



**BOARD OF EDUCATION MEETING
AGENDA**

December 17, 2015

A **special meeting** of the Santa Monica-Malibu Unified School District Board of Education will be held on **Thursday, December 17, 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 5:00 p.m. in the Board Room.

The public meeting will begin at 5:00 p.m.

Note:

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

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

CLOSED SESSION (4:30-5:00 p.m.)

I. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY

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

II. CLOSED SESSION (30 minutes)

- Government Code §54956.8 (30)
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
 - Property: 1707 4th Street, Santa Monica, CA
 - Agency Negotiator: Sandra Lyon
 - Negotiating Parties: Santa Monica-Malibu Unified School District (SMMUSD), PCA I, L.P.
 - Under Negotiation: Price and terms of payment

OPEN SESSION (5:00 p.m.)

III. CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance

IV. APPROVAL OF THE AGENDA

V. STUDY SESSION (45 minutes)

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

- S.01 Local Control Accountability Plan (LCAP): Drivers (45).....2

VI. CONSENT CALENDAR (10 minutes)

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

Curriculum and Instruction

A.01 Conference and Travel Approval / Ratification2-4
A.02 Head Start Collaboration with the Los Angeles County Office of
Education (LACOE).....5
A.03 Approval of Special Education Contracts – 2015-20166-8

Business and Fiscal

A.04 Award of Purchase Orders – 2015-20169-9b
A.05 Acceptance of Gifts – 2015/201610-11

Facilities Improvement Projects

A.06 Award of Contract to AWI Builders, Inc., for IT Expansion Suite –
Data Center Build-out – Bid #16.10 12
A.07 Award of Request for Proposal (RFP) – Districtwide Facility
Condition Assessment & Replacement Plan – Windows,
Flooring, and Paint Projects – Measure ES 13
A.08 Award of Contract – Feasibility Study – John Adams Middle
School (JAMS) Auditorium to NAC Architecture – Measure ES..... 14

Personnel

A.09 Certificated Personnel – Elections, Separations.....15-16
A.10 Classified Personnel – Merit17-20
A.11 Classified Personnel – Non-Merit.....21
A.12 Increase in Staff (FTE) – Maintenance and Operations.....22

VII. 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.

VIII. DISCUSSION ITEMS (80 minutes)

These items are submitted for discussion. Any action that might be required will generally be scheduled for the next regularly scheduled Board meeting.

| | | |
|------|---|-------|
| D.01 | Consider Revising BP and Deleting AR 5146 – Married / Pregnant / Parenting Students (10) | 23-28 |
| D.02 | Consider Revising AR 6173 – Education of Homeless Students (10) | 29-34 |
| D.03 | Conditional College Readiness: Remedies (10) | 35 |
| D.04 | Reconfigure Measure BB Advisory Committee (BBAC) into a Facilities District Advisory Committee (DAC) (30) | 36-37 |
| D.05 | Consider Restructuring Board Meeting Format (20) | 38 |

IX. MAJOR ITEMS (120 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.13 | Revise BP 3514 – Environmental Safety (20) | 39-42 |
| A.14 | Revise BP 3514.1 – Hazardous Substances (20) | 43-45 |
| A.15 | Adopt BP 3514.2 – Integrated Pest Management (20) | 46-47 |
| A.16 | Process of Negotiations between Santa Monica-Malibu Board of Education and Representatives of a Potential Malibu Unified School District regarding Resolution of Issues and Concerns Pertinent to Unification of a Separate Malibu Unified School District (60) | 48-51 |

X. INFORMATIONAL ITEMS (0 minutes)

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

| | | |
|------|---|--------|
| I.01 | Revision of AR 3514 – Environmental Safety | 52-58 |
| I.02 | Revision of AR 3514.1 – Hazardous Substances | 59-63 |
| I.03 | Adoption of AR and E 3514.2 – Integrated Pest Management | 64-68m |
| I.04 | Service Employees International Union, Local 99 (SEIU) Sunshine Proposal to Open Negotiations for the Collective Bargaining Agreement | 69-90 |

XI. BOARD MEMBER ITEMS

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

XII. 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.

XIII. 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.)

XIV. BOARD MEMBER COMMENTS

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

XV. FUTURE AGENDA ITEMS

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

XVI. ADJOURNMENT

This meeting will adjourn to a special meeting scheduled for 4:00 p.m. on **Thursday, January 7, 2016**, in the **District Office**: 1651 16th Street, Santa Monica, CA. The next regular meeting is 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 | 12/17* DO | winter break | *12/17: Special Meeting |
| Winter Break: December 21 – January 1 | | | | | |
| January through June 2016 | | | | | |
| Winter Break: December 21 – January 1 | | | | | |
| January | 1/7* DO | | 1/21 DO | | *1/7: Special Meeting |
| February | 2/4 M | | 2/18 DO | | |
| March | 3/3 DO | | 3/17 M | spring break | |
| Spring Break: March 21 – April 1 | | | | | |
| April | 4/7* DO | 4/14 DO | | | |
| May | 5/5 M | | 5/19 DO | | |
| June | 6/2 DO | | | 6/22* DO 6/29* DO | Last day of school: 6/9 *6/22: Special Meeting (Wed.) *Wednesday: 6/29 |

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

STUDY SESSION

TO: BOARD OF EDUCATION

STUDY SESSION

12/17/15

FROM: SANDRA LYON / TERRY DELORIA

RE: LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP): DRIVERS

STUDY SESSION NO. S.01

The current SMMUSD LCAP contains twenty-six goals which cover California's eight priority areas and the district's own focus areas. Communicating information related to all goals is challenging. Staff has created a model to help all stakeholders understand how the district is investing its resources to support all students. Tonight, board members will participate in a "goal-sorting" activity used to inform other leadership groups, including administrators, teacher leaders and PTA on how the twenty-six goals relate to four overarching drivers.

CONSENT ITEMS

TO: BOARD OF EDUCATION

ACTION/CONSENT

12/17/15

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

RE: CONFERENCE AND TRAVEL APPROVAL / RATIFICATION

RECOMMENDATION NO. A.01

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

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

| <u>NAME</u> <u>SITE</u> Account Number Fund – Resource Number | CONFERENCE NAME LOCATION DATE (S) | COST ESTIMATE |
|---|---|------------------|
| <u>CHUNG, Alice</u> Child Development Services 12-52101-0-85000-27000-5220-070-2700 Child Development Fund- Resource: Head Start | Leadership Development Training Santa Fe Springs, CA December 9, 2015 | \$60 |
| <u>DABASH, Reham</u> Child Development Services 12-52101-0-85000-10000-5220-070-2700 Child Development Fund- Resource: Head Start | Leadership Development Training Santa Fe Springs, CA December 9, 2015 | \$100 |
| <u>LA DUKE, Stacy</u> Adams Middle 01-00010-0-11100-10000-5220-011-4110 General Fund- Resource: Formula | UC Counselor Conference San Diego, CA September 8, 2015 | \$60 |
| <u>LA DUKE, Stacy</u> Adams Middle No Cost to District | College Board Counselor Workshop Long Beach, CA September 18, 2015 | \$0 |
| <u>LA DUKE, Stacy</u> Adams Middle No Cost to District | USC Counselor Conference Los Angeles, CA September 25, 2015 | \$0 |
| <u>LA DUKE, Stacy</u> Adams Middle No Cost to District | Harvard, Yale, Princeton, U of VA and Yale Counselors' Breakfast Meeting Redondo Beach, CA October 5, 2015 | \$0 |
| <u>NAVARRO, Cam-An</u> Santa Monica High No Cost to District | College Board Counselor Workshop Long Beach, CA September 18, 2015 | \$0 |

| 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

** a complete list of conference participants is on file in the Department of Fiscal Services*

| | | |
|---|---|---------------------------------|
| <u>BROCK, Miriam</u> <u>DIMASCIO, Lauren</u> Special Education No Cost to District | Augmentative Alternative Communication Palmdale, CA 8/28/15, 10/19/15, 11/06/15 | \$0 |
| <u>CHUNG, Alice</u> <u>DELORIA, TERRY</u> CDS/Ed Services 12-52101-0-85000-27000-5220-070-2700 Child Development Fund- Resource: Head Start | Visiting Fullerton Child Development Services Fullerton, CA September 24, 2015 | \$48 |
| <u>DEBEECH PALUMBUS, Beth</u> <u>+2 Additional Staff</u> Lincoln Middle 01-00010-0-11100-10000-5220-012-4120 General Fund- Resource: Formula | LACOE-AVID Tutorology Workshop Downey, CA December 1 – 2, 2015 | \$1,200 +3 SUBS |
| <u>EDEBURN, Ellen</u> <u>+2 Additional Staff</u> Educational Services 01-42030-0-47600-10000-5220-035-1300 General Fund- Resource: Tittle III – LEP | Instructional Materials Fair Downey, CA January 27 – 28, 2016 | \$90 Mileage Only |
| <u>EDEBURN, Ellen</u> <u>+2 Additional Staff</u> Educational Services 01-42030-0-47600-10000-5220-035-1300 General Fund- Resource: Tittle III – LEP | ELA/ELD High School Instructional Materials Downey, CA February 22, 2016 | \$90 Mileage Only |
| <u>GONZALEZ-CASTILLO, Irene</u> <u>+4 Additional Staff</u> Educational Services 01-42030-0-47600-10000-5220-035-1300 General Fund- Resource: Tittle III – LEP | Toolkit Training, ELA/ELD Adoption Downey, CA December 16, 2015 | \$400 |
| <u>GONZALEZ-CASTILLO, Irene</u> <u>DIAZ, Aida</u> Educational Services 01-42030-0-47600-10000-5220-035-1300 General Fund- Resource: Tittle III – LEP | Annual EL Research Symposium Alhambra, CA March 18, 2016 | \$300 |
| <u>KAZEE, Pam</u> <u>CONSTANZO, Francis</u> Special Ed 01-65000-0-50010-21000-5220-043-1400 General Fund- Resource: Special Education | Audio Conference: Saving Your District Webinar Special Ed Office December 10, 2015 | \$270 |
| <u>MANGLE, Ruthy</u> <u>MAGALLANES, Joy</u> Information Services 01-00000-0-00000-77000-5220-054-2540 General Fund- Function: Data Processing Services | 2016 Illuminate User Conference San Diego, CA February 22 – 24, 2016 | \$1,500 |
| <u>SIEMER, Deborah</u> <u>+3 Additional Staff</u> Olympic High 11-78100-0-41100-21500-5220-035-1300 Adult Education Fund- Resource: Other State: Locally Defined | CCCAOE 2015 Fall Conference San Diego, CA October 20 – 22, 2015 | \$7,000 +4 SUBS |

| | | |
|--|---|--------------------------|
| <u>STAUFFER TOLENTINO, Aimee</u> <u>+2 Additional Staff</u> Lincoln Middle 01-00010-0-11100-10000-5220-012-4120 General Fund- Resource: Formula | Oppositional, Defiant & Disruptive Children Pasadena, CA January 22, 2016 | \$680 |
| <u>WOO, Angela</u> <u>GARNREITER, Sean</u> Adams Middle 01-90120-0-17100-10000-5220-011-4110 General Fund- Resource: Gifts | CA All-State Music Educational Conference San Jose, CA February 11 – 14, 2016 | \$2,164 +1 SUB |

| Out-of-State Conferences: Individual | | |
|---|---|---------|
| <u>RISCHE, Jessica</u> SMASH No Cost to District | 2015-2016 Leadership Conference Big Picture Denver, CO December 9 – 11, 2015 | \$0 |
| <u>LYON, Sandra</u> District Office 01-00000-0-00000-71500-5220-020-1200 General Fund- Function: Superintendent | Suburban School Superintendent Boston, MA November 4 – 7, 2015 | \$2,800 |
| <u>KAZEE, Pam</u> Special Ed 01-65000-0-50010-21000-5220-043-1400 General Fund- Resource: Special Education | Urban Special Education Leadership Collaborative Workshop Minneapolis, MN November 4 – 6, 2015 | \$500 |

| Out-of-State Conferences: Group | | |
|---|---|---------|
| <u>DELORIA, Terry</u> <u>+2 Additional Staff</u> Educational Services 01-90120-0-19100-10000-5220-030-1300 General Fund- Resource: Gifts | FETC (Future of Education Technology Conference) January 12 – 15, 2016 Orlando, FL | \$4,000 |

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

TO: BOARD OF EDUCATION

ACTION/CONSENT
12/17/15

FROM: SANDRA LYON / TERRY DELORIA / ALICE CHUNG

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

RECOMMENDATION NO. A.02

It is recommended that the Board of Education approve the refunding application and budget for fiscal year 2016-2017 with Los Angeles County Office of Education (LACOE) for the purpose of providing Head Start Services to eligible families effective July 1, 2016, through June 30, 2017. This agreement is to be executed between LACOE, and the Santa Monica-Malibu Unified School District, wherein LACOE agrees to pay Santa Monica-Malibu Unified School District Child Development Services an amount not to exceed \$1,525,971 for the Head Start-Basic program and \$4,800 for the Head Start Training and Technical Assistance.

