



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

**November 3, 2016**

A regular meeting of the Santa Monica-Malibu Unified School District Board of Education will be held on **Thursday, November 3, 2016**, in the **Malibu City Council Chambers**: 23825 Stuart Ranch Road, Malibu, CA. The Board of Education will call the meeting to order at 4:30 p.m. in the Zuma Room at the Malibu City Hall, at which time the Board of Education will move to Closed Session regarding the items listed below. The public meeting will reconvene at 5:30 p.m. in the Council Chambers.

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

**Meeting Format “A”:** The first board meeting in a month will follow Format A, the second meeting in a month will follow Format B, and in a month in which there is only one meeting, the Hybrid Format will be followed. The order of items in a Hybrid Format meeting are: 1) closed session, 2) commendations/ recognitions, 3) study session, 4) communications, 5) executive staff reports, 6) consent calendar, 7) general public comments (max. 30 minutes), 8) discussion items, 9) major items, and 10) continuation of general public comments (if needed).

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

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

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

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

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

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

- Government Code §54956.8 (20)  
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
  - Property: 1707 4<sup>th</sup> Street, Santa Monica, CA  
Agency Negotiator: Christopher King & Sylvia Rousseau  
Negotiating Parties: Santa Monica-Malibu Unified School District (SMMUSD), PCA I, L.P.  
Under Negotiation: Price and terms of payment
- Government Code §54957 (10)  
PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT
  - Title: Superintendent
- Government Code §54957 (5)  
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

- Government Code §54957.6 (30)  
**CONFERENCE WITH LABOR NEGOTIATORS**
  - Agency designated representative: Christopher King & Sylvia Rousseau  
Employee Organizations: SEIU**DISCUSSION CONCERNING EMPLOYMENT AGREEMENT FOR UNREPRESENTED EMPLOYEE**
  - Agency designated representative: Laurie Lieberman  
Unrepresented Representative: Superintendent

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

**III. CALL TO ORDER**

- A. Roll Call
- B. Pledge of Allegiance

**IV. APPROVAL OF THE AGENDA**

**V. APPROVAL OF MINUTES**

- A.01 October 6, 2016 .....1
- October 15-16, 2016
- October 20, 2016
- October 27, 2016

**VI. BOARD OF EDUCATION – RECOGNITIONS** (0 minutes)

**VII. STUDY SESSION** (40 minutes)

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

- S.01 National Network of Partnership Schools: Working Together for Student Success (40).....2

**VIII. COMMUNICATIONS** (30 minutes)

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

- A. Student Board Member Reports (15)
  - 1. Alexis Lopez – Santa Monica High School (5)
  - 2. Dillon Eisman – Malibu High School (5)
  - 3. Piter Fouad – Olympic High School (5)
- B. SMMCTA Update – Ms. Sarah Braff (5)
- C. SEIU Update – Ms. Keryl Cartee-McNeely (5)
- D. PTA Council – Ms. Jennifer Smith (5)

**IX. EXECUTIVE STAFF REPORTS** (20 minutes)

- A. Asst. Supt., Educational Services – Dr. Terry Deloria (5)
- B. Interim Deputy Superintendent, Human Resources – Dr. Mark Kelly (5)
- C. Assoc. Supt., Business & Fiscal Services/CFO – Ms. Janece Maez (5)
- D. Interim Co-Superintendents – Dr. Chris King and Dr. Sylvia G. Rousseau (5)

**X. CONSENT CALENDAR** (10 minutes)

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

**Curriculum and Instruction**

A.02 Approval of Independent Contractors.....3  
A.03 Overnight Field Trip(s) – 2016-17 .....4  
A.04 Conference and Travel Approval / Ratification .....5-7  
A.05 Approval of Special Education Contracts – 2016-2017 .....8-10

**Business and Fiscal**

A.06 Award of Purchase Orders – 2016-2017 .....11-11d  
A.07 Acceptance of Gifts – 2016/2017 .....12-13  
A.08 Approval for Disposal / Recycle of Surplus Equipment.....14-19  
A.09 Approval of Los Angeles County Office of Education (LACOE)  
BEST Project Memorandum of Understanding .....20-21g

**Facilities Improvement Projects**

A.10 Amendment to Contract – Grant Elementary School – Windows,  
Flooring and Paint Project – A.J. Fistes Corporation –  
Measure ES .....22  
A.11 Amendment to Contract – Enviroplex, Inc. – Malibu Middle High  
School Campus Improvements Project – Measure BB .....23-24  
A.12 Amendment to Contract – Enviroplex, Inc. – Malibu Middle High  
School Campus Improvements Project – Measure BB .....25-26  
A.13 Ratification of Contract Award – Malibu Middle & High School –  
Campus Improvements Project – (Interim Housing Utilities) –  
Measure BB .....27  
A.14 Award of Contract – Campus Improvement Projects – Malibu  
Middle High School – Building B, E & Library – Measure BB.....28  
A.15 Award of Contract for In-plant Inspection During Fabrication of  
Steel Ramps for Relocatable Modular Classrooms and  
Restroom Buildings – Malibu Middle High School Campus  
Improvements Project – Craig “Todd” Hainsworth – Measure BB.....29  
A.16 Contract Amendment for Supplemental Geotechnical Exploration  
Services for Malibu Middle and High School Campus  
Improvements Project – Existing Building E Replacement –  
Leighton Consulting, Inc. – Measure BB .....30  
A.17 Amendment to Contract – Will Rogers Elementary School –  
Windows, Flooring and Paint Project – A.J. Fistes Corporation –  
Measure ES .....31-32  
A.18 Contract Amendment #2 for Professional Architectural Design  
Services for Roosevelt Elementary School – Windows, Paint,  
Floors, and Doors Project – Struere – Measure ES.....33  
A.19 Contract Amendment #45 for Additional Professional Design Survey  
Services for Santa Monica High School – Sealy Field / Softball  
Improvement Project- Psomas – Measure ES.....34-35  
A.20 Contract Amendment for Additional Architectural Services – Santa  
Monica High School Science & Technology Bldg and Site  
Improvements Phase 2 – Chan Young Architects – Measure BB.....36-37

**Personnel**

A.21 Certificated Personnel – Elections, Separations.....38-40  
A.22 Classified Personnel – Merit .....41-43  
A.23 Classified Personnel – Non-Merit.....44-46

**General**

A.24 Extend Period of Negotiations for Malibu Unification Negotiations  
Committee.....47

**XI. GENERAL PUBLIC COMMENTS**

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

**DISCUSSION and MAJOR Items**

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

**XII. DISCUSSION ITEMS (60 minutes)**

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

- D.01 Consider Revising BP and AR 1220 – District Advisory Committees (DACs) (20).....51-63
- D.02 Consider Revising BP and AR 3100 – Budget (5).....64-71
- D.03 Consider Revising BP and AR 3270 – Sale and Disposal of Equipment, Books, and Supplies (5).....72-77
- D.04 Consider Revising BP and AR 3311 – Bids (5).....78-90
- D.05 Consider Revising BP 6141.5 – Advanced Placement (10).....91-93
- D.06 Consider Revising BP 6164.2 – Guidance / Counseling Services (5).....94-99
- D.07 Consider Revising AR 6171 – Title I Programs (5).....100-104
- D.08 Consider Revising BP 6184 – Continuation Education (5) .....105-107

**XIII. MAJOR ITEMS (5 minutes)**

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

7:00 pm

- A.26 Approve the Appointment of New Permanent Superintendent – Effective January 1, 2017 (5) .....108

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

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

**XV. BOARD MEMBER ITEMS**

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

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

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

**XVII. CONTINUATION OF PUBLIC COMMENTS**

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

**XVIII. BOARD MEMBER COMMENTS**

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

**XIV. FUTURE AGENDA ITEMS**

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

**XX. ADJOURNMENT**

This meeting will adjourn to a regular meeting scheduled for 5:30 p.m. on **Thursday, November 17, 2016**, at the **district office**: 1651 16<sup>th</sup> St., Santa Monica, CA 90404.

***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 2016-17

**Closed Session begins at 4:30pm**

**Public Meetings begin at 5:30pm**

Meeting Date	Meeting Location	Meeting Format			Additional Notes
		"A" Format	"B" Format	Hybrid of "A" & "B"	
7/20/16 (W)	DO			X	
8/10/16 (W)	DO			X	
8/24/16 (W)	DO				Special Meeting: Retreat
9/1/16 (Th)	DO	X			
9/20/16 (T)	DO				Special Meeting: Joint Meeting w/ SMC Board of Trustees
9/22/16 (Th)	DO		X		
10/4/16 (T)	DO				Special Closed Session
10/6/16 (Th)	M	X			
10/15-16 (S-S)	DO				Special Closed Session
10/20/16 (Th)	DO		X		
10/27/16 (Th)	SBUSD			X	Special Meeting
11/3/16 (Th)	M	X			
11/17/16 (Th)	DO		X		
12/13/16 (T)	DO				Special Meeting: Retreat
12/15/16 (Th)	DO			X	
1/19/17 (Th)	DO			X	
1/24/17 (T)	DO				Special Meeting: Budget Wrkshp
2/2/17 (Th)	M	X			
2/16/17 (Th)	DO		X		
3/2/17 (Th)	DO	X			
3/16/17 (Th)	M		X		
3/23/17 (Th)	DO				Special Meeting: Budget Wrkshp
3/30/17 (Th)	DO				Special Meeting: Retreat
4/20/17 (Th)	DO			X	
5/4/17 (Th)	M	X			
5/18/17 (Th)	DO		X		
6/1/17 (Th)	DO	X			
6/13/17 (T)	DO				Special Meeting: Retreat
6/22/17 (Th)	DO				Special Meeting: Public Hearings
6/29/17 (Th)	DO		X		

District Office (DO): 1651 16<sup>th</sup> Street, Santa Monica.

Malibu City Council Chambers (M): 23815 Stuart Ranch Road, Malibu, CA

### **Meeting Format Structures:**

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

If you will require accommodation to participate in the Board meeting, please notify the Superintendent's Office at least one day prior to the meeting.

Board of Education Special Meeting AGENDA: November 3, 2016

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

ACTION  
11/03/16

RECOMMENDATION NO. A.01

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

October 6, 2016  
October 15-16, 2016  
October 20, 2016  
October 27, 2016

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





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## **STUDY SESSION**



TO: BOARD OF EDUCATION

STUDY SESSION

11/03/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / TERRY DELORIA /  
EVAN BARTELHEIM

RE: NATIONAL NETWORK OF PARTNERSHIP SCHOOLS: WORKING TOGETHER  
FOR STUDENT SUCCESS

STUDY SESSION ITEM NO. S.01

Given the Board's vision for significantly increasing parent engagement, staff attended training with the National Network of Partnership Schools (NNPS) in Boston. Established at Johns Hopkins University in 1996, NNPS invites schools, districts, states, and organizations to join together and use research-based approaches to organize and sustain excellent programs of family and community involvement that will increase student success in school.

Staff is present tonight to update the board on their learnings and next steps.



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## **CONSENT ITEMS**



TO: BOARD OF EDUCATION

ACTION/CONSENT

11/03/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / TERRY DELORIA /  
JANECE L. MAEZ / CAREY UPTON / STEVE MASSETTI

RE: APPROVAL OF INDEPENDENT CONTRACTORS

RECOMMENDATION NO. A.02

It is recommended that the Board of Education enter into an agreement with the following Independent Contractors. These contracts are included in the 2016-17 budget.

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

<b>Contractor/ Contract Dates</b>	<b>Description</b>	<b>Site</b>	<b>Funding</b>
U.S.C. ROSSIER School of Education  11/7/16 – 6/5/17  Not to exceed: \$21,000	Provide professional development support to further teachers' understanding of Cognitively Guided Instruction (CGI) and to deepen their understanding of the CA math contents standards.	Educational Services	01-00030-0-11100-10000-5802-030-1300 (LCAP Supplemental)
Maryanne Solomon  7/1/16 to 6/30/17  Not to exceed \$4,800	Maintain updates to SAMOHI website directory	SAMOHI	01-90150-0-11100-10000-5802-015-4150 (Reimb by PTSA)
Marina Data Solutions LLC  10/31/16 - 4/14/17  Not to Exceed: \$45,000	Calpads: Fall 1 and Fall 2 Submissions	Educational Services	01-0-19600-21000-5802-030-1300 (Ed Services Admin)
County of Los Angeles Sheriff's Department  8/22/16 - 6/30/17  Not to exceed: \$15,688	To provide educational program for middle school students dealing with issues related to alcohol, drugs, decision, peer pressure. (6-8 <sup>th</sup> grade)	Malibu High	01-00021-0-11100-10000-5802-010-4100 (SMMEF-Funded)

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





TO: BOARD OF EDUCATION

ACTION/CONSENT

11/03/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / TERRY DELORIA

RE: OVERNIGHT FIELD TRIP(S) 2016-2017

RECOMMENDATION NO. A.03

It is recommended that the Board of Education approve the special field trip(s) listed below for students for the 2016-2017 school year. No child will be denied due to financial hardship.

<b>School Grade # of students</b>	<b>Destination Dates of Trip</b>	<b>Principal / Teacher</b>	<b>Cost Funding Source</b>	<b>Subject</b>	<b>Purpose Of Field Trip</b>
Santa Monica High  9 <sup>th</sup> – 12 <sup>th</sup>  30 students	Pilgrim Pines Camp Yucaipa, CA  11/04/16 – 11/06/16	A. Shelton / K. Webb	\$130 per student paid for by SMMEF discretionary	Human Relations Camp	Community building and leadership training
Santa Monica High  9 <sup>th</sup> – 12 <sup>th</sup>  49 students	University of CA at Davis Davis, CA  11/17/16 – 11/19/16	A. Shelton / J. Swenson	\$350 per student paid for by parent donations and fundraising	Music	CODA Honor Orchestra master classes and performance

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:



TO: BOARD OF EDUCATION

ACTION/CONSENT

11/03/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / JANECE L. MAEZ /  
PAT HO

RE: CONFERENCE AND TRAVEL APPROVAL / RATIFICATION

RECOMMENDATION NO. A.04

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

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

<u>NAME</u> <u>SITE</u> Account Number Fund – Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
<u>BAEZ, Norma</u> Child Development Services 12-52101-0-85000-27000-5220-070-2700 Child Development Fund- Resource: Head Start	LACOE Meetings & Training 2016-2017 Santa Fe Springs, CA Various Dates	\$385 <b>+1 SUB</b>
<u>BRAVO, Lissette</u> Santa Monica High 01-00021-0-11100-1000-5220-015-4150 General Fund- Resource: SMMEF	Illuminate Education: Master Scheduling 101 Irvine, CA October 13, 2016	\$250
<u>DEMELLO, Flavia</u> Adult Education Center 11-63910-0-41100-10000-5220-035-1300 Adult Education Fund- Resource: Adult Ed/Block Grant	(CALPRO) California Adult Literacy Professional Development Project/Enhancing Learner Persistence Los Angeles, CA October 28, 2016	\$100
<u>GONZALEZ-CASTILLO, Irene</u> Educational Services 01-40230-0-47600-10000-5220-035-1300 General Fund- Resource: Title III	Bilingual Directors Meeting Downey, CA Various Dates	\$210
<u>HYATT, Virginia</u> Purchasing Department 01-00000-0-00000-75300-5220-055-2550 General Fund- Function: Purchasing	Renewable Natural Gas – RNG Workshop Downey, CA October 27, 2016	\$35
<u>MARKUSSEN, Julie</u> Santa Monica High 01-00021-0-11100-10000-5220-015-4150 General Fund- Resource: SMMEF	Illuminate Education: Master Scheduling 101 Irvine, CA October 13, 2016	\$250
<u>MOE, Rosalynn</u> Lincoln Middle 01-00030-0-11100-10000-5220-030-1300 General Fund- Resource: LCAP	New AVID Coordinator Downey, CA October 4, 2016 & January 25, 2017	\$600 <b>+1 SUB</b>

<u>POWELL, Elizabeth</u> Food & Nutrition Services 13-53100-0-00000-37000-5220-057-2570 Cafeteria Fund- Resource: Child Nutrition	School Nutrition Success Ontario, CA October 6, 2016	\$55
<u>ROUSSEAU, Harmony</u> Adult Education 11-63910-0-41100-10000-5220-035-1300 Adult Education Fund- Resource: Adult Ed/Block Grant	California Professional Development Show Downey, CA October 11, 2016	\$100
<u>SUGASAWARA, Patricia</u> Child Development Services 12-52101-0-85000-27000-5220-070-2700 Child Development Fund- Resource: Head Start- Basic	LACOE Meetings & Trainings 2016-2017 Santa Fe Springs, CA Various Dates	\$315 <b>+1 SUB</b>

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

<b>Group Conference and Travel: In-State</b> <i>* a complete list of conference participants is on file in the Department of Fiscal Services</i>		
<u>BARTELHEIM, Evan</u> <u>DIAZ, Aida</u> Educational Services 01-00030-0-11100-21000-5220-030-1300 General Fund- Resource: LCAP	Parent and Family Engagement Workshop Series Downey, CA 11/8/16, 1/12/17, 4/6/17	\$550
<u>DEMELLO, Flavia</u> <u>+8 Additional Staff</u> Olympic High 11-63910-0-41100-10000-5220-035-1300 Adult Education Fund- Resource: Adult Ed/Block Grant	COABE 2016 Virtual Conference Adult Education Center October 25 – 26, 2016	\$300 <b>+2 SUBS</b>
<u>EDENBURN, Ellen</u> <u>+5 Additional Staff</u> Educational Services 01-62640-0-11100-10000-5220-035-1300 General Fund- Resource: Educator Effectiveness	Next Generation Science Standards Symposium 2016 Ventura, CA December 12 – 13, 2016	\$4,200 <b>+3 SUBS</b>
<u>FULLER, Anthony</u> <u>EDENBURN, Ellen</u> Adult Education Center 11-63910-0-41100-10000-5220-035-1300 General Fund- Resource: Adult Ed/Block Grant	2016 AEBG Summit Sacramento, CA November 1 – 2, 2016	\$3,500
<u>GONZALEZ, CASTILLO, Irene</u> <u>TEPLIN, Amy</u> Educational Services 01-42030-0-47600-10000-5220-035-1300 General Fund- Resource: Title III	Integrated and Designated English Language Development Alhambra, CA November 15, 2015	\$425
<u>GONZALEZ, CASTILLO, Irene</u> <u>EDEBURN, Ellen</u> Educational Services 01-42030-0-47600-10000-5220-035-1300 General Fund- Resource: Title III	Accountability Leadership Institute San Francisco, CA December 4 – 6, 2016	\$2,900

<u>HYNDING, Sheri</u> <u>BLITZ, Sarah</u> Educational Services 01-90120-0-19100-10000-5220-030-1300 General Fund- Resource: Gifts	CUE Rock Star TOSA Camp San Francisco, CA January 28 – 29, 2017	\$1,800
<u>KARAIKOUBIAN, Paul</u> <u>+2 Additional Staff</u> Adams Middle 01-90120-0-11100-10000-5220-011-4110 General Fund- Resource: Gifts	California South Math Conference Palm Springs, CA November 4 – 5, 2016	\$600
<u>MCCOY, Amanda</u> <u>DEBEECH, Elizabeth</u> Lincoln Middle 01-00030-0-11100-10000-5220-030-1300 General Fund- Resource: Academic Performance	AVID New Teacher Training. Downey, CA 10/19/16 & 2/08/17	\$1,000
<u>PALIOBAGIS, Kyra</u> <u>+14 Additional Staff</u> Special Education 01-65000-0-50010-21000-5220-043-1400 General Fund- Resource: Special Education	Preventing Problem Behaviors Through an Emotional Regulation Lakewood, CA February 8, 2017	\$450
<u>PALIOBAGIS, Kyra</u> <u>+13 Additional Staff</u> Special Education 01-65000-0-50010-21000-5220-043-1400 General Fund- Resource: Special Education	Management of Executive Dysfunction in School Aged Children Lakewood, CA March 29, 2017	\$525
<u>VELA, Stacy</u> <u>+3 Additional Staff</u> Fiscal Services 01-00000-0-00000-73100-5220-051-2510 General Fund- Function: Fiscal Services	Accounts Payable 1 Downey, CA November 3, 2016	\$250

**Out-of-State Conferences: Individual**

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

<u>ORUM, Lori</u> <u>ELLIS, John</u> Edison Language 01-00000-0-00000-71500-5220-020-1200 General Fund- Function: Superintendent	National Blue Ribbon Conference Washington D.C. November 7 – 8, 2016	\$3,000
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MOTION MADE BY:  
 SECONDED BY:  
 STUDENT ADVISORY VOTE:  
 AYES:  
 NOES:  
 ABSENT:



TO: BOARD OF EDUCATION

ACTION/CONSENT

11/03/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / TERRY DELORIA /  
PAMELA KAZEE

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS – 2016-2017

RECOMMENDATION NO. A.05

It is recommended that the Board of Education approve the following Special Education Contracts for fiscal year 2016-2017 as follows:

**NPS**

2016/2017 Budget 01-65000-0-57500-11800-5125-043-1400

2016/2017 Budget 01-65120-0-57500-31400-5890-043-1400

Nonpublic School	# of students	Service Description	Contract Number	Cost Not to Exceed
Youth Care of Utah	4	NPS – RTC	1	\$485,140
John Tracy Clinic	1	NPS	8	\$31,485
Triumph Academy	1	NPS – RTC	11	\$99,777
Chaddock	1	NPS – RTC	10	\$35,779
Vista	2	NPS	12	\$73,604

Amount Budgeted NPS 16/17		\$ 1,145,000
Amount Budgeted Mental Health Services 16/17		\$ 1,155,000
Total Budgeted		\$ 2,300,000
Prior Board Authorization as of 10/20/16		\$ 759,115
	Balance	\$ 1,540,885
Positive Adjustment (See Below)		\$ 0
		\$ 1,540,885
Total Amount for these Contracts		\$ 725,785
	Balance	\$ 815,100

Adjustment

NPS Budget 01-65000-0-57500-11800-5125-043-1400

NPS Budget 01-65120-0-57500-31400-5890-043-1400

There has been a reduction in authorized expenditures of NPS contracts for FY 2016/2017 in the amount of \$0 as of 10/20/16.

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

**NPA**

2016/2017 Budget 01-65000-0-57500-11800-5126-043-1400

Nonpublic Agency	# of students	Service Description	Contract Number	Cost Not to Exceed
Behavioral Education for Children With Autism	1	IEE, IEP	9	\$2,000
Mediscan	Various	SLP	2	\$126,400

Amount Budgeted NPA 16/17		\$ 400,000
Prior Board Authorization as of 10/20/16		\$ 10,800
	Balance	\$ 389,200
Positive Adjustment (See Below)		\$ 0
		\$ 389,200
Total Amount for these Contracts		\$ 128,400
	Balance	\$ 260,800

Adjustment					
NPA Budget 01-65000-0-57500-11800-5126-043-1400					
There has been a reduction in authorized expenditures of NPA contracts for FY 2016/2017 in the amount of \$0 as of 10/20/16.					
NPA	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

**Instructional Consultants**

2016/2017 Budget 01-65000-0-57500-11900-5802-043-1400

2016/2017 Budget 01-33100-0-57500-11900-5802-044-1400

Instructional Consultant	SSIN	Service Description	Contract Number	Cost Not to Exceed

Amount Budgeted Instructional Consultants 16/17	\$ 250,000
Amount Budgeted Instructional Consultants (33100) 16/17	\$ 0
Total Budgeted	\$ 250,000
Prior Board Authorization as of 10/20/16	\$ 94,250
	Balance
	\$ 155,750
Positive Adjustment (See Below)	\$ 0
	\$ 155,750
Total Amount for these Contracts	\$ 0
	Balance
	\$ 155,750

Adjustment					
Instructional Consultants Budget 01-65000-0-57500-11900-5802-043-1400					
Instructional Consultants Budget 01-33100-0-57500-11900-5802-044-1400					
There has been a reduction in authorized expenditures of Instructional Consultants contracts for FY 2016/2017 in the amount of \$0 as of 10/20/16.					
Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

**Non-Instructional Consultants**

2016/2017 Budget 01-65000-0-57500-11900-5890-043-1400

Non-Instructional Consultant	SSIN	Service Description	Contract Number	Cost Not to Exceed

Amount Budgeted Non-Instructional Consultants 16/17	\$ 135,000
Prior Board Authorization as of 10/20/16	\$ 130,235
	Balance
	\$ 4,765
Positive Adjustment (See Below)	\$ 0
	\$ 4,765
Total Amount for these Contracts	\$ 0
	Balance
	\$ 4,765

Adjustment					
Non-Instructional Consultants Budget 01-65000-0-57500-11900-5890-043-1400					
There has been a reduction in authorized expenditures of Non-Instructional Consultants contracts for FY 2016/2017 in the amount of \$0 as of 10/20/16.					
Non-Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment



**LEA**

2016/2017 Budget 01-56400-0-00000-39000-5802-043-1400

2016/2017 Budget 01-56400-0-00000-39000-5890-043-1400

LEA Consultant	# of students	Service Description	Contract Number	Cost Not to Exceed

Amount Budgeted Instructional Consultants 16/17		\$	30,000
Amount Budgeted Instructional Consultants (5890) 16/17		\$	70,000
Total Budgeted		\$	100,000
Prior Board Authorization as of 10/20/16		\$	57,000
	Balance	\$	43,000
Positive Adjustment (See Below)		\$	0
		\$	43,000
Total Amount for these Contracts		\$	0
	Balance	\$	43,000

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 2016/2017 in the amount of \$0 as of 10/20/16.					
LEA Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

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

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

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

11/03/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / JANECE L. MAEZ /  
VIRGINIA I. HYATT

RE: AWARD OF PURCHASE ORDERS – 2016-17

RECOMMENDATION NO. A.06

It is recommended that the Board of Education approve the following Purchase Orders and Changed Purchase Orders from October 13, 2016, through October 26, 2016, for fiscal year 2016-17.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

