



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

**May 19, 2016**

A regular meeting of the Santa Monica-Malibu Unified School District Board of Education will be held on **Thursday, May 19, 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 3:30 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** (3:30-5:30 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** (120 minutes)

- Government Code §54956.9(d)(1) (30)  
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
  - Name of Case: America Unites for Kids, and Public Employees for Environmental Responsibility vs. SMMUSD Superintendent, SMMUSD Associate Superintendent and Chief Financial Officer, and SMMUSD Board of Education; U.S. District Court Case No. 2:15-CV-2124
- Government Code §54956.9(d)(2) (10)  
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – SIGNIFICANT EXPOSURE TO LITIGATION
  - DN-1016-15/16 (special education)
- Government Code §54957 (5)  
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

- Government Code §54957 (45)  
PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT
  - Title: Superintendent
  - Title: Associate Superintendent for Business and Fiscal Services
  - Title: House Principal
- Government Code §54957.6 (30)  
CONFERENCE WITH LABOR NEGOTIATORS
  - Discussion concerning addendum to employment agreement for unrepresented employee  
Agency designated representative: Sandra Lyon  
Unrepresented Representative: Associate Superintendent for Business and Fiscal Services
  - Agency designated representative: Sandra Lyon  
Employee Organizations: SEIU and Unrepresented Bargaining Unit

**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 May 5, 2016 ..... 1

**VI. BOARD OF EDUCATION – COMMENDATIONS / RECOGNITIONS** (20 minutes)

- Will Rogers Learning Community Zero-Waste Project/Grades of Green Team (10)
- Santa Monica High School – California Democracy School (10)

**VII. 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.....2-3
- A.03 Overnight Field Trip(s) – 2015-16 ..... 4
- A.04 Conference and Travel Approval / Ratification .....5-6
- A.05 Program Self-Evaluation Annual Report.....7
- A.06 Designation of CIF League Representatives – 2016-17 .....8
- A.07 Approval of the Single Plan for Student Achievement (SPSA) .....9
- A.08 Approval of Special Education Contracts – 2015-2016 .....10-12

**Business and Fiscal**

- A.09 Award of Purchase Orders – 2015-2016 ..... 13-13c
- A.10 Acceptance of Gifts – 2015/2016 ..... 14-15
- A.11 Award of High Speed 10 Gigabyte LIT Fiber Optic Data Network  
Installation and Monthly Service – RFP #16.16 – Sunesys  
Enterprise LLC – Malibu School Locations and E-rate Applicable  
Discounts .....16-17

**Facilities Improvement Projects**

A.12 Award of Contract – Edison Language Academy – New Construction Project – Shade Structures, Inc. – Measure BB..... 18  
A.13 Contract Amendment #6 – Olympic High School Modernization Project – NAC Architecture – Measure BB ..... 19-20  
A.14 Award Contract – Bid #16.20.BB – Olympic High School Modernization Project – Measure BB ..... 21  
A.15 Accept Work as Completed – Multiple Purchase Orders Projects – Capital Fund & Measure BB ..... 22

**Personnel**

A.16 Certificated Personnel – Elections, Separations..... 23-29  
A.17 Classified Personnel – Merit ..... 30-32  
A.18 Classified Personnel – Non-Merit..... 33  
A.19 Revised Job Description – Literacy Coach ..... 34-37  
A.20 Approve Employment Agreement Addendum for Associate Superintendent, Business and Fiscal Services ..... 38  
A.21 Administrative Appointment ..... 39

**General**

A.22 Recommendation from the Board Subcommittee of Appointments to Fill Vacancies on the Financial Oversight Committee (FOC) ..... 40  
A.23 Adopt Resolution No. 15-29 – Board Member Absence on May 5, 2016..... 41-42

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

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

S.01 Special Education Spring Presentation (60) ..... 43

**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.*

**IX. DISCUSSION ITEMS (125 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 Local Control Accountability Plan (LCAP) Update: Goals Progress (30)..... 44  
D.02 Adoption of High School English Language Arts Textbooks (10)..... 45  
D.03 Budget Update (30)..... 46  
D.04 Consider Revising BP and AR 3260 – Fees and Charges (5) ..... 47-53  
D.05 Consider Revising BP 3280 – Sale or Lease of District-Owned Real Property (5)..... 54-57  
D.06 Consider Revising BP 3312 – Contracts (5)..... 58-63  
D.07 Consider Revising AR 3512 – Equipment (5)..... 64-66  
D.08 Consider Revising BP 3513.3 – Tobacco-Free Schools (5)..... 67-69  
D.09 Consider Revising BP and AR 3551 – Food Service Operations / Cafeteria Fund (5)..... 70-74  
D.10 Consider Revising BP 3554 – Other Food Sales (5) ..... 75-78  
D.11 Consider Revising BP 5147 – Dropout Prevention (5) ..... 79-82  
D.12 Consider Deleting BP 5149 – At-risk Students (5)..... 83-85  
D.13 Consider Revising BP 6142.91 – Reading & Lang. Arts Instruction (5) ..... 86-89  
D.14 Consider Revising BP 6142.94 – History & Social Science Instruction (5) ..... 90-92

- X. MAJOR ITEMS** *(5 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.24 Adopt Resolution No. 15-30 – Classified School Employees Week:  
 May 15-21, 2016 (5).....93-94
- XI. INFORMATIONAL ITEMS** *(0 minutes)*  
 These items are submitted for the public record for information. These items do not require discussion nor action.
- I.01 Rescission of Non-Reelection / Release of Probationary Certificated  
 Administrator Notice .....95
- XII. 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.
- XIII. BOARD MEMBER ITEMS**  
 These items are submitted by individual board members for information or discussion, as per Board Policy 9322.
- XIV. 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.
- XV. 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."
- XVI. 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.

**XVII. 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.

**XVIII. ADJOURNMENT**

This meeting will adjourn to a regular meeting scheduled for 5:30 p.m. on **Thursday, June 2, 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"
1. Closed Session	1. Closed Session	1. Closed Session
2. Commendations/Recognitions	2. Consent Calendar	2. Commendations/Recognitions
3. Study Session	3. Study Session	3. Study Session
4. Communications	4. Discussion Items	4. Communications
5. Executive Staff Reports	5. Major Items (as needed)	5. Executive Staff Reports
6. Consent Calendar	6. General Public Comments	6. Consent Calendar
7. General Public Comments <i>(max. 30 minutes)</i>		7. General Public Comments <i>(max. 30 minutes)</i>
8. Discussion Items (as needed)		8. Discussion Items
9. Major Items		9. Major Items
10. Continuation of General Public Comments (if needed)		10. Continuation of General Public Comments (if needed)

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: May 19, 2016

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

ACTION  
05/19/16

RECOMMENDATION NO. A.01

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

May 5, 2016

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





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## **CONSENT ITEMS**



TO: BOARD OF EDUCATION

ACTION/CONSENT

05/19/16

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.

<b>Contractor/ Contract Dates</b>	<b>Description</b>	<b>Site</b>	<b>Funding (Measure BB)</b>
Art Meets Technology  Not to Exceed: <u>\$15,500</u> <del>\$12,000</del> (2/5/09: original contract for \$500; CA #1 for \$500; CA #2 for \$750; CA #3 for \$750; CA #4 for \$5,000; CA #5 for \$1500; CA #6 for <del>\$500</del> <u>\$750</u> ; CA #7 for <u>\$1,000</u> <del>\$5,000</del> ; CA #8 for \$1,500)	Maintenance Facility Improvement Projects website	Measure BB/ES Capital Improvements	<u>\$1,750</u> : 21,81,82,83-90500-0-00000-85000-5802-XXX-2600 (Measure BB)  <u>\$1,750</u> : 85-90100-0-00000-85000-5802-XXXX-2600 (Measure ES)

<b>Contractor/ Contract Dates</b>	<b>Description</b>	<b>Site</b>	<b>Funding</b>
Dana Jacobson  7/1/16 to 6/30/17  Not to Exceed: \$25,000 Hourly Rate \$75.00	To conduct parent workshops, in-service trainings for staff, teacher observations and consultation, mental health referrals and services for families and students, referrals for special education services, completion of paperwork including input of ChildPlus data. Ongoing communication and referrals to community agencies, maintaining and potentially creating new partnerships.	Child Development Services	12-52101-0-85000-31400-5802-070-2700 (Head Start Basic)
Brooke Horn Dekofsky  7/1/16 to 6/30/17  Not to Exceed: \$15,000 Hourly Rate \$50.00	To assess new students for nutritional deficiencies including overweight, underweight, iron and lead status, and dental cavities within 90 days of enrollment. Meet and counsel parents of high risk children. Participate in interdisciplinary meetings and other meetings/events relevant to student success	Child Development Services	12-52101-0-85000-31400-5802-070-2700 (Head Start Basic)

Theresa Hancock 05/11/16 – 5/31/16 Not to exceed: \$6,000	To provide consultation and initial professional development in the area of English Language Development	Educational Services	01-42030-0-47600-10000-5802-035-1300 (Title III)
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MOTION MADE BY:  
 SECONDED BY:  
 STUDENT ADVISORY VOTE:  
 AYES:  
 NOES:  
 ABSENT:

TO: BOARD OF EDUCATION  
 FROM: SANDRA LYON / TERRY DELORIA  
 RE: OVERNIGHT FIELD TRIP(S) 2015-2016

ACTION/CONSENT  
 05/19/16

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
Rogers 5 <sup>th</sup> Grade 94 students	Pali Institute Running Springs, CA  3/15/17 – 3/17/17	E. Cochran / M. Gonzalez / C. Howard / K. Uema	\$280/student \$140/Teacher  \$25,620 total paid through parent donations and fundraising	Science	Outdoor Science Camp for our 5 <sup>th</sup> grade students.

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

05/19/16

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

RE: CONFERENCE AND TRAVEL APPROVAL / RATIFICATION

RECOMMENDATION NO. A.05

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>LYON, Sandra</u> District Office 01-00000-0-00000-71500-5220-020-1200 General Fund- Function: Superintendent	May Revision Workshop Ontario, CA May 18, 2016	\$175
<u>MERCADO, Aldo</u> Adams Middle 01-00010-0-11100-10000-5220-011-4110 General Fund- Resource: Formula	AVID Tutorial Workshop- Third Offering Downey, CA April 19 – 20, 2016	\$400 <b>+1 SUB</b>
<u>REED, Flavia</u> Child Development Services 12-94160-0-85000-10000-5220-070-2700 Child Development Fund- Resource: Quality Rating Improvement	STEAM (Science, Technology, Engineering, Arts and Math) LAUP Pasadena, CA April 21, 2016	\$45 <b>+1 SUB</b>
<u>WEBB, Suzanne</u> Human Resources 01-00000-0-00000-74000-5220-025-1250 General Fund- Function: Personnel/Human Resources	Cal Poly Pomona Spring Career Fair Pomona, CA April 21, 2016	\$300
<u>YAKICH, Susan</u> McKinley Elementary 01-00010-0-11100-27000-5220-004-4040 General Fund- Resource: Formula	Leadership, Teambuilding, and Coaching Skills Ontario, CA May 23, 2016	\$200

<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>BROCK, Miriam</u> <u>DIMASCIO, Lauren</u> Special Education 01-65000-0-50010-21000-5220-043-1400 General Fund- Resource: Special Education	From Assessment to Implementation Northridge, CA May 26, 2016	\$46 <b>MILEAGE ONLY</b>
<u>DELORIA, Terry</u> <u>+17 Additional Staff</u> Ed Services 01-62640-0-11100-10000-5220-035-1300 General Fund- Resource: Educator Effectiveness	Equity Planning Retreat Los Angeles, CA April 24 – 25, 2016	\$6,500
<u>KAZEE, Pam</u> <u>+5 Additional Staff</u> Special Education No Cost to District	Secondary Transition Planning Webinar SMMUSD District Office Testing Room May 13, 2016	\$0 <b>+4 SUBS</b>
<u>NAVA, Claudia</u> <u>LOGAN, Tracee</u> Santa Monica High No Cost to District	Phil Chalmers-Generation Death How America... Santa Monica, CA April 29, 2016	\$0

<b>Out-of-State Conferences: Individual</b>		
<u>CHUNG, Alice</u> Child Development Services 12-52101-0-85000-27000-5220-070-2700 Child Development Fund- Resource: Head Start – Basic	2016 Managers and Director Academy Minneapolis, MN June 26 – July 1, 2016	\$3,300
<u>DE LA TORRE, Oscar</u> Board Member 01-00000-0-00000-71500-5220-020-1200 General Fund- Function: Superintendent	NALEO Policy Institute on School Governance Washington D.C. March 15 – 16, 2016	\$196
<u>MOORE, LaShawn</u> McKinley Elementary 01-30100-0-11100-10000-5220-004-4040 General Fund- Resource: Title I Basic	Teachers College June Writing Institute New York, NY June 20 – 24, 2016	\$2,729
<u>SHEKHTMEYSTER, Zhanna</u> Adams Middle 01-65000-0-50010-21000-5220-043-1400 General Fund- Resource: Special Education	NASP Summer Conference Denver, CO July 11- 13, 2016	\$550

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

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

05/19/16

FROM: SANDRA LYON / TERRY DELORIA / ALICE CHUNG

RE: PROGRAM SELF-EVALUATION ANNUAL REPORT

RECOMMENDATION NO. A.05

This is to inform the Board of Education about the Fiscal Year 2015-16 Program Self-Evaluation Annual Report.

COMMENT: The Program Self-Evaluation Annual Report, the Desired Results Developmental Profile Summary of Findings and Program Action Plan will be submitted to the California Department of Education, Child Development Division on June 1, 2016, for the following contracts: California State Preschool Programs (CSPP), General Child Care and Development Programs (CCTR).

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:



TO: BOARD OF EDUCATION

ACTION/CONSENT

05/19/16

FROM: SANDRA LYON / TERRY DELORIA / MARK KELLY

RE: DESIGNATION OF CIF LEAGUE REPRESENTATIVES – 2016-17

RECOMMENDATION NO. A.06

It is recommended that the Board of Education designate the following persons to represent their respective school as California Interscholastic Federation (CIF) league representative for 2016-17.

<b>School Site</b>	<b>Representative</b>
Malibu High School	Brandon Gallagher
	Phillip Wenker
	Chris Neier
Santa Monica High School	Tim Ballarest
	Hector Medrano

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:



TO: BOARD OF EDUCATION

ACTION/CONSENT

05/19/16

FROM: SANDRA LYON / TERRY DELORIA / EVAN BARTELHEIM

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

RECOMMENDATION NO. A.07

It is recommended that the Board of Education approve the Single Plan for Student Achievement (SPSA) for Santa Monica HS. 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.

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.

The SPSA for John Adams MS was approved on 3/17/16. The SPSAs for Grant ES, Roosevelt ES, Cabrillo ES, SMASH, McKinley ES, and Webster ES were approved on 2/4/16. The SPSAs for Edison LA, Franklin ES, Muir ES, Rogers LC, Lincoln MS, Malibu HS, and Point Dume MSS were approved on 2/18/16. The SPSA for Olympic HS was approved on 3/3/16.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:



TO: BOARD OF EDUCATION

ACTION/CONSENT

05/19/16

FROM: SANDRA LYON / TERRY DELORIA / PAMELA KAZEE

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS – 2015-2016

RECOMMENDATION NO. A.08

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
Youth Care of Utah	7103161146	Basic Ed, R&B, Mental Health	69-SPED16135	\$22,040

Amount Budgeted NPS 15/16		\$ 1,380,000
Amount Budgeted Mental Health Services 15/16		\$ 1,175,000
Total Budgeted		\$ 2,555,000
Prior Board Authorization as of 5/5/16		\$ 2,532,892
	Balance	\$ 22,108
Positive Adjustment (See Below)		\$ 30,704
		\$ 52,812
Total Amount for these Contracts		\$ 22,040
	Balance	\$ 30,772

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 contracts for FY 2015-2016 in the amount of \$152,063 as of 5/5/16.

NPS	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment
THG West	NPS	5-SPED16009	R	\$28,345	Exit
Bridgeport School	NPS	33-SPED16065	R	\$2,359	Adj. srvcs.

**NPA**

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

Nonpublic Agency	SSID	Service Description	Contract Number	Cost Not to Exceed
EBS	various	SLP	8-SPED16013	\$62,244

Amount Budgeted NPA 15/16		\$ 475,000
Prior Board Authorization as of 5/5/16		\$ 543,391
	Balance	\$ -68,391
Positive Adjustment (See Below)		\$ 0
		\$ -68,391
Total Amount for these Contracts		\$ 62,244
	Balance	\$ -130,635

Adjustment

NPA Budget 01-65000-0-57500-11800-5126-043-1400

There has been a reduction in authorized expenditures of NPA contracts for FY 2015-2016 in the amount of \$45,814 as of 5/5/16.

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
Christina Schuman	4431326185	Compensatory reading instruction	67-SPED16133	\$5,500

Amount Budgeted Instructional Consultants 15/16		\$ 190,000
Amount Budgeted Instructional Consultants (33100) 15/16		\$ 0
Total Budgeted		\$ 190,000
Prior Board Authorization as of 5/5/16		\$ 296,048
	Balance	\$ -106,048
Positive Adjustment (See Below)		\$ 0
		\$ -106,048
Total Amount for these Contracts		\$ 5,500
	Balance	\$ -111,548

Adjustment					
Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment
Instructional Consultants Budget 01-65000-0-57500-11900-5802-043-1400					
Instructional Consultants Budget 01-33100-0-57500-11900-5802-044-1400					
There has been a reduction in authorized expenditures of Instructional Consultants contracts for FY 2015-2016 in the amount of \$0 as of 5/5/16.					

