



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

**November 17, 2016**

A regular meeting of the Santa Monica-Malibu Unified School District Board of Education will be held on **Thursday, November 17, 2016, 2016**, in the **District Administrative Offices**: 1651 16<sup>th</sup> Street, Santa Monica, CA. The Board of Education will call the meeting to order at 4:30 p.m. in the Board Conference Room at the District Offices, at which time the Board of Education will move to Closed Session regarding the items listed below. The public meeting will reconvene at 5:30 p.m. in the Board Room.

Board member Maria Leon-Vazquez will participate in closed session and open session via teleconference, located at Novotel Paris les Halle: 8 Place Marguerite de Navarre, Paris 75001 France. Persons may address the Board of Education regarding a scheduled agenda item at the teleconference location.

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

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

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

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

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

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

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

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

- Education Code §35146 and §48918(c) (20)  
PUPIL HEARING
  - Agenda Item No. A.21

- Government Code §54956.8 (15)  
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 (5)  
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
- Government Code §54957.6 (20)  
CONFERENCE WITH LABOR NEGOTIATORS
  - Agency designated representative: Christopher King & Sylvia Rousseau  
Employee Organizations: SEIU and Unrepresented Bargaining Unit

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

**III. CALL TO ORDER**

- A. Roll Call
- B. Pledge of Allegiance

**IV. APPROVAL OF THE AGENDA**

**V. APPROVAL OF MINUTES**

No minutes available to approve.

**VI. BOARD OF EDUCATION – COMMENDATIONS/RECOGNITIONS** (45 minutes)

- Outgoing Board Member – Dr. Jose Escarce (45)

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

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

**Curriculum and Instruction**

A.02	Approval of Independent Contractors.....	2
A.03	Overnight Field Trip(s) 2016-17 .....	3
A.04	Conference and Travel Approval / Ratification .....	4-5
A.05	2017-18 State Continued Funding Application .....	6
A.06	Award of Contracts for Semi-Private Music Lessons.....	7-8
A.07	Approval of Special Education Contracts – 2016-2017 .....	9-11

**Business and Fiscal**

A.08	Award of Purchase Orders – 2016-2017 .....	12-12d
A.09	Acceptance of Gifts – 2015/2016 .....	13-14

**Facilities Improvement Projects**

A.10	Contract Amendment #01 for Inspection Services for Juan Cabrillo Elementary School – Windows, Flooring & Paint Project – Knowland Construction Services – Measure ES.....	15
A.11	Contract Amendment #01 for Inspection Services for Grant Elementary School – Windows, Flooring & Paint Project – Sandy Pringle Associates Inspection Consultants – Measure ES.....	16

A.12	Accept Work as Complete – Santa Monica High School – Science & Technology Building and Site Improvements Project – Simplex Grinnell, LLP – Measure BB.....	17
A.13	Contract Amendment #18 for Special Inspection, Geotechnical and Material Testing Services – Lincoln Middle School – Field and Track Replacement Project – Converse Consultants – Measure ES.....	18-19
A.14	Approve Contract Amendment #04 for Program Management Services – Massetti Consulting, LLC – Measure ES.....	20
A.15	Amendment to Contract – Lease Leaseback – Santa Monica High School – Science and Technology Site Improvements Project – Erickson-Hall Construction Company – Measure BB.....	21-22
A.16	Change Order #1 – Olympic High School Modernization Project – New Fire Alarm System – Simplex Grinnell – Measure BB.....	23

**Personnel**

A.17	Certificated Personnel – Elections, Separations.....	24-27
A.18	Classified Personnel – Merit.....	28-32
A.19	Classified Personnel – Non-Merit.....	33
A.20	Job Description – Infant Toddler Center.....	34-36

**General**

A.21	Expulsion of Student (06242000) (135525).....	37
A.22	Revise BP 1220 – District Advisory Committees (DACs).....	38-41
A.23	Revise BP 3100 – Budget.....	42-47
A.24	Revise BP 3270 – Sale and Disposal of Equipment, Books, and Supplies.....	48-50

**IX. STUDY SESSION (135 minutes)**

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

S.01	Excellence through Equity Action Plan: 2016-17 – Part III: Math Instruction (75).....	51
S.02	Presentation & Discussion of School Services of California Report to Malibu Unification Negotiations Committee (MUNC) (60).....	52-53

**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.*

**X. DISCUSSION ITEMS (30 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	Samohi Campus Plan – Potential for Joint Civic Center Field and Parking Lot Project or Development of Samohi Campus Plan Phases 1 and 2 (30).....	54
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**XIII. MAJOR ITEMS (35 minutes)**

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

A.25	Approval of the 2017-18, 2018-19, and 2019-20 District Calendars (15).....	55
A.26	2016-17 Budget Revisions (10).....	56-64
A.27	Increase in Staffing (FTE) – Facilities Improvement Projects (5).....	65
A.28	Increase in Staffing (FTE) – Special Education (5).....	66

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

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

I.01	Revision to AR 1220 – District Advisory Committees (DACs).....	67-76
I.02	Revision to AR 3100 – Budget .....	77-79
I.03	Revision to AR 3270 – Sale and Disposal of Equipment, Books, and Supplies .....	80-83
I.04	Revision to AR 6171 – Title I Programs .....	84-88

**XII. GENERAL PUBLIC COMMENTS**

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

**XIII. BOARD MEMBER ITEMS**

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

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

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

**XV. BOARD MEMBER COMMENTS**

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

**XVI. FUTURE AGENDA ITEMS**

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

**XVII. CONTINUATION OF CLOSED SESSION**

The Board of Education will, if appropriate, adjourn to Closed Session to complete discussion on items listed under Section III (Closed Session) following the regular business meeting.

**XVIII. ADJOURNMENT**

This meeting will adjourn to a special meeting scheduled for **Monday, November 28, 2016, at 4:00 p.m.** and **Tuesday, December 13, 2016, at 4:00 p.m.** in the District Administrative Offices: 1651 16<sup>th</sup> Street, Santa Monica, CA. The next regular meeting is scheduled for **5:30 p.m. on Thursday, December 15, 2016**, at the district office.

*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)	SMC				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		
11/28/16 (M)	DO				Special Meeting
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 Meeting AGENDA: November 17, 2016

TO: BOARD OF EDUCATION  
FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU  
RE: APPROVAL OF MINUTES

ACTION  
11/17/16

RECOMMENDATION NO. A.01

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

*No minutes were available for approval.*

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





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## **CONSENT ITEMS**



TO: BOARD OF EDUCATION

ACTION/CONSENT

11/17/16

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

RE: APPROVAL OF INDEPENDENT CONTRACTORS

RECOMMENDATION NO. A.02

It is recommended that the Board of Education enter into an agreement with the following Independent Contractors. These contracts are included in the 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>
Marina Data Solutions LLC  10/31/16 - 4/14/17  Not to Exceed: \$45,000 (Correction to funding source)	Calpads: Fall 1 and Fall 2 Submissions	Educational Services	01-00000-0-19600-21000-5802-030-1300 (Ed Services Admin)
Leadership Associates  11/17/16 - 6/30/17  Not to exceed: \$12,000	Provide superintendent advisement services during the 2016-17 school year.	Superintendent's Office	01-00000-0-00000-71500-5802-020-1200
Pedro A. Noguera  10/21/16 – 6/30/17  Not to exceed: \$48,400	To plan and carry out: Board, Superintendent, and Cabinet consultation, Quarterly Meetings: Equity Metrics/Instructional Leadership, Annual Equity Report, SAMOHI meeting/consultation	Educational Services	01-00000-0-19600-21000-5802-030-1300
Marzano Research LLC  <del>8/1/16 – 5/9/17</del> <del>8/1/16 – 1/30/17</del>  Not to Exceed: <u>\$72,700</u> <del>\$143,200</del>	Critical Concepts Scales for each K-12 grade level in the contents areas of English language arts (ELA), mathematics , and science as well as professional development during school year 2016-2017	Educational Services	01-00030-0-11100-10000-5802-030-1300

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:



TO: BOARD OF EDUCATION

ACTION/CONSENT

11/17/16

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 # 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> 80 students	Chief Sealth International High School Seattle, WA 03/30/17 – 04/02/17	A. Shelton/ J. Aiello	\$950 per student paid for by parent donations and fundraising	Music	Philharmonic Orchestra to participate in music festival/competition
Point Dume Elementary School 4 <sup>th</sup> Grade 38 students	Gold Country, CA & Sacramento, CA 05/17/17 - 05/19/17	M. Demick/ C. Culle/ J. Ferguson	\$685 per student	History	Explore historical sites and learn about California's Gold rush

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

11/17/16

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>BURTON, Lisa</u> Fiscal Services 01-00000-0-00000-73100-5220-051-2510 General Fund- Function: Fiscal Services	Cash Collection Downey, CA October 25, 2016	\$20
<u>CERRATO, Wendy</u> Child Development Services 12-52101-0-85000-27000-5220-070-2700 Child Development Fund- Resource: Head Start	LACOE Meetings and Trainings 2016/2017 Santa Fe Springs, CA Various Dates	\$550
<u>CHUNG, Alice</u> Child Development Services 12-52101-0-85000-27000-5220-070-2700 Child Development Fund- Resource: Head Start	California Head Start Association 2017 Annual Conference Sacramento, CA January 11 – 13, 2017	\$2,800
<u>HIPPELY, Stacy</u> Adams Middle 01-00010-0-11100-27000-5220-011-4110 General Fund- Resource: Formula	Dealing with Difficult People Pasadena, CA November 29, 2016	\$100
<u>LOTAN, Shuli</u> Santa Monica High/Student Services 01-00000-0-11100-39000-5220-040-2400 General Fund- Function: Other Pupil Services	Los Angeles County School Health Conference Los Angeles, CA September 23, 2016	\$70
<u>SERRATORE, Rosa</u> Educational Services No Cost to District	California Mathematics Council – South Annual Mathematics Conference Palm Springs, CA November 3 – 5, 2016	\$0

<b>Adjustments</b>		
<i>(Preapproved expenses 10% in excess of approved costs that must be approved by Board/Changes in Personnel Attendance)</i>		
<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 +1 SUB for John Ellis

<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>CHAVEZ, Dennis</u> <u>+2 Additional Staff</u> Maintenance Department 01-81500-0-00000-81100-5220-061-2602 General Fund- Resource: Ongoing & Major Maint.	Hazardous Waste Compliance Training Garden Grove, CA December 14 – 16, 2016	\$3,060
<u>DELORIA, Terry</u> <u>+5 Additional Staff</u> Educational Services 01-00000-0-19600-21000-5220-030-1300 General Fund- Resource: Supervision of Instruction	Leading Systems Conference Symposium Norco, CA December 2, 2016	\$1,920
<u>GONZALEZ-CASTILLO, Irene</u> <u>+18 Additional Staff</u> Educational Services 01-00030-0-11100-10000-5220-030-1300 General Fund- Resource: LCAP	Early Childhood STEM Conference Pasadena, CA February 3 – 4, 2017	\$6,250 <b>+14 SUBS</b>
<u>TEPLIN, Amy</u> <u>+2 Additional Staff</u> Educational Services 01-00030-0-11100-10000-5220-030-1300 General Fund- Resource: LCAP	Leveled Literacy Intervention Intermediate Long Beach, CA November 7 – 8, 2016	\$1,385 <b>+1 SUB</b>

<b>Out-of-State Conferences: Individual</b>		
<u>KAZEE, Pam</u> Special Education No Cost to District	Building Equitable & Inclusive Districts Nashville, TN December 7 – 10, 2016	\$0

<b>Out-of-State Conferences: Group</b>		

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

11/17/16

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

RE: FISCAL YEAR 2017-18 CONTINUED FUNDING APPLICATION

RECOMMENDATION NO. A.05

It is recommended that the Board of Education approve for Child Development Services (CDS) to submit the FY 2017-18 Continued Funding Application with the California Department of Education for the purpose of providing subsidized services to eligible families with children in the infant, preschool, and school-age before-and-after school programs.

COMMENT: Management Bulletin (MB 16-10) offers existing California Department of Education contractors the opportunity to request continued funding for FY 2017-2018.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:



TO: BOARD OF EDUCATION

ACTION/CONSENT

11/17/16

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

RE: AWARD OF CONTRACTS FOR SEMI-PRIVATE MUSIC LESSONS

RECOMMENDATION NO. A.06

It is recommended that the Board of Education approve contracts for Semi-Private music lessons for SED students in grades 4 through 12. Endowment overseen by Santa Monica-Malibu Education Foundation (SMMEF) not to exceed \$110,000.

Funding Information

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

COMMENTS: There are a total of eight (8) independent contractors who have been screened and vetted. There are a total of 808 socio-economically disadvantaged (SED) SMMUSD music students who are eligible to participate in this service.

Eight (8) agencies attended the SMMUSD vendor orientation on September 9, 2016, and eight (8) submitted comprehensive proposals to provide services to our students. Proposal requirements included a description of services, certificates of insurance, W-9s, verification of background checks and TB testing, description of licenses, credentials and/or training, and copies of complaint procedures, child abuse and missing persons reporting procedures.

Each vendor determines its hourly rate for services, the instructional materials used for tutoring, and the method of assessing and monitoring student progress, not to exceed \$450.81 per student for the 2016-2017 school year. The District has set aside a 1.82% reserve. Each vendor determines the appropriate grouping of students for semi-private music lessons with parental input. Families of eligible students grades 4 through 12 were notified of the opportunity for semi-private music lessons through a mailing that went home on September 14 and two vendor events held on Saturdays, one at Point Dume on October 8, and the other held at the Professional Development and Learning Center on October 15, and through communications from the school principals, teachers, and Bilingual Liaisons. Families were provided the opportunity to meet with eligible vendors at the vendor fairs in the communities of Santa Monica and Malibu, and were provided a list of the agencies that submitted comprehensive proposals to SMMUSD along with a description of their services, their hourly rate for services, and their contact information.

Based on family selection of vendors, which has increased by 37% Santa Monica-Malibu Unified School District proposes to enter into contract with the following vendors (see attached).

