

TO: BOARD OF EDUCATION  
FROM: JOHN E. DEASY  
RE: APPROVAL OF MINUTES

ACTION  
05/06/04

RECOMMENDATION NO. A.01

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

December 12 and 19, 2002  
January 23, 2003

MOTION MADE BY:  
SECONDED BY:

STUDENT ADVISORY VOTE:  
AYES:  
NOES:  
ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/CONSENT

05/06/04

FROM: SUPERINTENDENT

RE: APPROVAL OF INDEPENDENT CONTRACTORS

RECOMMENDATION NO. A.02

It is recommended that Board of Education enter into an agreement with the following Independent Contractors. These contracts are included in the 2003/2004 budget.

<b>Contractor/Contract Dates</b>	<b>Description</b>	<b>Site</b>	<b>Funding</b>
City of Santa Monica (civic aud) March 17-19, 2004 Amount of Increase: \$1,499 Total contract cost: Not to exceed \$10,499	Amendment of previous contract approved by the board 1/8/04 to rent equipment, facility, labor and services and parking for 2004 Stairway of the Stars concert held March 18 & 19, 2004.	Ed Services	Stairway of the Stars 01-90120-17300-10000-5630-030-1300
Diane Martinez March 1, 2003 - May 31, 2004 Cost: Not to exceed \$1,500	To style wigs (1930's period), provide supplies, materials and hair consultation with cast and including additional haircuts for men for Malibu High School Musical to be held this spring.	Ed Services/Malibu High	Cher funds 73-90300-0-17100-10000-5802-030-1300
Bernadette Cleland June 5, - June 9, 2004 Cost: Not to exceed \$6,000	To provide workshops for use as part of the implementation of the New Teacher Evaluation system	Ed Services	IASA Title II Teacher Quality 01-40350-0-11100-10000-5802-035-1300
Albert "Duffy" Miller June 5, - June 9, 2004 Cost: Not to exceed \$6,000	To provide workshops for use as part of the implementation of the New Teacher Evaluation system	Ed Services	IASA Title II Teacher Quality 01-40350-0-11100-10000-5802-035-1300

<b>Contractor/Contract Dates</b>	<b>Description</b>	<b>Site</b>	<b>Funding</b>
UCLA Center X August 26, 2003 - June 30, 2004 Cost: Not to exceed \$750	To provide a Professional Development Workshop, the California Reading & Literature Project, for Santa Monica High School teachers on August 26, 2003.	Ed Services	IASA Title II Teacher Quality  01-40350-0-11100- 10000-5802-035- 1300
Anti-Defamation League  March 1, June 30, 2004  Cost: Not to exceed \$4,700.01	To provide for the implementation to the "A World of difference" Peer Training Program to SAMOHI Students	Samo	Medi-Cal billing option (Grant)  01-56400-0-11100- 10000-5802-015- 4150

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/CONSENT

05/06/04

FROM: SUPERINTENDENT

RE: OVERNIGHT FIELD TRIP 2003-04

RECOMMENDATION NO. A.03

It is recommended that the Board of Education approve/ratify the special field trip listed below for students for the 2003-2004 school year. No child will be denied due to financial hardship.

<u>School Grade</u>	<u>Destination</u>	<u>Principal</u>	<u>Cost / Paid for</u>	<u>Subject</u>	<u>Purpose of Trip</u>
Samohi Grds. 11-12 2	Tennessee 05/01/04 to 05/05/04	Anita Kemp Cathy Baxter	\$382 paid for by sponsors and donations	Career Dev.	Career Development Conference

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/CONSENT

05/06/04

FROM: SUPERINTENDENT

RE: BASIC/SUPPLEMENTAL TEXTBOOKS TO BE ADOPTED

RECOMMENDATION NO. A.04

It is recommended that the following textbook be adopted for use in the Santa Monica-Malibu Unified School District.

COMMENT: In accordance with the Board of Education policy, the textbook listed below have been on public display for the past two weeks in the Educational Services Department at 1638 17th Street, Santa Monica, CA 90405.

**PROJECT ALERT**, created and written by Phyllis Ellikson et al. (Rand Corporation). Requested for adoption by Kathy McTaggart at the District Office for grades 7-8 to educate kids on substance abuse.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION /CONSENT

05/06/04

FROM: SUPERINTENDENT / STEVE MARTINEZ

RE: 2004/2005 COMMUNITY-BASED ENGLISH TUTORING PROGRAM

RECOMMENDATION NO. A.05

It is recommended that the Board of Education approve of State funds presently available for the Community-Based English Tutoring Program. The allocation is based on the number of Limited English Proficient students in the District and will provide funds for adult English language instruction programs for parents and other members of the community who make a commitment to tutoring K-12 children with Limited English Proficiency. The funds are available immediately upon Board approval.

The Board of Education must assure that five conditions of acceptance be certified, as follows:

1. The conditions established pursuant of Education Code Section 300-340, and California Code of Regulations, Title 5, Sections 11300-11305 will be met by the District in the administration of this program.
2. The District will use fiscal control and accounting procedures that will ensure proper disbursements of and accounting of state funds paid to that agency under the program. The District will make records available for audit when requested.
3. Funds may be used for direct program services, community notification processes, transportation services, and background checks related to the tutoring program.
4. The District will be responsible for expending these funds free or subsidized adult English language instruction for parents or community members who have pledged to provide personal English language tutoring K-12 English learners.
5. Pledge records will consist of the following information: name of school district, name of school, name and signature of parent or community member committed to tutor English learners. These records will be maintained for audit.

Signature of Presiding Officer of Governing Board is required. Original Notification of Intent to Participate, Fiscal Year 2004-2005, is attached for review and approval.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/CONSENT

5/06/04

FROM: JOHN E. DEASY/LINDA KAMINSKI/JUDY ABDO

RE: AGREEMENT WITH THE STATE DEPARTMENT OF EDUCATION TO  
ACCEPT FUNDS FOR THE CHILD DEVELOPMENT PROGRAM FOR  
FISCAL YEAR 2003/04 - 2004/05.

RECOMMENDATION NO. A.06

It is recommended that the Board of Education accept the contract with the State Department of Education, Child Development Division effective April 1, 2004 through June 30, 2005. This agreement FSCC-3093, is to be executed between the Superintendent of Public Instruction, State Department of Education, and the Santa Monica-Malibu Unified School District, wherein the State agrees to pay the Santa Monica-Malibu Unified School District Child Development Fund/CDC an amount not to exceed \$4,408.00. The Board agrees to use these funds to improve the quality and availability of child care and the flexibility in the expenditure of the funds for one-time-only items that primarily benefit the school-age child care programs. The Board also agrees to provide a drug free workplace and to authorize John Deasy, Superintendent of Schools, to sign the contract on behalf of the governing board.

Funding Information

Source: Child Development Fund - Restricted

Currently Budgeted: No

Account Number: 12-50800-0-00000-00000-8290-090-0000

Description: Child Development Center Apportionment - CDC

COMMENT: This school-age resource contract is funded through a grant from the federal Department of Health and Human Services. Funds may be used to: a) purchase equipment and materials for the school-age program. b) expand recruitment and outreach efforts to enroll additional school-age children. c) train staff to work with school-age children ages five to thirteen years. d) make minor renovations and repair to the school-age service area.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/CONSENT

05/06/04

FROM: JOHN E. DEASY/LINDA KAMINSKI/JUDY ADBO

RE: AGREEMENT WITH THE STATE DEPARTMENT OF EDUCATION TO  
ACCEPT FUNDS FOR THE INFANT AND TODDLER PROGRAM FOR  
FISCAL YEAR 2003-2004 THROUGH 2004-2005

RECOMMENDATION NO. A.07

It is recommended that the Board of Education accept the contract with the State Department of Education, Child Development Division effective April 1, 2004 through June 30, 2005. This agreement FCAP-3122, is to be executed between the Superintendent of Public Instruction, State Department of Education, and the Santa Monica-Malibu Unified School District, wherein the State agrees to pay the Santa Monica-Malibu Unified School District Child Development Fund/CDC an amount not to exceed \$3,798.00. The Board agrees to use the funds to purchase equipment & materials, staff training, and for minor renovations and repair for the infant and toddler program and to authorize John Deasy, Superintendent of Schools, to sign the contract on behalf of the governing board.