**Non-Instructional Consultants**

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

Non-Instructional Consultant	SSID	Service Description	Contract Number	Cost Not to Exceed
Parent Reimbursement	8103135778	Therapeutic visit – Youth Care	66-SPED16132	\$1,200
Parent Reimbursement	7103161146	Therapeutic visit – Youth Care	69-SPED16136	\$1,200
West Shield Adolescent Services	7103161146	Escort Transportation – Youth Care	68-SPED16134	\$4,350

Amount Budgeted Non-Instructional Consultants 15/16		\$ 159,000
Prior Board Authorization as of 5/5/16		\$ 176,811
	Balance	\$ -17,811
Positive Adjustment (See Below)		\$ 0
		\$ -17,811
Total Amount for these Contracts		\$ 6,750
	Balance	\$ -24,561

Adjustment					
Non- Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment
Non-Instructional Consultants Budget 01-65000-0-57500-11900-5890-043-1400					
There has been a reduction in authorized expenditures of Non-Instructional Consultants contracts for FY 2015-2016 in the amount of \$18,334 as of 5/5/16.					
Sandra Kaler, RN, PhD	IEE, observation, IEP	29-SPED16062	R	\$750	



**LEA**

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

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

LEA Consultant	SSID	Service Description	Contract Number	Cost Not to Exceed

Amount Budgeted Instructional Consultants 15/16		\$ 50,000
Amount Budgeted Instructional Consultants (5890)	15/16	\$ 70,000
Total Budgeted		\$ 120,000
Prior Board Authorization as of 3/3/16		\$ 110,500
	Balance	\$ 9,500
Positive Adjustment (See Below)		\$ 0
Total Amount for these Contracts		\$ 0
	Balance	\$ 9,500

Adjustment					
LEA Budget 01-56400-0-00000-39000-5802-043-1400					
LEA Budget 01-56400-0-00000-39000-5890-043-1400					
There has been a reduction in authorized expenditures of LEA contracts for FY 2015-2016 in the amount of \$0 as of 5/5/16.					
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:  
 ABSENT:



TO: BOARD OF EDUCATION

ACTION/CONSENT

05/19/16

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

RE: AWARD OF PURCHASE ORDERS – 2015-16

RECOMMENDATION NO. A.09

It is recommended that the Board of Education approve the following Purchase Orders and Changed Purchase Orders from April 27, 2016, to May 11, 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 MAY 19, 2016

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

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
<u>*** NEW PURCHASE ORDERS ***</u>					
165161	A. J. FISTES CORPORATION	FASCIA RAPAIR MCKINLEY RM 103	FACILITY MAINTENANCE	2,451.80	R
165383	ADAPTIVEMALL.COM LLC	PHYSIAL THERAPY	SPECIAL EDUCATION REGULAR YEAR	482.90	R
165353	AMERICAN EXPRESS	TO PAY CITATION FROM CAL/OSHA	FOOD SERVICES	475.73	F
165317	AMTECH ELEVATOR SERVICES	ELEVATOR REPAIRS DISTRICT OFF	FACILITY MAINTENANCE	1,900.00	R
165038	APPLE COMPUTER CORP	ADAPTERS FOR COMPUTERS	GRANT ELEMENTARY SCHOOL	158.78	U
164980	AUDIO VISUAL INNOVATIONS INC	BOARD RM AV EQUIPMENT UPGRADE	BOE/SUPERINTENDENT	36,226.56	U
165297	B & H PHOTO VIDEO	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	2,870.54	CD
165426	B & H PHOTO VIDEO	MULTIMEDIA PLAYER FOR ADULT ED	STATE AND FEDERAL PROJECTS	814.13	A
165266	BARNES & NOBLE/SANTA MONICA	IISS SUPPLIES	STATE AND FEDERAL PROJECTS	1,977.23	R
165262	BOOKSOURCE,THE	TEACHER RESOURCE	CURRICULUM AND IMC	175.91	U
165348	BOX CITY INC	OPEN ORDER FOR BOXES	PURCHASING/WAREHOUSE	7,000.00	R
165312	BROOKS, RICHARD	MALIBU HIGH BLEACHER REPAIR	FACILITY MAINTENANCE	6,567.00	R
165175	BSN SPORTS/SPORT SUPPLY GROUP	Basketball Net	THEATER OPERATIONS&FACILITY PR	163.48	R
165392	CALIF CONFERENCE FOR EQUALITY	CAMP REGISTRATION	SANTA MONICA HIGH SCHOOL	1,820.00	U
165329	CALIFORNIANS TOGETHER	BILITERACY MEDALLIONS SEAL	CURRICULUM AND IMC	746.75	U
165153	CASTLEROCK ENVIRONMENTAL INC	REMOVE AND DISPOSE OF DRYWALL	FACILITY MAINTENANCE	3,636.00	R
165323	CHEFS TOYS	REFRIGERATOR FOR MCKINLEY	FOOD SERVICES	3,331.22	U
165328	CHEVRON U.S.A. INC.	MAINTENANCE VEHICLE GAS	FACILITY MAINTENANCE	4,000.00	R
165366	CHUNG, ALICE	REIMBURSEMENT	CHILD DEVELOPMENT CENTER	54.85	CD
165368	CHUNG, ALICE	REIMBURSEMENT	CHILD DEVELOPMENT CENTER	700.00	CD
165338	COLLEGE BOARD, THE	MEMBERSHIP FOR 2015-2016	SANTA MONICA HIGH SCHOOL	325.00	U
165310	COMMUNITY CARE LICENSING	EDISON LICENSING APPLICATION	EDISON ELEMENTARY SCHOOL	484.00	U
165347	COMPLETE OFFICE OF CA	TUPE CLASSROOM SUPPLIES	OLYMPIC CONTINUATION SCHOOL	530.00	R
165361	COMPLETE OFFICE OF CA	Open Order for Adult Ed	STATE AND FEDERAL PROJECTS	1,000.00	A
165370	COMPLETE OFFICE OF CA	Shredder for Adult Ed	STATE AND FEDERAL PROJECTS	1,423.49	A
165394	COMPLETE OFFICE OF CA	PURCHASING OFFICE CHAIRS	PURCHASING/WAREHOUSE	1,596.51	U
165425	COMPLETE OFFICE OF CA	HON FILE DRAWER FOR ADULT ED	STATE AND FEDERAL PROJECTS	2,987.07	A
165407	CONLEY, SHIRLEY G.	T-SHIRT PRINTING	JOHN ADAMS MIDDLE SCHOOL	2,801.46	U
165311	DANIELS TIRE SERVICE	TIRES FOR FS VEHICLES	FOOD SERVICES	1,400.00	F
165288	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	208.17	CD
165301	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	538.81	CD
165302	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	308.60	CD
165304	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	217.70	CD
165305	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	605.67	CD
165174	DONOVAN, MICHAEL	BIG BLUE BUS PASSES	GRANT ELEMENTARY SCHOOL	300.00	R
165376	DURHAM TRANSPORTATION	SPORTS TRANSPORTATION COSTS	MALIBU HIGH SCHOOL	639.21	R
165357	ESPECIAL NEEDS LLC	PHYSICAL THERAPY	SPECIAL EDUCATION REGULAR YEAR	267.07	R
165016	EVAN-MOOR EDUCATIONAL	LANGUAGE ARTS CONSUMABLES	GRANT ELEMENTARY SCHOOL	2,987.46	R
165375	FAST DEER BUS CHARTER INC	TO PAY FOR ATHLETIC TRANSP.	MALIBU HIGH SCHOOL	691.78	R
165031	FOLLETT SCHOOL SOLUTIONS INC	LA CONSUMABLES/CORE LITERATURE	GRANT ELEMENTARY SCHOOL	2,584.80	R
165034	FOLLETT SCHOOL SOLUTIONS INC	CORE LITERATURE	GRANT ELEMENTARY SCHOOL	1,027.91	R
165058	FOLLETT SCHOOL SOLUTIONS INC	LIBRARY BOOKS	GRANT ELEMENTARY SCHOOL	966.00	U
165363	FOLLETT SCHOOL SOLUTIONS INC	BOOKS FOR LIBRARY	JOHN MUIR ELEMENTARY SCHOOL	960.00	R
165374	FOLLETT SCHOOL SOLUTIONS INC	INSTRUCTIONAL CONSUMABLES	FRANKLIN ELEMENTARY SCHOOL	264.17	R
165342	FUN AND FUNCTION LLC	OCCUPATIONAL THERAPY	SPECIAL EDUCATION REGULAR YEAR	1,004.11	R
165178	GALE SUPPLY CO	Custodial supplies	THEATER OPERATIONS&FACILITY PR	84.97	R
165420	GALE SUPPLY CO	CUSTODIAL	CHILD DEVELOPMENT CENTER	487.93	CD
165412	GBC - MAINTENANCE AGREEMENTS	LAMINATING MACHINE SERVICE	WILL ROGERS ELEMENTARY SCHOOL	205.00	U
165014	HANDWRITING WITHOUT TEARS INC	LANGUAGE ARTS CONSUMABLES	GRANT ELEMENTARY SCHOOL	1,702.28	R

## PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF MAY 19, 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	
165279	HELVEY,STEVEN	ADULT ED - EDUCATIONAL DVDS	STATE AND FEDERAL PROJECTS	299.48	R
165364	HERITAGE FOOD SERVICES GROUP	WARMER AND OVEN PARTS	FOOD SERVICES	338.25	F
165354	HOLCOMBE, MELISSA E.	2015-16 CONTRACT	CHILD DEVELOPMENT CENTER	500.00	CD
165324	HOUGHTON MIFFLEN HARCOURT	MATH MATERIALS IISS SUMMER SCH	STATE AND FEDERAL PROJECTS	5,280.27	R
165306	INSECT LORE PRODUCTS	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	39.65	CD
165081	INTELLI-TECH	CHROME BOOKS	LINCOLN MIDDLE SCHOOL	32,933.99	R
165390	INTELLI-TECH	INTELLITECH-LABOR-CHROMEBOOKS	CURRICULUM AND IMC	800.00	U
165409	INTELLI-TECH	DESKTOPS FOR ADULT ED	STATE AND FEDERAL PROJECTS	14,463.84	A
165017	J&C BOOKS LLC	LANGUAGE ARTS CONSUMABLES	GRANT ELEMENTARY SCHOOL	1,522.05	R
165330	JAYNES BROTHERS	INSTALL PLAYGROUND EQUIP/GRANT	GRANT ELEMENTARY SCHOOL	3,200.00	U
165377	JOSTENS/DIPLOMAS	MEDALS & DIPLOMA EXTRA ORDER	MALIBU HIGH SCHOOL	179.83	R
165002	KOMPAN INC	SEASIDE PRESCHOOL PROJ-GRANT	GRANT ELEMENTARY SCHOOL	12,350.50	U
165003	KYA SERVICES LLC	SEASIDE PRESCHOOL PROJ-GRANT	GRANT ELEMENTARY SCHOOL	13,547.18	U
165286	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	1,750.59	CD
165287	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	1,135.11	CD
165379	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	448.70	CD
165380	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	200.84	CD
165399	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	2,712.72	CD
165400	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	1,827.23	CD
165402	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	3,253.73	CD
165403	LAKESHORE CURRICULUM	CLASSROOM SUPPLIES	CHILD DEVELOPMENT CENTER	277.91	CD
165184	LAVI INDUSTRIES	Sign frame	THEATER OPERATIONS&FACILITY PR	142.70	R
165040	MARKERTEK VIDEO SUPPLY	Supplies for Barnum	THEATER OPERATIONS&FACILITY PR	963.06	R
165386	MCGRAW-HILL EDUCATION INC	CONFERRING NOTEBOOK BKS KINDER	LINCOLN MIDDLE SCHOOL	298.49	U
165215	MICHAELS, MATTHEW	EMPLOYEE HEARING TEST	PERSONNEL SERVICES	100.00	U
165387	MINDFUL SCHOOLS	ONLINE MINDFULNESS TRAINING	LINCOLN MIDDLE SCHOOL	1,755.00	U
165333	MISSION SCHOOL TRANSPORTATION	FIELDTRIP TRANSPORTATION	LINCOLN MIDDLE SCHOOL	3,905.00	R
165398	MONTGOMERY HARDWARE COMPANY	DOORS AT CABRILLO	FACILITY MAINTENANCE	8,083.24	R
165336	MOORE WASHINGTON, DEBRA	CONSULTANT	BOE/SUPERINTENDENT	8,000.00	U
165177	MORE PREPARED	Emergency Supplies	THEATER OPERATIONS&FACILITY PR	72.21	R
165067	NASCO WEST - MODESTO	PE BALL CARTS	GRANT ELEMENTARY SCHOOL	2,022.29	R
165391	NATIONAL CHARTER INC	TRANSPORTATION	SANTA MONICA HIGH SCHOOL	2,250.00	U
165334	ORLANSKY, KAREN A.	CONSULTANT	BOE/SUPERINTENDENT	5,000.00	U
165373	PACIFIC OFFICE INTERIORS	OFFICE EQUIPMENT	SPECIAL EDUCATION REGULAR YEAR	865.41	R
165076	PACIFIC PARK - SANTA MONICA	5th GRADE CELEBRATION	GRANT ELEMENTARY SCHOOL	2,576.00	R
165263	PEARSON EDUCATION #3	PREK-K MATERIALS	CURRICULUM AND IMC	93.32	U
165335	PILLSBURY	LEGAL COUNSEL	BUSINESS SERVICES	800,000.00	D
165422	RALPH'S	OPEN ORDER/COOKING	CHILD DEVELOPMENT CENTER	200.00	CD
165325	REISS-WOZNAK MEDICAL CLINIC	Open order for driver physic.	TRANSPORTATION	500.00	U
165309	RESPOND SYSTEMS	First Aid Supplies for dept.	TRANSPORTATION	291.65	U
165424	RHYTHM CHILD NETWORK	PRESENTATION	CHILD DEVELOPMENT CENTER	400.00	CD
165356	RIFTON EQUIPMENT	PHYSICAL THERAPY	SPECIAL EDUCATION REGULAR YEAR	109.50	R
165378	ROADRUNNER SHUTTLE	PAY TRANSPORTATION INVOICE	MALIBU HIGH SCHOOL	154.50	R
165393	S C A Q M D	SCAQMD OPERATING FEES	FACILITY MAINTENANCE	1,201.50	R
165339	SANTA MONICA FORD	REPAIR MIRROR ON PURCH. TRUCK	FOOD SERVICES	227.64	F
165388	SANTIAGO, FERMIN	CANOPY/CHAIR/TABLE RENTALS	WILL ROGERS ELEMENTARY SCHOOL	2,058.60	U
165020	SCHOOL SPECIALTY INC	CLASSROOM SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	1,676.87	R
165053	SCHOOL SPECIALTY INC	LIBRARY MATERIALS	GRANT ELEMENTARY SCHOOL	1,376.72	R
165355	SCHOOL SPECIALTY INC	OCCUPATIONAL THERAPY	SPECIAL EDUCATION REGULAR YEAR	64.05	R
164978	SEA CLEAR POOLS	POOL PARTS	FACILITY MAINTENANCE	538.67	R
165352	SEA CLEAR POOLS	SAMOHI POOL REPAIRS	FACILITY MAINTENANCE	3,428.85	R

PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF MAY 19, 2016

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 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	
165173	SEHI COMPUTER PRODUCTS	TONER	GRANT ELEMENTARY SCHOOL	484.99	U
165260	SEHI COMPUTER PRODUCTS	PRINTER/COPIER FOR LIAISON	JOHN ADAMS MIDDLE SCHOOL	327.01	U
165384	SEHI COMPUTER PRODUCTS	PRINTER AND FAX FOR ADULT ED	STATE AND FEDERAL PROJECTS	2,028.76	A
165307	SIMON, MONICA	REIMBURSEMENT	CDC: CCTR	500.00	CD
165322	SIR SPEEDY PRINTING #0245	BUSINESS CARDS EXEC. DIRECTOR	FACILITY MAINTENANCE	54.75	R
165408	SIR SPEEDY PRINTING #0245	PRINTING - ADDITIONAL	SANTA MONICA HIGH SCHOOL	82.13	U
165299	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	150.00	CD
165300	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	75.00	CD
165337	SMART & FINAL	OPEN ORDER/SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	500.00	U
165421	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CDC: CCTR	50.00	CD
165423	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	100.00	CD
165039	SOUTHWEST SCHOOL SUPPLY	FLAGS	GRANT ELEMENTARY SCHOOL	59.39	U
165315	SPANGLER, JEFFREY	JETTER REPAIR	FACILITY MAINTENANCE	1,052.75	R
164931	SPARK	PHYSICAL ED PROGRAM	CURRICULUM AND IMC	86,650.33	U
165041	STAPLES BUSINESS ADVANTAGE	Office Supplies	THEATER OPERATIONS&FACILITY PR	800.00	R
165318	STAPLES BUSINESS ADVANTAGE	IISS Summer School Supplies	STATE AND FEDERAL PROJECTS	900.00	R
165372	SULLIVAN, JAMES C	KILN REPAIR	SANTA MONICA HIGH SCHOOL	761.69	U
165064	THE PROPHET CORP	PE CURRICULAR SUPPLIES	SANTA MONICA HIGH SCHOOL	2,421.31	R
165359	TUMBLEWEED TRANSPORTATION	BUS TRANSPORTATION-THE BROAD	CURRICULUM AND IMC	1,424.00	R
165283	U S BANK (GOVT CARD SERVICES)	WATER HOSES	WILL ROGERS ELEMENTARY SCHOOL	498.41	U
165321	U S BANK (GOVT CARD SERVICES)	LICENSE	INFORMATION SERVICES	299.85	U
165367	U S BANK (GOVT CARD SERVICES)	WASHING MACHINE	CHILD DEVELOPMENT CENTER	625.22	CD
165124	U S GAMES - WEST	PE/RECESS SUPPLIES	EDISON ELEMENTARY SCHOOL	2,027.27	R
165282	U S GAMES - WEST	T.Deloria/E.Edeburn/B.Carrillo	CURRICULUM AND IMC	220.50	U
165395	VARIDESK LLC	ERGONOM DESK STATION FOR TB	PURCHASING/WAREHOUSE	566.94	U
165188	WAXIE SANITARY SUPPLY	Custodial supplies	THEATER OPERATIONS&FACILITY PR	1,170.12	R
165326	ZONAR SYSTEMS INC.	GPS UNIT- TRANSPORTATION	TRANSPORTATION	313.93	U
				** NEW PURCHASE ORDERS	1,153,713.54

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

165319	AMERICAN REPROGRAPHICS CO	REPRODUCTION SERVICES	CABRILLO ELEMENTARY SCHOOL	3,000.00	ES
165316	APPLE COMPUTER CORP	IPADS	EDISON ELEMENTARY SCHOOL	2,944.02	BB
165314	CDW-G COMPUTING SOLUTIONS	IPAD CASE COVER	EDISON ELEMENTARY SCHOOL	174.67	BB
165313	INTELLI-TECH	COMPUTERS	EDISON ELEMENTARY SCHOOL	6,625.26	BB
165389	INTELLI-TECH	INTELLITECH-HP ELITE-ED SERV.	CURRICULUM AND IMC	1,736.75	ES
165229	IVS COMPUTER TECHNOLOGY	IVS-JAMS	CURRICULUM AND IMC	618,748.48	ES
165362	KORADE & ASSOCIATE BUILDERS	BALL WALL HARDWARE	EDISON ELEMENTARY SCHOOL	3,470.00	BB
165350	MERIDIAN IT INC	MERIDIAN-ATTENDANT CONSOLES	CURRICULUM AND IMC	1,432.80	ES
165292	VIRCO MFG CORP	SAMOHI FF&E	SANTA MONICA HIGH SCHOOL	1,447.33	BB
				** FACILITY IMPROVEMENTS:	639,579.31

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

ACTION/CONSENT  
05/19/16

RECOMMENDATION NO. A.09

It is recommended that the Board of Education accept, with gratitude, checks totaling **\$28,798.41** presented to the Santa Monica-Malibu Unified School District.

It is further recommended that the Fiscal/Business Services Office, in accordance with Educational Code §42602, be authorized to increase the 2015-2016 income and appropriations by **\$28,798.41** 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).

