE	LINCOLN MIDDLE SCHOOL	1,090.32	R
163862	CDW-G COMPUTING SOLUTIONS	ASSISTIVE TECHNOLOGY	SPECIAL EDUCATION REGULAR YEAR	85.72	R
163726	CHEFS TOYS	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	236.94	CD
163824	CHEVRON U.S.A. INC.	Open order for fuel	TRANSPORTATION	10,000.00	U
163758	CHEVRON/TEXACO BUSINESS CARD	GAS	SANTA MONICA HIGH SCHOOL	750.00	U
163863	CHOURA EVENTS	GRADUATION CHAIRS GRDS 8 & 12	MALIBU HIGH SCHOOL	1,511.87	U
163754	CHRIS LAWNMOWER SHOP INC	OPEN PO FOR REPAIRS	FACILITY OPERATIONS	1,000.00	U
163829	CHUNG, ALICE	REIMBURSEMENT	CHILD DEVELOPMENT CENTER	100.00	CD
163593	CLASSROOM DIRECT	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	414.41	U
163836	CLASSROOM DIRECT	CLASSROOM SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	163.91	U
163839	CLASSROOM DIRECT	SUPPLIES: CINCO/SPRING FESTIVAL	WILL ROGERS ELEMENTARY SCHOOL	214.14	U
163830	COMMUNITY PLAYTHINGS	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	473.10	CD
163479	COMPLETE OFFICE OF CA	WHITEBOARDS	JOHN ADAMS MIDDLE SCHOOL	3,713.15	R
163652	COMPLETE OFFICE OF CA	LATERAL FILE CABINET	SMASH SCHOOL	399.66	R
163727	COMPLETE OFFICE OF CA	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	214.26	CD
163819	COMPLETE OFFICE OF CA	OPEN ORDER/PRINTER TONER/SUP	JOHN ADAMS MIDDLE SCHOOL	1,000.00	R
163848	COMPLETE OFFICE OF CA	ASB TESTING SUPPLIES	SANTA MONICA HIGH SCHOOL	126.16	R
163851	COMPLETE OFFICE OF CA	OFFICE SUPPLIES	SANTA MONICA HIGH SCHOOL	118.30	R
163697	CORWIN PRESS	OTHER OPERATING EXPENSES	BOE/SUPERINTENDENT	1,765.38	U
163900	CRE OUTREACH FOUNDATION INC	SEMI-PRIVATE MUSIC LESSONS	CURRICULUM AND IMC	31,200.00	R
163797	DANIELS TIRE SERVICE	OPEN ORDER FOR TIRES	TRANSPORTATION	8,000.00	U
163642	DEMCO INC	Library Supplies	LINCOLN MIDDLE SCHOOL	343.49	R
163734	DEMCO INC	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	181.84	CD
163742	DEMCO INC	Library Supplies	FRANKLIN ELEMENTARY SCHOOL	300.00	R
163876	DICK BLICK - PICK UP ONLY	ART SUPPLIES/SMMEF STRETCH	JOHN ADAMS MIDDLE SCHOOL	572.37	U
163673	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CDC: CCTR	217.74	CD
163674	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	4,382.16	CD
163722	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	159.51	CD
163723	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	153.40	CD
163729	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	207.50	CD
163732	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	183.04	CD

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 DF-DEFERRED MAINTENANCE SM-STATE MODERNIZATION ES-BOND

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
163779	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	334.71	CD
163873	EAI EDUCATION	OPEN ORDER/CLASSROOM SUPPLIES	JOHN ADAMS MIDDLE SCHOOL	88.00	R
163902	ELEMENTAL STRINGS	SEMI-PRIVATE MUSIC LESSONS	CURRICULUM AND IMC	30,000.00	R
163604	EXPLORATORY, THE	2ND SESSION OF SCIENCE	JOHN MUIR ELEMENTARY SCHOOL	14,931.00	R
163773	FAGEN FRIEDMAN & FULFROST LLP	LEGAL COSTS	BOE/SUPERINTENDENT	150,000.00	U
163842	FOOTHILL SOILS	OPEN PO FOR SOIL & SAND	GROUNDNS MAINTENANCE	6,500.00	U
163817	GALE SUPPLY CO	ADMIN SUPPLIES	JOHN ADAMS MIDDLE SCHOOL	53.49	U
163896	GRISKEVICIUS, DANA	SEMI-PRIVATE MUSIC LESSONS	CURRICULUM AND IMC	4,800.00	R
163795	HEAVY DUTY BUS PARTS INC	PARTS	TRANSPORTATION	343.98	U
163745	HERITAGE FOOD SERVICES GROUP	GASKETS FOR MCKINLEY REFRIG.	FOOD SERVICES	254.83	F
163840	HILL, DENISE	STAIRWAY T-SHIRTS	CURRICULUM AND IMC	2,611.58	R
163894	HIRSCH PIPE & SUPPLY	PLUMBING SUPPLIES	FACILITY MAINTENANCE	25,000.00	R
163582	INT'L ASSOC FOR HUMAN VALUES	INDEPENDENT CONTRACT-MINDFUL	JOHN ADAMS MIDDLE SCHOOL	30,000.00	U
163720	INTELLI-TECH	COMPUTER FOR NEDRA FORD	PERSONNEL SERVICES	1,336.63	U
163820	INTELLI-TECH	LAPTOPS	CHILD DEVELOPMENT CENTER	26,747.07	CD
163890	INTERNATIONAL PAPER	COPY PAPER	SANTA MONICA HIGH SCHOOL	4,403.06	U
163688	JOYCE, JENNIFER	LACMA ENTRANCE FEE/GIFT	JOHN ADAMS MIDDLE SCHOOL	75.00	R
163703	KING EQUIPMENT LLC	30' GENIE PERSONNEL LIFT	THEATER OPERATIONS&FACILITY PR	9,769.05	R
163784	KORADE & ASSOCIATE BUILDERS	EMERGENCY RESPONSE REPAIRS	FACILITY MAINTENANCE	5,000.00	R
163783	LAGUNA CLAY COMPANY	ART SUPPLIES	SANTA MONICA HIGH SCHOOL	1,811.13	R
163700	LAKESHORE	OPEN ORDER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	125.00	CD
163728	LAKESHORE	OPEN ORDER/INSTRUCTIONAL	CDC: CCTR	225.00	CD
163808	LAKESHORE	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	200.00	U
163812	LAKESHORE	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	165.00	U
163675	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	1,365.79	CD
163676	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	3,136.00	CD
163677	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	804.43	CD
163678	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	1,057.09	CD
163681	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	1,098.08	CD
163690	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	826.80	CD
163725	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	110.11	CD
163755	LAKESHORE CURRICULUM	Open PO for the EDI/Malibu	CURRICULUM AND IMC	300.00	U
163778	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	1,180.14	CD
163780	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	4,081.60	CD
163821	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	1,708.97	CD
163859	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	141.98	CD
163880	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	82.32	CD
163716	LIFTRAN MOBILITY LLC	PHYSICAL THERAPY	SPECIAL EDUCATION REGULAR YEAR	373.19	R
163874	LRP PUBLICATION	IEP TEAM SUPPORT	SPECIAL EDUCATION REGULAR YEAR	162.03	R
163823	LUX BUS AMERICA CO	TRANSPORTATION OF STUDENTS	SANTA MONICA HIGH SCHOOL	440.00	U
163928	LUX BUS AMERICA CO	TRANSPORTATION OF STUDENTS	SANTA MONICA HIGH SCHOOL	440.00	U
163846	M & M LIFT INC	PO FOR BOOM TRUCK SERVICE	GROUNDNS MAINTENANCE	2,286.73	U
163882	MAD SCIENCE OF LOS ANGELES	SPRING BREAK/PRESENTATION	CDC: CCTR	235.00	CD
163884	MAD SCIENCE OF LOS ANGELES	SPRING BREAK/PRESENTATION	CDC: CCTR	610.00	CD
163885	MAD SCIENCE OF LOS ANGELES	SPRING BREAK/PRESENTATION	CDC: CCTR	750.00	CD
163886	MAD SCIENCE OF LOS ANGELES	SPRING BREAK/PRESENTATION	CDC: CCTR	610.00	CD
163774	MALIBU CUSTOM CARTS LLC	SEATBELTS FOR SECURITY CART	MALIBU HIGH SCHOOL	306.55	R
163899	MALIBU STRINGS ACADEMY	SEMI-PRIVATE MUSIC LESSONS	CURRICULUM AND IMC	1,200.00	R
163793	MARK ATKISON	DOUBLE HORN FOR ANGEL VELEZ	MALIBU HIGH SCHOOL	1,500.00	R
163573	MAUCK, RACHEL	REIMB FOR CLASS SUPPLIES	GRANT ELEMENTARY SCHOOL	155.16	U
163619	MONOPRICE INC.	IT/NETWORK SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	191.88	U

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PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
163744	MULTI-HEALTH SYSTEMS INC	PSYCH ASSESSMENTS	SPECIAL EDUCATION REGULAR YEAR	831.25	R
163920	NEXTEL OF CALIFORNIA INC	NEXTEL PHONE BILL	FACILITY OPERATIONS	774.42	U
163710	NORTHSTAR AUDIO VISUAL LLC	PROJECTOR BULBS	LINCOLN MIDDLE SCHOOL	1,018.08	R
163837	ORIENTAL TRADING CO INC	SUPPLIES:CINCO/SPRING FESTIVAL	WILL ROGERS ELEMENTARY SCHOOL	78.83	U
163907	PACIFIC COACHWAY CHARTER	Field Trip/Disneyland/Zander	MALIBU HIGH SCHOOL	1,572.50	R
163872	PACIFIC OFFICE INTERIORS	OFFICE CHAIR FOR PAT	FISCAL SERVICES	865.41	U
163816	PLAY WITH A PURPOSE	CLASSROOM EQUIPMENT	SPECIAL EDUCATION REGULAR YEAR	436.91	R
163881	PLAY WITH A PURPOSE	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	285.11	CD
163724	PONTON, FRANK G	EQUIPMENT INVENTORY	FACILITY MAINTENANCE	500.00	R
163912	POSTMASTER-SANTA MONICA	POSTAGE FOR SCHOOL USE	JOHN MUIR ELEMENTARY SCHOOL	49.00	U
163738	RANJOEL INC	Repair to vehicle #53	TRANSPORTATION	1,991.77	U
163750	RAYCOM/MOBILE RELAY ASSOCIATES	RADIO SERVICE	FACILITY MAINTENANCE	3,298.08	R
163751	REDWOOD PRESS INC	ENVELOPES - MEASURE R MAILING	BUSINESS SERVICES	464.28	U
163796	RESPOND SYSTEMS	FIRST AID KITS-other fleet	TRANSPORTATION	125.00	U
163324	RICOH U.S.	MAINTENANCE AGREEMENT	SANTA MONICA HIGH SCHOOL	3,311.87	U
163702	ROADRUNNER SHUTTLE	TRANSPORTATION	SANTA MONICA HIGH SCHOOL	997.50	R
163706	SANTA BARBARA AIRBUS INC	Charter Bus for FT	CABRILLO ELEMENTARY SCHOOL	1,875.00	R
163736	SANTA MONICA COLLEGE	AB86-ADULT EDUCATION SALARIES	STATE AND FEDERAL PROJECTS	8,400.00	A
163781	SCHEPPNER, CHAD J.	THEATRICAL PROGRAM CONTRACT	JOHN ADAMS MIDDLE SCHOOL	16,000.00	R
163643	SCHOLASTIC INC	Science Magazines	LINCOLN MIDDLE SCHOOL	278.52	R
163802	SCHOOL HEALTH CORP	ASSISTIVE TECHNOLOGY	SPECIAL EDUCATION REGULAR YEAR	59.36	R
163763	SCHOOL HEALTH CORPORATION	HEALTH SUPPLIES	SANTA MONICA HIGH SCHOOL	700.00	U
163850	SCHOOL HEALTH CORPORATION	NURSE SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	233.72	U
163594	SCHOOL NURSE SUPPLY INC	CLASSROOM HEALTH SUPPLIES	GRANT ELEMENTARY SCHOOL	520.84	R
163660	SCHOOL NURSE SUPPLY INC	NURSE SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	315.13	U
163798	SCHOOL OUTFITTERS LLC	HEADPHONES	WILL ROGERS ELEMENTARY SCHOOL	464.20	U
163818	SCHOOL SPECIALTY INC	CLASSROOM SENSORY SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	66.11	R
163919	SEA CLEAR POOLS	SAMOHY POOL PUMP REPLACEMENT	FACILITY MAINTENANCE	999.96	R
163551	SEHI COMPUTER PRODUCTS	CLASSROOM SUPPLIES: PRINTER	WILL ROGERS ELEMENTARY SCHOOL	253.47	R
163598	SEHI COMPUTER PRODUCTS	TONER	GRANT ELEMENTARY SCHOOL	252.47	U
163711	SEHI COMPUTER PRODUCTS	PRINTER TONER CARTRIDGES	LINCOLN MIDDLE SCHOOL	713.21	R
163715	SEHI COMPUTER PRODUCTS	TONER	WILL ROGERS ELEMENTARY SCHOOL	188.07	U
163785	SEHI COMPUTER PRODUCTS	GENERAL SUPPLIES/MATERIALS	BOE/SUPERINTENDENT	201.46	U
163692	SHIELDS,DARRIN	SEWER LINE	FACILITY MAINTENANCE	15,665.50	DF
163699	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	100.00	CD
163721	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	50.00	CD
163731	SMART & FINAL	OPEN ORDER/COOKING & COOKIE	CHILD DEVELOPMENT CENTER	50.00	CD
163777	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CDC: CCTR	225.00	CD
163831	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CDC: CCTR	1,500.00	CD
163707	SOULY WILFRIED GEOFFROY	INDEPENDENT CONTRACTOR PAYMENT	LINCOLN MIDDLE SCHOOL	800.00	R
163914	SPEEDO ELECTRIC CO	Argo tach charts order	TRANSPORTATION	152.95	U
163576	STAPLES BUSINESS ADVANTAGE	OPEN ORDER FOR SUPPLIES	INFORMATION SERVICES	2,000.00	U
163782	STAPLES BUSINESS ADVANTAGE	OPEN PO FOR SUPPLIES	STUDENT SERVICES	500.00	U
163838	STAPLES BUSINESS ADVANTAGE	TONER	WILL ROGERS ELEMENTARY SCHOOL	272.17	U
163713	STAPLES/P-U/VENICE/LINCOLN BL	OPEN ORDER/INST SUP	JOHN ADAMS MIDDLE SCHOOL	55.00	R
163847	STAPLES/P-U/VENICE/LINCOLN BL	PRESCHOOL CLASSROOM SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	100.00	R
163803	STAPLES/P-U/WLA/CUST#240174490	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	420.00	U
163810	STAPLES/P-U/WLA/CUST#240174490	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	250.00	U
163811	STAPLES/P-U/WLA/CUST#240174490	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	165.00	U
163921	STONE, MICHAEL D.	STAIRWAY BAND GUEST CONDUCTOR	CURRICULUM AND IMC	2,590.00	R
163813	TEACHER DIRECT	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	361.23	U



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PAGE 4

PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF FEBRUARY 18, 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	
163486	TEXTBOOK WAREHOUSE INC.	INSTRUCTIONAL SUPPORT	GRANT ELEMENTARY SCHOOL	2,174.07	U
163641	THE PROPHET CORP	PE SUPPLIES	WEBSTER ELEMENTARY SCHOOL	793.61	R
163860	THERAPRO INCORPORATED	LIFE SKILLS SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	125.30	R
163718	THOBE, CHRISTIE L.	REIMBURSEMENT	OLYMPIC CONTINUATION SCHOOL	74.99	U
163695	THYSSENKRUPP ELEVATOR	ANNUAL ELEVATOR TESTING	FACILITY MAINTENANCE	2,118.00	R
163748	THYSSENKRUPP ELEVATOR	ELEVATOR REPAIR	FACILITY MAINTENANCE	856.00	R
163892	TOMARK SPORTS INC	REPAIR BY VENDOR	SANTA MONICA HIGH SCHOOL	395.00	U
163635	TOWN RIDE INC	FIELDTRIP TRANSPORTATION	LINCOLN MIDDLE SCHOOL	1,380.00	R
163730	TOYS R US	OPEN ORDER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	225.00	CD
163705	TUMBLEWEED TRANSPORTATION	FIELDTRIP TRANSPORTATION	LINCOLN MIDDLE SCHOOL	1,218.00	R
163714	TUMBLEWEED TRANSPORTATION	BUSSES FOR FIELD TRIPS 2/9/16	WILL ROGERS ELEMENTARY SCHOOL	1,200.00	R
163814	TUMBLEWEED TRANSPORTATION	FIELD TRIP TO MUSIC CENTER	EDISON ELEMENTARY SCHOOL	810.00	R
163276	U S BANK (GOVT CARD SERVICES)	U-LINE ICE MAKER	HEALTH SERVICES	1,148.66	R
163799	U S BANK (GOVT CARD SERVICES)	IT/NETWORK SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	811.83	U
163879	U S BANK (GOVT CARD SERVICES)	WINDOW SUPPLIES	FACILITY MAINTENANCE	1,248.90	R
163826	U.S. POSTAL SERVICE	POSTAGE	PURCHASING/WAREHOUSE	10,000.00	U
163712	ULINE INC.	IT PACKING SUPPLIES	PURCHASING/WAREHOUSE	152.63	U
163889	UNITED REFRIGERATION INC	COMPRESSOR FOR PT DUME	FOOD SERVICES	903.29	F
163806	W.O.L.F.	Annual Outdoor School 5th	CABRILLO ELEMENTARY SCHOOL	2,520.00	R
163746	WALTERS WHOLESALE ELECTRIC CO	ELECTRICAL SUPPLIES	FACILITY MAINTENANCE	500.00	R
163621	WAXIE SANITARY SUPPLY	MATS FOR SCHOOL SITES	FACILITY OPERATIONS	23,607.09	U
163895	WILSON BROOKS TAYLOR	PIANO REPAIRS FOR THE DISTRICT	CURRICULUM AND IMC	1,000.00	R
163901	ZANOLLI VON OEYEN, NANCY	SEMI-PRIVATE MUSIC LESSONS	CURRICULUM AND IMC	600.00	R
163737	ZONAR SYSTEMS INC.	Quote for GPS installation	FACILITY MAINTENANCE	31,011.17	U
				** NEW PURCHASE ORDERS	609,366.65

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

163708	ARUP NORTH AMERICA LTD	COOLING LOAD STUDY	MALIBU HIGH SCHOOL	218,733.00	ES
163787	DIRECT SOURCE COMMUNICATIONS	IS ROOMS DATA MODIFICATIONS	SANTA MONICA HIGH SCHOOL	1,986.75	BB
163626	DISPLAY SONIC CORPORATION	MULTIMEDIA EPSON PROJECTOR	CURRICULUM AND IMC	4,867.28	ES
163835	IVS COMPUTER TECHNOLOGY	IVS-ELECTRICAL SERVICE	CURRICULUM AND IMC	2,880.00	ES
163913	RAINTREE-EVERGREEN LLC	OFF SITE PARKING	EDISON ELEMENTARY SCHOOL	4,800.00	BB
				** FACILITY IMPROVEMENTS: BONDS/STATE MODERNIZATON/NEW CONSTRUCTION/DEVELOPER FEES	233,267.03



TO: BOARD OF EDUCATION

ACTION/CONSENT

02/18/16

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

RE: ACCEPTANCE OF GIFTS – 2015/2016

RECOMMENDATION NO. A.11

It is recommended that the Board of Education accept, with gratitude, checks totaling **\$40,135.71** 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 **\$40,135.71** as described on the attached listing.

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

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

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

School/Site Account Number	Cash Amount	Item Description	Purpose	Donor
<b>Adams Middle School</b> 01-90120-0-00000-00000-8699-011-0000	\$ 1,146.00 \$ 1,018.00 \$ 240.00 \$ 165.00 \$ 69.00		General Supplies and Materials General Supplies and Materials General Supplies and Materials General Supplies and Materials General Supplies and Materials	Various Various Various Various Various
<b>Edison Elementary</b> 01-90120-0-00000-00000-8699-001-0000	\$ 1,500.00		General Supplies and Materials	The Barr Fund
<b>Ed Services</b> 01-90120-0-00000-00000-8699-030-0000	\$ 800.00		General Supplies and Materials	Next Ed
<b>Franklin Elementary School</b> 01-90120-0-00000-00000-8699-002-0000	\$ 575.00		General Supplies and Materials	Target Corporation
<b>Malibu High School</b> 01-90120-0-00000-00000-8699-010-0000	\$ 1,500.00		Non-Capital Equipment	MHS-Arts Angels
<b>McKinley Elementary School</b> 01-90120-0-00000-00000-8699-004-0000	\$ 3,048.50 \$ 2,475.00 \$ 625.00 \$ 375.00 \$ 350.00		Field Trip Field Trip Field Trip General Supplies and Materials General Supplies and Materials	Various McKinley PTA McKinley PTA Various Various
<b>Olympic High School</b> 01-90120-0-00000-00000-8699-014-0000	\$ 1,500.00		General Supplies and Materials	Santa Monica- Malibu PTA
<b>Rogers Elementary School</b> 01-90120-0-00000-00000-8699-006-0000	\$ 426.20		General Supplies and Materials	Box Top Education
<b>Santa Monica High School</b> 01-90120-0-00000-00000-8699-015-0000	\$23,849.08 \$ 400.00 \$ 73.93		Non-Capital Equipment Field Trip General Supplies and Materials	Samohi Athletic Booster Club Eva Mayoral Designed Giving
<b>TOTAL</b>	<b>\$40,135.71</b>			

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/18/16

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

RE: APPROVAL FOR DISPOSAL / RECYCLE OF SURPLUS EQUIPMENT

RECOMMENDATION NO. A.12

It is recommended that the Board of Education approve the disposal, sale, recycling or donation of the surplus equipment and furniture listed below.

COMMENT: All items are obsolete, beyond economic repair, unusable or deemed as surplus. Items will be disposed of in accordance with Educational Code 17545-17555.