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

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

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
<u>*** NEW PURCHASE ORDERS ***</u>					
176802	4WALL LOS ANGELES INC.	Theatrical Lights	THEATER OPERATIONS&FACILITY PR	8,534.21	R
176958	A 1 LAWNMOWER	PARTS & REPAIR FOR TRANSPORTAT	GROUNDS MAINTENANCE	318.40	R
176600	AAHS ENGRAVING	GENERAL SUPPLIES/MATERIALS	BOE/SUPERINTENDENT	600.00	U
176778	ACCO BRANDS USA LLC DBA GBC	BINDING MACHINES	MCKINLEY ELEMENTARY SCHOOL	815.48	U
177007	ADDISON-WESLEY-LONGMAN/PEARSON	MATH TEXTBOOKS IN SPANISH LANG	MALIBU HIGH SCHOOL	176.63	R
177053	ADT SECURITY SERVICES INC	SECURITY ALARM RESPONSE	FACILITY MAINTENANCE	13,500.00	U
177068	ADVANCED BATTERY SYSTEMS	BATTERIES FOR SECURITY SYSTEM	FACILITY MAINTENANCE	1,500.00	R
177027	AIR TEMPERATURE INC.	REPAIR OF EDISON FREEZER	FOOD SERVICES	873.15	F
177028	AIR TEMPERATURE INC.	REPAIRS TO WAREHOUSE FREEZER	FOOD SERVICES	1,614.87	F
177031	AIR TEMPERATURE INC.	TO CHECK TIMER ON WALKIN FREEZ	FOOD SERVICES	297.50	F
177032	AIR TEMPERATURE INC.	REPAIRS TO WAREHOUSE FREEZER	FOOD SERVICES	873.72	F
176986	AJNASSIAN BROTHERS INC	OPEN ORDER/DRYCLEAN CHOIR ROBE	JOHN ADAMS MIDDLE SCHOOL	500.00	R
176942	ALL STAR GLASS	Windshield Repair #19	TRANSPORTATION	282.30	U
176815	AMERITEL INC	Maint. Annual Billing	TRANSPORTATION	1,955.00	U
176877	APPLE COMPUTER CORP	VOUCHER AND IPADS	SPECIAL EDUCATION REGULAR YEAR	1,402.61	R
176975	ATLAS BACKFLOW	BACKFLOW DEVICE TESTING	FACILITY MAINTENANCE	2,500.00	R
176977	ATLAS BACKFLOW	BACKFLOW DEVICE REPAIRS	FACILITY MAINTENANCE	4,000.00	R
177023	BARNES & NOBLE/SANTA MONICA	MATH RESOURCE BOOKS	STATE AND FEDERAL PROJECTS	327.97	R
176843	BOLAN, ANETTE	REIMBURSEMENT FOR SUPPLIES	THEATER OPERATIONS&FACILITY PR	230.79	R
176883	BSN SPORTS/SPORT SUPPLY GROUP	BASKETBALL BACKSTOP	THEATER OPERATIONS&FACILITY PR	2,550.00	R
177019	BURKE WILLIAMS & SORENSEN LLP	CONSULTANT FOR PLA	BUSINESS SERVICES	20,000.00	U
176956	CALIF SCHOOL PUBLIC RELATIONS	DUES/MEMBERSHIP	BOE/SUPERINTENDENT	148.00	U
176879	CECCARELLI, ALAN	Replaced broken table	THEATER OPERATIONS&FACILITY PR	291.46	R
176945	CENTER FOR THE COLLABORATIVE	LITERACY SUPPORT SET	WILL ROGERS ELEMENTARY SCHOOL	2,138.50	R
176999	CENTER FOR THE COLLABORATIVE	TEACHER RESOURCE MATERIALS	CURRICULUM AND IMC	768.69	U
177002	CENTER FOR THE COLLABORATIVE	TEACHER RESOURCE MATERIALS	CURRICULUM AND IMC	1,123.47	U
176783	COMPLETE BUSINESS SYSTEMS	COPY SUPPLIES	SANTA MONICA HIGH SCHOOL	639.44	U
176897	COMPLETE OFFICE OF CA	SUPPLIES	SANTA MONICA HIGH SCHOOL	552.87	R
176917	COMPLETE OFFICE OF CA	OPEN ORDER/CLASSROOM SUPPLIES	JOHN ADAMS MIDDLE SCHOOL	250.00	R
176962	COMPLETE OFFICE OF CA	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	105.67	R
176764	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	103.82	CD
176775	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL ITEMS	CHILD DEVELOPMENT CENTER	110.96	CD
176776	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	107.59	CD
176777	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CDC: CCTR	114.12	CD
176818	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL ITEMS	CDC: CCTR	249.48	CD
176819	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL ITEMS	CHILD DEVELOPMENT CENTER	68.59	CD
176820	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CDC: CCTR	275.68	CD
176892	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	91.30	CD
176894	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	212.07	CD
177058	DOCUMENT TRACKING SVCS LLC	CSSP Template Service	STUDENT SERVICES	250.00	U
177021	EAI EDUCATION	FRACTION CLASSROOM MATERIALS	STATE AND FEDERAL PROJECTS	998.06	R
177012	EBSCO SUBSCRIPTION SERVICES	STUDENTS MAGAZINE SUBSCRIPTION	LINCOLN MIDDLE SCHOOL	287.81	R
176682	ERVIN, ALYSSA L.	SQUIRREL REMOVAL & SVC VISITS	GROUNDS MAINTENANCE	5,940.00	U
177001	FOOTHILL SOILS	GROUNDS MATERIALS & SUPPLIES	GROUNDS MAINTENANCE	427.05	R
176988	FORENSIC ANALYTICAL CONSULTING	AIR SAMPLE ROOSEVELT	FACILITY MAINTENANCE	195.00	R
176795	FRONT ROW EDUCATION INC	MATH LICENSES - GRADES 3RD-5TH	WILL ROGERS ELEMENTARY SCHOOL	2,511.00	R
176983	GBC - MAINTENANCE AGREEMENTS	LAMINATING FILM	MALIBU HIGH SCHOOL	150.00	U
176990	GOODWIN PROCTER LLP	GENERAL REAL ESTATE ADVICE	BUSINESS SERVICES	45,000.00	U

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 SF-SPECIAL FINANCING (FLEX) BB,X-BONDS D-DEVELOPER FEES SR-SPECIAL RESERVE CAPITAL  
 DF-DEFERRED MAINTENANCE SM-STATE MODERNIZATION ES-BOND

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
176357	HANCOCK, THERESA	ENG LANG ARTS STAFF DEV	STATE AND FEDERAL PROJECTS	27,000.00	R
176739	HEINEMANN	TEACHER SUPPORT BOOKS	GRANT ELEMENTARY SCHOOL	206.70	U
177005	HEINEMANN	TEACHER RESOURCE	CURRICULUM AND IMC	240.60	U
176857	HELVEY, STEVEN	ADULT ED - EDUCATIONAL DVDS	STATE AND FEDERAL PROJECTS	353.72	A
177034	HERITAGE FOOD SERVICES GROUP	PARTS TO REPAIR LINCOLNS OVEN	FOOD SERVICES	827.95	F
176833	HOME DEPOT- L.A.	CLASSROOM SUPPLIES	OLYMPIC CONTINUATION SCHOOL	1,000.00	R
176746	INTELLI-TECH	ADULT ED CTR - STUDENT LAPTOPS	STATE AND FEDERAL PROJECTS	41,322.59	A
176747	INTELLI-TECH	ADULT ED CTR-TEACHER LAPTOPS	STATE AND FEDERAL PROJECTS	16,931.45	A
176905	INTELLI-TECH	OPEN ORDER COMPUTER BATTERIES	JOHN ADAMS MIDDLE SCHOOL	500.00	R
176980	INTERMOUNTAIN LOCK & SECURITY	LOCKSMITH	FACILITY MAINTENANCE	2,000.00	R
176920	INTERNATIONAL PAPER	PAPER	CHILD DEVELOPMENT CENTER	2,000.00	CD
176923	INTERNATIONAL PAPER	COPY PAPER	SANTA MONICA HIGH SCHOOL	4,403.06	U
176924	INTERNATIONAL PAPER	COPY PAPER	SANTA MONICA HIGH SCHOOL	225.41	U
176982	ISITE SOFTWARE	FIVE STAR MEAL POSTERS-ENG/SP	FOOD SERVICES	188.73	F
176756	JACK RUBIN & SONS	Black Round Sling	THEATER OPERATIONS&FACILITY PR	232.41	R
176804	JUNIOR LIBRARY GUILD	LIBRARY BOOKS	JOHN MUIR ELEMENTARY SCHOOL	1,278.52	R
176871	JW PEPPER OF LOS ANGELES	OPEN ORDER: MUSIC SUPPLIES	LINCOLN MIDDLE SCHOOL	500.00	R
176834	JY REST INC	PIZZA FOR YOUNG COLLEGIANS	CURRICULUM AND IMC	220.00	R
176869	KOTIN, ALLAN D.	DOUBLETREE HOTEL VALUATION	BUSINESS SERVICES	12,000.00	U
176835	LAKESHORE	OPEN ORDER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	250.00	CD
176896	LAKESHORE	OPEN ORDER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	300.00	CD
176765	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	51.44	CD
176841	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	114.73	CD
176893	LAKESHORE CURRICULUM	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	73.04	CD
177022	LAKESHORE CURRICULUM	MATH MANIPULATIVES	STATE AND FEDERAL PROJECTS	82.30	R
176981	LAMINATION DEPOT INC	LAMINATING FILM	EDISON ELEMENTARY SCHOOL	280.17	U
176828	LILLIWORKS ACTIVE LEARNING	LITTLE ROOM	SPECIAL EDUCATION REGULAR YEAR	2,637.86	R
176832	MAKAI SOLUTIONS	Repair equip lift (shop tool)	TRANSPORTATION	3,557.53	U
176862	MCDERMOTT PUMPING INC.	MALIBU HI SEPTIC PUMPING	FACILITY MAINTENANCE	1,160.00	R
177083	MENTORING MINDS LLP	WHEELS/FLIP CHARTS	SPECIAL EDUCATION REGULAR YEAR	802.15	R
176902	MICHELANGELO LEASING INC	CHARTER BUSES FOR CATALINA	JOHN ADAMS MIDDLE SCHOOL	2,250.00	R
175212	MIND RESEARCH INSTITUTE	SITE LICENSE/ST MATH/PTSA	JOHN ADAMS MIDDLE SCHOOL	4,956.92	R
176947	MONOPRICE INC.	INTERNET CONNECTIONS/CABLES	WILL ROGERS ELEMENTARY SCHOOL	97.57	U
176998	MONTGOMERY HARDWARE COMPANY	GENERAL BUILDING MATERIALS	FACILITY MAINTENANCE	1,500.00	R
176735	MORGAN WIXSON THEATRE	TICKETS TO A PLAY	GRANT ELEMENTARY SCHOOL	161.00	R
176737	MORGAN WIXSON THEATRE	TICKETS TO PLAY	GRANT ELEMENTARY SCHOOL	840.00	R
177026	MORGAN WIXSON THEATRE	TICKETS TO EVENT	GRANT ELEMENTARY SCHOOL	448.00	R
176779	MUSIC CENTER EDUCATION DIV	Assemblies for school year	FRANKLIN ELEMENTARY SCHOOL	4,800.00	R
176985	NASSP/NJHS	MEMBERSHIP FOR NJHS	JOHN ADAMS MIDDLE SCHOOL	385.00	R
177071	NEOPOST USA INC	MAIL FEEDER/INSERTER DS85	PRINTING SERVICES	22,679.64	U
176950	NEXTEL OF CALIFORNIA INC	OPEN FOR SUPERVISOR PHONES	GROUNDS MAINTENANCE	1,200.00	R
176813	NORTH STATE TRUCK EQUIPMENT	Bus Repairs #23&#24	TRANSPORTATION	1,002.05	U
176910	NORTH STATE TRUCK EQUIPMENT	Bus Repairs #23	TRANSPORTATION	1,215.69	U
177009	NORTH STATE TRUCK EQUIPMENT	Bus Repairs #23 emissions	TRANSPORTATION	1,215.69	U
176969	NORTHSTAR AUDIO VISUAL LLC	SMARTBOARD LIGHT BULBS FOR CLA	EDISON ELEMENTARY SCHOOL	416.10	R
176810	OKUMURA, HOWARD	GROUNDS EQUIPMENT REPAIR	GROUNDS MAINTENANCE	109.50	U
176827	PALI MOUNTAIN RETREAT AND	FEES FOR 5TH GRADE SCIENCECAMP	GRANT ELEMENTARY SCHOOL	16,601.26	R
177055	PATTONS PHARMACY	TB SERUM, SYRINGES	HEALTH SERVICES	357.00	U
176963	PEARSON EDUCATION INC	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	225.53	R
176970	PEARSON EDUCATION INC	PROFESSIONAL DEVELOPMENT BOOKS	EDISON ELEMENTARY SCHOOL	195.69	R
176875	POSTMASTER-SANTA MONICA	POSTAGE	SANTA MONICA HIGH SCHOOL	1,426.00	R

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 SF-SPECIAL FINANCING (FLEX) BB,X-BONDS D-DEVELOPER FEES SR-SPECIAL RESERVE CAPITAL  
 DF-DEFERRED MAINTENANCE SM-STATE MODERNIZATION ES-BOND

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
176876	POSTMASTER-SANTA MONICA	POSTAGE	SANTA MONICA HIGH SCHOOL	1,426.00	R
176903	POSTMASTER-SANTA MONICA	POSTAGE STAMPS FOR COUNSELING	JOHN ADAMS MIDDLE SCHOOL	47.00	U
176887	PROGRESS PUBLICATIONS	CLASSROOM FOLDERS	WEBSTER ELEMENTARY SCHOOL	397.98	R
176844	RALPH'S	FOOD & SUPPLIES FOR MEETINGS	CURRICULUM AND IMC	100.00	R
176913	RANJOEL INC	Repairs #97	TRANSPORTATION	2,387.80	U
176842	RETANA JR., JOSE FRANCISCO	Parent workshop Oct 22, 2016	CURRICULUM AND IMC	275.00	U
176826	RILEY'S AMERICAN HERITAGE FARM	Admission for all grade 5	FRANKLIN ELEMENTARY SCHOOL	2,450.00	R
176965	SCHOLASTIC BOOK CLUBS INC	CLASSROOM READING BOOKS	EDISON ELEMENTARY SCHOOL	400.00	R
176968	SCHOLASTIC BOOK CLUBS INC	CLASSROOM READING BOOKS	EDISON ELEMENTARY SCHOOL	400.00	R
176272	SCHOOL NURSE SUPPLY INC	CLASSROOM HEALTH SUPPLIES	GRANT ELEMENTARY SCHOOL	251.63	R
176714	SCHOOL NURSE SUPPLY INC	INVOICE: HEALTH SUPPLIES	LINCOLN MIDDLE SCHOOL	106.98	U
176789	SCHOOL NURSE SUPPLY INC	HEALTH OFFICE SUPPLIES	ROOSEVELT ELEMENTARY SCHOOL	1,370.05	R
176890	SCHOOL OUTFITTERS LLC	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	278.34	U
177024	SCHOOL SPECIALTY INC	MATH MANIPULATIVES	STATE AND FEDERAL PROJECTS	82.11	R
176705	SEHI COMPUTER PRODUCTS	COLOR PRINTER	FRANKLIN ELEMENTARY SCHOOL	643.01	U
176878	SEHI COMPUTER PRODUCTS	TONER FOR PRINTERS	MALIBU HIGH SCHOOL	1,500.00	U
176891	SEHI COMPUTER PRODUCTS	SUPPLIES	SANTA MONICA HIGH SCHOOL	758.57	U
176957	SEHI COMPUTER PRODUCTS	ISP INK CARTRIDGE	OLYMPIC CONTINUATION SCHOOL	115.50	R
176966	SEHI COMPUTER PRODUCTS	INK CARTRIDGES FOR CLASSROOMS	EDISON ELEMENTARY SCHOOL	104.40	R
176904	SIMPLEXGRINNELL	KITCHEN HOOD DSA SUBMISSION	FACILITY MAINTENANCE	38,337.50	SR
176922	SIR SPEEDY PRINTING #0245	BUSINESS CARDS	CHILD DEVELOPMENT CENTER	54.75	CD
177037	SIR SPEEDY PRINTING #0245	PRINTING BUSINESS CARD	SANTA MONICA HIGH SCHOOL	54.75	U
176825	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	100.00	CD
176895	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	275.00	CD
176921	SMART & FINAL	OPEN ORDER/SUPPLIES	CHILD DEVELOPMENT CENTER	2,000.00	CD
177041	SMART & FINAL	OPEN PC FOR PBS PROGRAMS	SPECIAL EDUCATION REGULAR YEAR	100.00	R
177042	SMART & FINAL	OPEN PC FOR PBS PROGRAMS	SPECIAL EDUCATION REGULAR YEAR	100.00	R
177043	SMART & FINAL	OPEN PC FOR PBS PROGRAMS	SPECIAL EDUCATION REGULAR YEAR	100.00	R
177044	SMART & FINAL	OPEN PC FOR PBS PROGRAMS	SPECIAL EDUCATION REGULAR YEAR	100.00	R
177045	SMART & FINAL	OPEN PC FOR PBS PROGRAMS	SPECIAL EDUCATION REGULAR YEAR	100.00	R
177046	SMART & FINAL	OPEN PC FOR PBS PROGRAMS	SPECIAL EDUCATION REGULAR YEAR	100.00	R
177047	SMART & FINAL	OPEN PC FOR PBS PROGRAMS	SPECIAL EDUCATION REGULAR YEAR	100.00	R
177048	SMART & FINAL	OPEN PC FOR PBS PROGRAMS	SPECIAL EDUCATION REGULAR YEAR	100.00	R
177067	SMITH PIPE & SUPPLY INC.	IRRIGATION PARTS AND SUPPLIES	GROUNDS MAINTENANCE	307.59	R
176734	SOUTHWEST SCHOOL SUPPLY	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	114.09	U
176911	SPEEDO ELECTRIC CO	Repair - Bus #4 tachograph	TRANSPORTATION	471.25	U
176732	STAPLES BUSINESS ADVANTAGE	CLASSROOM SUPPLIES	GRANT ELEMENTARY SCHOOL	186.16	U
176846	STAPLES BUSINESS ADVANTAGE	OFFICE/SCHOOL SUPPLIES-MUSIC	CURRICULUM AND IMC	243.00	U
176919	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	CHILD DEVELOPMENT CENTER	1,000.00	CD
176932	STAPLES BUSINESS ADVANTAGE	STAPLES-INVOICE PAYMENTS	CURRICULUM AND IMC	641.09	R
177035	STAPLES BUSINESS ADVANTAGE	OPEN ORDER: OFFICE SUPPLIES	LINCOLN MIDDLE SCHOOL	300.00	U
176824	STAPLES/P-U/VENICE/LINCOLN BL	OPEN ORDER/SUPPLIES	CHILD DEVELOPMENT CENTER	50.00	CD
176908	STAPLES/P-U/VENICE/LINCOLN BL	Library Supplies	JOHN ADAMS MIDDLE SCHOOL	281.00	R
176863	STRESS LESS ENVIRONMENTAL LLC	PUMPING OF THE CLARIFIER	FACILITY MAINTENANCE	1,620.84	R
176941	STRESS LESS ENVIRONMENTAL LLC	pump clarifier - transport.	TRANSPORTATION	1,621.00	U
177011	TEACHER CURRICULUM INSTITUTE	TEACHER RESOURCE SUBSCRIPTION	LINCOLN MIDDLE SCHOOL	290.83	R
176944	TEACHERS' CURRICULUM INSTITUTE	SCIENCE INSTRUCTION/SUPPORT	WILL ROGERS ELEMENTARY SCHOOL	559.84	R
177039	THERAPY SHOPPE INC	OT SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	188.62	R
176831	THINKING MAPS INC	MATERIALS FOR THINING MAPS	WEBSTER ELEMENTARY SCHOOL	2,042.83	R
176821	TOYS R US	OPEN ORDER/INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	120.00	CD

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF NOVEMBER, 2016

PAGE 4

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	
176906	TRADENET ENTERPRISE INC	POWER SUPPLIES FOR MARQUES	FACILITY MAINTENANCE	209.23	R
176907	TRADENET ENTERPRISE INC	POWER SUPPLIES FOR MARQUES	FACILITY MAINTENANCE	208.35	R
176925	TURNITIN LLC	PLAGIARISM PREVENTION	SANTA MONICA HIGH SCHOOL	7,945.00	U
177054	TYCO INTEGRATED SECURITY	SECURITY ARMED RESPONSE	FACILITY MAINTENANCE	6,500.00	U
177069	U S BANK (GOVT CARD SERVICES)	memory/ Killdisk	INFORMATION SERVICES	1,736.93	U
176987	UNCLE SAM'S DISTRIBUTING	CUSTODIAL SUPPLIES	GROUNDS MAINTENANCE	1,622.79	R
176829	UNIVERSAL VIOLIN INC	INVOICE: VIOLIN	LINCOLN MIDDLE SCHOOL	1,613.20	R
176730	VISION COMMUNICATIONS	RADIOS	GRANT ELEMENTARY SCHOOL	3,080.05	R
176865	WESTERN FENCE & SUPPLY CO	SERICE CALL GATE AT DISTRICT	FACILITY MAINTENANCE	1,575.00	R
176866	WESTERN FENCE & SUPPLY CO	ADD'L COST TO WINDSCREEN	FACILITY MAINTENANCE	1,000.00	R
176912	ZONAR SYSTEMS INC.	Open PO for Parts and Rep.	TRANSPORTATION	1,800.00	U
** NEW PURCHASE ORDERS				401,461.32	

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

176836	AAA FLAG & BANNER MFG	FLAGS FOR OLYMPIC PHASE 1	OLYMPIC CONTINUATION SCHOOL	95.96	BB
176888	APPLE COMPUTER CORP	APPLE-IPAD MINI-MALIBU LIBR.	CURRICULUM AND IMC	3,682.65	ES
176870	CDW-G COMPUTING SOLUTIONS	CDW-G-VGA ADAPTERS-ED SERVICES	CURRICULUM AND IMC	1,046.97	ES
176886	CDW-G COMPUTING SOLUTIONS	CDW-G-PROJECTOR-ED SERVICES	CURRICULUM AND IMC	4,340.58	ES
176838	COMPLETE OFFICE OF CA	FURNITURE FOR OLYMPIC PHASE 1	OLYMPIC CONTINUATION SCHOOL	7,852.76	BB
176850	CULVER NEWLIN	STOOLS FOR OLYMPIC PHASE 1	OLYMPIC CONTINUATION SCHOOL	2,830.58	BB
176757	IPEVO INC	IPEVO-DOCUMENT CAMERA-ED SERV.	CURRICULUM AND IMC	2,739.69	ES
176840	KI	FURNITURE FOR OLYMPIC PHASE 1	OLYMPIC CONTINUATION SCHOOL	17,062.32	BB
177030	MCGRATH RENTCORP & SUBSID.	MODULARS	MALIBU HIGH SCHOOL	1,693,940.00	BB
176839	PACIFIC OFFICE INTERIORS	FURNITURE FOR OLYMPIC PHASE 1	OLYMPIC CONTINUATION SCHOOL	6,082.24	BB
176847	PERLSTROM, JEROME	STEP STOOLS FOR OLYMPIC PH 1	OLYMPIC CONTINUATION SCHOOL	127.31	BB
177033	SEHI COMPUTER PRODUCTS	PRINTER FOR OLYMPIC PHASE 1	OLYMPIC CONTINUATION SCHOOL	2,272.80	BB
177077	STATE OF CALIFORNIA	PLAN CHECK FEE	EDISON ELEMENTARY SCHOOL	1,465.00	BB
177081	STATE OF CALIFORNIA	DSA-PLAN FIELD REVIEW FEE	MALIBU HIGH SCHOOL	42,250.00	BB
176960	STATE WATER RESOURCES	MMHS WATER BOARD FEE AP#479038	MALIBU HIGH SCHOOL	586.00	BB
176855	ZACK ELECTRONICS INC	LECTERNS FOR OLYMPIC PHASE 1	OLYMPIC CONTINUATION SCHOOL	913.89	BB

\*\* FACILITY IMPROVEMENTS: BONDS/STATE MODERNIZATON/NEW CONSTRUCTION/DEVELOPER FEES 1,789,561.55





TO: BOARD OF EDUCATION

ACTION/CONSENT

11/03/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / JANECE L. MAEZ /  
PAT HO

RE: ACCEPTANCE OF GIFTS – 2016/2017

RECOMMENDATION NO. A.07

It is recommended that the Board of Education accept, with gratitude, checks totaling **\$19,453.22** 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 2016-2017 income and appropriations by **\$19,453.22** as described on the attached listing.

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

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

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

School/Site Account Number	Cash Amount	Item Description	Purpose	Donor
<b>Adams Middle</b> 01-90120-0-00000-00000-8699-011-0000	\$ 6,836.12		Field Trip	Santa Monica Science Magnet
	\$ 250.00		General Supplies and Materials	Erika Schimik
	\$ 200.00		General Supplies and Materials	Erika Schimik
	\$ 200.00		General Supplies and Materials	Various
	\$ 50.00		General Supplies and Materials	Rachel Kelley
	\$ 50.00		General Supplies and Materials	Frances Anderton
	\$ 38.10		General Supplies and Materials	Extra Credit, Inc.
<b>Franklin Elementary</b> 01-90120-0-00000-00000-8699-002-0000	\$ 7,129.00		Other Operating Expenses	Various
<b>Grant Elementary</b> 01-90120-0-00000-00000-8699-003-0000	\$ 1,500.00		General Supplies and Materials	Halton Pardee & Partners, Inc.
<b>Olympic High</b> 01-90120-0-00000-00000-8699-014-0000	\$ 200.00		General Supplies and Materials	Marsha Moutrie
<b>Roosevelt Elementary</b> 01-90120-0-00000-00000-8699-007-0000	\$ 2,000.00		Field Trip	Roosevelt PTA
<b>SMASH</b> 01-90120-0-00000-00000-8699-009-0000	\$ 1,000.00		General Supplies and Materials	Halton Pardee & Partners, Inc.
<b>TOTAL</b>	<b>\$ 19,453.22</b>			

TO: BOARD OF EDUCATION

ACTION/MAJOR

11/03/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / JANECE L. MAEZ / VIRGINIA I. HYATT

RE: APPROVAL FOR DISPOSAL / RECYCLE OF SURPLUS EQUIPMENT

RECOMMENDATION NO. A.08

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

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

In order to utilize the fixed asset reporting system, old obsolete equipment needs to be deleted from inventory, which are the items listed under "Districtwide". Additional obsolete inventory creates a large inaccurate reporting of the true equipment inventory in use by the district. This is a third of a series of equipment to be purged from the Fixed Asset system and consists primarily of old apple platform computers. The same care will be taken in the research and verification of old audio/visual and copier equipment that will be compiled in a future Surplus Equipment list and presented to Board of Education. First list was presented and approved at the 10/20/2011 Board of Education Meeting.

All inventory is recycled through a California State Certified Electronic Recycler and will be disposed of in accordance with Educational Code 17545-17555.