<b>Music Vendor</b>	<b># of Students Requesting Vendor</b>	<b>Service Description</b>	<b>Contract Number</b>	<b>Cost not to exceed \$450.81 per Student</b>
Elemental Music	68	SED/Semi Private Music Lessons	UC	\$30,655.00
Outreach Through the Arts (OTTA)	90	SED/Semi Private Music Lessons	UC	\$40,573.00
Santa Monica Academy of Music	29	SED/Semi-Private Music Lessons	UC	\$13,075.00
Santa Monica Youth Orchestra	7	SED/Semi-Private Music Lessons	UC	\$3,156.00
Nancy Zanolli von Oeyen Voice Studio	4	SED/Semi-Private Music Lessons	UC	\$1,803.00
Dana Griskevicius	16	SED/Semi-Private Music Lessons	UC	\$7,213.00
Santa Monica Conservatory of Music	28	SED/Semi-Private Music Lessons	UC	\$12,623.00
Malibu String Academy	2	SED/Semi-Private Music Lessons	UC	\$902.00
<b>TOTAL COST NOT TO EXCEED</b>	244			\$110,000

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

11/17/16

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

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS – 2016-2017

RECOMMENDATION NO. A.07

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
Beach Cities Learning Center	1	Basic Ed, Counseling	5-SPED17026	\$4,967

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 11/3/16		\$ 1,484,900
	Balance	\$ 815,100
Positive Adjustment (See Below)		\$ 0
		\$ 815,100
Total Amount for these Contracts		\$ 4,967
	Balance	\$ 810,132

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 11/3/16.					
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
EBS	Various	SLP	15-SPED17056	\$98,280

Amount Budgeted NPA 16/17		\$ 400,000
Prior Board Authorization as of 11/3/16		\$ 139,200
	Balance	\$ 260,800
Positive Adjustment (See Below)		\$ 0
		\$ 260,800
Total Amount for these Contracts		\$ 98,280
	Balance	\$ 162,520

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 11/3/16.					
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 11/3/16		\$ 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 11/3/16.					
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
Karen Schnee	9145849781	IEE, IEP, observation (SLP)	31-SPED17054	\$2,350
Sandra Kaler	9145849781	IEE, IEP, observation (Neuropsych)	32-SPED17055	\$4,750

Amount Budgeted Non-Instructional Consultants 16/17		\$ 135,000
Prior Board Authorization as of 11/3/16		\$ 130,235
	Balance	\$ 4,765
Positive Adjustment (See Below)		\$ 0
		\$ 4,765
Total Amount for these Contracts		\$ 7,100
	Balance	\$ -2,335

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 11/3/16.					
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 11/3/16		\$ 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 11/3/16.					
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

11/17/16

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

RE: AWARD OF PURCHASE ORDERS – 2016-17

RECOMMENDATION NO. A.08

It is recommended that the Board of Education approve the following Purchase Orders and Changed Purchase Orders from October 26, 2016, to November 7, 2016, for fiscal year 2016-17.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF NOVEMBER 17, 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	
<b>*** NEW PURCHASE ORDERS ***</b>					
176955	A & R WHOLESALE DISTRIBUTORS	FOOD AND DRINKS	SAMOHI STUDENT STORE	2,000.00	U
177065	ABLENET	SWITCH/STEPS/PIPPY	SPECIAL EDUCATION REGULAR YEAR	961.98	R
177106	ADAPTIVEMALL.COM LLC	GRAB RAIL/PIPPY	SPECIAL EDUCATION REGULAR YEAR	233.62	R
177195	AIR TEMPERATURE INC.	ADAMS TRAULSEN FREEZER	FOOD SERVICES	889.94	F
177165	ALL STAR GLASS	GROUNDS TRUCK REPAIRS	GROUNDS MAINTENANCE	406.28	R
177123	APPLE COMPUTER CORP	IPAD MINI 2	SPECIAL EDUCATION REGULAR YEAR	385.61	R
177136	ARMSTRONG GARDEN CENTER	GARDENING SUPP./SCHOOL GARDENS	FOOD SERVICES	300.00	F
177150	ART SUPPLY WAREHOUSE	ART SUPPLIES	SANTA MONICA HIGH SCHOOL	1,250.00	R
177114	ASI ASSOCIATES INC	CURRICULAR SUPPLIES	SANTA MONICA HIGH SCHOOL	1,757.80	R
177124	ATTAINMENT COMPANY	TABLET CASES	SPECIAL EDUCATION REGULAR YEAR	432.91	R
177153	B & H PHOTO VIDEO	CURRICULAR SUPPLIES	SANTA MONICA HIGH SCHOOL	1,267.50	R
177158	B & H PHOTO VIDEO	CURRICULAR SUPPLIES	SANTA MONICA HIGH SCHOOL	500.00	R
177231	B & H PHOTO VIDEO	STANDING WORKSTATION	PERSONNEL COMMISION	590.77	U
177084	BENJAMIN, ASHLEY	Reimbursement for uniforms	FRANKLIN ELEMENTARY SCHOOL	5,802.88	R
177092	BREGY-WILSON, MICHAEL T.	OTHER OPERATING EXPENSES	BOE/SUPERINTENDENT	877.98	U
176915	BUD COFFEY PRODUCTIONS	Signs for Barnum Hall	THEATER OPERATIONS&FACILITY PR	871.42	R
177177	BUSY BEE HARDWARE	GENERAL MAINTENANCE SUPPLIES	FACILITY MAINTENANCE	500.00	R
177162	CANON SOLUTIONS AMERICA INC.	COPY OVERAGES	JOHN MUIR ELEMENTARY SCHOOL	850.00	U
177258	CANON SOLUTIONS AMERICA INC.	STAPLES FOR COPIER	LINCOLN MIDDLE SCHOOL	854.10	U
177110	CDW-G COMPUTING SOLUTIONS	OFFICE SUPPLIES	SANTA MONICA HIGH SCHOOL	283.40	U
177285	CDW-G COMPUTING SOLUTIONS	HEADPHONSE FOR G. BRADBURY	STUDENT SERVICES	208.14	R
177301	CHALK SPINNER LLC	PREK/TK LIGHT TABLES	CURRICULUM AND IMC	3,282.08	R
177303	CHALK SPINNER LLC	PREK/TK LIGHT TABLES	CURRICULUM AND IMC	3,282.08	R
177304	CHALK SPINNER LLC	PREK/TK LIGHT TABLES	CURRICULUM AND IMC	1,663.94	R
177189	CLASSROOM DIRECT	16-17 CLASSROOM SUPPLIES-K-RM1	WILL ROGERS ELEMENTARY SCHOOL	300.00	U
177095	CLEAN DIESEL SPECIALISTS	Bus Repairs #21	TRANSPORTATION	626.44	U
177118	CLEAN DIESEL SPECIALISTS	Repairs Bus #7	TRANSPORTATION	190.00	U
177121	CLEMENT COMMUNICATIONS INC	Poster Program	TRANSPORTATION	159.35	U
176121	COASTAL ENTERPRISES	PE UNIFORMS	SAMOHI STUDENT STORE	1,147.50	U
177233	COMMERCIAL DOOR COMPANY	URGENT GATE SERVICE CALL	FACILITY MAINTENANCE	528.90	R
177096	COMMERCIAL TRUCK EQUIP CO	KEYS	FACILITY MAINTENANCE	54.01	R
177224	COMPLETE BUSINESS SYSTEMS	COPIER SERVICE CALLS	SANTA MONICA HIGH SCHOOL	500.00	U
177090	COMPLETE OFFICE OF CA	BULLETIN BOARDS	GRANT ELEMENTARY SCHOOL	1,048.75	U
177135	COMPLETE OFFICE OF CA	BULLETIN BOARD FOR PK	EDISON ELEMENTARY SCHOOL	1,197.93	R
177160	COMPLETE OFFICE OF CA	CHAIRS FOR SECURITY KIOSKS	SANTA MONICA HIGH SCHOOL	817.97	R
177216	COMPLETE OFFICE OF CA	SUPPLIES	SANTA MONICA HIGH SCHOOL	823.39	U
177232	COMPLETE OFFICE OF CA	PRO TOP ANTI-FATIGUE MAT	PERSONNEL COMMISION	52.55	U
177279	COMPLETE OFFICE OF CA	Open PO for supplies	FRANKLIN ELEMENTARY SCHOOL	3,000.00	U
177008	CULVER NEWLIN	PICNIC TABLES	CURRICULUM AND IMC	1,838.13	R
177201	DELORIA, TERRY	SUPPLIES FOR PRINCIPAL MGMT	CURRICULUM AND IMC	119.50	U
177113	DEMCO INC	SUPPLIES	SANTA MONICA HIGH SCHOOL	503.34	U
177152	DICK BLICK	ART SUPPLIES	SANTA MONICA HIGH SCHOOL	1,700.00	R
177074	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	135.86	CD
177120	DISCOUNT SCHOOL SUPPLY	CLASSROOM MATERIAL	SPECIAL EDUCATION REGULAR YEAR	283.58	R
177142	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL	CHILD DEVELOPMENT CENTER	230.34	CD
177260	DISCOUNT SCHOOL SUPPLY	CLASS ROOM SUPPLIES	SPECIAL EDUCATION REGULAR YEAR	95.97	R
177176	EAI EDUCATION	CLASSROOM SUPPLIES "K"	JOHN MUIR ELEMENTARY SCHOOL	50.72	U

## PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF NOVEMBER 17, 2016

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

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
177191	EAI EDUCATION	SMARTPAL SLEEVES	WILL ROGERS ELEMENTARY SCHOOL	81.24	U
177299	EAI EDUCATION	MATH MANIPULATIVES ELEM	STATE AND FEDERAL PROJECTS	124.61	R
177249	ECOBUILD INC	POOL LIFTS AT LINCOLN	FACILITY MAINTENANCE	960.00	DF
176899	EDUCATION DEVELOPMENT CTR INC	MEMBERSHIP DUES	SPECIAL EDUCATION REGULAR YEAR	1,733.36	R
177063	ENABLING DEVICES/TOYS FOR	MUSIC/PIPPI	SPECIAL EDUCATION REGULAR YEAR	366.29	R
177064	EPS/SCHOOL SPECIALTY	WORDLY WISE-4	STATE AND FEDERAL PROJECTS	60.00	R
176926	EQUAL OPPORTUNITY SCHOOLS	CONTRACT	SANTA MONICA HIGH SCHOOL	7,500.00	U
177060	FAMILY SERVICE OF SANTA MONICA	Independent contract	FRANKLIN ELEMENTARY SCHOOL	7,000.00	U
177276	FLAGHOUSE	PENCILS	SPECIAL EDUCATION REGULAR YEAR	138.05	R
177111	FLINN SCIENTIFIC INC	CURRICULAR SUPPLIES	SANTA MONICA HIGH SCHOOL	1,249.87	R
177072	FOLLETT EDUCATIONAL SERVICES	TEXTBOOKS	SANTA MONICA HIGH SCHOOL	303.86	R
177087	FOLLETT SCHOOL SOLUTIONS INC	LIBRARY BOOKS	SANTA MONICA HIGH SCHOOL	2,000.00	R
177171	FOLLETT SCHOOL SOLUTIONS INC	LIBRARY BOOKS	GRANT ELEMENTARY SCHOOL	566.64	R
177122	FUN AND FUNCTION LLC	TOYS	SPECIAL EDUCATION REGULAR YEAR	64.52	R
177094	GALE SUPPLY CO	supplies	TRANSPORTATION	192.39	U
177217	GALE SUPPLY CO	CUSTODIAL	CHILD DEVELOPMENT CENTER	275.23	CD
177244	GALE SUPPLY CO	CUSTODIAL	CDC: CCTR	1,087.77	CD
176931	GALLS	SECURITY UNIFORMS	STUDENT SERVICES	270.20	U
176933	GALLS	SECURITY UNIFORM	STUDENT SERVICES	241.08	U
176937	GALLS	SECURITY UNIFORMS	STUDENT SERVICES	243.50	U
176954	GOLD STAR FOODS	OPEN ORDER FOR COOKIES/SNACKS	SAMOHI STUDENT STORE	1,000.00	U
177206	HALE, BENJAMIN ALFRED	Assembly for Kindergarten	FRANKLIN ELEMENTARY SCHOOL	500.00	R
177127	HELPHAND, BETH	Reimburse teacher	FRANKLIN ELEMENTARY SCHOOL	200.00	U
177138	HOME DEPOT- L.A.	GARDENING SUPP./SCHOOL GARDENS	FOOD SERVICES	300.00	F
177168	INTELLI-TECH	DESKTOP	SPECIAL EDUCATION REGULAR YEAR	1,169.04	R
177179	INTELLI-TECH	LASERJET MFP	CURRICULUM AND IMC	1,304.15	R
177204	INTERNATIONAL READING ASSN	RENEWAL OF MEMBERSHIP	CURRICULUM AND IMC	105.00	U
176197	KLEINERS, LYNN	MUSIC SERVICES	MCKINLEY ELEMENTARY SCHOOL	9,000.00	U
177218	KOALA TEE	CDS T-SHIRTS	CDC: CCTR	94.35	CD
177178	KOHBURG INC	ROUND TABLES : SEASIDE	CURRICULUM AND IMC	302.22	R
177182	KOHBURG INC	ROUND TABLES : SEASIDE	CURRICULUM AND IMC	151.11	R
177148	LAGUNA CLAY COMPANY	ART SUPPLIES	SANTA MONICA HIGH SCHOOL	800.00	R
177149	LAGUNA CLAY COMPANY	ART SUPPLIES	SANTA MONICA HIGH SCHOOL	1,000.00	R
177212	LAGUNA CLAY COMPANY	ART SUPPLIES	SANTA MONICA HIGH SCHOOL	152.85	R
177104	LAKESHORE CURRICULUM	TOYS/PIPPI/LCDC	SPECIAL EDUCATION REGULAR YEAR	241.81	R
177115	LAKESHORE CURRICULUM	BOOKS/GAMES	SPECIAL EDUCATION REGULAR YEAR	453.86	R
177238	LAKESHORE CURRICULUM	Rug for room 12	FRANKLIN ELEMENTARY SCHOOL	493.03	U
177297	LAKESHORE CURRICULUM	SUPPLY FOR STUDENTS	SPECIAL EDUCATION REGULAR YEAR	396.20	R
177017	LIGHTPARTS INCORPORATED	Lights for Barnum Hall	THEATER OPERATIONS&FACILITY PR	420.70	R
177133	LIGHTSPEED TECHNOLOGIES INC.	Lightspeed Battery Replacement	CURRICULUM AND IMC	23.00	U
176946	LINCOLN AQUATICS	Storage Benches for Lincoln	THEATER OPERATIONS&FACILITY PR	3,601.77	R
177134	LOC, DALIA	Reimbursement for teacher	FRANKLIN ELEMENTARY SCHOOL	200.00	U
177103	LOS ANGELES TIMES	GENERAL SUPPLIES/MATERIALS	BOE/SUPERINTENDENT	312.00	U
177089	LOS ANGELES ZOO	ZOO ENTRANCE FEES	GRANT ELEMENTARY SCHOOL	175.00	R
177181	MCCABE, NICOLE	FURNITURE	SPECIAL EDUCATION REGULAR YEAR	474.07	R
177194	MCMASTER-CARR SUPPLY COMPANY	GENERAL MAINTENANCE SUPPLIES	FACILITY MAINTENANCE	1,000.00	R
177154	MIND RESEARCH INSTITUTE	TECH MATH LICENSE RENEWAL	EDISON ELEMENTARY SCHOOL	3,499.00	U
177300	MONTESSORI OUTLET INC	MATH MANIPULATIVES ELEM	STATE AND FEDERAL PROJECTS	106.73	R
177132	MUNOZ, MICHAEL JAMES	OTHER OPERATING EXPENSES	BOE/SUPERINTENDENT	1,359.28	U
177185	NEWS 2 YOU INC	NEWSPAPER	SPECIAL EDUCATION REGULAR YEAR	185.06	R
176934	PEARSON EDUCATION	STUDENT WORKBOOKS	WILL ROGERS ELEMENTARY SCHOOL	916.70	R