School / Department	Item	Qty	Serial #	Acquired	Asset #
CDS (WW)	HP 6200 PRO COMPUTER	1	MXL2091W0T	2012	25264
	HP 8000 ELITE COMPUTER	1	MXL9510999	2010	23200
ED SVCS	IBM WHEELWRITER 1500 TYPEWRITER	1	11-KF863	1992	1988
	HP J605 PRINTER	1	JPBKF15337	2002	14035
EDISON	MACBOOK PRO ZOMT COMPUTER	1	C1MKV1DPDV30	2013	29535
FOOD SVCS	HP DC5800 COMPUTER	3	MXL834191T	2009	19738
			MXL8350178	2009	19736
			MXL834197S	2009	19737
	SCOTTSMAN NSE6 ICE MAKER	1	622763-050	2008	19466
IT	CISCO RPS2300 POWER SUPPLY	11	FD01240SG7R (MUIR)	2011	22371
			FD01238SGSD (ROGERS)	2011	23267
			FD01236SG2L (GRANT)	2011	22363
			FD01236SG1S	UNKNOWN	UNKNOWN
			FD01236SG52 (WEBSTER)	2011	22355
			FD01236SGC1	UNKNOWN	UNKNOWN
			FD01236SGFA	2011	22084
			FD01238SGTB	UNKNOWN	UNKNOWN
			FD01238SGVT	UNKNOWN	UNKNOWN
			FD01234SGYT	UNKNOWN	UNKNOWN
			FD01238SGSF	UNKNOWN	UNKNOWN
	CISCO 3750 CORE SWITCH	11	FD01236X0AC (CABRILLO)	2009	19994
			FD01236X0AD (PT DUME)	2008	20159
			FD01236X0AR (EDISON)	2009	21044
			FD01235X43J (MUIR)	2008	20069
			FD01236X0AY (ROOSEVELT)	2008	21017
			FD01238X34J (WEBSTER)	2008	20168
			FD01240Y1T4 (GRANT)	2008	20100
			FD01235X41T (ROGERS)	2008	20150
			FD01238X1SE (ADL ED/OLY)	2008	21008
			FD01239Y5TN (FRANKLIN)	2009	20183
			FD01236X0BD (MCKINLEY)	2008	20082

	CATALYST 3560 SWITCHES	22	FOC1443W18E FD01414X2KM (ADAMS) FD014115X064 (GRANT) FD01412Z1TS (GRANT) FD01234X4VR (GRANT) FD01226X110 (SAMOHI) FD01226X1WL (SAMOHI) FD01226X1WR (SAMOHI) FD01414X2JL FD01240Y17Y FD01234Y2Q6 (PT DUME) FD01414X2LR (PT DUME) FD01414X2LS (PT DUME) FD01408R1A8 (WEBSTER) FD01234V0JV (WEBSTER) FD01411R0EC (PT DUME) FD01239V01X (ROGERS) FD01234R012 (PT DUME) FD01234V0JR (PT DUME) FD01239R1LB (GRANT) FD01240R0PC (GRANT) FD01239R1LC (GRANT)	UNKNOWN 2010 2011 2011 2008 2008 2008 2008 UNKNOWN UNKNOWN 2008 2010 2010 2011 2008 2010 2008 2008 2008 2008 2008 2008 2008	UNKNOWN 22638 22362 22365 20085 20035 20036 20045 26222 UNKNOWN 20163 22079 22078 22354 20172 22081 20146 20161 20162 20102 20116 20118
LINCOLN	CROWN CE2000 AMPLIFIER	2	UNKNOWN	UNKNOWN	UNKNOWN
	CROWN XT12000 AMPLIFIER	1	UNKNOWN	UNKNOWN	UNKNOWN
	MACBOOK PRO COMPUTER	1	W88481HN1GK	2009	24038
MCKINLEY	BALDWIN 286837 PIANO	1	UNKNOWN	UNKNOWN	UNKNOWN
MUIR	HP KA4200 COMPUTER	1	MXM8308GWC	2009	19894
	HP DC5800 COMPUTER	1	MXL834194N	2009	19750
	CANON IR50 COPIER	1	0000022211	2010	22211
OLYMPIC	HP ALL-IN-ONE COMPUTER	1	4CS946063Y	2010	23205
	HP COMPAQ 6000 COMPUTER	2	MXL0120PXM MXL012OPHX	2010 2010	23212 UNKNOWN
PERS COMM	HP 6200 COMPUTER	2	MXL2031089	2012	25168
			MXL2090QN0	2012	25183

PT DUME	APPLE MACBOOK COMPUTER	13	W89386KQ9GU W89386GU9GU W89386GH9GU W89386L89GU W89386GR9GU W89386LE9GU W89386LB9GU W89386L39GU W89386H69GU W89386K29GU W89386K39GU W89386KK9GU W89386KL9GU	2009	23382 23380 23378 23386 23383 23389 23375 23376 23381 23387 23385 23388 23384
	APPLE M552 COMPUTER	4	G82174PTMB6 P122008GMB6 GA2180T9MB6 GA2180RJMB6	2002	11557 11559 11560 11563
	APPLE IMAC Z03L COMPUTER	1	W880300B29G	2008	19396
	APPLE IBOOK COMPUTER	1	UV32109DNDF	2003	14330
	APPLE IMAC ZOMX COMPUTER	2	SYM1130TADWY W887382NGX88	2011	26308 27611
	EPSON P231 PHOTO PRINTER	1	C4BE034559	2001	14032
	HP C411 LASER PRINTER	1	USMB337692	1998	6880
	OLYMPUS D560 DIGITAL CAMERA	1	269D11602	2003	14682
	MISC PRINTERS	18	HP MY78G650CJ HP MY7678025M HP CNBC64L1C0 HP CNBC64L1DH HP VND3F74280 HP CN9AJD6124 HP 5G37LD108Y HPCNDF377970 HP CNFC53929H HP MY78GDG06P HP CNBC84W046 HP MY767B02TJ	UNKNOWN	UNKNOWN
	MISC PRINTERS CONTINUED		HP MY78MDD187 HP MY78G0G062 HP CNBX64L1DC HP MY78GDG072 HP CN472B24YH CANON NVH35186		
ROGERS	EPSON POWERLITE 1835 PROJECTOR	1	PAVF180510L	UNKNOWN	N/A
	NEC NP1200 PROJECTOR	2	011505490300243FB 011505490300247FB	2011 2011	22825 22824

	SMART UF65 PROJECTOR	1	B102ED13E0204	2012	20864
	HP PRINTER	1	CNBR016198	UNKNOWN	UNKNOWN
	ELMO	1	014150	UNKNOWN	34851
	RADIUS MONITOR	1	1761BBA26000235	2001	13027
	HP COMPAQ DC7800	1	2UA82016JO	DONATED	29747
	APPLE IMAC COMPUTER	1	W86392HWWUX	2006	17783
	APPLE EMAC COMPUTER	22	YM34557ZPP9, YM3455DKPP9 YM3455DLPP9, YM3455F0PP9 YM3455F3PP9, YM3455F4PP9 YM3455FEPP9, YM3455FLPP9 YM3455FPPP9, YM3455FSPP9 YM3455G0PP9, YM3455GJPP9 YM3455GKPP9, YM3455J6PP9 YM3455T1PP9, YM3455TUPP9 YM3501X7PPS G854995VTDP, G85522KHTDP G854989XTDP, G854995PTDP G854995RTDP	2003, 2003 2003, 2003 2003, 2003 2003, 2003 2003, 2003 2003, 2003 2003, 2003 2003, 2003 2003, 2003 2003, 2003 2004 2006, 2006 2006, 2006 2006	16463, 16464 16465, 16466 16467, 16468 16469, 16471 16472, 16473 16476, 16477 16478, 16479 16480, 16482 16494 17091, 17092 17087, 17089 17085
	APPLE IBOOK COMPUTER	2	4H6210KSE7 4H621060SE7	2006 2006	17266 16274
SAMOHI	METAL DUMBBELL RACKS	3	UNKNOWN	UNKNOWN	UNKNOWN
	DEADLIFT PLATFORM	5	UNKNOWN	UNKNOWN	UNKNOWN
	BENCH PRESS	5	UNKNOWN	UNKNOWN	UNKNOWN
	SQUAT RACK	5	UNKNOWN	UNKNOWN	UNKNOWN
	LEG LIFT MACHINE	3	UNKNOWN	UNKNOWN	UNKNOWN
	PULL DOWN MACHINE	1	UNIVERSAL, 993069, SER # 0000115026	UNKNOWN	UNKNOWN
	VECTRA MACHINE	1	UNKNOWN	UNKNOWN	UNKNOWN
	BARBELL RACK W/12 BARBELLS	1	UNKNOWN	UNKNOWN	UNKNOWN
	ADJUSTABLE BENCH	1	UNKNOWN	UNKNOWN	UNKNOWN
	BUMPER PLATE HOLDERS (SHORT)	8	UNKNOWN	UNKNOWN	UNKNOWN
	BUMPER PLATE HOLDERS (TALL)	2	UNKNOWN	UNKNOWN	UNKNOWN
	BENCH	1	UNKNOWN	UNKNOWN	UNKNOWN
	DUMBBELL RACK	1	UNKNOWN	UNKNOWN	UNKNOWN
	METAL DUMBBELLS, DIFFERENT SIZES	21	UNKNOWN	UNKNOWN	UNKNOWN
	RUBBER BUMPER PLATES, 45 LBS	70	UNKNOWN	UNKNOWN	UNKNOWN
	RUBBER BUMPER PLATES, 35 LBS	1	UNKNOWN	UNKNOWN	UNKNOWN
	RUBBER BUMPER PLATES, 25 LBS	12	UNKNOWN	UNKNOWN	UNKNOWN



	METAL WIEGHT PLATES, 25 LBS	5	UNKNOWN	UNKNOWN	UNKNOWN
	METAL WEIGHT PLATES, 10 LBS	13	UNKNOWN	UNKNOWN	UNKNOWN
	METAL WEIGHT PLATES, 5 LBS	18	UNKNOWN	UNKNOWN	UNKNOWN
	METAL WEIGHT PLATES, 2.5 LBS	5	UNKNOWN	UNKNOWN	UNKNOWN
	BARBELLS	10	UNKNOWN	UNKNOWN	UNKNOWN
	BENCH PRESS – WHITE & BLUE	1	UNKNOWN	UNKNOWN	UNKNOWN
	ARM CURL MACHINE	1	PARAMOUNT, FL600, SER #9411	UNKNOWN	UNKNOWN
	ADJUSTABLE BENCH – WHITE, BLUE W/BLACK SEAT	1	UNKNOWN	UNKNOWN	UNKNOWN
	VERTICAL BUTTERFLY	1	PARAMOUNT, FL900, SER #9501	UNKNOWN	UNKNOWN
	CHEST PRESS	1	PARAMOUNT, FL800 SER #9501-027	UNKNOWN	UNKNOWN
	ADJUSTABLE DECLINE BENCH, BLACK	1	CHAMPION SER #24721	UNKNOWN	UNKNOWN
	VERTICAL KNEE, WHITE & BLACK	1	NAUTILUS	UNKNOWN	UNKNOWN
	LEG CURL	1	PARAMOUNT, FL200, SER #9412	UNKNOWN	UNKNOWN
	LEG EXTENSION	1	PARAMOUNT, FL100, SER #9408-055	UNKNOWN	UNKNOWN
	AB MACHINE	1	CYBEX, 4212 SER #4212H032511	UNKNOWN	UNKNOWN
	BACK EXTENSION, BLACK & ORANGE	1	UNKNOWN	UNKNOWN	UNKNOWN
	SQUAT RACK, BLUE	1	UNKNOWN	UNKNOWN	UNKNOWN
	BENCH, SIL & BLUE	1	UNKNOWN	UNKNOWN	UNKNOWN



	GATEWAY E4700 COMPUTER	8	0004614821 MEIRFB4713236 MEIRFB4713238 MEIRFB4723609 MEIRFB4713234 MERFB4723624 MEIRFB4713006 MEIRFB4713016	2008 2008 2008 2008 2008 2008 2008 2008	19440 19589 19591 19590 19595 19588 19594 19596
	GATEWAY 6200	1	5CG1030JZC	2011	25069
	GATEWAY 6300 COMPUTER	1	0036705911	2006	17189
	GATEWAY NGW1 COMPUTER	1	ME1RFB4723607	2008	19592
	HP MINI 100E COMPUTER	2	4CZ0341JQG 4CZ0341JPT	2010 2010	25019 25015
	HP 620 NETBOOK COMPUTER	7	4CZ11428H7, 4CZ114288L 4CZ11428L7, 4CZ11428KR 5CB1200WHK, 4CZ114286D 4CZ11428HB	2011, 2011 2011, 2011 2011, 2011 2011	27451, 27485 27302, 27299 27250, 27462 27419
	HP 2550 COMPUTER	1	00186051356456	2009	23231
	HP 4530S COMPUTER	3	CNU21411JD CNU21411NB CNU2071T2J	2012 2012 2012	25208 25204 25191
	HP 5300 COMPUTER	1	UNKNOWN	UNKNOWN	UNKNOWN
	HP DC5800 COMPUTER	1	MXL83419VD	2009	19733
	HP 6200 COMPUTER	10	MXL2122D1F MXL0491K7Q 5CG1030JQJ, 5CG1030JWQ 5CG1030JV5, 5CG1030JSS 5CG1030JXF, 5CG1030JZX 5CG1030K0N, 5CG1030K02	2012 UNKNOWN 2011, 2011 2011, 2011 2011, 2011 2011, 2011	25237 UNKNOWN 25074, 25085 25064, 25066 25079, 25063 25076, 25065
	HP 6550 COMPUTER	2	CNU03633DK CNU02534NZ	UNKNOWN 2011	UNKNOWN 25045
	HP 6730 COMPUTER	1	CNU914091G	2009	22008
	HP DC7800 COMPUTER	11	2UA82016XB, 2UA945092P 2UA82016X3, 2UA9050GCB 2UA82016VH, 2UA82016GX 2UA82016NF, 2UA82016R9 2UA820171W, 2UZ82016Q3 2UA82016W0	DONATION	29801, 29790 29828, 29821 29833, 29832 29827, 29844 29823, 29834 29817
	HP 8200 COMPUTER	1	UNKNOWN	UNKNOWN	UNKNOWN

	HP 8530 COMPUTER	7	2CE92000GY, 2CE92000HS 2CE92000HW, 2CE92000HP 2CE92000GM, 2CE92000J4 2CE92000HG	2009, 2009 2009, 2009 2009, 2009 2009	22033, 22037 22022, 22026 22036, 22025 22024
	HP 8560 COMPUTER	5	4CZ1251RX4, 4CZ12514Z3 4CZ1251S2J, 4CZ1251212 4CZ1251RY4	2011, 2011 2011, 2011 2011	27476, 27322 27319, 27478 27474
	PREMIO ITE-2 BUILD KIT COMPUTER	2	A7461231344-00108 UNKNOWN	2012 2012	28570 28580
SPEC ED	HP DC5800 COMPUTER	1	MXL9331CTJ	2009	23268
	HP 6200 COMPUTER	1	2UA2296TS	2012	25271
	HP DC7900 COMPUTER	1	MXL9380XMS	2009	23278
	APPLE IPAD	3	DMPHX60DFHW DMQHX5PXDFFHW DLXFXYPJDFHY	2012 2012 UNKNOWN	28359 28360 22491
TRANSPORT	HP C642 PRINTER	1	MY068111SM	2001	9162

The following vehicles will be salvaged as surplus once the replacement vehicles are received. Vehicles are beyond economic repair and exceed the District standard of a 10 year replacement cycle.

Veh #	Make/Model	Year	SN	Shop	License
39	FORD F250	1998	1FTRF27L3WKC1413	GROUND	1016581
43	FORD F250	1995	1FTHF25H3SCA2016	GROUND	E330089
G1	TAYLOR-DUNN B2-48	2008	177632	GROUND	N/A

Condition:

Veh #	Mileage	Interior Condition	Exterior Condition	Mechanical
TRUCK	UNKNOWN	POOR	POOR	POOR
TRUCK	UNKNOWN	POOR	POOR	POOR
CART	UNKNOWN	POOR	POOR	POOR

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/18/16

FROM: SANDRA LYON / JANECE L. MAEZ

RE: REVISE ENVIRONMENTAL SERVICES AGREEMENT BETWEEN SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT AND RAMBOLL ENVIRON (FORMERLY ENVIRON INTERNATIONAL CORPORATION) FOR THE PERFORMANCE OF ENVIRONMENTAL REMEDIATION SERVICES

RECOMMENDATION NO. A.13

It is recommended that the Board of Education revise the environmental services agreement between the Santa Monica-Malibu Unified School District and Ramboll Environ (formerly Environ International Corporation) for the performance of environmental remediation services.

COMMENT: At its meeting on March 6, 2014, the Board of Education ratified an agreement with Environ. At that time, the board asked staff to reexamine aspects of the contract and return with a revised agreement. That revised agreement was approved at the May 1, 2014, Board meeting. The current agreement expired on February 14, 2016, and with the upcoming work scheduled, as well as work over the next two summers, the Board is asked to approve an amendment to the agreement date through June 30, 2018. A copy of the revised agreement is available through the Superintendent's office.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

**FIRST AMENDMENT TO ENVIRONMENTAL SERVICES AGREEMENT BETWEEN  
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT AND ENVIRON  
INTERNATIONAL CORPORATION FOR THE PERFORMANCE OF  
ENVIRONMENTAL REMEDIATION SERVICES**

THIS FIRST AMENDMENT TO ENVIRONMENTAL SERVICES AGREEMENT (“First Amendment”), is made on February 3 2016, between Santa Monica-Malibu Unified School District, hereinafter referred to as “DISTRICT” and Ramboll Environ formerly known as Environ International Corporation hereinafter referred to as “RAMBOLL ENVIRON.”

THIS AMENDMENT IS ENTERED INTO on the basis of the following facts, intentions and understanding of the parties:

- A. District and Ramboll Environ entered into an agreement dated February 14, 2014 (“AGREEMENT”). The term of the agreement was for two (2) years, commencing on February 14, 2014 (“**Commencement Date**”) and expiring two years later (“**Expiration Date**”), subject to extension by written mutual agreement of the Parties.
- B. Pursuant to the Agreement, Ramboll Environ performs environmental remediation services for District.
- C. District and Ramboll Environ desires to extend the expiration date of the agreement to June 30, 2018.

NOW, THEREFORE, IN CONSIDERATION of the usual covenants and promises, the parties agree as follows:

**TERM:**

Agreement Section 1.1, Term, shall be extended to June 30, 2018.

**ACKNOWLEDGEMENT:**

In all other respects, the terms, covenants and conditions of the Agreement shall remain in full force and effect. The undersigned have read the foregoing prior to execution and acknowledge receipt of a copy.

**SIGNATURE PAGE**

**FIRST AMENDMENT TO ENVIRONMENTAL SERVICES AGREEMENT BETWEEN  
DISTRICT AND RAMBOLL ENVIRON**

**THIS AGREEMENT** is entered into as of the day and year first written above.

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

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

Date: \_\_\_\_\_

RAMBOLL ENVIRON

By: \_\_\_\_\_  
Farshad Razmdjoo, Managing Principal

Date: \_\_\_\_\_





TO: BOARD OF EDUCATION

ACTION/CONSENT

02/18/16

FROM: SANDRA LYON / TERRY DELORIA / BERTHA ROMAN

RE: AWARD OF CONTRACT TO IVS COMPUTER TECHNOLOGY FOR  
INSTALLATION OF CLASSROOM AUDIO/VISUAL TECHNOLOGIES, SINGLE  
AND DUAL PROJECTION SYSTEM, AUDIO ENHANCEMENT SPEAKERS, A/V  
CONTROLLERS, AND ELECTRICAL UPGRADES – WILL ROGERS LEARNING  
COMMUNITY – AND TO APPROVE THE PIGGYBACK ONTO BAKERSFIELD  
CITY SCHOOL DISTRICT BID #1507-1 – PHASE I TECHNOLOGY, MEASURE  
ES-2 BOND PROGRAM

#### RECOMMENDATION NO. A.14

It is recommended that the Board of Education award the installation of audio visual classroom technologies including dual screen projection systems, audio enhancement speakers, A/V controllers, and electrical upgrades at Will Rogers Learning Community in an amount not to exceed \$553,229.23, piggybacking Bakersfield City School District Bid BD 1507-1.

#### Funding Information

Budgeted: Yes

Fund: 84

Source: Measure ES

Account Number: 84-90903-0-00000-85000-6200-030-1300

COMMENTS: Classroom technology standards were developed by the 21<sup>st</sup> Century Classroom subcommittee of the District Technology Team in the Fall of 2014. The elementary classroom standard includes the installation of dual projection systems, audio enhancement speakers with teacher and student microphones and audio visual controllers.

School district governing boards have the authority to “piggyback” on another public agency’s bid per public contract code section 20118 and 20652 when it is determined to be in the “best interest of the district”. It is often advantageous for district to utilize piggyback bids when contract items are identical to the districts specifications. Using piggyback contracts saves time and money, and they often provide lower prices than a single jurisdiction would be able to obtain.

The Board of Education approved the budget for Measure ES-2 Technology purchases during the Board meeting of August 28, 2014 (Item S.01). This purchase will utilize a portion of the 21<sup>st</sup> Century Classrooms allocation.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:



TO: BOARD OF EDUCATION

ACTION/CONSENT

02/18/16

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

RE: RATIFICATION OF AWARD OF REQUEST FOR PROPOSAL (RFP) –  
DISTRICTWIDE FACILITY CONDITION ASSESSMENT & REPLACEMENT  
PLAN – WINDOWS, FLOORING AND PAINT PROJECT – MEASURE ES

RECOMMENDATION NO. A.15

It is recommended that the Board of Education ratify the award of RFP, Districtwide Facility Condition Assessment & Replacement Plan – Windows, Flooring and Paint Project to HMC Architects, for a not to exceed total of \$988,826.00 for three school sites.

Funding Information

Budgeted: Yes

Fund: 85

Source: ES – Malibu Allocation, Samohi Allocation & Santa Monica Unallocated  
Budget

Account Number: 85-90905-0-00000-85000-5802-XXX-2600

Malibu Allocation-Cabrillo ES (\$303,150.00)

85-90905-0-00000-85000-5802-XXX-2600

SM Unallocated-Grant ES (\$335,942.00)

85-90905-0-00000-85000-5802-XXX-2600

SM Unallocated-Will Rogers ES (\$349,734.00)

Description: District Wide Condition Assessment & Replacement Plan

DSA #: N/A

COMMENTS: The RFP for District Wide Facility Condition Assessment & Replacement Plan – Windows, Flooring and Paint Project was issued on October 29, 2015, to four firms. Proposals were due November 17, 2015. Three proposals were received from the firm's noted below. FIP staff conducted interviews with all three firms on Wednesday, December 2, 2015, and found HMC Architects to be the most qualified respondent:

1. HMC Architects
2. NAC Architecture
3. Struere

During the December 17, 2015, Board of Education meeting the board approved the award to HMC Architects and gave approval for District to begin the negotiations for the contracts of the three (3) school sites.

It is recommended that the Board of Education approve the contract ratifications for an overall not to exceed contract total of \$988,826.00 for the three (3) sites noted herein.

A Friday memo will accompany this Board Item.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:



TO: BOARD OF EDUCATION

ACTION/CONSENT

02/18/16

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

RE: CONTRACT AMENDMENT #38 FOR ADDITIONAL ARCHITECTURAL  
SERVICES FOR THE MALIBU MIDDLE AND HIGH SCHOOL CAMPUS  
IMPROVEMENT PROJECT – HMC ARCHITECTS – MEASURE BB

RECOMMENDATION NO. A.16

It is recommended that the Board of Education approve Contract Amendment #38 to HMC Architects, to provide additional services for architectural and engineering services related to the preparation of the Parking Lot Lighting Renderings for the Malibu Middle and High School Campus Improvement Project in the amount of \$44,345 for a total contract amount of \$7,356,591

Funding Information

Budgeted: Yes  
Fund: 83  
Source: Measure BB  
Account Number: 83-90500-0-00000-85000-5802-010-2600  
Project: Malibu HS, Campus Improvements Project  
Budget Category: Soft Costs \ Design Services \ Architects

COMMENTS: Contract Amendment 36 and 37 included work required necessary to revise and address design issues associated with several planning issues required by the Coastal Development Permit. Since that time, additional services were required to design and prepare photo enhanced night lighting renderings for the 150 space parking lot that is the subject of the appeal to the decision on the Coastal Development Permit, in preparation for submittal of the project to the California Coastal Commission for a decision regarding the project. The scope of this work includes multiple photorealistic renderings from varying viewpoints, and with lighting zones 1, 2, and 3 sequentially deactivated and enhancement of the 150 space parking lot completed with indication of the equestrian trail.

\$44,435 Total Additional services

Contract Amendment #38 is proposed for \$44,345.00. There is budget available for architectural services for this contract amendment.

ORIGINAL CONTRACT AMOUNT (Programming/Schematic Design)	\$961,327
CONTRACT AMENDMENT #1 (Cabrillo SDC-IS)	\$87,995
CONTRACT AMENDMENT #2 (FF&E Standards)	\$92,400
CONTRACT AMENDMENT #3 (DD/CD/CA Malibu Project)	\$3,562,894
CONTRACT AMENDMENT #4 (Pt. Dume/Webster Safety)	\$157,588
CONTRACT AMENDMENT #5 (Malibu Project Public Meetings/EIR)	\$25,144
CONTRACT AMENDMENT #6 (Cabrillo Safety Project)	\$10,304
CONTRACT AMENDMENT #7 (Webster Parking Safety Project)	\$62,344
CONTRACT AMENDMENT #8 (Cabrillo Septic Study)	\$21,647
CONTRACT AMENDMENT #9 (Malibu right turn lane study)	\$68,256

CONTRACT AMENDMENT #10 (Malibu fire protection)	\$25,991
CONTRACT AMENDMENT #11 (Malibu field renderings)	\$8,046
CONTRACT AMENDMENT #12 (Malibu wastewater study)	\$62,037
CONTRACT AMENDMENT #13 (Malibu electrical)	\$34,428
CONTRACT AMENDMENT #14 (Malibu EIR, Traffic, Parking)	\$372,321
CONTRACT AMENDMENT #15 (Webster fire alarm)	\$9,090
CONTRACT AMENDMENT #16 (Malibu, Additional Scope) _	\$228,405
CONTRACT AMENDMENT #17 (Malibu, Parking Lot "A")	\$57,340
CONTRACT AMENDMENT #18 (Cabrillo, Additional scope)	\$9,690
CONTRACT AMENDMENT #19 (OWTS, Webster)	\$57,330
CONTRACT AMENDMENT #20 (OWTS, Pt. Dume)	\$57,330
CONTRACT AMENDMENT #21 (Malibu HS, OWTS Construction Documents & CA)	\$245,375
CONTRACT AMENDMENT #22 (Structural investigation and design, Point Dume ES)	\$19,840
CONTRACT AMENDMENT #23 (CDP Exemption and Waivers, Malibu HS)	\$12,520
CONTRACT AMENDMENT #24 (DSA submittal for Access Review, Cabrillo ES Fencing)	\$3,700
CONTRACT AMENDMENT #25 (Separate Malibu FA into separate DSA & Bid Package)	\$69,210
CONTRACT AMENDMENT #26 (Additional Security Fencing, Gates, Erosion Control at Malibu HS)	\$83,090
CONTRACT AMENDMENT #27 (Cabrillo fencing and gate revisions)	\$7,065
CONTRACT AMENDMENT #28 (Webster, Parking and Drop-Off)	\$73,280
CONTRACT AMENDMENT #29 (Malibu, Campus Improvement)	\$8,000
CONTRACT AMENDMENT #30 (Malibu, Campus Improvement, EIR lighting study)	\$4,500
CONTRACT AMENDMENT #32 (Malibu HS, RWQCB, WDRs)	\$6,200
CONTRACT AMENDMENT #33 (Malibu HS, Fire Alarm, FCD)	\$7,315
CONTRACT AMENDMENT #34 (Malibu HS, SWPPP)	\$5,800
CONTRACT AMENDMENT #36 (Malibu HS, Coastal Development Permit, Hearing, redesign)	\$350,000
CONTRACT AMENDMENT #37 (Malibu HS, Redesign, OWTS Redesign)	\$444,444
CONTRACT AMENDMENT #38 (Parking Lot Photo Renderings)	\$44,345

TOTAL CONTRACT AMOUNT: \$7,356,591

Malibu Stadium Lighting:

CONTRACT AMENDMENT #31 (Malibu, Stadium Lighting, Architectural Services)	\$56,260
CONTRACT AMENDMENT #35 (Malibu, Stadium Lighting, Architectural Services)	\$12,795
	\$69,055

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/18/16

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

RE: CONTRACT AMENDMENT #39 FOR ADDITIONAL ARCHITECTURAL  
SERVICES FOR THE MALIBU MIDDLE AND HIGH SCHOOL CAMPUS  
IMPROVEMENT PROJECT – HMC ARCHITECTS – MEASURE BB

RECOMMENDATION NO. A.17

It is recommended that the Board of Education approve Contract Amendment #39 to HMC Architects, to provide additional services for architectural and engineering services related to the design of the Wharf and Parking Lot E for the Malibu Middle and High School Campus Improvement Project in the amount of \$496,000 for a total contract amount of \$7,852,591.

