



BOARD OF EDUCATION MEETING AGENDA

November 19, 2015

A regular meeting of the Santa Monica-Malibu Unified School District Board of Education will be held on **Thursday, October 19, 2015**, in the **District Administrative Offices**: 1651 16th Street, Santa Monica, CA. The Board of Education will call the meeting to order at 4:30 p.m. in the Board Conference Room at the District Offices, at which time the Board of Education will move to Closed Session regarding the items listed below. The public meeting will reconvene at 5:30 p.m. in the Board Room.

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

Note:

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

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

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

I. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY

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

II. CLOSED SESSION (60 minutes)

- Government Code §54956.9(d)(1) (25)
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) (15)
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – SIGNIFICANT EXPOSURE TO LITIGATION
 - DN-1002-15/16 (Special Education)
- Government Code §54957 (5)
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
- Government Code §54957.6 (15)
CONFERENCE WITH LABOR NEGOTIATORS
 - Agency designated representative: Sandra Lyon
Employee Organizations: SMMCTA and SEIU

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 November 5, 20151

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

- Assistance League of Santa Monica and Dr. Moscot

VII. STUDY SESSION (45 minutes)

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

- S.01 Enrollment and Staffing for 2015-16 (45).....2

VIII. COMMUNICATIONS (30 minutes)

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

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

IX. SENIOR STAFF REPORTS (20 minutes)

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

X. CONSENT CALENDAR (10 minutes)

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

Curriculum and Instruction

- A.02 Approval of Independent Contractors.....3
- A.03 Overnight Field Trip(s) – 2015-164
- A.04 Conference and Travel Approval / Ratification5-7
- A.05 Child Development Calendar for 2016-178
- A.06 Award of Contracts for Semi-Private Music Lessons.....9-10
- A.07 Approval of Special Education Contracts – 2015-201611-13

Business and Fiscal

- A.08 Award of Purchase Orders – 2015-201614-14d
- A.09 Acceptance of Gifts – 2015/201615-16

Facilities Improvement Projects

A.10	Amendment to Contract for Installation of LED Luminaires Replacement and System Controls – Malibu High and Cabrillo Elementary Schools – Bid #15.09 to Walton Electric Corporation; to Approve a Budget Allocation from Measure ES2 Unallocated Funds and Adjust Contingency from District to Contractor – Change Order #2-18 and Change Order #18B.....	17-18
A.11	Amendment to Contract – Lease Leaseback – Edison Language Academy – New Construction Project – Swinerton Builders – Measure BB	19-21

Personnel

A.12	Certificated Personnel – Elections, Separations.....	22-24
A.13	Classified Personnel – Merit	25-35
A.14	Classified Personnel – Non-Merit.....	36
A.15	Teaching Authorization	37

General

A.16	Adopt Resolution No. 15-12 – Board Member Absence on October 7, 8, and 22, 2015	38-39
A.17	Revise BP 3514.1 – Hazardous Substances.....	40-42

XI. PUBLIC COMMENTS

Public Comments is the time when members of the audience may address the Board of Education on items not scheduled on the meeting's agenda (the following rules apply to both general public comments as well as comments about a specific agenda item). The Brown Act (Government Code) states that Board members may not engage in discussion of issues raised during Public Comments, except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff. Individual members of the public who submit a public speaking card prior to the Board hearing an agenda item or general public comments shall be allowed three (3) minutes to address the Board on each agenda or nonagenda item, depending on the number of speakers. If there are ten or more speakers on an agenda or nonagenda item, the Board shall limit the allowed time to two (2) minutes per speaker. Individual speakers who submit a public speaking card after the Board begins to hear an agenda item or general public comments shall be allowed one (1) minute to address the Board. A public speaker may yield his/her time to another speaker, but must be present when his/her name is called. The donor would then give up his/her opportunity to speak. The public speaker who receives the donated minutes shall speak for no more than four (4) minutes maximum. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. Individuals represented by a common point of view may be asked to select one individual to speak for the group. The president may, at his/her discretion, allow five (5) minutes for those who are serving as a spokesperson for a group or organization. The Board may limit the total time for public input on each item to thirty (30) minutes. If the number of persons wishing to address the Board of Education exceeds the time limit, additional time will be provided in **Section XVI. CONTINUATION OF PUBLIC COMMENTS.**

DISCUSSION and MAJOR Items

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

XII. DISCUSSION ITEMS (90 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 Receipt of and Discussion Regarding Updated Information
from the Financial Oversight Committee (FOC) Report on
Budgetary Implications of a Malibu Unification (45).....43
- D.02 Discuss Facilities and Bond Projects for the 2015-16 School
Year (45).....44
- XIII. MAJOR ITEMS (65 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.18 2015-16 Budget Revisions (10).....45-54
- A.19 Adopt Resolution No. 15-13 – Kindergarten through Community
College Public Education Facilities Bond Act of 2016 (10).....55-57
- A.20 Adopt BP 3514.2 – Integrated Pest Management (45).....58-59
- XIV. INFORMATIONAL ITEMS (0 minutes)**
These items are submitted for the public record for information. These items do not require
discussion nor action.
- I.01 Revision of AR 3514.1 – Hazardous Substances.....06-64
- I.02 Adoption of AR and E 3514.2 – Integrated Pest Management65-69m
- XV. BOARD MEMBER ITEMS**
These items are submitted by individual board members for information or discussion, as per
Board Policy 9322.
- XVI. REQUESTS BY MEMBERS OF THE PUBLIC OR DISTRICT ADVISORY
COMMITTEES TO ADDRESS THE BOARD OF EDUCATION**
A member of the public may request that a matter within the jurisdiction of the board be placed on
the agenda of a regular meeting, as per Board Policy 9322. The request shall be in writing and
be submitted to the superintendent or designee with supporting documents and information, if
any, at least one week before the scheduled meeting date. Items submitted less than a week
before the scheduled meeting date may be postponed to a later meeting in order to allow
sufficient time for consideration and research of the issue. The board president and
superintendent shall decide whether a request is within the subject matter jurisdiction of the
board. Items not within the subject matter jurisdiction of the board may not be placed on the
agenda. In addition, the board president and superintendent shall determine if the item is merely
a request for information or whether the issue is covered by an existing policy or administrative
regulation before placing the item on the agenda.
- XVII. CONTINUATION OF PUBLIC COMMENTS**
A continuation of Section VIII, as needed. (If the number of persons wishing to address the
Board of Education exceeds the time limit in section VIII, additional time will be provided in
Section XVI, **CONTINUATION OF PUBLIC COMMENTS.**)
- XVIII. BOARD MEMBER COMMENTS**
A Board member may make a brief announcement or report on his/her own activities relative to
Board business. There can be no discussion under “BOARD MEMBER COMMENTS.”
- XIX. FUTURE AGENDA ITEMS**
Items for future consideration will be listed with the projected date of consideration. The Board of
Education will be given any backup information available at this time.
- XX. CLOSED SESSION**
The Board of Education will, if appropriate, adjourn to Closed Session to complete discussion on
items listed under Section III (Closed Session) following the regular business meeting.

XXI. ADJOURNMENT

This meeting will adjourn to a regular meeting scheduled for 5:30 p.m. on **Thursday, December 10, 2015**, in the **District Office**: 1651 16th 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

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

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

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

ACTION
11/19/15

RECOMMENDATION NO. A.01

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

November 5, 2015

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

STUDY SESSION

TO: BOARD OF EDUCATION

STUDY SESSION

11/19/15

FROM: SANDRA LYON / MARK O. KELLY

RE: ENROLLMENT AND STAFFING REPORT

STUDY SESSION ITEM NO. S.01

This item is to allow the Board of Education to hear an update from staff regarding enrollment and staffing data as of October 7, 2015.

The staffing process begins in February of each school year and continues through the spring and summer. It culminates around the third week of September. Staffing the school sites involves an examination of enrollment projections, and then aligning projections with staffing to meet program needs. Human Resources staff confers with the school sites throughout this period to address site-specific staffing needs.

CONSENT ITEMS

TO: BOARD OF EDUCATION

ACTION/CONSENT

11/19/15

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

RE: APPROVAL OF INDEPENDENT CONTRACTORS

RECOMMENDATION NO. A.02

It is recommended that the Board of Education enter into an agreement with the following Independent Contractors. These contracts are included in the 2015-16 budget.

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

Contractor/ Contract Dates	Description	Site	Funding
Digital Dragon 8/25/15 to 6/9/16 Not to exceed: \$26,500	Providing technology support to certificated staff. Additionally, assisting in the development of 21 st Century skills	Adams	01-00021-0-11100-10000-5802-011-4110 (SMMEF)
Julia Holland 11/3/15 to 12/9/15 Not to exceed: \$2,200	Produce Winter Holiday Concert for all grades K-	Point Dume Marine Science School	01-00021-0-11100-10000-5802-019-4190 (SMMEF & District Stretch Grant)

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
11/19/15

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
Malibu High 10 th 12 th 6 students	Joshua Tree National Park 11/21/15-11/22/15	B. Gallagher / B. Corrigan	\$170 Parent Donations	Math	Annual Calculus DE trip to connect the 3D surfaces of class to actual topography

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

11/19/15

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

RE: CONFERENCE AND TRAVEL APPROVAL / RATIFICATION

RECOMMENDATION NO. A.04

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

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

<u>NAME</u> <u>SITE</u> <u>Account Number</u> <u>Fund – Resource Number</u>	<u>CONFERENCE NAME</u> <u>LOCATION</u> <u>DATE (S)</u>	<u>COST</u> <u>ESTIMATE</u>
<u>BARTELHEIM, Evan</u> Ed Services 01-35500-0-38000-10000-5220-035-1300 General Fund- Resource: Carl Perkins	CTE Incentive Grant Informational Sessions Long Beach, CA October 26, 2015	\$32
<u>BISHOP, Shannon</u> Franklin Elementary No Cost to District	It's All About Supervision Hacienda Heights, CA September 24, 2015	\$0
<u>DABASH, Reham</u> CDS 12-52101-0-85000-10000-5220-070-2700 Child Development Fund- Resource: Head Start	LACOE-Education/Director Meetings Santa Fe Springs, CA 9/2/15, 9/30/15, 10/21/15	\$150
<u>HUNTER, Katherine</u> Special Ed 01-65000-0-50010-21000-5220-043-1400 General Fund- Resource: Special Education	Preschoolers & Autism (Summit Professional Education) Ontario, CA October 23, 2015	\$285
<u>LARIOS, Carmen</u> Fiscal Services 01-00000-0-00000-73100-5220-051-2510 General Fund- Function: Fiscal Services	HRS-Time Reporting & Payroll Processing/Cash Collection Downey, CA 10/21/15, 11/12/15	\$50
<u>MILLER, Stephanie</u> Olympic High No Cost to District	Counseling for Career Success Montebello, CA November 6, 2015	\$0
<u>PELIKHOVA, Julia</u> Santa Monica High No Cost to District	USC High School Counselor Conference Los Angeles, CA September 25, 2015	\$0
<u>SIMON, Monica</u> Child Development Services 12-61050-0-85000-10000-5220-070-2700 Child Development Fund- Resource: State Pre-School Program	DRDP (2015) Teacher Training Downey, CA November 9, 2015	\$50

<u>STINSON, Sara Ann</u> Malibu High No Cost to District	ISLE Conference Pacific Palisades, CA October 29, 2015	\$0
<u>TRAN, Anh</u> Olympic High 01-40350-0-11100-10000-5220-014-4110 General Fund- Resource: Title VI	CAEA 2015 State Conference Sacramento, CA November 13 – 15, 2015	\$1,000 +1 SUB

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

Group Conference and Travel: In-State <i>* a complete list of conference participants is on file in the Department of Fiscal Services</i>		
<u>CHACON, Martha</u> +5 Additional Staff Santa Monica High No Cost to District	Civic Conference Alhambra, CA October 27, 2015	\$0 +6 SUBS
<u>DIDARIO, Amy</u> <u>POMATTL, Kate</u> Lincoln Middle 01-00010-0-11100-27000-5220-012-4120 General Fund- Resource: Formula	Beat The Odds Facilitator Training North Hollywood, CA November 7, 2015	\$190
<u>HERKNER, Pam</u> +3 Additional Staff Cabrillo Elementary No Cost to District	Wired Differently Ontario, CA October 27, 2015	\$0 +2 SUBS
<u>HUNTER, Katherine</u> <u>OCKNER, Sari</u> Special Ed 01-65000-0-50010-21000-5220-043-1400 General Fund- Resource: Special Education	CA ADHD Treatment for Children & Adults Marina Del Rey, CA December 8, 2015	\$210
<u>JONES, Allison</u> <u>FETTER, Jessica</u> Special Ed 01-65000-0-50010-21000-5220-043-1400 General Fund- Resource: Special Education	Getting the Most from Discrete Trial Teaching Seal Beach, CA January 27, 2016	\$320
<u>MORN, Lora</u> +7 Additional Staff District Office 01-00000-0-11100-31400-5220-041-2400 General Fund- Function: Health Services	Hope and Help for Children's Health San Diego, CA November 7, 2015	\$885
<u>ROMAN, Bertha</u> <u>HYNDING, Sheri</u> Educational Services 01-90120-0-19100-10000-5220-030-1300 General Fund- Resource: Gifts	CETPA 2015 California Educational Technology Professionals Association San Diego, CA December 1 – 4, 2015	\$2,000

<u>SERRATORE, Rosa</u> <u>+12 Additional Staff</u> Ed Services, Adams, Lincoln, Samohi 01-00010-0-11100-10000-5220-012-4120 01-00010-0-11100-10000-5220-011-4110 01-00010-0-11100-10000-5220-015-4150 General Fund- Resource: Formula	CMC South Mathematics Conference 2015 Palm Springs, CA November 6 – 7, 2015	\$2,600 +12 SUBS
<u>VALENCIA, Yunuen</u> <u>PULIDO, Maribel</u> Santa Monica High No Cost to District	Supporting Arts Pathways for HS Counselors Location to be determined November 3, 2015	\$0

Out-of-State Conferences: Individual		
NONE		

Out-of-State Conferences: Group		
<u>EDEBURN, Ellen</u> <u>+15 Additional Staff</u> Ed Services/Various School Sites 01-00030-0-11100-10000-5220-030-1300 01-40350-0-11100-21000-5220-035-1300 General Fund- Resource: LCAP/Title II	Learning Forward Annual Conference 2015 Washington, DC December 4 – 9, 2015	\$40,000 +14 SUBS

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

11/19/15

FROM: SANDRA LYON / TERRY DELORIA / ALICE CHUNG

RE: CHILD DEVELOPMENT CALENDAR FOR FISCAL YEAR 2016-17

RECOMMENDATION NO. A.05

It is recommended that the Board of Education approve the following calendar for the Child Development Services (CDS) Department. Programs will be opened 12 calendar months (245 days) as follows:

Month	Year	# of Working Days
July	2016	20
August		21
September		21
October		19
November		19
December		21
January	2017	20
February		19
March		23
April		18
May		22
June		22
TOTAL		245 days

Head Start and Part-day State Preschool programs will follow the school year calendar at **180** days.

Child Development Centers and School Age Programs will be closed on the following days:

Day of the Week	Month	Date	Year	Reason
Monday	July	4	2016	Independence Day
Thursday	August	18		Staff Development Day
Friday	August	19		Staff Development Day
Monday	September	5		Labor Day
Monday	October	3		Local Holiday
Wednesday	October	12		Local Holiday
Friday	November	11		Veteran's Day
Thursday	November	24		Thanksgiving
Friday	November	25		Legal Holiday (Admissions Day)
Monday	December	26		Winter Holiday
Monday	January	2	2017	New Year's Holiday
Monday	January	16		Martin Luther King, Jr.
Monday	February	20		Presidents' Day
Friday	April	7		Local Holiday
Friday	April	14		Legal Holiday (Lincoln's B. Day)
Monday	May	29		Memorial Day

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

11/19/15

FROM: SANDRA LYON / TERRY DELORIA / ELLEN EDEBURN

RE: AWARD OF CONTRACTS FOR SEMI-PRIVATE MUSIC LESSONS

RECOMMENDATION NO. A.06

It is recommended that the Board of Education approve contracts for Semi-Private music lessons for SED students in grades 4 through 12. Endowment overseen by Santa Monica-Malibu Education Foundation (SMMEF) not to exceed \$106,800.

Funding Information

Budgeted: YES
Fund/Source: SMMEF/ Music Endowment
Account Number: 01-90820-0-17100-10000-5802-030-1300
Description: Semi-Private Music Lessons/SED

COMMENTS: There are a total of eight (8) independent contractors who have been screened and vetted. There are a total of 922 socio-economically disadvantaged SMMUSD music students who are eligible to participate in this service.

Eleven (11) agencies attended the SMMUSD vendor orientation on September 9, 2015, and eight (8) submitted comprehensive proposals to provide services to our students. Proposal requirements included a description of services, certificates of insurance, W-9s, verification of background checks and TB testing, description of licenses, credentials and/or training, and copies of complaint procedures, child abuse and missing persons reporting procedures.

Each vendor determines its hourly rate for services, the instructional materials used for tutoring, and the method of assessing and monitoring student progress, not to exceed \$600.00 per student for the 2015-2016 school year. The District has set aside a 2.9% reserve. Each vendor determines the appropriate grouping of students for semi-private music lessons with parental input. Families of eligible students grades 4 through 12 were notified of the opportunity for semi-private music lessons through a mailing that went home on September 18 and two vendor events held on Saturdays, one at the Professional Development and Learning Center on October 10, and the other held at Point Dume on October 17, and through communications from the school principals, teachers, and Bilingual Liaisons. Families were provided the opportunity to meet with eligible vendors at the vendor fairs in the communities of Santa Monica and Malibu, and were provided a list of the agencies that submitted comprehensive SES proposals to SMMUSD along with a description of their services, their hourly rate for services, and their contact information.

Based on family selection of vendors, Santa Monica-Malibu Unified School District proposes to enter into contract with a number of vendors.

Music Vendor	# of Students Requesting Vendor	Service Description	Contract Number	Cost not to exceed \$600.00 per Student
Elemental Strings	50	SED/Semi Private Music Lessons	UC	\$30,000
Outreach Through the Arts	52	SED/Semi Private Music Lessons	UC	\$31,200
Santa Monica Academy of Music	30	SED/Semi-Private Music Lessons	UC	\$18,000
Santa Monica Youth Orchestra	34	SED/Semi-Private Music Lessons	UC	\$20,400
Nancy Zanolli von Oeyen Voice Studio	1	SED/Semi-Private Music Lessons	UC	\$600.00
Dana Griskevicius	8	SED/Semi-Private Music Lessons	UC	\$4,800
Julia Holland	1	SED/Semi-Private Music Lessons	UC	\$600.00
Malibu String Academy	2	SED/Semi-Private Music Lessons	UC	\$1,200
TOTAL COST NOT TO EXCEED	178			\$106,800

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

11/19/15

FROM: SANDRA LYON / TERRY DELORIA / PAMELA KAZEE

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS – 2015-2016

RECOMMENDATION NO. A.07

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

NPS

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

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

Nonpublic School	SSID	Service Description	Contract Number	Cost Not to Exceed
THG West (Help Group)	7145847516	NPS	31-SPED16054	\$6,476
Carousel	3145846847	NPS	44-SPED16074	\$4,667
Oak Grove Institute Foundation, Inc.	3223853752	NPS - RTC	45-SPED16075	\$131,910
Summit View Westside (Help Group)	2119527595	NPS	48-SPED16083	\$34,863
Summit View Westside (Help Group)	9103197431	NPS	49-SPED16084	\$35,870
Summit View Westside (Help Group)	8103149278	NPS	50-SPED16085	\$34,863
Summit View Westside (Help Group)	5145847762	NPS	3-SPED16007	\$176

Amount Budgeted NPS 15/16		\$ 1,200,000
Amount Budgeted Mental Health Services 15/16		\$ 735,000
Total Budgeted		\$ 1,935,000
Prior Board Authorization as of 11/5/15		\$ 1,846,498
	Balance	\$ 88,502
Positive Adjustment (See Below)		\$ 0
		\$ 88,502
Total Amount for these Contracts		\$ 248,826
	Balance	\$ -160,324

Adjustment

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

There has been a reduction in authorized expenditures of NPS/NPA contracts for FY 2015-2016 in the amount of \$0 as of 11/5/15.