Funding Information

Source: Child Development Fund - Restricted  
Currently Budgeted: No  
Account Number: 12-50950-0-00000-00000-8290-090-0000  
Description: Child Care Capacity Project

COMMENT: The intent of this resource award is to improve the quality and availability of child care by allowing us flexibility in the expenditures of the funds for one-time only items that primarily benefit the infant-toddler child care services program.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/CONSENT

05/06/04

FROM: JOHN E. DEASY/LINDA KAMINSKI/JUDY ABDO

RE: CHILD DEVELOPMENT SERVICES - EASTER SEALS  
MEMORANDUM OF UNDERSTANDING

RECOMMENDATION NO. A.08

It is recommended that the Board of Education approve an agreement between Easter Seals Southern California, Santa Monica College, and the Santa Monica-Malibu Unified School District for the current fiscal year - 2003-2004.

COMMENT: The Santa Monica Preschool Collaborative has been in operation since July 1, 2002. Easter Seals provides direct program management for the collaborative which is a full day/full year program operating at John Adams and Lincoln preschool sites. One classroom at John Adams is operated as a district Head Start/Special Ed inclusion program for 3 to 3.5 hours each morning staffed by district Special Ed and Head Start teachers and assistants. SMC provides staff and financial support for the collaborative. The district Special Education P\program plans to use the college licensed facility on 15<sup>th</sup> Street as a classroom and assessment space.

A revised MOU will be brought to the Board of Education before the end of this school year for the 2004-05 fiscal year.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

Memorandum of Understanding for Santa Monica Preschool Collaborative;  
Santa Monica Malibu Unified School District, Santa Monica Community College and Easter  
Seals Southern California  
FY July 1, 2003 – June 30, 2004

1. This agreement is between Santa Monica Malibu Unified School District (SMMUSD), Santa Monica Community College (SMC) and Easter Seals Southern California (ESSC). The purpose of this agreement is establishment of the responsibilities of each party functioning as the Santa Monica Preschool Collaborative.
2. The mission of the Santa Monica Preschool Collaborative is to provide child care and development services to approximately 125 Santa Monica area children under the age of five.
3. ESSC will be the operational agent for the Collaborative at the John Adams Child Development Center and the Lincoln Child Development Center, the operational agent at 15<sup>th</sup> Street Child Development Center will be the SMMUSD. The responsibility of the operational agent will be the management and oversight of the identified centers.
4. Child care and development services will be delivered in three sites through the Collaborative:

John Adams Child Development Center  
2320 17<sup>th</sup> Street  
Santa Monica, Ca. 90405

Lincoln Child Development Center  
1532 California Ave.  
Santa Monica, Ca. 90403

Santa Monica College Child Development Center  
1441 15<sup>th</sup> Street  
Santa Monica, Ca. 90404

All three facilities will be made available throughout the year rent-free, and maintained at no cost to the Collaborative.

5. ESSC will operate the licenses at Adams and Lincoln. SMMUSD and/or SMC will maintain the license at 15<sup>th</sup> Street.
6. Child development services to be provided through the Collaborative will include:
  - a. Full-day (7:30 a.m. to 6:00 p.m. year-round 240 days/year) care will be provided for 80 children from low-income families; funded through a contract between the State Department of Education, Child Development Division and ESSC.

- b. Head Start and Special Education preschool (3.5 and 3.0 hours per day, eleven and ten months per year, respectively) childcare services will be provided at Adams (up to 20 children); funded and staffed by SMMUSD.
- c. Extended hours of child care for Head Start and Special Education students; funded through parent fees or subsidies obtained by individual families. The intent is to serve families that require full-day care at Adams.
- d. Childcare for up to 25 children of SMC students, faculty and staff; funded through parent fees, CalWORKS and/or other sources. The intent is to make child care available to the children of SMC students, faculty and staff from 7:30 a.m. to 6:00 p.m. every day that the program is operational.

ESSC will assure that the child care programs at Lincoln and Adams are of high quality and include developmentally appropriate curriculum, consultation by social services professionals as resources are identified, parent support and education. Nutritious meals and snacks consistent with program hours will be supported by participating in the SMMUSD food program. SMMUSD will assume the leadership position for the 15<sup>th</sup> Street Child Development Center.

- 7. The Collaborative will be guided by the Program Advisory Committee, composed of representatives from ESSC, SMMUSD and SMC. The Committee will meet quarterly and will review the quality of the programs, coordination of curriculum and enrichment activities, staff development, parent education and similar activities.
- 8. With input from the Program Advisory Committee, ESSC will be ultimately responsible for recruiting, selecting, training and supervising the staff at Lincoln and Adams and SMMUSD will be responsible for supervising the staff at 15<sup>th</sup> Street Child Development Center with the following exceptions:
  - a. Head Start and Special Education teachers and aides will be employees of SMMUSD. The District will be responsible for recruiting, selecting, supervising, and evaluating the Head Start and Special Education staff.
  - b. A preschool teacher on the staff of Santa Monica College will continue to work at either the Lincoln or Adams site and will continue as an SMC employee, and will be supervised and evaluated through SMC policies and procedures.
  - c. In the event that personnel issues arise between/among employees of the District, SMC and/or ESSC, the Program Advisory Committee will work with the individuals involved to resolve the issue.
- 9. Facility maintenance and repair will be provided by SMMUSD for the Adams and Lincoln site. Any site improvement proposed by ESSC must have prior approval by the

SMMUSD. Maintenance and repair issues are not anticipated for the 15<sup>th</sup> Street site, but in the event they become necessary they will be coordinated with both SMC and the Assistance League.

10. Daily custodial services will be the responsibility of ESSC at Adams and Lincoln. Regular grounds keeping and tree trimming will be the responsibility of SMMUSD. Deep cleaning will be expected to be done at least annually as a responsibility of ESSC. Head Start will provide custodial supplies and will participate in the cost of annual deep cleaning. Pest control responsibilities will be handled by SMMUSD. At the SMC Street Child Development Center SMMUSD will be responsible for custodial work. Regular grounds keeping will be the responsibility of SMC.

11. The responsibilities of ESSC are set forth below:

- a. ESSC will initially reserve an agreed-upon number of spaces for children of SMC students, faculty and staff. These spaces will be held open for a maximum of two months after the fall semester begins. If at the end of the two months spaces remain with no SMC family ready to enroll, the spaces will be made available to families from the community. After the initial enrollment period, students, faculty and staff of SMC will be given priority enrollment whenever there are vacancies in the program.
- b. ESSC will maintain a waiting list of children eligible for the State subsidy. SMC will maintain a waiting list of children eligible for the reserved SMC spaces. When there is an opening in the program, the next child of the appropriate age on the relevant waiting list will be enrolled. The intent is to maintain full enroll, with 80 children funded the State Department of Education, 20 Head Start/Special Education students, and 25 SMC and/or other community children.
- c. ESSC will work with SMC to establish the Collaborative preschools as work/study sites. The dual intent is to utilize work/study students to reduce the staffing budget and to inspire SMC students to enter the field of child development through a positive work experience.
- d. ESSC and SMC will work together to offer an internship program wherein students can participate and learn with the rules of regulatory setting of 1) a general child care setting, 2) State Department of Education preschool and/or infant toddler programs, 3) the federally supported Head Start program and/or 4) a Special Education preschool setting.
- e. ESSC will work with SMC in the implementation of the Mentor program encouraging and supporting both mentors and protégées at the child development centers encouraging both best practices and a career path in early childhood education.

- f. ESSC will work with SMC to implement the Even Start literacy grant by making the CDC's available in the evening hours and by encouraging families and staff to also become involved and supportive of the project.
- g. ESSC will reserve up to 20 childcare slots for use by Head Start and Special Education students of SMMUSD for 3.5 hours per day for eleven months of the year.
- h. It is recognized that some Head Start and Special Education students will need full-day childcare. The intent is to make full-day child care available for all enrolled Head Start/Special Education students participating at Adams. The extended hours of childcare for the Head Start/Special Education students at Adams will be funded through parent fees or subsidies obtained by individual families.
- i. ESSC will provide the Site Supervisor and the Program Director for Adams and Lincoln. ESSC will provide aides to support fee-based children who are not part of the special education program at 15<sup>th</sup> Street and the aides at this site will be working under the direct supervision of SMMUSD Special Education teaching staff. They will remain, however, associates of ESSC.
- j. ESSC will assume responsibility for daily operations of the Lincoln and Adams sites including all of the requirements as set forth by licensing.
- k. ESSC will be responsible for meeting all of the requirements as set forth by the preschool services contract with the Department of Education.
- l. ESSC will be responsible for encouraging opportunities for inclusion of the Special Education children with the typically developing children thereby encouraging best practices for all children.
- m. ESSC will coordinate therapeutic services for children with the intent that, to the greatest extent possible, children requiring special services will receive them on-site, during their regular hours of attendance.