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 DF-DEFERRED MAINTENANCE SM-STATE MODERNIZATION ES-BOND

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
177205	PEARSON EDUCATION INC	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	112.77	R
177147	REALLY GOOD STUFF INCORP	LITERACY COACH SUPPLIES	EDISON ELEMENTARY SCHOOL	148.12	R
176463	REEVES, LINDA K.	OLWEUS TRAINING	STUDENT SERVICES	700.00	R
177255	REMOTE SATELITE SYSTEMS	Satelite service closing bill	THEATER OPERATIONS&FACILITY PR	250.59	R
177202	RICOH USA INC.	PAYMENT FOR STAPLES	CURRICULUM AND IMC	87.41	U
177207	RJ COOPER & ASSOCIATES	TABLE HOLDER	SPECIAL EDUCATION REGULAR YEAR	392.01	R
177174	RUSSELL SIGLER INC	HVAC REPAIR PARTS	FACILITY MAINTENANCE	1,500.00	R
177131	S C A Q M D	OPERATING FEES SAMOHI	FACILITY MAINTENANCE	479.21	R
177010	SANTA MONICA FORD	FIP VEHICLES	FACILITY MAINTENANCE	93,991.52	R
177306	SANTA MONICA FORD	VEHICLE REPAIRS	GROUNDS MAINTENANCE	1,500.00	R
177190	SCHOLASTIC	MATH INTERVENTION SUPPLIES	WILL ROGERS ELEMENTARY SCHOOL	4,925.59	U
177049	SCHOOL SPECIALTY INC	CLASSROOM SUPP COLLIN COGAN	SPECIAL EDUCATION REGULAR YEAR	90.38	R
177183	SCHOOL SPECIALTY INC	CLASS ROOM SUPPLY	SPECIAL EDUCATION REGULAR YEAR	59.20	R
177076	SEHI COMPUTER PRODUCTS	INK CARTRIDGES	SANTA MONICA HIGH SCHOOL	1,065.00	U
177248	SEHI COMPUTER PRODUCTS	PRINTER INK	PERSONNEL SERVICES	112.51	U
177116	SEON SYSTEM SALES INC	Bus security DVR & Camera	TRANSPORTATION	188.34	U
177164	SHARF, SIMON	GROUNDS BEE REMOVAL	GROUNDS MAINTENANCE	250.00	R
177073	SIMON, MONICA	REIMBURSEMENT	CDC: CCTR	150.00	CD
177243	SIR SPEEDY PRINTING #0245	OPEN ORDER/PRINTING	CDC: CCTR	1,000.00	CD
177246	SIR SPEEDY PRINTING #0245	OFFICE SUPPLIES	PERSONNEL SERVICES	279.23	U
177141	SMART & FINAL	OPEN ORDER/COOKING & SCIENCE	CHILD DEVELOPMENT CENTER	97.00	CD
177117	SOCIAL THINKING	TO HELP STUDENTS	SPECIAL EDUCATION REGULAR YEAR	163.99	R
177109	STAPLES BUSINESS ADVANTAGE	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	750.00	R
177161	STAPLES/P-U/SANTA MONICA/WILSH	SUPPLIES FOR TEACHER 2015-16	JOHN MUIR ELEMENTARY SCHOOL	318.33	U
177163	STAPLES/P-U/VENICE/LINCOLN BL	CLASSROOM SUPPLIES	JOHN MUIR ELEMENTARY SCHOOL	100.00	U
177167	STAPLES/P-U/VENICE/LINCOLN BL	CLASSROOMS SUPPLIES	SANTA MONICA HIGH SCHOOL	114.90	R
177100	STAPLES/P-U/WLA/CUST#240174490	PAY FOR SUPPLIES FROM 15-16	GRANT ELEMENTARY SCHOOL	61.28	U
177108	SUPER DUPER PUBLICATIONS	4TH EDITION/AUDITORY	SPECIAL EDUCATION REGULAR YEAR	310.87	R
177070	THINKING MAPS INC	PROFESSIONAL DEVELOPMENT	WEBSTER ELEMENTARY SCHOOL	2,700.00	R
177226	TRADENET ENTERPRISE INC	MARQUEE PARTS JAMS/CABRILLO	FACILITY MAINTENANCE	1,550.60	R
177242	TRUCK SPECIALTY SERVICE INC	Parts Purchase - Bus 7	TRANSPORTATION	2,888.50	U
177269	U S BANK (GOVT CARD SERVICES)	PARTS FOR SECURITY GATE	FACILITY MAINTENANCE	126.95	R
177272	U S BANK (GOVT CARD SERVICES)	LEA GRANT - OLYMPIC HS	SPECIAL EDUCATION REGULAR YEAR	4,000.00	R
177312	U S BANK (GOVT CARD SERVICES)	KEY FOBS FOR CAFE GATE	SANTA MONICA HIGH SCHOOL	359.59	R
176938	UC REGENTS	CONTRACT SERVICE TUTORING	SANTA MONICA HIGH SCHOOL	10,000.00	R
177234	UNILIGHT WHOLESALE ELECTRIC	Additional Open PO	THEATER OPERATIONS&FACILITY PR	1,000.00	R
177086	UNITED RENTALS	PARTS FOR TRAILER	GROUNDS MAINTENANCE	219.51	R
177267	VARIDESK LLC	STAND UP DESKS	FACILITY MAINTENANCE	1,040.25	R
177156	VERNIER SOFTWARE & TECHNOLOGY	CURRICULAR SOFTWARE	SANTA MONICA HIGH SCHOOL	97.51	R
177088	VIA PROMOTIONALS INC	ADVERTISING	BOE/SUPERINTENDENT	188.75	U
177196	VIRCO MFG CORP	TEACHER DESK	SPECIAL EDUCATION REGULAR YEAR	629.64	R
177157	VISION COMMUNICATIONS	SECURITY SUPPLIES	SANTA MONICA HIGH SCHOOL	1,345.14	R
177318	VISION COMMUNICATIONS	REPLACEMENT PARTS FOR RADIOS	MALIBU HIGH SCHOOL	466.14	U
177239	WALTERS WHOLESALE ELECTRIC CO	Light Bulb purchase-office	TRANSPORTATION	117.50	U
177040	WESTONE LABORATORIES INC	DHH MATERIALS	SPECIAL EDUCATION REGULAR YEAR	2,000.00	R
				** NEW PURCHASE ORDERS	237,524.71

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF NOVEMBER 17, 2016

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 DF-DEFERRED MAINTENANCE SM-STATE MODERNIZATION ES-BOND

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
<b>** FACILITY IMPROVEMENTS: BONDS/STATE MODERNIZATON/NEW CONSTRUCTION/DEVELOPER FEES **</b>					
177282	AMERICAN REPROGRAPHICS CO	REPROGRAPHICS	SANTA MONICA HIGH SCHOOL	750.00	BB
177220	CALIFORNIA GEOLOGICAL SURVEY	EVALUATION REPORT	MALIBU HIGH SCHOOL	3,600.00	BB
177254	CDW-G COMPUTING SOLUTIONS	CDW-G-HDMI ADAPTORS-ED SERVICE	CURRICULUM AND IMC	326.53	ES
177283	CDW-G COMPUTING SOLUTIONS	PROGRAM LICENSES	BUSINESS SERVICES	240.99	BB
177006	JHN INC DBA COUSTIC-GLO	FIP CONF RM ACOUSTIC PANEL	BUSINESS SERVICES	14,155.00	BB
177219	LOS ANGELES COUNTY WATERWORKS	FIRE FLOW TEST	MALIBU HIGH SCHOOL	470.00	ES
177247	MASSETTI CONSULTING LLC	REIMBURSEMENT	WILL ROGERS ELEMENTARY SCHOOL	4,725.00	ES
177223	NASCO WEST - MODESTO	LOCK DOWN MAGNETS	WILL ROGERS ELEMENTARY SCHOOL	167.32	ES
177270	SOUTHERN CALIF. EDISON	POWER SHUTDOWN DATA CENTER	INFORMATION SERVICES	1,992.43	BB
177126	STATE OF CALIFORNIA	PLAN REVIEW FEE	MALIBU HIGH SCHOOL	5,700.00	ES
176989	TANDUS CENTIVA US LLC	OLYMPIC-CARPET/GEOMATS	OLYMPIC CONTINUATION SCHOOL	52,780.39	BB
<b>** FACILITY IMPROVEMENTS: BONDS/STATE MODERNIZATON/NEW CONSTRUCTION/DEVELOPER FEES</b>				<b>84,907.66</b>	



TO: BOARD OF EDUCATION ACTION/CONSENT  
11/17/16

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

RE: ACCEPTANCE OF GIFTS – 2016/2017

RECOMMENDATION NO. A.09

It is recommended that the Board of Education accept, with gratitude, checks totaling **\$17,242.52** presented to the Santa Monica-Malibu Unified School District.

It is further recommended that the Fiscal/Business Services Office, in accordance with Educational Code §42602, be authorized to increase the 2016-2017 income and appropriations by **\$17,242.52** as described on the attached listing.

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

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

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

School/Site Account Number	Cash Amount	Item Description	Purpose	Donor
<b>Educational Services</b>	\$ 2,892.00		General Supplies and Materials	Various
01-90120-0-00000-00000-8699-030-0000	\$ 2,284.02		General Supplies and Materials	Various
	\$ 315.00		General Supplies and Materials	Various
<b>Lincoln Middle</b>				
01-90120-0-00000-00000-8699-012-0000	\$ 1,604.00		General Supplies and Materials	Various
	\$ 790.00		General Supplies and Materials	Various
<b>Mckinley Elementary</b>				
01-90120-0-00000-00000-8699-004-0000	\$ 6,797.50		Field Trip	Various
	\$ 2,060.00		General Supplies and Materials	Various
	\$ 500.00		General Supplies and Materials	Catherine & Stephane Corbel
<b>TOTAL</b>	<b>\$ 17,242.52</b>			



TO: BOARD OF EDUCATION ACTION/CONSENT  
11/17/16

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

RE: CONTRACT AMENDMENT #01 FOR INSPECTION SERVICES FOR JUAN  
CABRILLO ELEMENTARY SCHOOL – WINDOWS, FLOORING & PAINT  
PROJECT – KNOWLAND CONSTRUCTION SERVICES – MEASURE ES

RECOMMENDATION NO. A.10

It is recommended that the Board of Education approve Contract Amendment #01 with Knowland Construction Services for Juan Cabrillo Elementary School – Windows, Flooring & Paint Project, in an amount not to exceed \$12,800.00 for a revised contract total of \$45,056.00.

Funding Information

Budgeted: Yes  
Fund: 85  
Source: Measure ES  
Account Number: 85-90905-0-00000-85000-5802-017-2600  
Budget Category: Soft Costs/Testing & Inspection/Materials Lab  
DSA #: 02-116917  
Friday Memo: 11/10/16

COMMENTS: Knowland Construction Services has been requested to perform additional inspection services in order to complete the additional work as per the DSA approved plans and Specifications dated 8/16/16. The \$12,800.00 increase of inspection services is for 200 hours at the contract rate of \$64.00/hour. The revised contract total will be \$45,056.00.

ORIGINAL CONTRACT – Juan Cabrillo ES – IOR Services	\$32,256.00
CONTRACT AMENDMENT #01 (Juan Cabrillo ES – IOR Services.)	\$12,800.00
<b>TOTAL CONTRACT AMOUNT</b>	<b>\$45,056.00</b>

A Friday Memo accompanies this Board Item

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



TO: BOARD OF EDUCATION ACTION/CONSENT  
11/17/16

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

RE: CONTRACT AMENDMENT #01 FOR INSPECTION SERVICES FOR GRANT  
ELEMENTARY SCHOOL – WINDOWS, FLOORING & PAINT PROJECT –  
SANDY PRINGLE ASSOCIATES INSPECTION CONSULTANTS – MEASURE  
ES

RECOMMENDATION NO. A.11

It is recommended that the Board of Education approve Contract Amendment #01 with Sandy Pringle Associates Inspection Consultants for Grant Elementary School – Windows, Flooring & Paint Project, in an amount not to exceed \$2,665.00 for a revised contract total of \$30,485.00.

Funding Information

Budgeted: Yes  
Fund: 85  
Source: Measure ES  
Account Number: 85-90905-0-00000-85000-5802-003-2600  
Budget Category: Soft Costs/Testing & Inspection/Materials Lab  
Friday Memo: 11/10/16

COMMENTS: Sandy Pringle Associates Inspection Consultants has been requested to perform additional inspection services in order to complete the Project. The \$2,665.00 increase of inspection services is for 35 hours at the contract rate of \$65.00/hour and 4 hours at the overtime rate of \$97.50. The revised contract total will be \$30,485.00.

ORIGINAL CONTRACT – Will Rogers ES & Grant ES – IOR Services	\$27,820.00
<u>CONTRACT AMENDMENT #01 (Grant ES – IOR Services.)</u>	<u>\$2,665.00</u>
<b>TOTAL CONTRACT AMOUNT</b>	<b>\$30,485.00</b>

A Friday Memo accompanies this Board Item

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



TO: BOARD OF EDUCATION

ACTION CONSENT

11/17/16

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

RE: ACCEPT WORK AS COMPLETE – SANTA MONICA HIGH SCHOOL –  
SCIENCE & TECHNOLOGY BUILDING AND SITE IMPROVEMENTS PROJECT  
– SIMPLEX GRINNELL, LLP – MEASURE BB

RECOMMENDATION NO. A.12

It is recommended that the Board of Education accept as complete all construction under the contract issued to Simplex Grinnell for the Santa Monica High School, Science & Technology Building and Site Improvements Project (DSA 03-113443), in a final contract amount of \$586,335.17.