School/Site Account Number	Cash Amount	Item Description	Purpose	Donor
<b>Adams Middle School</b> 01-90120-0-00000-00000-8699-011-0000	\$ 3,935.00 \$ 585.00 \$ 200.00 \$ 32.56		General Supplies and Materials General Supplies and Materials General Supplies and Materials General Supplies and Materials	Various Various Elvia Marin Extra Credit Inc.
<b>Cabrillo Elementary School</b> 01-90120-0-00000-00000-8699-017-0000	\$ 5,000.00 \$ 1,300.00 \$ 130.00 \$ 40.00		General Supplies and Materials Field Trip Field Trip Field Trip	Cabrillo PTA Various Various Various
<b>Edison Elementary School</b> 01-90120-0-00000-00000-8699-001-0000	\$ 300.00 \$ 100.00 \$ 50.00 \$ 40.00		General Supplies and Materials General Supplies and Materials General Supplies and Materials General Supplies and Materials	Heal The Bay LifeTouch County of Los Angeles Elizabeth Cortez
<b>Ed Services</b> 01-90120-0-00000-00000-8699-030-0000	\$ 7,301.85 \$ 2,000.00		General Supplies and Materials Special Services, Classified	Various Gail Dorin Music Foundation
<b>Lincoln Middle School</b> 01-90120-0-00000-00000-8699-012-0000	\$ 5,294.00		General Supplies and Materials	Various Parents
<b>McKinley Elementary School</b> 01-90120-0-00000-00000-8699-004-0000	\$ 2,320.00		General Supplies and Materials	Various
<b>Olympic High School</b> 01-90120-0-00000-00000-8699-014-0000	\$ 45.00		General Supplies and Materials	Recycle International
<b>Santa Monica High School</b> 01-90120-0-00000-00000-8699-015-0000	\$ 125.00	1995 Toyota - Car	General Supplies and Materials Auto shop classes	Loew's Foundation Tatrina Cianfrone
<b>TOTAL</b>	<b>\$ 28,798.41</b>			



TO: BOARD OF EDUCATION

ACTION/CONSENT

05/19/16

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

RE: AWARD OF HIGH SPEED 10 GIGABYTE LIT FIBER OPTIC DATA NETWORK  
INSTALLATION AND MONTHLY SERVICE – RFP #16.16 – SUNESYS  
ENTERPRISE LLC – MALIBU SCHOOL LOCATIONS AND E-RATE  
APPLICABLE DISCOUNTS

RECOMMENDATION NO. A.11

It is recommended that the Board of Education award RFP #16.16 for a High Speed 10 gigabyte Lit Fiber Optic Data Network for the District's four (4) Malibu locations to Sunesys Enterprise LLC, in an amount of \$800 per month per site; \$3,200/Monthly Reoccurring Cost (MRC); \$38,400 annually for a period of ten (10) years; with an optional extension of five (5) years at the same contract rates. In addition, the District will incur a one-time installation fee of \$348,000 plus tax.

Funding Information

Budgeted: Yes  
Fund: General  
Source: General  
Account Number:

COMMENTS: The RFP for network services was based on a total solution for both cities or an individual, standalone network for the Malibu area. The District's current Santa Monica network through the City of Santa Monica is a 10GB connection and is more cost efficient to keep as-is instead of converting to the Sunesys network. The current Malibu network is under contract with Verizon and has been sold to Frontier Communications. Proposals were sent to six (6) service providers, proposals were received for a multitude of configurations for both Lit and Dark fiber options from five (5) responsive vendors. Several vendors provided standalone Santa Monica or Malibu network solutions.

Sunesys must run fiber cable from Malibu to Santa Monica to complete connections, which will constitute a onetime Non-Reoccurring Charge (NRC) of \$348,000 (plus tax) which will be paid by the District upon completion of the installation. Although the fee could be amortized over the contract period, the cancellation terms made the payment upfront a more desirable option.

Due to permitting, engineering and installation timelines, the completion of the installation is estimated to be one (1) year from the signing of the contract.

*(continued on next page)*

The District is currently paying Verizon/Frontier \$140,000 for Malibu HS/Cabrillo, Webster, Pt. Dume and District Office 10GB network connections. The remaining Santa Monica network service cost is \$29,000, for a current network service cost of \$170,000 (excluding internet connection). E-rate reimbursements will pay 50% of the costs; California Teleconnect fund will pay 25%, for a total annual reimbursement of 75% of the NRC and MRC of this contract.

RFP documents are on file in the Purchasing Office for review upon request.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

05/19/16

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

RE: AWARD OF CONTRACT – EDISON LANGUAGE ACADEMY – NEW  
CONSTRUCTION PROJECT – SHADE STRUCTURES INC. – MEASURE BB

RECOMMENDATION NO. A.12

It is recommended that the Board of Education award the purchase of engineering, manufacturing and installation of a DSA approved shade structure for Edison Language Academy New Construction project to Shade Structures, Inc. utilizing Santa Ana USD piggyback Bid #07-13, in an amount not to exceed \$73,392.00.

Funding Information

Budgeted: No  
Fund: 81  
Source: BB  
Account Number: 81-90500-0-00000-85000-6200-001-2600  
Budget Category: Hard Costs/Construction  
Friday Memo: 5/13/16

COMMENTS: 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”. Using piggyback contracts saves time and money, and they often provide lower prices than a single jurisdiction would be able to obtain.

Edison Language Academy has requested a water-proof shade structure be installed at the lunch area to offer additional covered space. Due to the design and engineering requirements for the desired unit and timing to complete the scope of work, Shade Structures Inc. is the “best interest” for the district utilizing the piggyback bid from Santa Ana USD Bid #07-13.

The contract to Shade Structures, Inc. will be in the amount of \$73,392.00 and will consist of three phases; Design/Engineering (4-6 weeks), Manufacturing (4 weeks) and Installation (2 weeks).

Therefore, it is recommended that the Board of Education award the contract to Shade Structures Inc., in an amount not to exceed \$73,392.00.

Funding for this item will be through Program Reserve Shortage.

A Friday memo will accompany this Board Item.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:



TO: BOARD OF EDUCATION

ACTION CONSENT

05/19/16

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

RE: CONTRACT AMENDMENT #6 – OLYMPIC HIGH SCHOOL MODERNIZATION PROJECT – NAC ARCHITECTURE – MEASURE BB

RECOMMENDATION NO. A.13

It is recommended that the Board of Education approve Contract Amendment #6 in the amount of \$44,750.00 to NAC Architects. NAC is to provide construction administration services for revisions to audio/visual equipment, revisions to fluorescent lighting to LED, and miscellaneous architectural services for the Olympic High School Modernization Project for a total contract amount of \$414,016.00.

Funding Information

Budgeted: Yes  
Fund: 21  
Source: Measure BB  
Account Number: 21-90500-0-00000-85000-5802-014-2600  
Budget Category: Soft Costs/Design/Architects  
DSA #: 03-113343  
Friday Memo: 5/13/2016

COMMENTS: The District entered into a contract with NAC Architecture on March 6th, 2014 for Construction Administration and Closeout Phases pertaining to Modernization of Olympic High School which included; Classroom upgrades, a complete new fire alarm system, a new clock/intercom system, partial fire sprinkler system as required by code and certain site improvements including new basketball/sport courts, fencing and parking lot striping.

This contract amendment will include the costs for modifications to the Audio/Visual Equipment revisions, Light Fixture revisions, and miscellaneous Architectural added services (Addendum #2 and #4). Contract Amendment #6, in the amount of \$44,750.00, is for construction administration services for revisions to audio/visual equipment, revisions to fluorescent lighting to LED, and miscellaneous architectural services. The revised contract total will be \$414,016.00.

Funding for this contract amendment will be through reallocation of soft cost within project budget.

*(continued on next page)*

ORIGINAL CONTRACT AMOUNT (Olympic HS)	\$19,036
CONTRACT AMENDMENT #1 (Olympic HS)	\$2,065
CONTRACT AMENDMENT #2 (Webster ES)	\$4,301
CONTRACT AMENDMENT #3 (Olympic HS)	\$300,305
CONTRACT AMENDMENT #4 (Samohi. BOE Item Mo. A.13)	\$20,404
CONTRACT AMENDMENT #5 (Olympic HS)	\$23,155
CONTRACT AMENDMENT #6 (Olympic HS)	\$44,750
<b>TOTAL CONTRACT</b>	<b>\$414,016</b>

A Friday Memo accompanies this board item.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

05/19/16

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

RE: AWARD CONTRACT – BID #16.20.BB OLYMPIC HIGH SCHOOL  
MODERNIZATION PROJECT – MEASURE BB

RECOMMENDATION NO. A.14

It is recommended that the Board of Education award the contract for Bid# 16.20.BB Olympic High School – Modernization Project to Novus Construction.

Funding Information

Budgeted: Yes  
Fund: 21  
Source: BB  
Account Number: 21-90500-0-0000-85000-6200-014-2600  
Description: Modernization Project  
DSA #: 03-113343

COMMENTS: The Bidding opportunity was advertised on Mon., March 14, 2016, & Mon., March 21, 2016, in the Daily Breeze & Santa Monica Daily Press. ARC Southern California blasted the opportunities to 301 “B” licensed Contractors that have registered to be on the District’s interested bidders list. Additionally, the opportunity was sent to the required trade journals per CUCCAC requirements and was posted on the FIP website. The mandatory job walks were held on Wed., March 30, 2016, and Thurs., March 31, 2016; a total of thirty-three (33) general contractors attended. Bids were received Thurs., April 28, 2016, and the results are noted below:

<b>BID #16.20.BB Olympic HS</b>	<b>Total Bid</b>
1. AWI Builders Inc.	\$7,500,000.00
2. Icon-West Inc.	\$5,810,891.00
3. Tobo Construction	\$8,015,580.00
4. G2K Construction, Inc.	\$7,499,000.00
5. Morillo Construction, Inc.	\$6,288,414.00
6. ACC Contractors, Inc.	\$7,647,547.56
<b>7. Novus Construction</b>	<b>\$5,639,490.00</b>
8. USS Cal Builders	\$7,651,000.00
9. The Nazerian Group	\$7,935,404.61
10. Waisman Construction	\$6,390,000.00
11. Cal-City Construction	\$7,500,000.00

An apparent low bidder meeting was conducted Wed., May 4, 2016, finding Novus Construction to be the lowest responsive responsible bidder; therefore, it is recommended that the Board of Education award the contract to Novus Construction for the bid submitted in amount not to exceed \$5,639,490.

A Friday memo will accompany this Board Item.

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





TO: BOARD OF EDUCATION

ACTION/CONSENT

05/19/16

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

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

RECOMMENDATION NO. A.15

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

Washington West Child Development Center Project

<b>Vendor Name/Project</b>	<b>PO Number</b>	<b>Amount</b>	<b>Substantial Completion Date</b>
AC Pros Inc.	164726	\$34,600	4/25/16

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:



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

ACTION/CONSENT  
 05/19/16

RECOMMENDATION NO. A.16

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

**ADDITIONAL ASSIGNMENTS**

ADAMS MIDDLE SCHOOL

Beeman-Solano, Amy	2 hrs @\$44.60	4/18/16-4/15/16	<u>Est Hrly/\$189</u>
		TOTAL ESTABLISHED HOURLY	\$189

Comment: Theater After School Supervision  
 01-Formula

Brown, Dan	44.85 hrs @\$44.60	3/10/16-6/9/16	<u>Est Hrly/\$2,000</u>
		TOTAL ESTABLISHED HOURLY	\$2,000

Comment: Support Science Magnet/SMC Collaboration and Robotics Club  
 01-Formula

EDUCATIONAL SERVICES

Gonzalez, Gabriela	25 hrs @\$44.60	5/5/16-5/31/16	<u>Est Hrly/\$1,115</u>
Ostrom, Michael	25 hrs @\$44.60	5/5/16-5/31/16	<u>Est Hrly/\$1,115</u>
		TOTAL ESTABLISHED HOURLY	\$2,230

Comment: Close Reading Lesson Development for Intensive Intervention Summer School  
 01-Cotsen Family Foundation

Blitz, Sarah	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
Both, Katherine	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
Boyd, Bryn	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
Brossoit, Jennifer	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
Cervantes, Hayde	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
Cordes, Amy	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
Cullen, Christine	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
DeBeech, Elizabeth	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
Gonzalez, Gabriela	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
Hart, Sharon	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
Henderson, Luke	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
Hongo, Yoriko	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
Hovest, Christi	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
Howard, Courtney	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
Kelly, Brandy	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
Kim, Sandra	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
Kooy, Tracy	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
Krogmann, Allyson	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
Light, Lindsay	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
Majewski, Maribeth	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
Mauck, Rachel	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
Moe, Eric	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
Naranjo, Rocio	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
O'Keefe, Eliana	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
Scotland, Alva	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
Siegel, Julie	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
Smith, Devon	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
Talbott, Deborah	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
Vasquez, Martha	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
Verham, Karen	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669
Ware, Andrea	15 hrs @\$44.60	4/25/16-6/30/16	Est Hrly/\$669

Young, Aisha 15 hrs @\$44.60 4/25/16-6/30/16 Est Hrly/\$669  
TOTAL ESTABLISHED HOURLY \$23,415  
Comment: Differentiated Curriculum and Instruction Planning  
01-LCAP – LCFF Supplemental Grant

MALIBU HIGH SCHOOL  
Bilotti, Scott 6 hrs @\$44.60 4/20/16-6/9/16 Est Hrly/\$268  
TOTAL ESTABLISHED HOURLY \$268  
Comment: After School Tutoring  
01-IASA: Title II Teacher Quality

PT DUME ELEMENTARY SCHOOL  
Heyler, Sue \$44.60, as needed 3/1/16-3/16/16 Est Hrly/\$----  
TOTAL ESTABLISHED HOURLY \$----  
Comment: Substitute for Afterschool Literacy Lab  
01-Reimbursed by PTA

ADDITIONAL ASSIGNMENT – EXTENDED DUTY UNITS  
CABRILLO ELEMENTARY SCHOOL

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Jordan, Nancy	2 EDU	After School Tutoring	8/15-6/16	\$566
Levy, Nancy	2 EDU	WOLF Camp	8/15-6/16	\$566
Matthews, Jill	1 EDU	WOLF Camp	8/15-6/16	\$283
Mehring, Patti	1 EDU	Student Support	8/15-6/16	\$283
Siegel, Julie	1 EDU	Student Support	8/15-6/16	\$283
Thorne, Laurel	1 EDU	After School Tutoring	8/15-6/16	\$283
Weinstock, Cyndie	1 EDU	Student Support	8/15-6/16	\$283
TOTAL EDUS				\$2,547

ADDITIONAL ASSIGNMENT – EXTENDED DUTY UNITS  
EDISON ELEMENTARY SCHOOL

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Cueva, Martha	2 EDU	5 <sup>th</sup> Grade Trip	8/15-6/16	\$566
Morales, Carlos	2 EDU	5 <sup>th</sup> Grade Trip	8/15-6/16	\$566
Murcia, Constanza	2 EDU	5 <sup>th</sup> Grade Trip	8/15-6/16	\$566
TOTAL EDUS				\$1,698

ADDITIONAL ASSIGNMENT – EXTENDED DUTY UNITS  
FRANKLIN ELEMENTARY SCHOOL

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Borden, Ashley	0.5 EDU	Mentor	8/15-6/16	\$ 142
Cannell, Steve	0.5 EDU	Mentor	8/15-6/16	\$ 142
Flynn, Paula	4.5 EDU	Writing Club/Science Camp	8/15-6/16	\$1,274
Garden, Christina	0.5 EDU	Spirit Squad	8/15-6/16	\$ 142
Garden, Nathan	2.0 EDU	Science Camp	8/15-6/16	\$ 566
Gonzalez, Jeffrey	2.0 EDU	Science Camp	8/15-6/16	\$ 566
Hampton, Lynne	2.0 EDU	Science Camp	8/15-6/16	\$ 566
Powell, Erin	4.0 EDU	Science Camp Liaison	8/15-6/16	\$1,132
Robinson, Elaine	0.5 EDU	Student Committee	8/15-6/16	\$ 142
White, Sarah	0.5 EDU	Mentor	8/15-6/16	\$ 142
TOTAL EDUS				\$4,814

ADDITIONAL ASSIGNMENT – EXTENDED DUTY UNITS  
MUIR ELEMENTARY SCHOOL

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Benitez, Lourdes	5 EDU	Science Camp	8/15-6/16	\$1,415

Brizuela, Luis	5 EDU	Science Camp	8/15-6/16	<u>\$1,415</u>
			TOTAL EDUS	\$2,830

ADDITIONAL ASSIGNMENT – EXTENDED DUTY UNITS  
PT DUME ELEMENTARY SCHOOL

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Cullen, Christine	5.75 EDU	Overnight Trips	8/15-6/16	\$1,627
Dunn, Margo	4.25 EDU	Overnight Trips	8/15-6/16	<u>\$1,203</u>
			TOTAL EDUS	\$2,830

ADDITIONAL ASSIGNMENT – EXTENDED DUTY UNITS  
ROOSEVELT ELEMENTARY SCHOOL

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Bouttier, Megan	2 EDU	Pali Camp	8/15-6/16	\$ 566
Choe, Jung	3 EDU	Pali Camp	8/15-6/16	\$ 849
Light, Lindsay	3 EDU	Pali Camp	8/15-6/16	\$ 849
Mackey, Tammy	5 EDU	Pali Camp/Student Council	8/15-6/16	\$1,415
Yuan, Judy	3 EDU	Pali Camp	8/15-6/16	<u>\$ 849</u>
			TOTAL EDUS	\$4,528

ADDITIONAL ASSIGNMENT – EXTENDED DUTY UNITS  
WEBSTER ELEMENTARY SCHOOL

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Held, Pamela	1 EDU	Math Club	8/15-6/16	\$ 283
Kisskalt, Michael	1 EDU	Math Club	8/15-6/16	\$ 283
London, Kristina	4 EDU	Yosemite Trip	8/15-6/16	\$1,132
Morris, Kelly	2 EDU	Astrocamp	8/15-6/16	\$ 566
Verham, Karen	2 EDU	Astrocamp	8/15-6/16	<u>\$ 566</u>
			TOTAL EDUS	\$2,830

ADDITIONAL ASSIGNMENT – EXTENDED DUTY UNITS  
JOHN ADAMS MIDDLE SCHOOL

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Blanchard, Cecile	10 EDU	Music	1/16-6/16	\$2,830
Garnreiter, Sean	10 EDU	Music	1/16-6/16	\$2,830
Goldberg, Cori	3 EDU	ASB	1/16-6/16	\$ 849
Hale, Shannon	2 EDU	AVID	1/16-6/16	\$ 566
Mercado Rivera, Aldo	1 EDU	AVID	1/16-6/16	\$ 283
Murphy, Letitia	2 EDU	AVID	1/16-6/16	\$ 566
Ransom, Barbara	2 EDU	AVID	1/16-6/16	\$ 566
Saling, David	3 EDU	Cross Currents	1/16-6/16	\$ 849
Valentiner, Katharina	2 EDU	AVID	1/16-6/16	\$ 566
Woo, Angela	10 EDU	Music	1/16-6/16	<u>\$2,830</u>
			TOTAL EDUS	\$12,735

ADDITIONAL ASSIGNMENT – EXTENDED DUTY UNITS  
LINCOLN MIDDLE SCHOOL

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Catanzano, Linda	1.0 EDU	French Club	1/16-6/16	\$ 283
Counte, Vanessa	6.0 EDU	Madrigals	1/16-6/16	\$1,698
DeBeech, Beth	6.0 EDU	LMS Productions Club	1/16-6/16	\$1,698
Diamond, Renee	0.5 EDU	SAFE Club	1/16-6/16	\$ 142
Ehrke, Shelly	2.0 EDU	Green Team	1/16-6/16	\$ 566
Forte, Mark	0.5 EDU	AVID	1/16-6/16	\$ 142
Hart, Sharon	2.0 EDU	Build Our Community	1/16-6/16	\$ 566

Hart, Sharon	1.0 EDU	Jr. Honor Society	1/16-6/16	\$ 283
Hylind, Amy	0.5 EDU	SAFE Club	1/16-6/16	\$ 142
Levy, Amanda	1.0 EDU	Lunch Club	1/16-6/16	\$ 283
McLaughlin, Gretchen	2.0 EDU	Build Our Community	1/16-6/16	\$ 566
Moe, Eric	6.0 EDU	LMS Productions Club	1/16-6/16	\$1,698
Moe, Rose	0.5 EDU	AVID	1/16-6/16	\$ 142
Preuss, Jennifer	2.5 EDU	Peer Tutoring Center	1/16-6/16	\$ 708
Sinclair, Michele	2.0 EDU	Green Team	1/16-6/16	\$ 566
Stauffer, Aimee	6.0 EDU	LMS Productions Club	1/16-6/16	\$1,698
Stuaffer, Aimee	2.5 EDU	Peer Tutoring Center	1/16-6/16	\$ 708
Takahashi, Ashley	2.5 EDU	Peer Tutoring Center	1/16-6/16	\$ 708
Wang, Jim	6.0 EDU	Orchestra	1/16-6/16	<u>\$1,698</u>
			TOTAL EDUS	\$14,295

