

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
SPECIAL MEETING MINUTES

June 16, 2011

A special meeting of the Santa Monica-Malibu Unified School District Board of Education was held on Thursday, June 16, 2011, in the District Administrative Offices: 1651 16th Street, Santa Monica, CA. The Board of Education called the meeting to order at 4:40 p.m. in the Board Conference Room at the District Offices. At 4:41 p.m., the Board of Education moved to Closed Session regarding the items listed below. The public meeting reconvened at 6:09 p.m. in the Board Room.

The public meeting will begin at 6:00 p.m.

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

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

I. CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance

II. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY

III. CLOSED SESSION (90)

- Conference with Superintendent regarding 2011-12 Strategies for Negotiations with S.M.M.C.T.A. pursuant to GC §54957.6 as cited in the Brown Act. (10)
- Conference with Superintendent regarding 2011-12 Strategies for Negotiations with S.E.I.U. pursuant to GC §54957.6 as cited in the Brown Act (10)
- Closed session with legal counsel concerning anticipated litigation pursuant to GC §54956.9 as cited in the Brown Act (1 case). (20)
- Conference with Real Property Negotiators pursuant to GC §54956.9 (b) as cited in the Brown Act (1707 4th Street, Santa Monica, CA; district negotiators: Goodwin Procter, LLP; negotiating party: The Procaccianti Group; under negotiation: price, terms, and payment). (20)
- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC§54957, as cited in the Brown Act (Principal, Assistant Principal) (30)

IV. BOARD OF EDUCATION – COMMENDATIONS / RECOGNITIONS (40)

- **Samohi Solar Alliance – Bike It!/Walk It! Day (10)**
Superintendent Cuneo commended the Samohi Solar Alliance club, which started Samohi, but has extended across the district, promoting green methods of transportation to school and work. The board presented the club members with certificates.

6:25 pm

Mr. Richard McKinnon, who works closely with the Samohi Solar Alliance, made a surprise announcement that the club's efforts have attracted state and national attention. The US Environmental Protection Agency has taken note of how influential Bike It!/Walk It! Day has become in SMMUSD and at Samohi. They made a recommendation to the President of the United States, and as a result, Jenna Perelman and Charlotte Biren have received a presidential commendation for their environmental leadership. The board presented both girls with the framed commendation from the President. Ms. Perelman and Ms. Biren introduced their fellow club members and thanked everyone who was involved in Bike It! Day. Mr. Cuneo thanked the students for their leadership.

6:11 pm

- **Recognition of Retirees (30)**

Superintendent Cuneo said it was a pleasure to recognize the retirees tonight. Ms. Washington read the list of retiree names and their years of dedicated service. The list can be found under Attachments at the end of these minutes. Dr. Escarce expressed the board's gratitude to the retirees.

6:38 pm

V. APPROVAL OF THE AGENDA

It was moved by Mr. Allen, seconded by Mr. de la Torre, and voted 7/0 to approve the agenda with the Update.

6:38 pm

VI. CONSENT CALENDAR (30)

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

Curriculum and Instruction

A.01	Approval of Independent Contractors.....	1
A.02	Field Trips.....	2
A.03	Consolidated Application, Part I	3-4
A.04	Approval of Special Education Contracts – 2011-2011	5-7

6:59 pm

Business and Fiscal

A.05	Transfer of Funds	8
A.06	Renew Contract – School Services of California, Inc.	9
A.07	Head Start Appropriations	10
A.08	Award of Flooring Materials – Bid #9.10 – Collins & Aikman Floorcoverings, Inc. (C&A/Tandus) – Year Two of a Five-Year Contract	11-12
A.09	Award of Integrated Pest Management Program Services – Quote 2012.01–Stanley Pest Control–Year One of a Five-Year Contract	13

Measure “BB”

A.10	Contract Amendment #36 for Site Survey Services – Webster Elementary School – Drop-off and Parking Lot Reconfiguration Project – Psomas – Measure BB.....	14-15
A.11	Ratification of Award of Bid #10.37.BB-03-113284 – Malibu High School Campus Wide Fire Alarm System Project – Moment Construction, Inc. – Measure BB.....	16-17
A.12	Ratification of Award of Bid #10.42.BB – Malibu High School, Soil Remediation Project – Innovative Construction Solutions, Inc. – Measure BB.....	18

A.13	Award General Services Administration Contract – McKinley Elementary School Entry and Office Reconfiguration Project – Simplex – Measure BB	19
------	---	----

Personnel

A.14	Certificated Personnel – Elections, Separations	20-23
A.15	Classified Personnel – Merit.....	24-25
A.16	Classified Personnel – Non-Merit.....	26
A.17	Administrative Appointment – Assistant Principal	27

General

A.18	Revise BP 1240 – Volunteer Assistance	28-30
A.19	Reappointment of Member to the Prop 39 Citizens’ Bond Oversight Committee	31
A.20	Open Application Process for Two Vacancies on the Prop 39 Citizens’ Bond Oversight Committee.....	32-34
A.21	Adopt the Strategic Plan Framework.....	35

7:07 pm VII.

PUBLIC COMMENTS

Public Comments is the time when members of the audience may address the Board of Education on items not scheduled on the meeting's agenda. All speakers are limited to three (3) minutes. When there is a large number of speakers, the Board may reduce the allotted time to two (2) minutes per speaker. The Brown Act (Government Code) states that Board members may not engage in discussion of issues raised during “VIII. Public Comments” except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff. This Public Comment section is limited to twenty (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.**

- *Harriet Fraser, Beth Ricanati, Jack Sadler, Christine Goddard, and Tess Goddard addressed the board regarding beverage choices in the schools. Ms. Maez said the Food and Nutritional Services Department had already been in contact with the public speakers and is working closely with Health and Safety District Advisory Committee. She said staff has not yet made any decisions regarding food vendors or services for 2011-12. The board requested that this come forward for discussion on July 20, 2011. Mr. Cuneo said staff would work with the new superintendent to address the wellness policy over the next few months.*
- *Victoria Gray addressed the board regarding the need to contact parents of students who have been harassed on campus. Mr. Cuneo publically apologized to Mrs. Gray on behalf of the district for not informing her when the incident occurred. The board requested that policies relating to harassment and hate crimes be brought forward for review. Mr. Cuneo said it will be included in the group of policies that are scheduled to come forward for review this summer. The board also requested a copy of the 2010-11 Parent Handbook.*

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.

VIII. MAJOR ITEMS (10)

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 Section XII (Discussion Items) of the agenda.

7:53 pm

A.22	Public Hearing and Approval – 2011-12 Tier III Categorical Funding (10)	36-37
------	--	-------

IX. DISCUSSION ITEMS (195)

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

8:00 pm	D.01	Enhancing Education Through Technology (EETT) Grant (30)	38
8:49 pm	D.02	Budget Update (45)	39
10:07 pm	D.03	Consider Revising BP 3100 – Budget (15)	40-46
10:17 pm	D.04	Transitional Kindergarten (20)	47
10:30 pm	D.05	K-12 Writing Framework Update (45)	48
D.06 Postponed	D.06	Report and Discussion Regarding the Head Start Programs (20)	49
11:21 pm	D.07	Consider Revising AR 1220 – District Advisory Committees (20)	50-58

11:52 pm **X. INFORMATIONAL ITEMS (0)**

I.01	List of Colleges Seniors Will Be Attending in the Fall	59-61
I.02	Revision to AR 3460 – Financial Reports and Accountability	62-67
I.03	Supplemental Textbooks	68
I.04	Rescission of Final Layoff Notices	69

XI. ADJOURNMENT

It was moved by Mr. de la Torre, seconded by Mr. Allen, and voted 7/0 to adjourn the meeting at 11:55 p.m. in memory of Terrance Baker, who served as Operations Custodian for SMMUSD for twelve years. This meeting will adjourn to a regular meeting scheduled for **Thursday, June 30, 2011**, at 6:00pm at the district office: 1651 16th Street, Santa Monica, CA.