Funding Information

Budgeted: No  
Fund: 83  
Source: Measure BB  
Account Number: 83-90500-0-00000-85000-5802-010-2600  
Project: Malibu HS, Campus Improvements Project  
Budget Category: Soft Costs \ Design Services \ Architects

COMMENTS: Although the core building project was designed and approved by DSA several years ago, the project has been on hold pending resolution of an appeal to the approval of the Coastal Development Permit. It now appears that either the appeal will be withdrawn, or the California Coastal Commission will hear the matter and determine the disposition of the project. To that end, the District has requested that HMC prepare to complete the preconstruction process and prepare bid documents for the project, as well as begin design on appurtenant necessary work that must occur on campus for the project to proceed. The scope of this work includes two phases. Phase I is related to the new 150 space parking lot layout revision including zoned barrier and light controls, design of the construction staging area, design of the interim staff parking and student drop off areas, design of the student parking area, and modification of the MDF. Construction administration and closeout services for these particular elements of work are excluded from this proposal. Phase II includes preparation of drawings and specifications for new DSA application and bid package for the interim middle school (Wharf), installation of a new fire hydrant to cover the wharf, and security gates and fencing. Construction administration and closeout services for these particular elements of work are excluded from this proposal.

\$196,000	Phase I
\$300,000	Phase II
\$496,000	Total Additional services

Contract Amendment #39 is proposed for \$496,000.00. The funds will be reallocated from the hard cost construction budget to the soft cost budget for this expenditure.

ORIGINAL CONTRACT AMOUNT (Programming/Schematic Design)	\$961,327
CONTRACT AMENDMENT #1 (Cabrillo SDC-IS)	\$87,995
CONTRACT AMENDMENT #2 (FF&E Standards)	\$92,400
CONTRACT AMENDMENT #3 (DD/CD/CA Malibu Project)	\$3,562,894
CONTRACT AMENDMENT #4 (Pt. Dume/Webster Safety)	\$157,588
CONTRACT AMENDMENT #5 (Malibu Project Public Meetings/EIR)	\$25,144
CONTRACT AMENDMENT #6 (Cabrillo Safety Project)	\$10,304
CONTRACT AMENDMENT #7 (Webster Parking Safety Project)	\$62,344
CONTRACT AMENDMENT #8 (Cabrillo Septic Study)	\$21,647
CONTRACT AMENDMENT #9 (Malibu right turn lane study)	\$68,256
CONTRACT AMENDMENT #10 (Malibu fire protection)	\$25,991
CONTRACT AMENDMENT #11 (Malibu field renderings)	\$8,046
CONTRACT AMENDMENT #12 (Malibu wastewater study)	\$62,037
CONTRACT AMENDMENT #13 (Malibu electrical)	\$34,428
CONTRACT AMENDMENT #14 (Malibu EIR, Traffic, Parking)	\$372,321
CONTRACT AMENDMENT #15 (Webster fire alarm)	\$9,090
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CONTRACT AMENDMENT #25 (Separate Malibu FA into separate DSA & Bid Package)	\$69,210
CONTRACT AMENDMENT #26 (Additional Security Fencing, Gates, Erosion Control at Malibu HS)	\$83,090
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CONTRACT AMENDMENT #32 (Malibu HS, RWQCB, WDRs)	\$6,200
CONTRACT AMENDMENT #33 (Malibu HS, Fire Alarm, FCD)	\$7,315
CONTRACT AMENDMENT #34 (Malibu HS, SWPPP)	\$5,800
CONTRACT AMENDMENT #36 (Malibu HS, Coastal Development Permit, Hearing, redesign)	\$350,000
CONTRACT AMENDMENT #37 (Malibu HS, Redesign, OWTS Redesign)	\$444,444
CONTRACT AMENDMENT #38 (Parking Lot Photo Renderings)	\$44,345
CONTRACT AMENDMENT #39 (Wharf and Parking Lot E Design)	\$496,000

TOTAL CONTRACT AMOUNT:	\$7,852,591
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Malibu Stadium Lighting:

CONTRACT AMENDMENT #31 (Malibu, Stadium Lighting, Architectural Services)	\$56,260
CONTRACT AMENDMENT #35 (Malibu, Stadium Lighting, Architectural Services)	\$12,795
	\$69,055

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:



TO: BOARD OF EDUCATION

ACTION/CONSENT

02/18/16

FROM: SANDRA LYON / JANECE L. MAEZ

RE: CONTRACT AMENDMENT #1 FOR ADDITIONAL PROGRAM MANAGEMENT SERVICES – MASSETTI CONSULTING, LLC – MEASURE ES

RECOMMENDATION NO. A.18

It is recommended that the Board of Education approve Contract Amendment #1 to Massetti Consulting, LLC, to provide subconsultant preconstruction services and subconsultant funding specialist services in the amount of \$194,762 for a total contract amount of \$614,762.

Funding Information

Budgeted: Yes  
Fund: 85  
Source: Measure ES  
Account Number: 85-90100-0-00000-85000-5802-050-2600  
Project: Measure ES Program Management Centralized Services  
Budget Category: Soft Costs/Program Management

COMMENTS: With the increasing development of Measure ES projects, additional bond program staffing is needed, consisting of a preconstruction manager, to oversee design and preconstruction activities, and a funding consultant to seek available state funding. Massetti Consulting has proposed the addition of a subconsultant preconstruction manager, initially working 80% on this program, as well as the addition of a subconsultant to identify and seek available funding sources such as facilities hardship or seismic funding for eligible projects. The monthly rate for the preconstruction manager is \$20,736, for 4 days/week. The proposal covers Year 1 of the Massetti Consulting Agreement (August 2016). When program needs dictate, that role will increase to full time. It is not anticipated that this increase will occur until at least September 2016. The funding consultant will focus on two tasks; determination of eligibility for state funding (5 months), and procurement of funding for JAMS Auditorium repair or replacement (12 months). The monthly cost will vary, but the total for these tasks will not exceed \$49,610. Should eligibility exist under the State School Facility Program, additional services may be required to obtain funding.

Preconstruction Manager (7 months at 80%):	\$145,152
Funding Consultant	\$49,610
Contract Amendment #1	\$194,762
Contract Amendment #1 is proposed for \$194,762.00.	

ORIGINAL CONTRACT AMOUNT (Bond Program Manager Consultant – Year 1)	\$420,000
CONTRACT AMENDMENT #1 (Preconstruction Manager and Funding Consultant – Year 1)	\$194,762
TOTAL CONTRACT AMOUNT:	\$614,762

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:



TO: BOARD OF EDUCATION

ACTION/CONSENT

02/18/16

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

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

RECOMMENDATION NO. A.19

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

Edison Language Academy New Construction Project

<b>Vendor Name/Project</b>	<b>PO Number</b>	<b>Amount</b>	<b>Substantial Completion Date</b>
LA Pros	155132	\$5,900	10/20/15

Edison Language Academy New Construction Project

<b>Vendor Name/Project</b>	<b>PO Number</b>	<b>Amount</b>	<b>Substantial Completion Date</b>
HJ Mechanical	162071	\$15,506.46	10/1/15

John Adams Middle School Modernization Project (Pkg A)

<b>Vendor Name/Project</b>	<b>PO Number</b>	<b>Amount</b>	<b>Substantial Completion Date</b>
South Bay Landscaping Inc.	144245	\$8,688	5/1/14

Olympic High School Modernization

<b>Vendor Name/Project</b>	<b>PO Number</b>	<b>Amount</b>	<b>Substantial Completion Date</b>
Korade & Associate Builders, Inc.	160714	\$6,209	9/1/14

Washington West Child Development

<b>Vendor Name/Project</b>	<b>PO Number</b>	<b>Amount</b>	<b>Substantial Completion Date</b>
Korade & Associate Builders, Inc.	161328	\$5,681	11/23/15
Korade & Associates Builders, Inc.	156020	\$17,403.00	12/10/15

Malibu High School – Stadium Lights Project

<b>Vendor Name/Project</b>	<b>PO Number</b>	<b>Amount</b>	<b>Substantial Completion Date</b>
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:

ABSENT:



TO: BOARD OF EDUCATION

ACTION/CONSENT

02/18/16

FROM: SANDRA LYON / MARK O. KELLY

RE: CERTIFICATED PERSONNEL – Elections, Separations

RECOMMENDATION NO. A.20

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

**ADDITIONAL ASSIGNMENTS**

**ADAMS MIDDLE SCHOOL**

Rajabali, Jahan	\$44.60, as needed	1/6/16-6/9/16	<u>Est Hrly/\$----</u>
		TOTAL ESTABLISHED HOURLY	<u>\$----</u>

Comment: After-School Library Supervision Substitute  
01-Reimbursed by PTA

Guirguis, Mariam	15.7 hrs @\$44.60	1/10/16-1/15/16	Est Hrly/\$700
Jarvis, Andrea	15.7 hrs @\$44.60	1/10/16-1/15/16	Est Hrly/\$700
Karaiakoubian, Paul	15.7 hrs @\$44.60	1/10/16-1/15/16	Est Hrly/\$700
Sever, Pamela	15.7 hrs @\$44.60	1/10/16-1/15/16	Est Hrly/\$700
Valentiner, Katherina	15.7 hrs @\$44.60	1/10/16-1/15/16	<u>Est Hrly/\$700</u>
		TOTAL ESTABLISHED HOURLY	<u>\$3,500</u>

Comment: Chaperone 7<sup>th</sup> Grade Science Yosemite Trip  
01-Formula & Old Tier III

**CABRILLO ELEMENTARY SCHOOL**

Kleiser, Yvette	4 hrs @\$44.60	12/1/15-1/31/16	Est Hrly/\$178
Levy, Nancy	4 hrs @\$44.60	12/1/15-1/31/16	Est Hrly/\$178
Matthews, Jill	4 hrs @\$44.60	12/1/15-1/31/16	Est Hrly/\$178
Siegel, Julie	4 hrs @\$44.60	12/1/15-1/31/16	Est Hrly/\$178
Weinstock, Cyndie	4 hrs @\$44.60	12/1/15-1/31/16	<u>Est Hrly/\$178</u>
		TOTAL ESTABLISHED HOURLY	<u>\$890</u>

Comment: Prep for Staff Professional Development  
01-Gifts – Equity Fund

**EDUCATIONAL SERVICES**

Adams-Hoffman, Brittany	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Badt, Amy	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Banks, Jamila	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Barba-Castro, Graciela	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Berman, Lauren	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Berukhim, Niloufar	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Carey, Ann	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Clark, Grant	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Contreras, Sitara	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Corpuz, Rowena	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Cronrod, Merryll	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Cueva, Olga	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Curry, Edward	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Green, Cristi	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Handelman, Catherine	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Harris, Kennith	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Higuchi Hernandez, Jessica	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Hodges, Holly	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Hyatt, Lova Lee	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Jauregui, Marissa	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Jordan, Nancy	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67

Krogmann, Allyson	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Large-Fullerton, Anabella	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Marks, Jamie	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Maynard, Amy	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Meade, Mary	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Mehring, Patty	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Mendelson, Karen	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Moore, LaShawn	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Petrilyak, David	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Plasencia, Raquel	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Reilly, Maureen	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Schwengel, Kurt	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Thomas, Christine	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Thomas, Kate	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Turner, Amy	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Vasquez, Martha	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
Yi, Jennifer	1.5 hrs @\$44.60	2/11/16	Est Hrly/\$67
TOTAL ESTABLISHED HOURLY			\$2,546

Comment: Mandatory Training on the Early Development Instrument  
01-Unrestricted Resource

#### FRANKLIN ELEMENTARY SCHOOL

Diaz, Vanesa	16 hrs @\$44.60	2/1/16-6/5/16	Est Hrly/\$714
TOTAL ESTABLISHED HOURLY			\$714

Comment: After School Intervention  
01-Formula & Old Tier III

#### LINCOLN MIDDLE SCHOOL

Ehrke, Shelly	2 hrs @\$44.60	1/13/16-2/3/16	Est Hrly/\$89
Hoffman, Beth	2 hrs @\$44.60	1/13/16-2/3/16	Est Hrly/\$89
Moazzez, Rozita	2 hrs @\$44.60	1/13/16-2/3/16	Est Hrly/\$89
Moe, Eric	2 hrs @\$44.60	1/13/16-2/3/16	Est Hrly/\$89
Moe, Rose	2 hrs @\$44.60	1/13/16-2/3/16	Est Hrly/\$89
Palumbus, Beth	2 hrs @\$44.60	1/13/16-2/3/16	Est Hrly/\$89
TOTAL ESTABLISHED HOURLY			\$534

Comment: Panel Member for Evening PTSA Meeting  
01-Formula & Old Tier III

#### PT DUME ELEMENTARY SCHOOL

Calek, Laura	24 hrs @\$44.60	1/20/16-3/16/16	Est Hrly/\$1,070
Campbell, Charlotte	24 hrs @\$44.60	1/20/16-3/16/16	Est Hrly/\$1,070
Johnson, Cindy	30 hrs @\$44.60	1/20/16-3/16/16	Est Hrly/\$1,338
Majewski, Maribeth	20 hrs @\$44.60	1/20/16-3/16/16	Est Hrly/\$ 892
TOTAL ESTABLISHED HOURLY			\$4,370

Comment: Reading Intervention (After School Literacy Lab)  
01-Reimbursed by PTA

#### ROGERS ELEMENTARY SCHOOL

Herrera, Mayra	3 hrs @\$44.60	1/27/16	Est Hrly/\$126
Hurst, Erin	3 hrs @\$44.60	1/27/16	Est Hrly/\$126
Urias, Rebecca	3 hrs @\$44.60	1/27/16	Est Hrly/\$126
TOTAL ESTABLISHED HOURLY			\$378

Comment: Literacy Data Meeting  
01-IASA: Title I Basic-LW Inc/Neg

**TOTAL ESTABLISHED HOURLY = \$ 12,932**

**NEW HIRES****PROBATIONARY CONTRACTS**

<u>Name/Assignment/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>
Fay, Allison/English, Humanities Malibu High School	80%	2/1/16

**TEMPORARY CONTRACTS**

<u>Name/Assignment/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>
Golden, Amy/SSA Santa Monica High School	100%	2/1/16-6/16/16
McConville-Awbrey, Gigi/SAI Grant Elementary	100%	1/4/16-6/9/16
Radcliffe, Audra/1 <sup>st</sup> Grade Muir Elementary	100%	1/4/16-6/9/16

**SUBSTITUTE TEACHERS****Effective****LONG-TERM LEAVE ASSIGNMENT**(Group 1 Step 1 on Certificated Teaching/  
Counseling Salary Schedule)

Knox, Rebecca	2/1/16
Olsen, Susan	2/22/16

**LEVEL 1 SUBSTITUTES**(@\$179.00 Daily Rate)

Berezowsky, Lisa	2/8/16
Blair, Amanda	2/1/16
Garcia, Lindsay	2/8/16
Geckle, Karl	2/8/16
Landau, Daniel	2/8/16
Sullivan, Brianna	2/8/16

**LEAVE OF ABSENCE (with pay)**

<u>Name/Location</u>	<u>Effective</u>
McCabe, Eileen Special Education	4/4/16-6/9/16 [Medical Maternity/FMLA]

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:





TO: BOARD OF EDUCATION

ACTION/CONSENT

02/18/16

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

RE: CLASSIFIED PERSONNEL – MERIT

RECOMMENDATION NO. A.21

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**

		<b><u>EFFECTIVE DATE</u></b>
Sutton, Ry	Paraeducator 1	1/15/16
Special Ed-McKinley ES	6 Hrs/SY/Range: 20 Step: A	

**TEMP/ADDITIONAL ASSIGNMENTS**

		<b><u>EFFECTIVE DATE</u></b>
Gonzalez, Arthur	Custodian	1/16/16-6/9/16
Operations-Lincoln MS	[overtime; school events]	
Gonzalez, Diane	Health Office Specialist	2/20/16-6/9/16
Health Services-Adams MS	[additional hours; health office support]	
Gutierrez, Nancy	Bilingual Community Liaison	1/10/16-1/15/16
Adams MS	[overtime; overnight trip]	
Martin, Charles	Campus Security Officer	1/8/16-6/9/16
Lincoln MS	[overtime; ASB events]	
Minca, Robin	Administrative Assistant	1/8/16
Lincoln MS	[overtime; ASB dance concession sales]	
Nunez, Sherry	Campus Security Officer	1/8/16-6/9/16
Lincoln MS	[overtime; ASB events]	
Nyden, Diane	Senior Office Specialist	1/8/16
Lincoln MS	[overtime; ASB dance concession sales]	
Paddock, Lori	Senior Office Specialist	1/8/16
Lincoln MS	[overtime; ASB dance concession sales]	
Rocha, Cynthia	Office Specialist	1/22/16-1/29/16
Educational Services	[additional hours; office support]	
Santiago, Marlene	Bilingual Community Liaison	1/16/16-6/17/16
CDS-Business Office	[additional hours; federal review support]	
Soto, Sara	Equipment Operator-Tree Trimmer	12/11/15-3/11/16
Operations	[overtime; grounds support]	
Suaste, Eduardo	Utility Worker	12/2/15—3/7/16
Operations	[overtime; operations support]	
Tate, Jarell	Gardener	12/16/15—12/31/15
Operations	[overtime; grounds support]	

**SUBSTITUTES**

		<b><u>EFFECTIVE DATE</u></b>
Villasenor, Erika	Office Specialist	1/5/16-6/30/16
District		

Wade, Essence Adult Education	Campus Security Officer	12/1/15-6/1/16
<b><u>CHANGE IN ASSIGNMENT</u></b>		<b><u>EFFECTIVE DATE</u></b>
Korduner, Justin Special Ed-Santa Monica HS	Paraeducator-1 6.3 Hrs/SY From: 5.5 Hrs/SY/Special Ed-Santa Monica HS	1/7/16
Winer, Megan Grant ES	Instructional Assistant - Classroom 3 Hrs/SY From: 2 Hrs/SY/Grant ES	12/18/15
<b><u>LEAVE OF ABSENCE (PAID)</u></b>		<b><u>EFFECTIVE DATE</u></b>
Berumen, Theodore Purchasing	Senior Buyer Medical	1/11/16-1/22/16 1/25/16-2/28/16
Crockett, Della CDS-Lincoln Preschool	Children's Center Assistant-2 Personal	1/19/16-2/22/16
Davis, Jeffery Maintenance	Carpenter Intermittent FMLA	7/1/15-5/27/16
Gallegos-Martin, Agustin Operations-Grant ES	Custodian Medical	1/27/16-6/30/16
Gardea-Perez, Guadalupe CDS-Business Office	Bilingual Community Liaison FMLA	1/25/16-2/25/16
Holsome, Dorothy Food and Nutrition Services	Cafeteria Worker I Intermittent FMLA	1/14/16-3/10/16
Johnson, Mayra CDS-ITC-Santa Monica HS	Children's Center Assistant-2 Maternity	1/25/16-3/18/16
Johnson, Peter Operations-McKinley ES	Custodian FMLA	1/25/16-2/19/16
Khang, Renee Special Ed-Malibu HS	Paraeducator-3 Medical	1/19/16-2/22/16
Martinez, Maisha Special Ed-Grant ES	Paraeducator-1 Medical	1/25/16-2/14/16
Mederos, Eden Special Ed-Santa Monica HS	Paraeducator-3 Medical	1/15/16-3/1/16
Mehta, Jaimini Santa Monica HS	Braille Transcriber Personal	1/26/16-2/24/16
Thompson, Raquel Health Services-Pt. Dume ES	Health Office Specialist Medical	1/5/16-1/15/16
Toma, Julie Personnel Commission	Human Resources Technician Medical	2/5/16-2/12/16
Ward, Melvin Special Ed-Roosevelt ES	Paraeducator-1 Medical	1/14/16-2/16/16

**LEAVE OF ABSENCE (UNPAID)**

		<b><u>EFFECTIVE DATE</u></b>
Keck, Caroline Special Education	Occupational Therapist CFRA	1/17/16-4/18/16
Khang, Renee Special Ed-Malibu HS	Paraeducator-3 CFRA	2/23/16-3/28/16

**WORKING OUT OF CLASS**

		<b><u>EFFECTIVE DATE</u></b>
Part, Brian Facility Use	Facility Permit Supervisor From: Sports Facility Coordinator	2/1/16-6/30/16
Soto, Sara Operations	Equipment Operator – Tree Trimmer From: Gardener	12/11/15-3/11/16
Suaste, Eduardo Operations	Utility Worker From: Lead Custodian	12/2/15—3/7/16
Tate, Jarell Operations	Gardener From: Custodian	12/16/15—12/31/15
White, Robert Facility Use	Sports Facility Coordinator From: Sports Facility Attendant	2/1/16-6/30/16

**TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES**

		<b><u>EFFECTIVE DATE</u></b>
(39-MONTH MEDICAL REEMPLOYMENT LIST) BQ7993312 Special Education	Paraeducator-3	2/17/16
FY2930645 Special Education	Paraeducator-1	2/16/16

**SUSPENSION WITHOUT PAY**

		<b><u>EFFECTIVE DATE</u></b>
RH4233529 Special Education	Paraeducator-3	2/24/16, 3/1/16

**DISQUALIFICATION FROM PROBATION**

		<b><u>EFFECTIVE DATE</u></b>
EV8747526 Operations	Custodian	2/19/16

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

02/18/16

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

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.22

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

**COACHING ASSISTANT**

Anderson, Liam	Malibu HS	1/19/16-6/30/16
Jordan, Michael	Malibu HS	1/7/16-6/30/16
Maxwell, Justin	Santa Monica HS	1/21/16-6/9/16
Shapiro, Derek	Santa Monica HS	1/7/16-6/9/16
Sweigart, Shane	Malibu HS	1/19/16-6/30/16
Torres, Arianna	Santa Monica HS	1/21/16-6/10/16

**TECHNICAL SPECIALIST – LEVEL III**

Parise, Chris	Education Services/VAPA/Roosevelt ES [Band Instructor] - Funding: Gifts – Stairway of the Stars Fund	1/6/16-2/17/16
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MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:



TO: BOARD OF EDUCATION

ACTION/CONSENT

02/18/16

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

RE: CHANGE IN STAFFING (FTE) CLASSIFICATIONS – FISCAL SERVICES

RECOMMENDATION NO. A.23

It is recommended that the Board of Education approve a change in staffing (FTE) classifications in the Fiscal Services Department. Currently, there are two (2) Accounting Assistant II positions, (2.0 FTE) both 8 hours, 12-Month. Due to the technical level of work required, the department proposes to abolish these positions and replace them with two (2) Accounting Technician positions, (2.0 FTE) both still at 8 hours, 12-Month.

FUNDING NOTE: There will be no financial impact on the 2015-2016 budget.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:





TO: BOARD OF EDUCATION

ACTION/CONSENT

02/18/16

FROM: SANDRA LYON / TERRY DELORIA / PAMELA KAZEE

RE: INCREASE IN STAFFING (FTE) – SPECIAL EDUCATION

RECOMMENDATION NO. A.24

It is recommended that the Board of Education approve a Paraeducator 3 6.0-hour (0.75 FTE) at Franklin Elementary School in order to meet IEP requirements and student needs for the remainder 2015-2016 school year. This position will take the place of a current Paraeducator 1 position, which will be abolished.

FUNDING NOTE: The 2015-2016 budget will be adjusted \$2,411 for salary and benefits for the remainder of the school year.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:



TO: BOARD OF EDUCATION

ACTION/CONSENT

02/18/16

FROM: SANDRA LYON / TERRY DELORIA / PAMELA KAZEE

RE: INCREASE IN STAFFING (FTE) – SPECIAL EDUCATION

RECOMMENDATION NO. A.25

It is recommended that the Board of Education approve a Sr. Office Specialist (1.0 FTE, 8 hours, School Year) in the Special Education Department in order to comply with legal timelines for record requests and document filing.

FUNDING NOTE: The 2015-2016 budget will be adjusted \$18,208 for salary and benefits for the remainder of the school year.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:



TO: BOARD OF EDUCATION

ACTION/CONSENT

02/18/16

FROM: SANDRA LYON / MARK O. KELLY

RE: REVISED JOB DESCRIPTION – PRESCHOOL TEACHER

RECOMMENDATION NO. A.26

It is recommended that the Board of Education approve the revised job description for Preschool Teacher.