### ADDITIONAL ASSIGNMENT – EXTENDED DUTY UNITS

#### MALIBU HIGH SCHOOL – Middle School Academics

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Leonard, Brigette	13 EDU	Drama	1/16-6/16	\$3,679
Loch, Amy	2 EDU	Vocal Music	1/16-6/16	\$ 566
Neier, Chris	6 EDU	Student Activities	1/16-6/16	\$1,698
Nickerson, Elle	1 EDU	Scholarship Advisor	1/16-6/16	\$ 283
Velez, Angel	2 EDU	Band	1/16-6/16	\$ 566
Zander, Maia	2 EDU	Orchestra	1/16-6/16	<u>\$ 566</u>
			TOTAL EDUS	\$7,358

### ADDITIONAL ASSIGNMENT – EXTENDED DUTY UNITS

#### MALIBU HIGH SCHOOL – High School Academics

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Andino, Melisa	8 EDU	Pep Squad	1/16-6/16	\$2,264
Andino, Melisa	12 EDU	Student Activities	1/16-6/16	\$3,396
Auer, Kimberly	3 EDU	Pep Squad	1/16-6/16	\$ 849
Bowman-Smith, Carla	5 EDU	Yearbook	1/16-6/16	\$1,415
Corrigan, Brian	7 EDU	Sr. Advisor	1/16-6/16	\$1,981
Dahm, Katie	1 EDU	Scholarship Advisor	1/16-6/16	\$ 283
Ervin, Jordan	11 EDU	Student Activities	1/16-6/16	\$3,113
Gonzalez, Jennifer	5 EDU	Student Activities	1/16-6/16	\$1,415
Loch, Amy	3 EDU	Vocal Music	1/16-6/16	\$ 849
Neier, Chris	13 EDU	Athletic Director	1/16-6/16	\$3,679
Plaia, Jodi	10 EDU	Drama	1/16-6/16	\$2,830
Plaia, Jodi	6 EDU	Student Activities	1/16-6/16	\$1,698
Rowley, Casey	5 EDU	Scholarship Advisor	1/16-6/16	\$1,415
Sferra, Luke	7 EDU	Senior Advisor	1/16-6/16	\$1,981
Stowell, Rachel	5 EDU	Newspaper	1/16-6/16	\$1,415
Velez, Angel	3 EDU	Band	1/16-6/16	\$ 849
Wadsworth, Henry	6 EDU	Student Activities	1/16-6/16	\$1,698
Zander, Maia	3 EDU	Orchestra	1/16-6/16	<u>\$ 849</u>
			TOTAL EDUS	\$31,979

### ADDITIONAL ASSIGNMENT – EXTENDED DUTY UNITS

#### OLYPMIC HIGH SCHOOL

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Bushin, Gregory	3 EDU	After School Lab	1/16-6/16	\$849
Hollis, Christa	2 EDU	Science Fair	1/16-6/16	<u>\$566</u>
			TOTAL EDUS	\$1,415

**ADDITIONAL ASSIGNMENT – EXTENDED DUTY UNITS**  
**SANTA MONICA HIGH SCHOOL - Athletics**

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Drake, Loren	13 EDU	Baseball	3/16-5/16	\$3,679
Escalera, Daniel	12 EDU	Asst. Boys Golf	3/16-5/16	\$3,396
Flanders, Matthew	13 EDU	Swimming	3/16-5/16	\$3,679
Fischer, Tania	13 EDU	Track and Field	3/16-5/16	\$3,679
Henderson, Luke	12 EDU	Baseball	3/16-5/16	\$3,396
Sato, Liane	13 EDU	Boys Volleyball	3/16-5/16	\$3,679
Sato, Glen	12 EDU	Asst. Boys Volleyball	3/16-5/16	\$3,396
Van Cott, James	12 EDU	Asst. Baseball	3/16-5/16	\$3,396
<b>TOTAL EDUS</b>				<b>\$28,300</b>

**TOTAL ESTABLISHED HOURLY, AND EXTENDED DUTY UNITS = \$ 146,261**

**NEW HIRES**

**SUBSTITUTE TEACHERS**

**Effective**

**LONG-TERM LEAVE ASSIGNMENT**

(Group 1 Step 1 on Certificated Teaching/  
Counseling Salary Schedule)

Bower, Alan	1/1/16
Brewer, Christine	4/4/16
Franklin, Judith	4/18/16
Hutchinson, Cathy	4/18/16
McNamara, Cheryl	3/7/16
Olsen, Susan	4/20/16
Ortiz, Marisol	4/4/16

**LONG-TERM ASSIGNMENT**

(@\$232.00 Daily Rate)

Harkey, Anise	5/2/16
Hutchinson, Catherine	4/18/16
Reynolds, Jeremy	5/2/16

**LEVEL 2 SUBSTITUTES**

(@\$179.00 Daily Rate)

Berens, Candis	1/28/16
Benson, Colvin	2/19/16
Butler, Leslie	3/10/16
Dominick, Francois	2/11/16
Dworin, Jeanne	1/25/16
Franco, Thomas	4/14/16
Franklin, Judith	4/28/16
Gerber, Bradley	4/26/16
Geshke, Nancy	2/25/16
Gleason, Angela	3/17/16
Gleason, Beverly	1/29/16
Gonzalez, Enrique	3/9/16
Greening, Sean	2/17/16
Klenk, Heather	2/19/16
Knox, Rebecca	3/14/16
Lieberman, Steve	1/19/16
Loyd, Allen	2/9/16
Makabeh, Farnaz	3/11/16
Nakao, Kaile	2/22/16

Pope, Collette	2/1/16
Proft, Patrick	4/28/16
Reynolds, Jeremy	4/28/16
Samuel, Jeri	3/7/16
Thomas, Caroline	3/15/16
Thompson, Sharon	3/3/16
Von der Lieth, Jadeane	3/3/16
Walling, Cheryl	5/17/16
Young, Bambi	4/14/16

**LEVEL 1 SUBSTITUTES**

**(@\$179.00 Daily Rate)**

Blair, Amanda	4/18/16
Hawkins, Chloe	5/2/16

**LEAVE OF ABSENCE (with pay)**

<u>Name/Location</u>	<u>Effective</u>
Bates, Kelly Santa Monica HS	8/17/16-11/14/16 [FMLA/CFRA]
Green, Cristi Cabrillo Elementary	4/18/16-5/27/16 [FMLA/CFRA]
Israel, Carly Roosevelt Elementary	4/4/16-6/9/16 [Medical Maternity]
Israel, Carly Roosevelt Elementary	8/17/16-10/4/16 [CFRA]
Portner, Nikole McKinley Elementary	5/27/16-6/9/16 [Medical Maternity/FMLA]
Portner, Nikole McKinley Elementary	8/17/16-11/11/16 [FMLA.CFRA]
Pust, Jennifer Santa Monica HS	4/26/16-6/9/16 [Medical FMLA/CFRA]
Schneider, Rhonda Roosevelt Elementary	5/2/16-6/9/16 [FMLA/CFRA]
Smith, Courtnee Child Develop Svcs	5/5/16-6/9/16 [Medical/FMLA/CFRA]

**LEAVE OF ABSENCE (without pay)**

<u>Name/Location</u>	<u>Effective</u>
Burton, Natalie Roosevelt Elementary	7/1/16-6/30/17 [Personal]
Portner, Nikole McKinley Elementary	11/14/16-6/9/17 [Child Care]
Scifres, Mary McKinley Elementary	8/17/16-6/9/17 [60% - Personal]
Simon, Laura Rogers Elementary	8/17/16-6/9/17 [40% - Personal]



**RESIGNATION**

<u>Name/Location</u>	<u>Effective</u>
Bundy, Erika Roosevelt Elementary	6/9/16
Garcia Smith, Lindsay Substitute Teacher/Human Resources	4/20/16
Loch, Amy Malibu High School	6/9/16
McCraw, Renee McKinley Elementary	6/9/16
Naphy, Katherine Rogers Elementary	6/9/16 (correction from 5/5/16 Agenda)

**RETIREMENT**

<u>Name/Location</u>	<u>Effective</u>
Baltrushes, Susan Cabrillo Elementary	6/9/16
Friedman, Nancy Special Education	6/30/16
Bates, Kelly Santa Monica High School	11/14/16

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



TO: BOARD OF EDUCATION  
 FROM: SANDRA LYON / MARK KELLY / MICHAEL COOL  
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT  
 05/19/16

RECOMMENDATION NO. A.17

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

<b><u>NEW HIRES</u></b>		<b><u>EFFECTIVE DATE</u></b>
Aclan, Rex Fiscal Services	Accounting Technician 8 Hrs/12 Mo/Range: 29 Step: D	5/2/16
Becherer, Karen McKinley ES	Instructional Assistant - Classroom 2 Hrs/SY/Range: 18 Step: B	4/25/16
Christopherson, Janet Grant ES	Instructional Assistant - Classroom 2 Hrs/SY/Range: 18 Step: B	4/25/16
Lew, Shawn Operations	Custodian 5 Hrs/12 Mo/Range: 22 Step: A	4/18/16

<b><u>PROMOTION</u></b>		<b><u>EFFECTIVE DATE</u></b>
Papp, Elizabeth Malibu HS	Senior Administrative Assistant 8 Hrs/12 Mo/Range: 34 Step: F From: Human Resources Technician: 8 Hrs/12 Mo	3/19/16

<b><u>TEMP/ADDITIONAL ASSIGNMENTS</u></b>		<b><u>EFFECTIVE DATE</u></b>
Amar, Daniel Facility Use	Swimming Instructor-Lifeguard [additional hours; Facility Use events]	3/10/16-6/30/16
Anderson, Sally Malibu HS	Senior Office Specialist [overtime; training new office staff]	3/17/16-4/29/16
Buendia, Carolina Special Ed-Santa Monica HS	Paraeducator-3 [additional hours; professional development]	2/12/16-6/9/16
Burton, Jerome Roosevelt ES	Custodian [overtime; school events]	4/22/16-6/9/16
Dao, Thun Information Services	Technology Support Assistant [overtime; technical support]	3/1/16-6/30/16
Donaldson, Adee Santa Monica HS	Athletic Training [additional hours; athletic support]	1/16/16-3/5/16
Gotler, Ronald Facility Use	Technical Theater Technician [additional hours; Facility Use events]	4/11/16-6/30/16
Gotler, Ronald Facility Use	Technical Theater Technician [overtime; Facility Use events]	4/11/16-6/30/16
Gutierrez, Nancy Adams MS	Bilingual Community Liaison [overtime; special BOE translations]	4/7/16-6/30/16

Jelks, Curtis Lincoln MS	Campus Security Officer [overtime; school events]	4/14/16-6/9/16
Maddox, Henderson Special Ed-Franklin ES	Paraeducator-1 [overtime; overnight field trip]	3/16/16-3/17/16
Manzur, Juan Information Services	Technology Support Assistant [overtime; technical support]	3/1/16-6/30/16
Martinez, Santiago Information Services	Technology Support Assistant [overtime; technical support]	3/1/16-6/30/16
Patterson, Pete Information Services	Technology Support Assistant [overtime; technical support]	3/1/16-6/30/16
Saucedo, Olga Educational Services	Office Specialist [additional hours; AB 104 Adult Ed clerical support]	1/5/16-6/30/16

**SUBSTITUTES**

Amar, Daniel Santa Monica HS	Swimming Instructor-Lifeguard	<b><u>EFFECTIVE DATE</u></b> 3/10/16-6/9/16
Garcia, Jose Food and Nutrition Services	Stock and Delivery Clerk	4/22/16-6/9/16
Gomez, Cynthia Special Education	Paraeducator-1	4/7/16-6/9/16

**PROFESSIONAL GROWTH**

Cornejo, Natalie Santa Monica HS	Campus Security Officer	<b><u>EFFECTIVE DATE</u></b> 5/1/16
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**LEAVE OF ABSENCE (UNPAID)**

Buccioni, Tashia Adams MS	Instructional Assistant - Bilingual FMLA	<b><u>EFFECTIVE DATE</u></b> 4/15/16-6/9/16
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**WORKING OUT OF CLASS**

Martin, Eric Operations-Malibu HS	Lead Custodian From: Custodian	<b><u>EFFECTIVE DATE</u></b> 3/11/16 4/18/16-7/18/16
Walker, Louis Operations-Santa Monica HS	Lead Custodian From: Custodian	2/9/16-2/26/16

**DISQUALIFICATION FROM PROBATION**

VT4903799 Child Development Services	Custodian	<b><u>EFFECTIVE DATE</u></b> 5/27/16
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**RESIGNATION**

Grantham, Maralee Olympic HS	Instructional Assistant - Classroom	<b><u>EFFECTIVE DATE</u></b> 5/2/16
Scott, Treanna Rogers ES	Instructional Assistant - Classroom	3/18/16

Watson, Marsha  
Special Ed-Franklin ES

Paraeducator-1

4/12/16

Wooldridge, Traci  
FNS-Santa Monica HS

Cafeteria Worker I

4/22/16

**SUSPENSION WITHOUT PAY**

DH2757459  
Lincoln MS

**EFFECTIVE DATE**

Custodian

5/9/16; 5/10/16; 5/11/16; 6/1/16; 6/2/16;  
6/3/16; 7/12/16; 7/13/16; 7/14/16; 8/10/16

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



TO: BOARD OF EDUCATION  
FROM: SANDRA LYON / MARK KELLY / MICHAEL COOL  
RE: CLASSIFIED PERSONNEL – NON-MERIT

ACTION/CONSENT  
05/19/16

RECOMMENDATION NO. A.18

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

**AVID TUTOR**

Gutierrez, Zeyila	Santa Monica HS	4/7/16-6/9/16
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**COACHING ASSISTANT**

Armendariz, Richard	Santa Monica HS	1/1/16-6/9/16
De La Torre, Jose	Santa Monica HS	3/1/16-6/1/16

**STUDENT WORKER - WORKABILITY**

Aquino, Brian	Santa Monica HS	4/1/16-6/10/18
Landaverde, Nicole	Santa Monica HS	3/10/16-6/10/16
Plowden, Kailyn	Santa Monica HS	3/10/16-6/10/16
Yocupicio, Victoria	Malibu HS	3/10/16-6/10/17

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





TO: BOARD OF EDUCATION

ACTION/CONSENT

05/19/16

FROM: SANDRA LYON / MARK O. KELLY

RE: REVISED JOB DESCRIPTION – LITERACY COACH

RECOMMENDATION NO. A.19

It is recommended that the Board of Education approve the revised job description for Literacy Coach.

COMMENTS: This position was first established by the Board of Education on October 17, 2013, as an Elementary Literacy Coach. It is the District's intent to add Literacy Coaches at the secondary level. The job description was edited to include both elementary and secondary requirements and responsibilities.

(The revised job description is attached.)

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

# SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Department of Human Resources

## CERTIFICATED JOB DESCRIPTION ~~ELEMENTARY LITERACY COACH~~

### DEFINITION

Under the general direction of the Assistant Superintendent, Educational Services or designee, the ~~Elementary~~ Literacy Coach will support Pre-K-5 ~~12~~ staff in the implementation of site goals for ~~Common Core~~ California English Language Arts and Literacy State Standards (CCSS) in reading and Response to Instruction and Intervention (RTI<sup>2</sup>)/Multi-Tiered Systems of Support (MTSS). The Coach will work directly with teachers at a school, providing classroom-based demonstrations and one-on-one, non-evaluative instructional support. He/She will also facilitate teacher inquiry and related professional development. In collaboration with teachers, the Coach will assist with the planning and implementation of small group instruction as part of the school's RTI<sup>2</sup> plan. The Coach will be a member of all classroom data teams (Principal and/or designee, the school psychologist and a classroom teacher) to collect, analyze and interpret data for the purpose of guiding instructional decisions related to student achievement in reading.

### DISTINGUISHING CHARACTERISTICS

This position classification requires knowledge, experience, and expertise in the areas of reading, writing and literacy development. The position requires decision-making and problem-solving through data analysis/interpretation and an understanding of ~~Common Core State~~ California English Language Arts and Literacy Standards in reading and RTI<sup>2</sup>. The ~~Elementary~~ Literacy 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 collecting and analyzing data, and in developing action plans for both classroom and individual student needs;
- Provide individualized, classroom-based support in reading and RTI<sup>2</sup>/MTSS. This includes modeling of best teaching practices;
- Work with Principals to create a school-wide professional development plan on the ~~CCSS~~ California English Language Arts and Literacy Standards and reading achievement;
- As related to reading, oversee the school's universal screening and progress-monitoring procedures, training, and data collection;
- Participate in classroom data teams along with the Principal, the school psychologist and the teacher to develop and monitor individual learning plans for striving students;
- Support classroom teachers in planning and implementing small group instruction related to RTI<sup>2</sup>/MTSS;
- Participate fully in professional development opportunities, action research and professional reading;
- ~~Work with the Educational Services team to plan for the implementation of Elementary Literacy Coaches at all PreK-5 schools in the 2014-15 school year, as required by the Vision for Student Success;~~
- ~~May provide pull-out, push-in or after-school reading intervention;~~
- Other duties, as assigned by the Assistant Superintendent, Educational Services or designee.

## **QUALIFICATIONS**

### Knowledge of:

1. Reading, writing and literacy development,
2. ~~Common Core~~ California English Language Arts & Literacy State Standards, RTI<sup>2</sup>/MTSS, and current programs, techniques, strategies, and resources in reading and literacy development,
3. Effective Professional Development programs in the area of reading and literacy,
4. Successful modeling of best teaching practices,
5. Data collection and record keeping.

### Skills/Abilities:

1. Outstanding presentation and facilitation skills,
2. Strong interpersonal skills (communication, problem-solving, conflict management, and collaboration);
3. Ability to effectively share research-based instructional approaches with staff;
4. Skilled in mentoring and coaching classroom teachers,
5. Strong organizational skills,
6. Communicate effectively, in oral and written form,
7. Utilize technology effectively, using word processing, spreadsheet, database and presentation software.

## **EDUCATION AND EXPERIENCE**

### Education:

Master's Degree preferred. Reading credential or Master's Degree in Reading desired.

### Experience:

Minimum of five (5) years of successful teaching at the elementary or secondary level in English Language Arts and/or a related field in SMMUSD.

Experience as a reading teacher or National Board Certified teacher is desired.

## **CERTIFICATIONS, LICENSES AND CONDITIONS**

### Certification Requirement

Possession of a valid Multiple-Subject or single-subject English elementary teaching credential and CLAD authorization is required.

### License Requirement

Possession of a valid Motor Vehicle Operator's License

### Condition of Employment

Insurability by the District's liability insurance carrier

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

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

- May require the need to push, pull or lift up to 20 pounds
- The job also requires the accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing oral information and direction.

This position will have a work year of 184 days, and be compensated based on the SMMUSD Certificated Teaching/Counseling Salary Schedule.

Job Description Board Approved: October 17, 2013 ; Revised \_\_\_\_\_

TO: BOARD OF EDUCATION

ACTION/CONSENT

05/19/16

FROM: SANDRA LYON

RE: APPROVE EMPLOYMENT AGREEMENT ADDENDUM FOR ASSOCIATE  
SUPERINTENDENT, BUSINESS AND FISCAL SERVICES

RECOMMENDATION NO. A.20

It is recommended that the Board of Education approve the employment agreement addendum with Janece L. Maez, Associate Superintendent, Business and Fiscal Services, with the Santa Monica-Malibu Unified School District, effective July 1, 2016, through June 30, 2017.

