

**Santa Monica-Malibu Unified School District  
Board of Education Meeting  
MINUTES**

**UNADOPTED  
JANUARY 6, 2005**

A meeting of the Santa Monica-Malibu Unified School District Board of Education was held on Thursday, January 6, 2005 in the Santa Monica-Malibu Unified School District, Board Room, 1651 16<sup>th</sup> Street, Santa Monica, CA. The meeting will be called to order at **5:00 p.m.** at which time the Board moved to Closed Session for the reason(s) listed in Section III, below. The Board reconvened the public portion of the meeting at 7 p.m. in the District Board Room.

**I CALL TO ORDER**

- A. Roll Call
- B. Pledge of Allegiance

**II PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY**

No public comments

**III CLOSED SESSION:**

- Real Property - Meet with District Negotiator Dean Pappas re: DoubleTree Hotel 1707 Fourth Street, Santa Monica, CA pursuant to GC§ 54956.8 as cited in the Brown Act.
- Personnel Matter related to Public Employee: appointment, employment, performance evaluation, or discipline/dismissal of employee, pursuant to GC§ 54957 as cited in the Brown Act

**IV BOARD OF EDUCATION - COMMENDATIONS / RECOGNITIONS**

- McKinley Elementary School
- McKinley Elementary School PTSA

**V APPROVAL OF THE AGENDA**

**VI APPROVAL OF MINUTES**

- A.01 Approval of Minutes: October 7, 21 and ~~December 9, 2004~~ ..... 1

**VII CONSENT CALENDAR**

Consent agenda items are considered routine, as agreed by the President, Vice President and Superintendent, requiring no discussion, and are normally all approved at one time by the Board of Education. However, members of the Board of Education, staff, or the public may request an item be removed from the consent agenda for clarification and/or discussion. Consideration will occur during Section XI.

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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.

### **Curriculum and Instruction**

A.02	Approval of Independent Contractors .....	2
A.03	Overnight Field Trip(s) 2004-05 .....	3
A.04	Request Permit to Use Civic Auditorium Facilities .....	4
A.04a	Approval of Memorandum of Understanding Between the Stupski Foundation and the Santa Monica-Malibu Unified School District .....	
	(Included in the Addendum)	

### **Business and Fiscal**

A.05	Conference and Travel Approval/Ratification .....	5-9
A.06	Acceptance of Gifts - 2004-05 .....	10-10d
A.07	Award of Purchase Orders .....	11-11d

### **Personnel**

A.08	Certificated Personnel - Elections, Separations .....	12-14
A.09	Special Services Employees .....	15
A.10	Classified Personnel - Merit .....	16-18
A.11	Classified Personnel - Non-Merit .....	19

### **General**

## **VIII 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. All speakers are limited to three (3) minutes. When there is a large number of speakers, the Board may reduce the allotted time to two(2) minutes per speaker. The Brown Act (Government Code) states that Board members may not engage in discussion of issues raised during "VIII, 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.

- Jim Jaffe addressed the Board of Education regarding the District's web site and noted areas where updates are needed.

*(Dr. Deasy noted for the Board that reductions were made in the budget so that there would be no teacher layoffs last year. This happens to be one of the areas that has been impacted by budget reductions.)*

- Mr. David Kramer addressed the Board of Education and submitted his resignation from the Special Education DAC. A copy of Mr. Kramer's letter is attached to the permanent Minutes.

## **IX COMMUNICATIONS**

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

**A. Student Board Members Reports**

**Ms. Mari Sahba, Olympic High School, filed the following report:**

Students enjoyed the winter break and were happy to return to school.

Student Council will raise funds to help the victims of the tsunami with donations going to IMC which ensures that 90% of the donations go directly to the victims. The students will also hold a bake sale next week. Students have taken field trips to the Science Center and PE classes will begin next week.

An orientation video of Olympic is being produced which will show how hard students are working as well as spotlight the many talents students possess.

**Ms. Naomi Vasquez, Santa Monica High School, filed the following report:**

- Winter Break was really nice for all students. Students received their twelve week progress report.
- Our play, "Play It Again Sam," will show two more nights, this Friday and Saturday, January 7 and 8 at 8:00 p.m.
- Seniors are receiving help with the FAFSA (Free Application for Federal Student Aid) applications in their Government and Economic classes. This Monday 1/10/05 there will be a Financial Aid FAFSA Workshop for the seniors and their parents. For the SAMOHI community it is very important apply because last year only 35% of the seniors who applied to college applied for FAFSA. The workshop will have consultants from Santa Monica College and the Advancement Via Individual Determination (A.V.I.D.) Program. The applications must be done by 3/2/05. The parents involvement and support is a crucial part of this process.
- Right now our soccer and basketball teams are participating in athletic tournaments. This Friday night our basketball team will be playing a home game and its an excellent opportunity for the board members to use their sport pass.
- During the week of 18-21st SAMOHI students will be going as camp counselors with Grants 5th graders. The 20th of January there will be a Winter Band Concert.
- SAMOHI's ASB/ Leadership class will be doing a Money Drive to fund raise for the Tsunami disaster.

**B. SMMCTA Report - Mr. Harry Keiley**

Mr. Keiley opened his remarks by stating that it was hard to keep things in perspective given the magnitude of tragedy in South Asia, war in Iraq and AIDS in Africa. He thanked the Board and Superintendent for pausing for a moment of silence at the opening of the meeting.

Mr. Keiley said he would refrain from speaking out on the Governor's address, however, he commended Dr. Deasy for an excellent memo written following the release of the Governor's state of the State address. (The memo is attached under Superintendent's Report.)

In December the Rep Council met and in January the Executive Board continued the discussion regarding testing and standardized testing, in particular. Teachers are in favor of meaningful assessment. Several concerns were raised including:

- the “inordinate” amount of time away from direct instruction
- testing students on materials not yet taught
- the impact on students (their perceptions) of being tested on materials they haven’t been taught, and
- the physical and human cost in the district due to the amount of testing taking place.

Mr. Keiley stated that he would like an opportunity to brainstorm the topic of assessment with the Board and administration.

Mr. Keiley stated that he was thankful that the Standards Based Report Card Committee was reconvened and will be meeting next week.

**C. SEIU Report - Ms. Keryl Cartee**

Ms. Cartee welcomed everyone back from winter break and stated that SEIU is looking forward to working with the Board and District staff to meet the educational objectives for students.

To improve communications, SEIU representatives will meet with district staff on a number of committees, one being the health care options committee. Ms. Cartee and Dr. Matthews will work on an in-service for administrators to bring them up to date with changes in the contract.

Lastly, Ms. Cartee echoed everyone’s sentiments with regard to the victims of the tsunami. She stated that it is her understanding that what is needed at this time are donations of money. SEIU is working with unit members to gather as large a donation as possible and anyone willing to participate can go to the website at: [www.SEIU660.org](http://www.SEIU660.org).

**D. PTA Council President’s Report - no report**

**E. Proposition X - Final Report -**

Shari Davis, Chair of the Proposition X Oversight Committee gave the Final Report. Ms. Davis’ remarks are appended at the end of the Minutes, under Attachments. The complete Proposition X Final Report is attached to the permanent Minutes. It may be found on the web site ([www.smmusd.org](http://www.smmusd.org)) as an attachment to the January 6 Board Meeting. The Board President presented certificates of appreciation to all members of the Proposition X Oversight Committee.

**X SUPERINTENDENT’S REPORT**

- Initial Reaction and Analysis of the Governor’s State of the State Address and Pending Budget Proposal - Dr. Deasy read a prepared statement based on the State of the State address by the Governor. A copy is attached. . . . . 20-21
- Special Education Update (addendum)  
Dr. Deasy distributed two documents to the Board and audience (attached):  
(1) Special Education Programmatic Targets  
(2) Special Education Professional Development schedule . . . . . 21a-21e



### **MAJOR and DISCUSSION Items**

*As a general rule, items under MAJOR and DISCUSSION will be listed in order of importance as 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 immediately following PUBLIC COMMENTS if it appears that there is special interest by the public or as a courtesy to staff members making presentations to the Board.*

#### **XI MAJOR ITEMS**

These items are considered to be of major interest and/or importance and are presented for **ACTION (A)** or **INFORMATION (I)** at this time. Many have been reviewed by the Board at a previous meeting under the Discussion Items section of the agenda.

A.12	2003-04 Financial Audit .....	22
A.13	Budget Adjustments .....	23
A.14	Approval of Special Education Contracts .....	24-26
A.15	Authorization to Pay Off Certificates of Participation (COP's) 1997 Series A (Included in the Addendum) .....	27

#### **XII DISCUSSION ITEMS**

These items are submitted for information (FIRST READING) and discussion. Action will generally be considered at the next regularly scheduled meeting of the Board.

D.1	Enrollment/Average Daily Attendance (ADA) Control Strategy and Impact on 2005-06 Revenue Limits .....	28
D.2	Memorandum of Understanding Between SMMUSD and the SMMUSD Personnel Commission .....	29-32
D.3	Community Day School Policy 6185 (Included in the Addendum) .....	33-38

#### **XIII INFORMATIONAL ITEMS**

I.1	Board of Education District Advisory Committee Liaison Assignments for 2005 .....	39-40
I.2	Revised Gift Form - Equity in Funding for Schools .....	41-43

#### **XIV BOARD MEMBER ITEMS**

These items are submitted by individual Board members for information or discussion, as per Board Policy 8320(b).

- Board Member Oscar de la Torre requested that a resolution be placed on the next agenda in support of a “No Sweat” procurement policy in accordance with actions taken by other local agencies.

#### **XV REQUESTS BY MEMBERS OF THE PUBLIC OR DISTRICT ADVISORY COMMITTEES TO ADDRESS THE BOARD OF EDUCATION**

These items are submitted by members of the public to address the Board of Education on a matter within the jurisdiction of the Board, as per Board Policy 8320(c).

PR.1	Request to Address the Board of Education - Jim Jaffe (Postponed from 12/9/04) .....	44
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#### **XVI CONTINUATION OF PUBLIC COMMENTS**

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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.

**XVI CONTINUATION OF PUBLIC COMMENTS**

A continuation of Section VIII, as needed.

**VII BOARD MEMBER COMMENTS**

Board Member Comments is the section where a Board member may make a brief announcement or make a brief report on his or her own activities relative to Board business. There can be no discussion under "BOARD MEMBER COMMENTS".

**XVIII 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.

**XIX CLOSED SESSION**

The Board of Education will adjourn to CLOSED SESSION to complete discussion on items listed for CLOSED SESSION following the regular business meeting.

**XX ADJOURNMENT**

On a motion by Ms. Brownley, seconded by Ms. Leon-Vazquez and voted unanimously, this meeting was adjourned in memory of Dr. Neil C. Schmidt, who served as Superintendent of the Santa Monica-Malibu Unified School District from 1992 to 2001. The Board of Education and Superintendent John E. Deasy extend their heartfelt condolences to Neil's wife, Julie, and their daughters, Corrie and Sarah.

The next meeting is a regular meeting scheduled to be held on Thursday, January 20, 2005, at 7 p.m. in the Santa Monica City Council Chambers, 1685 Main Street, Santa Monica, CA.

Meetings held at Santa Monica City Hall are broadcast live - City TV2, Cable Channel 16.  
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  
Channel 3 every Saturday at 8 PM

Approved: \_\_\_\_\_

*Feb 17, 2005*

\_\_\_\_\_  
President

\_\_\_\_\_  
Superintendent

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 MINUTES : January 6, 2005

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<b>Board of Education Meeting Schedule</b>					
<b>July through December, 2004</b>					
<b>Month</b>	<b>1st Thurs</b>	<b>2nd Thurs.</b>	<b>3rd Thursday Discussion Mtg.</b>	<b>4th Thursday</b>	<b>Special Note:</b>
July				22 DO	Special Meeting re: SMC Bond
August			19 DO	26 SM	
September		9 DO	<del>16</del> (Holiday)	23 M	3 <sup>rd</sup> Thursday is a District Holiday
October	7 DO		21 SM		(Resume 1st & 3 <sup>rd</sup> Meeting schedule)
November	4 M		18 SM		
December	<del>2</del>	9 DO			(CSBA Conference first week of Dec.)
<b>January through June, 2005</b>					
January	6 DO		20 SM		
February	3 M		17 SM		
March	3 DO		17 SM		Stairway: March 10-11
April	7 M		21 SM		
May	5 DO		19 SM		
June	2 DO		16 SM		(Graduation is week of 6/20)

District Office (DO) 2004: 7/22, 8/19, 9/9, 10/7, 12/9, 1/6, 3/3, 5/5, and 6/2

Malibu City Council Chambers (M): 9/23 and 11/4/04 2/3 and 4/7/05  
23815 Stuart Ranch Road, Malibu, CA

Santa Monica City Council Chambers (SM): 8/26, 10/21, 11/18, 1/20, 2/17, 3/17, 4/21, 5/19 and 6/16  
1685 Main Street, Santa Monica.

Agenda Distribution:

A copy of the Table of Contents is posted 72 hours in advance of regularly scheduled Board of Education meetings and is also accessible to the public 24 hours/day at the District Office entrance, 1651 16th Street 16th Street, Santa Monica. Complete Board of Education agendas are available in *pdf* format, on the District's website:  
[www.smmusd.org](http://www.smmusd.org).

Amended: 9/23/04

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 MINUTES : January 6, 2005

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**Santa Monica-Malibu Unified School District  
Board of Education  
January 6, 2005**

**I CALL TO ORDER**

5:00 p.m.  
Moved to Closed Session: 5:01 p.m.  
Reconvene Public Meeting: 7:10 p.m.

- A     Roll Call  
Emily Bloomfield - President  
Julia Brownley - Vice-President  
Oscar de la Torre  
Jose Escarce  
Maria Leon-Vazquez  
Shane McCloud - excused absence  
Kathy Wisnicki

Student Board Members  
Kitty Smith - Malibu High School - excused absence  
Mari Sahba - Olympic High School  
Naomi Vasquez - Santa Monica High School

- B     Pledge of Allegiance

Led by Dr. Escarce

- C.     Moment of Silence  
Dr. Deasy asked that everyone pause for a moment of silence in recognition of the victims of the tsunami that struck South Asia.

**II CLOSED SESSION**

President Bloomfield announced that there was no report out and that no action was taken in Closed Session.

TO: BOARD OF EDUCATION

ACTION  
01/06/05

FROM: JOHN E. DEASY

RE: APPROVAL OF MINUTES

RECOMMENDATION NO. A.01

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

October 7, 2004  
October 21, 2004  
~~December 9, 2004~~

MOTION MADE BY: Ms. Brownley  
SECONDED BY: Ms. Leon-Vazquez  
STUDENT ADVISORY VOTE: Aye  
AYES: All (6)  
NOES: None (0)

The minutes from the  
December 09, 2004 meeting  
were not available for  
approval.

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/06/05

FROM: SUPERINTENDENT

RE: APPROVAL OF INDEPENDENT CONTRACTORS

RECOMMENDATION NO. A.2

It is recommended that Board of Education enter into an agreement with the following Independent Contractors. These contracts are included in the 2004/2005 budget.

<b>Contractor/Contract Dates</b>	<b>Description</b>	<b>Site</b>	<b>Funding</b>
Patrick Denny Sept 1, 2004 -June 30, 2005  Cost Not to Exceed: \$4,200	Continued development of Filemaker Pro-based Head Start & School Age enrollment and attendance system. Create reports as requested by staff; alter and improve existing layouts for data entry and reporting purposes. Design health and PIR reports as required. Implement automation features (scripting and new layouts) as needed or requested by staff. Train staff on use of system.	CDS Funds	Child Development Fund  \$1,400 12-52101-0-85000-10000-5802-070-2700 (Head Start)  \$1,400 12-60550-0-85000-10000-5802-070-2700 (State Preschool  \$1,400 12-60600-0-85000-10000-5802-070-2700 (General Child Care/School Age)
Fredric R. Horowitz Attorney at Law  Contract UC05324  Total amount of Contract: \$5,400  July 1, 2004 through July 30, 2004	Serve as arbitrator between SMMUSD and SEIU Local 660 (arbitration regarding contracting out)  ARB-02-1517	Human Resources	Independent Contractors/Consultant  01-00000-0-00000-72000-5802-026-1250
Richard Lieberman 11/09/04  Total contract not to exceed \$500	Provide District wide, mandatory training, active Crisis Intervention Techniques in schools.	Student Services	Student Services Medi-Cal reimbursement  01-56400-0-11100-39000-5802-041-1400

MOTION MADE BY: Ms. Brownley

SECONDED BY: Ms. Leon-Vazquez

STUDENT ADVISORY VOTE: Aye

AYES: All (6)

NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/06/05

FROM: SUPERINTENDENT

RE: OVERNIGHT FIELD TRIP(S) 2004-05

RECOMMENDATION NO. A.03

It is recommended that the Board of Education approve the special field trip(s) listed below for students for the 2004-2005 school year. No child will be denied due to financial hardship.

<u>School Grade # of Students</u>	<u>Destination Dates</u>	<u>Principal Teacher</u>	<u>Cost / Paid for</u>	<u>Subject</u>	<u>Purpose of Trip</u>
Samohi 5 student s	Brazil 1/22/05 to 2/1/05	Michelle Kenney Catherine Baxter	\$2500, paid for by sponsors and donations and fund raising and parents	World Studies	The purpose of this trip is to raise social and environmental awareness bringing World issues back to the larger school community with presentations to the school
Samohi 100 student s	Reno, NV 2/24/05 to 2/26/05	Joni Swenson Catherine Baxter	\$430 per child, paid for by sponsors and donations and fund raising and parents	Music	The Santa Monica Symphome was selected to compete in the National Orchestra Festival sponsored by ASTA
McKinle y 50 student s	Camp Gilmore 2/16/05 to 2/18/05	Debbie Talbot Mr. Garcia	\$250 per child, paid for by sponsors and donations and fund raising and parents	World Studies	Naturalist at large is a unique opportunity to teach our 5th graders decision making skills and develop a leadership role enhanced through group building and initiative activities.
Point Dume 59 student s	Sea World Resident Camp S.D 3/16/05 to 3/18/05	Kerrin Gruber Chi Kim	\$400 per student paid for by sponsors and donations and fund raising and parents	Science	This trip collaborates with the Science Curriculum and science standards. Students have an opportunity to use their knowledge in a field lab environment. They will investigate and discover on their own

MOTION MADE BY: Ms. Brownley

SECONDED BY: Ms. Leon-Vazquez

STUDENT ADVISORY VOTE: Aye

AYES: All (6)

NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT  
01/06/05

FROM: SUPERINTENDENT/LINDA KAMINSKI/TOM WHALEY

RE: PERMIT WITH CITY OF SANTA MONICA TO USE CIVIC  
AUDITORIUM FACILITIES

RECOMMENDATION NO. A.04

It is recommended that the Board of Education approve Permit #6017, agreement with the City of Santa Monica for the use of the authorized premises of the Santa Monica Civic Auditorium for a total fee not to exceed \$11,000. This fee includes equipment, labor and services provided by the Civic Auditorium.

FUNDING INFORMATION

SOURCE: GENERAL FUND RESTRICTED - GIFTS  
CURRENTLY BUDGETED: YES  
ACCOUNT NUMBER: 01-90120-0-17300-10000-5630-030-1300  
DESCRIPTION: LEASE-RENTAL/STAIRWAY/CURRICULUM

BACKGROUND INFORMATION

This agreement is made between the City of Santa Monica ("the City") and the Santa Monica-Malibu Unified School District ("Permittee")

Company: Santa Monica-Malibu Unified School District  
Representative: Tom Whaley  
Address: 1638-17th Street  
City, State, Zip: Santa Monica, CA 90404  
Business Phone: 310-450-8338, x287

To use and occupy the authorized premises described below, on the date(s) and time(s) described, for the activities and at the rental described as follows:

EVENT TITLE: **STAIRWAY OF THE STARS**  
AUTHORIZED PREMISES: Main Hall and East Wing

DAY	DATE	TIME	ACTIVITY	RENTAL
Wednesday	3/09/2005	12:00 p.m. - 8:00 p.m.	Move-in/ rehearsal	
Thursday	3/10/2005	8:00 a.m. - 3:00 p.m.	Rehearsal	
Thursday	3/10/2005	7:30 p.m. - 10:30 p.m.	Event	\$WAIVED
Friday	3/11/2005	7:30 p.m. - 10:30 p.m.	Event	
Friday	3/11/2005	10:30 p.m. - 12 Midnight	Move-out	

**Total Base Rental** **\$WAIVED**  
**PER RESOLUTION CCS 3579**

Event Time: Thursday and Friday, March 10 & 11, 2005 at 7:30 p.m.  
A copy of contract is available at Superintendent's Office, Fiscal Services, Insurance Office and Educational Services

MOTION MADE BY: Ms. Brownley  
SECONDED BY: Ms. Leon-Vazquez  
STUDENT ADVISORY VOTE: Aye  
AYES: All (6)  
NOES: None (0)



TO: BOARD OF EDUCATION

ACTION/CONSENT

01/06/05

FROM: JOHN E. DEASY/WINSTON A. BRAHAM

RE: CONFERENCE AND TRAVEL APPROVAL/RATIFICATION

RECOMMENDATION NO. A.05

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>ATLAS, Cindy</u> Special Education 01-65000-0-50010-21000-5220-045-1400 General Fund - <b>Resource:</b> Special Education	Calif. School for the Blind IEP Meeting Fremont, CA November 5, 2004	\$150
<u>BITLER, Bill</u> Malibu High 01-72600-0-11100-10000-5220-010-4100 General Fund - <b>Resource:</b> SIP K-6	Int'l. Assn. of Jazz Educators Long Beach, CA January 5 - 8, 2005-	\$350 + SUB
<u>DEASY, John</u> Superintendent 01-00000-0-00000-71500-5220-020-1200 General Fund - <b>Function:</b> Superintendent	Leaders as Learners - Stupski Foundation Mill Valley, CA January 7 - 8, 2005	\$100
<u>HARRIS, Hank</u> Educational Services 01-00000-0-19510-10000-5220-030-1300 General Fund - <b>Function:</b> Instruction	Standards & Assessment Training Meeting Burbank, CA December 2, 2004	\$50

<b><u>NAME</u></b> <b><u>SITE</u></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>KING, Keri</u> Educational Services 19-91700-0-00000-21400-5220-030-1300 Foundation Trust Fund - <b>Resource:</b> Cotsen Family Foundation	45 <sup>th</sup> South Annual Math Conference Palm Springs, CA November 6 - 7, 2004	\$100
<u>MELLY, Kim</u> Fiscal Services 01-00000-0-00000-72000-5220-051-2510 General Fund - <b>Function:</b> Other General Administration	Attendance Accounting for Business Personnel Downey, CA February 28, 2005	\$80
<u>OSTROM, Michael</u> Roosevelt Elementary 01-90120-0-11100-10000-5220-007-4070 General Fund - <b>Resource:</b> Gifts	Effective Writing Instruction Ontario, CA January 11, 2004	\$179
<u>ROMERO, Maura</u> Edison Elementary No cost to District	California Literary San Jose, CA November 12 - 14 , 2004	0
<u>SHUMAN, Lori</u> Adams Middle 01-00040-0-11100-10000-5220-011-4110 General Fund - <b>Resource:</b> Gov's. Performance Award	Efficient & Effective Teaching Pasadena, CA December 11, 2004	\$100
<u>STRAUS, Ilene</u> Educational Services 19-90180-0-91000-21000-5220-030-1300 Foundation Trust Fund - <b>Resource:</b> RGK	High School Summit Sacramento, CA October 25 -26, 2004	\$600
<u>WISNICKI, Kathy</u> Board of Education 01-00000-0-00000-71500-5220-020-1200 General Fund - <b>Function:</b> Superintendent	Calif. School Boards Assn. Annual Education Conference San Francisco, CA December 1 - 4, 2004	\$1,500
<u>ZRINZO, Peter</u> Educational Services 01-71100-0-19100-10000-5220-030-1300 General Fund - <b>Resource:</b> Ed. Tech. - CTAPS	2005 Computer Using Educators Conference Palm Springs, CA March 10 - 12, 2005	\$169
<b>Adjustments</b>  (Preapproved expenses 10% in excess of approved costs that must be approved by Board/Changes in Personnel Attendance)		
NONE		

NAME SITE 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>ANDERSON, Judith</u> + 2 Additional Staff Lincoln Middle 01-72600-0-11100-10000-5220- 012-4120 General Fund - <b>Resource:</b> SIP K-6	Fall 2004 Teacher Robotics Workshop Carlsbad, CA October 23, 2004	\$215 Total
<u>AU, Jenna</u> + 2 Additional Staff Franklin Elementary 01-72600-0-11100-10000-5220- 002-4020 General Fund - <b>Resource:</b> SIP K-6	Sandy Peacock: Effective Writing Instruction Buena Park, CA January 10, 2005	\$575 Total <b>+ 3 SUBS</b>
<u>BARNARD, Russ</u> + 2 Additional Staff Personnel Commission 01-00000-0-00000-72000-5220- 027-2270 General Fund - <b>Function:</b> Other General Administration	Calif. State Personnel Commission Assn. 2005 Annual Conference Long Beach, CA February 11, 2005	\$740 Total
<u>BEARD, Clara</u> <u>HOLLIE, Ada</u> Santa Monica High No Cost to District	Fashion Design & Merchandising Los Angeles, CA December 3, 2004	0
<u>BUI, Jasper</u> + 2 Additional Staff Adams Middle 01-56400-0-11100-10000-5220- 011-4110 General Fund - <b>Resource:</b> Medi-Cal Billing Option	Character Counts Seminar Los Angeles, CA November 30 - December 2, 2004	\$1,900 <b>+ 3 SUBS</b>
<u>DAWS, Tracy</u> + 2 Additional Staff John Adams Middle 01-00040-0-11100-10000-5220- 011-4110 General Fund - <b>Resource:</b> Grade Point Average	Teaching Students to Write Costa Mesa, CA November 13, 2004	\$300 Total
<u>DIDION, Kelly</u> <u>GRUBER, Meghann Kerrin</u> Pt. Dume Elementary No Cost to District	Catalina Island Field Trip Santa Catalina, CA November 10 - 12, 2004	0

<u>NAME</u> <u>SITE</u> Account Number Fund - Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
<u>DUNN, Margo</u> <u>JENNINGS, Kris</u> Pt. Dume Elementary No Cost to District	Catalina Island Field Trip Santa Catalina, CA October 25 - 27, 2004	0
<u>EHRKE, Shelly</u> + 5 Additional Staff Lincoln Middle 01-72600-0-11100-10000-5220- 012-4120 General Fund - <b>Resource:</b> SIP K-6	29 <sup>th</sup> Annual Chancellor's Conference Westwood, CA December 4, 2004	\$540 Total
<u>GARCIA-HECHT, Veronica</u> + 7 Additional Staff Santa Monica High 01-90120-0-11100-27000-5220- 015-4150 General Fund - <b>Resource:</b> Gifts	Advancement Via Individual Determination 2004 Advanced District Federal Pattern Team Lake Arrowhead, CA December 8 - 9, 2004	\$1,400 Total <b>+ 6 SUBS</b>
<u>HARRIS, Hank</u> + 3 Additional Staff Ed Services 01-00000-0-19510-10000-5220- 030-1300 General Fund - <b>Function:</b> Instruction	Calif. High School Exit Exam Administrators Workshop Burbank, CA December 9, 2004	\$125 Total <b>+1 SUB</b>
<u>MATTHEWS, Mike</u> <u>SOUMAKIAN, Gabe</u> Personnel Services 01-00000-0-00000-72000-5220- 025-1250 General Fund - <b>Function:</b> Other General Administration	Assn. of Calif. School Administrators 26 <sup>th</sup> Annual Personnel Institute Pomona, CA February 23 - 25, 2005	\$1,250 Total
<u>MUNCEY, Donna</u> + 6 Additional Staff State & Federal Projects 01-30100-0-11100-10000-5220- 035-1300 General Fund - <b>Resource:</b> Title One	Asilomar Conference Pacific Grove, CA February 23 - 25, 2005	\$2,700 Total
<u>O'BRIEN, Lourdes</u> + 4 Additional Staff John Adams Middle 01-90150-0-11100-10000-5220- 011-4110 General Fund - <b>Resource:</b> PTA Gifts	Advancement Via Individual Determination Site Team Lake Arrowhead, CA December 18 - 19, 2004	\$1,350 Total <b>+ 3 SUBS</b>

<u>NAME</u> <u>SITE</u> Account Number Fund - Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
<u>VIRAMONTES-GUTIERREZ,</u> <u>Theresa</u> <u>BUENIDA, Rosalina</u> Santa Monica High 01-56400-0-11100-10000-5220- 015-4150 General Fund - <b>Resource:</b> Medi-Cal Billing Option	Soledad Enrichment Action Program - Parents Helping Parents Los Angeles, CA November 15 - 19, 2004	\$500 Total
<b>Out-of-State Conferences: Individual</b>		
NONE		
<b>Out-of-State Conferences: Group</b>		
NONE		

MOTION MADE BY: Ms. Brownley  
 SECONDED BY: Ms. Leon-Vazquez  
 STUDENT ADVISORY VOTE: Aye  
 AYES: All (6)  
 NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/06/05

FROM: JOHN E. DEASY/WINSTON A. BRAHAM

RE: ACCEPTANCE OF GIFTS - 2004-05

RECOMMENDATION NO. A.06

It is recommended that the Board of Education accept, with gratitude, checks and gifts totaling \$16,013.58 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 2004-2005 income and appropriations by \$13,797.58, as described on the attached listing.