Approved: 6-30-11



President



Superintendent

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 2010-2011

Closed Session begins at 4:30pm
Public Meetings begin at 6:00pm

July through December 2010					
Month	1 st Thursday	2 nd Thursday	3 rd Thursday	4 th Thursday	Special Note:
July			7/14* DO		*Wednesday, 7/14
August	8/4* DO		8/18* DO		*8/4: Workshop *Wednesday, 8/18
September	9/2 9/1* DO 9/4* DO		9/16* DO	9/23 DO	*Wednesday, 9/1 *9/4: Special Closed Session First day of school: 9/7 *9/16: Special Meeting
October	10/7 M		10/21 DO	10/29* DO	*10/29: Special Meeting
November	11/4 M		11/18 DO		Thanksgiving: 11/25-26
December	12/2* M	12/9 DO		winter break	*12/2: Special Meeting in Malibu
December 18 – 31: Winter Break					
January through June 2011					
January 1 – 2: Winter Break					
January	1/3* DO	1/13 DO	1/20* DO		*1/3: Special Meeting *1/20: Special Meeting
February	2/3 M		2/17 DO		
March	3/3 DO		3/17 DO	3/24* DO	*3/24: Special Closed Session
April 11 – 22: Spring Break					
April	4/2-3* DO 4/6* DO	spring break	spring break 4/23* DO		*4/2-3: Special Closed Session *Wednesday, 4/6 (rescheduled from 4/14) *Stairway: 4/7 & 4/8 * 4/23: Special Closed Session
May	5/2* DO 5/5 M	5/9* DO	5/19 DO		* 5/2: Special Meeting * 5/9: Special Meeting
June	6/2 DO		6/16* DO	6/30 DO	Last day of school: 6/22 *6/16: Special Meeting

District Office (DO): 1651 16th Street, Santa Monica.
 Malibu City Council Chambers (M): 23815 Stuart Ranch Road, Malibu, CA

SMMUSD Board of Education Meeting Schedule 2011-2012

Closed Session begins at 4:30pm
Public Meetings begin at 6:00pm

July through December 2011					
Month	1 st Thursday	2 nd Thursday	3 rd Thursday	4 th Thursday	Special Note:
July			7/20* DO		*Wednesday, 7/20
August		8/10* DO		8/24* DO	*Wednesday, 8/10 *Wednesday, 8/24 First day of school: 8/30
September	9/8 DO			9/22 DO	
October	10/6 M		10/20 DO		
November	11/3 M		11/17 DO		Thanksgiving: 11/24-25
December			12/15 DO	winter break	
Winter Break: December 21 – January 3					
January through June 2012					
Winter Break: December 21 – January 3					
January			1/19 DO		
February	2/2 M		2/16 DO		
March	3/1 DO		3/15 DO	3/29* DO	*3/22 & 3/23: Stairway *3/29: 5 th Thursday
Spring Break: April 2 – April 13					
April	spring break	spring break	4/19 DO		
May	5/3 M		5/17 DO		
June	6/7 DO			6/27* DO	Last day of school: 6/15 *Wednesday: 6/27

District Office (DO): 1651 16th Street, Santa Monica.
 Malibu City Council Chambers (M): 23815 Stuart Ranch Road, Malibu, CA

**Santa Monica-Malibu Unified School District
Board of Education
June 16, 2011**

I. CALL TO ORDER

A. Roll Call

Jose Escarce – President
Ben Allen – Vice President
Oscar de la Torre
Maria Leon-Vazquez
Laurie Lieberman
Ralph Mechur
Nimish Patel

4:40pm
4:41pm
6:09pm

Student Board Members

No student board members were present

B. Pledge of Allegiance

Led by Mr. Patel

II. CLOSED SESSION

There was nothing to report out of closed session.

CONSENT ITEMS

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

FROM: TIM CUNEO / CHIUNG-SALLY CHOU / JANECE L. MAEZ / PEGGY HARRIS /
STUART SAM

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 2010-2011 budget.

Contractor/ Contract Dates	Description	Site	Funding (Measure BB)
<i>NONE</i>			

Contractor/ Contract Dates	Description	Site	Funding
Atkinson, Andelson, Loya, Ruud and Romo 9/01/09 to 6/30/11 Amend not to exceed: \$515,000 <u>595,000</u> total (\$175,000 for 09-10 & \$340,000 <u>420,000</u> for 10-11)	To provide legal services for the District Human Resources	Human Resources	01-00000-0-00000-74000-5820- 026-1250

MOTION MADE BY: Mr. de la Torre

SECONDED BY: Mr. Mechur

STUDENT ADVISORY VOTE: N/A

AYES: All (7)

NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

FROM: TIM CUNEO / CHIUNG-SALLY CHOU / MAUREEN BRADFORD

RE: OVERNIGHT FIELD TRIP(S) 2010-2011

RECOMMENDATION NO. A.

It is recommended that the Board of Education approve the special field trip(s) listed below for students for the 2010-2011 school year. No child will be denied due to financial hardship.

School Grade # students	Destination Dates of Trip	Principal/Teacher	Cost Funding Source	Subject	Purpose Of Field Trip
Samohi 9 th – 12 th 4	Miami and the Florida Keys, FL 7/11/11 to 7/14/11	H. Pedroza/ Ingo Gaida	\$1,800 per student paid by NOAA, Dept. of Energy and Consortium of Leadership	ACA DECA	Students will be going on all expenses paid trip for winning 3 rd place at the National Ocean Sciences Bowl Tournament.

MOTION MADE BY: Mr. de la Torre

SECONDED BY: Mr. Mechur

STUDENT ADVISORY VOTE: N/A

AYES: All (7)

NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

FROM: TIM CUNEO / CHIUNG-SALLY CHOU / MAUREEN BRADFORD

RE: CONSOLIDATED APPLICATION, PART I

RECOMMENDATION NO. A.03

It is recommended that the Board of Education approve the submission of the Consolidated Application, Part I, to the State of California.

COMMENT: The Consolidated Application must be submitted to the California Department of Education in order for the district to receive state and federal categorical program funding. The application is submitted in two parts each school year. Following Board approval, Part I is to be submitted by June 30, 2011. Part I indicates that Santa Monica-Malibu Unified School District requests participation in federal and state programs including: Title I Basic Grant (low income/low achieving students), Title II, Part A (Teacher and Principal Training and Recruiting), Title III (Limited English Proficient Students) and Economic Impact Aid (Limited English Proficient/State Compensatory Education). Other state programs, previously part of the Consolidated Application, are now part of the Tier III Flexibility program and no longer flow through the ConApp.

Federal guidelines also allow local non-profit private schools to participate with the public school district in federal programs. Those participating private schools are identified in Part I of the application.

Federal Program Descriptions:

Title I Part A – Helping Disadvantaged Children:

A federal program to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments.

Title II Part A – Teacher Quality:

A federal program that increases student academic achievement through professional development and strategies for improving teacher and principal quality.

Title III – Limited English Proficient Students:

A federal program that provides supplementary programs and services to limited-English-proficient (LEP) students (known as English learners in California). The purpose of the program is to assist LEP students to acquire English and achieve grade-level and graduation standards.

State Program Descriptions:

Economic Impact Aid:

Economic Impact Aid (EIA) is a state categorical program that provides supplemental funds, kindergarten through grade twelve, to support (1) additional programs and services for English learners (EL) and (2) compensatory education services for educationally disadvantaged students.

Part II of the Consolidated Application, which includes budget information, will be submitted to CDE in January 2012 after district funding entitlements are confirmed. Part II will indicate the number of pupil participants and funding allocations for each program and school site.

Each school site is required to have a comprehensive school plan known as the Single Plan for Student Achievement describing the strategies and activities to improve student achievement and meet district adopted standards through the supplementary services provided by these categorical programs.

Schools utilize highly qualified teachers, instructional aides, scientifically research-based intervention programs, tutoring assistance, materials and equipment, professional development, district provided training, conferences and workshop attendance, expert consultants, and parent/community involvement activities to meet the needs of their students.

Each School Site Council is required to provide input and recommend to the Board the approval of planned program activities and budgets as part of the Single Plan for Student Achievement. The Director of Assessment, Research and Evaluation reviews program guidelines with all school administrators to insure appropriate implementation and compliance for each categorical program.

The board pulled this item from consent to be considered under major items.