COMMENTS: With changes in the local, state and federal requirements for Child Development preschool teachers, and with the onset of the Site-based Preschool and Transitional Kindergarten pilot program, the job description for Preschool Teacher requires revision. Attached is a revised job description that is inclusive of the qualifications, requirements and job duties for a preschool teacher in either a Child Development Services or a site-based preschool position.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

CERTIFICATED JOB DESCRIPTION

**PRESCHOOL TEACHER**

**DEFINITION:**

Under the general direction of Educational Services, and the supervision of the Site Principal or the Director of Child Development Services or designee, the Preschool Teacher provides an educational program for preschool students anchored in the California Preschool Learning Foundations, and participates in other site or department programs, as assigned.

**EXAMPLES OF DUTIES:**

- Identifies the educational and developmental needs of each child as a basis for determining teaching objectives;
- Develops activities and lesson plans to address the social, emotional, physical and cognitive growth and development of all students;
- Plans and implements a weekly lesson plan based on students' individualized school-readiness goals, developmental level, and interests utilizing the California Preschool Learning Foundations design, Board-approved curriculum, curriculum prescribed by the State of California Child Development Division, and/or Head Start;
- Keeps appropriate records for learning goals progress evaluation, and completed required assessments, such as Desired Results Developmental Profile (DRDP) and/or Early Childhood Environment Rating Scales (ECERS);
- Maintains a learning environment which supports the goals for the students, the multicultural practices of students and families, and the District's pre-school philosophy;
- Utilizes language and literacy-based strategies to support dual language learners in the classroom;
- Maintains an orderly, safe, and healthy indoor and outdoor learning environment;
- Actively participates in students' daily indoor and outdoor routine;
- Includes parents in the planning of student goals through parent conferences and home visits (Head Start only), and encourages on-going parent involvement;
- Participates in site or department Professional Development meetings, collaborative planning and coaching, and implements knowledge gained into teaching practices;
- Co-teach with another preschool teacher, where required;
- Plan, communicate to and coordinate the work of paraprofessionals, where required;
- Collaborate in lesson planning with early childhood colleagues, coaches and TK-5 teachers, as required;
- Directs the learning experiences of secondary and college students who participate as a part of child development course programs, as needed;
- Perform other related duties as assigned.

## **QUALIFICATIONS:**

### **Knowledge of:**

- Child growth and development,
- Instructional techniques for the preschool-aged child,
- Cognitively Guided Instruction (CGI) preferred,
- Current instructional technology trends,
- Community-based resources that promote the welfare of students and families,
- Reggio-Emilia approach and a STEAM-enhanced curriculum (science, technology, engineering, art and mathematics) preferred,
- Dual immersion programs for some positions; and familiarity with best practices in second language acquisition.

### **Ability to:**

- Communicate effectively in oral and written form,
- Strong organizational skills,
- Experience with assessments, such as DRDP and ECERS,
- Ability to work with students and families of diverse backgrounds and those students with special needs,
- Ability to work positively and cooperatively in collaboration with other teachers, paraprofessionals, and administrators,
- Demonstrates exemplary professional ethics and standards,
- Promote health and safety practices, and adhere to district policies and procedures,
- Proficient in educational technology.

## **EXPERIENCE AND EDUCATION:**

- Bachelors' Degree in Early Childhood or related field.
- Successful teaching experience in an early childhood education classroom working with preschool children aged 3-5 years old.
- Prior experience in a Reggio-Emilia approach program is desired.
- Fluency in Spanish is required for some positions.

## **CERTIFICATION, LICENSES AND CONDITIONS:**

### **Certification Requirements**

Hold or be eligible for a valid California Child Development Permit (Teacher level or higher).

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

- Candidates must be able to perform essential duties with or without reasonable accommodation.
- This is a sedentary position classification with light work that involves sitting a portion of the time, and includes walking and standing for extended periods.
- Requires the mobility to stand, stoop, balance, reach, kneel and bend. Requires mobility or arms to reach and dexterity of hands and fingers needed to operate a computer keyboard.
- May require the need to push, pull or lift up to 40 pounds.

- The job also requires the accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing oral information and direction.

This position has a Child Development Teacher work year (183 days), and is compensated based on the SMMUSD Child Development Services Teacher Salary Schedule.

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

Revised 2/9/16



TO: BOARD OF EDUCATION

ACTION/CONSENT

02/18/16

FROM: SANDRA LYON / MARK O. KELLY

RE: ESTABLISH POSITION – EARLY LEARNING COACH

RECOMMENDATION NO. A.27

It is recommended that the Board of Education establish a new position, Early Learning Coach, to support curriculum development, instructional design and alignment of the *Seaside Preschool* and *Bridges Transitional Kindergarten* programs with the primary grades.

COMMENT: At the January 21, 2016, Board Meeting, the Board of Education heard a presentation regarding the proposed early learning pathway pilot program for the 2016-17 school year. An early learning pathway includes preschool, transitional kindergarten and kindergarten at a child's school of residency. This pathway will foster relationships between families, community and educators, limit transitions for our youngest students, and support equity and access.

One aspect of the vision for the early learning pathway is the establishment of an Early Learning Coach. This position will support curriculum development, instructional design and alignment of the early learning pathway programs with the elementary school site. The Coach will work directly with teachers and instructional assistants, providing classroom-based demonstrations and one-on-one, non-evaluative instructional support. The Early Learning Coach will facilitate weekly teacher inquiry and related professional development, and will collaborate with district and site colleagues. This position will serve on the Early Learning Curriculum team. (See attached job description.)

The Early Learning Coach will have a TK-12 teacher work year (184 days) and salary will be determined by appropriate placement on the SMMUSD Certificated Teaching/Counseling Salary Schedule.

Salary and benefits for the Early Learning Coach will be included in the 2016-2017 budget.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

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

Department of Human Resources

### **CERTIFICATED JOB DESCRIPTION**

#### **EARLY LEARNING COACH**

#### **DEFINITION**

Under the direction of the Director of Curriculum and Instruction (PreK-5), Educational Services, the Early Learning Coach will support curriculum development, instructional design and alignment of the *Seaside Preschool* and *Bridges Transitional Kindergarten* programs with the primary grades. The Coach will work directly with teachers and instructional assistants, providing classroom-based demonstrations and one-on-one, non-evaluative instructional support. The Early Learning Coach will facilitate weekly teacher inquiry and related professional development, and will collaborate with district and site colleagues. This position will serve on the Early Learning Curriculum team

#### **DISTINGUISHING CHARACTERISTICS**

This position classification requires knowledge, experience, and expertise in the areas of early childhood education and curriculum, early literacy and numeracy practices, curriculum development and instructional design. The position requires professional development skills and knowledge of the California Preschool Learning Foundations and the Elementary California Content Standards. The Early Learning Coach meets regularly with school administrators, teachers, and other District staff.

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

#### **EXAMPLES OF DUTIES**

- Support teachers in the development of an emergent curriculum that is anchored in the California Preschool Learning Foundations and Elementary California Content Standards;
- Guide teachers in the intentional organization of the learning environment to facilitate students' on-going learning experiences;
- Co-design learning experiences that promote explorations and projects;
- Collaborate with teachers and paraprofessionals to develop activities to support the growth and development of all students;
- Foster connections between home, school, district and community;
- Plan and facilitate early learning professional development opportunities, collaborative planning and coaching;
- Collaborate with the Director of Curriculum and Instruction (PreK-5) and principals to ensure alignment and smooth transitions for students as they move from preschool and transitional kindergarten to the primary grades;
- Maintain regular communication with site administrators;
- Serve as a member of the Early Learning Curriculum team;
- Other duties, as assigned by the Director of Curriculum and Instruction (PreK-5), Educational Services.

## **QUALIFICATIONS**

### **Knowledge of:**

1. California Preschool Learning Foundations and the Elementary California Content Standards,
2. Inclusion-based special education programs,
3. Social/emotional curriculum in early childhood,
4. Dual immersion programs and best practices in second language acquisition,
5. Successful modeling of best teaching practices,
6. Data collection and record keeping.

### **Skills/Abilities:**

1. Lead effective professional development in the areas of early literacy and numeracy practices, including Cognitively Guided Instruction (CGI),
2. Expertise in leading and implementing the Reggio-Emilia approach and a STEAM-enhanced curriculum (science, technology, engineering, art and mathematics),
3. Inspire reflective coaching conversations around student work and implications for instruction,
4. Proven skill in mentoring and coaching classroom teachers,
5. Proficient in current educational technology,
6. Strong organizational skills,
7. Communicate effectively, in oral and written form,
8. Utilize technology effectively, including word processing, spreadsheet, database and presentation software.

## **EDUCATION AND EXPERIENCE**

A Multiple-Subject, elementary teaching credential with a minimum of twenty-four (24) early childhood education units is required.

### **Education:**

Master's Degree desired.

### **Experience:**

Minimum of five (5) years of successful teaching at the PreK-2 level. Experience with the Reggio-Emilia approach is required.

## **CERTIFICATIONS, LICENSES AND CONDITIONS**

### **Certification Requirement**

Possession of a valid Multiple-Subject, elementary teaching credential, with a minimum of twenty-four (24) early childhood education units

### **License Requirement**

Possession of a valid Motor Vehicle Operator's License

### **Condition of Employment**

Insurability by the District's liability insurance carrier

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

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

This position will have a TK-12 Teacher work year (184 days), and be compensated based on the SMMUSD Certificated Teaching/Counseling Salary Schedule.

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

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## **STUDY SESSION**



TO: BOARD OF EDUCATION

STUDY SESSION

02/18/16

FROM: SANDRA LYON / TERRY DELORIA / BERTHA ROMAN / RUTHY MANGLE

RE: MEASURE ES TECHNOLOGY UPDATE

STUDY SESSION NO. S.01

Staff will provide substantive information to the board of education and the public regarding progress with Measure ES technology projects.

COMMENT: The Board of Education approved the budget for Measure ES-2 Technology purchases during the Board meeting of August 28, 2014 (Item S.01).





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## **DISCUSSION ITEMS**



TO: BOARD OF EDUCATION

DISCUSSION

02/18/16

FROM: SANDRA LYON / TERRY DELORIA

RE: CONSIDER REVISING BPAND AR 0460 – LOCAL CONTROL  
ACCOUNTABILITY PLAN (LCAP)

DISCUSSION ITEM NO. D.01

It is recommended that the Board of Education consider revising BP and AR 0460 – Local Control Accountability Plan (LCAP).

COMMENTS: The policy has been updated to reflect new Title 5 regulations, which (1) present a template for the LCAP, (2) define and give examples of the means by which districts may consult with students when developing the LCAP, (3) address the composition of the parent advisory committee and English learner parent advisory committee, and (4) require the County Superintendent of Schools to review district descriptions, if any, of districtwide or schoolwide services provided with local control funding formula (LCFF) supplemental or concentration funds.

The regulation adds a new section that addresses requirement for districts receiving LCFF supplemental or concentration funds to increase or improve services for "unduplicated students" and reflects new Title 5 regulations, which specify the method for determining the percentage by which services for unduplicated students must be increased or improved above services provided to all students.

**LOCAL CONTROL AND ACCOUNTABILITY PLAN**

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

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

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

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

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

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

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

**Plan Development**

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

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

**Public Review and Input**

The Board shall establish the following committee(s) to review and comment on the LCAP: (Education Code 52063; 5 CCR 15495)

1. A parent advisory committee including at least one parent/guardian of unduplicated students as defined above. The committee shall be composed of a majority of parents/guardians and shall include at least one parent/guardian of an unduplicated student as defined above.
2. An English learner parent advisory committee whenever district enrollment includes at least 15 percent English learners and at least 50 students who are English learners.

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

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

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

### **Adoption of the Plan**

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

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

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

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

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

### **Monitoring Progress**

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

recommend any necessary revisions to the LCAP.

### **Technical Assistance/Intervention**

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

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

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

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

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

#### Legal Reference:

##### **EDUCATION CODE**

305-306 *English language education*

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

41020 *Audits*

42127 *Public hearing on budget adoption*

42238.01-42238.07 *Local control funding formula*

44258.9 *County superintendent review of teacher assignment*

48985 *Parental notices in languages other than English*

51210 *Course of study for grades 1-6*

51220 *Course of study for grades 7-12*

52052 *Academic Performance Index; numerically significant student subgroups*

52060-52077 *Local control and accountability plan*

52302 *Regional occupational centers and programs*

52372.5 *Linked learning pilot program*

54692 *Partnership academies*

60119 *Sufficiency of textbooks and instructional materials; hearing and resolution*

60605.8 *California Assessment of Academic Achievement; Academic Content Standards Commission*

60811.3 *Assessment of language development*

64001 *Single plan for student achievement*

99300-99301 *Early Assessment Program*

**CODE OF REGULATIONS, TITLE 5**

15494-15497.5 Local control and accountability plan and spending requirements

UNITED STATES CODE, TITLE 20

6312 Local educational agency plan

6826 Title III funds, local plans

Management Resources:

CSBA PUBLICATIONS

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

*Local Control Funding Formula 2013, Governance Brief, August 2013*

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

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*California School Accounting Manual*

WEB SITES

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

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

**Policy SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
adopted: October 16, 2014 Santa Monica, California**

**LOCAL CONTROL AND ACCOUNTABILITY PLAN**Content of the Plan **Goals and Actions Addressing State and Local Priorities**

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

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



- (7) The percentage of students who participate in and demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301
- e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable
- f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable
- g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03
- h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable
- 2. Any goals identified for any local priorities established by the Board of Education.
- 3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

For purposes of the descriptions required by items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

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

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

### **Increase or Improvement in Services for Unduplicated Students**

The LCAP shall demonstrate how the district will increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. (5 CCR 15494-15496)

When the district expends supplemental and/or concentration funds on a districtwide or schoolwide basis during the year for which the LCAP is adopted, the district's LCAP shall: (5 CCR 15496)

1. Identify those services that are being funded and provided on a districtwide or schoolwide basis
2. Describe how services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas
3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory. (5 CCR 15496)

### **Annual Updates**

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

1. A review of any changes in the applicability of the goals described in the existing LCAP pursuant to the section "Content of the Plan" above
2. A review of the progress toward the goals included in the existing LCAP, an assessment of the effectiveness of the specific actions described in the existing LCAP toward achieving the goals, and a description of changes to the specific actions the district will make as a result of the review and assessment
3. A listing and description of the expenditures for the fiscal year implementing the specific actions included in the LCAP and the changes to the specific actions made as a result of the reviews and assessment required by items #1-2 above
4. A listing and description of expenditures for the fiscal year that will serve unduplicated students and students redesignated as fluent English proficient

### **Availability of the Plan**

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

**Regulation SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**approved: October 16, 2014 Santa Monica, California**

TO: BOARD OF EDUCATION

DISCUSSION

02/18/16

FROM: SANDRA LYON / JANECE L. MAEZ

RE: CONSIDER REPLACING BP 3350 – TRAVEL EXPENSES

DISCUSSION ITEM NO. D.02

It is recommended that the Board of Education consider replacing BP 3350 – Travel Expenses

COMMENTS: CSBA has revised the policy to prohibit use of a district credit card for personal expenses, even if the employee intends to reimburse the district. The policy also adds language on types of reimbursable travel expenses and nonreimbursable personal expenses, alignment of district mileage reimbursement rate with the Internal Revenue Service rate, options for reimbursement of meal costs, submission and approval of expense claim, employee's responsibility for costs incurred on improper claim, and repayment to district if actual costs are less than the cash advance received by the employee.

**TRAVEL EXPENSES**

The Governing Board recognizes that district employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the Superintendent or designee shall establish rules to keep such expenses to a minimum while affording employees a reasonable level of safety and convenience.

The Board shall authorize payment for actual and necessary travel expenses incurred by any employee performing authorized services for the district, whether within or outside district boundaries. (Education Code 44032)

The Superintendent or designee shall establish procedures for the approval of travel requests and the submission and verification of expense claims. He/she also shall establish reimbursement rates in accordance with law and Board policy.

An employee shall obtain approval from the Superintendent or designee prior to traveling. The Superintendent or designee may approve travel requests in accordance with the adopted budget and upon determining that the travel is authorized or assigned by the employee's supervisor, is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties. Travel expenses not previously budgeted may be approved on a case-by-case basis by the Superintendent or designee if he/she determines that the travel is essential and that resources may be obtained or redirected for this purpose.

All out-of-state travel for which reimbursement will be claimed shall be approved in advance by the Board.

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when district business reasonably requires an overnight stay, registration fees for seminars and conferences, telephone and other communication expenses incurred on district business, and other necessary incidental expenses.

The district shall not reimburse personal travel expenses including, but not limited to, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on district-related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on district business.

Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by receipts.

Authorized employees shall be reimbursed for the use of their own private vehicles in the performance of assigned duties, on either a mileage or monthly basis as determined by the Superintendent or designee. (Education Code 44033)

The mileage allowance provided by the district for employees' use of their private vehicles shall be equal to the rate established by the Internal Revenue Service.

Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when he/she is transported free of charge or by another employee who is entitled to the expense reimbursement.

Meal costs shall be reimbursed based on documented actual expenses within the maximum amounts established by the Superintendent or designee and based on the time of day that travel for district business begins and ends.

Any expense that exceeds the maximum rate of reimbursement established by the district shall be reimbursed only with the approval of the Superintendent or designee.

All expense reimbursement claims shall be submitted on a district form, within 10 working days following return from travel when possible. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet district criteria for reimbursement.

The Superintendent or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to district business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.

When approved by the Superintendent or designee, an employee may be issued a district credit card for use while on authorized district business. Receipts documenting the expenses incurred on a district credit card shall be submitted promptly following return from travel. Under no circumstances shall personal expenses be charged on a district credit card, even if the employee intends to subsequently reimburse the district for the personal charges.

When necessary, the Superintendent or designee may approve a cash advance, not to exceed the estimated out-of-pocket reimbursable expenses, to an employee authorized to travel on district business. Within 10 working days following return from travel, the employee shall submit a final accounting with all necessary supporting documentation. He/she shall refund to the district any amount of cash advance exceeding the actual approved reimbursable expenses.

~~The Board of Education shall authorize payment for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the district.~~

~~The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.~~

~~Expenses shall be reimbursed within limits approved by the Board. The Superintendent or designee shall establish procedures for the submission and verification of expense claims. He/she may authorize an advance of funds to cover necessary expenses.~~

~~The Board may establish an allowance on either a mileage or monthly basis to reimburse authorized employees for the use of their own vehicles in the performance of assigned duties.~~

~~All out-of-state travel for which reimbursement will be claimed shall have Board approval. Travel expenses not previously budgeted also shall be approved on an individual basis by the Board.~~

~~Authorized employees may use district credit cards while attending to district business. Under no circumstances may personal expenses be charged on district credit cards.~~

Legal Reference:

**EDUCATION CODE**

42634 Itemization of expenses

44016 Travel expense to employment interview

44032 Travel expenses

44033 Automobile allowance

44802 Student teacher's travel expense

Management Resources:

**INTERNAL REVENUE SERVICE PUBLICATIONS**

Per Diem Rates (For Travel Within the Continental United States), Publication 1542

**WEB SITES**

Internal Revenue Service: <http://www.irs.gov>

U.S. General Services Administration, Per Diem Rates: <http://www.gsa.gov/perdiem>

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

TO: BOARD OF EDUCATION

DISCUSSION

02/18/16

FROM: SANDRA LYON / JANECE L. MAEZ / NEAL ABRAMSON

RE: CONSIDER REVISING AR 3542 – SCHOOL BUS DRIVERS

DISCUSSION ITEM NO. D.03

It is recommended that the Board of Education consider revising AR 3542 – School Bus Drivers.

COMMENT: CSBA has updated this mandatory regulation to expand the "Qualifications" section to include a requirement for bus driver initially applying for or renewing a commercial driver's license or school bus certificate to present evidence of having obtained a medical examination, and requirement for district to notify driver when his/her license, certificate, or medical certification is expiring. The regulation also adds identification of staff development needs, prohibitions against cell phone use and texting except under specified conditions, duty of driver to report on the condition of the bus and on his/her duty status (e.g., hours on duty), a section on "Vehicle Idling" (formerly in AR 3514 – Environmental Safety), and reports that must be maintained by the district pertaining to each driver.

**SCHOOL BUS DRIVERS****Authority**

Students transported in a school bus or in a student activity bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway or road. (5 CCR 14103)

A bus driver shall have the authority to discontinue the operation of a school bus whenever he/she determines that it is unsafe to continue.

Administrative regulations related to bus driver authority shall be made available to parents/guardians, students, teachers and other interested parties. (5 CCR 14103)

**Qualifications, ~~Training and Monitoring~~**

All drivers employed to operate school buses or student activity buses shall possess, at a minimum, both of the following documents issued by the state Department of Motor Vehicles: (Education Code 39830.1; Vehicle Code 12517, 12517.4)

1. A valid driver's license issued by the California Department of Motor Vehicles (DMV) for the appropriate class of vehicle to be driven and endorsed for school bus and/or passenger transportation ~~A valid driver's license for the appropriate class of vehicle to be driven~~
2. A certificate which permits the driver to operate either school buses or student activity buses, as applicable

The Superintendent or designee may use an electronic fingerprinting system, managed by the California Department of Justice, to fingerprint an applicant for an original certificate to drive a school bus or student activity bus. (Vehicle Code 12517.3)

When initially applying for or renewing a license or certificate to drive a school bus or student activity bus, and annually upon reaching age 65 years, the driver shall submit to the DMV and to the Superintendent or designee a report of a medical examination conducted in accordance with the timelines and procedures specified in Vehicle Code 12517.2. (Vehicle Code 12517.2; 13 CCR 1234)

The Superintendent or designee shall notify each driver of the expiration date of his/her driver's license, certificate, and medical certificate and shall ensure each document is renewed prior to expiration. (13 CCR 1234)

School bus and student activity bus drivers shall be subject to drug and alcohol testing in accordance with Board policy and the requirements of federal law.

The Superintendent or designee shall notify the DMV within five days whenever any driver refuses, fails to comply, or receives a positive test result on a drug or alcohol test; is dismissed for a cause related to student transportation safety; or is reinstated after being dismissed for a cause related to student transportation safety. (Vehicle Code 1808.8, 13376)



## **Training**

In addition to any other training required to obtain or renew the certificate authorizing operation of a school bus or student activity bus, drivers shall receive training which includes, but is not limited to ~~The Superintendent or designee shall ensure that school bus drivers receive training which includes:~~

1. First aid practices deemed necessary for school bus drivers, through a course of instruction that prepares drivers to pass the related DMV examination (Vehicle Code 12522)
2. The proper actions to be taken in the event that a school bus is hijacked (Education Code 39831)
3. The proper installation of mobile seating devices in the bus securement systems (Education Code 56195.8)

To determine any other needs for professional development, the Superintendent or designee shall periodically review accident reports involving district drivers and may seek input from drivers, district and school administrators, students, and/or other stakeholders on desired topics for professional development.

~~School bus drivers shall be subject to drug and alcohol testing in accordance with Board of Education policy and the requirements of federal law.~~

~~The Superintendent or designee shall notify the Department of Motor Vehicles within five days whenever any school bus driver has tested positive for drugs or alcohol, is dismissed for a cause related to student transportation safety, or whenever a driver so dismissed has been reinstated. (Vehicle Code 1808.8, 13376)~~

## **Responsibilities**

The school bus driver's primary responsibility is to safely transport students to and from school and school activities. He/she shall follow procedures contained in the district's transportation safety plan.

The driver shall not require any student to leave the bus en route between home and school or other destinations. (5 CCR 14103)

The driver shall stop to load or unload students only at school bus stops designated by the Superintendent or designee, or authorized by the Superintendent or designee for school activity trips. (Vehicle Code 22112)

The driver shall activate the amber warning light system, flashing red signal lights and stop arm signal and shall escort students in accordance with Vehicle Code 22112.

The driver shall not drive a school bus or student activity bus while using a wireless telephone or using a wireless communications device for text-based communication, except when otherwise authorized by law and AR 3543 - Transportation Safety and Emergencies.