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

NPA

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

Nonpublic Agency	SSID	Service Description	Contract Number	Cost Not to Exceed
Julia Hobbs Speech Therapy	9061455251	Speech Therapy	46-SPED16076	\$10,800
ERA Ed/STAR of California	8168627575	Behavior 1:1	47-SPED16080	\$55,080

Amount Budgeted NPA 15/16		\$ 500,000
Prior Board Authorization as of 11/5/15		\$ 370,590
	Balance	\$ 129,411
Positive Adjustment (See Below)		\$ 0
		\$ 129,411
Total Amount for these Contracts		\$ 65,880
	Balance	\$ 63,531

Adjustment					
NPA Budget 01-65000-0-57500-11800-5126-043-1400					
There has been a reduction in authorized expenditures of NPS/NPA contracts for FY 2015-2016 in the amount of \$0 as of 11/5/15					
NPA	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

Instructional Consultants

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

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

Instructional Consultant	SSID	Service Description	Contract Number	Cost Not to Exceed
Total Recall Captioning	1103200503	Real-time captioning	34-SPED16079	\$62,010

Amount Budgeted Instructional Consultants 15/16	\$ 290,000
Amount Budgeted Instructional Consultants (33100) 15/16	\$ 0
Total Budgeted	\$ 290,000
Prior Board Authorization as of 11/5/15	\$ 114,322
Balance	\$ 175,678
Positive Adjustment (See Below)	\$ 0
	\$ 175,678
Total Amount for these Contracts	\$ 62,010
Balance	\$ 113,668

Adjustment					
Instructional Consultants Budget 01-65000-0-57500-11900-5802-043-1400					
Instructional Consultants Budget 01-33100-0-57500-11900-5802-044-1400					
There has been a reduction in authorized expenditures of Instructional Consultants contracts for FY 2015-2016 in the amount of \$0 as of 11/5/15.					
Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

Non-Instructional Consultants

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

Non-Instructional Consultant	SSID	Service Description	Contract Number	Cost Not to Exceed
Sharon Grandinette, MS, CBIST	6168088034	Increase 14-15 Contract: Traumatic Brain Injury classroom consultation	60-SPED15116	\$505
Accommodating Ideas	various	Translation/Interpreter Services	31-SPED16073	\$10,000
Parent Reimbursement	3934101148	Therapeutic Visit - Orthogenic School	32-SPED16077	\$800
Parent Reimbursement	3934101148	Therapeutic Visit - Orthogenic School	33-SPED16078	\$800
Malibu Yellow Cab	8168627575	Transportation (taxi)	35-SPED16081	\$17,554
West Shield Adolescent Services	8103135778	Escort Transportation (Youth Care of Utah)	36-SPED16082	\$3,700

Amount Budgeted Non-Instructional Consultants 15/16	\$ 340,000
Prior Board Authorization as of 11/5/15	\$ 102,881
Balance	\$ 237,119
Positive Adjustment (See Below)	\$ 0
	\$ 237,119
Total Amount for these Contracts	\$ 33,359
Balance	\$ 203,760

Adjustment					
Non-Instructional Consultants Budget 01-65000-0-57500-11900-5890-043-1400					
There has been a reduction in authorized expenditures of Non-Instructional Consultants contracts for FY 2015-2016 in the amount of \$400 as of 11/5/15					
Non- Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

LEA

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

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

LEA Consultant	SSID	Service Description	Contract Number	Cost Not to Exceed

Amount Budgeted Instructional Consultants 15/16		\$ 50,000
Amount Budgeted Instructional Consultants (5890)	15/16	\$ 70,000
Total Budgeted		\$ 120,000
Prior Board Authorization as of 11/5/15		\$ 110,500
	Balance	\$ 9,500
Positive Adjustment (See Below)		\$ 0
Total Amount for these Contracts		\$ 0
	Balance	\$ 9,500

Adjustment					
LEA Budget 01-56400-0-00000-39000-5802-043-1400					
LEA Budget 01-56400-0-00000-39000-5890-043-1400					
There has been a reduction in authorized expenditures of LEA contracts for FY 2015-2016 in the amount of \$0 as of 11/5/15					
LEA Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

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

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

11/19/15

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

RE: AWARD OF PURCHASE ORDERS – 2015-16

RECOMMENDATION NO. A.08

It is recommended that the Board of Education approve the following Purchase Orders and Changed Purchase Orders from October 27, 2015, through November 10, 2015, 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 NOVEMBER 19, 2015

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PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
*** NEW PURCHASE ORDERS ***					
162516	123 MATH & READING INC	SES 8 STUDENTS	STATE AND FEDERAL PROJECTS	5,716.16	R
162462	1ST CHOICE ANDROID SMART	SES 10 students	STATE AND FEDERAL PROJECTS	7,145.20	R
162500	A BETTER TOMORROW EDUCATION	SES 10 students	STATE AND FEDERAL PROJECTS	7,145.20	R
162520	A TREE OF KNOWLEDGE	SES 7 STUDENTS	STATE AND FEDERAL PROJECTS	5,001.64	R
162629	A Z BUS SALES INC	Open order for parts- reg ed	TRANSPORTATION	7,000.00	U
162519	A+ EDUCATIONAL CENTERS	SES 4 STUDENTS	STATE AND FEDERAL PROJECTS	2,858.08	R
162759	ACCUCUT LLC	DIE-CUT	WEBSTER ELEMENTARY SCHOOL	74.70	R
162685	ADVANCED BATTERY SYSTEMS	BATTERIES FOR CARTS	GROUNDS MAINTENANCE	1,620.00	R
162509	ADVANCED READING SOLUTIONS LLC	SES 40 STUDENTS	STATE AND FEDERAL PROJECTS	28,580.80	R
162695	AIR TEMPERATURE INC.	REPAIRS TO REFRIG/FREEZERS	FOOD SERVICES	1,334.28	F
162674	AIRGAS INC (SO CAL AIRGAS)	WELDING MATERIALS	FACILITY MAINTENANCE	9,000.00	R
162699	ALLIANCE PUBLISHING &	SCHOOL AGENDAS	GRANT ELEMENTARY SCHOOL	1,268.70	R
162720	AMERICAN TIME	CLOCKS	FACILITY MAINTENANCE	918.66	R
162669	APPLE COMPUTER CORP	COMPUTER	LINCOLN MIDDLE SCHOOL	1,498.85	R
162810	APPLE COMPUTER CORP	SPED TECHNOLOGY	SPECIAL EDUCATION REGULAR YEAR	1,679.13	R
162802	ART MEETS TECHNOLOGY	WEBISTE MAINTENANCE CONTRACT	SANTA MONICA HIGH SCHOOL	4,800.00	R
162545	ASCD	MEMBERSHIP: INSTITUTIONAL	LINCOLN MIDDLE SCHOOL	985.00	U
162797	ASI ASSOCIATES INC	CURRICULAR SUPPLIES	SANTA MONICA HIGH SCHOOL	313.47	R
161751	B & H PHOTO VIDEO	PORTABLE SOUND SYSTEM - ICE	WILL ROGERS ELEMENTARY SCHOOL	927.73	U
162598	B & H PHOTO VIDEO	AUDIO AMPLIFIERS	LINCOLN MIDDLE SCHOOL	3,551.87	R
162613	CALIFORNIA CHICKEN CAFE	OPEN ORDER/HS MEETINGS	CHILD DEVELOPMENT CENTER	500.00	CD
162725	CALIFORNIA DEPT OF EDUCATION	RESOURCE CURRICULUM FRAMEWORKS	CURRICULUM AND IMC	32.39	U
162602	CANON SOLUTIONS AMERICA INC	MAINTENANCE AGREEMENT	WILL ROGERS ELEMENTARY SCHOOL	882.00	U
162632	CANON SOLUTIONS AMERICA INC.	COPIER OVERAGES	OLYMPIC CONTINUATION SCHOOL	454.20	U
162754	CDW-G COMPUTING SOLUTIONS	MEMORY FOR TEACHER COMPUTERS	JOHN ADAMS MIDDLE SCHOOL	1,059.96	R
162770	CDW-G COMPUTING SOLUTIONS	HIDEAWAY CASES FOR IPADS	FOOD SERVICES	333.98	F
162766	CHRIS LAWNMOWER SHOP INC	Open PO for Grounds Repairs	GROUNDS MAINTENANCE	500.00	R
162676	CINTAS FIRE PROTECTION	FIRE SPRINKLER REPAIR&CERTIFTN	FACILITY MAINTENANCE	4,211.50	R
162661	CITY OF MALIBU	VIDEO TAPING FOR MEETINGS	BOE/SUPERINTENDENT	1,500.00	U
162609	CLEMENT COMMUNICATIONS INC	Herman Poster Program	TRANSPORTATION	301.95	U
162513	CLUB Z IN HOME TUTORING	SES 8 STUDENTS	STATE AND FEDERAL PROJECTS	5,716.16	R
162767	COFFIN, LISA ANNE	MAINT./AGRMNT-CURRENCY COUNTER	FOOD SERVICES	450.00	F
162668	COMPLETE OFFICE OF CA	FILE CABINET	CHILD DEVELOPMENT CENTER	200.81	CD
162785	COMPLETE OFFICE OF CA	OFFICE SUPPLIES	SANTA MONICA HIGH SCHOOL	5,000.00	U
162583	D & J PIANO MOVING INC	GRAND PIANO MOVING	JOHN ADAMS MIDDLE SCHOOL	200.00	R
162753	DIGITAL DRAGON	CONTRACT-COMPUTER SCI APP	JOHN ADAMS MIDDLE SCHOOL	26,500.00	U
162614	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CDC: CCTR	339.53	CD
162622	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	177.72	CD
162638	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	257.47	CD
162708	DON JOHNSTON INC	ASSISTIVE TECHNOLOGY	SPECIAL EDUCATION REGULAR YEAR	108.41	R
162777	DOSSIER SYSTEM INC	Annual Software Maint. Renew.	TRANSPORTATION	2,175.92	U
162693	ELY JR'S PUMPING	SEPTIC TANK LIDS WEBSTER	FACILITY MAINTENANCE	840.00	R
162779	EMS SAFETY SERVICES INC	CPR CLASS SUPPLIES	HEALTH SERVICES	542.18	U
162736	ENGLER BROS MOTOR PARTS	Perkins (Automotive Technology	STATE AND FEDERAL PROJECTS	1,000.00	R
162510	ETS EDUCATION AND TUTORING	SES 20 STUDENTS	STATE AND FEDERAL PROJECTS	14,290.40	R
162543	FAMILY SERVICE OF SANTA MONICA	STUDENT COUNCELING SERVICES	ROOSEVELT ELEMENTARY SCHOOL	3,000.00	U
162665	FAMILY SERVICE OF SANTA MONICA	STUDENT COUNSELING SERVICES	CURRICULUM AND IMC	70,000.00	U

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PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
162680	FASTBRIDGE LEARNING LLC	Additl subscription 15/16	CURRICULUM AND IMC	657.00	U
162794	FLINN SCIENTIFIC INC	SCIENCE MATERIALS	SANTA MONICA HIGH SCHOOL	353.58	R
162592	FLUE STEAM INC	EXHAUST SYSTEM CLEANING KITCHN	FACILITY MAINTENANCE	3,000.00	R
162593	FOLLETT EDUCATIONAL SERVICES	7th grade social studies	JOHN ADAMS MIDDLE SCHOOL	1,935.96	R
162594	FOLLETT EDUCATIONAL SERVICES	6th grade science	JOHN ADAMS MIDDLE SCHOOL	978.01	R
162647	FOLLETT EDUCATIONAL SERVICES	SPANISH IMMERSION TEXTS	JOHN ADAMS MIDDLE SCHOOL	197.98	R
162677	FORNERO, MELINDA	DANCE INSTRUCTION-ALL 3RD GR.	CURRICULUM AND IMC	16,000.00	U
162712	FUN AND FUNCTION LLC	SOCIAL SKILLS EQUIPMENT	SPECIAL EDUCATION REGULAR YEAR	175.19	R
162637	GALE SUPPLY CO	CUSTODIAL	CHILD DEVELOPMENT CENTER	291.60	CD
162639	GALE SUPPLY CO	CUSTODIAL	CHILD DEVELOPMENT CENTER	1,302.94	CD
162806	GOMEZ-PEREZ, ARMANDO	COMPUTER STORAGE EXPANSION	WILL ROGERS ELEMENTARY SCHOOL	75.64	U
162689	HAZELDEN EDUC MAT	ONLINE SUBSCRIPTION SERVICE	CURRICULUM AND IMC	1,323.00	U
162805	HOWARD INDUSTRIES	HVAC REPAIR SUPPLIES	FACILITY MAINTENANCE	5,000.00	R
162642	ILLUMINATE EDUCATION	ILLUMINATE CONFERENCE	INFORMATION SERVICES	598.00	U
162511	INNOVATION THROUGH ED INC	SES 58 STUDENTS	STATE AND FEDERAL PROJECTS	41,442.16	R
162630	INTELLI-TECH	COMPUTERS FOR CAFETERIA	FOOD SERVICES	2,994.66	F
162738	INTELLI-TECH	COMPUTERS	CHILD DEVELOPMENT CENTER	1,867.99	CD
162627	INTERNATIONAL PAPER	COPIER PAPER	MALIBU HIGH SCHOOL	3,000.00	U
162722	INTERNATIONAL PAPER	PROFESSIONAL DEVELOPMENT	OLYMPIC CONTINUATION SCHOOL	415.11	R
162762	JOYCE, JENNIFER	REIMBURSE ART CLASS SUP/GIFT	JOHN ADAMS MIDDLE SCHOOL	78.36	R
162667	KAPLAN EARLY LEARNING CO.	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	571.46	CD
162643	KORADE & ASSOCIATE BUILDERS	PANEL AND WALL REPAIR AT CDS	CHILD DEVELOPMENT CENTER	1,941.00	CD
162707	KORADE & ASSOCIATE BUILDERS	PREP WORK FOR ROOM 3	CHILD DEVELOPMENT CENTER	592.00	CD
162644	KYA SERVICES LLC	RESTROOM FLOOR - ROGERS CDS	CHILD DEVELOPMENT CENTER	3,395.02	CD
162645	KYA SERVICES LLC	FLOOR REPLACEMENT - MUIR CDS	CHILD DEVELOPMENT CENTER	9,584.72	CD
162646	KYA SERVICES LLC	RESTROOM FLOOR - WOODS CDS	CHILD DEVELOPMENT CENTER	3,115.76	CD
162570	LAGUNA CLAY COMPANY	Clay and glaze for kiln	FRANKLIN ELEMENTARY SCHOOL	167.61	U
162620	LAKESHORE	OPEN ORDER/INSTRUCTIONAL	CDC: CCTR	80.00	CD
162624	LAKESHORE	OPEN ORDER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	200.00	CD
162654	LAKESHORE	OPEN ORDER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	200.00	CD
162616	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	299.47	CD
162650	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	172.19	CD
162780	LAKESHORE CURRICULUM	BINS FOR READING MATERIAL	JOHN MUIR ELEMENTARY SCHOOL	259.07	R
162784	LAKESHORE CURRICULUM	Magnetic letters	FRANKLIN ELEMENTARY SCHOOL	123.48	U
162750	LANGSDALE, JENNIFER	NGSS TEACHER DEMO SUPPLIES	CURRICULUM AND IMC	129.09	U
162789	LIPETZ, SARAH	GLOVES FOR SCIENCE CLASSES	SANTA MONICA HIGH SCHOOL	720.00	R
162740	LOS ANGELES CNTY OFFICE OF ED.	Perkins Virtual Enterprise DEC	STATE AND FEDERAL PROJECTS	600.00	R
162724	LOU'S GOLF CARTS	PEDAL LOCKS FOR ELECTRIC CARTS	FACILITY MAINTENANCE	368.80	R
162659	MACGILL	EMERGENCY FANNY PACKS	EDISON ELEMENTARY SCHOOL	39.38	R
162765	MAR-CO EQUIPMENT COMPANY	FILTERS & ROLLERS FOR SWEEPER	GROUND MAINTENANCE	1,350.00	R
162723	MARTIN, LORENA	REIMBURSEMENT	OLYMPIC CONTINUATION SCHOOL	85.46	U
162648	MICRO BIO-MEDICS/ORDERS	NURSE'S OFFICE SUPPLIES	ROOSEVELT ELEMENTARY SCHOOL	254.95	U
162726	MINDFUL SCHOOLS	Online Mindfulness Training	CABRILLO ELEMENTARY SCHOOL	700.00	U
162633	MIRABAL, MARTY	REIMBURSE CAR TOWING	JOHN ADAMS MIDDLE SCHOOL	230.00	R
162746	MOBYMAX	ONLINE MATH CURRICLM-SUPPLMNTL	WILL ROGERS ELEMENTARY SCHOOL	99.00	U
162711	MORGAN WIXSON THEATRE	THEATRE TICKETS	GRANT ELEMENTARY SCHOOL	748.00	R
162563	NAPA AUTO PARTS	OPEN ORDER FOR SHOP TOOLS	TRANSPORTATION	600.00	U
162626	NAPA AUTO PARTS	VEHICLE AUTO PARTS	FACILITY MAINTENANCE	1,000.00	R
162672	NAPA AUTO PARTS	Parts	TRANSPORTATION	1,642.50	U
162716	NASCO WEST - MODESTO	CLASSROOM SUPPLIES/RECESS	GRANT ELEMENTARY SCHOOL	1,366.21	R