Mr. Mechur asked about changes in funding for the budget year. Dr. Chou said the district had heard there could be a 15% reduction in state categorical funding. Schools have been told to keep this mind when planning for 2011-12. The actual funding level will not be known until January 2012. Mr. Mechur wanted the district to ensure that services be maintained for those students who need them most, even if it required backfilling from the general fund. He requested the board be kept informed of any changes in funding. Mr. Cuneo assured the board that if any backfilling from the general fund became necessary, the board would need to take action to transfer those funds.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

FROM: TIM CUNEO / CHIUNG-SALLY CHOU / SARA WOOLVERTON

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS – 2010-2011

RECOMMENDATION NO. A.04

It is recommended that the Board of Education approve the following Special Education Contracts for fiscal year 2010-2011 as follows:

NPS

2010-2011 Budget 01-65000-0-57500-11800-5125-043-1400

Nonpublic School/Agency	SSID	Service Description	Contract Number	Cost Not to Exceed
Switzer Learning Center	8091955978	NPS	#71-SPED11177	\$ 3,212
The HELP Group (Village Glen Commons)	1103129403	NPS	#72-SPED11179	\$ 2,300
Heritage School	545614	NPS	#73-SPED11181	\$ 4,820
West Ridge Academy – contract increase	4107929670	NPS, Room & Board, Mental Health	#68-SPED11171	\$ 13,019

Amount Budgeted NPS 10/11		\$ 1,450,000
Prior Board Authorization as of 06-02-11		\$ 1,706,529
	Balance	\$ - 256,529
Positive Adjustment (See Below)		\$ 0
		\$ - 256,529
Total Amount for these Contracts		\$ 23,351
	Balance	\$ - 279,880

Adjustment					
NPS Budget 01-65000-0-57500-11800-5125-043-1400					
There has been a reduction in authorized expenditures of NPS/NPA contracts for FY 2010-2011 in the amount of \$0 as of 06/2/11					
NPS	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

NPA

2010-2011 Budget 01-65000-0-57500-11800-5126-043-1400

Nonpublic School/Agency	SSID	Service Description	Contract Number	Cost Not to Exceed
Stepping Stones – contract increase	6172839494	1:1 support	#31-SPED11125	\$ 1,800

Amount Budgeted NPA 10/11		\$ 650,000
Prior Board Authorization as of 06-02-11		\$ 915,634
	Balance	\$ -265,634
Positive Adjustment (See Below)		\$ 0
		\$ - 265,634
Total Amount for these Contracts		\$ 1,800
	Balance	\$ -267,434

Adjustment					
NPA Budget 01-65000-0-57500-11800-5126-043-1400					
There has been a reduction in authorized expenditures of NPS/NPA contracts for FY 2010-2011 in the amount of \$ 0 as of 06/2/11					
NPA	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

Instructional Consultants

2010-2011 Budget 01-65000-0-57500-11900-5802-043-1400

Instructional Consultant	SSID	Service Description	Contract Number	Cost Not to Exceed
The Speech Therapy Group – contract increase	DOB 8/16/95	Speech therapy & IEP attendance	#29-SPED11151	\$ 1,350
Century City Optometric Center	6168090914	Vision Therapy Assessment	#33-SPED11178	\$ 510
Lindamood Bell	6172839494	Compensatory education	#32-SPED11176	\$ 3,204

Amount Budgeted Instructional Consultants 10/11		\$ 450,000
Prior Board Authorization as of 06-02-11		\$ 640,941
	Balance	\$ -190,941
Positive Adjustment (See Below)		\$ 0
		-190,941
Total Amount for these Contracts		\$ 5,064
	Balance	\$ -196,005

Adjustment					
Instructional Consultants Budget 01-65000-0-57500-11900-5802-043-1400					
There has been a reduction in authorized expenditures of Instructional Consultants contracts for FY 2010-2011 in the amount of \$0 as of 06/2/11.					
Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

Non-Instructional Consultants

2010-2011 Budget 01-65000-0-57500-11900-5890-043-1400

Non-Instructional Consultant	SSID	Service Description	Contract Number	Cost Not to Exceed
Parent Reimbursement	545614	Travel reimbursement	#35-SPED11180	\$ 1,200

Amount Budgeted Non-Instructional Consultants 10/11		\$ 200,000
Prior Board Authorization as of 06-02-11		\$ 375,982
	Balance	\$ -175,982
Positive Adjustment (See Below)		\$ 0
		\$ -175,982
Total Amount for these Contracts		\$ 1,200
	Balance	\$ -177,182

Adjustment					
Non-Instructional Consultants Budget 01-65000-0-57500-11900-5890-043-1400					
There has been a reduction in authorized expenditures of Non-Instructional Consultants contracts for FY 2010-2011 in the amount of \$ 0 as of 06/2/11.					
Non- Instructional Consultant	Service Description	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

Legal

2010-2011 Budget 01-65000-0-57500-11900-5820-043-1400

Legal Contractor	Service Description	Contract Number	Cost Not to Exceed

Amount Budgeted Legal Services 10/11		\$ 200,000
Prior Board Authorization as of 06-02-11		<u>200,000</u>
	Balance	\$ 200,000
Adjustments for this period		<u>\$ 0</u>
		200,000
Total Amount for these Contracts		<u>\$ 0</u>
	Balance	\$ 0

Adjustment				
Legal Services Budget 01-65000-0-57500-11900-5820-043-1400				
There has been a reduction in authorized expenditures of Legal Services contracts for FY 2010-2011 in the amount of \$ 0 as of 06/2/11.				
Legal Contractor	Contract Number	Reduce (R) Eliminate (E)	Adjusted Amount	Comment

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

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

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

TO: BOARD OF EDUCATION
FROM: TIM CUNEO / JANECE L. MAEZ / PAT HO
RE: TRANSFER OF FUNDS

ACTION/CONSENT
06/16/11

RECOMMENDATION NO. A.05

It is recommended that the Board of Education approve the following transfers for fiscal year 2010-11.

- A. \$450,000 from the General Fund (Fund 01) to the Child Development Fund (Fund 12) for covering the deficit spending in Child Development programs.
- B. \$1,278 fund balance of Debt Service Fund (Fund 56) to the General Fund (Fund 01).

COMMENT: The Los Angeles County Office of Education (LACOE) requires Board approval to make transfers between Funds.

Ms. Maez explained that a lack of sufficient funds in the Child Development Fund for the current year had been identified earlier. She added that this transfer has been necessary the past couple years, which is the rationale behind that department's reorganization, which the board approved at an earlier meeting.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

FROM: TIM CUNEO / JANECE L. MAEZ

RE: RENEW CONTRACT – SCHOOL SERVICES OF CALIFORNIA, INC.

RECOMMENDATION NO. A.06

It is recommended that the Board of Education approve an agreement for special fiscal services with School Services of California, Inc., effective July 1, 2011, and terminating June 30, 2012.

It is further recommended that in consideration for services provided by School Services of California, Inc., that the District agrees to pay \$3,120 annually, plus expenses.

Funding Information

Source: General Fund-Unrestricted

Currently Budgeted: Yes

Account Number: 01-00000-0-00000-73000-5890-050-1500

Description: Other Gen'l Admin/Contracts/Business Serv.

COMMENT: This request represents a renewal of our contract with School Services of California, Inc. There is no increase in the annual fee over the previous annual contract amount. School Services of California, Inc. provides fiscal services to the District including school finance, legislation, school budgeting and general fiscal issues. This agreement also includes up to 12 direct service hours at no additional cost.

MOTION MADE BY: Mr. de la Torre

SECONDED BY: Mr. Mechur

STUDENT ADVISORY VOTE: N/A

AYES: All (7)

NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

FROM: TIM CUNEO / SALLY CHOU / JUDY ABDO

RE: HEAD START APPROPRIATIONS

RECOMMENDATION NO. A.07

It is recommended that the Board of Education approve the increase of additional funds in the recent proposed application to serve Head Start Children in poverty within Child Development Services.

COMMENT: The original proposal was submitted to the Board on 05/05/11. A revised proposal has been received in the amount of \$1,016,000 to serve 127 Head Start Children.

MOTION MADE BY: Mr. de la Torre

SECONDED BY: Mr. Mechur

STUDENT ADVISORY VOTE: N/A

AYES: All (7)

NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

FROM: TIM CUNEO / JANECE L. MAEZ / VIRGINIA I. HYATT

RE: AWARD OF FLOORING MATERIALS – BID #9.10 – COLLINS & AIKMAN
FLOORCOVERINGS INC. (C&A/TANDUS) – YEAR TWO OF A FIVE-YEAR
CONTRACT

RECOMMENDATION NO. A.08

It is recommended that the Board of Education award Collins & Aikman Floor coverings Inc. (C&A/Tandus) Bid #9.10 for the purchase of floor coverings in an amount not to exceed \$300,000 annually; This is Year two (2) of a five (5) year contract.