School / Department	Item	Qty	Serial #	Acq'd	Asset #
CDS	HP LaserJet Printer	1	CND9D4PCG3	2012	28859
Districtwide	Apple A100 Computer	64	UV1253B9LAL, G824222HN9K, G8242257N9K, G842297N9K, G824224MN9K, G8242295N9K, G824225EN9K, G824228ZN9K, G824228TN9K, UV2330VKM4R, UV23300UWM4R, UV233130M4R, UV233101M4R, UV2330UUM4R, UV2330UTM4R, UV23310XM4R, UV330ZKM4R, UV2330JDM4R, UV233155M4R, UV23312PM4R, UV2330ZNM4R, UV23311CM4R, UV2300JHLQ5, UV233104M4R, UV230038M4S, UV232095M4S, UV23209RM3S, UV23209PM4S, UV23208RM4S, UV232091M4S, UV232093M4S, UV23209GM4S, UV232099M4S, UV23209OM4S, UV23209FM4S, UV23208UM4S, UV24301JM4R, UV24301HM4R, UV24301KM4R, UV24301FM4R, UV24031GM4R, UV23208YM4S, UV23208XM4S, UV23207BM4S, UV232087M4S, UV23000CM4S, UV23000FM4S, UV2320ALM4S, UV23209MM4S, UV24200PM4R, UV24200QM4R, UV24200LM4R, UV24200MM4R, UV24200NM4R, UV23209HM4S, UV230008M4S, UV23000BM4S, UV24200JM4R, UV24200GM4R, UV24200FM4R, UV23207HM4S, UV23277GMAR, UV23000VM4R, 82524KNNRTF,	2001, 2002	12462, 13994, 13995, 13996, 13997, 13998, 13999, 14000, 14001, 14003, 14004, 14005, 14006, 14007, 14008, 14009, 14010, 14011, 14013, 14014, 14015, 14016, 14017, 14018, 14039, 14040, 14041, 14042, 14043, 14044, 14045, 14047, 14048, 14049, 14050, 14051, 14052, 14053, 14054, 14055, 14056, 14057, 14058, 14059, 14060, 14061, 14062, 14063, 14064, 14065, 14066, 14067, 14068, 14069, 14070, 14071, 14072, 14073, 14074, 14075, 14076, 14077, 14078, 14123,
	Apple A9M0 Printer	1	635578	1985	3557
	Apple G4 Computer	1	XB114053KXR	2001	9091

Districtwide (cont.)	Apple IIC Computer	1	F6503U	1990	3524
	Apple IIE Computer	4	E7013F3, E7435F0, E5B11EV, E5C1EW2, E146KAB,	1985, 1988	3498, 3506, 3916, 3917,
	Apple IIG Computer	7	E744AWZ, E6050P7, D5406A9, 1Q5A2S4100, B5011HL2BL, UNKNOWN, E7250PB,	1990, 1988, 1994	3483, 3485, 3486, 3490, 3492, 3513, 3522,
	Apple IWI Printer	7	1220593, 1258479, 0759863, TF1201Q1, 1566126, 0502626, 1182757,	1990, 1988, 1991	3482, 3487, 3499, 2647, 3512, 3525, 3558,
	Apple LC Computer	1	E1208D8	1990	3566
	Apple LC1 Computer	10	C4274H53HT, C3341FDVA3, 532260WVA2, C3324LLVA2, C33256TVA3, C3324HVVA3, C4274H03HT, C4274FV3HT, C3324LMVA3, C4274FM3HT,	1993	3507, 3219, 3300, 3466, 3472, 3477, 3508, 3509, 3581, 4642,
	Apple LC4 Computer	12	B50123B2BL, B50123H2BL, B5012532BL, B5012542BL, B50135V2BL, Y4271B4427, B5013TE2BL, B5010K62BL, B5013SA2BL, XC44712BL, B5013TK2BL, C44713Z2BL,	1994	3493, 3494, 3500, 3501, 3502, 3503, 3514, 3515, 3516, 3551, 3569, 3571,
	Apple LC5 Computer	10	Y4271AL427, H527HCC51F, H6120GB49, H6120QG648, H6120QU649, H61210K648, H6120Z1648, Y484WC427, Y445023427, Y4160TN2PQ,	1994	3495, 3283, 3313, 3317, 3318, 3319, 3320, 3574, 3575, 3576,
	Apple LW1 Printer	1	CA108VR1	1992	3577
	Apple M395 Computer	1	XB7330EY9W7	2002	14282
	Apple M498 Computer	1	K183370MBCFA	1998	6892
	Apple M552 Computer	39	XA02808TJ8, YM116024KLX, P12241ZSMZG, YM230307MZG, YM2350X8XOQ, YM2350X7NOQ, G820917NMB6, G82174F9MB6, G82185PEMB6, G82180BFMB6, G82180BPMB6, G8224341MB6, G8217565MB6, G82180BKMB6, G82180D9MB6, G822404UMB6, G820917UMB6, G82181LKMB6, G8224344MB6, G82182XRMB6, G82194Q0MB6, G82180CXMB6, G8218067MBG, G82180DEMB6, G82180BJMB6, G82180DDMB6, G82185T1MB6, G822433LMB6, G820917RMB6, G82180BEMB6, G82180BMMB6, G82180DMMB6, G82180BGMB6, G82185SWMB6, G82185R7MB6, G82265XTMB6, G82263KGMB6, G82263CJMB6, SYM22151QMB6	2000, 2001, 2002	8717, 9649, 13956, 13957, 14037, 14038, 14164, 14165, 14166, 14167, 14168, 14169, 14170, 14171, 14172, 14173, 14174, 14175, 14176, 14177, 14178, 14179, 14180, 14181, 14182, 14183, 14184, 14185, 14186, 14187, 14188, 14189, 14190, 14191, 14192, 14265, 14266, 14267, 14268
	Apple M631 Computer	1	XB8292LKCT9	1998	6676
	Apple M649 Computer	6	UV1425DLLPX, UV1425FPLPX, UV1424TSLPX, UV145E9LPX, UV1424L3LPX, UV142460LPX	2001	12755, 12756, 12757, 12758, 12759, 12760,
	Apple M665 Computer	1	XB912090DKJ	1999	7585
	Apple M770 Computer	2	YM0404RCJAU, ORN04418AJVS	2000	8602, 8710
Apple M744 Computer`	2	XB92171NGSN, XA9320MHGSQ	1999, 2000	7345, 8038	
Apple M859 Computer	1	QT238119LP4FF0D	2002	13960	

Districtwide (cont.)	Apple M865 Computer	36	G82217K4MUF, G822090FMUF, G822093CMUF, G822097EMUF, G822097GMUF, G822097JMUF, G82209C5MUF, G82215JHMUF, G82216E7MUF, G82216EAMUF, G82216EBMUF, G82216HXMUF, G8221617MUF, G82216K6MUF, G82216KHMUF, G82216K8MUF, G82216KAMUF, G82216KKMUF, G82216LNMUF, G82217ELMUF, G82217F7MUF, G82216KEMUF, YM2196TGMUF, G824106XM4M, G82216W7MUF, G82217DZMUF, G82217E3MUF, G82217EZMUF, G822188ZMUF, G82218GQMUF, QT235RJLP4FFOD, G8242296N9K, G8242299N9K, G82422994N9K, G82422992N9K, G82422HN9K,	2002	13918, 13919, 13920, 13921, 13922, 13923, 13924, 13925, 13926, 13927, 13928, 13929, 13930, 13931, 13932, 13933, 13934, 13935, 13936, 13937, 13938, 13942, 13943, 13950, 13977, 13978, 13979, 13980, 13981, 13982, 13989, 13990, 13991, 13992, 13993, 13994,
	Apple Mac Computer	11	F838OW5, 3620LM5390, E1234BX, F927GH4K01, F927GH4K01, F6292MV, F7053CS, F7053KP, E114BLP, F9187X4, UNKNOWN,	1990, 1992	2794, 3321, 3387, 3390, 3390, 3393, 3396, 3397, 3523, 3549, 3572,
	Apple MB84 Computer	3	XB2211J21MX, XB2211J7M1X, XB2211J4M1X	2002	13939, 13940, 13941
	Apple P40 Computer	1	S0Z80804MR	1992	4585
	Apple PER Printer	1	CA1356NQ	1992	3559
	Apple Terminal Server	1	B5320344UM	1994	1560
	Apple SWI Printer	1	9310	1993	1118
	Apple A100 Computer	1	UV1251SPLAL	2001	9323
	Apple 16/6 Printer	1	502AA39M	1991	2406
	Apple 20SC Hard Drive	5	F624100, F6161BXM, F60611Y, F5130MV, F7052DP	1985	3560, 3561, 3562, 3563, 3573
	Apple 580 Computer	1	TY62829Q648	1996	5506
	Apple 5200 Computer	3	B5150EJ4P7, A55030J6LC, B52703V5NP	1995	2392, 2765, 4691
	Apple 6430 Computer	1	TY751RE088W,	1998	6430
	Apple 5260 Computer	1	XA63715481Q,	1996	5488,
	Apple 6100 Computer	1	B429CK2258	1994	3309
	Apple 7200 Computer	2	C5390345QT, C547GYY55F	1995	3306, 3307
	Textbooks & Literature Books	1 lot*	ISBN on file in Purchasing Department. *	N/A*	
Ed Svcs	HP 6000 Pro Computer	1	MXL1161WBR	2011	25094
Food Svcs	Montague Stacking Oven	1	UNKNOWN	1985	2856
McKinley	Apple A100 Computer	1	UV23000CM4S	2002	14061
	Apple A105 Computer	1	UV4391PLQHU	2004	16424

McKinley (cont.)	Apple A113 Computer	4	4H6210LASE7, 4H6210GBSE7, 4H6210EVSE7, ZZ4025BWPVBA, 4H6210DJSE7	2006	17312, 17293, 17302, 17304
	Apple A118 Computer	2	4H6231BWU9D, 4H6231BKU9D	2006	17243, 17241
	Apple B816 Computer	11	G83343R8NM2, G83343VZNM2, G83343W1NM2, G83343WHNM2, YM3363LONM2, YM3363LLNM2, YM3363LTNM2, YM3363LVNM2, YM3363NFM2, YM336423NM2, YM336470NM2	2003	16019, 16021, 16024, 16023, 16028, 16027, 16030, 16029, 16036, 16035, 16037
	Apple B855 Computer	14	G8519AM3SCF, G8519AXBSCF, G8519E28SCF, G8519AM7SCF, G8519E73SCF, G8519E2ESCF, YM44650WQJ17, YM44651YQJ7, YMM44651ZQJ7, YM446520QJ7, YM445421QJ7, YM446522QJ7, YM446523QJ7, YM4465APQJ7	2005	16781, 16782, 16783, 16784, 16785, 16788, 16703, 16704, 16705, 16706, 16707, 16708, 16709, 16710
	Apple eMac Z073 Computer	17	G83234RQNLV, G83235DFNLV, G83235EENLV, G83235TJNLV, G832404YNLV, G8324172NLV, G832417UNVL, G83241EENLV, G83241EGNLV, G83241FDNLV, G83241FMNLV, G832412SNLV, G832414FNLV, G832415HNLV, G8324164NLV, G8324169NLV, G832416NNLV	2003	16311, 16312, 16313, 16314, 16315, 16318, 16319, 16321, 16322, 16324, 16327, 16328, 16330, 16331, 16332, 16333, 16334
	Apple G4P Computer Server	1	Xb2211J4M1X	2002	13915
	Apple G5 Computer	2	YM3406ZFNVQ, W84510GHPNY	2003, 2004	16375, 16699
	Apple iMac Computer	8	W871505XWRQ, W87150TFWRQ, UNKNOWN, W875125JWH5, W875125FWH5, W88350GP2JW, W88350GW2JW, W875125MWH5	2007	18200, 18201, 18202, UNKNOWN, UNKNOWN, UNKNOWN, UNKNOWN, UNKNOWN
	Apple M552 Computer	3	P1241ZSMZG, YM23030YMZG, P1129020LMT,	2001, 2003	13956, 13957, 13259,
	Apple M649 Computer	7	UV1424L3LPX, UV14240LPX, UV14176KLPX, UV1424KELPX, UV14256CLPX, UV1424R6LPX, UV1425DMLPX,	2001	12759, 12760, 12761, 12762, 12763, 12764, 12765,
	Apple M744 Computer	1	XB92171NGSN	1999	7345
	Apple M764 Studio Display	1	Y13421WNNNF	2003	16376
	Apple M925 Computer	4	YM4103LQPP9, YM410BBUPP9, YM410BC9PP9, YM410BDLPP9	2004	16498, 16499, 16500, 16501
	Apple M942 Computer	1	G844487AQJ8	2004	16700
	Apple MacBook Computer	3	312RNZY8QA, W89121XL4R1, 450521NTF5X	UNKN 2009, 2010	UNKNOWN, 19825, 22720
	Apple Power Mac G4 Computer	3	XB94328CHK7, XB2160X9MK9, XB9431ULHK7	UNKN	UNKNOWN
	Dell Inspiron 8000 Computer	1	3172873681	UNKN	UNKNOWN
	Gateway E4100 Computer	1	1100126884	UNKN	UNKNOWN
	Gateway QA1 Computer	1	NGCC8130948	UNKN	UNKNOWN

McKinley (cont.)	HP All in One Computers	19	CNC2480CC1, CNC301080X, CNC2480CC6, CNC2480CCC, CNC2480CC0, CNC2480CBT, CNC2480CC8, CNC2480CBR, CNC2480CCK, CNT93972DB, CNC2480CBS, CNC2480CC7, CNC301080M, CNC2480CCN, CNC30107ZP, CNC2480CCD, CNC2480CC9, CNC2480CBP, CNC2480CBY	UNKN	UNKNOWN
	HP Compaq 6000 Computer	1	MXL1091Z9S	25055	2011
	HP Compaq DC7800 Computer	6	WUA8201712, 2UA82016SW, 2UA82016TH, 2UA8201717, MXL841132Y, S2A82016XF	UNKN	29768, 29750, 29728, 29760, 29749, 29780
	HP DeskJet D4160 Printer	1	TH71KD1S3	UNKN	UNKNOWN
	HP DeskJet 940C Printer	1	CNN22BN09T	UNKN	UNKNOWN
	HP DeskJet 6122 Printer	1	MY2AT292FJ	UNKN	UNKNOWN
	HP DeskJet 6988 Printer	1	MY8CA2K4J7	UNKN	UNKNOWN
	HP L1908MW Monitor	4	2UA82016YN, 2UA82016JP, 2UA82016XC, 2UA820161Y	UNKN	UNKNOWN
	HP LaserJet 2300D Printer	1	CNBFC47429	UNKN	UNKNOWN
	HP LaserJet 2430N Printer	1	UNKNOWN	UNKN	UNKNOWN
	HP LaserJet P3005N Printer	1	CNJ1P32289	UNKN	UNKNOWN
	HP LE2201 Monitor	2	CNK1030Z48, CNK1030Z47	UNKN	UNKNOWN
	HP Thin Client T1510 Computer	2	MXI2470V78, MXL240VLG	2013	29226, 29227
	RCA VR54 VCR	1	C207NJ19T	2002	13577
	Sharp PG-F262X Projector	1	903918748	UNKN	UNKNOWN
	Operations Grounds	Billy Goat KD51 Vacuum	2	091007152, 091007164	2007
Billy Goat KV650H Vacuum		1	090611348	2012	27873
Purchasing	Canon IR5075 Copier	2	DRR00233, DR000236	2010	22212, 22163
	HP 8200 Pro	1	XL12330QP	2011	25123
	HP LaserJet 1200 Printer	1	CNBRB55193	UNKN	UNKNOWN
	HP LaserJet 2300 Printer	1	CNBFB08079	UNKN	UNKNOWN

\* An extensive list of discarded textbooks and literature books is on file in the purchasing office by title and ISBN numbers and available for review upon request. All textbooks are outdated and deemed as surplus. Disposal of textbooks are in accordance with Educational Code Section 60510.

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

<b>Veh #</b>	<b>Make/Model</b>	<b>Year</b>	<b>SN</b>	<b>Shop</b>	<b>License</b>
52	HUSKY TRAILER	1988	1M9S20206EA069017	GROUND	E323849
59	FORD E250 VAN	1999	IFTN324L1XHB72136	MAINTENANCE	428395

Condition:

<b>Veh #</b>	<b>Mileage</b>	<b>Interior Condition</b>	<b>Exterior Condition</b>	<b>Mechanical</b>
052	UNKNOWN	POOR	POOR	POOR
059	UNKNOWN	POOR	POOR	POOR

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

11/03/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / JANECE L. MAEZ

RE: APPROVAL OF LOS ANGELES COUNTY OFFICE OF EDUCATION (LACOE)  
BEST PROJECT MEMORANDUM OF UNDERSTANDING

RECOMMENDATION NO. A.09

It is recommended that Santa Monica-Malibu Unified School District enter into a Memorandum of Understanding (MOU) with Los Angeles County Office of Education (LACOE) and participate as appropriate as they procure a new, integrated Financial and Human Capital Management System.

COMMENT: LACOE currently provides services to school districts within Los Angeles County supporting the management of personnel, payroll, budgeting, and financial systems. The Human Resources System (HRS) and the PeopleSoft Financial System (PSFS) are respectively 28 and 17 years old. The systems are not integrated, working as one unit with all of the associated efficiencies. Both systems are scheduled to be retired by December 2021. The direction LACOE is moving towards can best be described by the following excerpt from their website describing what is being called the BEST Project:

**“Business Enhancement System Transformation (BEST)**

***Mission Statement: The BEST Project will procure, implement, and support an integrated, modern, intuitive financial and human capital management system, which improves the operational efficiencies of educational agencies served by LACOE.***

The BEST Project has been initiated as a necessary system modernization for the Los Angeles County Office of Education (LACOE) and over 125 agencies, including school districts, community colleges, charter schools, and joint powers authorities. The systems to be replaced in this multi-year project are the PeopleSoft Financial System (PSFS) and Human Resource System (HRS).

One goal of the BEST Project is to have an integrated Enterprise Resource Planning (ERP) System for: budget development, finance, human resources, and payroll. Additional strategic goals include: districts must have immediate online access to data and reports, the system is highly scalable and adaptable to regulatory code changes, and the system is user-friendly, meeting end-users' needs.”

SMMUSD has participated in the process at many levels. The District was one (1) of ten (10) pilot districts that assisted LACOE in developing the needs assessment and specifications for a new system. District staff has attended demonstrations of systems being considered and has provided valuable input to the LACOE process. We asked Mr. Paul Landry, Best Project Director, to present to our Fiscal, Personnel and Technology leadership. He was a valuable resource as we developed our recommendation.

School districts have options when choosing which services to receive from LACOE. The majority of districts in the County, seventy-nine (79), are Full Use districts. This means they utilize both HRS and PeopleSoft. SMMUSD is in a category referred to as Interface districts using HRS but operating their own, independent financial system that interfaces with PeopleSoft. There are approximately 30 Interface districts and another 15-20 that are either independent or interface at a different level.

As an Interface district, SMMUSD must continually upload budget, purchasing, financial and inventory data to PeopleSoft and preform regular reconciliations of both systems. The daily uploading and complex process of reconciliation is time consuming and inefficient. We are required to maintain and support our independent financial system. Our current financial system, QSS, has served the district well but is also at the end of its useful life and in need of replacement. QSS no longer runs on the most current technology platforms and is not integrated in any way with the LACOE systems. As staff reviewed the options, it was determined that becoming a Full Use district has many advantages and efficiencies and was unanimously favored by all departments. Continuing with an older, out of date financial system is not recommended. By becoming a Full Use district, SMMUSD will enjoy the benefits of fully integrated human resource and financial systems and will be able to explore how the systems can lead to better, more efficient operations.

Included in the backup material is a copy of the MOU districts choosing to participate at the Full Use level are being asked to approve and sign. Also included is a spreadsheet that summarizes the initial cost for the purchase and implementation of the fully integrated system. It should be noted that LACOE is not asking participating districts to bear the entire cost of this conversion. In fact, LACOE has committed up to 50% of the cost or \$40 million dollars from their resources and are asking districts and agencies to fund the balance over a five year period. The expected cost to SMMUSD beginning with the 2017-18 fiscal year will be \$198,666 through 2021-22. At that time the cost will roll back to ongoing system maintenance at a much lower figure. The chart also shows a cost to remain an Interface district to be \$624,679 or \$368,652 less over the five year period. However, this does not consider our need to upgrade our existing financial system. As a point of reference, LACOE provided districts examples of costs incurred when districts purchasing third party systems. To replace only their financial system, one district (14,162 ADA) spent in excess of \$430,000 over 5 years as compared to the additional \$368,652 for the BEST program. Another district (12,361 ADA) spent approximately \$1.1 million over a 18-month period for a full system as compared to the \$993,331 for the Best program.

Staff recommends approval of the LACOE Best Project Memorandum of Understanding.

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

## BEST Project Cost Comparison Full Use vs Interface Options

	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Full LACOE System						
Annual rate per ADA	11.56	11.56	11.56	11.56	11.56	
Existing PSFS and HRS	7.00	7.00	7.00	7.00	7.00	
Combined	18.56	18.56	18.56	18.56	18.56	
Total Full Use @ 10704 ADA	198,666	198,666	198,666	198,666	198,666	993,331
Remain an Interface District						
Annual Rate	6.94	6.94	6.94	6.94	6.94	
per ADA = 10704	74,286	74,286	74,286	74,286	74,286	371,429
Current reoccurring charges	20,000	20,000	20,000	20,000	20,000	100,000
Onetime Charge	20,000					20,000
Ongoing QSS	26,650	26,650	26,650	26,650	26,650	133,250
Total Interface @ 10704 ADA	140,936	120,936	120,936	120,936	120,936	624,679

5 Year Difference                    368,652  
Average per year                    73,730

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
LOS ANGELES COUNTY OFFICE OF EDUCATION  
AND THE AGENCY**

This Memorandum of Understanding (“MOU”) is made and entered into as of November 3, 2016 (Date) between the Los Angeles County Office of Education (“LACOE”) and Santa Monica-Malibu Unified School District (“District” or “Agency”). LACOE and the District / Agency may be referred to collectively as the “Parties.”

**RECITALS**

**WHEREAS**, the Agency, along with other Los Angeles County school districts, community colleges, charter schools, and joint powers authorities (“JPA”s) currently utilize the Human Resources System (“HRS”) and PeopleSoft Financial System (“PSFS”) and receive services from LACOE for these systems and other peripheral systems; and

**WHEREAS**, the LACOE HRS and PSFS systems are approximately 28 and 17 years old, respectively, are costly to maintain, and must be replaced. These systems are scheduled to be retired by approximately December 2021. This date would allow sufficient time to design, configure, implement, and test by running live parallels on the new systems; and

**WHEREAS**, LACOE is planning to procure, configure, and implement an Enterprise Resource Planning (“ERP”) system, which would provide a comprehensive human capital management (“HCM”) and financial services (“Finance”) for the benefit of LACOE and the Los Angeles County Districts and community colleges who elect to participate in, and contribute to, the total cost of the ERP system; and

**WHEREAS**, LACOE has committed to fund up to forty million dollars (\$40,000,000) on a dollar for dollar match of agency contributions for 50% of the total cost countywide to procure, configure, implement, and support the selected ERP system, which will be implemented pursuant to the Request for Proposals (“RFP”) No. 1563-15/16 for an Integrated Financial & Human Capital Management System and Implementation Services (i.e., the new ERP system) issued by LACOE on February 22, 2016; and

**WHEREAS**, LACOE asks the Agency to commit to continued participation in LACOE’s services as well as to make a pro-rata contribution (based on the Agency’s size and use) to fund the remaining 50% of the total cost to procure, configure, implement, and support the ERP system (HCM and Finance); and

**WHEREAS**, the purpose of this MOU is to memorialize LACOE’s commitment to provide a countywide, fully functioning, integrated ERP system to replace its existing HRS and PSFS systems and the Agency’s contractual commitment to participate in the ERP system and to make payment to LACOE for the Agency’s pro-rata share; and

**WHEREAS**, LACOE will rely on the Agency’s commitment set forth herein to include the Agency in the development and finalization of the contracted scope of work and ERP software licensing with the ERP system provider and the included services; and

**WHEREAS**, the Parties acknowledge and agree that without the Agency’s commitment pursuant to the terms and conditions set forth herein prior to November 10, 2016, LACOE will not include the Agency in the scope of this project and the Agency will be required to seek and bear the full cost of its own systems and meet all Federal, State, and Local statutory requirements prior to LACOE decommissioning the current HRS and PSFS by December 2021. The Agency may choose to participate in LACOE systems at a later date; however it will be at full cost of implementation without LACOE’s 50% financial commitment.

### **AGREEMENT**

**NOW, THEREFORE**, in consideration of the terms, conditions and mutual covenants contained herein, the sufficiency of which are hereby acknowledged, the Parties agree as follows:

- 1. Agency Costs for Software License, Technical Architecture, and Implementation Services.** There is a one-time software license cost, implementation services, technical architecture, LACOE support, and costs related to the specific expenses necessary to design, configure, test, train, and implement the system for full use by the Agency. Project Implementation costs include those one-time expenses necessary to bring the systems online including but not limited to the software, system design and configuration, data conversion, training and testing system functionality as listed in Exhibit A “ERP Scope” (HCM and Finance).

In consideration of LACOE’s commitment to fund up to forty million dollars (\$40,000,000) on a dollar for dollar match of agency contributions for 50% of the total cost of the procurement, configuration, implementation, and support of the ERP system and to ensure that the Agency is included in the scope of such procurement, configuration, implementation, and support, the Agency agrees to pay its pro-rata share of the remaining 50% cost of the ERP system (HCM and Finance). The Agency’s current estimated cost for its pro-rata contribution, based on the current participation in LACOE systems, is \$615,123.21. This amount is calculated by using a total charge of \$57.80 per ADA or FTES (community colleges will be charged based on Full-Time Equivalency Students) for the five-year period. On an annual amount, this is \$11.56 per year using 2015-2016 Fiscal Year P-2 ADA. This \$11.56 will be charged on a quarterly basis, \$2.89 per quarter starting in Fiscal Year 2017-18, for a five-year period, for a total of 20 quarters.

The Agency’s final pro-rata contribution shall not exceed the estimated cost in the paragraph above and will be provided to the Agency upon confirmation of districts, community colleges, charter schools, and JPAs participation and finalization of the contract between LACOE and the ERP provider. The Agency’s final pro-rata share shall also be subject to adjustment based on the final number of Los Angeles area school districts, community colleges, charter schools, and JPAs that commit to participate and contribute to the ERP system, and to contract negotiations.

**Ongoing Agency Contributions After Fiscal Year 2021-22.** Ongoing annual agency charges for the new ERP system will be determined at a future date to be provided in an addendum.

2. **Reliance on Agency's Contribution.** The Agency expressly acknowledges and agrees that LACOE relies on the Agency's contractual commitment set forth herein to make payment of its pro-rata contribution to LACOE. LACOE shall be entitled to rely on this commitment to include the Agency in the scope of the ERP system and to support LACOE's commitment to pay up to forty million dollars (\$40,000,000) on a dollar for dollar match of agency contributions for 50% of the total cost of the procurement, configuration, implementation, and support of the ERP system.
3. **LACOE Commitment.** LACOE shall replace existing systems scheduled to be retired approximately December 2021 by procuring, configuring, and implementing a fully integrated countywide ERP system, which shall include, but not be limited to, the functionality listed in Exhibit A "ERP Scope."
4. **Implementation Timeline.** The tentative BEST Project implementation timeline is as follows:
  - February 2017 – December 2018 – Baseline Financials and HCM Design and Configuration of all participating agencies. This represents approximately 75% of the total design and configuration.
  - October 2017 – December 2020 – Begin phasing Agency specific design and configuration (remaining 25% of the design and configuration).
  - January 2018 – June 2021 – Begin phased Agency grouping, testing, training, deployment, and post go-live support.
5. **Cost Overruns.** LACOE intends to efficiently manage the implementation plan, working with the Agency. In the event that the Agency either delays or fails to timely participate or cooperate in any portion of implementation and the delay results in cost overage or necessitates a change order that results in additional costs, the Agency will bear the entire costs of the change order. In the event that a change order is necessary because of delay or inaction caused by LACOE, LACOE will bear the entire cost of that change order. The Parties will act in good faith to determine responsibility for a change order. If the Parties are jointly responsible for delay that results in additional costs, they shall share responsibility equally.
6. **Remedies.** LACOE recognizes that this is a countywide implementation and as such each participating school district also assumes risk by virtue of entering into this MOU; therefore, if LACOE or its contracted vendor for the ERP system fails to implement the system per the contract, LACOE and the Agency will negotiate an appropriate remedy.
7. **Dispute Resolution/Attorneys' Fees.** The Parties agree to submit to binding arbitration to address any controversy or claim arising out of, or relating to this MOU. The arbitration award shall be binding upon the Parties and shall be enforceable in any court of competent jurisdiction. Both Parties shall share the cost of the dispute resolution process equally although attorneys and witnesses or specialists are the direct responsibility of each party and their fees and expenses shall be the responsibility of the individual parties. Each party shall bear their own attorneys' fees. This MOU shall be governed by the laws of the State of California with venue in Los Angeles County.

**8. Indemnification.**

a. The Agency agrees to defend, indemnify and hold harmless LACOE, its officials, officers, employees and agents from any and all liability from loss, damage, or injury to property or persons, in any manner arising out of any negligent acts, omissions, or willful misconduct of the Agency arising out of or in connection with Agency's performance of this MOU, but excluding such actions, claims, damages to persons or property, penalties, obligations, or liabilities arising from the sole negligence or willful misconduct of the LACOE, and in connection therewith.

b. LACOE agrees to defend, indemnify, and hold harmless the Agency, its officials, officers, employees, and agents from any and all liability from loss, damage, or injury to property or persons, in any manner arising out of any negligent acts, omissions, or willful misconduct of LACOE arising out of or in connection with LACOE's performance of this MOU but excluding such actions, claims, damages to persons or property, penalties, obligations, or liabilities arising from the sole negligence or willful misconduct of the Agency, and in connection therewith.

**9. Term.** This MOU shall be effective as of the date set forth above and continues in effect for five years.

**10. Entire Agreement.** This MOU contains the entire agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings, or agreements relating to the new ERP system. It does not affect any existing financial systems agreements or impact charges for the existing PSFS and HRS systems. Charges for these systems will continue through December 2021.