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PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
162683	NELI'S INC	BTSA IN-SERVICE SUPPLIES	PERSONNEL SERVICES	1,500.00	U
162701	NEWS 2 YOU INC	S&I UNIQUE LEARNING SYSTEM	SPECIAL EDUCATION REGULAR YEAR	449.00	R
162641	NORTHSTAR AUDIO VISUAL LLC	ELMO BULB	MCKINLEY ELEMENTARY SCHOOL	318.65	U
162649	PALLADIAN HOLDING INC	PLAGIARISM PREVENTION	SANTA MONICA HIGH SCHOOL	7,200.00	U
162572	PEARSON CLINICAL ASSESSMENT	OCCUPATIONAL THERAPY ASSESS.	SPECIAL EDUCATION REGULAR YEAR	222.69	R
162706	PEARSON CLINICAL ASSESSMENT	OCCUPATIONAL THERAPY ASSESSMEN	SPECIAL EDUCATION REGULAR YEAR	6,405.09	R
162744	PEARSON CLINICAL ASSESSMENT	OCCUPATIONAL THERAPY ASSESSMNT	SPECIAL EDUCATION REGULAR YEAR	746.54	R
162496	PERKINS, JANNINE	PROFESSIONAL DEVELOPMENT	PT DUME ELEMENTARY SCHOOL	6,584.00	R
162635	POSTMASTER-SANTA MONICA	POSTAGE STAMPS	JOHN ADAMS MIDDLE SCHOOL	49.00	U
162715	PRIORITY MAILING SYSTEMS INC	MAINTENANCE AGREEMENT	PRINTING SERVICES	796.07	U
162631	PRO-ED	SPEECH THERAPY	SPECIAL EDUCATION REGULAR YEAR	58.13	R
162748	PRO-ED	PSYCH ASSESSMENTS	SPECIAL EDUCATION REGULAR YEAR	571.03	R
162242	QUESTYS SOLUTIONS	Questys Member Support	STUDENT SERVICES	1,924.30	U
161710	RED TRUCK FIRE & SAFETY CO	Open for Fire Extingisher Serv	GROUPS MAINTENANCE	7,500.00	U
162773	SAFE-CARD ID SERVICES INC	ID CARD SUPPLIES	PERSONNEL SERVICES	428.64	U
162717	SAMMANN, KEVIN	Reimbursement First Aid	TRANSPORTATION	90.00	U
162571	SANTA MONICA FORD	REPLACEMENT VEHICLE #34	FACILITY MAINTENANCE	26,268.63	R
162658	SANTA MONICA MIRROR	OTHER OPERATING EXPENSES	BOE/SUPERINTENDENT	1,400.00	U
162671	SCHOOL NURSE SUPPLY INC	FIRST AID KIT	THEATER OPERATIONS&FACILITY PR	76.86	R
162640	SCHOOL SPECIALTY INC	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	2,000.00	R
162758	SCHOOL SPECIALTY INC	3RD GR INSTRUCTNL SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	273.99	U
162628	SEA CLEAR POOLS	MALIBU POOL PUMP REPLACEMENT	FACILITY MAINTENANCE	28,650.96	DF
162687	SEHI COMPUTER PRODUCTS	PRINTER TONERS	PT DUME ELEMENTARY SCHOOL	236.14	R
162709	SEHI COMPUTER PRODUCTS	TONER CARTRIDGE	MALIBU HIGH SCHOOL	167.73	U
162751	SEHI COMPUTER PRODUCTS	INK	SANTA MONICA HIGH SCHOOL	2,000.00	U
162774	SEHI COMPUTER PRODUCTS	PRINTER INK	PERSONNEL SERVICES	300.77	U
162719	SHIFFLER WEST EQUIPMENT SALES	GENERAL MAINT. REPAIR	FACILITY MAINTENANCE	500.00	R
162684	SHRED-IT US JV LLC	SHREDDING SERVICES	PERSONNEL SERVICES	1,008.00	U
162618	SIMON, MONICA	REIMBURSEMENT	CHILD DEVELOPMENT CENTER	300.00	CD
162619	SIMON, MONICA	REIMBURSEMENT	CHILD DEVELOPMENT CENTER	200.00	CD
162691	SIMPLEXGRINNELL	ELEVATOR FIRE/LIFE/SAFETY TEST	FACILITY MAINTENANCE	472.00	R
162694	SIMPLEXGRINNELL	REPAIRS OF DEFICIENCIES	FACILITY MAINTENANCE	5,437.00	R
162696	SIR SPEEDY PRINTING #0245	BANNER	MCKINLEY ELEMENTARY SCHOOL	284.70	R
162727	SIR SPEEDY PRINTING #0245	BUSINESS CARDS	MCKINLEY ELEMENTARY SCHOOL	54.75	U
162812	SKOWLUND, CAROL	INSERVICE SUPPLIES	CURRICULUM AND IMC	119.85	U
162623	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	50.00	CD
162652	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	125.00	CD
162655	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	50.00	CD
162656	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	1,200.00	CD
162703	SMART & FINAL #315	SUPPLIES FOR LITERACY NIGHT	MCKINLEY ELEMENTARY SCHOOL	300.00	R
162607	SMILEY, MOIRA GWENDOLYN	CHOIR MUSIC FOR STAIRWAY 2016	CURRICULUM AND IMC	252.95	R
162710	SOCIAL THINKING	PSYCH CURRICULUM	SPECIAL EDUCATION REGULAR YEAR	119.50	R
162718	SOUTHEASTERN PERFORMANCE	UNIFORMS FOR VOCAL MUSIC/GIFT	JOHN ADAMS MIDDLE SCHOOL	500.00	R
162678	SOUTHWEST SCHOOL SUPPLY	CLASS RECORD BOOKS &COMP BOOKS	CURRICULUM AND IMC	71.48	R
162692	STAPLES BUSINESS ADVANTAGE	INSERVICE SUPPLIES	CURRICULUM AND IMC	3,000.00	U
162664	STAPLES/P-U/SANTA MONICA/WILSH	INSERVICE SUPPLIES	CURRICULUM AND IMC	1,000.00	U
162816	STAPLES/P-U/SANTA MONICA/WILSH	OPEN ORDER/INST SUPPLIES	JOHN ADAMS MIDDLE SCHOOL	200.00	U
162625	STAPLES/P-U/VENICE/LINCOLN BL	OPEN ORDER/CLASSROOM SUPPLIES	CHILD DEVELOPMENT CENTER	50.00	CD
162653	STAPLES/P-U/VENICE/LINCOLN BL	OPEN ORDER/CLASSROOM SUPPLIES	CHILD DEVELOPMENT CENTER	50.00	CD
162666	STAPLES/P-U/VENICE/LINCOLN BL	CLASSROOM MATERIAL	JOHN MUIR ELEMENTARY SCHOOL	220.00	R

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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	
162515	STARWIN CORP.	SES 12 STUDENTS	STATE AND FEDERAL PROJECTS	8,574.24	R
162775	STRESS LESS ENVIRONMENTAL LLC	Clarifier - Transportation	TRANSPORTATION	3,200.00	U
162657	SULLIVAN, JAMES C	SLAB ROLLER REPAIR	SANTA MONICA HIGH SCHOOL	210.00	U
162749	SUPER DUPER PUBLICATIONS	PSYCH ASSESSMENTS	SPECIAL EDUCATION REGULAR YEAR	250.76	R
162523	SYNTELESYS EDUCATIONAL SVCS	SES 12 STUDENTS	STATE AND FEDERAL PROJECTS	8,574.24	R
162675	TAYLOR ENGINEERING INC	SEWER LINE LOCATION WEBSTER	FACILITY MAINTENANCE	375.00	R
162772	THINKING MAPS INC	STAFF DEV'T - THINKING MAPS	FRANKLIN ELEMENTARY SCHOOL	18,000.00	U
162504	TOTAL EDUCATION SOLUTIONS	SES 6 STUDENTS	STATE AND FEDERAL PROJECTS	4,287.12	R
162615	TOYS R US	OPEN ORDER/INSTRUCTIONAL	CDC: CCTR	60.00	CD
162634	TUMBLEWEED TRANSPORTATION	BUS TRANSPORTATION	SANTA MONICA HIGH SCHOOL	400.00	U
162796	U S BANK (GOVT CARD SERVICES)	SOFTWARE RENEWAL	INFORMATION SERVICES	69.99	U
162811	U S BANK (GOVT CARD SERVICES)	INSERVICE SUPPLIES	CURRICULUM AND IMC	1,000.00	U
162801	UC REGENTS	CONTRACT SERVICE TUTORING	SANTA MONICA HIGH SCHOOL	10,000.00	R
162741	VIRTUAL ENTERPRISES INT'L INC.	Perkins (Virtual Enterprise)	STATE AND FEDERAL PROJECTS	1,200.00	R
162776	W.W. GRAINGER INC.	Open Order. for parts	TRANSPORTATION	500.00	U
162651	WASTE MGMT OF CALIF INC	EXTRA TRASH PICK UP	GROUND MAINTENANCE	305.21	R
162771	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	FACILITY MAINTENANCE	5,000.00	R
162617	WENGER CORPORATION	Platform Dolly	GROUND MAINTENANCE	761.57	R
162512	WEST EAST COMMUNITY ACCESS NTW	SES 38 STUDENTS	STATE AND FEDERAL PROJECTS	27,151.76	R
				** NEW PURCHASE ORDERS	548,011.41
** FACILITY IMPROVEMENTS: BONDS/STATE MODERNIZATION/NEW CONSTRUCTION/DEVELOPER FEES **					
162662	CDW-G COMPUTING SOLUTIONS	OPTICAL DRIVES	CURRICULUM AND IMC	2,956.50	ES
162735	DAILY BREEZE, THE	ADVERTISING	BUSINESS SERVICES	2,500.00	BB
162569	DIRECT SOURCE COMMUNICATIONS	SMARTBOARD INSTALLATION	SANTA MONICA HIGH SCHOOL	975.00	BB
162737	FREEDOM MEDIA LLC	ADVERTISING	BUSINESS SERVICES	2,500.00	BB
162670	INTELLI-TECH	INTELLITECH MONITOR	CURRICULUM AND IMC	193.44	ES
162764	IVS COMPUTER TECHNOLOGY	IVS GRANT AV INSTALLATION	CURRICULUM AND IMC	479,468.35	ES
162769	KORADE & ASSOCIATE BUILDERS	4 COUNTER TOPS	CHILD DEVELOPMENT CENTER	2,387.00	BB
162567	MIRACLE RECREATION EQUIP CO	PLAYGROUND STRUCTURES	EDISON ELEMENTARY SCHOOL	44,724.90	BB
162742	SANTA MONICA DAILY PRESS	ADVERTISING	BUSINESS SERVICES	2,500.00	BB
162636	U S BANK (GOVT CARD SERVICES)	KEY ORGANIZER FILING CABINET	SANTA MONICA HIGH SCHOOL	7,779.15	BB
				** FACILITY IMPROVEMENTS: BONDS/STATE MODERNIZATION/NEW CONSTRUCTION/DEVELOPER FEES	548,371.34

TO: BOARD OF EDUCATION

ACTION/CONSENT

11/19/15

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

RE: ACCEPTANCE OF GIFTS – 2015/2016

RECOMMENDATION NO. A.09

It is recommended that the Board of Education accept, with gratitude, checks totaling **\$16,669.52** 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 **\$16,669.52** as described on the attached listing.

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

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

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

School/Site Account Number	Cash Amount	Item Description	Purpose	Donor
Adams Middle School 01-90120-0-00000-00000-8699-011-0000	\$ 9,843.57 \$ 30.00 \$ 21.95		Field Trip General Supplies and Materials General Supplies and Materials	Santa Monica Science Magnet Various Kroger
Ed Services 01-90120-0-00000-00000-8699-030-0000	\$ 2,000.00 \$ 410.00 \$ 25.00		Professional Experts General Supplies and Materials General Supplies and Materials	Ella Fitzgerald Charitable Foundation Various Music Donations Various Music Donations
Lincoln Middle School 01-90120-0-00000-00000-8699-012-0000	\$ 10.00		General Supplies and Materials	Marco Higuera & Abelina Valadez
McKinley Elementary School 01-90120-0-00000-00000-8699-004-0000	\$ 3,992.50		5th Grade Field Trip	Various
Santa Monica High School 01-90120-0-00000-00000-8699-007-0000	\$ 336.50		General Supplies and Materials	Various
TOTAL	\$ 16,669.52			

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/11/15

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

RE: AMENDMENT TO CONTRACT FOR INSTALLATION OF LED LUMINAIRES REPLACEMENT AND SYSTEM CONTROLS – MALIBU HIGH AND CABRILLO ELEMENTARY SCHOOLS – BID #15.09 TO WALTON ELECTRIC CORPORATION; TO APPROVE A BUDGET ALLOCATION FROM MEASURE ES2 UNALLOCATED FUNDS AND ADJUST CONTINGENCY FROM DISTRICT TO CONTRACTOR – CHANGE ORDER #2-18 AND CHANGE ORDER #18B

RECOMMENDATION NO. A.10

It is recommended that the Board of Education approve Change Order #2 for the installation of LED Luminaire Replacement and system controls, Bid #15.09 to Walton Electric Corporation for Malibu High and Cabrillo Elementary Schools District owned contingency for in an amount of \$100,000 (Change Orders 2-18) with the balance of Change Order #18, in an amount of \$1,650 awarded under Change Order #3 for a total contract amount not to exceed \$889,434. It is also recommended that the Board of Education approve a budget allocation from Measure ES2 unallocated funds for this expenditure. installation sensor DIM

Funding Information

Budgeted: Yes with Approval of Agenda Item

Fund: 84

Source: Measure ES2

Account Number: 84-90900-0-00002-85000-6400-010-2600

COMMENT: The installation portion of the contract has been completed; commissioning of the installation is being completed by the material supplier under Bid #15.08 (United Electrical). Due to installation issues, additional hours are needed to switch components already installed to resolve light flickering and dimming control issues. The District owned contingency of \$100,000 has been used for Change Orders 2-17 and a portion of change order #18, with the balance of Change Order 18 awarded under Change Order #3. Once commissioning has been completed, Walton Electric will return to the site and certify the systems for code compliance as required.

(continued on next page)

ORIGINAL CONTRACT AMOUNT	\$716,586
CHANGE ORDER #1	71,228
CHANGE ORDER #2-18 CONTINGENCY	100,000
Change Order # 2	9,595
Change Order # 3	1,791
Change Order # 4	(672)
Change Order # 5	25,586
Change Order # 6	(2,220)
Change Order # 7	12,330
Change Order # 8	(2,064)
Change Order # 9	3,243
Change Order #10	9,722
Change Order #11	N/C
Change Order #12	3,203
Change Order #13	27,792
Change Order #14	N/C
Change Order #15	4,788
Change Order #16	5,000
Change Order #17	N/C
Change Order #18	1,906
<u>CHANGE ORDER #18b (balance #18)</u>	<u>1,650</u>
TOTAL CONTRACT AMOUNT	\$889,434

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

TO: BOARD OF EDUCATION

ACTION CONSENT

11/19/15

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

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

RECOMMENDATION NO. A.11

It is recommended that the Board of Education authorize Contract Change Order No. 29 (CO-29) for - Edison Language Academy - New Construction Project - Swinerton Builders - in the amount of \$87,489.06 for a total contract amount of \$36,168,276.59 and 0 days of schedule impact.

Funding Information

Budgeted: No
Fund: 81
Source: Measure BB
Account Number: 81-90500-00000-85000-6200-001-2600
Budget Category: Construction Contracts
DSA #: 03-112999
Friday Memo: 11/19/15

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

The Santa Monica-Malibu Unified School District Board of Education has approved 24 change orders for the Lease Leaseback contract for the Edison Language Academy – New Construction Project. Change Order No 1 was in the amount of \$93,232.00. Change Order No 2 was in the amount of \$74,000.00. Change Order No 3 was in the amount of \$76,746.00 and a 3 day increase in the contract time. Change Order No 4 was in the amount of \$86,815.00. Change Order No 5 was in the amount of \$68,372.00. Change Order No. 6 was in the amount of \$38,766.00. Change Order No. 7 was in the amount of \$72,552.00. Change Order 08 was in the amount of \$3,599.00. Change Order 09 was in the amount of \$73,414.00. Change Order 10 was in the amount of \$153,438.00. Change Order 11 was in the amount of \$223,597.00. Change Order 12 was in the amount of \$154,607.00. Change Order 13 was in the amount of \$70,770.00. Change Order 14 was in the amount of \$106,490.00. Change Order 15 was in the amount of \$106,096.00. Change Order 16 was in the amount of \$41,967.18. Change Order No. 17 was in the amount of \$343,247.13. Change Order No. 18 was in the amount of \$175,114.01. Change Order No. 19 was in the amount of \$188,621.07. Change Order No. 20 was in the amount of \$195,844.55. Change Order No. 21 was in the amount of 43,445.80.

Change Order No. 22 was in the amount of \$112,607.00. Change Order No. 23 was in the amount of \$155,713.07. Change Order No. 24 was a credit in the amount of (\$14,819.87). Change Order No. 25 was in the amount of \$356,200.00. Change Order No. 26 was in the amount of \$68,402.69. Change Order No. 27 was in the amount of \$69,281.38. Change Order No. 28 was in the amount of \$94,551.52.

Change Order No. 29 includes twelve (12) Proposed Change Orders (PCO's) which are not reflected in the Construction Documents.

ORIGINAL CONTRACT AMOUNT.....	\$32,848,118.00
CHANGE ORDER NO. 1.....	93,232.00
CHANGE ORDER NO. 2.....	74,000.00
CHANGE ORDER NO. 3.....	76,746.00
CHANGE ORDER NO. 4.....	86,815.00
CHANGE ORDER NO. 5.....	68,372.00
CHANGE ORDER NO. 6.....	38,766.00
CHANGE ORDER NO. 7.....	72,552.00
CHANGE ORDER NO. 8.....	3,599.00
CHANGE ORDER NO. 9.....	73,414.00
CHANGE ORDER NO. 10.....	153,438.00
CHANGE ORDER NO. 11.....	223,597.00
CHANGE ORDER NO. 12.....	154,607.00
CHANGE ORDER NO. 13.....	70,770.00
CHANGE ORDER NO. 14.....	106,490.00
CHANGE ORDER NO. 15.....	106,096.00
CHANGE ORDER NO. 16.....	41,967.18
CHANGE ORDER NO. 17.....	343,247.13
CHANGE ORDER NO. 18.....	175,114.01
CHANGE ORDER NO. 19.....	188,621.07
CHANGE ORDER NO. 20.....	195,844.55
CHANGE ORDER NO. 21.....	43,445.80
CHANGE ORDER NO. 22.....	112,607.00
CHANGE ORDER NO. 23.....	155,713.07
CHANGE ORDER NO. 24.....	(14,819.87)
CHANGE ORDER NO. 25.....	356,200.00
CHANGE ORDER NO. 26.....	68,402.69
CHANGE ORDER NO. 27.....	69,281.38
CHANGE ORDER NO. 28.....	94,551.52
CHANGE ORDER NO. 29.....	87,489.06
TOTAL CONTRACT AMOUNT.....	\$36,168,276.59

Change Order No. 29 includes no increase to the Contract Time and will be funded from Program Reserve Shortage:

ORIGINAL CONTRACT TIME	1,054 Days
CHANGE ORDER NO. 1:	0 Days
CHANGE ORDER NO. 2:	0 Days
CHANGE ORDER NO. 3:	3 Days
CHANGE ORDER NO. 4:	0 Days
CHANGE ORDER NO. 5:	0 Days
CHANGE ORDER NO. 6:	0 Days
CHANGE ORDER NO. 7:	0 Days
CHANGE ORDER NO. 8:	0 Days
CHANGE ORDER NO. 9:	0 Days
CHANGE ORDER NO. 10:	0 Days
CHANGE ORDER NO. 11:	0 Days
CHANGE ORDER NO. 12:	0 Days
CHANGE ORDER NO. 13:	0 Days
CHANGE ORDER NO. 14:	0 Days
CHANGE ORDER NO. 15.....	0 Days
CHANGE ORDER NO. 16.....	0 Days

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

A Friday Memo accompanies this item.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

11/19/15

FROM: SANDRA LYON / MARK O. KELLY

RE: CERTIFICATED PERSONNEL – Elections, Separations

RECOMMENDATION NO. A.12

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

ADDITIONAL ASSIGNMENTS

ADAMS MIDDLE SCHOOL

Asher, Jeanette	15 hrs @\$42.08	10/12/15-6/9/16	Est Hrly/\$ 631
Holland-Mathews, Margie	15 hrs @\$42.08	10/12/15-6/9/16	Est Hrly/\$ 631
Jarvis, Andrea	25 hrs @\$42.08	10/12/15-6/9/15	Est Hrly/\$1,052
Kapasi, Tahera	25 hrs @\$42.08	10/12/15-6/9/16	Est Hrly/\$1,052
Karaiakoubian, Paul	25 hrs @\$42.08	10/12/15-6/9/16	Est Hrly/\$1,052
Sever, Pamela	15 hrs @\$42.08	10/12/15-6/9/16	Est Hrly/\$ 631
Smith, L. Devon	25 hrs @\$42.08	10/12/15-6/9/16	<u>Est Hrly/\$1,052</u>
TOTAL ESTABLISHED HOURLY			\$6,101

Comment: After School Library Supervision
01-Reimbursed by PTA

Asher, Jeanette	40 hrs @\$42.08	10/24/15-6/3/16	Est Hrly/\$1,683
Holland-Mathews, Margie	40 hrs @\$42.08	10/24/15-6/3/16	Est Hrly/\$1,683
Jarvis, Andrea	40 hrs @\$42.08	10/24/15-6/3/16	Est Hrly/\$1,683
Rajabali, Jahan	40 hrs @\$42.08	10/24/15-6/3/16	Est Hrly/\$1,683
Sever, Pamela	40 hrs @\$42.08	10/24/15-6/3/16	<u>Est Hrly/\$1,683</u>
TOTAL ESTABLISHED HOURLY			\$8,415

Comment: Saturday Scholars
01-Unrestricted Resource

EDISON ELEMENTARY SCHOOL

Meade, Mary Margaret	3.0 hrs @\$42.08	10/27/15-10/30/15	Est Hrly/\$126
Murcia, Constanza	4.5 hrs @\$42.08	11/5/15-11/10/15	<u>Est Hrly/\$189</u>
TOTAL ESTABLISHED HOURLY			\$315