COMMENTS

Purchases will be based on unit cost pricing included in the bid for both rolled and carpet squares; wall base, furniture moving, sheet vinyl, linoleum, tile, walk-off mats, stair treads, removal and disposal of existing flooring; floor prep and moisture proofing and volume discounts based on pre-determined quantities. The contract further incorporates unit pricing for carpet and hard surface cleaning services and equipment, should the District require such services in the future. The contract includes provisions for floor covering cleaning presentations including chemical and cleaning equipment audits, and maintenance troubleshooting.

Collins & Aikman is a carpet manufacturer and as such is able to sell carpet directly to the District at substantial savings. Carpet material pricing is based on GSA pricing, which is guaranteed to be the lowest cost in the State. There is a 30-year non-prorated warranty for all soft surface flooring materials. The specified flooring material is conducive to a green cleaning chemical program. Warehousing, delivery and storage will be provided for the term of the contract at no additional cost should a project be delayed.

Contractors installing carpet for the Measure BB Bond Program will be able to purchase carpet using this unit pricing structure.

History

The Board of Education established the Collaborative for High Performance Schools (CHPS) criteria for all of the Measure BB Bond program installations during its Board meeting of 6/13/07. The CHPS criteria establishes performance and environmental standards to create learning environments that are efficient, healthy and comfortable, while at the same time creating building systems that are easy to maintain and operate. The Board of Education requested that all purchases through-out the District going forward incorporate the CHPS criteria of sustainability to create a green, healthy environment for students, staff and the community. By establishing the flooring standards listed below, it is supporting this philosophy.

The following is a list of minimum criteria established for the flooring contract. Details of the criteria are available for review in the Purchasing Office.

Sustainable Accountability/Indoor Air Quality: All rolled goods and carpet tile products shall meet the sustainable protocol set forth by LEED, NSF140-2007 and CHPS. All sustainable claims shall be third party certified and meet the definitions of the FTC. Adhesives, glues, primers and related installation materials shall meet guidelines provided by Proposition 65, Cal OSHA, Air Resource Board and the Department of Health. All manufacturers shall have certified post-industrial content of 24% and 7% post consumer recycled content in their products for a minimum of 34% by weight and 98% recycled content cushion secondary backing. Products must be 100% closed-loop recyclable backing materials. Manufacturer shall have a collection and recovery system for product and a fully established operational recycling program established per FTC guides Section 260.7(d). (The carpet material supplied to the District shall

have a fully operational reclamation plant that can take existing carpet material and turn it back into carpet. A cradle to cradle recycling process. This means that the product can be recycled over and over again without ending up in a landfill). The carpet shall have a planned obsolescence of thirty (30) years.

Antimicrobial / Pesticide Additives: All proposed carpet materials shall be free of antimicrobials / pesticide additives. No GSA registered pesticides shall be added to the mix design. (This is part of Santa Monica-Malibu Unified School District's commitment to students and teachers alike to reduce chemical exposure in the classrooms). All carpet materials shall have an integrated impermeable backing system that creates a flooring material that is not affected by moisture. (Mold, biological growth or dust mites in the carpet backing will never be a concern with this type of backing).

The bid document allows for other governmental agencies and school districts to piggy-back on the unit pricing schedule.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

FROM: TIM CUNEO / JANECE L. MAEZ / VIRGINIA I. HYATT

RE: AWARD OF INTERATED PEST MANAGEMENT PROGRAM SERVICES –
QUOTE 2012.01 – STANLEY PEST CONTROL – YEAR ONE OF A FIVE-YEAR
CONTRACT

RECOMMENDATION NO. A.09

It is recommended that the Board of Education approve Stanley Pest Control as the District's Integrated Pest Management (IPM) contractor for the year 2011-2012, year one of a five year contract, based on unit pricing for monthly services (\$18,060) and additional "as needed" services for the Food Services and Operations Departments.

Funding Information

Budgeted: Yes
Fund: 13, 01
Source: Food Services, General Fund
Account Number: 13-53100-0-00000-37000-5650-057-2570
01-81500-0-00000-82000-5620-065-2604

COMMENTS: The District's previous contract expires at the end of June 2011 and a new contract period was required to replace the existing contract. Quotes were sent to seven (7) contractors, five (5) attended the mandatory job walk. Quotes were received from three (3) contractors. Services provided will entail two sections: Part I – Food Services - monthly secondary kitchen and warehouse inspections, quarterly elementary kitchen inspections (\$4,980). Part II –Operations – monthly site inspections at all District sites in addition to rodent control at all Malibu sites on a bi-weekly schedule (\$13,080). An educational component is a required scope of this contract. Quotations were as follows:

Part I Kitchens	Qty	IPM	Orkin	Stanley
Secondary Sites	4	\$40/mo/site	\$40/mo/site	\$45/mo/site
Warehouse	1	\$100/mo	\$40/mo	\$85/mo
Elementary Sites	10	\$40/qtr/site	\$40/qtr/site	\$45/qtr/site
Additional calls		\$75/ea	\$0	\$45
Annual total		\$4,720	\$4,000	\$4,980
Part II Operations				
Monthly inspections	16	\$100/mo/site	\$45/mo/site	\$45/mo/site
Admin, Transportation	2	\$80/mo/site	\$45/mo/site	\$35/mo/site
Malibu Sites	4	\$180/bi-weekly/site	\$110/bi-weekly/site	\$75/bi-weekly/site
Additional Calls		\$75/ea	\$0	\$75
Annual Total		\$29,760	\$15,000	\$13,080
Total Contract		\$34,480	\$19,000*	\$18,060

**all or nothing proposal*

***** ***** ***** ***** ***** *****

Mr. Mechur requested information on pest management materials that are environmentally friendly. Ms. Maez said a report on sustainability is scheduled for a fall board meeting.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

FROM: TIM CUNEO / JANECE L. MAEZ / STUART SAM

RE: CONTRACT AMENDMENT #36 FOR SITE SURVEY SERVICES – WEBSTER
ELEMENTARY SCHOOL – DROP-OFF AND PARKING LOT
RECONFIGURATION PROJECT – PSOMAS – MEASURE BB

RECOMMENDATION NO. A.10

It is recommended that the Board of Education award Contract Amendment #36 to PSOMAS for surveying services to incorporate some additional information needed to complete the design of the Webster Elementary School, Drop-Off and Parking Lot Reconfiguration Project, in the amount of \$2,003 for a total contract amount of \$1,178,884.

Funding Information

Budgeted: Yes
Fund: 21
Source: State School Building Fund
Account Number: 21-00000-0-00000-85000-5802-008-2600
Budget Category: Direct Soft Costs, Surveys/Investigation

COMMENTS: The Architect has requested that the District, provide additional limited design survey information in order to complete their design drawings. The District acquires these services through professional civil engineering and survey companies like Psomas.

This Contract Amendment #36, for \$2,003 is for providing limited design survey and drafting services to update the current site survey to include some additional areas not included in the original survey. The total contract amount will be \$1,178,884.

There is sufficient budget in the project soft costs for this expense.

(Continued on next page)

ORIGINAL CONTRACT AMOUNT:	\$ 249,450
Contract Amendment#1 (Survey, 4 Sites)	92,200
Contract Amendment#2 (Samohi Utilities Map)	39,600
Contract Amendment#3 (Survey, 2 Sites)	38,000
Contract Amendment#4 (Survey, 4 Sites)	63,000
Contract Amendment#5 (Survey, 4 Sites)	99,900
Contract Amendment#6 (Survey/Utilities Mapping, 4 Sites)	84,500
Contract Amendment#7 (Survey, 5 Sites)	72,600
Contract Amendment #8 (MMHS, Sewer, Easement)	63,500
Contract Amendment #9 (Samohi, Olympic)	99,000
Contract Amendment #10 (Samohi survey)	7,500
Contract Amendment #11 (Lincoln survey)	15,000
Contract Amendment #12 (MMHS survey)	5,500
Contract Amendment #13 (Webster survey)	22,500
Contract Amendment #14 (MMHS survey)	7,500
Contract Amendment #15 (MMHS slope analysis)	1,800
Contract Amendment #16 (JAMS design survey)	8,379
Contract Amendment #17 (MMHS design survey)	29,246
Contract Amendment #18 (PDES survey)	23,574
Contract Amendment #19 (Samohi)	24,232
Contract Amendment #20 (MMHS)	6,795
Contract Amendment #21 (Webster)	22,081
Contract Amendment #22 (MMHS)	2,560
Contract Amendment #23 (Samohi)	17,048
Contract Amendment #24 (JAMS confirmation survey)	2,500
Contract Amendment #25 (JAMS underground sewer survey)	21,556
Contract Amendment #26 (ELA design survey)	10,848
Contract Amendment #27 (JAMS revised survey)	1,496
Contract Amendment #28 (Rogers Survey for Relos)	11,646
Contract Amendment #29 (Rogers Utility Detection for Relos)	15,556 13,056
Contract Amendment #30 (JAMS Underground utilities)	2,170
Contract Amendment #31 (JAMS utility investigation - rels)	6,296
Contract Amendment #32 (JAMS subsurface investigation)	4,198
Contract Amendment #33 (Contract extension)	0
Contract Amendment #34 (Olympic subsurface investigation)	7,050
Contract Amendment #35 (Grant survey update)	600
Contract Amendment #36 (Webster survey update)	2,003
TOTAL CONTRACT AMOUNT	\$1,178,884