12. SMMUSD's Head Start and Special Education responsibilities are as follows:

- a. SMMUSD will identify and refer the children, with a special focus on the families who may be in need of full day services, consistent with the community's desire to the capacity to better serve these families.
- b. SMMUSD will be responsible for meeting all Head Start and Special Education requirements.

- c. SMMUSD will provide the teaching staff for 20 children for a 3.5 hour per day program, ten/eleven months per year. Head Start and Special Education teachers and aides will be employees of SMMUSD. The District will be responsible for recruiting, selecting, supervising, and evaluating Head Start and Special Education staff.
- d. The District, SMMUSD, will compensate ESSC for the total number of special education spaces used each month at a monthly rate of \$300 per student per month for up to 10 months of the year. (Highest number enrolled in the month x \$300 x 10 months.)
- e. The SMMUSD will provide no compensation to ESSC from Head Start. ESSC will provide the site supervisor, the program director, and the general site management responsibilities for all child care offered at this site, and acknowledges the SMMUSD contribution to the financial viability of the collaborative by now providing the management needed for licensing at the SMC Child Development Center.
- f. SMMUSD will provide materials and supplies for children in the Head Start and special education inclusion program
- g. The 15<sup>th</sup> St center will provide space for a special day class staffed by SMMUSD special education. It is anticipated that a reverse inclusion model may be appropriate in this class. In addition, this site will be used as an assessment center using a transdisciplinary model for working with and evaluating preschool children with special needs.

13. SMC responsibilities are as follows:

- a. SMC will supervise practicum students from child development and early childhood education classes at all three sites.
- b. SMC will provide training on desired results and assist with professional development plans for teachers and aides.
- c. SMC will coordinate recruitment and child find efforts with other members of the collaborative.
- d. SMC will underwrite the position of one site supervisor at either Lincoln or Adams, replacing the originally agreed upon Site Supervisor position.
- e. SMC will continue to assign one SMC employee to teach at Adams. In the event that the SMC preschool teacher terminates employment with SMC, the Santa Monica Community College District will augment the Collaborative budget in the amount sufficient to cover the replacement expenses by ESSC.

- f. In addition, SMC will underwrite the Collaborative to assure that ESSC expenses are covered, to a limit of \$100,000 annually. ESSC will provide quarterly accounting to SMC detailing income and expenditures. If there is a deficit, SMC will reimburse ESSC within 60 days. In the event that income exceeds expenses, the excess will be applied to the following quarter. The budget will be evaluated by the College, District and ESSC administration at mid-year, and at year end, and adjusted as necessary. ESSC' intent is to operate the Collaborative on a break-even basis.

14. This agreement shall be in effect for one year, from July 1, 2003 through June 30, 2004.

Signed:

\_\_\_\_\_  
for the Santa Monica-Malibu Unified School District

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

\_\_\_\_\_  
for Santa Monica-Malibu Unified School District

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

\_\_\_\_\_  
for the Santa Monica Community College

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

\_\_\_\_\_  
for Easter Seals Southern California

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

05/06/04

FROM: JOHN E. DEASY/KENNETH R. BAILEY

RE: ACCEPTANCE OF GIFTS - 2003-04

RECOMMENDATION NO. A.09

It is recommended that the Board of Education accept, with gratitude, checks and gifts totaling \$12,474.00 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 2003-2004 income and appropriations by \$12,474.00, as described on the attached listing.

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

Also attached for informational purposes is a report itemizing Cumulative Totals of Gifts and Donations for Fiscal Year 2003-2004.

AGENDA

NOTE: The list of gifts is available on the District's website, [www.smmusd.org](http://www.smmusd.org), as a pdf file; to view the gift report:

- 1) go to [www.smmusd.org](http://www.smmusd.org)
- 2) click on "Board Meetings"
- 3) scroll to the date for this meeting
- 4) click on 5-06gif.pdf

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/CONSENT

05/06/04

FROM: JOHN E. DEASY/KENNETH R. BAILEY

RE: CONFERENCE AND TRAVEL APPROVAL/RATIFICATION

RECOMMENDATION NO. A.10

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.)

<b>NAME</b> <b>SITE</b> <b>Account Number</b> <b>Fund - Resource Number</b>	<b>CONFERENCE NAME</b> <b>LOCATION</b> <b>DATE (S)</b>	<b>COST</b> <b>ESTIMATE</b>
<u>BROWNLEY, Julia</u> Board of Education 01-00000-0-00000-71100-5220- 020-1200 General Fund <b>Function:</b> Board	Calif. School Boards Assn. Delegate Assembly Sacramento, CA May 1 - 2, 2004	\$500.00
<u>HO, Wang Pin Ju</u> Fiscal Services 01-00000-0-00000-72000-5220- 051-2510 General Fund - <b>Function:</b> Other Genl. Admin.	May Revise Workshop Downey, CA May 20, 2004	\$150.00
<b>Adjustments</b> (Preapproved expenses 10% in excess of approved costs that must be approved by Board/Changes in Personnel Attendance)		
<b>NONE</b>		

<u>NAME</u> <u>SITE</u> Account Number Fund - Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
<b>Group Conference and Travel: In-State</b> * a complete list of conference participants is on file in the Department of Fiscal Services		
<u>GONZALEZ, Irene</u> + 2 Additional Staff State & Federal Projects 01-72800-0-11100-10000-5220- 035-1300 General Fund - <b>Resource:</b> BTSA	BTSA Cluster 4 Spring Meeting Lawndale, CA April 20, 2004	\$275.00 Total
<u>KAMINSKI, Linda</u> <u>ATLAS, Cindy</u> State & Federal Projects 01-40350-0-11100-10000-5220- 035-1300 General Fund - <b>Resource:</b> Title II Teacher Quality	Evaluating Special Education Services Ontario, CA May 11, 2004	\$350.00 Total
<u>KAMINSKI, Linda</u> <u>MUNCEY, Donna</u> State & Federal Projects 01-40350-0-11100-10000-5220- 035-1300 General Fund - <b>Resource:</b> Title II Teacher Quality	May Revise - Implications for 2003-04 & 2004-05 Santa Barbara, CA May 20, 2004	\$350.00 Total
<u>KAMINSKI, Linda</u> <u>MUNCEY, Donna</u> State & Federal Projects 01-40350-0-11100-10000-5220- 035-1300 General Fund - <b>Resource:</b> Title II Teacher Quality	American Educational Research Assn. San Diego, CA April 14 - 16, 2004	\$2,000.00 Total
<b>Out-of-State Conferences: Individual</b>		
<u>MUNCEY, Donna</u> Educational Services No Cost to District	Amerian Education Finance Assn. Salt Lake City, UT March 11 - 13, 2004	0
<u>TOYRYLA, Suzanne</u> Olympic High No Cost to District	School to Career Las Vegas, NV April 27 - 29, 2004	0
<u>ZRINZO, Peter</u> Educational Services 01-71100-0-19100-24200-5220- 030-1300 General Fund - <b>Resource:</b> Educ. Tech.-Calif. Tech. Assistance Projects	MacWorld Conference & Expo Boston, MA July 12 - 15, 2004	\$295.00

<b>Out-of-State Conferences: Group</b>		
<u>ATLAS, Cindy</u> <u>MORSE, Michelle</u> Superintendent's Office 01-00000-0-00000-71500-5220- 020-1200 General Fund - <b>Function:</b> Superintendent	Infancy & Early Childhood Training Course on Autism Tyson's Corner, VA April 22 - 27, 2004	\$3,030.00 Total
<u>BEARD, Clara</u> <u>HOLLIE, Ada</u> Santa Monica High No Cost to District	U.S. Naval Academy Educator Orientation Annapolis, MD April 26 - 29, 2004	0
<u>JONES, Teri</u> + 2 Additional Staff Regional Occupation Prog. 01-35500-0-38000-10000-5220- 080-7800 General Fund - <b>Resource:</b> Carl Perkins II	2004 Marketing Education Conclave Philadelphia, PA June 24 - 27, 2004	\$2,700.00 Total

MOTION MADE BY:  
 SECONDED BY:

STUDENT ADVISORY VOTE:  
 AYES:  
 NOES:  
 ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/CONSENT

04/22/04

FROM: KENNETH R. BAILEY/ VIRGINIA I.HYATT

RE: APPROVAL OF PURCHASE ORDERS

RECOMMENDATION NO. A.11

It is recommended that the Board of Education approve the following Purchase Orders and Changed Purchase Orders from April 15, 2004 through April 29, 2004 for fiscal year 2003/04.

