

**For a Listing of Upcoming Board Meetings See Page vi of this Table of Contents**  
**Santa Monica-Malibu Unified School District**  
**Board of Education Meeting**  
**AGENDA**

**September 27, 2007**

A regular meeting of the Santa Monica-Malibu Unified School District Board of Education will be held on **Thursday, September 27, 2007**, in the **District Administrative Offices**: 1651 16<sup>th</sup> Street, Santa Monica, CA. The Board of Education will call the meeting to order at 4:00 p.m. in the Board Conference Room at the District Offices: 1651 16<sup>th</sup> Street, Santa Monica, CA., at which time the Board of Education will move to Closed Session regarding the items listed below. The public meeting will reconvene at 5:30 p.m. in the Board Room.

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

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

**Time Certain Items:** Those items listed for a specified time (indicated in bold) are listed to give the public an indication of when a particular item of interest will come before the Board. The Board will hear the item at the affixed time. However, if it is prudent to do so, the Board may adjust the time stamp to complete an item currently on the floor, but will not delay the time stamped item for more than 15 minutes.

**I. CALL TO ORDER**

- A. Roll Call
- B. Pledge of Allegiance

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

**III. CLOSED SESSION:**

- Receipt of recommendation for approval of the proposed settlement cases pursuant to GC §54956.9 (b), as cited in the Brown Act:

DN-1027-07/08	DN-1030-07/08	DN-1033-07/08
DN-1028-07/08	DN-1031-07/08	EN-1001-07/08
DN-1029-07/08	DN-1032-07/08	
- Conference with Superintendent regarding 2007-2008 Strategies for Negotiations with S.E.I.U. pursuant to GC §54957.6 as cited in the Brown Act.
- Conference with Superintendent regarding 2007-2008 Strategies for Negotiations with SMMCTA pursuant to GC §54957.6 as cited in the Brown Act.
- Closed session with legal counsel concerning pending litigation pursuant to GC §54956.9(b)(3) as cited in the Brown Act.
- Superintendent's performance evaluation and 2006-07 Performance Targets pursuant to GC §54954.5 as cited in the Brown Act.
- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act (1 case).
- Real property negotiations regarding 1707 Fourth Street, Santa Monica, CA, pursuant to GC § 54956.6 as cited in the Brown Act.

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

Board of Education Meeting AGENDA: September 27, 2007

#### IV. BOARD OF EDUCATION – COMMENDATIONS / RECOGNITIONS

- New Student Board Members – Kristen Lambert (Malibu HS), Alec Richker (SAMOHI), and Jon Shippey (Olympic HS)
- Maintenance and Operations Staff – Preparing Sites for New School Year
- Santa Monica High School

#### V. APPROVAL OF THE AGENDA

#### VI. APPROVAL OF MINUTES

A.01	Approval of Minutes .....	1
	August 29, 2007 .....	
	September 4, 2007 .....	
	September 6, 2007 .....	

#### 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 (Major Items).

##### Curriculum and Instruction

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A.03	Overnight Fieldtrips 2007-2008 .....	4
A.04	Supplemental Textbooks .....	5
A.05	Teaching Authorization .....	6
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A.07	Approval of Special Education Contracts – 2007-2008 .....	8-11

##### Business and Fiscal

A.08	Award of Purchase Orders – 2007-2008 .....	12-12f
A.09	Acceptance of Gifts – 2007/2008 .....	13-17
A.10	Award of Legal Services to Orbach, Huff & Suarez LLP for Environmental Impact Study Services .....	18-19
A.11	Award of Phase I Environmental Screening Services to LFR for Environmental Impact Study .....	20-21
A.12	Award of Consulting Services to Zinner Consultants for High Performance Schools Initiative for the Measure “BB” Program .....	22-23
A.13	Award of Consulting Services to Michael Hill for Joint Use and Facility Engagement Consulting Services for the Measure “BB” Program .....	24-25
A.14	Award of Solar Panel Replacement – Santa Monica High School – Bid #8.06 – To Ameco Solar Energy Resources .....	26-27
A.15	Amend the Adopted Resolution No. 07-02 – Increased Funding Associated with Master Facility Use Agreement between City of Santa Monica and the Santa Monica-Malibu USD .....	28-30

##### Personnel

A.16	Special Service Employees .....	31
A.17	Classified Personnel – Merit .....	32-39
A.18	Classified Personnel – Non-Merit .....	40

## 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 are 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. This Public Comment section is limited to 20 minutes. If the number of persons wishing to address the Board of Education exceeds the time limit, additional time will be provided in Section XVI, CONTINUATION OF PUBLIC COMMENTS.

## 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 workdays prior to the date of the meeting.

- A. **Student Board Member Reports**
  - Kristen Lambert – Malibu High School
  - Alec Richker – Santa Monica High School
  - Jon Shippey – Olympic High School
- B. **SMMCTA Update – Mr. Harry Keiley**
- C. **S.E.I.U. Update – Ms. Keryl Cartee**
- D. **PTA Council President Report – Rebecca Kennerly**
- E. **Financial Oversight Committee**
- F. **Measure "BB" Advisory Committee**

## X. SUPERINTENDENT'S REPORT

- Measure "BB" Bond Ratings Conference in San Francisco, CA

### **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.

8:00pm	A.19	Completion of Evaluation: Superintendent's Performance Targets and Subsequent Performance Bonus, Fiscal Year 2006-2007.....	41-42
	A.20	Public Hearing on Developer Fee Report.....	43
	A.21	Adopt Resolution No. 07-05 – Developer Fee Report Prepared Pursuant to SB 1693 and Government Code Sections 66001 and 66006 .....	44-54
	A.22	Establish Position – Senior Buyer.....	55-56

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. iii

A.23	Contract Award for Program Management and Construction Management Services to Parsons 3D/I .....	57-58
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## **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.

<b>7:00pm</b>	D.01	Prioritization of Facilities Master Plan Projects for Measure “BB” – Cabrillo, Edison, McKinley, Muir/SMASH, Pt. Dume, Washington West, and Webster Elementary Schools .....	59-61
	D.02	Head Start Programs – Federal Review .....	62
	D.03	Request for Proposal in Conjunction with an Independent Review of the District's Special Education Program, Policies, Practices, and Budget .....	63-81
	D.04	Adopt Policy 1240 – Volunteer Assistance .....	82-85
	D.05	Delete Policy 1242 – Citizens Assistance to School Personnel.....	86-87

## **XIII. INFORMATIONAL ITEMS**

## **XIV. BOARD MEMBER ITEMS**

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

## **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). Requests must be submitted to the Superintendent in writing ten days before the Board meeting or prior to agenda planning, in accordance with the established agenda planning schedule, whichever is less. The written request will not exceed 500 words and will include, as an attachment, brief background information and the reason for the request.

## **XVI. CONTINUATION OF PUBLIC COMMENTS**

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

## **XVII. 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, if appropriate, adjourn to CLOSED SESSION to complete discussion on items listed for CLOSED SESSION following the regular business meeting.

**XX. ADJOURNMENT**

This meeting will adjourn to a special closed session to be held on Saturday, September 29, 2007, at 9:00 a.m. at the District Administrative Offices: 1651 16<sup>th</sup> Street, Santa Monica, CA. The next Open Session meeting will be the third retreat with the board and Superintendent to be held on Monday, October 1, 2007, at 4:00pm at the District Administrative Offices.

**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 Ch. 3 every Saturday at 8pm.**

# SMMUSD Board of Education Meeting Schedule 2007-2008

## Public Meetings begin at 5:30pm

July through December 2007					
Month	1 <sup>st</sup> Thursday	2 <sup>nd</sup> Thursday	3 <sup>rd</sup> Thursday	4 <sup>th</sup> Thursday	Special Note:
July		7/12 DO	7/19* DO		*Special Meeting
August		8/9 DO		8/23 DO	8/29: Board Retreat
September	9/6 DO			9/27 DO	9/4: Board Retreat 9/29: Closed Session
October	10/4 M		10/18 SM		10/1: Brd Retreat 10/2: Special Mtg
November	11/1 M		11/15 SM	11/30 WHERE (5th Thurs)	Thanksgiving 11/22-23
December		12/13 DO		winter break	Usually one mtg. (Three wks in Dec. before winter break)
<b>December 24 – 31: Winter Break</b>					
January through June 2008					
<b>January 1 – 4: Winter Break</b>					
January	winter break		1/17 DO	4/34 WHERE (5th Thurs)	
February	2/7 M		2/21 SM		
March		3/13 DO	spring break	spring break	Stairway 3/6 & 3/7
<b>March 17 – 28: Spring Break</b>					
April	4/3 DO		4/17 SM		
May	5/1 M		5/15 SM	5/29 WHERE (5th Thurs)	
June	6/5 DO			6/26 DO	Last day of school 6/20

District Office (DO): 1651 16<sup>th</sup> Street, Santa Monica.  
 Malibu City Council Chambers (M): 23815 Stuart Ranch Road, Malibu, CA  
 Santa Monica City Council Chambers (SM): 1685 Main Street, Santa Monica.

**Santa Monica-Malibu Unified School District  
Board of Education  
September 27, 2007**

**I      CALL TO ORDER**

A      Roll Call

Kathy Wisnicki – President  
Oscar de la Torre – Vice-President

Jose Escarce  
Maria Leon-Vazquez  
Ralph Mechur  
Kelly Pye  
Barry Snell

Student Board Members

B      Pledge of Allegiance

**II      CLOSED SESSION**

TO: BOARD OF EDUCATION  
FROM: DIANNE TALARICO  
RE: APPROVAL OF MINUTES

ACTION  
09/27/07

RECOMMENDATION NO. A.01

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

August 29, 2007  
September 4, 2007  
September 6, 2007

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



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## **CONSENT ITEMS**

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/27/07

FROM: DIANNE TALARICO / TIMOTHY R. WALKER / MAUREEN BRADFORD

RE: APPROVAL OF INDEPENDENT CONTRACTORS

RECOMMENDATION NO. A.02

It is recommended that the Board of Education enter into an agreement with the following Independent Contractors. These contracts are included in the 2007/2008 budget.

<b>Contractor/ Contract Dates</b>	<b>Description</b>	<b>Site</b>	<b>Funding</b>
Sunshine Business Consulting / Dr. Stephen R. Hodgson 10/1/07 to 6/30/07 Not to exceed: \$40,000	To provide day-to-day oversight of business and fiscal services and to assist, as may be needed, during a transition period for the new CFO.	Business Services	01-00000-0-00000-73000-5802-050-1500
James Braley 9/17/07 to 6/20/08 Not to exceed \$11,400	To provide in-services on computer software products for teachers.	Roosevelt	01-90150-0-19100-24200-2930-007-1501  PTA
Natalie Levine Family Services of Santa Monica 9/5/07 to 6/22/08 Not to exceed: \$15,000	Counsel students at request of Principal	Smash	01-72600-0-11100-10000-5802-009-4090- <u>33.3%</u>  01-90150-0-31000-10000-5802-009-4090- <u>33.3%</u>  01-72650-0-11100-10000-5802-009-4090- <u>33.3%</u>
Robert Gilliam 9/11/07 to 1/15/08 Not to exceed: \$2,500	To instruct dance classes	Olympic	01-90830-0-17000-10000-5802-014-4140
Santa Monica Music Academy 10/1/07 to 6/30/08 Not to exceed: \$8,000	To provide 30 weeks of music instruction for K-2.	McKinley	01-90120-0-11100-10000-5802-004-4040
PS Arts 10/1/07 to 5/23/08 Not to exceed: \$5,000	To provide 30 weeks of visual arts instruction for grade K-2	McKinley	01-90120-0-11100-10000-5802-004-4040
STAR Education 11/1/07 to 4/30/08 Not to exceed: \$4,500	To provide 14 weeks of science instruction to GATE students	McKinley	01-71400-0-11100-10000-5802-004-4040

Jewish Family Services 9/17/07 to 6/20/08 Not to exceed: \$16,000	To provide on-site counseling services to students and parents	Roosevelt	01-73950-0-11100-10000-5802-007-4070
Prosum Technology Services 9/20/07 to 6/30/08 Not to exceed: \$18,000	Analysis of the IT Department and Transition Planning	Business Services	01-00000-0-00000-73000-5802-050-1500
Elizabeth A. Baker 9/5/07 to 6/20/08 Not to exceed: \$9,000	To teach basic music skills/ technique/songs to grades K, 1, and 2.	Roosevelt	01-90150-0-01100-10000-2917-007-1501
Mersedeh Farokhzadeh 9/5/07 to 6/20/08 Not to exceed: \$25,000	To extend her work with individuals and small groups of students who have been recommended by teachers. Also to lead parent discussion group in Farsi.	Roosevelt	01-73950-0-11100-10000-2917-007-1501

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/27/07

FROM: DIANNE TALARICO / CHIUNG-SALLY CHOU / MAUREEN BRADFORD

RE: OVERNIGHT FIELDRIP(S) 2007-2008

RECOMMENDATION NO. A.03

It is recommended that the Board of Education approve the special field trip(s) listed below for students for the 2007-2008 school year. No child will be denied due to financial hardship.

<b>School Grade # students</b>	<b>Destination Dates of Trip</b>	<b>Principal/Teacher</b>	<b>Cost Funding Source</b>	<b>Subject</b>	<b>Purpose Of Field Trip</b>
John Adams 8 180	Astro Camp 2/1/08 to 2/3/08 and 2/8/08 to 2/10/08 TWO (2) TRIPS	Linda Cady	\$250 per student paid for by parents and fund raising	Science	This will be the 13 <sup>th</sup> year for this annual trip, which is an extension of our curriculum.
John Adams 7 160	Yosemite 1/20/08 to 1/27/08	Linda Cady, Joel Post	\$475 per student paid for by parents and fund raising	Science	This will be the 15 <sup>th</sup> year we will take this extended trip for a hands-on science experience.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/27/07

FROM: DIANNE TALARICO / CHIUNG-SALLY CHOU

RE: SUPPLEMENTAL TEXTBOOKS

RECOMMENDATION NO. A.04

It is recommended that the textbooks listed below be adopted for the Santa Monica-Malibu Unified School District.

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

**YOUR PREGNANCY AND NEWBORN JOURNEY**, written by Jeanne Warren Lindsay and Jean Brunelli PHN, Adoption requested by Judy Abdo from Samohi.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/27/07

FROM: DIANNE TALARICO / MICHAEL MATTHEWS

RE: TEACHING AUTHORIZATION

RECOMMENDATION NO. A.05

It is recommended that the Board of Education approve the following teaching assignment for the 2007-2008 school year in accordance with education code provision specified.

PER EDUCATION CODE #44225:

<u>TEACHER</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE</u>
Dugan, Chelsea	Speech Pathologist	9/01/07-9/01/08

COMMENT: Provides a "waiver" for assigning identified individuals when the employing agency has an insufficient number of certificated persons who meet the specified employment criteria for the position. Such waivers provide individuals with additional time to complete the requirements for the credential that authorizes the service.

This would be a renewal of the waiver issued last year; Ms. Dugan started with us in December 2007. She has a BS in Speech Pathology and Audiology from The Richard Stockton College of New Jersey and is currently pursuing a master's Degree in Speech and Language Pathology in a distance learning program from Nova Southeastern University of Florida. She also has over two years of previous experience as a Speech Language Specialist at Gloucester County Special Services School District in New Jersey.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/27/07

FROM: DIANNE TALARICO / MICHAEL MATTHEWS

RE: TEACHING AUTHORIZATION

RECOMMENDATION NO. A.06

It is recommended that the Board of Education approve the following teaching assignment for the 2007-2008 school year in accordance with California Code of Regulations provision specified.

TITLE 5, SECTION 80021.1:

<u>TEACHER</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE</u>
Khaefi, Arian	Choral Music Teacher Malibu High	08/31/07-9/01/08

COMMENT: The Provisional Internship Permit allows an employing agency to fill an immediate staffing need by hiring an individual who has not yet met the subject matter competence requirement needed to enter an internship program.