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

FROM: TIM CUNEO / JANECE L. MAEZ / STUART A. SAM

RE: RATIFICATION OF AWARD OF BID #10.37.BB-03-113284 – MALIBU HIGH SCHOOL CAMPUS WIDE FIRE ALARM SYSTEM PROJECT – MOMENT CONSTRUCTION, INC. – MEASURE BB

RECOMMENDATION NO. A.11

It is recommended that the Board of Education ratify the award Bid #10.37.BB-03-113284, Malibu High School, Campus Wide Fire Alarm System Project, to the lowest responsive responsible bidder, Moment Construction, Inc, in the amount of \$1,456,700.

Funding Information

Budgeted: Yes
Fund: 21
Source: Building Fund
Account Number: 21-00000-0-00000-85000-6200-010-2600
Project: Fire Alarm 21-0-010-04
Description: Construction Contract
DSA #: 03-113284
Friday Memo: 5/13/11

COMMENTS: On March 17, 2011, the Board of Education approved the award of bid number 10.37.BB-03-113284 to the lowest responsive responsive bidder for an amount not to exceed \$1,600,000 (Item A.16).

The bidding opportunity for the Malibu High School, Campus Wide Fire Alarm System Project was advertised in the Santa Monica Daily Press and The Daily Breeze on 03/28/11 and 04/04/11; and in the Malibu Surfside News on 3/31/2011 and 04/07/11. Bid solicitations were emailed, faxed, and published in The Bluebook of Construction and McGraw Hill Dodge Report. Direct invitations were solicited to multiple local and non-local contractors. Thirty-five (35) contractors attended the mandatory job walk held on April 7, 2011. Sixteen (16) contractors completed the prequalification process and were approved to bid.

Eleven (11) contractors submitted bids, on May 3, 2011:

01.	Moment Construction	\$1,456,700
02.	First Fire Systems	\$1,460,000
03.	SBS Corporation	\$1,467,594
04.	Oilfield Electric	\$1,482,000
05.	AVA Builders	\$1,538,000
06.	K-Son Construction	\$1,595,000
07.	Fast Track Construction	\$1,614,500
08.	Shefir Construction	\$1,642,000
09.	Axis Construction	\$1,670,000
10.	Alfa 26 Construction	\$1,772,000
11.	Technion Contractors	\$1,971,100

An apparent low bidder meeting was held on May 5, 2011 with Moment Construction, Inc. to review their bid and confirm the scope. It was determined that their bid represented the entire project scope and they understand the prevailing wage requirements of the project. Measure BB staff completed their evaluation of the bids and determined that the lowest responsible responsive bidder is Moment Construction, Inc. Their bid is in the amount of \$1,456,700, below the Board awarded amount of \$1,600,000. A Notice of Award was issued to Moment Construction, Inc. on May 23, 2011.

This project is part of the Malibu High School Campus Improvement Project. The pre-bid estimated construction cost for this project was \$1,950,000.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

FROM: TIM CUNEO / JANECE L. MAEZ / STUART A. SAM

RE: RATIFICATION OF AWARD OF BID #10.42.BB – MALIBU HIGH SCHOOL, SOIL REMEDIATION PROJECT – INNOVATIVE CONSTRUCTION SOLUTIONS, INC. – MEASURE BB

RECOMMENDATION NO. A.12

It is recommended that the Board of Education ratify the award of Bid #10.42.BB, Malibu High School, Soil Remediation Project to the lowest responsive responsible bidder, Innovative Construction Solutions, Inc., in the amount of \$360,997.

Funding Information

Budgeted: Yes
Fund: 21 – Building Fund
Account Number: 21-00000-0-00000-85000-6200-010-2600
Project: Soil Remediation 21-0-010-06
Description: Construction Contract
Friday Memo: 5/13/11

COMMENTS: On March 17, 2011, the Board of Education approved the award of bid number 10.42.BB to the lowest responsive responsible bidder for an amount not to exceed \$399,900 (Item A.20).

The bidding opportunity for the Malibu High School, Soil Remediation Project was advertised in the Santa Monica Daily Press and The Daily Breeze on 04/09/2011 and 04/16/2011; and in the Malibu Surfside News on 04/14/2011. Bid solicitations were emailed, faxed, and published in The Bluebook of Construction and McGraw Hill Dodge Report. Direct invitations were solicited to multiple local and non-local contractors. Three (3) contractors attended the mandatory job walk held on April 20, 2011. Two contractors completed the prequalification process and were approved to bid.

Two (2) contractors submitted bids, on May 10, 2011:

01.	Innovative Construction Solutions	\$360,997
02.	Miller Environmental	\$399,900

An apparent low bidder meeting was held on May 17, 2011 with Innovative Construction Solutions, Inc. to review their bid and confirm the scope. It was determined that their bid represented the entire project scope and they understand the prevailing wage requirements of the project. Measure BB staff completed their evaluation of the bids and determined that the lowest responsive bidder is Innovative Construction Solutions, Inc. Their bid is in the amount of \$360,997, below the Board awarded amount of \$399,900. A Notice of Award was issued to Innovative Construction Solutions, Inc. on May 23, 2011.

This project is part of the Malibu High School Campus Improvement Project. The pre-bid estimated construction cost for this project was \$500,000.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

FROM: TIM CUNEO / JANECE L. MAEZ / STUART A. SAM

RE: AWARD GENERAL SERVICES ADMINISTRATION CONTRACT – MCKINLEY
ELEMENTARY SCHOOL ENTRY AND OFFICE RECONFIGURATION PROJECT
– SIMPLEX – MEASURE BB

RECOMMENDATION NO. A.13

It is recommended that the Board of Education award the Federal GSA contract to Simplex Grinnell, to purchase fire and security equipment and appropriate services specified under contract #GS-07-0396M as applicable to McKinley Elementary School-Entry and Office Reconfiguration Project, Bid #10.40.BB-03-113674, in the amount of \$49,348.19.

Funding Information

Budgeted: Yes
Fund: 21
Source: Building Fund
Account Number: 21-00000-0-00000-85000-6200-004-2600
Description: Construction Services
DSA #: 03-113674

COMMENT: The Board of Education previously approved on 10/21/10 the GSA contract which allows for fire alarm, security, and emergency disaster equipment purchases and all services necessary to install the equipment from design to start-up, including maintenance and training at the lowest offered pricing. The Los Angeles County Department of Education allows Districts to “piggy back” off of the GSA contracts with no restrictions other than standard Public Works contracting requirements.

McKinley Elementary School-Entry and Office Reconfiguration Project will contract with Simplex Grinnell through this piggy back contract.

Bid opening for Bid #10.40.BB-03-113674 was held on May 11, 2011 and team reviewed the bid from Simplex Grinnell. It was determined by staff that the project scope is as intended by the bid documents.

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

TO: BOARD OF EDUCATION
 FROM: TIM CUNEO / DEBRA MOORE WASHINGTON
 RE: CERTIFICATED PERSONNEL – Elections, Separations

ACTION/CONSENT
 06/16/11
UPDATE

RECOMMENDATION NO. A.14

Unless otherwise noted, all items are included in the 2010/2011 approved budget.