Funding Information

Budgeted: Yes  
Fund: 83  
Source: Measure BB  
Account Number: 83-90500-00000-85000-6200-015-2600  
Budget Category: Hard Costs \ Construction Contracts  
DSA #: 03-113443  
Friday Memo: 11/10/16

COMMENTS: On 03/01/2012, the Santa Monica Malibu Unified School District's Board of Education awarded to Simplex Grinnell the contract for the Santa Monica High School, Science & Technology Building and Site Improvements Project, installation of fire alarms and smoke detectors in the amount of \$515,353.86. The Science and Technology classrooms and have been occupied since August of 2015. The project required additional scope as a result of unforeseen conditions, work not included in construction documents, and additional DSA upgrades which resulted in Change Order #01 for \$79,964.95 of which \$70,981.31 was used. The associated site work was completed in August of 2015. All scope of work items have been completed.  
A Notice of completion will be filed within thirty-five (35) days with the County of Los Angeles pending approval by the Board of Education.  
A Friday Memo accompanies this item.

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

11/17/16

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

RE: CONTRACT AMENDMENT #18 FOR SPECIAL INSPECTION, GEOTECHNICAL  
AND MATERIAL TESTING SERVICES – LINCOLN MIDDLE SCHOOL – FIELD  
AND TRACK REPLACEMENT PROJECT – CONVERSE CONSULTANTS –  
MEASURE ES

RECOMMENDATION NO. A.13

It is recommended that the Board of Education approve Contract Amendment #18 with Converse Consultants for special inspection, geotechnical and material testing services for the Lincoln Middle School Field and Track Replacement Project, in an amount not to exceed \$12,050.00 for a revised contract total of \$598,595.25.

Funding Information

Budgeted: Yes  
Fund: 85  
Source: ES  
Account Number: 85-90908-0-00000-85000-5802-012-2600  
Budget Category: Soft Costs\Testing & Inspection\Materials Lab  
DSA #: N/A  
Friday Memo: 11/10/16

COMMENTS: Converse Consultants has been requested to perform soil borings, geotechnical analyses and update design and construction recommendations for the field site. This Contract Amendment #18 is in an amount not to exceed \$12,050.00 for Converse Consultants to provide special inspection, geotechnical and material testing services.

The revised contract total will be \$598,595.25. Funding will be from Measure ES, Other Santa Monica Unallocated.

A Friday Memo accompanies this Board item.

*(continued on next page)*

ORIGINAL CONTRACT – John Adams MS	\$26,950.00
ORIGINAL CONTRACT – Lincoln MS	\$28,250.00
CONTRACT AMENDMENT #1 (Adams testing)	\$8,545.00
CONTRACT AMENDMENT #2 (Additional Adams testing)	\$5,682.00
CONTRACT AMENDMENT #3 (Adams Field Investigation – parking lot)	\$2,930.00
CONTRACT AMENDMENT #4 (Adams Relos - geotech observ. & testing)	\$15,540.00
CONTRACT AMENDMENT #5 (Adams Green Fringe geotech observ testing)	\$11,040.00
CONTRACT AMENDMENT #6 (Lincoln Relos – geotech observ testing)	\$11,870.00
CONTRACT AMENDMENT #7 (Adams Green Fringe geotech observ testing sewer)	\$1,329.00
CONTRACT AMENDMENT #8 (Lincoln Relos Fire Water Main geotech observ)	\$10,665.00
CONTRACT AMENDMENT #9 (Adams New Const. & Mod. geotech observ)	\$17,171.00
CONTRACT AMENDMENT #10 (Adams Additional. geotech testing)	\$59,583.00
CONTRACT AMENDMENT #11 (Lincoln – New Construction)	\$152,650.00
CONTRACT AMENDMENT #12 (Adams New Const. & Mod. geotech observ)	\$61,833.00
CONTRACT AMENDMENT #13 (Lincoln MS – T&I and Geotech)	\$135,650.00
CONTRACT AMENDMENT #14 (Time Extension)	\$0.00
CONTRACT AMENDMENT #15 (District Office: Data Center Project –New Const.)	\$19,905.00
CONTRACT AMENDMENT #16 (District Office: Data Center Project –New Const.)	\$2,392.25
CONTRACT AMENDMENT #17 (Juan Cabrillo ES - WFP.)	\$14,560.00
CONTRACT AMENDMENT #18 (Lincoln MS – Field & Track Replacement)	\$12,050.00
<u>TOTAL:</u>	<u>\$598,595.25</u>

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



TO: BOARD OF EDUCATION ACTION/CONSENT  
11/17/16

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

RE: APPROVE CONTRACT AMENDMENT #04 FOR PROGRAM MANAGEMENT  
SERVICES – MASSETTI CONSULTING, LLC – MEASURE ES

RECOMMENDATION NO. A.14

It is recommended that the Board of Education approve Contract Amendment #04 with Massetti Consulting, LLC for Year 2 of the ongoing Program Management Services Agreement – Program Wide in an amount not to exceed \$259,200 for a revised contract total of \$3,182,002.00.

Funding Information

Budgeted: Yes  
Fund: 85  
Source: Measure ES  
Account Number: 85-90100-0-00000-85000-5802-050-2600  
Project: Measure ES Program Management Centralized Services  
Budget Category: Soft Costs/Program Management  
Friday Memo: 11/10/16

COMMENTS: Contract Amendment #04 is to add a full-time consultant Project Manager, at a rate of \$25,920/month, to oversee multiple various mid-size bond construction projects including the Samohi Softball Field, the Samohi Stairs near Michigan and 7<sup>th</sup>, the Lincoln Field Replacement, and certain solar installations. None of these projects is large enough to justify procurement of a dedicated construction management firm, but collectively they constitute the appropriate workload for one full-time staff member for the next 10 months and are more work than can be distributed to current District and Program Management staff. The term of this amendment is 10 months, November 2016 through August 2017.

ORIGINAL CONTRACT AMOUNT (Bond Program Manager Consultant-Year 1)	\$420,000.00
CONTRACT AMENDMENT #01 (Preconstruction Manager and Funding Consultant-Year 1)	\$194,762.00
CONTRACT AMENDMENT #02 (Deputy PM and Window/Door Assessment – Year 1)	\$53,000.00
CONTRACT AMENDMENT #03 (Years 2 and 3 Contract Renewal)	\$2,255,040.00
CONTRACT AMENDMENT #04 (Project Manager)	\$259,200.00
<b>TOTAL CONTRACT AMOUNT</b>	<b>\$3,182,002.00</b>

A Friday Memo accompanies this Board Item.

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



TO: BOARD OF EDUCATION ACTION/CONSENT  
11/17/16

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

RE: AMENDMENT TO CONTRACT – LEASE LEASEBACK – SANTA MONICA HIGH  
SCHOOL –SCIENCE & TECHNOLOGY SITE IMPROVEMENTS PROJECT –  
ERICKSON-HALL CONSTRUCTION COMPANY – MEASURE BB

RECOMMENDATION NO. A.15

It is recommended that the Board of Education approve CA #04 to the Lease Leaseback – Santa Monica High School – Science & Technology Building – Phase 2 Site Improvements Project with Erickson Hall Construction Company, authorizing work in an amount not to exceed \$1,000,000 which does not alter the total previously approved contract amount of \$5,104,388.59 and which includes 90 days of schedule impact.

Funding Information

Budgeted: No  
Fund: 83  
Source: Measure BB  
Account Number: 83-90500-0-00000-85000-6200-015-2600  
Budget Category: Hard Costs/Construction/Construction Contracts  
DSA #: 03-117508 and 03-117452

COMMENTS: On September 15, 2013, the Santa Monica-Malibu Unified School District Board of Education awarded Erickson-Hall Construction Co., the Lease Leaseback contract for the Santa Monica High School Science & Technology – Site Improvements Project in an amount not to exceed \$5,000,000.00.

To date, work in the amount of \$3,912,371 of the \$5,000,000.00 original agreement has been authorized. In addition, change orders totaling \$104,388.59 have been approved, bringing the total contract amount to \$5,104,388.59. Amendment No.4 in an amount not to exceed \$1,000,000 authorizes further utilization of the originally approved contract amount, but does not increase the total contract amount or exceed the initial authorization.

The scope of work included in Amendment No. 4 includes all labor, materials and equipment and related overhead costs for the work associated with installation of the softball field as part of Sealy Field and rehabilitation of the outdoor basketball courts, as well as the installation of ramping and stairs near the corner of Michigan and 7<sup>th</sup> St. to alleviate ongoing circulation issues on the Samohi campus. This amendment includes work that requires DSA approval.

The final price for this scope of work is currently under negotiation, but is not expected to exceed \$1,000,000. Unused authorization in excess of actual construction costs will be credited back to the project. Funding for this work will be from Program Reserve Shortage. Funding has been established in the Measure ES, Samohi allocation.

ORIGINAL CONTRACT AUTHORIZATION (Amendment #1)	\$280,858.00
ORIGINAL CONTRACT AUTHORIZATION (Amendment #2)	\$1,975,639.00
ORIGINAL CONTRACT AUTHORIZATION (Amendment #3)	\$1,655,874.00
<u>ORIGINAL CONTRACT AUTHORIZATION (Amendment #4)</u>	<u>\$1,000,000.00</u>
TOTAL AUTHORIZATION TO DATE (of original \$5,000,000):	\$4,912,371.00

CHANGE ORDER NO. 1A	\$66,132.00
CHANGE ORDER NO. 1B	\$8,100.00
CHANGE ORDER NO. 02	(\$3,122.00)
CHANGE ORDER NO. 03	\$103,522.00
CHANGE ORDER NO. 04	\$71,398.59
CHANGE ORDER NO. 05	(\$141,642.00)
<b>TOTAL CHANGE ORDERS TO DATE:</b>	<b>\$104,388.59</b>

A Friday Memo accompanies this item.

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

TO: BOARD OF EDUCATION ACTION/CONSENT  
11/17/16

FROM: CHRISTOPHER KING / SYVLIA G. ROUSSEAU / JANECE L. MAEZ /  
CAREY UPTON / STEVE MASSETTI

RE: CHANGE ORDER #1 – OLYMPIC HIGH SCHOOL MODERNIZATION PROJECT  
– NEW FIRE ALARM SYSTEM – SIMPLEX GRINNELL – MEASURE BB

RECOMMENDATION NO. A.16

It is recommended that the Board of Education approve Change Order #1 in the amount of \$87,425.00 to Simplex Grinnell for a total contract amount of \$493,371.73.

Funding Information

Budgeted: No  
Fund: 21  
Source: Measure BB  
Account Numbers: 21 90500 0 00000 85000 6200 014 2600  
DSA Application #: 03-113343  
Budget Category: Construction Hard Costs  
Friday Memo Date: December 9, 2016

COMMENTS: Change Order #01, in the amount of \$87,425.00, is related to costs associated with the extended project duration of the Olympic High School Modernization Project and recovery of costs to date prior to remobilization.

This Contract will be funded from Program Reserve Shortage.

ORIGINAL CONTRACT (Olympic – New Fire Alarm Installation)	\$405,946.73
CHANGE ORDER #1 (Olympic – Extended Project Duration)	\$87,425.00
<b>TOTAL CONTRACT</b>	<b>\$493,371.73</b>

A Friday memo accompanies this item.

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



TO: BOARD OF EDUCATION ACTION/CONSENT  
11/17/16

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

RE: CERTIFICATED PERSONNEL – Elections, Separations

RECOMMENDATION NO. A.17

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

**ADDITIONAL ASSIGNMENTS**

**CHILD DEVELOPMENT SERVICES**

Mercier, Alisha	6 hrs @\$18.21	8/26/16-9/2/16	<u>Est Hrly/\$109</u>
		TOTAL ESTABLISHED HOURLY	\$109

Comment: Class Coverage  
12-CA State Preschool Prog.

Langley, Zoe	2 hrs @\$26.43	10/18/16	<u>Own Hrly/\$53</u>
		TOTAL OWN HOURLY	\$53

Comment: Moving Classroom  
12-Unrestricted Resource

**EDUCATIONAL SERVICES**

Wintner, Lisa	20 hrs @\$45/49	11/21/16-4/28/17	Est Hrly/\$910
Zagor, Maura	20 hrs @\$45.49	11/21/16-4/28/17	<u>Est Hrly/\$910</u>
		TOTAL ESTABLISHED HOURLY	\$1,820

Comment: Curriculum Development  
01-ESEA: Title III LEP

**GRANT ELEMENTARY SCHOOL**

Noveck, Maryanna	8 days @\$531.70	10/21/16-11/3/16	<u>Own Daily/\$4,254</u>
		TOTAL OWN DAILY	\$4,254

Comment: Substitute Principal  
01-Unrestricted Resource

**LINCOLN MIDDLE SCHOOL**

Burns, Jennifer	9 hrs @\$45.49	10/17/16-12/31/16	Est Hrly/\$409
Greenfield, Sara	9 hrs @\$45.49	10/17/16-12/31/16	Est Hrly/\$409
Hart, Sharon	9 hrs @\$45.49	10/17/16-12/31/16	Est Hrly/\$409
Hartson, Elizabeth	9 hrs @\$45.49	10/17/16-12/31/16	Est Hrly/\$409
Hylind, Amy	9 hrs @\$45.49	10/17/16-12/31/16	Est Hrly/\$409
Palumbus, Elizabeth	9 hrs @\$45.49	10/17/16-12/31/16	Est Hrly/\$409
Stauffer, Aimee	9 hrs @\$45.49	10/17/16-12/31/16	Est Hrly/\$409
Underwood, Brian	9 hrs @\$45.49	1-17/16-12/31/16	<u>Est Hrly/\$409</u>
		TOTAL ESTABLISHED HOURLY	\$3,272

Comment: Mindfulness Classroom Implementation (Semester 1)  
01-SMMEF Stretch Grant

**MCKINLEY ELEMENTARY SCHOOL**

Friedman, Julie	10 hrs @\$45.49	10/4/16-6/9/17	<u>Est Hrly/\$455</u>
		TOTAL ESTABLISHED HOURLY	\$455

Comment: Coverage for IEP Meetings  
01-Formula

**ROGERS ELEMENTARY SCHOOL**

Burrows, Erin	6 hrs @\$45.49	9/1/16-10/31/16	Est Hrly/\$273
Gonzalez, Monica	16 hrs @\$45.49	9/1/16-10/31/16	Est Hrly/\$728
Herrera, Mayra	6 hrs @\$45.49	9/1/16-10/31/16	Est Hrly/\$273
Howard, Courtney	16 hrs @\$45.49	9/1/16-10/31/16	Est Hrly/\$728
Kelly, Brandy	6 hrs @\$45.49	9/1/16-10/31/16	Est Hrly/\$273