COMMENT: The Board of Education approved Ms. Maez's original appointment on October 4, 2007, with an extension on May 5, 2008, an addendum on March 4, 2010, and another extension on October 7, 2010. On June 6, 2013, the Board approved a new agreement with Ms. Maez.

A copy of the original contract, extensions and addendums are available in the Superintendent's Office.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:



TO: BOARD OF EDUCATION  
FROM: SANDRA LYON / MARK O. KELLY  
RE: ADMINISTRATIVE APPOINTMENT

ACTION/CONSENT  
05/19/16

RECOMMENDATION NO. A.21

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

**CERTIFICATED APPOINTMENT**

**Effective**

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

7/1/16

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





TO: BOARD OF EDUCATION

ACTION/CONSENT

05/19/16

FROM: SANDRA LYON / JANECE L. MAEZ

RE: RECOMMENDATION FROM BOARD SUBCOMMITTEE OF APPOINTMENTS  
TO FILL VACANCIES ON THE FINANCIAL OVERSIGHT COMMITTEE (FOC)

RECOMMENDATION NO. A.22

The Board subcommittee unanimously recommends that the Board of Education approve the appointments of Mr. Seth Jacobson, Ms. Joan Krenik, Mr. Tom Larmore, and Mr. Marc Levis Fitzgerald to fill vacancies on the Financial Oversight Committee (FOC).

COMMENT: At the April 21, 2016, FOC meeting, the committee unanimously passed a motion to recommend Mr. Seth Jacobson, Ms. Joan Krenik, Mr. Tom Larmore, and Mr. Marc Levis Fitzgerald to the Board for consideration of appointment to the FOC.

<b>Term Ends 6/30/17</b>	<b>Term Ends 6/30/18</b>	<b>Term Ends 6/30/19</b>
Debbie Mulvaney	Alex Farivar	Seth Jacobson
Jon Kean	Gordon Lee	Joan Krenik
Paul Silvern	Manel Sweetmore	Tom Larmore
Shelly Slaugh Nahass		Mark Levis-Fitzgerald

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

12/10/15

FROM: SANDRA LYON

RE: ADOPT RESOLUTION NO. 15-29 – BOARD MEMBER ABSENCE ON MAY 5, 2016

RECOMMENDATION NO. A.23

It is recommended that the Board of Education adopt Resolution No. 15-29 – Board Member Absence on May 5, 2016.

COMMENTS: Board Member Jose Escarce was absent from the May 5, 2016, regular board meeting.

Board Bylaw 9250 and Education Code 35120 provide that a member of the Board of Education may be paid for any meeting when absent if the board adopts a resolution excusing the absence due to performance of district-related duties during the time of a meeting, illness, jury duty, or hardship.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

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

**RESOLUTION NO. 15-29  
BOARD MEMBER ABSENCE ON MAY 5, 2016**

**WHEREAS**, the Governing Board of the Santa Monica-Malibu Unified School District appreciates the services provided by members of the Board and provides compensation for meeting attendance in accordance with Education Code 35120 and Board Bylaw 9250; and

**WHEREAS**, Education Code 35120 provides that the monthly compensation provided to Board members shall be commensurate with the percentage of meetings attended during the month unless otherwise authorized by Board resolution; and

**WHEREAS**, Education Code 35120 specifies limited circumstances under which the Board is authorized to compensate a Board member for meetings he/she missed; and

**WHEREAS**, the Board finds that Jose Escarce did not attend the regular Board meeting on May 5, 2016, for the following reason(s):

- Performance of other designated duties for the district during the time of the meeting
- Illness or jury duty
- Hardship deemed acceptable by the Board

**NOW THEREFORE BE IT RESOLVED** that the Board of the Santa Monica-Malibu Unified School District approves compensation of the Board member for the regular board meeting of May 5, 2016.

**PASSED AND ADOPTED** this 19<sup>th</sup> day of May 2016 at a regular meeting, by the following vote:

AYES:\_\_\_\_\_ NOES:\_\_\_\_\_ ABSENT:\_\_\_\_\_ ABSTAIN: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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## **STUDY SESSION**



TO: BOARD OF EDUCATION

STUDY SESSION

05/19/16

FROM: SANDRA LYON / TERRY DELORIA / PAM KAZEE

RE: SPECIAL EDUCATION SPRING PRESENTATION

STUDY SESSION NO. S.01

As requested by the Board of Education and District leadership, the Director of Special Education and her team will provide board members with a semi-annual overview of special education services.

The objectives of the presentation are:

1. To increase Board and community awareness of current programming and services for students with disabilities.
2. To share insights gained through various means regarding the provision of instruction and services for students with disabilities.
3. To share the steps being taken by the Special Education Department to align with district direction and goals





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## **DISCUSSION ITEMS**



TO: BOARD OF EDUCATION

DISCUSSION

05/19/16

FROM: SANDRA LYON / TERRY DELORIA

RE: LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) UPDATE: GOALS  
PROGRESS

DISCUSSION ITEM NO. D.01

The district is in the process of completing its annual update for the 2016-17 LCAP. Trend data, when available, has been shared with various stakeholders including the District Consultation Committee, DELAC and the Parent Advisory Committee.

Tonight, staff will share some of that data as well as introduce a new goal regarding early learning pathways.



TO: BOARD OF EDUCATION

DISCUSSION

05/19/16

FROM: SANDRA LYON / TERRY DELORIA / ELLEN EDEBURN

RE: ADOPTION OF HIGH SCHOOL ENGLISH LANGUAGE ARTS TEXTBOOKS

DISCUSSION ITEM NO. D.02

This discussion item will allow the Board of Education to learn more about the process related to the recommendation to adopt the textbooks listed below. The board will be asked to adopt these textbooks at the June 2 board meeting.

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

**High School English Language Arts Textbooks (grades 9-11):**

California myPerspectives™ English Language Arts, Blended Subscription

Publisher: PEARSON includes:

- CA Student Edition: Print Consumable SE 8 year + Digital Courseware 8 year Grade 9  
ISBN 9780133340761
- CA Student Edition: Print Consumable SE 8 year + Digital Courseware 8 Year Grade 10  
ISBN 978133340778
- CA Student Edition: Print Consumable SE 8 year + Digital Courseware 8 Year Grade 11  
ISBN 97803133340785
- California Teacher's Edition, Grade 9  
ISBN 9780133339475
- California Teacher's Edition, Grade 10  
ISBN 9780133339482
- California Teacher's Edition, Grade 11  
ISBN 9780133339505

**High School English Language Arts Textbooks (grades 12):**

- The California State University CSU, Expository Reading and Writing Course: Student Reader, Second Edition, (2013) ISBN 9780981831466



TO: BOARD OF EDUCATION  
FROM SANDRA LYON / JANECE L. MAEZ  
RE: BUDGET UPDATE

DISCUSSION  
05/19/16

DISCUSSION ITEM NO. D.03

Staff will update the Board regarding the 2016-17 budget. The update will include plans to address current and future budget deficit. This update may include: new statewide projections, proposed changes to the district budget, enrollment projections, staffing ratios, and other budget-related details.





TO: BOARD OF EDUCATION

DISCUSSION

05/19/16

FROM: SANDRA LYON / JANECE L. MAEZ / LIZ POWELL

RE: CONSIDER REVISING BP & AR 3260 – FEES AND CHARGES

DISCUSSION ITEM NO. D.04

It is recommended that the Board of Education consider revising BP and AR 3260 – Fees and Charges.

COMMENTS: The mandated policy has been to reflect new Title 5 regulation (Register 2013, No. 38), which addresses remedies to be provided to all affected students and parents/guardians if the district is found in violation of the prohibition against unauthorized student fees. The policy also clarifies that the prohibition against student fees does not restrict districts from soliciting for voluntary donations, participating in fundraising activities, or providing prizes or other recognition for participants in such fundraising events.

The regulation has been updated to expand and clarify the list of permissible fees and align material with California Department of Education Fiscal Management Advisories.

**FEES AND CHARGES**

The Board of Education recognizes its responsibility to ensure that books, materials, equipment, supplies, and other resources necessary for students' participation in the educational program are made available to them at no cost.

No student shall be required to pay any fees, deposits, or other charges for his/her participation in an educational activity which constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities. (Education Code 49010, 49011; 5 CCR 350)

As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. When approving such fees, deposits, or charges, establishing fee schedules, or determining whether waivers or exceptions should be granted, the Board shall consider relevant data, including the socio-economic conditions of district students' families and their ability to pay. ~~For such authorized fees, deposits, and charges, the district shall consider students' and parents/guardians' ability to pay when establishing fee schedules and granting waivers or exceptions.~~

The prohibition against student fees shall not restrict the district from soliciting for voluntary donations, participating in fundraising activities, and providing prizes or other recognition for participants in such activities and events. However, the district shall not offer or award to a student any course credit or privileges related to educational activities in exchange for voluntary donations or participation in fundraising activities by or on behalf of the student and shall not remove, or threaten to remove, from a student any course credit or privileges related to educational activities, or otherwise discriminate against the student, due to a lack of voluntary donations or participation in fundraising activities by or on behalf of the student.

~~Whenever a student or parent/guardian believes that an impermissible fee, deposit, or other charge is being required of the student for his/her participation in an educational activity, the student or his/her parent/guardian may file a complaint with the principal or designee using the district's procedures in BP/AR 1312.3 – Uniform Complaint Procedures. (Education Code 49013)~~

~~The Superintendent or designee shall include information in the annual notification required by 5 CCR 4622 to be provided to all district students, parents/guardians, employees, and other interested parties about the requirements relating to the prohibition against districts requiring students to pay fees, deposits or other charges in order to participate in an educational activity, unless authorized by law, and the filing of complaints for alleged violations using the uniform complaint procedures. (Education Code 49013)~~

Whenever district employees, volunteers, students, parents/guardians, or educational or civic organizations participate in such events or activities, the Superintendent or designee shall emphasize that participation in the event or activity is voluntary.

A complaint alleging district noncompliance with the prohibition against requiring student fees, deposits, or other charges shall be filed in accordance with the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 49013)

If, upon investigation, the district finds merit in the complaint, the Superintendent or designee shall recommend and the Board shall adopt an appropriate remedy to be provided to all affected students and parents/guardians in accordance with 5 CCR 4600.

Information related to the prohibition against requiring students to pay fees for participation in an educational activity shall be included in the district's annual notification required to be provided to all students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 49013)

The Superintendent or designee shall provide professional development opportunities to administrators, teachers, and other personnel to learn about permissible fees.

~~This policy does not restrict the district from soliciting voluntary donations of funds or property, and voluntary participation in fundraising activities.~~

Legal Reference:

**EDUCATION CODE**

8239 *Preschool and wraparound child care services*  
8250 *Child care and development services for children with disabilities*  
8263 *Child care eligibility*  
8482.6 *After School Education and Safety programs*  
8760-8774 *Outdoor science and conservation programs*  
17453.1 *District sale or lease of Internet appliances or personal computers to students or parents*  
17551 *Property fabricated by students*  
19910-19911 *Offenses against libraries*  
32033 *Eye protective devices*  
32221 *Insurance for athletic team member*  
32390 *Fingerprinting program*  
35330-35332 *Excursions and field trips*  
35335 *School camp programs*  
38080-38086 *Cafeteria establishment and use*  
38120 *Use of school band equipment on excursions to foreign countries*  
39801.5 *Transportation for adults*  
39807.5 *Payment of transportation costs*  
39837 *Transportation of students to places of summer employment*  
48050 *Residents of adjoining states*  
48052 *Tuition for foreign residents*  
48904 *Liability of parent or guardian*  
49010-49013 *Student fees*  
49065 *Charge for copies*  
49066 *Grades, effect of physical education class apparel*  
49091.14 *Prospectus of school curriculum*  
51810-51815 *Community service classes*  
52612 *Tuition for adult classes*  
52613 *Nonimmigrant aliens*  
56504 *School records; students with disabilities*  
60410 *Students in classes for adults*

**GOVERNMENT CODE**

6253 *Request for copy; fee*

**CALIFORNIA CONSTITUTION**

Article 9, Section 5 *Common school system*

**CODE OF REGULATIONS, TITLE 5**

350 *Fees not permitted*

4600-4687 *Uniform complaint procedures*

**UNITED STATES CODE, TITLE 8**

1184 *Foreign students*

**COURT DECISIONS**

*Driving School Assn of CA v. San Mateo Union HSD (1993) 11 Cal. App. 4th 1513*

*Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251*

*Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739*

*Hartzell v. Connell (1984) 35 Cal. 3d 899*

*CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Pupil Fees, Deposits, and Other Charges: Cap and Gown for High School Graduation Ceremony, Addendum to Fiscal Management Advisory 12-02, October 4, 2013*

*Fees, Deposits and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013*

WEB SITES

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

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

**Policy SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
adopted: August 19, 2009 Santa Monica, California  
updated: June 6, 2013**

**FEES AND CHARGES**

The district shall not require any district student to pay any fees, deposits, or charges except as specifically authorized by law. (Education Code 49011; 5 CCR 350)

When approved by the Board of Education, the Superintendent or designee may impose a fee for the following:

1. Insurance for athletic team members, with an exemption ~~for financial hardship~~ providing for the district to pay the cost of the insurance for any team member who is financially unable to pay (Education Code 32221)
2. Insurance for medical or hospital service for students participating in field trips and excursions (Education Code 35331)
3. Expenses of students' participation in a field trip or excursion to another state, the District of Columbia or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds (Education Code 35330)
4. Student fingerprinting program, as long as the fee does not exceed the actual costs associated with the program (Education Code 32390)
5. School camp programs in outdoor science education, conservation education, or forestry operated pursuant to Education Code 8760-8774, provided that the fee is not mandatory and no student is denied the opportunity to participate for nonpayment of the fee ~~operated pursuant to Education Code 8760-8773 provided that the fee is not mandatory~~ (Education Code 35335)
6. Reimbursement for the direct cost of materials provided by the district to a student for the fabrication of nonperishable personal property the student will take home for his/her own possession and use, such as wood shop, art, or sewing projects kept by the student ~~Personal property of the district fabricated by students, as long as the cost of the property does not exceed the cost of the materials provided by the district~~ (Education Code 17551)
7. Home-to-school transportation and transportation between regular, full-time schools and regional occupational centers, programs or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student and so long as exemptions are made for indigent and disabled students (Education Code 39807.5)
8. Transportation for students to and from summer employment programs for youth (Education Code 39837)
9. Deposit for school band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries (Education Code 38120)
10. Sale or lease of Internet appliances or personal computers for the purpose of providing access to the district's educational computer network, at no more than cost, as long as the district provides network access for families who cannot afford it (Education Code 17453.1)

- ~~119.~~ Physical education uniforms provided a student's grade is not adversely affected for wearing a uniform comparable to the standardized physical education apparel (Education Code 49066)
- ~~10.~~ Rental or lease of personal property needed for district purposes, such as caps and gowns used by seniors in graduation ceremonies (Education Code 38119)
- ~~11.~~ Deposit for band instruments, music, uniforms and other regalia which school band members take on excursions to foreign countries (Education Code 38120)
12. Fees for community service classes in civic, vocational, illiteracy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the class (Education Code 51815)
13. Eye safety devices, worn in courses or activities involving the use of hazardous substances likely to cause injury to the eyes, when being sold to students and/or teachers or instructors to keep and at a price not to exceed the district's actual costs (Education Code 32033)
14. Actual cost of furnishing copies of any student's records, except that no charge shall be made for furnishing up to two transcripts or two verifications of a former student's records or for reproducing records of a student with a disability when the cost would effectively prevent the parent/guardian from exercising the right to receive the copies if he/she is a former student, up to two transcripts or two verifications of his/her various records (Education Code 49065)
- ~~15.~~ Actual costs of duplication for copies of public records (Government Code 6253)
- ~~15~~16. Actual costs of duplication for reproduction of the prospectus of school curriculum or for copies of public records (Education Code 49091.14)
- ~~16~~17. Food sold at school subject to free and reduced price meal program eligibility and other restrictions specified in law (Education Code 38084)
- ~~17~~18. As allowed in law, replacement cost or reimbursement for lost or damaged district books, supplies, or property, or for district property loaned to a student that he/she fails to return ~~Fines or reimbursements for lost or damaged district property or damage to library property~~ (Education Code 19910-19911, 48904)
- ~~18~~19. Tuition for district school attendance by an out-of-state and out-of-country resident (Education Code 48050, 48052, 52613; 8 USC 1184)
- ~~19~~20. Adult education books, materials, transportation, and classes as specified in law except that no fee may be charged for classes in elementary subjects or for which high school credit is granted when taken by a person who does not hold a high school diploma or, effective July 1, 2015, classes in English and citizenship (Education Code 52612, 60410)
- ~~20~~21. Preschool and child care and development services, in accordance with the fee schedule established by the Superintendent of Public Instruction, unless the family qualifies for subsidized services or the program is for severely disabled children and the student is eligible to enroll in it (Education Code 8263)
- ~~21~~22. Parking on school grounds (Vehicle Code 21113)

22. After School Education and Safety Programs, as long as no eligible student is denied the ability to participate because of inability to pay the fee (Education Code 8482.6)
23. ~~Fees for~~ Advanced Placement and International Baccalaureate Diploma examinations for college credits, as long as the examination is not a course requirement and the results have no impact on student grades or credits in the course (Education Code 52240, 52920)

**Regulation SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**approved: August 19, 2009 Santa Monica, California**  
**updated: June 6, 2013**





TO: BOARD OF EDUCATION

DISCUSSION

05/19/16

FROM: SANDRA LYON / JANECE L. MAEZ

RE: CONSIDER REVISING BP 3280 – SALE OR LEASE OF DISTRICT-OWNED  
REAL PROPERTY

RECOMMENDATION NO. A.05

It is recommended that the Board of Education consider revising BP 3280 – Sale or Lease of District-Owned Real Property.

COMMENTS: The policy has been updated to reflect new law (AB 86, 2013), which requires districts to first offer to sell surplus district property to a charter school that projects an in-district average daily attendance of at least 80 students, has requested to be notified of surplus property to be offered for sale or lease, and intends to use the property exclusively to provide instruction or instructional support. The policy also reflects new law (AB 308, 2013), which authorizes the State Allocation Board, under specified conditions, to reclaim funds from districts selling any property purchased, constructed, or modernized within the previous 10 years with funds received from a state school facilities funding program.

**SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY**

The Board of Education believes that the district should utilize its facilities and resources in the most economical and practical manner. To that end, the Superintendent or designee shall periodically study the current and projected use of all district facilities in order to ensure the efficient utilization of space and the effective delivery of instruction in order to maximize student learning.

Prior to the sale or lease of any surplus real property, the Board shall appoint a district advisory committee to advise the Board regarding the use or disposition of schools or school building space which is not needed for school purposes. (Education Code 17388-17389)

Upon determination that district property is no longer needed or may not be needed until some future time, the Board shall first submit a report to the local planning agency as to what real property the district intends to offer for sale or lease. Not less than 40 days after issuance of the report to the local planning agency, and prior to entering into any agreement for sale or lease of district real property, the Board shall offer to sell or lease district-owned real property in accordance with priorities and procedures specified in applicable law, including, but not limited to, (Education Code 17230, 17387-17391, 17457.5, 17464, 17485-17500; Government Code 54222, 65402)

In addition, when selling real property purchased, constructed, or modernized with funds received within the past 10 years from a school facilities funding program, the Board shall consider whether any of the proceeds from the sale will need to be returned to the State Allocation Board (SAB) pursuant to Education Code 17462.3.