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

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 01-06Gift.pdf

MOTION MADE BY: Ms. Brownley  
SECONDED BY: Ms. Leon-Vazquez  
STUDENT ADVISORY VOTE: Aye  
AYES: All (6)  
NOES: None (0)

School/Site Account Number	Gift Amount	In-kind Value	Donor	Purpose
<b>JAMS</b>				
01-90120-0-00000-00000-8699-011-0000				
<b>Adult Education</b>				
11-90120-0-00000-00000-8699-090-0000				
<b>Alternative (SMASH)</b>				
01-90120-0-00000-00000-8699-009-0000				
<b>Cabrillo</b>	\$ 1,464.00		Various	General Supplies & Materials
01-90120-0-00000-00000-8699-017-0000	\$ 1,042.76		Various	General Supplies & Materials / Teacher, Hourly
<b>PTA Reim. - Resource #90150</b>				
<b>CDS</b>				
12-90120-0-00000-00000-8699-070-0000				
<b>Edison</b>	\$ 500.00		Morley Group Foundation	General Supplies & Materials
01-90120-0-00000-00000-8699-001-0000				
<b>PTA Reim. - Resource #90150</b>				
<b>Franklin</b>				
01-90120-0-00000-00000-8699-002-0000				
<b>PTA Reim. - Resource #90150</b>				
<b>Grant</b>				
01-90120-0-00000-00000-8699-003-0000				
<b>Lincoln</b>	\$ 525.00		Lincoln Middle School PTSA	General Supplies & Materials
01-90120-0-00000-00000-8699-012-0000				
<b>Malibu High School</b>	\$ 86.00		Malibu High School PTSA	General Supplies & Materials (Coat rack for Lost & Found)
01-90120-0-00000-00000-8699-010-0000	\$ 36.00		Various Parents	General Supplies & Materials (Counseling Office)
<b>Shark Fund - Resource #90141</b>	\$ 6,000.00		Shark Fund	Teachers, Substitute
<b>McKinley</b>	\$ 1,743.25		Various Parents	General Supplies & Materials (Fifth Grade Camping Trip)
01-90120-0-00000-00000-8699-004-0000	\$ 911.75		McKinley PTA	General Supplies & Materials
	\$ 167.65		Various Parents	General Supplies & Materials (Fifth Grade Camping Trip)
<b>Muir</b>	\$ 245.60		Various Parents	Field Trips
01-90120-0-00000-00000-8699-005-0000	\$ 177.00		Various Parents	Field Trips
	\$ 165.57		Albertson's	Equipment

School/Site Account Number	Gift Amount	In-kind Value	Donor	Purpose
<b>Olympic HS</b>	\$ 433.00		John Muir PTA	General Supplies & Materials
01-90120-0-00000-00000-8699-014-0000	\$ 300.00		Touchstone Group	General Supplies & Materials
<b>Rogers</b>				
01-90120-0-00000-00000-8699-006-0000				
<b>PTA Reim. - Resource #90150</b>				
<b>Roosevelt</b>		\$ 1,116.00	Andrea Finley (IBM Matching Grant)	IBM Printer for Room 22
01-90120-0-00000-00000-8699-007-0000				
<b>PTA Reim. - Resource #90150</b>				
<b>Samohi</b>				
01-90120-0-00000-00000-8699-015-0000				
<b>Barnum Hall</b>				
01-91150-0-00000-00000-8699-015-0000				
<b>Pt. Dume Marine Science</b>				
01-90120-0-00000-00000-8699-019-0000				
<b>PTA Reim. - Resource #90150</b>				
<b>Webster</b>				
01-90120-0-00000-00000-8699-008-0000				
<b>PTA Reim. - Resource #90150</b>				
<b>Others:</b>				
<b>Superintendent's Office</b>				
01-90120-0-00000-00000-8699-020-0000				
<b>Educational Services</b>		\$ 600.00	Rosaelena Barkas	"Premier " Drum Set for Elementary Music Program
01-90120-0-00000-00000-8699-030-0000		\$ 500.00	Kathryn & Mark Green	Full Size Cello for Elementary Music Program
<b>Student &amp; Family Services</b>				
01-90120-0-00000-00000-8699-040-0000				
<b>Special Education</b>				
01-90120-0-00000-00000-8699-044-0000				
<b>Food &amp; Nutrition Services</b>				
01-90120-0-00000-00000-8699-057-0000				
<b>District</b>				
01-90120-0-00000-00000-8699-090-0000				
<b>TOTAL</b>	\$ 13,797.58	\$ 2,216.00		



School/Site Account Number	Y-T-D Adjusted Gift Total	Current Gift Amount	Cumulative Gift Amount	Y-T-D In-Kind Value	Current In-Kind Value	Cumulative In-Kind Value
<b>JAMS</b> 01-90120-0-00000-00000-8699-011-0000	\$ 32,680.65	\$ -	\$ 32,680.65	\$ 750.00	\$ -	\$ 750.00
<b>Adult Education</b> 11-90120-0-00000-00000-8699-090-0000	\$ 225.00	\$ -	\$ 225.00	\$ -	\$ -	\$ -
<b>Alternative (SMASH)</b> 01-90120-0-00000-00000-8699-009-0000	\$ 13,000.00	\$ -	\$ 13,000.00	\$ -	\$ -	\$ -
<b>Cabrillo</b> 01-90120-0-00000-00000-8699-017-0000	\$ 4,836.26	\$ 2,506.76	\$ 7,343.02	\$ -	\$ -	\$ -
<b>PTA Reim. - Resource #90150</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CDS</b> 12-90120-0-00000-00000-8699-070-0000	\$ -	\$ -	\$ -	\$ 503.00	\$ -	\$ 503.00
<b>Edison</b> 01-90120-0-00000-00000-8699-001-0000	\$ 1,117.00	\$ 500.00	\$ 1,617.00	\$ 300.00	\$ -	\$ 300.00
<b>PTA Reim. - Resource #90150</b>	\$ 15,093.00	\$ -	\$ 15,093.00	\$ 400.00	\$ -	\$ -
<b>Franklin</b> 01-90120-0-00000-00000-8699-002-0000	\$ 332.18	\$ -	\$ 332.18	\$ -	\$ -	\$ -
<b>PTA Reim. - Resource #90150</b>	\$ -	\$ -	\$ -			
<b>Grant</b> 01-90120-0-00000-00000-8699-003-0000	\$ 326.39	\$ -	\$ 326.39	\$ 96.20	\$ -	\$ 96.20
<b>Lincoln</b> 01-90120-0-00000-00000-8699-012-0000	\$ 17,150.79	\$ 525.00	\$ 17,675.79	\$ -	\$ -	\$ -
<b>Malibu High School</b> 01-90120-0-00000-00000-8699-010-0000	\$ 9,069.31	\$ 122.00	\$ 9,191.31	\$ -	\$ -	\$ -
<b>Malibu Shark Fund - Resource #90141</b>	\$ 30,000.00	\$ 6,000.00	\$ 36,000.00			
<b>McKinley</b> 01-90120-0-00000-00000-8699-004-0000	\$ 3,643.42	\$ 2,822.65	\$ 6,466.07	\$ -	\$ -	\$ -
<b>Muir</b> 01-90120-0-00000-00000-8699-005-0000	\$ 26,254.97	\$ 588.17	\$ 26,843.14	\$ -	\$ -	\$ -
<b>Olympic HS</b> 01-90120-0-00000-00000-8699-014-0000	\$ 150.00	\$ 733.00	\$ 883.00	\$ -	\$ -	\$ -
<b>Rogers</b> 01-90120-0-00000-00000-8699-006-0000	\$ 14,692.91	\$ -	\$ 14,692.91	\$ -	\$ -	\$ -
<b>PTA Reim. - Resource #90150</b>	\$ -	\$ -	\$ -			
<b>Roosevelt</b> 01-90120-0-00000-00000-8699-007-0000	\$ 72,112.00	\$ -	\$ 72,112.00	\$ -	\$ 1,116.00	\$ 1,116.00
<b>PTA Reim. - Resource #90150</b>	\$ 63,083.02	\$ -	\$ 63,083.02	\$ -	\$ -	\$ -

School/Site Account Number	Y-T-D Adjusted Gift Total	Current Gift Amount	Cumulative Gift Amount	Y-T-D In-Kind Value	Current In-Kind Value	Cumulative In-Kind Value
Samohi	\$ 29,181.01	\$ -	\$ 29,181.01	\$ -	\$ -	\$ -
01-90120-0-00000-00000-8699-015-0000	<i>[See Below for Barnum Hall]</i>					
Pt. Dume Marine Science	\$ 29,350.00	\$ -	\$ 29,350.00	\$ -	\$ -	\$ -
01-90120-0-00000-00000-8699-019-0000						
PTA Reim. - Resource #90150	\$ -	\$ -	\$ -			
Webster	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-90120-0-00000-00000-8699-008-0000						
PTA Reim. - Resource #90150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>ALL OTHER LOCATIONS:</b>						
Superintendent's Office	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	\$ -	\$ -
01-90120-0-00000-00000-8699-020-0000						
Educational Services	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 500.00	\$ 1,100.00	\$ 1,600.00
01-90120-0-00000-00000-8699-030-0000						
Student and Family Support Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-90120-0-00000-00000-8699-041-0000						
Special Education	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-90120-0-00000-00000-8699-044-0000						
Food & Nutrition Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-90120-0-00000-00000-8699-070-0000						
District	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -		\$ -
01-90120-00000-0-00000-8699-090-0000						
<b>TOTAL GIFTS</b>	<b>\$ 397,297.91</b>	<b>\$ 13,797.58</b>	<b>\$ 411,095.49</b>	<b>\$ 2,549.20</b>	<b>\$ 2,216.00</b>	<b>\$ 4,365.20</b>
<b>BARNUM HALL - Current Year</b>	<b>Y-T-D Gifts</b>	<b>Current Gifts</b>	<b>Cumulative Gifts</b>	<b>Prev. In-Kind Gifts</b>	<b>Current In-Kind Gifts</b>	<b>Cumulative In-Kind</b>
01-91150-0-00000-00000-8699-015-0000	\$ -	\$ -	\$ -	Organ (Belt) (Est.)		\$ 250,000.00
<b>Previous Years' Gifts</b>				Organ (Dollinger)		350,000.00
2003-04	\$ 7,616.11					
2002-03	\$ 125,376.04					
2001-02	\$ 66,200.00			Dollinger Organ donated at 4/11/02 Board Mtg.		
2000-01	\$ 137,863.00			(Item A.21) to Tucson Fox Foundation		\$ (350,000.00)
1999-00	\$ 175,700.00				n/a	
1998-99	\$ 10,945.00				n/a	
1997-98	\$ 26,645.00					\$ 250,000.00
<b>TOTAL CASH GIFTS FOR BARNUM HALL</b>	<b>\$ 550,345.15</b>					
<b>Total Cash Gifts for District, incl. Barnum Hall:</b>		<b>\$ 13,797.58</b>				

TO: BOARD OF EDUCATION ACTION/CONSENT  
01/06/05  
FROM: JOHN E. DEASY/WINSTON BRAHAM/VIRGINIA I. HYATT  
RE: APPROVAL OF PURCHASE ORDERS

RECOMMENDATION NO. A.07

It is recommended that the Board of Education approve the following Purchase Orders and Changed Purchase Order from December 2, 2004 through December 13, 2004 for fiscal year 2004/05.

**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: Ms. Brownley  
SECONDED BY: Ms. Leon-Vazquez  
STUDENT ADVISORY VOTE: Aye  
AYES: All (6)  
NOES: None (0)

## SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

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PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF JANUARY, 2005

U-GENERAL FUND, UNRESTRICTED R-GENERAL FUND, RESTRICTED A-ADULT ED CD-CHILD DEVELOPMENT F-CAFETERIA  
 SF-SPECIAL FINANCING (FLEX) EX-PROP ES and X D-DEVELOPER FEES SR-SPECIAL RESERVE CAPITAL  
 SM-STATE MODERNIZATION

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
<b>*** CHANGED PURCHASE ORDERS ***</b>					
513716	BOISE CASCADE OFFICE/PAPER	price increase	SMASH SCHOOL	40.00	R
513809	CORPORATE EXPRESS	ADDITIONAL PURCHASES	JOHN ADAMS MIDDLE SCHOOL	408.22	R
513870	GALE SUPPLY CO	PRICE INCREASE/CUSTODIAL	CHILD DEVELOPMENT CENTER	15.48	CD
<b>** CHANGED PURCHASE ORDERS TOTAL:</b>				463.70	
<b>*** NEW PURCHASE ORDERS ***</b>					
513768	ACADEMIC SUPERSTORE	NEW SERVER FOR WINSNAP PROGRAM	FOOD SERVICES	920.07	F
513682	AIRBORNE EXPRESS	OVERNIGHT SHIPPING	BUSINESS SERVICES	140.73	U
513741	AMERICAN GUIDANCE SERVICE	RATING KITS	HEALTH SERVICES	2,336.95	R
512816	AMERITEL INC	CCTV/SURVEILLANCE SYSTEM	TRANSPORTATION	8,051.02	R
513690	APPLE COMPUTER CORP	FLATBED SCANNER	LINCOLN MIDDLE SCHOOL	161.29	R
513794	APPLE COMPUTER CORP	COMPUTERS	LINCOLN MIDDLE SCHOOL	18,807.08	R
513840	AT&T	NETWORK EQUIPMENT	DISTRICT-WIDE	23,466.76	SR
513684	BARNES & NOBLE/SANTA MONICA	SUPPLIES	MCKINLEY ELEMENTARY SCHOOL	200.00	R
513724	BAY PRINTING CO	BUSINESS CARDS	STUDENT SERVICES	31.85	U
513705	BEST BUY	OPEN ORDER/PHONE	CHILD DEVELOPMENT CENTER	200.00	CD
513651	BOISE CASCADE OFFICE/PAPER	XEROX PAPER	SANTA MONICA HIGH SCHOOL	2,026.44	R
513727	BOISE CASCADE OFFICE/PAPER	XEROX PAPER	OLYMPIC CONTINUATION SCHOOL	123.49	U
513751	BOISE CASCADE OFFICE/PAPER	CLASSROOM SUPPLIES	MALIBU HIGH SCHOOL	4,000.00	R
513786	BOISE CASCADE OFFICE/PAPER	SUPPLIES	JOHN MUIR ELEMENTARY SCHOOL	17.16	U
513838	BOISE CASCADE OFFICE/PAPER	XEROX PAPER	SANTA MONICA HIGH SCHOOL	411.78	R
513669	BOUSE, AMY	NAT'L BD REIMB - CERT TEACHER	STATE AND FEDERAL PROJECTS	725.00	R
513510	BUDGET TEXT	Science textbooks	GRANT ELEMENTARY SCHOOL	1,689.68	R
513472	BUSINESS PRINTING AND IMAGING	BUSINESS CARDS	CHILD DEVELOPMENT CENTER	31.85	CD
513687	BUSINESS PRINTING AND IMAGING	BUSINESS CARDS/M.SHAFFIEY	SPECIAL ED SPECIAL PROJECTS	38.15	R
513757	BUSINESS PRINTING AND IMAGING	BUSINESS CARDS	MALIBU HIGH SCHOOL	31.85	U
513784	BUSINESS PRINTING AND IMAGING	PRINT BUSINESS CARDS	STUDENT SERVICES	31.85	U
513837	CANON BUSINESS SOLUTIONS-WEST	MAINTENANCE AGREEMENT	SANTA MONICA HIGH SCHOOL	249.90	U
513681	CHILDRENS BOOK WORLD	SUPPLIES/BOOKS	MCKINLEY ELEMENTARY SCHOOL	100.00	R
513664	CHRONICLE GUIDANCE PUBL INC	COLLEGE CENTER PUBLICATION	SANTA MONICA HIGH SCHOOL	27.48	R
513645	CLASSROOMDIRECT.COM	INSTRUCTIONAL SUP/MATH	JOHN ADAMS MIDDLE SCHOOL	124.10	R
513848	COCA COLA BOTTLING COMPANY	SOFT DRINKS FOR HIGH SCHOOLS	FOOD SERVICES	5,000.00	F
513672	COMMUNITY CARE LICENSING	ANNUAL CONSOLIDATED LICENSE	CHILD DEVELOPMENT CENTER	2,900.00	CD
513659	COMPLETE BUSINESS SYSTEMS	COPIER SUPPLIES	JOHN ADAMS MIDDLE SCHOOL	1,136.84	U
513779	COMPLETE BUSINESS SYSTEMS	Copier Supplies	ROOSEVELT ELEMENTARY SCHOOL	472.65	U
513728	COORDINATION GROUP PUBLICATION	TEXTBOOKS	STUDENT SERVICES	355.01	U
513796	CORPORATE EXPRESS	OFFICE SUPPLIES/GINA KITTEL	SPECIAL EDUCATION REGULAR YEAR	208.08	R
513854	CORPORATE EXPRESS	OFFICE SUPPLIES/PINE STREET	SPECIAL EDUCATION REGULAR YEAR	400.00	R
513714	CORPORATE EXPRESS/US OFFICE	TEACHER DESK/R.JOHNSON	GRANT ELEMENTARY SCHOOL	306.35	R
513732	CORPORATE EXPRESS/US OFFICE	REDI-SEAL ENVELOPES	HEALTH SERVICES	655.35	R
513752	CORPORATE EXPRESS/US OFFICE	OFFICE SUPPLIES	MALIBU HIGH SCHOOL	2,000.00	U
513758	CORPORATE EXPRESS/US OFFICE	OFFICE/ERGONOMIC CHAIRS	MALIBU HIGH SCHOOL	433.22	U
513777	CORPORATE EXPRESS/US OFFICE	TYPEWRITER	HEALTH SERVICES	344.04	R
513788	CORPORATE EXPRESS/US OFFICE	BOOKSHELF	HEALTH SERVICES	150.47	R
513825	CORPORATE EXPRESS/US OFFICE	OFFICE SUPPLIES	STUDENT SERVICES	649.50	U
513698	CULVER CITY SKATING RINK	FIELD TRIP/SKATING	CHILD DEVELOPMENT CENTER	945.00	CD
513700	CULVER CITY SKATING RINK	FIELD TRIP/SKATING	CHILD DEVELOPMENT CENTER	875.00	CD

## SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

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PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF JANUARY, 2005

U-GENERAL FUND, UNRESTRICTED R-GENERAL FUND, RESTRICTED A-ADULT ED CD-CHILD DEVELOPMENT F-CAFETERIA  
 SF-SPECIAL FINANCING (FLEX) EX-PROP ES and X D-DEVELOPER FEES SR-SPECIAL RESERVE CAPITAL  
 SM-STATE MODERNIZATION

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
513646	CULVER NEWLIN	CLASSROOM FURNITURE/PERMIT	JOHN ADAMS MIDDLE SCHOOL	122.60	R
513805	DELPHIN COMPUTER SUPPLY	INK CARTRIDGES FOR OFFICE	SPECIAL EDUCATION REGULAR YEAR	471.97	R
513806	DELPHIN COMPUTER SUPPLY	INK CARTRIDGES FOR WORKABILITY	SPECIAL ED SPECIAL PROJECTS	303.10	R
513849	DELPHIN COMPUTER SUPPLY	PRINTER CARTRIDGES/WORKABILITY	SPECIAL ED SPECIAL PROJECTS	539.73	R
513851	DELPHIN COMPUTER SUPPLY	CARTRIDGES FOR SPECIAL ED	SPECIAL EDUCATION REGULAR YEAR	497.38	R
513755	DEMCO LIBRARY SUPPLIES	LIBRARY SUPPLIES	MALIBU HIGH SCHOOL	361.10	R
513761	DEMCO LIBRARY SUPPLIES	Library supplies	JOHN ADAMS MIDDLE SCHOOL	430.43	R
513721	DOUBLETREE GUEST SUITES-SM	LEADERSHIP RETREAT	SANTA MONICA HIGH SCHOOL	942.19	R
513781	DUNBAR ARMORED INC	ARMORED CAR PICKUP FOR FD.SERV	FOOD SERVICES	2,400.00	F
513668	DURHAM TRANSPORTATION	BUS TRANSPORTATION	PT DUME ELEMENTARY SCHOOL	814.85	R
513780	E. SAM JONES DISTRIBUTOR INC.	A.V. BULBS	LINCOLN MIDDLE SCHOOL	358.52	R
513609	EAGLE MATERIAL HANDLING	PORTABLE WHEELCHAIR LIFT-ROOS.	FACILITY MAINTENANCE	6,500.00	R
513695	EASY WAY SAFETY SERVICES	OPEN ORDER FOR SCHOOL BUS PROD	TRANSPORTATION	200.00	R
513863	EXCELSIOR SOFTWARE INC	PINNACLE SOFTWARE	LINCOLN MIDDLE SCHOOL	2,292.19	R
513667	F K M COPIER PRODUCTS	PRINTER CARTRIDGES	SANTA MONICA HIGH SCHOOL	729.88	R
513673	F K M COPIER PRODUCTS	NON-INSTRUCTIONAL/TONER	CHILD DEVELOPMENT CENTER	1,331.30	CD
513689	F K M COPIER PRODUCTS	LASER PRINTER TONER	LINCOLN MIDDLE SCHOOL	450.93	U
513660	FIRST STUDENT	BUS TRANSPORTATION	SANTA MONICA HIGH SCHOOL	1,207.05	R
513834	FLINN SCIENTIFIC INC	INSTR SUPPLIES	SANTA MONICA HIGH SCHOOL	702.80	R
513439	FOLLETT LIBRARY BOOK CO	LIBRARY BOOKS/GATE	JOHN ADAMS MIDDLE SCHOOL	2,100.00	R
513798	FOLLETT LIBRARY BOOK CO	Library books	GRANT ELEMENTARY SCHOOL	165.71	R
513720	FOUR POINTS SHERATON HOTEL	REDESIGN RETREAT	SANTA MONICA HIGH SCHOOL	899.15	R
513765	FREEDMAN, MAROLYN	SCHMIDT/FREEDMAN/LINNEAR	STUDENT SERVICES	41.74	U
513680	GALE GROUP	Subscription for online databa	SANTA MONICA HIGH SCHOOL	649.50	R
513718	GALE GROUP	GALE BOOK ORDER	SANTA MONICA HIGH SCHOOL	1,997.21	R
513775	GALE GROUP	PURCHASE FOR ONLINE DATABASE	SANTA MONICA HIGH SCHOOL	649.50	R
513623	GALE SUPPLY CO	CUSTODIAL SUPPLIES	LINCOLN MIDDLE SCHOOL	765.70	U
513626	GALE SUPPLY CO	OPEN ORDER/CLEANING SUPPLIS	CHILD DEVELOPMENT CENTER	450.00	CD
513635	GALE SUPPLY CO	CUSTODIAL SUPPLIES	SANTA MONICA HIGH SCHOOL	4,763.11	U
513647	GALE SUPPLY CO	CUSTODIAL SUPPLIES	JOHN ADAMS MIDDLE SCHOOL	146.68	U
513729	GALE SUPPLY CO	CUSTODIAL SUPPLIES	GRANT ELEMENTARY SCHOOL	859.23	U
513753	GALE SUPPLY CO	CUSTODIAL SUPPLIES	MALIBU HIGH SCHOOL	929.65	U
513731	GATEWAY 2000 MAJOR ACCOUNTS	COMPUTER	DISTRICT-WIDE	4,649.34	SR
513734	GATEWAY 2000 MAJOR ACCOUNTS	NON-CAP EQUIPMENT	ADULT EDUCATION CENTER	1,368.28	A
513852	GATEWAY 2000 MAJOR ACCOUNTS	computer	PURCHASING/WAREHOUSE	1,782.88	U
513710	GATEWAY 2000 MAJOR ACCT ADD ON	GENERAL SUPPLIES & MATERIALS	ADULT EDUCATION CENTER	41.78	A
513730	GATEWAY 2000 MAJOR ACCT ADD ON	COMPUTER POWER CORD	CURRICULUM AND IMC	54.13	R
513671	GRANILLO, GIDGET	REIMBURSEMENT/PARENT FEES	CHILD DEVELOPMENT CENTER	294.00	CD
513675	GRAY, NEDRA	REIMB./MILEAGE	PERSONNEL COMMISSION	51.84	U
513760	GREAT SOURCE EDUCATION GROUP	WRITE-TRAITS T.ED.	MCKINLEY ELEMENTARY SCHOOL	571.60	R
513813	GRIEGO, ORLANDO	REIMBURSEMENT FOR CELL PHONE	FOOD SERVICES	480.00	F
513670	GUIDED DISCOVERIES	5TH GRADE FIELD TRIP	PT DUME ELEMENTARY SCHOOL	9,370.00	R
513722	GUIDED DISCOVERIES	Catalina Island Field Trip	ROOSEVELT ELEMENTARY SCHOOL	10,961.00	R
513856	HAMMER COMPANY INC	EMER.REPAIR UNDERGRND WATERLN	FACILITY MAINTENANCE	4,450.00	R
513627	HOME DEPOT- L.A.	OPEN ORDER/SCIENCE/PLANTS	CHILD DEVELOPMENT CENTER	200.00	CD
513650	HOME DEPOT- L.A.	OPEN ORDER/WINDOW BLINDS	CHILD DEVELOPMENT CENTER	700.00	CD
513542	HOUGHTON MIFFLIN	Leveled readers for 2nd	PT DUME ELEMENTARY SCHOOL	326.95	R
513685	IDE, RICHARD	OPEN ORDER/REIMB/HOTEL CHARGES	PERSONNEL COMMISSION	588.00	U
513587	IMED	VCR	ROOSEVELT ELEMENTARY SCHOOL	88.77	U
513697	INSTA-TUNE	OPEN ORDER-MAINT.VEHICLE SUP.	FACILITY MAINTENANCE	800.00	R
513661	IPSWITCH INC	Increase on P.O. # 404424	INFORMATION SERVICES	361.78	U

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF JANUARY, 2005

PAGE 3

U-GENERAL FUND, UNRESTRICTED R-GENERAL FUND, RESTRICTED A-ADULT ED CD-CHILD DEVELOPMENT F-CAFETERIA  
SF-SPECIAL FINANCING (FLEX) EX-PROPS and X D-DEVELOPER FEES SR-SPECIAL RESERVE CAPITAL  
SM-STATE MODERNIZATION

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
513533	JUNIOR LIBRARY GUILD	LIBRARY BOOKS	LINCOLN MIDDLE SCHOOL	300.50	R
513867	KING, KERI	REIMBURSEMENT FOR MEMORY CARD	CURRICULUM AND IMC	64.94	U
513743	LACOE: ACCOUNTS RECEIVABLE UNIT	LACOE/School Pal's Program	ROOSEVELT ELEMENTARY SCHOOL	975.00	R
513694	LAKESHORE CURRICULUM	Classroom Equipment	ROOSEVELT ELEMENTARY SCHOOL	245.27	U
513812	LANCASTER, KELLY	REIMBURSEMENT FOR CELL PHONE	FOOD SERVICES	480.00	F
513792	LISA SMOLEN & ASSOCIATES	Kurzweil 3000/software	SPECIAL EDUCATION REGULAR YEAR	1,141.54	R
513824	MC MASTER CARR	OPEN ORDER-MECH TRADE SUPPLIES	FACILITY MAINTENANCE	2,500.00	R
513827	MC MASTER CARR	OPEN ORDER-BLDG TRADE SUPPLIES	FACILITY MAINTENANCE	2,500.00	R
513652	MCLAY, LISA	REIMBURSEMENT/PARENT FEE	CHILD DEVELOPMENT CENTER	221.00	CD
512139	MONARCH BUS. FORMS/STRATACOM	LETTERHEAD/ADMIN	JOHN ADAMS MIDDLE SCHOOL	73.61	U
513808	NASCO WEST - MODESTO	INSTRUCTIONAL SUP/EXPL/ART	JOHN ADAMS MIDDLE SCHOOL	225.81	U
513835	NCS PEARSON	SCANTRONS	SANTA MONICA HIGH SCHOOL	85.02	R
513485	NYSTROM	WORLD MAPS	LINCOLN MIDDLE SCHOOL	638.55	R
513663	ORIENTAL TRADING CO INC	Cool Tools supplies	FRANKLIN ELEMENTARY SCHOOL	36.55	U
513745	ORIENTAL TRADING CO INC	PUZZLES/KALEIDOSCOPES	HEALTH SERVICES	205.57	R
513859	OTIS SPUNKMEYER INC	OPEN PO FOR COOKIES	SAMOHI STUDENT STORE	1,200.00	U
513735	PEARSON EDUCATION #3	BOOKS	ADULT EDUCATION CENTER	3,251.99	A
513725	PIONEER CHEMICAL CO	CUSTODIAL SUPPLIES	SANTA MONICA HIGH SCHOOL	359.39	U
513790	PIONEER CHEMICAL CO	CUSTODIAL SUPPLIES	MALIBU HIGH SCHOOL	168.33	U
513655	POSITIVE PROMOTIONS	HOLIDAY APPRECIATION GIFTS	LINCOLN MIDDLE SCHOOL	172.59	R
513688	POSITIVE PROMOTIONS	Character Building Materials	ROOSEVELT ELEMENTARY SCHOOL	50.26	U
513771	PRODUCE FOR BETTER HEALTH	EAT A RAINBOW SUPPLIES	WEBSTER ELEMENTARY SCHOOL	325.65	R
513738	PSYCHOLOGICAL & EDUCATIONAL	PSYCH. & ED. PUBLICATIONS	HEALTH SERVICES	548.44	R
513762	QUINLAN PUBLISHING CO	SUBSCRIPTION	STUDENT SERVICES	159.13	U
513842	R.U.S.D. NUTRITION SERVICES	COMMODITY PRODUCT TRANSFER	FOOD SERVICES	270.00	F
513704	RALPHS MARKET	OPEN ORDER/RTD TOKENS	CHILD DEVELOPMENT CENTER	60.00	CD
513829	RAYVERN LIGHTING	OPEN ORDER-ELECTRICAL SUPPLIES	FACILITY MAINTENANCE	4,000.00	R
513845	REFRIGERATION SUPPLIES	OPEN ORDER-HVAC SUPPLIES	FACILITY MAINTENANCE	1,100.00	R
513665	RHODE ISLAND NOVELTY	Cool Tool supplies	FRANKLIN ELEMENTARY SCHOOL	19.49	U
513739	RIVERSIDE PUBLISHING/HOUGHTON	TESTING KITS	HEALTH SERVICES	380.86	R
513831	S.E.A.	NON INSTR SUPPLIES	SANTA MONICA HIGH SCHOOL	170.00	R
513692	SANTA MONICA MUN BUS LINES	OPEN ORDER/CARDS & TOKENS	CHILD DEVELOPMENT CENTER	285.00	CD
513750	SANTA MONICA MUN BUS LINES	ATHLETIC TRANSPORTATION	MALIBU HIGH SCHOOL	3,000.00	R
513830	SANTA MONICA POLICE DEPT-ALARM	FALSE ALARM-SAMOHI	FACILITY MAINTENANCE	120.39	U
513844	SCHOOL LINK TECHNOLOGIES INC	EQUIPMNT FOR UPGRADE TO WINSNP	FOOD SERVICES	9,517.00	F
513846	SCHOOL LINK TECHNOLOGIES INC	UPGRADE OF SNAP TO WINSNAP	FOOD SERVICES	5,898.30	F
513847	SCHOOL LINK TECHNOLOGIES INC	TRAINING OF F.S. STAFF/WINSNAP	FOOD SERVICES	6,300.00	F
513756	SCHOOL SAVERS	CLASSROOM SUPPLIES - MATH	MALIBU HIGH SCHOOL	168.19	R
513701	SCHOOL SPECIALTY INC	OPEN ORDER/CART	CHILD DEVELOPMENT CENTER	173.07	CD
513754	SCIENCE KIT & BOREAL LABS	SCIENCE SUPPLIES	MALIBU HIGH SCHOOL	73.78	R
513551	SEHI COMPUTER PRODUCTS	PRINTER	HEALTH SERVICES	193.95	R
513662	SILICON MOUNTAIN MEMORY INC	Price Difference	INFORMATION SERVICES	643.01	U
513776	SILICON MOUNTAIN MEMORY INC	memory	INFORMATION SERVICES	43.30	U
513171	SIR SPEEDY PRINTING	PRINT LIBRARY BUSINESS CARDS	SANTA MONICA HIGH SCHOOL	233.82	R
513749	SOCIAL STUDIES SCHOOL SVCS	LIBRARY BOOKS	MALIBU HIGH SCHOOL	256.23	R
513772	SOCIAL STUDIES SCHOOL SVCS	INSTRUCTIONAL SUPPLIES	LINCOLN MIDDLE SCHOOL	84.45	R
513373	SOUTHWEST SCHOOL SUPPLY	NEWSPRINT	CHILD DEVELOPMENT CENTER	335.30	CD
513658	SOUTHWEST SCHOOL SUPPLY	OPEN ORDER/INST SUP/IMMERSION	JOHN ADAMS MIDDLE SCHOOL	70.00	R
513774	SOUTHWEST SCHOOL SUPPLY	OFFICE SUPPLIES	GRANT ELEMENTARY SCHOOL	700.00	U
513853	SPORTIME	P E SUPPLIES	WEBSTER ELEMENTARY SCHOOL	144.62	R
513862	STAPLES BUSINESS ADVANTAGE	OPEN PO FOR OFFICE SUPPLIES	CURRICULUM AND IMC	2,165.00	U

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF JANUARY, 2005

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U-GENERAL FUND, UNRESTRICTED R-GENERAL FUND, RESTRICTED A-ADULT ED CD-CHILD DEVELOPMENT F-CAFETERIA  
SF-SPECIAL FINANCING (FLEX) EX-PROPOS and X D-DEVELOPER FEES SR-SPECIAL RESERVE CAPITAL  
SM-STATE MODERNIZATION

PO NO.	VENDOR	DESCRIPTION	LOCATION	AMOUNT	
513785	STAPLES DIRECT	SUPPLIES	JOHN MUIR ELEMENTARY SCHOOL	117.17	U
513644	STAPLES/P-U/VENICE/LINCOLN BL	OPEN ORDER/INST SUP/SP ED	JOHN ADAMS MIDDLE SCHOOL	200.00	R
513717	STAPLES/P-U/VENICE/LINCOLN BL	Open PO for class supplies	SMASH SCHOOL	2,000.00	R
513811	TREDENT DATA SYSTEMS	NETWORK EQUIPMENT AND SUPPORT	DISTRICT-WIDE	11,290.30	SR
513653	U S POSTMASTER-SANTA MONICA	CHECK FOR POSTAGE	SANTA MONICA HIGH SCHOOL	1,179.20	U
513677	US BANK (GOVT CARD SERVICES)	SSL Certificate Renewal	INFORMATION SERVICES	452.00	U
513678	US BANK (GOVT CARD SERVICES)	Simple Software	INFORMATION SERVICES	169.00	U
513795	US BANK (GOVT CARD SERVICES)	REPAIR LCD PROJECTOR	SANTA MONICA HIGH SCHOOL	300.00	R
513832	VERNIER SOFTWARE & TECHNOLOGY	INSTR SUPPLIES	SANTA MONICA HIGH SCHOOL	418.93	R
513683	VIRCO MFG CORP	FOLDING TABLES/ADJ. HEIGHT	MCKINLEY ELEMENTARY SCHOOL	1,153.51	R
513686	VONS MARKET-SANTA MONICA	OPEN ORDER/WINTER BREAK	CHILD DEVELOPMENT CENTER	135.00	CD
513691	WEST COACH CORPORATION	REPAIR PARTS/TRANSP.	TRANSPORTATION	2,675.31	R
513712	WEST COAST EDUCATION SYSTEMS	GENERAL SUPPLIES & MATERIALS	ADULT EDUCATION CENTER	1,288.18	A
513773	WORLD ALMANAC EDUCATION GROUP	LIBRARY BOOKS	LINCOLN MIDDLE SCHOOL	235.32	R
513783	WORLD BOOK - ONLINE	Reference books for library	JOHN ADAMS MIDDLE SCHOOL	967.76	R
** NEW PURCHASE ORDERS TOTAL:				228,028.23	

TO: BOARD OF EDUCATION ACTION/CONSENT  
01/06/05

FROM: SUPERINTENDENT/MICHAEL D. MATTHEWS

RE: CERTIFICATED PERSONNEL - Elections, Separations

RECOMMENDATION NO. A.08

Unless otherwise noted, all items are included in the 2004/2005 approved budget.