**AGENDA**

**NOTE:**

The Purchase Order list is not available in the electronic agenda. It is printed in the published agenda. It is available for public review in the Office of the Superintendent and as part of the public copies of the agenda, which are available at the meeting.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/CONSENT  
05/06/04

FROM: JOHN E. DEASY/KENNETH R. BAILEY

RE: APPROVAL OF UNFUNDED SPECIAL EDUCATION POSITIONS

RECOMMENDATION NO. A.12

It is recommended that the Board of Education approve an increase to the budget in the amount of \$51,200 to provide compensation for the following positions:

Resource Specialist Program (RSP) Teacher - Franklin  
Resource Specialist Program (RSP) Teacher - Roosevelt  
Special Day Class Teacher - Samohi  
Instructional Aide, Special Education - Lincoln  
Instructional Aide, Special Education - Edison  
Instructional Aide, Special Education - Webster  
Data Entry Specialist - District Office  
Translator - Edison

COMMENTS: The following rationale is provided as an explanation for each of the positions:

1. RSP Teacher - Franklin: This increase in assignment, from .50 FTE to 1.00 FTE, is for the balance of the 2003-04 year and is necessary to accommodate the caseload. **Cost: \$6,700.**
2. RSP Teacher - Roosevelt: This temporary part-time increase, .50 FTE, is needed to cover the number of RSP students beyond the caseload of 28. **Cost: \$8,200.**
3. SDC Teacher - Samohi: This additional assignment, 10 hours per week, is needed to provide services to a student, per a "stay-put" order. The original position control form was approved from 1/22/04 - 3/12/04. **Cost: 6,000.**
4. Instructional Aide, Special Education - Lincoln: This increase in assignment, from .375 FTE to .750 FTE (increase from 3 hours to 6 hours), is necessary to provide 1:1 assistance for a student. **Cost: \$8,000.**
5. Instructional Aide, Special Education - Edison: This new position, .750 FTE, is necessary to provide 1:1 assistance for a student. **Cost: \$10,380.**
6. Instructional Aide, Special Education - Webster: This new position, is necessary to provide 1:1 assistance for a student during a field trip, not to exceed a total of 17.25 hours. **Cost: \$480.**

7. Bilingual Community Liaison - McKinley: This temporary additional position, 3 hours total, was necessary to simultaneously translate the Special Education Strategic Planning Meeting at Edison on March 31, 2004. **Cost: \$45.**

RECOMMENDATION NO. A.12a

It is further recommended that the Data Entry Specialist position be transferred from the Special Education Department to the Computer Services Department under the supervision of Will Carey, the Director of Computer Services.

COMMENTS: Data Entry Specialist - District Office: This existing position, 1.00 FTE, has been vacant since July, 2003. This position is necessary for Management Information System input and reporting to the California State Department of Education. Full-time status is being requested for the remainder of this fiscal year, however, it will again return to 10-month status for 2004-05. **Cost: \$11,400.**

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION  
FROM: JOHN E. DEASY/ROBERT SEEDS  
RE: CLASSIFIED PERSONNEL - MERIT

ACTION/CONSENT  
05-06-04

RECOMMENDATION NO. A.13

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

**PROMOTION**

ANTHONY, HUMAN RESOURCE TECH 04-19-04  
ANGELA 8.0 HRS/12 PERS COMM  
FR: SR OFFICE SPECIALIST

**PROFESSIONAL GROWTH**

DE LOS SANTOS, ACCOUNTING ASSISTANT II 04-01-04  
MARCO CDS

JONES, INST ASST - SPECIAL ED 04-01-04  
CHANCY ADAMS

RICHSON, CAFETERIA COOK BAKER 04-01-04  
JENNIFER SAMOHI

ROMERO, ELEM LIBRARY COORD 02-01-04  
MAURA EDISON

SAAD, INST ASST - SPECIAL ED 03-01-04  
CAROLIN ADAMS

**SUSPENSION WITHOUT PAY**

GOMEZ-TAGLE, INST ASST - SPECIAL ED 04-19-04  
NANCY SAMOHI 04-20-04

**MEDICAL LEAVE OF ABSENCE**

STRAHN, SR OFFICE SPECIALIST 04-07-04  
YVONNE SAMOHI 05-18-04

**SUBSTITUTE**

CUEVA, OFFICE SPECIALIST 04-19-04  
SANDRA SAMOHI 06-30-04

ESPINOSA, OFFICE SPECIALIST 04-15-04  
LERY SPECIAL ED 06-30-04

LAIRD, OFFICE SPECIALIST 04-15-04  
ROSEMARY SPECIAL ED 06-30-04

SLOSSER, ADMINISTRATIVE ASSISTANT 04-19-04  
JUDITH CABRILLO 06-30-04

**LAYOFF/REDUCTIN IN ASSIGNMENT**

GONZALEZ, JOSEPH	INST ASST - CLASSROOM 2.8 HRS/11 ADULT ED FR: 2.8 HRS/11.5 ADULT ED	06-07-04
WOODRUFF, EDWARD	CAMPUS SECURITY OFFICER 3.2 HRS/11 ADULT ED FR: 3.2 HRS/11.5 ADULT ED	06-07-04

MOTION MADE BY:  
SECONDED BY:

STUDENT ADVISORY VOTE:  
AYES:  
NOES:  
ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/CONSENT  
05-06-04

FROM: SUPERINTENDENT

RE: EXPULSION OF STUDENT (B/D 11-20-89)

RECOMMENDATION NO. A.14

It is recommended that the Board of Education expel student (B/D 11-20-89).

COMMENT: The Principal of Santa Monica High School recommended the expulsion based on the student's violations of Education Code Sections 48900(c):

"Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, alcoholic beverage or intoxicant of any kind." Education Code 48900 (c).

This item will be discussed in Closed Session.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/CONSENT  
05/06/04

FROM: JOHN E. DEASY, SUPERINTENDENT

RE: ADOPT RESOLUTION NO.03-20, Day of the Teacher,  
May 12, 2004

RECOMMENDATION NO. A.15

It is recommended that the Board of Education adopt Resolution No. 03-20 in recognition of May 12, 2004 as Day of the Teacher. The resolution accompanies this recommendation.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
RESOLUTION NO. 03-20  
DAY OF THE TEACHER  
MAY 12, 2004**

WHEREAS, an educated citizenry serves as the foundation of our democracy; and

WHEREAS, today's teachers mold the minds and train the workforce of the future; and

WHEREAS, teachers strive to make every classroom an exciting environment where productive and useful learning can take place and each student is encouraged to grow and develop; and

WHEREAS, teachers reach out to foster the well-being of each student, regardless of ability, social or economic background, race, ethnic origin or religion; and

WHEREAS, teachers motivate individual students to find new directions in life and reach high levels of achievement; and

WHEREAS, no other profession touches as many people with such a lasting effect; and

WHEREAS, good teaching grows in value and pays dividends far beyond the classroom; and

WHEREAS, the theme for this year's California Day of the Teacher is "Reclaim, Reconstruct and Rebuild" as chosen by the event's sponsor, the Association of Mexican-American Educators, Inc.;

NOW, THEREFORE, BE IT RESOLVED that the Santa Monica-Malibu Unified School District Board of Education does hereby urge the community to recognize Wednesday, May 12, 2004, as ***California Day of the Teacher*** in Los Angeles County, by taking time to remember and honor those who give the gift of knowledge through teaching.

PASSED AND ADOPTED by the Santa Monica-Malibu Unified School District Board of Education, County of Los Angeles, California on this 6<sup>th</sup> day of May, 2004.

\_\_\_\_\_  
Jose Escarce - President

\_\_\_\_\_  
Emily Bloomfield Vice-President

\_\_\_\_\_  
Julia Brownley - Board Member

\_\_\_\_\_  
Oscar de la Torre - Board Member

\_\_\_\_\_  
Mike Jordan - Board Member

\_\_\_\_\_  
Maria Leon-Vasquez - Board Member

\_\_\_\_\_  
Shane McCloud - Board Member

\_\_\_\_\_  
John Deasy, Superintendent

TO: BOARD OF EDUCATION

ACTION/CONSENT  
05/06/04

FROM: JOHN E. DEASY/ROBERT V. SEEDS

RE: ADOPT RESOLUTION NO. 03-21 CLASSIFIED SCHOOL EMPLOYEES  
WEEK, May 16-22, 2004

RECOMMENDATION NO. A.16

It is recommended that the Board of Education adopt Resolution No. 03-21 (attached) in recognition of Classified School Employees Week, May 16-22, 2004.