~~When required by law, the Board shall appoint a district advisory committee to advise the Board in the development of policies and procedures governing the use or disposition of schools or school building space which is not needed for school purposes. (Education Code 17388)~~

**Resolution of Intention to Sell or Lease**

Before ordering the sale or lease of any real property, the Board shall adopt a resolution by a two-thirds vote of all of its members at a regular, open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

The Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting by posting copies of the resolution, signed by the Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive weeks before the meeting, in a newspaper of general circulation published in the county in which the district is located, if such a paper exists. (Education Code 17469)

In accordance with Education Code 17470, the Superintendent or designee shall take reasonable steps to provide notification to the former owners of the property of the district's intent to sell it.

## Acceptance/Rejection of Bids

At the public meeting specified in the resolution of intention to sell or lease property, the Board shall open, examine, and declare all sealed bids. Before accepting any written proposal, the Board shall call for oral bids in accordance with law.

The Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the Board determines that rejection is in the best public interest. If no proposals are submitted or the submitted proposals do not conform to all the terms and conditions specified in the resolution of intention to lease, the Board may lease the property in accordance with Education Code 17477. (Education Code 17472, 17473)

Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the Board shall finally accept the highest bid after deducting the commission, if any, to be paid to a licensed real estate broker, unless the Board accepts a higher oral bid or rejects all bids. (Education Code 17472)

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned/continued meeting held within 10 days. Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all of the terms and conditions of the contract. (Education Code 17472-17478)

## Use of Proceeds

The Superintendent or designee shall ensure that proceeds from the sale, or lease with an option to purchase, of district surplus property are used in accordance with law. (Education Code 17462; 2 CCR 1700)

Pursuant to the authorization in Education Code 17463.7 ~~Until January 1, 2012, the district may~~ expend proceeds from the sale of surplus real property, along with the proceeds from any personal property located on that real property, for any one-time general fund purpose(s). ~~Prior to exercising this authority, the Board shall certify to the State Allocation Board that:~~ (Education Code 17463.7)

1. The Board shall submit documents to the SAB certifying that:
  - a. The district has no major deferred maintenance requirements not covered by existing capital outlay resources.
  - b. The sale of real property pursuant to Education Code 17463.7 does not violate the provisions of a local bond act.
  - c. The real property is not suitable to meet projected school construction needs for the next 10 years.
2. The Superintendent or designee shall present to the Board, at a regularly scheduled meeting, a plan for expending these one-time resources. The plan shall identify the source and use of the funds and shall describe the reasons that the expenditure shall not result in ongoing fiscal obligations for the district.
1. ~~The district has no major deferred maintenance requirements not covered by existing capital outlay resources.~~

2. ~~The sale of real property pursuant to Education Code 17463.7 does not violate the provisions of a local bond act.~~
3. ~~The real property is not suitable to meet projected school construction needs for the next 10 years.~~

~~Prior to exercising this authority, the Superintendent or designee shall present to the Board, at a regularly scheduled meeting, a plan for expending these one-time resources. The plan shall identify the source and use of the funds and shall describe the reasons that the expenditure shall not result in ongoing fiscal obligations for the district. (Education Code 17463.7)Legal~~

Legal Reference:

**EDUCATION CODE**

17219-17224 Acquisition of property not utilized as school site; nonuse payments; exemptions

17230-17234 Surplus property

17385 Conveyances to and from school districts

17387-17391 Advisory committees for use of excess school facilities

17400-17429 Leasing property

17430-17447 Leasing facilities

17453 Lease of surplus district property

17455-17484 Sale or lease of real property, especially:

17457.5 Offer to charter school

17462.3 State Allocation Board program to reclaim funds

17463.7 Proceeds for general fund purposes

17485-17500 Surplus school playground (Naylor Act)

17515-17526 Joint occupancy

17527-17535 Joint use of district facilities

33050 Request for waiver

38130-38139 Civic Center Act

**GOVERNMENT CODE**

54220-54232 Surplus land, especially:

54222 Offer to sell or lease property

54950-54963 Brown Act, especially:

54952 Legislative body, definition

**PUBLIC RESOURCES CODE**

21000-21177 California Environmental Quality Act

**CODE OF REGULATIONS, TITLE 2**

1700 Definitions related to surplus property

**COURT DECISIONS**

*San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District, (2006) 139 Cal.App. 4th 1356*

Management Resources:

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

*Closing a School Best Practices Guide*

**OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS**

*Unused Site Program Handbook, May 2008*

**WEB SITES**

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

California Department of Education, School Facilities Planning Division: <http://www.cde.ca.gov/ls/fa>

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

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

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

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

**revised: August 24, 2011**

TO: BOARD OF EDUCATION

DISCUSSION

05/19/16

FROM: SANDRA LYON / JANECE L. MAEZ

RE: CONSIDER REVISING BP 3312 – CONTRACTS

DISCUSSION ITEM NO. D.06

It is recommended that the Board of Education consider revising BP 3312 – Contracts.

COMMENTS: The policy has been updated to reflect new law (AB 1584, 2014), which mandates policy when the district chooses to enter into a contract with a third party for digital storage, maintenance, or retrieval of student records. The policy also updates the section for contracts for non-nutritious foods or beverages and adds new section reflecting requirements for contracts for personal services.

**CONTRACTS**

The Governing Board recognizes its responsibility to enter into contracts on behalf of the district for the acquisition of equipment, supplies, services, and other resources necessary for the achievement of district goals. In exercising this authority to enter into a contract, the Board shall ensure that the district's interest is protected and that the terms of the contract conform to applicable legal standards, including the bidding requirements in Public Contract Code 20111.

~~Whenever state law invests the Board of Education with the power to enter into contracts on behalf of the district, the~~ The Board may, by a majority vote, delegate to the Superintendent or designee the authority to enter into contracts on behalf of the district. (Education Code 17604)

~~All contracts between the district and outside agencies shall conform to standards required by law and shall be prepared under the direction of the Superintendent or designee.~~

As a means of tracking how effective district efforts are at reaching out to historically underrepresented groups and encouraging them to submit bids, the Superintendent or designee shall monitor the fairness and diversity of bids and contracts awarded to women- and minority-owned and local business by collecting related data on vendors/contractors during the bidding process.

The Santa Monica-Malibu Unified School District has embarked on a multi-million dollar school construction facility improvement program to improve health, safety and classroom instruction ~~by the year 2013~~. In recognition that the school construction program will require a large pool of qualified contractors and in order to strengthen the local economy, the Board deems it imperative that local, small, and women- and minority-owned businesses compete for these economic opportunities. Consequently, the Board has established a 15 percent Business Outreach participation goal on district contracts. The mission of the Business Outreach Program is to increase the pool of qualified firms competing for SMMUSD bond-funded contracts and to provide information, access and technical assistance to businesses competing for the bond-funded construction and related contracts, and promote the long-term competitive capacity of certain Business Outreach firms.

When required by law, contracts and subcontracts made by the district for public works or for goods or services shall contain a nondiscrimination clause prohibiting discrimination by contractors or subcontractors. The nondiscrimination clause shall contain a provision requiring contractors and subcontractors to give written notice of their obligations to labor organizations with which they have a collective bargaining or other agreement. (Government Code 12990)

Every contract entered into on behalf of the district shall be made available for public inspection, except when the law prohibits disclosure. The district shall not enter into a contract that prohibits a ~~school~~ district employee from disparaging the goods or services of the contracting party. (Education Code 35182.5)

**Contracts for Non-Nutritious Foods or Beverages**

~~Effective July 1, 2007, the~~ The district or a district school shall not enter into or renew a contract for the sale of foods or beverages that do not meet the nutritional standards specified in Education Code 49431-49431.7, 5 CCR 1550-15501 or 15575-15578, or 7 CFR 210.11 or 220.12, or 49431.2 unless the contract specifies that such sales will occur off campus or outside

~~te time restriction specific in the applicable law. later than one-half hour after the end of the school day and/or off school premises. (Education Code 49431, 49431.2)~~

~~In accordance with the dates specified in law, the district or a district school shall not enter into or renew a contract for the sale of beverages that do not meet the nutritional standards in Education Code 49431.5 unless the contract specifies that such sales will occur later than one-half hour after the end of the school day and/or off school premises.~~

Before the district or a district school enters into or renews a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or nonnutritious food as defined in law, the Board shall ensure that the district has sufficient internal controls in place to protect the integrity of public funds and to ensure that funds raised as a result of the contract benefit public education. (Education Code 35182.5)

The Superintendent or designee shall develop the district's internal control procedures to protect the integrity of public funds. Such internal controls may include but not be limited to the following:

1. ~~Control p~~ Procedures that produce accurate and reliable financial statements and, at the same time, safeguard the assets, financial resources, and integrity of every employee responsible for handling money or property. Control systems shall be systematically evaluated and revised to keep pace with the changing responsibilities of management.
2. Procedures to ensure that district personnel do not handle cash or product at the school site. The contract shall specify that the vendor stock the machines and shall provide cash accounting, along with a check, for district proceeds directly to the control office.

In addition, the contract may specify whether contractor logos are permitted on district facilities, including but not limited to scoreboards and other equipment. If such logos are permitted, the contractor shall present the equipment to the Board as a gift. The gift may be accepted by the Board in accordance with Board policy and administrative regulation.

~~The contract~~ Any contract for the sale or advertisement of non-nutritious foods or carbonated or non-nutritious beverages shall be entered into on a competitive bid basis pursuant to Public Contract Code 20111 or through the issuance of a Request for Proposal. (Education Code 35182.5)

The Board shall not enter into or renew a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious food until parents/guardians, students, and members of the public have had an opportunity to comment on the contract at a public hearing held during a regularly scheduled board meeting or as otherwise authorized by Education Code 35182.5. The Board shall clearly, and in a manner recognizable to the general public, identify in the agenda the contract to be discussed at the meeting. (Education Code 35182.5)

The public hearing shall include but not be limited to a discussion of the nutritional value of food and beverages sold within the district; the availability of fresh fruit, vegetables, and grains in school meals and snacks, including locally grown and organic produce; the amount of fat, sugar, and additives in the food and beverages discussed; and barriers to student participation in school breakfast and lunch programs. (Education Code 35182.5)

The contract shall be accessible to the public and may not include a confidentiality clause that would prevent the district or a district school from making any part of the contract public. (Education Code 35182.5)

## **Contracts for Electronic Products or Services**

The Board shall not enter into a contract for electronic products or services that requires the dissemination of advertising to students, unless the Board: (Education Code 35182.5)

1. Enters into the contract at a noticed, public hearing of the Board.
2. Makes a finding that the electronic product or service is or would be an integral component of the education of students.
3. Makes a finding that the district cannot afford to provide the electronic product or service unless it contracts to permit dissemination of advertising to students.
4. As part of the district's normal, ongoing communication to parents/guardians, provides written notice that the advertising will be used in the classroom or other learning center.
5. Offers parents/guardians the opportunity to request in writing that their child not be exposed to the program that contains the advertising. Any request shall be honored for the school year in which it is submitted, or longer if specified, but may be withdrawn by the parents/guardians at any time.

## **Contracts for Digital Storage and Maintenance of Student Records**

The district may enter into or renew a contract with a third party for the purpose of providing services, including cloud-based services, for the digital storage, management, and retrieval of student records and/or to provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records. For these purposes, student records include any information maintained by the district that is directly related to a student and any information acquired directly from the student through the use of instructional software or applications assigned to the student by a teacher or other district employee, and do not include de-identified information. (Education Code 49073.1)

Any such contract shall contain all of the following: (Education Code 49073.1)

1. A statement that student records continue to be the property of and under the control of the district
2. If applicable, a description of the means by which students may retain possession and control of their own student-generated content, as defined in Education Code 49073.1, including options by which a student may transfer student-generated content to a personal account
3. A prohibition against the third party using any information in the student record for any purpose other than those required or specifically permitted by the contract
4. A description of the procedures by which a parent/guardian or a student age 18 years or older may review personally identifiable information in the student's records and correct erroneous information
5. A description of the actions the third party will take, including the designation and training of responsible individuals, to ensure the security and confidentiality of student records



6. A description of the procedures for notifying the affected parent/guardian, or the affected student if age 18 years or older, in the event of an unauthorized disclosure of the student's records
7. A certification that a student's records shall not be retained or available to the third party upon completion of the terms of the contract and a description of how that certification will be enforced, except that these requirements shall not apply to student-generated content if the student chooses to establish or maintain an account with the third party for the purpose of storing that content
8. A description of how the district and the third party will jointly ensure compliance with the federal Family Educational Rights and Privacy Act, 20 USC 1232g
9. A prohibition against the third party using personally identifiable information in student records to engage in targeted advertising

### **Contracts for Personal Services**

In order to achieve cost savings, the district may enter into or renew a contract for any personal service that is currently or customarily performed by classified employees, if the contract does not displace school district employees and meets other conditions specified in Education Code 45103.1. To enter into or renew such a contract, the Board shall ensure that the district meets the numerous conditions specified in Education Code 45103.1.

In addition, the district may enter into or renew any contract for personal service without meeting the conditions described above, if any of the following conditions exists: (Education Code 45103.1)

1. The contract is for new district functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.
2. The services contracted are not available within the district, cannot be performed satisfactorily by district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the district.
3. The services are incidental to a contract for the purchase or lease of real or personal property, including, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented.
4. The district's policy, administrative, or legal goals and purposes cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary district hiring process.
5. The nature of the work is such that the criteria for emergency appointments, as defined in Education Code 45103.1, apply.
6. The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the district in the location where the services are to be performed.
7. The services are of such an urgent, temporary, or occasional nature that the delay that would result from using the district's regular or ordinary hiring process would frustrate their very purpose.

Legal Reference:

**EDUCATION CODE**

200-262.4 Prohibition of discrimination on the basis of sex

14505 Provisions required in contracts for audits

17595-17606 Contracts

35182.5 Contract prohibitions

45103.1 Personal services contracts

45103.5 Contracts for management consulting service related to food service

49073.1 Contract requirements for digital storage, maintenance and retrieval of student records

49431-49431.7 Nutritional standards

**CODE OF CIVIL PROCEDURE**

685.010 Rate of interest

**GOVERNMENT CODE**

12990 Nondiscrimination and compliance employment programs

53260 Contract provision re maximum cash settlement

53262 Ratification of contracts with administrative officers

**LABOR CODE**

1775 Penalties for violations

1810-1813 Working hours

**PUBLIC CONTRACT CODE**

4100-4114 Subletting and subcontracting fair practices

7104 Contracts for excavations; discovery of hazardous waste

7106 Noncollusion affidavit

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

20104.50 Construction Progress Payments

22300 Performance retentions

**CODE OF REGULATIONS, TITLE 5**

15500 Food sales by student organizations

15501 Sales in high schools and junior high schools

15575-15578 Food and beverage requirements outside of the federal school meal programs

**UNITED STATES CODE, TITLE 20**

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX, discrimination

**CODE OF FEDERAL REGULATIONS, TITLE 7**

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

Management Resources:

**CSBA PUBLICATIONS**

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2005

**WEB SITES**

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

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

**Policy SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
adopted: November 5, 2009 Santa Monica, California**

TO: BOARD OF EDUCATION

DISCUSSION

05/19/16

FROM: SANDRA LYON / JANECE L. MAEZ

RE: CONSIDER REVISING AR 3512 – EQUIPMENT

DISCUSSION ITEM NO. D.07

It is recommended that the Board of Education consider revising AR 3512 – Equipment.

COMMENTS: The regulation has been updated to define "equipment," provide that district equipment shall be used primarily for educational purposes or other district operations, delete material on comparability of equipment, which is also addressed in BP 6171 – Title I Programs, and clarify processes for transferring equipment between work sites. The regulation also adds material related to equipment inventories, the sale or disposal of equipment, and the purchase of equipment with federal funds.

**EQUIPMENT**

District equipment shall be used primarily for educational purposes and/or to conduct district business. Employees and/or students shall use district equipment only for school-related tasks. The Superintendent or designee shall ensure that all employees, students, and other users understand the appropriate ~~that personal~~ use of district equipment ~~is prohibited~~ and that any misuse ~~a violation~~ may be cause for disciplinary action or loss of user privilege.

~~The district shall provide comparable basic equipment and supplies for all classes. When equipment cannot be supplied to every class, the Superintendent or designee shall ensure that it will be shared within and among the schools.~~

~~When school equipment is not being used by students or employees, s~~School-connected organizations may be granted reasonable use of the equipment for school-related matters as long as it does not interfere with the use by students or employees or otherwise disrupt district operations.

The Superintendent or designee ~~principal~~ shall approve the transfer of any ~~removal of~~ district ~~owned~~ equipment one work site to another and the removal of any district equipment for off-site use ~~from the school site~~. When any equipment is taken off-site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage.

**~~Transfer of Equipment to a New Site~~**

Employees transferred to another school shall take with them only those personal items that have been purchased with their own funds unless otherwise authorized by the Superintendent or designee or applicable Board policy. ~~Items paid for by the district, school-connected organizations or grants shall remain at the initial location unless the principals of both schools make special arrangements that serve the best interests of the districtwide instructional program.~~

Equipment and materials unique to a special program being moved to another site may be moved to the new location upon the approval of both principals.

The Superintendent or designee shall maintain an inventory of all equipment currently valued in excess of \$500. (Education Code 35168; 5 CCR 3946)

When equipment is unusable or is no longer needed, it may be sold, donated, or disposed of in accordance with Education Code 17540-17555 or 34 CFR 80.32, as applicable.

**Equipment Acquired by Federal Funds**

The Superintendent or designee shall obtain prior written approval from the California Department of Education or other awarding agency before purchasing equipment with federal funds.

All equipment purchased for federal programs funded through the ~~with~~ Consolidated Application pursuant to Education Code 64000-64001 ~~funds~~ shall be labeled with the name of the project, identification number and name of the district. (5 CCR 3946)

For any equipment acquired in whole or in part with federal funds, the Superintendent or designee shall develop adequate maintenance procedures to keep the property in good condition. He/she shall also develop adequate safeguards to prevent loss, damage, or theft of the property and shall investigate any loss, damage, or theft. (34 CFR 80.32)

Equipment purchased for use in a federal program shall be used in that program as long as needed, whether or not the program continues to be supported by federal funds. The equipment may be used in other activities currently or previously supported by a federal agency when such use does not interfere with the work on the project or program for which it was originally acquired or when use of the equipment is no longer needed for the original program. ~~When no longer needed for the original program, the equipment may be used in other activities currently or previously supported by a federal agency. (34 CFR 80.32)~~

~~Each principal or designee shall ensure that the following management provisions are established and maintained for equipment acquired in whole or in part with federal funds until such property is disposed: (34 CFR 80.32)~~

- ~~1. A control system shall be developed to ensure adequate safeguards to prevent loss, damage or theft of the property. Any loss, damage or theft shall be investigated.~~
- ~~2. Adequate maintenance procedures shall be developed to keep the property in good condition.~~

~~If equipment is used for a purpose other than that for which it was originally purchased, the inventory shall include a dated statement justifying its current use.~~

Legal Reference:

EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

17605 Delegation of authority to purchase supplies and equipment

35160 Authority of governing boards

35168 Inventory of equipment

64000-64001 Consolidated application process

CODE OF REGULATIONS, TITLE 5

3946 Control, safeguards, disposal of equipment purchased with state and federal consolidated application funds

4424 Comparability of services

16023 Class 1 - Permanent records

UNITED STATES CODE, TITLE 20

6321 Fiscal requirements

CODE OF FEDERAL REGULATIONS, TITLE 34

80.1-80.52 Uniform administration requirements for grants to state and local governments

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

OFFICE OF MANAGEMENT AND BUDGET PUBLICATIONS

Cost Principles for State, Local, and Indian Tribal Governments, OMB Circular A-87

WEB SITES

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

Office of Management and Budget: <https://www.whitehouse.gov/omb>

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



TO: BOARD OF EDUCATION

DISCUSSION

05/19/16

FROM: SANDRA LYON / JANECE L. MAEZ

RE: CONSIDER REVISING BP 3513.3 – TOBACCO-FREE SCHOOLS

RECOMMENDATION NO. A.08

It is recommended that the Board of Education consider revising BP 3513.3 – Tobacco-Free Schools.

COMMENTS: The revised policy expands the list of prohibited products to include electronic hookahs and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products. The policy also deletes the option for districts not receiving Tobacco Use Prevention Education (TUPE) funds to allow smoking outside on school or district grounds or in designated employee breakrooms, although non-TUPE districts may continue to adopt such policy language at their discretion.

**TOBACCO-FREE SCHOOLS**

The Board of Education recognizes the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. The Board of Education also recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)

This prohibition applies to all employees, students and visitors at any instructional program, activity or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products. ~~and nicotine delivery devices such as electronic cigarettes. Exceptions may be made for the use or possession of prescription nicotine products. (Education Code 48900.)~~

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (Health and Safety Code 104495)

Legal Reference:**EDUCATION CODE**

48900 Grounds for suspension/expulsion

48901 Prohibition against tobacco use by students

**HEALTH AND SAFETY CODE**

39002 Control of air pollution from nonvehicular sources

104350-104495 Tobacco use prevention, especially:

104495 Prohibition of smoking and tobacco waste on playgrounds

119405 Unlawful to sell or furnish electronic cigarettes to minors

**LABOR CODE**

3300 Employer, definition

6304 Safe and healthful workplace

6404.5 Occupational safety and health; use of tobacco products

**UNITED STATES CODE, TITLE 20**



6083 Nonsmoking policy for children's services  
7100-7117 Safe and Drug Free Schools and Communities Act  
CODE OF FEDERAL REGULATIONS, TITLE 21  
1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors  
PERB RULINGS

Eureka Teachers Assn. v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)  
CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB  
Order #750 (13 PERC 20147)

Management Resources:

WEB SITES

California Department of Education, Alcohol, Tobacco and Other Drug Prevention: <http://www.cde.ca.gov/ls/he/at>

California Department of Education, Tobacco-Free School District Certification:

<http://www.cde.ca.gov/ls/he/at/tobaccofreecert.asp>

California Department of Public Health, Tobacco Control: <http://www.cdph.ca.gov/programs/tobacco>

Occupational Safety and Health Standards Board: <http://www.dir.ca.gov/OSHSB/oshsb.html>

U.S. Environmental Protection Agency: <http://www.epa.gov>

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

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

**revised: September 8, 2011**



TO: BOARD OF EDUCATION

DISCUSSION

05/19/16

FROM: SANDRA LYON / JANECE L. MAEZ / LIZ POWELL

RE: CONSIDER REVISING BP & AR 3551 – FOOD SERVICE OPERATIONS / CAFETERIA FUND

DISCUSSION ITEM NO. D.09

It is recommended that the Board of Education consider revising BP and AR 3551 - Food Service Operations / Cafeteria Fund.

COMMENTS: The policy has been updated to (1) clarify the requirement for districts participating in the National School Lunch and/or Breakfast Program to ensure that appropriate personnel receive annual training on administrative practices, (2) reflect the U.S. Department of Agriculture's guidance on indirect costs, and (3) add a new section on "Program Monitoring and Evaluation," reflecting new state Administrative Review process.

The regulation has been updated to (1) provide for the use of an alternative tracking system when a student reports an excessive number of lost or stolen meal tickets, (2) add measures to prevent potential identity theft in food services accounts, (3) reflect new law (AB 86), which repealed the law authorizing the establishment of a cafeteria equipment reserve fund, and (4) add material on indirect costs and on limitations for net cash resources in the nonprofit school food service.

**FOOD SERVICE OPERATIONS / CAFETERIA FUND**

The Board of Education intends that, ~~insofar as possible,~~ school food services shall be a self-supporting, nonprofit program. To ensure program quality and increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of food and supplies, the planning of menus, and the auditing of all food service accounts for the district.

The Superintendent or designee shall ensure that all food services administrators and personnel possess appropriate qualifications and receive ongoing professional development related to the effective management and implementation of the district's food services program.

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by the California Department of Education (CDE). (42 USC 1776)

**Meal Sales**

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

The Superintendent or designee shall recommend meal prices, based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760, for students and nonstudents for approval by the Board.

Students who are enrolled in the free or reduced-price meal programs shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation.

Meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are on campus for a legitimate purpose. ~~In addition, meals may be sold to other individuals and organizations who are on campus during meal times for a legitimate purpose, such as classroom volunteers, parents/guardians, or student siblings.~~

Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture commodities. Program financial reports shall be presented regularly to the Board.

**Cafeteria Fund**

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

**Contracts with Outside Services/Providers**

With Board approval, the district may enter into a contract for food service consulting services or food service management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

## **Program Monitoring and Evaluation**

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by the CDE to ensure compliance of the district's food service program with federal requirements related to maintenance of the nonprofit school food service account, paid lunch equity, revenue from nonprogram goods, indirect costs, and USDA foods.

### Legal Reference:

#### EDUCATION CODE

38080-38086 Cafeteria, establishment and use  
38090-38095 Cafeterias, funds and accounts  
38100-38103 Cafeterias, allocation of charges  
42646 Alternate payroll procedure  
45103.5 Contracts for management consulting services; restrictions  
49490-49493 School breakfast and lunch programs  
49500-49505 School meals  
49554 Contract for services

#### HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

#### CODE OF REGULATIONS, TITLE 5

15550-15565 School lunch and breakfast programs

#### UNITED STATES CODE, TITLE 42

1751-1769j School lunch programs

1771-1791 Child nutrition, including:

1773 School breakfast program

#### CODE OF FEDERAL REGULATIONS, TITLE 2

225 Cost Principles for State, Local, and Indian Tribal Governments

#### CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

250.1-250.70 USDA foods

### Management Resources:

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Food Distribution Program Administrative Manual

Cafeteria Funds--Allowable Uses, Management Bulletin NSD-SNP-07-2013, May 2013

Paid Lunch Equity Requirement, Management Bulletin USDA-SNP-16-2012, October 2012

Storage and Inventory Management of United States Department of Agriculture (USDA) Donated Foods, Management Bulletin USDA-FDP-02-2010, August 2010

Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs; and the Handling of Unpaid Meal Charges, Management Bulletin USDA-SNP-01-2008, February 2008

Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, Management Bulletin 00-111, July 2000

#### U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Financial Management of the School Meal Programs, Correspondence, August 30, 2013

Indirect Costs: Guidance for State Agencies and School Food Authorities, 2011

#### U.S. DEPARTMENT OF EDUCATION GUIDANCE

FAQs About School Meals

#### WEB SITES

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California School Nutrition Association: <http://www.calsna.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

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

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

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

**revised: October 6, 2011**

**FOOD SERVICE OPERATIONS / CAFETERIA FUND****Payments for Meals**

With the exception of students who are eligible to receive meals at no cost, students or their parents/guardians may pay on a per-meal basis or may submit payments in advance. The Superintendent or designee shall maintain a system for accurately recording ~~an account indicating payments received~~ and tracking meals provided to each student ~~from each student or his/her parents/guardians for the purchase of school meals.~~

At the beginning of the school year, parents/guardians shall be notified of the district's meal payment policies and encouraged to prepay for meals whenever possible.

The food and nutrition services policy for feeding students who come to the cafeteria without money is as follows:

1. Students who are new or who require district assistance are to be fed a full meal for the first three days and marked as paid on the daily sales worksheet
2. Parents/guardians who prepay will receive a written notice when the number of meals available reaches five or cash equivalent. Only one notice will be sent as a reminder. The notice will be sent by the school office.
3. Students will be allowed to owe for only three consecutive complete meals, a value not to exceed the cash equivalent of three full price meals.
4. If a child comes through the serving line without money, the cafeteria lead will issue a notice to the school office. The school office will send this notice to the parent.
5. If a child does not have money and has exceeded his/her three meal credit, a partial meal will be offered to the student. The partial meal will be a nutritionally adequate meal consisting of a cheese sandwich and nonfat milk. A written reminder notice will be sent home with the child on the first day when a partial meal is served. The notice will be sent by the school office.
6. A negative balance report will be printed on a weekly basis and sent to the school office. The school office staff will send a letter or contact all parents/guardians on the list. The school office staff will remind parents of the balance due and the fact that their child may be receiving a partial meal.
7. Meal credits and cash balances may be transferred between household members only.

Unless otherwise agreed upon with the school office or school PTA, parents/guardians are solely responsible for ensuring that their child's account is active and not negative status.

There is no credit or partial meal service for secondary students.

**Reimbursement Claims**

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free, reduced-price, and full-price meals. The Superintendent

or designee shall submit reimbursement claims for school meals to the California Department of Education (CDE) using the online Child Nutrition Information and Payment System.

### **Cafeteria Fund**

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. The income and expenditures of any cafeteria revolving account established by the Board of Education shall be recorded as income and expenditures of the cafeteria fund. (Education Code 38090, 38091, 38092)

The cafeteria fund shall be used only for Board-authorized expenditures necessary for the operation of school cafeterias as defined in the California School Accounting Manual or appropriately reported to the California Department of Education. (Education Code 38091, 38101)

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis. (Education Code 38101)

Net cash resources in the nonprofit school food service shall not exceed three months average expenditures. (2 CFR 210.14)

Any funds derived from the sale of cafeteria food and deposited in a Board-established cafeteria equipment reserve shall be used only for the purchase, lease, maintenance, or replacement of cafeteria equipment. (Education Code 38102)

### **Contracts with Outside Services/Providers**

The term of any contract for management consulting services related to food services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its food services, including prices to be charged to students for meals, and shall monitor the food service operation through periodic on-site visits. The district shall not enter into a contract with a food service company to provide a la carte food services only, unless the company agrees to offer free, reduced-price, and full-price reimbursable meals to all eligible students. (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

A contract for food service management consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. (Education Code 45103.5)

Health criteria established by the district for classified staff shall be applicable to all persons providing food service management consulting services. (Education Code 45103.5)

**Regulation SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**approved: August 19, 2009 Santa Monica, California**  
**revised: September 22, 2011**





TO: BOARD OF EDUCATION

DISCUSSION

05/19/16

FROM: SANDRA LYON / JANECE L. MAEZ / LIZ POWELL

RE: CONSIDER REVISING AR 3554 – OTHER FOOD SALES

DISCUSSION ITEM NO. D.10

It is recommended that the Board of Education consider revising AR 3554 – Other Food Sales.

COMMENTS: The mandated regulation has been updated to reflect new law (AB 626) addressing the circumstances under which foods and beverages that do not comply with state nutrition standards may be sold outside of the district's food services program. The regulation also reflects new federal regulations (78 Fed. Reg. 125) applicable to districts participating in the National School Lunch and/or Breakfast Program, which, effective July 1, 2014, require all foods sold on campus at any time of the school day to comply with applicable nutrition standards.

## OTHER FOOD SALES

Requirements for Schools Participating in Federal Meal Program Nutritional Standards for Foods and Beverages

~~Food and beverage sales outside the district's food service program shall comply with applicable nutritional standards specified in Education Code 49431, 49431.2, 49431.5, and 49431.7 and 5 CCR 15575-15578.~~

For any district school participating in the National School Lunch and/or Breakfast Program, food and beverage sales conducted outside the district's food service program on school campuses during the school day shall comply with applicable nutritional standards specified in 7 CFR 210.11 and 220.12 or with state nutrition standards in Education Code 49431-49431.7 and 5 CCR 15500-15501 and 15575-15578, whichever rule is stricter.

These standards shall apply to all competitive foods and beverages sold from midnight before the school day to one-half hour after the end of the school day. (7 CFR 210.11)

In a school with any of grades K-8 that is participating in the National School Lunch and/or Breakfast Program, the Superintendent or designee shall not permit the sale of foods by a student organization except when all of the following conditions are met: (5 CCR 15500)

1. The student organization sells only one food item per sale.
2. The specific nutritious food item is approved by the Superintendent or designee in accordance with Board policy.
3. The sale does not begin until after the close of the regularly scheduled midday food service period.
4. The sale during the regular school day is not of food items prepared on the premises.
5. There are no more than four such sales per year per school.
6. The food sold is not one sold in the district's food service program at that school during that school day.

At an elementary school, the sale of foods or beverages that do not comply with the standards in Education Code 49431 and 49431.5 may be permitted, as part of a fundraising event, only when the items are sold by students of the school and the sale meets either of the following conditions: (Education Code 49431, 49431.5)

1. It takes place off and away from school premises.
2. It takes place at least one-half hour after the end of the school day.

In any middle or high school, a student organization may be approved to sell food items during or after the school day if all of the following conditions are met: (5 CCR 15501)

1. Only one student organization conducts a food sale on a given school day and the organization sells no more than three types of food or beverage items, except that up to

four days during the school year may be designated on which any number of organizations may conduct the sale of any food items.

2. The specific nutritious food items are approved by the Superintendent or designee in accordance with Board policy.
3. Food items sold during the regular school day are not prepared on the premises.
4. The food items sold are not those sold in the district's food service program at that school during that school day.

At a middle, junior high, or high school, the sale of food items that do not comply with the standards in Education Code 49431.2 may be permitted in any of the following circumstances: (Education Code 49431.2)

1. The sale takes place off and away from school premises.
2. The sale takes place on school premises at least one-half hour after the end of the school day.
3. The sale occurs during a school-sponsored student activity after the end of the school day.

Beverage sales that do not comply with the standards in Education Code 49431.5 may be permitted at a middle or junior high school as part of a school event under either of the following circumstances: (Education Code 49431.5)

1. The sale occurs during a school-sponsored event and takes place at the location of the event at least one-half hour after the end of the school day.
2. Vending machines, student stores, and cafeterias are used later than one-half hour after the end of the school day.

#### **~~Additional Requirements for Schools Participating in the National School Lunch or Breakfast Program~~**

~~The sale of foods outside of the district's food service program during meal periods in food service areas shall be allowed only if all income from the sale, including the sale of approved foods or drinks from vending machines, accrues to the benefit of the school, the school food service program, or the student organization(s) sponsoring the sale. (7 CFR 210.11, 220.12)~~

~~No foods of minimal nutritional value, as listed in 7 CFR 210, Appendix B, and 7 CFR 220, Appendix B, shall be sold in food service areas during breakfast and lunch periods. (7 CFR 210.11, 220.12)~~

~~In a school with any of grades K-8 that is participating in the National School Lunch and/or Breakfast Program, the Superintendent or designee shall not permit the sale of foods by a student organization except when all of the following conditions are met: (5 CCR 15500)~~

- ~~1. The student organization shall sell only one food item per sale.~~
- ~~2. The specific nutritious food item is approved by the Superintendent or designee.~~
- ~~3. The sale does not begin until after the close of the regularly scheduled midday food service period.~~

4. ~~The sale during the regular school day is not of food items prepared on the premises.~~
5. ~~There are no more than four such sales per year per school.~~
6. ~~The food sold is a dessert-type food, such as pastry, ice cream, or fruit.~~
7. ~~The food sold is not one sold in the district's food service program at that school during that school day.~~

~~In high schools, a student organization may be approved to sell food items during or after the school day if all of the following conditions are met: (5 CCR 15501)~~

1. ~~Only one student organization conducts a food sale on a given school day and the organization sells no more than three types of food or beverage items, except that up to four days during the school year may be designated on which any number of organizations may conduct the sale of any food items.~~
2. ~~The specific nutritious food items are approved by the Superintendent or designee.~~
3. ~~Food items sold during the regular school day are not prepared on the premises.~~
4. ~~The food items sold are not those sold in the district's food service program at that school during that school day.~~

**Regulation  
approved: August 19, 2009**

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

TO: BOARD OF EDUCATION

DISCUSSION

05/19/16

FROM: SANDRA LYON / TERRY DELORIA /

RE: CONSIDER REVISING BP 5147 – DROPOUT PREVENTION

DISCUSSION ITEM NO. D.11

It is recommended that the Board of Education consider revising BP 5147 – Dropout Prevention.

COMMENTS: The policy has been updated to reflect new law (AB 97, 2013), which eliminates the Pupil Retention Block Grant. The policy also adds material on (1) efforts that support regular school attendance for all students, (2) use of student assessment results and/or teacher evaluations to identify students at risk of dropping out, (3) dropout prevention, intervention and recovery strategies, and (4) indicators for measuring student engagement.

**DROPOUT PREVENTION**

The Governing Board expects all students to remain in school until graduation in order to acquire critical knowledge and skills and be prepared for postsecondary education and/or employment. The Superintendent or designee shall identify factors that impede student success in school and shall implement integrated, systemic support and strategies that address dropout prevention and promote timely intervention and recovery.

The Superintendent or designee, in collaboration with community agencies and organizations as appropriate, shall develop districtwide and schoolwide strategies that support regular school attendance for all students. Dropout prevention strategies shall include efforts to provide a safe and positive learning environment that engages and motivates students, encourages students' connectedness to the schools, offers meaningful educational opportunities, and promotes student health and well-being.

~~The Board of Education recognizes that regular school attendance is critical to student learning and achievement. The Board desires to provide a learning environment that engages students, helps them become self-motivated, encourages regular attendance, and enables them to meet district standards and to graduate.~~

In addition, the Superintendent or designee shall develop strategies to identify and serve students at all grade levels who are at risk of dropping out of school. Students may be identified on the basis of indicators such as frequent absenteeism, truancy, or tardiness; below-grade-level achievement; or personal, social, health, or economic concerns that may make a student more likely to drop out of school. The strategies may be incorporated into the district's local control and accountability plan and linked to district goals for student engagement, school climate, and student achievement.

Strategies to support students at risk of dropping out of school may include, but are not limited to:

1. Meetings and/or home visits with the student and parent/guardian to identify and address barriers to the student's success and inform them of the state's compulsory education law
2. Individualized instruction that responds to the needs and unique learning styles of students
3. Supplemental instruction during or outside the school day that is designed to help students overcome academic deficiencies
4. Enrollment in alternative or specialized educational programs
5. Assistance locating employment or work-based learning opportunities which link classroom learning with real-world experiences
6. Academic guidance and personal counseling services
7. Referral to a student success team, school attendance review board, or other team that addresses persistent attendance problems
8. Referral to school and/or community support services, such as a student assistance

program, health services, social services, a substance abuse program, and other resources

9. Continued monitoring of student attendance

10. Employment of qualified outreach consultants to perform duties related to dropout identification, prevention, intervention, and recovery as assigned

The Superintendent or designee shall ensure that employees are trained to support at-risk students and are prepared to implement intervention strategies or to make appropriate referrals to support services.

When a student leaves school prior to the end of a school year, or when a student successfully completed the prior school year but did not begin attending the next grade or school that he/she was expected to attend or had pre-registered to attend, the Superintendent or designee shall make efforts to determine whether the student has dropped out or has transferred to another educational setting. The Superintendent or designee may contact the student's parents/guardians to verify school enrollment and, if necessary, shall implement intervention and recovery efforts.