**11. Exhibits and Recitals.** All Exhibits and Recitals contained herein are hereby incorporated into this MOU by this reference.

**12. Counterparts.** This MOU may be executed in counterparts, each of which shall constitute an original and all of which shall constitute one agreement.

**13. Authority to Execute.** The persons executing this MOU on behalf of their respective Parties represent and warrant that they have the authority to do so under law and from their respective Parties.

**14. Notices.** Any notice, request, information or other document to be given hereunder to any of the Parties by any other party shall be in writing and shall be deemed given and served upon delivery, if delivered personally, or three (3) days after mailing by United States mail as follows:

If to LACOE: Paul Landry, CPA, CIA, Project Director, BEST Project  
Los Angeles County Office of Education  
9300 Imperial Highway  
Downey, California 90242-2890

If to DISTRICT / AGENCY: The Agency will identify the person to whom notice shall be given.

Any party may change the address or persons to which notices are to be sent to it by giving the written notice that such change of address or persons to the other party in the manner provided for giving notice.

**IN WITNESS WHEREOF**, the parties hereto have executed this MOU as of the day and year first written above.

**LOS ANGELES COUNTY OFFICE OF  
EDUCATION**

**DISTRICT / AGENCY**

By: \_\_\_\_\_  
Dr. Scott Price

Title: Chief Financial Officer

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

By: \_\_\_\_\_  
Janece L. Maez

Title: Associate Superintendent/CFO

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



Los Angeles County Office of Education  
Business Enhancement System Transformation (BEST) Project  
Agency Charges MOUs  
Exhibit A

Enterprise Resource Planning (ERP) Functionality Scope

Financials (FIN):

- General Ledger
- Accounts Payable
- Purchasing / eProcurement
- Inventory / Bar Coding
- Asset Management / Construction-in-Progress
- Accounts Receivable and Billing
- Budget Development, Modeling, and Multi-Year Projections/Planning
- Reporting
- Employee Self-Service (ESS)
- Manager Self-Service (MSS)
- Transaction Approvals/Workflow
- Ability to Access Information and Approve Transactions with Mobile Devices

Human Capital Management (HCM):

- Recruitment and Applicant Tracking
- Payroll
- Garnishments
- Time & Attendance
- Position Control
- Employee Benefits
- Personnel Actions (e.g., Onboarding, Position Assignments & Changes, and Off-boarding)
- Credentials Tracking
- Leave Management
- CalPERS and CalSTRS Retirement Reporting
- Employee Self-Service (ESS)
- Manager Self-Service (MSS)
- Transaction Approvals/Workflow
- Mobile Technology
- Ability to Access Information and Approve Transactions with Mobile Devices

Business Intelligence (BI):

BI is a reporting repository of FIN and HCM data/information available for analysis, inquiry, and decision-making purposes. BI features include highly scalable, modern architecture, with at-a-glance dashboards and drillable reports.



TO: BOARD OF EDUCATION ACTION CONSENT  
11/03/16

FROM: CHRISTOPHER KING / SYLVIA ROUSSEAU / JANECE L. MAEZ / CAREY UPTON

RE: AMENDMENT TO CONTRACT – GRANT ELEMENTARY SCHOOL – WINDOWS, FLOORING AND PAINT PROJECT – A. J. FISTES CORPORATION – MEASURE ES

RECOMMENDATION NO. A.10

It is recommended that the Board of Education authorize Contract Change Order No. 01 Grant Elementary School – Windows, Flooring & Paint Project – A. J. Fistes Corporation in the amount of \$48,095.82 for a total contract amount of \$645,695.82 and 59 days of schedule impact.

Funding Information

Budgeted: Yes  
 Fund: 85  
 Source: Measure ES  
 Account Number: 85-90905-0-00000-85000-5640-003-2600  
 Budget Category: Hard Costs/Construction/Construction Contracts  
 DSA #: N/A  
 Friday Memo: 10/28/16

COMMENTS: On May 05, 2011, the Board of Education awarded to A. J. Fistes Corporation the contract for the Grant Elementary School – Flooring & Paint Project in the amount of \$597,600.00. This Change Order No. 01 is necessary to remove an unanticipated second layer of 9”x 9” floor tiles in rooms 46, 47 & 49 in Building G; Install MCT to 8 classrooms in lieu of MCT/Carpet mix; Install new weather stripping on exterior doors; Credit for trailer not used; Credit for gutters and downspout repairs and install MCT flooring in hallway outside the restrooms in Building D (Not Carpet). This work was in addition to A. J. Fistes Corporation original project scope of work.

Change Order No. 01 includes six Proposed Change Orders (PCOs) which are not reflected in the Construction Documents.

Change Order No. 01 includes the following changes to the terms of the contract:

ORIGINAL CONTRACT AMOUNT.....	\$597,600.00
<u>CHANGE ORDER NO. 01.....</u>	<u>\$48,095.82</u>
TOTAL CONTRACT AMOUNT.....	\$645,695.82

Change Order No. 01 includes an increase to the Contract Time:

ORIGINAL CONTRACT TIME .....	56 Days
<u>CHANGE ORDER NO. 01.....</u>	<u>59 Days</u>
TOTAL CONTRACT AMOUNT: .....	115 Days

A Friday Memo accompanies this item.

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

11/03/16

FROM: CHRISTOPHER KING / SYLVIA ROUSSEAU / JANECE L. MAEZ /  
CAREY UPTON

RE: AMENDMENT TO CONTRACT – ENVIROPLEX, INC. – MALIBU MIDDLE HIGH  
SCHOOL CAMPUS IMPROVEMENTS PROJECT – MEASURE BB

RECOMMENDATION NO. A.11

It is recommended that the Board of Education approve contract Change Order #02 to Enviroplex Inc., for Malibu Middle High School Campus Improvements Project in the amount \$38,101.09 for a total contract amount of \$1,862,359.74 and no change in the contract time.

Funding Information

Budgeted: Yes  
Fund: 83  
Source: Measure BB  
Account Number: 83-90500-0-00000-85000-6200-010-2600(Malibu HS)  
Budget Category: Hard Costs\Construction\Construction Contract  
DSA #: 03-113456  
Friday Memo: 10/28/16

COMMENTS: On May 5, 2016, the Board of Education awarded a contract to Enviroplex Inc., in the amount \$1,693,939.65 utilizing the Cooperative Purchasing Agreement, also known as piggy-back, from Las Lomas Elementary School District to furnish and install relocatable classrooms to be placed at Malibu High and Juan Cabrillo Elementary Schools as interim housing due to future construction projects at MMHS.

The scope of work included in this Change Order 02 (CO-02) includes all labor, materials, equipment and related overhead costs to: 1) include required fire rating measures for compliance with the Wildland Urban Interface (WUI) standards; 2) provide for construction personnel portable restrooms and hand wash stations; 3) provide permanent door lock cores that the District will key after construction is completed; and 4) flooring changes in the restrooms and in the computer lab. All pricing utilized in this change order work is per the unit pricing in the original piggy-back agreement with Las Lomas Elementary School District and funding is within the construction budget.

*continued on next page*

ORIGINAL CONTRACT AMOUNT	\$1,693,939.65
CHANGE ORDER NO. 1	\$130,319.00
CHANGE ORDER NO. 2	\$38,101.09
<u>TOTAL CONTRACT AMOUNT</u>	<u>\$1,862,359.74</u>

Change Order No. 02 (CO-02) does not necessitate a change to the contract time.

ORIGINAL CONTRACT TIME	227 Days
CHANGE ORDER NO. 1	0 Days
CHANGE ORDER NO. 2	0 Days
<u>TOTAL CONTRACT AMOUNT</u>	<u>227 Days</u>

A Friday Memo accompanies this Board Item.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

11/03/16

FROM: CHRISTOPHER KING / SYLVIA ROUSSEAU / JANECE L. MAEZ /  
CAREY UPTON

RE: AMENDMENT TO CONTRACT – ENVIROPLEX, INC. – MALIBU MIDDLE HIGH  
SCHOOL CAMPUS IMPROVEMENTS PROJECT – MEASURE BB

RECOMMENDATION NO. A.12

It is recommended that the Board of Education approve contract Change Order #03 to Enviroplex Inc., for Malibu Middle High School Campus Improvements Project to in the amount of \$131,497.00 for a total contract amount of \$1,993,856.74 and no change in the contract time.

Funding Information

Budgeted: Yes  
Fund: 83  
Source: Measure BB  
Account Number: 83-90500-0-00000-85000-6200-010-2600(Malibu HS)  
Budget Category: Hard Costs\Construction\Construction Contract  
DSA #: 03-113456  
Friday Memo: 10/28/16

COMMENTS: On May 5, 2016, the Board of Education awarded a contract to Enviroplex Inc., in the amount \$1,693,939.65 utilizing the Cooperative Purchasing Agreement, also known as piggy-back, from Las Lomas Elementary School District to furnish and install relocatable classrooms to be placed at Malibu High and Juan Cabrillo Elementary Schools as interim housing due to future construction projects at MMHS.

The scope of work in Change Order 03 (CO-03) is to provide metal ramps for access to each relocatable classroom due to the elimination of the wood decks at MMHS and JCE. In order for Enviroplex, to maintain the fabrication schedule of the relocatable classrooms, it is necessary to outsource the fabrication of these metal ramps to TMP Services. In the existing Las Lomas Elementary School District piggy-back contract, TMP Services, was not a listed subcontractor to Enviroplex. As such this change order includes approval to add TMP Services as an approved Subcontractor to Enviroplex; only for this contract between SMMUSD and Enviroplex for this project. All labor, materials, equipment and related overhead costs for the work described in this PCO and funding is within the construction budget.

*(continued on next page)*

ORIGINAL CONTRACT AMOUNT	\$1,693,939.65
CHANGE ORDER NO. 1	\$130,319.00
CHANGE ORDER NO. 2 (BOE Item A.11)	\$38,101.09
CHANGE ORDER NO. 3	\$131,497.00
<hr/> TOTAL CONTRACT AMOUNT	<hr/> \$1,993,856.74

Change Order No. 03 (CO-03) does not necessitate a change to the contract time.

ORIGINAL CONTRACT TIME	227 Days
CHANGE ORDER NO. 1	0 Days
CHANGE ORDER NO. 2	0 Days
CHANGE ORDER NO. 3	0 Days
<hr/> TOTAL CONTRACT AMOUNT	<hr/> 227 Days

A Friday Memo accompanies this Board Item.

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



TO: BOARD OF EDUCATION ACTION/CONSENT  
11/03/16

FROM: CHRISTOPHER KING / SYLVIA ROUSSEAU / JANECE L. MAEZ /  
CAREY UPTON

RE: RATIFICATION OF CONTRACT AWARD – MALIBU MIDDLE & HIGH SCHOOL –  
CAMPUS IMPROVEMENTS PROJECT – (INTERIM HOUSING UTILITIES) –  
MEASURE BB

RECOMMENDATION NO. A.13

It is recommended that the Board of Education ratify contract award of Bid #17.01.BB for Malibu Middle High School Interim Housing Utilities Project to Waisman Construction, Inc. in the amount of \$1,940,000.00.

Funding Information

Budgeted: Yes  
Fund: 83  
Source: BB  
Account Number: 83-90905-0-00000-85000-6200-010-2600  
Description: Building and Building Improvement  
DSA #'s: #03-117406, #03-117407 & #03-117443

COMMENTS: At the October 6, 2016, Board meeting, the Board approved recommendation A.09 granting approval to award Bid #17.01.BB for the Malibu Middle High School Interim Housing Utilities Project in an amount to be determined, not to exceed \$3,800,000. This action was needed in order to receive bids and award the work to be completed prior to the end of 2016 so that students and staff could move over winter break. The approved item stated that once bids were received that staff would present to the Board an award of contract for ratification at the November 3, 2016, meeting. The district has now received and publicly opened bids on October 13, 2016. Six bids were received and are as noted below:

1. Woodcliff Corp	\$2,952,000.00
2. USS Cal Builders, Inc.	\$2,429,000.00
3. Shenk Developers	\$ 2,713,000.00
4. Mel Smith Electric	\$3,077,000.00
5. PCN3, Inc.	\$2,097,000.00
<b>6. Waisman Construction, Inc.</b>	<b>\$1,940,000.00</b>

Staff reviewed the bids for responsiveness and issued Waisman Construction, Inc. the Notice of Intent to award on October 13, 2016. The apparent low bidder meeting was conducted on October 14, 2016. Notice of Award was issued on October 21, 2016, following the expiration of the protest period. It is recommended that the Board of Education ratify contract award in the amount of \$1,940,000.00.

A Friday memo will accompany this Board Item.

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

11/03/16

FROM: CHRISTOPHER KING / SYLVIA ROUSSEAU / JANECE L. MAEZ /  
CAREY UPTON

RE: AWARD OF CONTRACT – CAMPUS IMPROVEMENT PROJECTS – MALIBU  
MIDDLE HIGH SCHOOL – BUILDING B, E & LIBRARY – MEASURE BB

RECOMMENDATION NO. A.14

It is recommended that the Board of Education award a contract for Malibu Middle High School – Building B, E & Library Move Services to King Office Services in the amount of \$81,801.50.

Funding Information

Budgeted: Yes  
Fund: 83  
Source: BB  
Account Number: 83-90500-0-00000-85000-6200-010-2600  
Description: Move Management Services

COMMENTS: District requested that King Office Services provide a proposal for the move management services as King has performed all the move services for the bond program. King will provide space management planning for the existing Building B, E & Library spaces to be relocated into the interim housing spaces; and then will move all spaces over Winter Break.

It is recommended that the Board of Education award the contract to King Office Services in the amount of \$81,801.50.

A Friday memo will accompany this Board Item.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:



TO: BOARD OF EDUCATION ACTION/CONSENT  
11/03/16

FROM: CHRISTOPHER KING / SYLVIA ROUSSEAU / JANECE L. MAEZ /  
CAREY UPTON

RE: AWARD OF CONTRACT FOR IN-PLANT INSPECTION DURING FABRICATION  
OF STEEL RAMPS FOR RELOCATABLE MODULAR CLASSROOMS AND  
RESTROOM BUILDINGS – MALIBU MIDDLE HIGH SCHOOL CAMPUS  
IMPROVEMENTS PROJECT – CRAIG “TODD” HAINSWORTH – MEASURE BB

RECOMMENDATION NO. A.15

It is recommended that the Board of Education award a contract for in-plant inspection services during the fabrication of the steel ramps for the Malibu Middle High School – Campus Improvement Project that will provide access to the relocatable interim housing classrooms at Malibu High School and Juan Cabrillo Elementary to Craig “Todd” Hainsworth, in an amount not to exceed \$3,000.00.

Funding Information

Budgeted: Yes  
 Fund: 83  
 Source: Measure BB  
 Account Number: 83-90500-0-00000-85000-5802-010-2600  
 Budget Category: Soft Costs\Geotechnical & Soils\Materials & Testing  
 DSA #: 03-113456  
 Friday Memo: 10/28/16

COMMENTS: Mr. Hainsworth will perform in-plant welding and fabrication inspections for the steel ramps that will provide access to the relocatable classrooms, restroom building, resource center and new computer lab at Malibu Middle and High School and Juan Cabrillo Elementary School. This contract is in an amount not to exceed \$3,000.00.

<b>Malibu High School</b>	<b>Total</b>
MHS – Phase 1 – 4 visits at \$300/visit	\$1,200.00
MHS – Phase 2 – 3 visits at \$300/visit	\$900.00
<b>Juan Cabrillo Elementary School</b>	<b>Total</b>
JCE – 3 Visits at \$300/visit	\$900.00
<b>GRAND TOTAL</b>	<b>\$3,000.00</b>

ORIGINAL CONTRACT	\$3,000.00
TOTAL CONTRACT AMOUNT	\$3,000.00

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

11/03/16

FROM: CHRISTOPHER KING / SYLVIA ROUSSEAU / JANECE L. MAEZ / CAREY UPTON

RE: CONTRACT AMENDMENT FOR SUPPLEMENTAL GEOTECHNICAL EXPLORATION SERVICES FOR MALIBU MIDDLE AND HIGH SCHOOL CAMPUS IMPROVEMENTS PROJECT – EXISTING BUILDING E REPLACEMENT – LEIGHTON CONSULTING, INC. – MEASURE BB

RECOMMENDATION NO. A.16

It is recommended that the Board of Education approve Contract Amendment No. 2 with Leighton Consulting, Inc. to provide geotechnical exploration services for the Malibu Middle and High School – Campus Improvements Project (Existing Building E Replacement) in the amount of \$17,500.00 for a total contract amount of \$229,620.00.

Funding Information

Budgeted: Yes  
Fund: 83  
Source: Measure BB  
Account Number: 83-90500-0-00000-85000-5802-010-2600  
Budget Category: Soft Costs\Geotechnical & Soils\Materials & Testing  
DSA #: 03-113456  
Friday Memo: 10/28/16

COMMENTS: At the August 10, 2016, Board of Education meeting, the Board approved HMC Architects to provide architectural and engineering services for the Replacement of Building E. It is now necessary to retain the services of Leighton Consulting, Inc. to provide supplemental geotechnical exploration services that will provide the basis from which to design the new building foundations for the new building as a part of the Malibu Middle and High School Campus Improvement Project. Leighton Consulting has performed previous geotechnical exploration services for this project.

This contract is for supplemental geotechnical exploration services to evaluate subsurface conditions and general soils characteristics for the new design of Building E at Malibu Middle and High School.

ORIGINAL CONTRACT	\$14,610.00
Contract Amendment #1	\$197,510.00
Contract Amendment #2	\$17,500.00
<hr/> TOTAL CONTRACT AMOUNT	<hr/> \$229,620.00

A Friday Memo accompanies this item.

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





TO: BOARD OF EDUCATION ACTION CONSENT  
11/03/16

FROM: CHRISTOPHER KING / SYLVIA ROUSSEAU / JANECE L. MAEZ /  
CAREY UPTON

RE: AMENDMENT TO CONTRACT – WILL ROGERS ELEMENTARY SCHOOL –  
WINDOWS, FLOORING AND PAINT PROJECT – A. J. FISTES  
CORPORATION – MEASURE ES

RECOMMENDATION NO. A.17

It is recommended that the Board of Education authorize Contract Change Order No. 01 Will Rogers Elementary School – Windows, Flooring & Paint Project – A. J. Fistes Corporation in the amount of \$61,507.32 for a total contract amount of \$627,607.32 and 56 days of schedule impact.

Funding Information

Budgeted: Yes  
Fund: 85  
Source: Measure ES  
Account Number: 85-90905-0-00000-85000-5640-006-2600  
Budget Category: Hard Costs/Construction/Construction Contracts  
DSA #: N/A  
Friday Memo: 10/28/16

COMMENTS: On May 05, 2011, the Board of Education awarded to A. J. Fistes Corporation the contract for the Will Rogers Elementary School – Flooring & Paint Project (Bid No. 16.19.ES) in the amount of \$566,100.00.

This Change Order No. 01 is necessary to remove unforeseen ASB floor tile under existing carpet for Buildings E, F, H & J; Remove unforeseen ASB floor tile under existing carpet for Building B; Install MCT (not carpet) for teachers lounge and Art Room 405 for hygiene and not re-flooring server room as it was in good condition; Install new weather stripping to prevent the doors from sticking; Credit for Construction trailer which was not needed and credit for gutters and downspout repairs scheduled for 2017. This work was in addition to A. J. Fistes Corporation original project scope of work.

Change Order #01 includes a no cost time extension of 56 days, which is the cumulative total of: 6 days to remove unforeseen ASB floor tile under existing carpet for Buildings E, F, H & J; 5 days to remove unforeseen ASB floor tile under existing carpet for Building B and 45 days to repaint all the exterior doors, allow them to dry properly and install new weather stripping, to prevent the old doors from sticking closed.

*(continued on the next page)*

Change Order No. 01 includes six Proposed Change Orders (PCOs) which are not reflected in Construction Documents.

Change Order No. 01 includes the following changes to the terms of the contract:

ORIGINAL CONTRACT AMOUNT.....	\$566,100.00
<u>CHANGE ORDER NO. 01.....</u>	<u>\$61,507.32</u>
TOTAL CONTRACT AMOUNT.....	\$627,607.32

Change Order No. 01 includes an increase to the Contract Time:

ORIGINAL CONTRACT TIME .....	56 Days
<u>CHANGE ORDER NO. 01.....</u>	<u>56 Days</u>
TOTAL CONTRACT AMOUNT: .....	112 Days

A Friday Memo accompanies this item.

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

TO: BOARD OF EDUCATION ACTION/CONSENT  
11/03/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSAEU / JANECE L. MAEZ /  
CAREY UPTON

RE: CONTRACT AMENDMENT #2 FOR PROFESSIONAL ARCHITECTURAL  
DESIGN SERVICES FOR ROOSEVELT ELEMENTARY SCHOOL – WINDOWS,  
PAINT, FLOORS, AND DOORS PROJECT – STRUERE – MEASURE ES

RECOMMENDATION NO. A.18

It is recommended that the Board of Education approve Contract Amendment #2 with Struere for additional professional architectural design services; new fire alarm system for the Roosevelt Elementary School Windows, Paint, Floors & Doors Project, in the amount of \$47,600, including reimbursable expenses, for a total contract amount of \$255,625.

Funding Information

Budgeted: Yes  
 Fund: 85-90905-0-00000-85000-5802-007-2600  
 Source: Measure ES  
 Budget Category: Soft Costs \ Design \ Architects  
 Friday Memo: 10/28/16

COMMENTS: Struere is under contract to design window, paint, floor, door and ceiling upgrades throughout the Roosevelt Elementary School campus.

In this amendment # 2, Struere will also provide design and engineering to install a new fire alarm at Roosevelt ES including detectors, strobes, horns, and all necessary devices and wiring required by DSA for a fully functioning site-wide fire alarm system.

ORIGINAL CONTRACT AMOUNT	\$181,400.00
Contract Amendment #1	\$26,625.00
<u>Contract Amendment #2</u>	<u>\$47,600.00</u>
TOTAL CONTRACT AMOUNT	\$255,625.00

A Friday Memo accompanies this item.

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

11/03/16

FROM: CHRISTOPHER KING / SYLVIA ROUSSAEU / JANECE L. MAEZ / CAREY UPTON

RE: CONTRACT AMENDMENT #45 FOR ADDITIONAL PROFESSIONAL DESIGN SURVEY SERVICES FOR SANTA MONICA HIGH SCHOOL – SEALY FIELD/SOFTBALL IMPROVEMENT PROJECT – PSOMAS – MEASURE ES

RECOMMENDATION NO. A.19

It is recommended that the Board of Education approve Contract Amendment #45 with Psomas for additional professional design survey services in the amount of \$2,500, including reimbursable expenses for a total contract amount of \$1,268,280.

Funding Information

Budgeted: Yes  
Fund: 85  
Source: Measure ES  
Account Number: 85-90910-0-00000-85000-5802-015-2600  
Budget Category: Soft Costs \ Surveys & Investigations  
Friday Memo: 10/28/16

COMMENTS: As a part of a previous amendment, Psomas was hired to provide professional design survey services to facilitate modifications to Sealy Field including the addition of a softball field. During the course of the design, the architect determined that additional survey was needed to properly tie the new work into existing site conditions. This amendment will expand the scope of Psomas' survey work.

MEASURE BB

ORIGINAL CONTRACT AMOUNT	\$ 249,450
Contract Amendment#1 (Survey, 4 Sites)	\$92,200
Contract Amendment#2 (Samohi Utilities Map)	\$39,600
Contract Amendment#3 (Survey, 2 Sites)	\$38,000
Contract Amendment#4 (Survey, 4 Sites)	\$63,000
Contract Amendment#5 (Survey, 4 Sites)	\$99,900
Contract Amendment#6 (Survey/Utilities Mapping, 4 Sites)	\$84,500
Contract Amendment#7 (Survey, 5 Sites)	\$72,600
Contract Amendment #8 (MMHS, Sewer, Easement)	\$63,500
Contract Amendment #9 (Samohi, Olympic)	\$99,000
Contract Amendment #10(Samohi survey)(A.16)	\$7,500
Contract Amendment #11(Lincoln survey)(A.17)	\$15,000
Contract Amendment #12 (MMHS survey)	\$5,500
Contract Amendment #13 (Webster survey)	\$22,500
Contract Amendment #14 (MMHS survey)	\$7,500
Contract Amendment #15 (MMHS slope analysis)	\$1,800
Contract Amendment #16 (JAMS design survey)	\$8,379
Contract Amendment #17 (MMHS design survey)	\$29,246
Contract Amendment #18 (PDES survey)	\$23,574
Contract Amendment #19 (Samohi)	\$24,232
Contract Amendment #20 (MMHS)	\$6,795

(continued on next page)

Contract Amendment #21 (Webster)	\$22,081
Contract Amendment #22 (MMHS)	\$2,560
Contract Amendment #23 (Samohi)	\$17,048
Contract Amendment #24 (JAMS confirmation survey)	\$2,500
Contract Amendment #25 (JAMS underground sewer survey)	\$21,556
Contract Amendment #26 (ELA design survey)	\$10,848
Contract Amendment #27 (JAMS revised survey)	\$1,496
Contract Amendment #28 (Rogers Survey for Relos)	\$11,646
Contract Amendment #29 (Rogers Utility Det. for Relos)	\$13,056
Contract Amendment #30 (JAMS Underground utilities)	\$2,170
Contract Amendment #31 (JAMS utility investigation - relsos)	\$6,296
Contract Amendment #32 (JAMS subsurface investigation)	\$4,198
Contract Amendment #33 (Contract extension)	\$0
Contract Amendment #34 (Olympic subsurface investigation)	\$7,050
Contract Amendment #35 (Grant survey update)	\$600
Contract Amendment #36 (Webster survey update)	\$2,003
Contract Amendment #37 (Contract extension)	\$0
Contract Amendment #38 (Malibu survey update)	\$4,526
Contract Amendment #39 (Edison Easement)	\$5,000
Contract Amendment #41 (Data Center/Administration Building)	\$3,500
Contract Amendment #42 (Malibu On-Call Services Agreement)	\$10,000
<b>TOTAL CONTRACT AMOUNT</b>	<b>\$1,201,910.00</b>

**MEASURE ES:**

Contract Amendment #40 (Samohi Ramp/Stairs Design/Survey)	\$33,420
Contract Amendment #43 (Samohi Softball Survey)	\$23,000
Contract Amendment #44 (Samohi Ramp/Stairs DSA POT upgrades)	\$7,450
Contract Amendment #45 (Samohi Softball Field Additional Survey)	\$2,500
<b>TOTAL CONTRACT AMOUNT</b>	<b>\$66,370.00</b>

A Friday Memo accompanies this item.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

11/03/16

FROM: CHRISTOPHER KING / SYLVIA ROUSSEAU / JANECE L. MAEZ /  
CAREY UPTON

RE: CONTRACT AMENDMENT FOR ADDITIONAL ARCHITECTURAL SERVICES –  
SANTA MONICA HIGH SCHOOL SCIENCE & TECHNOLOGY BLDG AND SITE  
IMPROVEMENTS PHASE 2 – CHAN YOUNG ARCHITECTS – MEASURE BB

RECOMMENDATION NO. A.20

It is recommended that the Board of Education approve Contract Amendment #2 with Chan Young Architects for architectural services for the Santa Monica High School Science and Technology Building and Site Improvements Phase 2 Project – West Site Improvements: Descoping and Closeout DSA # A14959. These additional services are in amount of \$5,638.00. It is also recommended that the Board of Education approve the reimbursable expenses in the amount of \$8,000.00 for Contract Amendment # 2, for a total contract amount of \$355,297.00.