Mr. Khaefi has a Bachelor's degree in Vocal Performance from UCLA. He has studied under Donald Neuen, Professor of Music at UCLA as well as performed with the Angeles Chorale under his direction. Mr. Khaefi has been the Choral Conductor/Musical Theatre Assistant Director at University High School in Los Angeles for the past five years. He should be finishing a Master's program in Choral Conducting in the spring.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/MAJOR

09/27/07

FROM: DIANNE TALARICO / TIMOTHY R. WALKER / RUTH VALADEZ

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS - 2007-2008

RECOMMENDATION NO. A.07

It is recommended that the Board of Education approve the following Special Education Contracts for fiscal year 2007-2008 as follows:

NPS/NPA

2007-2008 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>
Yellowstone Boys & Girls Ranch	6/19/90	NPS	#29	\$ 22,095
Carousel School	10/11/93	NPS	#30	\$ 32,321
Devereux, Texas	3/24/89	NPS	#31	\$ 23,202
Julia Hobbs Speech Pathology - date & contract increase	4/30/03	NPA - Speech Therapy	#7 UC08034	\$ 7,800
Behavioral Building Blocks	8/14/93	NPA - Behavior Therapy	#29	\$ 27,840
Lindamood-Bell	10/20/92	NPA - Education Therapy	#30	\$ 22,962

Amount Budgeted NPS/NPA 07/08	\$ 3,000,000
Prior Board Authorization as of 9/06/07	\$ 1,978,008
Balance	\$ 1,021,992

Positive Adjustment (See Below)	\$ 0
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Total Amount for these Contracts	\$ 136,220
Balance	\$ 885,772

Adjustment					
NPA/NPS Budget 01-65000-0-57500-11800-5825-043-1400					
There has been a reduction in authorized expenditures of NPS/NPA contracts for FY 2007-08 in the amount of \$ 0 as of 9/27/07					
<b>Instructional Consultant</b>	<b>Service Description</b>	<b>Contract Number</b>	<b>Reduce (R) Eliminate (E)</b>	<b>Adjusted Amount</b>	<b>Comment</b>



Instructional Consultants

2006-2007 Budget 01-65000-0-57500-11900-5802-043-1400

Instructional Consultant	Student DOB	Service Description	Contract Number	Cost Not to Exceed
Kimberly Hiddleson - contract increase	2/16/96	Auditory-Verbal Therapy	#8 - UC08055	\$ 5,040
Total Recall	12/21/92	Real Time Captioning	#21 -	\$ 22,145
Tejal Shah	10/8/02	Physical Therapy	#46	\$ 3,250
Tejal Shah	8/28/04	Physical Therapy	#47	\$ 3,250
Shiksha Hingorani	Various	Occupational Therapy	#48	\$ 14,177
Lora Jerugim	Various	Therapeutic Counseling	#49	\$ 1,530
Tejal Shah	9/10/04	Physical Therapy	#50	\$ 3,050

Amount Budgeted Instructional Consultants 07/08	\$ 350,000
Prior Board Authorization as of 9/06/07	\$ 366,652
Balance	\$ -16,652

Positive Adjustment	\$ 55,450
(See Below)	\$

Total Amount for these Contracts	\$ 52,442
Balance	\$ -13,644

Adjustment					
Instructional Consultant Budget 01-65000-0-57500-11900-5802-043-1400					
There has been a reduction in authorized expenditures of Instructional Consultants contracts for FY 200708 in the amount of \$55,450 as of 9/06/07					
Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment
Tejal Shah	Physical Therapy	#19 - UC08066	E	\$ 3,850	
Lisa White-Ulrich	Physical Therapy	#21 - UC08069	E	\$ 8,050	
Lisa White-Ulrich	Physical Therapy	#27 - UC08075	E	\$ 3,850	
Lisa White-Ulrich	Physical Therapy	#28 - UC08076	E	\$ 3,850	
Lisa White-Ulrich	Physical Therapy	#29 - UC08077	E	\$ 4,100	
Lisa White-Ulrich	Physical Therapy	#30 - UC08078	E	\$ 3,950	

Lisa White-Ulrich	Physical Therapy	#31 - UC08079	E	\$ 4,100	
Lisa White-Ulrich	Physical Therapy	#34 - UC08082	E	\$ 3,850	
Lisa White-Ulrich	Physical Therapy	#35 - UC08083	E	\$ 7,750	
Lisa White-Ulrich	Physical Therapy	#36 - UC08084	E	\$ 4,250	
Tejal Shah	Physical Therapy	#42 - UC08096	E	\$ 7,850	

Non-Instructional Consultants  
2007-2008 Budget 01-65000-0-57500-11900-5890-043-1400

Non-Instructional Consultant	Student DOB	Service Description	Contract Number	Cost Not to Exceed
Parent Reimbursement	1/4/99	Transportation	#4	\$ 175
Parent Reimbursement	6/21/03	Transportation	#5	\$ 5,438

Amount Budgeted Non-Instructional Consultants 07/08	\$ 225,000
Prior Board Authorization as of 09/06/07	\$ 47,815
Balance	\$ 177,185
 Total Amount for these Contracts	 \$ 5,318
Balance	\$ 171,867

NPS-Legal  
2007-2008 Budget 01-65000-0-57500-11900-5820-043-1400

Legal Contractor	Service Description	Contract Number	Cost Not to Exceed

Amount Budgeted Non-Instructional Consultants 07/08	\$ 180,000
Prior Board Authorization as of 8/09/07	\$ 180,000
Balance	\$ 0
 Total Amount for these Contracts	 \$ 0
Balance	\$ 0

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

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

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/27/07

FROM: DIANNE TALARICO / STEPHEN R. HODGSON /  
VIRGINIA I. HYATT

RE: AWARD OF PURCHASE ORDERS - 2007-2008

RECOMMENDATION NO. A.08

It is recommended that the Board of Education approve the following Purchase Orders and Changed Purchase Orders from August 29, 2007, through September 18, 2007, for fiscal /08.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/27/07

FROM: DIANNE TALARICO / STEPHEN R. HODGSON / PAT HO

RE: ACCEPTANCE OF GIFTS - 2007/2008

RECOMMENDATION NO. A.09

It is recommended that the Board of Education accept, with gratitude, checks and gifts totaling \$11,598.15 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 2007-2008 income and appropriations by \$11,598.15 as described on the attached listing.

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

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

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

BOE Date: 09/27/07

Current Gifts and Donations 2007/2008

School/Site Account Number	Gift Amount	Equity Fund 15% Contrib.	In-kind Value	Donor	Purpose
<b>JAMS</b>	\$ 425.00	\$ 75.00		The Pacific Group	General Supplies and Materials
01-90120-0-00000-00000-8699-011-0000	\$ 425.00	\$ 75.00		Metro Calvary Chapel	General Supplies and Materials
	\$ 425.00	\$ 75.00		So. Calif. Tennis Association	General Supplies and Materials
	\$ 425.00	\$ 75.00		Metro Calvary Chapel	General Supplies and Materials
	\$ 295.30	\$ 52.11		Coca Cola Bottling Company	General Supplies and Materials
<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>	\$ 2,380.00	\$ 420.00		Various	General Supplies and Materials
01-90120-0-00000-00000-8699-017-0000	\$ 329.76	\$ -		Laurel Thorne	Field Trip
<b>CDS</b>	\$ 132.00	\$ -		Various Parents	Field Trip
12-90120-0-00000-00000-8699-070-0000					
<b>Edison</b>	\$ 151.30	\$ 26.70		Lifetouch School Portraits	General Supplies and Materials
01-90120-0-00000-00000-8699-001-0000					
<b>Franklin</b>					
01-90120-0-00000-00000-8699-002-0000					
<b>Grant</b>					
01-90120-0-00000-00000-8699-003-0000					
<b>Lincoln</b>	\$ 850.00	\$ 150.00		William & Elizabeth Jones	General Supplies and Materials
01-90120-0-00000-00000-8699-012-0000					
<b>Malibu High School</b>	\$ 98.38	\$ -		Various Students	General Supplies and Materials
01-90120-0-00000-00000-8699-010-0000	\$ 37.60	\$ -		Readers Digest	General Supplies and Materials
<b>McKinley</b>	\$ 1,125.00	\$ -		McKinley PTA	General Supplies and Materials
01-90120-0-00000-00000-8699-004-0000	\$ 12.75	\$ 2.25		Staples	General Supplies and Materials
<b>Muir</b>					
01-90120-0-00000-00000-8699-005-0000					
<b>Olympic HS</b>					
01-90120-0-00000-00000-8699-014-0000					

BOE Date: 09/27/07

Current Gifts and Donations 2007/2008

School/Site Account Number	Gift Amount	Equity Fund 15% Contrib.	In-kind Value	Donor	Purpose
<b>Rogers</b> 01-90120-0-00000-00000-8699-006-0000	\$ 450.00	\$ -		Cotsen Family Foundation	Teachers, Substitutes
<b>Roosevelt</b> 01-90120-0-00000-00000-8699-007-0000					
<b>Samohi</b> 01-90120-0-00000-00000-8699-015-0000	\$ 1,700.00	\$ 300.00		Santa Monica Rotary Club	General Supplies and Materials
	\$ 418.00	\$ -		Various	Transcripts
	\$ 369.00	\$ -		Various	Transcripts
	\$ 298.00	\$ -		Various	Transcripts
<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>Webster</b> 01-90120-0-00000-00000-8699-008-0000					
<b>Others:</b>					
<b><u>Superintendent's Office</u></b> 01-90120-0-00000-00000-8699-020-0000					
<b><u>Educational Services</u></b> 01-90120-0-00000-00000-8699-030-0000					
<b><u>Student &amp; Family Services</u></b> 01-90120-0-00000-00000-8699-040-0000					
<b><u>Special Education</u></b> 01-90120-0-00000-00000-8699-044-0000					
<b><u>Information Services</u></b> 01-90120-0-00000-0000-8699-054-0000					
<b><u>Food and Nutrition Services</u></b> 01-90120-0-00000-0000-8699-057-0000					
<b><u>District</u></b> 01-90120-0-00000-00000-8699-090-0000					
<b>TOTAL</b>	<b>\$ 10,347.09</b>	<b>\$ 1,251.06</b>	<b>\$ -</b>		

BOE Date: 09/27/07

## Cumulative Gifts and Donations 2007/2008

School/Site Account Number	Y-T-D Adjusted Gift Total	Current Gift Amount	Equity Fund 15% Contrib.	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	\$ 127,026.71	\$ 1,995.30	\$ 352.11	\$ 129,374.12	\$ 4,750.00 \$ 100.00		\$ 4,750.00 \$ 100.00
<b>Adult Education</b> 11-90120-0-00000-00000-8699-090-0000	\$ 3,264.61			\$ 3,264.61			
<b>Alternative (SMASH)</b> 01-90120-0-00000-00000-8699-009-0000							
<b>Cabrillo</b> 01-90120-0-00000-00000-8699-017-0000	\$ 64,391.39	\$ 2,709.76	\$ 420.00	\$ 67,521.15	\$ 1,268.56		\$ 1,268.56
<b>CDS</b> 12-90120-0-00000-00000-8699-070-0000	\$ 252.67	\$ 132.00	\$ -	\$ 252.67	\$ 2,748.00		\$ 2,748.00
<b>Edison</b> 01-90120-0-00000-00000-8699-001-0000	\$ 20,753.78	\$ 151.30	\$ 26.70	\$ 20,931.78	\$ 200.00		\$ 200.00
<b>Franklin</b> 01-90120-0-00000-00000-8699-002-0000	\$ 1,105.32			\$ 1,105.32			
<b>Grant</b> 01-90120-0-00000-00000-8699-003-0000	\$ 529.46			\$ 529.46	\$ 65.88		\$ 65.88
<b>Lincoln</b> 01-90120-0-00000-00000-8699-012-0000	\$ 40,031.00	\$ 850.00	\$ 150.00	\$ 41,031.00			
<b>Malibu High School</b> 01-90120-0-00000-00000-8699-010-0000 <i>Malibu Shark Fund - Resource #90141</i>	\$ 56,653.24	\$ 135.98	\$ -	\$ 56,789.22			
<b>McKinley</b> 01-90120-0-00000-00000-8699-004-0000	\$ 53,019.98	\$ 1,137.75	\$ 2.25	\$ 54,159.98			
<b>Muir</b> 01-90120-0-00000-00000-8699-005-0000	\$ 42,404.92			\$ 42,404.92			
<b>Olympic HS</b> 01-90120-0-00000-00000-8699-014-0000	\$ 5,206.16			\$ 5,206.16			
<b>Rogers</b> 01-90120-0-00000-00000-8699-006-0000	\$ 52,385.54	\$ 450.00	\$ -	\$ 52,835.54	\$ 150.00		\$ 150.00
<b>Roosevelt</b> 01-90120-0-00000-00000-8699-007-0000	\$ 132,719.94			\$ 132,719.94	\$ 100.00		\$ 100.00
<b>Samohi</b> 01-90120-0-00000-00000-8699-015-0000	\$ 118,822.50	\$ 2,785.00	\$ 300.00	\$ 121,907.50	\$ 625.00 \$ 100.00		\$ 625.00 \$ 100.00
<b>Pt. Dume Marine Science</b> 01-90120-0-00000-00000-8699-019-0000	\$ 94,341.20			\$ 94,341.20			
<b>Webster</b> 01-90120-0-00000-00000-8699-008-0000	\$ 12,670.00			\$ 12,670.00			



BOE Date: 09/27/07

Cumulative Gifts and Donations 2007/2008

School/Site Account Number	Y-T-D Adjusted Gift Total	Current Gift Amount	Equity Fund 15% Contrib.	Cumulative Gift Amount	Y-T-D In-Kind Value	Current In-Kind Value	Cumulative In-Kind Value
<b>ALL OTHER LOCATIONS:</b>							
<b>Superintendent's Office</b> 01-90120-0-00000-00000-8699-020-0000	\$ 50,000.00			\$ 50,000.00			
<b>Educational Services</b> 01-90120-0-00000-00000-8699-030-0000	\$ 158,968.50			\$ 158,968.50	\$ 17,820.00		\$ 17,820.00
<b>Student and Family Support Services</b> 01-90120-0-00000-00000-8699-041-0000	\$ 325.00			\$ 325.00			
<b>Special Education</b> 01-90120-0-00000-00000-8699-044-0000	\$ 1,000.00			\$ 1,000.00			
<b>Information Services</b> 01-90120-0-00000-00000-8699-054-0000	\$ 2,000.00			\$ 2,000.00			
<b>District</b> 01-90120-00000-0-00000-8699-090-0000							
<b>Food &amp; Nutrition Services</b> 01-90120-0-00000-00000-8699-070-0000	\$ 9,207.84			\$ 9,207.84			
<b>TOTAL GIFTS</b>	<b>\$ 1,047,079.76</b>	<b>\$ 10,347.09</b>	<b>\$ 1,251.06</b>	<b>\$ 1,058,545.91</b>	<b>\$ 27,927.44</b>	<b>\$ -</b>	<b>\$ 27,927.44</b>
			Total Equity Fund 15% Contribs.				
<b>Total Cash Gifts for District:</b>		<b>\$ 10,347.09</b>	<b>\$ 1,251.06</b>		<b>Total In-Kind Gifts:</b>	<b>\$ -</b>	

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/27/07

FROM: DIANNE TALARICO / STEPHEN R. HODGSON /  
VIRGINIA I. HYATT

RE: AWARD OF LEGAL SERVICES TO ORBACH, HUFF & SUAREZ LLP  
FOR ENVIRONMENTAL IMPACT STUDY SERVICES

RECOMMENDATION NO. A.10

It is recommended that the Board of Education approve a contract with Orbach, Huff & Suarez LLP for legal services as may be needed by the district in conjunction with the preparation of the Program Environmental Impact Report (PEIR).

Funding Information

Budgeted: Yes

Fund: 21

Source: Building Fund

Account Number: 21-00000-0-00000-85000-5802-050-1500

Description: Consultant Services

Comments: In order to continue the Facilities Master Plan process to completion, the Program EIR must be completed. Part of this process involves various stages of review, public comment, and public meetings. Throughout this process, legal services will be required to review documents for legality and compliance with California Environmental Quality Act (CEQA) regulations.

At the July 12, 2007, board meeting, PCR was hired to conduct the Program EIR. Orbach, Huff & Suarez will work closely with both the district and PCR in completing the Facility Master Plan process.

As the full scope of the EIR is unknown at this time, the contract amount (approximately \$150,000) is estimated and based on other similar work done by the firm. Only actual hours used will be invoiced to the district.

Orbach, Huff & Suarez LLP comes highly recommended as a firm specializing both in environmental and construction matters.

The Measure "BB" Advisory Committee reviewed this recommendation at its meeting on September 10, 2007.

Measure "BB" Bond funds will be used to cover this expense.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/27/07

FROM: DIANNE TALARICO / STEPHEN R. HODGSON /  
VIRGINIA I. HYATT

RE: AWARD OF PHASE I ENVIRONMENTAL SCREENING SERVICES TO LFR  
FOR ENVIRONMENTAL IMPACT STUDY SERVICES

RECOMMENDATION NO. A.11

It is recommended that the Board of Education approve a contract with LFR for Phase I environmental screening services in conjunction with the preparation of the Program Environmental Impact Report (PEIR) in an amount of \$54,300.

Funding Information

Budgeted: Yes

Fund: 21

Source: Building Fund

Account Number: 21-00000-0-00000-85000-5802-050-1500

Description: Consultant Services

Comments: In order to continue the Facilities Master Plan process to completion, the Program EIR must be completed. PCR was selected by the Board of Education (July 12, 2007) to prepare the Program EIR. Part of this review process involves various stages of site evaluations. In working with PCR, LFR will complete the following tasks:

Task I - Screening Phase I Environmental Site Assessments (ESAs). This includes review of the sites both current and historically through historical photographs, maps and data bases for potential chemical and ground water contamination. A report is then submitted to the Department of Toxic Substance Control (DTSC). This report will determine if further Preliminary Environmental Assessments (PEAs) will need to be done prior to construction. \$33,500

Task II - California Department of Education (CDE) checklist - LFR will prepare Form 4.02, which is required by CDE to be completed and submitted for any potential school projects. It requires districts to report on site specific potential risk factors including: electronic transmission lines, hazardous air emissions, railroad easements, airport runways, busy traffic corridors, and hazardous water pipelines and reservoirs. \$20,800

Task III - EIR Support - Help craft writing of EIR with PCR as required. As this scope is unknown at this time, \$3,200 has been set aside for this task.

The Measure "BB" Advisory Committee reviewed this recommendation at its meeting on September 10, 2007.

Measure "BB" Bond funds will be used to cover this expense.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/27/07

FROM: DIANNE TALARICO / STEPHEN R. HODGSON /  
VIRGINIA I. HYATT

RE: AWARD OF CONSULTING SERVICES TO ZINNER CONSULTANTS FOR  
HIGH PERFORMANCE SCHOOLS INITIATIVE FOR THE MEASURE  
"BB" PROGRAM

RECOMMENDATION NO. A.12

It is recommended that the Board of Education approve a contract with Zinner Consultants for consulting services related to the High Performance Schools Initiative (CHPS) in an amount of \$15,000.

Funding Information

Budgeted: Yes

Fund: 21

Source: Building Fund

Account Number: 21-00000-0-00000-85000-5802-050-1500

Description: Consultant Services

Comments: In order to continue the Facilities Master Plan process and the Measure "BB" program site designs, it is necessary to establish standards for sustainability and subsequently receive Board of Education approval of those standards. Zinner consultants will work with Parson-CCM and the Measure "BB" Advisory Committee to develop these standards. The contract includes the following tasks:

1. Provide staff support to the Measure "BB" Advisory Committee (High Performance sub-committee) and draft an agenda items for presentation to the Board of Education.
2. Provide staff reports and attend meetings.
3. Other support services as required.