~~The driver shall immediately report all school bus accidents to the California Highway Patrol, the Superintendent or designee, and the driver's employer. (13 CCR 1219)~~

~~The driver also shall report the following to the Superintendent or designee:~~

1. ~~Recurring and serious student misbehavior~~
2. ~~Parental and student complaints~~
3. ~~Traffic violations~~
4. ~~Consistently late school dismissals which cause transportation delays~~
5. ~~Overload runs~~
6. ~~Mechanical or other problems with buses and equipment~~

The driver shall report the following to the Superintendent or designee:

1. The condition of the bus at the completion of each work day (13 CCR 1215)
2. His/her duty status for each 24-hour period, including, but not limited to, the number of hours on and off duty (13 CCR 1213)
3. Any traffic accident involving the bus (13 CCR 1219)

In addition to notifying the Superintendent or designee, the driver shall immediately notify the CHP of any traffic accident and, if the bus is operated under contract, his/her employer. (13 CCR 1219)

4. Traffic violations
5. Consistently late school dismissals which cause transportation delays
6. Overload runs
7. Recurring and serious student misbehavior
8. Parent/guardian and student complaints

### **Vehicle Idling**

The driver of a school bus or student activity bus shall: (13 CCR 2480)

1. Turn off the bus engine upon stopping at a school or within 100 feet of a school and not restart the engine more than 30 seconds before beginning to depart
2. Not cause or allow the bus to idle at any location greater than 100 feet from a school for more than five consecutive minutes or for an aggregated period of more than five minutes in any one hour

However, vehicle idling may be allowed under limited conditions, including, but not limited to, occasions when idling is necessary to: (13 CCR 2480)

1. Stop for an official traffic control signal or device, for traffic conditions under which the driver has no control, or at the direction of law enforcement
2. Ascertain that the bus is in safe operating condition and properly equipped

3. Operate equipment designed to safely load, unload, or transport students with disabilities
4. Operate a heater, air conditioner, defroster, or other equipment as necessary to ensure the safety or health of passengers
5. Cool down a turbo-charged diesel engine before turning off the engine
6. Recharge a battery or other energy storage unit of a hybrid electric bus or vehicle

The Superintendent or designee shall notify all drivers, upon employment and at least once per year thereafter, of the requirements specified above and the potential legal and employment consequences of failure to comply. All complaints of noncompliance shall be reviewed and remedial action taken as necessary. The Superintendent or designee shall retain records of the training and of any complaints and enforcement actions for at least three years. (13 CCR 2480)

## **Reports**

The Superintendent or designee shall retain records of: (13 CCR 1234)

1. Each driver's duty status and supporting documents provided pursuant to 13 CCR 1201 and 1213. Such records shall be retained for six months and made available to the CHP upon request.
2. The different types of vehicles and vehicle combinations each driver has demonstrated capability to operate.
3. Records of each driver's license, certificate, medical certificate, first aid certificate, and training as specified in 13 CCR 1234.
4. Daily vehicle inspection reports prepared by drivers pursuant to 13 CCR 1215.

### Legal Reference:

#### EDUCATION CODE

39800.5 Qualifications of driver of 15-passenger van

39830-39842 School buses

40080-40090.5 Training required to obtain or renew bus driver certificate

45125.1 Criminal background checks for contractors

56195.8 Training in installation of mobile seating devices

#### HEALTH AND SAFETY CODE

39640-39642 Vehicle idling, penalties

#### PENAL CODE

241.3 Assault against school bus driver

243.3 Battery against school bus driver

#### VEHICLE CODE

415 Definition of motor vehicle

545 Definition of school bus

546 Definition of student activity bus

1808.8 Dismissal for safety-related cause

2570-2574 Contracts with private school bus contractors

12516-12517.4 Certification requirements

12522 First aid training for school bus drivers

13370-13371 Suspension or revocation of bus driver certificate

13376 Driver certificates; revocation or suspension; sex offense prosecution

22112 School bus signals; roadway crossings

23123-23125 Prohibitions against use of wireless telephone and text communications while driving; exceptions

25257-25257.7 School bus equipment

34501.6 School buses; reduced visibility

CODE OF REGULATIONS, TITLE 5  
14103 Authority of the driver  
14104 School bus driver instructor  
CODE OF REGULATIONS, TITLE 13  
1200-1202.2 Motor carrier safety  
1212-1228 School bus driver requirements  
1234 Reports regarding school buses and bus drivers  
2480 Vehicle idling  
CODE OF FEDERAL REGULATIONS, TITLE 49  
40.1-40.413 Transportation drug and alcohol testing programs  
382.101-382.605 Controlled substance and alcohol use and testing  
571.222 Federal motor vehicle safety standard #222

Management Resources:

DEPARTMENT OF MOTOR VEHICLES PUBLICATIONS

California Commercial Driver Handbook

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION PUBLICATIONS

School Bus Driver In-Service Safety Series, October 2011

California Air Resources Board: <http://www.arb.ca.gov>

California Department of Education, Office of School Transportation: <http://www.cde.ca.gov/ls/tn>

California Highway Patrol: <http://www.chp.ca.gov>

California Department of Motor Vehicles: <http://www.dmv.ca.gov>

California Department of Justice: <http://oag.ca.gov>

National Transportation Safety Board: <http://www.nts.gov>

U.S. Department of Transportation, National Highway Traffic Safety Administration: <http://www.nhtsa.dot.gov>

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

TO: BOARD OF EDUCATION

DISCUSSION

02/18/16

FROM: SANDRA LYON / JANECE L. MAEZ

RE: CONSIDER REVISING BP AND AR 3580 – DISTRICT RECORDS

DISCUSSION ITEM NO. D.04

It is recommended that the Board of Education consider revising BP and AR 3580 – District Records.

COMMENT: CSBA recommends updating this policy to include actions to be taken in the event of any known or suspected breach of the security of district records containing confidential personal information.

The regulation has been updated to add a new section on "Electronically Stored Information," which addresses the classification, retention, and/or purging of district-related and personal electronically stored information.

**DISTRICT RECORDS**

The Board of Education recognizes the importance of securing and retaining district documents. The Superintendent or designee shall ensure that district records are developed, maintained, and disposed of in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee shall consult with district legal counsel, site administrators, district information technology staff, personnel department staff, and others as necessary to develop a secure document management system that provides for the storage, retrieval, archiving, and destruction of district documents, including electronically stored information such as email. This document management system shall be designed to comply with state and federal laws regarding security of records, record retention and destruction, response to "litigation hold" discovery requests, and the recovery of records in the event of a disaster or emergency.

The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage or loss.

In the event of any known or reasonably suspected breach of the security of district records containing confidential personal information including, but not limited to, a social security number, driver's license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account, the Superintendent or designee shall immediately notify local law enforcement agencies and any affected persons. Notification of affected individuals may be delayed if a law enforcement agency determines that the notification would impede a criminal investigation.

The Superintendent or designee shall ensure that employees receive information about the district's document management system, including retention and confidentiality requirements and an employee's obligations in the event of a litigation hold established on the advice of legal counsel.

**Safe at Home Program**

District public records shall not include the actual addresses of students, parents/guardians, or employees when a substitute address is designated by the Secretary of State pursuant to the Safe at Home program. (Government Code 6206, 6207)

When a substitute address card is provided pursuant to this program, the confidential, actual address may be used only to establish district residency requirements for enrollment and for school emergency purposes.

Legal Reference:

**EDUCATION CODE**

35145 *Public meetings*

35163 *Official actions, minutes and journal*

35250-35255 *Records and reports*

44031 *Personnel file contents and inspection*

49065 *Reasonable charge for transcripts*

49069 *Absolute right to access*

**CODE OF CIVIL PROCEDURE**

1985.8 *Electronic Discovery Act*

2031.010-2031.060 *Civil Discovery Act, scope of discovery demand*

2031.210-2031.320 *Civil Discovery Act, response to inspection demand*

**GOVERNMENT CODE**

6205-6210 *Confidentiality of addresses for victims of domestic violence, sexual assault or stalking*

6252-6265 *Inspection of public records*

12946 *Retention of employment applications and records for two years*

**PENAL CODE**

11170 *Retention of child abuse reports*

**CODE OF REGULATIONS, TITLE 5**

430 *Individual student records; definition*

432 *Varieties of student records*

16020-16022 *Records, general provisions*

16023-16027 *Retention of records*

**UNITED STATES CODE, TITLE 20**

1232g *Family Educational Rights and Privacy Act*

**CODE OF FEDERAL REGULATIONS, TITLE 34**

99.1-99.8 *Family Educational Rights and Privacy Act*

Management Resources:

**WEB SITES**

California Secretary of State: <http://www.sos.ca.gov/safeathome>

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

**adopted: August 19, 2009 Santa Monica, California**

**revised: August 24, 2011**

**DISTRICT RECORDS****Classification of Records**

*Records* means all records, maps, books, papers, and documents of a school district required by law to be prepared or retained as necessary or convenient to the discharge of official duty. (5 CCR 16020)

Before January 1, the Superintendent or designee shall review the prior year's records and shall classify them as either a Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable) record. (5 CCR 16022)

*Records of continuing nature* (active and useful for administrative, legal, fiscal, or other purposes over a period of years) shall not be classified until such usefulness has ceased. (5 CCR 16022)

An inventory of equipment shall be a continuing record and shall not be classified until the inventory is superseded or until the equipment is removed from district ownership. (5 CCR 16022)

A student's cumulative record is a continuing record until the student ceases to be enrolled in the district. (5 CCR 16022)

When an electronic or photographed copy of a Class 1 (Permanent) record has been made, the copy may be classified as Class 1 (Permanent) and the original classified as either Class 2 (Optional) or Class 3 (Disposable). However, no original record that is basic to any required audit may be destroyed prior to the second July 1st succeeding the completion of the audit. (Education Code 35254)

**Class 1 - Permanent Record (5 CCR 16023)**

The original of each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) Record and shall be retained indefinitely unless microfilmed in accordance with 5 CCR 16022:

1. Annual Reports
  - a. Official budget
  - b. Financial reports of all funds, including cafeteria and student body funds
  - c. Audit of all funds
  - d. Average daily attendance, including Period 1 and Period 2 reports
  - e. Other major annual reports, including:
    - (1) Those containing information relating to property, activities, financial condition or transactions
    - (2) Those declared by Board of Education minutes to be permanent



## 2. Official Actions

- a. Minutes of the Board or Board committees, including the text of rules, regulations, policies or resolutions included by reference only
- b. The call for and the result of any elections called, conducted or canvassed by the Board
- c. Records transmitted by another agency pertaining to its action with respect to district reorganization

## 3. Personnel Records

### a. ~~Employees~~

Class I (Permanent) records include all ~~All~~ detailed records relating to employment, assignment, amounts and dates of service rendered, termination or dismissal of an employee in any position, sick leave record, rate of compensation, salaries or wages paid, deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as Class 1 (Permanent), and the detailed records may then be classified as Class 3 (Disposable).

Information of a derogatory nature as defined in Education Code 44031 shall be Class 1 (Permanent) only when the time for filing a grievance has passed or the document has been sustained by the grievance process.

### b. ~~Students~~

## 4. Student Records

The records of enrollment and scholarship for each student required by 5 CCR 432, and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law. This includes any related policy of liability insurance except that these records cease to be Class 1 (Permanent) one year after the claim has been settled or the statute of limitations has run.

## 54. Property Records

Class I (Permanent) records include all ~~All~~ detailed records relating to land, buildings, and equipment. In lieu of detailed records, a complete property ledger may be classified as Class 1 (Permanent). The detailed records may then be classified as Class 3 (Disposable) if the property ledger includes all fixed assets, an equipment inventory and, for each piece of property, the date of acquisition, name of previous owner, a legal description, the amount paid, and comparable data if the unit is disposed of.

## **Class 2 - Optional Records (5 CCR 16024)**

Any record considered worth keeping, but which is not a Class 1 record, may be classified as Class 2 (Optional) and shall be retained until it is reclassified as Class 3 (Disposable). If by agreement of the Board and Superintendent or designee, classification of the prior year records has not been made before January 1, all records of the prior year may be classified Class 2 (Optional) until they are classified as required by 5 CCR 16022. Such classification must occur within one year.

### **Class 3 - Disposable Records (5 CCR 16025, 16026, 16027)**

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) shall be classified as Class 3 (Disposable). These include but are not limited to: detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial transactions; detailed records used in preparing another report; teachers' registers if all information required by 5 CCR 432 is retained in other records or if the General Records pages are removed from the register and classified as Class 1 (Permanent); and periodic reports, including daily, weekly and monthly reports, bulletins and instructions.

All Class 3 (Disposable) records shall be destroyed during the third school year after the school year in which the records originated. In addition, Class 3 (Disposable) records shall not be destroyed until after the third school year following the completion of any legally required audit or the retention period required by any agency other than the State of California, whichever is later. A continuing record shall not be destroyed until the fourth year after it has been classified as Class 3 (Disposable). (5 CCR 16026, 16027)

### **Electronically Stored Information**

All district-related electronically stored information generated or received by a district employee shall be saved to an electronic file on the district's computer and retained for at least 180 days, or shall be printed by the employee and physically filed in a way that it can be easily retrieved when needed.

However, any district-related electronically stored information that qualifies as a record, as defined above, shall be classified and retained as specified in the section "Classification of Records" above.

District-related electronically stored information includes, but is not limited to, any email, voicemail, text message, word processing document, spreadsheet, or text document related to district business or generated in the course of an employee's official duty.

Employees shall be required to regularly purge their email accounts and district-issued computers, cell phones, and other communication devices of personal electronically stored information and other information unrelated to district business. The Superintendent or designee may check for appropriate use of any district-owned equipment at any time.

Any employee to whom a district-owned computer, cell phone, or other electronic communication device is provided shall be notified about the district's electronic information management system and, as necessary, provided training on effectively using the device.

**Regulation    SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**approved:    August 19, 2009        Santa Monica, California**  
**revised:    July 20, 2011**

TO: BOARD OF EDUCATION

DISCUSSION

02/06/16

FROM: SANDRA LYON / MARK KELLY / TARA BROWN

RE: SECOND READING OF RECOMMENDED CHANGES TO BP AND AR 5116.1 –  
INTRADISTRICT OPEN ENROLLMENT

DISCUSSION ITEM NO. D.05

It is recommended that the Board of Education consider revising BP and AR 5116.1 –  
Intradistrict Open Enrollment.

COMMENTS: The board discussed the proposed changes at the December 10, 2015, board meeting. During that item, the board discussed the possibility of adding a clause in the policy and/or regulation based on students' socio-economic status to address any imbalance of student demographics among our schools. Staff has included such language in the policy. Staff withdraws the proposed change in #5 in the AR.

**INTRADISTRICT OPEN ENROLLMENT**

The Board of Education desires to provide enrollment options that meet the diverse needs and interests of district students. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district. (Education Code 35160.5)

The Board shall annually review this policy. (Education Code 35160.5, 48980)

**Enrollment Priorities**

Priority for attendance outside a student's attendance area shall be given as follows:

1. The Board believes it is the best interest of students that firm ties are established between families and schools. Therefore, once a family has received an intradistrict permit, the receiving school shall be regarded as the home school of that family, and all siblings in the family may attend that school. Enrollment of intradistrict siblings will be automatic, and shall not be subject to permit priorities or space availability.
2. If a district school receiving Title I funds is identified for program improvement, corrective action, or restructuring, all students enrolled in that school shall be provided an option to transfer to another non-Title I district school or charter school. (20 USC 6316)
3. If while on school grounds a student becomes the victim of a violent criminal offense, he/she shall be provided an option to transfer to another district school or charter school. (20 USC 7912)
4. If a student attends a school designated by the California Department of Education as "persistently dangerous," he/she shall be provided an option to transfer to another district school or charter school. (20 USC 7912; 5 CCR 11992)
5. The Superintendent or designee may approve a student's transfer to a district school that is at capacity and otherwise closed to transfers upon finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student.

To grant priority under these circumstances, the Superintendent or designee must have received either: (Education Code 35160.5)

- a. A written statement from a representative of an appropriate state or local agency, such as a law enforcement official, social worker, or a properly licensed or registered professional, such as a psychiatrist, psychologist, or marriage and family therapist
- b. A court order, including a temporary restraining order and injunction

For all other applications for enrollment from outside a school's attendance area, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever the school receives admission requests that are in excess of the school's capacity. A school's capacity shall be calculated in a nonarbitrary manner using student enrollment and available space. (Education Code 35160.5)

Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants. Academic performance may be used to determine eligibility for, or placement in, programs for advanced learners (gifted and talented students). (Education Code 35160.5)

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code 35160.5)

In addition to lack of space, applicants' requests for intradistrict transfers may be denied if it is determined that approving such requests increases the proportion of socio-economically disadvantaged students at the sending school.

## **Transportation**

Except as required by 20 USC 6316 for transfers out of Title I program improvement schools, the district shall not be obligated to provide transportation for students who attend school outside their attendance area.

### Legal Reference:

#### **EDUCATION CODE**

[200](#) Prohibition against discrimination

[35160.5](#) District policies; rules and regulations

[35291](#) Rules

[35351](#) Assignment of students to particular schools

[46600-46611](#) Interdistrict attendance agreements

[48200](#) Compulsory attendance

[48204](#) Residency requirements for school attendance

[48300-48316](#) Student attendance alternatives, school district of choice program

[48350-48361](#) Open Enrollment Act

[48980](#) Notice at beginning of term

#### **CODE OF REGULATIONS, TITLE 5**

[11992-11994](#) Definition of persistently dangerous schools

#### **UNITED STATES CODE, TITLE 20**

[6316](#) Transfers from program improvement schools

[7912](#) Transfers from persistently dangerous schools

#### **CODE OF FEDERAL REGULATIONS, TITLE 34**

[200.36](#) Dissemination of information

[200.37](#) Notice of program improvement status, option to transfer

[200.39](#) Program improvement, transfer option

[200.42](#) Corrective action, transfer option

[200.43](#) Restructuring, transfer option

[200.44](#) Public school choice, program improvement schools

[200.48](#) *Transportation funding for public school choice*

COURT DECISIONS

*Crawford v. Huntington Beach Union High School District*, (2002) 98 Cal.App.4th 1275

ATTORNEY GENERAL OPINIONS

85 Ops.Cal.Atty.Gen. 95 (2002)

Management Resources:

U.S. DEPARTMENT OF EDUCATION NONREGULATORY GUIDANCE

*Public School Choice*, January 2009

*Unsafe School Choice Option*, May 2004

WEB SITES

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

California Department of Education, *Unsafe School Choice Option*: <http://www.cde.ca.gov/ls/ss/se/usco.asp>

U.S. Department of Education, *No Child Left Behind*: <http://www.nclb.gov>

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

**adopted: August 19, 2009     Santa Monica, California**

**revised: September 8, 2011; February 6, 2014**

**Intradistrict Open Enrollment****Transfers for Victims of a Violent Criminal Offense**

Within a reasonable amount of time, not to exceed 14 days, after it has been determined that a student has been the victim of a violent criminal offense while on school grounds, the student's parents/guardians shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. In determining whether a student has been a victim of a violent criminal offense, the Superintendent or designee shall consider the specific circumstances of the incident on a case-by-case basis and consult with local law enforcement as appropriate. Examples of violent criminal offenses include, but are not limited to, attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, or hate crimes.

The Superintendent or designee shall consider the needs and preferences of the affected student and his/her parent/guardian in making the offer. If the parent/guardian elects to transfer his/her child, the transfer shall be completed as soon as practicable.

**Transfers from a "Persistently Dangerous" School**

Within 10 school days after receiving notification from the California Department of Education (CDE) that a school has been designated as "persistently dangerous," the Superintendent or designee shall notify parents/guardians of the school's designation. Within 10 school days after this notification has been provided to parents/guardians, the Superintendent or designee shall notify parents/guardians of their option to transfer their child.

Parents/guardians who desire to transfer their child out of a "persistently dangerous" school shall provide written notification to the Superintendent or designee and shall rank-order their preferences from among all schools identified by the Superintendent or designee as eligible to receive transfer students. The Superintendent or designee may establish a reasonable timeline, not to exceed seven school days, for the submission of parent/guardian requests.

The Superintendent or designee shall consider the needs and preferences of students and parents/guardians before making an assignment, but is not obligated to accept the parent/guardian's preference if the assignment is not feasible due to space constraints or other considerations. For students who accept the offer, the transfer shall generally be made within 30 school days of receiving the notice of the school's designation from the CDE. If parents/guardians decline the assigned school, the student may remain in his/her current school.

The transfer shall remain in effect as long as the student's school of origin is identified as "persistently dangerous." The Superintendent or designee may choose to make the transfer permanent based on the educational needs of the student, parent/guardian preferences, and other factors affecting the student's ability to succeed if returned to the school of origin. The Superintendent or designee shall cooperate with neighboring districts to develop an interdistrict transfer program in the event that space is not available in a district school.

**Other Intradistrict Open Enrollment**

To implement intradistrict open enrollment pursuant to Education Code [35160.5](#):

1. The Superintendent or designee shall identify those schools which may have space available for additional students. A list of schools which may have space available shall

be maintained by the district's Student Services Department. Intradistrict open enrollment applications shall be available at all school offices and at the District Office.

2. Students of parents/guardians who submit applications to the district by April 30 shall be eligible for consideration for admission to their school of choice the following school year under the district's open enrollment policy.
3. Enrollment in a school of choice shall be determined by lot from the eligible applicant pool. Late applicants shall not be added to the waiting list for the current year.
4. The Superintendent or designee shall provide written notification to applicants as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.
5. ~~Applicants' requests for an intradistrict transfer may be denied if it is determined that approving such requests adversely impacts staffing at a school site.~~
56. Approved applicants must confirm their enrollment within 5 school days.

Once enrolled, a student shall not be required to reapply for readmission.

Any complaints regarding the selection process shall be submitted to the Superintendent or designee.

### **Notifications**

Notifications shall be sent to parents/guardians at the beginning of each school year describing all current statutory attendance options and local attendance options available in the district. Such notification shall include: (Education Code [48980](#))

1. All options for meeting residency requirements for school attendance
2. Program options offered within local attendance areas
3. A description of any special program options available on both an interdistrict and intradistrict basis
4. A description of the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when a change of attendance is denied
5. A district application form for requesting a change of attendance
6. The explanation of attendance options under California law as provided by the CDE

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

**approved: August 19, 2009**

**revised: September 22, 2011; February 2, 2012; March 5, 2013; February 6, 2014**



TO: BOARD OF EDUCATION

DISCUSSION

02/06/16

FROM: SANDRA LYON / MARK KELLY / TARA BROWN

RE: SECOND READING OF RECOMMENDED CHANGES TO BP 5117 –  
INTERDISTRICT ATTENDANCE

DISCUSSION ITEM NO. D.06

It is recommended that the Board of Education consider revising BP 5117 – Interdistrict Attendance.

COMMENTS: The board discussed proposed changes to the AR at the December 10, 2015, board meeting. During that item, the board discussed the following changes to the policy:

- Section D: Replace “GATE” with “advanced learners” and “ELLs” with “English learners”
- Section E.1: Update the school year
- Sections E.3 and F: Clarify language

The board also discussed the possibility of adding a clause in the policy and/or regulation based on students’ socio-economic status to address any imbalance of student demographics among our schools. Staff has determined that such language is unnecessary, as interdistrict transferring addresses accepting transfers into district schools.

AR 5117 is attached for reference.

**INTERDISTRICT ATTENDANCE**

- A. Although students generally must attend school in the district and school where their residence has been established, the Santa Monica-Malibu School District Board of Education recognizes justifiable reasons for interdistrict permits. Upon request, the Superintendent or designee may accept students from other districts and may allow students who live within the district to transfer to another school within the district or out of the district.

Parents must submit verification of continuing enrollment annually. Students enrolled prior to the 2005-06 school year on a PERT or DERT permit will not be affected by this change.

Involuntary loss of housing resulting from: apartments being removed from the rental market (Ellis Act), buildings being red-tagged, or evictions to accommodate owner-occupancy should not interfere with a child completing his/her education in the Santa Monica-Malibu Unified School District. The permit office will require the applicant to obtain verification from the Rent Control Department or other appropriate legal agency. These students will be allowed to remain in their schools for the remainder of the year in which their housing has been lost. In addition, they will be allowed to remain in SMMUSD as permit students in subsequent years provided they meet all the conditions of students attending SMMUSD on permit and submit a verification of continuing enrollment annually. The Ellis Act allows California apartment owners to evict tenants if the landlords intend to withdraw their units from the rental market.

Students "in good standing" who have been attending school/s within SMMUSD as a resident of the district for a minimum period of three complete school years, and subsequently relocate outside the boundaries of SMMUSD, will be allowed to remain in the Santa Monica-Malibu School district as permit students, upon receiving a permit release from their district of residence and meeting all the conditions of students attending Santa Monica-Malibu Unified School District on a permit. Permits will be granted per the language of sections D and F below.

- B. Permits of this type are to be initiated by the student's parent or guardian who attests to the fact or shows evidence that the permit would be in the student's best interests. Cancellation of the permit shall occur if certain provisions are not adhered to by the student or parent/guardian, or if overcrowding should occur at the school of acceptance.
- C. The Board is committed to providing a quality education for all district students legally enrolled and will provide fair and consistent treatment for students and parent/guardians regardless of their residence or permit status. All applications for a permit will be treated in a fair and consistent manner.
- D. Final approval of permits for all students, including students needing specialized programs, ~~such as~~ including, but not limited to, ~~GATE~~ advanced learners, special education, and ~~ELL~~ English learners, ~~etc.~~, shall rest at the district and shall be contingent upon space, budget and staff availability. Additionally, approval is contingent on applicants demonstrating they meet requirements for retaining a permit including standards of behavior, attendance and academic effort. The district will not pay excess costs to provide specialized services to students on permit.