Funding Information

Budgeted: No  
Fund: 83  
Source: Measure BB  
Account Number: 83-90500-0-00000-85000-5802-015-2600  
Budget Category: Soft Costs \ Design Services \ Architects  
Friday Memo: 10/28/16

COMMENTS: Previously the District requested Chan Young Architects to provide services for de-scoping the remaining work of phase 2 (softball field, science planters, bike parking, technology building demolition and site parking) that allows for cost effective re-use of the existing site for added parking and campus accessibility. In addition to that work, the District requested Chan Young Architects to document construction of the NW corner of the site that was outside the limits of the project and previously constructed by the District without DSA submittal or review.

Scope of work to be included & costs associated are; additional A/E services totaling \$5,638.00 & reimbursable from CA # 1 totaling \$8,000.00 for an amount not to exceed \$13,638.00

This change order will be funded from program reserve shortages.

*(continued on next page)*

BB Funded

ORIGINAL CONTRACT AMOUNT (Samohi – Const. Observation & Alternate DSA Certification)	\$68,977
CONTRACT AMENDMENT #2 (Samohi – Descoping and Closeout DSA A14959)	\$5,638
<hr/> TOTAL CONTRACT AMOUNT:	<hr/> \$74,615

ES Funded

CONTRACT AMENDMENT #1 (Samohi ES – Softball Field & Basketball Courts)	\$272,682
CONTRACT AMENDMENT #2a (Samohi ES – Softball Field & Basketball Courts reimbursable)	\$8,000
<hr/> TOTAL CONTRACT AMOUNT	<hr/> \$280,682

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

11/03/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / MARK O. KELLY

RE: CERTIFICATED PERSONNEL – Elections, Separations

RECOMMENDATION NO. A.21

Unless otherwise noted, all items are included in the 2016/2017 approved budget.

**ADDITIONAL ASSIGNMENTS**

**ADAMS MIDDLE SCHOOL**

Bertone, Richard	6.6 hrs @\$45.49	10/28/16-10/30/16	Est Hrly/\$300
Gonzalez, Monica	6.6 hrs @\$45.49	10/28/16-10/20/16	Est Hrly/\$300
Hippely, Stacy	6.6 hrs @\$45.49	10/28/16-10/30/16	Est Hrly/\$300
Levin, Tracy	6.6 hrs @\$45.49	10/28/16-10/30/16	Est Hrly/\$300
Miranda, Jener	6.6 hrs @\$45.49	10/28/16-10/30/16	<u>Est Hrly/\$300</u>
TOTAL ESTABLISHED HOURLY			\$1,500

Comment: Chaperone 6<sup>th</sup> Grade Science Trip to Catalina  
01- Formula

**EDISON ELEMENTARY SCHOOL**

Melendez, Brisa	5 hrs @\$45.49	5/27/16-6/30/16	Est Hrly/\$223
Murcia, Constanza	4 hrs @\$45.49	5/17/16-6/30/16	Est Hrly/\$178
Salmaggi, Aileen	6 hrs @\$45.49	5/27/16-6/30/16	<u>Est Hrly/\$268</u>
TOTAL ESTABLISHED HOURLY			\$669

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

Large-Fullerton, Anabella	12 hrs @\$45.49	9/28/16-10/31/16	<u>Est Hrly/\$546</u>
TOTAL ESTABLISHED HOURLY			\$546

Comment: Spanish Phonics Workshop  
01- IASA: Title I Basic-LW Inc/Neg

**EDUCATIONAL SERVICES**

Both, Katherine	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Carter, Christian	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Diaz, Vanesa	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Gonzalez, Gabriela	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Haendel, Erin	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Hilson, Jaclyn	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Hwang, Genie	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Khalili, Lily	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Mathewson, Stefanie	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Mauck, Rachel	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
McCollum, Cari	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Peterson-Brandt, Valerie	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Pirri, Stephanie	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Pust, Jennifer	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Santini, Alejandra	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Simmons, Martha	8 hrs @\$45.49	9/25/16-6/30/17	Est Hrly/\$364
Urias, Rebecaa	8 hrs @\$45.49	9/25/16-6/30/17	<u>Est Hrly/\$364</u>
TOTAL ESTABLISHED HOURLY			\$6,188

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

Blair, Susy	3.5 hrs @\$45.49	8/16/16	<u>Est Hrly/\$159</u>
TOTAL ESTABLISHED HOURLY			\$159

Comment: Professional Development  
01-LCAP – LCFF Supplemental Grant

**HUMAN RESOURCES**

Cairns, Patricia	100 hrs @\$85.42	10/17/16-12/23/16	Own Hrly/\$8,542
Garcia, Diana	100 hrs @\$85.42	10/17/16-12/23/16	<u>Own Hrly/\$8,542</u>
		<b>TOTAL OWN HOURLY</b>	<b>\$17,084</b>

Comment: Coaching Principals  
01-Unrestricted Resource

**MCKINLEY ELEMENTARY SCHOOL**

King, Keri	20 hrs @\$45.49	10/5/16-6/9/17	<u>Est Hrly/\$910</u>
		<b>TOTAL ESTABLISHED HOURLY</b>	<b>\$910</b>

Comment: Covering IEP Meetings  
01-Formula

**SANTA MONICA HIGH SCHOOL**

Barraza, Pete	5 hrs @\$45.49	9/8/16-11/23/16	Est Hrly/\$227
Bautista-Nicholas, Claudia	5 hrs @\$45.49	9/8/16-11/23/16	Est Hrly/\$227
Cierra, Jorge	5 hrs @\$45.49	9/8/16-11/23/16	Est Hrly/\$227
Cox, Shannon	5 hrs @\$45.49	9/8/16-11/23/16	Est Hrly/\$227
Fulcher, Nathan	5 hrs @\$45.49	9/8/16-11/23/16	Est Hrly/\$227
Gromala, Annette	5 hrs @\$45.49	9/8/16-11/23/16	Est Hrly/\$227
Hobkirk, Carl	5 hrs @\$45.49	9/8/16-11/23/16	Est Hrly/\$227
Kariya, Emily	5 hrs @\$45.49	9/8/16-11/23/16	Est Hrly/\$227
Lambert, Ramsey	5 hrs @\$45.49	9/8/16-11/23/16	Est Hrly/\$227
Meyer, Beverly	5 hrs @\$45.49	9/8/16-11/23/16	Est Hrly/\$227
Webb, Kitaro	5 hrs @\$45.49	9/8/16-11/23/16	<u>Est Hrly/\$227</u>
		<b>TOTAL ESTABLISHED HOURLY</b>	<b>\$2,497</b>

Comment: Freshman Seminar Planning  
01-SMMEF Stretch Grant

Barron, Jesse	\$45.49, as needed	9/5/16-6/9/17	Est Hrly/\$----
Bart-Bell, Dana	\$45.49, as needed	9/5/16-6/9/17	Est Hrly/\$----
Fulcher, Nathan	\$45.49, as needed	9/5/16-6/9/17	Est Hrly/\$----
Reichle, Tisha	\$45.49, as needed	9/5/16-6/9/17	Est Hrly/\$----
Topp, Courtney	\$45.49, as needed	9/5/16-6/9/17	<u>Est Hrly/\$----</u>
		<b>TOTAL ESTABLISHED HOURLY</b>	<b>\$----</b>

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

**HOURLY TEACHERS**

**ADULT EDUCATION**

Lauchenauer, Evelyn	\$45.49, as needed	11/1/16-6/8/17	<u>Est Hrly/\$----</u>
		<b>TOTAL ESTABLISHED HOURLY</b>	<b>\$----</b>

Comment: Adult Education Substitute  
11-Adult Ed Block Grant

**TOTAL ESTABLISHED HOURLY, AND OWN HOURLY = \$ 29,553**

**NEW HIRES**

**SUBSTITUTE TEACHERS**

**LEVEL 1 SUBSTITUTES**

(@\$183.00 Daily Rate)

	<u>Effective</u>
Charles, Melisa	10/17/16
Crawford, Micah	10/17/16
Macaraeg, Crystal	10/17/16
Shonert, Kristen	10/17/16

**CHANGE IN ASSIGNMENT**

Effective  
8/17/16  
Gonzalez, Gabriela  
Rogers Elementary/Literacy Coach  
From: 60% Rogers/40% Grant  
To: 100% Rogers

8/17/16  
Ostrom, Michael  
Grant Elementary/Ed Services/Literacy Coach  
From: 60% McKinley/40% Ed Services  
To: 60% Ed Services/40% Grant

8/17/16  
Scifres, Mary  
SMASH/Literacy Coach  
From: 40% McKinley  
To: 50% SMASH

8/17/16  
Wiener, Daniela  
McKinley Elementary/Literacy Coach  
From: 50% Roosevelt/50% Franklin  
To: 100% McKinley

**LEAVE OF ABSENCE (with pay)**

Effective  
10/21/16-11/3/16  
Name/Location  
Davies, Michael  
McKinley Elementary  
[catastrophic]

10/24/16-11/11/16  
Wadsworth, Henry  
Malibu High School  
[FMLA/CFRA]

**LEAVE OF ABSENCE (without pay)**

Effective  
1/9/17-6/9/177  
Name/Location  
Schneider, Rhonda  
Roosevelt Elementary  
[child care]

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

Effective  
11/4/16  
Name/Location  
KH 9864718  
McKinley Elementary

**RETIREMENT**

Effective  
1/10/17  
Name/Location  
Murphy, Tony  
Santa Monica High School

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

11/03/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / MARK O. KELLY /  
MICHAEL COOL

RE: CLASSIFIED PERSONNEL – MERIT

RECOMMENDATION NO. A.22

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>
Antheil, Angel Franklin ES	Instructional Assistant - Classroom 3.6 Hrs/SY/Range: 18 Step: B	10/17/16
Ditusa, Cynthia Rogers ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	10/11/16
Finch, Julia Franklin ES	Instructional Assistant - Classroom 3.7 Hrs/SY/Range: 18 Step: B	10/11/16
Freire, Juana Special Ed-SMASH	Paraeducator-1 5 Hrs/SY/Range: 20 Step: A	10/17/16
Ighani, Roshanak Grant ES	Senior Office Specialist 4 Hrs/10 Mo /Range: 25 Step: A	10/13/16
Madry, Tyrone Special Ed-Santa Monica HS	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	10/17/16
Mulligan, Tiffany Cabrillo ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	10/20/16
Tse, Pui Yin Franklin ES	Elementary Library Coordinator 8 Hrs/10 Mo /Range: 26 Step: A	10/13/16
<u>SUMMER ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Rubio, Ana Child Development Services	Children's Center Assistant-2 Not to exceed: 384Hrs	6/10/16-8/17/16
Walker, Christine Educational Services	Paraeducator-1 Not to exceed: 4.75 Hrs	8/17/16
Wang, Jingbo Educational Services	Paraeducator-1 Not to exceed: 4.75 Hrs	8/17/16
<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Carrillo, Ruben Facility Use	Custodian [overtime; Facility Use events]	7/1/16-6/30/17
Castillo, John Information Services	Network Engineer [overtime; technology support]	9/1/16-6/30/17
Crawford, Cynthia Adams MS	Library Assistant II [overtime; Science Magnet seminar data input]	9/1/16-6/9/17

Dao, Thong District	Technology Support Assistant [overtime; technology support]	8/20/16-1/1/17
Dodd, Jason Facility Improvement Projects	Facilities Technician [overtime; FIP projects]	7/1/16-6/30/17
Gonzales, Brian District	Audio Visual Technician [overtime; technology support]	7/1/16-6/30/17
Harris, Kenneth Operations-Roosevelt ES	Custodian [overtime; set up support]	9/12/16-6/9/17
James, Carolin Rogers ES	Administrative Assistant [overtime; clerical support]	8/15/16-8/26/16
Khimani, Ashraf Facility Improvement Projects	Accountant [overtime; FIP projects]	7/1/16-6/30/17
Manzur, Juan District	Technology Support Assistant [overtime; technology support]	8/20/16-1/1/17
Martinez, Santiago District	Technology Support Assistant [overtime; technology support]	8/20/16-1/1/17
Morales, Yanet Information Services	Senior Technology Support Assistant [overtime; technology support]	7/1/16-6/30/17
Morales, Yanet Malibu HS	Senior Technology Support Assistant [overtime; ASB football games support]	7/1/16-6/30/17
Morales, Yanet District	Senior Technology Support Assistant [overtime; technology support]	8/20/16-8/25/16
Padilla, Ramiro Maintenance	Skilled Maintenance Worker [overtime; district projects]	7/1/16-10/1/16
Petterson, Pete District	Technology Support Assistant [overtime; technology support]	8/20/16-8/25/16
Rodriguez, Maria Adams MS	Bilingual Community Liaison [additional hours; Valued Youth coordinator]	8/13/16-6/14/17
<b><u>SUBSTITUTES</u></b>		<b><u>EFFECTIVE DATE</u></b>
Ighani, Roshanak Grant ES	Senior Office Specialist	9/12/16-6/9/17
Noh, Josephine Facility Use	Swimming Instructor/Lifeguard	9/6/16-6/30/17
Soloway, Beth Malibu HS	Senior Office Specialist	6/20/16-6/24/16
Viesca, Joseph Food and Nutrition Services	Cafeteria Worker I - Transporter	9/1/16-6/9/17
Viesca, Joseph Food and Nutrition Services	Stock and Delivery Clerk	9/1/16-6/9/17

**INVOLUNTARY TRANSFER**

Pulido, Adriana  
Educational Services

Education Data Specialist  
8 Hrs/12 Mo  
From: 8 Hrs/12 Mo/Student Services

**EFFECTIVE DATE**

7/1/16

**PROFESSIONAL GROWTH**

Everage, Askia  
Special Ed-Santa Monica HS

Paraeducator-1

**EFFECTIVE DATE**

11/1/16

Gold, Kathleen  
Information Services

Technology Support Assistant

11/1/16

Hedges, Eric  
Maintenance

Facilities Technician

11/1/16

Ingle, Jennifer  
Special Education

Administrative Assistant

11/1/16

Watts, Anne  
Special Ed-Adams MS

Paraeducator-1

11/1/16

**RESIGNATION**

Butler, Kenny  
Special Ed-Adams MS

Paraeducator-3

**EFFECTIVE DATE**

10/6/16

Dixon, Gregory  
Webster ES

Instructional Assistant - Classroom

10/5/16

Lomando, Athena  
McKinley ES

Paraeducator-3

6/9/16

Winer, Megan  
Grant ES

Instructional Assistant - Classroom

11/4/16

Wu, Hao-Chen  
Rogers ES

Instructional Assistant - Classroom

11/4/16

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





TO: BOARD OF EDUCATION

ACTION/CONSENT

11/03/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / MARK O. KELLY /  
MICHAEL COOL

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.23

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.

**NOON SUPERVISION AIDE**

Ausmus, Juley	Cabrillo ES	9/22/16-6/10/17
Hansberry, Felicia	Cabrillo ES	9/22/16-6/10/17
Hernandez, Christopher	Rogers ES	8/22/16-6/9/17
Morales, Ismael	Cabrillo ES	9/22/16-6/10/17
Mulligan, Tiffany	Cabrillo ES	9/22/16-6/10/17

**COACHING ASSISTANT**

Hodges, Austin	Santa Monica HS	8/22/16-6/9/17
Jozkowicz, Artur	Santa Monica HS	8/22/16-6/9/17
Proctor, Sean	Santa Monica HS	8/22/16-6/9/17
Vasquez, Angel	Santa Monica HS	8/22/16-6/9/17
Zweig, Marie	Malibu HS	7/1/16-6/30/17

**EDUCATIONAL SPECIALIST – LEVEL II**

Farokhzadeh, Mersedeh	Franklin ES [Student Counselor] - Funding: Formula & Old Tier III	8/22/16-6/9/17
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**TECHNICAL SPECIALIST – LEVEL II**

Brown, Kim	Cabrillo ES [Science Specialist] - Funding: SMMEF	9/1/16-6/10/17
Call, Emily	Adams MS [Music Instructor] - Funding: Gifts – Instrumental Music	9/1/16-5/31/17
Call, Emily	Educational Svcs/Muir ES [Strings Instructor] - Funding: Gifts – Dream Strings	9/6/16-2/3/17
Goldstein, Stefanie	SMASH [Mindfulness Instructor] - Funding: SMMEF	9/12/16-11/14/16
Gottesman, Judith	Muir ES/SMASH [Accompanist/Dream Voice Instructor] - Funding: Measure “R”	9/8/16-6/2/17

Kieme, Roxanne	Adams MS [Music Instructor] - Funding: Gifts – Instrumental Music	9/1/16-5/31/17
Kieme, Roxanne	Educational Svcs/Rogers ES [Strings Instructor] - Funding: Gifts – Dream Strings	9/6/16-2/3/17
Leon, Maria	Ed Svcs/Edison/McKinley/Muir/Rogers ES [Voice Instructor] - Funding: SMMEF – Dream Winds	9/6/16-3/31/17
Naziemiec, Karolina	Ed Svcs/Edison/McKinley/Rogers ES [Strings Instructor] - Funding: Gifts – Dream Strings	9/6/16-2/3/17
Parise, Chris	Adams MS [Music Instructor] - Funding: Gifts – Instrumental Music	9/1/16-5/31/17
Rubin, Jody	Educational Svcs/McKinley/Muir ES [Strings Instructor] - Funding: Gifts – Dream Strings	9/6/16-2/3/17
Senchuk, Emily	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/1/16-5/31/17
Senchuk, Peter	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/1/16-5/31/17
Turner, Megan	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/1/16-5/31/17

**TECHNICAL SPECIALIST – LEVEL III**

Call, Emily	Educational Svcs/Adams MS [Strings Instructor] - Funding: SMMEF – Dream Winds	9/6/16-3/31/17
Dress, Stephen	Educational Svcs/Lincoln MS [Strings Instructor] - Funding: SMMEF – Dream Winds	9/6/16-3/31/17
Kieme, Roxanne	Educational Svcs/Adams MS/Lincoln MS [Strings Instructor] - Funding: SMMEF – Dream Winds	9/6/16-3/31/17
Parise, Chris	Educational Svcs/Adams MS/Lincoln MS [Band Instructor] - Funding: SMMEF – Dream Winds	9/6/16-3/31/17

Senchuk, Emily	Educational Svcs/Adams MS [Band Instructor] - Funding: SMMEF – Dream Winds	9/6/16-3/31/17
Senchuk, Peter	Educational Svcs/Adams MS/Lincoln MS [Band Instructor] - Funding: SMMEF – Dream Winds	9/6/16-3/31/17
Turner, Meghan	Educational Svcs/Adams MS [Band Instructor] - Funding: SMMEF – Dream Winds	9/6/16-3/31/17
Turner, Meghan	Educational Svcs/Adams MS [Brass/Woodwind Instructor] - Funding: SMMEF – Dream Winds	9/6/16-3/31/17
Windt, Neil	Santa Monica HS [Choir Instructor] - Funding: Santa Monica Arts Parents Association	8/22/16-6/9/17

**STUDENT WORKER - WORKABILITY**

Farley-Ford, Julissa	Santa Monica HS	9/16/16-6/30/18
Patterson, Ma'Kayla	Santa Monica HS	9/16/16-6/30/18

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

11/03/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU

RE: EXTEND PERIOD OF NEGOTIATIONS FOR MALIBU UNIFICATION  
NEGOTIATIONS COMMITTEE

RECOMMENDATION NO. A.24

It is recommended that the Board of Education extend the period of negotiations for the Malibu Unification Negotiations Committee to end on December 31, 2016.

COMMENTS: At its meeting on December 17, 2015, the Board of Education established the processes by which the Santa Monica-Malibu USD Board of Education and representatives of a potential Malibu USD could engage in negotiations in an effort to resolve financial concerns raised in the FOC updated report in November 2015.

On January 21, 2016, the board ratified the six-member committee (three representatives from Santa Monica and three from Malibu). The board provided for a 60-day negotiations period, with the possibility of a 30-day extension, if needed.

Following three pre-negotiations meetings in March 2016, the committee held its first official meeting on April 5, 2016, thereby initiating the 60-day negotiations period (to expire on June 4, 2016). Shortly after negotiations began, however, the committee went on a brief hiatus from April 15, 2016, through May 17, 2016, thus extending the 60-day deadline to July 6, 2016. On June 29, 2016, the Board of Education approved a 60-day extension of the deadline to Saturday, September 3, 2016. On September 1, 2016, the board approved another extension to end on November 2, 2016.

If approved, the new deadline would be December 31, 2016.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:



TO: BOARD OF EDUCATION

ACTION/CONSENT

11/03/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU

RE: ADOPT RESOLUTION NO. 16-14 – NATIONAL NATIVE AMERICAN AND  
ALASKA NATIVE HERITAGE MONTH

RECOMMENDATION NO. A.25

It is recommended that the Board of Education adopt Resolution No. 16-14 – National Native American and Alaska Native Heritage Month. Attached is the full Resolution to be signed by the Board President and Co-Interim Superintendents.

COMMENT: The signed resolution will be shared with the school sites to increase awareness and encourage participation in the celebration of the Native American and Native Alaskan cultures and teachings.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

**Santa Monica-Malibu Unified School District**

**Resolution No. 16-14**

**National Native American and Alaska Native Heritage Month**

**WHEREAS**, the Native American experience is central to the American story, being the first people to live on the land we all cherish and having profoundly shaped our country's character and our cultural heritage; and

**WHEREAS**, from generation to generation, Native Americans handed down invaluable cultural knowledge and rich traditions, which continue to thrive in Native American communities across our nation today; and

**WHEREAS**, since the earliest days of our Republic, Native Americans have played a vital role in our country's freedom and security, having served in all branches of America's armed forces; and

**WHEREAS**, Native Americans are leaders in every aspect of our society – from the classroom, to the boardroom, to the battlefield; and

**WHEREAS**, Native Americans make up the ranks of both our district's certificated and classified staff as well as our student population; and

**WHEREAS**, Native American and Alaska Native tribal governments are an integral part of social, political, and economic fabric of the United States; and

**WHEREAS**, Tribal America has brought to this great country certain values and ideas that have become ingrained in the American spirit: the knowledge that humans can thrive and prosper without destroying the natural environment; the understanding that people from different backgrounds, cultures, religions, and traditions can come together to build a great country; and the awareness that diversity can be a source of strength, rather than division; and

**WHEREAS**, while we pay tribute to Native American achievements, we must also acknowledge the parts of our shared history that have been marred by violence and tragic mistreatment; and

**WHEREAS**, for centuries, Native Americans faced cruelty, injustice, and broken promises; and

**WHEREAS**, our tribal communities face stark realities, including disproportionately high rates of poverty, unemployment, crime, and disease; and

**WHEREAS**, in 1914, Red Fox James, a Blackfoot Indian, rode horseback from state to state seeking approval for a day to honor Native Americans as the first Americans; and

**WHEREAS**, in 1915, The American Indian Association called for the observance of, and President Coolidge issued a proclamation for, an American Indian Day; and

**WHEREAS**, in 1990, President Bush approved a joint resolution designating November 1990 "National American Indian Heritage Month," and similar proclamations have been issued since 1994; and

**WHEREAS**, in 2009, President Barack Obama, signed a bipartisan resolution that recognized the sad and painful chapters in our shared history, and remains dedicated to writing



a new chapter in that history by strengthening our government-to-government relationship with tribal nations while enhancing tribal sovereignty and tribal self-determination; and

**WHEREAS**, the park on Ocean Ave. in the City of Santa Monica was named Tongva Park to honor and highlight the area’s original inhabitants, the Tongva people, who have lived in the Los Angeles area for thousands of years and are deeply connected to the original arroyos, native landscape, springs, and the “breath of the ocean” that are symbolically represented in the park; and

**WHEREAS**, the City of Malibu—which derived its name from Humaliwu, the original Chumash name for the region—hosts an annual Chumash Day Powwow and Intertribal Gathering to honor the city’s original settlers, the Chumash Indians; and

**WHEREAS**, school districts across the nation, including our own SMMUSD, can find inspiration and direction in the Great Law of the Iroquois: In every deliberation we should consider the impact of our decisions on the next seven generations;

**THEREFORE**, be it resolved that by celebrating National Native American and Alaska Native Heritage Month, the Santa Monica-Malibu Unified School District joins with all Americans in reaffirming our country’ commitment to remember the contributions and honor the unique heritage of our country’s fir inhabitants.

**PASSED AND ADOPTED** this 3<sup>rd</sup> day of November 2016 by the SMMUSD Board of Education by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
LAURIE LIEBERMAN  
Board of Education President

\_\_\_\_\_  
Date

\_\_\_\_\_  
CHRISTOPHER KING  
Co-Interim Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
SYLVIA G. ROUSSEAU  
Co-Interim Superintendent

\_\_\_\_\_  
Date



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## **DISCUSSION ITEMS**



TO: BOARD OF EDUCATION

DISCUSSION

11/03/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU

RE: CONSIDER REVISING BP AND AR 1220 – DISTRICT ADVISORY COMMITTEES (DACs)

DISCUSSION ITEM NO. D.01

It is recommended that the Board of Education consider revising BP and AR 1220 – District Advisory Committees (DACs).

COMMENTS: In light of the district's on-going efforts to achieve excellence through equity, the Board is asked to review the suggested revisions to Board Policy 1220 and the Associated Regulation 1220. Last year, the Board refrained from issuing new charges to District Advisory Committees (DACs) while a Board subcommittee reviewed related policies and considered changes intended to better align the efforts of DACs with the District's commitment to closing achievement gaps. DACs have been an integral tool for the Board to engage the community for over 20 years, and it is the subcommittee's intent that they remain so. To this end, periodic review and revision of BP 1220 and AR 1220 is necessary to ensure optimal alignment with the District's contemporary focus, as is true with all policies.

The DAC subcommittee is recommending changes related to the size, composition, and leadership structure of DACs, as well as a tightening of the focus of all DACs to ensure committees are working toward goals specifically related to District equity and excellence objectives

The board discussed these potential changes during its meeting on October 20, 2016. During the discussion, it was decided that this item would come back for a second reading, incorporating changes suggested by the whole board. Those changes include: a commitment to ensuring parents of current students serve on the committees; a committee size range from seven to eleven members; three-year terms with a maximum of three terms; clarification of the role of the administrator co-chair; how applications will be vetted; the goal-setting process and focus; and the orientation process for new members.

**DISTRICT ADVISORY COMMITTEES**

The Board of Education recognizes that district advisory committees provide a valuable method whereby citizens and educators can better understand the attitudes and opinions which are held in the school-community environment.

The Board, or the Superintendent with the Board's approval, may appoint district advisory committees to advise the Board on school problems, needs and issues from a balanced, logical, and analytic perspective, as the need arises. The attainment of excellence through equity will further focus the work of the district advisory committees. It is not the intention that advisory committees become policy-making bodies or that they manage or direct staff. Committees are advisory in nature only; that is, they inform, suggest, and recommend to the Board of Education.

All meetings of Board appointed committees 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. It is the intent of the Board of Education that each District Advisory Committee shall exercise reasonable effort to schedule one to two meetings in Malibu each school year. Board appointed Ad Hoc Advisory Committees and Oversight Committees shall establish meeting schedules that best meet the requirements of their respective charges.

District Advisory Committees shall be appointed for a specific purpose under the umbrella of excellence through equity. The Board of Education will review the goals/charges of the committees on an annual basis. Annually, an Assessment/Evaluation form will be distributed to District Advisory Committees for their review and input regarding the committee charges and their yearly accomplishments. When a committee has fulfilled or completed its purpose/charge, it may be given a new or revised charge or it may be dissolved. The Board seeks to be collaborative in determining committee charges.

The Board shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committees.

All residents ~~and taxpayers~~ of the district attendance area, parents of children currently enrolled in its schools, school employees, and experts/professionals shall be eligible for membership and participation, a prerequisite being solely an unselfish interest in public schools, the community and every child.