ADDITIONAL ASSIGNMENTS

CHILD DEVELOPMENT SERVICES

Patton, Roxanna	35 hrs @\$14.39	9/7/04-6/30/05	Est Hrly/\$504
		TOTAL ESTABLISHED HOURLY	\$504

Comment: Health and Safety  
 12-CD:State Preschool (GCTR)-50%  
 12-CD:Gnrl Child Care (GCTR)-50%

EDUCATIONAL SERVICES

Hirt, Mary	175 hrs @\$58.89	9/20/04-6/30/05	Own Hrly/\$10,306
		TOTAL OWN HOURLY	\$10,306

Comment: Supervise Elementary P.E. Aides  
 01-Local Parcel Tax - Measure S

LINCOLN MIDDLE SCHOOL

Barker, Alison	4 hrs @\$35.96	11/1/04	Est Hrly/\$144
Gies, Gretchen	4 hrs @\$35.96	11/1/04	Est Hrly/\$144
		TOTAL ESTABLISHED HOURLY	\$288

Comment: SI Planning High Point Assessments  
 01-School Improvement Prog, 7-12

MALIBU

Boewe, Juliette	1 day @\$420.72	10/27/04-11/10/04	Own Daily/\$421
		TOTAL OWN DAILY	\$421

Comment: National Crisis Prevention Institute (NCPI) training  
 01-Special Education

Salumbides, Rose Ann	10 hrs @\$35.96	12/1/04-6/24/05	Est Hrly/\$360
		TOTAL ESTABLISHED HOURLY	\$360

Comment: Train teachers in Pinnacle Grading Program  
 01-School Improvement Prog, 7-12

MCKINLEY ELEMENTARY SCHOOL

Farina, Naomi	52 hrs @\$60.12	11/29/04-6/30/05	Own Hrly/\$3126
		TOTAL OWN HOURLY	\$3,126

Comment: Speech services per mediation agreement  
 01-Special Education

WILL ROGERS ELEMENTARY SCHOOL

Ferrell, Peggy Sue	40 hrs @\$35.96	9/1/04-6/24/05	Est Hrly/\$1438
		TOTAL ESTABLISHED HOURLY	\$1,438

Comment: Science Mentor  
 01-Reimbursed by PTA

Braff, Sarah	7 hrs @\$35.96	11/30/04-6/24/05	Est Hrly/\$252
DeLaRosa, Mary	7 hrs @\$35.96	11/30/04-6/24/05	Est Hrly/\$252
Elston, Becki	7 hrs @\$35.96	11/30/04-6/24/05	Est Hrly/\$252



Marmolejo, Yolanda	7 hrs @\$35.96	11/30/04-6/24/05	Est Hrly/\$252
Zundell, Nick	7 hrs @\$35.96	11/30/04-6/24/05	Est Hrly/\$252
TOTAL ESTABLISHED HOURLY			\$1,260

Comment: After School Planning  
01-School Improvement Prog, K-6

**TOTAL ESTABLISHED HOURLY, OWN DAILY and OWN HOURLY = \$17,703**

SUBSTITUTE TEACHERS

Effective

CHILD DEVELOPMENT CENTER

(@\$14.39 hourly rate)

Watts, Lada N. 11/29/04-6/30/05

REGULAR DAY-TO-DAY SUBSTITUTES

(@\$122 Daily Rate)

Duff, Colleen 11/22/04

Gordon, Nealla 12/2/04

LONG-TERM SUBSTITUTES

(\$186 Daily Rate)

Duff, Colleen 11/22/04

PREFERRED SUBSTITUTES

(@\$143 Daily Rate)

Hirsch, Vibeke 11/18/04-1/31/05

TEMPORARY CONTRACTS

Name/Assignment

Not to

Location

Exceed

Effective

Gheewala, Mehram Nasreem

100%

11/29/04-6/30/05

CDS

[re-set as a floater-4 hrs/day]

Gleason, Tania

100%

12/1/04-6/24/05

SAMOH

[replace G. Seetharaman]

Mullen, Meaghan

100%

12/1/04-6/24/05

SAMOH

[replace C. Ross]

INVOLUNTARY TRANSFERS

Name/Assignment

Location

Effective

Yarber, Mary

9/3/04

Adult Education

From: Santa Monica High School

To: Adult Education

LEAVES OF ABSENCE (with pay)

Name/Assignment

Location

Effective

Campos-Gonzalez, Sara

1/24/05-3/11/05

SAMOH

[maternity]

LEAVES OF ABSENCE (without pay)

Name/Assignment

Location

Effective

Campos-Gonzalez, Sara

3/14/05-6/24/05

SAMOH

[child care]

## RESIGNATIONS

<u>Name/Assignment</u> <u>Location</u>	<u>Effective</u>
Baroody, Reem SAMOHI	1/28/05
Penland, Katherine Roosevelt Elementary	12/17/04
Seetharaman, Gayathri SAMOHI	11/2/04

Public Comments  
Jim Jaffe

MOTION MADE BY: Ms. Brownley  
SECONDED BY: Ms. Leon-Vazquez  
STUDENT ADVISORY VOTE: Aye  
AYES: All (6)  
NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/06/05

FROM: SUPERINTENDENT/MICHAEL D. MATTHEWS

RE: SPECIAL SERVICES EMPLOYEES

RECOMMENDATION NO. A.09

It is recommended that the following Special Services Employee contracts be approved in accordance with District policies and salary schedules and be assigned pursuant to BP 4213.5. Funding for the positions listed are included in the 2004/05 budget.

ELECTIONS

<u>Name/Location</u>	<u>Not to Exceed</u>	<u>Effective</u>	<u>Rate</u>
Almeida, Ralph	\$1,925	11/22/04-6/24/05	\$25/hr
Will Rogers Elementary School, art teacher			
FUNDING: 01-90150-0-11100-10000-2917-006-1501-100%			
Reimbursed by PTA			

MOTION MADE BY: Ms. Brownley

SECONDED BY: Ms. Leon-Vazquez

STUDENT ADVISORY VOTE: Aye

AYES: All (6)

NOES: None (0)

TO: BOARD OF EDUCATION  
FROM: JOHN E. DEASY/RICHARD R. IDE  
RE: CLASSIFIED PERSONNEL - MERIT

ACTION/CONSENT  
01-06-05

RECOMMENDATION NO. A.10

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

**ELECTION**

AHN, CHRISTINE	INST ASST - SPECIAL ED 5.0 HRS/SY SAMOHI RANGE: 20 STEP: 01	10-15-04
CRAWFORD, LORANGERIE	INST ASST - SPECIAL ED 5.0 HRS/SY MCKINLEY RANGE: 20 STEP: 01	12-06-04
GHALILI, NATASHA	INST ASST - SPECIAL ED 5.0 HRS/SY MCKINLEY RANGE: 20 STEP: 01	12-01-04
HUTCHINSON, ELIZABETH	INST ASST - CLASSROOM 1.0 HRS/SY ED SERV/ST ANNES RANGE: 18 STEP: 01	11-29-04
WYNN. SHERMAN	INST ASST - SPECIAL ED 6.0 HRS/SY GRANT RANGE: 20 STEP: 01	11-19-04

**PROMOTION**

KAHLE, PETER	PHYSICAL ACTIVITIES SPEC 5.5 HRS/SY WEBSTER FR: INST ASST - PHYSICAL ED	11-12-04
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**WORKING OUT OF CLASS 1ST EXTENSION**

MORAGA, DIANA	SR ADMINISTRATIVE ASST 8.0 HRS/12 SUPT OFFICE FR: SR OFFICE SPECIALIST (ALREADY WORKED OUT OF CLASS FOR 132 DAYS)	01-01-05 06-30-05
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**INCREASE IN ASSIGNMENT**

JENKINS, WILLIAM	INST ASST - SPECIAL ED 5.0 HRS/SY CABRILLO FR: 3.0 HRS/SY	11-18-04
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WOODS, SHELEITA	INST ASST - SPECIAL ED 6.2 HRS/SY SAMOHI FR: 6.0 HRS/SY	11-15-04
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**UNPAID LEAVE OF ABSENCE**

FREEMAN, MAX	CHILDREN CENTER ASST CDS	11-15-04 01-15-05
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**MEDICAL LEAVE OF ABSENCE**

HARRIS, KENNETH	CUSTODIAN I DAY ROOSEVELT	11-15-04 01-15-05
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HURTADO, RENEE	CHILDREN CENTER ASST GRANT	11-04-04 12-04-04
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WILMOTT, MARK	INST ASST - SPECIAL ED CABRILLO	10-29-04 11-12-04
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**TEMP/ADDITIONAL ASSIGNMENT**

COOPER, RAYMOND	CAMPUS SECURITY OFFICER SAMOHI	12-01-04 12-31-04
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GARDEA-PEREZ, GUADALUPE	BIL COMMUNITY LIAISON ROGERS	11-01-04 11-15-04
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GUTIERREZ, MANUEL	INST ASST - CLASSROOM ADAMS AVID TUTOR	12-03-04 06-24-05
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MORRIS, BLAIR	INST ASST - CLASSROOM MALIBU AVID TUTOR	11-16-04 06-30-05
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SMITH, LUZ	TRANSLATOR STUDENT SERVICES	11-01-04 06-30-05
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TAIT, NIKO	OFFICE SPECIALIST SPECIAL ED	11-08-04 11-08-04
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TYLER, TIFFANY	STUDENT OUTREACH SPEC SAMOHI	12-01-04 12-31-04
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ZACCAGNINO, ANTHONY	INST ASST - SPECIAL ED ADAMS	11-19-04 11-21-04
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**SUBSTITUTE**

AJNASSIAN, CARRIE	INST ASST - SPECIAL ED SPECIAL ED	11-11-04 06-24-05
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BRALEY, JAMES	TECH SUPPORT ASSISTANT ROOSEVELT	10-01-04 06-24-05
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CRAWFORD, LORANGERIE	INST ASST - SPECIAL ED SPECIAL ED	11-24-04 12-05-04
GWYN, MELINDA	INST ASST - CLASSROOM PT.DUME	12-01-04 06-24-05
KRISHNAN, A	OFIFCE SPECIALIST ADULT ED	11-24-04 12-02-04
LOVETT, ROBERT	TECH SUPPORT ASSISTANT SMASH	09-01-04 06-24-05
MONTGOMERY, ALEXIS	INST ASST - CLASSROOM WEBSTER	11-09-04 06-30-05
NUNEZ, SHERRY	CAMPUS SECURITY OFFICER LINCOLN	11-15-04 06-24-05
SURGINER, KAY	OFFICE SPECIALIST PERS COMM SUB POOL	11-01-04 06-30-05
VALADEZ, LUZ	CHILDREN CENTER ASST CDS	11-15-04 11-17-04
WORTHAM, TRAMAINÉ	CHILDREN CENTER ASST CDS	11-15-04 06-30-05

**ESTABLISHED POSITIONS**

INST ASST - SPECIAL ED 5.0 HRS/SY MCKINLEY	10-14-04
INST ASST - SPECIAL ED 3.2 HRS/SY MALIBU PRESCH	11-01-04
INST ASST - SPECIAL ED 6.0 HRS/SY MALIBU	10-07-04
INST ASST - SPECIAL ED 6.0 HRS/SY ROOSEVELT	11-18-04

**SERVICE RECOGNITION PROGRAM**

MCKAY, DANIEL	STOREKEEPER - PURCHASING	07-01-03
\$19518.00 OVER THREE YEAR PERIOD		

MOTION MADE BY: Ms. Brownley  
 SECONDED BY: Ms. Leon-Vazquez  
 STUDENT ADVISORY VOTE: Aye  
 AYES: All (6)  
 NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

01-06-05

FROM: JOHN E. DEASY/RICHARD R. IDE

RE: CLASSIFIED PERSONNEL - NON-MERIT

RECOMMENDATION NO. A.11

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

**STUDENT HELPER**

COX, KRISTINA	WORKABILITY	09-15-03 - 06-30-07
HOSSEINPOLI, ERFAN	WORKABILITY	11-01-04 - 06-30-09
ROSE, SEAN	WORKABILITY	10-23-04 - 06-30-05
VINES, PARISA	WORKABILITY	11-01-04 - 06-30-06

**STUDENT INTERN - ALLIANCE**

AVILA, GABRIEL	SAMOH	10-01-04 - 06-30-05
FIELDING, AMANDA	SAMOH	10-01-04 - 06-30-05
MARTINEZ, MARISSA	SAMOH	10-01-04 - 06-30-05
RUIZ, JOANNA	SAMOH	09-01-04 - 06-30-05

**NOON- DUTY**

DANIELS, ADRIANA	ROGERS	11-22-04 - 06-24-05
HIROTO, BETTY	FRANKLIN	12-01-04 - 06-24-05
MILLER, SANDRA	FRANKLIN	12-01-04 - 06-24-05
MONTGOMERY, ALEXIS	WEBSTER	11-24-04 - 06-24-05
MOORE, TENISHA	GRANT	12-01-04 - 06-24-05

**COACHING ASSISTANT**

BLACK, JARRIN	SAMOH	12-01-04 - 02-28-05
FLORES, DIANA	MALIBU	12-07-04 - 06-24-05
GOMEZ, OSWALDO	SAMOH	12-07-04 - 02-28-05
HUMPHREY, REGENCE	SAMOH	12-01-04 - 02-28-05
MARION, TRACY	SAMOH	12-01-04 - 12-31-04
ROBINSON, JAY	MALIBU	11-22-04 - 06-30-05
ROSEN, RANDY	SAMOH	11-10-04 - 02-28-05
RUDIN, ERIC	SAMOH	12-01-04 - 02-28-05
THOMPSON, MICHAEL	SAMOH	11-15-04 - 02-28-05
WRIGHT, BRANT	SAMOH	12-01-04 - 02-28-05

MOTION MADE BY: Ms. Brownley  
SECONDED BY: Ms. Leon-Vazquez  
STUDENT ADVISORY VOTE: Aye  
AYES: All (6)  
NOES: None (0)

## Superintendent's Report

# Memo

**To:** Board of Education  
**From:** John E. Deasy, Ph.D., Superintendent of Schools  
**CC:** Board of Education, staff, and Community  
**Date:** 01.06.05  
**Re:** Initial Reaction and Analysis of the Governor's State of the State Address  
And Pending Budget Proposal

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A great deal of conversation has begun around the contents of the Governor's state of the State address and his ensuing budget proposal. For the purposes of this initial memorandum, I will not comment on any of the sensationalistic rhetoric dealing with elimination of tenure and linking teacher's raises to merit. Suffice it to say that these are long on sensational language and very short on detail. If and when details on any such proposal emerge, we can begin an intelligent discussion on the facts of such a proposal. I will take a moment to comment on a few comments made during the speech in an effort to be clear about my opinion and feelings about these incendiary remarks. The mention of the dichotomy of special interest (teachers and teacher union) VS. student interests was particularly offensive to me. I do not know a single teacher or administrator in SMMUSD who I would characterize as a special interest group member. In fact all of our highly qualified and remarkably dedicated faculty, administration, and staff have only 1 interest in their professional work; it being the students with whom they work daily! The student's achievement, dream attainment, and hopes are the interest of our faculty and I am proud to be a colleague with such a group of professionals. One can only assume that neither the Governor nor his staff had fully read the recent RAND report of the quality of education in California. This report finds the wholesale conditions for education to be horrifying in this State. Education has been woefully and systematically under-funded for nearly three decades. Thus the dismal results reported should not come as any surprise. The executive summary of this report, through the cooperation of RAND, will be posted on our website shortly.

I want to focus on the fiscal aspect of the address and pending release of the budget. The leadership of CSBA, ACSA, and CTA, and I imagine anyone else who will be reading the budget, was astonished and deeply disappointed by the Governor's decision to back out of the deal he made with the Education Coalition. However, what has most people truly speechless is his proposal to suspend and amend Proposition 98. The Governor has made it clear he is opposed



to any new taxes. He has clearly said that California does not have a revenue problem, but instead a spending problem. It should be noted that since 2001, the education budget has sustained 60% of all real cuts to the state budget, while it has (was) been promised 40% of revenues via Prop. 98. Since local governments are now out of the solution of revenue due to Prop. 1A, K-14 will apparently take the majority of the cuts to balance the ever-growing current fiscal deficit (now pegged at more than 8 billion and growing). It appears that in order to balance the current budget he will propose to not appropriate the current year Prop. 98 increase (\$1.4 billion), and extend the current year's suspension. Furthermore, the Governor will be proposing a Constitutional Amendment to change Prop. 98, eliminating future requirements to repay the K-12 remaining maintenance factors (money owed to us from previous under-appropriations of Prop. 98), and also make the education budget subject to unanticipated mid-year cuts any time the State overspends its revenues. Lastly, what remains of Prop. 98 would be protected from future suspensions. This would basically wipe away Prop. 98 as we know it and as was voter approved in 1988. This proposal and the other two previous proposals would completely negate the 2004-2005 budget agreement between the Administration and the Education Coalition. (I will not take up your valuable reading time to comment on honor, promise, and commitment to agreement as well as to the children of our State!)

The above will have substantial and serious consequences on our budget preparation and bottom line, if enacted. Needless to say a normal budget calendar and cycle are now out of the question. An extreme conservative approach to budget preparation will be the order of the day. Unfortunately, but never the less required, I must ask the fiscal office to implement an immediate and stringent freeze on expenditures. This is due singularly to the unknown and potentially dire circumstances facing us by the Governor's budget proposal. There are other factors that we will outline shortly, including the proposals involving pension changes and the implications of enacted legislation from last year due to effect next year's budget. All of the factors mentioned above have a negative consequence if fully enacted.

I urge all to read the RAND report, follow closely the course of developments in Sacramento, and to be prepared to speak and act publicly to ensure that the civil rights of our children are not further eroded or eliminated with respect to acquisition of a high quality education in this State.

**SPECIAL EDUCATION PROGRAMMATIC TARGETS - December – January Focus**

**Systems Improvement Targets**

<b>Target and Expectation</b>	<b>Execution Strategies</b>	<b>Dates</b>	<b>Persons</b>	<b>Consequence/Evidence</b>	<b>Cost</b>
<b>1. Computerized IEPs</b>  <i>Expectation:</i> <i>Improve IEP completion accuracy</i> <i>Improve quality of goals and objectives</i> <i>Provide seamless interface with MIS</i> <i>Provide seamless interface with CDE</i> <i>Reduce clerical errors</i>	<ul style="list-style-type: none"> <li>▪ <b>Develop computerized IEP plan</b></li> <li>▪ Implement computerized IEP system consistent throughout SELPA</li> </ul>	✓ 12/04-6/05	<b>Will Carey</b> Cindy Atlas	<ul style="list-style-type: none"> <li>▪ Plan and budget published by Dec. 31, 2004</li> <li>▪ Plan includes hardware, infrastructure, software, support staff, and training</li> <li>▪ Bank of standards-based and compliant goals and objectives identified</li> <li>▪ Computerized IEP implemented</li> <li>▪ Mediations based on IEP errors reduced</li> </ul>	0 – 20,000 Cost shared with SELPA
<b>2. IEP Communication System</b>  <i>Expectation:</i> <i>Improve IEP communication between parents and staff</i> <i>Improve on-time annual IEPs</i> <i>Improve on-time triennial IEPs</i> <i>Improve IEP implementation</i>	<ul style="list-style-type: none"> <li>▪ IEP Monitoring System</li> <li>▪ <b>Teacher of record reads IEP for compliance</b></li> <li>▪ <b>Coordinators provide level two IEP review and training as needed</b></li> <li>▪ Use computerized IEPs to improve accuracy of MIS</li> <li>▪ <b>Monthly school reports of overdue IEPs</b></li> <li>▪ IEP professional development for principals and teachers</li> <li>▪</li> </ul>	✓ 11/04-6/05 1/05-6/05  ✓ 10/04-6/05  9/05-6/06  ✓ 12/04  ✓ 10/04-6/04	<b>Cindy Atlas</b> Psychs. Coords.    Will Carey  Principals	<ul style="list-style-type: none"> <li>▪ 100% on-time annual IEPs</li> <li>▪ 100% on-time triennial IEPs</li> </ul>	0
<b>3. Parent Communication System</b>  <i>Expectation:</i> <i>Ensure timely return contacts</i> <i>Expand forums for parent communication</i> <i>Enhance parent awareness of programs</i>	<ul style="list-style-type: none"> <li>▪ Phone response logs</li> <li>▪ <b>Monthly parent coffees</b></li> <li>▪ Parents invited to teacher workshops</li> <li>▪ <b>Workshops for Spanish-speaking parents</b></li> <li>▪ <b>Community Liaison training</b></li> </ul>	✓ 9/04-6/04 1/05-6/05 ✓ 9/04-6/05 1/05-6/05 1/05-6/05	<b>Cindy Atlas</b> Coords. Mike Matthews Peggy Harris Aida Diaz	<ul style="list-style-type: none"> <li>▪ 100% 48 hr. return calls</li> <li>▪ Parent survey – May, 2005</li> </ul>	500
<b>4. Staff Communication System</b>  <i>Expectation:</i> <i>Clarify and implement consistent Fiscal/HR/Sp. Ed./sites procedures</i>	<ul style="list-style-type: none"> <li>▪ Weekly Fiscal/HR meetings</li> <li>▪ Implement HR flowchart</li> <li>▪ <b>Develop fiscal flowchart</b></li> <li>▪ <b>Establish PC timeline</b></li> </ul>	✓ 10/04-6/05 ✓ 11/04 1/05 1/05	<b>Cindy Atlas</b>  Winston B. Mike M. Gabe S.	<ul style="list-style-type: none"> <li>▪ 100% accurate PCs</li> <li>▪ 100% positions filled within PC timeline</li> <li>▪ Sites report improved communication</li> </ul>	0

Target and Purpose	Execution Strategies	Dates	Persons	Consequence/Evidence	Cost
<b>5. Fiscal Expenditure and Reporting System</b>  <i>Expectation:</i> Improve tracking of expenditures Increase budget knowledge Establish budget development timeline	<ul style="list-style-type: none"> <li>Train coordinators on special education budget</li> <li>Add beginning and ending date for NPS/NPA placement on board agenda items</li> <li>Establish Payment Log</li> <li>Establish budget development timeline</li> </ul>	✓ 12/04  ✓ 12/04  ✓ 11/04 12/04-2/05	Cindy Atlas Yolanda Sanchez   Winston Braham	<ul style="list-style-type: none"> <li>NPS/NPA costs/dates included in board agenda items</li> <li>100% on-time payments/rationale for late payments</li> </ul>	0
<b>6a. Legal Use and Settlement System</b>  <i>Expectation:</i> Reduce legal expenses	<ul style="list-style-type: none"> <li>Meet with Lozano Smith to develop legal cost reduction plan</li> <li>Monthly review of legal fees to Winston Braham</li> <li>Complete mediations by phone/fax</li> </ul>	12/04  12/04  ✓ 11/04	Cindy Atlas Howard Fulfroast	<ul style="list-style-type: none"> <li>Evidence of monthly bill review/reductions provided</li> </ul>	0
<b>6b. NPA/NPS Placement Decisions</b>  <i>Expectation:</i> Clarify and reduce NPA/NPS placements Determine needed services in-district	<ul style="list-style-type: none"> <li>Establish and train on NPA/NPS Placement Criteria</li> <li>Require Coordinator pre-approval for NPA/NPS placements</li> <li>Monthly NPA/NPS Placement Report</li> </ul>	1/04  ✓ 9/04-6/04  12/04	Cindy Atlas Coords. Yolanda Sanchez	<ul style="list-style-type: none"> <li>Monthly report identifies program needs and placement rationale</li> </ul>	0
<b>6c. Filing and Identification Systems</b>  <i>Expectation:</i> Maintain accurate student records	<ul style="list-style-type: none"> <li>Complete filing and identification systems</li> <li>Schedule annual file update</li> </ul>	✓ 12/04  3/04	Will Carey Patrina Miller	<ul style="list-style-type: none"> <li>Completed and maintained filing system</li> </ul>	2000
<b>6d. Settlement Agreement Systems</b>  <i>Expectation:</i> Improve and monitor implementation of settlement services and payments	<ul style="list-style-type: none"> <li>Mediation follow-up report from coordinator to director to monitor implementation of settlement agreements.</li> <li>Fiscal prepares log to document status of settlement payments for Winston Braham</li> </ul>	✓ 12/04-6/05   1/04-6/05	Cindy Atlas Mary Bush Principals  Winston Braham	<ul style="list-style-type: none"> <li>100% implementation within specified timelines</li> <li>100% payment/ rationale</li> </ul>	0
<b>7. Staffing Analysis</b>  <i>Expectation:</i> Determine accuracy/adequacy of staff	<ul style="list-style-type: none"> <li>Quarterly Staffing Report to Cabinet/CBO/HR/CAO</li> </ul>	11/04 2/05 4/05 6/05	Mike Matthews Gabe Soumakian Cindy Atlas	<ul style="list-style-type: none"> <li>Identified staff needs</li> </ul>	0

## SPECIAL EDUCATION PROGRAMMATIC TARGETS

### Operations Improvement Targets

Target and Expectation	Execution Strategies	Dates	Persons	Consequence/Evidence	Cost
<b>1a. Central Leadership Structure</b>  <i>Expectation:</i> Provide adequate personnel and accountability for operational and programmatic needs of special education	<ul style="list-style-type: none"> <li>Develop accountability targets for special education services from evidence statements</li> <li>Quarterly cabinet status report</li> <li>Ensure coordinator positions are 12 mos.</li> <li>Establish, fund and hire Asst. Supt. of Special Education</li> </ul>	✓ 11/04  2, 4, 6/05 12/04  ✓ 12/04	<b>Linda Kaminski</b> Cindy Atlas  Mike Matthews  John Deasy	<ul style="list-style-type: none"> <li>Quarterly Report shows strategy execution and evidence</li> </ul>	0
<b>1b. Central Leadership Prof. Develop.</b>  <i>Expectation:</i> Improve knowledge and leadership of central office staff	<ul style="list-style-type: none"> <li>Develop and implement yearly professional development plan</li> <li>Construct budget for professional development</li> </ul>	✓ 12/04  12/04-3/05	<b>Cindy Atlas</b> Linda Kaminski Donna Muncey Coordinators	<ul style="list-style-type: none"> <li>Professional development identified and implemented</li> <li>PD budgeted</li> </ul>	tbd
<b>2. Performance Improvement and Training Program</b>  <i>Expectation:</i> Ensure accountability targets met	<ul style="list-style-type: none"> <li>Identify accountability targets that need technical assistance and design training protocol for quarterly cabinet report</li> </ul>	2/05 4/05 6/05	<b>Linda Kaminski</b> Cindy Atlas Coordinators	<ul style="list-style-type: none"> <li>Quarterly Report shows targets prioritized and supported</li> </ul>	0
<b>3. Three Year Professional Development Calendar</b>  <i>Expectation:</i> Provide long-term plan for professional development	<ul style="list-style-type: none"> <li>Identify needs and budget for professional development</li> </ul>	12/04	<b>Cindy Atlas</b> Linda Kaminski Donna Muncey	<ul style="list-style-type: none"> <li>Calendar developed, budgeted, and implemented on an annual basis</li> </ul>	tbd
<b>4. Strategic Action Plan</b>  <i>Expectation:</i> Ensure timely implementation	<ul style="list-style-type: none"> <li>Prioritize implementation tasks</li> <li>Schedule multi-year phase-in</li> <li>Integration with district strategic plan</li> </ul>	12/04-2/05 12/04-6/07 2/05	<b>Cindy Atlas</b> Linda Kaminski Craig Hamilton Julia Ting	<ul style="list-style-type: none"> <li>Implementation timeline established</li> <li>Implementation actions proceed</li> </ul>	tbd
<b>5. Budgetary Analysis</b>  <i>Expectation:</i> Determine efficiencies to reduce LGFC	<ul style="list-style-type: none"> <li>Review program needs including staffing, curriculum and support</li> </ul>	12/04-3/05	<b>Cindy Atlas</b> Winston Braham Mike Matthews Gabe Soumakian	<ul style="list-style-type: none"> <li>Budget analysis supports 2005-2006 budget priorities</li> </ul>	0
<b>6. Cost Containment</b>  <i>Expectation:</i> Provide data for cost/benefit analysis to reduce NPA/NPS expenses Reduce LGFC contribution	<ul style="list-style-type: none"> <li>Identify specific cost containment strategies</li> <li>Develop NPS/NPA student return plan</li> </ul>	12/04-2/05	<b>Cindy Atlas</b> Mary Bush Winston Braham	<ul style="list-style-type: none"> <li>NPS/NPA returns tracked</li> <li>Cost containment strategies implemented and reported</li> </ul>	0