Comment: Math Parent Workshops
01-IASA: Title I Basic-LW Inc/Neg

EDUCATIONAL SERVICES

Gomez, Victor	75 hrs @\$42.08	11/1/14-6/4/16	<u>Est Hrly/\$3,156</u>
TOTAL ESTABLISHED HOURLY			\$3,156

Comment: Saturday Parent Computer Class
01-ESEA Title III – LEP

Dresher, Pam	30 hrs @\$42.08	11/1/15-6/5/16	Est Hrly/\$1,262
Simon, Laura	30 hrs @\$42.08	11/1/15-6/5/16	<u>Est Hrly/\$1,262</u>
TOTAL ESTABLISHED HOURLY			\$2,524

Comment: Next Generation Science Standards Prep
01-LCAP – LCFF Supplemental Grant

Estrada, Tiffany	20 hrs @\$42.08	11/2/15-12/18/15	Est Hrly/\$842
Ipina, Elizabeth	20 hrs @\$42.08	11/2/15-12/18/15	<u>Est Hrly/\$842</u>
TOTAL ESTABLISHED HOURLY			\$1,684

Comment: ELD Standards Progress Monitoring
01-ESEA Title III – LEP

Wintner, Lisa	20 hrs @\$42.08	11/2/15-1/15/16	Est Hrly/\$842
Zagor, Maura	20 hrs @\$42.08	11/2/15-1/15/16	Est Hrly/\$842
TOTAL ESTABLISHED HOURLY			\$1,684

Comment: Curriculum Development
01-ESEA Title III – LEP

Santini, Alejandra	40 hrs @\$42.08	11/2/15-6/6/16	Est Hrly/\$1,683
TOTAL ESTABLISHED HOURLY			\$1,683

Comment: Pre-School Program Development
01-ESEA Title III - LEP

HUMAN RESOURCES

Keith, Kelly	27.33 hrs @\$42.08	11/1/15-6/9/16	Est Hrly/\$1,150
TOTAL ESTABLISHED HOURLY			\$1,150

Comment: BTSA Support Provider
01-Unrestricted Resource

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>
Avedian, Raymond	4.5 EDU	Robotics Club	8/15-12/15	\$1,202
Blanchard, Cecile	8.0 EDU	Choral Music	8/15-12/15	\$2,120
Garnreiter, Sean	8.0 EDU	Instrumental Music	8/15-12/15	\$2,120
Goldberg, Cori	3.0 EDU	ASB	8/15-12/15	\$ 801
Hale, Shannon	2.0 EDU	AVID	8/15-12/15	\$ 534
Mercado Rivera, Aldo	1.0 EDU	AVID	8/15-12/15	\$ 267
Muprhy, Letitia	2.0 EDU	AVID	8/15-12/15	\$ 534
Perez-Fernandez, Lourdes	2.5 EDU	AVID	8/15-12/15	\$ 668
Ransom, Barbara	2.0 EDU	AVID	8/15-12/15	\$ 534
Saling, David	2.0 EDU	Cross Currents	8/15-12/15	\$ 534
Valentiner, Katharina	2.0 EDU	AVID	8/15-12/15	\$ 534
Woo, Angela	8.0 EDU	Instrumental Music	8/15-12/15	<u>\$2,120</u>
TOTAL EDUS				\$11,968

TOTAL ESTABLISHED HOURLY AND EXTRA DUTY UNITS = \$ 38,680

NEW HIRES

SUBSTITUTE TEACHERS

REGULAR DAY-TO-DAY SUBSTITUTES

(@\$144.00 Daily Rate)

	<u>Effective</u>
Butler, Leslie	11/2/15
Karlitz, Howard	11/2/15
Martinez, Carol	11/3/15
Proft, Patrick	11/2/15
Williams, Chanel	8/18/15

CHANGE IN ASSIGNMENT

	<u>Effective</u>
Khem, Chamnauch	8/18/15-6/9/16

Santa Monica HS/Latin

From: 80%

To: 100%

LEAVE OF ABSENCE (with pay)**Name/Location**

Baltrushes, Susan
Cabrillo Elementary

Effective

10/23/15-11/20/15
[Medical/FMLA/CFRA]

Davies, Michael
McKinley Elementary

10/28/15-11/18/15
[Medical/FMLA/CFRA]

Pankow, Karen
Muir Elementary

8/18/15-9/3/15
[Medical Maternity]

Thomas, Kate
Franklin Elementary

10/18/15-11/02/15
[Medical/FMLA/CFRA]

LEAVE OF ABSENCE (without pay)**Name/Location**

Goldberg, Sharon
Special Ed

Effective

11/14/15-12/31/15
[Child Care]

Goldberg, Sharon
Special Ed

1/1/16-6/9/16
[Child Care – 40%]

Merino, Rena
Santa Monica HS

1/1/16-6/30/16
[Child Care]
(revision of dates from 7/15/15 Agenda)

Pankow, Karen
Muir Elementary

9/4/15-11/27/15
[CFRA]

Pankow, Karen
Muir Elementary

11/30/15-1/29/16
[Child Care]

RESIGNATION**Name/Location**

Grant, Sandy
Santa Monica HS

Effective

10/28/15

Lee, Jesse
Santa Monica HS

10/23/15

Lee, Paige
Grant Elementary

10/23/15

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

TO: BOARD OF EDUCATION

ACTION/CONSENT

11/19/15

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

RE: CLASSIFIED PERSONNEL – MERIT

RECOMMENDATION NO. A.13

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

NEW HIRES

EFFECTIVE DATE

Baghoomian, Edwin Maintenance	HVAC Mechanic 8 Hrs/12-Month/Range: 37 Step: A	11/2/15
Biber, Jessica Special Education	Occupational Therapist 8 Hrs/SY/Range: 61 Step: C	11/2/15
Flores, Francisco Operations	Custodian 5 Hrs/12-Month/Range: 22 Step: A	10/26/15
Hall, Eve Malibu HS/Special Ed	Paraeducator 3 6 Hrs/SY/Range: 26 Step: A	10/26/15
Jala, Ariel Operations	Custodian 5 Hrs/12-Month/Range: 22 Step: A	11/2/15
Lomando, Athena Lincoln MS/Special Ed	Paraeducator 3 6 Hrs/SY/Range: 26 Step: A	10/26/15
Morrison, Catherine Webster Elementary	Sr. Office Specialist 4 Hrs/SY/Range: 26 Step: A	11/9/15

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Adams, Daryl Webster Elementary	Physical Activity Specialist [additional hours, professional development]	8/17/15-8/21/15
Adams, Melissa Webster Elementary	Paraeducator 1 [additional hours, professional development]	8/17/15-8/21/15
Adams, Toni Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Aguilar, Mark Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Alba, Raul Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Aldana, Monica Edison Elementary	Children's Center Assistant II [additional hours, as needed for child care]	10/14/15-6/9/16
Alex, Milton Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Alvarado, Nivia Superintendent	Bilingual Community Liaison [additional hours, as needed for translation]	10/1/15-6/9/16

Anderson, Bruno Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Anderson, Michael Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Anderson, Sally Malibu HS	Sr. Office Specialist [additional hours, ASB/Athletic events]	10/1/15-6/9/16
Avitia-Quintana, Hector Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Beavers, Marcus Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Becerra, Daniel Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Bolan, Anette Student Services	Campus Security Officer [overtime, as needed for residential checks]	8/20/15-6/9/16
Bonilla, Leroy Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Boyd, Katherine Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Bracamonte, Jorge Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Bravo, Richard Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Brooks-Redondo, Karen Webster Elementary	Instructional Assistant – Classroom [additional hours, professional development]	8/17/15-8/21/15
Brown, Murphy Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Buchanan, Timothy Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Burkett, Deena Facility Use Dept.	Audience Services Coordinator [additional hours, as needed for FUD events]	10/20/15-6/30/16
Burkett, Deena Facility Use Dept.	Audience Services Coordinator [overtime, as needed for FUD events]	10/20/15-6/30/16
Burton, Jerome Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Cage, Joann Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Cage, Ramondo Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Calderon, Bianca Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16

Chiriboga, Giovanni Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Cobbs, Rufus Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Coffey, Bud Facility Use Dept.	Audience Services Coordinator [additional hours, as needed for FUD events]	10/5/15-6/30/16
Coffey, Bud Facility Use Dept.	Audience Services Coordinator [overtime, as needed for FUD events]	10/5/15-6/30/16
Coleman, Daniel Webster Elementary	Physical Activities Specialist [additional hours, professional development]	8/17/15-8/21/15
Colvin, Lovell Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Conrad, Wei-Jin Webster Elementary	Instructional Assistant – Classroom [additional hours, professional development]	8/17/15-8/21/15
Cueva, Felipe Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Davis, Anthony Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Davis, Katherine Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Davis, Stevie Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
De la Rosa, Johanna Lincoln MS	Bilingual Community Liaison [additional hours, opening of school]	8/11/15-8/12/15
De la Rosa, Johanna Student Services	Bilingual Community Liaison [overtime, as needed for translation]	8/20/15-6/9/16
De la Rosa, Johanna Educational Services	Bilingual Community Liaison [overtime, ELAC Parent Meetings]	9/15/15-6/5/16
Doty, Kenneth Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Durham, Michael Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Frazier, Ashley Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Fuller, Charesse Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Fynn, Elliott Facility Use Dept.	Audience Services Coordinator [additional hours, as needed for FUD events]	11/2/15-6/30/16
Fynn, Elliott Facility Use Dept.	Audience Services Coordinator [additional hours, as needed for FUD events]	11/2/15-6/30/16

Gallegos-Martin, Agustin Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Gleason, Tim Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Gomez, Jack Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Gonzalez, Arthur Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Gonzalez, Cecilia Edison Elementary	Children's Center Assistant II [additional hours, as needed for child care]	10/14/15-6/9/16
Gonzalez, Jose Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Gonzalez, Xavier Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Graciano, Luis Edison Elementary	Children's Center Assistant I [additional hours, as needed for child care]	10/14/15-6/9/16
Green, Joseph Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Harris, Kenneth Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Harris, Tracey Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Hernandez, Yolanda Webster Elementary	Health Office Specialist [additional hours, professional development]	8/17/15-8/21/15
Herrada, Joe Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Hofland, Keri Santa Monica HS/Spec Ed	Paraeducator 1 [additional hours, for absence coverage]	8/20/15-6/9/16
Jelks, Curtis Facility Use Dept.	Campus Security Officer [overtime, as needed for FUD events]	7/1/15-6/30/16
Jelks, Curtis Facility Use Dept.	Campus Security Officer [additional hours, as needed for FUD events]	7/1/15-6/30/16
Jimenez, Maria Sylvia Edison Elementary	Children's Center Assistant II [additional hours, as needed for child care]	10/14/15-6/9/16
Johnson, Peter Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Kratz, Damon Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Le, Corinne Webster Elementary	Instructional Assistant – Classroom [additional hours, professional development]	8/17/15-8/21/15

Lo Greco, Vincent Webster Elementary	Paraeducator 3 [additional hours, professional development]	8/17/15-8/21/15
Marquez, Lily Student Services	Bilingual Community Liaison [overtime, as needed for translation]	8/20/15-6/9/16
Martin, Eric Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
McAlpin, Michael Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
McNeely, Debrah Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Menendez, Joshua Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Miller, Maurice Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Monte, Peri Webster Elementary	Elementary Library Coordinator [additional hours, after school reading program]	10/12/15-6/9/16
Morales, Steve Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Morales, Yanet Malibu HS	Technology Support Assistant [overtime, as needed for ASB/Athletic events]	10/1/15-6/30/16
Morris Sean Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Moton, Wilson Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Myles, Donald Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Odom, Lamont Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Omari, Saleem Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
O'Rourke, Thomas Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Peoples, Jeffrey Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Perez, Graciela Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Perez, Maria Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Rising, Robert Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16

Saad, Metias Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Segura, Bethel Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Skowland, Carol Educational Svcs	Sr. Administrative Assistant [overtime, as needed for committee meetings]	10/20/15-5/30/16
Smith, Luz Student Services	Translator [overtime, as needed for translation]	8/20/15-6/9/16
Stern, Ellen Webster Elementary	Instructional Assistant – Classroom [additional hours, professional development]	8/17/15-8/21/15
Tangum, Cathy Olympic HS	Campus Security Officer [overtime, Saturday School]	10/3/15-6/3/16
Tate, Jarrell Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Tate, Wiley Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Taylor, Candice Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Vazquez-Gomez, Miguel Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Velasquez, Jose Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Venable, Mark Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Viesca, Joseph Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Walker, Louis Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Walley, Dayna Webster Elementary	Instructional Assistant – Classroom [additional hours, professional development]	8/17/15-8/21/15
Ward, Victor Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Watkins, Ernest Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
West, Malcolm Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Widner, Kim Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Woodworth-DeVault, Dorie Webster Elementary	Instructional Assistant – Classroom [additional hours, professional development]	8/17/15-8/21/15

Yamamoto, Mikiko Webster Elementary	Paraeducator 3 [additional hours, professional development]	8/17/15-8/21/15
Ybarra Jr., Jose Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
Ybarra, Angel Facility Use Dept.	Custodian [overtime, as needed for FUD events]	7/1/15-6/30/16
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Acevado, Roger Grounds	Gardener	7/1/15-6/30/16
Adeyemi, Latrina Operations	Custodian	7/1/15-6/30/16
Adeyemi, Olayiwola Operations	Custodian	10/14/15-6/30/16
Alonzo, Sergio Grounds	Gardener	7/1/15-6/30/16
Alvarez, Jose L. Grounds	Gardener	7/1/15-6/30/16
Alvarez, Jose L. Operations	Custodian	7/1/15-6/30/16
Anderson, Julie Special Education	Paraeducator 1	10/14/15-6/9/16
Berry, Andrew Operations	Custodian	7/1/15-6/30/16
Carter, Amber Operations	Custodian	7/1/15-6/30/16
Coleman, Brandon Operations	Custodian	7/1/15-6/30/16
Coleman, Deval Operations	Custodian	7/1/15-6/30/16
Didario, Joann Special Education	Paraeducator 1	10/1/15-6/9/16
Etchison, Chauncey Operations	Custodian	7/1/15-6/30/16
Frias, Angel Grounds	Gardener	7/1/15-6/30/16
Gonzalez, Arturo Grounds	Gardener	7/1/15-6/30/16
Green, Doshawn Operations	Custodian	7/1/15-6/30/16
Green, Lamonta Operations	Custodian	10/1/15-6/30/16

Guardado, Francisco Operations	Custodian	7/1/15-6/30/16
Guardado, Francisco Grounds	Gardener	7/1/15-6/30/16
Gudiel, Ana Food Services	Cafeteria Worker I	10/1/15-6/9/16
Haro, Frank Operations	Custodian	7/1/15-6/30/16
Harris, Eddie Operations	Custodian	7/1/15-6/30/16
Hart, Walter Jr. Operations	Custodian	7/1/15-6/30/16
Haywood, Chanel Operations	Custodian	7/1/15-6/30/16
Hudnall, Jessica Child Develop Svcs	Children's Center Assistant I	10/1/15-6/9/16
Hughes, Mike Adult Education	Campus Security Officer	10/1/15-6/9/16
Isaac, Arthur Operations	Custodian	7/1/15-6/30/16
Jala, Ariel Operations	Custodian	7/1/15-6/30/16
Johnson, Dashay Operations	Custodian	10/1/15-6/30/16
Jones, Bronden Grounds	Gardener	7/1/15-6/30/16
Lampley, Keyona Operations	Custodian	7/1/15-6/30/16
Lew, Shawn Operations	Custodian	7/1/15-6/30/16
Longstreet, Willie Operations	Custodian	7/1/15-6/30/16
Lopez, Manuel Operations	Custodian	7/1/15-6/30/16
Lyons, Robert Operations	Custodian	7/1/15-6/30/16
Macon, Phillip Operations	Custodian	10/12/15-6/30/16
Mamon, Stephanie Operations	Custodian	7/1/15-6/30/16

Martin, Raveena Special Education	Paraeducator 1	10/1/15-6/90/16
Martinez, Angelina Operations	Custodian	7/1/15-6/30/16
McKeever, Devon Operations	Custodian	7/1/15-6/30/16
Mejia, Shamika Child Develop Svcs	Children's Center Assistant I	10/28/15-6/9/16
Miller, Melvyn Operations	Custodian	7/1/15-6/30/16
Montes, Julio Operations	Custodian	7/1/15-6/30/16
Mora, Vicente Grounds	Gardener	7/1/15-6/30/16
Morrison, Robert Operations	Custodian	7/1/15-6/30/16
Murrillo, Joel Operations	Custodian	8/28/15-6/30/16
Nixon, Robert Operations	Custodian	7/1/15-6/30/16
Orozco, Eugene Operations	Custodian	7/1/15-6/30/16
Quintana, Anthony Operations	Custodian	7/1/15-6/30/16
Rangel Ramirez, Eduardo Grounds	Gardener	7/1/15-6/30/16
Rascon, Jesse Operations	Custodian	7/1/15-6/30/16
Reynoso, Ivan Operations	Custodian	7/1/15-6/30/16
Rodriguez, Christian Special Education	Paraeducator 1	10/1/15-6/9/16
Rodriguez, Sergio Operations	Custodian	7/1/15-6/30/16
Rugamas, Castro, Angel Grounds	Gardener	7/1/15-6/30/16
Salazar, Melina Special Education	Paraeducator 1	10/1/15-6/9/16
Smith, Christopher Operations	Custodian	7/1/15-6/30/16

Smith, Terry Operations	Custodian	7/1/15-6/30/16
Solis, David Special Education	Paraeducator 1	10/1/15-6/9/16
Solis, Robert Operations	Custodian	7/1/15-6/30/16
Sutton, Marcel Operations	Operations	10/20/15-6/30/16
Tjaden, Jeremy Grounds	Gardener	7/1/15-6/30/16
Venable, Shelton Operations	Custodian	7/1/15-6/30/16
Venable, Terance T. Operations	Custodian	7/1/15-6/30/16
Villasenor, Luis Operations	Custodian	7/1/15-6/30/16
Watson, Marsha Special Education	Paraeducator 1	10/28/15-6/9/16
Windt, Neil Santa Monica HS	Accompanist	10/23/15-6/9/16

INVOLUNTARY TRANSFER

Howard, Leslie Special Ed-McKinley Elem	Paraeducator 1 6 Hrs/SY From: 6 Hrs/SY/Special Education-Rogers Elementary	<u>EFFECTIVE DATE</u> 10/5/15
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LEAVE OF ABSENCE (PAID)

Gevorkyan, Arutyun Transportation	Vehicle & Equipment Mechanic CFRA	<u>EFFECTIVE DATE</u> 9/16/15-11/30/15
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PROFESSIONAL GROWTH

Ortega-Maya, Lisa John Adams MS	Paraeducator 3	<u>EFFECTIVE DATE</u> 11/1/15
Rodriguez, Cecelia Child Develop Svcs	Children's Center Assistant	7/1/15

WORKING OUT OF CLASS

Clifford, Kari Special Ed/Santa Monica HS	Paraeducator 3 From: Paraeducator 2	<u>EFFECTIVE DATE</u> 10/1/15
Jackson, Donte Food Services	Cafeteria Worker1/Transporter From: Cafeteria Worker I, as needed	10/19/15-6/30/16
Jackson, Donte Food Services	Stock Delivery Clerk From: Cafeteria Worker I, as needed	10/21/15-6/30/16

Lomando, Athena Special Education	Paraeducator 3 From: Paraeducator 1	9/21/15-9/25/15
Myles, Donald Maintenance	Skilled Maintenance Worker From: Custodian	10/19/15
Suaste, Eduardo Operations	Utility Worker From: Lead Custodian	10/5/15-12/1/15

ABOLISHMENT

Lincoln MS

Paraeducator 1
6 Hrs/SY

EFFECTIVE DATE

10/15/15

DISQUALIFICATION FROM PROBATION

DF9750506

Information Technology

EFFECTIVE DATE

11/20/15

RESIGNATION

Russell, Tanica
Muir Elementary

Paraeducator 3

EFFECTIVE DATE

11/6/15

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

11/19/15

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

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.14

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

AVID TUTOR

Rankin, Ben	Santa Monica HS	9/1/15-6/9/16
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COACHING ASSISTANT

Collison-Jarel, Justin	Santa Monica HS	10/9/15-12/18/15
Curry, Krishna	Santa Monica HS	8/20/15-12/31/15
Goldberg, Matt	Malibu HS	10/22/15-6/30/16
Goldberg, Vincent	Malibu HS	10/1/15-6/30/16
Leonard, Scott	Santa Monica HS	10/22/15-6/9/16
Meck, Nancy	Santa Monica HS	10/19/15-12/18/15

NOON SUPERVISION AIDE

Alvarez, Elba	Cabrillo Elementary	10/14/15-6/9/16
Velazquez, Alejandro	McKinley Elementary	9/28/15-6/9/16
Villafana, Hisamy	McKinley Elementary	9/29/15-6/9/16
Womack, Raven	Muir Elementary	10/26/15-6/9/16

STUDENT WORKER - WORKABILITY

Lucero, Antonio	Santa Monica HS	9/1/15-6/30/16
Register, Ian	Santa Monica HS	10/20/15-6/30/17
Tirado Jr., Fortino	Santa Monica HS	10/11/15-6/30/16

TECHNICAL SPECIALIST – LEVEL III

Mullen, Russell	SMASH [Jazz Band Instructor] - Funding: Reimbursed by PTA	9/18/15-6/3/16
Zaslov, Diana	Santa Monica HS [Vocal Instructor] - Funding: Gifts – Santa Monica Arts Parents Assoc	8/28/15-6/9/16

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

TO: BOARD OF EDUCATION

ACTION/CONSENT

11/19/15

FROM: SANDRA LYON / MARK O. KELLY

RE: TEACHING AUTHORIZATION

RECOMMENDATION NO. A.15

It is recommended that the Board of Education approve the following teaching assignment for the 2015-2016 school year in accordance with Education Code provision specified.