Every effort shall be made to select committee members in a manner which ensures that the committee represents a cross section of qualified people throughout the district. A reasonable balance of males and females, socio-economic status, ethnic representation and geographic location shall be sought in the composition of each committee. Whenever possible, a majority of each committee shall consist of parents of current SMMUSD students. ~~, except in those cases where a committee is established to address the needs of a particular segment of the school population or community, in which case additional criteria specific to the committee shall be approved by the Board. The selection process should also aim to obtain a mix of parents from all grade levels, staff members, and community members who could contribute to the committee. The Board shall review this balance before making final the appointments of committee members.~~

A district administrator, director or above in title, will serve as the ex-officio co-chairperson of each district advisory committee. ~~A Staff Liaison will be assigned to each advisory committee and will serve as the district representative and as a link between the committee and the other district administrative staff. The Staff Liaison is not a member of the committee and may not~~

vote.

~~Staff members may be appointed to advisory committees as deemed appropriate by the Board of Education in two separate capacities: either as voting members or as non-voting expert advisors. No administrators shall be voting members.~~

Membership recruitment will be ongoing throughout the year. Applications for appointment to advisory committees may be submitted at any time during the year.

The Superintendent is authorized on behalf of the Board of Education to accept letters of resignation from individual committee members.

### **Guiding Principles Principals and Responsibilities**

The Board of Education recognizes that its primary responsibility, and that of its committees, is to act in the best interests of every student in the district. To maximize committee effectiveness and public confidence in committee proceedings, committee members are expected to act and deliberate ~~govern~~ responsibly and hold themselves to the highest standards of ethical conduct. Each individual committee member shall:

1. Keep excellence through equity ~~learning and achievement for all students~~ as the primary focus
2. ~~Value, support and advocate for public education~~
23. Recognize and respect differences of perspective and style on the committee and among staff, students, parents and the community
34. Conduct him/herself in a dignified and professional manner, treating everyone with civility and respect

When a conflict of interest is possible, a committee member shall abstain from the discussion and the vote.

REFERENCE

EDUCATION CODE

8070 Vocational education advisory committee

11503 Parent involvement program

35147 School site councils and advisory committees

35172 Promotional activities

44032 Travel expense payment

44033 Automobile allowances

52012 School site council

52065 American Indian advisory committee

52176 Advisory committees (LEP program)

52208 Parent participation (GATE)

52852 Site council, school-based program coordination

54425 Advisory committees; compensatory education

54444.1-54444.2 Services to migrant children; parent advisory councils

54724 Site council, motivation and maintenance program

56190-56194 Community advisory committee, special education

62002.5 Continuing parent advisory committees; schools receiving funds from economic impact aid or bilingual education act

GOVERNMENT CODE

820.9 Members of local public boards not vicariously liable

54950-54962 Meetings

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

**adopted: January 4, 1989**

**revised: March 10, 1994; October 15, 1998; September 17, 1998; May 14, 1998;  
January 5, 2006; March 18, 2010**



**DISTRICT ADVISORY COMMITTEES****A. Purpose**

~~The basic purpose of a district advisory committee is to advise the Board of Education regarding school problems, needs and issues from an objective point of view.~~

The district advisory committee provides a method whereby citizens and educators can understand better the attitudes and opinions which are held in the school-community environment. Such a committee shall have as its purpose improved communication and understanding. It is not the intention that advisory committees become policy-making bodies or that they manage or direct the schools. Committees are advisory in nature only; that is, they inquire, inform, suggest, recommend. It is assumed, however, that through improved understanding and information, the district can and will move in the direction of clearly demonstrated needs and desires of the community to be served, particularly its quest to attain excellence through equity.

**B. Roles**

Committees established/approved by the Board of Education are responsible to the Board, the superintendent in his/her capacity as Secretary to the Board of Education, or a designated representative. Committees shall function as recommending agencies.

Each committee shall serve for a specific purpose to be stated to the committee at the time it is formed. The committee shall then begin its work which, when completed, will result in recommendations to the Board and the superintendent.

**C. Functions**

The central ~~basic~~ district goal is to provide excellence through equity ~~a quality education~~ for every pupil. It is expected that district advisory committees will contribute to the attainment of this goal. The committee's functions may include but shall not be limited to the following:

- ~~1. To act as a channel of effective communication between schools, the administration and the community, thereby assisting in promoting community pride in district and schools.~~
12. To improve joint exploration of future school needs regarding the community's aspirations and the improvement of school programs.
- ~~3. To advise in the overall planning of the educational program and of budget resources.~~
24. To advise in identifying, mobilizing and coordinating resources, both human and material, available from the community for the benefit of the schools.
35. To advise in providing support for educational programs.
46. To act as a sounding board for additions to or changes in the school district's education projects.

57. To keep the Board informed of the committee's progress and activities, and advise regarding the committee's recommendations, proposals and decisions.

#### D. Responsibilities

District advisory committees may have the responsibility to:

1. Advise the Board on matters related to educational needs, problems, funding and budget needs, and suggested priorities.
2. Advise the Board regarding opinions and attitudes of parents and other citizens of the total school community on significant issues of a general or specified nature.
3. Advise in establishing liaison with, and strengthening communication between the district and the communities it serves.
4. Advise in identifying educational needs unique to a local school community.
5. Advise the Board on adoption of educational programs.
6. Approach all issues from an objective, neutral party point of view.

#### E. Conflict of Interest

When a conflict of interest is possible, a committee member shall abstain from the discussion and the vote.

#### F. Membership

~~Being aware that the schools belong to the people who created them by taxation and consent; and believing that the schools will only be as successful as the intelligent and knowledgeable support of the people permit them to be; and knowing that committees are advisory in nature with decision-making powers retained by the Board of Education; a~~ All residents and taxpayers of the district attendance area, all parents of children currently enrolled in its schools, and school employees as stipulated in these Guidelines shall be eligible for membership and participation, a prerequisite being solely an unselfish interest in public schools, the community and every child. Exceptions are at the discretion of the Board.

##### 1. Size

~~The committees shall consist of a minimum of seven (7) and a maximum of eleven (11) voting members. of sufficient size to assure representation of a cross section of the community; there shall be a minimum of seven (7) and a maximum of nineteen (19) active members. A committee may petition the board to increase its size above nineteen members.~~

##### 2. Representation

Committee members shall be selected in a manner to provide reasonable geographic, socioeconomic and ethnic representation. ~~In addition, the selection process should aim to obtain a mix of parents from all grade levels, staff members, and community members who could contribute to the committee.~~ No person, however, may be excluded from nomination because of race, color, creed, religion, sex, sexual orientation or identity, disability, or expressed opinions so long as that person can assume an objective point of

view in all committee deliberations. Whenever possible, a majority of each committee shall consist of parents of current SMMUSD students.

### 3. Duration

It is intended that committee members be appointed by the Board for a three-year term. Following the expiration of that term, a committee member wishing to continue to serve on that committee can apply for two additional three-year terms. Any extension beyond these terms are at the discretion of the Board of Education. ~~of up to four (4) years. If at the end of a four (4) year term a member wishes to remain on the committee, the Board invites and encourages the member to complete a new application for committee membership.~~

### 4. Selection of Members

Members of the community wishing to serve on a committee shall submit a completed application for that committee to the Superintendent, ~~who will provide a copy of the application to that committee's staff liaison. The staff liaison will review if there is an opening on the committee. If there is an opening, all applications for that committee will be submitted to the Board of Education for consideration once per semester. A subcommittee of Board Members shall review and/or interview the applicants and make a recommendation to be considered by the Board as a whole at a regular board meeting when there are more applicants than openings; the Board may form this subcommittee in other circumstances.~~ Applications will be reviewed by the Board liaison(s) or by a duly appointed subcommittee of the Board. Committee members shall be appointed or approved by the Board of Education, and serve thereafter at the pleasure of the Board. Once the Board has made an appointment, the superintendent shall inform the newly approved committee member, the staff liaison administrator co-chairperson, and the committee chair.

Applications for appointment to district advisory committees may be submitted at any time during the year. Applications may be considered for board approval more frequently than once per semester if a committee's membership is at risk of falling below the minimum of seven members.

### 5. Vacancies

When a vacancy occurs, the administrator co-chairperson ~~staff liaison~~ shall inform the Superintendent of the vacancy. A press release announcing the vacancy shall be issued to and an advertisement shall be taken out with the local press, PTA school newsletters, and other appropriate publications. The application process will follow as outlined in section F.4. The individual chosen to fill the vacancy shall serve only until the end of the term of the position which he/she was appointed to fill.

### 6. Termination of Membership

A committee member shall no longer hold membership should he/she cease to be a resident of the district or no longer meet the membership requirements under which he/she was appointed.

Membership shall automatically terminate any member who is absent from all regular meetings for a period of four (4) consecutive meetings or a total of five (5) meetings within the year.

A member may be removed from a committee by an affirmative 2/3 vote of the Board of Education.

G. Officers

1. Officers

The officers of a district advisory committee shall be an administrator co-chairperson, a citizen co-chairperson, a vice chairperson, a secretary, and such other officers as a committee may deem desirable. The administrator co-chairperson shall be a non-voting ex-officio committee member.

2. Election and Term of Office

The citizen co-chairperson and the secretary ~~officers~~ of a district advisory committee shall be elected at the committee's annual organizational meeting, to be held no later than October 1. They shall serve one (1) year. The administrator co-chairperson shall be appointed by the Superintendent.

3. Notification

The Board and superintendent shall be presented with a list of officers following the election at the annual organizational meeting.

4. Definition of Roles

It is important that each member of a district advisory committee understand his/her own role as well as the roles of the other members. By an understanding of these roles the committee will better fulfill its responsibilities and functions. The roles of committee members are as follows:

a. Committee Co-chairpersons

- (1) Works closely with the other officers of the committee ~~and the district representative~~ to plan each meeting and make proper notification of meetings to each member.
- (2) ~~In consultation with the staff liaison and vice chair, shall be responsible for preparation of~~ Prepare the agenda for each meeting.
- (3) Presides at all meetings, maintains order and sees that the meeting is properly adjourned.
- (4) Takes general responsibility for the maintenance of committee minutes and other records.
- (5) Sees that business is ordered, considered and disposed of properly.
- (6) Reports to the Board of Education directly on behalf of the committee. Thus, comments by individual members shall not be construed as the committee's position.

- (7) ~~Is an~~ Are impartial, conscientious arbiters of discussion and debate and insists on fairness in the actions and debate of the members.
- (8) ~~Is~~ Are responsive to the concerns of all members and visitors.
- (9) Directs the preparation of reports of the actions of the committee and submits them to the Superintendent ~~through the staff liaison.~~
- (10) Arrange for the typing, reproduction and distribution of all agendas, minutes, reports, letters and other records and communications of the committee.
- (11) Arrange any resource allocations needed by the committee to carry out designated functions. All such allocations shall be approved by the Superintendent.

~~b.~~ b. Vice-Chairperson

- ~~(1) Substitutes for the chairperson during his/her absence and represents the chairperson in assigned duties.~~
- ~~(2) Performs such other duties as may be assigned by the chairperson or by the committee.~~
- ~~(3) In the event that the chairperson cannot fulfill his/her term of office, the vice-chairperson shall serve in that capacity for the remainder of the term.~~

be. Recording Secretary

- (1) Keeps accurate, complete minutes of all meetings, both regular and special, and promptly transmits them to the chairperson and the staff liaison.
- (2) Is custodian of the committee's records.
- (3) Sees that all notices are duly given.
- (4) Keeps the committee's membership and attendance records, including the contact information of each member.
- (5) Keeps a list of special duties of the members.
- (6) Prepares a copy of the order of business for the presiding officer and reminds the presiding officer of the order of business and time limitations, when necessary.
- (7) Performs all duties incident to the office of secretary and such other duties as may be assigned to the office by the chairperson or by the committee.
- (8) Keeps on file a summary written report of actions of the committee.

d. ~~Staff Liaison (Appointed by the Superintendent)~~

- ~~(1) Serves as the appointed district representative and as a communication link between the committee and the other district administrative staff.~~
- ~~(2) Provides reasonable staff services to the committee.~~
- ~~(3) Arranges for the typing, reproduction and distribution of all agendas, minutes, reports, letters and other records and communications of the committee.~~
- ~~(4) Arranges any resource allocations needed by the committee to carry out designated functions. All such allocations shall be approved by the superintendent.~~

ce. All Members

- (1) Participate regularly in committee meetings and carry out committee assignments.
- (2) Become knowledgeable about the topics to be considered by the committee and their impact on the District.
- (3) Serve as a communications link between the committee and any group they may represent, keeping such groups informed of actions and activities of the committee.
- (4) Avoid use of committee membership/position for personal purposes.

df. Board Members

Applies when Board members are appointed as liaison members to a committee.

- (1) Provide liaison between the committee and the Board of Education. Keep the Board informed of discussion and actions of the committee(s).
- (2) Represent the position of the entire Board in all committee deliberations on subjects where the Board has taken a position.
- (3) May not serve as an officer of a committee.
- (4) Are not voting members.

## H. Meetings

All meetings of committees 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. It is the intent of the Board of Education that each District Advisory Committee shall exercise reasonable effort to schedule one to two meetings in Malibu each school year. Board appointed Ad Hoc Advisory Committees and Oversight Committees shall establish meeting schedules that best meet the requirements of their respective charges.

1. Regular Meetings

District advisory committees shall establish a calendar of regular meetings for the school year at their annual organizational meeting. Meetings shall be scheduled to permit the greatest number of members to attend. Posting of these meetings must comply with the Ralph M. Brown Act.

2. Special Meetings

Special meetings may be called by the chairperson, by majority vote of a committee, or at the request of the Board of Education and/or superintendent. Posting of these special meetings must comply with the Ralph M. Brown Act.

3. Place of Meetings

All regular meetings shall be held within the geographical boundaries of the school district.

4. Notice and Openness of Meetings

All meetings of committees 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.

5. Agenda

The ~~co-chairpersons, in consultation with the vice chairperson and staff liaison,~~ shall be responsible for preparation of the agenda for each meeting. When appropriate, the agenda shall include an opportunity for presentation of new business from the floor, and shall provide for public comment.

A committee member may request that a matter within the jurisdiction of the committee be placed on the agenda of a regular meeting. The request shall be in writing and be submitted to the chairperson 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 ~~co-chairpersons, in consultation with the vice chairperson and staff liaison,~~ shall decide whether a request is within the subject matter jurisdiction of the committee. Items not within the subject matter jurisdiction of the committee may not be placed on the agenda.

The ~~co-chairpersons, in consultation with the vice chairperson and staff liaison,~~ shall decide whether an agenda item is appropriate for action, discussion, or information.

6. Quorum

A quorum consists of a simple majority of the committee.

7. Decisions

All decisions of the district advisory committees shall be made only upon an affirmative vote of a majority of its members in attendance, provided a quorum is present.

8. Minutes

Minutes shall be kept for each meeting and submitted for approval at the next meeting. The minutes of the meeting shall be made available for any interested person or group.

9. Subcommittees

Subcommittees may be established as necessary and may include participants other than appointed members.

10. Ad Hoc Committees

Ad Hoc committees may be established as necessary and may include participants other than appointed members.

I. Goal Setting

After consulting with the committee, the co-chairpersons and Board liaison(s), and committee chairperson shall draft the committee's goals and/or deliverables for the school year and submit the goals and/or deliverables for approval by the Board of Education no later than the end of Board's first meeting in October. The goals and/or deliverables shall align with and support the District's central focus on Excellence through Equity. The co-chairpersons staff liaison and committee chairperson shall provide the Board of Education with an update regarding the process of meeting these goals and/or deliverables in an informational item to the Board at a regular meeting no later than February each year. No later than June of each year, the committee shall make an End-of-Year report to the Board of Education regarding the achievement of its goals and/or deliverables.

J. Orientation

Orientation and general information shall be provided for district advisory committees at least annually as needed. This shall be a shared responsibility of the co-chairpersons and Board liaison and staff liaison. In-service training shall be provided by the District and will address the Ralph M. Brown Act, overview of the vision and purpose of district advisory committees, and parliamentary procedure/effective meeting management.

K. Limitations

Reproductions of district advisory committee products, such as newsletters, handbooks and public communications must be previewed and approved by the Superintendent or his/her designee prior to distribution; such approval shall not be unreasonably withheld or delayed.

Responsibility for the establishment of policy is vested by law in the district's elected Board of Education.

L. District Support

The Board may establish an operation budget for a committee. The administrator co-chairperson staff liaison shall see that reasonable committee needs for typing services, franking assistance, duplicating services, in-service education, conference/convention attendance, etc., are met.



M. Expenses, Travel, and Reimbursement

When the Board approves a request by a committee that members be authorized to attend a conference, visit an educational facility, or otherwise participate in an activity which involves expense to the member in carrying out the mission of the committee, the Superintendent is authorized to reimburse the member for expenses only.

IV. RELATED FORMS

Application for Membership District Advisory Committee(s)

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

**adopted: March 10, 1994**

**revised: January 5, 2006; March 18, 2010; June 30, 2011**



TO: BOARD OF EDUCATION  
FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU /  
JANECE L. MAEZ  
RE: CONSIDER REVISING BP AND AR 3100 – BUDGET

DISCUSSOIN

11/03/16

*Postponed*

*from 10/20/16*

DISCUSSION ITEM NO. D.02

It is recommended that the Board of Education consider revising BP and AR 3100 – Budget.

COMMENTS: The policy has been updated to reflect new law (AB 2585), which eliminates the option to develop the district budget using the "dual budget" process and to include material formerly in AR which addresses board responsibilities related to budget adoption and review. The section on "Budget Criteria and Standards" has been updated to reflect new Title 5 regulations (Register 2015, No. 2), which address the calculation of "increased and improved services" for LCFF expenditures and to reflect new law (SB 858), which limits the maximum amount of funds that may be held in district reserves and ending balances under certain conditions.

The regulation has been updated to reflect new law (AB 2585), which eliminates the option to develop the district budget using the "dual budget" process, specifies information that must be provided for the public hearing if the budget proposes to have an ending fund balance in excess of the minimum recommended reserve, and requires submission of information to the county superintendent regarding any ending fund balance in excess of the minimum recommended reserve.

**BUDGET**

The Board of Education recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with the district's vision, goals, ~~and~~ priorities, and comprehensive plans. The district budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

The Board shall adopt the budget only after a local control and accountability plan (LCAP) developed pursuant to Education Code 52060-52077 or an annual update to the LCAP is in place for the budget year. Expenditures necessary to implement the LCAP or the annual update during the subsequent fiscal year shall be included in the budget. (Education Code 42127)

**Budget Development and Adoption Process**

The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127(i). He/she shall annually notify the County Superintendent of Schools of the district's decision to use the single budget adoption process in the subsequent year.

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff at all levels in the development of budget projections.

The Board encourages public input in the budget development process and shall hold public hearings and meetings in accordance with Education Code 42103 and 42127.

The Superintendent or designee shall ensure that the proposed district budget is clearly presented and effectively communicated to the Board, staff, and public. He/she may adapt or supplement the format prescribed by the Superintendent of Public Instruction (SPI) as necessary for these purposes. However, the budget that is formally adopted by the Board shall be in the state-required format.

**Budget Advisory Committee**

The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

The committee shall develop recommendations during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board, Superintendent or designee.

## Budget Criteria and Standards

The Superintendent or designee shall develop a district budget in accordance with criteria and standards adopted by the State Board of Education (SBE). (Education Code 33127, 33128, 33128.3, 33129; 5 CCR 15440-15451)

The budget shall provide that funding received through state supplemental and concentration grants pursuant to Education Code 42238.02 and 42238.03 shall be used in accordance with regulations adopted by the SBE for schoolwide or districtwide purposes to increase or improve services for students who are English learners, eligible for free or reduced-price meals, and/or foster youth at least in proportion to the increase to the district's revenue generated from such funds. (Education Code 42238.07)

~~In developing the district budget, the Superintendent or designee shall analyze criteria and standards adopted by the State Board of Education which address estimation of funded average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, fund balance, and reserves. The budget review shall also identify supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, and the status of labor agreements. (Education Code 33127, 33128, 33129; 5 CCR 15440-15451)~~

~~The Board shall establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the requirements of 5 CCR 15450.~~

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, categorical program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

## Fund Balance

The Board shall adopt a formal resolution that classifies fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

1. *Nonspendable fund balance* includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.
2. *Restricted fund balance* includes amounts constrained to specific purposes by their providers or by law.
3. *Committed fund balance* includes amounts constrained to specific purposes by the Board.

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period of June 30, although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. *Assigned fund balance* includes amounts which the Board or its designee intends to use for a specific purpose.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent or designee and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements.

5. Unassigned fund balance includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance

~~The Board shall adopt a formal resolution that provides for classification of fund balances in the general fund and is compliant with Governmental Accounting Standards Board (GASB) Statement 54. The resolution also shall:~~

- ~~1. Establish specific steps for committing funds that cannot be used for any other purpose unless the Board takes action to remove or change the constraint~~
- ~~2. Express the authority of the Board and/or delegate authority to other person(s) to identify intended uses of assigned funds~~
- ~~3. Establish the order in which fund balances will be spent when multiple fund balance types are available for an expenditure~~
- ~~4. Address the minimum fund balance in the general fund by establishing an appropriate level of unrestricted fund balance that will be maintained in the general fund, the circumstances under which the unrestricted fund balance can be spent down, and the procedure for replenishing deficiencies~~
- ~~5. The District will maintain an Reserve for Economic Uncertainty (REU) of at least 3% of total General Fund operating expenditures (including other financing). The primary purpose of this reserve is to avoid the need for service level reductions in the event of an economic downturn causes revenues to come in lower than budget. This reserve may be increased from time to time in order to address specific anticipated revenue shortfalls~~

~~The Board reserves the authority to review and amend this resolution as needed to reflect changing circumstances and district needs.~~

**[OPTIONAL]** To protect the district against unforeseen circumstances such as revenue shortfalls and unanticipated expenditures, the Board intends to maintain a minimum unassigned fund balance which includes a reserve for economic uncertainties equal to at least two months of general fund operating expenditures, or 17 percent of general fund expenditures and other financing uses.

**[OPTIONAL]** If the unassigned fund balance falls below this level due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

### **Long-Term Financial Obligations**

The district's current-year budget and multi-year projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the district's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the district to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of OPEBs, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

## **Budget Amendments**

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval when the state budget is adopted, collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections. Budget revisions shall be submitted prior to Interim Report periods.

### Legal Reference:

#### EDUCATION CODE

1240 Duties of county superintendent of schools  
33127-33131 Standards and criteria for local budgets and expenditures  
35035 Powers and duties of superintendent  
35161 Powers and duties, generally, of governing boards  
42103 Public hearing on proposed budget; requirements for content of proposed budget  
42122-42129 Budget requirements  
42130-42134 Financial certifications  
42140-42141 Disclosure of fiscal obligations  
42238-42251 Apportionments to districts, especially:  
42238.01-42238.07 Local control funding formula  
42602 Use of unbudgeted funds  
42605 Tier 3 categorical flexibility  
42610 Appropriation of excess funds and limitation thereon  
45253 Annual budget of personnel commission  
45254 First year budget of personnel commission  
52060-52077 Local control and accountability plan  
GOVERNMENT CODE  
7900-7914 Appropriations limit  
CODE OF REGULATIONS, TITLE 5  
15060 Standardized account code structure  
15440-15451 Criteria and standards for school district budgets

### Management Resources:

#### CSBA PUBLICATIONS

Local Control Funding Formula 2013, Governance Brief, August 2013  
State Priorities for Funding: The Need for Local Control and Accountability Plans, Fact Sheet, August 2013  
School Finance CD-ROM, 2005

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*California School Accounting Manual*

*New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011*

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

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

GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009*

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

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

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

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

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

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

California Department of Finance: <http://www.dof.ca.gov>

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

Government Finance Officers Association: <http://www.gfoa.org>

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

Legislative Analyst's Office: <http://www.lao.ca.gov>

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

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

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

**revised: June 30, 2011**



**BUDGET****Budget Advisory Committee**

Membership of the district's budget advisory committee may include, but not necessarily be limited to:

1. Making recommendations regarding budget priorities
2. Recommending cost reduction strategies, such as identifying services that may be reduced, made more efficient, or discontinued
3. Reviewing the clarity and effectiveness of budget documents and communications
4. Presenting progress reports on the committee's work and a final report of recommendations to the Superintendent or designee and to the Board

The specific duties of the committee shall be clearly defined and presented to each member in writing, along with any background information necessary for the successful completion of the committee's charges, the timelines for reporting the committee's progress, and timelines for completion of each task.

**Initial Budget Adoption**

On or before July 1 of each year, the Board of Education shall adopt a budget which adheres to the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42126, 42127)

Before adopting the district budget for the subsequent fiscal year, the Board shall hold a public hearing. The agenda for this hearing shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. The proposed budget shall be available for public inspection at least three working days before this hearing. This hearing shall be held at the same meeting as the public hearing to solicit public input on the local control and accountability plan (LCAP) or the annual update to the LCAP. (Education Code 42103, 42127, 52062)

The Superintendent or designee shall notify the County Superintendent of Schools of the location, dates, and times at which the proposed budget may be inspected, as well as the location, date, and time of the public hearing, in sufficient time for the County Superintendent to publish such information in a newspaper of general circulation at least 10 days but not more than 45 days before the hearing as required by Education Code 42103.

During the hearing, any district resident may speak to the proposed budget or to any item in the budget. The hearing may conclude when all residents who have requested to be heard have had the opportunity to speak. (Education Code 42103)

After the public hearing, at a public meeting held on a different date, the Board shall adopt the district budget following adoption of the LCAP at the same meeting. The budget shall not be adopted if an approved LCAP or annual update to the LCAP is not in effect for the budget year. (Education Code 52062)

The Superintendent or designee shall file the adopted budget with the County Superintendent no later than five days after adoption or by July 1, whichever occurs first. The budget and

supporting data shall be maintained and made available for public review. (Education Code 42127)

### **Revised Budget**

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which are consequently necessary. (Education Code 42127)

If the County Superintendent disapproves the district's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before ~~September~~ October 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

### **Budget Review Committee for Disapproved Budgets**

If the district's revised budget is disapproved by the County Superintendent for any reason other than his/her disapproval of the district's LCAP, the budget shall be reviewed by a budget review committee, unless the Board and County Superintendent agree to waive the requirement and the California Department of Education accepts the waiver. (Education Code 42127)

This committee shall consist of either: (Education Code 42127.1, 42127.2)

1. Three persons selected by the Board from a list of candidates provided by the SPI, who shall be selected within five working days after receiving the list of candidates
2. A regional review committee convened by the County Superintendent with the approval of the Board

If the budget review committee recommends disapproval of the district budget, the Board may submit a response no later than five working days after receipt of the committee's report. The response may include any revisions to the adopted final budget and any other proposed actions to be taken as a result of the committee's recommendations. (Education Code 42127.3)

If the SPI disapproves the district budget after reviewing the committee's report and the district's response, the Board shall consult with the County Superintendent as he/she develops and adopts, by ~~November 30~~ December 31, a fiscal plan and budget that will allow the district to meet its financial obligations. For the current fiscal year, the district shall operate in accordance with the budget adopted by the County Superintendent. (Education Code 42127.3)

Until the district receives approval of its budget, it shall continue to operate either on the basis of the prior year's budget or on the basis of the current year's unapproved budget as adopted and revised by the Board, whichever budget contains a lower total spending authority. (Education Code 42127.4)

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

TO: BOARD OF EDUCATION

DISCUSSION

11/03/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU /  
JANECE L. MAEZ

*Postponed*  
*from 10/20/16*

RE: CONSIDER REVISING BP & AR 3270 – SALE AND DISPOSAL OF BOOKS,  
EQUIPMENT AND SUPPLIES

DISCUSSION ITEM NO. D.03

It is recommended that the Board of Education consider revising BP & AR 3270 – Sale and Disposal of Books, Equipment and Supplies.