Kerkotchian, Sylvia	16 hrs @\$45.49	9/1/16-10/31/16	Est Hrly/\$728
Urias, Rebecca	6 hrs @\$45.49	9/1/16-10/31/16	Est Hrly/\$273
Vanderah, Stacy	16 hrs @\$45.49	9/1/16-10/31/16	<u>Est Hrly/\$728</u>
TOTAL ESTABLISHED HOURLY			\$4,004

Comment: Weekly Planning Time – 1<sup>st</sup> and 5<sup>th</sup> Grades  
01- IASA: Title I Basic-LW Inc/Neg

Alexander, Katja	2 hrs @\$45.49	9/19/16-9/29/16	Est Hrly/\$ 91
Avitia-Witt, Carl	2 hrs @\$45.49	9/19/16-9/29/16	Est Hrly/\$ 91
Burrows, Erin	2 hrs @\$45.49	9/19/16-9/29/16	Est Hrly/\$ 91
Contreras, Sitara	2 hrs @\$45.49	9/19/16-9/29/16	Est Hrly/\$ 91
Estrada, Tiffany	8 hrs @\$45.49	9/19/16-9/29/16	Est Hrly/\$364
Fujiwara, Emma	2 hrs @\$45.49	9/19/16-9/29/16	Est Hrly/\$ 91
Gonzalez, Gabriela	8 hrs @\$45.49	9/19/16-9/29/16	Est Hrly/\$364
Gonzalez, Monica	2 hrs @\$45.49	9/19/16-9/29/16	Est Hrly/\$ 91
Herrera, Denise	2 hrs @\$45.49	9/19/16-9/29/16	Est Hrly/\$ 91
Herrera, Mayra	2 hrs @\$45.49	9/19/16-9/29/16	Est Hrly/\$ 91
Hilson, Jaclyn	2 hrs @\$45.49	9/19/16-9/29/16	Est Hrly/\$ 91
Howard, Courtney	2 hrs @\$45.49	9/19/16-9/29/16	Est Hrly/\$ 91
Kelly, Brandy	2 hrs @\$45.49	9/19/16-9/29/16	Est Hrly/\$ 91
Kerkotchian, Sylvia	2 hrs @\$45.49	9/19/16-9/29/16	Est Hrly/\$ 91
Khalili, Lily	2 hrs @\$45.49	9/19/16-9/29/16	Est Hrly/\$ 91
Marmolejo, Yolanda	2 hrs @\$45.49	9/19/16-9/29/16	Est Hrly/\$ 91
Pierce, Rachel	2 hrs @\$45.49	9/19/16-9/29/16	Est Hrly/\$ 91
Schwengel, Tracey	2 hrs @\$45.49	9/19/16-9/29/16	Est Hrly/\$ 91
Turner, Amy	2 hrs @\$45.49	9/19/16-9/29/16	Est Hrly/\$ 91
Uema, Kazuki	2 hrs @\$45.49	9/19/16-9/29/16	Est Hrly/\$ 91
Urias, Rebecca	2 hrs @\$45.49	9/19/16-9/29/16	Est Hrly/\$ 91
Vanderah, Stacy	2 hrs @\$45.49	9/19/16-9/29/16	Est Hrly/\$ 91
Vasquez, Martha	2 hrs @\$45.49	9/19/16-9/29/16	Est Hrly/\$ 91
Yi, Jennifer	2 hrs @\$45.49	9/19/16-9/29/16	<u>Est Hrly/\$ 91</u>
TOTAL ESTABLISHED HOURLY			\$2,730

Comment: After-School Data Meetings  
01- IASA: Title I Basic-LW Inc/Neg

Gonzalez, Monica	22.0 hrs @\$45.49	7/1/16-8/30/16	Est Hrly/\$1,001
Howard, Courtney	32.0 hrs @\$45.49	7/1/16-8/30/16	Est Hrly/\$1,456
Kerkotchian, Sylvia	33.5 hrs @\$45.49	7/1/16-8/30/16	Est Hrly/\$1,524
Uema, Kazuki	9.0 hrs @\$45.49	7/1/16-8/30/16	Est Hrly/\$ 409
Vanderah, Stacy	8.0 hrs @\$45.49	7/1/16-8/30/16	<u>Est Hrly/\$ 364</u>
TOTAL ESTABLISHED HOURLY			\$4,754

Comment: 5<sup>th</sup> Grade Summer Planning  
01- IASA: Title I Basic-LW Inc/Neg

Alexander, Katja	6 hrs @\$45.49	6/28/16-6/29/16	Est Hrly/\$273
Avitia-Witt, Carl	6 hrs @\$45.49	6/28/16-6/29/16	Est Hrly/\$273
Burrows, Erin	6 hrs @\$45.49	6/28/16-6/29/16	Est Hrly/\$273
Gonzalez, Gabriela	6 hrs @\$45.49	6/28/16-6/29/16	Est Hrly/\$273
Gonzalez, Monica	6 hrs @\$45.49	6/28/16-6/29/16	Est Hrly/\$273
Herrera, Mayra	6 hrs @\$45.49	6/28/16-6/29/16	Est Hrly/\$273
Howard, Courtney	6 hrs @\$45.49	6/28/16-6/29/16	Est Hrly/\$273
Kelly, Brandy	6 hrs @\$45.49	6/28/16-6/29/16	Est Hrly/\$273
Marmolejo, Yolanda	6 hrs @\$45.49	6/28/16-6/29/16	Est Hrly/\$273
Schwengel, Tracey	6 hrs @\$45.49	6/28/16-6/29/16	Est Hrly/\$273
Simon, Laura	6 hrs @\$45.49	6/28/16-6/29/16	Est Hrly/\$273
Turner, Amy	6 hrs @\$45.49	6/28/16-6/29/16	Est Hrly/\$273
Uema, Kazuki	6 hrs @\$45.49	6/28/16-6/29/16	Est Hrly/\$273
Urias, Rebecca	6 hrs @\$45.49	6/28/16-6/29/16	Est Hrly/\$273
Vasquez, Martha	6 hrs @\$45.49	6/28/16-6/29/16	Est Hrly/\$273
Yi, Jennifer	6 hrs @\$45.49	6/28/16-6/29/16	<u>Est Hrly/\$273</u>
TOTAL ESTABLISHED HOURLY			\$4,368



Comment: Summer Planning – STEM  
01- IASA: Title I Basic-LW Inc/Neg

Avitia-Witt, Carl	2.0 hrs @\$45.49	8/1/16-8/30/16	Est Hrly/\$ 91
Gonzalez, Monica	2.0 hrs @\$45.49	8/1/16-8/30/16	Est Hrly/\$ 91
Herrera, Denise	2.0 hrs @\$45.49	8/1/16-8/30/16	Est Hrly/\$ 91
Hilson, Jaclyn	10.5 hrs @\$45.49	8/1/16-8/30/16	Est Hrly/\$478
Howard, Courtney	2.0 hrs @\$45.49	8/1/16-8/30/16	Est Hrly/\$ 91
Kerkotchian, Sylvia	2.0 hrs @\$45.49	8/1/16-8/30/16	Est Hrly/\$ 91
Marmolejo, Yolanda	2.0 hrs @\$45.49	8/1/16-8/30/16	Est Hrly/\$ 91
Peterson, Aimee	10.5 hrs @\$45.49	8/1/16-8/30/16	Est Hrly/\$478
Simon, Laura	3.5 hrs @\$45.49	8/1/16-8/30/16	Est Hrly/\$159
Uema, Kazuki	2.0 hrs @\$45.49	8/1/16-8/30/16	Est Hrly/\$ 91
Vanderah, Stacy	2.0 hrs @\$45.49	8/1/16-8/30/16	<u>Est Hrly/\$ 91</u>
TOTAL ESTABLISHED HOURLY			\$1,843

Comment: STEM Planning  
01- IASA: Title I Basic-LW Inc/Neg

SANTA MONICA HIGH SCHOOL

Cairl, Jeremy	4 hrs @\$45.49	9/17/16	Est Hrly/\$182
McElvain, Nora	4 hrs @\$45.49	9/17/16	Est Hrly/\$182
Snyder, Breanna	4 hrs @\$45.49	9/17/16	<u>Est Hrly/\$182</u>
TOTAL ESTABLISHED HOURLY			\$546

Comment: Saturday School  
01-Formula

Bautista-Nicholas, Claudia	61 hrs @\$45.49	7/1/16-8/5/16	<u>Est Hry/\$2,775</u>
TOTAL ESTABLISHED HOURLY			\$2,775

Comment: Translation of Workbook for Freshman Seminar  
01-IASA: Title II Teacher Quality

WEBSTER ELEMENTARY SCHOOL

Held, Pamela	50 hrs @\$45.49	11/1/16-6/9/17	Est Hrly/\$2,275
Kisskalt, Michael	50 hrs @\$45.49	11/1/16-6/9/17	Est Hrly/\$2,275
Murdock, Sheryl	50 hrs @\$45.49	11/1/16-6/9/17	<u>Est Hrly/\$2,275</u>
TOTAL ESTABLISHED HOURLY			6,825

Comment: After-School GATE Program  
01-Reimbursed by PTA

**TOTAL ESTABLISHED HOURLY, OWN HOURLY AND OWN DAILY = \$ 37,699**

**NEW HIRES**

**PROBATIONARY CONTRACTS**

<u>Name/Assignment/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>
Tovar, Stepani/Librarian Santa Monica High School	50%	11/10/16

**TEMPORARY CONTRACTS**

<u>Name/Assignment/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>
Nicodemus, Veronica/Immer Soc St John Adams Middle School	100%	11/21/16-6/9/17
Theokary, Andonetta/Preschool Child Develop Svcs/Washington West	100%	11/10/16-6/9/17

**SUBSTITUTE TEACHERS**  
**LONG-TERM ASSIGNMENT**

Effective

(@\$237.00 Daily Rate)

Ostrem, Harry 10/20/16  
Yazdy, Shahla 10/4/16

**LEVEL 1 SUBSTITUTES**

(@\$183.00 Daily Rate)

Arnold, Winston 11/1/16  
Christopherson, Janet 11/1/16  
Cowan, Kenneth 11/1/16  
Opich, Courtney 10/28/16  
Romero, Lorena 10/24/16  
Shiple, Kevan 11/1/16

**LEAVE OF ABSENCE (with pay)**

Name/Location

Effective

Davies, Michael 10/21/16-11/3/16  
McKinley Elementary [Catastrophic]

Goodman, Jaclyn 10/21/16-11/4/16  
Grant Elementary [Medical/FMLA/CFRA]

Graves, Gizelle 10/19/16-6/9/17  
Child Develop Svcs [Intermittent FMLA/CFRA]

Papale, Jacqueline 10/25/16-11/3/16  
Rogers Elementary [Medical/FMLA/CFRA]

**LEAVE OF ABSENCE (without pay)**

Name/Location

Effective

Walsh, Lauren 2/14/17-6/9/17  
Webster Elementary [20% Child Care]

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

11/17/16

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

RE: CLASSIFIED PERSONNEL – MERIT

RECOMMENDATION NO. A.18

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

**NEW HIRES**

**EFFECTIVE DATE**

Alonso, Stephanie Special Ed-Grant ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	10/24/16
Daniels, Delone Special Ed-Santa Monica HS	Paraeducator-2 6 Hrs/SY/Range: 25 Step: A	10/17/16
De La Torre, Justine Special Ed-Rogers ES	Paraeducator-1 4.5 Hrs/SY/Range: 20 Step: A	10/21/16
Johnson, Joseph Santa Monica HS	Campus Security Officer 8 Hrs/10 Mo/Range: 25 Step: D	11/1/16
Limbrick, Karresha Food and Nutrition Services	Food Service Operations Supervisor 8 Hrs/12 Mo/Range: M-38 Step: A	11/2/16
Mejia, Laura Special Ed-Muir ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	11/1/16
Miles, Shawndra Special Ed-Grant ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	10/24/16
Monroy, Rosa Special Ed-Rogers ES	Paraeducator-1 4.5 Hrs/SY/Range: 20 Step: A	10/24/16
Sarvey, Roxana Special Ed-Adams MS	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	10/24/16

**PROMOTION**

**EFFECTIVE DATE**

Venable, Mark Maintenance	Skilled Maintenance Worker 8 Hrs/12 Mo/Range: 33 Step: C From: Custodian: 8 Hrs/12 Mo	11/1/16
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**RECLASSIFICATION**

**EFFECTIVE DATE**

Upton, Carey Business Services	Chief Operations Officer 8 Hrs/12 Mo/Range: M-76 Step: A From: Director of Theater Oper. & Facility Permits: 8 Hrs/12 Mo	7/1/16
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**TEMP/ADDITIONAL ASSIGNMENTS**

**EFFECTIVE DATE**

Baghoomian, Edwin Maintenance	HVAC Mechanic [overtime; district projects]	7/1/16-6/30/17
Brown, Roosevelt Business Services	Director of Maintenance and Operations [limited term; district projects]	10/12/16-2/11/17

Carrillo, Rigoberto Maintenance	HVAC Mechanic [overtime; district projects]	7/1/16-6/30/17
Clayton, Lawrence Malibu HS	Campus Security Officer [overtime; ASB events]	7/1/16-6/30/17
Cruz, Carmen CDS-McKinley ES	Children's Center Assistant-2 [additional hours; classroom support]	8/19/16-6/9/17
Donovan, Marc Maintenance	Glazier [overtime; district projects]	7/1/16-6/30/17
Flores, Ana Maintenance	Administrative Assistant [overtime; special board meetings support]	10/15/16-10/16/16
Ford, Spikes Maintenance	Metal Worker [overtime; district projects]	7/1/16-6/30/17
Fuentes, Diolani FNS-Adams MS	Cafeteria Worker I [additional hours; cafeteria support]	8/1/16-6/9/17
Gomez, Aida CDS-McKinley ES	Children's Center Assistant-2 [additional hours; classroom support]	8/19/16-6/9/17
Gomez, Jack Operations	Custodian [additional hours; custodial support]	7/1/16-6/30/17
Gonzalez, Andrea CDS-Franklin ES	Children's Center Assistant-1 [additional hours; classroom support]	8/19/16-6/9/17
Gonzalez, Gary Maintenance	Plumber [overtime; district projects]	7/1/16-6/30/17
Hedges, Eric Facility Use	Electrician [overtime; Facility Use projects]	7/1/16-6/30/17
Hedges, Eric Maintenance	Electrician [overtime; district projects]	7/1/16-6/30/17
Heiderman, Daniel Facility Use	Utility Worker [overtime; Facility Use projects]	7/1/16-6/30/17
Herrera, Zenon Maintenance	Locksmith [overtime; district projects]	7/1/16-6/30/17
Jackson, Sheralynn Special Education	Office Specialist [additional hours; clerical support]	10/17/16-12/22/16
Lopez, Francisco FNS-Adams MS	Cafeteria Worker I [additional hours; cafeteria support]	8/1/16-6/9/17
Morales, Daniel CDS-Franklin ES	Children's Center Assistant-1 [additional hours; classroom support]	8/19/16-6/9/17
Nunez, Sherry Lincoln MS	Campus Security Officer [overtime; ASB events]	9/30/16-6/9/17
Parker, Stephen Maintenance	Skilled Maintenance Worker [overtime; district projects]	7/1/16-6/30/17