PER EDUCATION CODE #44225:

TEACHER

Higginson, James

ASSIGNMENT

Adapted PE

EFFECTIVE

11/04/15-07/31/16

COMMENT: The Commission on Teacher Credentialing (CTC) provides a "waiver" for assigning identified individuals when the employing agency has an insufficient number of certificated persons who meet the specified employment criteria for the position. Such waivers provide individuals with additional time to complete the requirements for the credential that authorizes the service.

This would be a subsequent waiver for James "Sam" Higginson due to a medical necessity. He was on a medical leave of absence from December 2014 to April 2015, and again from August to November 2015. He had two years of special education teaching experience previous to his fourteen years of experience with our District. Mr. Higginson holds a Clear Multiple Subject Teaching Credential and has completed the Adapted Physical Education program. He has passed one section of the CSET, and has two remaining sections to complete to fulfill the credential requirement.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

11/19/15

FROM: SANDRA LYON

RE: ADOPT RESOLUTION NO. 15-12 – BOARD MEMBER ABSENCE ON
OCTOBER 7, 8, AND 22, 2015

RECOMMENDATION NO. A.16

It is recommended that the Board of Education adopt Resolution No. 15-12 – Board Member Absence on October 7, 8, and 22, 2015.

COMMENTS: Board Member Jose Escarce was absent from the October 7, 8, and 22, 2015, special board meetings.

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. 15-12
BOARD MEMBER ABSENCE ON OCTOBER 7, 8, AND 22, 2015**

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 special Board meetings on October 7, 8, and 22, 2015, 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 special board meetings of October 7, 8, and 22, 2015.

PASSED AND ADOPTED this 19th day of November 2015 at a regular meeting, by the following vote:

AYES:_____ NOES:_____ ABSENT:_____ ABSTAIN: _____

Attest:

Secretary

President

TO: BOARD OF EDUCATION

ACTION/CONSENT

11/19/15

FROM: SANDRA LYON / JANECE L. MAEZ / CAREY UPTON

RE: REVISE BP 3514.1 – HAZARDOUS SUBSTANCES

RECOMMENDATION NO. A.17

It is recommended that the Board of Education revise BP 3514.1 – Hazardous Substances.

COMMENTS: This was discussed by the board on October 1, 2015. Below is a summary of the changes being proposed:

- BP 3514 – Hazardous Substances
 - The updates bring our policy in line with CSBA's corresponding BP.

Changes to the associated administrative regulation can be found under item No. I.01 in this agenda.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

HAZARDOUS SUBSTANCES

The Board of Education desires to provide a safe school environment that protects students and employees from exposure to potentially hazardous substances that may be used in the district's educational program and in the maintenance and operation of district facilities and equipment.

~~The Board of Education recognizes that potentially hazardous substances are used in the daily operations of our schools. The Superintendent or designee shall ensure these substances are inventoried, used, stored and regularly disposed of in a safe and legal manner.~~

Insofar as possible, the Superintendent or designee shall minimize the quantities of hazardous substances stored on school property ~~and shall substitute less dangerous materials for hazardous substances.~~ When hazardous substances must be used, the Superintendent or designee shall give preference to materials that cause the least risk to people and the environment.

Specifically, the district will procure and use "green" environmentally friendly products (as defined by the most current City of Santa Monica environmentally preferable purchasing criteria) whenever possible, to reduce harm to the environment and contribute to the sustainable city effort in Santa Monica.

The Superintendent or designee shall ensure that all potentially hazardous substances on district properties are inventoried, used, stored, and regularly disposed of in a safe and legal manner.

As a priority, the district will focus on identifying and reducing the amounts of hazardous and toxic materials found its operations, including janitorial services, pest control, fleet maintenance and building maintenance. Furthermore, the district will seek to identify the most hazardous and toxic materials used and the highest volume products used in order to target these products for reduction and elimination, if possible.

The Superintendent or designee shall develop specific measures to ensure the safety of students and staff in school laboratories where hazardous chemicals are used. Such measures shall include the development and implementation of a chemical hygiene plan in accordance with 8 CCR 5191 and instruction to students about proper handling of hazardous substances.

Hazard Communication Program

The Superintendent or designee shall develop, implement and monitor a written hazard communication program in accordance with state law. As part of this program, he/she shall ensure that employees are fully informed about the properties and potential hazards of substances to which they may be exposed and that material safety data sheets are readily accessible to them.

Teachers shall instruct students about the importance of proper handling, storage, disposal and protection when using any potentially hazardous substance.

Legal Reference:

EDUCATION CODE

49340-49341 Hazardous substances education

49401.5 Legislative intent; consultation services

49411 Chemical listing; compounds used in school programs; determination of shelf life; disposal

FOOD AND AGRICULTURAL CODE

12981 Regulations re pesticides and worker safety

HEALTH AND SAFETY CODE

25163 Transportation of hazardous wastes; registration; exemptions; inspection

25500-25520 Hazardous materials release response plans; inventory

LABOR CODE

6360-6363 Hazardous Substances Information and Training Act

6380-6386 List of hazardous substances

CODE OF REGULATIONS, TITLE 8

339 List of hazardous substances

3203 Illness and injury prevention program

3204 Records of employee exposure to toxic or harmful substances

5139-5230 Control of hazardous substances, especially

5154.1-5154.2 Ventilation

5161 Definitions

5162 Emergency eyewash and shower equipment

5163 Control of spills

5164 Storage of hazardous substances

5191 Occupational exposure to hazardous chemicals in laboratories; chemical hygiene plan

5194 Hazard communication

CODE OF REGULATIONS, TITLE 22

67450.40-67450.49 School hazardous waste collection, consolidation, and accumulation facilities

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Science Safety Handbook for California Public Schools, 2012

WEB SITES

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

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

Department of Industrial Relations, Cal/OSHA: <http://www.dir.ca.gov/dosh>

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

DISCUSSION ITEMS

TO: BOARD OF EDUCATION

DISCUSSION

11/19/15

FROM: SANDRA LYON / JANECE L. MAEZ

7:30 p.m.

RE: RECEIPT OF AND DISCUSSION REGARDING UPDATED INFORMATION
FROM THE FINANCIAL OVERSIGHT COMMITTEE (FOC) REPORT ON
BUDGETARY IMPLICATIONS OF A MALIBU UNIFICATION

DISCUSSION ITEM NO. D.01

At the July 15, 2015, joint meeting between the SMMUSD Board of Education (Board) and the district's Financial Oversight Committee (FOC), the Board heard reports from the FOC related to a proposed action to reorganize the existing Santa Monica-Malibu Unified School District by forming a new Malibu Unified School District from parts of the existing District. The FOC had studied several aspects of the proposed unification and reported on two major areas of consideration: 1) the division of assets and liabilities and 2) the impact to the district on fiscal operations. The scope of the study included the impact to the budget of a Santa Monica USD as well as the fiscal viability and sustainability of a Malibu USD. The FOC was charged by the Board to determine if potential "deal breakers" existed in either of these areas. The entire scope of the FOC's work was financial in nature and not intended to formulate an opinion on the subject of unification. The general conclusion at the time of the FOC report in July was that significant "deal breakers" in terms of the financial aspects of unification did not exist.

When the 2014-15 Unaudited Actuals report for SMMUSD was presented to the Board on September 2, 2015, staff described a new set of circumstances relative to the LCFF revenue calculation. The report and presentation by staff described how SMMUSD is now considered a Minimum State Aid district and why the revenue for the year was much greater than had been expected. The Minimum State Aid calculation increased the 2014-15 revenue and fund balance by greater than \$7.0 million.

The Board asked the FOC to update their analysis based on the new information with regards to the Minimum State Aid calculation. WestEd, contracted by Advocates for Malibu Public Schools (AMPS) to prepare a potential Malibu USD budget, updated its report with the new information. Similarly, SMMUSD staff updated the potential Santa Monica USD budget. The subcommittee of the FOC met twice to review the analysis. The subcommittee led a discussion of the updated information at a full FOC meeting on November 12, 2015. Representatives of the FOC will be present at tonight's Board meeting to present the updated information.

TO: BOARD OF EDUCATION

DISCUSSION

11/19/15

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

RE: DISCUSS FACILITIES AND BOND PROJECTS FOR 2015-16 SCHOOL YEAR

DISCUSSION ITEM NO. D.02

The Facilities Division (Facility Improvement Projects & Maintenance and Construction) would like an opportunity to discuss the current status of Measure BB and ES projects and proposed plans for Measure ES in the 2015-16 school year with the Board of Education.

Staff in the Facility Improvement Projects and Maintenance and Construction departments has continued moving forward with facility projects scheduled and funded by both Measure BB and Measure ES. The Board had previously received an update on projects in Measure BB in the spring of this year. Much has been completed and accomplished since that time, and activities funded by Measure ES have begun, so staff would like to present this information to the Board.

Below is an outline for the conversation:

- Current Measure BB projects update
 - Edison Language Academy
 - Santa Monica High School
 - Phase 1 completion & Phase 2 beginning
 - Data Center
 - Olympic High School
 - Malibu High School
- Measure BB shortfall and claims update
- Measure ES projects and proposed projects update
 - Technology
 - Samohi Campus Development Plan
 - Malibu Environmental – Lighting and Caulk Remediation
 - Other Unallocated Projects
 - Windows, Paint & Floors – Cabrillo, Grant & Rogers
 - Synthetic Fields – Adams & Lincoln
 - Adams Auditorium

Staff has prepared a Friday memo on many of these subjects providing more detailed information. This item will also provide an opportunity to discuss the format and organization of the district's Facility Advisory Committees.

MAJOR ITEMS

TO: BOARD OF EDUCATION

ACTION/MAJOR

11/19/15

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

RE: 2015-16 BUDGET REVISIONS

RECOMMENDATION NO. A.18

It is recommended that the Board of Education approve the following budget transfers, as described on the following pages, for these below-listed Funds. These routine paper transfers are intended to accomplish the formal/final shifting to recognize the accounting of previously-approved activities prior to the 1st Interim Report.

Fund 01	-	General Fund (Unrestricted & Restricted)
Fund 11	-	Adult Education Fund
Fund 12	-	Child Development Fund
Fund 13	-	Cafeteria Fund
Fund 14	-	Deferred Maintenance Fund
Fund 21	-	Building Fund
Fund 21.1	-	Building Fund /Measure BB Series B
Fund 21.2	-	Building Fund /Measure BB Series C
Fund 21.3	-	Building Fund /Measure BB Series D
Fund 21.4	-	Building Fund /Measure ES Series A
Fund 21.5	-	Building Fund /Measure ES Series B
Fund 25	-	Capital Facilities Fund
Fund 40	-	Special Reserve Fund for Capital Outlay Projects
Fund 67	-	Self-Insurance Fund
Fund 71	-	Retiree Benefit Fund

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

Fund: 01 Unrestricted General Fund				
		Adopted Budget	Revised Budget	
Object	Description	as of 7/1/15	as of 10/31/15	Changes
	Beginning Fund Balance	31,534,919	31,534,919	
8011-8099	LCFF Revenue	84,073,805	86,622,564	2,548,759
8100-8299	Federal Revenue	13,000	158,555	145,555
8300-8590	State Revenue	8,236,229	7,544,436	(691,793)
8600-8799	Local Revenue	33,371,680	33,779,057	407,377
8980-8999	Local General Fund Contributions	(23,116,213)	(23,213,882)	(97,669)
	Total Revenue	102,578,501	104,890,730	2,312,229
1000-1999	Certificated Salaries	49,073,554	49,508,646	435,092
2000-2999	Classified Salaries	17,217,832	17,190,798	(27,034)
3000-3999	Employee Benefits	23,222,199	23,619,225	397,026
4000-4999	Books and Supplies	2,651,456	3,130,424	478,968
5000-5999	Services and Other Operating Costs	9,068,335	9,058,990	(9,345)
6000-6999	Capital Outlay	672,200	683,728	11,528
7100-7299	Other Outgo	53,400	53,400	-
7300-7399	Indirect Costs	(1,161,544)	(1,234,335)	(72,791)
7600-7629	Transfer Out/ Fund 12 ,13 & 71	315,494	1,315,494	1,000,000
	Total Expenditures	101,112,926	103,326,370	2,213,444
	Increase /(Decrease) Fund Balance	1,465,575	1,564,360	98,785
	Projected Fund Balance	33,000,494	33,099,279	
Major Changes				
Revenues:				
\$ 2,548,759	Increase 5% of Local Property Revenues			
\$ 145,555	Prior year MAA reimbursement			
\$ (691,793)	One-time Mandated funding decrease from \$601/ADA to \$530/ADA			
\$ 407,377	Increase other local revenues			
\$ (97,669)	Increase Local General Fund Contribution to Special Ed			
Expenditures:				
\$ 435,028	Increase teaching 6.7 FTE teaching positions			
\$ (27,034)	Decrease Classified Salaries			
\$ 397,026	Increase in Employee Benefits .4% increase of W/C			
\$ 478,968	Increase in Books & Supplies			
\$ (9,345)	Decrease in Services and Operating Costs			
\$ (72,791)	Increase in Indirect Charge to Categorical Programs			
\$ 1,000,000	Transfer out to Fund 71 /Retiree Benefit Fund			

Fund: 01	Restricted General Fund			
		Adopted Budget as of 7/1/15	Revised Budget as of 10/31/15	
Object	Description			Changes
	Beginning Fund Balance	3,939,550	3,939,550	
8100-8299	Federal Revenue	4,185,061	5,069,762	884,701
8300-8590	State Revenue	712,878	1,671,487	958,609
8600-8799	Local Revenue	7,464,943	8,657,446	1,192,503
8980-8999	Local General Fund Contributions	23,116,213	23,213,882	97,669
	Total Revenue	35,479,095	38,612,577	3,133,482
1000-1999	Certificated Salaries	11,594,091	11,767,093	173,002
2000-2999	Classified Salaries	9,330,094	9,743,203	413,109
3000-3999	Employee Benefits	7,628,844	7,693,429	64,585
4000-4999	Books and Supplies	1,092,121	3,347,826	2,255,705
5000-5999	Services and Other Operating Costs	4,935,726	6,253,152	1,317,426
6000-6999	Capital Outlay	420,537	299,616	(120,921)
7300-7399	Indirect Costs	646,724	715,795	69,071
	Total Expenditures	35,648,137	39,820,114	4,171,977
	Increase /(Decrease) Fund Balance	(169,042)	(1,207,537)	(1,038,495)
	Projected Fund Balance	3,770,508	2,732,013	

Major Changes

Revenues:

\$ 802,804	14-15 Carryover from Title I, II and III federal programs.
\$ 25,258	New funding for Title III Immigrant
\$ 56,639	New funding for Carl Perkins program
\$ 958,609	Revenue of new state program - Educator Effectiveness
\$ 1,192,503	Increase of various local programs - PTA, GIFTS.PERMITS....
\$ 97,669	Increases in General Fund Contribution to Special Education

Expenditures:

Expenditure increases reflect the new funding from various categorical programs

\$ 173,002	Increase in Certificated Salaries
\$ 413,109	Increase in Classified Salaries
\$ 64,585	Increase in Employee Benefits
\$ 2,255,705	Increase in Books and Supplies
	\$559,255 in Textbooks
\$ 1,317,426	Increase in Services and Other Operating Costs
	\$325,000 increase in Settlement,
	\$163,825 increase in Conference \$ Travel
	\$265,807 increase in Independent Contractors
\$ (120,921)	Decrease in Equipment
\$ 69,071	Increase in indirect costs from various programs

		Adopted Budget as of 7/1/15	Revised Budget as of 10/31/15	
Object	Description			Changes
	Beginning Fund Balance	369,566	369,566	
8100-8299	Federal Revenue	49,434	46,926	(2,508)
8300-8590	Other State Revenue	270,000	322,238	52,238
8600-8799	Local Revenue	31,800	31,800	-
	Total Revenues	351,234	400,964	49,730
1000-1999	Certificated Salaries	166,969	168,885	1,916
2000-2999	Classified Salaries	114,164	117,327	3,163
3000-3999	Employee Benefits	83,192	90,674	7,482
4000-4999	Books and Supplies	15,672	20,645	4,973
5000-5999	Services and Other Operating Costs	14,457	78,339	63,882
6000-6999	Equipment	-	6,000	6,000
7300-7399	Indirect Costs	-	3,720	3,720
	Total Expenditures	394,454	485,590	91,136
	Increase /(Decrease) Fund Balance	(43,220)	(84,626)	(41,406)
	Projected Fund Balance	326,346	284,940	
Major Changes				
Revenue:				
\$ 34,147	Increase of Adult Ed Block Grant			
\$ 18,091	Increase of AB86 Adult Ed Planning Grant			
\$ (2,508)	Decrease in Federal Title II programs			
Expenditure:				
\$ 59,575	Carryover prior-year SMC contract for AB86 grant			
\$ 6,000	Equipment for AB86 grant.			