- E. The district will accept applications for interdistrict permits in grades TK through 11. Permits will be granted per the language of section D. above.
1. The total number of all new interdistrict permits that will be accepted and approved for the ~~2015—2016~~ 2015 – 2016 school year will not exceed 350.
    - a. The total number of new permits accepted and approved for kindergarten will not exceed 100.
    - b. The total number of new permits accepted and approved for grades 1 through 5 will be issued on a space available basis.
    - c. The total number of new permits accepted and approved for John Adams Middle School and Lincoln Middle School for grade 6 will not exceed 10.
    - d. The total number of new permits accepted and approved for grades 7 and 8 at John Adams Middle School and Lincoln Middle School will not exceed 10 per grade level.
    - e. The total number of permits accepted and approved for grades 9 through 11 at Santa Monica High School will not exceed 20 per grade level.
    - f. Permits will be accepted to Olympic High School on a case by case basis for students currently enrolled in SMMUSD.
    - g. The district will continue to accept all permit applications to Malibu schools.
    - h. International High School students will be accepted and approved on a case-by-case basis.
  2. All students currently attending on an interdistrict permit will be allowed to remain in the district until they leave or graduate, assuming that they submit a verification of continuing enrollment annually and uphold appropriate standards of behavior, attendance, and academic effort. Interdistrict attendance permits for 11th and 12th graders may not be rescinded.
  3. Guidelines ~~previously~~ applied to SMASH, Edison, and the ~~including the~~ immersion program through Grade 8, and our preschools ~~will~~ remain in effect.
- F. Requests for new permits will be ~~received (granted)~~ granted in the following order (Based on the timelines identified in Administrative Regulations 5117):
1. Intradistrict permits allowing children who are residents of the cities of Santa Monica and/or Malibu to attend a school other than their neighborhood school;  
  
It is the intention of the district to provide same-school placement for all siblings in a family once an intradistrict permit has been granted, except in cases where students need a specialized program which is only available on another campus.
  2. If a district school receiving Title I funds is identified for program improvement, corrective action, or restructuring, all students enrolled in that school shall be provided an option to transfer to another non-Title I district school or charter school. (20 USC 6316)

3. Interdistrict permits for children of employees of the Santa Monica-Malibu Unified School District [certificated, classified, management, full and part-time (a minimum of 15 hours per week)];

It is the intention of the district to provide a seat in a district school (K-12) to all children of district employees who have requested a new interdistrict permit, with the understanding that Section D will be considered. Staff will do its best to accommodate requests for a specific school but will not guarantee requested placement. On-going permit holders are not affected and will continue in the home school being currently attended.

4. If space, staffing and budget allow, interdistrict permits for:
  - a. Those students "in good standing" who have been attending school/s within SMMUSD as a resident of the district, for a minimum period of three complete school years, and subsequently relocate outside the boundaries of SMMUSD. Permits will be granted per the language of section D above.
  - b. Siblings of current interdistrict permit holders. If a permit is received (granted) there is no guarantee of same-school placement. On-going permit holders are not affected and will continue in the home school being currently attended.
  - c. International High School students on a case-by-case basis.
  - d. Children of employees of the cities of Malibu or Santa Monica.
  - e. Children of full-time, permanent employees of Santa Monica College.
  - f. Children of alumni of Santa Monica High School, Malibu High School, or Olympic High School. Parent must attach a copy of graduation diploma to the permit application.
  - g. Grandchildren of individuals who have been living within the boundaries of SMMUSD for a minimum of five years.
  - h. Children of individuals working within the boundaries of SMMUSD.
  - i. Students requesting to be admitted who do not meet any criteria described in Section F1-F4h.

Legal Reference:

EDUCATION CODE

41020 Annual district audits

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

52317 Regional Occupational Center/Program, enrollment of students, interdistrict attendance

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 132 (2004)

84 Ops.Cal.Atty.Gen. 198 (2001)

COURT DECISIONS

*Crawford v. Huntington Beach Union High School District*, (2002) 98 Cal.App.4th 1275

Management Resources:

WEB SITES

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

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

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

**adopted: January 27, 1994 Santa Monica, California**

**revised: February 17, 2005; February 20, 2003; March 3, 2011; March 15, 2012;  
March 5, 2013; February 6, 2014**

**Interdistrict Attendance**

Interdistrict Attendance Procedures (transfers between districts):

**General Guidelines**

1. The permit office is responsible for processing interdistrict permits.
2. The request for a permit is initiated by the parent at their child's district of residence.
3. The parents/guardians of the child must be informed that the acceptance of their child is contingent upon the parent/guardian and the child assuming full responsibility for:
  - a. Satisfactory attendance
  - b. Satisfactory behavior
  - c. Satisfactory academic effort
  - d. Any necessary documentation requested regarding and including child care, employment, doctor's recommendations and guardianship documentation.
  - e. Understanding that the receiving school has the right to rescind any prior approved interdistrict permit if the parent/guardian or student does not fulfill the responsibilities listed in 3.a, b & c above.
4. It is the responsibility of each school to ensure that nonresident students accepted and registered without a valid permit be returned to the school of residence.

**Conditions for Accepting and Retaining Interdistrict Attendance Permits**

The school site designee and the Superintendent or designee shall approve or deny applications for transfers. The acceptance of interdistrict permits for students from other school districts to attend classes within the district shall be subject to the following:

1. The student seeking an initial interdistrict permit in the district must submit an SMMUSD permit application and present a permit authorizing his/her release from the school district of residence.
2. A release from the school district of residence is required for the initial permit application only and not required for permit renewal.
3. The student must be eligible to attend elementary school, middle school, or senior high school classes maintained by the Santa Monica-Malibu Unified School District and there must be an existing opening in the class, grade level, educational program and school to which the student seeking the interdistrict permit would be initially enrolled. Additionally, approval is contingent on applicants demonstrating they meet standards for retaining a permit including standards of behavior, attendance or academic effort. The district will not pay excess costs to provide specialized services to students on permit.
4. All students currently attending on an interdistrict permit will be allowed to remain in the district until they leave or graduate, assuming that they: annually submit a verification of continuing enrollment to SMMUSD and comply with all the SMMUSD application requirements; uphold appropriate standards of behavior, attendance, and academic effort.

5. Interdistrict attendance permits for 11th and 12th graders may not be rescinded.

### **Conditions for Cancellation of Interdistrict Permits**

The receiving school or district has the right to revoke any previously approved interdistrict permit for the following reasons:

1. Falsification or misrepresentation of information
2. Enrollment fluctuation
3. Unsatisfactory behavior
4. Unsatisfactory attendance
5. Unsatisfactory academic effort/achievement
6. A change in childcare arrangements
7. Inappropriate guardianship documentation
8. Reason for the original issuance of the permit by the school district of residence is no longer valid
9. Student becomes eligible for a program or class other than the one to which he/she was admitted and there is no available space in the new program or class.
10. A parent requests a transfer to another district school instead of the school his/her child was admitted.

### **Appeal Procedures**

1. Interdistrict transfer requests that are denied by the district at the school level may be appealed by the parent/guardian to the Superintendent or designee within two weeks from the day the request for acceptance of permit is denied.
2. The appeal is to be in writing and must provide all information and detail as to why the denial is being appealed.
3. The Superintendent or designee shall review the permit appeal based on Board policy and regulations, state law, and in consultation with school site(s), parents/guardians and the appropriate district staff as necessary.
4. If the permit continues to be denied, the parent/guardian may within 30 calendar days of the denial, appeal to the County Board of Education
5. There is no appeal process to the County Board for interdistrict permits that are revoked.

### **Annual Report**

The Board will receive a report on permits by February 28 of each year.

**Regulation SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**adopted: August 19, 2009 Santa Monica, California**  
**revised: February 17, 2011; February 2, 2012; March 5, 2013; February 6, 2014**





TO: BOARD OF EDUCATION

DISCUSSION

02/18/16

FROM: SANDRA LYON / TERRY DELORIA / EVAN BARTELHEIM

RE: CONSIDER REVISING BP AND AR 5121 – GRADES / EVALUATION OF  
STUDENT ACHIEVEMENT

DISCUSSION ITEM NO. D.07

It is recommended that the Board of Education consider revising BP and AR 5121 – Grades / Evaluation of Student Achievement.

COMMENTS: CSBA recommends updating this policy to establish a uniform grading system. The policy has also been updated to allow for the inclusion of information regarding a student's disability in a report card, but not in official transcripts. The policy also allows for a district to determine a methodology for calculating extra grade weighting in GPA for Advanced Placement, honors, and/or concurrent postsecondary courses.

The regulation has been updated to reflect new law (AB 2160, 2014), which requires districts to submit the grade point average (GPA) of students in grade 12 to the Cal Grant program. The revised regulation condenses material prohibiting lowering of a foster youth's grades for absences due to a change in placement or specified court-related activities, also addressed in BP 6173.1 – Education for Foster Youth. The regulation also replaces two options regarding grading for repeated classes with optional language that the highest grade received will be used in calculating the GPA.

## GRADES / EVALUATION OF STUDENT ACHIEVEMENT

The Governing Board believes that grades serve a valuable instructional purpose by helping students and parents/guardians understand performance expectations and identifying the student's areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate evaluation of the student's achievement.

The Superintendent or designee shall establish a uniform grading system based on standards that apply to all students in that course and grade level. ~~Teachers shall evaluate a student's work in relation to standards which apply to all students at his/her grade level. The Superintendent or designee shall establish and regularly evaluate a uniform grading system, and p~~Principals and teachers shall ensure that student grades conform to this system. Teachers shall inform students and parents/guardians how student achievement will be evaluated in the classroom.

A teacher shall base a student's grades ~~Grades should be based~~ on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and ~~objectives~~ district standards. Students shall have the opportunity to demonstrate this mastery through a variety of methods such as classroom participation, homework, tests and portfolios.

The teacher of each course shall determine the student's grade. The grade assigned by the teacher shall not be changed by the Board or the Superintendent except as provided by law, Board policy and administrative regulation. (Education Code 49066)

Students in grades K-3 shall receive progress reports rather than letter grades. ~~Students in grades K-3 shall receive narrative evaluations rather than letter grades in order to give parents/guardians more information about their children's developmental levels and also promote students' self-esteem and experiences of success.~~

When reporting student ~~performance grades~~ to parents/guardians, teachers may add narrative descriptions, observational notes, and/or samples of classroom work in order to better describe student progress in specific skills and subcategories of achievement.

A report card for a student with a disability may contain information about his/her disability, including whether that student received special education or related services, provided that the report card informs parents/guardians about their child's progress or level of achievement in specific classes, course content, or curriculum. However, transcripts that may be used to inform postsecondary institutions or prospective employers of the student's academic achievements shall not contain information disclosing the student's disability.

### Effect of Absences on Grades ~~Unexcused Absences~~

If a student misses class without an excuse and does not subsequently turn in homework, take a test or fulfill another class requirement which he/she missed, the teacher may lower the student's grade for nonperformance.

### **Grade Point Average (GPA)**

The Superintendent or designee shall ~~recommend to the Board~~ determine the methodology to be used in calculating students' grade point averages (GPA), including the courses to be included within the GPA and whether extra grade weighting shall be applied to Advanced Placement, honors, and/or concurrent postsecondary courses.

Legal Reference:

**EDUCATION CODE**

48070 Promotion and retention

48205 Excused absences

48800-48802 Enrollment of gifted students in community college

48904-48904.3 Withholding grades, diplomas, or transcripts

49066 Grades; finalization; physical education class

49067 Mandated regulations regarding student's achievement

49069.5 Students in foster care, grades and credits

51242 Exemption from physical education based on participation in interscholastic athletics

69432.9 Cal Grant program; notification of grade point average

76000-76002 Enrollment in community college

**CODE OF REGULATIONS, TITLE 5**

10060 Criteria for reporting physical education achievement, high schools

30008 Definition of high school grade point average for student aid eligibility

**UNITED STATES CODE, TITLE 20**

1232g Family Education Rights and Privacy Act (FERPA)

6101-6251 School-to-Work Opportunities Act of 1994

**CODE OF FEDERAL REGULATIONS, TITLE 34**

99.1-99.67 Family Educational Rights and Privacy Act

**COURT DECISIONS**

Owasso Independent School District v. Falvo, (2002) 534 U.S. 426

Las Virgenes Educators Association v. Las Virgenes Unified School District, (2001) 86 Cal.App.4th 1

Swany v. San Ramon Valley Unified School District, (1989) 720 F.Supp. 764

Johnson v. Santa Monica-Malibu Unified School District Board of Education, (1986) 179 Cal.App.3d 593

Management Resources:

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

Aiming High: High Schools for the 21st Century, 2002

Taking Center Stage: A Commitment to Standards-Based Education for California's Middle Grades Students, 2001

Elementary Makes the Grade!, 2000

**U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS CORRESPONDENCE**

Report Cards and Transcripts for Students with Disabilities, October 17, 2008

**WEB SITES**

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

California Student Aid Commission: <http://www.csac.ca.gov>

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

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

**GRADES / EVALUATION OF STUDENT ACHIEVEMENT**

Written report cards displaying students' grades in each subject or course shall be distributed to parents/guardians at the end of each grading period. Parents/guardians shall be offered an opportunity to meet with their child's teacher(s) to discuss the grades and strategies to improve their child's performance.

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. (Education Code 49067)

For each student in grades 9-12, the Superintendent or designee shall maintain a transcript recording the courses taken, the term that each course was taken, credits earned, final grades, and date of graduation.

**Grades for Achievement**

~~Grades for achievement shall be reported for each marking period as follows:~~

~~"A" – Superior. Consistent work of markedly superior quality, quantity and originality. Maintains superior rate of growth in subject. Shows superior ability to apply principles, and exhibits initiative and leadership in class activities.~~

~~"B" – Above average. Consistent work of above average quality and quantity. Maintains above average rate of growth in subject. Consistently completes all assignments accurately and on time, and contributes materially to class activities.~~

~~"C" – Average. Does assigned work with average accomplishment. Maintains average rate of growth in subject. Completes required assignments on time, and takes part in class activities.~~

~~"D" – Below average. Barely meets requirements for credit and shows below average growth in understanding the subject. Works inconsistently and often carelessly, does not keep up with the required assignments, seldom works in class, and is indifferent to class activities.~~

~~"F" – Does not satisfy the requirements of the course and makes virtually no progress in grasping the areas taught. This may include failure to fulfill required assignments and indifference to class activities.~~

For grades K-5, students' level of progress toward mastery of the standards shall be reported as follows:

- 4      Masters standards
- 3      Approaching mastery
- 2      Making some progress towards standards
- 1      Making little progress towards standards
- NA    Not assessed at this time

For grades 6-12, grades for achievement shall be reported for each grading period as follows:

A	(90-100%)	Outstanding Achievement	4.0 grade points
B	(80-89%)	Above Average Achievement	3.0 grade points
C	(70-79%)	Average Achievement	2.0 grade points
D	(60-69%)	Below Average Achievement	1.0 grade points
F	(0-59%)	Little or No Achievement	0 grade points
I		Incomplete	0 grade points

"P" may be issued when it would be in the best interest of the student not to assign an A, B, C, D, grade. Credit is granted; the grade does not count in the grade point average.

~~Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. (Education Code 49067)~~

An Incomplete is given only when a student's work is not finished because of illness or other excused absence. If not made up within six weeks, the Incomplete shall become an F.

Because of the more rigorous nature of Advanced Placement, honors, and concurrent postsecondary courses, students receiving a grade of A, B, or C in those courses shall receive extra grade weighting as follows:

A	(90-100%)	Outstanding Achievement	5.0 grade points
B	(80-89%)	Above Average Achievement	4.0 grade points
C	(70-79%)	Average Achievement	3.0 grade points

### **Grades for Physical Education**

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel. (Education Code 49066)

Student performance in high school physical education courses shall be based upon evaluation of the student's individual progress, attainment of goals in each instructional area, tests designed to determine skill and knowledge, and physical performance tests.

### **Grades for Citizenship and Effort**

Grades for citizenship and effort shall be reported each marking period as follows:

O	Outstanding
S	Satisfactory
N	Needs Improvement

### **Pass/Fail Grading**

The Superintendent or designee may identify courses or programs for which students may, with parent/guardian permission, elect to earn a Pass or Fail grade instead of an A-F letter grade.

Students who receive a Pass grade shall acquire the appropriate semester units of credit for the course. The grade shall not be counted in determining class rank, honors list, or membership in the California Scholarship Federation. Students who receive an F grade shall not receive credit for taking the course.

### **Peer Grading**

At their discretion, teachers may use peer grading of student tests, papers and assignments as appropriate to reinforce lessons.

### **Repeating Classes**

With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. Both grades received shall be entered on the student's transcript, but the student shall receive credit only once for taking the course. The highest grade received shall be used in

determining the student's overall grade point average (GPA).

~~The two grades shall be averaged in determining the student's overall grade point average.~~

### **Dropping/Adding/Transferring Classes**

Within the first three weeks of the semester students may drop a course by meeting with their advisors/counselors to discuss the impact of such a decision. Dropping a class during the fourth and fifth week of the semester may only be done with the administrator's review. A student who drops a course after the first nine weeks of the semester shall receive a Withdrawal-Fail (WF) grade on his permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances. The grade earned at the time of drop shall be carried to the next class unless the student is assigned to a completely different subject (e.g. AP to Honors, Honors to College Prep, AP to College Prep).

### **Effect of Absences on Grades** ~~Absences from School~~

Teachers who withhold class credit because of excessive unexcused absences shall so inform the class and parents/guardians at the beginning of the semester.

When an unexcused absence occurs, the student and parent/guardian shall again be notified of the district's policy regarding excessive unexcused absences.

The student and parent/guardian shall have a reasonable opportunity to explain the absences. (Education Code 49067)

If a student receives a failing grade because of unexcused absences, the student's record shall specify that the grade was assigned because of excessive unexcused absences. (Education Code 49067)

~~Grades for a student in foster care shall not be lowered if the student is absent from school due to either of the following circumstances: (Education Code 49069.5)~~

- ~~1. A decision by a court or placement agency to change the student's placement, in which case the student's grades and credits shall be calculated as of the date the student left school~~
- ~~2. A verified court appearance or related court-ordered activity~~

Grades for a student in foster care shall not be lowered if the student is absent for any reason specified in Education Code 49069.5.

### **Grade Point Average**

The Superintendent or designee shall calculate each student's GPA using the grade point assigned to each letter grade in accordance with the scale described in the section "Grades for Achievement" above. The grade points for all applicable coursework shall be totaled and divided by the number of courses completed. Pass/Fail grades shall not be included in the determination of a student's GPA.

When plus and minus designations are added to letter grades, they shall not be considered in determining GPA.

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

TO: BOARD OF EDUCATION

DISCUSSION

02/18/16

FROM: SANDRA LYON / TERRY DELORIA / ALICE CHUNG

RE: CONSIDER DELETING AR 5148.1 – CHILDCARE SERVICES FOR PARENTING STUDENTS

DISCUSSION ITEM NO. D.08

It is recommended that the Board of Education consider deleting AR 5148.1 – Childcare Services for Parenting Students.

COMMENTS: This regulation is being deleted due to the fact that as of May 2015, the California Department of Education no longer administered the Cal-SAFE program. Funding for the Cal-SAFE program was redirected into LCFF (BP 5146).

**CHILDCARE SERVICES FOR PARENTING STUDENTS****Cal-SAFE Program**

The district shall provide child care and development services on or near the school site for the children of teen parents enrolled in the district's California School Age Families Education (Cal-SAFE) program. Such services shall be available whenever enrolled teen parents are participating in a school approved activity during or outside the school day. (Education Code ~~54743, 54745, 54746~~)

Participation in the child care and development services shall be voluntary. (Education Code ~~54746~~)

No fees shall be assessed for child care and development services provided through the Cal-SAFE program. (Education Code ~~54745~~)

Children of teen parents shall be eligible for enrollment from birth to age five years or until they enroll in kindergarten, whichever occurs first, as long as the teen parent is enrolled in the district's Cal-SAFE program. If the teen parent is enrolled in a summer school program or a school program operating more than 180 days, eligibility shall be determined by the parent's hours of enrollment and only for those hours necessary to further the completion of the parent's educational program. (Education Code ~~54746, 54749~~)

Before a child is enrolled in the program or allowed on the school campus, he/she shall have a health evaluation form signed by a physician or the physician's designee. Health screening and immunizations shall not be required when the child's parent/guardian annually files a written request pursuant to Education Code ~~49451~~ or Health and Safety Code ~~120365~~. (Education Code ~~54746~~)

The Superintendent or designee shall complete an intake procedure regarding each child upon entry into the program, and periodically as needed thereafter, and shall maintain a developmental profile for each child in order to design a program that meets the child's developmental needs. (Education Code ~~54746~~)

Child care and development services shall operate pursuant to applicable sections of Education Code ~~8200-8498~~, the Child Care and Development Services Act, and shall meet the health and safety requirements of 22 CCR ~~101151-10123.92 and 101351-101439.1~~. (Education Code ~~54746~~)

The child care site shall be available as a laboratory for parenting or related courses, with priority given to teen parents enrolled in the district's Cal-SAFE program. (Education Code ~~54746~~)

Legal References:EDUCATION CODE

~~8200-8498~~ Child Care and Development Services Act

~~49451~~ Exemption from physical examination

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

HEALTH AND SAFETY CODE

~~120365~~ Exemption from immunization

CODE OF REGULATIONS, TITLE 22

~~101151-101239.2~~ General licensing requirements for child care centers

~~101351-101439.1~~ Infant Care Centers

Management Resources:WEB SITES

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

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



TO: BOARD OF EDUCATION

DISCUSSION

02/18/16

FROM: SANDRA LYON / TERRY DELORIA / ELLEN EDEBURN

RE: CONSIDER REVISING BP 6142.6 – VISUAL AND PERFORMING ARTS  
EDUCATION

DISCUSSION ITEM NO. D.09

It is recommended that the Board of Education consider revising BP 6142.6 – Visual and Performing Arts Education.

COMMENTS: CSBA recommends updating this policy to delete program requirements related to Arts and Music Block Grants since new law (AB 97) redirects funding for these grants into the LCFF.

## VISUAL AND PERFORMING ARTS EDUCATION

The Board of Education believes that visual and performing arts are essential to a well-rounded educational program and should be an integral part of the course of study offered to students at all grade levels. The district's arts education program shall provide opportunities for appreciation, creation, ~~and performance,~~ and appreciation of the arts.

The Board shall adopt academic standards for dance, music, theatre, and visual arts that describe the skills, knowledge, and abilities that students shall be expected to possess at each grade level. The district's standards shall meet or exceed state content standards for each of these disciplines.

The Superintendent or designee shall develop a sequential curriculum for dance, music, theatre, and visual arts which is consistent with the state curriculum framework and includes the following strands:

1. Artistic perception: processing, analyzing, and responding to sensory information through the use of language and skills unique to each arts discipline
2. Creative expression: composing, arranging, and performing a work and using a variety of means to communicate meaning and intent in one's own original works
3. Historical and cultural context: understanding the historical contributions and cultural dimensions of an arts discipline
4. Aesthetic valuing: analyzing and critically assessing works of dance, music, theatre, and visual arts
5. Connections, relations, and applications: connecting, comparing, and applying what is learned in one arts discipline to learning in the other arts, other subject areas, and careers

The Board shall adopt standards-based instructional materials for visual and performing arts in accordance with applicable law, Board policy, and administrative regulation, which may incorporate a variety of media and technologies. ~~In addition, the Board encourages teachers to incorporate a variety of media and technologies into lessons, presentations, and explorations in each of the arts disciplines.~~

~~The~~ As appropriate, the Superintendent or designee shall provide a standards-based professional development program designed to increase teachers' knowledge of and ability to teach the arts and to implement adopted instructional materials.

The Superintendent or designee shall encourage ~~as a supplement to teacher instruction,~~ the integration of community arts resources into the educational program. Such resources may include opportunities for students to attend musical and theatrical performances, observe the works of accomplished artists, and work directly with artists-in-residence and volunteers. In addition, the Superintendent or designee may collaborate with community organizations to share resources and seek grant opportunities.

The Superintendent or designee shall ~~regularly evaluate and report to the Board regarding~~ the implementation of arts education at each grade level and report to the Board regarding its ~~program~~ effectiveness in enabling students to meet academic standards.

## Arts for All Plan

In order to improve the program offerings in Visual and Performing Arts Education, the Board adopted the district's Arts for All Plan on February 3, 2005. The plan called for the development of a new standards-based curriculum, defining the roles and responsibilities of all-staff to provide access to arts education for all students in the district, providing the necessary training to teachers and administrators to foster their knowledge and instructional strategies regarding the new state standards for Visual and Performing Arts, developing new partnerships and collaborating with current partners, identifying funding sources associated with the implementation of the plan, improving the facilities that support arts education, and evaluation of the district's arts education.