Perchlak, Stanley Maintenance	Skilled Maintenance Worker [overtime; district projects]	7/1/16-6/30/17
Plascencia, Henry Maintenance	Skilled Maintenance Worker [overtime; district projects]	7/1/16-6/30/17
Portillo, Cristina CDS-Wood Venice	Children's Center Assistant-3 [additional hours; classroom support]	8/19/16-6/9/17
Reyes, Pedro Maintenance	Electrician [overtime; district projects]	7/1/16-6/30/17
Shanley, Scott Facility Use	Campus Security Officer [additional hours; Facility Use events]	8/1/16-6/30/17
Tabones, Remigio Maintenance	Electrician [overtime; district projects]	7/1/16-6/30/17
Tehrani, Mahnaz CDS-McKinley ES	Children's Center Assistant-2 [additional hours; classroom support]	9/26/16-6/9/17
Torres, Jose Facility Use	Utility Worker [overtime; Facility Use projects]	7/1/16-6/30/17
Ubeda, Hanzel Maintenance	Plumber [overtime; district projects]	7/1/16-6/30/17
Villa, Alejandro Maintenance	Carpenter [overtime; district projects]	7/1/16-6/30/17
Zurich-Lunsford, Kathleen Rogers ES	Senior Office Specialist [additional hours; clerical support]	10/17/16-12/31/16
<b><u>SUBSTITUTES</u></b>		<b><u>EFFECTIVE DATE</u></b>
Aranda, Antonio McKinley ES	Instructional Assistant - Classroom	8/19/16-6/30/17
Becherer, Karen McKinley ES	Instructional Assistant - Classroom	8/19/16-6/30/17
Chan, Robin Special Education	Paraeducator-1	10/24/16-6/9/17
Chan, Robin Special Education	Paraeducator-3	10/24/16-6/9/17
Davis, Luke Special Education	Paraeducator-1	10/20/16-6/9/17
Davis, Luke Special Education	Paraeducator-3	10/20/16-6/9/17
De Leon, Adrian Special Education	Paraeducator-1	10/26/16-6/9/17
De Los Santos, Gabriela Child Development Services	Children's Center Assistant-2	8/22/16-6/9/17
Evans Jr., Michael Special Education	Paraeducator-3	10/1/16-6/9/17

Fernandez, Angelica Child Development Services	Children's Center Assistant-2	8/22/16-6/9/17
Gonzalez, Andrea Child Development Services	Children's Center Assistant-1	8/19/16-6/9/17
Hong, Grace McKinley ES	Instructional Assistant - Classroom	8/19/16-6/30/17
Lucas, Ralph McKinley ES	Instructional Assistant - Classroom	8/19/16-6/30/17
Macias, Uriel Food and Nutrition Services	Stock and Delivery Clerk	10/26/16-6/9/17
Martinez, Silvia Food and Nutrition Services	Cafeteria Worker I	8/19/16-6/9/17
Mehrazar, Saman McKinley ES	Instructional Assistant - Classroom	8/19/16-6/30/17
Morales, Daniel Child Development Services	Children's Center Assistant-1	8/19/16-6/9/17
Portillo, Cristina Child Development Services	Children's Center Assistant-3	8/19/16-6/9/17
Rodriguez, Cecilia Child Development Services	Children's Center Assistant-2	8/22/16-6/9/17
Tehrani, Mahnaz Child Development Services	Children's Center Assistant-2	9/26/16-6/9/17

**CHANGE IN CLASSIFICATION**

Rodriguez, Gerardo Roosevelt ES	Elementary Library Coordinator 8 Hrs/10 Mo From: Library Assistant II/6 Hrs/10 Mo/Lincoln MS	<b><u>EFFECTIVE DATE</u></b> 11/1/16
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**CHANGE IN ASSIGNMENT**

Gonzalez, Xavier Operations-Edison ES	Custodian 8 Hrs/SY From: 5 Hrs/SY/Operations-Edison ES	<b><u>EFFECTIVE DATE</u></b> 7/6/16
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**INVOLUNTARY TRANSFER**

Odom, Lamont Operations-Rogers ES	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-McKinley ES	<b><u>EFFECTIVE DATE</u></b> 10/31/16
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**VOLUNTARY TRANSFER**

Rodriguez, Cecilia CDS-Edison ES	Children's Center Assistant-2 5 Hrs/SY From: 3.5 Hrs/SY/CDS-Rogers ES	<b><u>EFFECTIVE DATE</u></b> 8/19/16
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**REDUCTION OF HOURS IN LIEU OF LAYOFF**

		<b><u>EFFECTIVE DATE</u></b>
Murray, April Facility Use	Swimming Instructor/Lifeguard 4 Hrs/11 Mo From: 6 Hrs/SY/Lincoln MS	11/1/16

**RESIGNATION**

		<b><u>EFFECTIVE DATE</u></b>
Briseno, Elias Special Ed-Lincoln MS	Paraeducator-3	10/21/16
Christopherson, Janet Grant ES	Instructional Assistant - Classroom	11/4/16
Lomando, Athena Special Ed-McKinley ES	Paraeducator-3	6/9/16
Lopez, Sandy Rogers ES	Senior Office Specialist	10/14/16
Mamon, Stephanie Operations	Custodian	10/28/16
Nunez, Stephanie Muir ES	Instructional Assistant - Classroom	11/11/16

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





TO: BOARD OF EDUCATION ACTION/CONSENT  
11/17/16

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

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.19

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

**AVID TUTOR**

Chang, Victoria Lincoln MS 10/21/16-6/9/17

**NOON SUPERVISION AIDE**

Christopherson, Janet	Grant ES	8/22/16-6/9/17
Fountain, Maresa	Grant ES	8/22/16-6/9/17
Gonzalez, Ramona	Grant ES	8/22/16-6/9/17
Hernandez, Beatrice	Grant ES	8/22/16-6/9/17
Hodgdon, Emily	McKinley ES	10/10/16-6/9/17
Jackson, Jessica	Grant ES	8/22/16-6/9/17
Luneva, Elena	McKinley ES	10/17/16-6/9/17
McDonough, Barbara	Grant ES	8/22/16-6/9/17
Mendoza, Ana	Grant ES	8/22/16-6/9/17
Orban, Marie Claire	Grant ES	8/22/16-6/9/17
Preston, Deborah	Grant ES	8/22/16-6/9/17
Reaber, Winifred	Grant ES	8/22/16-6/9/17
Reyes, Marilu	Rogers ES	10/20/16-6/9/17
Shandalov, Lisa	Roosevelt ES	8/22/16-6/9/17
Urizar, Miriam	Grant ES	8/22/16-6/9/17
Winer, Megan	Grant ES	8/22/16-6/9/17

**COACHING ASSISTANT**

Klein, Adam	Santa Monica HS	10/1/16-6/9/17
Stern, Geoffrey	Malibu HS	10/4/16-6/30/17

**TECHNICAL SPECIALIST – LEVEL III**

Kahn, Diana	Santa Monica HS	8/22/16-6/9/17
	[Choir Instructor]	
	- Funding: Santa Monica Arts Parents Association	

**STUDENT WORKER - WORKABILITY**

Cotwright, Tysyn	Malibu HS	10/10/16-6/5/18
Himelfarb, Maria	Malibu HS	10/15/16-6/10/19

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

11/17/16

FROM: CHRISOPHER KING / SYLVIA G. ROUSSEAU / MARK KELLY

RE: JOB DESCRIPTION – INFANT TODDLER TEACHER

RECOMMENDATION NO. A.20

It is recommended that the Board of Education approve the attached job description for Infant Toddler Teacher in Child Development Services.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

CERTIFICATED JOB DESCRIPTION

**INFANT TODDLER TEACHER**

**DEFINITION:**

Under the general direction of Child Development Services, and the direct supervision of the Coordinator of Child Development Services or designee, the Infant Toddler Teacher provides an educational program for infants and toddlers anchored in the California Infant Toddler Learning Foundations, and participates in other department programs, as assigned.

**EXAMPLES OF DUTIES:**

- Identifies the educational and developmental needs of each child as a basis for determining teaching objectives;
- Develops activities and lesson plans to address the social, emotional, physical and cognitive growth and development of all students;
- Keeps appropriate records for learning goals, progress evaluation, and completes required assessments, such as Desired Results Developmental Profile (DRDP) and/or Infant Toddler Environment Rating Scales (ITERS);
- Maintains a learning environment which supports the goals for the student, the multicultural practices of students and families, and the District's Child Development philosophy;
- Supports students' use of imagination, creative play, and positive exploration of boundaries;
- Maintains an orderly, safe, and healthy indoor and outdoor learning environment;
- Actively participates in students' daily indoor and outdoor routine;
- Includes parents in the planning of student goals through parent conferences, and encourages on-going parent involvement;
- Participates in departmental Professional Development meetings, collaborative planning and coaching, and implements knowledge gained into teaching practices;
- Co-teach with another teacher, where required;
- Plan, communicate to and coordinate the work of paraprofessionals, where required;
- Perform other related duties as assigned.

**QUALIFICATIONS:**

Knowledge of:

- Child growth and development,
- Ages and Stages Questionnaire (ASQ) and Desired Results Developmental Profile (DRDP) Infant Toddler assessment tools,
- Instructional techniques for infants and toddlers,
- Resources for Infant Educators (RIF) or Program for Infant Toddler Caregivers (PITC) training preferred,
- Community-based resources that promote the welfare of students and families,

- Culturally-relevant learning and instructional practices.

Ability to:

- Communicate effectively in oral and written form,
- Demonstrate strong organizational skills,
- Complete and utilize assessments, such as ASQ, DRDP and ITERS,
- Engage with students and families of diverse backgrounds and/or students with special needs,
- Work positively in collaboration with other teachers, paraprofessionals, and administrators,
- Demonstrate exemplary professional ethics and standards,
- Promote health and safety practices, and adhere to district policies and procedures.

**EXPERIENCE AND EDUCATION:**

- Bachelors' Degree in Early Childhood or related field preferred. Associates' Degree in Early Childhood Education, or related field required.
- Teacher Level Child Development Permit, including at least three (3) units in Infant Toddler care.
- Minimum of two (2) years of successful paid experience as an infant toddler teacher or caregiver.
- Experience with infants and toddlers in a group setting preferred.

**CERTIFICATION, LICENSES AND CONDITIONS:**

Certification Requirements

- Hold or be eligible for a valid California Child Development Permit (Teacher Level or higher).
- Must have current First Aid and Pediatric CPR certification.
- Must be current with required immunizations.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

- Candidates must be able to perform essential duties with or without reasonable accommodation.
- This is an active position classification that involves walking and standing for extended periods, including the ability to sit on the floor, bend at the waist, kneel and/or stoop 75% of the time.
- Requires the mobility to stand, stoop, balance, reach, kneel and bend. Requires mobility of arms to reach and dexterity of hands and fingers needed to operate a computer keyboard.
- Requires the need to push, pull or lift up to 40 pounds.
- The job also requires the accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing oral information and direction.

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

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

11/17/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / MARK KELLY /  
TARA BROWN

RE: EXPULSION OF STUDENT (06242000) (135525)

RECOMMENDATION NO. A.21

It is recommended that the Board of Education expel student (06242000)(135525), but suspend enforcement of the expulsion to allow the student to remain in his current educational placement, or return to the Off Campus Learning Center, should his current placement end before the end of the term of expulsion. The term of expulsion is for the current semester and one additional semester.

COMMENT: The Superintendent of the Santa Monica-Malibu Unified School District has recommended the expulsion based on the student's violation of Education Code Sections 48900 (a)(1) and 48900.4

48900 (a)(1)	Caused, attempted to cause or threatened to cause physical injury to another person.
48900.4	Intentionally harassed, threatened, or intimidated school district personnel, creating a hostile educational environment.

In addition, this recommendation is based on the following findings:

48915 (b)(1)	Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
48915 (b)(2)	Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

The Administrative Hearing Panel recommends suspending enforcement of the expulsion and allowing the student to remain in his current educational placement outside of the district. If his current placement ends before the end of the term of expulsion, the student will be allowed to return to the Off Campus Learning Center, provided he is making satisfactory progress in fulfilling the requirements of his Rehabilitation Plan. The expulsion order is to be put into effect if the student fails to make satisfactory progress during the period of expulsion. If the expulsion order is put into effect, the student shall be placed in an educational program operated by the Los Angeles County Office of Education.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:





TO: BOARD OF EDUCATION

ACTION/CONSENT

11/17/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU

RE: REVISE BP 1220 – DISTRICT ADVISORY COMMITTEES (DACs)

RECOMMENDATION NO. A.22

It is recommended that the Board of Education revise BP 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.

During the second reading on November 3, 2016, the board proposed additional changes regarding committee size; membership; parent and/or guardian participation; civility; the term, “citizen;” sub- and ad hoc committees; and the explicit inclusion of both cities. Those changes have been included in this item (the corresponding AR can be found under Item No. I.01.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

**DISTRICT ADVISORY COMMITTEES**

The Board of Education recognizes that district advisory committees provide a valuable method whereby ~~citizens~~ the public 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 and/or guardians 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 from both Santa Monica and Malibu 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. It is crucial that the district seek, with diligence, robust parent and/or guardian representation on each committee. ~~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/or guardians 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**

TO: BOARD OF EDUCATION

ACTION/CONSENT

11/17/16

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

RE: REVISE BP 3100 – BUDGET

RECOMMENDATION NO. A.23

It is recommended that the Board of Education revise BP 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 corresponding regulation can be found under Item No. I.02.

These changes were discussed at the November 3, 2016, board meeting.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

**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 form 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.~~

### **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**

TO: BOARD OF EDUCATION

ACTION/CONSENT

11/17/16

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

RE: REVISE BP 3270 – SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

RECOMMENDATION NO. A.24

It is recommended that the Board of Education revise BP 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 corresponding regulation can be found under Item No. I.03.