Fund: 12	Child Development Fund			
		Adopted Budget	Revised Budget	
Object	Description	as of 7/1/15	as of 10/31/15	Changes
	Beginning Fund Balance	264,166	264,166	
8100-8299	Federal Revenue	1,669,765	1,700,765	31,000
8300-8590	State Revenue	2,903,181	2,918,253	15,072
8600-8799	Local Revenue	3,243,228	3,400,278	157,050
8900-8929	Interfund Transfer from Fund 01	185,494	185,494	
	Total Revenues	8,001,668	8,204,790	203,122
1000-1999	Certificated Salaries	2,592,661	2,718,020	125,359
2000-2999	Classified Salaries	2,329,243	2,396,188	66,945
3000-3999	Employee Benefits	1,835,088	1,887,776	52,688
4000-4999	Books and Supplies	207,324	297,795	90,471
5000-5999	Services and Other Operating Costs	664,019	750,419	86,400
7300-7399	Indirect Costs	373,333	373,333	-
	Total Expenditures	8,001,668	8,423,531	421,863
	Increase /(Decrease) Fund Balance	-	(218,741)	-
	Projected Fund Balance	264,166	45,425	
Major Changes:				
Revenues:				
\$ 31,000	Increase in Head Start Program			
\$ 15,072	Increase in State Preschool Program			
\$ (38,950)	Decrease in Child Care Fees			
\$ 196,000	QRIS Block Grant			
Expenditures:				
Expenditure increases reflect the new funding from various programs				
\$ 125,359	Increase in Certificated salary			
\$ 66,945	Increase in Classified salary			
\$ 52,688	Increase in Benefits			
\$ 90,471	Increase in Supplies			
\$ 86,400	Increase in Services and Other Operating Costs			

Fund: 13 Cafeteria Fund				
		Adopted Budget as of 7/1/15	Revised Budget as of 10/31/15	
Object	Description			Changes
	Beginning Fund Balance	176,203	176,203	
8100-8299	Federal Revenue	1,200,000	1,200,000	-
8300-8590	State Revenue	85,000	85,000	-
8600-8799	Local Revenue	1,502,010	1,502,010	-
8900-8929	Interfund Transfer	130,000	130,000	-
	Total Revenues	2,917,010	2,917,010	-
2000-2999	Classified Salaries	1,406,659	1,387,496	(19,163)
3000-3999	Employee Benefits	535,461	537,374	1,913
4000-4999	Books and Supplies	1,219,000	1,219,000	-
5000-5999	Services and Other Operating Costs	(392,300)	(366,300)	26,000
6000-6999	Capital Outlay	-	-	-
7300-7399	Indirect Costs	141,487	141,487	-
	Total Expenditures	2,910,307	2,919,057	8,750
	Increase /(Decrease) Fund Balance	6,703	(2,047)	(8,750)
	Projected Fund Balance	182,906	174,156	
Major Changes:				
Expenditures:				
\$ (19,163)	Decrease in Salary			
\$ 1,913	Increase in Benefits			
\$ 26,000	Contract increase for Safety and Sanitation program for all schools			

Fund: 14 Deferred Maintenance Fund				
		Adopted Budget as of 7/1/15	Revised Budget as of 10/31/15	
Object	Description			Changes
	Beginning Fund Balance	140,846	140,846	
8010-8099	LCFF transfer to Fund 14	250,000	250,000	-
8600-8799	Local Revenue	1,000	1,000	-
	Total Revenues	251,000	251,000	-
4000-4999	Books and Supplies	-	1,000	1,000
5000-5999	Services and Other Operating Costs	200,000	200,000	-
6000-6999	Capital Outlay	50,000	50,000	-
	Total Expenditures	250,000	251,000	1,000
	Increase /(Decrease) Fund Balance	1,000	-	(1,000)
	Projected Fund Balance	141,846	140,846	

Fund: 21.0	Building Fund /Measure "BB" Series A			
		Adopted Budget	Revised Budget	
Object	Description	as of 7/1/15	as of 10/31/15	Changes
	Beginning Fund Balance	8,448,592	8,448,592	
8600-8799	Local Revenue	30,000	30,000	-
	Total Revenues	30,000	30,000	-
4000-4999	Books and Supplies	8,800	8,800	-
5000-5999	Services and Other Operating Costs	463,600	1,017,200	553,600
6000-6999	Capital Outlay	2,852,523	7,422,523	4,570,000
	Total Expenditures	3,324,923	8,448,523	5,123,600
	Increase /(Decrease) Fund Balance	(3,294,923)	(8,418,523)	(5,123,600)
	Projected Fund Balance	5,153,669	30,069	
Fund: 21.1	Building Fund /Measure "BB" Series B			
		Adopted Budget	Revised Budget	
Object	Description	as of 7/1/15	as of 10/31/15	Changes
	Beginning Fund Balance	4,768,146	4,768,146	
8600-8799	Local Revenue	40,000	40,000	-
	Total Revenues	40,000	40,000	-
4000-4999	Books and Supplies	2,000	2,000	-
5000-5999	Services and Other Operating Costs	165,250	1,285,250	1,120,000
6000-6999	Capital Outlay	1,000,100	3,000,100	2,000,000
	Total Expenditures	1,167,350	4,287,350	3,120,000
	Increase /(Decrease) Fund Balance	(1,127,350)	(4,247,350)	(3,120,000)
	Projected Fund Balance	3,640,796	520,796	
Fund: 21.2	Building Fund / Measure "BB" Series C			
		Adopted Budget	Revised Budget	
Object	Description	as of 7/1/15	as of 10/31/15	Changes
	Beginning Fund Balance	2,466,919	2,466,919	
8600-8799	Local Revenue	20,000	20,000	-
8980-8999	Bond Proceeds	-	-	-
	Total Revenues	20,000	20,000	-
4000-4999	Books and Supplies	1,100	1,100	-
5000-5999	Services and Other Operating Costs	62,000	212,000	150,000
6000-6999	Capital Outlay	400,000	400,000	-
	Total Expenditure	463,100	613,100	150,000
	Increase /(Decrease) Fund Balance	(443,100)	(593,100)	(150,000)
	Projected Fund Balance	2,023,819	1,873,819	

Fund: 21.3	Building Fund / Measure "BB" Series D			
		Adopted Budget	Revised Budget	
Object	Description	as of 7/1/15	as of 10/31/15	Changes
	Beginning Fund Balance	26,457,910	26,457,910	
8600-8799	Local Revenue	150,000	150,000	-
	Total Revenues	150,000	150,000	-
2000-2999	Classified Salaries	538,838	538,838	-
3000-3999	Employee Benefits	249,444	251,600	2,156
4000-4999	Books and Supplies	4,000	22,700	18,700
5000-5999	Services and Other Operating Costs	1,115,100	5,085,100	3,970,000
6000-6999	Capital Outlay	2,200,000	5,200,000	3,000,000
	Total Expenditure	4,107,382	11,098,238	6,990,856
	Increase /(Decrease) Fund Balance	(3,957,382)	(10,948,238)	(6,990,856)
	Projected Fund Balance	22,500,528	15,509,672	
Fund: 21.4	Building Fund / Measure "ES" Series A			
		Adopted Budget	Revised Budget	
Object	Description	as of 7/1/15	as of 10/31/15	Changes
	Beginning Fund Balance	19,737,263	19,737,263	
8600-8799	Local Revenue	50,000	50,000	-
	Total Revenues	50,000	50,000	-
2000-2999	Classified Salaries	94,220	94,220	-
3000-3999	Employee Benefits	38,509	38,886	377
4000-4999	Books and Supplies	305,000	2,325,000	2,020,000
5000-5999	Services and Other Operating Costs	392,246	1,175,246	783,000
6000-6999	Capital Outlay	350,000	7,100,000	6,750,000
	Total Expenditure	1,179,975	10,733,352	9,553,377
	Increase /(Decrease) Fund Balance	(1,129,975)	(10,683,352)	(9,553,377)
	Projected Fund Balance	18,607,288	9,053,911	
Fund: 21.5	Building Fund / Measure "ES" Series B			
		Adopted Budget	Revised Budget	
Object	Description	as of 7/1/15	as of 10/31/15	Changes
	Beginning Fund Balance		-	
8600-8799	Local Revenue	300,000	300,000	-
8980-8999	Bond Proceeds	60,000,000	60,300,000	300,000
	Total Revenues	60,300,000	60,600,000	300,000
4000-4999	Books and Supplies	-	500	500
5000-5999	Services and Other Operating Costs	450,000	3,975,500	3,525,500
6000-6999	Capital Outlay	40,000,000	42,000,000	2,000,000
	Total Expenditure	40,450,000	45,976,000	5,526,000
	Increase /(Decrease) Fund Balance	19,850,000	14,624,000	(5,226,000)
	Projected Fund Balance	19,850,000	14,624,000	

Fund: 25	Capital Facilities Fund			
		Adopted Budget as of 7/1/15	Revised Budget as of 10/31/15	
Object	Description			Changes
	Beginning Fund Balance	3,434,361	3,434,361	
8600-8799	Local Revenue	810,000	810,000	-
	Total Revenues	810,000	810,000	-
4000-4999	Supplies	100	100	-
5000-5999	Services and Other Operating Costs	821,100	1,829,200	1,008,100
6000-6999	Capital Outlay	20,000	20,000	-
	Total Expenditures	841,200	1,849,300	1,008,100
	Increase /(Decrease) Fund Balance	(31,200)	(1,039,300)	(1,008,100)
	Projected Fund Balance	3,403,161	2,395,061	
Major Changes:				
Expenditures:				
\$ 602,500	Increase in Legal cost for Malibu environment task			
\$ 300,000	Increase in Independent Contractor for Malibu environmental task			

Fund: 40	Special Reserve Fund for Capital Outlay Project			
		Adopted Budget as of 7/1/15	Revised Budget as of 10/31/15	
Object	Description			Changes
	Beginning Fund Balance	9,406,055	9,406,055	
8600-8799	Local Revenue	2,525,960	2,525,960	-
	Total Revenues	2,525,960	2,525,960	-
4000-4999	Supplies	-	-	-
5000-5999	Services and Other Operating Costs	200,000	350,000	150,000
6000-6999	Capital Outlay	50,000	50,000	-
7400-7499	COPS Payments	1,867,081	1,867,081	-
	Total Expenditures	2,117,081	2,267,081	150,000
	Increase /(Decrease) Fund Balance	408,879	258,879	(150,000)
	Projected Fund Balance	9,814,934	9,664,934	
Major Changes:				
Expenditure:				
\$ 150,000	Increase in Services and Other Operating Costs			

Fund: 67	SELF INSURANCE FUND			
		Adopted	Revised	
		Budget	Budget	
Object	Description	as of 7/1/15	as of 10/31/15	Changes
	Beginning Fund Balance	(5,439,286)		
8600-8799	Local Revenue	1,238,160		(1,238,160)
	Total Revenues	1,238,160		(1,238,160)
5000-5999	Services and Other Operating Costs	1,183,160		(1,183,160)
	Total Expenditures	1,183,160		(1,183,160)
	Increase /(Decrease) Fund Balance	55,000		(55,000)
	Projected Fund Balance	(5,384,286)		
Fund: 71	RETIREE BENEFIT FUND			
		Adopted	Revised	
		Budget	Budget	
Object	Description	as of 7/1/15	as of 10/31/15	Changes
	CLOSE FUND 67			
9664	Prior years OPEB liability from Fund 67		(10,341,922)	
9110	Cash Balance from Fund 67		4,539,639	
9791	Beginning Fund Balance		(5,802,283)	
8600-8799	Local Revenue		1,242,583	1,242,583
8900-8999	Transfer From Fund 01		1,000,000	1,000,000
	Total Revenues		2,242,583	2,242,583
5000-5999	Services and Other Operating Costs		1,183,160	1,183,160
	Total Expenditures		1,183,160	1,183,160
	Increase /(Decrease) Fund Balance		1,059,423	1,059,423
	Projected Fund Balance		(4,742,860)	
Board approved to close the Fund 67 /Self Insurance Fund which was used for Other Post Employment Benefit (OPEB), and set up Fund 71 / Retiree Benefit Trust Fund				

TO: BOARD OF EDUCATION

ACTION/MAJOR

11/19/15

FROM: SANDRA LYON

RE: ADOPT RESOLUTION NO. 15-13 – KINDERGARTEN THROUGH COMMUNITY
COLLEGE PUBLIC EDUCATION FACILITIES BOND ACT OF 2016

RECOMMENDATION NO. A.19

It is recommended that the Board of Education adopt Resolution No. 15-13 – Kindergarten through Community College Public Education Facilities Bond Act of 2016.

COMMENT: Attached is the full Resolution to be signed by the Board President and Superintendent.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

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

**RESOLUTION NO. 15-13
Kindergarten through Community College Public Education
Facilities Bond Act of 2016**

WHEREAS, the California Constitution finds public education is a State responsibility in Article IX Section 5; and

WHEREAS, Article 1 Section 28 states that public schools shall be safe, secure and peaceful; and

WHEREAS, the State has met its constitutional responsibilities since 1982 by providing consistent State bond resources through programs contained in Division 1, Part 10, Article 12 and Article 12.5 of the Education Code; and

WHEREAS, the State is out of school facility funds and cannot provide the State match for almost \$2 billion in projects filed under current law; and

WHEREAS, the Santa Monica-Malibu Unified School District has been able to successfully pass two bond measures in the past ten years, the Board recognizes that many other school districts in the state face considerable obstacles in passing a bond; and

WHEREAS, the Kindergarten through Community College Public Education Facilities Bond Act of 2016 provides for renovation and upgrade of existing classrooms, construction of new classrooms to accommodate growth, and for career technical education facilities to provide job training to meet the trained workforce needs of California's employers; and

WHEREAS, the California unemployment rate is greater than the national unemployment rate; and

WHEREAS, 13,000 middle class jobs are created for each \$1 billion in school facility infrastructure investment; and

WHEREAS, these jobs will be created throughout California and will include almost all building trades; and

WHEREAS, the new Local Control Funding Formula and Local Control Accountability Plan are intended to improve educational achievement for all students but do not provide dedicated facilities funding; and

WHEREAS, quality 21st Century school facilities designed for student needs of today and tomorrow enhance academic achievement and further the State's academic goals; and

WHEREAS, the Kindergarten through Community College Public Education Facilities Bond Act of 2016 will not raise State taxes; and

WHEREAS, the Kindergarten through Community College Public Education Facilities Bond Act of 2016 State matching funds will reduce the need for additional local property taxes for school facilities.

NOW, THEREFORE BE IT RESOLVED, that the Santa Monica-Malibu Unified School District supports the Kindergarten through Community College Public Education Facilities Bond Act of 2016.

Passed, approved, and adopted on this 19th of November 2015 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

LAURIE LIEBERMAN
Board of Education President

Date

SANDRA LYON
Superintendent and Secretary
to the Board of Education

Date

TO: BOARD OF EDUCATION

ACTION/MAJOR

11/19/15

FROM: SANDRA LYON / JANECE L. MAEZ / CAREY UPTON

RE: ADOPT BP 3514.2 – INTEGRATED PEST MANAGEMENT

RECOMMENDATION NO. A.20

It is recommendation that the Board of Education adopt BP 3514.2 – Integrated Pest Management.

COMMENTS: At the October 1, 2015, board meeting, the board discussed the adoption of AR and E 3514.2. During that discussion, the board recommended that staff consider changes to the proposed language, including adding an aspirational statement regarding the district's use of pesticides. As the purpose of a board policy is to state the board's philosophy on a given matter, staff decided that language regarding an aspirational goal would be better suited in a new BP. Additionally, language has been included that staff will regularly update the board with information on pest populations and reports, the implementation of the IPM plan, and the use of non-toxic, exempt and toxic pesticides.

The AR and E can be found under Item No. I.02 in this agenda.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

Integrated Pest Management

The Santa Monica-Malibu Unified School District will implement Integrated Pest Management (IPM) practices with a goal of eliminating the use of all pesticides, insecticides and rodenticides.

The IPM will move toward this goal by focusing on long-term prevention or suppression of pests through accurate pest identification, by frequent monitoring for pest presence, by applying appropriate action levels, and by making the habitat less conducive to pests using sanitation, mechanical and physical controls. If non-chemical methods or exempt products are ineffective, the district will consider pesticides only after careful monitoring indicates that they are needed according to pre-established action levels and will use pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property and the environment.

All aspects of this program will be in accordance with federal and state laws and regulations. The district will comply with the notifications, posting, recordkeeping and all other requirements of the Healthy Schools Act.

District staff will regularly update the board with information on pest populations and reports, the implementation of the IPM plan, and the use of non-toxic, exempt and toxic pesticides.

Legal Reference:

BUSINESS AND PROFESSIONS CODE

8593.2 Licensed pest control operators; training requirements

EDUCATION CODE

17366 Legislative intent (fitness of buildings for occupancy)

17608-17614 Healthy Schools Act of 2000

48980 Notice at beginning of term

48980.3 Notification of pesticides

FOOD AND AGRICULTURAL CODE

11401-12408 Pest control operations and agricultural chemicals

13180-13188 Healthy Schools Act of 2000

GOVERNMENT CODE

3543.2 Scope of representation; right to negotiate safety conditions

6250-6270 California Public Records Act

CODE OF REGULATIONS, TITLE 3

6147 Pesticides exempted from registration requirements

CODE OF REGULATIONS, TITLE 8

340-340.2 Employer's obligation to provide safety information

UNITED STATES CODE, TITLE 7

136-136y Insecticide, Fungicide and Rodenticide Act

Management Resources:

CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION PUBLICATIONS

California School IPM Model Program Guidebook

U.S. ENVIRONMENTAL PROTECTION AGENCY

Protecting Children in Schools from Pests and Pesticides, 2002

Pest Control in the School Environment: Adopting Integrated Pest Management, 1993

WEB SITES

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

California Department of Pesticide Regulation, School IPM: <http://www.cdpr.ca.gov/schoolipm>

U.S. Environmental Protection Agency, Integrated Pest Management at Schools: <http://www.epa.gov/pesticides/ipm>

**Policy SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
adopted: November 19, 2015 Santa Monica, California**

INFORMATION ITEMS

TO: BOARD OF EDUCATION

INFORMATION

11/19/15

FROM: SANDRA LYON / JANECE L. MAEZ / CAREY UPTON

RE: REVISION OF AR 3514.1 – HAZARDOUS SUBSTANCES

INFORMATION ITEM NO. I.01

This is to inform the Board of Education that revisions have been made to AR 3514.1 – Hazardous Substances.

COMMENTS: This was discussed by the board on October 1, 2015. Below is a summary of the changes being proposed:

- AR 3514.1 – Hazardous Substances
 - The updates bring our policy in line with CSBA's corresponding AR.

Changes to the associated policy can be found under item No. A.17 in this agenda.

HAZARDOUS SUBSTANCES

Hazardous substance means a substance, material, or mixture which is likely to cause illness or injury by reason of being explosive, flammable, poisonous, corrosive, oxidizing, an irritant, or otherwise harmful. Hazardous substances, as identified by the Department of Industrial Relations, are listed in 8 CCR 339. (8 CCR 339, 5161)

Storage and Disposal of Chemicals

The Superintendent or designee shall adopt measures to ensure that hazardous substances on any district property are stored and disposed of properly in accordance with law. Such measures shall include, but are not limited to, the following: (8 CCR 5164)

1. Substances which react violently or evolve toxic vapors or gases when mixed, or which in combination become toxic, flammable, explosive, or otherwise hazardous, shall be separated from each other in storage by distance, partitions, secondary containment, or otherwise so as to preclude accidental contact between them.
2. Hazardous substances shall be stored in containers which are chemically inert to and appropriate for the type and quantity of the hazardous substance.
3. Containers of hazardous substances shall not be stored in such locations or manner as to result in physical damage to or deterioration of the container or where they are exposed to heat sufficient to rupture the container or to cause leakage.
4. Containers used to package a substance which gives off toxic, poisonous, corrosive, asphyxiant, suffocant, or anesthetic fumes, gases, or vapors in hazardous amounts, excluding small quantities of such materials kept in closed containers or materials kept in tank cars or trucks, shall not be stored in locations where it could be reasonably anticipated that persons would be exposed.

The Superintendent or designee shall regularly remove and dispose of all chemicals whose estimated shelf life has elapsed. (Education Code 49411)

~~Cautionary Notice 2010-13: AB 1610 (Ch. 724, Statutes of 2010) amended Education Code 37252.2 to relieve districts from the obligation, until July 1, 2013, to perform any activities that are deemed to be reimbursable state mandates under that section. As a result, certain provisions of the following policy or administrative regulation that reflect those requirements may be suspended.~~

~~The disposal of chemicals may be accomplished in accordance with removal and disposal systems established by the County Office of Education or by permission of the County Superintendent of Schools. (Education Code 49411)~~

Hazard Communication Program

The district's written hazard communication program shall include at least the components listed below and shall be available upon request to all employees and their designated representatives. The program shall apply to any hazardous substance which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a reasonably foreseeable emergency resulting from workplace operations. (8 CCR 5194)

The following materials are exempted from the hazard communication program and this district regulation: hazardous wastes; tobacco products; wood and wood products; manufactured articles; food, drugs and cosmetics intended for personal consumption by employees while in the workplace; and substances used in compliance with regulations issued by the Department of Pesticide Regulation pursuant to Food and Agricultural Code 12981.

1. Container Labeling

No container of hazardous substance, unless exempted by law, shall be accepted by the district or any district school unless labeled, tagged, or marked by the supplier with the identity of the hazardous substance, hazard warning statements, and the name and address of the chemical manufacturer or importer. No label on an incoming container shall be removed or intentionally defaced unless the container is immediately marked with the required information.