As the full scope of the process is unknown at this time, hours are estimated and based on other similar work done by the firm. Only actual hours worded will be invoiced to the district.

John Zinner comes highly recommended to the district. Mr. Zinner has developed standards in the industry for sustainable development and mitigation programs for

various agencies including the Los Angeles Unified  
School District.

The Measure "BB" Advisory Committee reviewed this recommendation  
at its meeting on September 10, 2007.

Measure "BB" Bond funds will be used to cover this expense.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/27/07

FROM: DIANNE TALARICO / STEPHEN R. HODGSON /  
VIRGINIA I. HYATT

RE: AWARD OF CONSULTING SERVICES TO MICHAEL HILL FOR JOINT  
USE AND FACILITY ENGAGEMENT CONSULTING SERVICES FOR THE  
MEASURE "BB" PROGRAM

RECOMMENDATION NO. A.13

It is recommended that the Board of Education approve a contract with Michael Hill for consulting services related to joint use and facility engagement for the Measure "BB" program in an amount of \$25,000.

Funding Information

Budgeted: Yes

Fund: 21

Source: State School Building Fund

Account Number: 21-00000-0-00000-85000-5802-050-1500

Description: Consultant Services

Comments: In order to continue the Facilities Master Plan process and the Measure "BB" program, it is necessary to continue Joint Use discussions with both the Cities of Santa Monica and Malibu, in addition to Santa Monica College. It has been recommended by both the Facility Master Plan document and the Measure "BB" Advisory Committee that a person be hired for this task as there is no one on staff who can perform these duties.

In addition, Mr. Hill will support the communication efforts to the sites and community regarding the Measure "BB" program by implementing procedure, timelines, and program development goals as they relate to site facility projects.

As the full scope of the process is unknown at this time, hours are estimated. Only actual hours used will be billed to the district.

Michael Hill comes highly recommended to the district. Mr. Hill is a long-time resident of the community and has actively worked in both Santa Monica and Malibu City governments, in addition to college level activities throughout his career. He has participated in joint use efforts for the district over the past three years.



The Measure "BB" Advisory Committee reviewed this recommendation at its meeting on September 10, 2007.

Funds from the sale of the Issuance Series "A" of the Measure "BB" General Obligations Bonds will reimburse Fund 21 as they become available.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/27/07

FROM: DIANNE TALARICO / STEPHEN R. HODGSON /  
VIRGINIA I. HYATT

RE: AWARD OF SOLAR PANEL REPLACEMENT - SANTA MONICA HIGH  
SCHOOL - BID #8.06 - TO AMECO SOLAR ENERGY RESOURCES

RECOMMENDATION NO. A.14

It is recommended that the Board of Education award Bid #8.06 to Ameco Solar Energy Resources in an amount not to exceed \$84,400 for replacement of the Solar Hot Water system at Santa Monica High School.

Funding Information

Budgeted: Yes

Fund: 01

Source: On Going Major Maintenance

Account Number:

Description: Replacement Equipment

Comments: History: In 2006, Santa Monica High School's Solar Alliance Club approached district administration to obtain a loan through the State of California to fund various identified sustainable projects throughout the campus. After numerous discussions, it was determined that due to pending Measure "BB" projects on campus, the replacement of the pool building's solar panel project would make the most sense, while still fulfilling the need for the Solar Alliance Club to develop a project showing energy savings.

This award is for the purchase of new solar panels to replace existing panels on the pool building located in the north gym. The energy created by the panels will be used to heat the pool, and is estimated to save \$26,460 annually or 22,810 therms per year.

Nine (9) contractors were invited to bid, four (4) attended the job walk on June 30th. Two (2) contractors submitted bids. Contractors were asked to submit refurbished panel prices and new replacement prices. It was determined that it made more sense to replace the panels with a twenty year warranty, as opposed to repairing existing with only a three warranty.

Bids are as follows:

	<b>California Solar</b>	<b>California Solar</b>	<b>Ameco</b>
Replacement (new)		\$175,200	\$84,400
Repair	\$52,161		N/B
Warranty	3 months	12 yrs parts & labor,	12 yr parts, 20 yrs pro- rated, labor 5 yrs

The City of Santa Monica's Energy and Green Building Program has reviewed the bids and concur with the recommendation and cost savings analysis.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/27/07

FROM: DIANNE TALARICO / TIMOTHY R. WALKER

RE: AMMEND THE ADOPTED RESOLUTION NO. 07-02 - INCREASED  
FUNDING ASSOCIATED WITH MASTER FACILITY USE AGREEMENT  
BETWEEN CITY OF SANTA MONICA AND THE SANTA MONICA-  
MALIBU USD

RECOMMENDATION NO. A.15

It is recommended that the Board of Education amend the adopted Resolution No. 07-02 - *Increased Funding Associated with Master Facility Use Agreement between City of Santa Monica and the Santa Monica-Malibu USD* as indicated below.

COMMENT: This item was adopted at the August 9, 2007, meeting as *Action Item No. A.29*. After a meeting between the City of Santa Monica and the Santa Monica-Malibu Unified School District, it was decided to make a slight amendment to the Board Adopted Resolution. This item is brought back as in an amended form as a consent item.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

**BOARD OF EDUCATION**  
**Santa Monica-Malibu Unified School District**

**RESOLUTION No. 07-02**

**Increased funding associated with Master Facility Use Agreement between City of Santa Monica and the Santa Monica-Malibu USD**

**WHEREAS**, the City Manager recommended to the Santa Monica City Council to approve the approximate \$530,000.00 of increased funding negotiated by the Master Facility Use Agreement Committee; and

**WHEREAS**, the City Council had concerns about transparency in the areas of finance and Special Education within the school district; and

**WHEREAS**, the City Council approved the increased funding, but imposed conditions that would need to be met by the school district; and

**WHEREAS**, the Board of Education desires to work in a collaborative manner with the City Council while maintaining the responsibility for policy creation and decision making in matters within the jurisdiction of the school board; and

**WHEREAS**, the Board of Education believes that the financial matters of the school district and the actions of the Board of Education in the area of finance have never been as transparent as they have been over the past year; and

**WHEREAS**, the Board of Education has previously agreed to hire outside consultant/s to perform an independent audit of Special Education, including the financial, programmatic, policy and practice aspects inherent to this area; and

**WHEREAS**, the Board of Education, at a board meeting on July 12, 2007, voted on implementing an immediate moratorium on the use of confidentiality clauses as a part of Special Education Settlement Agreements, unless requested by parents; ~~until such time as the Special Education audit is complete and presented to the board;~~ and

**WHEREAS**, the Board of Education recognizes that controversy will continue to be present in the area of Special Education so long as this mandated program is not fully funded as promised by Congress back in 1975;

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Education accepts the increased funding, and the conditions attached to the funding by the Santa Monica City Council, for this negotiation cycle only. The Board of Education expresses its concern related to the placement of conditions on the acceptance, or use, of funds associated with the Master Facility Use Agreement by and between the City of Santa Monica and the Santa Monica-Malibu USD. The Board of Education hereby directs the Superintendent to initiate the hiring of consultant/s so the audit of Special Education can begin and contact the City manager and schedule a meeting of the committee to review paragraph 2.A of the *Conditions to Santa Monica City Council Approval of the City Manager's Recommendation for the Master Facilities Use Agreement with the Santa Monica-Malibu Unified School District*.

**Passed, Approved, and adopted** this 9<sup>th</sup> day of August 2007 at the regular meeting of the Santa Monica-Malibu Unified School District Board of Education, Los Angeles County, California.

AYES: 6

NOES: 0

ABSENT: 1

ABSTENTIONS: 0

BOARD OF EDUCATION OF THE  
SANTA MONICA-MALIBU UNIFIED  
SCHOOL DISTRICT

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President

Attest:

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Secretary to the Board

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/27/07

FROM: DIANNE TALARICO / MICHAEL D. MATTHEWS

RE: SPECIAL SERVICE EMPLOYEES

RECOMMENDATION NO. A.16

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 is included in the 2006-07 budget.

<u>Name/Location</u>	<u>Not to Exceed</u>	<u>Effective Dates</u>	<u>Rate</u>
Glaze, Esther	\$9,500	9/1/07-6/20/08	\$60/day
Special Education; Psych Intern			
FUNDING: 01-65000-0-50010-31200-2917-043-1501			-100%
Special Education			

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION ACTION/CONSENT  
09/27/07

FROM: DIANNE TALARICO / TIMOTHY R. WALKER / WILBERT YOUNG

RE: CLASSIFIED PERSONNEL - MERIT

RECOMMENDATION NO. A.17

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.

<u>ELECTION</u>		<u>EFFECTIVE DATE</u>
ADAMS, DARYL WEBSTER ELEMENTARY	INST ASST - PHYSICAL ED 4 HRS/SY/RANGE: 20 STEP: A	9/4/07
AVILA, DANIEL FRANKLIN ELEMENTARY	INST ASST - PHYSICAL ED 3.25 HRS/SY/RANGE: 20 STEP: A	9/4/07
GOLDSTEIN, ADAM MALIBU HS	INST ASST - SPECIAL ED 6 HRS/SY/RANGE: 20 STEP: D	9/4/07
HERNANDEZ, MAIRA CHILD DEVELOP/WASH W	CHILDREN CENTER ASST 5 HRS/SY/RANGE: 18 STEP: A	9/4/07
HERNANDEZ, MARITZA SANTA MONICA HS	INST ASST - SPECIAL ED 6 HRS/SY/RANGE: 20 STEP: A	9/10/07
HERRERA, MAYRA MALIBU HS	INST ASST - SPECIAL ED 6 HRS/SY/RANGE: 20 STEP: D	9/10/07
KEMNA-GONZALEZ, GABRIELLE CHILD DEVELOP/PINE ST	CHILDREN CENTER ASST 4.5 HRS/SY/RANGE: 18 STEP: A	9/4/07
LLANDEZ, ADRIANA MCKINLEY ELEMENTARY	INST ASST - CLASSROOM 3 HRS/SY/RANGE: 18 STEP: A	9/4/07
MAKARIAN, TENI SPECIAL EDUCATION	PHYSICAL THERAPIST 8 HRS/11 MO/RANGE: 61 STEP: F	8/31/07
OYENOKI, DANIEL MCKINLEY ELEMENTARY	PHYSICAL ACTIVITIES SPEC 6 HRS/SY/RANGE: 26 STEP: A	9/4/07
PAULSON, AMBER GRANT ELEMENTARY	INST ASST - CLASSROOM 2 HRS/SY/RANGE: 18 STEP: A	9/4/07
PRECIADO, DANIEL COMMUNITY DAY SCH	CAMPUS SECURITY OFFICER 4 HRS/10 MO/RANGE: 25 STEP: D	9/4/07
STRAUSS, YOKO ROOSEVELT ELEMENTARY	INST ASST - CLASSROOM 3 HRS/ST/RANGE: 18 STEP: A	9/5/07
 <u>PROVISIONAL ASSIGNMENT</u>		
GRADY, SHAUNA SANTA MONICA HS	ATHLETIC TRAINER	<u>EFFECTIVE DATE</u> 9/1/07-1/4/08



**TEMP/ADDITIONAL ASSIGNMENTS****EFFECTIVE DATE**

ANDERSON, BRUNO OPERATIONS	CUSTODIAN	7/1/07-6/30/08
BUCHANAN, TIM JOHN ADAMS MS	CUSTODIAN	8/3/07-8/4/07
COOPER, CAROL ROOSEEVELT ELEMENTARY	INST ASST - SPECIAL ED	8/30/07
COOPER, RAY SANTA MONICA HS	CAMPUS SECURITY OFFICER	8/18/07-8/21/07
COWAN, BARRY OLYMPIC HS	INST ASST - SPECIAL ED	7/1/07-6/30/08
CURETON, CLAYTON CAMPUS SECURITY OFFICER	CAMPUS SECURITY OFFICER	8/18/07-8/21/07
FRIEDENBERG, MINDY ROOSEVELT ELEMENTARY	INST ASST - SPECIAL ED	8/30/07
GAIDZIK, GEORGE CHILD DEVELOP SVCS	TECHNOLOGY SUPPORT ASST	7/1/07-6/30/08
GLAVIN, MARY FOOD SVCS/MALIBU HS	CAFETERIA WORKER I	9/4/07-6/30/08
GONZALEZ, SOLEDAD FOOD SVCS/LINCOLN MS	CAFETERIA WORKER I	9/4/07-6/30/08
HUBBARD, LULA FOOD SVCS/LINCOLN MS	CAFETERIA WORKER I	9/4/07-6/30/08
JONES, CHANCY ROOSEVELT ELEMENTARY	CAMPUS SECURITY OFFICER	9/19/07-5/28/08
KINNEY, LORINE ROOSEVELT ELEMENTARY	OFFICE SPECIALIST	8/28/07-12/31/07
LOPEZ, ALBINA FOOD SVCS/ADAMS MS	CAFETERIA WORKER I	9/4/07-6/30/08
LOPEZ, VICKY SANTA MONICA HS	CAMPUS SECURITY OFFICER	8/18/07-8/21/07
MANGUM, DON SANTA MONICA HS	CAMPUS SECURITY OFFICER	8/18/07-8/21/07
MJANGUM, DON SANTA MONICA HS	CAMPUS SECURITY OFFICER	7/19/07
MARTIN, KEVIN EDISON ELEMENTARY	CAMPUS SECURITY OFFICER	9/5/07-6/20/08
MEDINA, ELVIA FOOD SVCS/ADAMS MS	CAFETERIA WORKER I	9/4/07-6/30/08
MOTON, WILSON OPERATIONS	CUSTODIAN	7/1/07-6/30/08

NAKLAH, NOUR FOOD SVCS/ADAMS MS	CAFETERIA WORKER I	9/4/07-6/30/08
OLMOS, MARIA ROGERS ELEMENTARY	SR OFFICE SPECIALIST	8/20/07-8/23/07
PACHECO, PATRICIA FOOD SVCS/LINCOLN MS	CAFETERIA WORKER I	9/4/07-6/30/08
PALKOVIC, DIANE OLYMPIC HS	INST ASST - SPECIAL ED	7/1/07-6/30/08
PATTERSON, PETE OPERATIONS	UTILITY WORKER	7/1/07-6/30/08
PENA, JAIME SANTA MONICA HS	CAMPUS SECURITY OFFICER	8/18/07-8/21/07
PEREZ, GRACIELA OPERATIONS	CUSTODIAN	7/1/07-6/30/08
PEREZ, MARIA OPERATIONS	CUSTODIAN	7/1/07-6/30/08
PEREZ, MARIA OPERATIONS	CUSTODIAN	7/1/07-6/30/08
PRECIADO, IRIS EDISON ELEMENTARY	SR OFFICE ASST - BILINGUAL	8/24/07-8/27/07
RAMOS, ALEX OPERATIONS	CUSTODIAN	7/1/07-6/30/08
ROSAS, ROSE FOOD SVCS/ADAMS MS	CAFETERIA WORKER I	9/4/07-6/30/08
SMITH, DUNELL SANTA MONICA HS	CAMPUS SECURITY OFFICER	8/18/07-8/21/07
SAUCEDO, OLGA ADULT EDUCATION	OFFICE SPECIALIST - BILINGUAL	8/1/07-8/3/07
SUASTE, EDUARDO OPERATIONS	CUSTODIAN	7/1/07-6/30/08
TATE, JOHN FOOD SVCS/LINCOLN MS	CAFETERIA WORKER I	9/4/07-6/30/08
THOMPSON, TIANA SANTA MONICA HS	CAMPUS SECURITY OFFICER	7/19/07
THOMPSON, TIANA SANTA MONICA HS	CAMPUS SECURITY OFFICER	8/18/07-8/21/07
TIRADO, LETICIA FOOD SVCS/LINCOLN MS	CAFETERIA WORKER I	9/4/07-6/30/08
TORRES, JOSE OPERATIONS	CUSTODIAN	7/1/07-6/30/08
TURSI, LISA ROOSEVELT ELEMENTARY	SR OFFICE SPECIALIST	8/28/07-9/28/07

WEBSTER, SHIRLEY FOOD SVCS/LINCOLN MS	CAFETERIA WORKER I	9/4/07-6/30/08
WILSON, STANLEY ROOSEVELT ELEMENTARY	CAMPUS SECURITY OFFICER	9/19/07-5/28/08
ZAKI, EMIL FOOD SVCS/MALIBU HS	CAFETERIA WORKER I	9/4/07-6/30/08

**SUMMER ASSIGNMENTS**

**EFFECTIVE DATE**

DRUMMOND, ALLISON CHILD DEVELOP SVCS	CHILDREN CENTER ASST	8/27/07-8/31/07
CASTRO, ESPERANZA FOOD SERVICES	CAFETERIA WORKER II	8/29/07-8/30/07
CHONG, LAI FOOD SERVICES	PRODUCTION KITCHEN COORD	8/28/07-8/30/07
CISNEROS, YOLANDA FOOD SERVICES	CAFETERIA WORKER II	8/29/07-8/30/07
COJAN, CARMEN FOOD SERVICES	CAFETERIA WORKER II	8/29/07-8/30/07
CRAWFORD, CYNTHIA JOHN ADAMS MS	LIBRARY ASSISTANT	8/24/07-8/27/07
ESCOBAR, VICTORIA FOOD SERVICES	CAFETERIA WORKER II	8/28/07-8/30/07
FRANCO, ALICIA FOOD SERVICES	CAFETERIA WORKER II	8/29/07-8/30/07
HERNANDEZ, MAYRA CHILD DEVELOP SVCS	CHILDREN CENTER ASST	6/25/07-8/31/07
JOHNSON, MAYRA CHILD DEVELOP SVCS	BILINGUAL COMM LIAISON	8/1/07-8/31/07
MARTINEZ, LUZ FOOD SERVICES	SITE COORDINATOR	8/28/07-8/30/07
NOLEN, HENRY FOOD SERVICES	CAFETERIA WORKER II	8/29/07-8/30/07
RENDON, VIRGINIA FOOD SERVICES	CAFETERIA WORKER II	8/29/07-8/30/07
RIDLEY, TISCHA FOOD SERVICES	CAFETERIA WORKER II	8/29/07-8/30/07
WIRT, JAMES TRANSPORTATION	BUS DRIVER	8/1/07-8/27/07
ZIEMEKAWSKI, LISA CHILD DEVELOP SVCS	CHILDREN CENTER ASST	6/25/07-8/10/07