These changes were discussed at the November 3, 2016, board meeting.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

**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**



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## **STUDY SESSION**





TO: BOARD OF EDUCATION

STUDY SESSION

11/17/16

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

RE: EXCELLENCE THROUGH EQUITY ACTION PLAN: 2016-17 – PART III: MATH  
INSTRUCTION

STUDY SESSION ITEM NO. S.01

The study session on mathematics instruction with the board will extend the previous reports on *Excellence though Equity*. The emphasis on student engagement, specifically through academic discourse in its various forms, encompasses all subject areas. It is a recognition of how people learn. The focus on mathematics instruction in this agenda item address one of the major determinants of students' future. It is important to discuss mathematics instruction as a prerequisite for discussions that will follow regarding math pathways. The essential is question is about what students are learning and how students are learning from kindergarten through high school.



TO: BOARD OF EDUCATION

DISCUSSION

11/17/16

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

RE: PRESENTATION AND DISCUSSION OF SCHOOL SERVICES OF CALIFORNIA (SSC) REPORT TO MALIBU UNIFICATION NEGOTIATIONS COMMITTEE (MUNC)

#### STUDY SESSION ITEM NO. S.02

At the December 17, 2015, Board of Education meeting, members discussed a process of negotiations between the Santa Monica-Malibu Board of Education and representatives of a potential Malibu Unified School District (MUSD). Staff was directed to establish a committee of community members, with representation from both communities for the purpose of recommending resolution of issues and concerns pertinent to unification of a separate MUSD. Malibu City Manager, Jim Thorsen, selected the following individuals to represent Malibu: Makan Delrahim, Laura Rosenthal and Manel Sweetmore. Superintendent Sandra Lyon chose Tom Larmore, Debbie Mulvaney and Paul Silvern to represent Santa Monica. The committee has met regularly since March 7, 2016, with the assistance of a facilitator, Karen Orlansky. Agendas and minutes for those meetings may be found on the SMMUSD web site at <http://www.smmusd.org/superintendent/MalibuUnification/index.html>.

Board's objectives: The SMMUSD Board of Education's objectives for the committee's work include; but are not necessarily limited to, the following:

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

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

- Payment(s) to be made to address any significant adverse financial impacts of unification (e.g., by MUSD to SMUSD) including:
  - Payment amount(s) or formula(e)
  - Payment frequency
- Allocation of cash in the General Fund Accounts
- Allocation of cash in the Capital Facilities Fund (e.g., developer fees)

- Allocation of outstanding bond debt
- Allocation of unspent bond proceeds
- Allocation of authorized but unissued bonds
- Elimination of post-unification liability (e.g., liability to a Santa Monica Unified School District for environmental issues at Malibu schools); and
- If needed, a mechanism for review and possible alteration of the agreed upon items (e.g., every 5 years or upon the request of either side as a result of a material change in financial conditions)

In order to develop recommendations, the committee engaged the services of professionals in the areas of school finance, law and bond indebtedness. One of the consulting organizations that provided information to the committee was School Services of California (SSC). SSC representatives Robert Miyashiro and Mike Ricketts have worked with the committee completing a report entitled "*Report Prepared for the Malibu Unification Negotiating Committee (9/14/16)*" that details many of the financial implications of a separation of SMMUSD into two school districts. That report may be found attached to the committee minutes of September 20, 2016 on the SMMUSD web site: <http://www.smmusd.org/superintendent/MalibuUnification/index.html>.

Although the work of committee has not concluded, Board leadership requested that the full Board receive a presentation of the SSC report at this time. Mr. Ricketts will be present at the meeting to present the information and conclusions contained in the September 14, 2016 report and to respond to Board questions.

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## **DISCUSSION ITEMS**



TO: BOARD OF EDUCATION

DISCUSSION

11/17/16

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

RE: SAMOHI CAMPUS PLAN – POTENTIAL FOR JOINT CIVIC CENTER FIELD  
AND PARKING LOT PROJECT OR DEVELOPMENT OF SAMOHI CAMPUS  
PLAN PHASES 1 AND 2

DISCUSSION ITEM NO. D.01

At the Board's prompting, District staff has engaged in multiple discussions with City staff regarding the use of the Civic Center property located across 4<sup>th</sup> Street from Samohi, particularly with regard to the City's proposed temporary multi-use sports field. City staff and District staff have discussed options for this facility initially related to the addition of a softball field component to the temporary field, as well as additional options related to a larger joint City/District project consisting of a two-story subterranean parking structure below a permanent multi-use sports field including a softball field and related appurtenances, located in the Civic Center parking lot near the corner of Pico and 4<sup>th</sup> St.

Steve Massetti and Carey Upton will present the options to the Board, along with the anticipated impacts of the various options. The next step, should the District choose to pursue the Civic Center Field and Parking option, would be for District staff to enter into negotiations with City staff regarding several outstanding issues, resulting in a Memorandum of Understanding between the City and the District to further develop the project.

Board guidance is being sought regarding the pursuit of the Civic Center Field and Parking Option and/or construction of Samohi Campus Plan Phases 1 and 2 simultaneously.





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## **MAJOR ITEMS**



TO: BOARD OF EDUCATION

ACTION/MAJOR

11/17/16

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

RE: APPROVAL OF THE 2017-18, 2018-19, AND 2019-20 DISTRICT CALENDARS

RECOMMENDATION NO. A.25

It is recommended that the Board of Education approve the district calendar for the 2017-18, 2018-19, and 2019-20 school years.

COMMENT: The district calendar is a negotiated item between the Board of Education and the Santa Monica-Malibu Classroom Teachers' Association (SMMCTA) per Article VI.A.4 of the current agreement.

Copies of the calendars will be available at the board meeting.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:



TO: BOARD OF EDUCATION

ACTION/MAJOR

11/17/16

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

RE: 2016-17 BUDGET REVISIONS

RECOMMENDATION NO. A.26

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

Fund 01	-	General Fund (Unrestricted & Restricted)
Fund 11	-	Adult Education Fund
Fund 12	-	Child Development Fund
Fund 13	-	Cafeteria Fund
Fund 14	-	Deferred Maintenance Fund
Fund 21	-	Building Fund
Fund 21.1	-	Building Fund /Measure BB Series B
Fund 21.2	-	Building Fund /Measure BB Series C
Fund 21.3	-	Building Fund /Measure BB Series D
Fund 21.4	-	Building Fund /Measure ES Series A
Fund 21.5	-	Building Fund /Measure ES Series B
Fund 35	-	County School Facilities Fund

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

<b>Fund: 01 Unrestricted General Fund</b>				
		Adopted Budget 7/1/16	Revised Budget as of 10/31/16	Changes
	Beginning Fund Balance	32,609,848	32,609,848	
8011-8099	LCFF Revenue	87,245,352	87,249,221	3,869
8100-8299	Federal Revenue	13,000	13,000	-
8300-8590	State Revenue	4,438,154	4,298,336	(139,818)
8600-8799	Local Revenue	34,863,040	34,462,500	(400,540)
8980-8999	Local General Fund Contributions	(25,691,208)	(25,914,697)	(223,489)
	<b>Total Revenue</b>	<b>100,868,338</b>	<b>100,108,360</b>	<b>(759,978)</b>
1000-1999	Certificated Salaries	53,475,766	53,578,695	102,929
2000-2999	Classified Salaries	18,501,715	18,558,564	56,849
3000-3999	Employee Benefits	26,317,027	26,272,775	(44,252)
4000-4999	Books and Supplies	3,501,779	2,762,697	(739,082)
5000-5999	Services and Other Operating Costs	9,116,473	9,674,312	557,839
6000-6999	Capital Outlay	590,000	1,309,340	719,340
7100-7299	Other Outgo	53,389	53,389	-
7300-7399	Indirect Costs	(1,010,988)	(1,086,786)	(75,798)
7600-7629	Transfer Out/ Fund 12, 13	543,263	519,692	(23,571)
	<b>Total Expenditures</b>	<b>111,088,424</b>	<b>111,642,678</b>	<b>554,254</b>
	Increase /(Decrease) Fund Balance	<b>(10,220,086)</b>	<b>(11,534,318)</b>	<b>(1,314,232)</b>
	<b>Projected Fund Balance</b>	<b>22,389,762</b>	<b>21,075,530</b>	

### Major Changes

#### Revenues:

\$ (239,818)	One time Mandated funding decrease from \$237/ADA to \$214/ADA
\$ 100,000	Increase Unrestricted Lottery Revenue
\$ (469,724)	Decrease SMMEF funds
\$ 407,377	Increase other local revenues
\$ (223,489)	Increase Local General Fund Contribution to Special Ed

#### Expenditures:

\$ 102,929	Increase teaching 6.7 FTEs teaching positions
\$ 56,849	Decrease Classified Salaries
\$ (44,252)	Increase in Employee Benefits
\$ (739,082)	Decrease in Books & Supplies
	\$(438,180) SMMEF Stretch Grant
	\$(291,567) LCAP
\$ 557,839	Increase in Services and Operating Costs
	\$227,411 increase of P.S. Arts Contract
	\$292,251 increase SMMEF Stretch Grant
\$ 719,340	increase Equipment & Replacement
	\$341,188 Replace 2 School Buses
	\$378,152 Carryover commitment from prior year
\$ (75,798)	Increase in Indirect Charge to Categorical Programs

<b>Fund: 01</b>		<b>Restricted General Fund</b>		
Object	Description	Adopted Budget 7/1/16	Revised Budget as of 10/31/16	Changes
	Beginning Fund Balance	5,197,572	5,197,572	
8100-8299	Federal Revenue	4,476,318	4,910,521	434,203
8300-8590	State Revenue	951,140	6,057,681	5,106,541
8600-8799	Local Revenue	7,845,091	9,130,822	1,285,731
8980-8999	Local General Fund Contributions	25,691,208	25,914,697	223,489
	<b>Total Revenue</b>	<b>38,963,757</b>	<b>46,013,721</b>	<b>7,049,964</b>
1000-1999	Certificated Salaries	12,520,062	13,086,041	565,979
2000-2999	Classified Salaries	10,840,061	10,762,132	(77,929)
3000-3999	Employee Benefits	8,925,382	13,945,027	5,019,645
4000-4999	Books and Supplies	1,292,853	3,732,714	2,439,861
5000-5999	Services and Other Operating Costs	5,267,611	6,181,312	913,701
6000-6999	Capital Outlay	65,500	321,081	255,581
7300-7399	Indirect Costs	479,483	544,964	65,481
	<b>Total Expenditures</b>	<b>39,390,952</b>	<b>48,573,271</b>	<b>9,182,319</b>
	Increase /(Decrease) Fund Balance	<b>(427,195)</b>	<b>(2,559,550)</b>	<b>(2,132,355)</b>
	<b>Projected Fund Balance</b>	<b>4,770,377</b>	<b>2,638,022</b>	

### Major Changes

#### Revenues:

\$ 434,203	2015-16 Carryover from Title I, II and III federal programs
\$ 20,660	Increase in Special ED IDEA programs Funding
\$ 157,831	Revenue of new state program - College Readiness Block Grant
\$ 4,964,377	STRS On-behalf Pension Contribution for 2014-15
\$ 742,335	Increase in PTA
\$ 144,785	Increase in Gifts
\$ 223,489	Increases in General Fund Contribution to Special Education

#### Expenditures:

#### Expenditure increases reflect the new funding /carryover from various categorical programs

\$ 565,979	Increase in Certificated Salaries Special Ed: 1 FTE Psychologist, 4.6 FTEs teaching position
\$ (77,929)	Decrease in Classified Salaries
\$ 5,019,645	Increase in Employee Benefits <b>\$4,964,377</b> STRS On-behalf Pension for Certificated Employees
\$ 2,439,861	Increase in Books and Supplies \$530,856 in Textbooks \$1,909,006 in PTA, Gifts and in various programs carryover
\$ 913,701	Increase in Services and Other Operating Costs \$ 31, 690 in Conference and Travel \$143,017 in Maintenance from PTA, Gifts and On-going Maintenance programs \$267,456 in Independent Contractor from various programs \$338,626 in Other Operating Costs for various programs
\$ 255,581	Increase in Equipment \$14,530 new sewer camera system \$93,992 (3) new vehicles for FIP Department \$54,500 Equipment Replacement - Van #59 & Copier for M & O)
\$ 65,481	\$100,000 Equipment Replacement for Food Services Increase in indirect costs from various programs

<b>Fund: 11 Adult Education Fund</b>				
		Adopted	Revised	
		Budget	Budget	
Object	Description	7/1/16	as of 10/31/16	Changes
	Beginning Fund Balance	659,900	659,900	
8100-8299	Federal Revenue	46,926	46,280	(646)
8300-8590	Other State Revenue	679,147	690,135	10,988
8600-8799	Local Revenue	33,500	33,500	-
	<b>Total Revenues</b>	<b>759,573</b>	<b>769,915</b>	<b>10,342</b>
1000-1999	Certificated Salaries	283,809	372,960	89,151
2000-2999	Classified Salaries	211,264	186,691	(24,573)
3000-3999	Employee Benefits	149,900	166,765	16,865
4000-4999	Books and Supplies	54,504	214,160	159,656
5000-5999	Services and Other Operating Costs	60,096	105,571	45,475
6000-6999	Equipment	-	-	-
7300-7399	Indirect Costs	-	16,287	16,287
	<b>Total Expenditures</b>	<b>759,573</b>	<b>1,062,434</b>	<b>302,861</b>
	Increase /(Decrease) Fund Balance	-	<b>(292,519)</b>	<b>(292,519)</b>
	<b>Projected Fund Balance</b>	<b>659,900</b>	<b>367,381</b>	
<b>Major Changes</b>				
<b>Revenue:</b>				
\$ 10,988	Increase in STRS On-behalf Pension			
<b>Expenditure: Reallocate the Adult Ed Block 15-16 carryover</b>				
\$ 89,151	Increase in Certificated Salary			
	\$90,013 Block Grant Carryover Block Grant			
\$ (24,573)	Decrease in Classified Salary			
\$ 16,865	Benefits			
\$ 100,656	Supplies			
\$ 59,000	(40) Laptops for students & teachers			
\$ 35,775	Conference and Travel			