## SPECIAL EDUCATION PROGRAMMATIC TARGETS

### Programmatic Improvement Targets

Target and Expectation	Execution Strategies	Dates	Persons	Consequence/Evidence	Cost
<b>1. Math Curriculum</b>  <i>Expectation:</i> Identify and purchase appropriate standards-based curriculum for special education students	<ul style="list-style-type: none"> <li>▪ Making Math Real Training</li> <li>▪ Math Curriculum Review Fair</li> <li>▪ <b>Purchase supplemental math supports</b></li> <li>▪ Adopt new standards-based math curriculum for remediation</li> <li>▪ Purchase new standards-based math curriculum for remediation</li> <li>▪ Develop and implement training for new math curriculum</li> </ul>	✓ 10/04-5/04  1/05  6/05  6/05  9/05-6/06	<b>Cindy Atlas</b> Donna Muncey Coordinators Sp. Ed. Teachers	<ul style="list-style-type: none"> <li>▪ Math curriculum adopted and purchased</li> </ul>	Inst. Materials Fund
<b>2. Malibu LRC</b>  <i>Expectation:</i> Provide specialized resource center for Malibu students	<ul style="list-style-type: none"> <li>▪ <b>Post Reading Specialist position</b></li> <li>▪ <b>Post Instructional Asst. position</b></li> <li>▪ <b>Identify and purchase appropriate materials and technology</b></li> </ul>	11/04-2/05 12/04 12/04 12/04	<b>Mike Matthews</b> <b>Cindy Atlas</b> <b>Winston B.</b> Gina Kittel Cindy Kratzer	<ul style="list-style-type: none"> <li>▪ LRC begins second semester in Malibu</li> </ul>	tbd
<b>3. Autism Spectrum Disorder Services</b>  <i>Expectation:</i> Provide continuum of coordinated services for students on autism spectrum	<ul style="list-style-type: none"> <li>▪ Develop program description</li> <li>▪ <b>Identify budget requirements</b></li> <li>▪ Identify program professional development needs</li> <li>▪ Identify curriculum materials</li> </ul>	10/04-6/05 12/04-3/05  3/05-6/05  3/05-6/05	<b>Cindy Atlas</b> Coordinators Psychologists Strategic Plan Task Force	<ul style="list-style-type: none"> <li>▪ Preschool autism services</li> <li>▪ Elementary pilot at Grant</li> <li>▪ Secondary pilot at Malibu</li> <li>▪ Domain-based assessments</li> <li>▪ Develop individual programs as needed</li> </ul>	tbd
<b>4. Diagnostic Pre-School Center</b>  <i>Expectation:</i> Provide multi-disciplinary play-based assessment center	<ul style="list-style-type: none"> <li>▪ <b>Multi-disciplinary pre-school team identified to provide play-based assessment services</b></li> <li>▪ Provide training to team</li> <li>▪ Acquire Lincoln pre-school site</li> <li>▪ Identify facility renovations</li> <li>▪ Develop budget for center</li> </ul>	1/05  2/05 7/05  3/05	<b>Cindy Atlas</b> Debby Mabry    Judy Abdo Wally Berriman	<ul style="list-style-type: none"> <li>▪ Team identified</li> <li>▪ Team trained</li> <li>▪ Site acquired</li> <li>▪ Site renovated</li> <li>▪ Multi-disciplinary play-based assessment conducted</li> </ul>	tbd
<b>5. Yearly Programmatic Targets</b>  <i>Expectation:</i> On-going planning and accountability	<ul style="list-style-type: none"> <li>▪ <b>Identify program/facility needs</b></li> <li>▪ Finalize program/staffing needs</li> <li>▪ Post new staffing openings</li> </ul>	1/05-4/05  3/05 4/05	<b>Cindy Atlas</b> Winston Braham Gabe Soumakian Wally Berriman	<ul style="list-style-type: none"> <li>▪ Staffing projections completed by Feb.</li> <li>▪ Positions posted by Mar.</li> <li>▪ Hiring begins in April</li> </ul>	tbd
<b>6. Circle of Friends</b>  <i>Expectation:</i> Provide on-going opportunities for students with disabilities to interact with typically developing peers	<ul style="list-style-type: none"> <li>▪ <b>Schools provide description of activities supporting social interactions with typically developing peers</b></li> <li>▪ Identify and plan needed program enhancements</li> </ul>	1/05  3/05	<b>Cindy Atlas</b> Coordinators Principals Sp. Ed. Teachers	<ul style="list-style-type: none"> <li>▪ Identify key components for model plan</li> <li>▪ Schools provide written plan to Special Ed dept.</li> </ul>	tbd

**Santa Monica-Malibu Unified School District**  
**2004 – 2005 SPECIAL EDUCATION PROFESSIONAL DEVELOPMENT**

<b>Program</b>	<b>Target Audience</b>	<b>Dates</b>
<b>BEHAVIOR TRAINING</b>		
Nat'l. Crisis Prevention	Psychologists, Teachers, Aides	10/27, 11/3, 11/10
Functional Analysis	Psychologists	12/1
Behavior Management	Samohi Sp.Ed.teachers	10/7, 11/2
MAPS	Teachers	11/30
Behavior Management	Samohi Instructional Aides	9/7
Behavior Management	CREST Staff	9/9
<b>COMMUNICATION TRAINING</b>		
PECS	Pre-school Teachers, Instructional Assistants and Speech Therapists	10/18-19
Speech Staff Training	Speech Therapists	9/4, 10/12, 11/17
<b>CURRICULUM TRAINING</b>		
Math	Teachers	9/22
Language!	Teachers	
<b>DIS TRAINING</b>		
OT Trainings	Occupational Therapists	9/9, 10/21
APE Trainings	Adapted P. E. Teachers	9/24, 10/22, 11/5
<b>IEP COMPLIANCE TRAINING</b>		
Preschool IEPs	Preschool Teachers	11/2, 11/17
K-12 IEPs	K-12 Teachers	9/3
Elem. RSP IEPs	Elem RSP Teachers	10/4
K-12 IEPs	K-12 Teachers	11/3, 11/15
K-12 IEPs	Administrators	8/17, 9/27, 10/18
K-12 IEPs	Psychologists	10/27
<b>INSTRUCTIONAL MATERIALS FAIR</b>		
Curriculum Publishers		
<b>PRE-SCHOOL PROGRAM DEVELOPMENT</b>		
Special Ed – Child Dev. Collaborative Meetings	Administrators	10/1, 11/5, 11/12
Pre-School Staff Training	Teachers	9/23, 10/7, 10/21, 11/4, 11/10, 12/2
Pre-School Asst. Training	Instructional Assistants	10/1, 10/28
<b>SCHOOL-BASED TRAININGS</b>		
JAMS	Teachers, Aides	10/10, 10/27
JAMS- Burbank School	Teachers	11/19
SAMOH	Teachers, Aides	10/28, 11/16, 12/1, 12/8
<b>Miscellaneous</b>		
Medi-Cal Training	Coordinators	11/8

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## MAJOR ITEMS

TO: BOARD OF EDUCATION  
FROM: JOHN E. DEASY/WINSTON A. BRAHAM  
RE: 2003-04 FINANCIAL AUDIT

ACTION/MAJOR  
01/06/05

RECOMMENDATION NO. A.12

It is recommended that the Board of Education accept the 2003-04 Financial Audit and approve the administrative responses to the "Findings" and "Recommendations" as contained in the audit.

COMMENTS: The 2003-04 financial audit has been completed by the audit firm of Roy G. Blair. The Board of Education has received copies of the audit and an information copy of the audit is available for public review in the Office of the Assistant Superintendent for Fiscal/Business Services.

A section of the audit report contains a series of "Findings" and "Recommendations" and "District Responses" for Board consideration.

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Dr. Deasy noted that he was both pleased and proud with the financial condition of the district which resulted in a report that contained no "findings" and no material weaknesses whatsoever. He further commended Winston Braham and his staff for their work in the Fiscal Department, as well as former Assistant Superintendent, Mr. Ken Bailey, whose work and leadership resulted in this excellent report.

Mr. Blair reported that the audit indicates that:

- financial statements are presented fairly,
- Federal Programs (major programs receive specific testing by Auditor)  
By Auditor)were in compliance,
- State issues (specifically directed by the State)were in compliance
- Internal controls used for payroll, purchasing, attendance, and cash receipting processes were reviewed and resulted in no findings
- Last year, six or seven areas were to be addressed and those areas are remedied with no concerns carrying over to the next year.

MOTION MADE BY: Ms. Brownley  
SECONDED BY: Ms. Leon-Vazquez  
STUDENT ADVISORY VOTE: n/a  
AYES: All (6)  
NOES: None (0)

PUBLIC COMMENTS  
Jim Jaffe



TO: BOARD OF EDUCATION  
FROM: JOHN E. DEASY/WINSTON A. BRAHAM  
RE: BUDGET ADJUSTMENTS

ACTION/MAJOR  
01/06/05

RECOMMENDATION NO. A.13

It is recommended that the Board of Education approve an **increase** to the General Fund - Unrestricted Budget in the amount of ~~\$53,468.27~~ \$95,068.72 for the 2004-05 fiscal year, as detailed below:

COMMENTS: 1. **Increase** the budget for Special Education in the amount of \$53,257.22 to cover the cost of four Instructional Assistants, as follows:

Two 5-hour Instructional Assistants at McKinley  
One 4-hour Instructional Assistant at Point Dume  
One 6-hour Instructional Assistant at McKinley

2. **Increase** the budget for Special Education in the amount of \$211.05 to cover the cost of 9½ hours of additional time for an Instructional Assistant, Special Education at Webster Elementary.

3. **Increase** the budget for Insurance Services in the amount of \$41,600 to cover the costs of employee benefit advisory and related administrative services, including a Benefit Manager, from Poms & Associates Insurance Brokers, Inc.

**MINUTES**

**NOTE:**

It was noted that the Board action is to approve an increase to the General Fund - Unrestricted Budget in an amount of \$95,068.72 which includes increases listed as 1, 2, and 3 .

MOTION MADE BY: Ms. Brownley  
SECONDED BY: Ms. Leon-Vazquez  
STUDENT ADVISORY VOTE: n/a  
AYES: All (6)  
NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/MAJOR  
01/06/05

5FROM: SUPERINTENDENT/LINDA KAMINSKI/CINDY ATLAS

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS

RECOMMENDATION NO. A.14

It is recommended that the Board of Education approve the following Special Education Contracts for fiscal year 2004-2005 as follows:

**NPS/NPA**

**2004-2005 Budget 01-65000-0-57500-11800-5825-043-1400**

<b>Nonpublic School/Agency</b>	<b>Student DOB</b>	<b>Service Description</b>	<b>Contract Number</b>	<b>Cost Not to Exceed</b>
Autism Spectrum Therapies	02-21-01	NPA - Behavior Therapy 01/05 - 05/05	#113	\$ 15,000
Elliott Institute, Inc.	05-21-91	NPA - Speech 07/04 - 05/05	#114	\$ 5,782
Institute for Applied Behavior Analysis - I.A.B.A.	01-20-00	NPA - Behavior Therapy 09/04 - 06/05	#115	\$ 21,930
Julia Hobbs Speech Pathology, Inc.	01-20-01	NPA - Speech 9/04 - 06/05	#116	\$ 20,280
LOVASS/Life	09-14-99	NPA - Behavior Therapy	#117	\$ 56,100
Therapy West, Inc.	02-19-98	NPA - Speech 12/04 - 06/05	#118	\$ 4,250
Therapy West, Inc.	11-14-00	NPA - OT 11/04 - 06/05	#119	\$ 2,465
Therapy West, Inc. <b>Contract Increase</b>	07-17-92	NPA - add consultation	#105 UC05291	\$ 1,870
Pediatric Developmental Associates - <b>changed agency name to PLAYWORKS Center for Development and Learning.</b> Previously board approved on 08-19-04.				
Wayne Tashjian - <b>changed agency name to Child Counseling and Behavior Therapy Clinic, Inc.</b> Previously board approved on 08-19-04.				

Amount Budgeted NPS/NPA 04/05	\$ 3,500,000
Prior Board Authorization as of 12/09/04	\$ 3,086,151
Balance	\$ 413,849
 Total Amount of these Contracts	 \$ 127,677
Balance	\$ 286,172

\*Prior Year Authorization (12-04-03) \$2,781,255

**Instructional Consultants**

**2004-2005 Budget 01-65000-0-57500-11800-5802-043-1400**

Instructional Consultant	Student DOB	Service Description	Contract Number	Cost Not to Exceed
Adrian Whitchelo-Scott	Various	Instr.Consultant - Assistive Technology Training for the Resource Center - McKinley.	#49	\$1,200
Adrian Whitchelo-Scott	01-14-94	Instr.Consultant - Assistive Technology Assessment 01/05 - 06/05	#50	\$ 600
Adrian Whitchelo-Scott	04-14-93	Instr.Consultant - Assistive Technology services 12/04 - 1/05	#51	\$1,800
Adrian Whitchelo-Scott	02-09-91	Instr.Consultant - Assistive Technology Assessment 12/04 - 06/05	#52	\$ 600
Adrian Whitchelo-Scott	02-23-98	Instr.Consultant - Assistive Technology services 01/05 - 06/05	#53	\$ 600
Adrian Whitchelo-Scott	08-13-86	Instr.Consultant - Assistive Technology Assessment. 12/04 - 06/05	#54	\$ 600
Adrian Whitchelo-Scott	12-30-94	Instr.Consultant - Assistive Technology Assessment. 12/04 - 06/05	#55	\$ 600
Adrian Whitchelo-Scott	03-22-90	Instr.Consultant - Assistive Technology Assessment. 12/04 - 6/05	#56	\$ 600
Cynthia D. Ferber	09-30-05	Instr.Consultant - Recreation Therapy services. 09/04 - 06/05	#57	\$5,550
James P. Blumenthal	04-15-95	Instr.Consultant - Initial examination and testing.	#58	\$ 245

<b>Instructional Consultant</b>	<b>Student DOB</b>	<b>Service Description</b>	<b>Contract Number</b>	<b>Cost Not to Exceed</b>
Kimberly Hiddleson	02-16-96	Instr.Consultant - Auditory-Verbal Therapy. 07/04 - 06/05	#59	\$5,280
Larry Sulham	09-20-95	Instr.Consultant - Physical Therapy services. 07/04 - 04/05	#60	\$6,300
Adrian Whitchelo-Scott <b>Contract Increase</b>	04-18-93	Instr.Consultant - Assessment for Educational Therapy	#15 UC05243	\$ 300
Pyramid Educational Consultants, Inc. - <b>correction on date of birth - should be 07-17-92</b> - previously board approved on 08/19/04 agenda.	07-17-92	Instr.Consultant - Staff Training		

<b>350,000</b>	<b>Amount Budgeted Instructional Consultants 04/05</b>	<b>\$</b>
	<b>Prior Board Authorization as of 12/09/04</b>	<b>\$ 316,763</b>
	<b>Balance</b>	<b>\$ 33,237</b>
	<b>Total Amount of these Contracts</b>	<b>\$ 24,275</b>
	<b>Balance</b>	<b>\$ 8,962</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: Ms. Brownley  
 SECONDED BY: Ms. Leon-Vazquez  
 STUDENT ADVISORY VOTE: n/a  
 AYES: All (6)  
 NOES: None (0)

TO: BOARD OF EDUCATION ACTION/MAJOR  
01/06/05  
FROM: JOHN E. DEASY/WINSTON A. BRAHAM (Addendum)  
RE: AUTHORIZATION TO PAY OFF CERTIFICATES OF PARTICIPATION  
(COPs), 1997 SERIES A

RECOMMENDATION NO. A.15

It is recommended that the Board of Education authorize District staff to pay off the Certificates of Participation, 1997 Series A, in the amount of \$2,372,787.17.

COMMENTS: The 1997 Series A Certificates of Participation Issue was used to cover the shortfall from the Northridge Earthquake repairs paid from the ES Bond monies. This amount has been included in the budget and was presented as part of the First Interim Report.

The District will have to pay off the \$2,372,787.17 by January 15, 2005, and prior Board approval is required. This authorization will allow that transaction to take place. We will save \$781,746.50 in interest for early retirement of this Issue by eliminating 12 additional years of debt service payments. Previous debt service principal and interest payments averaged \$245,000 annually.

**STAFF**

**NOTE:** The payoff proceeds are now held in Fund 25 (the restricted Capital Facilities Fund), which is the holding account for developer fees, thus this will not adversely impact the general fund reserves.

MOTION MADE BY: Ms. Brownley  
SECONDED BY: Ms. Leon-Vazquez  
STUDENT ADVISORY VOTE: n/a  
AYES: All (6)  
NOES: None (0)

TO: BOARD OF EDUCATION

DISCUSSION

01/06/05

FROM: JOHN E. DEASY/WINSTON A. BRAHAM

RE: ENROLLMENT/AVERAGE DAILY ATTENDANCE (ADA) CONTROL  
STRATEGY AND IMPACT ON 2005-06 REVENUE LIMITS

DISCUSSION NO. D.1

Given what appears to be voluntary control on permits from incoming students, in advance of the actual budget planning process for the 2005-06 Fiscal Year (FY) as well as planning for multi-year projections, an open discussion as to the financial impact of this enrollment control strategy needs to be initiated.

It should be noted that given current revenue limit calculations for every single ADA unit decline, it translates to several thousands of lost \$ in revenues to our District. Therefore, until the State's financial conditions become more certain or back to the levels prior to the State's current financial crisis, every effort should be made to carefully address/compute a break-even point for ADA revenue/expenditures.

\* \* \* \* \*

The superintendent apprised the Board of Education that staff anticipates a decrease in enrollment for the 2005-06 school year by at least 200 students. It is estimated that if 100 students were accepted into the district that staff may be able to recoup the loss of revenue.

Following Board discussion, the superintendent indicated that he would bring back as many options as possible with regard to permitting up to 100 students. It was noted that there is limited space in the district for additional students and that staff would study sites and grade levels to determine where additional students may be assigned.

TO: BOARD OF EDUCATION

DISCUSSION

01/06/05

FROM: JOHN E. DEASY/MICHAEL D. MATTHEWS

RE: MEMORANDUM OF UNDERSTANDING BETWEEN SMMUSD AND THE  
SMMUSD PERSONNEL COMMISSION

DISCUSSION ITEM NO. D.2

It is recommended that the Board of Education approve a Memorandum of Understanding between SMMUSD and the SMMUSD Personnel Commission piloting a reorganization effort which assigns 2.0 FTE from the Personnel Commission staff to the Human Resources department.

COMMENTS: In May, 2004, the Personnel Commission and the Board of Education received a study it had commissioned earlier from Gomez/Grobe research studies. The study examined the Certificated and Classified Personnel offices, compared them with districts of similar size, and made recommendations for making the SMMUSD departments more efficient and effective. The bottom line of the study was the separation of the two departments was an ineffective way to conduct business and that compared to other districts, SMMUSD had more staff per capita.

It is important to note that Santa Monica - Malibu Unified School District is a Merit District. The Board has allocated the budget to fund 6.5 positions to the Personnel Commission (1 Director, 1 Analyst (Vacant), 1 HRIS Technician, 1 Administrative Assistant, and 2.5 Human Resource Technicians). Those positions may not be cut or transferred back to the Board unless the Personnel Commission votes for that to happen. So this was truly a matter for the Personnel Commission to decide.

After an extensive series of open and public meetings, the Personnel Commission voted at the December 14 meeting in favor of a Memorandum of Understanding (MOU) regarding this reorganization. Under this MOU, the Personnel Commission will assign two employees to the Human Resources Department. The new reorganization will have Personnel Commission employees performing only the functions required by the Merit Rules, which focus on fair hiring practices and additional due process rights for discipline or dismissal for our Classified employees. The pilot reorganization is an 18 month pilot. It will be evaluated every six months, then at the end of the pilot, in May, 2006, if both the Personnel Commission and SMMUSD agree that it is working, the Personnel Commission will transfer the 2.0 positions back to SMMUSD.

The new Human Resources department will address the needs of all employees, Certificated and Classified. By increasing efficiency, the Human Resources department is exploring the possibility of providing better services for all employees by adding Health Insurance to its list of responsibilities.

The MOU, if approved by the Board of Education, will take effect on February 1, 2005. Extensive meetings with both Classified and Certificated Personnel staff will take place before the February 1 date, and continue afterwards to provide the smoothest transition possible.

\* \* \* \* \*

Ms. Celia Carroll, President of the Personnel Commission addressed the Board. She acknowledged the Personnel Commission Staff: Nedra Gray, Paul Doty, Angela Anthony, Ashraf Khimani, Bob Seeds, Richard Ide, Commissioners Russell Barnard and Pam Brady who worked on the reorganization. She also commended Keryl Cartee, Chief Steward, SEIU, Local 660 and district staff: Michael Matthews, Gabe Soumakian and John Deasy.

Ms. Carroll further stated that she looks forward to working with the district in piloting the reorganization.



# **MEMORANDUM OF UNDERSTANDING**

## **Between the Santa Monica-Malibu Unified School District and the Santa Monica-Malibu Personnel Commission December 13, 2004**

The Santa Monica-Malibu Unified School District (SMMUSD) and the Santa Monica - Malibu Personnel Commission (Personnel Commission) will pilot a reorganization of the Human Resources Department. In this pilot program, the Personnel Commission will assign 2.0 FTE positions, the HRIS position and one HR Tech position, to the Human Resources Department. The remainder of the Classified Personnel staff, a full time Director, Personnel Analyst (vacant), 1.5 Human Resources Technicians, and one Administrative Assistant, will have responsibilities related exclusively to the Personnel Commission and the Merit Rules. The pilot program will begin effective February 1, 2005 and will remain in effect until July 1, 2006. It will be evaluated in June, 2005 and November, 2005. At the first Personnel Commission meeting in May of 2006, the pilot program will be reviewed by both parties to determine its effectiveness, at which time this Memorandum of Understanding may be revoked by either party.

The rationale and purpose of this pilot reorganization is to create a classified personnel office that is solely responsible for performing the duties overseen by the Personnel Commission, protecting the rights of fair employment and fair disciplinary practices, while expanding the SMMUSD Human Resources department to be able to address the employment requirements and needs of all employees, certificated and classified, in the most efficient and clear manner possible.

While the pilot program is in effect, the budget for all Personnel Commission positions shall remain unchanged and shall remain with the Personnel Commission. At the May, 2006 meeting, if both parties are satisfied with the pilot program, it shall become permanent on July 1, 2006 and the budget for the two positions described above will be permanently shifted from the Personnel Commission to SMMUSD.

The attached list of duties to be transferred from the Personnel Commission to SMMUSD was created by the Director of Classified Personnel and reviewed by the Assistant Superintendent of Human Resources, the Director of Human Resources, and the employees in the Classified Personnel Office.

The following timeline will be the guide for the transition:

December 14, 2004	Plan approved at Personnel Commission Meeting
December 17, 2004	Full Time Director of Classified Personnel Position Opened for Applications
January 4, 2005	Transition discussed at Classified Personnel Meeting
January 11, 2005	Transition discussed at Classified Personnel Meetings (Additional meetings will be scheduled if necessary)
January 15, 2005	Director of Classified Personnel will notify in writing the employees who will be moved to the Human Resources Department.
February 1, 2005	Pilot program begins
May, 2005	Review of pilot program
November, 2005	Review of pilot program
May, 2006	Evaluation of pilot program

The HRIS position and the HR Tech position will move to the Santa Monica-Malibu Unified School District Human Resources Department at which time the two employees will be under the direction of the Human Resource Department. The two employees will maintain their job position and will be evaluated under the same contract guidelines. The Director of Classified Personnel will evaluate the employees for this current year 2004-2005 prior to February 1, 2005. Beginning February 1, 2005, the Director of Human Resources will have the responsibility of evaluating the employees.

Although the positions are moved for the seventeen-month period, the budget will remain with the Personnel Commission. At the date of the program review, if both parties wish to continue the separation, the budget for the personnel classified side will be shifted to the Santa Monica-Malibu Unified School District as July 1, 2006 and the official separation will be in effect.

TO: BOARD OF EDUCATION  
FROM: JOHN E. DEASY/LINDA KAMINSKI  
RE: COMMUNITY DAY SCHOOL POLICY 6185

DISCUSSION  
01/06/05  
First Reading  
(Addendum)

DISCUSSION ITEM NO. D.3

It is recommended that the Board of Education adopt a policy that authorizes the establishment of a Community Day School within the district, including procedures for the involuntary transfer of students.

COMMENT: Community day schools can provide an appropriate placement within the district for students who have been expelled or referred by the School Attendance Review Board. Community day schools can benefit secondary students who need a small, personalized learning environment. Specific criteria need to be established to determine which students would be eligible to attend the community day school, along with requirements and procedures for enrollment and exiting the program.

\* \* \* \* \*

Section 2.2, the words, "culturally relevant" are to be included in the section.

<u>NUMBER</u>	<u>ARTICLE</u>	<u>TITLE</u>
6185	Instruction	Community Day School

<u>SUBTOPIC</u>	<u>POLICY</u>	<u>REGULATION</u>	<u>EXHIBIT</u>
Instructional Arrangements	X		

DETAIL

The Board of Education recognizes the need to provide an appropriate alternative educational program for expelled students who are prohibited from attending regular schools in the district and for certain students referred by probation or district processes. The district shall operate one or more community day schools designed to meet the needs of these students. The Community Day School program is designed to provide students with the skills and attitudes necessary for success when they return to a regular school environment. The Superintendent or designee shall ensure that any such school is operated in accordance with legal requirements related to enrollment, instructional time and facilities.

The Board perceives the community day school as a flexible component of a comprehensive effort to meet the needs of expelled and other at-risk students throughout the county. The Superintendent or designee shall solicit input from the County Superintendent of Schools and neighboring districts when designing the district community day school and shall collaborate with them in fulfilling countywide needs.

In order to foster positive attitudes and academic progress, the Board recognizes that community day schools must give students substantial individual help with their problems. Community day school staff shall collaborate with district counselors, psychologists, and other support staff and with the county office of education, law enforcement, probation, and human services agency staff who work with at-risk youth. To the extent possible, community day school programs shall provide a low student-teacher ratio as well as individualized instruction and assessment.

The Superintendent or designee shall establish procedures for the involuntary transfer of students to a community day school in accordance with law and administrative regulation.

REFERENCE

Legal Reference:

EDUCATION CODE

1980-1986 County community schools

17085-17096 Emergency portable facilities

17280-17316 Field Act, approvals

17365-17374 Field Act, fitness of occupancy

48660-48666 Community day schools

48900-48926 Suspension or expulsion

WELFARE AND INSTITUTIONS CODE

300 Minors subject to jurisdiction

602 Minors violating laws defining crime; ward of court

UNITED STATES CODE, TITLE 20  
1400-1487 Individuals with Disabilities Education Act  
UNITED STATES CODE, TITLE 29  
794 Rehabilitation Act of 1973, Section 504

**MANAGEMENT RESOURCES**

Management Resources:

CDE PROGRAM ADVISORIES

0306.96 Expulsion Policies and Expulsion Placements, SPB: 95/96-04

WEB SITES

CDE, Educational Options Office: <http://www.cde.ca.gov/spbranch/essdiv/edoptshome.html>

**ADOPTED**

**REVISED**

**CSBA DATE**

March 2000

**DISTRICT GOAL**

Quality Education for All

<u>NUMBER</u>	<u>ARTICLE</u>	<u>TITLE</u>
6185	Instruction	Community Day School

<u>SUBTOPIC</u>	<u>POLICY</u>	<u>REGULATION</u>	<u>EXHIBIT</u>
Instructional Arrangements		X	

DETAIL1.0 Involuntary Transfer

- 1.1 A student may be assigned to the community day school only upon meeting one or more of the following conditions: (Education Code 48662)
  - 1.1.1. The student is involved in an expulsion process except for those expelled under 48915(c).
  - 1.1.2 The student is probation-referred pursuant to Welfare and Institutions Code 300 and/or Welfare and Institutions Code 602.1.1.3
  - 1.1.3 The student is referred from the School Attendance Review Board (SARB).
  - 1.1.4 The student is referred through a district-level referral process.
- 1.2 The first priority shall be give to students who are expelled for 48900 and 48915(a). The second priority will be given to probation-referred students and SARB. The third priority will be given to students who are involuntary transferred through the district level referral process.
- 1.3 In addition, the district will maintain an agreement and/or contract with the County Superintendent of Schools to serve students assigned (E.C. 48662) or to any other placement options.
- 1.4 In case of any student who has been identified as eligible students, under the Individuals with Disabilities Education Act or Section 504 of the federal Rehabilitation Act of 1973, who are assignment to a community day school shall be first approved by the student's Individualized Education Program (IEP) team, Student Success Team (SST), or 504 team may recommend that the student be considered for placement in the community day school through the district level referral process. If the district level referral process concurs with the recommendation for consideration of placement by the IEP team, the SST, or the 504 team such team must reconvene to determine the final placement in accordance with federal and state law.
- 1.5 At least 10 calendar days prior to the involuntary transfer of a student as a result of district-level referral process, the Superintendent or designee shall provide written notice of the transfer to the student's parent/guardian or to the adult student age 18 or older. The notice shall contain a statement of the facts and circumstances upon which the transfer is based, its duration, and conditions of readmission. The notice shall advise the student's parent/guardian or adult student of the opportunity to inspect and obtain copies of all documents supporting the transfer. In addition, the notice shall also state that the parent/guardian or adult student has five school days to request a meeting with the Superintendent or designee to discuss the transfer.

- 1.6 If the Superintendent designates an individual to represent the district at the meeting, the individual so designated shall not be a member of the staff of the school at which the student is currently enrolled.
  - 1.7 At the meeting the reason for the transfer shall be reviewed with the parent/guardian or adult student and the parent/guardian or adult student may present evidence on the student's behalf.
  - 1.8 The Superintendent or designee shall send the parent/guardian or adult student written notice of the decision to transfer or not transfer within three school days of the meeting.
  - 1.9 If the parent/guardian or adult student desires to appeal the decision, he/she shall file written notice of the intent to appeal within 5 school days of receiving the decision. The Superintendent/designee will review the appeal within 10 calendar days of receipt of the notice of the appeal. The Superintendent's decision shall be final.
- 2.0 Instruction & Assessment
- 2.1 Academic programs at the community day school shall be comparable to those available to students of a similar age in the school district. (Education Code 48663)
  - 2.2 The minimum school day for community day school students shall be 360 minutes of classroom instruction provided by a certificated employee of the district reporting attendance for apportionment purposes. Independent study shall not be used as a means of providing any part of this minimum day. (Education Code 48663)
- 3.0 Community Day School Placement Procedures
- 3.1 The Director of Pupil Services will refer eligible expelled students to the community day school. Final placement must be authorized by the Superintendent or designee.
  - 3.2 The Director of Pupil Services will refer probation students returning from incarceration to the community day school. The process begins with a meeting including all of the following participants: probation officer, student, parent, and district representatives.
  - 3.3 The SARB Chair may recommend that students be considered for placement in the community day school through the district referral process. Final determination of placement shall be made by the district referral team. The SARB board will outline requirements of the students' rehabilitation for readmittance to the district.
  - 3.4 Additional students may be referred to the community day school through a district level referral process.
    - 3.4.1 At-risk students who are not eligible for other placement in the district maybe referred after all other interventions have been exhausted.
  - 3.5 A community day school contract will be developed for each student served based on their rehabilitation plan, court order or SARB contract. All students entering community day school will be expected to comply with their community day school contract, including but not limited to appropriate behavior and a high attendance rate. If a student does not comply with any or part of the contract, the

student maybe assigned to an alternative placement. An IEP team meeting shall be held for students in special education who do not meet the requirements of the

community day school contract and IEP goals.

4.0 Community Day School Exit Procedures

- 4.1 Students who are ready to be readmitted to a comprehensive site after a board expulsion action will meet with the Director of Pupil Services to provide evidence that all requirements of the expulsion have been completed and to determine that the student poses no threat to the safety of him/herself or others. .
- 4.2 Students who are on probation may be referred to a comprehensive site when they complete their community day school contract and meet their guidelines for credit acquisition.
- 4.3 Students who are under a SARB contract can be referred to a comprehensive site after review to determine if they have successfully completed their SARB and community day school contracts.
- 4.4 Students who are referred under a district referral process must successfully complete a minimum of one semester and comply with the rehabilitation plan and have successfully met conditions of their community day school contract.

5.0 Facilities

To house the community day school operations, the district shall do one or more of the following: (Education Code 17292.5)

- 5.1 Use available school facilities conforming with Field Act requirements
- 5.2 Apply for emergency portable classrooms pursuant to Education Code 17085-17096
- 5.3 Upon certifying to the State Allocation Board that all reasonable efforts have been made to use facilities that conform with the Field Act requirements of item #1 above, enter into lease agreements for facilities for which a structural engineer has submitted a report stating that substantial structural hazards do not exist.

Every three years, the Superintendent or designee shall report to the State Allocation Board on the facilities used for the district's community day programs and efforts to place these programs in facilities that conform with the requirements of #1 above. (Education Code 17292.5)

ADOPTED

REVISED

CSBA DATE

March 2000

DISTRICT GOAL

Equal Opportunity for All



TO: BOARD OF EDUCATION

INFORMATION

01/06/05

FROM: JOHN E. DEASY/EMILY BLOOMFIELD

RE: DISTRICT ADVISORY COMMITTEES - BOARD MEMBER LIAISON  
ASSIGNMENTS

INFORMATION ITEM NO. I.1

Each year the Board of Education assigns its members to serve as liaisons to discreet District Advisory Committees (DAC's). A listing of the Committee is attached. Board Members will indicate to the President and Vice-President which Committees he/she wishes to serve. The President of the Board of Education will announce the assignments at the January 6, 2005 meeting.

\* \* \* \* \*

President Bloomfield read the list of Board member liaisons, however, assignments for Mr. McLoud need to be confirmed with him when he returns next week. A complete listing will be provided in the agenda for January 20, 2005.

**Board of Education/ Liaison Assignments/ 2005**  
**District Advisory Committees**

<b>District Committee</b>	<b><u>Staff</u> Liaison</b>	<b>Board Liaison Assignment</b>	<b>Meetings</b>
Accessibility (inactive)		-----	As needed
Title I	Linda Kaminski	Oscar de la Torre, Maria Leon-Vazquez	Four times a year – usually on a Friday morning
Child Care and Development	Judy Abdo	Emily Bloomfield	3 <sup>rd</sup> Tuesdays - CDS Auditorium
Community Health and Safety	Kathy McTaggart	Oscar de la Torre	Monthly, usually the 3 <sup>rd</sup> Wednesday – 7pm
DAC – Bilingual	Peggy Harris	Oscar de la Torre	Monthly, usually Friday – 9-11am, various sites
DAC – GATE	Peggy Harris	Emily Bloomfield	Four times a year – 7pm, various sites
Proposition X Oversight	Wally Berriman	Julia Brownley	Only One more meeting this year
Fine Arts	Tom Whaley	Jose Escarce	Monthly, Thursday's p.m.
Financial Oversight Committee	Winston Braham	Julia Brownley, Kathy Wisnicki	Monthly, 2 <sup>nd</sup> & 4 <sup>th</sup> Tuesdays – 10am
Instructional Technology	Peter Zrinzo		Monthly, 2 <sup>nd</sup> Tuesday -4-6 pm AEC Room 20
Intercultural Advisory Council	Peggy Harris	Jose Escarce, Maria Leon-Vazquez	Monthly, 1 <sup>st</sup> Tuesday
Special Education	Cindy Atlas	Maria Leon-Vazquez, Kathy Wisnicki	TBA Monthly 7pm Samohi Cafeteria
Sports and Physical Education	Donna Muncey	Oscar de la Torre	Four times a year - 7 p.m. , various sites
School Improvement	Donna Muncey	Emily Bloomfield	Four times a year, Tuesday afternoons (TBA)
Strategic Planning	All Sr. Cabinet Members		As needed (TBA)

Article 9 of the Bylaws of the Board of Education, Section 1 states: “The President of the Board of Education of the Santa Monica-Malibu Unified School District shall serve without election, as a non-voting director of the Santa Monica-Malibu Education Foundation during his/her term of office.”

The President or the President’s designee shall serve as a liaison to the Santa Monica and Malibu City Councils.

The President and Vice President or designee(s) shall serve as liaisons to the Liaison Committee (City of Santa Monica, SMMUSD, SMC).

The Board President or the President’s designee shall be the liaison between the Board of Education and the following organizations: PTA, Santa Monica & Malibu Chambers of Commerce and other committees as deemed necessary by the Board of Education.

Shaded areas = Some or all members appointed by the Board of Education.

dacbdliaison2005

TO: BOARD OF EDUCATION

INFORMATION

01/06/05

FROM: JOHN E. DEASY/WINSTON A. BRAHAM

RE: REVISED GIFT FORM - EQUITY IN FUNDING FOR SCHOOLS

INFORMATIONAL COMMUNICATION NO. I.2

It is recommended that the Board of Education approve the attached Gift Form, which has been revised to reflect the equity in funding for District schools, as adopted by the Board of Education on 9/9/04 (Board Policy 3290).



**REQUEST TO ACCEPT GIFT**  
**(Please reproduce on yellow paper)**  
**Board Policy 3290 - Adopted on 9/9/04\***

PLEASE NOTE: This request must be approved by the Board of Education **PRIOR** to accepting the gift.

INSTRUCTIONS: Please fill in **ALL** information requested and send 1 copy to Fiscal Services.

School/Dept: \_\_\_\_\_ Date: \_\_\_\_\_

Donor (Name of Person/Organization donating the gift): \_\_\_\_\_

Donor's Address: \_\_\_\_\_

<b>GIFT DATA - PLEASE FILL IN ALL REQUESTED INFORMATION</b>					
<b>CASH GIFT RECEIVED (TOTAL AMOUNT)</b> Please check one: <input type="checkbox"/> Exempted from Equity Fund Contribution <b>If Exempt, See Other Side of Form for More Info &amp; Example of Completed Form</b> <input type="checkbox"/> Subject to 15% Equity Fund Contribution					
Account #: 01-90121-0-00000-00000-8699-_____ - 0000					\$ _____
Account #: _____ - 90120-0-00000-00000-8699-_____-0000 [Fund - Resource - Year - Goal - Function - Object - Site - Manager]					\$ _____
<b>GIFT FUNDS TO BE USED AS FOLLOWS:</b>					
1. Account # _____ - _____ - _____ - _____ - _____ - _____ [Fund - Resource - Year - Goal - Function - Object - Site - Manager]					\$ _____
2. Account # _____ - _____ - _____ - _____ - _____ - _____ [Fund - Resource - Year - Goal - Function - Object - Site - Manager]					\$ _____
3. Account # _____ - _____ - _____ - _____ - _____ - _____ [Fund - Resource - Year - Goal - Function - Object - Site - Manager]					\$ _____
<b>NON-CASH GIFTS</b>					
Brief description of items donated: Where will item be used?					
Owners Estimate of Cash Value: \$	New	Used	Model #	Serial #	Make:

ACCEPTANCE REQUESTED BY: \_\_\_\_\_

Signature of Principal

Date Presented to Board of Education (Board Meeting Date): \_\_\_\_\_

**\*All gifts received by schools prior to the Board adoption date of 9/9/04 are exempt.**

## **Board Policy 3290 - Acceptance of Gifts**

**Adopted 9/9/04**

### **Exemptions (from Administrative Regulation 3290, Section III.C.2)**

**The following items are exempt from mandatory contributions to the Equity Fund:**

- a) ASB activities initiated and administered by students.
- b) Operational costs of any organization contributing to the Fund.
- c) Any expenditure made by any organization covered by this policy that does not provide a donation explicitly to the Santa Monica-Malibu Unified Public Schools.
- d) Field trips for students.
- e) Scholarships (either academic or to ameliorate fiscal hardship for a student in order to participate in a school sponsored activity).
- f) District approved capital programs.
- g) Grants as noted above.
- h) Non-monetary gifts: The first \$5,000 of assessed value from any donor is exempt. Any amount of value over \$5,000 is subject to the 15% portion of the policy. If a donor gives multiple gifts in a fiscal year, when totaled, the amount above \$5,000 is subject to the policy.
- I) Funds supporting copy machines, i.e., purchase, maintenance agreements, etc.

#### **EXAMPLE:**

If Edison Elementary receives a \$1,000 cash gift, which is subject to the Equity Fund contribution, and Edison wants to use the funds for general supplies & materials (object code #4310), it should be listed as follows:

<b>CASH GIFT RECEIVED (TOTAL AMOUNT)</b>	
___ Exempted from Equity Fund Contribution	<b>If Exempt, See Other Side of Form for More Info &amp; Example of Completed Form</b>
<u>  X  </u> Subject to 15% Equity Fund Contribution	<b>Equity Fund Resource 90121</b>
Account #: 01-90121-0-00000-00000-8699- <u>090</u> - 0000	\$ <u>150</u>
Account #: <u>01</u> - 90120-0-00000-00000-8699- <u>001</u> - 0000 [Fund - Resource - Year - Goal - Function - Object - Site - Manager]	\$ <u>850</u>
<b>GIFT FUNDS TO BE USED AS FOLLOWS:</b> <b>These figures must match exactly</b> <b>O</b>	
1. Account # 01-90120-0-11100-10000-4310-001-4010 [Fund - Resource - Year - Goal - Function - Object - Site - Manager]	\$ <u>850</u>

**Remember, please check that the Revenue and Expenditure amounts are equal.**

TO: BOARD OF EDUCATION

PUBLIC REQUEST

01/06/05

FROM: JIM JAFFE

(previously 12/09/04)

RE: REQUEST TO ADDRESS THE BOARD

PUBLIC REQUEST NO. 1

As per Board Policy 8320(c), I am requesting that a Discussion Item be placed on the December 9, 2005,[sic] agenda for the purpose of reviewing Board Policy 1340 (Community Relations, Access to District Records) for possible changes. Given that BP 1340 was adopted on February 13, 1990, four years before the Brown Act was revised, I believe it is out of compliance with the new law. Specifically, the Board needs to review and address the new test for immediate public access to distributed and undistributed documents as per Sections 54957.5 (a) and (d) fo the Brown Act.

Thank you for your consideration of this matter.

*Due to the length of the December 9, 2004 Agenda, Mr. Jaffe requested that this matter be postponed to the January 6, 2005 Board of Education meeting.*

\* \* \* \* \*

Mr. Jaffe reiterated his statement that the Board policies noted above should be reviewed for compliance. Ms. Brownley asked staff to bring the policies back for review at a future meeting.

**Report to the Santa Monica-Malibu Unified School District**

**Board of Education**

**On the Completion of Proposition X**

**Construction and Modernization Projects**

**Submitted by the**

**Proposition X Oversight Committee**

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## **I. INTRODUCTION AND EXECUTIVE SUMMARY**

### **Introduction**

In 1998 the Santa Monica-Malibu Unified School District (SMMUSD) initiated a facilities construction program to address multiple needs: additional classrooms; general modernization; Americans with Disabilities Act (ADA) compliance; playgrounds; and certain high school upgrades. Through a successful local bond measure, Proposition X, a state bond measure, Proposition 1A, and other local funding sources, the District amassed in excess of \$90,000,000 for the facilities program. The entire program has come to be known as Prop. X.

A visit to any of the schools in the District will demonstrate that the program has been successful. New classrooms are in use; elementary school playgrounds have been rebuilt, providing badly needed green space to students and the community; mechanical systems are operating properly and efficiently, and the high schools boast impressive new facilities. Furthermore, the \$90 million project was completed with a half million-dollar reserve remaining.

The SMMUSD Board of Education chose to conduct the Prop. X program by hiring one firm to provide program management, design, and construction management. A key aspect of the contractual arrangement shifted the risk of potential loss due to cost overages to this firm.

The Proposition X Oversight Committee, appointed by the Board, began meeting in late 1998. From 1998 to 2004, the Committee accumulated a considerable amount of data, took part in many discussions concerning policies and procedures, and developed opinions about various aspects of this construction program in particular and on school facility programs in general. The committee generally, but not always, achieved consensus on its views. The Committee's relatively high level of continuity of membership throughout the five and a half years of its oversight functions served it well. In addition, several of its members also served on the District's previous facilities bond measure's oversight committee, providing a valuable perspective on different methods of conducting the program.

This report attempts to reveal the underlying path to the project's success, and provide suggestions for making future projects even more successful, details one would not have gleaned from his or her visit to the District's 16 campuses.

## **Executive Summary**

In this report, the Proposition X Oversight Committee presents its acquired knowledge and analysis for the benefit of those who may be involved in future construction programs. The core of this report is a series of recommendations, summarized below, for consideration in planning future facilities programs:

- Make facilities needs part of an ongoing planning process.
- When the District's facilities needs are identified, prepare to spend substantial resources developing the program before attempting to secure funding.
- Provide a clear definition and explanation of the decision-making process.
- Wherever possible, undertake major projects in phases.
- Consider the use of a "design-build" delivery system for projects.
- Provide sufficient District staffing to manage the project.
- Create an oversight committee that has the right to meet in closed sessions.
- Provide funding for ongoing maintenance.

## **II. LESSONS LEARNED: Recommendations for Future Facilities Programs**

The following suggested policies are based on specific situations experienced during the Proposition X project. The Oversight Committee grappled with many difficult issues over the life of the construction. These recommendations are our “lessons learned”, and it is our hope that changes will make the next construction endeavor less challenging as the desired end result is achieved.

### **1. Continuous Facilities Planning:**

Currently, facilities planning is the responsibility of the Superintendent, the CFO, formally known as Assistant Superintendent for Business and Fiscal Services, and the head of Facilities Management. It is not clear how decisions are made about the long-term needs of the District, or what sources of information are available. Ideally, the District should create a position, equivalent to that of CFO, which would be responsible for long-term facilities needs. Another possibility is the creation of a permanent District Advisory Committee (DAC) for Facilities. This committee could meet infrequently, but if composed of the right mix of architects, lawyers, construction industry representatives, those with expertise in school needs, and financial experts, it could provide valuable planning services. Specific improvement programs that emerge from this process would have the benefit of a rigorous assessment of needs, sources of funding, feasibility, and integration into a coherent system. Using the DAC approach would be less costly to the District and provide a more open forum for issues surrounding facilities planning than would the creation of a new administrative position, although the two are not mutually exclusive.

As part of a continuous planning process, the District should place emphasis on the management and maintenance of its specialized facilities, especially those that are shared with other governmental and community organizations. Barnum Hall, the Lincoln Pool, the gymnasias at the high schools, and the auditoria at the middle schools are all facilities that have been newly built or upgraded with various operating systems.

Through official agreements or informal arrangements, these facilities are used by the City of Santa Monica and local non-profit groups. This shared use provides benefits to the District and the community, but it must be supervised to ensure that such use does not lead to damage or undue wear of the facilities.

**2. Increase Planning Prior to Starting a Construction Program**

When a decision is made to start a construction program, the District should be prepared to spend substantial time and funds developing the program before attempting to secure funding. Because sources of funds for construction are generally fixed at the beginning of the program, significant planning must be done to avoid budget shortfalls.

Project scope, scheduling, demands on District personnel, and effect on school sites must be carefully assessed to ensure the highest probability of successful completion of the project.

Especially in cases where voter approval is needed for the funds, the credibility of the District and perceived success of the program also depend on the best possible early planning efforts.

It is quite likely that successful early planning of a project will involve the hiring of consultants (architects, estimators, and the like). In times of budget constraints, funds for the cost of these consultants can be difficult to identify. Presumably, the cost of the planning efforts could be recouped in the eventual funding source for the project.

**3. Provide a Clear Definition and Explanation of the Decision-Making Process**

District facilities planning should involve the public, the sites, and specific stakeholders, especially at the development stage of a program. Once a program has been defined and funding sources identified, decision-making should generally be in the hands of the Board, as guided by staff and advised by an oversight committee. Where site-specific issues are identified, the appropriate site administrators and governing bodies should also play a role. However, it is important to avoid creating a sense of entitlement at sites or within particular stakeholder groups. A fight for scarce funds or for priority in order of performance can lead to animosity and perceptions of program failure.

The sites and stakeholders should always be consulted during the course of a program but should not be called on the “sign off” on plans or specific decisions. Pressure from sites should not be allowed to trump sound construction practices and fiscal management. The District must avoid negotiating on issues that are best resolved through the construction management process. Consistency in design and uniformity in specifications will be promoted by a well-defined decision-making process. This in turn will result in programs that are economical and timely.

The contractual and financial aspects of a construction program should be clearly summarized at the outset. A progress reporting system should be developed that is easily understood by all stakeholders and that provides easy reference to relevant contractual provisions and job milestones. Consistent presentation of the procedural aspects of a program will facilitate oversight and provide confidence to the community.

#### **4. Phased Projects and Funding**

The District should avoid undertaking projects on all sites simultaneously. It should also limit the types of work being done at any one time. With many sites spread over an extensive geographic area, multi-discipline projects carried on throughout the District make successful management almost impossible.

If projects are initiated as part of a continuous planning process, they can be smaller and more specific. A determination could be made to upgrade all physical education facilities, then all music rooms, etc. District staff would have a manageable body of work with which to become knowledgeable before moving on to the next phase. Sites would benefit from more focused projects taking up shorter construction times.

The District should explore funding techniques that allow for one-time approval of sufficient funds to pay for specific, but related, projects planned to take place over a period of years.

#### **5. Design/Build Delivery System**

In terms of what type of “delivery process” should be used by the District, our recommendation is what has loosely become known as “design/build”. Design/build is a

method to deliver a facility to an owner, after the owner has determined the general scope and concept of their facility. The owner then hires one firm to act as the traditional architect and engineer as well as general contractor. Until recently school districts had to hire the architectural and engineering team separately from the construction team. In the case of Prop. X, this led to the decision to hire Sverdrup (Jacobs) to do the design and manage the construction, but then separately bid out the various “packages” and award only to the lowest bidder. Two of those major bidders failed to complete their contractual work, which cost the District some extra funds and much time delay. Finally some sanity has prevailed in the public contracting laws, and a district is allowed to hire a full design/builder, taking into account not only the historical quantitative measures (low price), but also qualitative measures (reputation and ability).

A variation of this arrangement would have the District hire the architect with the understanding that a contractor will be hired to become the design/builder, incorporating the architect’s contract. This ultimately sets the responsibility on the contractor, but allows the District to get “married” to an architect whose design they like. The District and architect then proceed with some basic schematic drawings and then issue an request for proposal (RFP) for a contractor to be selected to become the design/builder, incorporating the selected architect into the team. When the project(s) is eventually bid out, all of the subcontractor bidding can be as “public” as the District wishes and the District can help select the lowest “responsible” bidder. The City of Santa Monica is doing this on their new Main Library. It is fundamentally a very sound approach. In some simple cases, where “designing” isn’t a feature, the District may hire the design/builder directly, without first selecting the architect.

## **6. Level of District Staffing**

The overall management of a construction program can be made much easier if extensive planning has taken place and if the program is divided into appropriate phases. However, construction at school sites will always have an impact on students, staff, and parents. Having sufficient committed staff dedicated to the sites under construction increases the chances that the project will be (and will be perceived as) successful.

District staff that have a sense of “ownership” of the project are best suited to demand the highest quality of work product from the contractors. They are also best at helping the sites get through the disruptive process.

7. **Oversight Committee with Executive Session Capability**

We understand that all future Bond Measures will require an Oversight Committee of some sort. The District has anticipated the desire of the voting public during the last two facilities programs by establishing such an oversight committee. In the future a way needs to be found that allows the Committee to occasionally meet in Executive Session, with only the members present. While most of its deliberations should be open to the public, the Committee needs that “private” option occasionally.

A couple of times during Prop. ES, in the early 1990’s, there were issues that might have been solved in a different way had “executive sessions” been an option. One was the extraordinary cost of the design of one of the schools and the other was the litigation in which two of the schools were involved. In the design issue, there was no chance for a coherent, calm and rational discussion to take place among the committee members due to the very public displays of various factions. For the litigation, because it was litigation, the Committee was barred from hearing about the “case” or providing any guidance to the Staff, many of whom found themselves involved in construction litigation for their very first time.

During Prop. X, the Oversight Committee might have eliminated the delays and disruption caused by selection of under-qualified contractors at one of the major schools and found a less costly solution to an excessively costly building at another, had the “executive session” been an option.

The members of these Committees are unpaid volunteers trying to help. The skills they each bring are varied and essential, but this type of collection of individuals needs some “executive time” by themselves to rationally discuss and develop a recommendation for the Board to then thrash out “in public”. That recommendation shouldn’t be watered down by too much public lobbying before it gets to the Board, the only elected members of the District. The issues that might merit the Committee meeting

in “executive session” would be limited to a list such as: 1) actual or potential litigation; 2) personnel issues relating to people from all aspects of the Project (staff, consultants, architects and contractors), as these discussions, in public, might hurt their continued employment or reputation; and 3) contractual negotiations and disputes before they reach the litigation stage. Once the Committee met on an issue in “executive session” it would report the general subject discussed and whether something would be forthcoming to the Board or whether it was tabled.

8. **Funding for Ongoing Maintenance:**

When developing a budget and scope for a possible construction program, the District should include funding for ongoing maintenance of all proposed improvements. When such funding is included in a program budget, it should not thereafter be redesignated for other uses. A failure to plan for maintenance of newly constructed facilities can shorten the useful life of those facilities and increase the expense of any repair work done in an untimely manner.

In some cases a particular funding source for a construction program may not allow for an ongoing maintenance fund. In these cases the District should determine whether it has the resources in its operating budget to pay for increased maintenance costs.

**III. UNRESOLVED ISSUES:**

The Oversight Committee believes that there are two unresolved issues that deserve the attention of the Board of Education: the “73/27 split between Santa Monica schools and Malibu schools; and the disposition of funds remaining in the Proposition X budget. These issues are somewhat related and involve the removal from the budget of deferred maintenance funds and developer fees.

At the inception of the Proposition X Program the District determined that revenues from the bond measure would be allocated to projects in the cities of Santa Monica and Malibu at the ration of 73% / 27%. This ratio was apparently



derived from an analysis of the assessed property values in the two cities. During the course of the construction program District staff presented various budgets that reflected the chosen ratio. However, in the final budget presented to the Oversight committee (dated 4/23/04) this ratio was not achieved. For more analysis see Appendix C. The Board may want to review the origin of the spending ratio. If it was put in place as a result of a promise to voters in the two cities then it may be imperative to make every effort to achieve the ratio.

At the very least the ongoing use of the ratio created expectations in the two cities that it would be observed throughout the duration of the program. A full review of the creation and use of and deviation from the ratio could serve to maintain public confidence in the District's ability to manage large construction projects.

An issue that may be related to the ratio issue involves the unspent funds remaining in the Proposition X Program. Because the transportation facilities purchase and the Washington West renovation did not take place there is approximately \$6,500,000 remaining to be spent. The Board may want to determine if these funds could be used for projects that would have a positive effect on the ratio imbalance discussed above. The Oversight Committee also has questions about the withdrawal from the program revenue sources all developer fees and deferred maintenance funds. A full analysis of the effect of this withdrawal may shed additional light on the ratio question.

#### **IV. APPENDICES**

The following Appendices provide greater detail about the aspects of the Proposition X program that the Oversight Committee regarded as relevant and noteworthy.

- A. List of Proposition X Accomplishments:
  - “Prop. X Program Summary”
- B. Financial Overview of Proposition X:
  - “Close Out of the Financial Records for the Prop. X Program”
- C. “Review of Proposition X Facilities Program: Unique Aspects and Challenges of Proposition X”
- D. “Origin of Proposition X”
- E. Survey of Schools on Effectiveness of Proposition X
- F. Analysis of Contract and Finances
- G. “School Facilities Standards” Resources

## **Proposition X Report December 2004**

### **Appendix A**

#### **List of Proposition X Accomplishments**

##### **“Prop. X Program Summary”**

#### **SANTA MONICA HIGH SCHOOL**

- Barnum Hall Restoration
- 8 Classroom addition to the Language Building
- New Music Building
- Modernization and ADA upgrades to the History, Language and Technology Buildings
- Baseball Field Renovation

#### **MALIBU HIGH SCHOOL**

- New Classroom Building
- New Gymnasium
- Conversion of Cafetorium into an Auditorium wit orchestra pit
- New Track and Field Complex
- New staff parking
- ADA upgrades

#### **OLYMPIC HIGH SCHOOL**

- Mechanical systems
- Main electrical
- Replacement of gas lines
- Replacement of water service
- ADA upgrades
- Asbestos Abatement

#### **ADAMS MIDDLE SCHOOL**

- Modernization of select classrooms
- Cafeteria renovation
- New Auditorium sound system, curtains and stage rigging
- Repair and replace Gymnasium doors and lockers
- ADA upgrades

#### **LINCOLN MIDDLE SCHOOL**

- Modernization
- Pool renovation
- ADA upgrades
- Site improvements

#### **CABRILLO ELEMENTARY SCHOOL**

- Repaint classrooms
- Replace casework
- Upgrade flooring
- ADA upgrades
- New playground equipment

#### **POINT DUME ELEMENTARY SCHOOL**

- Exterior painting and roofing
- New restrooms and restroom renovations
- Window replacement
- New ADA ramps

#### **WEBSTER ELEMENTARY SCHOOL**

- Library expansion
- Electrical and mechanical upgrades

- ADA upgrades
- New grass playfield and play structure
- 1 new modular classroom
- 1 new relocatable classroom
- New bus drop-off area

#### **EDISON ELEMENTARY SCHOOL**

- Library expansion (modular building addition)
- New relocatable classroom
- New windows
- New carpet
- ADA upgrades

#### **FRANKLIN ELEMENTARY SCHOOL**

- Mechanical upgrade
- Exterior painting
- ADA upgrades
- 3 new modular classrooms
- 3 new relocatable classrooms
- New Recreation building
- New playfield, walking path and play

#### **GRANT ELEMENTARY SCHOOL**

- Auditorium modernization
- 4 new panelized classrooms
- New recreation building
- New grass playfield and walking path
- ADA upgrades
- Window replacement

### **MCKINLEY ELEMENTARY SCHOOL**

- 2 new modular classrooms
- New 2<sup>nd</sup> floor windows and blinds
- Interior finishes
- Mechanical upgrades
- New recreation building
- New playground, walking path and play structures
- New decorative metal gates at arches
- ADA upgrades

### **MUIR ELEMENTARY SCHOOL**

- 2 new modular classrooms

### **ROGERS ELEMENTARY SCHOOL**

- 5 new panelized classrooms
- Mechanical and electrical upgrades
- New interior finishes
- ADA upgrades
- New playground, walking path and play structures

### **ROOSEVELT ELEMENTARY SCHOOL**

- New 2-story stucco classroom building (6 classrooms)
- 2 new modular classrooms
- 3 relocatable classrooms
- New recreation building
- New windows and blinds
- Bathroom upgrades
- ADA upgrades
- Asbestos abatement
- New playground, walking path and playground equipment

**SANTA MONICA ALTERNATIVE SCHOOL HOUSE – SMASH**

- 3 new classrooms

**PINE STREET CHILD DEVELOPMENT CENTER**

- Renovate 4 relocatable classrooms
- New playground and equipment

## Proposition X Report December 2004

### Appendix B

#### Close Out of the Financial Records for the Prop X Program

##### Overview

This appendix summarizes the close out of the financial records for the Prop X Program overseen by the Prop X Oversight Committee. At the time of this report in October of 2004, the Committee estimates:

- The Prop X Program had expended approximately \$83,425,439.
- At least \$4,017,129 and perhaps as much as \$6,644,926 in unexpended funds seem to remain on the latest financial spreadsheet<sup>1</sup> maintained by the District's staff.
- During the prior year the District's staff transferred funds in the amount of \$6,642,758 from their spreadsheet to accounts unrelated to the Prop X Program, including deferred maintenance and future projects. The largest such transfer was made during May 2004. Thus far, the Oversight Committee has taken no position on these transfers.
- The foregoing information suggests that the Prop X Program may be concluding with the District possessing between \$10 and \$13 million dollars for future work and deferred maintenance.

Regarding the impending close out of the financial records, the Oversight Committee sees three related matters that the Board of Education may want to consider in view of the Board's expressed interest in maintaining an equitable application of the Prop X funds.<sup>2</sup>

**1. Malibu and Santa Monica High Schools Followed Different Approaches in Dealing with the Budget Challenges of 2001.** Prior to 2001, both high schools had reduced the scope of their Prop X projects on multiple occasions as details of desired projects were developed and as estimated construction costs continued to rise in response to growing demand for construction. Through all of this, Jacobs Engineering's cost estimates were consistently below the bids the District had received for other school sites. Cost estimates also were frustratingly late for both high schools. People at both high schools were losing patience, and understandably so.

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<sup>1</sup> Revision 16, dated April 23, 2004 and known as R16.