~~Except for consumer products, pesticides, alcoholic beverages, and food, drug and additive products which are already labeled in compliance with federal law, no container of hazardous substance shall be accepted by schools or the district unless labeled by the supplier with the following information:~~

~~a. Identity of the hazardous substance(s)~~

~~b. Hazard warning statements~~

~~c. Name and address of the chemical manufacturer or importer~~

Whenever hazardous substances are transferred from their original containers to other containers, the secondary containers shall likewise be labeled with the identity and hazard warning statement, unless the substances are intended only for the immediate use of the employee who performs the transfer.

2. ~~Material~~ Safety Data Sheets

Upon receiving a hazardous substance or mixture, the Superintendent or designee shall ensure that the manufacturer or importer has ~~also~~ furnished a ~~Material~~ Safety Data Sheet (MSDS) as required by law. If the MSDS is missing or obviously incomplete, the Superintendent or designee shall, within seven working days of noting the missing or incomplete information, request a new MSDS from the manufacturer or importer. If a response is not received within 25 working days, the Superintendent or designee shall send a copy of the district's written inquiry to and shall notify the California Occupational Safety and Health Division (Cal/OSHA) if a complete MSDS is not received.

The Superintendent or designee shall maintain the required copies of the MSDS for each all hazardous substances in the workplace and shall ensure it is readily accessible to that they are kept up to date and available to all affected employees in their work area during working hours. The SDS may be maintained in paper copy, electronically, or through other means, provided that employees have immediate access and understand how to use the alternative system. ~~He/she shall review each incoming MSDS for new and significant health or safety information and shall disseminate this information to affected employees.~~

3. Employee Information and Training

Employees shall receive information and ~~inservice~~ training on hazardous substances in their work area at the time of their initial assignment and whenever a new hazard is introduced into their work area. This information and training shall include, but are ~~is~~ not limited to, the following topics: (8 CCR 5194)

- a. ~~An overview of the~~ The requirements of California's Hazard Communication Regulation (8 CCR 5194), including employee rights described therein
- b. The location, availability and content of the district's written hazard communication program, including the list of hazardous materials and all SDS
- c. Information as to any operations in the employees' work area where hazardous substances are present
- d. The physical and health effects of the hazardous substances in the work area
- e. Methods and observations that may be used to detect the presence or release of hazardous substances in the work area ~~Techniques and methods of observation that may determine the presence or release of hazardous substances in the work area~~
- f. Measures that employees can take to protect themselves from exposure to hazardous substances, including specific procedures the district has implemented to protect employees, such as appropriate work practices, emergency procedures, and personal protective equipment to be used ~~Methods by which employees can lessen or prevent exposure to these hazardous substances, such as appropriate work practices, use of personal protective equipment and engineering controls~~
- g. Steps the district has taken to lessen or prevent exposure to these substances
- h. Instruction on how to read labels and review the MSDS for appropriate information
- i. Emergency and first aid procedures to follow if exposed to the hazardous substance(s)

In addition, employees shall receive training on how to operate the computers or fax machines that provide access to MSDS files

4. List of Hazardous Substances

The written hazard communication program shall include a list of the hazardous substances known to be present in the workplace as a whole or for individual work areas. (8 CCR 5194)

~~For specific information about the hazardous substances known to be present in the district and schools, employees may consult the MSDS.~~

5. Hazardous Nonroutine Tasks

When employees are required to perform hazardous nonroutine tasks or to work on unlabeled pipes that contain hazards, they shall first receive information about the specific hazards to which they may be exposed during this activity and the protective/safety measures which must be used, such as ventilation, respirators, other personal protective equipment, and/or the presence of another employee. They shall also receive information about emergency procedures to follow if accidentally exposed to the hazardous substance ~~and the measures the district has taken to lessen the hazards, including ventilation, respirators, and the presence of another employee.~~

6. Hazardous Substances in Unlabeled Pipes

Before starting to work on unlabeled pipes, employees shall contact their supervisors for information as to the hazardous substance(s) contained in the pipes, the potential hazards, and safety precautions which must be taken.

7. Informing Contractors

To ensure that outside contractors and their employees work safely in district facilities ~~buildings and schools~~, the Superintendent or designee shall inform ~~these~~ contractors of hazardous substances which are present on the site and precautions that they ~~employees~~ may take to lessen the possibility of exposure. It shall be the contractor's responsibility to disseminate this information to his/her employees and subcontractors.

Chemical Hygiene Plan

The district's chemical hygiene plan shall address exposure to hazardous chemicals in school laboratories and shall include the following components: (8 CCR 5191)

1. Standard operating procedures relevant to safety and health considerations to be followed when laboratory work involves the use of hazardous chemicals
2. Criteria that the district will use to determine and implement control measures to reduce exposure to hazardous chemicals, including engineering controls, the use of personal protective equipment, and hygiene practices
3. A requirement that protective equipment comply with state regulations and that specific measures be taken to ensure proper and adequate performance of such equipment
4. Provision of specified information at the time of an employee's initial assignment to a work area where hazardous chemicals are present and prior to assignments involving new exposure situations
5. Provision of specified employee training in accordance with the schedule determined by the Superintendent or designee
6. The circumstances under which a particular laboratory operation, procedure, or activity shall require prior approval of the Superintendent or designee before implementation
7. Provisions for medical consultations and examinations whenever there is evidence, as specified, that the employee may have been exposed to a hazardous chemical
8. Designation of an employee, who is qualified by training or experience, to serve as the district's chemical hygiene officer to provide technical guidance in the development and implementation of the chemical hygiene plan
9. Provisions for additional employee protection for work with particularly hazardous substances, as specified

The plan shall be readily available to employees and employee representatives, and, upon request, to Cal/OSHA. (8 CCR 5191)

The Superintendent or designee shall review and evaluate the effectiveness of the chemical hygiene plan at least annually and shall update it as necessary. (8 CCR 5191)

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

TO: BOARD OF EDUCATION

INFORMATION

11/19/15

FROM: SANDRA LYON / JANECE L. MAEZ / CAREY UPTON

RE: ADOPTION OF AR AND E 3514.2 – INTEGRATED PEST MANAGEMENT

INFORMATION ITEM NO. I.02

This is to inform the Board of Education that AR and E 3514.2 – Integrated Pest Management have been adopted.

COMMENTS: This was first discussed by the board on October 1, 2015. During that discussion, the board recommended that staff consider changes to the proposed language, including adding an aspirational statement regarding the district's use of pesticides. As the purpose of a board policy is to state the board's philosophy on a given matter, staff decided that language regarding an aspirational goal would be better suited in a new BP, which can be found under Item No. A.20 in this agenda.

Attached are:

- AR 3514.2 – Integrated Pest Management
 - Adopting CSBA's regulation.
- E 3514.2 – Integrated Pest Management
 - Our School District Integrated Pest Management Plan (Dept. of Pesticide Regulation document) will be adopted as the exhibit.
 - Our Integrated Pest Management Program from May 2011 will be a supplement to the DPR plan.

Integrated Pest Management

The Superintendent or designee shall designate an employee at the district office and/or school site to develop, implement, and coordinate an integrated pest management (IPM) program that incorporates effective, least toxic pest management practices. The IPM coordinator shall prepare and regularly update a districtwide or school site IPM plan based on the template provided by the California Department of Pesticide Regulation (DPR).

Integrated pest management means a strategy that focuses on long-term prevention or suppression of pest problems through a combination of techniques such as monitoring for pest presence and establishing treatment threshold levels, using nonchemical practices to make the habitat less conducive to pest development, improving sanitation, and employing mechanical and physical controls. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment are used only after careful monitoring indicates they are needed according to pre-established guidelines and treatment thresholds. (Education Code 17609; Food and Agricultural Code 13181)

The IPM plan and this administrative regulation shall not apply to reduced-risk pesticides, including self-contained baits or traps, gels or pastes used for crack and crevice treatments, antimicrobials, and pesticides exempt from registration by law. (Education Code 17610.5; 3 CCR 6147)

The IPM coordinator shall not use any pesticide that is prohibited by DPR or the U.S. Environmental Protection Agency, as listed on the DPR web site. (Education Code 17610.1)

Program Components

The district's program shall include, but not necessarily be limited to, the following components:

1. Identifying and monitoring pest population levels and identifying practices that could affect pest populations. Strategies for managing the pest shall be influenced by the pest species and whether that species poses a threat to people, property, or the environment.
2. Setting action threshold levels to determine when pest populations or vegetation at a specific location might cause unacceptable health or economic hazards that would indicate corrective action should be taken.
3. Modifying or eliminating pest habitats to deter pest populations and minimize pest infestations.
4. Considering a full range of possible alternative cost-effective treatments. Such alternative treatments may include taking no action or controlling the pest by physical, horticultural, or biological methods. Cost or staffing considerations alone will not be adequate justification for the use of chemical control agents.
5. Selecting nonchemical pest management methods over chemical methods whenever such methods are effective in providing the desired control or, when it is determined that chemical methods must be used, giving preference to those chemicals that pose the least hazardous effects to people and the environment.
6. Limiting pesticide purchases to amounts needed for the year. Pesticides shall be stored at a secure location that is not accessible to students and unauthorized staff. They shall

be stored and disposed of in accordance with state regulations and label directions registered with the EPA as well as any disposal requirements indicated on the product label.

7. Informing parents/guardians and employees regarding pesticide use as described in the sections "Notifications" and "Warning Signs" below.
8. Ensuring that persons applying pesticides follow label precautions and are sufficiently trained in the principles and practices of IPM.

Beginning July 1, 2016, the IPM coordinator and any employee or contractor who intends to apply a pesticide at a school site shall annually complete a DPR-approved training course on IPM and the safe use of pesticides in relation to the unique nature of school sites and children's health. (Education Code 17614; Food and Agricultural Code 13186.5)

Notifications

Staff and parents/guardians of students enrolled at a school site shall be annually notified, in writing, regarding pesticide products expected to be applied at the school site in the upcoming year. The notification shall include at least the following: (Education Code 17612)

1. The name of each pesticide product expected to be applied in the upcoming year and the active ingredient(s) in it
2. The Internet address (<https://www.cdpr.ca.gov/schoolipm>) used to access information on pesticides and pesticide use reduction developed by the DPR pursuant to Food and Agricultural Code 13184
3. If the school has posted its IPM plan, the Internet address where the plan may be found
4. The opportunity to view a copy of the IPM plan in the school office
5. An opportunity for interested persons to register to receive prior notification of each application of a pesticide at the school site
6. Other information deemed necessary by the IPM coordinator

Whenever a person registers to receive notice of individual pesticide application pursuant to item #5 above, the IPM coordinator shall notify such registered persons of individual pesticide applications at least 72 hours prior to the application. The notice shall include the product name, the active ingredient(s) in the product, and the intended date of application. (Education Code 17612)

If a pesticide product not included in the annual notification is subsequently intended for use at a school site, the IPM coordinator shall provide written notification of its intended use to staff and parents/guardians of students enrolled at the school, at least 72 hours prior to the application. (Education Code 17612)

If a school chooses to use a pesticide not exempted pursuant to Education Code 17610.5, it shall post the school or district IPM plan on the school's web site or, if the school does not have a web site, then on the district web site. If neither the school nor district has a web site, then the IPM plan shall be included with the annual notification sent to staff and parents/guardians pursuant to Education Code 17612 as described above. The plan shall include the name of the school designee or IPM coordinator, the pesticides applied at the school site by school or district

employees and hired pest control applicators, and a date when the plan shall be reviewed and updated as necessary. When not required, the IPM coordinator may post or distribute the IPM plan at his/her discretion. (Education Code 17611.5)

Whenever the IPM coordinator deems that the immediate use of a pesticide is necessary to protect the health and safety of students, staff, or other persons at the school site, he/she shall make every effort to provide the required notifications prior to the application of the pesticide. (Education Code 17612)

Warning Signs

The IPM coordinator shall post a warning sign at each area of the school site where pesticides will be applied that shall be visible to all persons entering the treated area. The sign shall be posted at least 24 hours prior to the application and shall remain posted until 72 hours after the application. The warning sign shall prominently display the following information: (Education Code 17612)

1. The term "Warning/Pesticide Treated Area"
2. The product name, manufacturer's name, and the EPA's product registration number
3. Intended areas and dates of application
4. Reason for the pesticide application

When advance posting is not possible due to an emergency condition requiring immediate use of a pesticide, the warning sign shall be posted immediately upon application and shall remain posted until 72 hours after the application. (Education Code 17609, 17612)

Records

At the end of each calendar year, the IPM coordinator shall submit to the DPR, on a form provided by the DPR, a copy of the records of all pesticide use at the school site for that year, excluding any pesticides exempted by law and any pesticide use reported by the pest control operator pursuant to Food and Agricultural Code 13186. The IPM coordinator may submit more frequent reports at his/her discretion. (Education Code 17611)

Each school site shall maintain records of all pesticide use at the school for four years, and shall make the information available to the public, upon request, in accordance with the California Public Records Act. Such records may be maintained by retaining a copy of the warning sign posted for each pesticide application with a recording on that copy of the amount of the pesticide used. (Education Code 17611)

Legal Reference:

BUSINESS AND PROFESSIONS CODE

8593.2 Licensed pest control operators; training requirements

EDUCATION CODE

17366 Legislative intent (fitness of buildings for occupancy)

17608-17614 Healthy Schools Act of 2000

48980 Notice at beginning of term

48980.3 Notification of pesticides

FOOD AND AGRICULTURAL CODE

11401-12408 Pest control operations and agricultural chemicals

13180-13188 Healthy Schools Act of 2000

GOVERNMENT CODE

3543.2 Scope of representation; right to negotiate safety conditions

6250-6270 California Public Records Act

CODE OF REGULATIONS, TITLE 3

6147 Pesticides exempted from registration requirements

CODE OF REGULATIONS, TITLE 8

340-340.2 Employer's obligation to provide safety information

UNITED STATES CODE, TITLE 7

136-136y Insecticide, Fungicide and Rodenticide Act

Management Resources:

CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION PUBLICATIONS

California School IPM Model Program Guidebook

U.S. ENVIRONMENTAL PROTECTION AGENCY

Protecting Children in Schools from Pests and Pesticides, 2002

Pest Control in the School Environment: Adopting Integrated Pest Management, 1993

WEB SITES

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

California Department of Pesticide Regulation, School IPM: <http://www.cdpr.ca.gov/schoolipm>

U.S. Environmental Protection Agency, Integrated Pest Management at Schools: <http://www.epa.gov/pesticides/ipm>

CSBA (7/01 3/06) 4/15

School District Integrated Pest Management Plan

When completed, this template meets the Healthy Schools Act requirement for an integrated pest management (IPM) plan. An IPM plan is required if a school district uses pesticides¹.

Contacts

Santa Monica-Malibu Unified School District

1651 Sixteenth St., Santa Monica CA 90066

School District Name

Address

Terance Venable

310-450-8338 x70267

tvenable@smmusd.org

District IPM Coordinator

IPM Coordinator's Phone Number

Email Address

IPM statement

It is the goal of Santa Monica-Malibu Unified School District to implement IPM by focusing on long-term prevention or suppression of pests through accurate pest identification, by frequent monitoring for pest presence, by applying appropriate action levels, and by making the habitat less conducive to pests using sanitation and mechanical and physical controls. Pesticides that are effective will be used in a manner that minimizes risks to people, property, and the environment, and only after other options have been shown ineffective.

Our pest management objectives are to: *(Example: Focus on long-term pest prevention)*

*Reduce any potential human health hazard or to protect against a significant threat to public safety; * Prevent loss of or damage to school structures; *Prevent pests from spreading into the community, or to plant and animal populations beyond the site; * Enhance the quality of life for students, staff and others.

IPM team

In addition to the IPM Coordinator, other individuals who are involved in purchasing, making IPM decisions, applying pesticides, and complying with the Healthy Schools Act requirements, include:

Name and/or Title	Role in IPM program
Terance Venable	IPM Coordinator
Virginia Hyatt	Director of Purchasing
Carey Upton	Acting Executive Director of Facilities
Gary Bradbury	Risk Manager

Pest management contracting

☒ Pest management services are contracted to a licensed pest control business.

Pest Control Business name(s): Stanley Pest Control and AIPM

☒ Prior to entering into a contract, the school district has confirmed that the pest control business understands the training requirement and other requirements of the Healthy Schools Act.

Pest identification, monitoring and inspection

Pest Identification is done by: Pest Management Services

(Example: College/University staff, Pest Control Business, etc.)

Monitoring and inspecting for pests and conditions that lead to pest problems are done regularly by Operations Staff and results are communicated to the IPM Coordinator.

(Example: District staff title, e.g. Maintenance staff)

Specific information about monitoring and inspecting for pests, such as locations, times, or techniques include:

(Example: Sticky monitoring boards are placed in the kitchen and are checked weekly by custodial staff.)

Regular Pest Monitoring will occur twice monthly by the Stanley Pest Control. District Staff will daily monitor and report sightings and evidence of pests. Additional inspections will be added as needed.

When rodents are discovered in a building, glues and snap traps will be used prior to bait boxes or other poisons. The District will work to exclude access and remove food, water and shelter. Insects will initially be treated with organic treatments exterior working to interior, bait boxes will be used prior to use of pesticides. On playfields and exterior areas, trapping and non-toxic measures will be used to reduce populations prior to the use of rodenticides.

Pests and non-chemical management practices

This school district has identified the following pests and routinely uses the following non-chemical practices to prevent pests from reaching the action level:

Pest	Remove food	Fix leaks	Seal cracks	Install barriers	Physical removal	Traps	Manage irrigation	Other
mice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
rats	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
roaches	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ground squirrels	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
gophers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Chemical pest management practices

If non-chemical methods are ineffective, the school district will consider pesticides only after careful monitoring indicates that they are needed according to pre-established action levels and will use pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property and the environment.

This school district expects the following pesticides (pesticide products and active ingredients) to be applied during the year. (This list includes pesticides that will be applied by school district staff or licensed pest control businesses.):

Permethrin, Phenethyl Propionate, Piperonyl butoxide, Pyrethrins (Thyme Oil), Eugenol (Clove Oil), Bifenthrin, Boric Acid, Bromadiolone, Amorphous Silica Gel, Deltamethrin, Difethialone, Bromethalin non-anticoagulant, Cholecalciferol non-anticoagulant, Diphacinone, Hydramethylnon, Fipronyl, Chlorfenapyr, Ccfluthrin, Imidachloprid, Aluminum Phosphide, Zinc Phosphide, Strychnine Alkaloid, Glyphosate

Healthy Schools Act

- ☒ This school district complies with the notification, posting, recordkeeping, and all other requirements of the Healthy Schools Act. (Education Code Sections 17608 – 17613, 48980.3; Food & Agricultural Code Sections 13180 – 13188)

Training

Every year school district employees who make pesticide applications receive the following training prior to pesticide use:

- ☒ Pesticide specific safety training (Title 3 California Code of Regulations 6724)
- ☒ School IPM training course approved by the Department of Pesticide Regulation (Education Code Section 16714; Food & Agricultural Code Section 13186.5).

Submittal of pesticide use reports

- ☒ Reports of all pesticides applied by school district staff during the calendar year, except pesticides exempt¹ from HSA recordkeeping, are submitted to the Department of Pesticide Regulation at least annually, by January 30 of the following year, using the form provided at www.cdpr.ca.gov/schoolipm. (Education Code Section 16711)

Notification

This school district has made this IPM plan publicly available by the following methods (check at least one):

- ☒ This IPM plan can be found online at the following web address: www.smmusd.org
- ☒ This IPM plan is sent out to all parents, guardians and staff annually.

Review

- ☒ This IPM plan will be reviewed (and revised, if needed) at least annually to ensure that the information provided is still true and correct.

Date of next review: 08/01/16

I acknowledge that I have reviewed this school district's IPM Plan and it is true and correct.

Signature: _____

Date: _____

9/24/15

Santa Monica-Malibu Unified School District

Integrated Pest Management Program

Revised
May 2011



Introduction

The Santa Monica-Malibu Unified School District recognizes that maintenance of a safe, clean and healthful environment for students and staff is essential to learning. It is the goal of the District to provide safe and effective, pest control while protecting students, staff, the environment, and District properties and assets.