<b>Fund: 12</b>		<b>Child Development Fund</b>		
		Adopted	Revised	
		Budget	Budget	
Object	Description	7/1/16	as of 10/31/16	Changes
	Beginning Fund Balance	298,866	298,866	
8100-8299	Federal Revenue	1,697,210	1,747,210	50,000
8300-8590	State Revenue	2,911,361	3,375,966	464,605
8600-8799	Local Revenue	3,740,906	3,530,044	(210,862)
8900-8929	Interfund Transfer from Fund 01	413,263	389,692	(23,571)
	<b>Total Revenues</b>	<b>8,762,740</b>	<b>9,042,912</b>	<b>280,172</b>
1000-1999	Certificated Salaries	2,963,576	2,967,285	3,709
2000-2999	Classified Salaries	2,425,292	2,386,439	(38,853)
3000-3999	Employee Benefits	2,219,445	2,431,936	212,491
4000-4999	Books and Supplies	274,509	324,350	49,841
5000-5999	Services and Other Operating Costs	489,866	539,366	49,500
7300-7399	Indirect Costs	386,099	380,129	(5,970)
	<b>Total Expenditures</b>	<b>8,758,787</b>	<b>9,029,505</b>	<b>270,718</b>
	Increase /(Decrease) Fund Balance	<b>3,953</b>	<b>13,407</b>	<b>9,454</b>
	<b>Projected Fund Balance</b>	<b>302,819</b>	<b>312,273</b>	

**Major Changes:**

**Revenues:**

\$ 50,000	Increase in Head Start Program		
\$ 269,996	Increase in State Preschool Program		
\$ 194,609	Increase in STRS On-Behalf Pension		
\$ (210,862)	Decrease in Other Local Revenue		
\$ (23,571)	Decrease in transfer from Fund 01		

**Expenditures:**

**Expenditure increases reflect the new funding from various programs**

\$ 3,709	Increase in Certificated salary		
\$ (38,853)	Decrease in Classified salary		
\$ 212,491	Increase in Benefits		
	\$194,609 in STRS On-behalf Pension		
\$ 49,841	Increase in Supplies		
\$ 49,500	Increase in Services and Other Operating Costs		
\$ (5,970)	Decrease in Indirect Costs		

<b>Fund: 13 Cafeteria Fund</b>				
		Adopted	Revised	
		Budget	Budget	
Object	Description	7/1/16	as of 10/31/16	Changes
	Beginning Fund Balance	195,976	195,976	
8100-8299	Federal Revenue	1,200,000	1,200,000	-
8300-8590	State Revenue	85,000	85,000	-
8600-8799	Local Revenue	1,678,289	1,678,289	-
8900-8929	Interfund Transfer	130,000	130,000	-
	<b>Total Revenues</b>	<b>3,093,289</b>	<b>3,093,289</b>	<b>-</b>
2000-2999	Classified Salaries	1,476,549	1,464,380	(12,169)
3000-3999	Employee Benefits	584,153	557,007	(27,146)
4000-4999	Books and Supplies	1,215,000	1,215,000	-
5000-5999	Services and Other Operating Costs	(327,819)	(315,319)	12,500
6000-6999	Capital Outlay	-	-	-
7300-7399	Indirect Costs	145,406	145,406	-
	<b>Total Expenditures</b>	<b>3,093,289</b>	<b>3,066,474</b>	<b>(26,815)</b>
	Increase /(Decrease) Fund Balance	-	<b>26,815</b>	<b>26,815</b>
	<b>Projected Fund Balance</b>	<b>195,976</b>	<b>222,791</b>	

**Major Changes:**

**Expenditures:**

\$ (12,169)	Decrease in Salary
\$ (27,146)	Increase in Benefits
\$ 12,500	Increase in Services and Other Operating Costs

<b>Fund: 14 Deferred Maintenance Fund</b>				
		Adopted	Revised	
		Budget	Budget	
Object	Description	7/1/16	as of 10/31/16	Changes
	Beginning Fund Balance	212,196	212,196	
8010-8099	LCFF transfer to Fund 14	250,000	250,000	-
8600-8799	Local Revenue	1,000	1,000	-
	<b>Total Revenues</b>	<b>251,000</b>	<b>251,000</b>	<b>-</b>
4000-4999	Books and Supplies	-	-	-
5000-5999	Services and Other Operating Costs	350,000	350,000	-
6000-6999	Capital Outlay		61,000	61,000
	<b>Total Expenditures</b>	<b>350,000</b>	<b>411,000</b>	<b>61,000</b>
	Increase /(Decrease) Fund Balance	<b>(99,000)</b>	<b>(160,000)</b>	<b>(61,000)</b>
	<b>Projected Fund Balance</b>	<b>113,196</b>	<b>52,196</b>	

**Expenditure:**

\$ 61,000	A/C system for Franklin Elementary School
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<b>Fund: 21.0</b>		<b>Building Fund / Measure "BB" Series A</b>		
		Adopted Budget as of 7/1/16	Revised Budget as of 10/31/16	Changes
	Beginning Fund Balance	7,024,993	7,024,993	
8600-8799	Local Revenue	30,000	30,000	-
	<b>Total Revenues</b>	<b>30,000</b>	<b>30,000</b>	-
3000-3999	Benefits	3,948		(3,948)
4000-4999	Books and Supplies	5,300	7,100	1,800
5000-5999	Services and Other Operating Costs	461,600	838,070	376,470
6000-6999	Capital Outlay	1,700,150	4,955,150	3,255,000
	<b>Total Expenditures</b>	<b>2,170,998</b>	<b>5,800,320</b>	<b>3,629,322</b>
	Increase /(Decrease) Fund Balance	(2,140,998)	(5,770,320)	(3,629,322)
	<b>Projected Fund Balance</b>	<b>4,883,995</b>	<b>1,254,673</b>	
<b>Fund: 21.1</b>		<b>Building Fund / Measure "BB" Series B</b>		
		Adopted Budget 7/1/16	Revised Budget as of 10/31/16	Changes
	Beginning Fund Balance	1,624,344	1,624,344	
8600-8799	Local Revenue	15,000	15,000	-
	<b>Total Revenues</b>	<b>15,000</b>	<b>15,000</b>	-
4000-4999	Books and Supplies	200	200	-
5000-5999	Services and Other Operating Costs	25,250	425,250	400,000
6000-6999	Capital Outlay	100,100	203,100	103,000
	<b>Total Expenditures</b>	<b>125,550</b>	<b>628,550</b>	<b>503,000</b>
	Increase /(Decrease) Fund Balance	(110,550)	(613,550)	(503,000)
	<b>Projected Fund Balance</b>	<b>1,513,794</b>	<b>1,010,794</b>	
<b>Fund: 21.2</b>		<b>Building Fund / Measure "BB" Series C</b>		
		Adopted Budget 7/1/16	Revised Budget as of 10/31/16	Changes
	Beginning Fund Balance	421,391	421,391	
8600-8799	Local Revenue	8,000	8,000	-
8980-8999	Bond Proceeds	-	-	-
	<b>Total Revenues</b>	<b>8,000</b>	<b>8,000</b>	-
4000-4999	Books and Supplies	900	900	-
5000-5999	Services and Other Operating Costs	31,000	170,000	139,000
6000-6999	Capital Outlay	200,000	200,000	-
	<b>Total Expenditure</b>	<b>231,900</b>	<b>370,900</b>	<b>139,000</b>
	Increase /(Decrease) Fund Balance	(223,900)	(362,900)	(139,000)
	<b>Projected Fund Balance</b>	<b>197,491</b>	<b>58,491</b>	

<b>Fund: 21.3 Building Fund / Measure "BB" Series D</b>		Adopted	Revised	
		Budget	Budget	
Object	Description	7/1/16	as of 10/31/16	Changes
	Beginning Fund Balance	18,779,116	18,779,116	
8600-8799	Local Revenue	100,000	100,000	-
	Total Revenues	<b>100,000</b>	<b>100,000</b>	-
2000-2999	Classified Salaries	158,131	213,813	55,682
3000-3999	Employee Benefits	79,052	118,345	39,293
4000-4999	Books and Supplies	17,100	17,600	500
5000-5999	Services and Other Operating Costs	2,558,600	6,642,700	4,084,100
6000-6999	Capital Outlay	2,000,100	7,000,100	5,000,000
	Total Expenditure	<b>4,812,983</b>	<b>13,992,558</b>	9,179,575
	Increase /(Decrease) Fund Balance	<b>(4,712,983)</b>	<b>(13,892,558)</b>	<b>(9,179,575)</b>
	<b>Projected Fund Balance</b>	<b>14,066,133</b>	<b>4,886,558</b>	
<b>Fund: 21.4 Building Fund / Measure "ES" Series A</b>				
		Adopted	Revised	
		Budget	Budget	
Object	Description	7/1/16	as of 10/31/16	Changes
	Beginning Fund Balance	7,586,676	7,586,676	
8600-8799	Local Revenue	50,000	50,000	-
	Total Revenues	<b>50,000</b>	<b>50,000</b>	-
2000-2999	Classified Salaries	90,264	90,264	-
3000-3999	Employee Benefits	30,495	30,495	-
4000-4999	Books and Supplies	305,000	5,305,000	5,000,000
5000-5999	Services and Other Operating Costs	784,578	789,578	5,000
6000-6999	Capital Outlay	800,000	926,000	126,000
	Total Expenditure	<b>2,010,337</b>	<b>7,141,337</b>	5,131,000
	Increase /(Decrease) Fund Balance	<b>(1,960,337)</b>	<b>(7,091,337)</b>	<b>(5,131,000)</b>
	<b>Projected Fund Balance</b>	<b>5,626,339</b>	<b>495,339</b>	
<b>Fund: 21.5 Building Fund / Measure "ES" Series B</b>				
		Adopted	Revised	
		Budget	Budget	
Object	Description	7/1/16	as of 10/31/16	Changes
	Beginning Fund Balance	57,304,691	57,304,691	
8600-8799	Local Revenue	250,000	250,000	-
8980-8999	Bond Proceeds			-
	Total Revenues	<b>250,000</b>	<b>250,000</b>	-
2000-2999	Classified Salaries	158,131	188,982	30,851
3000-3999	Employee Benefits	79,052	90,678	11,626
4000-4999	Books and Supplies	1,200	15,400	14,200
5000-5999	Services and Other Operating Costs	2,109,000	7,562,100	5,453,100
6000-6999	Capital Outlay	176,200	496,200	320,000
	Total Expenditure	<b>2,523,583</b>	<b>8,353,360</b>	5,829,777
	Increase /(Decrease) Fund Balance	<b>(2,273,583)</b>	<b>(8,103,360)</b>	<b>(5,829,777)</b>
	<b>Projected Fund Balance</b>	<b>55,031,108</b>	<b>49,201,331</b>	

<b>Fund: 35</b>		<b>County School Facilities Fund</b>		
		Adopted	Revised	
		Budget	Budget	
Object	Description	7/1/2016	as of 12/31/16	Changes
	Beginning Fund Balance			
8300-8599	State Revenue		2,445,054	2,445,054
8600-8799	Local Revenue			-
	<b>Total Revenues</b>	-	<b>2,445,054</b>	<b>2,445,054</b>
5000-5999	Services and Other Operating Costs			-
6000-6999	Capital Outlay		2,445,054	2,445,054
	Total Expenditures	-	<b>2,445,054</b>	<b>2,445,054</b>
	Increase /(Decrease) Fund Balance	-	-	-
	<b>Projected Fund Balance</b>	-	-	
<b>Major Changes:</b>				
<b>Revenue:</b>				
\$ 2,445,054	School Facilities Apportionment			
<b>Expenditure:</b>				
\$ 2,445,054	SAMOHI Auto Shop			



TO: BOARD OF EDUCATION

ACTION/MAJOR

11/17/16

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

RE: INCREASE IN STAFFING (FTE) – FACILITY IMPROVEMENT PROJECTS

RECOMMENDATION NO. A.27

It is recommended that the Board of Education approve a 1.0 FTE (8 Hrs/SY) Campus Security Officer position to ensure safety and security during construction projects at Malibu High School.

FUNDING NOTE: The cost will be taken from the BB project budget, and that 2016-2017 budget will be adjusted \$41,454 for salary and benefits.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:





TO: BOARD OF EDUCATION

ACTION/CONSENT

11/17/16

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

RE: INCREASE IN STAFFING (FTE) – SPECIAL EDUCATION

RECOMMENDATION NO. A.28

It is recommended that the Board of Education approve the addition of the following positions in Special Education in order to meet IEP requirements and student needs for the 2016-2017 school year.

Paraeducator 3	6.0-hour (0.75 FTE)	Santa Monica High School
Paraeducator 3	6.0-hour (0.75 FTE)	Special Education

FUNDING NOTE: The 2016-2017 budget will be adjusted \$56,040 for salary and benefits.

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



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## **INFORMATION ITEMS**



TO: BOARD OF EDUCATION

INFORMATION

11/17/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU

RE: REVISION TO AR 1220 – DISTRICT ADVISORY COMMITTEES (DACs)

INFORMATION ITEM NO. I.01

This is to inform the Board of Education that AR 1220 – District Advisory Committees (DACs) has been revised.

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.

During the second reading on November 3, 2016, the board proposed additional changes regarding committee size; membership; parent and/or guardian participation; civility; the term, “citizen;” sub- and ad hoc committees; and the explicit inclusion of both cities. Those changes have been included in this item (the corresponding BP can be found under Item No. A.22).

**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~~ the public 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/or guardians and other ~~citizens~~ members 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 and/or guardians 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 fifteen (15) 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 from both Santa Monica and Malibu. ~~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. It is crucial that the district seek, with diligence, robust parent and/or guardian representation on each committee.

### 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 ~~staff liaison~~ administrator co-chairperson 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 a non-voting ex-officio administrator co-chairperson, a voting co-chairperson, a vice chairperson, a secretary, and such other officers as a committee may deem desirable.

2. Election and Term of Office

The voting 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.~~

bc. 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.
- (5) Conduct him/herself in a dignified and professional manner, treating everyone with civility and respect.

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

INFORMATION

11/17/16

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

RE: REVISIONS TO AR 3100 – BUDGET

INFORMATION ITEM NO. I.02

This is to inform the Board of Education that AR 3100 – Budget has been revised.

COMMENTS: 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.

The corresponding policy can be found under Item No. A.23.

These changes were discussed at the November 3, 2016, board meeting.

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

The work of the 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 INFORMATION  
11/17/16

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

RE: REVISIONS TO AR 3270 – SALE AND DISPOSAL OF BOOKS, EQUIPMENT  
AND SUPPLIES

INFORMATION ITEM NO. I.03

This is to inform the Board of Education AR 3270 – Sale and Disposal of Books, Equipment and Supplies has been revised.

COMMENTS: 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.

The corresponding policy can be found under Item No. A.24.

These changes were discussed at the November 3, 2016, board meeting.

**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

INFORMATION

11/17/16

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

RE: REVISIONS TO AR 6171 – TITLE I PROGRAMS

INFORMATION ITEM NO. I.04

This is to inform the Board of Education that AR 6171 – Title I Programs has been revised.

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.

These changes were discussed at the November 3, 2016, board meeting.

**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**