MOTION MADE BY:  
SECONDED BY:

STUDENT ADVISORY VOTE:  
AYES:  
NOES:  
ABSTENTIONS:

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION AND PERSONNEL COMMISSION  
RESOLUTION NUMBER 03-21  
CLASSIFIED SCHOOL EMPLOYEES WEEK 2004**

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

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

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

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

**THEREFORE, BE IT HEREBY RESOLVED** that the Santa Monica-Malibu Unified School District's Board of Education and Personnel Commission hereby recognize and wish to honor the contributions of all Classified school employees to quality education in the State of California and in the Santa Monica-Malibu Unified School District, and declare the week of May 17-21, 2004, Classified School Employees' Week in the Santa Monica-Malibu Unified School District.

PASSED AND ADOPTED THIS 6th day of May, 2004, by the Santa Monica-Malibu Unified School District's Board of Education and this 18th day of May, 2004, by the Santa Monica-Malibu Unified School District's Personnel Commission.

\_\_\_\_\_  
Jose Escarce - President

\_\_\_\_\_  
Celia Carroll, Commission Chair

\_\_\_\_\_  
Emily Bloomfield -Vice-President

\_\_\_\_\_  
Pam Brady, Commission Vice-Chair

\_\_\_\_\_  
Julia Brownley - Board Member

\_\_\_\_\_  
Russell Barnard, Commission Member

\_\_\_\_\_  
Oscar de la Torre - Board Member

\_\_\_\_\_  
Mike Jordan - Board Member

\_\_\_\_\_  
Maria Leon-Vasquez - Board Member

\_\_\_\_\_  
Shane McLoud - Board Member

\_\_\_\_\_  
John E. Deasy, Superintendent of Schools

TO: BOARD OF EDUCATION

ACTION/MAJOR  
05/06/04

FROM: SUPERINTENDENT/LINDA KAMINSKI/CINDY ATLAS

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS 2003/2004

RECOMMENDATION NO. A.17

It is recommended that the Board of Education approve the following Special Education Contracts for fiscal year 2003-2004 as follows:

**NPS/NPA**

**2003-2004 Budget 01-65000-0-57500-11800-5825-043-1400**

Nonpublic School/Agency	Student DOB	Service Description	Contract Number	Cost Not to Exceed
Pacific Ridge	06-08-86	NPS	#76	\$ 8,960
Can Do Kids, Inc.	01-30-01	NPA - PT	#148	\$ 1,000
Therapy West	04-15-95	NPA - OT Evaluation	#149	\$ 425
Heritage <b>Contract Increase</b>	05-09-89	NPS	#72 UC04356	\$ 800
Westview <b>Contract Increase</b>	04-10-87	NPS	#38 UC04049	\$ 4,000
Baby & Baby, Inc. <b>Contract Increase</b>	08-26-94	NPA	#69 UC04196	\$ 1,200
Step by Step <b>Contract Increase</b>	03-24-98	NPA	#126 UC04335	\$ 4,800
Therapy West <b>Contract Increase</b>	01-20-00	NPA	#130 UC04345	\$ 850
Therapy West <b>Contract Increase</b>	07-04-99	NPA	#109 UC04275	\$ 340

Amount Budgeted NPS/NPA 03/04	\$ 3,000,000
Prior Board Authorization as of 04/01/04	\$ 3,316,570*
Balance -	\$ 316,570
<b>Positive Adjustment</b>	<b>\$ 94,691</b>
<b>(See attachment)</b>	<b>\$ 221,879</b>
<b>Total Amount for these Contracts</b>	<b>\$ 22,375</b>
<b>Balance -</b>	<b>\$ 244,254</b>

\*Prior Year Authorization (04-24-03) \$3,001,437

**Adjustment**

NPS/NPA Budget 01-65000-0-57500-11800-5825-043-1400

There has been a reduction in authorized expenditures of NPS/NPA contracts for FY 2003-04 in the amount of \$ **94,691** as of May 6, 2004.

Nonpublic School/ Agency	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment
Elliott Institute	NPS	#2 UC04013	E	\$ 32,700	Student moved out of District.
Heritage	NPS	#45 UC04125	R	\$ 8,490	Adjustment to ISA.
Heritage	NPS	#46 UC04126	R	\$ 5,750	Adjustment to ISA.
North Hills Prep	NPS	# UC04017	E	\$ 19,776	Student returned to District.
Aug. Comm. Therapies	NPA	#34 UC04129	R	\$ 920	Adjustment to ISA.
Can Do Kids, Inc.	NPA	#46 UC04160	R	\$ 4,400	Services transferred to another NPA.
Lovass/Life	NPA	#78 UC04205	R	\$ 1,920	Adjustment to ISA.
Step by Step	NPA	#94 UC04243	E	\$ 6,060	Transferred to another NPA.
Step by Step	NPA	#60 UC04175	E	\$ 1,500	Transferred to another NPA.
Therapy West	NPA	#25 UC04079	R	\$ 3,740	Adjustment to ISA.
Therapy West	NPA	#96 UC04245	R	\$ 1,785	Adjustment to ISA.
Therapy West	NPA	#27 UC04081	R	\$ 1,020	Adjustment to ISA.
Therapy West	NPA	#28 UC04082	R	\$ 595	Adjustment to ISA.
Therapy West	NPA	#64 UC04179	E	\$ 5,440	Transferred to another NPA.
Therapy West	NPA	#30 UC04084	R	\$ 595	Adjustment to ISA.

**Instructional Consultants**  
**2003-2004 Budget 01-65000-0-57500-11800-5802-043-1400**

<b>Instructional Consultant</b>	<b>Student DOB</b>	<b>Service Description</b>	<b>Contract Number</b>	<b>Cost Not to Exceed</b>
Adrian Witchelo-Scott	03-10-90	Instr. Consultant - Assistive Technology Assessment.	#44	\$ 585
Tom Metz	Various	Instr. Consultant - Audiological Services	#45	\$ 1,000
Nooshin Aghili	10-14-86	Instr. Consultant - Behavior Therapy	#39 UC04338	\$ 450
<b>Contract Increase</b>				

<b>Amount Budgeted Instructional Consultants 03/04</b>	<b>\$ 300,000</b>
<b>Prior Board Authorization as of 03/17/04</b>	<b>\$ 283,957</b>
<b>Balance</b>	<b>16,043</b>
<b>Total Amount for these Contracts</b>	<b>\$ 2,035</b>
<b>Balance</b>	<b>\$ 14,008</b>

**Non-Instructional Consultants**  
**2003-2004 Budget 01-65000-0-57500-11800-5890-043-1400**

<b>Instructional Consultant</b>	<b>Student DOB</b>	<b>Service Description</b>	<b>Contract Number</b>	<b>Cost Not to Exceed</b>
Parent Reimbursement	12-21-90	Non-Instr.Consultant - Mileage reimbursement for school year 2003-2004.	#40 UC04371	\$ 876
<b>Contract Increase</b>				
Parent Reimbursement	11-16-99	Non-Instr.Consultant - Mileage reimbursement for school year 2003-2004.	#8 UC04217	\$ 500
<b>Contract Increase</b>				

<b>Amount Budgeted Non-Instructional Consultants 03/04</b>	<b>\$ 315,000</b>
<b>Prior Board Authorization as of 04/01/04</b>	<b>\$ 315,199</b>
<b>Balance -</b>	<b>\$ 199</b>
<b>Total Amount for these Contracts</b>	<b>\$ 1,376</b>
<b>Balance -</b>	<b>\$ 1,575</b>

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 recommendation 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:  
ABSTENTIONS:

TO: BOARD OF EDUCATION ACTION/MAJOR  
05/06/04  
FROM: SUPERINTENDENT/KENNETH R. BAILEY/J.W. BERRIMAN  
RE: RECOMMENDATION TO DECREASE BUDGET LIMITATION  
AGREEMENT (BLA) 15, FINAL CONTRACT AMENDMENT 19.1 FOR  
SANTA MONICA HIGH SCHOOL MODERNIZATION AND NEW  
CONSTRUCTION

RECOMMENDATION NO. A.18

It is recommended that the Board of Education approve a decrease in Budget Limitation Agreement 15, in the amount of \$539,814, from \$15,408,702 to \$14,868,888 in the form of Final Contract Amendment 19.1.

Funding Information:

Source: State Modernization and New Construction Funds  
Proposition X - General Obligation Bonds  
Fund: 30-00000-0-93000-85000-6200-015-2600  
21-91150-0-92000-85000-6200-015-2600

COMMENT: The credit of \$539,814 reflects net changes in scope of work, return of unused allowances, and the negotiated settlement of liquidated damages in the amount of \$152,250. This is the final contract amendment for BLA 15.