The District adopts a Least-Hazardous Integrated Pest Management (IPM) Policy. It is the policy of the District to focus and develop long-term pest prevention methods and give “non-chemical” methods first consideration when selecting appropriate control measures. The full range of alternatives will be considered, giving preference to non-chemical methods, and then chemicals that pose the least hazard to people and the environment.

Pest Management Policy

Structural and landscape pests can pose significant problems to people, property, and the environment; however, the pesticides used to solve these problems carry their own risks. It is therefore the policy of Santa Monica-Malibu Unified School District to use Integrated Pest Management (IBM) programs and procedures for control of structural and landscape pests.

Pests

Pests are populations of living organisms (animals, plants, or microorganisms) that interfere with use of the school site for human purposes. Strategies for managing pest populations will be influenced by the pest species and whether that species poses a threat to people, property, or the environment.

Pest Management

Approved pest management plans should be developed for the site and should include any proposed pest management measures.

Pests will be managed to:

- Reduce any potential human health hazard or to protect against a significant threat to public safety.
- Prevent loss of or damage to school structures or property.
- Prevent pests from spreading into the community, or to plant and animal populations beyond the site.
- Enhance the quality of life for students, staff, and others.

Integrated Pest Management Procedures

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural, or biological means. IPM practitioners depend on current, comprehensive information on the pest and its environment and the best available pest control methods.

Applying IPM principles prevents unacceptable levels of pest activity and damage by the most economical means and with the least possible hazard to people, property, and the environment.

The choice of using a pesticide will be based on a review of all other available options and a determination that these options are not acceptable or are not feasible. Cost or staffing considerations alone will not be adequate justification for use of chemical control agents, and selected non-chemical pest management methods will be implemented whenever possible to provide the desired control. It is the policy of this School District to utilize IPM principles to manage pest populations adequately. The full range of alternatives, including no action, will be considered.

When it is determined that a pesticide must be used in order to meet important management goals, the least hazardous* material will be chosen. The application of pesticides is subject to the Federal Insecticide, Fungicide and Rodenticide Act (7 United States Code 136 et seq.), School District policies and procedures, Environmental Protection Agency regulations in 40 Code of Federal Regulations, Occupational Safety and Health Administration regulations, and state and local regulations.

Education

Staff, students, pest managers, and the public will be educated about potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives.

Record Keeping

Records will be kept on the number of pests or other indicators of pest populations both before and after any treatments. Records must be current and accurate if IPM is to work. Records of pesticide use shall be maintained on site for at least four years to meet the requirements of the state regulatory agency and School Board, and records will also document any non-toxic treatment methods being used. The objective is to create records from which programs and practices can be evaluated in order to improve the system and to eliminate ineffective and unnecessary treatments.

Notification

This School District takes the responsibility to notify the school staff and students of upcoming pesticide treatments. Notices will be posted in designated areas at school and sent home to parents who wish to be informed in advance of pesticide applications. Warning signs will be posted at each area of the school where pesticides will be applied 24 hours before and 72 hours after applications. Annual written notification will be provided to all school staff and parents identifying all pesticidal products (except excluded products) expected to be applied in the upcoming year.

Pesticide Storage and Purchase

Pesticide purchases will be limited to the amount authorized for use during the year. Pesticides will be stored and disposed of in accordance with the EPA-registered label directions and state

regulations. Pesticide must be stored in an appropriate, secure site not accessible to students or unauthorized personnel.

Pesticide Applicators

Pesticide applicators must be educated and trained in the principles and practices of IPM and the use of pesticides approved by this School District, and they must follow regulations and label precautions. Applicators should be certified and comply with this School District IPM policy and Pest Management Plan.

INTEGRATED PEST MANAGEMENT (IPM) CONTRACT PERFORMANCE SPECIFICATIONS

General Program Description

It is the intent of this contract to provide a comprehensive Integrated Pest Management (IPM) program for the property listed herein. IPM is a relatively new concept in urban areas.

Traditional structural pest control is largely reactive to pest infestations and bases much of its response on routinely scheduled applications of pesticides. Routine applications are probably unnecessary, and have limited effectiveness in providing adequate long-term control.

Conversely, IPM is a decision-making process for achieving long term pest suppression. In the IPM process, monitoring and the interpretation of data gathered provide estimates of the pest population in a given area. This monitoring allows accurate decisions to be made about when intervention measures are needed, the type of control measure selected, and the method of application. Pest management practices in an IPM program extend beyond the application of pesticides to include structural, procedural, and landscape modifications. These practices establish landscape plants and designs which require less maintenance. The Contractor shall furnish all labor, materials and equipment to implement the monitoring, trapping, and pesticide application aspects of the IPM program. The contractor shall also make detailed, site-specific recommendations for structural and procedural modifications to achieve pest suppression. The Contractor shall provide evidence in his/her proposal of sufficient expertise in pest control, and IPM principles and practices to effectively carry out these responsibilities.

The Santa Monica-Malibu Unified School District Manager of Facilities and Grounds will act as the manager of the IPM program, which will include overseeing and monitoring contract performance.

Pests Included

The IPM program specified by this contract is intended to suppress the population of rats, mice, cockroaches, ants, silverfish, and any other pest included in the contract. Populations of these pests which are located outside the building listed herein, but within the property boundaries of the buildings, are included.

General Program Requirements

General requirements of the IPM program shall include the following for each site specified in this contract:

1. Initial Inspection

A thorough, initial inspection shall be conducted during the first month of this contract by the Contractor's representative, and the Manager of Facilities and Grounds. The purpose of this initial inspection is to allow the contractor to evaluate the pest management needs of the property and to discuss these needs with the Manager of Facilities and Grounds. The following specific points should be addressed:

- Identification of problem areas in and around the building
- Identification of structural features or personnel practices that are contributing to pest infestations
- Discussion of the effectiveness of previous control efforts
- Facilitation of Contractor access to all necessary areas
- Informing the Contractor of any restrictions of special safety precautions, or other constraints.

2. Submission of Plan

Following the initial inspection, the Contractor will develop a detailed Pest Management Plan and Service Schedule for each property. This written plan and schedule must be submitted to the Manager of Facilities and Grounds Operations for approval prior to initiation. The plan and schedule must address the following:

- The structural and operational actions to inhibit pests
- The Contractor's means for monitoring pest populations in and around the buildings
- The proposed primary pesticides (accepted common name and generic name) and alternatives approved by the Environmental Protection Agency (EPA)
- The conditions requiring application
- The method(s) of application proposed
- The rationale for each type of use
- The proposed trapping devices for rodents, if any

Frequency of inspections, monitoring, and treatment by Contractor shall depend on the specific pest management and needs of the premises. At the minimum, inspections and monitoring shall be done monthly. The Plan and Schedule shall be submitted not more than 10 working days following the initial inspection of the premises. The Manager of Facilities and Grounds Operations will render a decision regarding the acceptability of the Plan and Schedule within 10 working days following receipt. The Contractor shall be on site to implement the Plan and Schedule within 5 working days following notice of approval of the plan. If the Plan is disapproved, the Contractor shall have 3 working days to submit a revised Plan and Schedule. Any subsequent changes in the Plan and Schedule must receive the concurrence of the Manager of Facilities and Grounds Operations.

The Contractor shall describe, in the proposal, the capability of meeting emergency and special service requests (e.g., radio dispatched service, names of office personnel handling the account, availability of trucks and personnel, etc.).

3. Monitoring and Inspection

A critical aspect of the Pest Management Plan shall be the establishment of a monitoring and inspection program to identify infested zones and allow an objective assessment of pest population levels. Monitoring and inspection shall be continued throughout the duration of this contract. The contractor shall describe in the proposal the approach to meet this requirement.

Where appropriate, glue traps shall be employed to monitor cockroach populations in selected areas.

4. Pesticide Treatment

The Contractor shall not apply any pesticide which has not been specifically approved by the Manager of Facilities and Grounds. In cooperation with the Manager of Facilities and Grounds, the Contractor shall develop action thresholds specific to each pest and to site zones. As a general rule, application of pesticides in any area inside or outside the premises, in any room, closet, hallway, stairway, court, driveway, planting bed, and similar locations shall not occur unless inspections or monitoring indicate the presence of pests that exceed action thresholds in that specific area. Signs of pest activity must be seen and identified. For instance, a relatively fresh rodent dropping or an active burrow or runway is sufficient to indicate the presence of rodents in an area. Use and effectiveness of alternative non-pesticidal pest management methods must be documented in monitoring records prior to requesting the use of pesticides.

Preventive pesticide treatments of inside and outside areas where inspections indicate a potential insect or rodent infestation are generally unacceptable. In exceptional circumstances, however, preventive pesticide treatment may be allowed on a case-by-case basis. The contractor must substantiate the need, indicating areas for preventive treatment in the Pest Management Plan for the school and listing the preventive treatment methods of application. Each preventive treatment is subject to approval by the Manager of Facilities and Grounds and can be eliminated by him\her at any time.

5. Structural Modifications

Structural modifications for pest suppression shall not be the responsibility of the Contractor. However, the Contractor is responsible for notifying the Manager of Facilities and Grounds about structural modifications necessary to prevent access by pest populations, or for safety reasons.

6. Record Keeping

The Contractor shall be responsible for maintaining a complete and accurate Pest Management Log Book. Each school specified in this contract shall have its own Log Book which will be kept in the Principles office and maintained on each visit by the Contractor.

The Log Book shall contain the following items:

- A copy of the Pest Management Plan and Service Schedule for the property.
- A copy of the current label and EPA registration number for each pesticide used in the building, including the Material Safety Data Sheet.
- Pest monitoring data sheets which record, in a systematic fashion, the number of pests or other indicators of pests population levels revealed by the Contractor's monitoring program for the building, e.g., number and location of cockroaches trapped, number and location of rodents trapped or carcasses removed, number and location of new rat burrows observed, etc. The Contractor shall provide, in the proposal, a sample of the format for the data sheets and an explanation of all information to be recorded on them.
- The location of all traps, trapping devices, and bait stations in or around the property. This information can be in either tabular or in list format, and should be accompanied by a map for each pests.

- The Manager of Facilities and Grounds copies of a Pest Control Work and Inspection Report Form. These forms will be supplied to the Contractor to advise the Contractor of routine service requests and to document the performance of all work, including emergency work. Upon completion of a service visit to the building, the Contractor's representative performing the service shall complete, sign, and date the Form and return it to the Manager of Facilities and Grounds office on the same or succeeding day of the performance of the service.

7. Reporting

The Contractor must report all pesticides used on any school or child day care site to the Department of Pesticide Regulation using the attached form. A copy of this form must be provided to the IPM Coordinator. The Healthy Schools Act requires pest control businesses to report all pesticide applications made at a school or child day care facility site to DPR, unless the pesticides are exempted from registration in California. Records of these applications must be submitted to DPR on the School Site and Child Day Care Facility Pesticide Use Reporting form. The forms must be submitted annually by January 30th and may be submitted more often at the discretion of the pest control business. This requirement is in addition to the existing, monthly pesticide use reporting requirements that must be submitted to the County Agricultural Commissioner of the county where the work was performed.

8. Special Requests and Emergency Service

The regular service shall consist of performing all components of an IPM program other than structural modifications, as described in the Contractor's detailed Plan and Schedule for each property, during the period of the contract. Occasional request for corrective action, special services beyond the routine request for emergency service shall be placed with the Contractor. The Contractor shall respond to requests for emergency service on the day of the request. The Contractor shall respond to special' service request. within one (1) working day after receipt of request. In the event that such services cannot be completed within their time frames, the Contractor shall immediately notify the Manager of. Facilities and Grounds and indicate an anticipated completion date.

Specific Program Requirements and Restrictions

Personnel

The Contractor shall provide only qualified pest management personnel with adequate experience in the conduct of IPM programs. All personnel must understand current practices in this field and be able to make judgments regarding IPM techniques.

Training and experience in IPM must be demonstrated. Any proposed deletions, additions, or replacement of personnel from those cited in the Contractor's original proposal must be submitted, in writing, to the Manager of Facilities and Grounds and approved prior to their becoming a part of this contract.

Entomologist

The Contractor shall have a staff Entomologist, or access to one, available for routine and emergency consultation. Evidence of the following documentation regarding this individual's experience and training shall be provided in the proposal:

- Bachelor's degree in entomology from an accredited University; or a Bachelor's degree in biology, chemistry, or other life science and proof of membership in the American Registry of Professional Entomologists (ARPE).
- Current certification in the appropriate jurisdictions as a Commercial Pesticide Applicator in the category of Industrial, Structural, and Health Related Pest Control with a minimum of subcategories to include General Pest Control, Rodent Control, and Turf and Ornamental.

Supervisor

A Supervisor and an alternate must be identified in the proposal. The on-site Supervisor shall have the Contractor's authority to act on matters pertaining to the performance of services required under this contract. This individual shall assure safety and carry out coordination and continuity of the program routine. The Supervisor and alternate shall both have a working knowledge of this contract and the detailed Pest Management Plan and Schedule for each school. The Supervisor and alternate must both meet the qualifications identified below under Pest Management Technicians.

Pest Management Technicians

The Contractor shall provide, in the proposal, the names of all pest management personnel assigned to this contract, and pertinent information regarding their qualifications, experience, and training. Throughout the life of this contract, all personnel providing on-site pest management services must be certified in the appropriate jurisdictions as Commercial Pesticide Applicators in the category of Industrial, Institution, Structural, and Health Related Pest Control. No uncertified personnel will be permitted to work on-site under this contract unless under the supervision of a certified applicator.

Manner and Time to Conduct Services

It shall be the Contractor's responsibility to carry out work according to the detailed Pest Management Plan and Schedule development for each school. The Contractor's on-site Supervision shall be responsible for coordination with the school principal or representative at the beginning of each visit. The purpose of this coordination is to review the plan and schedule, and to receive information on problem areas needing corrective action.

Services which are not likely to adversely effect tenant health or productivity may be performed during the regular hours of operation in the various schools. Pesticide applications (except bait placement), however, shall not be made during school hours, or during normal work hours of school staff. When it is necessary to perform work on weekends or outside the regular schedule hours set in the Contractor's Plan and Schedule, the Contractor shall notify the Manager of Facilities and Grounds and the School Principal at least 2 days in advance and all arrangements will be coordinated between, the School Principal, and the Supervisor.

The Contractor's shall observe all safety precautions throughout the performance of this contract. Certain areas within some buildings may require special instructions for persons entering the building. Any restrictions associated with these special rates will be explained, in writing, to the Contractor by the Manager of Facilities and Grounds. These restrictions shall be adhered to and incorporated into the Contractor's detailed plan and schedule for the property.

All Contractor personnel, working in or on properties designated under this contract, shall wear distinctive uniform clothing. The uniform shall have the Contractor's name easily identifiable, affixed thereon in a permanent or semi-permanent manner. Additional protective equipment required for the safe performance of work must be determined and provided by the Contractor. Protective clothing, equipment, and devices shall as a minimum, conform to occupational Safety and Health Administration (OSHA) standards for the products being used. Vehicles used by the Contractor's must be identified in accordance with State and local regulations.

Posting

The Contractor shall post warning signs at each area of the school where pesticides will be applied 24 hours before and 72 hours after applications. The information contained on the warning signs shall conform to sample sign included with these specifications.

Where service to vacated areas is required, it shall be Contractor's responsibility to notify the Manager of Facilities and Grounds at least 2 days in advance of the treatment, provide and post all necessary signs (such as when an area may be reentered-in case of pesticide use, according to the product's label directions) and remove signs when the area is safe for entry.

Pesticide Products and Use

The Contractor shall be responsible for the proper use of pesticides. All pesticides used by the Contractor must be registered with the EPA and the State and/or local jurisdiction. Transport, handling, and use of all pesticides shall be in strict accordance with the manufacturer's label instructions and all applicable Federal, State, and local laws and regulations.

The contractor shall not use any product specified on the current List of Pesticide Products Prohibited from Use in Schools and Child Care Facilities. (See attached list current as of January 1, 2011)

The Contractor will follow all notification and warning procedures required by the Manager of Facilities and

Grounds prior to the application of a pesticide. The environment and the public shall be protected at all times.

The Contractor shall minimize the use of synthetic organic pesticides wherever possible.

Alternatives are:

- The use of crack and crevice application of pesticide to pest harborage areas rather than fan spraying exposed surfaces in the general vicinity of harborage areas.
- The use of containerized bait such as boric acid, for cockroaches, rather than sprays, wherever appropriate.

Pesticide fogs and sprays (including mists and ultra-low volume applications) will be restricted to unique situations where no alternative measures are available or practical.

In the unusual event that a space spray application is required, and prior to performing a space spray treatment, the Contractor shall submit a written request for approval to the Manager of

Facilities and Grounds at least 2 days prior to the proposed treatment time. The request must identify the target pest; document the need for such treatment, the time (when site is not occupied) and specific place(s) or treatment, the pesticide(s) to be used, the method of application, what precautions should be taken to ensure the containment of the spray to the site of application. No space application of pesticides shall be made without the written approval of the Manager of Facilities and Grounds. No space application of pesticide shall be made while tenant personnel are present. Products identifiable as fumigants shall be considered inappropriate for use and shall not be used in any space for any purpose, unless it is determined that an emergency exists by the School District Facilities Manager.

Rodent Control

Snap traps and trapping devices (including glueboards) used in rodent control must be checked daily. The Site Custodian shall dispose of rodents killed or trapped within 24 hours. Trapping shall not be placed out of the general view and located so as not to be affected by routine cleaning procedures.

All rodenticides, regardless of packaging, shall be placed either in locations not accessible to children, pets, wildlife, and domestic animals, or in EPA-approved tamper-resistant (often termed "tamper-proof") bait boxes. Frequency of bait box servicing shall depend upon the level of rodent infestation. All bait boxes shall be labeled, and dated at the time of installation and each servicing. All bait boxes shall be maintained in accordance with EPA regulations, with an emphasis on the safety of non-target organisms. The following points shall be strictly adhered to:

- The lids of all bait boxes must be securely locked or fastened shut.
- Bait must always be placed in the baffle-protected feeding chamber of the box and never in the~ runway of the box. Bait may be placed inside an active rodent burrow if the burrow entrance (and the bait) is then buried or caved in to avoid non-target access to the bait.
- All bait boxes must be securely attached or anchored to the floor, ground, wall, etc., so that the box cannot be picked up or moved.
- Baits, bait boxes, and stations should only be considered as a last option for use inside buildings or school structures.

All traps, trapping devices, and bait boxes shall be accounted for, and their location recorded in the property Log Book; all shall be removed from the premises covered by this contract at its conclusion.

Inspection

Throughout the duration of this contract, the premises covered will be inspected periodically by the Manager of Facilities and Grounds to determine the effectiveness of the program and contractor compliance with the contract. Inspection results will be documented in writing. The Contractor shall promptly initiate actions within 5 working days to correct all contract performance deficiencies found by the Manager of Facilities and Grounds.

It shall be the Contractor's responsibility to furnish an adequate supply of materials necessary to inspect the interior of all rodent bait stations. These materials may include wrenches to loosen and tighten fasteners, keys to open locks, or replacement self-locking plastic ties. Implements to cut plastic ties or seals are not included under this provision.

Related Services

Santa Monica-Malibu Unified School District reserves the right to negotiate with the purpose of related pest control services not specifically covered herein, such as subterranean and structural management of termites and other wood-boring insects, or bird control, and to add (or delete) properties or parts of properties to the contract.

Bid Submittal**Pre-Bid Building Inspection**

All prospective bidders shall conduct a thorough and complete investigation of each property prior to submitting their proposal.

Selection for Award

Bidders should be aware that the School District will perform a "best-buy analysis" and the selection for award shall be made to the bidder whose proposal is most advantageous to the School District, taking into consideration the technical factors listed below and the total proposed cost across all contract periods.

Technical Evaluation Criteria

The technical portion of the proposal will be the most important consideration in making the award; therefore, the proposal should be as complete and as specific as possible.

The merits of each proposal will be carefully evaluated in terms of the requirements and in relation to the criteria established. The evaluation will take into consideration the technical and administrative capabilities of the bidders in relation to the needs of the program and reasonableness of costs shown in relation to the work to be done.