ADDITIONAL ASSIGNMENTS

EDISON ELEMENTARY SCHOOL

Cueva, Martha	8 hrs @\$40.46	5/1/11-6/22/11	Est Hrly/\$324
Rankin, Nancy	8 hrs @\$40.46	5/1/11-6/22/11	Est Hrly/\$324
Rodriguez, Judith	8 hrs @\$40.46	5/1/11-6/22/11	Est Hrly/\$324
Williams, Alma	8 hrs @\$40.46	5/1/11-6/22/11	Est Hrly/\$324
			<u>Est Hrly/\$324</u>
TOTAL ESTABLISHED HOURLY			\$1,296

Comment: Grade Level Data Team Facilitator
 01-IASA: Title I Basic-Lw Inc/Neg

Ipina, Elizabeth	3 hrs @\$40.46	5/1/11-6/22/11	Est Hrly/\$121
Jimenez, Sylvia	3 hrs @\$40.46	5/1/11-6/22/11	Est Hrly/\$121
			<u>Est Hrly/\$121</u>
TOTAL ESTABLISHED HOURLY			\$242

Comment: Read 180
 01-IASA: Title I Basic-Lw Inc/Neg

Salmaggi, Aileen	\$40.46, as needed	5/1/11-6/22/11	Est Hrly/\$-----
			<u>Est Hrly/\$-----</u>
TOTAL ESTABLISHED HOURLY			\$----

Comment: Read 180 Program Substitute, as needed
 01-Gifts – Equity Fund

Ipina, Elizabeth	9 hrs @\$40.46	5/1/11-6/22/11	Est Hrly/\$364
Meade, Margaret	9 hrs @\$40.46	5/1/11-6/22/11	Est Hrly/\$364
Salmaggi, Aileen	9 hrs @\$40.46	5/1/11-6/22/11	Est Hrly/\$364
Tejeda de Leon, Karina	9 hrs @\$40.46	5/1/11-6/22/11	Est Hrly/\$364
			<u>Est Hrly/\$364</u>
TOTAL ESTABLISHED HOURLY			\$1,456

Comment: Collegial Study Group Leader
 01-Gifts

Ellis, John	20 hrs @\$40.46	5/20/11-6/10/11	Est Hrly/\$809
			<u>Est Hrly/\$809</u>
TOTAL ESTABLISHED HOURLY			\$809

Comment: Kindergarten Assessments
 01- IASA: Title I Basic-Lw Inc/Neg

Morales, Carlos	15 hrs @\$40.46	4/12/11-6/3/11	Est Hrly/\$607
Naranjo, Rocio	15 hrs @\$40.46	4/12/11-6/3/11	Est Hrly/\$607
			<u>Est Hrly/\$607</u>
TOTAL ESTABLISHED HOURLY			\$1,214

Comment: Mentor Teacher for Student Program
 01- IASA: Title I Basic-Lw Inc/Neg

EDUCATIONAL SERVICES

Check, Laura	6 hrs @\$40.46	5/11/11-6/6/11	Est Hrly/\$243
Cowgill, Elizabeth	6 hrs @\$40.46	5/11/11-6/6/11	Est Hrly/\$243
LaDuke, Stacy	6 hrs @\$40.46	5/11/11-6/6/11	Est Hrly/\$243
Simone, Laura	6 hrs @\$40.46	5/11/11-6/6/11	Est Hrly/\$243
Stauffer, Aimee	6 hrs @\$40.46	5/11/11-6/6/11	Est Hrly/\$243
Trundle, Al	6 hrs @\$40.46	5/11/11-6/6/11	Est Hrly/\$243
			<u>Est Hrly/\$243</u>
TOTAL ESTABLISHED HOURLY			\$1,458

Comment: EETT ARRA Counselor Meeting
 01-ARRA-EED

Hafft, Ianna	5 hrs @\$40.46	10/1/10-6/30/11	Est Hrly/\$202
Kay, Benjamin	5 hrs @\$40.46	10/1/10-6/30/11	Est Hrly/\$202
Lipetz, Sarah	5 hrs @\$40.46	10/1/10-6/30/11	Est Hrly/\$202
Reyes, Katrina	5 hrs @\$40.46	10/1/10-6/30/11	Est Hrly/\$202
TOTAL ESTABLISHED HOURLY			\$808

Comment: Science Curriculum Meeting
01-IASA: Title II Teacher Quality

LINCOLN MIDDLE SCHOOL

Levy, Amanda	12 hrs @\$40.46	5/16/11-5/23/11	Est Hrly/\$486
TOTAL ESTABLISHED HOURLY			\$486

Comment: 6th Grade Transition Meetings
01-Gifts – Equity Fund

MCKINLEY ELEMENTARY SCHOOL

Plasencia, Rachel	64.5 hrs @\$40.46	8/1/11-8/19/11	Est Hrly/\$2,610
Scifres, Mary	64.5 hrs @\$40.46	8/1/11-8/19/11	Est Hrly/\$2,610
TOTAL ESTABLISHED HOURLY			\$5,220

Comment: Jump Start Summer Program
01- IASA: Title I Basic-Lw Inc/Neg
[2011-12 Budget]

SPECIAL EDUCATION

Salvayrn, Elisa	6 hrs @\$40.46	10/1/10-6/30/11	Est Hrly/\$243
TOTAL ESTABLISHED HOURLY			\$243

Comment: Assessments
01-Special Education

ADDITIONAL ASSIGNMENT – EXTRA DUTY UNITS

WEBSTER ELEMENTARY SCHOOL

Name	Rate	Assignment	Effective	Not to Exceed
Cook, Kristina	2 EDU	Yosemite Trip	9/10-6/11	\$512
Held, Pamela	1 EDU	Math Club	9/10-6/11	\$256
Maccani, Libby	1 EDU	Student Council	9/10-6/11	\$256
Murdock, Sheryl	1 EDU	Astrocamp	9/10-6/11	\$256
Rose, Lori	1 EDU	Astrocamp	9/10-6/11	\$256
Rose, Lori	1 EDU	Student Council	9/10-6/11	\$256
Verham, Karen	2 EDU	Yosemite Trip	9/10-6/11	\$512
Verham, Karen	1 EDU	Math Club	9/10-6/11	\$256
TOTAL EDUS				\$2,560

EDUCATIONAL SERVICES – SECONDARY MUSIC

Name	Rate	Assignment	Effective	Not to Exceed
Aiello, Jason	2.0 EDU	Stairway	1/11-6/11	\$512
Bixler, William	1.0 EDU	Stairway	1/11-6/11	\$256
Blanchard, Cecile	1.5 EDU	Stairway	1/11-6/11	\$384
Corrigan, Mike	0.6 EDU	Stairway	1/11-6/11	\$154
Hardisty, Apryl	1.0 EDU	Stairway	1/11-6/11	\$256
Huls, Jeffe	0.6 EDU	Stairway	1/11-6/11	\$154
Hunt, Mark	1.0 EDU	Stairway	1/11-6/11	\$256
Komandyan, Anna	1.0 EDU	Stairway	1/11-6/11	\$256
Loch, Amy	0.6 EDU	Stairway	1/11-6/11	\$154
Sakow, Terry	0.6 EDU	Stairway	1/11-6/11	\$154
Swenson, Joni	1.0 EDU	Stairway	1/11-6/11	\$256
Ventre, Vanessa	0.6 EDU	Stairway	1/11-6/11	\$154
Woo, Angela	1.0 EDU	Stairway	1/11-6/11	\$256
Zander, Maia	1.0 EDU	Stairway	1/11-6/11	\$256
TOTAL EDUS				\$3,458

EDUCATIONAL SERVICES – ELEMENTARY MUSIC

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Bersch, Kirsten	6.0 EDU	Stairway/Concerts	9/10-6/11	\$1,536
Cha, Deborah	6.0 EDU	Stairway/Concerts	9/10-6/11	\$1,536
Justin, Susan	6.0 EDU	Stairway/Concerts	9/10-6/11	\$1,536
Lockrem, Bonnie	5.5 EDU	Stairway/Concerts	9/10-6/11	\$1,408
Loyd, Allen	6.0 EDU	Stairway/Concerts	9/10-6/11	\$1,536
Maureas, Eleni	5.0 EDU	Stairway/Concerts	9/10-6/11	\$1,280
McKeown, Kevin	6.0 EDU	Stairway/Concerts	9/10-6/11	\$1,536
Ravaglioli, Steven	6.0 EDU	Stairway/Concerts	9/10-6/11	\$1,536
Spike-Gravelle, Jessica	6.0 EDU	Stairway/Concerts	9/10-6/11	\$1,536
Tellier, Bruce	6.0 EDU	Stairway/Concerts	9/10-6/11	<u>\$1,536</u>
			TOTAL EDUS	\$14,976