## ~~Arts and Music Block Grants~~

~~Any state funding received through arts and music block grants shall be used only for hiring additional staff, purchasing new materials, books, supplies, and equipment, and/or implementing or increasing staff development opportunities as needed to support standards-aligned arts and music instruction. (SB 77, Item 6110-265-0001, Statutes of 2007)~~

~~The Board shall distribute block grant funds to all district schools on the basis of an equal amount per student or the minimum school site allocation specified in the state budget, whichever is greatest. (SB 77, Item 6110-265-0001, Statutes of 2007)~~

~~However, the Board may allocate block grant funds for districtwide expenditures that support program purposes on behalf of all district schools. If the Board elects to do so, it shall adopt a resolution at a public meeting which specifies how the funds will be allocated among schools and for districtwide purposes and the reasons for those allocations. Prior to the public meeting, the Board shall inform school site councils, schoolwide advisory groups, or school support groups, as applicable, of the content of the proposed resolution and of the time and location where the resolution is proposed to be adopted. (SB 77, Item 6110-265-0001, Statutes of 2007)~~

### Legal Reference:

#### **EDUCATION CODE**

8950-8957 *California summer school of the arts*  
32060-32066 *Toxic art supplies*  
35330-35332 *Field trips*  
51210 *Course of study, grades 1-6*  
51220 *Course of study, grades 7-12*  
51225.3 *Graduation requirements*  
58800-58805 *Specialized secondary programs*  
60200-60210 *Instructional materials, elementary schools*  
60400-60411 *Instructional materials, high schools*  
99200-99206 *Subject matter projects*

### Management Resources:

#### **CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

*Visual and Performing Arts Framework for California Public Schools: Kindergarten through Grade Twelve, 2004*  
*Visual and Performing Arts Content Standards, January 2001*  
*Arts Education Program Toolkit: A Visual and Performing Arts Program Assessment Process, 2001*

#### **WEB SITES**

CSBA: <http://www.csba.org>  
Arts Education Partnership: <http://aep-arts.org>  
California Alliance for Arts Education: <http://www.artsed411.org>

*California Arts Council: <http://www.cac.ca.gov>  
California Art Education Association: <http://www.caea-arteducation.org>  
California Dance Education Association: <http://www.cdeadance.org>  
California Department of Education, Visual and Performing Arts: <http://www.cde.ca.gov/ci/vp>  
California Educational Theatre Association: <http://www.cetoweb.org>  
California Music Educators Association: <http://www.calmusiced.com>  
The California Arts Project: <http://csmp.ucop.edu/tcap>*

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

TO: BOARD OF EDUCATION

DISCUSSION

02/18/16

FROM: SANDRA LYON / TERRY DELORIA / EVAN BARTELHEIM

RE: CONSIDER REVISING BP AND AR 6174 – EDUCATION FOR ENGLISH LEARNERS

DISCUSSION ITEM NO. D.10

It is recommended that the Board of Education consider revising BP and AR 6174 – Education for English Learners.

COMMENTS: CSBA recommends updating this policy to reflect Education Code 52060, which requires the district's LCAP to include annual goals and specific actions, aligned to state and local priorities, for all students and for each "numerically significant" student subgroup as defined in Education Code 52052, including English learners.

Title III, Part A provide grant funds that may be used to supplement, but not supplant, funding from other sources for the purpose of ensuring that English learners attain English proficiency and meet the same challenging academic standards that are applicable to all students. Additionally, the proposed revisions reflect the English Language Arts/English Language Development Framework adopted in July 2014.

**EDUCATION FOR ENGLISH LEARNERS**

The Board of Education intends to provide English language learners with challenging curriculum and instruction that develop proficiency in English as rapidly and effectively as possible while facilitating student achievement in the district's regular course of study. ~~English learners shall be provided English language development instruction targeted to their English proficiency level and aligned with state content standards.~~

The district shall identify in its local control and accountability plan (LCAP) specific actions and services to enhance student engagement, academic achievement, and other outcomes for English learners.

English learners shall be provided English language development instruction targeted to their English proficiency level and aligned with the state content standards and curriculum framework. The district's program shall be based on sound instructional theory, use standards-aligned instructional materials, and assist students in accessing the full educational program.

~~The district's program shall be based on sound instructional theory and adequately supported in order to assist students in accessing the full educational program.~~

The Superintendent or designee shall ensure that all staff employed to teach English learners possess the appropriate authorization from the Commission on Teacher Credentialing.

The Superintendent or designee shall provide to teachers, administrators, and other school staff research-based professional development that is designed to improve the instruction and assessment of English learners and enhance staff's ability to understand and use curricula, assessment, and instructional strategies for English learners. (20 USC 6825)

The Superintendent or designee shall encourage parent/guardian and community involvement in the development, implementation, and evaluation of English language development programs. In addition, to support students' English language development, the Superintendent or designee may provide an adult literacy training program that leads to English fluency for parents/guardians and community members.

**Identification and Assessment**

The Superintendent or designee shall maintain procedures which provide for the accurate identification of English learners and an assessment of their proficiency and needs in the areas of listening, speaking, reading, and writing in English. Once identified as an English learner, a student shall be annually assessed for language proficiency until he/she is reclassified based on criteria specified in administrative regulation.

English learners' academic achievement in English language arts, mathematics, science, and any additional subject required by law shall be assessed using the California Assessment of Student Performance and Progress. As necessary, the test shall be administered with allowable testing variations in accordance with 5 CCR 853.5 and 853.7. English learners who are in their first 12 months of attending a school in the United States shall be exempted from taking the English language arts assessment to the extent allowed by federal law. (Education Code 60603, 60640; 5 CCR 853.5, 853.7)

## Placement of English Learners

Students who are English language learners shall be educated through ~~one of two approaches: "Sheltered English immersion" or "structured English immersion"~~ as defined in law and administrative regulation, ~~shall be provided for English learners during, for a temporary transition period not normally intended to exceed one year, until students move into an English language mainstream program.~~ A dual immersion approach shall also be offered to English learners under the Parental Exception Waiver process noted below. "Nearly all" of the classroom instruction in the district's ~~sheltered~~ structured English immersion program shall be in English, but with the curriculum and presentation designed for students who are learning the language. (Education Code 305, 306)

For purposes of determining the amount of instruction conducted in English in the structured English immersion classroom, "nearly all" shall be defined as follows:

All classroom instruction will be conducted in English, except for clarification, explanation, and with primary language support provided ~~only~~ as needed.

When an English language learner has acquired a reasonable level of English proficiency as measured by any of the state-designated assessments approved by the California Department of Education or any district developed assessments and using other criteria adopted by the Board, he/she shall be transferred from a structured English immersion program to an English language mainstream program in which the instruction is "overwhelmingly" in English. (Education Code 305-306; 5 CCR 11301)

An English language learner has acquired a "reasonable level of English proficiency" when he/she has achieved the following:

Early Advanced or Advanced Proficiency Level on the CELDT

### Parental Exception Waivers

At any time during the school year, the parent/guardian of an English language learner may have his/her child moved into an English language mainstream program. (5 CCR 11301)

When allowed by law, the parent/guardian of an English learner may submit a request that his/her child be exempted from placement in a structured English immersion program and instead be placed in a class where he/she is taught English and other subjects through bilingual education techniques, such as dual immersion, or other generally recognized educational methodologies permitted by law. (Education Code 310-311)

Each waiver request shall be considered on its individual merits with deference given to parental preference for student placement.

A waiver request shall be granted in accordance with the law unless the principal and educational staff have determined that an alternative program would not be better suited to the student's overall educational development. (5 CCR 11309)

If the Superintendent or designee denies the waiver request, he/she shall provide a written justification to the parent/guardian describing the reasons for the denial. A parent/guardian may appeal the Superintendent or designee decision in writing to the Board. The Board may consider the matter at its next regular Board meeting. The Board may decide not to hear the appeal, in which case the Superintendent or designee decision shall be final. If the Board hears the appeal, the Superintendent or designee shall send the Board's decision to the parent/guardian within seven working days.

## Program Evaluation

To evaluate the effectiveness of the district's educational program for English learners, the Superintendent or designee shall report to the Board, at least annually, regarding the progress of English learners towards proficiency in English, the number and percentage of English learners reclassified as fluent English proficient, the number and percentage of English learners who are or are at risk of being classified as long-term English learners, the achievement of English learners on standards-based tests in core curricular areas, and a comparison of current data with data from at least the previous year.

The Superintendent or designee shall annually report these findings to the Board and shall also provide the Board with regular reports from any district or schoolwide English learner advisory committees.

### Legal Reference:

#### EDUCATION CODE

300-340 English language education

430-446 English Learner and Immigrant Pupil Federal Conformity Act

33050 State Board of Education waiver authority

42238.02-42238.03 Local control funding formula

44253.1-44253.11 Qualifications for teaching English learners

48985 Notices to parents in language other than English

52052 Academic Performance Index; numerically significant student subgroups

52060-52077 Local control and accountability plan

52130-52135 Impacted Languages Act of 1984

52160-52178 Bilingual Bicultural Act

60200.7 Suspension of state instructional materials adoptions

60605.87 Supplemental instructional materials, English language development

60640 California Assessment of Student Performance and Progress

60810-60812 Assessment of language development

62005.5 Continuation of advisory committee after program sunsets

#### CODE OF REGULATIONS, TITLE 5

853.5-853.7 Test administration; universal tools, designated supports, and accommodations

11300-11316 English learner education

11510-11517 California English Language Development Test

#### UNITED STATES CODE, TITLE 20

1701-1705 Equal Educational Opportunities Act

6312 Local education agency plans

6801-6871 Title III, Language instruction for limited English proficient and immigrant students

7012 Parental notification

#### COURT DECISIONS

Valeria G. v. Wilson, (2002) 307 F.3d 1036

California Teachers Association v. State Board of Education et al., (9th Circuit, 2001) 271 F.3d 1141

McLaughlin v. State Board of Education, (1999) 75 Cal.App.4th 196

Teresa P. et al v. Berkeley Unified School District et al, (1989) 724 F.Supp. 698

#### ATTORNEY GENERAL OPINIONS

83 Ops.Cal.Atty.Gen. 40 (2000)



Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Academic Criterion for Reclassification, CDE Correspondence, August 11, 2014*

*California English Language Development Test (CELDT): 2013-14 CELDT Information Guide, 2013*

*English Language Arts/English Language Development Framework for California Public Schools: Transitional Kindergarten Through Grade Twelve, 2014*

*English Language Development Standards for California Public Schools: Kindergarten Through Grade Twelve, 2012*

*Matrix of Test Variations, Accommodations, and Modifications for Administration of California Statewide Assessments*

U.S. DEPARTMENT OF EDUCATION NONREGULATORY GUIDANCE

*Assessment and Accountability for Recently Arrived and Former Limited English Proficient (LEP) Students, May 2007*

WEB SITES

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

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

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

**adopted: August 19, 2009 Santa Monica, California**

**revised: May 1, 2014**

**EDUCATION FOR ENGLISH LEARNERS****Definitions**

English learner, also known as a limited English proficient student, means a student who does not speak English or whose native language is not English and who is not currently able to perform ordinary classroom work in English. (Education Code 306)

Long-term English learner means an English learner who is enrolled in grades 6-12, has been enrolled in schools in the United States for more than six years, has remained at the same English language proficiency level for two or more consecutive years as determined by the California English Language Development Test (CELDT) or any successor test, and scores far below basic or below basic on the English language arts test of the California Assessment of Student Performance and Progress (CASPP). ~~Standards Tests or any successor test.~~ (Education Code 313.1)

English learner at risk of becoming a long-term English learner means an English learner who is enrolled in grades 5-11 in the United States for four years, scores at the intermediate level or below on the CELDT or any successor test, and scores in the fourth year at the below basic or far below basic level on the English language arts test of the California Assessment of Student Performance and Progress (CASPP). ~~Standards Tests or any successor test.~~ (Education Code 313.1)

English language classroom means a classroom in which the language of instruction used by the teaching personnel is overwhelmingly the English language, and in which such teaching personnel possess a good knowledge of the English language. (Education Code 306)

English language mainstream classroom means a classroom in which the students either are native English language speakers or already have acquired reasonable fluency in English. (Education Code 306)

~~Sheltered~~-Structured English immersion means an English language acquisition process in which nearly all classroom instruction is in English but with the curriculum and presentation designed for students who are learning the language. (Education Code 306)

Bilingual education/native language instruction means a language acquisition process for students in which much or all instruction, textbooks, and teaching materials are in the student's native language. (Education Code 306)

**Identification and Assessment**

Upon enrollment in the district, each student's primary language shall be determined through use of a home language survey. (5 CCR 11307)

Any student who is identified as having a primary language other than English as determined by the home language survey, and who has not been previously identified as an English learner by a California public school or for whom there is no record of results from an administration of an English language proficiency test, ~~shall be assessed for English proficiency using the CELDT.~~ shall be assessed for English proficiency using the state's designated English language proficiency test. (Education Code 313, 52164.1; 5 CCR 11511)

Each year after a student is identified as an English learner and until he/she is redesignated as

English proficient, the summative assessment shall be administered to the student during a four-month period after January 1 as determined by the California Department of Education. (Education Code 313)

~~The test shall be administered between 60 calendar days before the date of first enrollment in a district school and 30 calendar days after the date of first enrollment, but not before July 1 of that school year. (5 CCR 11511)~~

~~The CELDT shall be administered in accordance with 5 CCR 11511-11516.7.~~

The state assessment shall be administered in accordance with test publisher instructions and 5 CCR 11511-11516.7. Variations and accommodations in test administration may be provided pursuant to 5 CCR 11516-11516.7. Any student with a disability shall be allowed to take the ~~CELDT~~ assessment with those accommodations for testing that the student has regularly used during instruction and classroom assessment as delineated in the student's individualized education program (IEP) or Section 504 plan that are appropriate and necessary to address the student's individual needs. If he/she is unable to participate in the assessment or a portion of the assessment with such accommodations, he/she shall be administered an alternate assessment for English language proficiency as set forth in his/her IEP. (5 CCR 11516-11516.7)

## **Parental Notifications**

The Superintendent or designee shall provide the following written notifications to parents/guardians of English learners:

1. Assessment Notification: The district shall notify parents/guardians of their child's results on the ~~CELDT~~ state's English language proficiency assessment within 30 calendar days following receipt of the results from the test contractor. (Education Code 52164.1; 5 CCR 11511.5)
2. Placement Notification: At the beginning of each school year, parents/guardians shall be informed of the placement of their child in a structured English immersion program and shall be notified of an opportunity to apply for a parental exception waiver. (Education Code 310; 5 CCR 11309)
3. Title III Notifications: ~~Not later than 30 calendar days after the beginning of the school year,~~ each parent/guardian of a student participating in, or identified for participation in, a language instruction program supported by federal Title III funds shall receive notification of the assessment of his/her child's English proficiency. Such notice shall be provided not later than 30 calendar days after the beginning of the school year or, if the student is identified for program participation during the school year, within two weeks of the student's placement in the program. The notice shall include all of the following: (Education Code 440; 20 USC 7012)
  - a. The reason for the student's classification as English language learner
  - b. The level of English proficiency, how the level was assessed, and the status of the student's academic achievement
  - c. A description of the program for English language development instruction, including a description of all of the following:
    - 1) The manner in which the program will meet the educational strengths and needs of the student

- 2) The manner in which the program will help the student develop his/her English proficiency and meet age-appropriate academic standards
  - 3) The specific exit requirements for the program, the expected rate of transition from the program into classrooms not tailored for English language learner students, and the expected rate of graduation from secondary school schools if applicable
  - 4) Where the student has been identified for special education, the manner in which the program meets the requirements of the student's IEP
  - 5) Information regarding a parent/guardian's option to decline to allow the student to become enrolled in the program or to choose to allow the student to become enrolled in an alternative program
  - 6) Information designed to assist a parent/guardian in selecting among available programs, if more than one program is offered
4. Annual Measurable Objectives Notification: If the district fails to make progress on the annual measurable achievement objectives for English learners established pursuant to 20 USC 6842, the Superintendent or designee shall, within 30 days after such failure occurs, send a notification regarding such failure to the parents/guardians of each student identified for participation in a language instruction educational program supported by Title III funds. (20 USC 7012)

### **Parental Exception Waivers**

A parent/guardian may, by personally visiting the school, request that the district waive the requirements pertaining to the placement of a student in a structured English immersion program if ~~the~~ one of the following circumstances exists: (Education Code 310-311)

1. The student already possesses ~~good~~ sufficient English language skills, as measured by standardized tests of English vocabulary comprehension, reading and writing, in which the student scores at or above the state average for his/her grade level or at or above the fifth-grade average, whichever is lower.
2. The student is age 10 years or older, and it is the informed belief of the school principal and educational staff that an alternate course of study would be better suited to the student's rapid acquisition of basic English skills.
3. The student already has been placed, for a period of not less than 30 calendar days during that school year, in an English language classroom and it is subsequently the informed belief of the school principal and educational staff that the student has special physical, emotional, psychological or educational needs and that an alternate course of educational study would be better suited to the student's overall educational development.

Upon request for a waiver, the Superintendent or designee shall provide ~~to the~~ parents/guardians with a ~~4.~~ <sup>1.</sup> A full written description, and a spoken description upon request, of the intent and content of the structured English immersion program, any alternative courses of study and all educational opportunities offered by the district and available to the student, and the educational materials to be used in the different educational program choices. ~~2.~~ For a request for waiver pursuant to, item #3 above for students with special needs the Superintendent or designee shall notify the parent/guardian that the student must be placed for a period of not less than 30 calendar days in an English language classroom and that the waiver that the

Superintendent or designee must approve the waiver pursuant to Board of Education guidelines (Education Code 310, 311; 5 CCR 11309)

The principal and educational staff may recommend a waiver to a parent/guardian pursuant to item #2 or #3 above, for a student 10 years or older and a student with special needs. Parents/guardians shall be informed in writing of any recommendation for an alternative program made by the principal and staff and shall be given notice of their right to refuse to accept the recommendation. The notice shall include a full description of the recommended alternative program and the educational materials to be used for the alternative program as well as a description of all other programs available to the student. If the parent/guardian elects to request the alternative program recommended by the principal and educational staff, the parent/guardian shall comply with district procedures and requirements otherwise applicable to a parental exception waiver, including Education Code 310. (Education Code 311; 5 CCR 11309)

When evaluating waiver requests pursuant to ~~Education Code 311(a)~~, item #1 above, for students who already know English and other waiver requests for those students for whom standardized assessment data are not available, other equivalent assessment measures may be used. These equivalent measures may include district standards and assessments and teacher evaluations of such students.

Parent/guardian exception waivers pursuant to ~~Education Code 311(b)~~, item #2 above, for students 10 years or older shall be granted by the Superintendent or designee if it is the informed belief of the principal and educational staff that an alternate course of educational study would be better suited to the student's rapid acquisition of basic English language skills. (Education Code 311)

Parent/guardian exception waivers pursuant to ~~Education Code 311(c)~~, item #3 above, for students with special needs shall be granted by the Superintendent or designee if it is the informed belief of the principal and educational staff that, due to the student's special physical, emotional, psychological or educational needs, an alternate course of educational study would be better suited to the student's overall educational development. (Education Code 311)

The principal or designee shall act upon all parent/guardian exception waivers within 20 instructional days of submission to the principal. However, parental waiver requests pursuant to ~~Education Code 311(e)~~, item #3 above for students with special needs, shall not be acted upon during the 30-day placement in an English language classroom. Such waivers shall be acted upon no later than 10 calendar days after the expiration of that 30-day English language classroom placement or within 20 instructional days of submission of the waiver to the principal, whichever is later. (5 CCR 11309)

All parent/guardian exception waivers shall be granted unless the principal and educational staff have determined that an alternative program offered at the school would not be better suited for the overall educational development of the student. (5 CCR 11309)

Individual schools in which 20 students or more of a given grade level receive a waiver shall ~~be required to~~ offer an alternative class where the students are taught English and other subjects through bilingual education techniques or other generally recognized educational methodologies permitted by law. Otherwise, the students shall be allowed to transfer to a public school in which such a class is offered. (Education Code 310)

Students wishing to transfer shall be subject to the district's intradistrict and interdistrict attendance policies and administrative regulations. Students wishing to transfer to another district shall also be subject to the receiving district's interdistrict attendance policies and administrative regulations.

In cases where a parent/guardian exception waiver pursuant to item #2 or #3 above, ~~Education Code 311(b) or (c) is denied~~, the parent/guardian shall be informed in writing of the reason(s) for the denial and advised that he/she may appeal the decision to the Board if the Board authorizes such an appeal, or to the court. (5 CCR 11309)

Waiver requests shall be renewed annually by the parent/guardian. (Education Code 310)

### **Reclassification/Redesignation**

The district shall continue to provide additional and appropriate educational services to English language learners for the purposes of overcoming language barriers until the English language learners ~~have~~: (5 CCR 11302)

1. Demonstrated English language proficiency comparable to that of the district's average native English language speakers
2. Recouped any academic deficits which may have been incurred in other areas of the core curriculum as a result of language barriers

English language learners shall be reclassified as fluent English proficient when they are able to comprehend, speak, read and write English well enough to receive instruction in an English language mainstream classroom ~~the regular program~~ and make academic progress at a level substantially equivalent to that of students of the same age or grade whose primary language is English and who are in the regular course of study. (Education Code 52164.6)

The following measures shall be used to determine whether an English language learner shall be reclassified as fluent English proficient: (Education Code 313; 5 CCR 11303)

1. Assessment of English language proficiency using an objective assessment instrument, including, but not limited to, ~~the CELDT~~ the state's English language proficiency assessment
2. Participation of the student's classroom teacher and any other certificated staff with direct responsibility for teaching or placement decisions related to the student
3. Parent/guardian opinion and consultation

The Superintendent or designee shall provide the parent/guardian with notice and a description of the reclassification process, including notice of their right to participate in the process. Parent/guardian participation in the process shall be encouraged.

4. Student performance ~~on a statewide~~ on an objective-assessment of basic skills in English assessment that shows whether the student is performing at or near grade level

The Superintendent or designee shall monitor the progress of reclassified students to ensure their correct classification and placement. (5 CCR 11304)

The Superintendent or designee shall ~~develop a process to monitor the effectiveness of the district's program for English language learners. The district's program shall be modified as needed to help ensure language and academic success for each English language learner.~~ monitor students for at least two years following their reclassification to determine whether the student needs any additional academic support to ensure his/her language and academic success.

## **Advisory Committees**

At the district level when there are more than 50 English language learners in the district and at each school with more than 20 English language learners, parent/guardian advisory committees shall be maintained to serve the advisory functions specified in law. (5 CCR 11308)

Parents/guardians of English language learners shall constitute committee membership in at least the same percentage as their children represent of the total number of students in the school. (Education Code 52176)

The district's English language advisory committee shall advise the Board on at least the following tasks: (5 CCR 11308)

1. The development of a district master plan of education programs and services for English learners, taking into consideration the school site plans for English learners
2. The districtwide needs assessment on a school-by-school basis
3. Establishment of a district program, goals and objectives for programs and services for English learners
4. Development of a plan to ensure compliance with applicable teacher or aide requirements
5. Administration of the annual language census
6. Review of and comment on the district's reclassification procedures
7. Review of and comments on the written notification required to be sent to parents/guardians pursuant to 5 CCR 11300-11316

In order to assist advisory members in carrying out their responsibilities, the Superintendent or designee shall ensure that committee members receive appropriate training and materials. This training shall be planned in full consultation with the members. (5 CCR 11308)

### **LCAP Advisory Committee**

When there are at least 15 percent English learners in the district, with at least 50 students who are English learners, a district-level English learner parent advisory committee shall be established to review and comment on the district's local control and accountability plan (LCAP) in accordance with BP 0460 - Local Control and Accountability Plan. The committee shall be composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR 15495)

The advisory committee established pursuant to 5 CCR 11308, as described in the section "Advisory Committee" above, could serve as the LCAP English learner advisory committee if its composition includes a majority of parents/guardians of English learners.

**Regulation SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**approved: August 19, 2009 Santa Monica, California**  
**revised: May 1, 2014**





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## **MAJOR ITEMS**



TO: BOARD OF EDUCATION

ACTION/MAJOR

02/18/16

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

RE: ESTABLISH AND APPOINT MEMBERS TO THE FACILITIES DISTRICT  
ADVISORY COMMITTEE (FDAC)

RECOMMENDATION NO. A.28

It is recommended that the Board of Education establish and appoint members to the Facilities District Advisory Committee (FDAC).

COMMENTS: At a special meeting on December 17, 2015, the board discussed reconfiguring the Measure BB Advisory Committee into a Facilities District Advisory Committee (FDAC). The purpose of the FDAC is to provide the Board of Education and district staff with the community's perspective regarding the use of bond funds for school site construction.

The FDAC consists of two separate and distinct subcommittees: the Malibu Facilities Advisory Committee (FDAC-M) and the Santa Monica Facilities Advisory Committee (FDAC-SM). Each subcommittee will advise only on projects for the school sites in their area. The division into subcommittees is to allow each community to participate in the development of facilities and to provide specialized perspective for their areas of focus. The subcommittees will act independently on matters specific to school sites in their respective areas.

The FDAC will be composed of eighteen community members. The intent is to use this committee to obtain community input, including concerns specific to parents and residents. The FDAC-M will have seven members and the FDAC-SM will have eleven members, who, combined, will make up the eighteen-member FDAC. The Facilities DAC will be led by two co-chairs, one a resident of Malibu, and one a resident of Santa Monica. Membership on the committee will be based on two-year terms, with no member serving more than two consecutive terms. Appointments/reappointments will take place annually.

The subcommittees will meet quarterly (or as necessary). The FDAC as a whole will meet twice each year (or as necessary) to advise on district-wide programs and initiatives. This is to provide necessary uniformity across district projects pertaining to maintaining standards, especially with issues of equity. While it is the intent of the FDAC to support quality facilities across the district, it is not the role of the FDAC to review or approve the independent recommendations of the subcommittees on area specific projects.

The FDAC will provide progress reports to the board. These should include area-specific reports, along with districtwide reports. Where the subcommittees are unable to find consensus on districtwide projects, the FDAC may provide separate recommendations for the board to resolve.

Steve Massetti will serve as the District's Liaison to the committee and subcommittees.

**Facilities DAC – Malibu\***

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**Facilities DAC – Santa Monica\***

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*\* At the time this agenda went to print, the deadline for the applications had not yet passed. The names of the individuals who will be recommended for appointment will be provided in an update to the agenda.*

Term Expiration Dates: Term expiration dates will be staggered so as to create balance of expiring membership moving forward. The term expiration dates will be determined by drawing names at random at the committee's first meeting.