The Proposition X Oversight Committee has reviewed this and concurs with the recommendation.

MOTION MADE BY:  
SECONDED BY:

STUDENT ADVISORY VOTE:  
AYES:  
NOES:  
ABSTENTIONS:

**CONTRACT AMENDMENT NO. 19.1**

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This document (hereinafter referred to as "Amendment") dated March 30, 2004, will serve as Contract Amendment Number 19.1 to the Program Management Agreement ("**PM Agreement**") dated August 12, 1999, and is between the Santa Monica-Malibu Unified School District ("**Owner**") and Jacobs Facilities, Inc. ("**Jacobs**"). This Amendment supplements Contract Amendment 19. All terms and conditions used herein shall reflect the original language as stated in the PM Agreement or any subsequent amendments as currently approved.

In consideration of the mutual covenants and agreements set forth below, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties hereto, the Owner and Jacobs hereby amend and supplement the PM Agreement as follows:

**SCOPE**

This is a final amendment to BLA 15, Santa Monica High School Modernization and New Construction, incorporating a) credits for abatement contracts and allowances not utilized; b) credits for deductive change orders; c) additional costs for increased scopes of work and d) assessment of liquidated damages through February 27, 2003.

**COST**

Costs as stated in the current contract as amended are modified to reflect a total credit of \$539,814, including the assessment of liquidated damages in the amount of \$152,250.

**SCHEDULE**

The work described herein has been performed and, therefore, impacts to schedule, if any, have been incurred. Jacobs agrees to waive any claim for extended performance and consequent impact damages and the Owner agrees that no further liquidated damages will be assessed beyond February 27, 2003.

This Amendment applies only after it has been fully executed by both parties.

**IN WITNESS THEREOF**, the Owner and Jacobs have executed this Amendment as of the date written above.

**SANTA MONICA-MALIBU UNIFIED  
SCHOOL DISTRICT**

**JACOBS FACILITIES, INC.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

TO: BOARD OF EDUCATION

DISCUSSION

05/06/04

FROM: JOHN E. DEASY/KENNETH R. BAILEY

RE: PRESENTATION OF FINAL R-16 REPORT ON THE PROPOSITION X PROGRAM

DISCUSSION ITEM NO. D.1

As the Proposition X Program is drawing to an end, attached is the final R-16 financial report.

, The final amendment to Budget Limitation Agreement (BLA) 15, Samohi Modernization and New Construction for a reduction in the contract cost of \$539,814, is on tonight's Agenda for approval. The amendment is the last contract adjustment for the Proposition X projects. All BLAs are now closed and all construction projects completed.

, There is a remaining balance from all projects of \$516,949. Staff recommends that this balance remain unallocated, so that if it is needed, it can be used at the Washington West project.

, There is a remaining budget of \$1,627,797 for the renovation of Washington West.

, There is a remaining budget of \$3,500,000 for the acquisition of the Transportation Facility.

, Funds advanced from the Deferred Maintenance Fund to the Prop X projects have been returned to that Fund. The District will use these funds to begin deferred maintenance projects, beginning this summer. The plans include: replacement of carpeting and tile, repair or replacement of asphalt surfaces, replacement of fencing, maintenance of roofing systems, replacement of boilers, replacement of HVAC systems and painting of the buildings.

, Funds advanced to the Prop X projects by the Capital Facilities Fund (Developer Fees) have been returned to that Fund. The District will use these funds for the debt service on the 1997 Certificates of Participation (COPs) that were issued for \$3,015,000 to finance the deficit of the ES Reconstruction Program. In 2005, the District will have the window of opportunity to retire this debt. It is recommended that the District use this opportunity to pay off the balance of \$2,505,000.

The total scope of the Prop X Construction Projects was \$90,070,366. The projects were funded from the following sources:

Prop X Bond Proceeds	\$42,000,000
Prop X Interest Income	\$ 5,329,284
State Modernization & New Construction Funds	\$40,230,988
City of Santa Monica - Barnum Hall	\$ 1,283,213
Restore Barnum Hall Committee	\$
FEMA Earthquake Funds	\$ 734,162
Decker Canyon & Big Rock Property Sales	\$ 492,685

**NOTE:** The R-16 spreadsheet is legal-sized and would not fit into the Agenda's format. It is included in the printed copies of the Agenda and will be available for public review.

TO: BOARD OF EDUCATION  
FROM: JOHN E. DEASY/KENNETH R. BAILEY  
RE: 2004-05 BUDGET PLANNING

DISCUSSION  
05/06/04

DISCUSSION ITEM NO. D.2

The preparation of the budgets for 2004-05 began with the Governor's Budget Proposal in January, 2004 which revealed a K-12 Education "agreement" to "rebase" Proposition 98 obligations for 2004-05. This limited suspension of Proposition 98 would reduce the payments to K-14 by \$2 billion. This unpaid balance would be added to the "Maintenance Factor" and repaid in subsequent years.

**K-12 Augmentations**

K-12 budget augmentations in 2004-05 included in the Governor's Proposed Budget:

- # A Cost-Of-Living Adjustment (COLA) of 1.84% for school district revenue limits, special education, county offices and those categorical programs with statutorily required COLAs including ROC/P and Adult Education.
- # Fund the \$106 million increase in local agency revenue limits due to the employer rate increase for the Public Employees Retirement System (PERS) to 12.2% and projected increases for Unemployment Insurance costs of \$136 million.
- # Adding an Instructional Material Block Grant of \$185 million to provide for the purchase of the 2002 English Language Arts adoption and to provide an incentive to purchase the 2005 history and Social Science adoption.
- # School district equalization aid of \$110 million.
- # A \$173.8 million dollar augmentation for deferred maintenance which will provide a total appropriation of \$250.3 million to fully fund the State's deferred maintenance obligation.

**Folding Categorical Programs into Revenue Limits**

The Administration proposes folding approximately \$2 billion of current State categoricals into school district and county office revenue limits. The proposal shifts \$2 billion from 22 specified categoricals into the revenue limits of local agencies that currently receive those funds and the local agencies may use the funds for the current categorical program or shift the funds to other local priorities.

The programs identified for inclusion into the revenue limit include:

- , Targeted Instructional Improvement Grant (non-court ordered)
- , Home to School Transportation
- , School Improvement
- , Instructional Materials Block Grant
- , Staff Development Day Buyout
- , Beginning Teacher Support and Assessment
- , Peer Assistance and Review
- , Tenth Grade Counseling
- , School Library Materials

#### **Restricted Maintenance Account**

It appears that it will be back to the "bad old days" of business as usual, when calculating the restricted maintenance account. The calculation will be based on the district's total general fund expenditures as adopted. The Office of Public School Construction has issued new guidelines on how "total general fund expenditures" are defined: total general fund expenditures without exclusions for restricted programs. When this total expenditures amount is multiplied by the minimum 3% for 2004-05 instead of the 2% for 2003-04, it will have a major impact on the available unrestricted funds for the rest of the district budget.

#### **April Finance Letter**

The "April letter", notably the first ever published by the Department of Finance (DOF), specifically amends the Budget proposal to provide \$270 million to reduce the deficit factor for school district and county office of education revenue limits and more than \$139 million in funding for growth and COLA for certain K-12 categorical programs and community colleges that were not provided in the January Budget proposal.

To offset the increases, the DOF letter reduces the January Budget augmentations for K-12 equalization by \$27.8 million, leaving \$82.1 million, and community college equalization by \$20.0 million. The revision also eliminates the funding augmentations for deferred maintenance (\$173.3 million) and instructional materials (\$188 million). These changes reflect the agreement reached with members of the Education Coalition after a follow-up meeting held in February, 2004.

#### **Legislative Analyst Anticipates Higher COLA for 2004-05**

On March 17, 2004, Robert Manwaring of the Legislative Analyst's Office in testimony to Senate Budget Subcommittee 1 indicated that his office anticipates an upward revision in the January Governor's Budget. The Governor's Budget funds an estimated statutory COLA of 1.84% for 2004-05. Mr. Manwaring indicated that the COLA would likely be in the neighborhood of 2.3%, an increase that would cost the state an additional \$200 million for K-12 general purpose and categorical funding and community college support.

In a more recent testimony on April 27, 2004 to the Assembly Budget Subcommittee on Education, Mr. Manwaring announced that the 2004-05 COLA for education will be 3.2% applied to revenue limits, special education and categorical programs. This factor could add \$400 million to the K-12 proposed January Budget. The funding for this COLA increase could come out of the \$270 million repayment of the deficit factor proposed in the April Finance Letter.