LINCOLN MIDDLE SCHOOL

<u>Name</u>	<u>Rate</u>	<u>Assignment</u>	<u>Effective</u>	<u>Not to Exceed</u>
Blitz, Sarah	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Catanzano, Linda	0.5 EDU	Guided Study	2/11-6/11	\$ 128
DeBeech, Beth	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Diamond, Renee	1.5 EDU	Jr. Honor Society	2/11-6/11	\$ 384
Diamond, Renee	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Duran-Contreras, Martha	2.0 EDU	Yearbook	2/11-6/11	\$ 512
Duran-Contreras, Martha	1.0 EDU	International Club	2/11-6/11	\$ 256
Ehrke, Shelly	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Gies, Gretchen	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Greenfield, Glen	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Greenfield, Sara	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Hart, Sharon	1.5 EDU	Jr. Honor Society	2/11-6/11	\$ 384
Hart, Sharon	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Hartson, Elizabeth	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Hoffman, Beth	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Hunt, Mark	1.5 EDU	Jazz Band	2/11-6/11	\$ 384
Johnston, Roe	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Komandyan, Anna	3.0 EDU	Electric Strings	2/11-6/11	\$ 768
Marcos, Eric	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Mayer, Heather	1.0 EDU	Best Buddies	2/11-6/11	\$ 256
Moe, Eric	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Moe, Rose	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Murawshi, Danielle	0.5 EDU	Guided Study	2/11-6/11	\$ 128
O'Brien, Marianna	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Oseguera, Christian	1.0 EDU	Best Buddies	2/11-6/11	\$ 256
Pham, Vy	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Pomatti, Kate	0.5 EDU	Hebrew	2/11-6/11	\$ 128
Preuss, Jennifer	6.0 EDU	AVID Coordinator	2/11-6/11	\$1,536
Seymour, Robert	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Sherman, Wynn	4.0 EDU	Anime	2/11-6/11	\$1,024
Sinclair, Michele	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Stivers, Susan	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Suffolk, Stefanie	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Utzinger, Sara	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Valenzuela, Amanda	0.5 EDU	Guided Study	2/11-6/11	\$ 128
VanderVeen, Ken	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Ventre, Vanessa	6.0 EDU	Madrigals	2/11-6/11	\$1,536
Vieira, Ron	0.5 EDU	Guided Study	2/11-6/11	\$ 128
Wrabel, Carol	0.5 EDU	Guided Study	2/11-6/11	<u>\$ 128</u>
			TOTAL EDUS	\$10,880

TOTAL ESTABLISHED HOURLY, AND EXTRA DUTY UNITS = 45,106

ELECTIONS

SUBSTITUTE TEACHERS **LONG-TERM SUBSTITUTES**

(@\$210.00 Daily Rate)

	<u>Effective</u>
Bushin, Gregory	4/28/11-6/22/11
Schmidt, Samantha	4/23/11-6/22/11
Trubo, Melissa	5/16/11-6/22/11

LEAVE OF ABSENCE (with pay)

<u>Name/Location</u>	<u>Effective</u>
Higginson, James Special Education	5/5/11-6/1/11 [medical] (Revision of dates from 6/2/11 Agenda)

LEAVE OF ABSENCE (without pay)

<u>Name/Location</u>	<u>Effective</u>
Noveck, MaryAnna Rogers Elementary	8/30/11 – 8/20/12 [personal]

RESIGNATION

<u>Name/Location</u>	<u>Effective</u>
Anderson, Tamara Special Education	6/22/11
Fernandez, Heidi Roosevelt Elementary	6/22/11
Maccani, Elizabeth Webster Elementary	6/30/11

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

TO: BOARD OF EDUCATION
 FROM: TIM CUNEO / WILBERT YOUNG
 RE: CLASSIFIED PERSONNEL - MERIT

ACTION/CONSENT
 06/16/11

RECOMMENDATION NO. A.15

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.

<u>ELECTION</u>		<u>EFFECTIVE DATE</u>
Carrillo, Ivan Special Education	Inst Asst – Specialized 6 Hrs/SY/Range:26 Step: A	5/31/11

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Carlson, Katy Malibu High School	Inst Asst – Developmental Health [inservice training]	2/1/11-6/30/11
Rodriguez, Maria John Adams MS	Bilingual Community Liaison [Valued Youth Coordinator]	9/3/10-6/22/11

<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Jimenez, Maria Edison Elementary	Inst Asst- Bilingual	5/24/11-6/22/11
Leonor, Fidelina Food Services	Cafeteria Worker I	5/31/11-6/30/11
Romero, Clara Edison Elementary	Administrative Asst – Bilingual	6/3/11-7/1/11

<u>LEAVE OF ABSENCE (PAID)</u>		<u>EFFECTIVE DATE</u>
Tate, John Food Services	Cafeteria Worker I Medical [change of dates from 12/9/10 Agenda]	10/29/10-5/1/11

<u>LEAVE OF ABSENCE (UNPAID)</u>		<u>EFFECTIVE DATE</u>
Washington, Jamie Franklin Elementary	Inst Asst – Physical Ed Personal [change of dates from 3/3/11 Agenda]	1/31/11-5/23/11

<u>PROFESSIONAL GROWTH</u>		<u>EFFECTIVE DATE</u>
Alvarez, Alicia Edison Elementary	Administrative Assistant	6/1/11

<u>TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES</u> (39-MONTH MEDICAL REEMPLOYMENT LIST)		<u>EFFECTIVE DATE</u>
GH2767455 Food Services		6/17/11

RESIGNATION

		<u>EFFECTIVE DATE</u>
Guirguis, Ramez Special Education	Inst Asst – Specialized	5/26/11
Ibarra, Alexandra McKinley Elementary	Inst Asst – Classroom	6/24/11
Rodriguez, Sergio Franklin Elementary	Inst Asst – Classroom	6/24/11
Tejeda, Lucia Educational Svcs	Bilingual Comm Liaison	6/14/11
Zemuy, Saba Food Services	Cafeteria Worker I	5/20/11

RETIREMENT

		<u>EFFECTIVE DATE</u>
Gardner, Rodney Roosevelt Elementary	Custodian	7/29/11
Heinly, Larry Maintenance	Electrician	9/30/11
Krpan, Verity Purchasing	Stock and Delivery Clerk	7/29/11
Lowe, Heather McKinley Elementary	Elem Library Coord	7/14/11

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

TO: BOARD OF EDUCATION ACTION/CONSENT
06/16/11
FROM: TIM CUNEO / DEBRA MOORE WASHINGTON / WILBERT YOUNG
RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.16

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

NOON SUPERVISION AIDE

REABER, LISA

GRANT ELEMENTARY

5/31/11-6/22/11

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

TO: BOARD OF EDUCATION
FROM: TIM CUNEO / DEBRA MOORE WASHINGTON
RE: ADMINISTRATIVE APPOINTMENT

ACTION/CONSENT
06/16/11
UPDATE

RECOMMENDATION NO. A.17

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

CERTIFICATED APPOINTMENT

Effective

Mr. Marvin Lawton
Assistant Principal, Lincoln Middle School

7/1/11

Ms. Florence Culpepper
Assistant Principal, John Adams Middle School

7/1/11

***** ***** ***** ***** ***** *****

Mr. Cuneo introduced Ms. Culpepper, who said she was honored and excited to be working with the community, teachers, and staff at JAMS.

He introduced Mr. Lawton, who thanked the Santa Monica family for bringing him on board.

The Superintendent then announced a rotation of administrators for 2011-12. Shirley Compton will be the Assistant Principal at Grant ES, Martha Monahan will be the Assistant Principal at Roosevelt ES, and Rebecca Chu will be the Assistant Principal at Will Rogers LC.

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

FROM: TIM CUNEO

RE: REVISE BP 1240 – VOLUNTEER ASSISTANCE

RECOMMENDATION NO. A.18

It is recommended that the Board of Education revise BP 1240 – Volunteer Assistance.

COMMENT: At the May 19, 2011, board meeting, the Board of Education revised this policy to reflect changes recommended by CSBA. In that revision, the last two paragraphs were incorrect, based on SMMUSD’s practices and procedures for volunteers. This item corrects that error.

The revised policy is attached.

***** ***** ***** ***** ***** *****

Staff explained that this policy change had already been approved by the board, but that the wrong option for clearing volunteers with the Department of Justice had been included. The language in this correction was recommended by CSBA and reflects the district’s current process.