~~The school site council at each school shall develop a comprehensive school plan for student retention in accordance with law, Board policy, and administrative regulation. The plan shall be designed to help reduce student absenteeism and dropout rates and to improve student achievement.~~

### **Outreach Consultants**

~~The Superintendent or designee shall ensure that eligible schools have outreach consultants to help meet the needs of at-risk students.~~

~~Priority shall be given to placing outreach consultants in schools that have at least 50 percent of students eligible for the federal free and reduced price lunch program and that are eligible for Title I funds pursuant to 20 USC 6301-6322. (Education Code 41506)~~

~~Outreach consultants shall: (Education Code 52890)~~

- ~~1. If hired after January 1, 2004, possess a Dropout Prevention Specialist Certificate from a California State University or enroll in a Dropout Prevention Specialist Certificate program within 90 days of the date of hire~~
- ~~2. Demonstrate knowledge of local alternative educational programs and employ those programs to respond to the differential needs and unique learning styles of students~~
- ~~3. Demonstrate knowledge of local community agencies and community programs to recruit those agencies and programs to assist in the physical or psychological remediation of students~~
- ~~4. Utilize local school programs, options, and opportunities to assist students in locating, securing, or retaining employment~~
- ~~5. Utilize techniques that enhance interpersonal communication, self-understanding, self-disclosure, and depth-level sharing~~
- ~~6. Employ appropriate methods to create circumstances necessary so that change is permitted and encouraged in individuals, programs, and institutions~~

7. ~~Be responsible for supervising, instructing, conducting negotiations with, and advising students and adults~~

Legal Reference:

EDUCATION CODE

35160 Authority of governing board  
48200 Compulsory education  
48260-48273 Truancy  
48400-48403 Compulsory continuation education  
48430-48438 Continuation education  
48660-48666 Community day schools  
49600-49604 Educational counseling  
51260-51269 Gang and substance abuse prevention curriculum  
51745-51749.3 Independent study  
52060-52077 Local control and accountability plan  
52300-52334 Regional occupational centers and programs  
52890 Qualifications and duties of outreach consultants  
54690-54697 Partnership academies  
60900-60901 California Longitudinal Pupil Achievement Data System  
64000-64001 Single plan for student achievement  
WELFARE AND INSTITUTIONS CODE  
18986.40-18986.46 Interagency children's services programs  
UNITED STATES CODE, TITLE 20  
6301-6322 Title I programs

Management Resources:

CSBA PUBLICATIONS

California High School Graduation and Dropout Rates, Fact Sheet, May 2013

WEB SITES

CSBA: <http://www.csba.org>  
California Department of Education: <http://www.cde.ca.gov>  
California Dropout Research Project: <http://www.cdrrp.ucsb.edu>  
California Student Assistance Program Resource Center: <http://www.casapresources.org>  
National Dropout Prevention Center: <http://www.dropoutprevention.org>  
U.S. Department of Education: <http://www.ed.gov>

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



TO: BOARD OF EDUCATION

DISCUSSION

05/19/16

FROM: SANDRA LYON / TERRY DELORIA

RE: CONSIDER DELETING BP 5149 – AT-RISK STUDENTS

DISCUSSION ITEM NO. D.12

It is recommended that the Board of Education consider deleting BP 5149 – At-Risk Students.

COMMENTS: The policy is being deleted and key concepts are being incorporated into BP 5147 – Dropout Prevention.

**AT-RISK STUDENTS**

The Board of Education recognizes that personal, social, health, and economic circumstances of children and families sometimes place students at risk of school failure. The Board believes, however, that each student can succeed in meeting district academic standards with appropriate educational programs and support services.

District assessments and ongoing classroom evaluations shall be used to identify students performing below grade-level or at risk of failing to meet district standards. The Superintendent or designee shall develop strategies to address the needs of at-risk students, which may include but are not limited to instructional strategies responsive to the needs of individual students, provision of supplemental instruction outside the regular school day, provision of effective support services, parent involvement, and/or enrollment in an alternative program.

The Superintendent or designee shall ensure that employees are trained to support students and are prepared to implement intervention strategies as needed or to make appropriate referrals.

The Superintendent or designee shall establish a student assistance program to help coordinate the district's learning support programs including education, prevention, early identification, intervention, referral, and support services, into an integrated delivery system.

The district's program for at-risk students shall emphasize coordination between site, district, and community-based programs in order to ensure effective implementation and shared accountability.

Legal Reference:EDUCATION CODE~~8800-8807 Healthy Start support services for children~~~~11500-11506 Programs to encourage parent involvement~~~~35160 Authority of governing boards~~~~35183 Gang-related apparel~~~~41505-41508 Pupil Retention Block Grant~~~~41510-41514 School Safety Consolidated Competitive Grant~~~~44049 Report of alcohol or controlled substance abuse~~~~48260-48273 Truancy~~~~48400-48454 Continuation education~~~~48660-48666 Community day schools~~~~49400-49409 Student health~~~~49450-49457 Physical examinations of students~~~~49600-49604 Educational counseling~~~~51266-51266.5 Gang and substance abuse prevention curriculum~~~~51268 Collaboration re drug, alcohol and tobacco prevention~~~~51745-51749.3 Independent study programs~~~~52200-52212 Gifted and Talented Pupil Program~~~~52800-52887 School-Based Program Coordination Act~~EDUCATION CODE (continued)~~54400-54425 Programs for disadvantaged children~~~~54440-54445 Migrant children~~~~54740-54749.5 California School Age Families~~~~56000-56001 Special education programs~~~~56302 Identification and assessment of needs for individuals with disabilities~~REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS~~52014 Inclusion of activities in plan~~~~52015 Components of plan~~

~~54685-54686.2 Early Intervention for School Success Program~~  
~~HEALTH AND SAFETY CODE~~  
~~11802 Joint school-community alcohol abuse primary education and prevention program~~  
~~120325-120380 Immunizations~~  
~~121475-121520 Tuberculosis tests for students~~  
~~124025-124110 Child health and disability prevention program~~  
~~PENAL CODE~~  
~~11164-11174.3 Child abuse and neglect reporting~~  
~~WELFARE AND INSTITUTIONS CODE~~  
~~4343-4360 Primary intervention programs - mental health~~  
~~4370-4390 School-based early mental health intervention and prevention~~  
~~18975-18979 Child abuse prevention training~~  
~~18986.40-18986.46 Interagency children's services programs~~  
~~CODE OF REGULATIONS, TITLE 5~~  
~~11900-11935 Healthy Start program~~  
~~UNITED STATES CODE, TITLE 20~~  
~~6301-6578 Title I programs~~

Management Resources:

WEB SITES

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

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



TO: BOARD OF EDUCATION

DISCUSSION

05/19/16

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

RE: CONSIDER REVISING BP 6142.91 – READING / LANGUAGE ARTS  
INSTRUCTION

DISCUSSION ITEM NO. D.13

It is recommended that the Board of Education consider revising BP 6142.91 – Reading / Language Arts Instruction.

COMMENTS: The policy has been updated to align the district's reading/language arts program with Common Core State Standards for English language arts. In addition, material related to the Professional Development Block Grant, the Math and Reading Professional Development Block Grant, and the intensive reading program for grades K-4 funded through the Pupil Retention Block Grant has been deleted, since new law (AB 97) redirects funding for those programs into the LCFF.

## READING AND LANGUAGE ARTS INSTRUCTION

The Board of Education recognizes that reading and other language arts constitute the basic foundation for learning in other areas of study. Students should develop an appreciation for literature and for reading as a means to acquire knowledge. They also should develop oral and written language skills that enable them to effectively communicate with others.

The Board desires to offer a comprehensive, balanced reading/language arts program that ensures all students have the skills necessary to read fluently and for meaning. The program shall integrate reading, writing, speaking, and listening activities in order to build effective communication skills.

For each grade level, the Board shall adopt academic standards in reading, speaking, and writing, including spelling and grammar, that meet or exceed state standards. The district's program also shall be aligned with the state framework for reading/language arts instruction that meet or exceed Common Core State Standards in the following strands:

1. Reading: Foundational skills, text complexity and analysis, and the growth of comprehension
2. Writing: Text types, responding to reading, production and distribution of writings, and research
3. Speaking and listening: Oral language development, comprehension, flexible communication, and collaboration
4. Language: Conventions, effective use, knowledge of language, and vocabulary

Teachers are ~~encouraged~~ to use a variety of instructional strategies to accommodate the needs of beginning readers and the varying abilities of more advanced readers. The program shall provide ongoing diagnosis of students' skills and, as needed, may provide supplementary instruction during the school day and/or outside the regular school session to assist students who are experiencing difficulty learning to read.

The Superintendent or designee shall provide professional development opportunities that are designed to provide instructional staff with knowledge about how students develop language skills, the ability to analyze students' developing literacy levels, and mastery of the ability to draw from a variety of instructional strategies and materials.

The Superintendent or designee shall ensure that the district's reading/language arts program offers sufficient access to standards-aligned textbooks and other instructional materials of varying levels of difficulty, including fiction and nonfiction works, so that students are continually reading at an appropriate level. In addition, technology should be available to support all areas of literacy.

The Superintendent or designee shall regularly provide the Board with data from state and district reading assessments and program evaluations to enable the Board to monitor program effectiveness.

### Grades K-3

~~The goal of the district's early literacy program shall be to ensure that students are able to read~~

fluently and at grade level by the end of third grade. To reach this goal, the Superintendent or designee shall design a balanced and comprehensive reading/language arts program with the following components:

1. Explicit skill development for beginning readers that includes phonemic awareness, phonics and decoding skills, and sufficient practice and repetition of these skills
2. A strong literature, language, and comprehension program that includes a balance of oral and written language
3. Ongoing diagnosis of students' skills
4. An early intervention program that provides assistance to students at risk of reading failure

### **Grades 4-12**

The Board recognizes that reading/language arts instruction is an integral component of the curriculum at all grade levels. Continuous progress in fluency and comprehension shall be the goal of reading/language arts instruction in grades 4-12.

The program in these grades shall promote reading for subject matter comprehension, developing understanding of progressively more advanced reading material, analyzing and discussing a variety of reading materials, increasing the frequency of reading, developing more complex writing skills with attention to composition and vocabulary, and developing other communications skills.

When students in these grades do not have fully developed reading/language arts skills, the Superintendent or designee shall make resources available to assist them in reaching a reading level sufficient to meet the demands of grade-level material. Staff at all grade levels and in every subject shall take responsibility for supporting and expanding students' literacy skills.

### **Supplementary Reading Instruction for Grades K-4**

When state funding is available, the Board may offer students in grades K-4 increased instructional opportunities before or after school and/or outside the regular school session to assist those students who are experiencing difficulty learning to read and to increase the reading skills and reading enjoyment of all students.

#### Legal Reference:

##### **EDUCATION CODE**

41505-41508 Pupil Retention Block Grant

41530-41532 Professional Development Block Grant

44277 Professional growth activities

44735 Teaching as a Priority Block Grant

44755-44757.5 Teacher Reading Instruction Development Program, K-3

51210 Areas of study, grades 1-6

51220 Areas of study, grades 7-12

51700-51702 Reading First

53000-53006 Comprehensive Reading Leadership Program

60119 Sufficiency of textbooks and instructional materials

60200.4 Fundamental skills

60350-60352 Core reading program instructional materials

60605 State-adopted content and performance standards in core curricular areas

99220-99221 California Reading Professional Development Institutes

99230-99242 Mathematics and Reading Professional Development Program (AB 466 trainings)

**REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS**

53025-53032 *Intensive reading program for grades K-4*  
CODE OF REGULATIONS, TITLE 5  
9535 *Purchase of nonadopted core reading program instructional materials*  
11980-11985 *Mathematics and Reading Professional Development Program (AB 466 trainings)*  
11991-11991.2 *Reading First achievement index*  
UNITED STATES CODE, TITLE 20  
6361-6368 *Reading First Program*  
6371-6376 *Early Reading First Program*  
6381-6381k *Even Start Family Literacy Program*  
6383 *Improving literacy through school libraries*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS  
*Every Child a Reader, 1995*  
*English-Language Arts Framework for California Public Schools*  
*English-Language Arts Content Standards for California Public Schools, Kindergarten Through Grade Twelve*  
*Recommended Literature: Kindergarten Through Grade Twelve*  
U.S. DEPARTMENT OF EDUCATION GUIDANCE  
*Guidance for the Reading First Program, April 2002*  
WEB SITES  
CSBA: <http://www.csba.org>  
California Department of Education, Reading/Language Arts: <http://www.cde.ca.gov/pd/ca/rl>  
U.S. Department of Education: <http://www.ed.gov>

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



TO: BOARD OF EDUCATION

DISCUSSION

05/19/16

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

RE: CONSIDER REVISING BP 6142.94 – HISTORY-SOCIAL SCIENCE  
INSTRUCTION

DISCUSSION ITEM NO. D.14

It is recommended that the Board of Education consider revising BP 6142.94 – History-Social Science Instruction.

COMMENTS: The policy has been updated to delete the reference to the Standardized Testing and Reporting program. AB 484 (Ch. 489, Statutes of 2013) amended Education Code 60640-60649 to transition from the Standardized Testing and Reporting program to the California Assessment of Student Performance and Progress. Currently, the CASPP does not include an assessment of history-social science performance, but such an assessment may be added in the future. Other state, national, and district assessments also may provide data on history-social science performance that may be used to evaluate the effectiveness of the district's instructional program.

**HISTORY-SOCIAL SCIENCE INSTRUCTION**

The Board of Education believes that the study of history and other social sciences is essential to prepare students to engage in responsible citizenship, comprehend complex global interrelationships, and understand the vital connections among the past, present, and future. The district's history-social science education program shall be designed to develop students' knowledge of historical events within a chronological and geographic context and shall include, at appropriate grade levels, instruction in American and world history, geography, economics, political science, anthropology, psychology, and sociology.

The Board shall adopt academic standards for history-social science which meet or exceed state content standards and describe the knowledge and skills that students shall be expected to achieve at each grade level.

The Superintendent or designee shall develop a comprehensive, sequential curriculum that is aligned with the district standards and is consistent with the state's curriculum framework. At each grade level, the curriculum shall integrate age-appropriate instruction designed to develop student achievement in the following areas:

1. Knowledge and cultural understanding, including historical, ethical, cultural, geographic, economic, and sociopolitical literacy
2. Democratic understanding and civic values, including an understanding of national identity; constitutional heritage; and an individual's civic values, rights, and responsibilities
3. Skills attainment and social participation, including basic study skills, critical thinking skills, and participation skills that are essential for effective citizenship

The district's history-social science curriculum shall include a multicultural education component which is designed to teach students to respect and appreciate cultural diversity and different points of view while also developing their understanding of commonalities and collective experiences. The curriculum shall reflect the experiences of men and women and of various cultural, ethnic, racial, religious, and social groups and their contributions to the history, life, and culture of the local community, California, the United States, and other nations.

The Board shall adopt standards-aligned instructional materials for history-social science in accordance with applicable law, Board policy, and administrative regulation. In addition, teachers are encouraged to supplement the curriculum through the use of biographies, original documents, diaries, letters, legends, speeches, other narrative artifacts, and literature from and about the period being studied.

The Superintendent or designee shall provide a standards-based professional development program designed to increase teachers' knowledge of adopted instructional materials and instructional strategies for teaching history-social science.

The Superintendent or designee shall regularly evaluate and report to the Board regarding the implementation and effectiveness of the history-social science curriculum at each grade level, including, but not limited to, the extent to which the program is aligned with state standards, ~~test results from the Standardized Testing and Reporting Program at~~ any applicable student assessment results, ~~grade levels~~, and feedback from students, parents/guardians, and staff regarding the program.

Legal Reference:

EDUCATION CODE

33540 History-social science curriculum framework  
51204 Course of study designed for student's needs  
51204.5 History of California; contributions of men, women, and ethnic groups  
51210 Course of study, grades 1-6  
51220 Course of study, grades 7-12  
51220.2 Instruction in legal system; teen or peer court programs  
51221 Social science course of study, inclusion of instruction in use of natural resources  
51221.3-51221.4 Instruction on World War II and Vietnam War; use of oral histories  
51225.3 High school graduation requirements  
60040-60051 Criteria for instructional materials  
60119 Public hearing on the sufficiency of instructional materials  
60200-60206 Instructional materials, grades K-8  
60400-60411 Instructional materials, grades 9-12  
60420-60424 Instructional Materials Funding Realignment Program  
60640-60649 Standardized Testing and Reporting Program  
99200-99206 Subject matter projects

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

History-Social Science Framework for California Public Schools, Kindergarten Through Grade Twelve, rev. 2005

Model Curriculum for Human Rights and Genocide, 2000

History-Social Science Content Standards for California Public Schools, Kindergarten Through Grade Twelve, October 1998

WEB SITES

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

California Council for the Humanities: <http://www.calhum.org>

California Council for the Social Studies: <http://www.ccss.org>

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

California History-Social Science Course Models: <http://www.history.ctaponline.org>

California Subject Matter Project: <http://csmp.ucop.edu>

National Association for Multicultural Education: <http://www.nameorg.org>

National Council for History Education: <http://www.nche.net>

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



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## **MAJOR ITEMS**



TO: BOARD OF EDUCATION

ACTION/MAJOR

05/19/16

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

RE: ADOPT RESOLUTION NO. 15-30 – CLASSIFIED SCHOOL EMPLOYEES  
WEEK: MAY 15-21, 2016

RECOMMENDATION NO. A.24

It is recommended that the Board of Education adopt Resolution No. 15-30 in recognition of Classified School Employees Week, May 15-21, 2016.

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

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION AND PERSONNEL COMMISSION**

**RESOLUTION NUMBER 15-30  
CLASSIFIED SCHOOL EMPLOYEES WEEK  
MAY 15-21, 2016**

**WHEREAS**, Classified school employees provide valuable services to schools and students of the Santa Monica-Malibu Unified School District; and

**WHEREAS**, Classified school employees contribute to the establishment and promotion of a positive instructional environment in our classrooms for the students and teachers; and

**WHEREAS**, Classified school employees play a vital role in providing for the welfare and safety of the Santa Monica-Malibu Unified School District's students; and

**WHEREAS**, Classified school employees strive for excellence in all areas relative to the life-long learning educational communities of Santa Monica and Malibu;

**THEREFORE, BE IT HEREBY RESOLVED**, that the Santa Monica-Malibu Unified School District's Board of Education and Personnel Commission hereby recognize and wish to honor the contributions of all Classified school employees to quality education in the State of California and in the Santa Monica-Malibu Unified School District, and declare the week of May 15-21, 2016, Classified School Employees Week in the Santa Monica-Malibu Unified School District.

**PASSED AND ADOPTED** on this 19<sup>th</sup> day of May 2016, by the Santa Monica-Malibu Unified School District Board of Education, and on the 10<sup>th</sup> day of May 2016, by the Santa Monica-Malibu Unified School District's Personnel Commission.

\_\_\_\_\_  
Laurie Lieberman, President

\_\_\_\_\_  
Ralph Mechur, Vice-President

\_\_\_\_\_  
Oscar de la Torre, Member

\_\_\_\_\_  
Jose Escarce, Member

\_\_\_\_\_  
Craig Foster, Member

\_\_\_\_\_  
Maria Leon-Vazquez, Member

\_\_\_\_\_  
Richard Tahvildaran-Jesswein, Member

\_\_\_\_\_  
Sandra Lyon, Superintendent

\_\_\_\_\_  
Barbara Inatsugu, Commission Chair

\_\_\_\_\_  
Peter Lippman, Commission Vice-Chair

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Joseph Pertel, Commissioner



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## **INFORMATION ITEMS**



TO: BOARD OF EDUCATION

INFORMATION

05/19/16

FROM: SANDRA LYON / MARK O. KELLY

RE: RECISSION OF NON-REELECTION / RELEASE OF PROBATIONARY  
CERTIFICATED ADMINISTRATOR NOTICE

INFORMATION ITEM NO. I.01

The following certificated administrator has been notified that the Non-Reelection / Release of Probationary Certificated Administrator notice of March 4, 2016, has been rescinded. His/her employment will continue for the 2016-2017 school year.

# 4881