**SUBSTITUTES**

		<b><u>EFFECTIVE DATE</u></b>
BARRETT. PATRICIA FOOD SERVICES	CAFETERIA WORKER I	9/4/07-6/20/08
BRACKETT, KIMBERLY FOOD SERVICES	CAFETERIA WORKER I	9/4/07-6/20/08
BONILLA, LEROY FOOD SERVICES	CAFETERIA WORKER I	9/4/07-6/20/08
CONLEY, CAROLYN JOHN ADAMS MS	OFFICE SPECIALIST	8/28/07-8/31/07
CORNEJO, ANA FOOD SERVICES	CAFETERIA WORKER I	9/7/07-6/20/08
GARCIA, NAOMI HUMAN RESOURCES	OFFICE SPECIALIST	8/1/07-6/30/08
JOFFE, SUZANNE MCKINLEY ELEMENTARY	INST ASST - CLASSROOM	9/6/07-12/7/07
KRISHNAN, A. HUMAN RESOURCES	OFFICE SPECIALIST	8/1/07-6/30/08
KRISHNAN, A. SANTA MONICA HS	OFFICE SPECIALIST	8/27/07-11/1/07
LOPEZ, MARLENE PERSONNEL COMMISSION	OFFICE SPECIALIST	8/27/07-6/30/08
MANJARREZ, LISETTE SPECIAL EDUCATION	INST ASST - SPECIAL ED	9/5/07-6/20/08
MEDINA, LUCIA FOOD SERVICES	CAFETERIA WORKER I	9/4/07-6/20/08
MORALEZ, LOUIS PERSONNEL COMMISSION	INST ASST - PHYSICAL ED	9/4/07-6/20/08
O'MAHONEY, PAULA PERSONNEL COMMISSION	OFFICE SPECIALIST	8/17/07-8/31/07
PATE, HENRY FOOD SERVICES	CAFETERIA WORKER I	9/4/07-6/20/08

**INCREASE IN ASSIGNMENT**

		<b><u>EFFECTIVE DATE</u></b>
BARNETT. JOY SPECIAL EDUCATION	INST ASST - INTENS BEHAV 7 HRS/SY FR: 6 HRS/SY	9/4/07
CLAVERT, CHERYL PT DUME ELEMENTARY	INST ASST - CLASSROOM 5 HRS/SY FR:	9/4/07
DE LOS SANTOS, GABRIELA GRANT ELEMENTARY	INST ASST - CLASSROOM 2.5 HRS/SY FR: 2 HRS/SY	9/5/07
EPIFANI WORTHY, CARLA CHILD DEVELOP SVCS	CHILDREN CENTER ASST 8 HRS/SY FR: 6 HRS/SY	9/4/07

FOUNTAIN, MARESA GRANT ELEMENTARY	INST ASST - CLASSROOM 2.5 HRS/SY FR: 2 HRS/SY	9/5/07
GAUNTT, DEBORAH TRANSPORTATION	BUS DRIVER 7.5 HRS/10 MO FR: 7 HRS/10 MO	9/5/07-6/20/08
GREEN, JOANN GRANT ELEMENTARY	INST ASST - CLASSROOM 2.5 HRS/SY FR: 2 HRS/SY	8/5/07
LE, CORINNE WEBSTER ELEMENTARY	INST ASST - CLASSROOM 5 HRS/SY FR: 2 HRS/SY	9/4/07
MARSHALL, LILLIAN GRANT ELEMENTARY	INST ASST - CLASSROOM 2.5 HRS/SY FR: 2 HRS/SY	9/5/07
REABER, WINIFRED GRANT ELEMENTARY	INST ASST - CLASSROOM 2.5 HRS/SY FR: 2 HRS/SY	9/5/07

**INVOLUNTARY TRANSFER**

**EFFECTIVE DATE**

BUENDIA, CAROLINA MCKINLEY ELEMENTARY	INST ASST - SPECIAL ED 6 HRS/SY/1:1 AIDE FR: 6 HRS/SY	9/4/07
BURRELL, JASON MALIBU HS	INST ASST - SPECIAL ED 6 HRS/SY/MALIBU HS FR: 6 HRS/SY/CABRILLO	9/4/07
CALVERT, CHAD PINE STREET	INST ASST - SPECIAL ED 4.5 HRS/SY/PINE STREE FR: 3 HRS/SY/SMASH	9/4/07
COOPER, CAROLE GRANT ELEMENTARY	INST ASST - SPECIAL ED 6 HRS/SY/GRANT FR: 6 HRS/SY/ROOSEVELT	9/4/07
CUEVA, JEMINA FOOD SVCS/ROGERS	CAFETERIA WORKER I 3 HRS/SY/ROGERS FR: 3 HRS/SY/???	9/4/07
FRIENDENBERG, MINDY ROOSEVELT ELEMENTARY	INST ASST - SPECIAL ED 6 HRS/SY/ROOSEVELT FR: 6 HRS/SY/ROGERS	9/4/07
GUZMAN, MARIANNA FOOD SVCS/ROOSEVELT	CAFETERIA WORKER I 3 HRS/SY/ROOSEVELT FR: 3 HRS/ROGERS	9/4/07
LOPEZ, MARIBEL LINCOLN MS	INST ASST - SPECIAL ED 6 HRS/SY/LINCOLN FR: 6 HRS/SY/MCKINLEY	9/4/07
NEYLEN, SUZANNE SANTA MONICA HS	INST ASST - SPECIAL ED 5 HRS/SY/SANTA MONICA HS FR: 5 HRS/SY/ROOSEVELT	9/4/07

PEREZ, SALOMEN GRANT ELEMENTARY	INST ASST - SPECIAL ED 6 HRS/SY/GRANT FR: 6 HRS/SY/FRANKLIN	9/4/07
PETERSON, INGRID PT DUME ELEMENTARY	INST ASST - SPECIAL ED 6 HRS/SY/PT DUME FR: 6 HRS/SY/WEBSTER	9/4/07
SANTIAGO, LAUREN GRANT ELEMENTARY	INST ASST - SPECIAL ED 6 HRS/SY/GRANT FR: 6 HRS/SY/MCKINLEY	9/4/07
TAWFIK, K.C. MCKINLEY ELEMENTARY	INST ASST - SPECIAL ED 6 HRS/SY/MCKINLEY FR: 6 HRS/SY/ADAMS	9/4/07
WALKER, SHERI FOOD SVCS/SAMO	CAFETERIA WORKER I 3 HRS/SY/SANTA MONICA HS FR: 3 HRS/SY/FRANKLIN	9/4/07
WILLIAMS, STEVEN FOOD SVCS/FRANKLIN	CAFETERIA WORKER I 3 HRS/SY/FRANKLIN FR: 3 HRS/SY/SANTA MONICA HS	9/4/07
ZIBAHALAT, HAIDE FRANKLIN ELEMENTARY	INST ASST - SPECIAL ED 6 HRS/SY/FRANKLIN FR: 6 HRS/SY/MCKINLEY	9/4/07

**VOLUNTARY TRANSFER**

**EFFECTIVE DATE**

BOLDEN, DEVYN GRANT ELEMETNARY	INST ASST - SPECIAL ED 6 HRS/SY FR: 6 HRS/SY/FRANKLIN	9/4/07
CORTEZ, GRISELDA CHILD DEVELOP/ADAMS	CHILDREN CENTER ASST 6 HRS/SY/ADAMS FR: 3 HRS/SY/ROGERS	9/4/07
HOPE, JUDITH CHILD DEVELOP/ADAMS	CHILDREN CENTER ASST 8 HRS/SY/ADAMS FR: 3 HRS/SY/MCKINLEY	9/4/07
LOPEZ, SARAH CHILD DEVELOP/ADAMS	CHILDREN CENTER ASST 6 HRS/SY/ADAMS FR: 3 HRS/SY/FRANKLIN	9/4/07
NEWMAN, PASLEY SANTA MONICA HS	INST ASTT - SPECIAL ED 6 HRS/SY/SANTA MONICA HS FR: 6 HRS/SY/MALIBU HS	9/4/07
REID, SHUNTORIA PT DUME ELEMENTARY	INST ASST - CLASSROOM 5 HRS/SY/PT DUME FR: 4 HRS/SY/WEBSTER	9/4/07
YBARRA, GAIL CHILD DEVELOP/ADAMS	CHILDREN CENTER ASST 8 HRS/SY/ADAMS FR: 6 HRS/SY/CABRILLO	9/4/07

**VOLUNTARY REDUCTION IN HOURS**

**EFFECTIVE DATE**

RIDLEY, LATRESE ROOSEVELT ELEMENTARY	INST ASST - SPECIAL ED 5 HRS/SY/ROOSEVELT FR: 6 HRS/SY/LINCOLN	9/4/07
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**LEAVE OF ABSENCE (PAID)**

BOTT, MICHAEL OPERATIONS	LEAD PERSON-BUILD TRADE MEDICAL
FORD, RONALD OPERATIONS	PAINTER MEDICAL
NICOLAS, JENNY SANTA MONICA HS	ACCOUNT ASST I MEDICAL

**EFFECTIVE DATE**

8/27/07-9/27/07

9/7/07-9/18/07

9/4/07-10/26/07

**LEAVE OF ABSENCE (UNPAID)**

GERGIS, SOHAIR MCKINLEY ELEMENTARY	INST ASST - SPECIAL ED FMLA
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**EFFECTIVE DATE**

10/1/07-10/26/07

**WORKING OUT OF CLASS**

GOMEZ, JOSE FOOD SERVICES	PRODUCTION KITCHEN COORD FR: SITE COORDINATOR
QUIROZ, TIMOTHY FOOD SERVICES	SITE COORDINATOR FR: CAFETERIA WORKER II

**EFFECTIVE DATE**

9/4/07-11/4/07

9/4/07-11/4/07

**RESIGNATION**

BOLDEN, DEVYN SPECIAL EDUCATION	INST ASST - SPECIAL ED
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**EFFECTIVE DATE**

9/4/07

BRASHEARS, MARIE FISCAL SERVICES	ACCOUNTING TECH
GONZALEZ, JEFFREY FRANKLIN ELEMENTARY	INST ASST - SPECIAL ED

9/11/07

6/22/07

HANSBERRY, FELICIA SPECIAL EDUCATION	ADMINISTRATIVE ASST
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9/18/07

KIRBY, CAROLINE MALIBU HIGH SCHOOL	INST ASST - SPEICAL ED
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6/23/07

MARTINO, JESICA SPECIAL EDUCATION	OCCUPATIONAL THERAPIST
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9/21/07

MCCARTHY, JENNIFER FISCAL SERVICES	ACCOUNTING TECH
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8/24/07

RAMOS, RITA ROOSEVELT ELEMENTARY	INST ASST - CLASSROOM
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6/22/07

SANTIAGO, LAUREN SPECIAL EDUCATION	INST ASST - SPECIAL ED
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8/29/07

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/27/07

FROM: DIANNE TALARICO / TIMOTHY R. WALKER / WILBERT YOUNG

RE: CLASSIFIED PERSONNEL - NON-MERIT

RECOMMENDATION NO. A.18

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

**CHILD CARE ASSISTANT**

LLAMAS, LETICIA	CHILD DEVELOP SVCS	9/6/07-6/30/08
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**NOON SUPERVISION**

BAXTER, LAEL	MCKINLEY ELEMENTARY	9/5/07-6/20/08
BLACKBURN, SUZANNE	GRANT ELEMENTARY	9/5/07-6/20/08
BRALEY, CHRISTINA	GRANT ELEMENTARY	9/5/07-6/20/08
ELLIS, NORM	GRANT ELEMENTARY	9/5/07-6/20/08
FOUNTAIN, MARESA	GRANT ELEMENTARY	9/5/07-6/20/08
GUTIERREZ, ADRIANA	MCKINLEY ELEMENTARY	9/5/07-6/20/08
JOFFE, SUZANNE	MCKINLEY ELEMENTARY	9/6/07-6/20/08
LLANDEZ, ADRIANA	MCKINLEY ELEMENTARY	9/5/07-6/20/08
MALLOY, VALERIE	WEBSTER ELEMENTARY	9/5/07-6/20/08
MCDONOUGH, BARBARA	GRANT ELEMENTARY	9/5/07-6/20/08
MOORE, TENISHA	GRANT ELEMENTARY	9/5/07-6/20/08
ORBAN, MARIE	GRANT ELEMENTARY	9/5/07-6/20/08
PAULSON, AMBER	GRANT ELEMENTARY	9/5/07-6/20/08
REABER, WINIFRED	GRANT ELEMENTARY	9/5/07-6/20/08
REYNOSO, JESUS	GRANT ELEMENTARY	9/5/07-6/20/08
SCHLIERMAN, JOHN	GRANT ELEMENTARY	9/5/07-6/20/08
SHEFFIELD, MARY	GRANT ELEMENTARY	9/5/07-6/20/08

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:



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## **MAJOR ITEMS**

TO: BOARD OF EDUCATION

ACTION/MAJOR

09/27/07

FROM: KATHY WISNICKI AND OSCAR DE LA TORRE

RE: COMPLETION OF EVALUATION: SUPERINTENDENT'S PERFORMANCE  
TARGETS AND SUBSEQUENT PERFORMANCE BONUS, FISCAL YEAR  
2006-2007

RECOMMENDATION NO. A.19

It is recommended that the Board of Education formally complete the evaluation of Superintendent Dianne Talarico, by amending her contract of August 14, 2006 to accommodate the finding reached at the Board Meeting of September 6, 2007.

COMMENT: In Closed Session at the Board of Education meeting of September 6, 2007, the board completed its evaluation of Superintendent Dianne Talarico, using a wide variety of information sources in developing its evaluation.

The evaluation encompassed both a summative assessment of the Superintendent's general performance and an assessment of her achievement of three specific performance targets and one minor performance target. The board chose the targets to focus the Superintendent's efforts on specific areas for development and established benchmarks and standards as indicators and milestones for exceptional performance.

The Superintendent may receive up to 10% of her base salary in the form of a bonus. The Board of Education agreed on three targets for the 2006-07 school year, thus yielding a maximum of 3% of her base salary in each of the three target areas. The board determined the Superintendent's success using the criteria "partially achieved", "substantially achieved," and "completely achieved" in each area. There is no bonus for partial achievement, 1.5% for substantial achievement, and 3% for complete achievement.

In reporting the completion of the formal evaluation, the board noted that in spite of many challenges that occurred during the Superintendent's first year in the district, there were many accomplishments to celebrate. The board also recognized that there were many significant achievements this past year that were not included in the performance targets and that went over and above baseline expectations, but were not used in calculating the bonus. The board wishes to

commend the Superintendent on the on the successes of her first year and looks forward to the great work that will be outlined in the performance targets for 2007- 2008.

In the three specific performance targets, the Board's assessment was as follows:

Target Area	Achievement Level	Bonus
Completion of the Facilities Master Plan	Substantially Achieved	1.5%
Completion of Financial Assessment & Implementation of FCMAT Findings	Substantially Achieved	1.5%
Establishment of Organizational Structure	Partially Achieved	
Community Relations (minor target 1%)	Partially Achieved	

The Board declared that the findings of partially achieved for the final categories were not considered as an underperformance, but as areas that were in the initial phases of development for the first year of the Superintendent's tenure. Given these findings, and based on the previously approved guidelines, the performance bonus for Superintendent Dianne Talarico will be 3% of her base salary.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/MAJOR

09/27/07

FROM: DIANNE TALARICO / STEPHEN R. HODGSON

**8:00pm**

RE: PUBLIC HEARING ON DEVELOPER FEE REPORT

RECOMMENDATION NO. A.20

It is recommended that the Board of Education hold a public hearing on the matter of accepting a Developer Fee Report prepared pursuant to SB 1693 and Government Code Sections 66001 and 66006. The hearing is scheduled for Thursday, September 27, 2007 at 8:00 p.m.

COMMENTS: The Board of Education, at its meeting on September 6, 2007, received Discussion Item No.D.03, which provided information on the requirement to report Developer Fee revenues and expenditures pursuant to SB 1693 and Government Code Sections 66001 and 66006. That report provided information on developer fees and interest income collected and expended during 2006-07. Summarized information for fiscal years 2002-03 through 2006-07 and related data was also included. The fees and interest reported are used to upgrade, reconstruct and modernize our school facilities. The fees have been justified, and a reasonable relationship established between the fees and the purpose for which they are charged, in the District's 2006 Developer Fee Study. Developer Fees, General Obligation Bond funds, and State School Construction Bond funds are the primary funding sources used to address various school facility needs of the District. Notice of the public hearing has been properly posted in accordance with Government Code §6061.

Subsequent to the Public Hearing, the Board of Education will consider the adoption of a Resolution to accept the Developer Fee Report.

OPEN PUBLIC HEARING

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

CLOSE PUBLIC HEARING

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/MAJOR

09/27/07

FROM: DIANNE TALARICO / STEPHEN R. HODGSON / PAT HO

RE: ADOPT RESOLUTION NO. 07-05 - DEVELOPER FEE REPORT  
PREPARED PURSUANT TO SB 1693 AND GOVERNMENT CODE  
SECTIONS 66001 AND 66006

RECOMMENDATION NO. A.21

It is recommended that, following a Public Hearing, the Board of Education adopt Resolution No. 07-05 and approve a Developer Fee Report prepared pursuant to SB 1693 and Government Code Sections 66001 and 66006.