*Source: School Services of California, Inc.-Governor's Proposals for the 2004-05 State Budget and K-12 Education, January 9, 2004*

## **BUDGET ASSUMPTIONS FOR 2003-04**

### **Revenues**

1. District Revenue Limit projections reflect a COLA of 1.84% as proposed by the Governor in his proposed budget for the 2004-05 fiscal year. The actual amount in Revenue Limit dollars is \$83.42 per ADA for a total of \$1,042,000. We will be using \$5,080.84 as 2004-05 Base Revenue Limit per ADA, with a deficit factor of 3.002%.

2. District enrollment, as projected by the Certificated Personnel Department, is estimated to be 12,714 students. The current year's CBEDs count was 12,842. Therefore, the enrollment projection reflects an enrollment reduction of 128 students. For the purposes of calculating the Revenue Limit, we will use the current year's P-2 ADA count of 12,188 ADA. This reflects an additional 20 ADA over the same period in 2002-03.

3. The Lottery allocation is estimated to be \$126 per pupil, of which \$113 per pupil is for unrestricted expenditures and \$13 per pupil is for Proposition 20 - Mandated for Instructional Materials.

4. State Categorical Programs with statutory COLA are proposed to be funded at 1.84% with growth funding. For SMMUSD, these categoricals are:

- , Adult Education
- , Child Nutrition
- , Economic Impact Aid
- , Instructional Materials
- , ROP/C
- , School Improvement
- , Staff Development Buyout
- , Summer School
- , Targeted Instructional Improvement Grants

5. The legislature has suspended all payments for Mandated Costs Reimbursement Claims. The continued suspension of Mandated Costs Reimbursements will cause us to remove \$400,000 from the 2004-05 Budget.

6. The Class-Size Reduction Program is anticipated to be funded at \$923 per pupil for Grades K-3 and at \$183 per pupil for Ninth Grade Class-Size Reduction. The current budget for K-3 is \$3,050,000 and for 9th Grade is \$326,000.

7. Federal revenues are anticipated to be the same as this year.

8. Measure "Y" Parcel Tax for \$104.13 plus a CPI-U adjustment is estimated to generate \$3,278,121, based on 32,413 parcels.

9. Measure "S" Parcel Tax for \$225 is estimated to generate \$6,581,925 after deducting the 3,160 parcels which were granted the Measure "S" Senior Exemption.

10. The District estimates the local revenues to be \$130,000 from leases and rentals, \$587,329 from the DoubleTree Hotel, and \$800,000 for the Madison School site.

11. The District anticipates receiving \$5,250,000 of continuing financial support from the City of Santa Monica, \$500,000 of which will be designated for multi-cultural education efforts. The District also continues to anticipate receiving from the City of Malibu \$155,000 ongoing support and \$135,000 from a Joint Use Agreement.

### **Expenditures**

1. Instructional staffing will be based on a 30 to 1 teacher/pupil ratio for elementary schools, 35 to 1 for middle schools, and 37 to 1 for high schools. Grades K-3 will be staffed at 20 to 1. The exact staffing ratio for secondary schools has not been set. The total staff count will be reduced as a result of the 9th grade Class Size Reduction Program being eliminated.

2. Certificated salaries have been increased 1% (deferred for one year through negotiations which helped the district's financial situation in the current budget year), with estimated step and column increases included. Salaries for classified, confidential and management employees have not yet been calculated.

3. The schools' Formula Money allocation for instructional supplies has been increased by 1.84%.

,	K-5	\$36.48 per pupil
,	6-8	\$46.30 per pupil
,	9-12	\$76.09 per pupil

Lottery Instructional Materials funds (Proposition 20) will be used to partially fund this allocation.

4. The premium rates for District-paid employee medical and dental benefits are budgeted for a 15% increase, estimated at \$535,000.

5. The school site allocations for Extra Duty Units (EDUs) and athletic transportation will be funded at the same level as 2003-04. Consideration is being given to the reduction of teacher hourly budgets that currently fund many teacher activities outside of the classroom.

6. The Special Education and Special Education Transportation budgets are not yet completed. It is estimated that the Special Education budget will need to be increased by \$500,000.

7. Categorical budgets will remain the same as 2003-04 unless the following program managers submit revisions:

, Donna Muncey - State & Federal Projects  
, Peggy Harris - ELD, Multi-Cultural, ENLACE  
, Kathy McTaggart - Drug-Free, TUPE, School Safety, Alliance  
, Rebel Harris - ROP/C, VEA  
, School Sites - PTA funds, Gifts

8. Local General Fund Contributions (LGFC) will be required for Special Education, Special Education Transportation, National Board Certification, Summer School and Science Magnet. All other categoricals will be budgeted at their entitlement amounts. Newly budgeted items include 5.00 FTEs Technology Support Assistants at a cost of \$265,000.

9. Early Retirement Incentive payments are budgeted at \$1,010,000 which include the health benefits premiums.

10. All capital expenditure budgets have been eliminated from the budget (6000 object code series).

11. Due to our participation in the State's School Facilities Modernization Program, we are currently required to budget 3% of the General Fund for facility maintenance.

12. Provisions have been made to budget 1.5% for the Reserve for Economic Uncertainties as required by State Statute.

#### **Other Funds**

1. The payment of approximately \$250,000 debt service payment on the 20-year Certificate of Participation (COP) issued to fund a portion of Santa Monica High School Phase III (Proposition ES) will be paid from the Capital Facilities Fund (Fund 25) instead of the General Fund.

2. It is anticipated that the Deferred Maintenance Program will be funded at 30% of full funding in the 2004-05 year. The required match will be budgeted.

**Budget Considerations**

Staff will provide information at the meeting regarding possible reductions for the 2004-05 district budget. This information is in the process of being compiled and was not available at the time the agenda went to print.

TO: BOARD OF EDUCATION

DISCUSSION

05/06/04

FROM: JOHN E. DEASY/SUPERINTENDENT

Previously

RE: PROPOSED POLICY 3290 - ACCEPTANCE OF GIFTS  
NEXT STEPS(R3)

01/22/04

02/05/04, 02/19/04, 02/26/04

3/11/04, 3/25/05

DISCUSSION ITEM NO. D.3

The Board of Education will continue its discussion of Proposed Policy 3290 - Acceptance of Gifts, from the March 11, 2004 meeting.

Following the Board's discussion of the proposed changes to the district's gift policy at the meeting of February 26, 2004, the superintendent prepared the attached memorandum based on direction by the Board of Education. Changes discussed under Grants and Gifts at the meeting of March 11, 2004 are included and underlined.

It is recommended that the Board of Education discuss each component of the proposed policy as outlined.

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**

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TO: BOARD OF EDUCATION  
FROM: JOHN E. DEASY, SUPERINTENDENT  
SUBJECT: GIFT POLICY/NEXT STEPS  
DATE: 3/16/04 (AMENDMENT 1:3/25/04)

This memorandum is designed to outline next steps in our work on proposed policy 3290. I will delineate the major areas for which staff needs direction in writing the fine points of both the policy and administrative regulation. I will also suggest a course for each step yet to be resolved, and also provide as much data as possible for you to examine as you make the necessary decisions.

It may be helpful to frame the major issues remaining to be resolved as the following:

- 1.) The collection mechanism
- 2.) The administration of the policy and equity fund
- 3.) The distribution mechanism
- 4.) A process to obtain community assistance in constructing the working details of the policy and administrative regulation.

I will begin with the last framing issue first.

**I. Community Assistance**

**i. Ad Hoc Committee**

I propose that we establish an Ad Hoc working group to assist the Board and the administration. The general purpose of such a group would be to help the Board construct the finer points of the administrative regulations and to offer opinion on policy points when asked. The group should be able to meet rather frequently during the next few months and be of a size that will allow a diversity of opinion yet being able to complete the work. I suggest that we ask for a representative from each of the school/sites that will contribute to the equity fund and the principal/director from each site. The superintendent's office will facilitate the organization and specifics of the working group. I suggest Jeanne Wells be the liaison to this group. I think the PTA is the best body to use in soliciting membership to the working committee. The Santa Monica Malibu Council PTA President will be invited to serve as a member. The committee should form as soon as possible and report regularly to the Board. In addition, a representative from our Santa Monica-Malibu Education Foundation and the Financial Oversight Committee should also be on the committee. ~~The Board may want to seek additional membership from your financial oversight committee.~~ I suggest the working group form and meet before ~~March 20, 2004~~ May 7, 2004.