COMMENT: Head Start is a federal grant program with a long history of providing comprehensive child development and support services to young children and families with incomes at or below the poverty level. The contract operates on a minimum of 180 days, provides for the operation of 8 Head Start classes- approximately 152 children in a full day setting in partnership with State Preschool Funds.

GOALS (2016-2017)

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

Objectives:

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

12/17/15

FROM: SANDRA LYON / TERRY DELORIA / PAMELA KAZEE

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS – 2015-2016

RECOMMENDATION NO. A.03

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 |
|------------------|------|---------------------|-----------------|--------------------|
| | | | | |

| | | |
|--|---------|--------------|
| Amount Budgeted NPS 15/16 | | \$ 1,200,000 |
| Amount Budgeted Mental Health Services 15/16 | | \$ 735,000 |
| Total Budgeted | | \$ 1,935,000 |
| Prior Board Authorization as of 12/10/15 | | \$ 2,106,904 |
| | Balance | \$ -171,904 |
| Positive Adjustment (See Below) | | \$ 0 |
| | | \$ -171,904 |
| Total Amount for these Contracts | | \$ 18,080 |
| | Balance | \$ -171,904 |

| Adjustment | | | | | |
|--|---------------------|-----------------|--------------------------|-----------------|---------|
| NPS Budget 01-65000-0-57500-11800-5125-043-1400 | | | | | |
| NPS Budget 01-65120-0-57500-31400-5890-043-1400 | | | | | |
| There has been a reduction in authorized expenditures of NPS/NPA contracts for FY 2015-2016 in the amount of \$6,500 as of 12/10/15. | | | | | |
| NPS | Service Description | Contract Number | Reduce (R) Eliminate (E) | Adjusted Amount | Comment |
| | | | | | |

NPA

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

| Nonpublic Agency | SSID | Service Description | Contract Number | Cost Not to Exceed |
|------------------|------|---------------------|-----------------|--------------------|
| | | | | |

| | | |
|--|---------|------------|
| Amount Budgeted NPA 15/16 | | \$ 415,000 |
| Prior Board Authorization as of 12/10/15 | | \$ 440,142 |
| | Balance | \$ -25,142 |
| Positive Adjustment (See Below) | | \$ 0 |
| | | \$ -25,142 |
| Total Amount for these Contracts | | \$ 3,672 |
| | Balance | \$ -25,142 |

| Adjustment | | | | | |
|--|---------------------|-----------------|--------------------------|-----------------|---------|
| NPA Budget 01-65000-0-57500-11800-5126-043-1400 | | | | | |
| There has been a reduction in authorized expenditures of NPS/NPA contracts for FY 2015-2016 in the amount of \$0 as of 12/10/15. | | | | | |
| 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 |
|--------------------------|------|---------------------|-----------------|--------------------|
| | | | | |

| | | |
|---|---------|------------|
| Amount Budgeted Instructional Consultants 15/16 | | \$ 290,000 |
| Amount Budgeted Instructional Consultants (33100) 15/16 | | \$ 0 |
| Total Budgeted | | \$ 290,000 |
| Prior Board Authorization as of 12/10/15 | | \$ 176,332 |
| | Balance | \$ 113,668 |
| Positive Adjustment (See Below) | | \$ 0 |
| | | \$ 113,668 |
| Total Amount for these Contracts | | \$ 0 |
| | Balance | \$ 113,668 |

| Adjustment | | | | | |
|--|---------------------|-----------------|--------------------------|-----------------|---------|
| Instructional Consultant | Service Description | Contract Number | Reduce (R) Eliminate (E) | Adjusted Amount | Comment |
| Instructional Consultants Budget 01-65000-0-57500-11900-5802-043-1400 | | | | | |
| Instructional Consultants Budget 01-33100-0-57500-11900-5802-044-1400 | | | | | |
| There has been a reduction in authorized expenditures of Instructional Consultants contracts for FY 2015-2016 in the amount of \$0 as of 12/10/15. | | | | | |
| | | | | | |

Non-Instructional Consultants

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

| Non-Instructional Consultant | SSID | Service Description | Contract Number | Cost Not to Exceed |
|------------------------------|------------|-------------------------------|-----------------|--------------------|
| Bell Cab | various | Therapeutic Visit - Alpine | 38-SPED16088 | \$2,400 |
| Parent Reimbursement | 7926959125 | Therapeutic Visit - Chaddock | 39-SPED16089 | \$1,200 |
| Parent Reimbursement | 4588763657 | Therapeutic Visit - Excelsior | 40-SPED16090 | \$1,200 |
| Parent Reimbursement | 4103158591 | Therapeutic Visit - Alpine | 41-SPED16091 | \$1,200 |

| | | |
|---|---------|------------|
| Amount Budgeted Non-Instructional Consultants 15/16 | | \$ 340,000 |
| Prior Board Authorization as of 12/10/15 | | \$ 136,324 |
| | Balance | \$ 203,676 |
| Positive Adjustment (See Below) | | \$ 0 |
| | | \$ 203,676 |
| Total Amount for these Contracts | | \$ 6,000 |
| | Balance | \$ 197,676 |

| Adjustment | | | | | |
|--|---------------------|-----------------|--------------------------|-----------------|---------|
| Non- Instructional Consultant | Service Description | Contract Number | Reduce (R) Eliminate (E) | Adjusted Amount | Comment |
| Non-Instructional Consultants Budget 01-65000-0-57500-11900-5890-043-1400 | | | | | |
| There has been a reduction in authorized expenditures of Non-Instructional Consultants contracts for FY 2015-2016 in the amount of \$2,795 as of 12/10/15. | | | | | |
| | | | | | |

LEA

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

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

| LEA Consultant | SSID | Service Description | Contract Number | Cost Not to Exceed |
|----------------|------|---------------------|-----------------|--------------------|
| | | | | |

| | | |
|--|---------|------------|
| Amount Budgeted Instructional Consultants 15/16 | | \$ 50,000 |
| Amount Budgeted Instructional Consultants (5890) | 15/16 | \$ 70,000 |
| Total Budgeted | | \$ 120,000 |
| Prior Board Authorization as of 12/10/15 | | \$ 110,500 |
| | Balance | \$ 9,500 |
| Positive Adjustment (See Below) | | \$ 0 |
| Total Amount for these Contracts | | \$ 0 |
| | Balance | \$ 9,500 |

| Adjustment | | | | | |
|--|---------------------|-----------------|--------------------------|-----------------|---------|
| LEA Budget 01-56400-0-00000-39000-5802-043-1400 | | | | | |
| LEA Budget 01-56400-0-00000-39000-5890-043-1400 | | | | | |
| There has been a reduction in authorized expenditures of LEA contracts for FY 2015-2016 in the amount of \$0 as of 12/10/15. | | | | | |
| 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

12/17/15

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

RE: AWARD OF PURCHASE ORDERS – 2015-16

RECOMMENDATION NO. A.04

It is recommended that the Board of Education approve the following Purchase Orders and Changed Purchase Orders from December 2, 2015, through December 9, 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 JANUARY, 2016

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

| PO NO. | VENDOR | DESCRIPTION | LOCATION | AMOUNT | |
|-----------------------------|--------------------------------|--------------------------------|--------------------------------|-----------|----|
| *** NEW PURCHASE ORDERS *** | | | | | |
| 163104 | ACOUSTICAL SOLUTIONS LLC | SOUNDPROOF BLANKETS | FACILITY MAINTENANCE | 2,482.53 | R |
| 163144 | AHERN RENTALS INC | GENIE AERIAL LIFT: BARNUM HALL | THEATER OPERATIONS&FACILITY PR | 9,318.50 | U |
| 163152 | ALTA ENVIRONMENTAL | 6MONTH AHERA PERIODIC INSPCTNS | FACILITY MAINTENANCE | 13,137.00 | DF |
| 163158 | AMFRO INC | PIZZA FOR MALIBU SITES | FOOD SERVICES | 3,384.75 | F |
| 163138 | ARROWHEAD MOUNTAIN SPRING | DRINKING WATER | CHILD DEVELOPMENT CENTER | 400.00 | CD |
| 163161 | CHARTER COMM HOLDING CO LLC | SCHOOL FEE FOR BASIC CABLE | MALIBU HIGH SCHOOL | 100.00 | U |
| 163141 | CHEFS TOYS | TRAULSEN REFRIGERATOR:PT DUME | FOOD SERVICES | 9,647.83 | U |
| 163175 | CHEVRON U.S.A. INC. | Open order for fuel | TRANSPORTATION | 10,000.00 | U |
| 163139 | CITY OF SANTA MONICA FINANCE | Annual Maintenance | INFORMATION SERVICES | 29,265.00 | U |
| 162822 | COMPLETE BUSINESS SYSTEMS | DUPLO MACHINE | ROOSEVELT ELEMENTARY SCHOOL | 4,925.18 | R |
| 163112 | COMPLETE OFFICE OF CA | ALUMINUM BULLETIN BOARDS | SANTA MONICA HIGH SCHOOL | 615.52 | R |
| 163125 | COMPLETE OFFICE OF CA | SUPPLIES | SANTA MONICA HIGH SCHOOL | 1,613.95 | U |
| 163146 | CRISIS PREVENTION INSTITUTE | CPI TRAINING | SPECIAL EDUCATION REGULAR YEAR | 2,956.50 | R |
| 163082 | DISCOVERY EDUCATION | SUBSCRIPTION | MCKINLEY ELEMENTARY SCHOOL | 2,600.00 | R |
| 163101 | ETS EDUCATION AND TUTORING | SES 1 STUDENT | STATE AND FEDERAL PROJECTS | 714.52 | R |
| 163160 | FLINN SCIENTIFIC INC | SCIENCE SUPPLIES | OLYMPIC CONTINUATION SCHOOL | 159.65 | U |
| 163097 | FOLLETT SCHOOL SOLUTIONS INC | Language Arts Consumables | GRANT ELEMENTARY SCHOOL | 1,015.07 | R |
| 163128 | FOLLETT SCHOOL SOLUTIONS INC | LIBRARY BOOKS | ROOSEVELT ELEMENTARY SCHOOL | 1,000.00 | R |
| 163083 | GALE SUPPLY CO | TISSUES! | GRANT ELEMENTARY SCHOOL | 290.18 | R |
| 163102 | GALE SUPPLY CO | Custodial supplies | THEATER OPERATIONS&FACILITY PR | 1,145.68 | R |
| 163109 | GALE SUPPLY CO | SUPPLIES | MCKINLEY ELEMENTARY SCHOOL | 213.96 | U |
| 163132 | GALE SUPPLY CO | CUSTODIAL SUPPLIES | PT DUME ELEMENTARY SCHOOL | 500.00 | R |
| 163124 | GENERAL INSTALLERS | REPAIR-LINCOLN'S FREEZ/REF. | FOOD SERVICES | 2,038.90 | F |
| 163142 | INTELLI-TECH | TWO-COMPUTERS NOT REPLACEMENTS | FACILITY MAINTENANCE | 3,671.90 | R |
| 163028 | INTERNATIONAL PAPER | PAPER SUPPLIES | MCKINLEY ELEMENTARY SCHOOL | 2,000.00 | R |
| 163099 | INTERNATIONAL PAPER | COPY PAPER FOR SCHOOL USE | JOHN MUIR ELEMENTARY SCHOOL | 1,400.00 | U |
| 163117 | INTERNATIONAL PAPER | PAPER | WILL ROGERS ELEMENTARY SCHOOL | 1,471.09 | R |
| 163123 | INTERNATIONAL PAPER | COPY PAPER | SANTA MONICA HIGH SCHOOL | 4,403.06 | R |
| 163098 | JUNIOR LIBRARY GUILD | SUBSCRIPTION RENEWAL | GRANT ELEMENTARY SCHOOL | 404.06 | R |
| 163147 | LAGUNA CLAY COMPANY | PARTS ORDER FOR SAMOHI KILN | FACILITY MAINTENANCE | 107.02 | R |
| 163130 | LAKESHORE | OPEN ORDER/INSTRUCTIONAL | CDC: CCTR | 100.00 | CD |
| 163131 | LAKESHORE | OPEN ORDER/INSTRUCTIONAL | CHILD DEVELOPMENT CENTER | 300.00 | CD |
| 163149 | MANDUKA LLC | YOGA CURRICULAR SUPPLIES | SANTA MONICA HIGH SCHOOL | 550.00 | R |
| 163119 | PERFORMANCE NURSERY CORP | BEAUTIFICATION SUPPLIES | MCKINLEY ELEMENTARY SCHOOL | 94.28 | R |
| 163126 | PROGRESSIVE BUS PUBLICATION | ED LAW SUBSCRIPTION RENEWAL | SPECIAL EDUCATION REGULAR YEAR | 327.88 | R |
| 163105 | RICOH USA INC. | COPY OVERAGES | SANTA MONICA HIGH SCHOOL | 380.08 | U |
| 163163 | SCHOLASTIC INC | PRIOR YEAR EXPENSE WRITE OFF | MALIBU HIGH SCHOOL | 123.02 | R |
| 163150 | SCHOOL OUTFITTERS LLC | HEADPHONES | WILL ROGERS ELEMENTARY SCHOOL | 395.13 | R |
| 163100 | SEHI COMPUTER PRODUCTS | INK CARTRIDGES FOR PRINTERS | JOHN MUIR ELEMENTARY SCHOOL | 500.00 | U |
| 163145 | SEHI COMPUTER PRODUCTS | INK | SANTA MONICA HIGH SCHOOL | 2,500.00 | U |
| 163154 | SEHI COMPUTER PRODUCTS | PRINTER | SANTA MONICA HIGH SCHOOL | 257.65 | U |
| 163162 | SEHI COMPUTER PRODUCTS | TONER CARTRIDGE FOR COUNSELORS | MALIBU HIGH SCHOOL | 285.82 | U |
| 163180 | SIR SPEEDY PRINTING #0245 | FACILITIES TECH CARDS | FACILITY MAINTENANCE | 54.75 | R |
| 163118 | SOS SURVIVAL PRODUCTS INC | SAFETY VESTS - SUPERVISION | WILL ROGERS ELEMENTARY SCHOOL | 142.48 | R |
| 163113 | STAPLES BUSINESS ADVANTAGE | OFFICE/CLASSROOM SUPPLIES | WILL ROGERS ELEMENTARY SCHOOL | 1,500.00 | R |
| 163165 | STUDENT TRANSPORTATION OF AMER | ATHLETIC TRANSPORTATION COST | MALIBU HIGH SCHOOL | 807.50 | U |
| 163107 | TUMBLEWEED TRANSPORTATION | TRANSPORTATION FOR FIELD TRIP | CURRICULUM AND IMC | 3,204.00 | R |
| 163184 | U S BANK (GOVT CARD SERVICES) | Software | INFORMATION SERVICES | 125.90 | U |
| 163156 | UNIVERSAL ASPHALT CO. INC. | GRANT RE-STRIPE | FACILITY MAINTENANCE | 1,200.00 | R |