COMMENTS: The Board of Education, at its meeting on September 6, 2007, received *Discussion Item No.D.03*, which provided information on the requirement to report Developer Fee revenues and expenditures pursuant to SB 1693 and Government Code Sections 66001 and 66006. That report provided information on developer fees and interest income collected and expended during 2006-07. Summarized information for fiscal years 2002-03 through 2006-07 and related data was also included. The fees and interest reported are used to upgrade, reconstruct and modernize our school facilities. The fees have been justified, and a reasonable relationship established between the fees and the purpose for which they are charged, in the District's 2006 Developer Fee Study. Developer Fees, General Obligation Bond funds, and State School Construction Bond funds are the primary funding sources used to address various school facility needs of the District. During 2005-06, no refunds were made pursuant to subdivision (e) of Section 66001 and no allocations were made pursuant to subdivision (f) of Section 66001.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE

AYES:

NOES:

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 07-05**

**Developer Fee Report Pursuant to SB 1693 and  
Government Code Sections 66001 and 66006**

**WHEREAS**, the Board of Education, pursuant to the provisions of SB 1693 and Government Code Sections 66001 and 66006 is required to prepare and present for the public a Report of Developer Fee collections and expenditures; and

**WHEREAS**, staff presented, for Board of Education review and discussion (Discussion Item D.03 at the September 6, 2007 Board Meeting), a report outlining Developer Fees collected and expended during 2006-07, and summary information for years 2002-03 through 2005-06; and

**WHEREAS**, a Noticed Public Hearing, which will take place at the September 27, 2007 Board Meeting , regarding the District's Developer Fee Report was published in *The Santa Monica Daily Press* on September 7, 2007 and in *The Malibu Surfside News* on September 13, 2007; and

**WHEREAS**, subsequent to the Public Hearing on September 27, 2007, the Developer Fee Report and this Resolution are ready for formal consideration by the Board of Education.

**NOW THEREFORE BE IT RESOLVED** that the Board of Education adopts Resolution No. 07-05 this 27<sup>th</sup> day of September, 2007.

\_\_\_\_\_  
DIANNE TALARICO  
Superintendent and  
Secretary to the Board of Education

\_\_\_\_\_  
Date

**RELEVANT INFORMATION FROM THE SEPTEMBER 6, 2007,  
REPORT TO THE BOARD OF EDUCATION FOLLOWS:**

COMMENT: The following information was *Discussion Item No. D.03* at the September 6, 2007, board meeting.

Background:

Senate Bill 1693 amended Government Code Sections 66001 and 66006 to require more detailed reporting requirements for developer fees. Under these requirements, school districts must account for funds collected, whether committed or uncommitted, and are required to review this information at a regularly scheduled public meeting not less than 15 days after the information is made available for public review.

The attached report provides information on developer fees and interest income collected and expended during 2006-07. Summarized information for fiscal years 2002-03 through 2006-07 is also included.

The fees and interest generated by developer fees are used to provide, renovate, and modernize school facilities so that they can accommodate changes in student population and address facilities needs associated with changes to the instructional program such as class size reduction in grades K-3 and grade 9, etc. These fees have been justified, and a reasonable relationship established between the fees and the purpose for which they are allocated, in the District's 2006 Developer Fee Study (April 2006). This justification study is scheduled for its next revision in April 2008. Developer fees, General Obligation Bond and State Bond funds are the primary funding sources used to address the school facility needs of the District.

During 2006-07, no refunds were made pursuant to subdivision (e) of Section 66001 and no allocations were made pursuant to subdivision (f) of Section 66001.

Outline of Reporting Requirements

Section 66006(b)(1) of the Government Code states that for each separate account established for Reportable Fees (Developer Fees), the local educational agency shall, within one hundred and eighty (180) days after the last day of the fiscal year, make available to the public the following information:

- (1) A brief description of the type of fees collected.
- (2) The amount of the fees collected and interest earned.
- (3) The beginning and ending balance of the account.

- (4) An identification of each project on which fees were expended.
- (5) An identification of an approximate date by which the construction of a project will commence.
- (6) As applicable, a description of each interfund transfer or loan made from the account, including the Project on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the account will receive on the loan.
- (7) As applicable, the amount of refunds made pursuant to subdivision (e) of Section 66001 and any allocations pursuant to subdivision (f) of Section 66001; and

Section 66001(d) of the Government Code also requires that the District make the following findings with respect to that portion of the account remaining unexpended, whether committed or uncommitted, at the time it makes the foregoing information available to the public:

- (1) Identification of the purpose to which the fees are to be allocated.
- (2) Demonstration of a reasonable relationship between the Reportable Fees and the purpose for which they are charged.
- (5) Identification of all sources and amounts of funding anticipated to complete financing of the Projects of the District.
- (6) Designation of the approximate dates on which the funding referred to in paragraph (3) is expected to be deposited into the appropriate account.

Attachment A to this report constitutes the District's report of Developer Fees pursuant to SB 1693 and Government Code Sections 66001 and 66006.

A notice of the opportunity for public comment on the information contained in this report was published in *The Santa Monica Daily Press* on September 7, 2007 and in *The Malibu Surfside News* on September 13, 2007.



**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**

**REPORT OF SCHOOL FACILITY FEES INCLUDING ALTERNATIVE SCHOOL  
FACILITY FEES ("REPORTABLE FEES") REPORT FOR FISCAL YEAR 2006-07  
IN COMPLIANCE WITH GOVERNMENT CODE SECTIONS 66006 AND 66001**

Government Code Sections 66006 and 66001 provide that the District shall make available to the public certain information and adopt described findings relative to statutory school facility fees adopted pursuant to Education Code Section 17620 and Government Code Sections 65995, 65995.5, 65995.6 and 65995.7 ("Level 1 Fees", "Level 2 Fees" and "Level 3 Fees", collectively, "Statutory School Facility Fees" and as to Level 2 and Level 3 Fees, "Alternative School Facility Fees"). The foregoing for this purpose is also referred to as reportable fees ("Reportable Fees"). The described information and findings relate to Reportable Fees received, expended or to be expended in connection with school facilities ("School facilities") for the District to accommodate additional students from new development if funded or partially funded with Reportable Fees. The Reportable Fees do not include letters of credit, bonds, or other instruments to secure payment of Reportable Fees at a future date. The Reportable Fees have not been levied, collected, or imposed for general revenue purposes.

The following is the information and proposed findings the District proposes to review and adopt in accordance with Government Code Sections 66006 and 66001.

**I. INFORMATION MADE AVAILABLE PURSUANT TO GOVERNMENT CODE  
SECTION 66006 FOR FISCAL YEAR 2006-07:**

In accordance with Government Code Section 66006(b)(1) and (2), the District provides the following information for fiscal year 2006-07:

**A. DESCRIPTION OF THE TYPE OF REPORTABLE FEES IN THE  
ACCOUNT OR SUB-ACCOUNT(S) OF THE DISTRICT:**

The Reportable Fees consist of Statutory School Facility Fees including Alternative School Facility Fees.

**B. AMOUNT OF THE REPORTABLE FEES:**

The Reportable Fee amounts for fiscal year 2006-07 are set forth in the Schedule "A". These fee amounts were approved by the Board of Education on June 15, 2006. Developer Fees amounts only partially mitigate the impact to the District caused by residential or other development.

C. BEGINNING AND ENDING BALANCE OF ACCOUNT AND SUB-ACCOUNT(S) :

	Reportable Fees
Beginning Balance (7-1-06)	\$2,131,140
Ending Balance (6-30-07)	\$4,023,701

\* Currently designated for various Measure BB and Capital Facility and Improvement Fund projects.

D. AMOUNT OF THE REPORTABLE FEES COLLECTED AND INTEREST EARNED:

Amount of Reportable Fees Collected Per Account or Sub-Account(s)	Amount of Interest Earned Per Account or Sub-Account(s)
Residential \$1,661,341.47	\$139,138.42
Commercial \$93,293.34	\$7,787.05
TOTAL \$1,754,634.81	\$146,925.47

E. IDENTIFICATION OF EACH PROJECT DURING 2005-06 ON WHICH DEVELOPER FEES WERE EXPENDED

This information is provided in Schedule "B".

F. IDENTIFICATION OF AN APPROXIMATE DATE BY WHICH VARIOUS CONSTRUCTION PROJECTS OF THE DISTRICT WILL COMMENCE

The District has determined that for fiscal year 2006-07, Reportable Fees and other sources of funding were not sufficient to complete the financing of all currently identified school facility (renovation, modernization and new construction) projects.

G. DESCRIPTION OF EACH INTERFUND TRANSFER OR LOAN MADE FROM THE ACCOUNT OR SUB-ACCOUNT(S), INCLUDING PROJECT(S) OF THE DISTRICT ON WHICH THE TRANSFERRED OR LOANED REPORTABLE FEES WILL BE EXPENDED, AND, IN THE CASE OF AN INTERFUND LOAN, THE DATE ON WHICH THE LOAN WILL BE REPAYED, AND THE RATE OF INTEREST THAT THE ACCOUNT OR SUB-ACCOUNT(S) WILL RECEIVE ON THE LOAN:

Description of Interfund Transfer or Loan	Funds to Which Reportable Fees Are Loaned	Amount	Date Loan Repaid	Rate of Interest
N/A	N/A	N/A	N/A	N/A

H. THE AMOUNT OF REFUNDS MADE OR REVENUES ALLOCATED FOR OTHER PURPOSES IF THE ADMINISTRATIVE COSTS OF REFUNDING UNEXPENDED REVENUES EXCEEDED THE AMOUNT TO BE REFUNDED:

None.

II. PROPOSED FIVE (5) YEAR FINDINGS WITH RESPECT TO THAT  
PORTION OF THE ACCOUNT OR SUB-ACCOUNT(S) REMAINING  
UNEXPENDED, WHETHER COMMITTED OR UNCOMMITTED IN ACCORDANCE  
WITH GOVERNMENT CODE SECTION 66001:

A. IDENTIFICATION OF THE PURPOSE TO WHICH THE REPORTABLE  
FEES ARE TO BE EXPENDED:

The purpose of Developer Fees imposed and collected on new residential, commercial and industrial development within the District is to fund additional school facilities required to serve the students of the District generated by its new development within the District. Specifically, the Reportable Fees will be used for the construction and/or acquisition of additional school facilities, remodeling existing school facilities to add additional classrooms and technology, as well as acquiring and installing additional modular classrooms.

B. DEMONSTRATION OF A REASONABLE RELATIONSHIP BETWEEN THE  
REPORTABLE FEES AND THE PURPOSES FOR WHICH THEY ARE  
CHARGED:

There is a proportional/reasonable relationship between the new development upon which the Developer Fees are charged and the need for additional school facilities by reason of the fact that additional students will be generated by additional development within the District and the District does not have student capacity in the existing school facilities to accommodate these new students.

Special Note: The District's Developer Fee Study (Revised in March 2006) provides the justification documentation for the assessment of fees (Developer Fees) on new residential and commercial/industrial construction. This document is available for inspection in the Business Services Office of the Administration Center and is scheduled to be revised in 2008.

C. DEVELOPER FEE COLLECTIONS AND EXPENDITURES FOR FISCAL  
YEARS 2002-03 THROUGH 2006-07

In accordance with Government Code Section 66006(b)(2), information, including the proposed five (5) year findings presented in Schedule C, were made available to the public at least fifteen (15) days prior to consideration of the Reportable Fees Report. The Board of Education will be asked to formally consider (certify) such annual information and

proposed five (5) year findings at its meeting on September 27, 2007.

D. IDENTIFICATION OF ESTIMATED FUNDING SOURCES AND AMOUNTS ANTICIPATED TO COMPLETE VARIOUS PROJECTS IDENTIFIED IN THE DISTRICT'S MEASURE BB AND OTHER FACILITY RELATED REPORTS:

Source of Funding	Amount of Funding Received/Anticipated to be Received to Complete Financing of School Facilities
1. State School Building Program (Received to date)	N/A
2. Community Facilities Districts	N/A
3. General Obligation Bond Proceeds (Measure BB only)	\$268,000,000
4. Redevelopment Pass-Through Funding (received 2006-07)	\$983,142
5. Statutory School Facility Fees (Developer Fees)	\$4,023,701****
6. Mitigation Payments	N/A
7. Certificates of Participation	N/A
8. SB-201 Fees (Government Code Section 65970 <i>et seq.</i> )	N/A
9. Total Funding (Lines 1 - 8 except Line 4)	\$272,023,701
10. Total Costs of All Projects (est.) (Facility Master Plan - June 2007)	\$1,000,000,000 (est.)*****
11. Minus Total of All Funding Sources (Enter from Line 9 above)	\$272,023,701
12. Unfunded Balance (Line 11, minus Line 12)	\$727,976,299*****

\* Reflects State School Construction Bond funding received to date for various Measure BB projects.

\*\* Reflects Bond Series A and future Measure BB series.

\*\*\* Reflects tax increment funds received to during 2006-07 which were designated for repayment obligations in conjunction with outstanding Certificates of Participation.

\*\*\*\* Developer Fee Fund balance as of June 30, 2007, designated for various capital facility projects

\*\*\*\*\* Includes Measure BB and potential future local and state bond funds.

\*\*\*\*\* The "Unfunded Balance" is only in relation to the funding sources listed on lines 1 to 8 (except line 4) and does not reflect projected Measure BB interest earnings and future funding from the District's Capital Project, Deferred Maintenance and Developer Fee Funds, or future bond issues

E. DESIGNATION OF THE APPROXIMATE DATE ON WHICH THE FUNDING REFERRED TO IN SECTION D ABOVE IS EXPECTED TO BE DEPOSITED IN THE APPROPRIATE ACCOUNT OR SUB-ACCOUNT(S).

Sources	Approximate Date Expected to Be Deposited
State School Building Program	N/A
Community Facilities Districts	N/A
General Obligation Bond Proceeds	CURRENTLY ON DEPOSIT
Redevelopment Pass-Through Agreements	CURRENTLY ON DEPOSIT
Statutory School Facility Fees	CURRENTLY ON DEPOSIT
Mitigation Payments	N/A
Certificates of Participation	N/A
S.B. No. 201 Fees (Government Code Section 65970 et seq.)	N/A

**SCHEDULE A**

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**

**STATUTORY SCHOOL FACILITY FEES  
INCLUDING ALTERNATIVE SCHOOL FACILITY FEE AMOUNTS  
2006-07**

Residential:

Level 1	\$ <u>2.63</u> per square foot
Level 2	N/A per square foot
Level 3	<u>N/A</u> per square foot

Commercial/Industrial:           \$ 0.42 per square foot

Note: On August 14, 2006, the Level 1 Residential Fee was increased to \$2.63 per square foot and the Commercial/Industrial Fee to \$.42 per square foot. The State Allocation Board will consider an increase in the statutory Level 1 fees in January 2008.

**SCHEDULE B**

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**

**DEVELOPER FEE COLLECTIONS AND EXPENDITURES FOR FISCAL YEARS  
2002-03 TO 2006-07 FUND 25 IN SACS**

Year	Fees Collected/ Interest/Other Income	Expenditures
2002-03	\$1,124,418.95	\$467,923.08
2003-04	\$1,310,043.05	\$2,945.00
2004-05	\$1,258,485.08	\$2,780,711.09
2005-06	\$1,112,295.79	\$0
2006-07	\$1,901,560.00	\$9,000.00

Note: The information in Schedule "B" above reflects only annual income and expenditures. It does not reflect the net beginning or ending balance of Fund 25 (SACS).

TO: BOARD OF EDUCATION

ACTION/MAJOR

09/27/07

FROM: DIANNE TALARICO

RE: ESTABLISH POSITION - SENIOR BUYER

RECOMMENDATION NO. A.22

It is recommended that the Board of Education establish a new position: Senior Buyer, in order to better serve the needs of the district. This position will be responsible for assisting the Director of Purchasing and Warehouse in contract review/evaluation, public works bidding, construction documents, equipment purchases, and overseeing the day-to-day operations of the Purchasing Department.

COMMENT: The planning for and implementation of the Measure "BB" program has necessitated that additional responsibilities be given to the Director of Purchasing and Warehouse. These additional responsibilities justify the creation of a new position of Senior Buyer to assist with both the day-to-day operation of the district's purchasing functions and the Measure "BB" program. The creation of this position is required to prevent any disruption of services to our schools, as well as to handle the additional workload associated with the "BB" Bond projects.

While a more comprehensive job description will be developed in collaboration with the Personnel Commission, a brief outline of the job duties are as follows:

- Perform a wide variety of difficult, specialized duties involving equipment and construction materials
- Follow public bidding laws, education code, and school policies
- Create reports, as required
- Research and evaluate various materials, supplies, and resources, as required
- Copy equipment evaluation and recommendations
- Ability to write detailed specifications



SPECIAL NOTE: It is proposed that the funding for the Director of Purchasing and Warehouse and Senior Buyer positions be fifty percent (50%) from the General Fund and fifty percent (50%) from Measure "BB" funds. This funding allocation will not result in any increase in General Fund expenditures.

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

TO: BOARD OF EDUCATION

ACTION/MAJOR

09/27/07

FROM: DIANNE TALARICO / STEPHEN R. HODGSON /  
VIRGINIA I. HYATT

RE: CONTRACT AWARD FOR PROGRAM MANAGEMENT AND CONSTRUCTION  
MANAGEMENT SERVICES TO PARSONS 3D/I

RECOMMENDATION NO. A.23

It is recommended that the Board of Education approve the master contract with Parsons-CCM for Program Management and Construction Management Services as may be needed on a project-by-project basis in conjunction with the Measure "BB" construction program.