COMMENTS: The policy has been updated to add Board roles in determining whether the value of the property is sufficient to warrant a sale and in approving the terms and conditions of the sale. The policy also reflects new law (SB 971, 2014), which eliminates the mandate to adopt rules for the identification of obsolete instructional materials. The policy provides optional criteria for such identification and clarifies the circumstances under which the sale or donation of obsolete or unusable instructional materials may be appropriate.

The reorganized regulation reflects the repeal by SB 971 of requirements related to the use of the proceeds from the sale of instructional materials and adds section on "Equipment/Supplies Acquired with Federal Funds." Section on "Replacement of School Buses" deleted, since new law (SB 78, 2015) repealed the conditions for the sale of school buses by districts receiving a state apportionment to replace the buses.

**SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES**

The Governing Board recognizes its fiscal responsibility to maximize the use of district equipment, supplies, instructional materials, and other personal property while providing up-to-date resources that facilitate student learning and effective district operations. When the Board, upon recommendation of the Superintendent or designee, declares any district-owned personal property unusable, obsolete, or no longer needed, the Board shall determine the estimated value of the property and shall decide whether the property will be donated, sold, or otherwise disposed of as prescribed by law and administrative regulation. ~~When district-owned books, equipment and supplies become unusable, obsolete, or no longer needed, the Superintendent or designee shall identify these items to the Board of Education, together with their estimated value and a recommendation that they be sold or disposed of by one of the methods prescribed in law and administrative regulations. With Board approval, the Superintendent or designee shall arrange for the sale or disposal of these items.~~

The Board shall approve the price and terms of any sale or lease of personal property of the district.

If the Board members who are in attendance at a meeting unanimously agree that the property, whether one or more items, does not exceed \$2,500 in value, the property may be sold without advertising for bids. (Education Code 17546)

If the Board members who are in attendance at a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of by dumping. (Education Code 17546)

Instructional materials may be considered obsolete or unusable ~~when~~ if they: have been replaced by more recent editions or new materials selected by the Board, are not aligned with the district's academic standards or course of study, and have no foreseeable value in other instructional areas. Such materials may be sold or donated if they continue to serve educational purposes that would benefit others outside the district. Instructional materials are not appropriate for sale or donation if they meet any of the following criteria:

1. Contain information rendered inaccurate or incomplete by new research or technologies

2. Contain demeaning, stereotyping, or patronizing references to any group of persons protected against discrimination by law or Board policy

3. Are damaged beyond use or repair

~~1. Have been replaced by more recent editions or new materials selected by the Board and have no foreseeable value in other instructional areas~~

~~2. Are not aligned with the district's academic standards or course of study~~

~~3. Contain information rendered inaccurate or incomplete by new research or technologies~~

~~4. Contain demeaning, stereotyping, or patronizing references to any group of persons protected against discrimination by law or Board policy~~

5. ~~Are damaged beyond use or repair~~

The Superintendent or designee shall establish procedures to be used whenever the district sells equipment or supplies originally acquired under a federal grant or subgrant. Such procedures shall be designed to ensure the highest possible return. (34 CFR 80.32)

~~The Superintendent or designee shall establish procedures to be used when selling equipment for which the federal government has a right to receive all or part of the proceeds. These procedures shall ensure a reasonable amount of competition so as to result in the highest possible revenue.~~

Legal Reference:

*EDUCATION CODE*

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

*17545-17555 Sale of personal property*

*35168 Inventory, including record of time and mode of disposal*

*60510-60530 Sale, donation, or disposal of instructional materials*

*GOVERNMENT CODE*

*25505 District property; disposition; proceeds*

*CODE OF REGULATIONS, TITLE 5*

*3944 Consolidated categorical programs, district title to equipment*

*3946 Disposal of equipment purchased with state and federal consolidated application funds*

*UNITED STATES CODE, TITLE 40*

*549 Surplus property*

*CODE OF FEDERAL REGULATIONS, TITLE 34*

*80.32-80.33 Equipment and supplies acquired under a grant or subgrant*

Management Resources:

*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*

*California School Accounting Manual*

*Standards for Evaluating Instructional Materials for Social Content, 2013*

*WEB SITES*

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

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

**Policy SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
adopted: August 19, 2009 Santa Monica, California  
revised: August 24, 2011**

**SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES****Instructional Materials**

Surplus or undistributed obsolete instructional materials that are usable for educational purposes may be sold by the district, ~~in which case all of the proceeds of the sale shall be available to acquire basic instructional materials, supplemental instructional materials, or technology-based materials.~~ Alternatively, such materials may be donated to: (Education Code 60510, ~~60510.1, 60521~~)

1. Another district, county free library, or other state institution
2. A United States public agency or institution
3. A nonprofit charitable organization
4. Children or adults in California or foreign countries for the purpose of increasing the general literacy of the people

~~Such materials also may be donated to another district, county free library, or other state institution; a United States public agency or institution; a nonprofit charitable organization; or children or adults in California or foreign countries for the purpose of increasing the general literacy of the people.~~ Any organization, agency, or institution receiving obsolete instructional materials donated by the district shall certify to the Board that it agrees to make no charge to any persons to whom it gives or lends these materials. (Education Code ~~60510, 60511~~)

At least 60 days before disposing of these instructional materials, the Board shall notify the public of its intention to do so through a public service announcement on a local television station, in a local newspaper, or by another means the Board believes will most effectively reach the entities described above. The Board shall also permit representatives of these entities and members of the public to address the Board regarding the distribution of these materials.

Surplus or undistributed obsolete instructional materials which are unusable or which cannot be distributed as specified above may be disposed of by either of the following: (Education Code 60530)

1. ~~By being m~~Mutilated so as not to be salable as instructional materials and sold for scrap for use in the manufacture of paper pulp or other substances at the highest obtainable price
2. ~~By being d~~Destroyed by any economical means, provided that the instructional materials are not destroyed until at least 30 days after the Board has given notice to all persons who have filed a requested for such notice

**Equipment/Supplies Acquired with Federal Funds**

When the district has a need to replace equipment originally purchased with funds from a federal grant or subgrant, it may, subject to the approval of the agency that awarded the grant, trade in the original equipment or sell the property and use the proceeds to offset the cost of the replacement property. (34 CFR 80.32)

When any original or replacement equipment or supplies acquired under a federal grant or subgrant are no longer needed for the original project or program or for other federally supported activities, the district may retain or sell such items or, if the item has a current fair market value of less than \$5,000, may otherwise dispose of the item in a manner approved by the Board. Whenever the district sells equipment or supplies that have a current fair market value of \$5,000 or more, it shall provide an amount to the federal agency equal to the agency's share of the current market value of the equipment or the proceeds from the sale of the equipment or supplies. (34 CFR 80.32-80.33)

In the event that the district is provided equipment that is federally owned, the district shall request disposition instructions from the federal agency when it no longer needs the equipment. (34 CFR 80.32)

### **Other Personal Property**

The district may sell surplus or obsolete district-owned personal property through any of the following methods:

1. The Superintendent or designee may advertise for bids by posting a notice in at least three public places in the district for at least two weeks, or by publishing a notice at least once a week for at least two weeks in a newspaper having a general circulation in the district and, if possible, publishing within the district. The district shall sell the property to the highest responsible bidder or shall reject all bids. (Education Code 17545, 17548)

Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent or designee. (Education Code 17546)

2. The property may be sold by means of a public auction conducted by district employees, employees of other public agencies, or by contract with a private auction firm. ~~Notice related to the auction shall be posted or published as described in item #1 above.~~ (Education Code 17545)
3. The district may sell the property without advertising for bids under any of the following conditions:
  - a. The Board of Education members attending a meeting unanimously ~~agree~~ determined that the property, whether one or more items, does not exceed \$2,500 in value. (Education Code 17546)
  - b. The district sells the property to agencies of federal, state, or local government, to any other school district, or to any agency eligible under the federal surplus property law (~~40 USC 484 renumbered 40 USC 549~~) and the sale price equals the cost of the property plus the estimated cost of purchasing, storing, and handling. (Education Code 17540; 40 USC 549)
  - c. The district sells or leases the property to agencies of the federal, state, or local government or to any other school district and the price and terms of the sale or lease are fixed by the Board and approved by the County Superintendent of Schools. (Education Code 17542)

If the Board members attending a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of by dumping. (Education Code 17546)

Money received from the sale of surplus property shall be either deposited in the district reserve or general fund or credited to the fund from which the original purchase was made. (Education Code 17547)

### **School Buses**

~~Upon receiving a state apportionment for the replacement of a school bus, the Board may sell the bus that is being replaced to another California school district if the following conditions are met: (Education Code 42303)~~

- ~~1. The other district is replacing a bus that is in service and has not been designated a temporary school bus pursuant to Education Code 42291.5.~~
- ~~2. The bus being replaced by the other district is older than the bus that is being sold by this district.~~
- ~~3. The bus being replaced by the other district is not sold to a third school district.~~
- ~~4. The other district, by Board resolution, holds the state and this district harmless for any liability that may result from the bus that this district is selling.~~
- ~~5. The proceeds from the sale of the bus shall be used by this district for home-to-school transportation purposes.~~
- ~~6. Before the sale is finalized, the bus being sold is in compliance with all relevant provisions of the Vehicle Code and 13 CCR.~~

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



TO: BOARD OF EDUCATION  
FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU /  
JANECE L. MAEZ  
RE: CONSIDER REVISING BP & AR 3311 – BIDS

DISCUSSION  
11/03/16  
Postponed  
from 10/20/16

DISCUSSION ITEM NO. D.04

It is recommended that the Board of Education consider revising BP & AR 3311 – Bids.

COMMENTS: The policy was updated in 2013 to reflect new law (AB 1565, 2012), which requires (1) prequalification of all general contractors and electrical, mechanical, and plumbing subcontractors for public projects of \$1 million or more awarded on or after January 1, 2014, if School Facilities Program funds or other future state school bonds are used, and (2) a uniform system of rating bidders based on completed questionnaires and model guidelines developed by the Department of Industrial Relations. The policy also reflects court decision highlighting the importance of disclosing all material information in bid specifications.

Pursuant to Public Contract Code 20111 and 22002, public contracts for the lease or purchase of equipment, materials, supplies, or services or for "public projects," as defined, are required to be competitively bid when they involve expenditure of specified amounts. An alternative procedure for public works projects is provided pursuant to the Uniform Public Construction Cost Accounting Act (UPCCAA) (Public Contract Code 22030-22045). Pursuant to Public Contract Code 20111.5, the district is permitted, but not required, to establish prequalification procedures for any contract for which bids are legally required; see the accompanying administrative regulation. However, pursuant to Public Contract Code 20111.6, a district with average daily attendance of 2,500 or greater is required to prequalify all general contractors and electrical, mechanical, and plumbing subcontractors for public projects of \$1 million or more awarded on or after January 1, 2014, if School Facilities Program funds (Education Code 17070.10-17079.30) or other future state school bonds are used. In addition, the Governing Board is required to adopt a uniform system of rating bidders based on completed questionnaires and financial statements which must address, at a minimum, the issues covered by the standardized questionnaire and model guidelines developed by the Department of Industrial Relations for such purpose.

The mandated regulation was reorganized and updated in 2013 to reflect new law (AB 1565, 2012), requiring prequalification of specified contractors, as noted above. Regulation also (1) adds step for notifying the bidder when a bid is disqualified as nonresponsive (i.e., does not conform to specifications) in order to give the bidder an opportunity to respond to the information; (2) reflects law allowing districts to facilitate the participation of women, minorities, disabled veterans and small businesses in contracts; and (3) reflects law allowing purchase of surplus property from the federal government without taking estimates or advertising for bids.

*(continued on next page)*

The regulation was again revised in 2015 to reflect new law (AB 1581, 2014), which authorizes districts to set timelines for submittal and opening of bids and, for districts of 2,500 or more average daily attendance, extends prequalification procedures to any lease-leaseback agreement for a public project that involves an expenditure of \$1 million or more and meets other specified criteria. Regulation also references new court decision, which ruled that, to be valid, a lease-leaseback agreement must contain a lease term and a financing component.

**BIDS**

The Governing Board is committed to promoting public accountability and ensuring prudent use of public funds. When leasing, purchasing, or contracting for equipment, materials, supplies, or services for the district, including when contracting for public projects involving district facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the district, such contracts shall be made using competitive bidding.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements regarding contracting after competitive bidding. (Public Contract Code 20116, 22033)

The Superintendent or designee shall establish comprehensive bidding procedures for the district in accordance with law. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, and other relevant requirements.

For award of contracts which, by law or Board policy, require prequalification, the procedures shall identify a uniform system for rating bidders and shall address the issues covered by the standardized questionnaire and model guidelines developed by the Department of Industrial Relations pursuant to Public Contract Code 20101.

When calling for bids, the Superintendent or designee shall ensure that the bid specification clearly describes in appropriate detail the quality, delivery, and service required, and includes all information which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

Except as authorized by law and specified in the administrative regulation, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law. (Public Contract Code 20118)

For use in contracting for public works projects, the Board has, by resolution, adopted the procedures set forth in the Uniform Public Construction Cost Accounting Act pursuant to Public Contract Code 22030-22045, including the required cost accounting procedures and the informal bidding procedures when allowed by law. The Board delegates to the Superintendent or designee the responsibilities to award any contract eligible for informal bidding procedures and to develop plans, specifications, and working details for all public projects requiring formal bidding procedures.

~~In order to ensure transparency and the prudent expenditure of public funds, the Board of Education shall award contracts in an objective manner and in accordance with law. District equipment, supplies, and services shall be purchased using competitive bidding when required by law or if the Board determines that it is in the best interest of the district to do so.~~

~~When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law. (Public Contract Code 20118)~~

~~Bid specifications shall be carefully designed and shall describe in detail the quality, delivery, and service required.~~

~~To assist the district in determining whether bidders are responsible, the Board may require prequalification procedures as allowed by law and specified in administrative regulation.~~

~~To assist the district in determining whether bidders are responsible, the Board may require prequalification procedures as allowed by law and specified in administrative regulation.~~

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

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

Legal Reference:

EDUCATION CODE

17070.10-17079.30 Leroy F. Greene School Facilities Act  
17250.10-17250.55 Design-build contracts  
17406 Lease-leaseback contract  
17595 Purchase of supplies through Department of General Services  
17602 Purchase of surplus property from federal agencies  
38083 Purchase of perishable foodstuffs and seasonable commodities  
38110-38120 Apparatus and supplies  
39802 Transportation services

CODE OF CIVIL PROCEDURE

446 Verification of pleadings

GOVERNMENT CODE

4217.10-4217.18 Energy conservation contracts  
4330-4334 Preference for California-made materials  
6252 Definition of public record  
53060 Special services and advice  
54201-54205 Purchase of supplies and equipment by local agencies

PUBLIC CONTRACT CODE

1102 Emergencies  
2000-2002 Responsive bidders  
3000-3010 Roofing projects  
3400 Bids, specifications by brand or trade name not permitted  
3410 United States produce and processed foods  
6610 Bid visits  
12200 Definitions, recycled goods, materials and supplies  
20101-20103.7 Public construction projects, requirements for bidding  
20103.8 Award of contracts  
20107 Bidder's security  
20110-20118.4 Contracting by school districts  
20189 Bidder's security, earthquake relief

22002 Definition of public project  
22030-22045 Alternative procedures for public projects (UPCCAA)  
22050 Alternative emergency procedures  
22152 Recycled product procurement  
COURT DECISIONS  
McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)  
Davis v. Fresno Unified School District, (2015) 237 Cal.App.4th 261  
Los Angeles Unified School District v. Great American Insurance Co., (2010) 49 Cal.4th 739  
Great West Contractors Inc. v. Irvine Unified School District, (2010) 187 Cal.App.4th 1425  
Marshall v. Pasadena Unified School District, (2004) 119 Cal.App.4th 1241  
Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449  
City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861  
ATTORNEY GENERAL OPINIONS  
89 Ops.Cal.Atty.Gen. 1 (2006)

Management Resources:

CALIFORNIA UNIFORM CONSTRUCTION COST ACCOUNTING COMMISSION PUBLICATIONS  
Cost Accounting Policies and Procedures Manual  
Frequently Asked Questions

WEB SITES

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

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

California Uniform Construction Cost Accounting Commission: [http://www.sco.ca.gov/ard\\_cuccac.html](http://www.sco.ca.gov/ard_cuccac.html)

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

**BIDS**

The district shall ~~seek~~ advertise for competitive bids ~~through advertisement for contracts~~ when any public project contract involves an expenditure of \$15,000 or more ~~for a public project~~. *Public project* means construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, and repair work involving a district owned, leased, or operated facility. (Public Contract Code 20111, 22002)

The district shall also ~~seek~~ advertise for competitive bids ~~through advertisement for contracts~~ when a contract exceeds the amount specified in law, ~~and~~ as annually adjusted by the Superintendent of Public Instruction, for any of the following: (Public Contract Code 20111; ~~Government Code 53060~~)

1. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district
2. Services, not including construction services or special services and advice in accounting, financial, legal, or administrative matters
3. Repairs, including maintenance that is not a public project

*Maintenance* means routine, recurring, and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. *Maintenance* includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. Maintenance does not include painting, repainting, or decorating other than touchup, or among other types of work, janitorial or custodial services and protection provided by security forces. ~~This definition does not include, among other types of work, janitorial or custodial services and protection provided by security forces, nor does it include painting, repainting, or decorating other than touchup.~~ (Public Contract Code 20115)

~~Unless otherwise authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Board of Education requires, or else all bids shall be rejected. (Public Contract Code 20111)~~

~~The Board shall secure bids pursuant to Public Contract Code 20111 and 20112 for any transportation service expenditure of more than \$10,000 when contemplating that such a contract may be made with a person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of students who are to be transported. The Board may let this contract to other than the lowest bidder. (Education Code 39802)~~

~~No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20111-20118.4 for contracting after competitive bidding. (Public Contract Code 20116)~~

~~When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders. (Public Contract Code 20118.1)~~

## Instructions and Procedures for Advertised Bids

The Superintendent or designee shall call for bids by placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the district, or if no such newspaper exists, then in some newspaper of general circulation, circulated in the county, and may post the notice on the district's web site or through an electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place and web site where bids will be opened. The district may accept a bid that has been submitted electronically or on paper. (Public Contract Code 20112)

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting. The notice shall also detail when and where project documents, including final plan and specifications, are available. Any such mandatory visit or meeting shall not occur within a minimum of five calendar days of the publication of the initial notice. (Public Contract Code 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders shall certify the minimum, if not exact, percentage of post-consumer materials in products, materials, goods, or supplies offered or sold. (Public Contract Code 22152)
2. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (Public Contract Code 20107, 20111)
  - a. Cash
  - b. A cashier's check made payable to the district
  - c. A certified check made payable to the district
  - d. A bidder's bond executed by an admitted surety insurer and made payable to the district

The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded. (Public Contract Code 20111)

3. When a standardized proposal form is provided by the district, bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)
4. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)
5. When two or more identical lowest or highest bids are received, the Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)
6. If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #6a below shall be used. (Public Contract Code 20103.8)

- a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items.
- b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
- c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the district before the first bid is opened.

The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the district before the ranking of all bidders from lowest to highest has been determined.

7. The district shall consider only responsive bids from responsible bidders in determining the lowest bid.
87. Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.
98. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for review pursuant to law, Board policy, and administrative regulation.
10. When a bid is disqualified as nonresponsive based on district investigation or other information not obtained from the submitted bid, the Superintendent or designee shall notify the bidder and give him/her an opportunity to respond to the information.

### **Prequalification Procedure**

When required by law or the Board, the Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. For this purpose, the Superintendent or designee shall furnish prospective bidders a standardized proposal form which, when completed, shall indicate a bidder's statement of financial ability and experience in performing public works. The bidder's information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. Bids not presented on the standard form shall be disregarded. (Code of Civil Procedure 446; Public Contract Code 20111.5, 20111.6)

~~For any contract for which bids are legally required, the Board may require that each prospective bidder complete and submit a standardized questionnaire and financial statement. For this purpose, the Superintendent or designee shall supply a form which requires a complete statement of the bidder's financial ability and experience in performing public works. (Public Contract Code 20111.5)~~

~~Prospective bidders shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids. The information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial~~



~~statements shall not be public records and shall not be open to public inspection. (Public Contract Code 20111.5)~~

~~The Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. Bidders must be deemed prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)~~

~~The Superintendent or designee shall furnish each qualified bidder with a standardized proposal form. Bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)~~

When any public project involves an expenditure of \$1,000,000 or more and is funded or reimbursed wholly or partly by the School Facilities Program funds or other future state school bond, the district shall prequalify prospective bidders either quarterly or annually. The prequalification shall be valid for one year and the following requirements shall apply: (Education Code 17406, 17407; Public Contract Code 20111.6)

1. Prospective bidders, including, but not limited to, prime, general engineering, and general building contractors and electrical, mechanical, and plumbing subcontractors, as defined in the Business and Professions Code 4113, 7056, or 7057, as applicable, shall submit a standardized questionnaire and financial statement 10 or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.
2. Prospective bidders shall be prequalified by the district five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

If the project includes electrical, mechanical, or plumbing components that will be performed by electrical, mechanical, or plumbing contractors, the Superintendent or designee shall make available to all bidders a list of prequalified general contractors and electrical, mechanical, and plumbing subcontractors five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

For all other contracts requiring competitive bidding, the ~~The~~ district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. Prospective bidders for such contracts shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids and shall be prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

### **Award of Contract**

The district shall award each contract to the lowest responsible bidder except in the following circumstances:

1. When the contract is for the procurement and/or maintenance of electronic data processing systems and supporting software, in which case the Board may contract with any one of the three lowest responsible bidders (Public Contract Code 20118.1)
2. When the contract is for any transportation service which involves an expenditure of more than \$10,000 and which will be made with any person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of students who are to be transported, in which case the Board may contract with other than the lowest bidder (Education Code 39802)

3. When the contract is one for which the Board has established goals and requirements relating to participation of disabled veteran or small business enterprises in accordance with Public Contract Code 2000-2002, in which case the Board may contract with the lowest responsible bidder who submits a responsive bid and complies or makes a good faith effort to comply with the goals and requirements (Public Contract Code 2000-2002)

### **Protests by Bidders**

A bidder may protest a bid award if he/she believes that the award was inconsistent with Board policy, the bid's specifications, or was not in compliance with law. A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide ~~reasonable~~ notice to the bidder of the date and time for Board consideration of the protest at least three business days before the Board meeting. The Board's decision shall be final.

### **Alternative Bid Procedures for Technological Supplies and Equipment**

Upon a finding by the Board that a particular procurement qualifies for the alternative procedure, the district may acquire computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus through competitive negotiation. This procedure shall not apply to contracts for construction or for the procurement of any product that is available in substantial quantities to the general public. (Public Contract Code 20118.2)

The competitive negotiation shall include, but not be limited to, the following requirements: (Public Contract Code 20118.42)

1. The Superintendent or designee shall prepare a request for proposals (RFP) that shall be submitted to an adequate number of qualified sources, as determined by the district, to permit reasonable competition consistent with the nature and requirement of the procurement.
2. Notice of the RFP shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.
3. The district shall make every effort to generate the maximum feasible number of proposals from qualified sources and shall make a finding to that effect before proceeding to negotiate if only a single response to the RFP is received.
4. The RFP shall identify all significant evaluation factors, including price, and their relative importance.
5. The district shall provide reasonable procedures for the technical evaluation of the RFPs received, the identification of qualified sources, and the selection for the award of the contract.

6. An award shall be made to the qualified bidder whose proposal meets the evaluation standards and will be most advantageous to the district with price and all other factors considered.
7. If an award is not made to the bidder whose proposal contains the lowest price, then the district shall make a finding setting forth the basis for the award to another bidder.
8. The district, at its discretion, may reject all proposals and request new RFPs.
9. Provisions in any contract concerning utilization of small business enterprises, that are in accordance with the RFP, shall not be subject to negotiation with the successful proposer.

### **Sole Sourcing**

~~In any contract for the construction, alteration, or repair of school facilities, the Superintendent or designee shall not draft the bid specification in a manner that, either directly or indirectly, limits bidding to any one specific concern or calls for a designated material, product, thing, or service by a specific brand or trade name, unless the specification designating the specific material, product, thing, or particular brand name is followed by the words "or equal" so that bidders may furnish any equal material, product, thing, or service.~~

In any contract for the construction, alteration, or repair of school facilities, the Superintendent or designee shall ensure that the bid specification: (Public Contract Code 3400)

1. Does not directly or indirectly limit bidding to any one specific concern
2. Does not call for a designated material, product, thing, or service by a specific brand or trade name, unless the specification is followed by the words "or equal," so that bidders may furnish any equal material, product, thing, or service

In such case, the bid specification shall provide a time period, before and/or after the award of the contract, for the contractor to submit data substantiating the request for substituting the designated material, product, thing, or service. If no such time period is specified, the contractor may submit the data within 35 days after the award of the contract. (Public Contract Code 3400)

However, ~~the Superintendent or designee may designate a specific material, specifications for such contracts may designate a product, thing or service~~ by brand or trade name (sole sourcing) if the Board has made a finding, described in the invitation for bids or RFP, that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)

1. To conduct a field test or experiment to determine its suitability for future use
2. To match others in use on a particular public improvement that has been completed or is in the course of completion
3. To obtain a necessary item that is only available from one source
4. To respond to the Board's declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board when issuing the invitation for bid or RFP

## Bids Not Required

Without advertising for bids and upon a determination that it is in the best interest of the district, the Board may authorize, by contract, lease, requisition, or purchase order, another public corporation or agency to lease data-processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor ("piggyback"). (Public Contract Code 20118)

Alternatively, if there is an existing contract between a public corporation or agency and a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor by contract, lease, requisition, or purchase order and make payment to the vendor under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

In addition, upon a determination that it is in the best interest of the district and without advertising for bids, the Board may lease currently owned district property to any person, firm, or corporation for a minimum of \$1 per year, as long as the lease requires the person, firm, or corporation to construct a building or buildings on the property for the district's use during the lease and the property and building(s) will vest in the district at the expiration of the lease ("lease-leaseback"). Prior to entering into a lease-leaseback agreement, the Superintendent or designee shall have on file the contractor's enforceable commitment that the contractor and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. (Education Code 17406, 17407.5)

Any lease-leaseback agreement shall include a lease term that specifies the district's occupancy of the building or improved property and a financing component as may be determined on a case-by-case basis.

Regardless of the funding source, when any lease-leaseback agreement is for a public project, involves an expenditure of \$1,000,000 or more, and meets other criteria in Public Contract Code 20111.6, the prequalification requirements specified in the "Prequalification Procedure" section above shall be followed. (Education Code 17406)

Without advertising for bids, the Board may enter into an energy service contract and any related facility ground lease, when it determines that the terms of the contract and lease are in the best interest of the district. The Board's determination shall be made at a regularly scheduled public hearing of which notice is given to the public at least two weeks in advance and shall be based on cost comparison findings specified in Government Code 4217.12. (Government Code 4217.12)

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

Perishable commodities, such as foodstuffs, needed in the operations of cafeterias may be purchased through bid or on the open market. (Education Code 38083)

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or

inviting bids or may authorize the use of day labor or force account for the emergency purpose.  
(Public Contract Code 20113)

Bids shall also not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

The district may purchase any surplus property from the federal government or any of its agencies in any quantity needed for the operation of its schools without taking estimates or advertising for bids. (Education Code 17602)

**Regulation**     **SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**approved:**    **November 5, 2009**    **Santa Monica, California**  
**revised:**      **August 24, 2011**



TO: BOARD OF EDUCATION

DISCUSSION

11/03/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / TERRY DELORIA /  
ELLEN EDEBURN

RE: CONSIDER REVISING BP 6141.5 – ADVANCED PLACEMENT

RECOMMENDATION NO. A.05

It is recommended that the Board of Education consider revising BP 6141.5 – Advanced Placement.