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

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

| PO NO. | VENDOR | DESCRIPTION | LOCATION | AMOUNT | |
|--|-------------------------|-------------------------------|--|------------|----|
| 163134 | VIA PROMOTIONALS INC | OTHER OPERATING EXPENSES | BOE/SUPERINTENDENT | 367.42 | U |
| 163110 | WAXIE SANITARY SUPPLY | CUSTODIAL SUPPLIES | CABRILLO ELEMENTARY SCHOOL | 96.91 | R |
| 163153 | WESTED | HEALTHY KIDS SURVEY 2015/16 | CURRICULUM AND IMC | 817.19 | U |
| | | | ** NEW PURCHASE ORDERS | 125,111.86 | |
| | | | | | |
| <u>** FACILITY IMPROVEMENTS: BONDS/STATE MODERNIZATON/NEW CONSTRUCTION/DEVELOPER FEES **</u> | | | | | |
| 163157 | A/C PROS INC | HVAC WORK | EDISON ELEMENTARY SCHOOL | 6,521.00 | BB |
| 163143 | HEERY INTERNATIONAL INC | RFQ MEASURE ES PROG MGMT SVCS | BUSINESS SERVICES | 90,000.00 | ES |
| 163115 | MICON CONSTRUCTION | ADDITIONAL INSTALL SUPPORT | EDISON ELEMENTARY SCHOOL | 2,750.00 | BB |
| | | | ** FACILITY IMPROVEMENTS: BONDS/STATE MODERNIZATON/NEW CONSTRUCTION/DEVELOPER FEES | 99,271.00 | |

TO: BOARD OF EDUCATION

ACTION/CONSENT

12/17/15

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

RE: ACCEPTANCE OF GIFTS – 2015/2016

RECOMMENDATION NO. A.05

It is recommended that the Board of Education accept, with gratitude, checks totaling **\$29,133.46** 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 **\$29,133.46** 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 | \$ 100.00 \$ 50.00 \$ 42.46 | | General Supplies and Materials General Supplies and Materials General Supplies and Materials | Crystal Dowd Carol Helsel Extra Credit, Inc. |
| Cabrillo Elementary School 01-90120-0-00000-00000-8699-017-0000 | \$ 60.00 \$ 44.00 | | General Supplies and Materials General Supplies and Materials | Various Various |
| Franklin Elementary School 01-90120-0-00000-00000-8699-002-0000 | \$ 555.00 \$ 105.00 | | Other Operating Expenses Other Operating Expenses | Various Brentwood Pediatrics |
| Lincoln Middle School 01-90120-0-00000-00000-8699-012-0000 | \$ 7,877.00 | | Other Operating Expenses | Various Orchestra Parents |
| Malibu High School 01-90120-0-00000-00000-8699-010-0000 | \$ 3,100.00 \$ 2,000.00 | | Coach Assistant, Hourly Coach Assistant, Hourly | MHS-Booster Club MHS-Booster Club |
| McKinley Elementary School 01-90120-0-00000-00000-8699-004-0000 | \$ 200.00 | | General Supplies and Materials | Three Twins Organic Inc. |
| Roosevelt Elementary School 01-90120-0-00000-00000-8699-007-0000 | \$10,500.00 | | General Supplies and Materials | Roosevelt PTA |
| Santa Monica High School 01-90120-0-00000-00000-8699-015-0000 | \$ 2,500.00 \$ 2,000.00 | Scoreboard | Field Trip General Supplies and Materials To be used at Samohi | UCLA, Revolving Fund Cambridge Educational Center Aquatics Booster |
| TOTAL | \$29,133.46 | | | |

TO: BOARD OF EDUCATION

ACTION/CONSENT

12/17/15

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

RE: AWARD OF CONTRACT TO AWI BUILDERS, INC., FOR IT EXPANSION SUITE
– DATA CENTER BUILD OUT – BID #16.10

RECOMMENDATION NO. A.06

It is recommended that the Board of Education award IT Expansion Suite-Data Center Build out to AWL Builders Inc., in an amount not to exceed \$1,433,911, per Bid #16.10 specifications.

Funding Information

Budgeted: No
Fund: Measure BB Technology Project
Source: Fund 21
Account Number: 21-90503-0-00000-85000-62000-054-2600

COMMENT: This contract encompasses the construction of the District’s central Data Center which houses all equipment for the processing and storage of the District’s telephone, email and data networks. The upgrade will include new chiller and generator equipment in addition to ADA access from the exterior of the building and various interior structural upgrades. This project will support the upgraded servers and storage capacity purchased under contracts with Meridian and the network infrastructure expansion under contracts with Sigmanet. The equipment, network and facility upgrades will provide stability and increased storage capacity of the District’s systems while supporting the technology initiatives in the classrooms.

Low voltage cut-over and cable distribution will be covered under separate contract.

Bids were sent to three (3) public plan rooms per Public Contract Code 22030: Dodge, Construction Bidboard and Southern California Builders, with plans and bid documents available on ARC public plan room. Twenty(20) contractors attended the pre bid conference with six (6) contractors submitting bids. Bids were as follows:

| | |
|----------------------|-------------|
| AWI Builders Inc. | \$1,433,911 |
| Graph Company | \$1,490,000 |
| Waisman Construction | \$1,567,000 |
| AJ Fistes Corp. | \$1,682,000 |
| PCN3 Inc. | \$1,733,000 |
| Woodcliff Corp. | \$1,852,000 |

Funding for this project will come from the program reserve shortage.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

12/17/15

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

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

RECOMMENDATION NO. A.07

It is recommended that the Board of Education award RFP, District Wide Facility Condition Assessment & Replacement Plan – Windows, Flooring and Paint Project to HMC Architects.

Funding Information

Budgeted: Yes

Fund: 85

Source: ES – Malibu Allocation, Samohi Allocation & Unallocated Program

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

Description: District Wide Condition Assessment & Replacement Plan

DSA #: N/A

COMMENTS: The RFP for District Wide Facility Condition Assessment & Replacement Plan – Windows, Flooring and Paint Project was issued on October 29th, 2015 to four (4) firms. Proposals were due November 17th, 2015. Three (3) proposals were received from the firm's noted below:

1. HMC Architects
2. NAC Architecture
3. Struere

Qualified responses to the RFP must demonstrate that their proposed solution will meet the criteria established in the RFP. District had a panel of three (3) staff members individually review and score each firm's proposal. Based on the rankings, FIP staff conducted interviews with all three (3) firm's on Wednesday, December 2nd, 2015.

It is recommended that HMC Architects, being found to be the most qualified respondent, be awarded the contract. District will negotiate the contract amount and will ratify the actual amount at a future board meeting.

A Friday memo will accompany this Board Item.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

12/17/15

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

RE: AWARD OF CONTRACT – FEASIBILITY STUDY – JOHN ADAMS MIDDLE SCHOOL (JAMS) AUDITORIUM TO NAC ARCHITECTURE – MEASURE ES

RECOMMENDATION NO. A.08

It is recommended that the Board of Education award a contract for the John Adams Middle School (JAMS) Auditorium – Feasibility Study to NAC Architecture in an amount not to exceed \$64,600.00.

Funding Information

Budgeted: No
Fund: 85
Source: ES-Bond-Unallocated-Santa Monica
Account Number: 85-90100-0-00000-85000-5802-011-2600
Description: Feasibility Study
DSA #: N/A

COMMENTS: John Adams Middle School (JAMS) Auditorium is currently closed due to the need for structural repairs related to the roof. Current code does not allow for a structural-only repair, and will require significant fire alarm/sprinkler and access related improvements. The District has committed to DSA to begin a process to determine whether it will embark on a complete modernization of the facility or a building replacement. In order to determine this, a feasibility study is needed. NAC Architecture provided a proposal dated October 19, 2015 to perform the feasibility study. Deliverables will include assessments of:

- Existing building condition;
- Accessibility compliance scope;
- Existing HVAC systems and condition;
- Plumbing infrastructure and capacity for added utilities;
- Structure and capacity for expansion of building envelope to accommodate transitional spaces.

It is recommended that NAC Architecture be awarded a contract in an amount not to exceed \$64,600.00 to perform the services & provide the deliverables described herein.

A Friday memo will accompany this Board Item.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

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

ACTION/CONSENT
 12/17/15

RECOMMENDATION NO. A.09

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

ADDITIONAL ASSIGNMENTS

ADAMS MIDDLE SCHOOL

| | | | |
|-----------------|----------------|----------|--------------------------------|
| Murphy, Letitia | 6 hrs @\$42.08 | 11/14/15 | <u>Est Hrly/\$252</u> |
| | | | TOTAL ESTABLISHED HOURLY \$252 |

Comment: AVID Training
 01-Title II Teacher Quality

| | | | |
|-----------------|----------------|----------|--------------------------------|
| Murphy, Letitia | 2 hrs @\$42.08 | 11/12/15 | Est Hrly/\$84 |
| O'Keefe, Eliana | 2 hrs @\$42.08 | 11/12/15 | Est Hrly/\$84 |
| Scotland, Alva | 2 hrs @\$42.08 | 11/12/15 | <u>Est Hrly/\$84</u> |
| | | | TOTAL ESTABLISHED HOURLY \$252 |

Comment: Professional Development Team Meeting
 01-Title II Teacher Quality

EDUCATIONAL SERVICES

| | | | |
|------------------|-----------------|-------------------|--------------------------------|
| Estrada, Tiffany | 2 hrs @\$42.08 | 12/14/15-12/18/15 | Est Hrly/\$ 84 |
| Ipina, Elizabeth | 5 hrs @\$42.08 | 12/14/15-12/18/15 | Est Hrly/\$210 |
| Teplin, Amy | 10 hrs @\$42.08 | 12/14/15-12/18/15 | Est Hrly/\$421 |
| Wintner, Lisa | 2 hrs @\$42.08 | 12/14/15-12/18/15 | Est Hrly/\$ 84 |
| Zagor, Maura | 2 hrs @\$42.08 | 12/14/15-12/18/15 | <u>Est Hrly/\$ 84</u> |
| | | | TOTAL ESTABLISHED HOURLY \$883 |

Comment: Professional Development Team PD Presentation
 01-ESEA: Title III LEP

ROGERS ELEMENTARY SCHOOL

| | | | |
|--------------------|----------------|---------|--------------------------------|
| Marmolejo, Michael | 6 hrs @\$42.08 | 8/17/15 | <u>Est Hrly/\$252</u> |
| | | | TOTAL ESTABLISHED HOURLY \$252 |

Comment: Professional Development
 01-IASA: Title I Basic-LW Inc/Neg

SANTA MONICA HIGH SCHOOL

| | | | |
|----------------------------|----------------|--------|-------------------------------|
| Bautista-Nicholas, Claudia | 2 hrs @\$42.08 | 1/9/15 | <u>Est Hrly/\$84</u> |
| | | | TOTAL ESTABLISHED HOURLY \$84 |

Comment: Translation for Parent Event
 01-Formula & Old Tier III

| | | | |
|-------------------|----------------|----------------|--------------------------------|
| Chacon, Martha | 3 hrs @\$42.08 | 11/9/15-6/9/16 | Est Hrly/\$126 |
| De La Cruz, Gilda | 3 hrs @\$42.08 | 11/9/15-6/9/16 | Est Hrly/\$126 |
| Henderson, Luke | 3 hrs @\$42.08 | 11/9/15-6/9/16 | Est Hrly/\$126 |
| Kariya, Emily | 3 hrs @\$42.08 | 11/9/15-6/9/16 | Est Hrly/\$126 |
| Khem, Chamnauch | 3 hrs @\$42.08 | 11/9/15-6/9/16 | <u>Est Hrly/\$126</u> |
| | | | TOTAL ESTABLISHED HOURLY \$630 |