Funding Information

Budgeted: Pending

Fund: 21

Source: Building Fund

Account Number: 21-00000-0-00000-85000-5802-050-1500

Description: Consultant Services

COMMENTS: Negotiations for the full service contract with Parsons-CCM have been completed and staff is requesting that the Board of Education now approve this contract. Previously, the board approved contracts in the following amounts to enable work on the planning for Measure "BB" projects to begin:

- June 28, 2007 \$ 80,000
- August 9, 2007 \$273,000

This contract will begin October 1, 2007, when the preliminary contract expires and continue through the duration of the contract. All billing will be consistent with established rate schedules and only staff hours used will be invoiced to the district (see rate schedules and projections on *Information Item I.01* from the 8/23/07 board meeting).

The initial contract covers Program Management and some Construction Management services. As construction begins, and delivery systems identified for each individual project, Construction Management scope of work will be developed and presented to the Board as addendums to the contract. The anticipated cost for Program Management Services, based on an eight-year construction program is approximately \$14.7 million.

The cost of Construction Management Services (to be determined on a project-by-project basis and delivery system used) will likely range between \$12-18 million dollars.

The Measure "BB" Advisory Committee is scheduled to review this recommendation at its meeting on October 2, 2007.

Measure "BB" Bond funds will be used to cover this expense.

A copy of the contract will be available for public viewing in the Superintendent's Office.

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

---

## **DISCUSSION ITEMS**

TO: BOARD OF EDUCATION

DISCUSSION

09/27/07

FROM: DIANNE TALARICO / STEPHEN R. HODGSON /  
VIRGINIA I. HYATT / J.W.BERRIMAN

**7:00pm**

RE: PRIORITIZATION OF FACILITIES MASTER PLAN PROJECTS FOR  
MEASURE "BB" - CABRILLO, EDISON, MCKINLEY, MUIR/SMASH,  
PT. DUME, WASHINGTON WEST, AND WEBSTER ELEMENTARY  
SCHOOLS

DISCUSSION ITEM NO. D.01

Incorporated within the district's Facility Master Plan (FMP) are defined projects based on current and future facility and curriculum requirements relating to the Measure "BB" bond. The purpose of the bond is "to enable the District to enhance the educational opportunities of all the students in the District and to achieve one of the Board's primary goals of providing comparable schools for all students throughout the District." During the development of the FMP, it was apparent that in order to achieve these goals, the need was to focus on technology, fire/life/safety, and sustainability.

A detailed Project Analysis for Cabrillo, Edison, McKinley, Muir/SMASH, Pt. Dume, Washington West, and Webster Elementary schools will be presented.

The detailed project priority lists will be communicated with the individual schools sites and neighborhoods at PTSA meetings, site governance meetings, and Back-to-School night.

**Cabrillo Elementary**

1. Remove relocatables at front of school and construct new 4 classroom Pre-school facility and yard
2. Remove 2 relocatables on playground

**\$3 million**

**Edison Language Academy**

1. Construct new 650 student K-8 school, demolish old school and relocatables and construct new playfield and playground

**\$23 million**

**McKinley Elementary**

1. Construct new two-story classroom building north of Cafeteria

**\$7.5 million**

**Muir - SMASH**

1. Remove relocatables along 6<sup>th</sup> Street and construct new Pre-K facility

**\$2.5 million**

**Pt. Dume Elementary**

1. Replace natural gas lines and furnaces
2. Construct new two classroom Pre-school facility and yard

**\$1.6 million**

**Washington West**

1. Demolish main building at 4<sup>th</sup> & Ashland; construct new Child Development Services and Special Education support and administrative offices
2. Construct 6 pre-school and child care classrooms with associated playground areas and landscaping
3. Construct subterranean parking garage

**\$16 million**

**Webster Elementary**

1. Construct parking lot at front of school
2. Remove three relocatables and construct new classroom building

**\$2.5 million**

**Olympic High School**

1. Demolish over-aged relocatable classrooms and landscape
2. Install new phone system, network backbone and PA/clock/bells

**\$1 million**

*(Continued on next page)*

**Measure "BB" Recommended Project by School Site - SMMUSD - Sept. 2007 Draft**

Key Recommendations	Priority (H,M,L)	FMP PRIORITIES:	1. Fire and Life Safety	2. ADA, Traffic, Drop Off Safety	3. Athletic Facility Safety + Health	2. Small Learning Community	3. Relieve Overcrowding	4. Enrollment Changes	5. Meet District Standards	6. Provide Swing Space for Mod.	7. (U) Secondary Science Labs	8. (U) Library/Media Centers	9. Art/Music Special Facilities	10. Athletic/Recreation Facilities	11. Integrate Technology	12. Differential Instruction	12 Integrate Special Education	13. Program Improvement	14. Redefine Campus Image	15. Joint Use Possibility	16. Pre-K, After school, Family	17. Sustainability	18. State Funding Opportunity
			SAFETY			SPACE NEEDS					SECONDARY				CURRICULUM			COMMUNITY				COST	
<b>CABRILLO ELEMENTARY</b>																							
1. Remove relocatables at front, construct new 4-classroom Pre-K facility and yard			X							X	X						X				X		
2. Remove two relocatables on playground			X		X																		
<b>EDISON LANGUAGE ACADEMY</b>																							
1. Construct new 650 student K-8 school, demolish old school and construct new playfield and playground			X	X	X			X	X	X					X	X	X	X	X	X	X	X	
<b>McKINLEY ELEMENTARY</b>																							
1. Construct new two-story classroom building north of Cafeteria, replace relocatables			X			X	X	X	X	X					X	X		X				X	X
<b>MUIR ELEM. &amp; SMASH K-8</b>																							
1. Remove relocatables along west alley and construct new two-story classroom building			X																			X	
<b>PT. DUME ELEMENTARY</b>																							
1. Replace natural gas lines and furnaces			X														X					X	
2. Install solar and wind-powered demonstration projects			X														X					X	
3. Construct new two classroom Pre-K facility and yard			X														X					X	
<b>WASHINGTON WEST</b>																							
1. Demolish main building at 4th & Ashland; construct new Child Development Services and Special Education support and administration offices			X						X	X						X	X		X		X		
2. Construct 6 pre-school and child care classrooms with associated playground areas and landscaping					X				X	X									X	X			
3. Construct subterranean parking garage				X																			
<b>WEBSTER ELEMENTARY</b>																							
1. Construct parking lot at front of school				X																			
2. Remove three relocatables and construct new classroom building			X																			X	
<b>OLYMPIC HIGH SCHOOL</b>																							
1. Demolish over-aged relocatable classrooms.			X																			X	
2. Install new phone system, network backbone and PA/clock/bells.			X												X								

TO: BOARD OF EDUCATION

DISCUSSION

09/27/07

FROM: DIANNE TALARICO / TIMOTHY R. WALKER / JUDY ABDO

RE: HEAD START PROGRAMS - FEDERAL REVIEW

DISCUSSION ITEM NO. D.02

The Office of the Secretary of Health and Human Services and Federal Regulation require that all Head Start programs have a triennial federal review. This is the year for the Los Angeles Office of Education grantee, and child care partner of SMMUSD's visit. We will be notified thirty days prior to the review team's arrival, which can occur at any time from October 1, 2007, to September 30, 2008. The Los Angeles County Office of Education suggests that all twenty-six delegate agencies and child care partners will be visited during a three week period with about two hundred reviewers expected.

Child Development Services will update the Board of Education on the review process and the role of the board in that process. A consultant, a program design and management area federal reviewer, will be attending the Thursday September 27, 2007, at 5:30 p.m. This will begin our district's self study process and preparation for the triennial review.

The 2007/08 updated version of Office of Head Start Monitoring protocol will be distributed at the September 27th meeting. We expect this version to contain approximately forty-seven (47) questions regarding Program Governance. During the triennial review, informal interviews will be conducted with key board members to determine compliance. We look forward to sharing the revised program governance questions and suggested revisions to SMMUSD Board Policy on shared decision-making.



TO: BOARD OF EDUCATION

DISCUSSION

09/27/07

FROM: DIANNE TALARICO / STEPHEN R. HODGSON

RE: REQUEST FOR PROPOSAL IN CONJUNCTION WITH AN  
INDEPENDENT REVIEW OF THE DISTRICT'S SPECIAL EDUCATION  
PROGRAM, POLICIES, PRACTICES, AND BUDGET

DISCUSSION ITEM NO. D.03

Based on the past commitment of the Board of Education to have an independent audit of Special Education performed, and in association with the Resolution adopted by the board addressing the requests of the Santa Monica City Council, the district will be advertising and distributing a Request for Proposal (RFP) to perform the work identified in the attached document.

In order to meet the March 31, 2008, deadline, as established by the City Council of the city of Santa Monica, the following timeline is proposed:

Issue RFP	October 5, 2007
Pre-proposal Conference	November 2, 2007
Receive Proposals	November 16, 2007
Complete Evaluation	December 3, 2007
Pre-award Conference with Successful Vendor/ Service Provider	December 5, 2007
Award Contract	December 13, 2007
Completion of Review and Submittal of Final Report	March 2008

Proposals will be sent to the California Department of Education, the Los Angeles County Office of Education, the Orange County Office of Education, the Financial Crisis Management Assistance Team (FCMAT), Total School Solutions and School Services of California (SSC), as well as other identified agencies capable of performing the functions of the RFP.

Interested parties who submit a proposal will have their paperwork reviewed by the Superintendent and, at the discretion of the Superintendent, any other parties identified by the Superintendent.

The current activity schedule provides for Board of Education formal consideration and action related to the RFP at the Board of Education Meeting to be held on October 4, 2007.

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

## **REQUEST FOR PROPOSAL**

### **INDEPENDENT REVIEW OF THE DISTRICT'S SPECIAL EDUCATION PROGRAM, POLICIES, PRACTICES AND BUDGET**

Pre-Proposal Conference: November 2, 2007

Proposals Due By: November 16, 2007

Submit Proposals To: SMMUSD  
Office of the Superintendent  
1651 16<sup>th</sup> Street  
Santa Monica, CA 90404-3891

**Proposal Issued on October 5, 2007**

**Office of the Superintendent**

## **1. INTRODUCTION**

This Request for Proposal (*RFP*) contains specifications and related documents in conjunction with an independent review of the District's Special Education Program, policies, practices and operational budget. This RFP and all subsequent modifications thereto are hereby designated as the sole reference and authority for the preparation of proposals.

This RFP shall not be construed, (1) to create an obligation on the part of the School District to enter into a contract with any firm or service provider, or (2) to serve as the basis for a claim for reimbursement for expenditures related to the development of a proposal.

Notwithstanding other provisions of the RFP, outside agencies and organizations are hereby advised that this request is an informal solicitation of proposals only. It is not intended, nor is it to be construed, as the engaging in formal competitive bidding pursuant to any statute, ordinance, policy or regulation.

## **2. BACKGROUND**

### **2.1 Overview of Santa Monica-Malibu Unified School District (*SMMUSD*)**

The District serves approximately 11,700 students (Grades Pre-K to 12) in the communities of Santa Monica and Malibu. The District maintains eleven elementary schools, three middle schools and two high schools, multiple pre-schools, one continuation high school, a Community Day School and an Adult Education Program.

The District is financed primarily by apportionments from the state and taxes received from local property owners. The 2007-08 budget is approximately \$120 million in the general fund. The accounting system is maintained on a modified accrual basis.

Attachment A displays a composite of the 2007-08 General Fund Budget. An historical summary of Special Education Program revenues and expenditures (including the 2007-08 Budget) is provided for reference in Attachment B.

The work to be performed by the vendor or service provider in connection with the independent review of the District's Special Education Program, policies, practices and budget is described in Section 4 of this Request for Proposal. Qualified firms are invited to submit proposals in response to this request.

## **3. INFORMATION AND GENERAL CONDITIONS**

### **3.1 Preparation of Proposal Documents**

Six (6) sealed copies, one original and five copies, of the proposal shall be submitted by no later than 3:00 p.m. on November 16, 2007. Proposals shall be delivered to the attention of Dianne Talarico, Superintendent, 1651 16<sup>th</sup> Street, Santa Monica, CA 90404-3891.

It is the sole responsibility of the person submitting the proposal to see that it is delivered on time. Proposals received after 3:00 p.m. on November 16, 2007 will be returned unopened to the submitting firm.

### **3.2 Signature**

The proposal must be signed by the person authorized to sign proposals on behalf of the vendor or service provider.

### **3.3 Completion of Proposals**

Proposals shall be complete in all respects as required by the instructions herein. A proposal may be

Board of Education Meeting AGENDA: September 27, 2007

rejected if it is conditional or incomplete, or if it contains alterations of form or other irregularities of any kind. A proposal will be rejected if, in the opinion of the Superintendent, the information contained therein was intended to erroneously mislead the District in the evaluation of the proposal.

#### 3.4 Erasures

The proposal submitted must not contain erasures, interlineations, or other corrections unless each correction is authenticated by signing in the margin immediately opposite the correction the name of the person signing the proposal.

#### 3.5 Examination of Contract Documents

Vendors or service providers shall thoroughly examine the contents of the RFP. The failure or omission of any vendor or service provider to receive or examine any contract documents, form, instrument, addendum, or other document shall in no way relieve the vendor or service provider from obligations with respect to the RFP or to the contract to be awarded. The submission of a proposal shall be taken as prima facie evidence of compliance with this Section.

If the vendor or service provider discovers any ambiguity, conflict, discrepancy, omission, or other errors in the RFP, they shall immediately notify the Superintendent of the error and request modification or clarification of the document. Clarifications shall be given by written notice to all vendors or service providers participating in the RFP, without divulging the source of the request. Modifications shall be made by addendum issued pursuant to Section 3.6 below.

If a vendor or service provider fails to notify the Superintendent of an error in the RFP before the date scheduled for submission of proposals, or of any error which reasonably should have been known to them, they shall submit the proposal at their own risk. If the contract is awarded to the vendor or service provider, they shall not be entitled to additional compensation or time by reason of the error or its subsequent detection.

#### 3.6 Addenda

The Superintendent may modify this RFP before the date scheduled for submission of proposals by issuance of an addendum to all parties who received the RFP for the purpose of submitting a proposal. Addenda shall be numbered consecutively as a suffix to the RFP reference number.

#### 3.7 Modification of RFP Response

The vendor or service provider may modify their proposal after its submission by written notice to the Superintendent of withdrawal and re-submission before the date and time specified for receipt of proposals. Modification will not be considered if offered in any other manner.

#### 3.8 Withdrawal of Proposal

The vendor or service provider may withdraw their proposal by submitting a written request to the Superintendent at any time before the date and time scheduled for proposal submission. Proposals may not be withdrawn after the proposal submission date and time.

#### 3.9 Rejection of Proposals

The Superintendent reserves the right to reject any or all proposals received in response to this RFP.

#### 3.10 Pre-proposal Conference

A Pre-proposal Conference will be held at 10:00 a.m., November 2, 2007 in the Board of Education meeting room at the Santa Monica-Malibu Unified City School's District Office at 1651 16<sup>th</sup> Street, Santa Monica, CA 90404-3891.

At this conference, vendors/service providers will be given the opportunity to meet with the Superintendent, staff and others to discuss the terms of the RFP. While this conference is not mandatory,

it is recommended that those who intend to submit a proposal should be in attendance at this conference. Questions asked during the Pre-proposal Conference, that are pertinent to the Request for Proposal will also be included in a summary of Minutes from the Pre-proposal Conference. No other individual sessions will be held with any vendor or service provider participating in the Request for Proposal. Questions that may arise after the Pre-proposal Conference should be directed to the attention of the Superintendent, (310) 450-8338. A written summary of any such questions and the answers to the questions will also be sent to all Vendor or service providers participating in the Request for Proposal.

Special Education and Business Services staff will be available to review the documents with interested vendors or service provider representatives and to answer questions regarding the documents provided.

3.11 Misunderstandings

The RFP documents will be clarified by the Superintendent upon written request,

3.12 Cost of Preparation of Proposals

Costs for developing responses to this RFP are entirely the responsibility of the vendor or service provider and shall not be chargeable to the School District.

3.13 Evaluation of Proposals

Proposals will be evaluated in accordance with the procedures contained in Section 6. During the evaluation, validation and selection process, the Superintendent may request a meeting with a vendor or service provider representative to request answers to questions or may request that they answer specific questions in writing. The Superintendent may require that vendor or service provider make presentations that are pertinent to the evaluation process.

3.14 Award of Contract

If the contract is awarded, it will be to the responsible vendor or service provider whose proposal is deemed to be the best proposal and whose proposal meets the need of the School District. It is anticipated that the contract will be awarded within the thirty (30) day period that proposals are required to remain open. If award cannot be made within that time, vendors or service providers will be requested in writing to extend the time period during which they agree to be bound by their proposal. Written notification will be made to unsuccessful vendors or service providers.

3.15 Errors in Proposal

Vendors or service providers shall be bound by the terms and conditions of their proposals notwithstanding the fact that errors are contained therein. However, if immaterial errors are found in a proposal, the Superintendent may notify the vendor or service provider that their proposal contains errors and require the correction of errors.

3.16 Workers' Compensation

In accordance with the provisions of Section 3700 of the Labor Code of the State of California, each vendor or service provider shall sign and file with the School District a certificate of Workers' Compensation coverage before performing the work.

3.17 Contract Documents

Documents included in this RFP are complementary. Work called for by one shall be binding as if called for by all.

3.18 Related Experience

All vendors or service providers must submit information that indicates specific qualifications to perform requested services as specified herein. Each vendor or service provider shall submit with their proposal, a list of clients for whom they have previously performed such services. The reference list shall include the

names and addresses of each client, the names, titles and telephone number of each client's representative and the dates the work was performed. During the evaluation and selection process, the Superintendent may contact each of the reference clients. Vendors or service providers are hereby advised that the Superintendent maintains the sole and exclusive right to determine whether or not they can perform the work to be done. This determination will specifically address the level, background and experience of individuals to be assigned to perform the requested services.