Community Outreach: A press release announcing the acceptance of applications was distributed on January 21, 2016. Completed applications were due February 12, 2016, by 5:00pm.

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

TO: BOARD OF EDUCATION

ACTION/MAJOR

02/18/16

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

RE: 2015-16 BUDGET REVISIONS

RECOMMENDATION NO. A.29

It is recommended that the Board of Education approve the following budget transfers, as described on the following pages, for these below-listed Funds. These routine paper transfers are intended to accomplish the formal/final shifting to recognize the accounting of previously-approved activities prior to the 2nd Interim Report.

Fund 01	-	General Fund (Unrestricted & Restricted)
Fund 11	-	Adult Education Fund
Fund 12	-	Child Development Fund
Fund 13	-	Cafeteria Fund
Fund 21.0	-	Building Fund /Measure BB Series A
Fund 21.1	-	Building Fund /Measure BB Series B
Fund 21.3	-	Building Fund /Measure BB Series D
Fund 21.4	-	Building Fund /Measure ES Series A
Fund 21.5	-	Building Fund /Measure ES Series B
Fund 25	-	Capital Facilities Fund
Fund 40	-	Special Reserve Fund for Capital Outlay Projects

MOTION MADE BY:

SECONDED BY

STUDENT ADVISORY VOTE:

AYES:

NOES:

<b>Fund: 01    Unrestricted General Fund</b>				
		Revised Budget	Revised Budget	
Object	Description	as of 10/31/15	as of 1/31/16	Changes
	Beginning Fund Balance	31,534,919	31,534,919	
8011-8099	LCFF Revenue	86,622,564	86,622,564	-
8100-8299	Federal Revenue	158,555	243,090	84,535
8300-8590	State Revenue	7,544,436	7,533,005	(11,431)
8600-8799	Local Revenue	33,779,057	33,777,817	(1,240)
8980-8999	Local General Fund Contributions	(23,213,882)	(24,166,159)	(952,277)
	<b>Total Revenue</b>	<b>104,890,730</b>	<b>104,010,317</b>	<b>(880,413)</b>
1000-1999	Certificated Salaries	49,508,646	50,883,137	1,374,491
2000-2999	Classified Salaries	17,190,798	17,663,822	473,024
3000-3999	Employee Benefits	23,619,225	23,828,881	209,656
4000-4999	Books and Supplies	3,130,424	3,007,411	(123,013)
5000-5999	Services and Other Operating Costs	9,058,990	9,490,359	431,369
6000-6999	Capital Outlay	683,728	703,728	20,000
7100-7299	Other Outgo	53,400	53,400	-
7300-7399	Indirect Costs	(1,234,335)	(1,260,392)	(26,057)
7600-7629	Transfer Out/ Fund 12, 13 & 71	1,315,494	1,315,494	-
	<b>Total Expenditures</b>	<b>103,326,370</b>	<b>105,685,840</b>	<b>2,359,470</b>
	Increase /(Decrease) Fund Balance	<b>1,564,360</b>	<b>(1,675,523)</b>	<b>(3,239,883)</b>
	<b>Projected Fund Balance</b>	<b>33,099,279</b>	<b>29,859,396</b>	
<b>Major Changes</b>				
<b>Revenues:</b>				
\$ 84,535	Prior year MAA reimbursement			
\$ (11,431)	Decrease Mandated Reimbursement			
\$ (952,277)	Increase Local General Fund Contribution to Special Ed & On-going Maintenance programs			
<b>Expenditures:</b>				
<b><i>Budget Includes the SMMCTA negotiated agreement of 6% salary increase with an equal percentage projected for management and classified employees.</i></b>				
\$ 1,374,491	Increase in Certificated Salaries			
\$ 473,024	Increase in Classified Salaries			
\$ 209,656	Increase in Employee Benefits			
\$ (123,013)	Decrease in Books & Supplies			
\$ 431,369	Increase in Services and Operating Costs			
	\$280,000 in Legal Fees			
	\$40,632 in Conference & Travel			
	\$31,500 in GPS for district vehicles from One-time Funds			
\$ 20,000	Increase in Equipment			
\$ 26,057	Increase in Indirect Charge to Categorical Programs			

<b>Fund: 01</b>	<b>Restricted General Fund</b>			
		Revised Budget	Revised Budget	
Object	Description	as of 10/31/15	as of 1/31/16	Changes
	Beginning Fund Balance	3,939,550	3,939,550	
8100-8299	Federal Revenue	5,069,762	5,151,163	81,401
8300-8590	State Revenue	1,671,487	4,544,305	2,872,818
8600-8799	Local Revenue	8,657,446	9,272,230	614,784
8980-8999	Local General Fund Contributions	23,213,882	24,166,159	952,277
	<b>Total Revenue</b>	<b>38,612,577</b>	<b>43,133,857</b>	<b>4,521,280</b>
1000-1999	Certificated Salaries	11,767,093	12,073,452	306,359
2000-2999	Classified Salaries	9,743,203	10,080,602	337,399
3000-3999	Employee Benefits	7,693,429	10,719,683	3,026,254
4000-4999	Books and Supplies	3,347,826	3,422,869	75,043
5000-5999	Services and Other Operating Costs	6,253,152	7,147,955	894,803
6000-6999	Capital Outlay	299,616	162,285	(137,331)
7300-7399	Indirect Costs	715,795	741,852	26,057
	<b>Total Expenditures</b>	<b>39,820,114</b>	<b>44,348,698</b>	<b>4,528,584</b>
	Increase /(Decrease) Fund Balance	<b>(1,207,537)</b>	<b>(1,214,841)</b>	<b>(7,304)</b>
	<b>Projected Fund Balance</b>	<b>2,732,013</b>	<b>2,724,709</b>	

#### Major Changes

##### Revenues:

\$ 78,434	Increase of Title I, II & III programs		
<b>\$ 2,872,818</b>	STRS On-behalf Pension Contribution (GASB68)		
\$ 349,751	Increase of various local programs - PTA, GIFTS.PERMITS....		
\$ 265,033	Reimbursement from Microsoft Settlement		
\$ 952,277	Increases in General Fund Contribution to Special Education		

##### Expenditures:

#### Budget reflects a 6% salary increase and the new funding from various programs

\$ 306,359	Increase in Certificated Salaries		
\$ 337,399	Increase in Classified Salaries		
\$ 3,026,254	Increase in Employee Benefits (includes <b>\$2,872,818</b> STRS increase from State Funds)		
\$ 75,043	Increase in Books and Supplies		
\$ 894,803	Increase in Services and Other Operating Costs		
	\$440,000 increase in Special Ed Mental Health cost		
	\$240,000 increase in Special Ed NPS &NPA		
	\$265,033 increase in Other Services		
\$ (137,331)	Decrease in Equipment		
\$ 26,057	Increase in indirect costs from various programs		

<b>Fund: 11</b>	<b>Adult Education Fund</b>				
		Revised Budget	Revised Budget		
Object	Description	as of 10/31/15	as of 1/31/16	Changes	
	Beginning Fund Balance	369,566	369,566		
8100-8299	Federal Revenue	46,926	46,926	-	
8300-8590	Other State Revenue	322,238	704,086	381,848	
8600-8799	Local Revenue	31,800	31,800	-	
	<b>Total Revenues</b>	<b>400,964</b>	<b>782,812</b>	<b>381,848</b>	
1000-1999	Certificated Salaries	168,885	161,608	(7,277)	
2000-2999	Classified Salaries	117,327	120,045	2,718	
3000-3999	Employee Benefits	90,674	96,004	5,330	
4000-4999	Books and Supplies	20,645	31,361	10,716	
5000-5999	Services and Other Operating Costs	78,339	88,414	10,075	
6000-6999	Equipment	6,000	-	(6,000)	
7300-7399	Indirect Costs	3,720	3,720	-	
	<b>Total Expenditures</b>	<b>485,590</b>	<b>501,152</b>	<b>15,562</b>	
	Increase /(Decrease) Fund Balance	<b>(84,626)</b>	<b>281,660</b>	<b>366,286</b>	
	<b>Projected Fund Balance</b>	<b>284,940</b>	<b>651,226</b>		
<b>Major Changes</b>					
<b>Revenue:</b>					
\$ 375,000	New Adult Ed Consortia Non-MOE Funding (AB104)				
\$ 6,848	STRS On-behalf Pension Contribution (GASB68)				
<b>Expenditure:</b>					
\$ (7,277)	Certificated Salary reflects 6% Salary Increase and decrease of budget in AB86 Consortia Program				
\$ 2,718	6% increase Classified Salary				
\$ 5,330	increase in Benefits				
\$ 10,716	Increase Supplies				
\$ 10,075	Increase Services and Other Operating Costs				
\$ (6,000)	Decrease Equipment Budget				



<b>Fund: 12</b>	<b>Child Development Fund</b>			
		Revised	Revised	
		Budget	Budget	
Object	Description	as of 10/31/15	as of 1/31/16	Changes
	Beginning Fund Balance	264,166	264,166	
8100-8299	Federal Revenue	1,700,765	1,718,432	17,667
8300-8590	State Revenue	2,918,253	3,038,588	120,335
8600-8799	Local Revenue	3,400,278	3,393,013	(7,265)
8900-8929	Interfund Transfer from Fund 01	185,494	185,494	
	<b>Total Revenues</b>	<b>8,204,790</b>	<b>8,335,527</b>	<b>130,737</b>
1000-1999	Certificated Salaries	2,718,020	2,762,147	44,127
2000-2999	Classified Salaries	2,396,188	2,366,274	(29,914)
3000-3999	Employee Benefits	1,887,776	2,023,501	135,725
4000-4999	Books and Supplies	297,795	332,917	35,122
5000-5999	Services and Other Operating Costs	750,419	703,952	(46,467)
7300-7399	Indirect Costs	373,333	373,333	-
	<b>Total Expenditures</b>	<b>8,423,531</b>	<b>8,562,124</b>	<b>138,593</b>
	Increase /(Decrease) Fund Balance	(218,741)	(226,597)	-
	<b>Projected Fund Balance</b>	<b>45,425</b>	<b>37,569</b>	
<b>Major Changes:</b>				
<b>Revenues:</b>				
\$ 17,667	Increase in Head Start Program			
\$ 120,335	STRS On-behalf Pension Contribution (GASB68)			
\$ (7,265)	Decrease in Other Local Revenue			
<b>Expenditures:</b>				
<b>Expenditure increases reflect the new funding from various programs</b>				
\$ 44,127	6% Increase in Certificated salary			
\$ (29,914)	Decrease in Classified salary			
\$ 135,725	Increase in Benefits			
\$ 35,122	Increase in Supplies			
\$ (46,467)	Decrease in Services and Other Operating Costs			

<b>Fund: 13</b>	<b>Cafeteria Fund</b>			
		Revised	Revised	
		Budget	Budget	
Object	Description	as of 10/31/15	as of 1/31/16	Changes
	Beginning Fund Balance	176,203	176,203	
8100-8299	Federal Revenue	1,200,000	1,200,000	-
8300-8590	State Revenue	85,000	85,000	-
8600-8799	Local Revenue	1,502,010	1,502,010	-
8900-8929	Interfund Transfer	130,000	130,000	-
	<b>Total Revenues</b>	<b>2,917,010</b>	<b>2,917,010</b>	<b>-</b>
2000-2999	Classified Salaries	1,387,496	1,423,613	36,117
3000-3999	Employee Benefits	537,374	547,888	10,514
4000-4999	Books and Supplies	1,219,000	1,219,000	-
5000-5999	Services and Other Operating Costs	(366,300)	(366,300)	-
6000-6999	Capital Outlay	-	-	-
7300-7399	Indirect Costs	141,487	141,487	-
	<b>Total Expenditures</b>	<b>2,919,057</b>	<b>2,965,688</b>	<b>46,631</b>
	Increase /(Decrease) Fund Balance	<b>(2,047)</b>	<b>(48,678)</b>	<b>(46,631)</b>
	<b>Projected Fund Balance</b>	<b>174,156</b>	<b>127,525</b>	
<b>Major Changes:</b>				
<b>Expenditures:</b>				
\$ 36,117	Projected 6% increase in Salary			
\$ 10,514	Increase in Benefits			

<b>Fund: 21.0</b>	<b>Building Fund /Measure "BB" Series A</b>			
		Revised	Revised	
		Budget	Budget	
Object	Description	as of 10/31/15	as of 1/31/16	Changes
	Beginning Fund Balance	8,448,592	8,448,592	
8600-8799	Local Revenue	30,000	30,000	-
	<b>Total Revenues</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>
4000-4999	Books and Supplies	8,800	8,800	-
5000-5999	Services and Other Operating Costs	1,017,200	866,700	(150,500)
6000-6999	Capital Outlay	7,422,523	7,653,523	231,000
	<b>Total Expenditures</b>	<b>8,448,523</b>	<b>8,529,023</b>	<b>80,500</b>
	Increase /(Decrease) Fund Balance	<b>(8,418,523)</b>	<b>(8,499,023)</b>	<b>(80,500)</b>
	<b>Projected Fund Balance</b>	<b>30,069</b>	<b>(50,431)</b>	

<b>Fund: 21.1</b>	<b>Building Fund /Measure "BB" Series B</b>			
		Revised	Revised	
		Budget	Budget	
Object	Description	as of 10/31/15	as of 1/31/16	Changes
	Beginning Fund Balance	4,768,146	4,768,146	
8600-8799	Local Revenue	40,000	40,000	-
	Total Revenues	<b>40,000</b>	<b>40,000</b>	-
4000-4999	Books and Supplies	2,000	2,000	-
5000-5999	Services and Other Operating Costs	1,285,250	1,290,250	5,000
6000-6999	Capital Outlay	3,000,100	3,000,100	-
	Total Expenditures	<b>4,287,350</b>	<b>4,292,350</b>	<b>5,000</b>
	Increase /(Decrease) Fund Balance	(4,247,350)	(4,252,350)	(5,000)
	<b>Projected Fund Balance</b>	<b>520,796</b>	<b>515,796</b>	

<b>Fund: 21.3</b>	<b>Building Fund / Measure "BB" Series D</b>			
		Revised	Revised	
		Budget	Budget	
Object	Description	as of 10/31/15	as of 1/31/16	Changes
	Beginning Fund Balance	26,457,910	26,457,910	
8600-8799	Local Revenue	150,000	150,000	-
	Total Revenues	<b>150,000</b>	<b>150,000</b>	-
2000-2999	Classified Salaries	538,838	469,504	(69,334)
3000-3999	Employee Benefits	251,600	217,677	(33,923)
4000-4999	Books and Supplies	22,700	23,700	1,000
5000-5999	Services and Other Operating Costs	5,085,100	5,886,600	801,500
6000-6999	Capital Outlay	5,200,000	6,200,000	1,000,000
	Total Expenditure	<b>11,098,238</b>	<b>12,797,481</b>	1,699,243
	Increase /(Decrease) Fund Balance	<b>(10,948,238)</b>	<b>(12,647,481)</b>	<b>(1,699,243)</b>
	<b>Projected Fund Balance</b>	<b>15,509,672</b>	<b>13,810,429</b>	

<b>Fund: 21.4</b>	<b>Building Fund / Measure "ES" Series A</b>			
		Revised Budget	Revised Budget	
Object	Description	as of 10/31/15	as of 1/31/16	Changes
	Beginning Fund Balance	19,737,263	19,737,263	
8600-8799	Local Revenue	50,000	50,000	-
	Total Revenues	<b>50,000</b>	<b>50,000</b>	-
2000-2999	Classified Salaries	94,220	104,920	10,700
3000-3999	Employee Benefits	38,886	41,626	2,740
4000-4999	Books and Supplies	2,325,000	2,325,000	-
5000-5999	Services and Other Operating Costs	1,175,246	1,175,246	-
6000-6999	Capital Outlay	7,100,000	7,100,000	-
	Total Expenditure	<b>10,733,352</b>	<b>10,746,792</b>	13,440
	Increase /(Decrease) Fund Balance	<b>(10,683,352)</b>	<b>(10,696,792)</b>	<b>(13,440)</b>
	<b>Projected Fund Balance</b>	<b>9,053,911</b>	<b>9,040,471</b>	
<b>Fund: 21.5</b>	<b>Building Fund / Measure "ES" Series B</b>			
		Revised Budget	Revised Budget	
Object	Description	as of 10/31/15	as of 1/31/16	Changes
	Beginning Fund Balance		-	
8600-8799	Local Revenue	300,000	300,000	-
8980-8999	Bond Proceeds	60,300,000	60,300,000	-
	Total Revenues	<b>60,600,000</b>	<b>60,600,000</b>	-
4000-4999	Books and Supplies	500	500	-
5000-5999	Services and Other Operating Costs	3,975,500	4,182,450	206,950
6000-6999	Capital Outlay	42,000,000	42,000,000	-
	Total Expenditure	<b>45,976,000</b>	<b>46,182,950</b>	206,950
	Increase /(Decrease) Fund Balance	<b>14,624,000</b>	<b>14,417,050</b>	<b>(206,950)</b>
	<b>Projected Fund Balance</b>	<b>14,624,000</b>	<b>14,417,050</b>	

<b>Fund: 25</b>	<b>Capital Facilities Fund</b>			
		Revised	Revised	
		Budget	Budget	
Object	Description	as of 10/31/15	as of 10/31/15	Changes
	Beginning Fund Balance	3,434,361	3,434,361	
8600-8799	Local Revenue	810,000	810,000	-
	<b>Total Revenues</b>	<b>810,000</b>	<b>810,000</b>	<b>-</b>
4000-4999	Supplies	100	100	-
5000-5999	Services and Other Operating Costs	1,829,200	2,629,200	800,000
6000-6999	Capital Outlay	20,000	20,000	-
	Total Expenditures	<b>1,849,300</b>	<b>2,649,300</b>	<b>800,000</b>
	Increase /(Decrease) Fund Balance	<b>(1,039,300)</b>	<b>(1,839,300)</b>	<b>(800,000)</b>
	<b>Projected Fund Balance</b>	<b>2,395,061</b>	<b>1,595,061</b>	
<b>Major Changes:</b>				
<b>Expenditures:</b>				
\$ 800,000	Increase in Legal cost			

<b>Fund: 40</b>	<b>Special Reserve Fund for Capital Outlay Project</b>			
		Revised	Revised	
		Budget	Budget	
Object	Description	as of 10/31/15	as of 1/31/16	Changes
	Beginning Fund Balance	9,406,055	9,406,055	
8600-8799	Local Revenue	2,525,960	2,525,960	-
	<b>Total Revenues</b>	<b>2,525,960</b>	<b>2,525,960</b>	<b>-</b>
4000-4999	Supplies	-	-	-
5000-5999	Services and Other Operating Costs	350,000	650,000	300,000
6000-6999	Capital Outlay	50,000	50,000	-
7400-7499	COPS Payments	1,867,081	1,867,081	-
	Total Expenditures	<b>2,267,081</b>	<b>2,567,081</b>	<b>300,000</b>
	Increase /(Decrease) Fund Balance	<b>258,879</b>	<b>(41,121)</b>	<b>(300,000)</b>
	<b>Projected Fund Balance</b>	<b>9,664,934</b>	<b>9,364,934</b>	
<b>Major Changes:</b>				
<b>Expenditure:</b>				
\$ 300,000	Interior Window Roller Shade for various schools as part of the District's Heat Plan			



TO: BOARD OF EDUCATION

ACTION/MAJOR

02/18/16

FROM: SANDRA LYON / TERRY DELORIA

RE: PUBLIC HEARING – EFFECTIVE EDUCATOR FUNDING

RECOMMENDATION NO. A.30

It is recommended that the Board of Education hold a public hearing regarding the implementation and expenditure plan for the Effective Educator Funding following a brief presentation about the new, one time funding.

COMMENT: This is one-time, state categorical funding to provide beginning teacher and administrator support and mentoring, professional development, coaching and support services for teachers identified as needing improvement or additional support, professional development for teachers and administrators aligned to the state standards, and to promote educator quality and effectiveness. The district will receive a total of \$958,610.

Open Public Hearing:

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

Close Public Hearing:

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:





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## **INFORMATION ITEMS**



TO: BOARD OF EDUCATION

INFORMATION

02/18/16

FROM: SANDRA LYON / TERRY DELORIA / ELLEN EDEBURN

RE: SUPPLEMENTAL TEXTBOOKS

INFORMATION ITEM NO. I.01

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

COMMENT: In accordance with the Board of Education policy, the supplemental textbooks listed below will be on public display for the next two weeks in the Educational Services Department at 1630 – 17<sup>th</sup> Street, Santa Monica, CA 90404

**Buddy**, by M.H. Herlong, for summer reading 2016 for all 6<sup>th</sup> grade students in all middle school sites (Lincoln, John Adams, SMASH, and Malibu). Adoption requested by Amy Di Dario, Lincoln Middle School Librarian.

**Closed for the Season**, by Mary Downing Hahn, for summer reading 2016 for all 6<sup>th</sup> grade students in all middle school sites (Lincoln, John Adams, SMASH, and Malibu). Adoption requested by Amy Di Dario, Lincoln Middle School Librarian.

**Seraphina**, by Rachel Hartman, for summer reading 2016 for all 7<sup>th</sup> grade students in all middle school sites (Lincoln, John Adams, SMASH, and Malibu). Adoption requested by Amy Di Dario, Lincoln Middle School Librarian.

**The Lions of Little Rock**, by Kristin Levine, for summer reading 2016 for all 7<sup>th</sup> grade students in all middle school sites (Lincoln, John Adams, SMASH, and Malibu). Adoption requested by Amy Di Dario, Lincoln Middle School Librarian.

**Turtle in Paradise**, by Jennifer L. Holm, for summer reading 2016 for all 7<sup>th</sup> grade students in all middle school sites (Lincoln, John Adams, SMASH, and Malibu). Adoption requested by Amy Di Dario, Lincoln Middle School Librarian.

**The Nazi Hunters: How a Team of Spies and Survivors Captured the World's Most Notorious Nazi**, by Neal Bascomb, for summer reading 2016 for all 8<sup>th</sup> grade students in all middle school sites (Lincoln, John Adams, SMASH, and Malibu). Adoption requested by Amy Di Dario, Lincoln Middle School Librarian.

**Brown Girl Dreaming**, by Jacqueline Woodson, for supplemental reading for 7<sup>th</sup> grade students at Lincoln Middle School. Adoption requested by Sharon Hart, English Language Arts Teacher.



TO: BOARD OF EDUCATION

INFORMATION

2/18/16

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

RE: SUPPLEMENTAL MATERIALS

INFORMATION ITEM NO. I.02

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

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

**Academic Vocabulary Toolkit Grades 3-6**, by Dr. Kate Kinsella & Theresa Hancock, for grades 3 through 6 English Language Learners. Adoption requested by Irene Gonzalez-Castillo



TO: BOARD OF EDUCATION

INFORMATION

02/18/16

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

RE: QUARTERLY REPORT ON HATE-MOTIVATED BEHAVIOR

INFORMATION ITEM NO. I.03

To comply with BP 5145.9 – Hate-Motivated Behavior, this item is to come before the Board as an information item each quarter.

Quarter covered by this report:

- |   |                          |                        |
|---|--------------------------|------------------------|
| <input type="checkbox"/> 1 <sup>st</sup> Quarter            | July 1 to September 30   | (Reporting in October) |
| <input checked="" type="checkbox"/> 2 <sup>nd</sup> Quarter | October 1 to December 31 | (Reporting in January) |
| <input type="checkbox"/> 3 <sup>rd</sup> Quarter            | January 1 to March 31    | (Reporting in April)   |
| <input type="checkbox"/> 4 <sup>th</sup> Quarter            | April 1 to June 30       | (Reporting in July)    |

Reports:

- ☐ No reports were filed during the quarter indicated.  
☒ Reports were filed at the schools or district offices listed in the report.

Site	Number of Reports	Determined to be Hate-Motivated Behavior	Resolution
Malibu Middle School	1	Yes	There were two students in the locker room being racially insensitive through their words and actions. The student that reported it felt harassed. Administration addressed the behavior through school discipline, administrator/ student conferences, and contacting the parents of the students involved.





TO: BOARD OF EDUCATION

INFORMATION

02/18/16

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

RE: QUARTERLY REPORT ON DISABILITY HARASSMENT REPORTING

INFORMATION ITEM NO. I.04

To comply with BP 5145.10 – Disability Harassment, this item is to come before the Board as an information item each quarter.

Quarter covered by this report:

- |   |                          |                        |
|---|--------------------------|------------------------|
| <input type="checkbox"/> 1 <sup>st</sup> Quarter            | July 1 to September 30   | (Reporting in October) |
| <input checked="" type="checkbox"/> 2 <sup>nd</sup> Quarter | October 1 to December 31 | (Reporting in January) |
| <input type="checkbox"/> 3 <sup>rd</sup> Quarter            | January 1 to March 31    | (Reporting in April)   |
| <input type="checkbox"/> 4 <sup>th</sup> Quarter            | April 1 to June 30       | (Reporting in July)    |

Reports:

- ☐ No reports were filed during the quarter indicated.  
☒ Reports were filed at the schools or district offices listed in the report.

Site	Number of Reports	Determined to be Harassment	Resolution
Franklin Elementary School	1	Disability	While getting onto the bus after school, a student teased another student who had a disability. Administration contacted both students' parents. The student who committed the harassment was given consequences. Administration is checking in with the student who was harassed regularly to make sure he is ok.