**II. The Collection Mechanism**

**i. Collection Formula**

This issue falls into two previously suggested recommendations. Before suggesting a direction, let's examine two methodologies prior to a recommendation on a formula. The first methodology is to use a straightforward 'flat contribution' formula. An example

of this was the 15% of all contributions made to a site/school. Any organization, which either donates or purchases service/product for a school/site, would be affected. The Board accepts all such contributions with the understanding that 15% of the total contributions made would be placed in the equity fund.

A second methodology involves the same legal principle in that the Board accepts all contributions made to or on behalf of a site/school with the understanding that a percentage of the contribution is placed in the equity fund. The exact amount of the contribution would depend on the total amount of gift giving at any site/school over a year. As the amount increases, the amount of the contribution to the Equity Fund would decrease to a point (an amount to be determined by you) where no contribution would be made on any gifts above that point. This so called sliding scale methodology was outlined in the second revision of the policy presented.

Given these two options, I suggest that you consider the simplest form, the flat contribution rate of 15%.

### GRANTS and GIFTS

This section proposes a guideline for discussing grants and gifts with respect to this policy. The first part defines the categories of donations and the second proposes guidelines for each with respect to donations to the Equity Fund.

One could establish 4 types of revenue sources to the district in this area:

- 1.) Gifts to the district
- 2.) Grants to the district
- 3.) Gifts to a site/school
- 4.) Grants to a site/school

I propose that all gifts to either a site/school or district be required to make the established donation to the Equity Fund.

I propose that grants to the district be considered on a case-by-case basis. When the Board accepts each grant (as is normally required), you would also decide if the individual grant should be subjected to the guidelines of the policy or not. A test of how equitable the grant funds are to be distributed would be a guiding principle when making this type of decision.

I propose that grants applied for and given to individual sites/schools be exempted from the policy. However, no grant will be submitted or accepted unless it is reviewed by the Assistant Superintendent/Chief Academic Officer for the purpose of determining if the grant would place the school in a position of being advantaged if the grant were received. This would provide an internal check and balance system prior to dealing with a grant award.

**ii. Additional Monies for Consideration for Contribution**

I suggest that you include in your final policy the expectation that grants and gifts made to the district at-large also be subjected to your contribution formula. Specifically, I recommend that you apply the collection formula to a portion of the monies given to the school district by our 2 cities. As a specific recommendation, I suggest you apply the formula to any amount of funds given above the current contracted agreement amount in our Santa Monica JUA (\$3,000,000.00) and any amount given above our current Malibu JUA (approx. \$320,000.00).

**iii. Additional Considerations for Collection**

A methodology to simplify the entire collection process is to have schools/sites post a monthly update with the fiscal office on the amount of gift/donations made to or on behalf of the school during each month. The fiscal office will help schools track their ongoing gift amounts and contribution owed to the fund. Sites/schools would be responsible for 'holding aside' their required contribution. All contributions would be sent to the Equity Fund in June. The organization administering the Equity Fund would receive the donations and distribute the funds via the student-weighted formula in July. The district will provide an anticipated planning budget each year, so that sites/schools can plan accordingly for the expenditure of these funds. This would be made on the previous year's level of gift/fundraising.

**III. The Administration of the Fund**

**i. The Equity Fund Administration**

The Board should provide direction as to the entity that will administer the fund collection and distribution. In speaking with a number of possible candidates including: local banks, institutions of higher learning, municipal officers and businesses, after thoughtful consideration, I suggest the Board ask and use our local Education Foundation for this work. They have a long history of such work, a flawless track record of administration, and a current keen insight into both fundraising and our communities.

The duties of this organization should include the collection of funds, the distribution of funds, and the public reporting (through an audit) of the year's activities in the fund. In addition, the organization would also be responsible for the collection of all voluntary funds given to the Equity Fund.

A board of directors should be established to oversee the Equity Funds and its activities. The School Board should seek membership and outline responsibilities for this board. Among the responsibilities the members of the Equity Fund Board should include the following:

- 1.) Actively fundraise for the Fund
- 2.) Assist sites/schools in fundraising through a cadre of experts in this area. These volunteers will be at the disposal of various schools to help with this important work
- 3.) Support a sister site program for those who wish to participate
- 4.) Post an annual audit of both the finances and activities of the Equity Fund.

This group of community volunteers should report to the School Board on a regular basis.

#### **IV. The Distribution of the Funds**

##### **i. Distribution Mechanism**

The next set of considerations needs to center on the distribution of Equity Funds. I suggest the School Board make several decisions in order to guide staff.

First is the formula. I have suggested a formula that takes into account a number of impacting factors on a school. These are: socio-economic status, language acquisition, number of severely handicapped students, population size, and the academic performance of the student body. I suggest you adopt this formula and monitor its effects regularly.

Second are any exemptions made during the collection phase, which would negate these funds from being distributed. I have suggested a list of those activities in previous policy drafts. I suggest you adopt this list and monitor this situation during the year.

Third is the use and locus of control of decision-making for the expenditures made from the Equity Fund. Making decisions about expenditures requires both a very local and very broad perspective simultaneously. You should not consider both as competing forces in this decision. As much as possible we believe that the decisions are made as close to the classroom as possible when dealing with school site expenditures. That being said, I suggest you decide that a portion of the equity fund be used for district-wide programs designed to support activities to achieve our mission. With this in mind, I offer the following framework for these decisions. Funds should only be expended by either schools or the district for the following activities:

- 1.) Enhance the degree of equity in our district within enrichment/advancement programs (this deals with the equity of advantage issues)
- 2.) Intervention and supplemental support programs (this deals with the equity of opportunity issues)
- 3.) District-wide intervention or acceleration programs (this deals with community-wide equity of acquisition issues)

It is also important to explicitly state prohibitions in spending from the Equity Fund. Several of these have been suggested in previous policy drafts. I suggest you finalize a set of these as guidelines, noting that individual exceptions are bound to arise and will be dealt with on a case-by-case basis.

It should be expected that over time, and on a yearly basis contributions to the voluntary side of the fund would fluctuate dramatically. In order to avoid a feast/famine cycle (like the State of California) The School Board should include in your policy the yearly decision on the amount of funds from the voluntary contributions you will redistribute. Even growth should be your aim. In addition, I believe that you should expect the Equity Fund to hold enough money in any given year to achieve all of the possibilities outlined above.

**ii. Other Considerations**

A number of considerations have been offered in providing suggestions for enhancing fundraising, creating incentives for the Equity Fund, and for district-wide equality of increased fundraising. Among these have been suggestions for creating a two tier Equity Fund, one being voluntary and the other being mandatory. By establishing some preset target in the voluntary component of the fund, it would trigger the negation of collections to the mandatory component of the fund. I suggest you define a direction on this idea, so that staff may make specific recommendations.

Another suggestion has been the establishment of criteria a site/school would need to meet in order to receive distributions from the Equity Fund; specifically, setting an increased threshold of local fundraising as a target that would trigger the disbursement of funds. An example would be the use of a three-year rolling average of fundraising, and then establishing a percentage increase required to receive funds each year.

Both have merits and drawbacks. Staff would offer research and recommendations, if the School Board provides direction.

TO: BOARD OF EDUCATION

DISCUSSION

05/06/04

FROM: JOHN E. DEASY/SUPERINTENDENT

RE: LONG TERM JOINT USE AGREEMENT - CITY OF SANTA MONICA  
PUBLIC SCHOOL FUNDING

DISCUSSION ITEM NO. D.4

At the time the agenda went to press, the proposed agreement was in the process of being developed by representatives of the City of Santa Monica and the Santa Monica-Malibu Unified School District.

Any proposal, if constructed, will be made available at the meeting.

TO: BOARD OF EDUCATION

INFORMATION

05/06/04

FROM: JOHN E. DEASY/LINDA KAMINSKI

RE: SUPPLEMENTAL MATH TEXTBOOKS TO BE ADOPTED

INFORMATION ITEM NO. I.1

It is recommended that the Board of Education adopt the following textbooks for use in the Santa Monica-Malibu Unified School District. The Board will take action to adopt these materials at the next board meeting.

Basic Foreign Language Textbooks:

PRENTICE HALL - REALIDADES, Grades 6-12 Spanish

HOLT REINHART - ALLEZ, VEINS!, Grades 6-8 French

Supplemental Math Textbook:

PRENTICE HALL - GEOMETRY, Grade 8

Comment: In accordance with Board of Education policy, the textbooks listed below will be on display for the next two (2) weeks at each middle school site, Educational Services, and the main branches of the Santa Monica Public Library.