<sup>2</sup> See the Board's instructions to the Prop X Oversight Committee, November 1998.



During 2000, while absorbing an apparent loss of \$5 million in state funds for new construction, the District's staff directed both high schools to continue reducing scope while it increased the total budget for the Prop X Program by \$5 million. To increase the budget, the District added more developer-fee funds to the program. It assigned deferred maintenance funds to the program. And it sold District property to raise funds.

Early in 2001, the District's Staff once again directed a further reduction in scope in anticipation that bids would exceed the costs estimated by Jacobs Engineering, as had been the practice with other District projects. The principle at Santa Monica High school directed the high school's staff and the school's Governance Council to reduce the scope by \$1 million. Modernization and expansion of the school's administration, counseling and student service's complex, already at risk, was abandoned and the Governance Council decided to reduce the number of new classrooms from 12 to 8 in order to expand the music building. Even so, the two bids that were received during the Spring of 2001 exceeded the budget and the District's staff had to dip into reserves to increase the budget for Santa Monica High school in order to fund the work. Staff also increased the budget at that time for Malibu High School to maintain an equitable division of Prop X funds.

Meanwhile, supporters of Malibu High School lobbied the District for full funding of the scope of work that had been developed during the scope development process of 1999 and 2000. During August of 2001 the Board of Education approved the award of a contract to the single contractor who had submitted a bid for that full scope of work, notwithstanding the recommendation of the Oversight Committee to explore other options for reducing costs and / or possibly scope. In making its decision to commence work, members of the Board observed that the needed improvements already had been delayed and it was time to start construction.

Meanwhile, back at Santa Monica High School, supporters were wondering whether or not they too should have lobbied for construction of their full scope of work. Members of the Prop X Oversight Committee assured these supporters that the District had demonstrated a strong intent to balance the application of the Prop X funds in an equitable (27% /73%) manner and this intent was supported by the previous actions of the Committee.

**2. The 27% Target for Malibu Schools was Exceeded.** The latest financial spreadsheet provided by District Staff to the Committee and the Board is known as R16. The Committee's analysis of this spreadsheet shows that 31% of the expended proceeds from Prop X have been attributed to projects within the City of Malibu. This analysis excludes about \$1 million attributed to Program administration and about \$600,000 expended for administrative facilities for the District. To achieve a 27% target the District would need to expend an additional \$6 million on work at school sites within the City of Santa Monica.

**3. Transfer of Categorical Funds May Raise Questions.** The end-of-program transfer of categorical funds may raise questions. People in Santa Monica may question the District's transfer in view of the District's missing the 27% target. People associated

with Santa Monica High School may question the transfer in view of differences in the District's handling of the budget over-runs at Malibu and Santa Monica High Schools. Auditors may question the transfer of developer fees in view of the fact that such fees were justified based upon specific types of needs for which the Board of Education had committed their use.

To consider the foregoing set of related matters the Board of Education may find it helpful to ask the District's staff to prepare options such as those illustrated in Table 1. The Board already has directed staff to prepare information for its consideration regarding the second matter.

Table 1

**Options for Satisfying the Policy Objective of Dividing Prop X Funds Between Malibu and Santa Monica Schools in Proportion to A 27% / 73% Split**

Options for the Board of Education		Prop X Funds Allocated to Projects at School Sites			
		Division between Cities		Total	
Source	Description	Malibu	Santa Monica		
Discussion Item, Board of Education Meeting in May 2004					
District Staff (Spreadsheet R16 dated 4/23/2004)	Act to approve staff's recent removal of developer-fee funds and deferred maintenance funds from the Prop X program and except a 31% / 69% split of Prop X funds.	\$12,317,479	\$27,410,175	\$39,727,654	(a)
		31.0%	69.0%	100.0%	
Alternatives that Would Move Santa Monica's Schools Toward A 73% Target					
Oversight Committee Alternative A	Allocate \$2,000,000 of Prop X balance to Santa Monica's schools	\$12,317,479	\$29,410,175	\$41,727,654	
		29.5%	70.5%	100.0%	
Oversight Committee Alternative B	Allocate \$4,000,000 of Prop X balance to Santa Monica's schools	\$12,317,479	\$31,410,175	\$43,727,654	
		28.2%	71.8%	100.0%	
Oversight Committee Alternative C	Allocate \$6,000,000 of Prop X balance to Santa Monica's schools	\$12,317,479	\$33,410,175	\$45,727,654	
		26.9%	73.1%	100.0%	
Oversight Committee Alternative D (Proposed Budget R16 revised)	Reject staff's proposal to remove developer fees, deferred maintenance, and redevelopment agency funds from the Prop X program and allocate \$700,000 in additional funds to Malibu and \$7,000,000 to Santa Monica sites to achieve a 27% / 73% division of Prop X funds.	\$11,399,533	\$30,595,516	\$41,995,049	
		27.1%	72.9%	100.0%	

SOURCE: Estimates for Alternatives A through D were prepared by the Prop X Oversight Committee. To estimate the split of Prop X funds the Committee revised staff's R16 spreadsheet to reinstate the funds that had been removed since July 2003. The pattern of reinstatement closely followed the example of spreadsheet R13, dated 9/17/2001.

Notes: (a) See Table 7 for the computation of the totals for the school sites in the cities of Malibu and Santa Monica.

## Sources of Funds for the Prop X Program

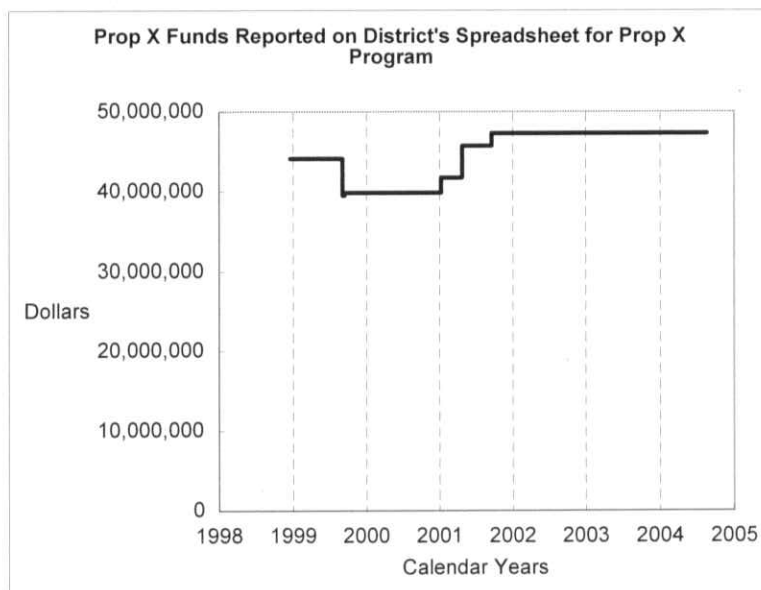
For reporting purposes, the Oversight Committee has divided the sources of funds for the Prop X Program into eight categories that are described subsequently.

### Prop X Bond Measure (Fund Category I)

**Ballot Measure.** For the November 1998 election, voters received information from the County of Los Angeles regarding the measure known as Proposition X. The information included the statement that “at least 27 percent” of the proceeds from the sale of bonds authorized by the provisions of Proposition X would be used for school sites within the City of Malibu.

**Proceeds from the Prop X Bonds.** The measure authorized the District to arrange for the sale of \$42 million in bonds. It did so in two installments during the early years of the Prop X program. The proceeds from the sale of the Prop X bonds accrued interest in the amount of \$5,329,318 million prior to the actual use of the funds. Thus, the total proceeds from the Prop X bonds amounted to \$47,329,318, as Figure 1 illustrates.

The line in Figure 1 shows a decline in late 1999 when the District’s staff removed \$4,000,000 from the spreadsheet in acknowledgement of the fact that it had sold only \$38,000,000 worth of bonds during the first sale. The remaining authority to sell an additional \$4,000,000 worth of bonds was exercised during 2001 in a second and final sale, as Figure 1 illustrates. Figure 1 also depicts two additional step increases during 2001. These reflect staff’s estimates for additional interest that would be earned from the investment of the proceeds from the sale of the Prop X bonds.



## **FIGURE 1 – PROP X FUNDS**

**Burden of Payment for the Bonds Sold Under Provisions of Prop X.** Owners of those parcels that are both within the District and subject to property taxation are paying for the bonds in proportion to the assessed value of their parcels.

**Assessed Value of Properties.** At the time of the November 1998 election, taxable parcels within the City of Malibu accounted for about 27 percent of the total assessed valuation of taxable parcels within the boundaries of the Cities of Malibu and Santa Monica. Taxable parcels within the City of Santa Monica accounted for the remaining 73 percent.

### **Division of Prop X Proceeds between Malibu Sites and Santa Monica Sites**

**Staff's Reporting to the Oversight Committee and the School Board on the Use Of Prop X Proceeds.** Throughout the Prop X Program, the District's Staff consistently kept the Committee and the Board aware of how the Prop X proceeds were being applied to projects at each school site. This was done in the form of a spreadsheet that included a summary of the division of funds between Malibu and Santa Monica sites. At the bottom, right-hand corner of the spreadsheet the remaining balance of funds was identified for the Malibu and Santa Monica sites, based upon a 27% / 73% division of funds.

Throughout the Prop X Program, the District's staff consistently monitored the allocation of the Prop X funds relative to a 27% / 73% split.

**Reports on the Division of Prop X Proceeds Prior to the Last Major Contract for Malibu Sites.** The last major contract for work at Malibu sites provided for improvements and new construction at Malibu High School. When the Board approved the award of that contract during August 2001, it was not clear how the District would pay for the work due to uncertainties about several sources of funds and uncertainties about the availability of certain contingency resources.

- Prior to the approval of this contract, District staff had a clear plan for how the Prop X proceeds would be divided between the Malibu and Santa Monica sites in a manner that would yield a 27% / 73% split.
- After the award of the contract, District staff no longer was able to provide a specific plan. This condition continued until the District's staff presented its R16 spreadsheet to the Oversight Committee during May 2004.

## **State's Proposition 1A Bond Measure (Fund Category II)**

During the election of November 1998, voters also approved a state bond measure known as Proposition 1A. The state awarded \$40,230,988 in Prop 1A funds to the District. The District qualified to obtain funds under two provisions of Prop 1A.

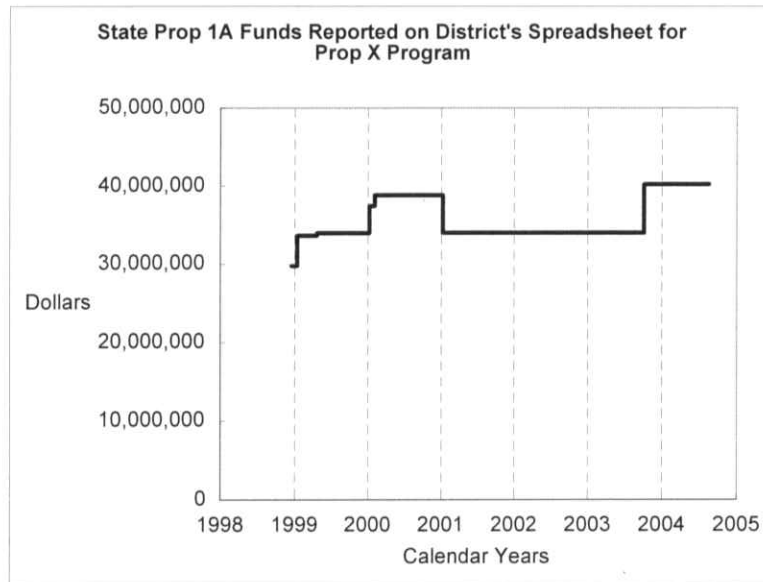
**Modernization Projects.** Prop 1A invited districts in California to submit requests for funds that would be used to modernize existing facilities. The state offered to pay for 80 percent of such modernization projects if a district could pay for the remaining 20 percent. The state processed requests in the order they were received, until the Prop 1A funds were depleted. The amount awarded to a district was computed based upon a state-developed formula. Funds were awarded for projects at specific school sites. The State Allocation Board awarded \$33,993,771 for the District's modernization projects.

**New Construction Projects.** Prop 1A also invited districts in California to submit requests for funds that would be used to construct new facilities. The state offered to pay for 50 percent of such construction projects if a district could pay for the remaining 50 percent. The state processed requests in the order they were received, until the Prop 1A new-construction funds were depleted. The amount awarded to a district was computed based upon a state-developed formula that included consideration of growth in enrollment. Funds were awarded for projects at specific school sites.

The line in Figure 2 illustrates that there was some uncertainty about the final level of funding that the District would receive. Although the modernization funds were committed by the state early in the Prop X Program, that was not the case for the new construction funds. Because other districts had submitted their requests for new construction before our District,<sup>3</sup> the state ran out of Prop 1A funds. Fortunately, a subsequent proposition generated additional funds that the state used during 2003 to award the District its new-construction funds in the amount of \$6,237,217.

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<sup>3</sup> Although the District had submitted its request for modernization funds relatively quickly, delays by Jacobs Engineering in preparing drawings and estimating costs contributed to a much slow pace for new construction projects, as did the underestimating costs. The latter resulted in a number of rounds of redesign that contributed to further delays.



**FIGURE 2 – PROP 1A FUNDS (CATEGORY I)**

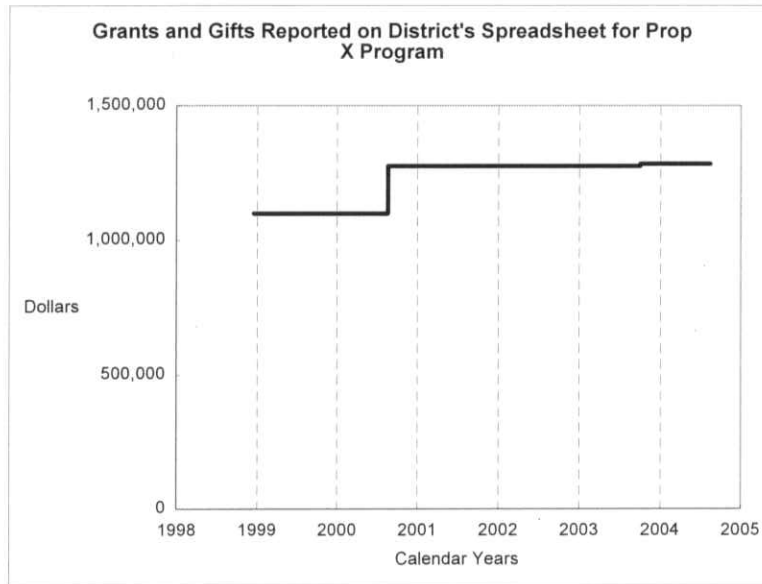
### **Grants and Gifts (Fund Category III)**

The auditorium at Santa Monica High School was built during the mid 1930s to serve as both a high-school auditorium and the Santa Monica Civic Center. In its latter capacity it has hosted the Los Angeles Philharmonic Orchestra and other regional-serving attractions. Although a venue of choice in the region during its first few decades, it was overcome by more modern facilities constructed during the last several decades. A group of local citizens, many of whom had had students attend the high school, formed a Restore Barnum Hall Committee to help the District modernize the facility to serve needs of both the high school and the region. Figure 3 depicts the funds raised by private parties to supplement the District's resources. The largest grant was obtained from the City of Santa Monica in the amount of \$1,000,000. The Weingart Foundation contributed \$100,000. The Getty Foundation donated \$25,000. The City of Santa Monica subsequently pledged an additional \$250,000 (not depicted in Figure 3) for a sound system. Total funds identified on the R16 spreadsheet amounted to \$1,283,213 for grants and gifts at the time of this report.

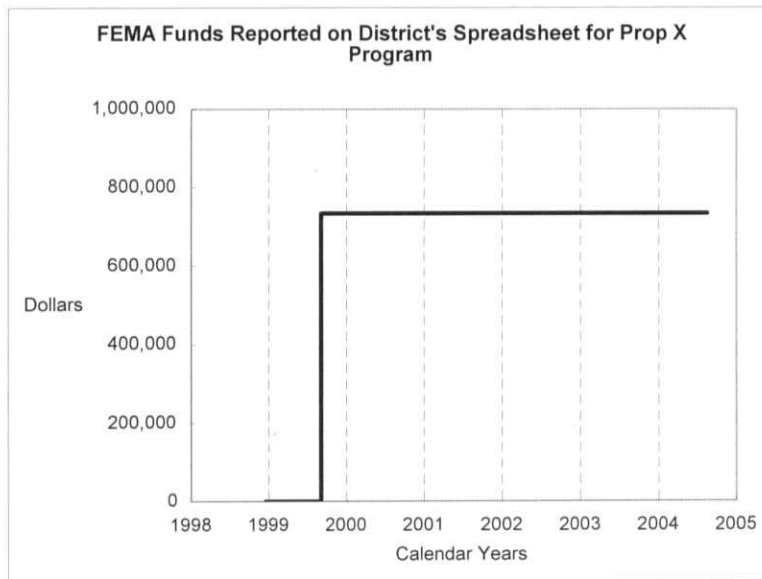
### **FEMA's Earthquake-Recovery Assistance (Fund Category IV)**

The Northridge Earthquake of 1994 damaged many structures in Santa Monica that were located along the southern flank of the scarp for the Santa Monica Fault. At one middle school the auditorium and pool

building were closed due to earthquake-related damage. The District applied for assistance from FEMA and received a total of \$734,162 as Figure 4 depicts.



**Figure 3 -- Grants and Gifts (Fund Category III)**

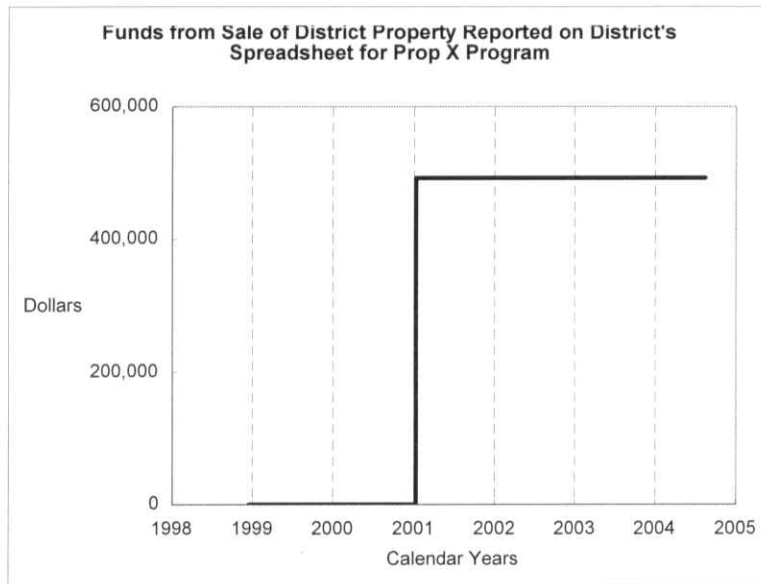


**Figure 4 – FEMA's Earthquake-Recovery Funds (Fund Category IV)**



### **Sale of District Property (Fund Category V)**

Faced with higher than anticipated costs for many projects within the scope of the Prop X Program, the Board of Education approved the sale of certain properties in the greater Malibu area that had been purchased at a time when fuller development of that area had been anticipated. Figure 5 depicts the point when the District's staff added the \$492,685 proceeds from such sales to its financial spreadsheet for the Prop X Program.

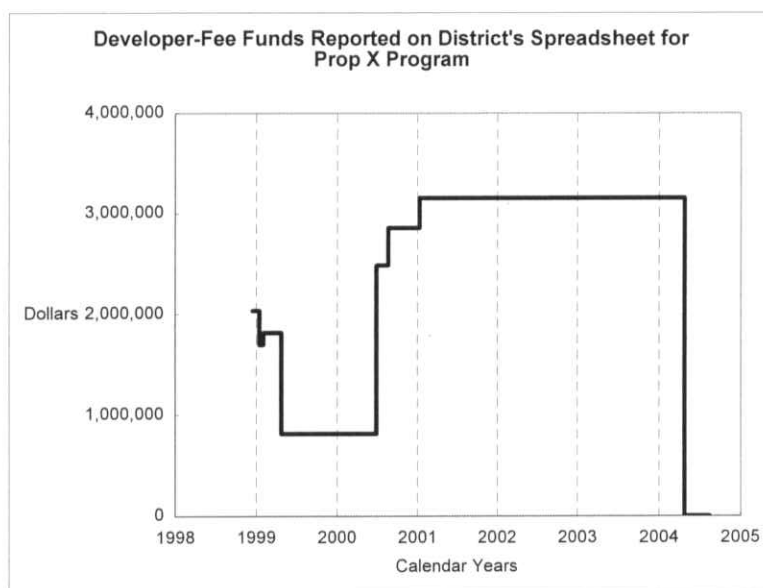


**Figure 5 – Sale of District Property (Fund Category V)**

### **Developer Fees (Fund Category VI)**

During early 1998, the Board of Education formed a committee of citizens to advise it on the matter of asking voters to approve what became known as Proposition X. The committee identified developer fees as a source of funds that could be combined with the proceeds of a bond measure to help address the District's facility needs. Throughout the Prop X Program, every budget provided to the Oversight Committee included developer fees as a source of funds, except for the final budget, known as R16. See Figure 6.

Before a school district can assess developers a fee on their development projects the district must commission a study that demonstrates how anticipated development over the next five years will increase demands on the school district's services. The nature and extent of such anticipated demands is used to calculate a fee schedule for new development. The studies commissioned by the District for 1993 – 1997 and 1998 – 2002 demonstrated a need for additional classrooms. Every budget, except for R16, provided to the Oversight Committee consistently depicted a plan for how such fees would be used to provide new classrooms.



**Figure 6 – Developer Fees (Fund Category VI)**

#### **Deferred Maintenance Funds (Fund Category VII)**

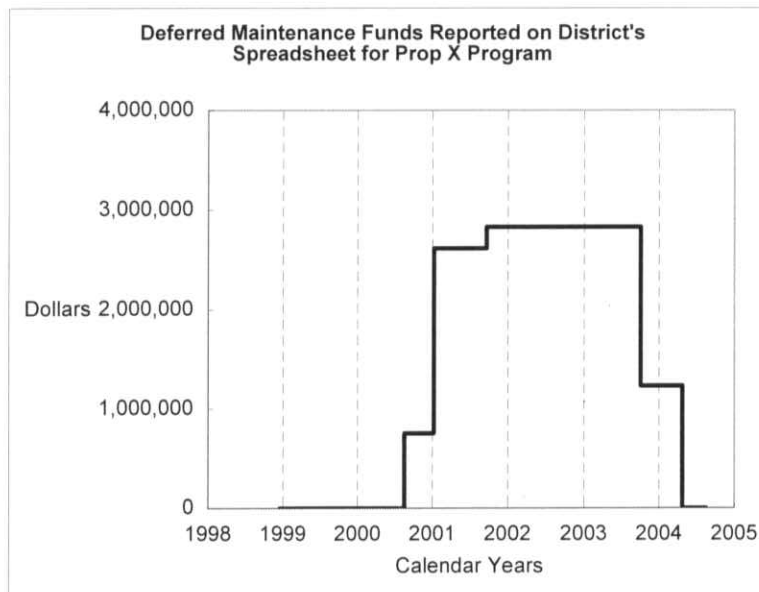
In reviewing the district's needs for the Prop X measure, the 1998 committee of citizens considered the needs for work that would correct deficiencies that had accumulated due to the deferral of maintenance. As of 1998, however, the District lacked adequate reserves for performing maintenance that had been deferred. During the course of the Prop X Program, however, the state reestablished its former practice of providing a district with state funds for performing deferred-maintenance work provided that the district also contributed and provided that the state approved the district's proposed work.

When the Prop X program began, the district already had projects that had been approved by the state. The District, however, lacked deferred-maintenance funds for the projects at that time. Such projects were included in the first budget provided to the Oversight Committee with an annotation that they were approved by the state for the application of deferred maintenance funds. Later, as the state started providing deferred maintenance funds, the District started to accumulate a reserve. As the Prop X Program started to encounter unanticipated costs during 2000 and 2001, the Board of Education approved the District staff's recommendation to use such funds for state-approved projects. See Figure 6.

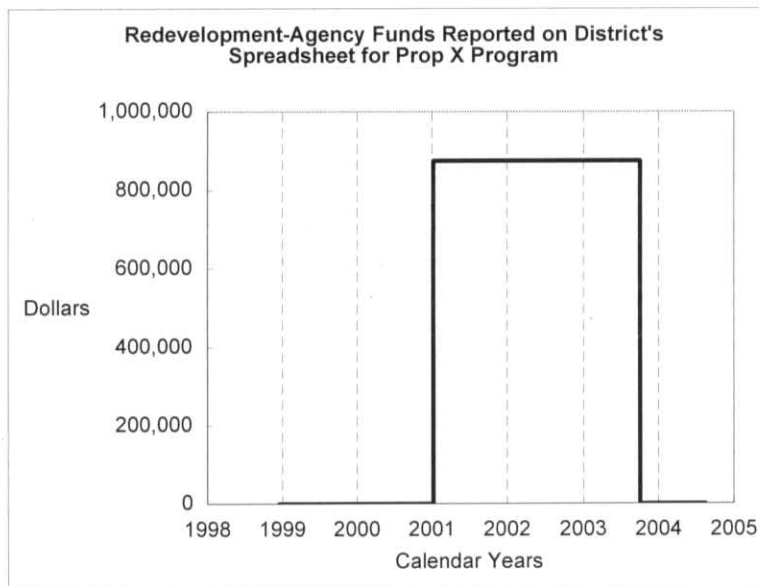
#### **Redevelopment Agency Funds (Fund Category VIII)**

The final category of funds for the Prop X Program is a relatively new source for this District. The amount portrayed in Figure 8 is a very modest portion of a much larger revenue stream that the City of Santa Monica has created under the terms of a relatively new state law and in response to the Northridge Earthquake. Under the terms of the law,

the City may allocate a portion of this revenue stream to public school agencies within its jurisdiction.



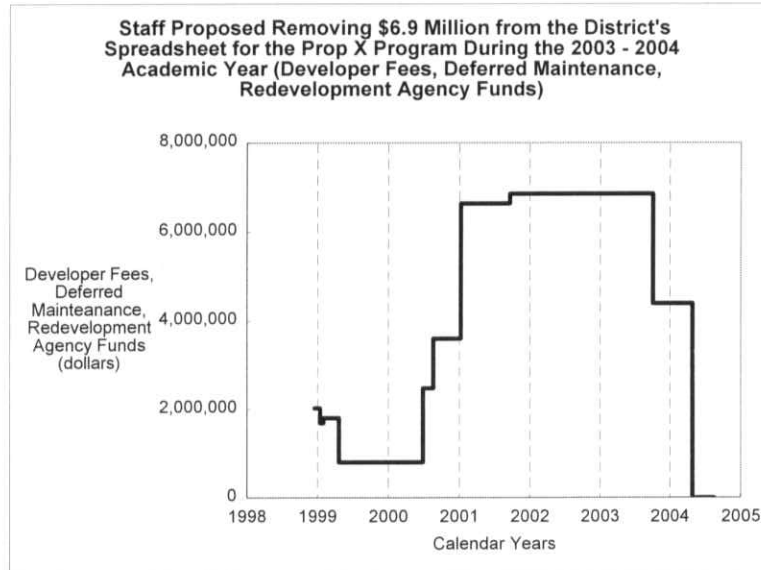
**Figure 7 – Deferred Maintenance Funds (Fund Category VII)**



**Figure 8 – Redevelopment-Agency Funds (Fund Category VIII)**

## Funds Removed from the Spreadsheet for the Prop X Program

The line in Figure 9 summarizes the information in Figures 5, 6 and 7 to illustrate the \$6,642,758 in funds that the District's staff has removed from the spreadsheet for the Prop X Program.