Comment: AVID Site Team Meetings
 01-SMMEF-Funded Stretch Grant

TOTAL ESTABLISHED HOURLY = \$ 2,353

NEW HIRES

ADMINISTRATIVE CONTRACTS

| <u>Name/Assignment/Location</u> | <u>Not to Exceed</u> | <u>Effective</u> |
|---|----------------------|------------------|
| Khoury, Christina School Psychologist Special Education | 100% | 1/11/16 |

TEMPORARY CONTRACTS

| <u>Name/Assignment/Location</u> | <u>Not to Exceed</u> | <u>Effective</u> |
|---|----------------------|------------------|
| Camerino, Zaneta-May/Student Supp Adv Santa Monica High School | 100% | 12/19/15-6/9/16 |

SUBSTITUTE TEACHERS

REGULAR DAY-TO-DAY SUBSTITUTES

(@\$144.00 Daily Rate)

| | <u>Effective</u> |
|------------------|------------------|
| Reynolds, Jeremy | 12/10/15 |

CHILD DEVELOPMENT SERVICES

(@\$16.83 Hourly Rate)

| | |
|--------------------|---------|
| Hudnall, Jessica | 12/7/15 |
| Sonompel, Enkhtuya | 12/3/15 |

LEAVE OF ABSENCE (with pay)

Name/Location

| | <u>Effective</u> |
|--|--|
| Baltrushes, Susan Cabrillo Elementary | 11/21/15-1/2/16 [Medical/FMLA/CFRA] |

| | |
|------------------------------------|------------------------------|
| Choe, Jung Roosevelt Elementary | 11/18/15-1/3/16 [Medical] |
|------------------------------------|------------------------------|

| | |
|--------------------------------------|---|
| Mansour, Carolyn Grant Elementary | 10/20/15-11/2/15 [Medical/FMLA/CFRA] |
|--------------------------------------|---|

| | |
|-------------------------------|--|
| Portillo, Nicole Malibu HS | 11/19/15-12/18/15 [Medical/FMLA/CFRA] |
|-------------------------------|--|

| | |
|---------------------------------------|--|
| Suminski, Mark Olympic High School | 12/9/15-1/4/16 [Medical/FMLA/CFRA] (extension of dates from 12/10/15 Board Agenda) |
|---------------------------------------|--|

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

TO: BOARD OF EDUCATION

ACTION/CONSENT
12/17/15

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

RE: CLASSIFIED PERSONNEL – MERIT

RECOMMENDATION NO. A.10

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.

| <u>NEW HIRES</u> | | <u>EFFECTIVE DATE</u> |
|--|--|------------------------------|
| McGraw, Maria Special Ed-McKinley ES | Paraeducator 1 6 Hrs/SY/Range: 20 Step: A | 12/1/15 |
| Morales, Prisma Roosevelt ES | Inst Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B | 12/1/15 |
| Overton, Christopher Special Ed-Rogers ES | Paraeducator 1 4.5 Hrs/SY/Range: 20 Step: A | 12/10/15 |
| Sanchez, Lucas FNS-Adams MS | Cafeteria Worker I 3 hrs/SY/Range: 11 Step: E | 11/20/15 |
| Winer, Megan Grant ES | Inst Assistant - Classroom 2 Hrs/SY/Range: 18 Step: B | 12/1/15 |
| <u>PROMOTION</u> | | <u>EFFECTIVE DATE</u> |
| Ford, Nedra Human Resources | Human Resources Specialist 8 hrs/12-Month/Range: 36 Step: E | 1/4/16 |
| Villalobos, Elizabeth Maintenance | Facilities Technician 8 Hrs/12-Month/Range: 45 Step: A | 12/3/15 |
| <u>TEMP/ADDITIONAL ASSIGNMENTS</u> | | <u>EFFECTIVE DATE</u> |
| Burgess, Alan Special Ed-Lincoln MS | Paraeducator 1 [additional hours; drama club support] | 10/28/15-6/9/16 |
| Clifford, Kari Special Ed-Santa Monica HS | Paraeducator 2 [additional hours; student needs] | 8/20/15-6/9/16 |
| Dao, Thong Facility Improvement Projects | Technology Support Assistant [overtime; Facility Improvement Projects events] | 10/12/15-6/30/16 |
| Jala, Ariel Facility Use | Custodian [additional hours; Facility Use events] | 11/1/15-6/30/16 |
| Jala, Ariel Facility Use | Custodian [overtime; Facility Use events] | 11/1/15-6/30/16 |
| Mederos, Eden Special Ed-Santa Monica HS | Paraeducator 3 [additional hours; professional development] | 11/10/15-6/9/16 |
| Mirabal, Jessica Special Ed-Adams MS | Paraeducator 1 [additional hours; tutoring students] | 12/1/15-5/31/16 |

| | | |
|---|--|------------------|
| Perez-Madera, Salomon Special Ed-Santa Monica HS | Paraeducator 3 [additional hours; bus supervision] | 8/20/15-6/9/16 |
| Tawfik, Peter Facility Use | Campus Security Officer [additional hours; Facility Use events] | 11/1/15-6/30/16 |
| Vethavanam, Natasha Special Ed-Santa Monica HS | Paraeducator 3 [additional hours; extra-curricular activity] | 12/15/15 |
| Wade, Essence Facility Use | Campus Security Officer [additional hours; Facility Use events] | 12/1/15-6/30/16 |
| Wade, Essence Facility Use | Campus Security Officer [overtime; Facility Use events] | 12/1/15-6/30/16 |
| Wingfield, Janet Special Ed-Santa Monica HS | Paraeducator 2 [overtime; bus supervision] | 8/20/15-6/9/16 |
| Yashar, Azita Special Ed-Cabrillo ES | Paraeducator 1 [limited term; bus supervision] | 11/1/15-2/29/16 |
| Young, Abigail Special Ed-Rogers ES | Paraeducator 3 [additional hours; professional development] | 9/21/15-10/30/15 |

SUBSTITUTES

EFFECTIVE DATE

| | | |
|---|------------------------------|-----------------|
| Cortez, Eric District | Campus Security Officer | 12/1/15-6/30/16 |
| Fisher, David Facility Use | Technical Theater Technician | 11/1/15-6/30/16 |
| Hubbard, Sean Special Education | Paraeducator 1 | 12/10/15-6/9/16 |
| Hughes, Michael District | Campus Security Officer | 1/1/15-6/30/16 |
| Jones, Bronden Special Education | Paraeducator 1 | 11/23/15-6/9/16 |
| Lopez, Felicita Food and Nutrition Services | Cafeteria Worker I | 12/10/15-6/9/16 |
| Lopez, Francisco Food and Nutrition Services | Cafeteria Worker I | 12/10/15-6/9/16 |
| Muhammed, Fatimoh District | Campus Security Officer | 12/1/15-6/30/16 |
| Reveles, Favio Food and Nutrition Services | Cafeteria Worker I | 12/10/15-6/9/16 |

VOLUNTARY DEMOTION

EFFECTIVE DATE

| | | |
|---------------------------------------|--|--------|
| Hampton, Kizzie Special Ed-Muir ES | Paraeducator 1 4.5 Hrs/SY From: Physical Activities Specialist 3 Hrs/SY | 1/4/16 |
|---------------------------------------|--|--------|

INVOLUNTARY TRANSFERCapitano, Carol
Special Ed-Santa Monica HSParaeducator 1
6 Hrs/SY
From: 6 Hrs/SY/Special Ed-CDS-Lincoln Preschool**EFFECTIVE DATE**

10/27/15

LEAVE OF ABSENCE (PAID)Crockett, Della
CDS-Lincoln PreschoolChildren's Center Assistant 2
Personal**EFFECTIVE DATE**

12/7/15-1/15/16

Gonzalez, Jessica
Child Develop Svcs-McKinley ESChildren's Center Assistant 2
Medical

11/23/15-12/9/15

Korduner, Justin
Special Ed-Santa Monica HSParaeducator 1
Medical

11/3/15-12/8/15

Miller, Sandra
Franklin ESInstructional Assistant - Classroom
Personal

12/16/15-1/13/16

Newman, Pasley
Special Ed-Santa Monica HSParaeducator 3
Medical

12/8/15-1/5/16

LEAVE OF ABSENCE (UNPAID)Ganelis, Inna
Santa Monica HSAccompanist
Personal**EFFECTIVE DATE**

12/19/15-2/9/16

Guerrero, Daniel
Santa Monica HSInstructional Assistant – Physical Education
Personal

11/12/15-11/24/15

Holmes, Michael
Santa Monica HSPhysical Activities Specialist
FMLA/CFRA

12/14/15-1/15/16

PROFESSIONAL GROWTHCruz, Carmen
Child Develop Svcs-McKinley ES

Children's Center Assistant 2

EFFECTIVE DATE

1/1/16

Martinez, Isabel
Special Ed-Lincoln MS

Paraeducator 3

1/1/16

Reyes, Pedro
Maintenance

Electrician

1/1/16

WORKING OUT OF CLASSBurrell, Catherine
Santa Monica HSCampus Security Officer
From: Swimming Instructor-Lifeguard**EFFECTIVE DATE**

11/9/15-12/18/15

Dominguez-Morales, Yanet
Information ServicesSenior Technology Support Assistant
From: Technology Support Assistant

11/1/15-4/30/16

Nairouz, Dina
FNS-Webster ESCafeteria Worker II
From: Cafeteria Worker I

11/1/15-6/30/16

Parker, Stephen
MaintenanceCarpenter
From: Skilled Maintenance Worker

12/3/15-4/18/16

Webster, Shirley
FNS-Webster ESCafeteria Cook Baker
From: Cafeteria Worker I

12/3/15-6/30/16

RESIGNATIONGibby, Ashley
Special Ed-Malibu HS

Paraeducator 3

EFFECTIVE DATE

12/4/15

Matos, Lorena
Facilities Improvement Projects

Facilities Technician

12/10/15

Pieper, Yalile
Malibu HS

Bilingual Community Liaison

1/15/16

Samuel, Jeri
Franklin ES

Instructional Assistant - Classroom

12/31/15

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

12/17/15

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

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.11

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

| | | |
|-----------------|-----------------|----------------|
| Bianco, John | Santa Monica HS | 12/1/15-6/9/16 |
| Bonilla Yoselin | Santa Monica HS | 12/1/15-6/9/16 |

COACHING ASSISTANT

| | | | |
|------------------------|-----------------|-----------------|-----------------|
| Brandis, Ellesse | Santa Monica HS | 12/1/15-6/9/16 | |
| Collison-Jarel, Justin | Santa Monica HS | 12/1/15-6/9/16 | |
| Contreras, Alie | Malibu HS | | 10/1/15-6/30/16 |
| Craig, Jack | Malibu HS | | 7/1/15-6/30/16 |
| Diaz, Ignacio | Malibu HS | | 7/1/15-6/30/16 |
| Fearon II, Mark | Santa Monica HS | 11/25/15-6/9/16 | |
| Goldberg, Hayden | Malibu HS | | 7/1/15-6/30/16 |
| Harris, David | Malibu HS | | 7/1/15-6/30/16 |
| Harris, Richard | Malibu HS | | 7/1/15-6/30/16 |
| Humphrey, Regence | Malibu HS | | 7/1/15-6/30/16 |
| Miller, Richard | Malibu HS | | 11/1/15-6/30/16 |
| Moreno, Ashley | Santa Monica HS | 12/1/15-6/9/16 | |
| Przebieda, Jarrod | Santa Monica HS | 12/1/15-6/9/16 | |

NOON SUPERVISION AIDE

| | | | |
|----------------------------|--------------|--|-----------------|
| Coghlan, Janet | Roosevelt ES | | 11/24/15-6/9/16 |
| Cruz, Elfego | Webster ES | | 11/23/15-6/9/16 |
| Maldonado-Boatman, Monique | SMASH | | 12/1/15-6/9/16 |
| Mayen Lugo, Abdullah | McKinley ES | | 9/21/15-6/9/16 |
| Morales, Prisma | Roosevelt ES | | 12/1/15-6/6/16 |
| Winer, Megan | Grant ES | | 12/7/15-6/9/16 |

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

TO: BOARD OF EDUCATION

ACTION/CONSENT

12/17/15

FROM: SANDRA LYON / JANECE L. MAEZ

RE: INCREASE IN STAFFING (FTE) – MAINTENANCE AND OPERATIONS

RECOMMENDATION NO. A.12

It is recommended that the Board of Education approve the following positions in Maintenance and Operations in order to best serve District needs.

Facilities Technician, 8 hours/12-Month (1.0 FTE), Facilities Management, due to additional work load and compliance issues.

Plant Supervisor, 8 hours/12-Month (1.0 FTE), Operations, to supervise the custodial operations at the Malibu schools.