3.19 Tentative Schedule of Events

RFP Available	October 5, 2007
Pre-proposal Conference	November 2, 2007
Receive Proposals	November 16, 2007
Complete Evaluation of Proposals	December 3, 2007
Pre-award Conference with Successful Vendor/Service Provider	December 5, 2007
Award Contract	December 13, 2007
Completion of Review and Submittal of Final Report	March __, 2008 <i>(date pending)</i>

3.20 Definitions

The term School District as used in these clauses shall be construed to include the Santa Monica-Malibu Unified School District, its Board of Education, and all employees, officers and agents of the School District.

3.21 Covenant Against Contingent Fees

Vendors and/or service providers warrant that no person or selling agency has been employed or retained to solicit or secure the contract to be executed as a result of this Request for Proposal, upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide established commercial or selling agencies maintained by the vendor or service provider for the purpose of securing business.

For breach or violation of this warranty, the School District shall have the right to terminate any contract that may be entered into in its sole discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.

3.22 Non-Discrimination Clause

Vendors or service providers shall take action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, ancestry, handicap, age or national origin. Such action shall include, but may not be limited to the following: employment, upgrading, demotion or transfer recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training including apprenticeship.

3.23 Compliance with Civil Rights

Vendors or service providers hereby assure that they will comply with Subchapter VI of the Civil Rights Act of 1964, USC Sections 2000 e through 2000 e (17) to the end that no person shall, on the grounds of race, creed, color, sex, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the Agreement or under any project, program or activity supported by the Agreement.

3.24 Performance Bond

Not required by this RFP.

3.25 Compensation

The School District shall pay the vendor or service provider an amount not to exceed the maximum cost proposed, plus actual and necessary out-of-pocket expenses. Payments shall be made upon receipt of itemized invoices delivered at the conclusion and acceptance of the service provided.

Necessary out-of-pocket expenses do not include interest on loans, costs related to tax payments (including filings, preparation, or penalties), advertising and promotions, legal expenses, insurance premiums, cost of employee meals and lodging, entertainment, gratuities, items of a personal nature, or any expense outside of the ordinary, necessary or reasonable performance of the Agreement.

3.26 Supplemental Compensation and Additional Services

If during the course of the examination, the vendor or service provider finds any unusual item or circumstance that, in their view, warrants an immediate detailed investigation, the same will be reported in writing to the Superintendent. If in the opinion of the Superintendent a more detailed verification is required than that which would be required under ordinary circumstances, written authorization will be provided to the vendor or service provider.

Additional services are not within the scope of services to be performed pursuant to this Agreement. If additional services are required and authorized, the Agreement will be amended to reflect the additional services and supplemental compensation shall be at the established hourly rates.

3.27 Insurance and Indemnification

The vendor or service provider shall maintain, during the term of the Agreement, such general liability and property damage insurance as is required to protect the vendor or service provider and School District, including its officers, agents, and employees, from any and all actions, suits or other proceedings, whether in contract, tort, equity or otherwise, which may arise as a result of the work performed, and any and all claims, injuries, damages, judgments, expenses, attorneys fees which may result therefrom.

Vendor or service provider shall hold harmless and indemnify the School District and all officers, agents and employees of the School District, including its officers, agents, and employees, from and against any and all actions, suits or other proceedings, whether in contract, tort, equity or otherwise, and any and all claims, injuries, damages, judgments, expenses, attorneys fees which may result therefrom, and which may arise as a result of any act, omission, carelessness, negligence, malpractice, or incompetence of the vendor or service provider or the vendor's or service provider's agents or employees, in connection with the performance of the Agreement.

3.28 Independent Contractor

While performing services pursuant to this Agreement, the vendor or service provider is an Independent Contractor and not an officer, agent or employee of the School District.

3.29 Assignment of Contract

The vendor or service provider shall not assign or transfer, by operation of law or otherwise, any or all of their rights, burdens, duties or obligations without the prior written consent of the School District.

3.30 Conflict of Interest

The vendor or service provider shall adhere to the School District's policies on conflict of interest and any and all statutes and regulations regarding conflict of interest currently in place in the State of California.

3.31 Cancellation

- A. If the vendor or service provider violates any provision of this Agreement, the Superintendent or Superintendent's designee may pursue any legal or equitable remedies available to the School District.

- B. In the event of breach of this Agreement by the vendor or service provider, the School District shall have the right to cancel and terminate the Agreement. In this event, the School District shall thereafter be relieved of all liability under the Agreement and the vendor or service provider shall be liable to the School District for any additional cost in connection with the completion of services as a result of the breach.

### 3.32 Dispute Resolution

Any dispute or claim between the vendor or service provider and the School District arising out of or related to this Agreement shall be resolved by binding arbitration, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

### 3.33 Choice of Law

This Agreement shall be interpreted according to the laws and regulations of the State of California.

## **4. SCOPE OF THE SERVICES INCLUDING FINDINGS AND RECOMMENDATIONS ASSOCIATED WITH THE FOLLOWING:**

### 4.1 Special Education Plan

- a. Does the School District provide a continuum of placement options for special education students with various disabilities?
- b. Does the School District operate collaboratively within the SELPA with regard to accessing all available resources and support for special education students?
- c. Are all special education students provided with access to the same books and materials and curriculum as the general education students?

### 4.2 Financial

- a. Are School District funds utilized appropriately with regard to programming, staffing, professional development and NPA/NPS expenditures?
- b. Has the School District established and implemented appropriate cost containment procedure with regard to special education programs?
- c. Are the services that are contracted with outside providers cost effective for the School District, or should the School District consider alternative delivery models?
- d. Is the School District maximizing its revenues from all Federal, State, and other sources?

### 4.3 Programming

- a. Are the School District's programs appropriate in view of IDEA, LRE, curriculum and instruction?
- b. Are programs staffed adequately with administrators, certificated and classified personnel?
- c. Are site staff provided with relevant, research-based professional development on an ongoing basis?

### 4.9 Policies

- a. Are School District written policies consistent with Federal and State laws and mandates?
- b. Are special education written policies shared in an efficient and comprehensive manner with all site administrators and special education teachers?
- c. Are special education written policies implemented consistently throughout the School District?

### 4.9 Settlement Agreements

- a. Are settlement agreements produced and implemented within the guidelines of the law?
- b. How is the current practice of the utilization of settlement agreements in the School District similar or different from other school districts in the region?
- c. Is the use of confidentiality clauses in settlement agreements legal and considered a common practice?
- d. In regard to settlement agreements, are there "industry standard" best practices that would benefit the School District?



#### 4.9 Confidentiality of Student and Employee Information

All personally identifiable student and School District staff information obtained by or furnished to the vendor or service provider, and all Reports or materials containing such information prepared or assembled by the vendor or service provider, shall be kept strictly confidential by the vendor or service provider and shall not be provided or disclosed to any third party without the express written permission of the Superintendent or the Superintendent's designee. The vendor or service provider shall limit access to such material in its control to those of its employees performing services pursuant to this Agreement strictly on a need to know basis. The vendor or service provider shall restrict its use of information to its performance under this Agreement and shall return all such material to the School District upon completion of the services herein.

#### 4.9 Vendor or Service Provider Reports

The report to be submitted should address, in narrative form, each of the "Scope of Work" areas outlined in Sections 4.1 to 4.5. Graphs and/or charts should be included, as appropriate, to clarify findings and/or recommendations. There should be a clear "Statement of Findings" and "Recommendations" for each Section.

#### 4.8 Executive Summary

The report should begin with an "Executive Summary" , which will provide the reader with a clear understanding of the overall conclusions reached in the report.

#### 4.9 Working Papers

As appropriate, supportive interview notes (with reference only as to "parent", "staff member" and position but no reference to name) should be included as an appendix to the report.

#### 4.10 Resources to be Provided by the School District

The School District will assist with the scheduling of interviews with parents of Special Education students, members of the Special Education District Advisory Committee (*SEDAC*), Special Education staff (including Teachers, Instructional Assistants, etc.), Fiscal Office Staff, Administrative Staff, etc.

##### Notes:

(1) Staff Assistance - The School District shall assign appropriate staff to assist the vendor or service provider by providing required information and explanations. Staff of the Special Education and Business Services departments will be assigned as needed to assist the vendor or service provider in field work and to provide information which is pertinent to the work of the vendor or service provider.

(2) Working Space - The School District shall provide vendor or service provider with working space for a maximum of four (4) persons. Requests for space shall be directed to the attention of the Assistant Superintendent, Fiscal & Business Services/Chief Financial Officer.

## **5. PROPOSAL RESPONSE REQUIREMENTS**

#### 5.1 General

All proposals shall be submitted in the format as specified. Provide a complete response to each request for information. Responses to this Section of the Request for Proposal will be used by the Superintendent to determine the successful vendor or service provider.

#### 5.2 Title Page

Indicate the Request for Proposal Title being provided, the name of the firm, local address, the name of the firm's contact person for the purpose of this RFP, the telephone number of the contact person and the date.

### 5.3 Table of Contents

Include a clear identification of the material included in the firm's response by section and by page number.

### 5.4 Letter of Transmittal

Summarize understanding of the work to be done. Indicate the names of the persons who will be authorized to make representations on the part of the firm, their titles, addresses and telephone numbers. The person and/or persons authorized to execute the contract on the part of the firm shall sign the transmittal letter.

### 5.5 Profile of Vendor or service provider

5.5.1 State whether the firm is local, regional or national.

5.5.2 State the location of the office from which the work will be done if the firm is awarded the contract.

### 5.6 Vendor or service provider's Staffing and Qualifications

5.6.1 Indicate the name of the person who will manage the review services as specified in this Request for Proposal. Provide a brief resume of the manager's background, training and experience. Specifically discuss the manager's experience in managing school district reviews of the size and scope as specified herein.

5.6.2 Indicate the names of supervising vendor or service providers who will be assigned to the review of the School District. Provide a brief resume of the supervisors' background, training and experience in supervising reviews of the size and scope of the reviews as specified herein.

5.6.3 Indicate the levels and titles of other employees/agents who will be assigned to perform services under the contract. Include a job description that describes the types of experience, background and training required for each of the classifications proposed.

### 5.7 References

Provide a list of clients for whom your firm has provided related reviewing services in the past two (2) years. Indicate the scope of the reviews performed for each of the reference clients. Include the name of the client, address, telephone and the name of each client's manager. Also include the names of individuals serving for the vendor or service provider and their roles.

### 5.8 Vendor or service provider's Approach to the Reviews

Prepare a work plan to accomplish the reviewing services as specified in this Request for Proposal. The work plan shall include time estimates for each significant segment of the work; the number of staff to be assigned, including supervisors where appropriate; the level of each of the staff members to be assigned; and any specialists who will be assigned.

### 5.9 Costs of the Services - All District Funds

Costs as specified in the submitted proposal shall be based upon the scope of the work as specified herein. It is understood that if the scope of the work is increased and/or decreased the maximum costs as proposed will be adjusted upwards and/or downwards as appropriate. The supporting data for the maximum costs of the review services shall include the hours each of the staff will be assigned, and the hourly rate applicable to each level of staff assigned.

### 5.10 Additional Information

The preceding sections shall contain only the information requested. If vendor or service provider desires to present additional information, such additional information shall be presented in this Section of the RFP. If there is no additional information to present, indicate "There is no additional information to present."

#### 5.11 Assurances

Vendor or service provider understands that the primary purpose of the review as specified herein is to conduct an independent review of the School District's Special Education Programs, Policies, Practices and Budget, and provide a report as noted in Section 4. No extended services will be performed unless they are authorized by the School District and the agreement covering the work to be done has been amended to reflect such extended services.

Vendor or service provider shall certify that in accordance with reviewing standards and other applicable guidelines and regulations, the vendor or service provider will select the necessary procedures to test compliance and to disclose noncompliance with specified laws, regulations and contracts.

### **6. ANALYSIS AND EVALUATION OF PROPOSALS**

#### 6.1 General

This Section, along with Sections 4 and 5 of the Request for Proposal, describes the general procedures that will be utilized by the Superintendent during the evaluation and selection process. It is the intention of the School District to select a vendor or service provider who is deemed to best satisfy the requirements of this Request for Proposal, taking into consideration all aspects of the RFP response, including quality, and the cost of the services to be provided.

#### 6.2 Elements of Evaluation of Proposals

##### 6.2.1 Technical Factors

6.2.1.1 Responsiveness of the proposal in clearly stating an understanding of the work to be performed.

Superintendent will consider:

Appropriateness and adequacy of proposed procedures

Necessity of procedure

Reasonableness of time estimates

Appropriateness of assigned staff levels

Time-lines of expected completion

6.2.1.2 Technical experience of the firm

6.2.1.3 Qualifications of Staff, particularly prior school district review experience

6.2.1.4 Size and structure of the firm

##### 6.2.2 Cost Factors

6.2.2.1 Cost of work to be performed

Cost will be a significant factor when all other evaluation criteria are relatively equal

#### 6.3 Proposal Evaluation Method

The evaluation formula and the values assigned to the criteria that will be used by the Superintendent, and others if assigned, will be weighted. Total scores will be determined by adding the points received for technical qualifications (maximum 75 points) to the points received for the cost of the review (maximum 25 points).

#### 6.4 Mandatory Criteria

A proposal will not be considered unless the vendor or service provider submitting the proposal meets the following criteria:

6.4.1 The vendor or service provider must certify as to its technical ability to address the requirements of this RFP.

6.4.2 The vendor or service provider must have a record of quality work.

#### 6.5 Oral Presentations

The apparent successful vendor or service provider will be requested to present a formal presentation to the Board of Education. The purpose of the presentation is to introduce the Vendor or service provider's professional staff to the Board of Education and have its staff or team members briefly discuss their technical and management plans for the review services. This may occur on or before December 13, 2007.

#### 6.6 Vendor or service provider Selection

Following the Superintendent's final selection of the apparent successful vendor or service provider, the Superintendent or designee will enter into negotiations regarding the provisions of the Agreement. If a satisfactory contract cannot be negotiated, the Superintendent may, in her sole discretion, begin contract negotiations with the second ranking vendor or service provider and terminate negotiations with the originally selector vendor or service provider.

The decision of the School District is final and is not subject to review. The School District may reject all proposals submitted and negotiate with a single vendor or service provider when it is determined to be in the best interest of the School District to do so.

## Multi-Year Financial Projection

Description	2006-07 ACTUALS	2007-08 PROPOSED	2008-09 PROJECTION	2009-10 PROJECTION
<b>Revenue:</b>				
Revenue Limit	64,085,029	65,032,563	66,080,565	66,637,129
Other Federal	191,727	80,000	80,000	80,000
Other State Apportionments	-	734,224	761,390	781,186
Class Size Reduction	3,242,381	3,267,278	3,300,931	3,350,445
Other State (Lottery...)	2,971,663	1,476,682	1,448,868	1,431,450
<b>Meas. "Y" Exp. 6/30/11</b>	3,912,376	3,921,000	4,038,630	4,159,789
All Other Local Income	11,616,542	10,772,576	10,759,393	10,967,541
Interfund Transfer In	8,031,647	500,000	500,000	500,000
LGFC	(13,914,829)	(16,753,298)	(17,004,597)	(17,259,666)
<b>Meas. "S" Exp. 6/30/09</b>	6,861,964	6,573,000	6,573,000	6,573,000
	86,998,501	75,604,026	76,538,180	77,220,872
<b>Expenditure:</b>				
Certificated Salary	44,514,529	44,281,233	45,166,858	46,070,195
Decrease 6.5 FTEs 08-09			(397,800)	(405,756)
Decrease 7 FTEs 09-10				(436,968)
Classified Salaries	10,654,601	10,691,268	10,851,637	11,014,412
Benefits 4%	15,389,052	15,653,579	16,225,025	16,813,943
Supplies/Books	814,728	901,283	896,894	896,894
Other Operational Costs	5,214,457	5,775,873	5,826,104	5,826,104
Capital Outlay	81,803	11,494	-	
Transfers	6,578	6,800	6,800	6,800
Indirect (1)	(470,516)	(912,465)	(850,000)	(850,000)
Debt Services (COPs)	21,029	22,253	22,253	22,253
Transfer Out	75,000	75,000	75,000	75,000
	76,301,261	76,506,318	77,822,770	79,032,876
<b>Increase (Decrease) Fund Balance</b>	<b>10,697,240</b>	<b>(902,292)</b>	<b>(1,284,591)</b>	<b>(1,812,004)</b>
Beginning	5,985,540	16,682,780	15,780,488	14,495,898
Fund Balance	16,682,780	15,780,488	14,495,898	12,683,894
Reserve- Revolving cash store	50,000	50,000	50,000	50,000
Total Reserve	16,632,780	15,730,488	14,445,898	12,633,894
3% Contingency Reserve	3,724,897	3,426,894	3,495,731	3,564,053
Unappropriated Balance	12,907,883	12,303,594	10,950,167	9,069,841

## NOTES:

- 1) Indirect Rate will be changed from 2.45% to 5.29% in 2007-08, 2008-09 and 2009-10.
- 2) The current *Multi-Year Financial Projection* assumes a decline in enrollment in each of the next three years:
  - 2007-08: 181 students and 23.3 FTEs
  - 2008-09: 164 students and 6.5 FTEs
  - 2009-10: 181 students and 7 FTEs

**SANTA MONICA-MALIBU USD**  
**2006-07 LOCAL GENERAL FUND CONTRIBUTION (LGFC)**

	<b>2006-07 BUDGET</b>	<b>2006-07 ACTUALS</b>	<b>CHANGES</b>
SPECIAL EDUCATION	9,999,441	9,221,989	(777,452)
SPECIAL EDUCATION TRANSPORTATION	612,876	443,438	(169,438)
TITLE II PART D: ENHANCING EDUCATION THROUGH TECHNOLOGY ( <i>EETT</i> )	215,000	108,173	(106,827)
NATIONAL BOARD CERTIFICATION	60,000	18,730	(41,270)
MULTI-CULTURE PROGRAM	500,000	465,142	(34,858)
VALUED YOUTH PROGRAM	82,500	65,888	(16,612)
STUDENT OUTREACH PROGRAM-SAMOH	223,399	428	(222,971) *
REGIONAL OCCUPATIONAL PROGRAM	8,700	8,700	-
BARNUM HALL	107,000	32,540	(74,460)
ON GOING MAINTENANCE PROGRAM	3,501,868	3,549,802	47,934
<b>TOTAL CONTRIBUTION:</b>	<b>15,310,784</b>	<b>13,914,830</b>	<b>(1,395,954)</b>

\*Targeted Instructional Improvement Block Grant Program Funding (TIIG) used to help support this program

## SPECIAL EDUCATION 5-YEAR COMPARISON

	2002-03 ACTUALS		2003-04 ACTUALS		2004-05 ACTUALS		2005-06 ACTUALS		2006-07 ACTUALS		2007-08 BUDGET	
PUPIL COUNT					1594		1478	-7.3%	1356	-8.3%	1356	
SPECIAL DAY CLASS	398.76	4%	408.01	2%	432.02	6%	362.5	-16%	335.41	-7.5%	335.41	
NPS/ADA	58.45	-7%	56.16	-4%	60.24	7%	47.89	-21%	42.1	-12.1%	42.1	
<b>SP ED MASTER PLAN</b>												
REVENUE - 8311	6,486,590	-2%	6,319,907	-3%	6,332,759	0%	6,327,319	0%	6,394,699	1.1%	6,400,247	0.1%
ADA REVENUE -8091	2,177,872	9%	2,162,277	-1%	2,381,243	10%	2,070,803	-13%	2,033,202	-1.8%	2,124,307	4.5%
LGFC –8980	5,624,958	-4%	7,395,731	31%	7,578,536	2%	8,251,166	9%	9,157,348	11.0%	10,963,681	19.7%
OTHER	750	-59%	750	0%	5,225		108,234		153,234			
1	14,290,170	-1%	15,878,665	11%	16,297,763	3%	16,757,521	3%	17,738,483	6%	19,488,235	10%
<b>FEDERAL PROGRAMS</b>												
REVENUE -	1,815,707	11%	2,213,490	22%	2,545,594	15%	2,559,305	1%	2,484,934	-2.9%	2,870,696	15.5%
LGFC	126,394	700%	103,898	-18%	91,971	-11%	227,992	148%	64,641	-71.6%	315,613	388.3%
SUBTOTAL:	1,942,101	18%	2,317,388	19%	2,637,565	14%	2,787,298	6%	2,549,575	-8.5%	3,186,309	25.0%
<b>TOTAL:</b>	<b>16,232,272</b>	<b>1%</b>	<b>18,196,053</b>	<b>12%</b>	<b>18,935,328</b>	<b>4%</b>	<b>19,544,819</b>	<b>3.2%</b>	<b>20,288,058</b>	<b>3.8%</b>	<b>22,674,544</b>	<b>11.8%</b>
<b>TOTAL LGFC:</b>	<b>5,751,353</b>	<b>-2%</b>	<b>7,499,629</b>	<b>30%</b>	<b>7,670,508</b>	<b>2%</b>	<b>8,479,158</b>	<b>10.5%</b>	<b>9,221,989</b>	<b>8.8%</b>	<b>11,279,294</b>	<b>22.3%</b>
<b>Certificated FTES</b>			105.70		107.80	2.0%	122.10	13.3%	125.70	2.9%	124.2	-1%
<b>Classified FTES</b>			100.61		103.77	3.1%	109.49	5.5%	132.00	20.6%	130.41	-1%
CERT. SALARIES	7,132,617	3%	7,263,981	2%	7,660,645	5%	8,494,088	11%	9,013,723	6%	9,457,291	5%
CLASS. SALARIES	3,253,709	10%	3,351,212	3%	3,553,586	6%	3,506,144	-1%	3,547,562	1%	4,224,426	19%
	2,374,042	10%	2,947,989	24%	2,977,063	1%	3,327,632	12%	3,498,347	5%	4,268,048	22%
SUPPLIES	97,044	-45%	99,745	3%	79,286	-21%	130,023	64%	136,322	5%	182,340	34%
OPERATION COST	3,373,789	-14%	4,524,033	49%	4,633,278	2%	4,082,059	-12%	3,925,706	-4%	4,532,983	15%
CONSULTANT	229,424	-54%	263,500	15%	479,031	82%	360,061	-25%	387,313	8%	469,765	21%
LEGAL COST	149,131	2%	319,917	115%	167,266	-48%	31,130	-81%	79,963	157%	180,000	125%
NPS CONTRACT	2,757,524	2%	2,922,487	6%	3,398,265	16%	2,656,080	-22%	2,463,586	-7%	3,000,000	22%
OTHER OPERATION	161,670	-64%	387,507	140%	270,191	-30%	319,132	18%	243,182	-24%	263,218	8%
LEGAL SETTLEMENTS	36,391	-30%	589,569	1520%	268,379	-54%	648,698	142%	751,661	16%	620,000	-18%
EQUIPMENT	-								8,151			
INDIRECT/SPECIAL SCH ADJ	-		9,269		10,800	17%	4,873		5,012		9,456	89%
<b>TOTAL EXPENDITURE:</b>	<b>16,231,201</b>	<b>1%</b>	<b>18,196,229</b>	<b>12%</b>	<b>18,914,657</b>	<b>4%</b>	<b>19,544,819</b>	<b>3.3%</b>	<b>20,134,824</b>	<b>3.0%</b>	<b>22,674,544</b>	<b>12.6%</b>

**SPECIAL EDUCATION  
2007-2008**

<b>ENROLLMENT</b>	<b>PROJECTED</b>		<b>ENROLLED</b>	<b>NPS</b>	
<b>2005-06</b>	<b>426</b>		<b>354</b>	<b>47.89</b>	
<b>2006-07</b>			<b>337</b>	<b>42.12 (ESTIMATED)</b>	
<b>2007-08</b>					
	<b>2006-07 FTES</b>	<b>2006-07 BUDGET</b>	<b>2007-08 FTES</b>	<b>2007-08 BUDGET</b>	<b>CHANGES</b>
<b><u>REVENUES:</u></b>					
REVENUE LIMIT /ADA REVENUE		2,033,310		2,124,307	90,997
FEDERAL REVENUE		2,589,072		2,589,072	-
APPORTIONMENT FROM SELPA		6,400,247		6,400,247	-
<b>LGFC</b>		<b>9,987,031</b>		<b>11,560,918</b>	<b>1,573,887</b>
<b>TOTAL:</b>	<b>-</b>	<b>21,009,660</b>	<b>-</b>	<b>22,674,544</b>	<b>1,664,884</b>
<b><u>EXPENDITURES:</u></b>					
<b>CERTIFICATED SALARY</b>					
TEACHERS – MONTHLY	104.000	6,862,462	105.500	7,293,333	430,871
TEACHERS, HOURLY		275,891		286,105	10,214
TEACHERS, SUB		109,372		96,500	(12,872)
PSYCHOLOGISTS, MONTHLY	12.100	1,119,266	11.100	1,028,792	(90,474)
BEHAVIORAL INTERVENTION SPEC	1.000	72,810	1.000	82,183	9,373
NURSES, MONTHLY	1.600	119,289	1.600	120,110	821
PSYCHOLOGISTS, HOURLY		13,902		15,000	1,098
NURSE, HOURLY		7,961		7,961	-
ASSISTANT SUPERINTENDENT	-	31,110			(31,110)
DIRECTOR, MONTHLY	1.000	69,304	1.000	118,807	49,503
COORDINATORS, CERT	4.000	403,723	4.000	408,500	4,777
<b>TOTAL CERTIFICATED SALARY</b>	<b>123.700</b>	<b>9,085,090</b>	<b>124.200</b>	<b>9,457,291</b>	<b>372,201</b>
<b>CLASSIFIED SALARY</b>					
INSTRUCTIONAL AIDES	108.766	2,500,097	108.930	2,998,574	498,477
INSTRUCTIONAL AIDES – HOURLY		262,411		235,002	
IA/INTENSIVE BEHAVIOR INTERVEN	3.000	80,044	3.750	100,795	20,751
CLERICAL	3.000	105,712	3.130	121,763	16,051
INTERPRETER/TRANSLTR	1.000	38,116	1.000	37,344	(772)
OCCUPATIONAL THERAPIST	6.000	497,735	6.000	497,735	-
SPECIAL SERVICES		61,986		63,600	1,614
CERT. OCCUPAT.THERAPY ASST	3.000	79,201	3.000	111,071	31,870
PHYSICAL THERAPIST	1.000	-	1.000	75,000	75,000
STUDENT ASSISTANT		24,495		21,317	(3,178)
OTHER CLASSIFIED	1.125	34,488	1.125	37,510	3,022
<b>TOTAL CLASSIFIED:</b>	<b>126.891</b>	<b>3,684,285</b>	<b>127.935</b>	<b>4,299,711</b>	<b>615,426</b>



*Attachment B3*

<b>BENEFITS</b>		3,574,114		4,297,389	723,275
<b>BOOKS AND SUPPLIES</b>		177,954		182,540	4,586
<b>SERVICES AND OTHER OPERATING</b>					
MILEAGE		21,000		22,150	1,150
CONFERENCE AND TRAVEL		21,530		18,514	(3,016)
DUES		4,300		1,800	(2,500)
LEASE		824		1,891	1,067
REPAIR		1,100		1,000	(100)
MAINTENANCE		2,237		1,237	(1,000)
INTRA FUND TRANSFER		15,301		11,350	(3,951)
CONSULTANT		481,600		480,000	(1,600)
LEGAL		100,000		100,000	-
NPA/NPA		2,937,500		3,000,000	62,500
OTHER OPERATING COST		183,624		185,641	2,017
LEGAL SETTLEMENTS		705,500		700,000	(5,500)
COMMUNICATION		9,200		9,200	-
<b>SERVICES AND OTHER OPERATING COST</b>	-	4,483,716	-	4,532,783	49,067
<b>INDIRECT CHARGE</b>		4,501		9,456	4,955
<b>TOTAL:</b>	<b>250.591</b>	<b>21,009,660</b>	<b>252.135</b>	<b>22,779,170</b>	<b>1,769,510</b>

**\$104,626 AIDES' SALARIES ARE FUNDED BY EIA PROGRAM IN 2007-08 FISCAL YEAR. (5/3/07 BOARD)**

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**

**REQUEST FOR PROPOSAL**

**INDEPENDENT REVIEW OF THE DISTRICT'S SPECIAL EDUCATION PROGRAM, POLICIES,  
PRACTICES AND BUDGET**

**PROPOSAL RESPONSE FORM**  
**TO ACCOMPANY WRITTEN REPORT**

To: Santa Monica-Malibu Unified School District  
1651 16<sup>th</sup> Street  
Santa Monica, CA 90404-3891  
Attention: Superintendent Dianne Talarico

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pursuant to and in compliance with the Notice Calling for Proposals and all other documents relating thereto, the undersigned, , having familiarized himself/herself with the terms and conditions of the proposal documents, hereby proposes and agrees to perform, within the time stipulated, the work to be done and to provide all labor and materials necessary to perform the work in connection with:

**INDEPENDENT REVIEW SERVICES**

all in strict conformance with the specifications for the amounts as specified below:

1. **CONTRACT PRICE**

\_\_\_\_\_  
(Amount in Words)  
\$ \_\_\_\_\_ )

2. It is understood that the School District reserves the right to reject this proposal and that this proposal will remain open and not be withdrawn for a period of thirty (30) days after the date scheduled for submission of proposals.

The names of all persons interested in the foregoing proposal as principals are as follows:

_____ Name	_____ Title
_____ Name	_____ Title
_____ Name	_____ Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Firm

By \_\_\_\_\_  
Signature of Authorized Agent

By \_\_\_\_\_  
Signature of Authorized Agent

By \_\_\_\_\_  
Signature of Authorized Agent

NOTE: If vendor or service provider is a corporation, the legal name of the corporation shall be set forth above together with the signature of authorized officer or agents and the documents shall bear the corporate seal; if vendor or service provider is a partnership, the true name of the firm shall be set forth above together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership; and if vendor or service provider is an individual, his/her signature shall be placed above.

TO: BOARD OF EDUCATION

DISCUSSION

09/27/07

FROM: DIANNE TALARICO / TIMOTHY R. WALKER / LAUREL SCHMIDT

RE: NEW POLICY 1240 - VOLUNTEER ASSISTANCE

DISCUSSION ITEM NO. D.04

It is recommended that the Board of Education adopt Board Policy 1240 - Volunteer Assistance, as recommended by CSBA. This is a new policy that contains updated language regarding the use of volunteers in our schools. It replaces Board Policy 1242, which is outdated and no longer used.

Attachment:

- Board Policy 1240 - Volunteer Assistance

THIS IS A **NEW POLICY** (replaces BP 1242)

New text in underline

<u>NUMBER</u>	<u>ARTICLE</u>	<u>TITLE</u>	
1240	<u>Community Relations</u>	<u>Volunteer Assistance</u>	
<u>SUBTOPIC</u>	<u>POLICY</u>	<u>REGULATION</u>	<u>EXHIBIT</u>
<u>Participation by The Public</u>	<u>X</u>		

**DETAIL**

The Governing Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with students. Volunteer assistance in schools enriches the educational program, enhances supervision of students and contributes to school safety while strengthening the schools' relationships with the community. The Board also encourages community members to serve as mentors providing support and motivation to students.

The Superintendent or designee shall develop and implement a plan for recruiting, screening and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors and/or make appropriate referrals to community organizations.

The Superintendent or designee shall establish procedures to protect the safety of students and adults. These procedures shall include laws related to tuberculosis testing and may also include laws related to criminal record checks.

Volunteers shall be provided with information about school goals, programs and practices and shall receive an orientation and other training related to their specific responsibilities as appropriate. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that capitalize on their skills and expertise and maximize their contribution to the educational program.

Volunteers shall act in accordance with district policies, regulations and school rules. At their discretion, employees who supervise volunteers may ask any volunteer who violates school rules to leave the campus. Employees also may confer with the principal or designee regarding any such volunteers. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

Volunteer maintenance work shall be limited to those projects that do not replace the normal maintenance duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, do not significantly increase maintenance workloads and comply with employee commitments and contracts.

Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021)

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

### **REFERENCE**

Legal Reference:

EDUCATION CODE

35021 Volunteer aides

35021.1 Automated records check

44010 Sex offense; definition

44227.5 Classroom participation by college methodology faculty

44814-44815 Supervision of students during lunch and other nutrition periods

45125 Fingerprinting requirements

45340-45349 Instructional aides

45360-45367 Teacher aides

49406 Examination for tuberculosis

GOVERNMENT CODE

3100-3109 Oath or affirmation of allegiance

3543.5 Prohibited interference with employees' rights

HEALTH AND SAFETY CODE

1596.871 Fingerprints of individuals in contact with child day care facility clients

LABOR CODE

3364.5 Persons performing voluntary services for school districts

PENAL CODE

290 Registration of sex offenders

290.4 Information re sex offenders

CODE OF REGULATIONS, TITLE 22

101170 Criminal record clearance

101216 Health screening, volunteers in child care centers

UNITED STATES CODE, TITLE 20

6319 Qualifications and duties of paraprofessionals, Title I programs

ATTORNEY GENERAL OPINIONS

62 Ops. Cal. Atty. Gen. 325 (1979)

COURT DECISIONS

Whisman Elementary School District, 15 Public Employee Reporter for California, 22043

### **MANAGEMENT RESOURCES**

NATIONAL PTA PUBLICATIONS

National Standards for Parent/Family Involvement Programs, 1997

Building Successful Partnerships: A Guide for Developing Parent and Family Involvement Programs, 2000

WEB SITES

California PTA: <http://www.capta.org>

National PTA: <http://www.pta.org>

California Partners in Education: <http://www.capie.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

U.S. Department of Education, Partnership for Family Involvement in Education: <http://pfie.ed.gov>

CDE: <http://www.cde.ca.gov>

California Department of Justice, Megan's Law mapping:

<http://www.meganslaw.ca.gov>

**ADOPTED**

XXXXXXXXXX

**REVISED**

**CSBA DATE**

July 2002

TO: BOARD OF EDUCATION

DISCUSSION

09/27/07

FROM: DIANNE TALARICO / TIMOTHY R. WALKER / LAUREL SCHMIDT

RE: DELETE POLICY 1242 - CITIZENS ASSISTANCE TO SCHOOL  
PERSONNEL

DISCUSSION ITEM NO. D.05

It is recommended that the Board of Education delete Board Policy 1242 - Citizens Assistance to School Personnel. This policy is outdated and is subsumed under new policy 1240 - Volunteer Assistance.

Attachment:

- Board Policy 1242 - Citizens Assistance to School Personnel



THIS POLICY TO BE **DELETED**

Deleted text in ~~strikeout~~

<u>NUMBER</u>	<u>ARTICLE</u>	<u>TITLE</u>
1242	Community Relations	Citizens Assistance to School Personnel

<u>SUBTOPIC</u>	<u>POLICY</u>	<u>REGULATION</u>	<u>EXHIBIT</u>
Participation by the Public	X		

**DETAIL**

~~The Board of Education believes that the wealth of educational and human resources represented by residents of the school district can well be utilized by the staff in many appropriate ways. Members of the community are encouraged to participate voluntarily in the educational and recreational processes of the District in such areas as classroom teacher-aides, after-school recreation aides, children's centers aides and aides in the area of health care, to name a few.~~

~~Community participants should recognize that they are in the schools to enhance the educational process. Information they may acquire about individual students should be treated with respect and confidentiality.~~

**REFERENCE**

**MANAGEMENT RESOURCES**

<u>ADOPTED</u>	<u>REVISED</u>	<u>CSBA DATE</u>
July 11, 1989		

**DISTRICT GOAL**