COMMENTS: CSBA recommends updating this policy for districts that maintain high schools; students who participate in Advanced Placement (AP) courses; and for use by districts that receive federal funding distributed by the California Department of Education pursuant to 20 USC 6534, or choose to use district funds, to assist economically disadvantaged students in paying the cost of AP examination fees. Education Code 52244, which awarded state grants for this purpose, self-repealed on January 1, 2013, and the funding was redirected into the local control funding formula pursuant to AB 97 (Ch. 47, Statutes of 2013).

**ADVANCED PLACEMENT**

To encourage district students to challenge themselves academically, develop college-level skills, and be more competitive when applying for admission to postsecondary institutions, the Governing Board shall offer opportunities to high school students to take Advanced Placement (AP) courses and pass AP examinations. ~~and to enable students to be more competitive when applying for admission to postsecondary institutions, the Board of Education shall provide opportunities for college-level coursework that will prepare interested high school students to pass Advanced Placement (AP) examinations.~~

The Board desires to provide ~~supports the offering of~~ AP courses at each high school. The Superintendent or designee shall recommend subject areas for AP courses at each school based on student interest and the availability of qualified certificated staff, instructional materials, and other resources. The Superintendent or designee shall also explore alternative methods of delivering AP courses, such as online courses or distance learning.

~~The Superintendent or designee shall ensure that the district's educational program provides opportunities for students to acquire the skills necessary to successfully undertake AP coursework. To the extent possible, The Superintendent or designee shall~~ may consult and collaborate with feeder middle schools in to ensure that students are offered the opportunity to take coursework that will prepare them for AP courses. ~~developing and implementing a preparation program.~~

All students who meet course prerequisites shall have equal access to AP courses.

Grades for AP courses shall be assigned in accordance with Board policy and administrative regulation.

The Superintendent or designee shall make efforts to encourage students to participate in AP courses and to take end-of-course AP exams by creating support systems for AP students, such as resource centers and programs to recognize student accomplishments. In addition, the Superintendent or designee ~~shall~~ may explore partnerships with colleges and universities to help encourage students to pursue postsecondary education.

To increase the capacity of district schools to offer these courses, the Superintendent or designee shall provide staff development and support to ~~AP teachers.~~ teachers of such courses ~~Such~~ This professional development may include, but is not ~~be~~ limited to, opportunities for teachers to obtain ~~course-specific~~ information on the curriculum of specific courses, as well as instructional methods, and data-driven decision making; mentoring for prospective teachers of AP courses; ~~mentoring for prospective AP teachers;~~ and opportunities for staff within the district to share course syllabi and practices.

The Board desires that every district AP course receive authorization to use the AP designation by the College Board. To that end, the Superintendent or designee shall coordinate the process for submitting courses for approval as part of the AP course audit.

**Examination Fee**

To the extent feasible, the district shall reduce the cost of AP examination fees for eligible low-income students. At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the availability of funds for this purpose and shall provide information



on how income-eligible students may apply for funding.

Legal Reference:

EDUCATION CODE

52240-52242 Advanced Placement program

CODE OF REGULATIONS, TITLE 5

3840 Advanced Placement as program option for gifted and talented students

UNITED STATES CODE, TITLE 20

6534 Advanced Placement exam fee program

Management Resources:

WEB SITES

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

Advancement Via Individual Determination: <http://www.avid.org>

California Colleges.edu: <http://californiacolleges.edu>

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

College Board: <http://www.collegeboard.org/ap>

International Baccalaureate: <http://www.ibo.org>

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

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



TO: BOARD OF EDUCATION

DISCUSSION

11/03/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / TERRY DELORIA /  
ELLEN EDEBURN

RE: CONSIDER REVISING BP 6164.2 – GUIDANCE / COUNSELING SERVICES

RECOMMENDATION NO. A.06

It is recommended that the Board of Education consider revising BP 6164.2 – Guidance / Counseling Services.

COMMENTS: CSBA recommends updating this policy, as Education Code 49600 authorizes districts to offer a structured, coherent, and comprehensive educational counseling program implemented by credentialed school counselors. Pursuant to Education Code 49600, if the district chooses to offer an educational counseling program, that program must include academic counseling, as defined, and may include other specified components; Education Code 49600, as amended by SB 451 (Ch. 539, Statutes of 2015), expresses the Legislature's intent that school counselors fulfill the following responsibilities.

20 USC 7908 requires districts receiving funds under the Elementary and Secondary Education Act (ESEA) to provide military recruiters with the same access to students as is provided to colleges and prospective employers. Districts that do not grant similar access may lose those funds and may be subject to specific interventions, such as notification to the Governor and Congress, so that public officials can work with the district. Education Code 49603 provides that military service recruiters may not be denied on-campus access to students in grades 9-12 if the district provides such access to other employers.

**GUIDANCE/COUNSELING SERVICES**

The ~~Governing Board of Education~~ recognizes that a structured, coherent and comprehensive counseling program ~~can help promote~~ promotes academic achievement and ~~serve~~ serves the diverse needs of all district students. Counseling staff shall be available to provide ~~meet with~~ students ~~to discuss academic, social, or personal difficulties, as well as other issues that may impact student learning.~~ with individualized reviews of their educational progress toward academic and/or career and vocational goals and, as appropriate, may discuss social, personal, or other issues that may impact student learning.

The Superintendent or designee shall ensure that all persons employed to provide school counseling, school psychology, and/or school social work services shall possess the appropriate credential from the Commission on Teacher Credentialing authorizing their employment in such positions. Responsibilities of each position shall be clearly defined in a job description.

Responsibilities of school counselors include, but are not limited to:

1. Engaging with, advocating for, and providing support for all students with respect to learning and achievement
2. Planning, implementing, and evaluating programs to promote the academic, career, personal, and social development of all students, including students from low-income families, foster youth, homeless youth, undocumented youth, and students at all levels of academic, social, and emotional abilities
3. Using multiple sources of information to monitor and improve student behavior and achievement
4. Collaborating and coordinating with school and community resources
5. Promoting and maintaining a safe learning environment for all students by providing restorative justice practices, positive behavior interventions, and support services
6. Intervening to ameliorate school-related problems, including issues related to chronic absences
7. Using research-based strategies to reduce stigma, conflict, and student-to-student mistreatment and bullying
8. Improving school climate and student well-being
9. Enhancing students' social and emotional competence, character, health, civic engagement, cultural legacy, and commitment to lifelong learning and the pursuit of high-quality educational programs
10. Providing counseling interventions and support services for students classified as English learners, eligible for free or reduced-priced meals, or foster youth, including enhancing equity and access to the education system and community services
11. Engaging in continued development as a professional school counselor

## **Academic and Career Counseling**

~~The district's academic counseling program shall help students establish immediate and long-range educational plans, achieve academic standards, prepare for the high school exit examination, and complete the required curriculum in accordance with their individual needs, abilities, and interests. Insofar as possible, parents/guardians shall be included when making educational plans.~~

~~Counseling staff shall help all students plan for the future and become aware of their career potential. Academic planning for higher education shall include information about courses needed for admission to colleges and universities, standardized admission tests, financial aid, and scholarships.~~

~~The Superintendent or designee shall establish and maintain a program of guidance, placement, and follow-up for all district students subject to compulsory continuation education. (Education Code 48431)~~

~~Colleges and prospective employers, including military recruiters, shall have the same access to students for recruiting purposes. (20 USC 7908; 10 USC 503; Education Code 49603)~~

### ~~Supplemental School Counseling Program for Students in Grades 7-12~~

~~The Board-adopted supplemental school counseling program for students in grades 7-12 shall be delivered by personnel who hold a valid pupil personnel services credential. The district's program shall provide for: (Education Code 52378)~~

- ~~1. An individualized review of academic and department records~~
- ~~2. An individualized review of the career goals of students, and the available academic and career technical education opportunities and community and workplace experiences available to students to support their goals~~
- ~~3. An opportunity for a counselor to meet with students and, if practicable the parent/guardian, to discuss available educational and career technical options~~
- ~~4. Specialized counseling services for students identified as at risk~~

## **Personal Counseling**

~~Counseling staff shall identify and work with students whose personal problems may prevent them from reaching their potential. As appropriate, students shall be informed about agencies that offer qualified professional assistance with substance abuse, physical or emotional problems, or other personal problems.~~

~~Counselors shall respect student confidentiality as appropriate and shall consult with the Superintendent or designee or with the district's legal counsel whenever unsure of how to respond to a student's personal problem. Parent/guardian consultation and consent shall be obtained as appropriate.~~

## **Educational Counseling**

**Beginning in grade 7, parents/guardians shall receive a general notice at least once before career counseling and course selection so that they may participate in the counseling sessions and decisions. (Education Code 221.5)**

The educational counseling program shall include academic counseling in the following areas: (Education Code 49600)

1. Development and implementation, with parent/guardian involvement, of the student's immediate and long-range educational plans
2. Optimizing progress towards achievement of proficiency standards
3. Completion of the required curriculum in accordance with the student's needs, abilities, interests, and aptitudes
4. Academic planning for access and success in higher education programs, including advisement on courses needed for admission to public colleges and universities, standardized admissions tests, and financial aid
5. Career and vocational counseling, in which students are assisted in doing all of the following:
  - a. Planning for the future, including, but not limited to, identifying personal interests, skills, and abilities, career planning, course selection, and career transition
  - b. Becoming aware of personal preferences and interests that influence educational and occupational exploration, career choice, and career success
  - c. Developing realistic perceptions of work, the changing work environment, and the effect of work on lifestyle
  - d. Understanding the relationship between academic achievement and career success, and the importance of maximizing career options
  - e. Understanding the value of participating in career technical education and work-based learning activities and programs, including, but not limited to, service learning, regional occupational centers and programs, partnership programs, job shadowing, and mentoring experiences
  - f. Understanding the need to develop essential employable skills and work habits
  - g. Understanding the variety of four-year colleges and universities and community college vocational and technical preparation programs, as well as admission criteria and enrollment procedures

The district's educational counseling program also may include, but not be limited to, identification of students who are at risk of not graduating with the rest of their class, development of a list of coursework and experience necessary to assist students to satisfy the curricular requirements for college admission and successfully transition to postsecondary education or employment, and counseling regarding available options for a student to continue his/her education if he/she fails to meet graduation requirements.

The Superintendent or designee shall establish and maintain a program of guidance, placement, and follow-up for all high school students subject to compulsory continuation education. (Education Code 48431)

No counselor shall unlawfully discriminate against any student. Guidance counseling regarding school programs and career, vocational, or higher education opportunities shall not be differentiated on the basis of any protected category specified in BP 0410 - Nondiscrimination in

## **District Programs and Activities.**

In addition, counselors shall affirmatively explore with students the possibility of careers, or courses leading to careers, that are nontraditional for that student's sex. (Education Code 221.5)

For assessing or counseling students, the district shall not use testing or other materials that permit or require impermissible or unlawful differential treatment of students. (5 CCR 4931)

Colleges and prospective employers, including military recruiters, shall have the same access to students for recruiting purposes. (Education Code 49603; 10 USC 503; 20 USC 7908)

## **Personal or Mental Health Counseling**

A school counselor, school psychologist, or school social worker may provide individualized personal, mental health, or family counseling to students in accordance with the specialization(s) authorized by his/her credential. Such services may include, but are not limited to, support related to the student's social and emotional development, behavior, substance abuse, mental health assessment, depression, or mental illness. As appropriate, students and their parents/guardians shall be informed about community agencies, organizations, or health care providers that offer qualified professional assistance.

Written parent/guardian consent shall be obtained before mental health counseling or treatment services are provided to a student, except when the student is authorized to consent to the service pursuant to Family Code 6920-6929, Health and Safety Code 124260, or other applicable law.

Any information of a personal nature disclosed to a school counselor by a student age 12 years or older or by his/her parent/guardian is confidential and shall not become part of the student record without the written consent of the person who disclosed the confidential information. The information shall not be revealed, released, discussed, or referred to except under the limited circumstances specified in Education Code 49602. (Education Code 49602)

A counselor shall consult with the Superintendent or designee and, as appropriate, with the district's legal counsel whenever unsure of how to respond to a student's personal problem or when questions arise regarding the possible release of confidential information regarding a student.

## **Crisis Counseling**

The Board recognizes the need for a prompt and effective response when students are confronted with a traumatic incident. School counselors shall assist in the development of the comprehensive school safety plan, emergency and disaster preparedness plan, and other prevention and intervention practices designed to assist students before and after a crisis.

In addition, the Superintendent or designee shall identify crisis counseling resources to train district staff ~~in appropriate response techniques and/or to directly help students cope with such crises if they occur.~~ in effective threat assessment, appropriate response techniques, and/or methods to directly help students cope with a crisis if it occurs.

Early identification and intervention plans shall be developed to help identify those students who may be at risk for violence so that support may be provided before they engage in violent or disruptive behavior.

Legal Reference:

**EDUCATION CODE**

221.5 *Prohibited sex discrimination*  
44266 *Pupil personnel services credential*  
48431 *Establishing and maintaining high school guidance and placement program*  
49600-49604 *Educational counseling*  
51250-51251 *School age military dependents*  
51513 *Personal beliefs*

**FAMILY CODE**

6920-6929 *Consent by minor for treatment or counseling*

**HEALTH AND SAFETY CODE**

124260 *Mental health services; consent by minors age 12 and older*

**PENAL CODE**

11166-11170 *Reporting known or suspected cases of child abuse*

**WELFARE AND INSTITUTIONS CODE**

5850-5883 *Mental Health Services Act*

**CODE OF REGULATIONS, TITLE 5**

4930-4931 *Counseling*

80049-80049.1 *Pupil personnel services credential*

80632-80632.5 *Preparation programs for pupil personnel services*

**UNITED STATES CODE, TITLE 10**

503 *Military recruiter access to directory information*

**UNITED STATES CODE, TITLE 20**

1232g *Family Educational Rights and Privacy Act*

7908 *Armed forces recruiter access to students and student recruiting information*

**CODE OF FEDERAL REGULATIONS, TITLE 34**

99.1-99.67 *Family educational rights and privacy*

Management Resources:

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

*California Results-Based School Counseling and Student Support Guidelines, 2007*

**WEB SITES**

*American School Counselor Association: <http://www.schoolcounselor.org>*

*California Association of School Counselors: <http://www.schoolcounselor-ca.org>*

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

*Commission on Teacher Credentialing: <http://www.ctc.ca.gov>*

*U.S. Department of Education, access to military recruiters: <http://www.ed.gov/policy/gen/guid/fpco/hottopics/ht10-09-02.html>*

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



TO: BOARD OF EDUCATION

DISCUSSION

11/03/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / TERRY DELORIA

RE: CONSIDER REVISING AR 6171 – TITLE I PROGRAMS

DISCUSSION ITEM NO. D.07

It is recommended that the Board of Education consider revising AR 6171 – Title I Programs.

COMMENTS: In section "Schoolwide Programs," delete item #3 to reflect repeal of 20 USC 6319, pursuant to the Every Student Succeeds Act (P.L. 114-95), and renumber remaining items.

**TITLE I PROGRAMS****Schoolwide Programs**

A school may operate a Title I schoolwide program in order to upgrade the entire educational program of the school when at least 40 percent of the students in the school attendance area, or at least 40 percent of the students enrolled in the school, are from low-income families. The Superintendent or designee shall inform any such eligible school and the school's parents/guardians of the school's eligibility and its ability to consolidate funds from federal, state, and local sources for program purposes. (20 USC 6312, 6314)

The district's focus on Title I program is on the K-5 grade span to provide early intervention. (20 USC 6312, 6314)

Any participating school shall develop, annually review, and update a single plan for student achievement which incorporates the plan required by 20 USC 6314 for reforming the school's total instructional program and plans required by other categorical programs included in the state's consolidated application. (Education Code 64001; 20 USC 6314)

A schoolwide program shall include: (20 USC 6314)

1. A comprehensive needs assessment of the entire school, including the needs of migrant students, which includes the achievement of students in relation to state academic content and achievement standards
2. Schoolwide reform strategies that:
  - a. Provide opportunities for all students to meet the state's proficient and advanced levels of achievement
  - b. Use effective methods and instructional strategies, based on scientifically based research, that strengthen the school's core academic program, increase the amount and quality of learning time, help provide an enriched and accelerated curriculum, and include strategies for meeting the educational needs of historically underserved populations
  - c. Include strategies to address the needs of all students in the school, but particularly the needs of low-achieving students and those at risk of not meeting state achievement standards who are members of the target population of any program that is part of the schoolwide program
 

Such strategies may include counseling, student services, mentoring services, college and career awareness and preparation, and the integration of vocational and technical education programs.
  - d. Address how the school will determine if student needs have been met
  - e. Are consistent with and designed to implement state and local improvement plans, if any

~~3. Instruction of highly-qualified teachers~~

43. High-quality and ongoing professional development for teachers, principals, paraprofessionals, and, if appropriate, student services personnel, other staff, and parents/guardians to enable all students in the school to meet state academic achievement standards
54. Strategies to attract high-quality, highly qualified teachers to high-need schools
65. Strategies to increase parent involvement
76. Plans for assisting preschool children in the transition from early childhood programs to elementary school programs
87. Measures to include teachers in decisions regarding the use of academic assessments to provide information on and to improve the achievement of individual students and the overall instructional program
98. Activities to ensure that students who experience difficulty mastering the proficient and advanced levels of academic standards shall be provided with effective, timely additional assistance, which shall include measures for timely identification of students' difficulties and provision of sufficient information on which to base effective assistance
109. Coordination and integration of federal, state, and local services and programs

### **Targeted Assistance Programs**

Any school that receives Title I funds but does not operate a schoolwide program shall use Title I funds to provide services to: (20 USC 6315)

1. Students in grades 3-12 identified by the school as failing, or most at risk of failing, to meet the state's academic achievement standards on the basis of criteria established by the district and supplemented by the school
2. Students in preschool through grade 2 selected solely on the basis of such criteria as teacher judgment, interviews with parents/guardians, and developmentally appropriate measures

A targeted assistance program shall: (20 USC 6315)

1. Use program resources to help participating students meet state academic achievement standards expected for all students
2. Ensure that program planning is incorporated into existing school planning
3. Use effective methods and instructional strategies, based on scientifically based research, that strengthen the core academic program, give primary consideration to providing extended learning time, help provide an accelerated, high-quality curriculum, and minimize removing students from the regular classroom during regular school hours for instruction provided by Title I
4. Coordinate with and support the regular education program, which may include services to assist preschool students in the transition to elementary school programs
5. Provide instruction by highly qualified teachers

6. Provide opportunities for professional development for teachers, principals, paraprofessionals, and, if appropriate, student services personnel, other staff, and parents/guardians who work with participating students
7. Provide strategies to increase parent involvement
8. Coordinate and integrate federal, state, and local services and programs

### **Participation of Private School Students**

The Superintendent or designee shall provide or contract to provide special educational services or other Title I benefits to eligible private school students residing in a participating school attendance area. Such services and benefits shall be provided on an equitable basis with participating public school students. (20 USC 6320, 7881)

Teachers, other educational personnel, and families of participating private school students shall have an opportunity to participate, on an equitable basis, in parent involvement activities and professional development pursuant to 20 USC 6318 and 6319. (20 USC 6320, 7881)

Each year the Superintendent or designee shall contact officials of private schools with students who reside within district boundaries, regardless of whether the private school they attend is located within the district or whether or not those officials have previously indicated any interest in program participation.

The Superintendent or designee shall consult, in a meaningful and timely manner, with appropriate private school officials during the design and development of the district's Title I programs. Such consultation shall occur before the district makes any decision that affects the opportunities of eligible private school students to participate in Title I programs and shall include a discussion of: (20 USC 6320, 7881; 34 CFR 200.63)

1. How the needs of private school students will be identified
2. What services will be offered
3. How, where, and by whom the services will be provided
4. How the services will be academically assessed and how assessment results will be used to improve those services
5. The size and scope of the equitable services to be provided to private school students and the proportion of funds that is allocated for such services
6. The method or sources of data that are used to determine the number of students from low-income families in participating school attendance areas who attend private schools
7. How and when the district will make decisions about the delivery of service to such students, including a thorough consideration and analysis of the views of private school officials on the provision of services through a third-party provider
8. How, if the district disagrees with the views of private school officials on the provision of services through a third-party provider, the district will provide to private school officials a written analysis of the reasons that the district has chosen not to use a contractor

Meetings between district and private school officials shall continue throughout implementation and assessment of services. (20 USC 6320)

The Superintendent or designee shall maintain, and shall provide to the California Department of Education upon request, a written affirmation signed by officials of each participating private school that consultation has occurred. (20 USC 6320)

If the private school officials do not provide such affirmation within a reasonable period of time, the Superintendent or designee shall maintain records of the consultation or the offer of consultation.

The Superintendent or designee also shall maintain records documenting that:

1. The needs of private school teachers and/or private school students were identified.
2. The funds made available were equitable to those allocated for public school students and teachers.
3. The district's program met the needs of the private school teachers and/or private school students.
4. The district made efforts to resolve any complaints made by private school representatives.

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



TO: BOARD OF EDUCATION

DISCUSSION

11/03/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / TERRY DELORIA /  
ELLEN EDEBURN

RE: CONSIDER REVISING BP 6184 – CONTINUATION EDUCATION

RECOMMENDATION NO. A.08

It is recommended that the Board of Education consider revising BP 6184 – Continuation Education.

COMMENTS: CSBA recommends updating this policy for use by districts that maintain high schools. High school and unified districts are required by Education Code 48432 to establish and maintain continuation education schools or classes whenever there are any students residing in the district who are subject to compulsory continuation education; see the accompanying administrative regulation for conditions of compulsory continuation education. AB 97 (Ch. 47, Statutes of 2013) eliminated the Pupil Retention Block Grant (Education Code 41505-41508), which included funding for the continuation high school foundation program, and redirected that funding into the local control funding formula.

**CONTINUATION EDUCATION**

The Board ~~Governing of Education~~ shall provide a continuation education program as an option for at-risk students who may need a flexible educational environment. ~~to meet the educational needs of district students who are not attending a high school or other appropriate educational institution and who are not legally exempted from compulsory continuation school attendance.~~ The continuation education program shall be designed to meet the educational needs of each student, provide an opportunity for participating students to complete the required course of instruction necessary to graduate from high school, emphasize occupational orientation or a work study schedule, and offer intensive guidance services.

The continuation education program shall be aligned with the goals identified in the district's local control and accountability plan, designed and implemented in collaboration with other high schools within the district, and coordinated with other educational options available to district students.

The Superintendent or designee shall appoint a director of continuation education who shall be responsible for the organization and administration of the district's continuation education program and guidance, placement, and follow-up services for participating students. (5 CCR 11000, 11003)

~~The Board shall establish a plan to coordinate instruction and training in the school with the home, employment and other agencies and shall designate one or more persons as coordinators. (5 CCR 11003)~~

~~The Superintendent or designee shall develop administrative regulations governing the involuntary transfer of students into the continuation education program. (Education Code 48432.5)~~

~~The Superintendent or designee may allow the voluntary enrollment of students in the continuation education program as space permits and when it is determined to be in the best interests of the student.~~

~~Minors otherwise subject to compulsory attendance in continuation education classes may be exempted if they meet any of the conditions specified in Education Code 48410.~~

~~The Board may maintain continuation classes during the district's regular school hours, during special school hours for these classes established by the Board, or during such hours and for such length of time during the day or evening that adult education classes are maintained. (Education Code 48434)~~

The continuation high school shall be conducted for not less than 175 days during a school year. The Board may maintain continuation classes during the district's regular school hours, during special school hours for these classes established by the Board, or during such hours and for such length of time during the day or evening that adult education classes are maintained. (Education Code 48434; 5 CCR 11004)

Students eligible for continuation education classes shall be age 16 or 17 years at the time of their enrollment and shall not have graduated from high school. (Education Code 48400, 48413)

A student may be involuntarily transferred into a continuation education program in accordance



with law and administrative regulation. (Education Code 48432.5)

With the consent of the Superintendent or designee, a student may voluntarily enroll in continuation classes in order to receive special attention such as individualized instruction. (Education Code 48432, 48432.3, 48432.5)

Priority for voluntary enrollment in continuation classes shall be given to students who need credit recovery in order to graduate with their peers and to students who, due to employment, pregnancy, parenting responsibilities, or other circumstances, are unable to attend a comprehensive high school. A student with a disability shall be admitted only if his/her individualized education program specifically states that a continuation high school setting meets his/her needs.

Enrollment criteria shall be applied consistently throughout the district. (Education Code 48432.3)

Students otherwise subject to compulsory attendance in continuation education classes may be exempted if they meet any of the conditions specified in Education Code 48410 and AR 5112.1 - Exemptions from Attendance.

The Superintendent or designee shall regularly evaluate the effectiveness of district continuation education programs and report these evaluation results to the Board. Indicators may include, but not be limited to, disaggregated data on student enrollment, student assessment results, and graduation rates.

Legal Reference:

EDUCATION CODE

46170 Minimum school day for continuation schools and classes

48400-48454 Compulsory continuation education, especially:

48400 Weekly minimum attendance requirement

48402 Minors not regularly employed

48410-48416 Compulsory continuation education

48430-48438 Continuation classes

48450-48454 Violation

48900 Grounds for suspension and expulsion

48900.5 Student discipline

48903 Limitations on days of suspension

51224-51225.3 Courses of study

60850-60856 High school exit examination

FAMILY CODE

7000-7002 Emancipation of minors law

7050 Purposes for which emancipated minor considered an adult

CODE OF REGULATIONS, TITLE 5

11000-11010 Continuation education

COURT DECISIONS

Nathan G. v. Clovis Unified School District (2014) Cal.App.5th (No. F065485)

Management Resources:

JOHN W. GARDNER CENTER FOR YOUTH AND THEIR COMMUNITIES PUBLICATIONS

Raising the Bar, Building Capacity: Driving Improvement in California's Continuation High Schools, May 2012

Intake Processes at Continuation High Schools: Shaping School Climate Through Selection and Enrollment Strategies, February 2011

WEB SITES

California Continuation Education Association: <http://www.cceanet.org>

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

John W. Gardner Center for Youth and Their Communities, Stanford School of Education: <http://jgc.stanford.edu>

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



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## **MAJOR ITEMS**



TO: BOARD OF EDUCATION

ACTION/MAJOR

11/03/16

FROM: LAURIE LIEBERMAN / RALPH MECHUR

**7:00pm**

RE: APPROVE THE APPOINTMENT OF PERMANENT SUPERINTENDENT –  
EFFECTIVE JANUARY 1, 2016

RECOMMENDATION NO. A.26

It is recommended that the Board of Education approve the appointment of the following individual to serve as the new permanent superintendent, beginning January 1, 2016.

NAME

EFFECTIVE

*TBD*

January 1, 2016

COMMENTS: Ms. Sandra Lyon, SMMUSD’s previous permanent superintendent, left SMMUSD at the end of June 2016. Dr. Christopher King and Dr. Sylvia Rousseau have been serving as co-interim superintendents since July 2016.

In June 2016, the board approved a contract with Leadership Associates to conduct a search for an interim superintendent to serve from July-December 2016 as well as for a permanent superintendent to serve effective January 1, 2017. On June 4, 2016, the board held a special public meeting to outline for the consultants what characteristics and traits they would like in a new superintendent. Community forums were held in both Santa Monica and Malibu in June and July to elicit what the public would like in a new superintendent. The public was then invited and encouraged to email the consultants with further thoughts regarding this matter. The consultants used this input to create an online brochure and to recruit candidates for the position. Applications were due September 23, 2016. The consultants then completed comprehensive reference and background checks on the applicants. On October 4, 2016, the board held a special closed session to review the applications and select finalists to be interviewed. Following a confidential interview process on October 15-16, 2016, with the top candidates and a site visit on October 27, 2016, the board has now entered into contract negotiations with the lead candidate.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES: