

**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**  
**MINUTES**

**October 4, 2007**

A regular meeting of the Santa Monica-Malibu Unified School District Board of Education was held on Thursday, October 4, 2007, in the Malibu City Council Chambers: 23815 Stuart Ranch Road, Malibu, CA. The Board of Education called the meeting to order at 4:20 p.m. in the upstairs Conference Room at the Malibu City Council Chambers: 23815 Stuart Ranch Road, Malibu, CA. At 4:21 p.m., the Board of Education moved to Closed Session regarding the items listed below. The public meeting reconvened at 5:53 p.m. in the Council Chambers.

**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-1014A-07/08                      DN-1035-07/08  
**EN-1002-07/08**
- 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 2007-08 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 (2 cases).
- Real property negotiations regarding 1707 Fourth Street, Santa Monica, CA, pursuant to GC § 54956.6 as cited in the Brown Act.

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

- Malibu High School  
*Principal Mark Kelly began his presentation by handing out copies of the school's new full-color brochure, which celebrates the school's fifteenth year anniversary as a 6-12 school. Dr. Kelly explained that Ms. Laura Rosenthal collected information and Kaiser Marketing produced the brochure; Mr. Kaiser has a twelfth grader at Malibu High School. The brochure was created for three reasons: 1) to celebrate the school's history, 2) to act as an important marketing tool, and 3) to support ongoing fund raising efforts. Dr. Kelly then reported that the school is excited about the new year; they have eleven new teachers, including a new athletic director and Assistant Principal. The school has a new digital design class and a new life skills class. In regards to math assessment, staff is critically examining how changes made a couple years ago to math curriculum delivery have affected*

*achievement and if further program adjustments need to be made. During the summer, teachers participated in team-building activities.*

*Mr. Nate Schoenbrun, Malibu's ASB President, explained that the goal for the year is to create a more structured ASB with new traditions, new events, and different clubs to inspire more school spirit. Current clubs on campus include Best Buddies, Operation SMILE, the Key Club, the Tailgate Club, Amnesty International, and the YES Club. The ASB is trying to make the clubs more serious and relevant to the students' lives.*

*PTSA President Sandy Thacker, who has a daughter in 7<sup>th</sup> grade at the middle school and a son in 9<sup>th</sup> grade at the high school, updated the board regarding the PTSA's theme. Last year's theme was Collaboration with Teachers, with the culminating project of revamping the teacher's lounge. This year's theme is Improving Communication with the Community. As a part of this theme, the PTSA is encouraging all parents to join the PTSA as well as become members of eMHS, the school's online communication forum. The PTSA will also be improving the monthly newsletter, Malibu Highlights, putting a new face on the school's website, and selling popular Shark Wear on the website. Ms. Thacker reported that the energy at Malibu HS is really positive with the addition of new teachers and the successful back to school nights that were held last week.*

*Board Member Snell inquired as to how the community has responded to the Measure "BB" project list. Principal Kelly reported that there has been a positive response as a result of the staff visit last week; parents seem excited to see that projects start. Board Member Escarce commended the school for the terrific brochure; he said it was the best example of a school marketing piece he has seen. The Superintendent thanked Principal Kelly for the presentation and thanked Mr. Kaiser for developing the brochure. She asked Dr. Kelly to elaborate on the math improvement efforts at Malibu High School. Principal Kelly explained that they revisited the question, "What is most important when teaching the core curricular topics?" They then mapped out how to address the core issues, including teaching to the standards and considering the future success of a student when placing him/her in a math level. Board President Wisnicki thanked Principal Kelly and Ms. Thacker for their presentation. She commended the ASB on increasing school spirit.*

*Principal Kelly then announced that Army Sergeant Robert Ayres, a 2003 graduate of Malibu High School, was killed last week while serving his second tour of duty in Iraq. Board President Wisnicki said that the board would adjourn the evening's meeting in honor of Sergeant Ayres.*

## **V. APPROVAL OF THE AGENDA**

*It was moved by Mr. Snell, moved by Ms. Leon-Vazquez, and voted 7/0 to approve the agenda.*

## **VI. APPROVAL OF MINUTES**

|      |                           |   |
|------|---------------------------|---|
| A.01 | Approval of Minutes ..... | 1 |
|      | September 29, 2007        |   |
|      | October 1, 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**

|      |   |      |
|------|---|------|
| A.02 | Approval of Independent Contractors.....  | 2-3  |
| A.03 | Overnight Fieldtrips 2007-2008.....   | 4    |
| A.04 | Conference and Travel Approval/Ratification.....  | 5-7  |
| A.05 | Agreement to Provide General Child Care and Development Services (CDC)<br>for Fiscal Year 2007-08 ..... | 8    |
| A.06 | Approval of Special Education Contracts – 2007-2008 .....   | 9-11 |

### **Business and Fiscal**

|      |  |        |
|------|--|--------|
| A.07 | Award of Purchase Orders – 2007-2008.....  | 12-12b |
| A.08 | Acceptance of Work Completed – Roofing Replacement Contract –<br>Santa Monica High School – Cabral Roofing – Bid #8.01 .....   | 13     |
| A.09 | Acceptance of Work Completed – Districtwide Rubber Safety Surfacing<br>Repair/Replacement – Bid # 8.03 – Spectraturf Inc. .... | 14     |
| A.10 | Acceptance of Memorandum of Understanding with the City of<br>Santa Monica for Fuel of District Vehicles .....                 | 15-15i |

### **Personnel**

|              |   |            |
|--------------|---|------------|
| A.11         | Certificated Personnel – Elections, Separations .....     | 16-24      |
| A.12         | Classified Personnel – Merit.....                         | 25         |
| <b>A.12a</b> | <b>Head Start: Additional Funds for FY 2007-2008.....</b> | <b>25a</b> |

## 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.**

- *Laureen Sills, a parent at Cabrillo Elementary School and Malibu High School, addressed the board regarding SB 123, which would provide a reprieve for students in Special Education.*

## 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**

*Student Board Member Kristen Lambert updated the board regarding the magazine drive at Malibu High School; sales are the highest sales they have been in the past four years. The football team, girls' volleyball team, and cross country team have been incredibly successful so far. The Homecoming Dance, with a Las Vegas theme, will be held on November 9<sup>th</sup>. The week leading up to Homecoming will host a school spirit extravaganza. On October 24<sup>th</sup>, there will be a "Life Rolls On" assembly featuring former professional surfer-turned-motivational speaker, Jesse Billauer, who was paralyzed during a surfing accident. The Middle School and High School will be performing the play Willy Wonka; auditions begin next week.*

**Alec Richker – Santa Monica High School**

*Student Board Member Alec Richker updated the board regarding activities at SAMOHI, including the "O" House breakfast that was held on Wednesday morning. ASB students are in the process of polishing the school seal. The College Fair was held Tuesday night. Xinachtli, a program in which UCLA students tutor and mentor SMAOHI students, started today. This Saturday is the Homecoming dance. Next week will host several activities, including Spirit Week, Pajama Day, Superhero Day, Cause Day, and blue/gold day. Circle of Friends, a group in which students have lunch with students with special needs, will be posting the lunch schedule tomorrow. The Gay/Straight Alliance is working with LAUSD to host an event at Occidental College; activities will include workshops, entertainment, networking, and a dance party. There will be a football game tomorrow night against Los Alamedos. The Superintendent asked Student Board Member Richker what he planned to do after graduating from college. Mr. Richker said that he had thought about being a doctor, but was leaning toward owning a company that had something to do with the subject of biology.*

**Jon Shippey – Olympic High School – no report**

**B. SMMCTA Update – Mr. Harry Keiley**

*Ms. Sarah Braff, Vice President of SMMCTA and a teacher at Will Rogers Learning Community, delivered the report for Mr. Keiley. Ms. Braff reported that congress is working towards renewing the No Child Left Behind Act. She thanked the board for adopting a resolution regarding amendments for the renewal and agreed that student learning and mastery is more important than test scores. SMMCTA submitted its Sunshining letter for negotiations as part of this evening's report (attached to end of minutes). Representatives from SMMCTA and the district are scheduled to commence negotiations on December 9<sup>th</sup>.*

**C. S.E.I.U. Update – Ms. Keryl Cartee – no report**

**D. PTA Council President Report – Rebecca Kennerly**

*Ms. Kennerly reported that she was very pleased with the teachers and events at Lincoln Middle School; her son's back to school night was last week. The staff at Lincoln appear young, vibrant, and innovative. In the PTA Council, a resolution was passed in support of overhauling the district's website. She announced that all the pieces were in place for Public School Week, occurring*

*the week of Nov. 5th; the PTA Council and CEPs are cosponsoring the event. Ms. Kennerly addressed deferred maintenance projects and the roll of the PTA; the PTA Presidents would like to clarify what types of expenditures should be paid by the district versus the PTSAs. The Superintendent explained that a basic package of which deferred maintenance projects are offered to the school sites would come back to the board as information item.*

**E. Financial Oversight Committee – no report**

**F. Measure “BB” Advisory Committee – no report**

## **X. SUPERINTENDENT’S REPORT**

*The Superintendent reported that over the last eight days the board had held two regular meetings, two retreats, and a joint meeting with the Measure “BB” Committee. During the joint meeting, board members had an effective discussion and reached consensus regarding important matters; the project list will come back to the board for approval on October 18<sup>th</sup>. Ms. Talarico reported that the district had its bond rating upgraded from Aa3 to Aa2, and the first series of Measure “BB” bonds were sold on Tuesday. Dr. Hodgson reported that the sale was successful and there was a high demand for the district’s bonds. Board President Wisnikci commented that because we sold the bonds so quickly, we were able to lower the interest rate.*

*The Superintendent announced that during Public Schools Week the schools would be opening their doors and inviting the community to see the phenomenal teachers and learning environments at every school. The districtwide calendar will be coming home with students in mid- to late-October.*

### **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.

|         |  |
|---------|--|
| 6:49 pm | A.13 Administrative Appointment .....26<br>(Janece Maez, Asst. Superintendent, Business & Fiscal Services)   |
|         | A.14 Adopt Resolution No. 07-06 – Recommendations Regarding the<br>Reauthorization of the No Child Left Behind Act ..... 27-29   |
| 7:00 pm | A.15 Request for Proposal in Conjunction with an Independent Review of the<br>District's Special Education Program, Policies, Practices, and Budget ..... 30-50  |
| 8:22 pm | A.16 Award of Technology Information Systems Consulting Contract to<br>Network Solutions Consulting for the Measure “BB” Program..... 51-52  |
|         | A.17 Approve Service Agreement with the TDS Group for Third Party<br>Administrative Services in Conjunction with the New Compliance<br>Procedures Associated with District Responsibilities under Internal<br>Revenue Code (IRC) Section 403(b) ..... 53-54a |
|         | A.18 Establish Position – Director of Theatre Operation and Facility Permits..... 55-57  |

|             |   |                |
|-------------|---|----------------|
| A.19        | Adopt Policy 1240 – Volunteer Assistance .....                    | 58-61          |
| A.20        | Delete Policy 1242 – Citizens Assistance to School Personnel..... | 62             |
| <b>A.21</b> | <b>Amend Certification of Signatures.....</b>                     | <b>62a-62b</b> |

## **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.

7:45 pm

|      |   |       |
|------|---|-------|
| D.01 | Parcel Tax Renewal Feasibility Committee – Progress Report..... | 63-64 |
|------|---|-------|

|      |   |       |
|------|---|-------|
| D.02 | Superintendent’s Performance Targets – 2007-08..... | 65-66 |
|------|---|-------|

9:05 pm

|      |  |       |
|------|--|-------|
| D.03 | District Advisory Committees – Draft of Charges – Open Recruitment to<br>Fill Vacancies..... | 67-85 |
|------|--|-------|

|      |   |    |
|------|---|----|
| D.04 | Replacing Vacancy on Personnel Commission ..... | 86 |
|------|---|----|

## **XIII. INFORMATIONAL ITEMS**

|      |                                       |       |
|------|---------------------------------------|-------|
| I.01 | Small Schools Task Force Update ..... | 87-88 |
|------|---------------------------------------|-------|

|      |                             |    |
|------|-----------------------------|----|
| I.02 | Supplemental Textbooks..... | 89 |
|------|-----------------------------|----|

## **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**

It was moved by Mr. de la Torre, seconded by Mr. Snell, and voted 7/0 to adjourn the meeting at 9:23 p.m. in memory of Army Sergeant Robert Ayres, a 2003 graduate of Malibu High School, who was killed last week while serving his second tour of duty in Iraq.

The next regularly scheduled meeting will be held on **Thursday, October 18, 2007**, at **5:30 p.m.** at the **Santa Monica City Council Chambers**: 1685 Main Street, Santa Monica, CA.

Approved: 11/1/07

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Superintendent

**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><br>Thursday | 2 <sup>nd</sup><br>Thursday | 3 <sup>rd</sup><br>Thursday | 4 <sup>th</sup><br>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<br>9/29: Closed Session                 |
| October                               | 10/4 M                      |                             | 10/18 SM                    | 10/25* DO                     | 10/1: Brd Retreat<br>10/2: Special Mtg<br>*Special Meeting |
| November                              | 11/1 M                      |                             | 11/15 SM                    | 11/30<br>WHERE<br>(5th Thurs) | Thanksgiving 11/22-23                                      |
| December                              |                             | 12/13 DO                    |                             | winter break                  | Usually one mtg. (3 wks in Dec.<br>prior to 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                     | 1/31<br>WHERE<br>(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<br>WHERE<br>(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  
October 4, 2007**

**I CALL TO ORDER**

**4:20pm**

**Moved to Closed Session: 4:21pm**

**Reconvened Public Meeting: 5:53pm**

**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

Kristen Lambert – Malibu High School  
Alec Richker – Santa Monica High School  
Jon Shippey – Olympic High School – *excused absence*

**B Pledge of Allegiance**

*Led by Student Board Member Kristen Lambert.*

**II CLOSED SESSION**

*President Wisnicki reported out of Closed Session: moved by Mr. Mechur, seconded by Dr. Escarce, and voted 7/0 to approve the following settlement cases pursuant to GC Section 54954.9 (b), as cited in the Brown Act:*

DN-1014A-07/08                      DN-1035-07/08

**EN-1002-07/08**

*The total district commitment toward these settlements is \$47,000.*

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

ACTION  
10/04/07

RECOMMENDATION NO. A.01

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

September 29, 2007  
October 1, 2007

MOTION MADE BY: Ms. Pye  
SECONDED BY: Mr. Mechur  
STUDENT ADVISORY VOTE: N/A  
AYES: All (7)  
NOES: None (0)

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## **CONSENT ITEMS**

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/04/07

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/<br/>Contract Dates</b>   | <b>Description</b>  | <b>Site</b>         | <b>Funding</b>                           |
|---|---|---------------------|--|
| Darren Gravelle<br><br>10/1/07 to 6/30/08<br><br>Not to exceed: \$8,000   | To provide K-2 Music  | McKinley            | 01-90120-0-11100-<br>10000-5802-004-4040 |
| Kristen Braitkrus<br><br>10/1/07 to 5/31/08<br><br>Not to exceed: \$1,666   | To provide K-2 Art  | McKinley            | 01-90120-0-11100-<br>10000-5802-004-4040 |
| Occidental College<br>California Foreign<br>Language Project<br><br>8/31/07<br><br>Not to exceed: \$500   | Provide staff development for<br>district teachers, grades 6-12 | Student<br>Services | 01-40350-0-11100-<br>10000-5802-035-1501 |
| UCLA Graduate School<br>of Education and<br>Information Studies,<br>Math, Science, Social<br>Studies &<br>Reading/Literature<br>Projects<br><br>8/31/70<br><br>Not to exceed: \$500 | Provide staff development for<br>district teachers, grades 6-12 | Student<br>Services | 01-40350-0-11100-<br>10000-5802-035-1501 |
| Robert Gilliam Prod., Inc.<br><br>9/10/07 to 6/30/08<br><br>Not to exceed: \$13,000   | To teach Urban<br>Contemporary Dance to<br>Samohi Students      | Samohi              | 01-90830-0-17000-<br>10000-5802-015-4150 |

|  |   |                                 |  |
|--|---|---------------------------------|--|
| Zevitz-Redfield &<br>Associates, Inc.<br>(previously William<br>Carey)<br><br>7/1/07 to 6/30/08<br><br>AMENDED AMOUNT<br>Not to exceed: \$50,000 | To provide technology<br>support as needed to maintain<br>important District functions in<br>an interim period until a<br>Director of Information<br>Services is employed | Information<br>Services         | 01-00000-0-00000-<br>77000-5802-054-2540 |
| Art Meets Technology<br>(Maryanne Solomon)<br><br>10/1/07 to 6/30/08<br><br>Not to exceed: \$15,000  | Redesign existing website,<br>update information, and<br>gather current data.   | Superinten-<br>dent's<br>Office | 01-00000-0-00000-<br>71500-5802-020-1200 |

MOTION MADE BY: Mr. Snell  
SECONDED BY: Ms. Leon-Vazquez  
STUDENT ADVISORY VOTE: N/A  
AYES: All (7)  
NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/04/07

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>   |
|--------------------------------|--|---------------------------|--|----------------|--|
| Webster<br>4<br>80             | Astro Camp<br>5/7/08 to 5/9/08               | Phil Cott                 | \$250 per student paid for by parents and fund raising | Science        | Provides a hands on science class experience   |
| Webster<br>5<br>48             | Yosemite<br>6/2/08 to 6/6/08                 | Phil Cott                 | \$500 per student paid for by parents and fund raising | Science        | Outdoor environmental education program  |
| Samohi<br>9-12<br>100+         | University of Redlands<br>12/6/07 to 12/8/07 | Joni Swenson              | \$100 per student paid for by parents and fund raising | Music          | California Orchestra Directors Association Honor Orchestras: Students are auditioning for this ensemble.                 |
| Samohi<br>9-12<br>100+         | Albuquerque New Mexico<br>2/27/08 to 3/1/08  | Joni Swenson              | \$400 per student paid for by parents and fund raising | Music          | National High School Honor Orchestra American String Teachers Association with the National School Orchestra Association |
| Samohi<br>9-12<br>15           | University of Redlands<br>3/13/08 to 3/15/08 | Joni Swenson              | \$100 per student paid for by parents and fund raising | Music          | Orchestra will participate in CMEA All State Honor Orchestra   |

MOTION MADE BY: Mr. Snell  
SECONDED BY: Ms. Leon-Vazquez  
STUDENT ADVISORY VOTE: N/A  
AYES: All (7)  
NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/04/07

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

RE: CONFERENCE AND TRAVEL APPROVAL/RATIFICATION

RECOMMENDATION NO. A.03

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

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

| <u>NAME</u><br><u>SITE</u><br>Account Number<br>Fund – Resource Number  | CONFERENCE NAME<br>LOCATION<br>DATE (S)  | COST<br>ESTIMATE |
|---|--|------------------|
| <u>BERRIMAN, J. Wallace</u><br>Measure BB<br>21-00000-0-00000-82000-5220-050-1500<br>State School Building Fund-<br><b>Function:</b> Operations | C.A.S.H. Fall Conference<br>Costa Mesa, CA<br>October 8 – 10, 2007                 | \$436            |
| <u>GONZALEZ, Irene</u><br>McKinley Elementary<br>01-30100-0-11100-10000-5220-004-4040<br>General Fund-<br><b>Resource:</b> Title I Basic        | Business Writing and<br>Grammar Skills<br>Long Beach, CA<br>November 15 - 16, 2007 | \$350            |
| <u>HODGSON, Steve</u><br>Business Services<br>01-00000-0-00000-73000-5220-050-1500<br>General Fund-<br><b>Function:</b> Business Services       | School Finance and<br>Management Conference<br>Anaheim, CA<br>September 5, 2007    | \$235            |
| <u>HYATT, Virginia</u><br>Purchasing/ Warehouse<br>01-00000-0-00000-75300-5220-055-2550<br>General Fund-<br><b>Function:</b> Purchasing         | Genentools For Healthy Schools<br>San Francisco, CA<br>September 27, 2007          | \$800            |
| <u>LADUKE, Stacy</u><br>Santa Monica High<br>01-00000-0-11100-27000-5220-015-4150<br>General Fund-<br><b>Function:</b> School Administration    | UC Counselor Conference<br>Santa Barbara, CA<br>September 17, 2007                 | \$60             |

|   |   |       |
|---|---|-------|
| <u>MELLY, Kim</u><br>Fiscal Services<br>01-00000-0-00000-73100-5220-051-2510<br>General Fund-<br><b>Function:</b> Fiscal Services                   | Preparing for Year End 2008<br>Los Angeles, CA<br>November 7, 2007    | \$600 |
| <u>RICHWINE, Dona</u><br>Food and Nutrition Services<br>13-53100-0-00000-37000-5110-057-2570<br>Cafeteria Fund-<br><b>Resource:</b> Child Nutrition | 2007 School Wellness Conference<br>Anaheim, CA<br>October 1 – 2, 2007 | \$299 |

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

| <b>Group Conference and Travel: In-State</b><br><i>* a complete list of conference participants is on file in the Department of Fiscal Services</i>                         |  |                  |
|---|--|------------------|
| <u>CHOU, Sally</u><br>+2 Additional Staff<br>Ed Services<br>01-30100-0-11100-10000-5220-035-1300<br>General Fund-<br><b>Resource:</b> Title I Basic                         | Categorical Programs<br>Monitoring Seminar<br>Los Angeles, CA<br>October 3, 2007       | \$250<br>TOTAL   |
| <u>CHOU, Sally</u><br>+2 Additional Staff<br>Ed Services<br>01-30100-0-11100-10000-5220-035-1300<br>General Fund-<br><b>Resource:</b> Title I Basic                         | Building a Better Budget Workshop<br>Garden Grove, CA<br>October 26, 2007              | \$680<br>TOTAL   |
| <u>GLAZER, Maxine</u><br>+3 Additional Staff<br>Special Education<br>01-33400-0-50010-21400-5220-044-1400<br>General Fund-<br><b>Resource:</b> Idea Local Staff Development | Special Education Legal Consortium<br>Valencia, CA<br>10/15/07 and 3/28/08             | \$500<br>TOTAL   |
| <u>RODRIGUEZ, Maria</u><br>+3 Additional Staff<br>Adams Middle<br>01-70900-0-47600-10000-5220-011-4110<br>General Fund-<br><b>Resource:</b> Economic Impact Aid             | WHY TRY<br>Rancho Cucamonga, CA<br>September 13 – 14-, 2007                            | \$1,860<br>TOTAL |
| <u>VALADEZ, Ruth</u><br>+5 Additional Staff<br>Special Education<br>01-33450-0-57300-11900-5220-044-1400<br>General Fund-<br><b>Resource:</b> Idea Local Staff Development  | 2007-2008 Special Education<br>Symposium<br>Los Angeles, CA<br>10/26/07 and 4/11/08    | \$1,900<br>TOTAL |
| <u>WALKER, Tim</u><br><u>MATHEWS, Mike</u><br>Human Resources<br>01-00000-0-00000-74000-5220-025-1250<br>General Fund-<br><b>Function:</b> Personnel/Human Resources        | Miller Brown & Dennis<br>LEAP Seminar<br>Long Beach, CA<br>9/21/07, 2/8/08 and 5/16/08 | \$150<br>TOTAL   |



| <b><u>Out-of-State Conferences: Individual</u></b> |  |  |
|--|--|--|
| <b>NONE</b>  |  |  |

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

MOTION MADE BY: Mr. Snell  
 SECONDED BY: Ms. Leon-Vazquez  
 STUDENT ADVISORY VOTE: N/A  
 AYES: All (7)  
 NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/04/07

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

RE: AGREEMENT TO PROVIDE GENERAL CHILD CARE AND DEVELOPMENT  
SERVICES (CDC) FOR FISCAL YEAR 2007-08

RECOMMENDATION NO. A.05

It is recommended that the Board of Education authorize execution of a resolution to accept "Amendment 01" of the contract CCTR-7193 with the State Department of Education (CDE), Child Development Division effective July 1, 2007, through June 30, 2008. This agreement, CCTR-7193, is to be executed between the Superintendent of Public Instruction, State Department of Education, and the Santa Monica-Malibu Unified School District, wherein the State agrees to pay the Santa Monica-Malibu District Child Development Fund/CDC an amount not to exceed \$1,869,513 and to authorize Dianne Talarico, Superintendent of Schools, to sign the contract on behalf of the governing board.

Funding Information

|                     |                                      |
|---------------------|--------------------------------------|
| Source:             | Child Development Fund - Restricted  |
| Currently Budgeted: | Yes                                  |
| Amount:             | \$ 154,810                           |
| Account Number:     | 12-50250-0-00000-00000-8290-090-0000 |
| Amount:             | \$ 1,066,638                         |
| Account Number:     | 12-60600-0-00000-00000-8530-000-0000 |
| Amount:             | \$ 648,065                           |
| Account Number:     | 12-60600-0-85005-00000-8530-000-0000 |
| Description:        | CCDF Center Child Care Apportionment |

COMMENT: The original contract amount was \$1,221,448 to serve school-age children at Edison, Grant, McKinley, Muir, Rogers, Roosevelt, SMASH, John Adams Teen Center, and Lincoln Teen Center. The current contract will provide funds to include the full-day/full-time preschools at John Adams and Washington West.

MOTION MADE BY: Mr. Snell

SECONDED BY: Ms. Leon-Vazquez

STUDENT ADVISORY VOTE: N/A

AYES: All (7)

NOES: None (0)

TO: BOARD OF EDUCATION ACTION/MAJOR  
10/04/07

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

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS - 2007-2008

RECOMMENDATION NO. A.06

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

| Nonpublic<br>School/Agency | Student<br>DOB | Service<br>Description  | Contract<br>Number | Cost<br>Not to<br>Exceed |
|----------------------------|----------------|-------------------------|--------------------|--------------------------|
| Career Staff Unlimited     | Various        | Occupational<br>Therapy | #31                | \$ 55,440                |

|   |         |              |
|---|---------|--------------|
| Amount Budgeted NPS/NPA 07/08           |         | \$ 3,000,000 |
| Prior Board Authorization as of 9/27/07 |         | \$ 2,114,228 |
|   | Balance | \$ 885,772   |
| Positive Adjustment<br>(See Below)      |         | \$ 22,962    |
| Total Amount for these Contracts        |         | \$ 55,440    |
|   | Balance | \$ 853,294   |

| 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 10/04/07 |                        |                    |                             |                    |         |
| Instructional<br>Consultant  | Service<br>Description | Contract<br>Number | Reduce (R)<br>Eliminate (E) | Adjusted<br>Amount | Comment |
| Lindamood-Bell   | Educational<br>Therapy | #30 -<br>UC08110   | E                           | \$ 22,962          |         |

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 |
|--------------------------|-------------|---------------------|-----------------|--------------------|
| Lindamood-Bell           | 10/20/92    | Educational Therapy | #30 - UC08110   | \$ 22,962          |

|   |            |
|---|------------|
| Amount Budgeted Instructional Consultants 07/08 | \$ 350,000 |
| Prior Board Authorization as of 9/27/07         | \$ 363,644 |
| Balance   | \$ -13,644 |

|                     |      |
|---------------------|------|
| Positive Adjustment | \$ 0 |
| (See Below)         | \$   |

|                                  |            |
|----------------------------------|------------|
| Total Amount for these Contracts | \$ 22,962  |
| Balance                          | \$ -36,606 |

| 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 \$ 0 as of 10/04/07 |                     |                 |                          |                 |         |
| Instructional Consultant  | Service Description | Contract Number | Reduce (R) Eliminate (E) | Adjusted Amount | Comment |
|   |                     |                 |                          |                 |         |

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 |
|------------------------------|-------------|---------------------|-----------------|--------------------|
|                              |             |                     |                 |                    |

|   |            |
|---|------------|
| Amount Budgeted Non-Instructional Consultants 07/08 | \$ 225,000 |
| Prior Board Authorization as of 09/06/07            | \$ 53,133  |
| Balance   | \$ 171,867 |

|                                  |            |
|----------------------------------|------------|
| Total Amount for these Contracts | \$ 0       |
| Balance                          | \$ 171,867 |

| Legal Contractor | Service Description | Contract Number | Cost Not to Exceed |
|------------------|---------------------|-----------------|--------------------|
|                  |                     |                 |                    |

|   |            |
|---|------------|
| Amount Budgeted Non-Instructional Consultants 07/08 | \$ 180,000 |
| Prior Board Authorization as of 9/27/07             | \$ 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: Mr. Snell  
 SECONDED BY: Ms. Leon-Vazquez  
 STUDENT ADVISORY VOTE: N/A  
 AYES: All (7)  
 NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/04/07

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

RE: AWARD OF PURCHASE ORDERS - 2007-2008

RECOMMENDATION NO. A.07

It is recommended that the Board of Education approve the following Purchase Orders and Changed Purchase Orders from September 19, 2007, through September 24, 2007, for fiscal /08.

MOTION MADE BY: Mr. Snell  
SECONDED BY: Ms. Leon-Vazquez  
STUDENT ADVISORY VOTE: N/A  
AYES: All (7)  
NOES: None (0)

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF OCTOBER, 2007

PAGE 1

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

| PO NO.                                 | VENDOR                         | DESCRIPTION                    | LOCATION                       | AMOUNT                            |       |
|--|--------------------------------|--------------------------------|--------------------------------|-----------------------------------|-------|
| <u>*** CHANGED PURCHASE ORDERS ***</u> |                                |                                |                                |                                   |       |
| 812263                                 | GBC/EDUCATION DEPARTMENT       | PRICE INCREASE                 | FRANKLIN ELEMENTARY SCHOOL     | 28.09                             | U     |
|  |                                |                                |                                | ** CHANGED PURCHASE ORDERS TOTAL: | 28.09 |
| <u>*** NEW PURCHASE ORDERS ***</u>     |                                |                                |                                |                                   |       |
| 812228                                 | AGM CONCEPTS INC.              | SPIRIT SWEATSHIRT ORDER        | SAMOHAI STUDENT STORE          | 3,732.20                          | U     |
| 812238                                 | AMERICAN COUNCIL ON EDUCATION  | GED EXAM PROCESSING FEE        | ADULT EDUCATION CENTER         | 331.25                            | A     |
| 812296                                 | AMERITEL INC                   | Repairs to Surv. Cameras/Trans | TRANSPORTATION                 | 1,081.20                          | R     |
| 812259                                 | ATLAS SYSTEMS INC              | REPLACEMENT TELEPHONES         | LINCOLN MIDDLE SCHOOL          | 384.38                            | U     |
| 812307                                 | AVID PROGRAM - LACOE           | PROFESSIONAL DEVELOPMENT       | SANTA MONICA HIGH SCHOOL       | 750.00                            | U     |
| 812270                                 | BARNES & NOBLE/SANTA MONICA    | core 3 books/barnesnoble       | SMASH SCHOOL                   | 119.89                            | R     |
| 812271                                 | BICYCLE AMBULANCE              | SECURITY BIKE REPAIRS          | SANTA MONICA HIGH SCHOOL       | 300.00                            | U     |
| 812295                                 | BOXLIGHT CORPORATION           | INSTRUCTIONAL EQUIPMENT        | R O P                          | 914.71                            | R     |
| 812206                                 | BSN SPORTS/SPORT SUPPLY GROUP  | SCHOOL SUPPLIES                | COMMUNITY DAY SCHOOL           | 334.20                            | R     |
| 812281                                 | BSN SPORTS/SPORT SUPPLY GROUP  | P.E. SUPPLIES                  | OLYMPIC CONTINUATION SCHOOL    | 310.79                            | R     |
| 812197                                 | BUSINESS PRINTING AND IMAGING  | BUSINESS CARDS                 | CHILD DEVELOPMENT CENTER       | 31.85                             | CD    |
| 812234                                 | BUSINESS PRINTING AND IMAGING  | BUSINESS CARDS                 | CHILD DEVELOPMENT CENTER       | 31.85                             | CD    |
| 812196                                 | C X & B UNITED CORPORATION     | T-SHIRTS                       | CHILD DEVELOPMENT CENTER       | 372.74                            | CD    |
| 812233                                 | CAL-COAST MACHINERY            | GROUND SUPPLIES                | GROUND MAINTENANCE             | 473.05                            | R     |
| 812239                                 | CALIFORNIA DEPT OF EDUCATION   | GED RECORD PROCESSING FEE      | ADULT EDUCATION CENTER         | 1,082.50                          | A     |
| 812242                                 | CALIFORNIA STATE CONSORTIUM    | ADVERTISEMENT                  | ADULT EDUCATION CENTER         | 317.17                            | A     |
| 810754                                 | CANON BUSINESS SOLUTIONS-WEST  | COPIER MAINTENANCE AGREEMENT   | JOHN MUIR ELEMENTARY SCHOOL    | 2,857.68                          | U     |
| 812288                                 | CANON BUSINESS SOLUTIONS-WEST  | MAINTENANCE AGREEMENT          | ADULT EDUCATION CENTER         | 661.50                            | A     |
| 812244                                 | CHILDRENS BOOK WORLD           | INSTRUCTIONAL SUPPLIES         | SAINT ANNE'S PRIVATE SCHOOL    | 3,000.00                          | R     |
| 812189                                 | CORPORATE EXPRESS              | Open PO for Supplies           | SPECIAL EDUCATION REGULAR YEAR | 2,000.00                          | R     |
| 812277                                 | CREATIVE PROMOTIONS            | POM POMS FOR RESALE            | SAMOHAI STUDENT STORE          | 187.95                            | U     |
| 812208                                 | DICK BLICK                     | SCHOOL SUPPLIES                | COMMUNITY DAY SCHOOL           | 1,018.67                          | R     |
| 812248                                 | DICK BLICK - PICK UP ONLY      | ART SUPPLIES                   | SANTA MONICA HIGH SCHOOL       | 500.00                            | R     |
| 812243                                 | DISC MAKERS                    | INSTRUCTIONAL SUPPLIES         | ADULT EDUCATION CENTER         | 125.57                            | A     |
| 812161                                 | DOALL INDUSTRIAL SUPPLY        | CUSTODIAL SUPPLIES             | FACILITY OPERATIONS            | 56.15                             | U     |
| 812318                                 | EAI K-12 MATH CATALOG          | Kdgn Math Core Materials       | ROOSEVELT ELEMENTARY SCHOOL    | 461.18                            | U     |
| 812266                                 | EST SERVICE                    | OPEN ORDER-ELECTRIC PARTS/SUP  | FACILITY MAINTENANCE           | 750.00                            | R     |
| 812253                                 | FEDERAL EXPRESS                | FEDEX DOCS TO CFO APPLICANTS   | BUSINESS SERVICES              | 78.72                             | U     |
| 812204                                 | GALE SUPPLY CO                 | OPEN ORDER/CLEANING ITEMS      | CHILD DEVELOPMENT CENTER       | 150.00                            | CD    |
| 812349                                 | GALE SUPPLY CO                 | SCHOOL SUPPLY - KLEENEX        | EDISON ELEMENTARY SCHOOL       | 182.94                            | U     |
| 812336                                 | GLENCOE/MACMILLAN/MCGRAW-HILL  | FOREIGN LANGUAGE TEXTBOOKS     | SANTA MONICA HIGH SCHOOL       | 650.26                            | R     |
| 812131                                 | GRAHAM COMPANY                 | INVERTER LIGHT SYSTEM-SAMOHAI  | FACILITY MAINTENANCE           | 3,228.88                          | R     |
| 812160                                 | GREAT SOURCE EDUCATION GROUP   | Workbooks                      | LINCOLN MIDDLE SCHOOL          | 579.63                            | R     |
| 811851                                 | HANDWRITING WITHOUT TEARS INC  | WRITING BOOKLETS, KINDERGARTEN | MCKINLEY ELEMENTARY SCHOOL     | 176.83                            | R     |
| 812309                                 | HARCOURT BRACE JOVANOVIH       | INSTRUCTIONAL SUPPLIES         | FRANKLIN ELEMENTARY SCHOOL     | 800.78                            | R     |
| 811813                                 | HEINEMANN                      | INSTRUCTIONAL UNITS OF STUDY   | MCKINLEY ELEMENTARY SCHOOL     | 1,381.93                          | R     |
| 811958                                 | HOME DEPOT- L.A.               | WINDOW FOR COUNSELOR OFFICE    | JOHN ADAMS MIDDLE SCHOOL       | 404.31                            | R     |
| 812338                                 | IDville                        | LANYARDS/VALUED YOUTH          | JOHN ADAMS MIDDLE SCHOOL       | 393.17                            | R     |
| 812293                                 | INTELECOM                      | TEXTBOOKS                      | ADULT EDUCATION CENTER         | 830.55                            | R     |
| 812247                                 | IRON MOUNTAIN INFORMATION MGMT | Courier Maintenance            | INFORMATION SERVICES           | 3,204.00                          | U     |
| 812245                                 | LAKESHORE (PICK UP ONLY)       | OPEN P.O. INST SUPPLIES        | SAINT ANNE'S PRIVATE SCHOOL    | 1,000.00                          | R     |
| 812254                                 | LAW FIRE PROTECTION SERVICES   | FIRE/LIFE SPRINKLER TEST       | SANTA MONICA HIGH SCHOOL       | 3,917.90                          | DF    |
| 812319                                 | MARCY COOK MATH                | First Grade Math Core Material | ROOSEVELT ELEMENTARY SCHOOL    | 177.38                            | U     |
| 812323                                 | MARCY COOK MATH                | First Gr. Math Core Materials  | ROOSEVELT ELEMENTARY SCHOOL    | 251.65                            | U     |
| 812327                                 | MARCY COOK MATH                | Fourth/Fifth Grade Math Core   | ROOSEVELT ELEMENTARY SCHOOL    | 496.65                            | U     |

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
PURCHASE ORDERS TO BE APPROVED AT THE BOARD MEETING OF OCTOBER, 2007

PAGE 2

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

| PO NO.                        | VENDOR                         | DESCRIPTION                    | LOCATION                    | AMOUNT    |    |
|-------------------------------|--------------------------------|--------------------------------|-----------------------------|-----------|----|
| 812328                        | MARCY COOK MATH                | Math Core Materials            | ROOSEVELT ELEMENTARY SCHOOL | 88.69     | U  |
| 812334                        | MARCY COOK MATH                | Kdgn Math core Materials       | ROOSEVELT ELEMENTARY SCHOOL | 237.68    | U  |
| 812325                        | NASCO WEST - MODESTO           | Third Gr. Math Core Materials  | ROOSEVELT ELEMENTARY SCHOOL | 1,072.17  | U  |
| 812256                        | NCTM EDUCATIONAL MATERIALS     | membership                     | CURRICULUM AND IMC          | 295.20    | U  |
| 812222                        | OFFICE MAX                     | COPY PAPER                     | SANTA MONICA HIGH SCHOOL    | 218.23    | U  |
| 812262                        | OFFICE MAX                     | AUDIO CASSETTES                | LINCOLN MIDDLE SCHOOL       | 105.48    | R  |
| 812286                        | OFFICE MAX                     | XEROX PAPER                    | OLYMPIC CONTINUATION SCHOOL | 132.61    | R  |
| 812240                        | PEARSON EDUCATION #3           | INSTRUCTIONAL SUPPLIES         | ADULT EDUCATION CENTER      | 63.71     | A  |
| 812287                        | PEARSON EDUCATION #3           | INSTRUCTIONAL MATERIALS        | ADULT EDUCATION CENTER      | 105.54    | A  |
| 812331                        | PEARSON EDUCATION #1           | SPECIAL ED. TEXTBOOKS          | SANTA MONICA HIGH SCHOOL    | 886.69    | R  |
| 812322                        | PEARSON LEARNING GROUP         | Second Gr. Math Core Materials | ROOSEVELT ELEMENTARY SCHOOL | 153.73    | U  |
| 812341                        | QUARTERMASTER                  | SECURITY CLOTHING              | JOHN ADAMS MIDDLE SCHOOL    | 63.04     | R  |
| 812300                        | RAYVERN LIGHTING               | LIGHT BULBS                    | SANTA MONICA HIGH SCHOOL    | 105.27    | U  |
| 812269                        | RENAISSANCE LEARNING INC       | Accelerated Reader             | FRANKLIN ELEMENTARY SCHOOL  | 2,576.80  | R  |
| 812268                        | RICOH U.S.                     | COPIER                         | FACILITY MAINTENANCE        | 7,235.59  | R  |
| 812203                        | RUSCO INC                      | REORDER HOUSE & PE LOCKS       | SAMOHI STUDENT STORE        | 1,696.00  | U  |
| 812241                        | SANTA MONICA MIRROR            | ADVERTISEMENT                  | ADULT EDUCATION CENTER      | 189.44    | A  |
| 812227                        | SCANTRON CORPORATION           | MAINTENANCE AGREEMENT          | PERSONNEL COMMISSION        | 90.00     | U  |
| 812316                        | SCHOLASTIC INC                 | Kdgn Math Core Materials       | ROOSEVELT ELEMENTARY SCHOOL | 295.63    | U  |
| 812333                        | SCHOOL SPECIALTY/BECKLEY CARDY | Math Core Materials            | ROOSEVELT ELEMENTARY SCHOOL | 96.84     | U  |
| 812207                        | SEACOAST MEDICAL A DIVISION OF | FLU CLINIC SUPPLIES            | HEALTH SERVICES             | 4,484.69  | R  |
| 812061                        | SOUTHWEST SCHOOL SUPPLY        | CLASSROOM SUPPLIES             | OLYMPIC CONTINUATION SCHOOL | 288.43    | R  |
| 812276                        | SOUTHWEST SCHOOL SUPPLY        | classroom supplies             | WEBSTER ELEMENTARY SCHOOL   | 541.25    | R  |
| 812249                        | SPECTRA/SHAW CONTRACT FLOORING | CARPETING LINCOLN MIDDLE       | LINCOLN MIDDLE SCHOOL       | 12,000.00 | DF |
| 812352                        | STAPLES/P-U/SANTA MONICA/WILSH | MUSIC INSTR. SUPPLIES          | STATE AND FEDERAL PROJECTS  | 649.50    | R  |
| 812162                        | STAPLES/P-U/VENICE/LINCOLN BL  | OPEN ORDER/OFFICE SUPPLIES     | CHILD DEVELOPMENT CENTER    | 110.00    | CD |
| 812171                        | STAPLES/P-U/VENICE/LINCOLN BL  | OPEN ORDER/INSTRUCTIONAL       | CHILD DEVELOPMENT CENTER    | 50.00     | CD |
| 812198                        | STAPLES/P-U/VENICE/LINCOLN BL  | OPEN ORDER/OFFICE SUPPLIES     | CHILD DEVELOPMENT CENTER    | 75.00     | CD |
| 812264                        | STAPLES/P-U/VENICE/LINCOLN BL  | OPEN ORDER SUPPLIES            | BUSINESS SERVICES           | 500.00    | R  |
| 812339                        | STAPLES/P-U/VENICE/LINCOLN BL  | OPEN ORDER/INSTR SUP/SPEC ED   | JOHN ADAMS MIDDLE SCHOOL    | 150.00    | R  |
| 812246                        | STAPLES/P-U/WLA/CUST#240174490 | OPEN P.O. ST. ANNES SY 07-08   | SAINT ANNE'S PRIVATE SCHOOL | 200.00    | R  |
| 812255                        | STRESS LESS ENVIRONMENTAL LLC  | PUMP CLARIFIER TRANSPORTATION  | FACILITY MAINTENANCE        | 1,350.00  | U  |
| 812257                        | SUNBURST TECHNOLOGY CORP       | Type To Learn                  | FRANKLIN ELEMENTARY SCHOOL  | 559.95    | R  |
| 812169                        | TARGET STORES                  | OPEN ORDER/INSTRUCTIONAL ITEMS | CHILD DEVELOPMENT CENTER    | 50.00     | CD |
| 812199                        | TARGET STORES                  | OPEN ORDER/INSTRUCTIONAL       | CHILD DEVELOPMENT CENTER    | 50.00     | CD |
| 812200                        | TARGET STORES                  | OPEN ORDER/INSTRUCTIONAL GAMES | CHILD DEVELOPMENT CENTER    | 150.00    | CD |
| 812212                        | TEACHER CURRICULUM INSTITUTE   | REFERENCE BOOK                 | COMMUNITY DAY SCHOOL        | 1,022.13  | R  |
| 812342                        | TEXTBOOK WAREHOUSE INC.        | FOREIGN LANGUAGE TEXTBOOKS     | SANTA MONICA HIGH SCHOOL    | 149.66    | R  |
| 812164                        | VONS MARKET-SANTA MONICA       | OPEN ORDER/COOKING PROJECTS    | CHILD DEVELOPMENT CENTER    | 100.00    | CD |
| 812202                        | VONS MARKET-SANTA MONICA       | OPEN ORDER/COOKING PROJECTS    | CHILD DEVELOPMENT CENTER    | 100.00    | CD |
| 812218                        | VONS MARKET-SANTA MONICA       | OPEN ORDER/COOKING PROJECTS    | CHILD DEVELOPMENT CENTER    | 150.00    | CD |
| 812298                        | WEEKLY READER PERIODICALS      | Weekly Reader                  | GRANT ELEMENTARY SCHOOL     | 93.31     | U  |
| 812225                        | WILSON & VALLELY TOWING        | towing charges - #27 transp.   | TRANSPORTATION              | 85.00     | R  |
| 812194                        | WORLD UNISPEC INC              | REORDER SPIRIT HATS            | SAMOHI STUDENT STORE        | 1,080.00  | U  |
| 812305                        | IPARADIGMS LLC                 | ONLINE PLAGIARISM PREVENTION   | SANTA MONICA HIGH SCHOOL    | 3,035.00  | U  |
| ** NEW PURCHASE ORDERS TOTAL: |                                |                                |                             | 82,824.32 |    |



TO: BOARD OF EDUCATION

ACTION/CONSENT

10/04/07

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

RE: ACCEPTANCE OF WORK COMPLETED - ROOFING REPLACEMENT  
CONTRACT - SANTA MONICA HIGH SCHOOL - CABRAL ROOFING -  
BID #8.01

RECOMMENDATION NO. A.08

It is recommended that the Board of Education accept as completed all work contracted with Cabral Roofing for Roofing Replacement Bid #8.01, Santa Monica High School.

Funding Information

Budgeted: Yes

Fund/Source: 14 - Deferred Maintenance

Account Number: 14-00000-0-00000-81100-5640-XXX-2600

Description: Deferred Maintenance-Repair by Vendor

COMENTS: The contract with Cabral Roofing has been completed. In order to facilitate the release of the retention being held by the District, a Notice of Completion must be filed for thirty-five (35) days with the County of Los Angeles pending Board approval.

|                       |                 |
|-----------------------|-----------------|
| ORIGINAL CONTRACT:    | \$200,000       |
| ADDENDUM #1           | <u>\$ 4,735</u> |
| FINAL CONTRACT AMOUNT | \$204,735       |

MOTION MADE BY: Mr. Snell

SECONDED BY: Ms. Leon-Vazquez

STUDENT ADVISORY VOTE: N/A

AYES: All (7)

NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/04/07

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

RE: ACCEPTANCE OF WORK COMPLETED - DISTRICTWIDE RUBBER  
SAFETY SURFACING REPAIR/REPLACEMENT - BID #8.03 -  
SPECTRATURF INC.

RECOMMENDATION NO. A.09

It is recommended that the Board of Education accept as completed all work contracted with Spectraturf Inc. for Districtwide Safety Surfacing Repair/Replacement.

Funding Information

Budgeted: Yes

Fund/Source: 14 - Deferred Maintenance

Account Number: 14-00000-0-00000-81100-5640-XXX-2600

Description: Deferred Maintenance-Repair by Vendor

COMMENTS: The contract with Spectraturf has been completed. In order to facilitate the release of the retention being held by the District, a Notice of Completion must be filed for thirty-five (35) days with the County of Los Angeles pending Board approval.

|                       |           |
|-----------------------|-----------|
| ORIGINAL CONTRACT:    | \$162,620 |
| FINAL CONTRACT AMOUNT | \$162,620 |

MOTION MADE BY: Mr. Snell  
SECONDED BY: Ms. Leon-Vazquez  
STUDENT ADVISORY VOTE: N/A  
AYES: All (7)  
NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/04/07

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

RE: ACCEPTANCE OF MEMORANDUM OF UNDERSTANDING WITH THE CITY  
OF SANTA MONICA FOR FUEL OF DISTRICT VEHICLES

RECOMMENDATION NO. A.10

It is recommended that the Board of Education approve a Memorandum of Understanding (MOU) with the City of Santa Monica for the fueling of district vehicles at the city's fueling station.

COMMENTS: District and City staff have been working for over a year to develop an agreement where district vehicles can obtain either Compressed Natural Gas (CNG) or regular, unleaded fuel at the city's fueling station at Olympic Blvd and 5<sup>th</sup> streets (the city does not have diesel facilities). Fuel prices will fluxuate month-to-month based on the cost of fuel to the city. Based on Exhibit A of the agreement, current cost to the district would be \$1.76/gallon. Once the district's insurance is accepted by the City and the Board of Education approves the agreement, both parties can begin to implement the MOU.

A copy of the MOU is attached.

MOTION MADE BY: Mr. Snell

SECONDED BY: Ms. Leon-Vazquez

STUDENT ADVISORY VOTE: N/A

AYES: All (7)

NOES: None (0)

**MEMORANDUM OF UNDERSTANDING  
REGARDING THE SALE OF FUEL FROM THE CITY'S FUEL FACILITY LOCATED  
AT OLYMPIC BOULEVARD AND FIFTH STREET**

THIS MEMORANDUM OF UNDERSTANDING REGARDING THE SALE OF FUEL FROM THE CITY'S FUEL FACILITY LOCATED AT OLYMPIC BOULEVARD AND FIFTH STREET ("AGREEMENT"), entered into this \_\_\_\_ day of \_\_\_, 2007 ("Execution Date"), by and between the CITY OF SANTA MONICA, a municipal corporation and charter city ("City"), and the SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT, a unified school district ("District"), each duly organized and existing under the laws of the State of California, is made with reference to the following:

**RECITALS:**

A. The City maintains a fuel facility on Olympic Drive and 5<sup>th</sup> Street for use by City owned vehicles and buses ("Fuel Facility"). The Fuel Facility is a self-serve facility with unleaded gas and natural gas.

B. The City and the District desire to enter into this Agreement to permit the District to purchase unleaded gas and natural gas from the City at the Fuel Facility for District use upon the terms and conditions set forth below.

**AGREEMENT**

NOW, THEREFORE, it is mutually agreed by and between the undersigned parties as follows:

**1. TERM.**

The term of this Agreement shall be for a period of one (1) calendar year commencing on the Execution Date, unless terminated earlier as set forth herein. The City may extend the term of this Agreement for additional one (1) year periods, at its sole and complete discretion, in advance and in writing.

**2. USE OF FUEL FACILITY.**

A. The District understands that the Fuel Facility is self-serve, and agrees to use all applicable safety precautions during the use of the Fuel Facility. The District also agrees to use the Fuel Facility in a manner in compliance with all applicable local, state and federal laws, ordinances, rules and regulations.

B. The District agrees that the use of the fuel pursuant to this Agreement will be for vehicles owned by the District and for District use. No other use shall be permitted. The District shall utilize a vehicle number and code number issued by the Big Blue Bus for each use of the pump.

C. The use of the Fuel Facility by the District shall not disrupt or impact the ongoing

activities of the City.

D. The District will be responsible for any and all damage caused by its use of the Fuel Facility pursuant to this Agreement. In the event of any damage to the facility by the District, the District will promptly reimburse the City for any repair costs necessary to repair the Fuel Facility.

### **3. FUEL PRICE.**

A. Fuel Price. The District shall pay to the City the price per gallon of fuel as set forth in Price List which shall be attached hereto as Exhibit A and incorporated herein by reference (the "Fuel Price"). The Fuel Price shall include, but not be limited to the following, the price based upon the current month's average purchase price, all applicable state, local taxes and federal taxes, a service charge in the amount of 15%, and facility infrastructure and maintenance and replacement charge.

B. Increase in Fuel Price. From time to time during the term of this Agreement, or any extensions thereof, the Fuel Price may increase pursuant to the City's issuance of a notice of increase to the District ("Notice of Increase"). The increase in the Fuel Price will be effective immediately after issuance of the Notice of Increase.

C. Monthly Invoices. The City will issue invoices to the District for the Fuel Price for the preceding month(s).

D. Payments of Invoices. The District shall pay the amount set forth in the invoice within thirty (30) calendar days after receipt of the City's invoice. The District shall pay the Fuel Price when due, without any set-off or deduction. Payment shall be made by check made payable to the City of Santa Monica and delivered to City as follows: [Insert] during the City business hours, or at such other place as City may from time to time designate in writing to the District. Any payment by District or acceptance by City of a lesser amount than shall be due from District to City shall be treated as a payment on account. The acceptance by City of a check for a lesser amount with an endorsement or statement thereon, or upon any letter accompanying such check, that such lesser amount is payment in full shall be given no effect, and City may accept such check without prejudice to any other rights or remedies which City may have against District.

E. Late Fee. If the District fails to pay any Fuel Price within ten (10) days after the same is due, the same shall constitute an event of default, and the District shall be obligated to pay a late payment charge equal to the greater of Fifty Dollars (\$50) or ten percent (10%) of any Fuel Price payment not paid when due to reimburse City for its additional administrative costs ("Late Charge"). In addition, Fuel Price shall bear interest at the default rate from the first day due until paid ("Interest on Late Payments").

### **4. CITY'S RIGHT TO SUSPEND AND TERMINATE.**

A. Right to Suspend Fueling Rights Due to Necessity. In the event of any necessity which jeopardizes the health, safety or welfare of the public, or for any possible adverse impact upon the operations of the City, the City may suspend the fueling rights of the District upon written

notice. The exercise of the City's rights under this Section shall be at the City's sole and absolute discretion.

B. Termination Rights. The City or District may terminate this Agreement, for cause or for convenience, upon 60 days of written notice to the other party.

## **5. INDEMNITY.**

District shall indemnify, defend and hold harmless the City of Santa Monica, the City Council, boards and commissions of the City of Santa Monica, its officers, agents, employees, volunteers (collectively referred to as "City Indemnitees"), from and against any and all demands, claims, actions, suits, judgments, losses, liabilities, damages, cost and expense, including, but not limited to reasonable attorneys' fees, arising directly or indirectly from or in any way related to the District's use of the Fuel Facility and areas adjacent thereto, and the District's activities and operations in, on or about the Fuel Facility, and for the District's breach of this Agreement; however, the District shall have no obligation to indemnify, defend or hold harmless where the claim arising from the sole and active negligence of the City.

## **6. INSURANCE.**

Commencing from the Execution Date, the District shall procure and maintain at the District's own cost and expense for the duration of the Agreement the following insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of work or services hereunder by District, its agents, representatives, employees or subcontractors as set forth in the Insurance Requirements set forth in Exhibit B, which is attached hereto and incorporated as a term of this Agreement.

## **7. COMPLIANCE WITH LAW.**

All activities undertaken pursuant to this Agreement shall be in accordance with all applicable ordinances, resolutions, statutes, rules and regulations of any federal, state or local governmental agency of competent jurisdiction.

## **8. NOTICES.**

A. All notices, demands, requests or approvals to be given under this Agreement shall be given in writing and conclusively shall be deemed served when delivered personally or on the fifth business day after deposit in the United States mail, postage prepaid, registered or certified, addressed as follows:

B. All notices, demands, requests or approval from District to City shall be addressed to City at:

Big Blue Bus  
City of Santa Monica  
1660 7<sup>th</sup> Street  
Santa Monica, CA 90401  
Attn: Stephanie Negriff, Director of Transit Services

With a copy to:

Big Blue Bus  
City of Santa Monica  
1660 7<sup>th</sup> Street  
Santa Monica, CA 90401  
Attn: Joe Stitcher, Assistant Director of Transit Services

C. All notices, demands, requests or approval from City to District shall be addressed to District at:

Santa Monica-Malibu Unified School District  
1651 16<sup>th</sup> Street  
Santa Monica, California 90404-3891  
Attn: Virginia Hyatt, Director of Purchasing

#### **9. AMENDMENTS TO AGREEMENT.**

This Agreement may be amended or modified at any time by agreement of the parties. Any amendment or modification to this Agreement shall be effective only upon approval by both the City and the District.

#### **10. INTERPRETATION OF AGREEMENT.**

The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply. The section headings are for purposes of convenience only.

#### **11. INTEGRATION OF AGREEMENT.**

It is understood that there are no oral agreements between the parties hereto affecting this Agreement and the subject matter thereof and this Agreement supersedes and cancels any and all previous negotiations, oral agreements and understandings, if any, between the parties, and none shall be used to interpret this Agreement. Any amendment or modification to this Agreement will be effective only if in writing and signed by both parties.

#### **12. SEVERABILITY.**

In the event that part of this Agreement shall be declared invalid or unenforceable by a valid judgment or decrees of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining portions of this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, whether legal or equitable, shall be entitled to reasonable attorney's fees.

**13. PROHIBITION AGAINST TRANSFER.**

This Agreement is personal to the District and the District shall have no right to assign or transfer this Agreement to any other third party, without the express prior written approval of the City, which approval is subject to the City's sole and absolute discretion.

**14. APPLICABLE LAW.**


This Agreement shall be construed and interpreted under and governed and enforced according to the laws of the State of California.

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

CITY OF SANTA MONICA  
a municipal corporation

By: \_\_\_\_\_  
P. LAMONT EWELL  
City Manager

APPROVED AS TO FORM:

  
MARSHA JONES MOUTRIE  
City Attorney

ATTEST:

\_\_\_\_\_  
MARIA STEWART  
City Clerk

SANTA MONICA-MALIBU UNIFIED SCHOOL  
DISTRICT  
a unified school district

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



# **EXHIBIT A** **PRICE LIST**

|  | Qty | Rate/Gal | Amount          |
|--|-----|----------|-----------------|
| Average Monthly Purchase Price Per Gallon*           | 1   | \$1.0000 | \$1.0000        |
| Add: Excise Taxes                                    |     |          |                 |
| Federal Excise Tax                                   | 1   | 0.0010   | \$0.0010        |
| Federal Oil Spill Tax                                | 1   | 0.0011   | \$0.0011        |
| State Excise Tax                                     | 1   | 0.1800   | \$0.1800        |
| California Spill Fund Tax                            | 1   | 0.0012   | \$0.0012        |
| California Lead Poisoning Tax                        | 1   | 0.0008   | \$0.0008        |
| Sub-Total Excise Taxes                               |     | 0.1841   | \$0.1841        |
| Add: Los Angeles County Sales Tax @ 8.25%            | 1   | 8.25%    | 8.25%           |
| Sub-Total Purchase Price + Taxes                     |     |          | \$1.2666        |
| Add: Annual Storage Tank Fee                         | 1   | 0.0140   | \$0.0140        |
| Add: BBB Tank Replacement Cost                       | 1   | 0.2500   | \$0.2500        |
| Sub-Total  |     |          | \$1.5306        |
| Add: Administrative Service Charge @15% of Sub-Total |     | 15.00%   | \$0.23          |
| Total Fuel Price Per Gallon                          |     |          | <u>\$1.7602</u> |

A price of \$1/gallon is shown for illustrative purposes only. The actual average price (Section 3A) may vary from month-to-month.

## **EXHIBIT B**

### **INSURANCE REQUIREMENTS**

Prior to commencing access, the District shall procure and maintain at District's own cost and expense for the duration of the access agreement insurance, or a program of self-insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work or services hereunder by the District, its agents, representatives, employees, or subcontractors.

Without in any way affecting the indemnity provided, the District shall secure before commencement of the work and throughout the contract the following types and amounts of insurance:

#### **A. Minimum Limits of Insurance.**

- 1) Commercial General Liability Insurance  
District shall maintain commercial general liability (CGL) with a limit of not less than \$1,000,000 each occurrence/\$2,000,000 in the annual aggregate.
- 2) Business Auto Liability Insurance  
District shall maintain business auto liability with a limit of not less than \$1,000,000 each accident.
- 3) Workers' Compensation and Employer's Liability Insurance  
District shall maintain workers' compensation insurance as required by the State of California and Employer's Liability Insurance in the amount of \$1,000,000 per accident for bodily injury or disease.

#### **B. Minimum Scope of Insurance.**

- 1) CGL insurance shall be written on Insurance Services form CG 00 01 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury liability assumed under an insured contract (including the tort liability of another assumed in a business contract) and explosion, collapse and underground hazard.
- 2) Business Auto Insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos). Coverage shall be written on Insurance Services Office form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA

**C. Deductibles and Self-Insured Retentions.**

Any deductibles or self-insured retentions must be declared to and reasonably approved by the City. At the reasonable option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the District shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

**D. Other Insurance Provisions.**

The commercial general liability and business auto policies are to contain, or be endorsed to contain, the following provisions:

- 1) City of Santa Monica, its officers, officials, employees, and volunteers are to be covered as additional insureds with respect to liability arising out of automobiles owned, leased, hired, or borrowed by or on behalf of the contractor; and with respect to liability arising out of work or operations performed by or on behalf of the District including materials, parts or equipment furnished in connection with such work or operations. Under the CGL policy, using the Insurance Services Office additional insured endorsement form CG 20 10 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. City and other additional insureds mentioned in this paragraph shall not, by reason of their inclusion as additional insureds, become liable for any payment of premiums to carriers for such coverage.
- 2) For any claims related to this project, District's insurance coverage shall be primary insurance as respects the City of Santa Monica, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City of Santa Monica, its officers, officials, employees or volunteers shall be excess of District's insurance and shall not contribute to it.
- 3) The Workers' Compensation and Employer's Liability Policy is to be endorsed to contain the following provision: The insurer shall agree to waive all rights of subrogation against the City.
- 4) Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under subdivision (b) of Section 2782 of the Civil Code.

**E. All Coverages.**

- 1) Each insurance policy required by this Section shall be endorsed to state that coverage shall not be cancelled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to Jory Wolf of the City's Info Systems Department at the address set forth in Section 13 of this Agreement.
- 2) If District, for any reason, fails to maintain insurance coverage which is required pursuant to this Agreement, the same shall be deemed a material breach of contract. City, at its sole option, may terminate this Agreement and obtain damages from the District resulting from said breach. Alternatively, City may purchase such coverage (but has no special obligation to do so), and without further notice the District, City may either deduct from sums due to the District any premium costs advanced or obtain immediate reimbursement from District for any premium costs advance by the City for such insurance.

**F. Acceptability of Insurers.**

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:6, unless otherwise acceptable to the City's Risk Manager.

**G. Verification of Coverage.**

District shall furnish the City of Santa Monica with original certificates and amendatory endorsements effecting coverage required by this section. The certificates and endorsements for each policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The certificates and endorsements should be on forms provided by the City of Santa Monica or on other than the City of Santa Monica's forms, provided those forms and endorsements conform to the requirements. All certificates and endorsements are to be received and approved by the City of Santa Monica before work commences. The City of Santa Monica reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/04/07

FROM: DIANNE TALARICO / MICHAEL D. MATTHEWS

RE: CERTIFICATED PERSONNEL - ELECTIONS, SEPARATIONS

RECOMMENDATION NO. A.11

Unless otherwise noted, all items are included in the 2007/2008 approved budget.

**ADDITIONAL ASSIGNMENTS**

ADAMS MIDDLE SCHOOL

|                    |                  |                  |                               |
|--------------------|------------------|------------------|-------------------------------|
| Dollosio, Maritess | 1.5 hrs @\$39.28 | 8/30/07-08/30/07 | Est Hrly/\$59                 |
|                    |                  |                  | TOTAL ESTABLISHED HOURLY \$59 |

Comment: Assist with new student orientation  
01-School and Library Improvement

EDUCATIONAL SERVICES

|                    |                 |                  |                                 |
|--------------------|-----------------|------------------|---------------------------------|
| Boxer, Lorissa     | 18 hrs @\$39.28 | 7/18/07-07-25-07 | Est Hrly/\$707                  |
| Cady, Linda        | 15 hrs @\$39.28 | 7/18/07-07-25-07 | Est Hrly/\$590                  |
| Dresher, Pamela    | 18 hrs @\$39.28 | 7/18/07-07-25-07 | Est Hrly/\$707                  |
| Duran, Concepcion  | 18 hrs @\$39.28 | 7/18/07-07-25-07 | Est Hrly/\$707                  |
| Dworin, Jeanne     | 18 hrs @\$39.28 | 7/18/07-07-25-07 | Est Hrly/\$707                  |
| Jurewicz, Kristen  | 18 hrs @\$39.28 | 7/18/07-07-25-07 | Est Hrly/\$707                  |
| O'Brien, Marianna  | 18 hrs @\$39.28 | 7/18/07-07-25-07 | Est Hrly/\$707                  |
| Suffolk, Stephanie | 18 hrs @\$39.28 | 7/18/07-07-25-07 | Est Hrly/\$707                  |
| Witt, Carl         | 18 hrs @\$39.28 | 7/18/07-07-25-07 | Est Hrly/\$707                  |
|                    |                 |                  | TOTAL ESTABLISHED HOURLY \$6246 |

Comment: Science Curriculum Mapping Project  
01-IASA: Title II Teacher Quality

|                     |                 |                  |                |
|---------------------|-----------------|------------------|----------------|
| Ahmadi, Parisa      | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Bartoli, Lisa       | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Benitez, Lourdes    | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Bon, Nancy          | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Boxer, Lorissa      | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Boyd, Tom           | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Braff, Sarah        | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Brizuela, Luis      | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Brumer, Sandra      | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Cannell, Steve      | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Carey, Ann          | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Cervantes, Hayde    | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Contreras, Sitara   | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Cook, Kristina      | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Cruz, Teresita      | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Daruty, Lila        | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| De La Rosa, Mary    | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Donovan, Mike       | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Duran, Concepcion   | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Ferrera, Emily      | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Haenschke, Kristine | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Hamilton, LaDawna   | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Hanson, Lori        | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Hawarny, Christina  | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Heintz, Paula       | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Henning, Laura      | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |

|                          |                 |                  |                |
|--------------------------|-----------------|------------------|----------------|
| Hensel, Katja            | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Herrera, Denise          | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Herrera, Mayra           | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Hovest, Christine        | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Johnson, Susan           | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Lee, Chon                | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Levy, Amy                | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Lipsky, Jill             | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Marmolejo, Yolanda       | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| McCullough, Helen        | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Meyer, Kimberly          | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Morales, Carlos          | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Mugalian, Tamara         | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Perez, Lourdes           | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Pickens, Erin            | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Posey, Steve             | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Post, Joel               | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Reid, Roberta            | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Ripley, Virginia         | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Roman, Bertha            | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Salmaggi, Aileen         | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Sato, Glenn              | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Siemer, Deborah          | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Snow, Angie              | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Takashima, Iris          | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Torres, Guadalupe        | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Treuenfels, Therese      | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Ware, Andrea             | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| Wheeler, Daniel          | 14 hrs @\$39.28 | 8/20/07-08/21/07 | Est Hrly/\$550 |
| TOTAL ESTABLISHED HOURLY |                 |                  | \$30,250       |

Comment: SmartBoard Educator Academy  
01-Professional Dev. Block Grant

|                          |                 |                 |                |
|--------------------------|-----------------|-----------------|----------------|
| Bennett, Les             | 12 hrs @\$39.28 | 8/20/07-8/21/07 | Est Hrly/\$471 |
| Cowen, Kate              | 6 hrs @\$39.28  | 8/20/07-8/21/07 | Est Hrly/\$236 |
| Demopoulos, Katherine    | 12 hrs @\$39.28 | 8/20/07-8/21/07 | Est Hrly/\$471 |
| Dunn, Margo              | 12 hrs @\$39.28 | 8/20/07-8/21/07 | Est Hrly/\$471 |
| Evans, Jennifer          | 6 hrs @\$39.28  | 8/20/07-8/21/07 | Est Hrly/\$236 |
| Hwang, Genie             | 6 hrs @\$39.28  | 8/20/07-8/21/07 | Est Hrly/\$236 |
| Mackey, Tammy            | 12 hrs @\$39.28 | 8/20/07-8/21/07 | Est Hrly/\$471 |
| Marcos, Eric             | 12 hrs @\$39.28 | 8/20/07-8/21/07 | Est Hrly/\$471 |
| Naranjo, Rocio           | 12 hrs @\$39.28 | 8/20/07-8/21/07 | Est Hrly/\$471 |
| Smith, Rachel            | 6 hrs @\$39.28  | 8/20/07-8/21/07 | Est Hrly/\$236 |
| Talbott, Deborah         | 12 hrs @\$39.28 | 8/20/07-8/21/07 | Est Hrly/\$471 |
| Tipper, Geoff            | 12 hrs @\$39.28 | 8/20/07-8/21/07 | Est Hrly/\$471 |
| Verham, Karen            | 12 hrs @\$39.28 | 8/20/07-8/21/07 | Est Hrly/\$471 |
| TOTAL ESTABLISHED HOURLY |                 |                 | \$5,183        |

Comment: SmartBoard Educator Academy  
01-Professional Dev. Block Grant

|                          |                |         |               |
|--------------------------|----------------|---------|---------------|
| Ipina, Elizabeth         | 2 hrs @\$39.28 | 7/24/07 | Est Hrly/\$79 |
| Johnson, Rebecca         | 2 hrs @\$39.28 | 7/24/07 | Est Hrly/\$79 |
| TOTAL ESTABLISHED HOURLY |                |         | \$158         |

Comment: BTSA Planning/ELL Diversity Seminars  
01-New Teacher Resource Program

|                          |                    |                   |                    |
|--------------------------|--------------------|-------------------|--------------------|
| Ipina, Elizabeth         | 25.45 hrs @\$39.28 | 10/11/07-12/13/07 | Est Hrly/\$1000.00 |
| Johnson, Rebecca         | 25.45 hrs @\$39.28 | 10/11/07-12/13/07 | Est Hrly/\$1000.00 |
| TOTAL ESTABLISHED HOURLY |                    |                   | \$2000.00          |

Comment: Instructor for BTSA ELL Class  
01-Teacher Credentialing Block Grant

CHILD DEVELOPMENT SERVICES

|                 |                |         |                        |
|-----------------|----------------|---------|------------------------|
| Graves, Gizelle | 8 hrs @\$17.46 | 8/31/07 | Own Hrly/\$140         |
| Landgraf, Heidi | 8 hrs @\$28.40 | 8/31/07 | Own Hrly/\$227         |
|                 |                |         | TOTAL OWN HOURLY/\$367 |

Comment: Assist with Staff Development Meeting  
12-General Child Care

FRANKLIN ELEMENTARY

|                   |                 |                 |                                  |
|-------------------|-----------------|-----------------|----------------------------------|
| Fiske, Nikki      | 40 hrs @\$39.28 | 9/17/07-6/20/08 | Est Hrly/\$1571                  |
| Garden, Nathaniel | 40 hrs @\$39.28 | 9/17/07-6/20/08 | Est Hrly/\$1571                  |
| Leininger, Joy    | 40 hrs @\$39.28 | 9/17/07-6/20/08 | Est Hrly/\$1571                  |
| Maynard, Amy      | 40 hrs @\$39.28 | 9/17/07-6/20/08 | Est Hrly/\$1571                  |
| Reynolds, Ashley  | 40 hrs @\$39.28 | 9/17/07-6/20/08 | Est Hrly/\$1571                  |
| Walling, Cheryl   | 40 hrs @\$39.28 | 9/17/07-6/20/08 | Est Hrly/\$1571                  |
|                   |                 |                 | TOTAL ESTABLISHED HOURLY \$9,426 |

Comment: Homework Club  
01-School & Library Improvement

|               |                 |                |                                |
|---------------|-----------------|----------------|--------------------------------|
| Teague, Linda | 25 hrs @\$39.28 | 9/4/07-6/20/08 | Est Hrly/ 982                  |
|               |                 |                | TOTAL ESTABLISHED HOURLY \$982 |

Comment: Maintain new email system  
01-School & Library Improvement

MALIBU HIGH SCHOOL

|                |                  |                 |                           |
|----------------|------------------|-----------------|---------------------------|
| Duane, Janeen  | 183 hrs @\$52.98 | 8/31/07-6/20/08 | Own Hrly/\$9,695          |
| Owens, Rebecca | 183 hrs @\$55.90 | 8/31/07-6/20/08 | Own Hrly/\$10,229         |
|                |                  |                 | TOTAL OWN HOURLY \$19,924 |

Comment: 6<sup>th</sup> Period Assignment  
01-Unrestricted Resource

MCKINLEY ELEMENTARY

|                |                 |                |                                |
|----------------|-----------------|----------------|--------------------------------|
| Taslimi, Laila | 10 hrs @\$39.28 | 9/5/07-6/20/08 |                                |
|                |                 |                | TOTAL ESTABLISHED HOURLY \$393 |

Comment: 3<sup>rd</sup> Grade Teacher Support  
01-IASA: Title I

POINT DUME ELEMENTARY

|                |                 |         |                                 |
|----------------|-----------------|---------|---------------------------------|
| Dunn, Margo    | 24 hrs @\$39.28 | 8/20/07 | Est Hrly/\$943                  |
| Fagan, Susan   | 18 hrs @\$39.28 | 8/20/07 | Est Hrly/\$707                  |
| Johnson, Cindy | 18 hrs @\$39.28 | 8/20/07 | Est Hrly/\$707                  |
|                |                 |         | TOTAL ESTABLISHED HOURLY \$2357 |

Comment: Assessments  
01-Reimbursed by PTA

ROGERS ELEMENTARY

|                        |                 |              |                |
|------------------------|-----------------|--------------|----------------|
| Barba-Castro, Graciela | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471 |
| Braff, Sarah           | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471 |
| Cedillo, Sofia         | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471 |
| Contreras, Sitara      | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471 |
| Cruz, Teresita         | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471 |
| Daruty, Lila           | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471 |
| De La Rosa, Mary       | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471 |
| Demopoulos, Katherine  | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471 |
| Dresher, Pam           | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471 |
| Ferrera, Emily         | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471 |
| Fliegel, Lois          | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471 |
| Gomez, Carolina        | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471 |
| Henning, Laura         | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471 |
| Hensel, Katja          | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471 |

|                    |                 |              |                                   |
|--------------------|-----------------|--------------|-----------------------------------|
| Herrera, Denise    | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471                    |
| Herrera, Mayra     | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471                    |
| Holmstrom, Toni    | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471                    |
| Kinsinger, Julie   | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471                    |
| Klein, Joan        | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471                    |
| Kleiser, Yvette    | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471                    |
| Laufer, Lorraine   | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471                    |
| Marmolejo, Yolanda | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471                    |
| McComas, Shanti    | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471                    |
| Mendinueto, Darwin | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471                    |
| Menjivar, LaDawna  | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471                    |
| Reid, Roberta      | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471                    |
| Rues, Kevin        | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471                    |
| Schneider, Kirsten | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471                    |
| Serapiglia, Anne   | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471                    |
| Smith, Devon       | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471                    |
| Thatcher, Urias    | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471                    |
| Urias, Rebecca     | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471                    |
| Witt, Carl         | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471                    |
| Wyse, Chrysta      | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471                    |
| Zundell, Nicholas  | 12 hrs @\$39.28 | 8/27-8/29/07 | Est Hrly/\$471                    |
|                    |                 |              | TOTAL ESTABLISHED HOURLY \$16,485 |

Comment: Pre-Service Attendance  
01-Professional Dev. Block Grant

#### ROOSEVELT ELEMENTARY

|                  |               |         |                                |
|------------------|---------------|---------|--------------------------------|
| DeGregorio, Dana | 12 hrs @39.28 | 8/31/07 | Est Hrly/\$471                 |
|                  |               |         | TOTAL ESTABLISHED HOURLY \$471 |

Comment: Involuntary moving classroom  
01-Special Education

|                 |                 |                |                                 |
|-----------------|-----------------|----------------|---------------------------------|
| Latham, Pamela  | 50 hrs @\$39.28 | 8/6/07-8/24/07 | Est Hrly/\$1964                 |
| Mulkern, Nicole | 50 hrs @\$39.28 | 8/6/07-8/24/07 | Est Hrly/\$1964                 |
|                 |                 |                | TOTAL ESTABLISHED HOURLY \$3928 |

Comment: 1<sup>st</sup>/2<sup>nd</sup> Grade Interventions  
01- Reimbursed by PTA

#### SMASH

|                 |                 |                |                                 |
|-----------------|-----------------|----------------|---------------------------------|
| Holland, Kurt   | 11 hrs @\$39.28 | 7/1/07-8/10/07 | Est Hrly/\$432                  |
| McComas, Shanti | 11 hrs @\$39.28 | 7/1/07-8/10/07 | Est Hrly/\$432                  |
| Swann, Cara     | 11 hrs @\$39.28 | 7/1/07-8/10/07 | Est Hrly/\$432                  |
|                 |                 |                | TOTAL ESTABLISHED HOURLY \$1296 |

Comment: Education Environment Initiative Testing  
01-Energy Grant

#### ROP/MALIBU HIGH

|                        |                 |                |                                 |
|------------------------|-----------------|----------------|---------------------------------|
| Bixler, William        | 60 hrs @\$44.02 | 9/4/07-6/20/08 | ROP Hrly/\$2641                 |
| Audio Technology       |                 |                |                                 |
| Bowman-Smith, Carla    | 24 hrs @\$44.02 | 9/4/07-6/20/08 | ROP Hrly/\$1056                 |
| Commercial Photography |                 |                |                                 |
| Plaia, Jodi            | 60 hrs @\$44.02 | 9.4.07-6/20/08 | ROP Hrly/\$2641                 |
| Stagecraft/Acting      |                 |                |                                 |
|                        |                 |                | TOTAL ESTABLISHED HOURLY \$6338 |

Comment: ROP  
01-ROP/Classroom Program

#### ROP/SANTA MONICA HIGH

|                             |                 |                |                 |
|-----------------------------|-----------------|----------------|-----------------|
| Jones, Teresa               | 22 hrs @\$44.02 | 8/1/07-8/30/07 | ROP Hrly/ \$968 |
| Retail Sales                |                 |                |                 |
| Roper-Conley, Carolyn       | 12 hrs @\$44.02 | 7/1/07-8/30/07 | ROP Hrly/ \$528 |
| Office Occupation/Marketing |                 |                |                 |



|                                 |                                      |                   |                           |
|---------------------------------|--------------------------------------|-------------------|---------------------------|
| Shafiey, Mahvash                | 10 hrs @\$44.02                      | 8/1/07-8/30/07    | ROP Hrly/\$ 440           |
| Marketing                       |                                      |                   |                           |
| Suhd, Mike                      | 6 hrs @\$44.02                       | 8/17/07           | <u>ROP Hrly/ \$264</u>    |
| Staff Development               |                                      | TOTAL ESTABLISHED | HOURLY \$2200             |
| Comment:                        | ROP                                  |                   |                           |
|                                 | 01-ROP/Classroom Program             |                   |                           |
| Wood, David                     | 183 hrs @\$80.35                     | 9/4/07-6/20/08    | <u>Own Hrly/\$14,704</u>  |
|                                 |                                      | TOTAL             | OWN HOURLY \$14,704       |
| Comment:                        | 6 <sup>th</sup> period assignment    |                   |                           |
|                                 | 01-ROP/Classroom Program             |                   |                           |
| Wood, David                     | 24 hrs @\$44.02                      | 9/4/07-6/20/08    | <u>ROP Hrly/\$1056</u>    |
|                                 |                                      | TOTAL ESTABLISHED | HOURLY \$1056             |
| Comment:                        | Supervision/Commercial Photography   |                   |                           |
|                                 | 01-ROP/Classroom Program             |                   |                           |
| <u>SANTA MONICA HIGH SCHOOL</u> |                                      |                   |                           |
| Cruce, Marae                    | 183 hrs @\$41.19                     | 9/1/07-6/20/08    | Own Hrly/ \$7,538         |
| Duron, Robert                   | 183 hrs @\$80.35                     | 9/1/07-6/20/08    | Own Hrly/ \$14,704        |
| Lacy, Norm                      | 183 hrs @\$78.82                     | 9/1/07-6/20/08    | Own Hrly/ \$14,424        |
| Marken, Ari                     | 183 hrs @\$53.63                     | 9/1/07-6/20/08    | Own Hrly/ \$9,814         |
| Sato, Liane                     | 183 hrs @\$56.20                     | 9/1/07-6/20/08    | Own Hrly/ \$10,285        |
| Vollstedt, Todd                 | 183 hrs @\$60.73                     | 9/1/07-6/20/08    | <u>Own Hrly/ \$11,114</u> |
|                                 |                                      | TOTAL             | OWN HOURLY \$67,699       |
| Comment:                        | 6 <sup>th</sup> Period Assignment    |                   |                           |
|                                 | 01-Unrestricted Resource             |                   |                           |
| Beeman-Solano, Amy              | 3 hrs @\$39.28                       | 8/1/07-8/31/07    | <u>Est Hourly/ \$118</u>  |
|                                 |                                      | TOTAL ESTABLISHED | HOURLY \$118              |
| Comment:                        | Scoring English Placement Exams      |                   |                           |
|                                 | 01-10th Grade Counseling             |                   |                           |
| Felix, Michael                  | 21 hrs @\$39.28                      | 6/20/07-7.26.07   | <u>Est Hourly/ \$825</u>  |
|                                 |                                      | TOTAL ESTABLISHED | HOURLY \$825              |
| Comment:                        | Intervention Class                   |                   |                           |
|                                 | 01-Unrestricted Resource             |                   |                           |
| Flanders, Matthew               | 5 hrs @\$39.28                       | 7/1/07-8/30/07    | <u>Est Hourly/ \$200</u>  |
|                                 |                                      | TOTAL ESTABLISHED | HOURLY \$200              |
| Comment:                        | Swim Coach                           |                   |                           |
|                                 | 01-Reimbursed by ASB                 |                   |                           |
| Gatell, Frank                   | 24 hrs @\$39.28                      | 8/16/07-8/21/07   | <u>Est. Hourly/ \$943</u> |
|                                 |                                      | TOTAL ESTABLISHED | HOURLY \$943              |
| Comment:                        | Fall Registration                    |                   |                           |
|                                 | 01-10 <sup>th</sup> Grade Counseling |                   |                           |
| Paul, Carmen                    | 5 hrs @\$39.28                       | 6/2/07-6/3/07     | <u>Est. Hourly/ \$196</u> |
|                                 |                                      | TOTAL ESTABLISHED | HOURLY \$196              |
| Comment:                        | AP Audit                             |                   |                           |
|                                 | 01-GATE                              |                   |                           |
| Stevens, Maria                  | 22 hrs @\$39.28                      | 7/25/07-8/8/07    | <u>Est. Hourly/ \$864</u> |
|                                 |                                      | TOTAL ESTABLISHED | HOURLY \$864              |
| Comment:                        | Valued Youth Summer Intervention     |                   |                           |
|                                 | 01-Unrestricted Resource             |                   |                           |
| Swenson, Joni                   | 16 days @\$400.43                    | 8/31/07-6/20/08   | <u>Own Daily/ \$6407</u>  |
|                                 |                                      | TOTAL             | OWN DAILY/\$6407          |
| Comment:                        | Music/Orchestra                      |                   |                           |
|                                 | 01-Unrestricted Resource             |                   |                           |

|  |                    |                 |                                  |
|--|--------------------|-----------------|----------------------------------|
| Tipper, Geoff                          | 16.25 hrs @\$39.28 | 7/1/07-7/31/07  | <u>Est Hourly/ \$638</u>         |
|  |                    |                 | TOTAL ESTABLISHED HOURLY \$638   |
| Comment: Math Placement Testing        |                    |                 |                                  |
| 01-Unrestricted Resource               |                    |                 |                                  |
|  |                    |                 |                                  |
| Trundle, Albert                        | 12 hrs @\$39.28    | 8/13/08-8/14/07 | <u>Est Hourly/ \$471</u>         |
|  |                    |                 | TOTAL ESTABLISHED HOURLY \$471   |
| Comment: Master Schedule               |                    |                 |                                  |
| 01-10 <sup>th</sup> Grade Counseling   |                    |                 |                                  |
|  |                    |                 |                                  |
| Barraza, Pete                          | 6 hrs @\$39.28     | 8/24/07         | Est Hourly/ \$236                |
| Bates, Kelly                           | 6 hrs @\$39.28     | 8/24/07         | Est Hourly/ \$236                |
| Beeman-Solano, Amy                     | 6 hrs @\$39.28     | 8/24/07         | Est Hourly/ \$236                |
| Bisson, Amy                            | 6 hrs @\$39.28     | 8/24/07         | Est Hourly/ \$236                |
| Contreras, Luis                        | 6 hrs @\$39.28     | 8/24/07         | Est Hourly/ \$236                |
| De La Cruz, Gilda                      | 6 hrs @\$39.28     | 8/24/07         | Est Hourly/ \$236                |
| Dougherty, Kelly                       | 6 hrs @\$39.28     | 8/24/07         | Est Hourly/ \$236                |
| Harris, John                           | 6 hrs @\$39.28     | 8/24/07         | Est Hourly/ \$236                |
| Huls, Jeff                             | 6 hrs @\$39.28     | 8/24/07         | Est Hourly/ \$236                |
| Karyadi, Adrienne                      | 6 hrs @\$39.28     | 8/24/07         | Est Hourly/ \$236                |
| Lacy, Norm                             | 6 hrs @\$39.28     | 8/24/07         | Est Hourly/ \$236                |
| Louria, Meredith                       | 6 hrs @\$39.28     | 8/24/07         | Est Hourly/ \$236                |
| Pust, Jennifer                         | 6 hrs @\$39.28     | 8/24/07         | Est Hourly/ \$236                |
| Roman, Bertha                          | 6 hrs @\$39.28     | 8/24/07         | Est Hourly/ \$236                |
| Thais, Robert                          | 6 hrs @\$39.28     | 8/24/07         | Est Hourly/ \$236                |
| Tipper, Geoff                          | 6 hrs @\$39.28     | 8/24/07         | <u>Est Hourly/ \$236</u>         |
|  |                    |                 | TOTAL ESTABLISHED HOURLY \$3776  |
| Comment: Leadership Meeting            |                    |                 |                                  |
| 01-EIA                                 |                    |                 |                                  |
|  |                    |                 |                                  |
| Baum, Rena                             | 3 hrs @\$39.28     | 7/1/07-8/30/07  | Est Hrly/ \$118                  |
| Hinojosa, Judith                       | 5 hrs @\$39.28     | 7/1/07-8/30/07  | Est Hrly/ \$196                  |
| Pulido, Maribel                        | 5 hrs @\$39.28     | 7/1/07-8/30/07  | Est Hrly/ \$196                  |
| Trundle, Albert                        | 17 hrs @\$39.28    | 7/1/07-8/30/07  | <u>Est Hrly/ \$668</u>           |
|  |                    |                 | TOTAL ESTABLISHED HOURLY \$1178  |
| Comment: Summer Advisory               |                    |                 |                                  |
| 01-10 <sup>th</sup> Grade Advisory     |                    |                 |                                  |
|  |                    |                 |                                  |
| Barraza, Pete                          | 8 hrs @\$39.28     | 7/1/07-8/30/07  | Est Hrly/ \$314                  |
| Beeman-Solano, Amy                     | 8 hrs @\$39.28     | 7/1/07-8/30/07  | Est Hrly/ \$314                  |
| Faas, Kathleen                         | 8 hrs @\$39.28     | 7/1/07-8/30/07  | Est Hrly/ \$314                  |
| Fairchild, Lauren                      | 8 hrs @\$39.28     | 7/1/07-8/30/07  | Est Hrly/ \$314                  |
| Fulcher, Nathan                        | 8 hrs @\$39.28     | 7/1/07-8/30/07  | Est Hrly/ \$314                  |
| Harris, John                           | 8 hrs @\$39.28     | 7/1/07-8/30/07  | Est Hrly/ \$314                  |
| Kennedy, Alison                        | 8 hrs @\$39.28     | 7/1/07-8/30/07  | Est Hrly/ \$314                  |
| Langdon, Lance                         | 8 hrs @\$39.28     | 7/1/07-8/30/07  | Est Hrly/ \$314                  |
| Lutz, Joey                             | 8 hrs @\$39.28     | 7/1/07-8/30/07  | Est Hrly/ \$314                  |
| Magnuson, Ruth                         | 8 hrs @\$39.28     | 7/1/07-8/30/07  | Est Hrly/ \$314                  |
| Nation, Christina                      | 8 hrs @\$39.28     | 7/1/07-8/30/07  | Est Hrly/ \$314                  |
| Reichle, Tisha                         | 8 hrs @\$39.28     | 7/1/07-8/30/07  | Est Hrly/ \$314                  |
| Thais, Robert                          | 8 hrs @\$39.28     | 7/1/07-8/30/07  | Est Hrly/ \$314                  |
| Stevens, Maria                         | 8 hrs @\$39.28     | 7/1/07-8/30/07  | Est Hrly/ \$314                  |
| Ver Steeg, Robin                       | 8 hrs @\$39.28     | 7/1/07-8/30/07  | <u>Est Hrly/ \$314</u>           |
|  |                    |                 | TOTAL ESTABLISHED HOURLY \$4,710 |
| Comment: English Curriculum Committees |                    |                 |                                  |
| 01-Pupil Retention Block Grant         |                    |                 |                                  |

SPECIAL EDUCATION

|                   |                |         |                 |
|-------------------|----------------|---------|-----------------|
| Berezowsky, Lisa  | 3 hrs @\$39.28 | 8/30/07 | Est Hrly/ \$118 |
| Drucker, Michelle | 3 hrs @\$39.28 | 8/30/07 | Est Hrly/ \$118 |
| Ihrig, Debra      | 3 hrs @\$39.28 | 8/30/07 | Est Hrly/ \$118 |

Orf, Sara 3 hrs @\$39.28 8/30/07 Est Hrly/ \$118  
TOTAL ESTABLISHED HOURLY \$472  
Comment: Training of Integration & Application Social Skills  
01-Special Education

# HOURLY TEACHERS

## ADULT EDUCATION CENTER

|                     |                  |                   |                                    |
|---------------------|------------------|-------------------|------------------------------------|
| Afable, Elaine      | 225 hrs @\$44.02 | 09/06/07-12/14/07 | Est Hrly/\$9,905                   |
| Allen, Antonia      | 45 hrs @\$44.02  | 09/06/07-12/14/07 | Est Hrly/\$1,981                   |
| Amsberry, Adrian    | 292 hrs @\$44.02 | 09/06/07-12/14/07 | Est Hrly/\$12,854                  |
| Carrizo, Virginia   | 45 hrs @\$44.02  | 09/06/07-12/14/07 | Est Hrly/\$1,981                   |
| DeMello, Flavia     | 300 hrs @\$44.02 | 09/06/07-12/14/07 | Est Hrly/\$13,206                  |
| Easton, Julie       | 135 hrs @\$44.02 | 09/06/07-12/14/07 | Est Hrly/\$5,943                   |
| Gridley, Steven     | 135 hrs @\$44.02 | 09/06/07-12/14/07 | Est Hrly/\$5,943                   |
| Hammond, Paul       | 75 hrs @\$44.02  | 09/06/07-12/14/07 | Est Hrly/\$3,301                   |
| Hernandez, Patricia | 143 hrs @\$44.02 | 09/06/07-12/14/07 | Est Hrly/\$6,273                   |
| Kusion, Mary        | 135 hrs @\$44.02 | 09/06/07-12/14/07 | Est Hrly/\$5,943                   |
| Landa, Belle        | 180 hrs @\$44.02 | 09/06/07-12/14/07 | Est Hrly/\$7,924                   |
| Nikcevic, Veronica  | 180 hrs @\$44.02 | 09/06/07-12/14/07 | Est Hrly/\$7,924                   |
| Oyman, Deniz        | 240 hrs @\$44.02 | 09/06/07-12/14/07 | Est Hrly/\$10,565                  |
| Porter, Lynne       | 300 hrs @\$44.02 | 09/06/07-12/14/07 | Est Hrly/\$13,206                  |
| Sawaya, Sherri      | 180 hrs @\$44.02 | 09/06/07-12/14/07 | Est Hrly/\$7,924                   |
| Street, Robert      | 135 hrs @\$44.02 | 09/06/07-12/14/07 | Est Hrly/\$5,943                   |
| Zax, Kelly          | 270 hrs @\$44.02 | 09/06/07-12/14/07 | Est Hrly/\$11,885                  |
|                     |                  |                   | TOTAL ESTABLISHED HOURLY \$132,701 |

Comment: Adult Education Classes  
11-ABE/ESL/ADULT ED APPR/PL105-22/COMM.BASED TUTORING

## GRANT ELEMENTARY

|                        |                  |                 |                                   |
|------------------------|------------------|-----------------|-----------------------------------|
| Friedenthal, Gabrielle | 360 hrs @\$39.28 | 9/17/07-5/30/08 | Est Hrly/ \$14,141                |
| Guyette, Janet         | 360 hrs @\$39.28 | 9/17/07-5/30/08 | Est Hrly/ \$14,141                |
| Iwanaka, Traci         | 360 hrs @\$39.28 | 9/17/07-5/30/08 | Est Hrly/ \$14,141                |
|                        |                  |                 | TOTAL ESTABLISHED HOURLY \$42,423 |

Comment: Reading Teachers  
01-Reimbursed by PTA

## PT.DUME ELEMENTARY

|                              |                  |                 |                                    |
|------------------------------|------------------|-----------------|------------------------------------|
| Carter, Sandra               | 594 hrs @\$39.28 | 9/17/07-5/31/08 | Est Hrly/ \$23,332                 |
| Science Teacher              |                  |                 |                                    |
| Donfeld, Shauna              | 363 hrs @\$39.28 | 9/17/07-5/31/08 | Est Hrly/ \$14,259                 |
| Reading Teacher              |                  |                 |                                    |
| Van Note, Vonnice            | 840 hrs @\$39.28 | 9/17/07-6/13/08 | Est Hrly/ \$32,995                 |
| Reading Intervention Teacher |                  |                 |                                    |
|                              |                  |                 | TOTAL ESTABLISHED HOURLY \$ 70,586 |

Comment: 01-Reimbursed by PTA

## MALIBU HIGH SCHOOL

|                |                  |                 |                                   |
|----------------|------------------|-----------------|-----------------------------------|
| Poole, William | 183 hrs @\$60/14 | 8/31/07-6/20/08 | Est Hrly/ \$11,005                |
|                |                  |                 | TOTAL ESTABLISHED HOURLY \$11,005 |

Comment: Woodshop  
01-Unrestricted Resource

## ROP/SANTA MONICA HIGH

|               |                   |                |                    |
|---------------|-------------------|----------------|--------------------|
| Byrd, Marc    | 400 hrs @\$51.58  | 9/5/07-6/30/08 | Own Hrly/ \$20,632 |
| Jones, Teresa | 1100 hrs @\$61.76 | 9/5/07-6/30/08 | Own Hrly/ \$67,936 |
| Just, Peggy   | 190 hrs @\$64.32  | 9/5/07-6/30/08 | Own Hrly/ \$12,221 |
| Kemp, Anita   | 1200 hrs @\$65.85 | 9/5/07-6/30/08 | Own Hrly/ \$79,020 |

TOTAL OWN HOURLY \$179,809

Comment: ROP Classes  
01-ROP Classroom Program

|                     |                   |                 |                                    |
|---------------------|-------------------|-----------------|------------------------------------|
| Foster, Audrey      | 125 hrs @\$44.02  | 9/18/07-6/30/08 | Est Hrly/ \$ 5,503                 |
| Givens, Martin      | 200 hrs @\$44.02  | 9/5/07-6/30/08  | Est Hrly/ \$ 8,804                 |
| Just-Daire, Meiko   | 800 hrs @\$44.02  | 9/5/07-6/30/08  | Est Hrly/ \$35,216                 |
| McGee, Richard      | 1000 hrs @\$44.02 | 9/5/07-6/30/08  | Est Hrly/ \$44,020                 |
| Merrick, Jeffrey    | 180 hrs @\$44.02  | 9/5/07-6/30/08  | Est Hrly/ \$ 7,924                 |
| Navarrette, Gabriel | 125 hrs @\$44.02  | 9/25/07-6/30/08 | Est Hrly/ \$ 5,503                 |
| Shafiey, Mahvash    | 1200 hrs @\$44.02 | 9/5/07-6/30/08  | Est Hrly/ \$52,824                 |
| Suhd, Mike          | 320 hrs @\$44.02  | 9/5/07-6/30/08  | Est Hrly/ \$14,086                 |
| Wishart, William    | 375 hrs @\$44.02  | 9/5/07-6/30/08  | Est Hrly/ \$16,508                 |
|                     |                   |                 | TOTAL ESTABLISHED HOURLY \$190,388 |

Comment: ROP Classes  
01-ROP Classroom/Program

WEBSTER ELEMENTARY

|              |                  |                |                                   |
|--------------|------------------|----------------|-----------------------------------|
| Hines, Diane | 636 hrs @\$39.28 | 9/1/07-6/30/08 | Est Hrly/ \$24,982                |
|              |                  |                | TOTAL ESTABLISHED HOURLY \$24,982 |

Comment: Art Enrichment  
01-Reimbursed by PTA

**TOTAL ESTABLISHED HOURLY, AND OWN HOURLY = \$864,214**

**ELECTIONS**

PROBATIONARY CONTRACTS

| <u>Name/Assignment/Location</u>                  | <u>Not to Exceed</u> | <u>Effective</u> |
|--|----------------------|------------------|
| Cueva, Leonardo/School Age<br>Child Develop Svcs | 50%                  | 9/1/07           |
| Kertesz, Charles/Science<br>Malibu High School   | 100%                 | 8/31/07          |
| Ramirez, Laura/School Age<br>Child Develop Svcs  | 50%                  | 8/31/07          |
| Redecker, Robert/RSP<br>Santa Monica High        | 100%                 | 8/31/07          |
| Sipos, Leslie/Librarian<br>Santa Monica High     | 100%                 | 8/31/07          |

TEMPORARY CONTRACTS

| <u>Name/Assignment/Location</u>                            | <u>Not to Exceed</u> | <u>Effective</u> |
|--|----------------------|------------------|
| Callery, Louisa/Lang.Arts<br>Malibu High School            | 40%                  | 8/31/07-6/20/08  |
| Gwyn, Melinda/5 <sup>th</sup> Grade<br>Pt. Dume Elementary | 100%                 | 8/31/07-6/20/08  |
| Le, Hong/2 <sup>nd</sup> Grade<br>Grant Elementary         | 100%                 | 8/31/07-6/20/08  |
| Lockhart, Vicki/Literacy Coord.<br>Roosevelt Elementary    | 100%                 | 8/31/07-6/20/08  |

|   |      |                 |
|---|------|-----------------|
| Neier, Christopher/Athletic Dir.<br>Malibu High School            | 100% | 8/31/07-6/20/08 |
| Nicodemus, Veronica/1 <sup>st</sup> Grade<br>John Muir Elementary | 100% | 8/31/07-6/20/08 |
| Stukin, Alyse/Counselor<br>John Adams Middle School               | 100% | 9/13/07-6/20/08 |

**SUBSTITUTE TEACHERS**

Effective

LONG-TERM SUBSTITUTES

(@\$204.00 Daily Rate)

Collins, Michael 09/17/07

ADULT EDUCATION CENTER

(@\$39.28 Hourly Rate)

Fawcett, Evelyn 9/6/07

Levin, Perin 9/6/07

**CHANGE IN ASSIGNMENT**

Effective

Berman, Wendy 9/10/07-6/20/08

Webster Elementary/1<sup>st</sup> Grade

From: 100%

To: 80%

Gardner, Heather 8/31/07-6/20/08

Malibu High School/History

From: 100%

To: 40%

Murdock, Sheryl 9/10/07-6/20/08

Webster Elementary/1<sup>st</sup> Grade

From: 20%

To: 40%

Salvaryn, Elisa 10/1/07

John Muir Elementary

From: 80% RSP/20%

To: 100%RSP

Toppel, Diane 8/31/07

John Adams Middle School

From: Humanities

To: Resource Specialist

MOTION MADE BY: Mr. Snell  
 SECONDED BY: Ms. Leon-Vazquez  
 STUDENT ADVISORY VOTE: N/A  
 AYES: All (7)  
 NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/04/07

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

**UPDATE**

RE: CLASSIFIED PERSONNEL - MERIT

RECOMMENDATION NO. A.12

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

**TERMINATION**

**EFFECTIVE DATE**

|               |   |         |
|---------------|---|---------|
| 8361-57-07    | CAFETERIA WORKER I                                  | 10/5/07 |
| FOOD SERVICES | [Abandonment of Position<br>Merit Rule 14.1.4.A,15] |         |
| 9539-57-07    | CAFETERIA WORKER I                                  | 10/5/07 |
| FOOD SERVICES | [Abandonment of Position<br>Merit Rule 14.1.4.A,15] |         |

**CHANGE IN ASSIGNMENT**

**EFFECTIVE DATE**

|                     |                       |         |
|---------------------|-----------------------|---------|
| ROSE, PAM           | SR. OFFICE SPECIALIST | 10/5/07 |
| CABRILLO ELEMENTARY | 6 HRS/SY              |         |

MOTION MADE BY: Mr. Snell  
SECONDED BY: Ms. Leon-Vazquez  
STUDENT ADVISORY VOTE: N/A  
AYES: All (7)  
NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

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

10/04/07

ADDENDUM

RE: HEAD START - ADDITIONAL FUNDS FOR FY 2007-2008

RECOMMENDATION NO. A.12a

It is recommended that the Board of Education approve the request and receipt of additional funds for the 2007-2008 fiscal year of \$60,000 and \$168,650 to the Head Start Basic Budget.

Funding Information

|                     |                                      |
|---------------------|--------------------------------------|
| Source:             | Child Development Fund - Restricted  |
| Currently Budgeted: | yes                                  |
| Account Number:     | 12-52101-0-00000-00000-8285-090-0000 |
| Description:        | Head Start Basic                     |
| Amount:             | \$60,000                             |
| Account Number:     | 12-52101-0-00000-00000-8285-090-0000 |
| Description:        | Head Start Basic                     |
| Amount:             | \$168,650                            |

COMMENT: The purpose of the initial amount (\$60,000) is to extend the end time of childcare services in one classroom from 2:30 p.m. to 6:00 p.m. The second amount (\$168,650) projects the salaries of three additional bilingual community liaisons to meet Head Start requirements to build and develop strong partnerships with parents and their families. Additional funds will also be allocated to management salaries in order to provide adequate supervision and support to the staff.

MOTION MADE BY: Mr. Snell

SECONDED BY: Ms. Leon-Vazquez

STUDENT ADVISORY VOTE: N/A

AYES: All (7)

NOES: None (0)

---

## **MAJOR ITEMS**



TO: BOARD OF EDUCATION

ACTION/MAJOR

10/04/07

FROM: DIANNE TALARICO / TIMOTHY R. WALKER

**UPDATE**

RE: ADMINISTRATIVE APPOINTMENT

RECOMMENDATION NO. A.13

It is recommended that the Board of Education approve the following administrative appointment:

**CERTIFICATED CLASSIFIED APPOINTMENT**

**Effective**

Janece Maez

10/08/07

Assistant Superintendent, Business and Fiscal Services  
**and Chief Financial Officer**

\*\*\*\*\*

*Ms. Maez said that she was excited to start serving as district's CFO on Monday morning.*

MOTION MADE BY: Mr. Snell  
SECONDED BY: Ms. Leon-Vazquez  
STUDENT ADVISORY VOTE: N/A  
AYES: All (7)  
NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/MAJOR

10/04/07

FROM: DIANNE TALARICO

RE: ADOPT RESOLUTION NO. 07-06 - RECOMMENDATIONS REGARDING  
THE REAUTHORIZATION OF THE NO CHILD LEFT BEHIND ACT

RECOMMENDATION NO. A.14

It is recommended that the Board of Education adopt Resolution No. 07-06 - Recommendations Regarding the Reauthorization of the No Child Left Behind Act.

COMMENT: A full copy of the Resolution is attached.

\*\*\*\*\*

*Board President Wisnicki stated the purpose of the Resolution: While the board believes the original No Child Left Behind Act had good and noble intentions to improve education, the board is proposing amendments to the legislation.*

*The board agreed to additional language in the Resolution regarding the professional development of new teachers at the university level (in bold, underlined font in the Resolution).*

MOTION MADE BY: Mr. Snell  
SECONDED BY: Ms. Leon-Vazquez  
STUDENT ADVISORY VOTE: N/A  
AYES: All (7)  
NOES: None (0)

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 07-06**

**RECOMMENDATIONS REGARDING THE REAUTHORIZATION OF THE  
NO CHILD LEFT BEHIND ACT**

**WHEREAS**, a strong public school system is the cornerstone of our democratic society; and

**WHEREAS**, the federal Elementary and Secondary Education Act of 1965 and its subsequent reauthorizations through 2001 were passed with the goal of strengthening and supporting our nation's public schools; and

**WHEREAS**, the 2001 reauthorization of ESEA called No Child Left Behind has undermined public schools and support for public education, with unfunded mandates that harm our schools of greatest need; and

**WHEREAS**, NCLB's accountability model sets up schools for failure by its strict criteria for meeting AYP, and currently, unfairly labels many California schools as failing, while often not recognizing and rewarding significant student achievement growth that has occurred; and

**WHEREAS**, Congress and the President have broken their promise to provide the resources necessary to implement NCLB, creating federally under funded, mandated liability on local schools districts totaling billions of dollars; and

**WHEREAS**, NCLB fails to address assessment needs unique to English Learners and students with disabilities; and

**WHEREAS**, NCLB in its current form, sets standards with rates of growth that are unattainable for the majority of our public school; and

**WHEREAS**, NCLB treats all program improvement sites as equal whether the infractions are minor or major; **and**

**WHEREAS, NCLB requires that all teachers be "highly qualified," but does nothing to hold colleges and universities accountable for educating our future teacher workforce;**

**BE IT RESOLVED**, the at the **Santa Monica Malibu Board of Education** urges Congress and the President to reauthorize ESEA and erase or alter the provisions of NCLB that are severely damaging our schools and their opportunity for success; and

**BE IT FURTHER RESOLVED**, that the rewritten law use growth models that recognize school progress, student improvement, and student needs and provides funding for the collection and assessment of data; and

**BE IT FURTHER RESOLVED**, that schools be categorized as in need of major improvement or minor revisions; and

**BE IT FURTHER RESOLVED**, that the rewritten law offer assistance and resources to schools instead of sanctions by providing additional funding to schools of greatest need; and

**BE IT FURTHER RESOLVED**, that there is some form of consistency in rating schools across the nation.

**RESOLVED**, this 4<sup>th</sup> day of October, 2007, that the rewritten ESEA should once again be legislation that helps public schools improve, recognizes that improvement, and restores public confidence in our nation's education system.

AYES: 7

NOES: 0

ABSENT: 0

ABSTENTIONS: 0

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

---

President

Attest:

---

Superintendent,  
Secretary to the Board

TO: BOARD OF EDUCATION

ACTION/MAJOR

10/04/07

FROM: DIANNE TALARICO

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

RECOMMENDATION NO. A.15

It is recommended that the Board of Education approve the attached Request for ~~Proposal~~ **Qualifications** document and direct staff to begin the process of soliciting proposals from potential vendors/ service providers to conduct the independent review of the district's Special Education program, policies, practices, and budget.

Based on the past commitment of the Board of Education to have an independent review 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)~~ **Request for Qualifications (RFQ)** 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 <del>RFP</del> <b><u>RFQ</u></b>                           | 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/<br>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~~ **RFQ**.

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~~ RFQ at the Board of Education Meeting to be held on October 4, 2007.

COMMENT: This item came before the board on September 27, 2007, as *Discussion Item No. D.03*.

\*\*\*\*\*

Public Comments:

- *Laureen Sills, a member of the Special Education DAC, addressed the board regarding the RFQ.*
- *Craig Hamilton, a member of the community, addressed the board regarding the RFQ.*

*The board agreed to the following changes to the RFQ:*

- *Section 6.1: The Superintendent shall form a diverse committee of district stakeholders to advise the School District regarding the selection of a vendor or service provider. A representative from the board, the Special Education DAC, and both city governments will be invited to participate on this committee.*
- *The vendor or service provider will provide periodic updates to the Superintendent, board, and committee of stakeholders.*

*The board requested the following information:*

- *The number of students in Special Education programs by demographic data*
- *Ten-year trend showing handicapping conditions of students in Special Education programs.*

MOTION MADE BY: Mr. Snell  
SECONDED BY: Ms. Leon-Vazquez  
STUDENT ADVISORY VOTE: N/A  
AYES: All (7)  
NOES: None (0)

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

## **REQUEST FOR QUALIFICATIONS (RFQ)**

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

Pre-Submittal Conference: November 2, 2007 (11:00 a.m.)

Submittals Due By: November 16, 2007 (3:00 p.m.)

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

**RFQ Issued on October 5, 2007**

**Office of the Superintendent**

## **1. INTRODUCTION**

This Request for Qualifications (*RFQ*) contains specifications and related documents for an independent review of five aspects of Special Education in SMMUSD: SELPA Plan, Program, policies, practices and budget. This RFQ and all subsequent modifications thereto are hereby designated as the sole reference and authority for the preparation of submittals.

This RFQ 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 submittal.

Notwithstanding other provisions of the RFQ, outside agencies and organizations are hereby advised that this request is a solicitation of qualifications 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 conducting the independent review of five aspects of Special Education in SMMUSD: SELPA Plan, Program, policies, practices and budget is described in Section 4 of this Request for Qualifications. Qualified firms are invited to provide submittals in response to this request. As the review will require expertise in Special Education programs, associated legal aspects and finance, a “team” approach to this undertaking is suggested.

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

### **3.1 Preparation of Submittal Documents**

Six (6) sealed copies, one original and five copies, of the submittal shall be provided by no later than 3:00 p.m. on November 16, 2007. Submittals 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 service provider/vendor to see that the submittal is delivered on time. Submittals received after 3:00 p.m. on November 16, 2007 will be returned unopened to the submitting firm.

### **3.2 Signature**

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



### 3.3 Completion of the RFQ

The RFQ shall be complete in all respects as required by the instructions herein. The RFQ submittal may be rejected if it is conditional or incomplete. The RFQ submittal will be rejected if, in the opinion of the Superintendent, the information contained therein was intended to erroneously mislead the District in its evaluation.

### 3.4 Erasures

The submittal 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 submittal.

### 3.5 Examination of Contract Documents

Vendors or service providers shall thoroughly examine the contents of the RFQ. 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 RFQ or to the contract to be awarded. The providing of a submittal 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 RFQ, 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 RFQ, 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 RFQ before the date scheduled for submission, or of any error which reasonably should have been known to them, they shall provide the submittal 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 RFQ before the date scheduled for submission by issuance of an addendum to all parties who received the RFQ for the purpose of providing a submittal. Addenda shall be numbered consecutively as a suffix to the RFQ reference number.

### 3.7 Modification of RFQ Response

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

### 3.8 Withdrawal of Submittal

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

### 3.9 Rejection of RFQ Submittals

The Superintendent reserves the right to reject any or all submittals received in response to this RFQ.

### 3.10 Pre-submittal Conference

A Pre-submittal Conference will be held at 11:00 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 RFQ. While this conference is not mandatory, it is recommended that those who intend to respond to the RFQ should be in attendance at this conference. Questions asked during the Pre-submittal Conference, that are pertinent to the Request for Qualifications will also be included in a summary of Minutes from the Pre-submittal Conference. No other individual sessions will be held with any vendor or service provider participating in the Request for Qualifications. Questions that may arise after the Pre-submittal 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 Qualifications.

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 RFQ documents will be clarified by the Superintendent upon written request.

### 3.12 Cost of Preparation

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

### 3.13 Evaluation of RFQ Submittals

RFQ submittals 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 submittal is deemed to best meet the needs of the School District. It is anticipated that the contract will be awarded within the thirty (30) day period that submittals 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 submittal. Written notification will be made to unsuccessful vendors or service providers.

### 3.15 Errors in Submittals

Vendors or service providers shall be bound by the terms and conditions of their submittals notwithstanding the fact that errors are contained therein. However, if immaterial errors are found, the Superintendent may notify the vendor or service provider of the error(s) and require the correction of error(s).

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 RFQ 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 provide with their submittal, 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

(Pre-submittal Conference, Evaluation of RFQs by committee and Pre-award conference will be open to the public)

|   |                               |
|---|-------------------------------|
| RFQ Available   | October 5, 2007               |
| Pre-submittal Conference  | November 2, 2007 (11:00 a.m.) |
| Receive RFQs  | November 16, 2007 (3:00 p.m.) |
| Complete Evaluation of RFQs (including interviews as may be needed) | 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                    |

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 Qualifications, 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 RFQ.

3.25 Compensation

The School District shall pay the vendor or service provider an amount not to exceed the maximum cost proposed/negotiated, 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.

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. Describe the continuum of placement options for special education students with various disabilities that are offered and provided by the School District.
- b. Describe how the School District operates collaboratively within the SELPA with regard to accessing all available resources and support for special education students.
- c. Describe the efforts taken by the District to ensure that all special education students are provided with access to the same books, materials and curriculum as the general education students.

#### 4.2 Program

- a. Describe the extent to which the School District's Special Education programs are appropriate in view of IDEA, LRE, curriculum and instruction. Identify areas in need of improvement.
- b. Describe the level of support that is provided to programs in relation to human resources. Are they staffed adequately with administrators, certificated and classified personnel?
- c. Describe the professional development that is provided to District staff. Is the District provided PD relevant, research-based and available to staff on a regular basis?
- d. Describe the availability of and access to technology for students with disabilities. Do IEP teams review the potential need of assistive technology during the IEP process? Are assistive technology assessments performed for students determined by the District to require further evaluation?

#### 4.3 Policies

- a. Describe whether the School District written policies are consistent with Federal and State laws and mandates.
- b. Describe how special education written policies are shared in an efficient and comprehensive manner with all site administrators and special education teachers.
- c. Identify whether special education written policies are implemented consistently throughout the School District. What efforts could be taken to demonstrate improvement in this area?
- d. Describe the guidelines and procedures that set forth the coordination of services for the Extended School Year (ESY).
- e. Describe the steps taken by Administrators when a teacher refers a child to special education.
- f. Describe the access that is available to students with IEP's to after school activities and field trips. Do they have access to school sponsored activities?

#### 4.4 Practices / Settlement Agreements

- a. Are settlement agreements produced and implemented within the guidelines of the law?
- b. Describe how the current practice of creating settlement agreements in the School District compares to the practices of other school districts in the region.
- c. Do other districts conduct settlement agreements where the services agreed to are not subsequently written into the student's IEP?
- d. Is there a legal requirement to implement a Settlement Agreement if the child moves out of their geographical boundaries of the School District?
- e. Is the use of confidentiality clauses in settlement agreements legal and considered a common practice? What other Districts in Los Angeles County use these clauses?
- f. In regard to settlement agreements, are there "industry standard" best practices that would benefit the School District?  
Do Principals have authority over students with IEP's and specialists on their campuses? What steps does the District take to support the Principals in addressing Special Education programs and staff on their sites?
- g. What is the percentage of students with Disabilities that are educated with general education students for more than fifty percent of the school day? Has that percentage increased or decreased over the last three years?

#### 4.5 Financial

- a. Describe the extent to which School District funds are utilized appropriately with regard to programming, staffing, professional development and NPA/NPS expenditures?
- b. What is the trend in the District in expenditure in NPA and NPS services? Describe those areas where dependence on outside services is the greatest and where costs are highest. Include OT, PT, Speech and Behavior Therapy.
- c. Describe the District expenditure on teacher training, including any training for general education teachers on accommodations and modifications.
- d. What is the trend in legal costs to the district associated with special education mediations and due process?
- e. Has the School District established and implemented appropriate cost containment procedure with regard to special education programs?
- f. Are the services that are contracted with outside providers cost effective for the School District, or should the School District consider alternative delivery models?

g. Is the School District maximizing its revenues from all Federal, State, and other sources?

4.6 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.

4.7 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 include 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. RESPONSE REQUIREMENTS**

### **5.1 General**

All responses to the RFQ 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 Qualifications will be used by the Superintendent to determine the successful vendor or service provider.

### **5.2 Title Page**

Indicate the Request for Qualifications Title being provided, the name of the firm, local address, the name of the firm's contact person for the purpose of this RFQ, 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 Qualifications. 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 vendors or service providers who will be assigned to the review of the School District. Provide a resume of the lead supervisor and all review team members, including educational training, experience and expertise in relation to the review of the District's Special Education programs, policies, practices and budget.

5.6.3 Indicate the levels and titles of other employees/agents (team members) who may be assigned to perform services under the contract. Include a resume that describes the types of work experience, background and education.

### **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 Qualifications. The work plan shall include time estimates for each significant segment of the work, the number of staff to



be assigned, the expertise of each of the staff/team members to be assigned, and any specialists who will be assigned.

5.9 Costs of the Services

Costs as specified in the submittal 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 RFQ. 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 SUBMITTALS**

6.1 General

This Section, along with Sections 4 and 5 of the Request for Qualifications, 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 Qualifications, taking into consideration all aspects of the RFQ response, including quality, and the anticipated cost of the services to be provided.

6.2 Elements of Evaluation of Submittals

6.2.1 Technical Factors

6.2.1.1 Responsiveness of the submittal 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  
Expertise and appropriateness of assigned staff or team members  
Timelines of expected completion

6.2.1.2 Technical experience of the firm

6.2.1.3 Qualifications of staff or team members, particularly prior school district review experience

## 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 Submittal 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 submittal will not be considered unless the vendor or service provider providing the submittal 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 RFQ.

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

## 6.5 Oral Presentations

The selection process may necessitate that one or more of the vendors/services providers make a presentation to a District review panel. At the conclusion of this process, the apparent successful vendor or service provider (once having reached agreement with the District on contract terms, conditions and price) will be requested to make 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 submittals 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<br>ACTUALS | 2007-08<br>PROPOSED | 2008-09<br>PROJECTION | 2009-10<br>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<br/>BUDGET</b> | <b>2006-07<br/>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**
*Attachment B1*

|                           | <b>2002-03<br/>ACTUALS</b> |            | <b>2003-04<br/>ACTUALS</b> |            | <b>2004-05<br/>ACTUALS</b> |           | <b>2005-06<br/>ACTUALS</b> |              | <b>2006-07<br/>ACTUALS</b> |             | <b>2007-08<br/>BUDGET</b> |              |
|---------------------------|----------------------------|------------|----------------------------|------------|----------------------------|-----------|----------------------------|--------------|----------------------------|-------------|---------------------------|--------------|
| 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%          |
| FEDERAL PROGRAMS          |                            |            |                            |            |                            |           |                            |              |                            |             |                           |              |
| 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<br/>FTES</b> | <b>2006-07<br/>BUDGET</b> | <b>2007-08<br/>FTES</b> | <b>2007-08<br/>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 QUALIFICATIONS (RFQ)**

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

**SUBMITTAL 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Although recognizing that the final terms, conditions and price for the work to be performed will be negotiated, the undersigned, having familiarized himself/herself with the terms and conditions of the submittal 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**

1. **PROPOSED CONTRACT PRICE**

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

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

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

|               |                |
|---------------|----------------|
| _____<br>Name | _____<br>Title |
| _____<br>Name | _____<br>Title |
| _____<br>Name | _____<br>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

ACTION/MAJOR

10/04/07

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

RE: AWARD OF TECHNOLOGY INFORMATION SYSTEMS CONSULTING  
CONTRACT TO NETWORLD SOLUTIONS CONSULTING FOR THE  
MEASURE "BB" PROGRAM

RECOMMENDATION NO. A.16

It is recommended that the Board of Education approve a contract with Networld Solutions Consulting for educational technology consulting and project planning services pertaining to the development of the Facility Master Plan Program.

Funding Information

Budgeted: Yes

Fund: 21

Source: State School Building Fund

Account Number: 21-00000-0-00000-85000-5802-050-1500 \$34,000

01-90100-0-19100-21000-5802-050-1500 \$15,000

Description: Consultant Services

COMMENTS: In order to continue the Facilities Master Plan process to completion, and begin site designs, it is necessary to establish standards for technology in both classroom design, and also for the future. Part of this process involves accessing current wiring infrastructure, implementation plans, design standards, and specifications. The contract (\$49,000) includes the following phases:

Phase I - Infrastructure Assessment - three sites (Santa Monica and Malibu High Schools and one elementary site) will be surveyed for power, cabling, and electrical needs as a base for districtwide needs assessment. \$4,000

Phase Ia - Report Educational Technology Strategic Vision - meet with various district stakeholders to implement a 5-year technology plan. October - December 2007. \$15,000

Phase II - District Technology Standards - Standards will be developed for design and procurement, including budgets and implementation timelines. January - March 2008. \$15,000

Phase III - Specifications - Standards, guide specifications will be used to develop detailed,

system designs and performance requirements. This specification will be used to support acquisitions in the form of an RFP. April - June 2008. \$15,000

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

Networld Solutions comes highly recommended to the district as a firm specializing in technology consulting. The firm has been in business for over fourteen years and has provided technical consulting and project management for campus wide local area networks, wireless campuses, student information system selection, IT and Ed Tech operations assessment, and internet/intranet web-based application development.

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.

\*\*\*\*\*

*Board Members Snell suggested the district partner with the cities and Santa Monica College regarding technology and communication upgrades in order to focus on sustainable systems. Dr. Hodgson explained that on the 10/18/07 agenda the board would be taking action on a resolution of commitment to sustainability.*

*Dr. Hodgson clarified that Prosum Technology Services (approved at the 09/07/07 meeting) would help maintain the district's current system, while Networld would help to determine upgraded systems within the Measure "BB" projects.*

*Board President Wisnicki inquired as to the district's technology plan. Dr. Chou explained that once Networld had creating the strategic plan, the district would extrapolate information from that plan to create the mandated three-year Technology Use Plan.*

MOTION MADE BY: Mr. Snell  
SECONDED BY: Ms. Leon-Vazquez  
STUDENT ADVISORY VOTE: N/A  
AYES: All (7)  
NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/MAJOR

10/04/07

FROM: DIANNE TALARICO / STEPHEN R. HODGSON /  
MICHAEL D. MATTHEWS

RE: APPROVE SERVICE AGREEMENT WITH THE TDS GROUP FOR THIRD  
PARTY ADMINISTRATIVE SERVICES IN CONJUNCTION WITH THE  
NEW COMPLIANCE PROCEDURES ASSOCIATED WITH DISTRICT  
RESPONSIBILITIES UNDER INTERNAL REVENUE CODE (IRC)  
SECTION 403(b)

RECOMMENDATION NO. A.17

It is recommended that the Board of Education approve the  
attached service agreement with the TDS Group for third party  
administrative services in conjunction with the new compliance  
procedures associated with District responsibilities under  
Internal Revenue Code (IRC) Section 403(b).

Funding Information:

Source: General Fund - Unrestricted

Currently Budgeted: N/A until 2008-09

Account Number: 01-00000-0-00000-74000-5890-025-1250

Description: Other Operating Expenses/Personnel Services

COMMENTS: On July 25, 2007, the Internal Revenue Service  
released the new 403(b) regulations in final form with  
a general effective date of tax years following  
December 31, 2008. Part of the changes included a  
revocation of Revenue Rule 90-24, which will occur on  
September 24, 2007.

Under the current 90-24 transfer rule, an employee  
participating in a 403(b) savings plan is permitted to  
transfer any portion of their 403(b) into new  
portfolio options with few limitations.

Until September 24, 2007, RR 90-24 transfers initiated  
by the employee and accepted by a vendor company may  
continue with no adverse impact. Assets are not  
required to have transferred to the receiving provider  
by September 24, 2007, but the transaction request  
must be received and accepted by this date.

After September 24, 2007, 403(b) transfers that are  
processed will face new restrictions:

- The receiving provider must have in place an  
information-sharing agreement with the employer to  
exchange compliance-related information. This  
agreement must be in place as of the regulations

effective date, tax years following December 31, 2008, and must be retroactive to include any RR 90-24 transfers processed after September 24, 2007.

- Participants initiating a contract exchange after September 24, 2007, will do so at their own risk of exposure to the requirement that their employer and receiving provider will establish the information-sharing agreement by the regulations effective date.
- If a contract exchange is processed after September 24, 2007, and no information sharing agreement is in place by the regulations effective date (tax years following December 31, 2008), the participant's account may be disqualified under the new regulations and subject to applicable taxes.

We are currently working with our plan administrator to obtain the required information-sharing agreements with vendor companies. Once in place, these agreements will allow you to continue transferring assets within the vendor company platform sponsored by your employer. We will notify you as vendor companies establish their information-sharing agreement.

The TDS Group is currently working with approximately 400 school districts throughout California, including the Los Angeles County Office of Education (*LACOE*). TDS is also a CSBA District service provider in assisting public entities in compliance with the new Internal Revenue Code requirements. The cost associated with this Agreement is based on \$.25 per participating employees per month or approximately \$1,800 per year for SMMUSD. It should be noted that the monthly/annual charge for the TDS services does not go into effect until January 1, 2009.

MOTION MADE BY: Mr. Snell  
SECONDED BY: Ms. Leon-Vazquez  
STUDENT ADVISORY VOTE: N/A  
AYES: All (7)  
NOES: None (0)

## Third Party Administrator Agreement Notification of Plan and Information Sharing Authorization Document

Effective on this date of October 4, 2007, the Santa Monica Malibu Unified School District (Employer) has appointed The TDS Group (TDS) as its 403(b) plan/program administrator.

As such, the Santa Monica Malibu Unified School District hereby acknowledges that The TDS Group may need to obtain group plan and participant account information to administer the Employer's 403(b) plan programs in accordance with Internal Revenue Service Codes and Regulations.

The TDS Group is hereby given authorization from the Employer to obtain verbal and written group plan and individual participant account information including but not limited to account totals, outstanding loans, contribution amounts, QDROs, hardships, and all transaction history directly from Mutual Fund/Insurance Company Trustees and Third Party Administrators on behalf of the employer and participant.

### Authorized Third Party Administrator Representatives

The following people have been authorized by the Employer to obtain written and verbal information directly from Mutual Fund/Insurance Company Trustees and Third Party Administrators pertaining to Employer and Participant 403(b) plan programs and accounts.

Alonzo B. Wickers  
*Chief Executive Officer*

\_\_\_\_\_

Loy Douglas Holt  
*President and Chief Operating Officer*

\_\_\_\_\_

Veronica Christiansen  
*Senior VP of Corporate Management*

\_\_\_\_\_

Compliance Department Representatives\*  
*Plan Compliance Manager*

\_\_\_\_\_

Account Management Representatives\*  
*Senior Accounts Management Supervisor*

\_\_\_\_\_

\*Account Management and Compliance Department Representatives may vary and authorization has been granted to the each department as a whole for compliance purposes.


### Employer Representative

I hereby attest that I am the Representative and Legal Authority of the Employer and as such am authorized to enter into this Agreement on behalf of the Employer.

Santa Monica-Malibu Unified School District - 1651 16th St./Santa Monica, CA 90404-3891  
Organization Name and Address

Stephen R. Hodgson, Ed.D.  
Authorized Employer Representative Name (Printed)

(310) 450-8338, ext. 268  
Phone

  
Authorized Employer Representative Signature

October 4, 2007  
Date

TO: BOARD OF EDUCATION

ACTION/MAJOR

10/04/07

FROM: DIANNE TALARICO / STEPHEN R. HODGSON

RE: ESTABLISH POSITION - DIRECTOR OF THEATER OPERATION AND  
FACILITY PERMITS

RECOMMENDATION NO. A.18

It is recommended that the Board of Education establish the position of Director of Theater Operations and Facility Permits to better serve the district in generating revenue from the leasing of district auditoria and non-Joint Use Agreement use of fields. Additionally this position will market and oversee the district's properties for use as filming venues. The position will report to the Assistant Superintendent of Business and Fiscal Services. Specific placement on the Management Salary Schedule is currently under review.

COMMENT: Attached is the job description and representative duties.

\*\*\*\*\*

*The board requested that an additional duty be added to the job description: Create protocol for renting out facilities to outside groups.*

MOTION MADE BY: Mr. Snell  
SECONDED BY: Ms. Leon-Vazquez  
STUDENT ADVISORY VOTE: N/A  
AYES: All (7)  
NOES: None (0)

## **DIRECTOR, THEATER OPERATION AND FACILITY PERMITS**

### **Job Description**

Under the direction of the Assistant Superintendent of Business and Fiscal Services, The Director of Theater Operations oversees and manages the use and maintenance of the performance spaces in the district, especially, but not limited to, Barnum Hall and the Memorial Greek Amphitheatre, located on the campus of Santa Monica High School (Samohi). In addition to supporting School and district use of the performance spaces, the position promotes, contracts, manages and coordinates community, commercial and non-profit rentals. The Director of Theatre Operations markets and coordinates the use of all district properties for large special event and filming rentals. The position directs the rental permit office and oversees the use of district facilities by external users. Supervises, schedules, and reviews the work activities of assigned staff.

### **Representative Duties**

1. Develops and maintains calendar of events for Barnum Hall and the Greek Theatre (located on the campus of Santa Monica High School) to include, event planning, operation and maintenance. Coordinates requirements for performances including load-ins, rehearsals, performances and strikes, and supervision of back stage and front of the house crews.
2. Prepares, recommends and implements guidelines related to the use and operation of both facilities as well as other auditoria with the district as may be assigned with regard to joint use agreements.
3. Confers with site administrative staff and facilities to determine on campus uses of both facilities.
4. Confers with community group representatives, professional entertainers, event planners and others regarding facility usage, availability of equipment and scheduling of dates.
5. Recommends equipment purchase and monitors expenses.
6. Arranges for facility and equipment maintenance and inspects to ensure timely and appropriate completion.
7. Trains, schedules and supervises theater operations staff and student assistants to provide technical production and ushering support. Develops and implements effective customer service standards.
8. Reads, interprets and applies applicable district policies, municipal codes, environmental and safety regulations. Instructs staff and volunteers in work and safety procedures, including the proper operation and minor maintenance of facilities and equipment (e.g., lighting, sound, communication, draperies and seating).



9. Acts as liaison with event organizers and staff to arrange details for rehearsals and performances.
10. Distributes information regarding the facilities and campus to interested parties and encourages their use.
11. Resolves production and facility usage problems.
12. Receives, inspects and arranges for the proper storage of theatrical equipment. Maintains records of and conducts periodic inventories of such equipment.
13. May personally operate lights, sound and other equipment during rehearsals and production.
14. Maintains accurate records and files; prepares reports, correspondence and other written materials related to the work.
15. Conducts pre- and post- event meetings with staff and clients.
16. Conducts tours of facilities for prospective clients and provides estimated costs; prepares, negotiates and signs contracts of less than \$20,000. (Note: the Assistant Superintendent of Fiscal and Business Services signs contracts above this amount.)
17. Oversees marketing and promotion of the facilities.
18. Prepares an annual budget and a five-year plan.
19. Conducts facility inspection before and after events ensuring that event set-up complies with event organizer plans and safety regulations. Prepares document and cost estimates for building or equipment damage.
20. Acts as liaison with security, medical, usher, stagehand, police and other event personnel.
21. Attends community and civic meetings as appropriate.
22. Reads, interprets and applied applicable District policies, municipal codes and environment and safety regulations.
23. Works closely with SAMOHI administrative staff to maintain positive, cooperative working relationships in coordinating all uses of Barnum Hall and the Greek Theater, and specifically synchronizing and managing campus related events and parking with non-school-hours users of the facilities, and prospective filming.

TO: BOARD OF EDUCATION

ACTION/MAJOR

10/04/07

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

RE: NEW POLICY 1240 - VOLUNTEER ASSISTANCE

RECOMMENDATION NO. A.19

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.

COMMENT: This item was first brought to the board on September 29, 2007, as *Discussion Item No. D.04*.

Attachment:

- Board Policy 1240 - Volunteer Assistance

MOTION MADE BY: Mr. Snell

SECONDED BY: Ms. Leon-Vazquez

STUDENT ADVISORY VOTE: N/A

AYES: All (7)

NOES: None (0)

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<br/>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 ACTION/MAJOR  
10/04/07  
FROM: DIANNE TALARICO / TIMOTHY R. WALKER / LAUREL SCHMIDT  
RE: DELETE POLICY 1242 - CITIZENS ASSISTANCE TO SCHOOL  
PERSONNEL

RECOMMENDATION NO. A.20

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.

COMMENT: This item was first brought to the board on September 29, 2007, as *Discussion Item No. D.05*.

MOTION MADE BY: Mr. Snell  
SECONDED BY: Ms. Leon-Vazquez  
STUDENT ADVISORY VOTE: N/A  
AYES: All (7)  
NOES: None (0)

TO: BOARD OF EDUCATION  
FROM: DIANNE TALARICO / STEPHEN R. HODGSON  
RE: AMEND CERTIFICATION OF SIGNATURES

ACTION/MAJOR  
10/04/07  
ADDENDUM

RECOMMENDATION NO. A.21

It is recommended that the Board of Education amend the Certification of Authorized Signatures, as presented on December 14, 2006 in Recommendation No. A.20, to change the signature authority to include Ms. Janece L. Maez as the Assistant Superintendent, Business and Fiscal Services and Chief Financial Officer.

It is further recommended that the attached document "Certification of Signatures" be completed and filed with the County Superintendent of School in accordance with Education Code Section §42633. Ms. Maez's signature will be considered valid as of October 8, 2007.

COMMENTS: After the resignation of Winston A. Braham as Chief Financial Officer on November 23, 2006, the position was vacant until the Board appointed Dr. Stephen R. Hodgson as the Interim Chief Financial Officer at its Board Meeting on February 1, 2007 (*Item A.19*), with said appointment effective as of January 25, 2007. His signature authority was approved on March 1, 2007, *Amend Certification of Signatures (Item A.15)* and effective as of January 25, 2007.

Upon approval of the October 4, 2007 Board Item A.13, *Administrative Appointment*, Ms. Janece L. Maez is appointed as the permanent Assistant Superintendent, Business and Fiscal and Chief Financial Officer. Approval of this Board Action will authorize Ms. Maez to sign warrants, orders for salary payment, notices of employment, contracts and other documents as directed by the Board of Education.

MOTION MADE BY: Mr. Snell  
SECONDED BY: Ms. Leon-Vazquez  
STUDENT ADVISORY VOTE: N/A  
AYES: All (7)  
NOES: None (0)

Santa Monica-Malibu Unified School District

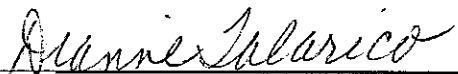
Addendum to

**CERTIFICATION OF SIGNATURES**

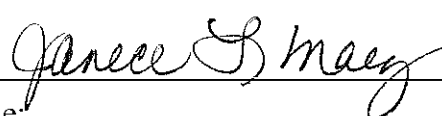
As Secretary to the governing board of the above-named school district, I certify that the signature as shown below is the verified signature of the person authorized to sign warrants, notices of employment, contracts and orders drawn on the funds of the school district. This certification is made in accordance with the provisions of Education Code Sections:

K-12 Districts: §35143, §42632 and §42633

This approved signature is valid for the period from October 8, 2007 through December 2, 2007, in accordance with governing board approval dated October 4, 2007.

Signature:   
Dianne Talarico  
Superintendent & Secretary to the Board

Signature of Personnel authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, Contracts and Other Documents as directed by the Board of Education:

|             |   |
|-------------|---|
| Signature:  |    |
| Typed Name: | Janece L. Maez  |
| Title:      | Assistant Superintendent, Business and Fiscal Services<br>and Chief Financial Officer |



TO: BOARD OF EDUCATION  
FROM: DIANNE TALARICO / STEPHEN R. HODGSON  
RE: AMEND CERTIFICATION OF SIGNATURES

ACTION/MAJOR  
10/04/07  
**ADDENDUM**

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MOTION MADE BY: Mr. Snell  
SECONDED BY: Ms. Leon-Vazquez  
STUDENT ADVISORY VOTE: N/A  
AYES: All (7)  
NOES: None (0)

Santa Monica-Malibu Unified School District

Addendum to

**CERTIFICATION OF SIGNATURES**

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K-12 Districts: §35143, §42632 and §42633

This approved signature is valid for the period from October 8, 2007 through December 2, 2007, in accordance with governing board approval dated October 4, 2007.

Signature: \_\_\_\_\_

Dianne Talarico

Superintendent & Secretary to the Board

Signature of Personnel authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, Contracts and Other Documents as directed by the Board of Education:

|   |
|---|
| Signature:  |
| Typed Name:<br>Janece L. Maez   |
| Title:<br>Assistant Superintendent, Business and Fiscal Services<br>and Chief Financial Officer |

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## **DISCUSSION ITEMS**

TO: BOARD OF EDUCATION

DISCUSSION

10/04/07

FROM: DIANNE TALARICO / MICHAEL D. MATTHEWS

7:30pm

RE: PARCEL TAX RENEWAL FEASIBILITY COMMITTEE - PROGRESS  
REPORT

DISCUSSION ITEM NO. D.01

On August 9, 2007, the Board of Education authorized a Parcel Tax Renewal Feasibility Committee and gave it the following charges:

- Report to the Board of Education with a recommendation regarding the feasibility of a renewal of the parcel tax.
- Work with a polling firm to craft questions for community input.
- Work with Interim-Chief Financial Officer to delineate the steps necessary to place a renewal of the parcel tax on the February 5, 2008 or June 3, 2008 ballot and retain the necessary counsel for each step of the process.
- Determine the advisability of combining Parcel Tax Measures "Y" and "S," including aspects regarding senior exemption, a CPI adjustment, and a "sunset" versus open-ended date.
- This report should be made no later than the October 18, 2007 Board Meeting.

The Parcel Tax Renewal Feasibility Committee was authorized to expend up to \$50,000 on research regarding parcel tax renewal feasibility.

COMMENTS: The Parcel Tax Renewal Feasibility Committee has met three times: August 29, September 10, and September 20. Rochelle Fanali and Colleen O'Beirne Brydon have been elected as co-chairs of the committee. The committee has created four subcommittees and assigned a chair to each.

- Finance and Numbers (Chair - Paul Silvern)
- Ballot Language/Legal (Chair - Gleam Davis)
- Public Opinion Research (Chair - Rochelle Fanali)
- Election Timing (Chair - Denny Zane)

*(Continued on next page)*

All committees have been working in their areas, and the results of their work and the results of the public opinion survey will be taken into consideration before making a recommendation to the board. The report at this Board Meeting is to inform the board of discussions that have taken place thus far, and to receive board input before making a final recommendation.

\*\*\*\*\*

*Dr. Matthews thanked the work already accomplished by the committee in the past several weeks.*

*Ms. Rochelle Finali, Co-Chair, of the committee informed the board that the committee would be recommending renewing the critical funding in an upcoming election. The committee will be coming to the board at a special board meeting on 10/25/07 with final recommendations. She summarized the duties of the four subcommittees.*

*Mr. Paul Silvern thanked district staff for their support with the committee's work. He provided estimates of the financial implications of renewing both or one of the existing taxes.*

*The board requested information regarding the timeline of putting a parcel tax on the upcoming elections, as well as the minutes from the committee's meetings and the Measure "S" Expenditure Plan.*

*Ms. Fanali suggested the board discuss with the community the implications of not renewing a parcel tax, including the programs that would be at risk without this additional funding.*

TO: BOARD OF EDUCATION

DISCUSSION

10/04/07

FROM: DIANNE TALARICO

RE: SUPERINTENDENT'S PERFORMANCE TARGETS - 2007/2008

DISCUSSION ITEM NO. D.02

The following topics have been identified as the Superintendent's Performance Targets for the 2007-2008 school year.

- Access to Higher Education
- Mathematics
- Small Schools Task Force

Access to Higher Education

Ensuring a high-quality education for all students means also providing and increasing access to higher levels of education for our secondary school students. Some of the goals include:

- Develop SMM Educational Collaborative (SMMEC) with Santa Monica College
- Develop strategies and process to develop High School Transfer Academy and the Early College High School targeting first generation college students
- Complete a district high school academic handbook for high school students to ensure all information regarding access to higher education is clearly indicated and all college preparatory classes are accessible
- Improve access to information regarding scholarships
- Develop opportunities for service learning, community service and internships (paid and unpaid)

Mathematics

While the district as a whole is achieving at impressive levels, there is room for improvement in the area of mathematics. Some of the goals for the Mathematics Performance Target include:

- Create vertical articulation teams: Elementary to Middle and Middle to High School
- Ensure math curriculum reflects CA Academic Content Standards
- Provide ongoing teaching and professional development opportunities for district staff
- Incorporate innovative technology learning tools into curriculum
- Close achievement gap for students of color
- Increase percentage of students who meet the standards and pass Algebra I in the 8<sup>th</sup> grade

- Implement effective learning tools to increase mastery of math skills, including problem-solving

#### Small Schools Task Force

Research indicates that students learn more effectively in smaller learning environments. The Small Schools Task Force will:

- Review research and literature regarding the effects of small schools on student achievement
- Visit small school models that currently exist
- Report Findings and Recommendations to the Board of Education

\*\*\*\*\*      \*\*\*\*\*      \*\*\*\*\*      \*\*\*\*\*      \*\*\*\*\*      \*\*\*\*\*

*The Superintendent reported that based on recommendations from board retreat on 9/29/07, she would be streamlining the performance targets after she has conversations with the senior leadership team, since many of the execution strategies have budget implications. The Performance Target "Access to Higher Education" will be renamed "Expanding Post-Secondary Opportunities."*

TO: BOARD OF EDUCATION

DISCUSSION

10/04/07

FROM: DIANNE TALARICO

RE: DISTRICT ADVISORY COMMITTEES - DRAFT OF CHARGES - OPEN  
RECRUITMENT TO FILL VACANCIES

DISCUSSION ITEM NO. D.03

This item is intended to trigger the annual review of the rosters for District Advisory Committees, the determination of the goals and direction for the coming year as directed by the Board of Education, as well as discussion of any funding implications for selected committees. Following review of the enclosed drafts of the charges, district staff liaisons are prepared to organize the structure for each DAC, schedule their first meeting, and begin the application process for the annual recruitment of individuals to serve as members. As background for this routine task, the following excerpts of Board Policy 1220 - Community Relations: District Advisory Committees are attached.

**Staff Report**

The current District Advisory Committees and their respective district staff liaison are as follows:

| <b>District Advisory Committee</b> | <b>Staff Liaison</b> |
|------------------------------------|----------------------|
| Child Care & Development           | Judy Abdo            |
| Community Health & Safety          | Marolyn Freedman     |
| English Learners Advisory          | Aida Diaz            |
| Special Education                  | Ruth Valadez         |
| Visual & Performing Arts           | Tom Whaley           |

*(Continued on next page)*



Staff recommends that the board direct the DACs to focus on the following charges. The construction of these are aligned with both State and Federal mandates, the district's strategic plan, and staff's suggested focus given our review of current achievement improvement progress.

#### **ENGLISH LEARNERS ADVISORY COMMITTEE**

By law, DELAC will advise the board on at least the following:

- A timetable for and development revision of a district master plan of education programs and services for English learners, taking into consideration the school site master plans.
- Conducting a district-wide needs assessment on a school-by-school basis.
- Establishing of district program, goals, and objectives for programs and service for English learners.
- Development of a plan to ensure compliance with any applicable teacher and/or teacher aide requirements.
- Administration of the annual language census (e.g. procedures and forms)
- Review and comment on the district reclassification procedures established pursuant to Education Code §52164.6.
- Review and comment on the written parent notification of initial school enrollment required in Title 5, CCR §11303(a).
- Any waiver request affecting program and services for English learners.

#### **CHILD CARE and DEVELOPMENT**

The charge to the Child Care and Development DAC shall be:

- Input on State Preschool Standards: The California Department of Education is using a collaborative approach to creating standards for preschool programs. CDS DAC members have been involved in creating standards, in responding to the draft standards, and in communicating with statewide early childhood leaders about recommendations for changing the draft standards. CDS staff will continue to monitor progress on the draft standards and will participate in the process to amend the current draft standards.
- Improve Kindergarten Transition: CDS staff will work with members of the Santa Monica Child Care and Development Task Force as well as district staff to enhance the transition from preschool to kindergarten.
- Increase Inclusion: CDS staff looks forward to working with the new Special Education Preschool Coordinator as we continue the five inclusion classrooms already operating as collaboratives involving both CDS and Special Education

instructional staff. Depending on the need, there may be an opportunity to add more inclusion classrooms during the school year.

- Assist Infant Family Support Program: When the CDS DAC report was presented to the School Board, CDS had just received the news of a drastic cut in funding from St John's Hospital for the IFSP program (from \$200,000 to \$75,000). At that time, there was still hope that St Johns would increase the funding to provide time to transition staff, but only \$10,000 was added for the 2007-08 school year. The transition plan has been developed, and IFSP staff members are now considering their options for continued employment in the district. A reduced-in-scope Infant Family Support Program will operate at Virginia Ave Park beginning in September. In addition, IFSP staff will continue working collaboratively within the Westside Infant/Family Network (WIN). IFSP staff will continue to work out of their offices at Pine Street.

### **COMMUNITY HEALTH and SAFETY**

The charge of the Community Health and Safety DAC shall be:

- Assist, inform, and support the Board on issues related to student health and safety needs.
- Monitor contemporary issues in health and safety that have a direct impact on school age children.
- Encourage developmentally appropriate health education in all schools.
- Identify community resources to enhance health and safety in schools.
- Identify community resources to provide supplemental mental health supports for children and families.
- Review the literature and best practices associated with healthy eating, delivery of student meals and student consumption of meals aimed at the reduction of childhood obesity and establishing healthy life-long eating habits to support its work.

### **VISUAL AND PERFORMING ARTS**

The charge of the Visual and Performing Arts DAC shall be:

- Serve as a vehicle for parents, community, teachers, and students to communicate with the Board of Education on matters related to all students' equitable access to and successful participation in comprehensive, sequential, standards-based PreK-12 Arts Education. A comprehensive arts education program, with the arts taught as discrete disciplines, should be an integral part of the core curriculum offered to all students at all grade levels.

- Assess our current Visual and Performing Arts programs (Dance, Music, Theatre, and Visual Arts).
- Compare the District's curriculum scheduling, staffing, instructional materials, equipment, and facilities with national and state standards and frameworks.
- Work with various agencies to explore funding to support the Visual and Performing Arts programs.

## **SPECIAL EDUCATION**

The charge to the Special Education DAC shall be:

- Serve as a vehicle for parents, teachers, students, and community members to communicate with and advise the Board of Education on matters concerning the equitable access to and successful participation in beneficial educational programs for all learners with disabilities. Measurement: In accordance with the board policy concerning district advisory committees, two written reports will be prepared (one at mid-year, the other at the end of the year) and an oral report will be presented to the board at the end of the year.
- Work collaboratively with district staff to create a comprehensive special education parent handbook. The Special Education District Advisory Committee will create a framework for the handbook and then submit the framework/outline to district staff for review. Creation of the sections will be done through a draft and review process. Once the Board of Education, Superintendent, and other staff review and approve the document, the handbook will be funded, published in English and Spanish, and distributed by the district. The primary focus of the handbook will be to provide information that will be helpful to parents new to special education. Measurement: The first handbook draft will be presented for district staff review by January 31, 2008. By May 30, 2008, a final draft will be presented for district staff review.
- Work with various agencies to explore and recommend ways to generate funds and to collaborate in the support of special education programs and services. Informal meetings by Special Education District Advisory Committee members will be arranged with members of community groups to explore fundraising possibilities. Measurement: Outcomes of these meetings will be presented to the Director of **Special** Education. Updates will be provided at each monthly DAC meeting.

The Staff liaison is charged with the review of the Policy and AR 1220. They are expected to determine adherence to general guidelines with respect to roles, functions, responsibilities, membership, election and terms of office, meetings, and

operations. A report detailing compliance will be filed with the Superintendent's Office no later than November 1, 2007. Accompanying the report will be a calendar of meetings, of which there will be no less than five (5) scheduled during this academic year. The Board will celebrate and recognize those members whose terms as members and officers have expired at its November Board meeting.

### **Reporting to the Board of Education**

The following is the schedule for DAC End-of-Year reports to the Board of Education for the Spring of 2008:

| <b><u>District Advisory Committee</u></b> | <b><u>Date of End-of-Year Report</u></b> |
|---|--|
| Visual & Performing Arts                  | April 17, 2007 (SM)                      |
| Community Health & Safety                 | May 1, 2007 (Malibu)                     |
| English Learners Advisory                 | May 15, 2007 (SM)                        |
| Special Education                         | June 5, 2007 (DO)                        |
| Child Care & Development                  | June 26, 2007 (DO)                       |

\*\*\*\*\*

*Staff clarified that these draft charges would be given back to the district liaisons, who would review them with their DACs in October. Once the DACs have reviewed the draft charges, the board will approve them for the 2007-2008 school year. This board approval will be taking place at a November board meeting.*

| <u>NUMBER</u>               | <u>ARTICLE</u>      | <u>TITLE</u>                 |                |
|-----------------------------|---------------------|------------------------------|----------------|
| 1220                        | Community Relations | District Advisory Committees |                |
| <u>SUBTOPIC</u>             | <u>POLICY</u>       | <u>REGULATION</u>            | <u>EXHIBIT</u> |
| Participation by the Public | X                   |                              |                |

#### DETAIL

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

The Board, or the Superintendent with the Board's approval, may appoint district advisory committees to advise the Board on school problems, needs and issues from a balanced, logical, and analytic perspective, as the need arises.

It is not the intention that advisory committees become policy-making bodies or that they manage or direct staff. Committees are advisory in nature only; that is, they inform, suggest, and recommend to the Board of Education.

All meetings of committees shall be held as open meetings in compliance with the Ralph M. Brown Act, also known as the Open Meeting Act of the State of California. It is the intent of the Board of Education that each District Advisory Committee shall schedule two meetings in Malibu each school year. Board appointed Ad Hoc Advisory Committees and Oversight Committees shall establish meeting schedules that best meet the requirements of their respective charges.

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

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

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

Every effort shall be made to select committee members in a manner which ensures that the committee represents a cross section of qualified people throughout the district. A balance of males and females, ethnic representation and geographic location shall be sought in the composition of each committee, except in those cases where a committee is established to address the needs of a particular segment of the school population or community. The Board shall review this balance before making final the appointments of committee members and alternates.

Committee membership will be reviewed twice each year-once in August and once in the Spring. Members who no longer represent the membership category they were originally appointed to by the Board of Education, but who wish to continue as members of their respective committees, will submit new applications and will be considered for appointment.

A Staff Liaison will be assigned to each advisory committee and will serve as the district representative and as a communication link between the committee and the other district administrative staff. The Staff Liaison is not a member of the committee and may not vote.

Staff members may be appointed to advisory committees as deemed appropriate by the Board of Education. Staff may also be appointed to serve as expert advisors. An expert advisor is not a member of the committee and may not vote.

Applications for appointment to advisory committees may be submitted at any time during the year. Once per quarter, an item shall be placed on the Board of Education agenda listing committee vacancies.

The Superintendent is authorized to accept letters of resignation from individual committee members.

#### EXPENSES, TRAVEL, REIMBURSEMENT

When the Board approves a request by a committee that members be authorized to attend a conference, visit an educational facility, or otherwise participate in an activity which involves expense to the member in carrying out the mission of the committee, the Superintendent is authorized to reimburse the member at the same rates and under the same conditions as those provided for district employees and officers.

#### REFERENCE

##### EDUCATION CODE

8070 Vocational education advisory committee  
11503 Parent involvement program  
35147 School site councils and advisory committees  
35172 Promotional activities

44032 Travel expense payment  
 44033 Automobile allowances  
 52012 School site council  
 52065 American Indian advisory committee  
 52176 Advisory committees (LEP program)  
 52208 Parent participation (GATE)  
 52852 Site council, school-based program coordination  
 54425 Advisory committees; compensatory education  
 54444.1-54444.2 Services to migrant children; parent advisory councils  
 54724 Site council, motivation and maintenance program  
 56190-56194 Community advisory committee, special education  
 62002.5 Continuing parent advisory committees; schools receiving funds from  
 economic impact aid or bilingual education act  
 GOVERNMENT CODE  
 820.9 Members of local public boards not vicariously liable  
 54950-54962 Meetings

### **MANAGEMENT RESOURCES**

| <b><u>ADOPTED</u></b> | <b><u>REVISED</u></b> | <b><u>CSBA DATE</u></b> |
|-----------------------|-----------------------|-------------------------|
| January 4, 1989       | October 15, 1998      | September 17, 1998      |
| 1998 March 10, 1994   | October, 1994         | May 14,                 |

### **DISTRICT GOAL**

Quality Education for All

| <u>NUMBER</u>               | <u>ARTICLE</u>      | <u>TITLE</u>                 |                |
|-----------------------------|---------------------|------------------------------|----------------|
| 1220                        | Community Relations | District Advisory Committees |                |
|                             |                     |                              |                |
| <u>SUBTOPIC</u>             | <u>POLICY</u>       | <u>REGULATION</u>            | <u>EXHIBIT</u> |
| Participation by the Public | x                   |                              |                |

#### DETAIL

SUBJECT: DISTRICT ADVISORY COMMITTEES

ISSUED BY: SUPERINTENDENT

I. EFFECTIVE DATE: March 10, 1994

II. AUTHORITY

Board of Education Policy 1220

III. PROCEDURES

Consistent with Board of Education Policy, the following General Guidelines apply to District Advisory Committees.

#### GENERAL GUIDELINES

A. Purpose

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

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

B. Roles

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



## **AR 1220 (b)**

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

### **C. Functions**

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

1. To act as a channel of effective communication between schools, the administration and the community, thereby assisting in promoting community pride in district and schools.
2. To improve joint exploration of future school needs regarding the community's aspirations and the improvement of school programs.
3. To assist in the overall planning of the educational program and of budget resources.
4. To assist in identifying, mobilizing and coordinating resources, both human and material, available from the community for the benefit of the schools.
5. To assist in providing support for educational programs.
6. To act as a sounding board for additions to or changes in the school district's education projects.
7. To keep the Board and superintendent informed of the committee's progress and activities, and advise regarding the committee's recommendations, proposals and decisions.

## **AR 1220 (c)**

### **D. Responsibilities**

District advisory committees may have the responsibility to:

1. Advise the Board and superintendent on matters related to educational needs, problems and suggested priorities.
2. Advise the Board and superintendent regarding opinions and attitudes of parents and other citizens of the total school community on significant issues of a general or

specified nature.

3. Assist in establishing liaison with, and strengthening communication between the district and the communities it serves.
4. Assist in identifying educational needs unique to a local school community.
5. Assist in interpreting educational needs and programs to the community.
6. Advise the Board and superintendent on adoption of educational programs.
7. Approach all issues from an objective, neutral party point of view.

#### E. Membership

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

#### **AR 1220 (d)**

##### 1. Size

The committees shall be of sufficient size to assure representation of a cross section of the community; normally seven (7) to twenty (20) active members are desirable.

##### 2. Representation

Committee members shall be selected in a manner to provide reasonable geographic, socioeconomic and ethnic representation. No person, however, may be excluded from nomination because of race, color, creed, religion, sex, sexual preference, handicap or expressed opinions so long as that person can assume an objective point of view in all committee deliberations.

Each committee shall elect a chairperson. Each committee shall have a district representative whose function shall be to furnish information and services needed by the committee.

### 3. Duration

It is intended that members not serve more than a total of four (4) years on the same committee.

### 4. Selection of Members

Committee members and alternates shall be appointed or approved by the Board of Education, and serve thereafter at the pleasure of the Board.

### 5. Selection of Alternates

If the need arises, alternate members may be appointed or approved by the Board.

## F. Officers

### 1. Officers

The officers of a district advisory committee shall be a chairperson, a vice chairperson, a secretary, and such other officers as a committee may deem desirable.

## **AR 1220 (e)**

### 2. Election and Term of Office

The officers of a district advisory committee shall be elected as soon as feasible after the first meeting, and in no case later than the conclusion of the third regular meeting. They shall serve one (1) year, or until the committee's task is completed.

### 3. Notification

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

### 4. Definition of Roles

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

a. Committee Chairperson

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

**AR 1220 (f)**

- (6) Is an impartial, conscientious arbiter of discussion and debate and insists on fairness in the actions and debate of the members.
- (7) Is responsive to the concerns of all members and visitors.
- (8) Directs the preparation of reports of the actions of the committee and submits them to the superintendent through the district representative.

b. Vice-Chairperson

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

c. Recording Secretary

- (1) Keeps accurate, complete minutes of all meetings, both regular and special, and promptly transmits

them to the chairperson and the district representative.

- (2) Is custodian of the committee's records.
- (3) Sees that all notices are duly given.
- (4) Keeps the committee's membership and attendance records, including the address and telephone number of each member.
- (5) Keeps a list of special duties of the members.

**AR 1220 (g)**

- (6) Prepares a copy of the order of business for the presiding officer and reminds the presiding officer of the order of business and time limitations, when necessary.
- (7) Performs all duties incident to the office of secretary and such other duties as may be assigned to the office by the chairperson or by the committee.
- (8) Keeps on file a summary written report of actions of the committee.

d. District Representative (Appointed by the superintendent)

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

e. All Members

- (1) Participate regularly in committee meetings and carry out committee assignments.

- (2) Become knowledgeable about the topics to be considered by the committee and their impact on the District.

**AR 1220 (h)**

- (3) Serve as a communications link between the committee and any group they may represent, keeping such groups informed of actions and activities of the committee.
- (4) Avoid use of committee membership/position for personal purposes.

f. Board Members

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

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

G. Meetings

1. Regular Meetings

District advisory committees shall meet regularly as determined by each committee at the first general meeting. Meetings shall be scheduled to permit the greatest number of members to attend. The first official meeting of district advisory committees shall be held as soon as practicable following completion of appointments.

2. Special Meetings

Special meetings may be called by the chairperson, by majority vote of a committee, or at the request of the Board of Education.

**AR 1220 (i)**

### 3. Place of Meetings

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

### 4. Notice of Meetings

Notification of all meetings shall be duly publicized at least two (2) days in advance.

### 5. Openness of Meetings

All meetings of committee shall be held as open meetings.

### 6. Agenda

The chairperson, in consultation with the district representative, shall be responsible for preparation of the agenda for each meeting. When appropriate, the agenda shall include an opportunity for presentation of new business from the floor, and shall provide for public comment.

### 7. Decisions

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

### 8. Quorum

A quorum consists of a simple majority of the committee, excluding vacancies.

### 9. Minutes

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

### 10. Subcommittees

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

## **AR 1220 (j)**

### H. Operation

A guide for the operation of district advisory committees is as follows:

1. Selection of members
2. Orientation of members
3. Outline of procedures
4. Election of officers
5. Selection of materials and resources
6. Work on the project
7. Report of findings by members
8. Agreement on reports
9. Development of committee recommendations
10. Delivery of recommendations to Board and superintendent
11. Consideration of suggestions by Board and superintendent and staff
12. Action by the Board of Education and dissolution of committee

Each committee shall evaluate its own operation and make needed changes.

#### I. Orientation

Orientation and general information shall be provided for district advisory committees as needed. This shall be a shared responsibility of the committee chairperson, Board representative and district representative. Inservice training shall be provided if requested by the committee.

#### J. Limitations

Reproductions of district advisory committee products, such as newsletters, handbooks and general communications must be previewed by the superintendent or his designee prior to distribution.

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

#### **AR 1220 (k)**



#### K. District Support

The Board may establish an operation budget for a committee, as deemed necessary. The district representative shall see that reasonable committee needs for typing services, franking assistance, duplicating services, inservice education, conference/convention attendance, etc., are met.

#### IV. RELATED FORMS

Application for Membership District Advisory Committee(s)

#### V. APPROVAL

SUPERINTENDENT Gene Tucker DATE 3/10/94

#### REFERENCE

#### MANAGEMENT RESOURCES

#### ADOPTED

#### REVISED

#### CSBA DATE

March 10, 1994

#### DISTRICT GOAL

| <u>NUMBER</u>               | <u>ARTICLE</u>      | <u>TITLE</u>                 |                |
|-----------------------------|---------------------|------------------------------|----------------|
| 1220                        | Community Relations | District Advisory Committees |                |
|                             |                     |                              |                |
| <u>SUBTOPIC</u>             | <u>POLICY</u>       | <u>REGULATION</u>            | <u>EXHIBIT</u> |
| Participation by the Public |                     |                              | x              |

#### DETAIL

The SMMUSD District Advisory Committee Application for Membership form can be found on the District's web site at the following address:

[http://www.smmusd.org/policies\\_database/BP1220DACapp.pdf](http://www.smmusd.org/policies_database/BP1220DACapp.pdf)

The form is in Adobe's Portable Document Format (PDF) and can be read using Adobe Acrobat Reader (download the program at: <http://www.adobe.com/products/acrobat/readstep.html>)

You may request that an application be sent to you by contacting the Superintendent's Office at (310) 450-8338.

#### REFERENCE

#### MANAGEMENT RESOURCES

| <u>ADOPTED</u> | <u>REVISED</u> | <u>CSBA DATE</u> |
|----------------|----------------|------------------|
| March 10, 1994 |                |                  |

#### DISTRICT GOAL

TO: BOARD OF EDUCATION

DISCUSSION

10/04/07

FROM: DIANNE TALARICO

RE: REPLACING VACANCY ON PERSONNEL COMMISSION

DISCUSSION ITEM NO. D.04

The Personnel Commission is a three-member public body overseeing five employees. One of the Personnel Commissioners, Mr. Russell Barnard, is resigning from the Personnel Commission. There is a process by which a new commissioner is selected, and the Board of Education is involved in that process.

Background

The Personnel Commission is an independent body operating within the Santa Monica-Malibu, which has the mission of overseeing the selection process for classified employees in the Santa Monica-Malibu Unified School District and doing everything possible to make sure the process is fair and equitable. The Personnel Commission also reviews disciplinary actions taken by the district regarding classified employees, and has the authority to reverse those actions if they find that they do not concur with the SMMUSD Merit Rules.

The Process of Selecting a New Commissioner:

1. Appointment of a Pre-Screening Panel consisting of the following:
  - a. A representative from the Board of Education
  - b. A representative from the Personnel Commission
  - c. A representative from SEIU
  - d. A representative from the community
2. A period of recruitment for candidates
3. The Pre-Screening Panel reviews qualifications of candidates and shall recommend a nominee for Board of Education approval.
4. The Superintendent of Designee places the recommendation on the Board of Education Agenda as an action item.
5. The Board of Education submits its recommendation to the State Superintendent of Instruction.

The Board of Education should select one of its own members or another representative for the Pre-Screening panel.

\*\*\*\*\*

*Mr. Walker clarified that because SMMUSD falls under the pre-1965 rules, all three members of the Personnel Commission should be chosen by this process.*

*Board Member Escarce nominated Board President Wisnicki to represent the Board of Education. Dr. Wisnicki accepted.*

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## **INFORMATION ITEMS**

TO: BOARD OF EDUCATION

INFORMATION

10/04/07

FROM: DIANNE TALARICO

**UPDATE**

RE: SMALL SCHOOLS TASKFORCE UPDATE

INFORMATION ITEM NO. I.01

Establishing and managing a Small Schools Task Force is one of the Superintendent's Performance Targets for the 2007-08 school year. More information regarding the specific goals and milestones for this task force can be found under *Discussion Item No. D.02* in this agenda.

Below are the names of individuals who have expressed interest in and have agreed to serve on this task force. Careful consideration has been made to include major stakeholders from the district and community.

The first meeting of the committee will occur in early October (a date had not yet been finalized by the time this agenda went to print).

| Name            | Position                               | Affiliation   |
|-----------------|--|---|
| Dianne Talarico | Superintendent                         | District Office   |
| Sally Chou      | Chief Academic Officer                 | District Office   |
| Jose Escarce    | Board Member                           | Board of Education  |
| Barry Snell     | Board Member                           | Board of Education  |
| Janie Gates     | Principal                              | Olympic High School   |
| Hugo Pedroza    | Principal                              | Santa Monica High School                                    |
| Mark Kelly      | Principal                              | Malibu High School  |
| Carrie Ferguson | Principal                              | Santa Monica Alternative School House (SMASH)               |
| Lori Orum       | Principal                              | Edison Language Academy                                     |
| Samantha O'Neil | Government Affairs Director            | Santa Monica Chamber of Commerce                            |
| Marvin Martinez | Vice President, Planning & Development | Santa Monica College  |
| Harry Keiley    | President                              | Santa Monica-Malibu Classroom Teachers Association (SMMCTA) |
| TBD             | Representative                         | Service Employees International Union (SEIU)                |
| TBD             | Parent                                 | Olympic High School   |
| TBD             | Parent                                 | Santa Monica High School                                    |

|                              |                               |  |
|------------------------------|-------------------------------|--|
| <i>TBD</i>                   | Parent                        | Malibu High School                         |
| Lisa Proft                   | Parent                        | Edison Language Academy                    |
| Bill Ring                    | Parent, LAUSD                 | Served on LAUSD's Small Schools Task Force |
| <i>TBD</i>                   | Student                       | Olympic High School                        |
| <i>TBD</i>                   | Student                       | Santa Monica High School                   |
| <i>TBD</i>                   | Student                       | Malibu High School                         |
| <i>TBD</i>                   | Teacher                       | Olympic High School                        |
| <i>TBD</i>                   | Teacher                       | Santa Monica High School                   |
| <b><u>Rebel Harrison</u></b> | <b><u>ROP Coordinator</u></b> | <b><u>SMMUSD</u></b>                       |
| <i>TBD</i>                   | Teacher                       | Malibu High School                         |

TO: BOARD OF EDUCATION

INFORMATION

10/04/07

FROM: DIANNE TALARICO / CHIUNG-SALLY CHOU

RE: SUPPLEMENTAL TEXTBOOKS

INFORMATION ITEM NO. I.02

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 will be on public display for the next two weeks in the Educational Services Department at 1638 17<sup>th</sup> Street, Santa Monica, CA 90405.

**Ishmael: An Adventure of the Mind and Spirit**, written by Daniel Quinn, Bantum Turner Publishers, Adoption requested by Ari Jacobs of Malibu High for English CP Grade 10

**Marco Polo: La Ruta de las Maravillas**, written by Yue Hain-Jun & Juan Manuel Soldevilla, Vicens Vives Publishers, Adoption requested by Peggy Harris of Student Services for Immersion Social Studies Grade 7

**Erase Una Vez Don Quijote**, written by Miguel de Cervantes Saaverda, Adapted by Agustin Sanchez Aguilar, Lectorum Publishers, Adoption requested by Peggy Harris of Student Services for Immersion Social Studies Grade 7

**The Complete Teens Parenting Curriculum**, written by Jeanne Lindsay, Morning Glory Press Publishers, Adoption requested by Judy Abdo of Samohi for grades 9-12

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## **ATTACHMENTS**



**Attached is the following document:**

- SMMCTA Sunshine Proposals for 2007-08 Negotiations

To: SMMUSD Board of Education  
From: SMMCTA  
Re: Sunshine Proposal for 2007-08 Negotiations  
Date: October 4, 2007

Pursuant to California Ed Code and the SMMCTA/SMMUSD Contract, the following Articles shall be opened for the 2007-08 contract negotiations:

|               |                             |
|---------------|-----------------------------|
| Article XXIII | Salary                      |
| Article XXV   | Health and Welfare Benefits |
| Article XXVII | Part Time Assignments       |

Representatives from SMMCTA and the District are scheduled to commence negotiations on November 9, 2007. Additional meetings are scheduled for November 14<sup>th</sup> And November 16<sup>th</sup>.