FUNDING NOTE: The 2015-2016 budget will be adjusted \$89,059 for salary and benefits, effective January 1, 2016.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

DISCUSSION ITEMS

TO: BOARD OF EDUCATION

DISCUSSION

12/17/15

FROM: SANDRA LYON / TERRY DELORIA

RE: CONSIDER REVISING BP AND DELETING AR 5146 – MARRIED / PREGNANT / PARENTING STUDENTS

DISCUSSION ITEM NO. D.01

It is recommended that the Board of Education consider revising BP 5146 and deleting and AR 5146 regarding Married/Pregnant/Parenting Students.

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

The regulation has been deleted, since funding for the Cal-SAFE program was redirected into the LCFF pursuant to new law (AB 97).

MARRIED / PREGNANT / PARENTING STUDENTS

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

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

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

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

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

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

Parenting Expectant and Parenting Students

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Pregnancy Prevention Program

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

Legal Reference:

EDUCATION CODE

230 Sex discrimination

8200-8498 Child Care and Development Services Act

48205 Excused absences

48220 Compulsory education requirement

48410 Persons exempted from continuation classes

49553 Nutrition supplements for pregnant/lactating students

51220.5 Parenting skills and education

51745 Independent study

52610.5 Enrollment of pregnant and parenting students in adult education

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

FAMILY CODE

7002 Description of emancipated minor

HEALTH AND SAFETY CODE

104460 Tobacco prevention services for pregnant and parenting students

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4950 Nondiscrimination, marital and parental status

CODE OF REGULATIONS, TITLE 22

101151-101239.2 General licensing requirements for child care centers

101351-101439.1 Infant care centers

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, Education Act Amendments

UNITED STATES CODE, TITLE 42

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

CODE OF FEDERAL REGULATIONS, TITLE 7

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

CODE OF FEDERAL REGULATIONS, TITLE 34

106.40 Marital or parental status

ATTORNEY GENERAL OPINIONS

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

COURT DECISIONS

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

Management Resources:

CALIFORNIA WOMEN'S LAW CENTER PUBLICATIONS

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

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

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

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

WEB SITES

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

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

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

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

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

MARRIED/PREGNANT/PARENTING STUDENTS

~~The Superintendent or designee may grant a student a leave of absence due to pregnancy, childbirth or abortion for as long as it is deemed medically necessary. At the conclusion of the leave, the student shall be reinstated to the status she held when the leave began. (34 CFR 106.40)~~

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

Cal-SAFE Program

~~A male or female student shall be eligible to enroll in the district's California School Age Families Education (Cal-SAFE) program if he/she: (Education Code 54747, 56026)~~

- ~~1. Is an expectant parent, custodial parent, or noncustodial parent taking an active role in the care and supervision of the child~~
- ~~2. Has not earned a high school diploma or its equivalent~~
- ~~3. Meets one of the following additional conditions:~~
 - ~~a. Is age 18 years of age or younger.~~
 - ~~b. Is age 19 and has been continuously enrolled in the program since before his/her 19th birthday. Such a student may be enrolled in the program for one additional semester.~~
 - ~~c. The student is below age 22 and has an active individualized education plan.~~

~~Students shall be enrolled in the program on an open-entry and open-exit basis. (Education Code 54745)~~

~~A student shall not be denied initial or continuous enrollment because of having had multiple pregnancies, more than one child, or a change in eligibility status from expectant to parenting. (Education Code 54747)~~

~~No fees shall be charged to students or their families for services provided through the district's Cal-SAFE program. (Education Code 54745)~~

~~The Superintendent or designee shall complete an intake procedure regarding each student upon entry into the program, and periodically thereafter as necessary, to determine appropriate levels and types of services to be provided. (Education Code 54746)~~

~~The Superintendent or designee shall provide staff development and conduct community outreach in order to establish a positive learning environment and supportive school policies. (Education Code 54745)~~

~~The Superintendent or designee shall participate in the development of the county service coordination plan for providing educational and related support services to expectant and~~

parenting teens and their children. He/she also shall participate in data collection and evaluation of the program. (Education Code 54744, 54745)

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

TO: BOARD OF EDUCATION

DISCUSSION

12/17/15

FROM: SANDRA LYON / TERRY DELORIA

RE: CONSIDER REVISING AR 6173 – EDUCATION OF HOMELESS CHILDREN

DISCUSSION ITEM NO. D.02

It is recommended that the Board of Education consider revising AR 6173 – Education of Homeless Children.

COMMENTS: The regulation has been updated to reflect new law (AB 1806), which requires districts to award partial credits to homeless students who transfer from school to school, exempts homeless students who transfer in grades 11-12 from locally established high school graduation requirements, and authorizes districts to allow a homeless student to remain in high school for a fifth year to complete graduation requirements. The regulation also reflects provisions of AB 1806, requiring districts to notify the district liaison for homeless students when a homeless student is recommended for expulsion and, when a change of placement is proposed for a homeless student with disabilities, to invite the district liaison to participate in the individualized education program meeting to make a manifestation determination. The regulation has also been revised to reflect law providing that, upon enrollment, a homeless student will be immediately deemed to meet residency requirements for participation in interscholastic sports or other extracurricular activities.

EDUCATION OF HOMELESS CHILDREN

Definitions

Homeless means students who lack a fixed, regular, and adequate nighttime residence and includes: ~~(42 USC 11434a)~~

1. Students ~~Children and youths~~ who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement
2. Students ~~Children and youths~~ who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings
3. Students ~~Children and youths~~ who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
4. Migratory children who qualify as homeless because the children are living in conditions described in (1)-(3) above
5. Unaccompanied youth who are not in the physical custody of a parent or guardian

School of origin means the school that the student attended when permanently housed or the school in which the student was last enrolled. ~~(42 USC 11432)~~

Best interest means, to the extent feasible, continuing a student's enrollment in the school of origin for the duration of his/her homelessness, except when doing so is contrary to the wishes of his/her parent/guardian. ~~(42 USC 11432)~~

~~*Unaccompanied youth* means a youth not in the physical custody of a parent or guardian. (42 USC 11434(a))~~

District Liaison

The Superintendent designates the following staff person as the district liaison for homeless students: ~~(42 USC 11432)~~

Director Pupil Services
1651 16th Street
Santa Monica, CA 90402
310-450-8338

The district's liaison for homeless students shall ensure that: ~~(42 USC 11432)~~

1. Homeless students are identified by school personnel and through coordinated activities with other entities and agencies
2. Homeless students enroll in, and have a full and equal opportunity to succeed in, district schools

3. Homeless families and students receive educational services for which they are eligible
4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children
5. Notice of the educational rights of homeless children is disseminated at places where children receive services, such as schools, shelters, and soup kitchens
6. Enrollment disputes are mediated in accordance with law, Board policy, and administrative regulation
7. Parents/guardians are fully informed of all transportation services
8. When notified pursuant to Education Code 48918.1, assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in his/her expulsion
9. When notified pursuant to Education Code 48915.5, participate in an individualized education program team meeting to make a manifestation determination regarding the behavior of a student with a disability
10. Assist a homeless student to obtain records necessary for his/her enrollment into or transfer out of district schools, including immunization, medical, and academic records

Enrollment

Placement decisions for homeless students shall be based on the student's best interest. In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in his/her school of origin, unless his/her parent/guardian requests otherwise. ~~(42 USC 11432)~~

The student may continue attending his/her school of origin for the duration of the homelessness and until the end of any academic year in which he/she moves into permanent housing. ~~(42 USC 11432)~~

In the case of an unaccompanied youth, the district's homeless liaison shall assist in placement or enrollment decisions, consider the views of the student, and provide notice to the student of his/her appeal rights. ~~(42 USC 11432)~~

When making a placement decision, the Superintendent or designee may consider the age of the student, the distance of the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year.

However, placement decisions shall not be based on whether a homeless student lives with his/her homeless parent/guardian or has been temporarily placed elsewhere.

Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school of choice, even if the parent/guardian is unable to provide the school with the records normally required for enrollment. ~~(42 USC 11432)~~

The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other medical records, the principal or designee shall refer the parent/guardian

to the district's liaison for homeless students. The liaison shall assist the parent/guardian in obtaining the necessary immunizations or records for the student. ~~(42 USC 11432)~~

If the student is placed at a school other than his/her school of origin or the school requested by his/her parent/guardian, the Superintendent or designee shall provide the parent/guardian with a written explanation of the decision along with a statement regarding the parent/guardian's right to appeal the placement decision. ~~(42 USC 11432)~~

Enrollment Dispute Resolution Process

If a dispute arises over school selection or enrollment in a particular school, the student shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. ~~(42 USC 11432)~~

The parent/guardian shall be provided with a written explanation of the placement decision, which shall be complete, as brief as possible, simply stated and provided in language that the parent/guardian or student can understand. ~~including an explanation of the parent/guardian's right to appeal the decision. He/she shall also be referred to the district liaison. (42 USC 11432)~~

The written explanation shall ~~include: be complete, as brief as possible, simply stated and provided in language that the parent/guardian or student can understand.~~ The explanation may include contact information for the district liaison, a description of the district's decision, notice of the right to enroll in the school of choice pending resolution of the dispute, notice that enrollment includes full participation in all school activities, and notice of the right to appeal the decision to the county office of education and, if the dispute remains unresolved, to the California Department of Education.

1. The district liaison's contact information
2. A description of the district's placement decision
3. Notice of the student's right to enroll in the school of choice pending resolution of the dispute, including the right to fully participate in all school activities
4. Notice of the parent/guardian's right to appeal the decision to the county office of education and, if the dispute remains unresolved, to the California Department of Education

The district liaison shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute. ~~(42 USC 11432)~~

~~The liaison shall provide the parent/guardian a copy of the district's decision, dispute form, and a copy of the outcome of the dispute.~~

In working with a student's parents/guardians to resolve an enrollment dispute, the district liaison shall:

1. Inform them that they may provide written and/or oral documentation to support their position
2. Inform them that they may seek the assistance of social services, advocates, and/or service providers in having the dispute resolved
3. Provide them a simple form that they may use and turn in to the school to initiate the dispute resolution process

4. Provide them a copy of the dispute form they submit for their records

5. Provide them the outcome of the dispute for their records

If a parent/guardian disagrees with the liaison's enrollment decision, he/she may appeal the decision to the Superintendent. The Superintendent shall make a determination within five working days.

If the parent/guardian wishes to appeal the district's placement decision, the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office of education.

Transfer of Coursework and Credits

When a homeless student transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the student to retake the course.

If the homeless student did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the holder of educational rights for the student, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a homeless student in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course.

In no event shall the district prevent a homeless student from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California.

Exemption from District Graduation Requirements

To obtain a high school diploma, a homeless student shall pass the high school exit examination in English language arts and mathematics, complete all courses required by Education Code 51225.3, and fulfill any additional graduation requirement prescribed by the Governing Board.

However, when a homeless student who has completed his/her second year of high school transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school. Within 30 calendar days of the homeless student's transfer, the Superintendent or designee shall notify the student, the person holding the right to make educational decisions for him/her, and the district liaison for homeless students of the availability of the exemption and whether the student qualifies for it.

To determine whether a homeless student is in his/her third or fourth year of high school, the district shall use either the number of credits he/she has earned as of the date of the transfer or the length of his/her school enrollment, whichever qualifies him/her for the exemption.

The Superintendent or designee shall notify any homeless student who is granted an exemption and the person holding the right to make educational decisions for him/her how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges.

The district shall not require or request a homeless student to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a homeless student, the person holding the right to make educational decisions for the student, or by the district liaison on behalf of the student.

If the Superintendent or designee determines that a homeless student is reasonably able to complete district graduation requirements within his/her fifth year of high school, he/she shall:

1. Inform the student and, if under 18 years of age, the person holding the right to make educational decisions for him/her, of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect his/her ability to gain admission to a postsecondary educational institution
2. Provide information to the homeless student about transfer opportunities available through the California Community Colleges
3. Upon agreement with the homeless student or, the person holding the right to make educational decisions for him/her if he/she is under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements

Eligibility for Extracurricular Activities

A homeless student who enrolls in any district school shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities.

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

TO: BOARD OF EDUCATION

DISCUSSION

12/17/15

FROM: SANDRA LYON / TERRY DELORIA

RE: CONDITIONAL COLLEGE READINESS: REMEDIES

DISCUSSION ITEM NO. D.03

The Early Assessment Program (EAP) is a collaborative effort among the State Board of Education (SBE), the California Department of Education (CDE) and the California State University (CSU). The program was established to provide opportunities for students to measure their readiness for college-level English and mathematics in their junior year of high school, and to facilitate opportunities for them to improve or “remedy” their skills during their senior year. Staff’s goal is to increase the number of SMMUSD high school students who graduate ready for college level courses in English and math.

Tonight’s presentation will outline our district process for identifying students who are “Conditionally Ready” for college and providing the necessary remedies such that this condition is cleared.

TO: BOARD OF EDUCATION

DISCUSSION
12/17/15

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

RE: RECONFIGURE OF MEASURE BB ADVISORY COMMITTEE (BBAC) INTO A FACILITIES DISTRICT ADVISORY COMMITTEE

DISCUSSION ITEM NO. D.04

Staff recommends that the Board of Education reconfigure the Measure BB Advisory Committee into a Facilities District Advisory Committee (Facilities DAC). The purpose of the Facilities DAC would be to provide the Board of Education and district staff with the community's perspective regarding the use of bond funds for school site construction.

The committee's charges will be as follows:

1. Provide advice to staff and the board, in the context of committee and subcommittee meetings, regarding revisions and further development to the comprehensive Facilities Master Plan.
2. Provide advice regarding prioritization of facilities projects.
3. Provide opinion to staff regarding projects to maximize the positive impact of facilities projects on learning.
4. Provide input to staff on identified Health and Safety priorities.
5. Work with staff to review projects that reflect board, district and site priorities, including issues of equity, during planning and design.
6. Seek out (and provide to staff) input from other community members as well as communicate the goals, priorities, and activities of the committee and the Facilities Improvement Program to other community members.
7. Provide progress reports to the board as necessary and/or requested.

The Facilities DAC will consist of three separate and distinct subcommittees, the Malibu Facilities Advisory Committee (MFAC), the Samohi Facilities Advisory Committee (SFAC), and the Other Santa Monica Schools Facilities Advisory Committee (SMFAC). Each subcommittee will advise only on projects for the school sites in their area. The division into subcommittees is to allow for each community to participate in the development of facilities and to provide specialized perspective for their areas of focus. The subcommittees will act independently on matters specific to school sites in their respective areas. The subcommittees will meet quarterly (or as necessary).

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

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

The Facilities DAC will be composed of twenty-one community members. The intent is to use this committee to obtain community input, including concerns specific to parents and residents. The MFAC, SFAC and the SMFAC will each have seven members who will make up the twenty-one members of the Facilities DAC. The Facilities DAC will be led by two co-chairs, one a resident of Malibu, and one a resident of Santa Monica. Membership on the committee will be

based on two year terms, with no member serving more than two consecutive terms. Appointments/reappointments will take place annually.

The District will solicit applications to the committee. Appointees to the subcommittees must reside in the community and/or be a major stakeholder in the community covered by the subcommittee. Existing BBAC members will be encouraged to apply for appointment to the Facilities DAC. Representatives from both the City of Malibu and the City of Santa Monica are encouraged to be members of the committee. All attempts will be made to include parents and members of the community who will bring different views to the committee, including relevant knowledge (e.g., technology implementation and requirements, safety, curriculum/fine arts, environmental concerns, issues regarding cultural relevance; etc.), and cultural backgrounds. The Board of Education shall make the appointment of members to the Facilities DAC.

Board members may attend and observe committee and subcommittee meetings at their option. Union Representatives, Senior Cabinet members and Site Administrators may also attend committee and subcommittee meetings. No Board member, Union Representative, Senior Cabinet member, or Site Administrator will be a member of the committee. All committee meetings and subcommittee meetings shall be held as open meetings in compliance with the Ralph M. Brown Act, also known as the Open Meeting Act of the State of California. Subcommittee meetings will be held in their respective regions. One out of every three Facilities DAC meetings will be held in Malibu.

A staff liaison will be assigned to the Facilities DAC and each subcommittee. The staff liaison will serve as the district representative and as a communication link between the committee and other district staff. The staff liaison is not a member of the committee.

A Friday memo will accompany this Board Item.

TO: BOARD OF EDUCATION

DISCUSSION

12/17/15

FROM: SANDRA LYON

RE: CONSIDER RESTRUCTURING BOARD MEETING FORMAT

DISCUSSION ITEM NO. D.05

In order to improve the flow and efficiency of board discussion and action items as well as communications from staff, union and PTA leadership, and student board members, staff and the board's subcommittee on governance and goals is proposing a new format for board meetings throughout the school year.

Staff is looking for feedback from the whole board regarding these proposed changes. Agreed upon changes will return for action in January. Our Community and Public Relations Officer will work with staff, board members, and our web master to communicate the approved changes with our community members and local media.

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

This restructured format will be reviewed by the board at a meeting in May or June 2016 to determine if it should be continued.

Meeting A would consist of:

1. Closed Session
2. Commendations/Recognitions
3. Study Session
4. Communications
5. Executive Staff Reports
6. Consent Calendar
7. Public Comment
8. Discussion Items as needed
9. Major Items

Meeting B would consist of:

1. Closed Session
2. Consent Calendar
3. Study Session
4. Discussion Items
5. Major Items as needed
6. Public Comment

MAJOR ITEMS

TO: BOARD OF EDUCATION
FROM: SANDRA LYON / JANECE L. MAEZ / CAREY UPTON
RE: REVISE BP 3514 – ENVIRONMENTAL SAFETY

ACTION/MAJOR
12/17/15

RECOMMENDATION NO. A.13

It is recommended that the Board of Education revise BP 3514 – Environmental Safety.

COMMENTS: This was discussed by the board on October 1, 2015. During that discussion, the board recommended that staff research and consider changes to the proposed language. Below is a summary of the changes being proposed with those suggestions included:

- BP 3514 – Environmental Safety
 - The updates bring our policy in line with CSBA's corresponding BP.
 - Additionally, staff recommends adding bullet point #8 to address the management/remediation of polychlorinated biphenyl (PCBs) at district sites. In response to board member comments at the October 1, 2015, board meeting, staff has consulted with Ramboll Environ regarding the proposed language pertaining to PCBs.

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:

ENVIRONMENTAL SAFETY

The Board of Education recognizes its obligation to provide a safe and healthy environment at school facilities for students, staff and community members. The Superintendent or designee shall regularly assess school facilities to identify environmental health risks. He/she shall establish a comprehensive plan to prevent and/or mitigate environmental hazards based on a consideration of the proven effectiveness of various options, anticipated short-term and long-term costs and/or savings to the district, and the potential impact on staff attendance, student attendance, and student achievement. ~~The Board shall identify and address potential risks to health and the environment and shall ensure that environmental resources are used in a responsible manner.~~

~~The Superintendent or designee shall establish regulations to prevent and/or reduce environmental hazards in accordance with law and state guidelines.~~ Strategies addressed in the district's plan shall include but not necessarily be limited to, the following:

1. Ensuring good indoor air quality by maintaining adequate ventilation; using effective maintenance operations to reduce dust, mold, mildew, and other indoor air contaminants; and considering air quality in the site selection, design, and furnishing of new or remodeled facilities
~~Considering air quality in the siting and architectural design of new or remodeled facilities and in the selection of building materials and furnishings, and taking steps to reduce indoor air contaminants in maintenance operations~~
2. Limiting outdoor activities when necessary due to poor outdoor air quality, including excessive smog, smoke, or ozone, or when ultraviolet radiation levels indicate a high risk of harm
3. Reducing exposure to diesel exhaust and other air contaminants by limiting unnecessary idling of school buses and other commercial motor vehicles
4. Minimizing exposure to lead in paint, soil, and drinking water, especially in areas accessible to very young children
~~3. Minimizing the exposure to lead in paint, soil or drinking water, especially in areas accessible to very young children~~
5. Inspecting facilities for naturally occurring asbestos and asbestos-containing building materials that pose a health hazard due to damage or deterioration and safely removing, encapsulating, enclosing, or repairing such materials
~~4. Inspecting and testing facilities for asbestos-containing materials and protecting persons during encapsulation and removal of any asbestos~~
6. Ensuring the proper storage, use, and disposal of potentially hazardous substances
7. Ensuring the use of effective least toxic pest management practices
~~2. Ensuring the use of effective least toxic pest and weed/plant management practices at all district schools~~
8. Reducing the potential exposure of building occupants to PCBs at school sites to acceptable levels in accordance with ~~Abiding by the~~ EPA requirements guidelines in the management and removal of PCBs at school sites

9. Instituting a food safety program for the storage, preparation, delivery, and service of school meals in order to reduce the risk of foodborne illnesses

105. District employees will comply with all local ordinances, state laws and federal regulations as they apply to environmental safety (e.g. leaf blowers).

In developing strategies to promote healthy school environments, the Superintendent or designee may consult and collaborate with local environmental protection agencies, health agencies, and other community organizations.

The Superintendent or designee shall provide the district's maintenance and facilities staff, bus drivers, food services staff, teachers, and other staff as appropriate with professional development regarding their responsibilities in implementing strategies to improve and maintain environmental safety at the schools.

The Superintendent or designee shall notify the Board, staff, parents/guardians, students, and/or governmental agencies, as appropriate, if an environmental hazard is discovered at a school site. The notification shall provide information about the district's actions ~~detail the district's efforts~~ to remedy the hazard and may recommend health screening of staff and students.

Legal Reference:

EDUCATION CODE

17002 Definition of "good repair"

17070.75 Facilities inspection

17582 Deferred maintenance fund

17590 Asbestos abatement fund

17608-17613 Healthy Schools Act of 2000, least toxic pest management practices

32240-32245 Lead-Safe Schools Protection Act

48980.3 Notification of pesticides

49410-49410.7 Asbestos materials containment or removal

FOOD AND AGRICULTURAL CODE

11401-12408 Pest control operations and agricultural chemicals

13180-13188 Healthy Schools Act of 2000, least toxic pest management practices

GOVERNMENT CODE

3543.2 Scope of representation; right to negotiate safety conditions

HEALTH AND SAFETY CODE

105400-105430 Indoor environmental quality

113700-114437 California Retail Food Code, sanitation and safety requirements

CODE OF REGULATIONS, TITLE 5

14010 Standards for school site selection

CODE OF REGULATIONS, TITLE 8

337-339 Hazardous substances list

340-340.2 Occupational safety and health, rights of employees

1528-1533 Construction safety orders; exposure to hazards

5139-5223 Control of hazardous substances

CODE OF REGULATIONS, TITLE 13

2025 Retrofitting of diesel school buses

2480 Vehicle idling

CODE OF REGULATIONS, TITLE 17

35001-36100 Lead abatement services

CODE OF REGULATIONS, TITLE 22

64670-64679 Lead and copper in drinking water

UNITED STATES CODE, TITLE 7

136-136y Use of pesticides

UNITED STATES CODE, TITLE 15

2601-2629 Control of toxic substances

2641-2656 Asbestos Hazard Emergency Response Act

UNITED STATES CODE, TITLE 42

1758 Food safety and inspections

CODE OF FEDERAL REGULATIONS, TITLE 40

141.1-141.723 Drinking water standards

745.61-745.339 Lead-based paint standards
763.80-763.99 Asbestos-containing materials in schools
763.120-763.123 Asbestos worker protections

Management Resources:

CSBA PUBLICATIONS

Indoor Air Quality: Governing Board Actions for Creating Healthy School Environments, Policy Brief, July 2008

Asthma Management in the Schools, Policy Brief, March 2008

Food Safety Requirements, Fact Sheet, October 2007

Sun Safety in Schools, Policy Brief, July 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Site Selection and Approval Guide, 2000

Indoor Air Quality, A Guide for Educators, 1995

CALIFORNIA DEPARTMENT OF HEALTH SERVICES PUBLICATIONS

Report to the Legislature: Lead Hazards in California's Public Elementary Schools and Child Care Facilities, April 1998

U.S. ENVIRONMENTAL PROTECTION AGENCY PUBLICATIONS

Indoor Air Quality Tools for Schools, rev. 2007

Healthy School Environments Assessment Tool, 2007

The ABCs of Asbestos in Schools, rev. August 2003

Mold Remediation in Schools and Commercial Buildings, March 2001

How to Manage Asbestos in School Buildings: AHERA Designated Person's Self-Study Guide, 1996

WEB SITES

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

AirNow: <http://www.airnow.gov>

American Association of School Administrators: <http://www.aasa.org>

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

California Department of Education, Health and Safety: <http://www.cde.ca.gov/ls/fa/hs>

California Department of Pesticide Regulation: <http://www.cdpr.ca.gov>

California Department of Public Health: <http://www.cdph.ca.gov>

California Indoor Air Quality Program: <http://www.cal-iaq.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Consumer Product Safety Commission: <http://www.cpsc.gov>

National Center for Environmental Health: <http://www.cdc.gov/nceh>

Occupational Safety and Health Administration: <http://www.osha.gov>

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

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

TO: BOARD OF EDUCATION
FROM: SANDRA LYON / JANECE L. MAEZ / CAREY UPTON
RE: REVISE BP 3514.1 – HAZARDOUS SUBSTANCES

ACTION/MAJOR
12/17/15
Postponed
from 11/19/15

RECOMMENDATION NO. A.14

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.02 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**

TO: BOARD OF EDUCATION
FROM: SANDRA LYON / JANECE L. MAEZ / CAREY UPTON
RE: ADOPT BP 3514.2 – INTEGRATED PEST MANAGEMENT

ACTION/MAJOR
12/17/15
Postponed
from 11/19/15

RECOMMENDATION NO. A.15

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.03 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**

TO: BOARD OF EDUCATION

ACTION/MAJOR
12/17/15

FROM: LAURIE LIEBERMAN / JOSE ESCARCE

RE: PROCESS OF NEGOTIATIONS BETWEEN SANTA MONICA-MALIBU BOARD OF EDUCATION AND REPRESENTATIVES OF A POTENTIAL MALIBU UNIFIED SCHOOL DISTRICT REGARDING RESOLUTION OF ISSUES AND CONCERNS PERTINENT TO UNIFICATION OF A SEPARATE MALIBU UNIFIED SCHOOL DISTRICT

RECOMMENDATION NO. A.16

During its November 19, 2015, meeting, the Board of Education heard two Discussion Items related to the potential unification of a Malibu Unified School District. During the first of those items, the Santa Monica-Malibu Unified School District's Financial Oversight Committee (FOC) presented an update to its July 15 report regarding the financial implications of unification of a separate Malibu Unified School District, based on new information received in September. The second item involved a discussion of how best to respond to the updated information presented by the FOC.

In its report, the FOC concluded as follows:

“After careful analysis of updated operating budgets and projections provided by the District's fiscal services department and WestEd, which now reflect the District's new understanding about the effects of minimum state aid, the FOC concludes that the Santa Monica-only district financial picture would be significantly different than what was reported to the Board by the FOC in July 2015 and is significantly worse on a per-student basis, as compared with continued operation of the existing District. As part of the discussion, the FOC also considered other issues that could affect the overall financial change with a Malibu-only district and a Santa Monica-only district. These changes are outside of the operating budget but could include for a Santa Monica-only district some relief from ongoing legal fees related to facility-related litigation in Malibu and SMMEF funding that will no longer be required by a separate Malibu-only district.”

During discussion of how to respond to the FOC's report, Board of Education members and members of the public expressed their views about certain nonfinancial benefits that would accrue to one or both of the two districts that would be created as a result of unification (the Santa Monica Unified School District and the Malibu Unified School District). However, Board of Education members and members of the public expressed particular concern about the negative financial consequences to the resulting Santa Monica Unified School District arising from unification, as identified by the FOC report. The Board of Education also expressed its unanimous desire for the co-existence of the Santa Monica Unified School District and the Malibu Unified School District as two excellent school districts serving their respective communities and providing the best educational opportunities for their respective students as long as it can be accomplished in a manner that does not have a negative impact on the financial condition of the remaining Santa Monica Unified School District.

The Board's discussion and public testimony also revealed a strong willingness and desire on the part of the respective communities of Malibu and Santa Monica to engage in negotiations in an effort to resolve both the financial concerns raised by the FOC report and any other financial issues regarding unification of a separate Malibu Unified School District that remain unresolved from previous discussions. Consequently, at the conclusion of the discussion, the Board of Education directed the Board's subcommittee on unification to refine the next steps so that Board leadership and District staff could prepare a Major Action Item for Board consideration

that would specify guidelines and a process for conducting such negotiations. This item has been prepared to comply with the Board's direction.

Negotiating teams: Negotiations will be conducted by two teams of negotiators, one appointed by the Superintendent of the Santa Monica-Malibu Unified School District and the other appointed by the City Manager of the City of Malibu. In this item, we refer to these teams as the "Santa Monica team" and "Malibu team," respectively, because the former will represent the interests of a potential separate Santa Monica Unified School District ("SMUSD") in the negotiations, whereas the latter will represent the interests of a potential separate Malibu Unified School District ("MUSD"). Each team shall have a maximum of three members. Both teams are instructed to work cooperatively with one another and with their counterparts, to develop and agree upon terms that promote the aspirations of the Board, as set forth above.

Issues to be negotiated: The issues to be negotiated by the negotiating teams will include, but will not necessarily be limited, to the following financial items:

- Payment(s) to be made to address any significant adverse financial impacts of unification (e.g., by MUSD to SMUSD) including:
 - Payment amount(s) or formula(e)
 - Payment frequency
- Allocation of cash in the General Fund Accounts
- Allocation of cash in the Capital Facilities Fund (e.g., developer fees)
- Allocation of outstanding bond debt
- Allocation of unspent bond proceeds
- Allocation of authorized but unissued bonds
- Elimination of post-unification liability (e.g., liability to a Santa Monica Unified School District for environmental issues at Malibu schools); and
- If needed, a mechanism for review and possible alteration of the agreed upon items (e.g., every 5 years or upon the request of either side as a result of a material change in financial conditions)

If, once negotiations have commenced, the negotiating teams agree that other financial issues should be added to the list, they may address those issues as well and will notify the Superintendent and City Manager, as well as the Board of Education, during monthly presentations on the progress of negotiations (see below).

Board's objectives: The SMMUSD Board of Education's objectives for the negotiations will include, but will not necessarily be limited, to the following:

- Elimination of any significant adverse financial effects of separation on SMUSD.
- Allocation of cash in the General Fund Accounts and the Capital Facilities Fund in a manner which is fair to both MUSD and SMUSD considering the sources and uses of cash in the various funds.

- Allocation of bond debt and authority to issue authorized but unissued bonds in a manner which is fair to both MUSD and SMUSD and establishment of any legal mechanisms which might be required to achieve fairness.
- Establishment of a mechanism which would permit refinancing of outstanding bonds in order to reduce property tax assessments.
- Establish a procedure under which agreements on the preceding four items can be revisited on a reasonable schedule.
- Establishment of a structure under which MUSD assumes responsibility for any remaining remediation of any contamination in Malibu schools and indemnifies SMUSD for any future claims arising from such remediation work or failure to undertake appropriate work.
- Dismissal of the pending lawsuit against SMMUSD or an enforceable agreement from the plaintiffs that SMUSD will be dismissed from the lawsuit.
- Receipt by the Board of a legal opinion from a firm selected by the Board with respect to any potential continuing exposure of SMUSD following separation and a conclusion by the Board that any such exposure is reasonable.

Negotiation process: The negotiating teams will meet at mutually agreed upon dates, times and locations and at a frequency required to make satisfactory progress toward a successful conclusion of the negotiations (see below). The negotiating teams will identify an objective, impartial facilitator to assist in the negotiations and will agree on the facilitator's role during the negotiations. The identified individual will be approved by the Superintendent and City Manager before negotiations involving the facilitator can begin. The costs of the services provided to the negotiators by the facilitator will be split evenly between the Santa Monica-Malibu Unified School District and Advocates for Malibu Public Schools ("AMPS").

Resource support for negotiators: The Board of Education anticipates that the negotiators will likely require access to at least three sources of support to address questions that arise during the negotiations: (1) an educational consultant to provide support on questions of a technical budgeting nature, (2) a knowledgeable law firm to provide support on legal questions associated with certain non-budgetary financial issues (e.g., facility bonds); and (3) a separate law firm to provide support on the environmental liability matter. The negotiating teams are also encouraged to communicate with the staff of the Los Angeles County Office of Education to address any questions or concerns of a legal, procedural or budgetary nature and with our various elected representatives and other parties in the State legislature, as appropriate.

Based on past discussions, the Board expects that Advocates for Malibu Public School (AMPS) will agree to pay for all mutually agreed upon services provided to the negotiators by (1) the educational consultant(s), (2) the law firm providing legal support with respect to questions on non-budgetary financial issues, and (3) the firm providing legal guidance relating to environmental liability. The appropriate agreements between the Santa Monica-Malibu Unified School District and AMPS to ensure such payment shall be executed prior to commencement of negotiations.

Period of negotiation: The Board of Education anticipates that negotiations will conclude within 60 days of the first meeting of the two negotiating teams. Upon agreement by the two negotiating teams, and with the consent of the Board of Education, the negotiation period may be extended by an additional 30 days. If successful negotiations (see below) are not concluded

after a total of 90 days, the Board of Education or City of Malibu may, at their sole discretion, terminate negotiations.

Reporting on progress of negotiations: The Santa Monica negotiating team will present information on the progress of negotiations at least monthly after negotiations begin. These presentations will be agendaized as Reports under the Communications section of the Board's meeting agenda. The presentations will provide an opportunity for the Santa Monica team of negotiators to answer the Board of Education's questions, ask questions of the Board, and receive direction from the Board.

Final report on negotiations and public input on report: At the conclusion of successful negotiations (see below), the two negotiating teams will prepare a written report documenting all the items that were addressed in the negotiations and the agreements reached on each item. The report will be signed and approved by both negotiating teams. The signed report will be made available for public inspection by posting it on the District's website and press releases and other dissemination approaches will be used to encourage interested members of the public to review the report.

Following a two-week period for public review the board will discuss the final written report on the negotiations as a Discussion Item during a regular Board meeting. At this point, the Board of Education may determine that changes to the negotiated agreement are required, based on comments from the public and its own discussion,. If so, it will communicate the required changes to the Santa Monica negotiating team and ask them to reopen the negotiations with the goal of incorporating the required changes. After the changes are incorporated the written report will be modified as needed. Alternatively, if the Board determines that no changes in the negotiated agreement are required, the final report will be presented to the Board as a Major Action Item at the next regular Board meeting.

Determination of successful negotiations: Negotiations will be determined to have been completed successfully when four conditions are met: (1) the negotiating teams collectively determine that negotiations have achieved the Board's objectives and presents the evidence for their determination in a Discussion Item during a regular meeting of the Board of Education; (2) any technical and legal concerns regarding the negotiated agreements have been resolved satisfactorily, (3) the Board of Education determines that negotiations have achieved its objectives and formally approves the written report and the agreements therein as a Major Action Item during one of its regular public meetings, and (4) the Malibu City Council formally approves the written report and the agreements therein during one of its regular public meetings.

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

INFORMATION ITEMS

TO: BOARD OF EDUCATION

INFORMATION

12/17/15

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

RE: REVISION OF AR 3514 – ENVIRONMENTAL SAFETY

INFORMATION ITEM NO. I.01

This is to inform the Board of Education that revisions have been made to AR 3514 – Environmental Safety.

COMMENTS: This was discussed by the board on October 1, 2015. During that discussion, the board recommended that staff research and consider changes to the proposed language. Below is a summary of the changes being proposed with those suggestions included:

- AR 3514 – Environmental Safety
 - The updates bring our policy in line with CSBA's corresponding AR.
 - Additionally, staff recommends adding a section to address polychlorinated biphenyl (PCBs) at district sites. In response to board member comments at the October 1, 2015, board meeting, staff has consulted with Ramboll Environ regarding the proposed language pertaining to PCBs.

Changes to the associated policy can be found under item No. A.13 in this agenda.

ENVIRONMENTAL SAFETY

The Superintendent may designate one or more employees to oversee and coordinate the district's environmental safety program(s). The responsibilities of the coordinator(s) shall include, but not be limited to, overseeing assessments of district facilities, recommending strategies for the prevention and mitigation of environmental health risks, ensuring effective implementation of environmental safety strategies, and reporting to the Superintendent regarding the district's progress in addressing environmental safety concerns.

Indoor Air Quality

In order to provide proper ventilation, humidity, and temperature in school facilities and to reduce indoor air contaminants, the Superintendent or designee shall ensure that the following strategies are implemented:

~~The Superintendent or designee shall ensure that the following strategies are implemented in order to provide proper ventilation, humidity, and temperature in school facilities and to reduce indoor air contaminants:~~

1. Mechanically driven heating, ventilation, and air conditioning systems shall be operated continuously during working hours except under the circumstances specified in 8 CCR 5142. The systems shall be inspected at least annually and problems corrected within a reasonable time. Where the air supply is filtered, the filters shall be replaced or cleaned regularly to prevent significant reductions in airflow. Documentation of inspections, tests of ventilation rates, and maintenance shall be retained for at least five years. (8 CCR 5142-5143)

Staff shall ensure that airflow is not obstructed by the ~~not obstruct airflow by covering or blocking of~~ ventilators with posters, furniture, books, or other obstacles.

2. School facilities shall ~~buildings may~~ be regularly inspected for water damage, spills, leaks in plumbing and roofs, poor drainage, and improper ventilation so as to preclude the buildup of mold and mildew. Wet building materials and furnishings shall be dried within 48 hours if possible to prevent mold growth. When evidence of mold or mildew is found, maintenance staff shall locate and repair the source of water intrusion and remove or clean moldy materials.
3. Exterior wall and foundation cracks and openings shall be sealed as soon as possible to minimize seepage of radon into buildings from surrounding soils.
4. Least toxic pest management practices shall be used to control and manage pests at school sites.
5. In any new school construction, and in all existing schools when feasible, the Superintendent or designee shall install a carbon monoxide detector in each school building that contains a fossil fuel burning furnace. The device shall be placed in close proximity to the furnace in order to accurately detect any leakage of carbon monoxide.
65. Schedules and practices for ~~R~~ routine housekeeping and maintenance ~~schedules and practices~~ shall be designed to effectively reduce levels of dust, dirt, and debris. Plain water, soap and water, or low-emission cleaning products shall be used whenever possible. Aerosols, including air fresheners and other products containing ozone, shall be avoided to the extent possible.

7. Painting of school facilities and maintenance or repair duties that require the use of potentially harmful substances shall be limited to those times when school is not in session. Following any such activity, the facility shall be properly ventilated with adequate time allowed prior to reopening for use by any person.
86. Paints, adhesives, and solvents shall be used and stored in well-ventilated areas. These items shall be purchased in small quantities to avoid storage exposure.
97. To the extent possible, printing and duplicating equipment that may generate indoor air pollutants, such as methyl alcohol or ammonia, shall be placed in a well-ventilated area with minimal exposure of students and staff.
98. The district's tobacco-free schools policy shall be consistently enforced in order to reduce the health risks caused by second-hand smoke.
109. Staff and students shall be asked to refrain from bringing common irritants into the classroom, including, but not limited to, such as furred or feathered animals, stuffed toys that may collect dust mites, and from using or perfumes or cologne, scented lotions, or hair spray, nail polish or nail polish remover, or other personal care products that are not fragrance-free in classrooms or other enclosed areas or buildings. ~~when students in the class are known to have allergies, asthma, or other sensitivities to odors.~~

Outdoor Air Quality

The Superintendent or designee may monitor local health advisories and outdoor air quality alerts, including forecasts of ozone levels, particle pollution, and/or ultraviolet radiation levels.

Whenever these measures indicate a significant health risk, the Superintendent or designee shall communicate with each principal so that outdoor activities, especially those requiring prolonged or heavy exertion, may be avoided, limited in duration, or modified as necessary for all persons or for persons who may be particularly susceptible to the health risk involved sensitive.

Vehicle Emissions ~~Idling~~

Except under the conditions specified in 13 CCR 2480 for which vehicle idling may be necessary, the driver of a school bus, student activity bus, or commercial motor vehicle shall: (13 CCR 2480)

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

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

Any diesel-fueled school bus with a gross vehicle weight rating over 14,000 pounds manufactured on or after April 1, 1977 shall be equipped with a particulate filter designed to reduce particulate matter emissions, oxides of nitrogen emissions, and other pollutants. (13 CCR 2025)

Drinking Water

The quality and safety of the district's drinking water sources shall be regularly assessed.

Whenever testing of drinking water finds concentrations of lead that exceed federal and state standards in 40 CFR 141.80 and 22 CCR 64678, water outlets shall be flushed thoroughly each day before use or made inoperable until a plan for remediation can be implemented.

Whenever levels of arsenic, bacteria, or other contaminants in the drinking water are determined to be a concern, the Superintendent or designee may recommend basic filtration or pipe flushing when feasible.

Until drinking water is assured to be safe, the Superintendent or designee may explore alternatives, such as bottled water, to ensure that students have access to fresh drinking water at mealtimes and at other times throughout the day. As needed, he/she also may encourage appropriate governmental agencies to conduct regular testing of the water quality in district schools and to implement strategies to improve water quality in the community.

Drinking fountains in district schools shall be regularly cleaned and maintained to avoid the presence of dirt, mold, or other impurities or health concerns.

Lead Exposure Reduction

In addition to keeping school facilities as dust-free and clean as possible, the following steps shall be taken to minimize potential exposure to lead in school facilities:

1. Lead-based paint, lead plumbing and solders, or other potential sources of lead contamination shall not be used in the construction of any new school facility or the modernization or renovation of any existing school facility. (Education Code 32244)
2. Lead exposure hazards shall be evaluated before any renovation or remodeling is begun, and children shall not be allowed in or near buildings in which these activities may create lead dust. Contractors and workers shall comply with state and federal standards related to the handling and disposal of lead debris and the clean-up and containment of dust within the construction area.
3. Lead-based painted surfaces that are in good condition shall be kept intact. If lead-based paint is peeling, flaking, or chalking, contractors or workers shall follow state and federal standards for safe work practices to minimize contamination when removing the paint.
4. Soil with high lead content may be covered with grass, other plantings, concrete, or asphalt.
5. Whenever testing of drinking water finds concentrations of lead that exceed federal and state standards in 40 CFR 141.80 and 22 CCR 64678, water outlets shall be flushed thoroughly each day before use or made inoperable until a plan for remediation can be implemented. The Superintendent or designee may supply alternative sources of drinking water as appropriate.

Any action to abate existing lead hazards, excluding containment or cleaning, shall be taken only by contractors, inspectors, and workers certified by the California Department of Public Health in accordance with 17 CCR 35001-35099. (Education Code 32243)

Mercury Exposure

The Superintendent or designee shall identify any products containing mercury that are present in district facilities and, to the extent possible, shall replace them with mercury-free alternatives.

Staff shall receive information about proper procedures to follow in the event of a mercury spill. Clean-up instructions, a clearly labeled kit with necessary clean-up supplies, and a list of local resources shall be readily accessible.

In the event of a spill, staff shall evacuate all students from the immediate area of the spill, ensure that any clothing or other items with mercury on them remain in the room, open windows to the outside, and close doors to other parts of the school. Staff who are trained in proper clean-up procedures may carefully clean a small spill. As needed for larger or difficult-to-clean spills, the Superintendent or designee shall use an experienced professional referred by the local health department or environmental agency.

Any products containing mercury shall be properly disposed at an appropriate hazardous waste collection facility.

Asbestos Management

The Superintendent shall designate an employee who shall ensure that the district's responsibilities related to asbestos inspection and abatement are implemented in accordance with federal and state regulations. This employee shall receive adequate training to perform these duties, including, as necessary, basic knowledge of the health effects of asbestos; detection, identification, and assessment of asbestos-containing materials; options for controlling asbestos-containing building materials; and relevant federal and state regulations. (40 CFR 763.84)

The designated employee shall ensure that the district complies with the following requirements:

1. School facilities shall be inspected for asbestos-containing materials as necessary in accordance with the following:
 - a. Any school building that is leased or acquired by the district shall be inspected for asbestos-containing materials prior to its use as a school building, unless exempted by federal regulations. (40 CFR 763.85, 763.99)
 - b. At least once every three years, the district shall conduct a re-inspection of all known or assumed asbestos-containing building materials in each school building. (40 CFR 763.85)
 - c. At least once every six months, the district shall conduct a periodic surveillance consisting of a visual inspection of each school building that contains or is assumed to contain asbestos-containing building materials. (40 CFR 763.92)
2. Based on the results of the inspection, an appropriate response, which is sufficient to protect human health and the environment, shall be determined from among the options specified in 40 CFR 763.90. (40 CFR 763.90)

The district may select the least burdensome response, taking into consideration local circumstances, including occupancy and use patterns within the school building and economic concerns such as short-term and long-term costs. (40 CFR 763.90)

3. An asbestos management plan for each school site shall be maintained and regularly updated to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. (15 USC 2643; 40 CFR 763.93)

The asbestos management plan shall be available for inspection in district and school offices during normal business hours and parent/guardian, teacher, and employee organizations are annually informed of the availability of these plans. (40 CFR 763.84)

4. Staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities, that are planned or in progress. (40 CFR 763.84)
5. Inspections, re-inspections, periodic surveillance, and response actions, including operations and maintenance, shall be conducted in compliance with state and federal regulations for the protection and safety of workers and all other individuals. (40 CFR 763.84; Education Code 49410.5)

Asbestos inspection and abatement work and any maintenance activities that may disturb asbestos-containing building materials, except for emergency repairs or small-scale, short-duration maintenance activities, shall be completed by state-certified asbestos inspectors or contractors. (15 USC 2646; 40 CFR 763.84, 763.85, 763.91)

6. All custodial and maintenance employees shall be properly trained in accordance with applicable federal and/or state regulations. (40 CFR 763.84)

All district maintenance and custodial staff who may work in a building that contains asbestos-containing building materials, regardless of whether they are required to work with such materials, shall receive at least two hours of related asbestos awareness training. New maintenance and custodial staff shall receive such training within 60 days after beginning employment. Any maintenance or custodial staff who conduct activities that will disturb asbestos-containing materials shall receive 14 hours of additional training. The trainings shall address the topics specified in 40 CFR 763.92. (15 USC 2655; 40 CFR 763.84, 763.92)

7. Short-term workers, such as telephone repair workers, utility workers, or exterminators, who may come in contact with asbestos in a school shall be provided information regarding the locations of known or suspected asbestos-containing building materials. (40 CFR 763.84)
8. Warning labels shall be posted immediately adjacent to any known or suspected asbestos-containing building material located in routine maintenance areas in accordance with 40 CFR 763.95. (40 CFR 763.84)

Polychlorinated Biphenyls (PCBs)

~~The Superintendent and designee shall follow the U.S. Environmental Protection Agency's direction for reducing exposure to PCBs in schools:
http://www.epa.gov/pcbsincaulk/pdf/pcb_fs_v7.pdf~~

The Superintendent and designee shall follow the most current U.S. Environmental Protection Agency's (USEPA's) national guidelines to protect public health from PCBs in schools (the most recent outline of these guidelines are found at http://www3.epa.gov/epawaste/hazard/tsd/pcbs/pubs/caulk/pdf/pcb_bdg_mat_qa.pdf and

summarized in a factsheet found here
http://www3.epa.gov/epawaste/hazard/tsd/pcbs/pubs/caulk/pdf/pcb_fs_v7.pdf.

The Superintendent shall implement the following EPA recommendations in all unrenovated areas of pre-1980 buildings:

1. Remove all PCB-containing fluorescent light ballasts (FLBs) and dispose of as required under 40 CFR part 761, subpart D. An experienced contractor or properly trained facilities maintenance staff person shall perform the removal, cleanup and disposal of PCB-containing FLBs and light fixtures.
2. Conduct best management practices (BMPs) recommend by EPA (currently summarized in USEPA's factsheet "Practical Actions for Reducing Exposure to PCBs in Schools and Other Buildings" at http://www3.epa.gov/epawaste/hazard/tsd/pcbs/pubs/caulk/pdf/pcb_fs_v7.pdf on a frequent ongoing basis.
3. Remove potential PCB-containing caulk, paint and other PCB-containing building materials during planned renovations and repairs (such as when replacing windows, doors, roofs, and ventilation). Removal work shall be conducted by trained workers who use safe work practices to minimize dust and contain waste for proper disposal. Prior to removal, either:
 - a. PCB testing for caulk and other building materials that are going to be removed would be conducted to determine what protections are needed during removal and to determine proper disposal requirements. Where testing confirms the presence of PCBs at regulated levels in building materials, they must be disposed of or decontaminated in accordance with the PCB regulations at 40 CFR part 761, subpart D, or
 - b. In lieu of testing, caulk, paint and other building materials potentially containing PCBs that are part of building repair and renovation activities may be assumed to contain PCBs at regulated levels and disposed of in accordance with 40 CFR part 761, subpart D.
4. Where appropriate, consider encapsulation as a potential measure to reduce PCB exposure in consultation with EPA Regional PCB Coordinator.
5. Consult with the EPA Regional PCB Coordinator as appropriate.

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

TO: BOARD OF EDUCATION
FROM: SANDRA LYON / JANECE L. MAEZ / CAREY UPTON
RE: REVISION OF AR 3514.1 – HAZARDOUS SUBSTANCES

INFORMATION
12/17/15
Postponed
from 11/19/15

INFORMATION ITEM NO. I.02

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.14 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 ~~in service~~ 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 t~~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
FROM: SANDRA LYON / JANECE L. MAEZ / CAREY UPTON
RE: ADOPTION OF AR AND E 3514.2 – INTEGRATED PEST
MANAGEMENT

INFORMATION
12/17/15
Postponed
from 11/19/15

INFORMATION ITEM NO. I.03

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.15 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
School District Name

1651 Sixteenth St., Santa Monica CA 90066
Address

Terance Venable
District IPM Coordinator

310-450-8338 x70267
IPM Coordinator's Phone Number

tvenable@smmusd.org
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, Pyrethins (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 MANAGENT (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 pest 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 pest.

- 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.

TO: BOARD OF EDUCATION

INFORMATION

12/17/15

RE: SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 99 (SEIU)
SUNSHINE PROPOSAL TO RE-OPEN NEGOTIATIONS WITH THE SANTA
MONICA-MALIBU UNIFIED SCHOOL DISTRICT FOR THE COLLECTIVE
BARGAINING AGREEMENT

INFORMATION ITEM NO. I.04

This is to inform the Board of Education that the Service Employees International Union, Local 99 (SEIU) intends to re-open negotiations with the District regarding the collective bargaining agreement.

The Rodda Act requires parties negotiating a collective bargaining agreement to sunshine their proposals at a public meeting. By “sunshining” proposals in this fashion, SEIU is announcing their intent to negotiate.

The SEIU proposal is attached. The District will “sunshine” its proposal at a future board meeting, and the public will be invited to comment on both proposals at a public hearing to be scheduled at that time.

**Santa Monica-Malibu Unified School District and SEIU Local 99
INITIAL UNION PROPOSALS
For Re-Opener Negotiations
December 2015**

ART. DESCRIPTION OF ARTICLE AND SEIU LOCAL 99 PROPOSAL

- 16 Wages**
Adjust salary schedule(s) to recruit and retain the highest quality classified employees, including full implementation of the salary survey of comparable employers, with a minimum wage equal to at least the City of Santa Monica minimum wage.
- 17 Health and Welfare Benefits**
Adjust health and welfare benefits to recruit and retain the highest quality classified employees.

SEIU Local 99 reserves the right to submit additional proposals as provided by CA Govt. Cd. Sec. 3547(d).