**Figure 9 – Funds Removed from the Spreadsheet for the Prop X Program (Fund Categories VI, VII and VIII)**

**Table 2**

Sources and Amounts of Funds for Planning the Prop X Program that Were Reported to the Oversight Committee														
Funds the District Reported As Available for Planning the Prop X Program														
Budget Document Provided to Oversight Committee				District's Prop X, Including Interest			State's Prop 1A, Expected Allocation to District		Miscellaneous: FEMA Earthquake		Sale of District's Surplus Property		Developer Fees	
Ref. Number (BD)	Dis- trict's Label	Date Re-vised	Date Printed	Amount Shown on District's Spread-sheet	Unsold Bonds Not in Spread-sheet	Total	Allocation to District	Grants and Gifts	Earthquake	Property	Develo-per Fees	Deferred Mainte-nance	Santa Monica Redevel-opment Agency	Total Prop X Program Funds, Including Unsold Bonds
						I	II	III	IV	V	VI	VII	VIII	
BD1	—		12/15/98	44,100,000	0	44,100,000	29,770,842	1,100,000	0	0	2,032,450	0	0	77,003,292
BD2	—		1/14/99	44,100,001	0	44,100,001	33,647,158	1,100,000	0	0	1,696,432	0	0	80,543,591
BD3	—		2/1/99	44,100,001	0	44,100,001	33,647,158	1,100,000	0	0	1,817,579	0	0	80,664,738
BD4	R3	4/20/99	4/20/99	44,100,000	0	44,100,000	33,948,488	1,100,000	0	0	812,623	0	0	79,961,111
BD5	R4	4/20/99	7/23/99	44,100,000	0	44,100,000	33,948,488	1,100,000	0	0	812,623	0	0	79,961,111
BD6	R5	8/31/99	9/2/99	39,500,034	4,000,000	43,500,034	33,948,488	1,100,000	734,162	0	812,623	0	0	80,095,307
BD7	R5	9/13/99	9/13/99	39,854,996	4,000,000	43,854,996	33,948,488	1,100,000	734,162	0	812,623	0	0	80,450,269
BD8	R5	1/5/00	1/6/00	39,854,997	4,000,000	43,854,997	37,460,082	1,100,000	734,162	0	812,623	0	0	83,961,864
BD9	R6	2/2/00	2/3/00	39,854,996	4,000,000	43,854,996	38,846,571	1,100,000	734,162	0	812,623	0	0	85,348,352
BD10	R7	6/27/00	6/27/00	39,854,997	4,000,000	43,854,997	38,846,571	1,100,000	734,162	0	2,483,796	0	0	87,019,526
BD11	R8	8/17/00	8/18/00	39,854,997	4,000,000	43,854,997	38,846,571	1,275,700	734,162	0	2,852,958	754,324	0	88,318,712
BD12	R8	8/17/00	1/8/01	41,729,319	4,000,000	45,729,319	33,993,771	1,275,700	734,162	492,685	3,152,958	2,615,349	874,451	88,868,395
BD13	R9	1/11/01	1/12/01	41,729,319	4,000,000	45,729,319	33,993,771	1,275,700	734,162	492,685	3,152,958	2,615,349	874,451	88,868,395
BD14	R10	2/1/01	4/21/01	45,729,319	0	45,729,319	33,993,771	1,275,700	734,162	492,685	3,152,958	2,615,349	874,451	88,868,395
BD15	R13	9/17/01	9/17/01	47,329,318	0	47,329,318	33,993,771	1,275,700	734,162	492,685	3,152,958	2,829,374	874,451	90,682,419
BD16	R15	8/16/03	Fall 03	47,329,318	0	47,329,318	40,230,988	1,283,213	734,162	492,685	3,152,958	1,233,572	0	94,456,896
BD17	R16	4/21/04	4/23/04	47,329,318	0	47,329,318	40,230,988	1,283,213	734,162	492,685	0	0	0	90,070,366

Table 3

**Prop X Funds Reported on District's Spreadsheets**

Budget Document Provided to Oversight Committee				Categories of Prop X Funds Shown on District's Spreadsheet			
Ref. Num-ber (BD)	Dis- trict's Label	Date		Interest	Prop X Match for State Prop 1A Funds	Prop X Only	Total
		Re-vised	Printed				
BD1	---	0	12/15/98	2,100,000	6,342,711	35,657,290	44,100,001
BD2	---	0	1/14/99	2,100,000	10,951,390	31,048,611	44,100,001
BD3	---	0	2/1/99	2,100,000	10,951,390	31,048,611	44,100,001
BD4	R3	4/20/99	4/20/99	2,100,000	11,026,722	30,973,278	44,100,000
BD5	R4	4/20/99	7/23/99	2,100,000	11,026,722	30,973,278	44,100,000
BD6	R5	8/31/99	9/2/99	1,500,000	11,026,722	26,973,312	39,500,034
BD7	R5	9/13/99	9/13/99	1,854,962	11,026,722	26,973,312	39,854,996
BD8	R5	1/5/00	1/6/00	1,854,962	11,904,621	26,095,414	39,854,997
BD9	R6	2/2/00	2/3/00	1,854,962	12,522,443	25,477,591	39,854,996
BD10	R7	6/27/00	6/27/00	1,854,962	11,900,137	26,099,898	39,854,997
BD11	R8	8/17/00	8/18/00	1,854,962	11,900,137	26,099,898	39,854,997
BD12	R8	8/17/00	1/8/01	3,729,284	11,900,138	26,099,897	41,729,319
BD13	R9	35440	1/12/01	3,729,284	11,900,138	26,099,897	41,729,319
BD14	R10	2/1/01	4/21/01	3,729,284	11,900,138	30,099,897	45,729,319
BD15	R13	9/17/01	9/17/01	5,329,284	11,900,137	30,099,897	47,329,318
BD16	R15	8/16/03	Fall 03	5,329,284	12,262,637	29,737,397	47,329,318
BD17	R16	4/21/04	4/23/04	5,329,284	12,613,743	29,386,291	47,329,318

Table 4

**Initial Conceptual Plan Reported to the Oversight Committee for Using Funds from Bonds (Categories I and II), Developer Fees (Category IV) and Grants and Gifts (Category VII)**

Initial Conceptual Plan for Allocating Funds (December 15, 1998)												A Backup Source of Funds (additional projects eligible for use of available deferred maintenance funds) Cat
Funds from Sale of Bonds Plus Interest												
District's Prop X Only												
Program-Fund Categories (Defined for the financial review conducted by the Oversight Committee)		Projects From State	District's Prop X Plus State's Prop 1A (Modernization Projects)			Funds from Developer Fees Plus Interest (Projects from Approved Plan)		Totals for Initial Concep-tual Allocation of Funds	Totals by Program Fund			
			Approved Deferred Maintenance Plan	Other Projects	District's Prop X Share (20%)	State's Prop 1A Share (80%)	Funds from Grants and Gifts				Approved Projects 1992-97	
	Description of Conceptual Projects by Site and Description of Other Categories of Program Funds	Cat I	Cat I	Cat I	Cat II	Cat III	Cat VI	Cat VI				
01	Cabrillo Flooring, windows, hard surface, fencing Accessibility & other modernization Additional classrooms (2)			25,854 183,585	103,417 734,341				129,271 917,926 0	1,047,197	129,271	
02	Edison Windows, hard surface, fencing Accessibility & other Additional classrooms (1)			47,243 195,886	188,973 783,545				236,216 979,431 0	1,215,647	236,216	
03	Franklin Windows, hard surface, fencing Accessibility & other Additional classrooms (6)			50,042 412,073	200,168 1,648,290				250,210 2,060,363 0	2,310,573	250,210	
04	Grant Windows, fencing Accessibility & other Additional classrooms (4)			49,612 318,732	198,446 1,274,930				248,058 1,593,662 0	1,841,720	248,058	
05	McKinley Windows, hard surface, fencing Accessibility & other Additional classroom (1)			20,658 235,947	82,633 943,789			93,205	103,291 1,179,736 93,205	1,376,232	103,291	
06	Muir/SMASH Muir: Additional classroom (1) Muir: Additional classroom (1) SMASH: Additional classrooms (3)		93,205 320,000					93,205	93,205 0 0	93,205		
07	Point Dume Reconstruction-infrastructure & accessibility Renovation work		1,300,933	139,814	559,254			477,767	699,068 477,767	1,176,835		
08	Rogers Windows, hard surface, fencing Accessibility & other Add Classrooms Reusing Existing CDS (5)			90,621 294,568	362,485 1,178,271				453,106 1,472,839 0	1,925,945	453,106	
09	Roosevelt Windows, hard surface, fencing Accessibility & other Additional Classrooms Permanent Str (6)			14,619 405,383	58,476 1,621,532				73,095 2,026,915 0	2,100,010	73,095	
10	Webster Windows, hard surface, fencing Accessibility & other Additional classrooms (2) Additional classroom (1)			62,179 188,250	248,716 753,000				310,895 941,250 0	1,453,336	310,895	
11	Adams Windows, hard surface, fencing Accessibility & other			72,486 579,132	289,942 2,316,530				362,428 2,895,662	3,258,090	362,428	
12	Lincoln Reconstruction-auditorium/pool building Auditorium / pool Windows, fencing Accessibility & other			150,000 42,445 526,295	600,000 169,778 2,105,182		327,400		750,000 327,400 212,223 2,631,477	3,921,100	212,223	
13	Malibu MS & HS MS: Windows, hard surface, fencing MS: Accessibility & other HS: Upgrade auditorium HS: Accessibility & other HS: Additional classrooms (10) HS: Additional gymnasium HS: Shop conversion/permanent structure HS: Additional classrooms (1)			45,723 265,533 200,000 268,055	182,890 1,062,134 800,000 1,072,220				228,613 1,327,667 1,000,000 1,340,275 0 0 300,000 250,000	4,446,555	228,613	
14	Santa Monica HS Reconstruction-infrastructure Barnum Hall, Phase I Barnum Hall, Phase II Phase III Hard Surface, fencing Accessibility & other			400,000 0 28,800 30,474 919,396	1,600,000 1,427,200 3,088,000 121,898 3,677,582	356,800 743,200	105,122		2,000,000 1,784,000 3,860,000 105,122 152,372 4,596,978	12,498,472	152,372	
15	Olympic HS Reconstruction-infrastructure & accessibility Fencing Adult education center		603,475	79,305	317,220			150,000	396,525 0 150,000	546,525	13,905	
16	Washington East Roofing	89,100							0	0	89,100	
17	Washington West Reconstruction-conversion to pre-school / child care center		2,000,000						0	0		

18 Playground / recreation									0	
Malibu MS & HS		750,000						0		
Santa Monica		5,250,000						0		
19 Transportation facility										
Roofing	24,000							0	34,560	24,000
Acquisition		3,500,000						0		
20 Program administration		2,771,101				34,560		34,560		
21 Unallocated funds held in reserve									0	
Unfunded earthquake repairs		1,000,000						0		
Contingency		1,751,067						0		
Unidentified Prop X projects		7,224,453						0		
Value of unsold bonds (Prop X)		0						0		
Reserve for maintenance / facility needs		4,000,000						0		
Totals	127,005	37,630,285	6,342,710	29,770,842	1,100,000	899,802	1,132,648	39,246,002	39,246,002	2,886,783
Prop X funds, including interest (Category I)	127,005	37,630,285	6,342,710						44,100,000	44,100,000
Prop 1A funds from State (Category II)				29,770,842					29,770,842	29,770,842
Grants and gifts (Category III)					1,100,000				1,100,000	1,100,000
Developer-fee funds, including interest (Cat VI)						899,802	1,132,648		2,032,450	2,032,450
Deferred maintenance (Category VII)										2,886,783
Total									74,970,842	74,970,842
SOURCE: Spreadsheet dated 12/15/1998 that the District's staff provided to the Oversight Committee during January 1999.										
Notes:										
(a) Available funds for deferred maintenance accumulated through the course of the Prop X Program.										

Table 5

## Final Allocation of Funds Remaining in the Prop X Program That Was Reported to the Oversight Committee During May 2004

Fund Categories Remaining in the Prop X Program As of the Final Report to the Oversight Committee												
Projects and Fund Categories to Which Prop X Funds Were Allocated												
Program-Fund Categories (Defined for the financial review conducted by the Oversight Committee)		Projects that Did Not Use State Prop 1A Funds Cat I	Projects that Also Used State Prop 1A Funds		New-Construction Projects		Categories to Which Prop X Funds Were Allocated Cat I	Funds from Grants and Gifts Cat III	Earth-quake Funds from FEMA Cat IV	Funds from Sale of District's Property Cat V	Totals by Line Item	Totals by Program Fund
			Modernization Projects		Prop X Funds Cat I	Prop 1A Share (80%) Cat II						
	Description of Projects by Site and Description of Other Categories to Which Funds Were Allocattced		Prop X Funds Cat I	Prop 1A Share (80%) Cat II	Prop X Funds Cat I	Prop 1A Share (50%) Cat II						
01	Cabrillo											1,442,286
	New classrooms (2 relocatable)	276,576									276,576	
	Modernization		222,202	888,809							1,111,011	
	Playground	54,699									54,699	
02	Edison											1,303,337
	New classroom (1 relocatable)	106,969									106,969	
	New classroom (1 modular)	237,733									237,733	
	Modernization		191,727	766,908							958,635	
03	Franklin											4,649,259
	New classrooms (3 relocatable; 3 modular)	988,920									988,920	
	New classroom (1 relocatable)	54,120									54,120	
	Modernization		519,468	2,077,871							2,597,339	
	Playfield/recreation	1,008,880									1,008,880	
04	Grant											3,725,087
	New classrooms (2 relocatable)	108,240									108,240	
	New classrooms (1 relocatable)	65,811									65,811	
	New classrooms (4 modular)	617,488									617,488	
	Modernization		384,934	1,539,734							1,924,668	
	Playfield/recreation	1,008,880									1,008,880	
05	McKinley											2,735,195
	New classrooms (2 modular)	422,985									422,985	
	Modernization		260,666	1,042,664							1,303,330	
	Playfield/recreation	1,008,880									1,008,880	
06	Muir											494,987
	New classroom (1 relocatable)	65,811									65,811	
	New classrooms (2 modular)	429,176									429,176	
07	Point Dume											2,453,593
	Modernization	225,284									225,284	
	Modernization	1,233,572									1,233,572	
	Modernization	252,091									252,091	
	Modernization		148,529	594,117							742,646	
08	Rogers											3,938,213
	New classrooms (2 relocatable)	108,240									108,240	
	New classrooms (5 modular)	717,422									717,422	
	Modernization		420,734	1,682,937							2,103,671	
	Playfield/recreation	1,008,880									1,008,880	
09	Roosevelt											4,392,411
	New classrooms (2 relocatable)	108,240									108,240	
	New classrooms (6 room, 2 story extension)	1,072,501									1,072,501	
	Modernization		440,558	1,762,232							2,202,790	
	Playfield/recreation	1,008,880									1,008,880	
#	SMASH											1,074,259
	New classrooms (3)	666,492									666,492	
	New classrooms (3)	407,767									407,767	
#	Webster											1,762,217
	New classroom (1 relocatable)	132,591									132,591	
	New classroom (1 modular)	277,157									277,157	
	Modernization	95,000	251,494	1,005,975							1,352,469	
#	Adams											4,822,520
	Modernization		693,733	2,774,933							3,468,666	
	Auditorium	603,524									603,524	
	Auditorium and Cafeteria	622,888									622,888	
	Amendment 7.2 to BLA #4	127,442									127,442	
#	Lincoln											5,129,620
	Auditorium											
	-- FEMA: Earthquake repair								248,276		248,276	
	-- Modernization		44,730	178,919							223,649	
	Pool building											
	-- FEMA: Earthquake repair								485,886		485,886	
	-- Modernization		247,964	991,854							1,239,818	
	Modernization		586,398	2,345,593							2,931,991	



Fund Categories Remaining in the Prop X Program As of the Final Report to the Oversight Committee											
Projects and Fund Categories to Which Prop X Funds Were Allocated											
Program-Fund Categories (Defined for the financial review conducted by the Oversight Committee)	Description of Projects by Site and Description of Other Categories to Which Funds Were Allocated	Projects that Also Used State Prop 1A Funds				Categor- ies to Which Prop X Funds Were Allocated Cat I	Funds from Grants and Gifts Cat III	Earth- quake Funds from FEMA Cat IV	Funds from Sale of District's Property Cat V	Totals by Line Item	Totals by Program Fund
		Projects that Did Not Use State Prop 1A Funds Cat I	Moderization Projects Prop X Funds Cat I	Prop 1A Share (80%) Cat II	New-Construction Projects Prop X Funds Cat I	Prop 1A Share (50%) Cat II					
14	Malibu MS & HS										16,501,178
	New classroom building (modular, 12 rooms)										
	-- Underground utilities	146,903								146,903	
	-- Building	529,232			655,358	1,677,275			492,685	3,354,550	
	New gym										
	-- Underground utilities	82,223								82,223	
	-- Building	4,743,002			1,274,115	1,274,115				7,291,232	
	Auditorium modernization	699,248	435,759	1,743,035						2,878,042	
	Modernization underground utilities		129,388	517,553						646,941	
	Modernization		64,373	257,492						321,865	
	Track and parking	40,998	347,685	1,390,739						1,779,422	
15	Santa Monica HS										24,920,952
	New classrooms (8; extend Lanuage Building)				987,450	987,450				1,974,900	
	New classrooms (3; South Gym basement)		89,799	359,194						448,993	
	New music halls (2; extend Music Building)				1,473,659	1,473,659				2,947,318	
	Modernization										
	-- General		1,831,370	7,463,011						9,294,381	
	-- Unidentified projects	3,014,625			35,527	35,527				3,085,679	
	Barnum Hall										
	-- Phase I			1,332,404				333,101		1,665,505	
	-- Phase II	45,616		2,930,066				686,899		3,662,581	
	-- Phase IIA				789,191	789,191		80,000		1,658,382	
	-- Fund raising committee							183,213		183,213	
16	Olympic HS										2,123,587
	Modernization	1,688,924								1,688,924	
	Modernization		86,933	347,730						434,663	
17	Washington West										2,500,000
	Renovation	1,921,838								1,921,838	
	Child Development Center at Pine Street	578,162								578,162	
18	Earthquake repairs, other than above	1,000,000								1,000,000	1,000,000
19	Program administration						1,084,535			1,084,535	1,084,535
Total		29,613,910	7,398,444	33,993,770	5,215,300	6,237,217	1,084,535	1,283,213	734,162	492,685	86,053,236
Unexpended funds											
	Allocated funds held in reserve										
	For purchase of transportation facility						3,500,000			3,500,000	
	Remaining balance for Prop X Program	516,949								516,949	
	Total unexpended funds										4,016,949
Total Prop X Program funds as of May 2004											90,070,185
	Prop X funds, including interest (Category I)	30,130,859	7,398,444		5,215,300		4,584,535			47,329,138	
	Prop 1A funds from State (Category II)			33,993,770		6,237,217				40,230,987	
	Grants and gifts (Category III)							1,283,213		1,283,213	
	Earthquake funds from FEMA (Cat IV)							734,162		734,162	
	Funds from sale of District's property (Cat V)								492,685	492,685	
	Total										90,070,185

SOURCE: Spreadsheet dated 4/23/04 that the District's staff provided to the Oversight Committee during May 2004

Notes:

Table 6

**Final Allocation of Funds Remaining in the Prop X Program That Was Reported to the Oversight Committee During May 2004**

Program-Fund Categories (Defined for the financial review conducted by the Oversight Committee)		Fund Categories					Total
Name	Description of Projects by Site and Description of Other Categories for the Use of Funds	District's Prop X, Including Interest I	State's Prop 1A, Allocation to District II	Grants and Gifts III	Miscellaneous: FEMA Earthquake IV	Sale of District's Surplus Property V	
01	Cabrillo	553,477	888,809	0	0	0	1,442,286
	New classrooms (2 relocatable)	276,576	0	0	0	0	
	Modernization	222,202	888,809	0	0	0	
	Playground	54,699	0	0	0	0	
02	Edison	536,429	766,908	0	0	0	1,303,337
	New classroom (1 relocatable)	106,969	0	0	0	0	
	New classroom (1 modular)	237,733	0	0	0	0	
	Modernization	191,727	766,908	0	0	0	
03	Franklin	2,571,388	2,077,871	0	0	0	4,649,259
	New classrooms (3 relocatable; 3 modular)	988,920	0	0	0	0	
	New classroom (1 relocatable)	54,120	0	0	0	0	
	Modernization	519,468	2,077,871	0	0	0	
	Playfield/recreation	1,008,880	0	0	0	0	
04	Grant	2,185,353	1,539,734	0	0	0	3,725,087
	New classrooms (2 relocatable)	108,240	0	0	0	0	
	New classrooms (1 relocatable)	65,811	0	0	0	0	
	New classrooms (4 modular)	617,488	0	0	0	0	
	Modernization	384,934	1,539,734	0	0	0	
	Playfield/recreation	1,008,880	0	0	0	0	
05	McKinley	1,692,531	1,042,664	0	0	0	2,735,195
	New classrooms (2 modular)	422,985	0	0	0	0	
	Modernization	260,666	1,042,664	0	0	0	
	Playfield/recreation	1,008,880	0	0	0	0	
06	Muir	494,987	0	0	0	0	494,987
	New classroom (1 relocatable)	65,811	0	0	0	0	
	New classrooms (2 modular)	429,176	0	0	0	0	
07	Point Dume	1,859,476	594,117	0	0	0	2,453,593
	Modernization	225,284	0	0	0	0	
	Modernization	1,233,572	0	0	0	0	
	Modernization	252,091	0	0	0	0	
	Modernization	148,529	594,117	0	0	0	
08	Rogers	2,255,276	1,682,937	0	0	0	3,938,213
	New classrooms (2 relocatable)	108,240	0	0	0	0	
	New classrooms (5 modular)	717,422	0	0	0	0	
	Modernization	420,734	1,682,937	0	0	0	
	Playfield/recreation	1,008,880	0	0	0	0	
09	Roosevelt	2,630,179	1,762,232	0	0	0	4,392,411
	New classrooms (2 relocatable)	108,240	0	0	0	0	
	New classrooms (6 room, 2 story extension)	1,072,501	0	0	0	0	
	Modernization	440,558	1,762,232	0	0	0	
	Playfield/recreation	1,008,880	0	0	0	0	
10	SMASH	1,074,259	0	0	0	0	1,074,259
	New classrooms (3)	666,492	0	0	0	0	
	New classrooms (3)	407,767	0	0	0	0	
11	Webster	756,242	1,005,975	0	0	0	1,762,217
	New classroom (1 relocatable)	132,591	0	0	0	0	
	New classroom (1 modular)	277,157	0	0	0	0	
	Modernization	346,494	1,005,975	0	0	0	
12	Adams	2,047,587	2,774,933	0	0	0	4,822,520
	Modernization	693,733	2,774,933	0	0	0	
	Auditorium	603,524	0	0	0	0	
	Auditorium and Cafeteria	622,888	0	0	0	0	
	Amendment 7.2 to BLA #4	127,442	0	0	0	0	
13	Lincoln	879,092	3,516,366	0	734,162	0	5,129,620
	Auditorium						
	-- FEMA: Earthquake repair	0	0	0	248,276	0	
	-- Modernization	44,730	178,919	0	0	0	
	Pool building						
	-- FEMA: Earthquake repair	0	0	0	485,886	0	
	-- Modernization	247,964	991,854	0	0	0	
	Modernization	586,398	2,345,593	0	0	0	

Program-Fund Categories (Defined for the financial review conducted by the Oversight Committee)		Fund Categories					Total
Name	Description of Projects by Site and Description of Other Categories for the Use of Funds	District's Prop X, Including Interest I	State's Prop 1A, Allocation to District II	Grants and Gifts III	Miscellaneous: FEMA Earthquake IV	Sale of District's Surplus Property V	
14	Malibu MS & HS	9,148,284	6,860,209	0	0	492,685	16,501,178
	New classroom building (modular; 12 rooms)						
	-- Underground utilities	146,903	0	0	0	0	
	-- Building	1,184,590	1,677,275	0	0	492,685	
	New gym						
	-- Underground utilities	82,223	0	0	0	0	
	-- Building	6,017,117	1,274,115	0	0	0	
	Auditorium modernization	1,135,007	1,743,035	0	0	0	
	Modernization underground utilities	129,388	517,553	0	0	0	
	Modernization	64,373	257,492	0	0	0	
	Track and parking	388,683	1,390,739	0	0	0	
15	Santa Monica HS	8,267,237	15,370,502	1,283,213	0	0	24,920,952
	New classrooms (8; extend Lanuage Building)	987,450	987,450	0	0	0	
	New classrooms (3; South Gym basement)	89,799	359,194	0	0	0	
	New music halls (2; extend Music Building)	1,473,659	1,473,659	0	0	0	
	Modernization						
	-- General	1,831,370	7,463,011	0	0	0	
	-- Unidentified projects	3,050,152	35,527	0	0	0	
	Barnum Hall						
	-- Phase I	0	1,332,404	333,101	0	0	
	-- Phase II	45,616	2,930,066	686,899	0	0	
	-- Phase IIA	789,191	789,191	80,000	0	0	
	-- Fund raising committee	0	0	183,213	0	0	
16	Olympic HS	1,775,857	347,730	0	0	0	2,123,587
	Modernization	1,688,924	0	0	0	0	
	Modernization	86,933	347,730	0	0	0	
17	Washington West	2,500,000	0	0	0	0	2,500,000
	Renovation	1,921,838	0	0	0	0	
	Child Development Center at Pine Street	578,162	0	0	0	0	
18	Earthquake repairs, other than above	1,000,000	0	0	0	0	1,000,000
		1,000,000	0	0	0	0	
19	Program administration	1,084,535	0	0	0	0	1,084,535
		1,084,535	0	0	0	0	
	Total expenses	43,312,189	40,230,987	1,283,213	734,162	492,685	86,053,236
	Total program funds	47,329,318	40,230,987	1,283,213	734,162	492,685	90,070,365
	Fund balance at end of program	4,017,129	0	0	0	0	4,017,129

Table 7

**Final Allocation of Funds Remaining in the Prop X Program As Reported to the Oversight Committee and the Board of Education During May 2004**

Program-Fund Categories (Defined for the financial review conducted by the Oversight Committee)		Fund Categories					
Name	District's Prop X, Including Interest	State's Prop 1A, Allocation to District	Grants and Gifts	Miscellaneous: FEMA Earthquake	Sale of District's Surplus Property		Total
School Sites in Malibu							
01 Cabrillo	553,477	888,809	0	0	0		1,442,286
07 Point Dume	1,859,476	594,117	0	0	0		2,453,593
11 Webster	756,242	1,005,975	0	0	0		1,762,217
14 Malibu MS & HS	9,148,284	6,860,209	0	0	492,685		16,501,178
Total	12,317,479	9,349,110	0	0	492,685		22,159,274
School Sites in Santa Monica							
02 Edison	536,429	766,908	0	0	0		1,303,337
03 Franklin	2,571,388	2,077,871	0	0	0		4,649,259
04 Grant	2,185,353	1,539,734	0	0	0		3,725,087
05 McKinley	1,692,531	1,042,664	0	0	0		2,735,195
06 Muir	494,987	0	0	0	0		494,987
08 Rogers	2,255,276	1,682,937	0	0	0		3,938,213
09 Roosevelt	2,630,179	1,762,232	0	0	0		4,392,411
10 SMASH	1,074,259	0	0	0	0		1,074,259
18 Earthquake repairs, other than above (b)	1,000,000	0	0	0	0		1,000,000
12 Adams	2,047,587	2,774,933	0	0	0		4,822,520
13 Lincoln	879,092	3,516,366	0	734,162	0		5,129,620
16 Olympic HS	1,775,857	347,730	0	0	0		2,123,587
15 Santa Monica HS	8,267,237	15,370,502	1,283,213	0	0		24,920,952
Total	27,410,175	30,881,877	1,283,213	734,162	0		60,309,427
Administration							
17 Washington West (a)	2,500,000	0	0	0	0		2,500,000
19 Program administration	1,084,535	0	0	0	0		1,084,535
Total	3,584,535	0	0	0	0		3,584,535
Oversight Committee's Estimates of Total Expended Funds and Fund Balances for Facts Stated on Spreadsheet R16							
Total allocation of funds to projects	43,312,189	40,230,987	1,283,213	734,162	492,685		86,053,236
Estimate of allocated but unexpended funds							
Washington West (a)	1,627,797						1,627,797
Earthquake repairs, other than above (b)	1,000,000						1,000,000
Estimate of expended funds	40,684,392	40,230,987	1,283,213	734,162	492,685		83,425,439
Total for program funds listed on spreadsheet R16 (c)	47,329,318	40,230,987	1,283,213	734,162	492,685		90,070,365
Estimated fund balance shown for facts stated on spreadsheet R16	6,644,926	0	0	0	0		6,644,926

SOURCE: Table 6 and spreadsheet R16 prepared by the District's staff

Notes:

- (a) Spreadsheet R16 shows \$1,627,797 in construction funds for the renovation project. The Prop X Oversight committee is unaware of any contracts that may have been signed for this work. It also is aware of the intent of District's staff to delay such work pending clarification of remaining funds and the District's future use of the site. The Committee assumes, therefore, that the construction funds have yet to be expended.
- (b) Spreadsheet R16 shows no application for these funds. The Prop X Oversight Committee assumes, therefore, that they have not been expended.
- (c) The total displayed on the staff's R16 spreadsheet is \$90,061,746. The reason for the disparity is not readily apparent.

## **Proposition X Report December 2004**

### **Appendix C**

#### **“Review of Proposition X Facilities Program: Unique Aspects and Challenges of Proposition X”**

The Proposition X facilities program started in early 1998 with the convening of an ad hoc committee created to discuss the need for, scope of, and funding sources for a school construction program. It ended in 2004 with the final closeout and accounting of the last components of the project. The success of the program is apparent at each school site in the District. The work done has been of good quality; the District avoided any entanglement with litigation that can detract from such programs; and the community is quite likely to support future programs. This review presents a list of circumstances that were somewhat unique to the Prop. X program. It also catalogues some of the difficulties encountered during the program, many of which were related to unique circumstances.

#### *Unique Aspects and Challenges of Proposition X*

1. This program followed two other construction programs, “E.S.” and the construction of SMASH/John Muir School, both of which had difficulties and ended in costly litigation. District decisions about program management and allocation of risk were shaped by these experiences.
2. During the course of this program, the Superintendent and the Assistant Superintendent for Business and Fiscal Services, or CFO, both retired.
3. Due to the passage of a statewide bond measure, funding for this program doubled in the midst of the development of its scope. The additional scope added to the program did not result from the same development process as the original scope.

4. During a critical time of the design phase of the program, Sverdrup, the chosen construction firm, was acquired by Jacobs Facilities International. This resulted in a major loss of continuity in the design process. The District was also left with a firm that had a different corporate culture than had been anticipated.
5. Many of the individual projects throughout the District suffered from design problems. The acquisition of Sverdrup by Jacobs resulted in a major gap in continuity of design personnel. The need to meet deadlines to be eligible for State bond funding was a factor leading to incomplete, poorly reviewed plans. The failure of Jacobs to recognize the problem and bring in more resources worsened the problem.
6. The schools construction program was linked to a City of Santa Monica program involving the joint use of school facilities as parks. This created an additional layer of complexity for part of the program.
7. The individual sites were expected to have a role in determining the scope and phasing of the work. The site governance bodies charged with this role were not sufficiently organized or supervised (with exceptions) to be effective. Misunderstandings about the decision-making authority of the sites led to conflict between sites and program management.
8. The start of the program coincided with a period of intense construction activity in Southern California. Statewide, almost all school districts were starting construction programs to take advantage of state bond funds. As a result, construction costs increased dramatically, and it became difficult to attract reliable contractors to the bidding process.
9. The construction and upgrading to be done throughout the District was bundled into "bid packages" comprising work of similar nature, and cost estimates were formulated by JFI. As the bids came in on the bid packages, time after time, even the lowest bids were dramatically higher than the estimates, causing the District frustration and forcing the scope of work to be reduced on every campus.

10. The high costs of construction and delays on various projects caused substantial tension to develop between the Prop. X Oversight Committee and JFI prior to the decision on awarding one of the final, large bid packages. The CEO of Jacobs Engineering, JFI's parent company, made a personal appearance and committed to supplying the personnel and the supervision that would lead to successful completion of the overall program.

## **Proposition X Report December 2004**

### **Appendix D**

#### **Origin of Proposition X**

##### **Formation of a Planning Committee**

In February of 1998, then-Superintendent of the Santa Monica-Malibu Unified School District (SMMUSD), Dr. Neil Schmidt, began organizing an "Ad Hoc Committee for District Facilities." The 37 members of the committee were appointed by the SMMUSD Board of Education on February 26, 1998.

The Ad Hoc Committee for District Facilities held its inaugural meeting on March 9, 1998 and immediately started discussing the facilities needs as outlined by the Associate Superintendent, Arthur L. Cohen, in the original recommendation to the Board.

##### **The Committee's Work**

The Ad Hoc Committee formed several subcommittees to deal with the information and research necessary to report back to the School Board. The subcommittees included:

- Priorities
- Survey
- Bond Liaison
- Data and Information/Alternative Funding

The Priorities Subcommittee, chaired by Mark Benjamin, listed the District's priorities as follows:

Level 1 – Space needs – primarily to accommodate the 20-1 ratio in the younger grade levels.

Level 2 – Deferred maintenance

Level 3 – Mandated accessibility requirements

Level 4 – Special projects (Barnum Hall, Malibu gym)

Level 5 – Transportation

Level 6 – Future needs and goals

The subcommittee considered school site by school site facility and maintenance plans prepared by the District. The costs associated with these plans and priorities were researched and analyzed by this subcommittee and, as presented in late May, totaled \$34.5 million.



The Survey Subcommittee, chaired by Patricia Hoffman, worked with pollster Paul Goodwin to conduct a poll and concluded that a bond measure in an amount of \$35 million could be passed.

The Bond Liaison Subcommittee worked with individuals involved with the parks and the libraries in Santa Monica to discuss all three groups' intentions for putting bond measures before the voters. Shari Davis led the SMMUSD delegation; Chris Harding the parks; and Sherrill Kushner, the libraries. The libraries had commissioned a poll as well, testing the feasibility of a \$25 million bond to fund expansion of the main library and renovation of its branches.

The Data and Information/Alternative Funding Subcommittee, chaired by Paul Silvern, looked at the possible funding sources for meeting the District's needs, including bonds, deferred maintenance dollars from the State, developer fees, private fundraising, City of Santa Monica grants and redevelopment funds, and lease-purchase financing mechanisms, such as Certificates of Participation (C.O.P.s). The subcommittee determined that the District would not qualify for other existing state programs nor for money from the federal government.

### **The Recommendation to the Board of Education**

After considering substantial data, public opinion research, political realities and the needs of the schools, the Ad Hoc Committee voted on June 1, 1998, to recommend to the Board of Education that it place a \$42 million bond on the November 1998 ballot. Of the \$42 million, \$6 million would be dedicated to improving the outdoor green spaces at school sites and making them accessible to the public, as a way to meet some of the needs of the community for parks, thereby negating the need to have a separate park bond on the same ballot.

On June 11, 1998, the School Board approved this recommendation, and on November 3, 1998, the voters approved Proposition X. Simultaneously, voters throughout California approved Proposition 1A, which provided SMMUSD with the opportunity to apply for matching funding from the State to pay for substantial modernization that was not included in the envisioned scope of the Proposition X plans. The District successfully obtained matching funding, bringing the total of bond-generated funds to \$84 million.

**Proposition X Report December 2004**

**Appendix E**

**Survey of Schools on Effectiveness of Proposition X**

**(text of report to be added electronically; hard copy will be available at  
today's meeting)**

## **Proposition X Report December 2004**

### **Appendix F**

#### **Report of the Performance Review Subcommittee**

##### **I. Objective**

The objective of this report is to evaluate the basic fee structure of the contract between the School District and Sverdrup (Jacobs) for Program, Design and Construction Management services associated with the proposition X/State Facility Program. This effort was made in order to improve understanding, efficiency and performance during future construction projects. The objective resulted from several concerns repeatedly expressed by a number of Committee Members about excessive fees paid to Jacobs and their apparent deviations from the contract terms and conditions.

##### **II. Subcommittee**

The Performance Review Subcommittee was created by the motion of the Chair of the SMMUSD Proposition X Oversight Committee during the meeting of October 1, 2001. The members named to serve were Ardeshir Nözari, Ralph Erickson and Zina Josephs. The subcommittee members met on October 5, 2001 and on three subsequent occasions then after to evaluate the original contract (Agreement for Program Management Services dated August 12, 1999 between SMMUSD and Sverdrup) and all of the available supporting documents.

##### **III. Overview**

A report was prepared by the Performance Review Subcommittee and presented to the proposition X Oversight Committee on January 22, 2002. Some of the subcommittee's concerns/recommendations have already been incorporated. The subcommittee's assessment of the contract focused on the following points:

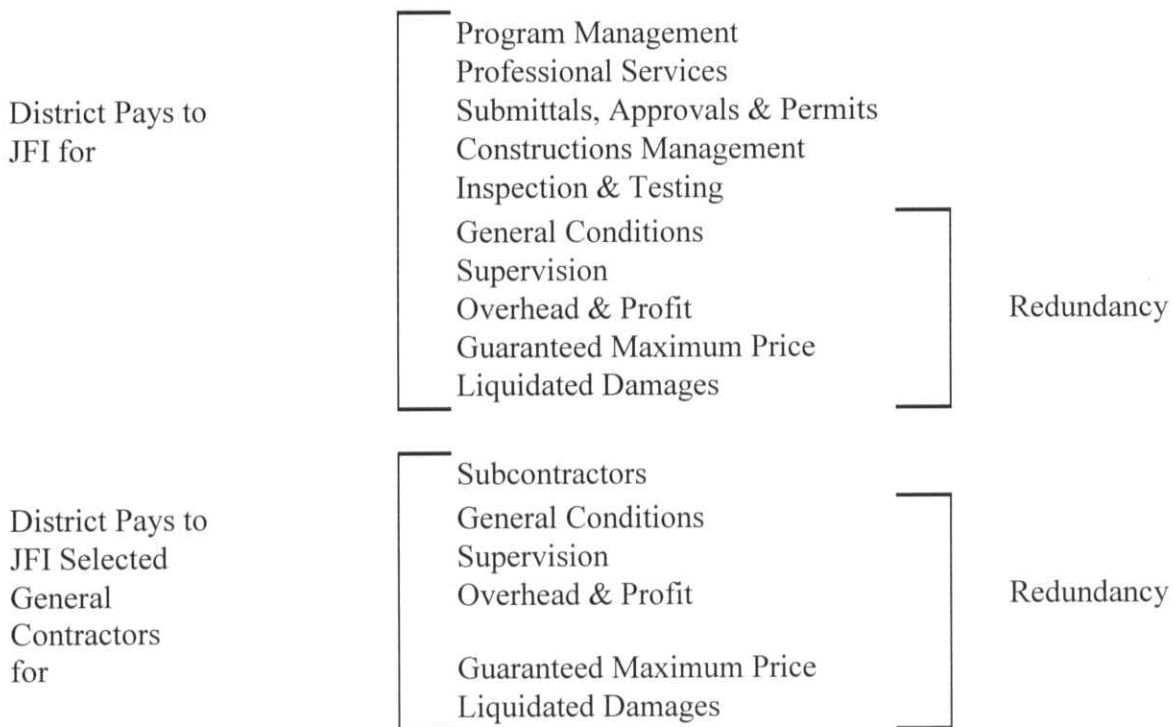
- a. Jacobs' apparent deviation from the contract regarding the scope of work. The fees and the contract imply that Jacobs should have been acting as the general contractor.
- b. Excessive fees paid to Sverdrup (Jacobs) for performing under Agreement for Program Management Services.
- c. Inconsistencies between the Summary of Contract with Sverdrup CRSS dated August 12, 1999 (a copy is enclosed, Attachment B) and the Comparison to the Prop ES Program (Contract Analysis dated July 12, 1999, a copy is enclosed, Attachment A).

- d. The construct-ability review process was totally ignored throughout the project, causing many uncorrectable design deficiencies as well as extreme delays in the completion of the construction.
- e. Inconsistencies in calculating the contingencies.
- f. Deviation from the contract terms for payment schedule (Jacobs should have been paid according to the percentage of completion of work, not on a rising percentage per month regardless of work completed).

#### IV. Sample Analysis

The subcommittee created the following sample analysis, after evaluating the contract, to furthermore clarify the District's position with respect to the Agreement for Program Management Services dated August 12, 1999 between SMMUSD and Sverdrup. These charts were prepared in January 2001 and reflected market rates at that point. The market rate of the chart should be updated for the use in the future projects.

- a. A sample analysis of Jacobs' scope of work



#### Findings:

- 1- The above redundancy created an unjustified additional cost to the District.

b. A sample analysis of the Jacobs contract with the District

Assume	\$100.0	Available Budget By the District
\$30.6	\$15.3	Project Management including Professional Services
Total	\$15.3	Construction Management
	<b>\$62.5</b>	<b>Actual Construction Budget</b>
	\$6.9	Contingency Budget

Proposition "X" Percentage of Fee over  
Actual Construction Cost:  $30.6 / 62.5 = 49\%$

Current Market Rates for Construction Project:

Assume	62.5	Estimated Construction Cost
13.1	5.0	Project and Construction Management at 8%
Total	5.6	Professional Services at 9%
	2.5	Permit, Inspection & Testing at 4%
	6.3	Contingency Budget at 10%
	<b>81.9</b>	<b>Total Budget Required</b>

Market Rate Percentage of Fee over  
Actual Construction Cost:  $13.1 / 62.5 = 21\%$

Findings:

- 1- The District spent \$18.1 more for every \$100 of budget under the contract with JFI.
- 2- JFI should have been in the capacity of the general contractor for all projects in order to partially justify their fee under the contract with the District.
- 3- The District should have never used "marked down calculation", for determining the allocated fee for JFI.
- 4- JFI should not be entitled to a percentage of fee on contingencies, if they are not used during the construction phase.

- c. A sample analysis comparing the Prop X fees and percentages with those of the ES program.

Proposition "X" Percentage of Fee over  
Actual Construction Cost:

$$30.6 / 62.5 = 49\%$$

ES Program (from report dated 7/12/99, a copy is enclosed, Attachment A)

15,582,366	10,139,321	Professional Fees
Total	5,443,045	Program/Construction Management
77,404,446	62,205,105	Actual Construction
Total	15,199,341	General Contractor's Fee
	92,986,812	Total

ES Percentage of Fee over  
Actual Construction Cost:

$$15,582,366 / 77,404,446 = 20\%$$

Findings:

- 1- Summary of contract with Sverdrup was misrepresented to the Board of Education meeting of 8/12/99 with respect to comparison purposes (a copy is enclosed, Attachment B).

## V. Observations and Recommendations

It appears that the contract was specifically tailor-made to create a "design-built" responsibility for Sverdrup (Jacobs) due to the difficulties that the District had encountered during the ES construction program. Although the nature of the contract is not being questioned here, many of its provisions were found unjustified. Furthermore, the lack of a system of checks and balances in the District at that time, coupled with the incorrect calculations and misinterpretations resulted in a misrepresentation of the summary of the Summary of Contract with Sverdrup CRSS to the Board of Education on the meeting of August 12, 1999. The above findings of this subcommittee will be helpful to the District during any future construction projects.

# Attachment A

## COMPARISON OF ES AND PROPOSITION X/STATE FACILITY PROGRAM COSTS FOR SVERDRUP CONTRACT ANALYSIS

	ES Program		Proposition X - State Program	
	Expenditures	% of Total		
<b>CONSTRUCTION</b>	<b>62,205,105</b>	<b>66.90%</b>	<b>47,583,424</b>	<b>69.40%</b>
ES CNST: Construction (prorated @ 85%)	62,205,105	66.90%		
X Sub Contracts				
X Contingency				
X Warranty				
X Permits/Plan Checks				
X Furniture & Equipment				
<b>DESIGN</b>	<b>10,139,321</b>	<b>10.90%</b>	<b>7,542,041</b>	<b>11.00%</b>
ES PROFESSIONAL FEES	9,748,128	10.48%		
ES P.A.: Printing/Advertising	310,000	0.33%		
ES P.A.: ADA Consultant	57,496	0.06%		
ES P.A.: Security Consultant	11,816	0.01%		
ES P.A.: Communication Consultant	6,000	0.01%		
ES P.A.: Child Care Consultant	5,881	0.01%		
X Facility Assessment				
X Base Design				
X Abatement Design				
X Advertising, Printing, Travel				
X Consultants				
<b>CONSTRUCTION RELATED</b>	<b>15,199,341</b>	<b>16.35%</b>	<b>9,598,962</b>	<b>14.00%</b>
ES CNST: Gen. Contr's. GC, Overhead & Profit (prorated @ 15%)	10,977,372	11.81%		
ES PERMITS/FEES,INSPECTORS (Testing)	4,221,969	4.54%		
X Survey/Geotech				
X CEQA-EIR				
X DSA Inspections				
X Testing				
X Construction -General Conditions				
X Site GC				
X Program Office				
X PM Staff				
X CM Staff				
<b>PROGRAM/CONSTRUCTION MANAGEMENT</b>	<b>5,443,045</b>	<b>5.85%</b>	<b>3,839,585</b>	<b>5.60%</b>
ES P.A.: PMC-ADP	5,025,295	5.40%		
ES P.A.: PMC-ADP Reimbursables	260,956	0.28%		
ES P.A.: ADP (After PMC-ADP Contract)	57,000	0.06%		
ES P.A.: Donna Kopatz (After PMC-ADP Contract)	52,000	0.06%		
ES P.A.: CCSC- D. Kellstrom (After PMC-ADP Contract)	47,794	0.05%		
X PM Staff				
X CM Staff				
<b>Sub Total for Sverdrup Contract Comparison</b>	<b>92,986,812</b>	<b>100.00%</b>	<b>68,564,011</b>	<b>100.00%</b>

## **Attachment B**

From SMMUSD Board of Education Meeting of August 12, 1999:

### **SUMMARY OF CONTRACT WITH SVERDRUP-CRSS**

(Note: Sverdrup/CRSS was acquired by Jacobs  
Facilities International)

The following is a summary of the basic elements of the contract between the School District and Sverdrup for Program, Design and Construction Management services associated with the Proposition X/State Facility Program. The contract has been developed with the goal of identifying the major elements of the Proposition X/State Facility Program for which Sverdrup will have contract responsibility and the appropriate compensation for assuming the responsibilities. According to the contract, Sverdrup will be responsible for Program/Business Management (the general management of the program from pre-design stages to final acceptance of completed projects); Project Design (the architectural and associated services needed to design the projects); and Construction Management (the management and coordination of the work of all contractors, selected by the District, to perform construction and construction related work associated with the projects).

The District's established project budgets serve as the fiscal basis for all financial elements of the contract. Sverdrup will provide Program/Business Management, Project Design and Construction Management for all projects except: Barnum Hall and Lincoln Middle School. In regards to Barnum Hall, Phase I was completed under the District's direct management, without Sverdrup's involvement; and for Phase II, Sverdrup will provide Construction Management and limited Program/Business Management Services. (Prior to Sverdrup's association with the District, the District had contracted with W/L/C to provide the design services for Phases I and II.) In regards to Lincoln Middle School, the basic Auditorium restoration work was completed under the District's direct management, without Sverdrup's involvement; and for the restoration of the Pool Building, Sverdrup will provide Construction Management and limited Program/Business Management Services. (Prior to Sverdrup's association with the District, the District had contracted with Charles Walton and Associates to provide the design services for the restoration of the Auditorium and Pool Building.)

The key financial provisions included in the contract are as follows:

1. Funds Allocated for Sverdrup. Based on the preliminary budgets for the various projects, Sverdrup will be paid 30.6% of the total of all project budgets, except for Bamum Hall and Lincoln Middle School, to provide the following services:

- a. Program/Business Management - Services include: Assisting the District in planning and managing the total program, which involves analyzing needs



assessment data, maintaining and preparing documents associated with the District's participation in the State Facility Program, formulating program standards, maintaining and reporting fiscal data and establishing program implementation schedules and reporting progress data.

b. Design Services - Services include: Providing all pre-design facility assessments; architectural/engineering design services; associated special consultants, such as for ADA compliance, play field/landscaping, telecommunication, etc.; and project bidding services.

c. Construction Management - Services include: Providing: all CEQA-EIR required services; DSA inspection; geotechnical and survey services; DSA required construction testing; management of all site construction work; and project closeout services.

**For comparison purposes, the District's costs for similar services/functions associated with the ES Reconstruction Program, which was completed in 1997, approximated 33.1% of the total ES Budget.**

2. Funds Allocated for Construction. The balance of the sum of the projects' budgets, 69.4%, will be used to execute the actual construction work, provide warranties for completed work and provide District requested furniture and equipment associated with any project. The Board of Education will receive bids based on Sverdrup's design work. The Board may accept bids which do not exceed 90% of the amount designated for construction work, less any amount the District designates to set aside for the purchase of furniture and equipment. All resulting contracts will then be assigned to Sverdrup and will be considered Sverdrup contracts. The remaining 10% will be reserved as a contingency for unforeseen conditions associated with the accepted work. Any portion of the 10% contingency not needed to complete a project will be converted to additional site specific project work or for the acquisition of eligible furniture and/or equipment for the specific site's use. Sverdrup will assume financial responsibility for all change orders (excluding change orders requested by the District for scope change) and/or contractor claims (including litigation expenses) which exceed this 10% contingency. A "Budget Limitation Amendment," the form of which is a part of the contract, for a project or group of projects, detailing these provisions, will be developed for mutual agreement.

3. Funds Allocated for Site Condition Contingency. In addition to the project budgets, the District will budget \$1,666,274 (as currently included in the Preliminary Budget) for unforeseen site conditions or other construction requirements which would not have been known during generally recognized project/design planning activities. This could include the discovery, during construction, of underground hazardous materials. Any unused portion of these funds will be able to be used by the District for additional projects.

4. District Directed Change of Scope. If the District decides to increase or decrease a project budget, the amount of the increase or decrease will, in general be subject to the 30.6% - 69.4% allocation referred to in Items 2. and 3., above. However, depending upon the timing of a requested increase, the contract includes provisions for compensating Sverdrup, for their additional services, on a time and materials basis, rather than the 30.6% amount previously discussed.

5. Payments to Sverdrup. In terms of making compensation to Sverdrup, the following will apply:

a. The basic 30.6% component referred to in Item 1., above, will be equally divided into Pre-Construction Services compensation and Construction Services compensation.

A Pre-Construction Services payment schedule is a component of the contract, and the District will make monthly payments according to it.

A Construction Services compensation payment schedule will be developed and jointly agreed to at the time, a Budget Limitation Amendment(s) is developed. Each schedule will include a proportional share of a \$350,000 programmatic retainage, which will not be released until each specific project is accepted by the District.

b. Because all contractors will be in direct contract with Sverdrup, the District will reimburse Sverdrup for all contractors' payments on a project progress payment basis.

c. DSA inspections are services to be provided by Sverdrup in the 30.6% portion of the contract. However, DSA inspectors must be employed and work directly for the School District. Consequently, the contract provides that Sverdrup will give the District credit, against the Construction services compensation (Item 5.a. above) owed Sverdrup, for all District incurred DSA inspection costs.

6. Damages for Failure to Meet Schedule. The contract includes provisions for liquidated damages in the amount of \$500 per day for projects or groups of projects with a Budget Limitation amount of \$1.5 million or less, and \$1,000 per day for projects or groups of projects with a Budget Limitation amount of more than \$1.5 million.

7. Audit Rights. The District has the right to audit Sverdrup's financial records/costs related to all projects, except costs associated with Program Management.

8. Insurance. Insurance provisions are included in the contract. They have been reviewed by a District insurance consultant for their appropriateness.

9. Termination. Contract termination provisions include that the District retains the rights to all documents prepared by Sverdrup, for the District, as a result of the contract.

10. Sverdrup Staff. The District has the right to request the replacement of any Sverdrup employee assigned to the program. Don Bourne, the Program Director, will be assigned to the program on a full time basis. His full time status may be modified, during the course of the program, with the District and Sverdrup agreeing to a transition plan.

Representatives of Oversight Committee: Mark Benjamin, Jean Gebman, Ralph Mechur and Dave Reznick, after having initially reviewed these two documents, met for five hours on August 2, 1999, with the District's legal counsel, Dean Pappas of O'Melveny & Myers LLP, Arthur Cohen, Assistant Superintendent for Fiscal/Business Services, and Don Bourne and Ken Brazzel of Sverdrup CRSS to further discuss and review the documents. Several suggestions were made at this meeting which were incorporated in the final document. The representatives from the Oversight Committee then presented the results of their review to the entire Oversight Committee on August 9, 1999, with a recommendation that the Oversight Committee, as a whole, recommend that the Board of Education approve the contract documents. Representatives from the Oversight Committee will be present at the Board Meeting to further report on this review process.

## **Proposition X Report December 2004**

### **Appendix G**

#### **Resources for “School Facilities Standards”**

##### **Background**

During the construction funded by an earlier school facilities bond measure, Prop ES, several concerns were brought to the SMMUSD Advisory Committee (DAC) on Fine Arts. The issues at that time included plans to carpet the choir room at Lincoln Middle School, plans to lower the ceiling in the instrumental music room at Lincoln, and dissatisfaction with the instrument lockers installed in the old music building at Santa Monica High School. There had also been a great deal of dissatisfaction expressed over the years with some of the facilities assigned to the elementary instrumental music teachers.

##### **Fine Arts Facilities Guidelines**

In response to the aforementioned dissatisfaction, the DAC researched fine arts facilities guidelines and proposed a set of guidelines for the District, primarily based on the national Opportunity-to-Learn Standards for Arts Education. Those were finally adopted by the Board of Education as part of the SMMUSD Fine Arts Standards, on June 14, 2000. Unfortunately, district administration did not communicate this Board action to the Facility Management Department.

During Prop. X construction, as plans were developed by Sverdrup/Jacobs for various fine arts facilities in the district, especially the new music building at Santa Monica High School, it became apparent that the assigned architects were not familiar with the national Opportunity-to-Learn Standards for Arts Education. An example would be the disagreement over the proper ceiling height of the orchestra rehearsal room, which could negatively affect both effective teaching and the aural health of both students and teachers. The architect stated that 16 feet was the standard height for such a room. National (and District) standards specify ceiling heights of at least 20 feet.

For future construction of fine arts facilities in the District, the following list has been prepared.

##### **Science Facilities Guidelines**

There is also a listing for the NSTA Guide to School Science Facilities (published by the National Science Teachers Association). Familiarity with this publication might have

prevented a Prop X error at Lincoln Middle School in which a science classroom was designed and built with no demonstration table for the teacher.

### **Heating/Ventilation/Air Conditioning Noise Standards**

Another aspect of classroom construction meriting further investigation would be noise levels for HVAC systems. Wall-hung HVAC systems for the panelized classrooms were extremely noisy (over 50 decibels) and required installation of baffle systems that take up quite a bit of classroom space.

### **Classroom Dimensions**

Lastly, regarding dimensions of the panelized classrooms at the elementary schools, rather than the relatively square shape of district classrooms that were built in the 1940's, with Prop X we built long and narrow classrooms (24 x 40) that are narrowed even further by installing needed shelving on the 40-foot walls. This reduces flexibility of furniture arrangement, makes it more difficult for teachers to maintain eye contact with students, makes it more difficult for students to see what teachers write on the chalkboards (whiteboards), and makes it more difficult for students to exit the room in an emergency.

### **Conclusion**

- **The following List of Resources for school facilities standards provides detailed information available as of 2003 for planning various school facilities while keeping mindful of important standards created to protect and enhance students' educational experience.**
- **Also attached are the SMMUSD Music Standards as of March 2000.**

Any facilities planning in the future must include thorough familiarity of the most up-to-date standards and incorporate them into the design and construction.

## **Prop X Oversight Committee**

June 16, 2003

### **Resources for school facilities standards:**

1. *NTSA Guide to School Science Facilities* (108 pages), Product# PB149x1, \$39.95, ©1999, ISBN: 0873551745 — available from National Science Teachers Association, <http://nsta.org>.
2. *SMMUSD Music Standards for Grades K–12*, including DAC on the Fine Arts Facilities Recommendations (dated March 30, 2000, adopted by the Board of Education on June 14, 2000) — available from the Fine Arts Coordinator, Ed Services
3. *SMMUSD Dance Standards for Grades K–12*
4. *SMMUSD Theatre Standards for Grades K–12*
5. *SMMUSD Visual Arts Standards for Grades K–12*
6. *Opportunity-to-Learn Standards for Arts Education: Dance, Music, Theatre, Visual Arts* — developed by the Consortium of National Arts Education Associations. 1995 — includes standards for curriculum and scheduling, staffing, materials and equipment, and facilities (55 pages) — available from the Music Educators National Conference, 1806 Robert Fulton Drive, Reston, VA 22091-4348. Phone (703) 860-4000; FAX (703) 860-1531 ([www.menc.org](http://www.menc.org))
7. *Design Standards for School Art Facilities*, Mac Arthur Goodwin, Editor (34 pages) — available from the National Art Education Association, 1916 Association Drive, Reston, VA 22091-1590. Phone (703) 860-8000; FAX (703) 860-2960 ([www.naea-reston.org](http://www.naea-reston.org))
8. *Safety in the Artroom* (120 pages) — available from the National Art Education Association (see above)
9. *Theatre Safety* (monograph) — available from the American Alliance for Theatre and Education, Theatre Department, Arizona State University, P.O. Box 873411, Tempe, AZ 85287-3411. Phone (602) 965-6064; FAX (602) 965-5351
10. *Music Facilities: Building, Equipping, and Renovating* (136 pages). Harold P. Geerdes. 1987 — available from the Music Educators National Conference (see above)
11. *Wenger Planning Guide for Secondary School Music Facilities* — (Wenger works with the American Institute of Architects Continuing Education System as a registered AIA/CES provider.) — available from the Wenger Corporation, 555 Park Drive, P.O. Box 448, Owatonna, MN 55060-0448. Phone: 1-800-733-0393; FAX: 1-507-455-4258. ([www.wengercorp.com](http://www.wengercorp.com))
- 12.2 *Acoustics Problems — Solutions* (28 pages) — available from Wenger Corp. (see above)

13. *Acoustics Primer for Music Spaces* (16 pages) — available from Wenger Corp. (see above)
14. *Elementary Music Planning Guide* — Designed to assist educators and architects involved in planning the renovation or construction of elementary music areas — available from Wenger Corp. (see above)
15. *Elementary Music Equipment, 2002–2003* — (cabinetry, music lab workstation, audio systems, choral risers, acoustical shells) — available from Wenger Corp. (see above)

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
Educational Services - Fine Arts Department March 30,  
2000

# *MUSIC STANDARDS*

*for*

*GRADES K-12*

*including*

*DAC on the Fine Arts Facilities  
Recommendation*

California Challenge Standards adopted by the K-12 Music Department to be used as curriculum guidelines for music education in the Santa Monica-Malibu Unified School District.



## **SMMUSD Fine Arts Facilities Standards**

These Fine Arts Facilities Standards were adopted by the Board of Education in June 2000, and are based on the national *Opportunity-to-Learn Standards for Arts Education* (1995) published by the Consortium of National Arts Education Associations.

### **1. Dance**

a. "Sprung" or resilient wood floors or marley floors are standard requirements for all dance activities. Concrete, tile, wood-over-concrete, and wood-over-tile floors are extremely unsafe, and students can be injured from a fall or repetitive jumping. Floors must be level, clean, and free from splinters, nails and all debris.

b. At least 65 square feet per student is needed for dance activity space. Room dimensions should be at least 30' × 40'.

c. The dance classroom requires good ventilation, convenient electrical outlets, mirrors and bars mounted on the walls, a bulletin board, chalkboard space, good lighting, and comfortable temperatures.

d. Running water is needed for rehydration and restrooms should be nearby.

e. Sufficient secured storage is needed to store audio and video equipment, films and videos, books, instruments, props, and other instructional materials.

### **2. Drama**

a. For instruction at all levels, a classroom with adequate performance space contains movable student desks, a teacher's desk, worktables, chairs, chalkboards, bulletin boards, projection screen, secured storage for books, audio visuals, props and costumes, AV and computer Internet hookups.

b. At the elementary level, the performance space can range from a room without desks and tables to a space with a portable stage platform and a set of chairs, to a cafeteria, multipurpose room, or auditorium with dimming lights and acoustic modifications.

c. At the middle school level, for performances, there is a flexible theatre space, called a "theatre lab" or a "black box theatre," that accommodates an audience of 100 to 150. It has blackout shutters on all windows, windows painted black, or no windows, in order to control light. It includes the following: 15 to 18 foot ceiling; catwalks suspended from the ceiling around the entire area for hanging lighting instruments, rigging curtains, and scenery; flexible seating; acoustic treatment and soundproofing; noiseless climate control system; control area; electric dimmer system; sound equipment; secured storage.

d. At the high school level, for performances there is also an auditorium with maximum seating capacity of 1000. The stage is fully equipped (see *Opportunity to Learn Standards*, page 35). The house has adequate sight lines, a noiseless

climate control system, acoustic treatment, a control booth, a lobby, restrooms and public phones. To support play production by students, there would ideally be a design facility, a scenery and properties facility, costume shops, makeup and dressing rooms, and secured storage for materials, supplies and tools.

### 3. **Music**

a. The study of music is dependent upon the ability to learn and hear differences in intonation, dynamics, articulation, and balance. These skills, called "critical listening," can be developed only in a learning environment with proper acoustics. Facility design must include attention to:

- i. cubic volume and room shape,
- ii. sound isolation between rooms,
- iii. acoustical treatments to walls and ceilings, and
- iv. properly designed mechanical systems.

b. Classrooms that are too small can result in dangerously high sound-pressure levels. Rehearsing in an excessively loud room is extremely stressful and *can cause permanent hearing loss over a period of time.*

c. Suitable rooms are available at the elementary level for teaching choral, general, and instrumental music, large enough to accommodate the largest group taught (350 cubic feet per student), with appropriate acoustical properties, a quiet environment, good ventilation, adequate lighting, and secured storage space for instruments, equipment, and instruction materials (including music textbooks with accompanying recordings). Running water is available for instrument maintenance. Each room contains a high-quality sound system, a piano, a chalkboard, a bulletin board, sufficient chairs of appropriate size, and sturdy music stands.

d. At the secondary level, every *instrumental* rehearsal room contains at least 2,500 square feet of floor space, with a ceiling at least 20 feet high (550 cubic feet per student), and running water for instrument maintenance.

e. At the secondary level, every *choral* rehearsal room contains at least 1,800 square feet of floor space, with a ceiling at least 16 feet high (350 cubic feet per student).

f. Sufficient secured storage space is available in or adjacent to the rehearsal facility in every school to store instruments, equipment and instructional materials. Cabinets and shelving are provided, as well as lockers. Secondary schools also require appropriate storage for choir robes and band uniforms.

g. At the secondary level, adequate classroom space is provided for nonperformance classes, and specialized facilities are provided for electronic music, class piano, small ensembles (350 square feet minimum), and practice rooms (55 square foot minimum).

h. Rehearsal rooms, practice rooms, and instrument storage rooms maintain a year-round temperature ranged between 68 and 70 with humidity between 40% and 50% and an air exchange rate double that of regular classrooms. Lighting and ventilation systems are designed so that rehearsal rooms have a Noise Criterion (NC) level not to exceed NC25, ensemble rooms, teaching studios, and electronic or keyboard rooms not to exceed NC30, and practice rooms not to exceed NC35.

i. Rehearsal rooms have double-entry doors, nonparallel or acoustically treated walls, and a Sound Transmission Classification (STC) of at least STC50 for the interior and exterior walls and at least STC45 for doors and windows.

j. The music facilities are easily accessible to the auditorium stage. The stage is large and open and is adaptable to the various needs of the performing arts. The auditorium is designed as a music performance space, with good, adjustable acoustics for music and speech requirements, with stage lighting of at least 70 foot-candles, and with quiet and adequate mechanical and lighting systems that do not exceed NC20.

#### 4. **Visual Arts**

a. There is a minimum of one art room per school for every 500 enrolled students, located on the first floor.

b. The general art room has at least 55 square feet of work space per student (excluding storage and teacher's work space).

c. At least one wall with display capability from floor to ceiling is available for displaying student work. Shelves and cases are available for displaying sculpture, ceramics, and other three-dimensional work. The areas are well lighted.

d. Adequate, in-room storage, accessible to students, is needed as well as 400 square feet of secure storage, connected to the art room. The <ve types of storage are 1) reserve, 2) work in progress, 3) active, 4) portfolio, and 5) potentially hazardous materials and equipment. Shelving should handle 22" × 24" poster board and 36" × 40" matte board.

e. General lighting is planned so that shadows are reduced to a minimum. A north-facing wall with large windows is desirable.

f. The sinks are accessible from more than one side and are equipped with hot and cold running water and sediment traps.

g. Kilns should be located in a separate room with appropriate ventilation.

h. At the secondary level, specialized art rooms are needed for photography, ceramics, kiln rooms, and print making.