The board agreed to postpone this item until staff provided additional information regarding Ed Code and possible alternative procedures that are less burdensome and costly. They also requested information on the following: how the district applies this policy when working with organizations whose volunteers already have government clearance, how this clearance process impacts undocumented parents, and which volunteers are affected by this policy.

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

VOLUNTEER ASSISTANCE

The Board of Education 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 share their time, knowledge, and abilities with 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.

Volunteers shall act in accordance with district policies, regulations, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

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

Prior to assuming a volunteer position to work with students in a district-sponsored student activity program, a volunteer shall obtain both a Department of Justice and Federal Bureau of Investigation criminal background check through the district. (Education Code 49024)

A volunteer who possesses a current Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing, issued prior to July 9, 2010, shall have satisfied district requirements for the criminal background check. (Education Code 49024)

~~Prior to assuming a volunteer position to work with students in a district-sponsored student activity program, a volunteer shall possess an Activity Supervisor Clearance Certificate issued by the Commission on Teacher Credentialing. (Education Code 49024)~~

~~A volunteer who obtained both a Department of Justice and Federal Bureau of Investigation criminal background clearance through the district prior to July 9, 2010, shall have satisfied this requirement. (Education Code 49024)~~

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>

**Policy SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
adopted: August 19, 2009 Santa Monica, California
revised: May 19, 2011; June 16, 2011**

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

FROM: TIM CUNEO / JANECE L. MAEZ

RE: REAPPOINTMENT OF MEMBER TO THE PROP 39 CITIZENS' BOND
OVERSIGHT COMMITTEE

RECOMMENDATION NO. A.19

It is recommended that the Board of Education reappoint Steven Rodman to the Prop 39 Citizens' Bond Oversight Committee for a second two year term ending June 30, 2013.

COMMENT: Mr. Rodman has served diligently on the Prop 39 Citizens' Bond Oversight Committee (BOC) and his term is due to end on 6/30/11. Mr. Rodman was first appointed to the committee in April 2009 to complete a term that had been vacated. That position's term would have ended in June of 2009. At the time of the appointment the Board elected to continue Mr. Rodman with a full two year term from July 2009 through June 2011.

Education Code 15278(a) is specific as to the number of committee members that should be appointed to the BOC and even more specific as related to the length of term and number of terms permitted. Ed Code states that the Committee shall consist of at least seven (7) members to serve for a term or two (2) years without compensation and for no more than two (2) consecutive terms. The laws continue to specify that the committee must include:

- One member who is active in a business organization representing the business community located within the school district;
- One member active in a senior citizens' organization;
- One member who is the parent or guardian of a child enrolled in the school district;
- One member who is both a parent or guardian of a child enrolled in the school district and active in a parent-teacher organization;
- One member who is active in a bon fide taxpayers' organization; and
- Two members at large.

Mr. Rodman currently fills the position representing a taxpayer's organization.

Although the Board has recently asked members of other district committees to reapply for successive terms at the expiration of an appointment, staff is suggesting that the limited number of years per term combined with the restriction of two terms places positions on the BOC in a somewhat different circumstance. If the same requirement was imposed for BOC members it will make the paper work and processing cumbersome for staff.

By reappointing Mr. Rodman to this position, his combined length of service to the district will be 4 years. Staff is recommending that the Board approve his reappointment through June 30, 2013.

MOTION MADE BY: Mr. de la Torre

SECONDED BY: Mr. Mechur

STUDENT ADVISORY VOTE: N/A

AYES: All (7)

NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/16/11

FROM: TIM CUNEO / JANECE L. MAEZ

RE: OPEN APPLICATION PROCESS FOR TWO VACANCIES ON THE PROP 39
CITIZENS' BOND OVERSIGHT COMMITTEE

RECOMMENDATION NO. A.20

It is recommended that the Board of Education:

1. Authorize the process to begin the replacement of two positions on the District's Prop 39 Citizens' Bond Oversight Committee (BOC);
2. Direct the Superintendent and staff to review the applications and make a recommendation to the Board; and
3. Approve the following timeline for the appointments:
 - a. Distribution of applications June 17, 2011
 - b. Applications due in Superintendent's Office July 15, 2011
 - c. Board to appoint new members July 20, 2011

COMMENTS: The first Prop 39 Citizens' Bond Oversight Committee (BOC) was appointed by the Board of Education on December 12, 2006. As required after the passage of the bond measure approved by voters and known as Measure BB, the BOC purpose is to inform the public concerning the expenditure of the bond proceeds. The Committee shall engage in the following activities to carry out this purpose:

- Actively review and report on the proper expenditure of taxpayers' money for school construction;
- Advise the public as to whether the school district is in compliance with the requirement of the measure;
- Convene to provide oversight for but not limited to:
 - Ensuring that bond revenues are expended only for the construction, reconstruction, rehabilitation or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities;
 - Ensuring that no funds are used for any teacher or administrative salaries or other school operating expenses.

Education Code 15278(a) is specific as to the number of committee members that should be appointed to the BOC and even more specific as related to the length of term and number of terms permitted. Ed Code states that the Committee shall consist of at least seven (7) members to serve for a term or two (2) years without compensation and for no more than two (2) consecutive terms. The law continues to specify that the committee must include:

- One member who is active in a business organization representing the business community located within the school district;
- One member active in a senior citizens' organization;
- One member who is the parent or guardian of a child enrolled in the school district;
- One member who is both a parent or guardian of a child enrolled in the school district and active in a parent-teacher organization;
- One member who is active in a bon fide taxpayers' organization; and
- Two members at large.

The Committee currently has two vacancies that need to be filled. The first vacancy was created upon the resignation of Mr. Robert Tompkins who moved out of the jurisdiction. His term was originally scheduled to expire next year, June 30, 2012. Mr. Tompkins was an At Large member of the Committee. A second vacancy has been created by the term limits imposed on the Committee by Education Code. Mr. Ralph Erickson will complete the end of his second term on June 30, 2011 and is not eligible to be reappointed. Mr. Erickson represents a senior citizens organization.

Staff is recommending a process and timeline to provide recommendations to the Board. The vacancies would be filled by July 20, 2011. Additionally staff is recommending that the term of the position vacated by Mr. Tompkins be changed so that it expires in June 2013. With this change the expiration of terms will be more balanced on the Committee. This means that four members of the Committee will be termed out of their position June 2012. The remaining members will continue through June 2013, when Mr. Rodman will be termed out but the two new appointees will be eligible for the second two year term.

With Board approval, a press release inviting applicants to respond will be sent and notices will be forwarded for posting at the District's school sites, the PTA Council as well as Santa Monica and Malibu City Halls and Libraries. The application will also be available on the District's website (www.smmusd.org) and in the Office of the Superintendent.

Attached to this item is a table that identifies the composition of the BOC, current members, terms and where the vacancies exist. As the chart outlines, the District will be seeking one member who is active in a senior citizen organization and another member at large.

***** ***** ***** ***** ***** *****

Mr. Mechur requested that the district place ads in local papers announcing the opening.

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

**Composition of the Prop 39 Bond Oversight Committee (BOC)
per By-laws Established by Board of Education**

Number Of Reps.	Category	Current Member	Exp. Date
1	Parent	Nickelsburg	6/30/12
1	Parent Active in PTA or Site Council	Charchut	6/30/12
1	Citizen Active in a Business Organization	Jarow	6/30/12
1	Citizen Active in a Senior Citizen Organization	VACANT	6/30/13
1	Citizen Active in Bona-fide Taxpayers Association	Rodman	6/30/13
2	Members at Large	VACANT	6/30/13
		Carrey	6/30/12

TO: BOARD OF EDUCATION
FROM: TIM CUNEO / PEGGY HARRIS
RE: ADOPT THE STRATEGIC PLAN FRAMEWORK

ACTION/CONSENT
06/16/11

RECOMMENDATION NO. A.21

It is recommended that the Board of Education adopt the Strategic Plan framework, as presented and discussed at the June 2, 2011, board meeting. Once adopted, the framework will serve as the basis for the development of action plans to drive all aspects of work in SMMUSD.

COMMENTS: For the past several months, the district has been engaged in a multifaceted process to develop a new strategic plan. The purpose of developing a new plan is to provide SMMUSD with a living document that:

- identifies areas of focus and immediate and long-range goals; and
- guides decision-making and priority alignment for the next five years.

The last Strategic Plan was approved by the Board of Education in August 2002. The Plan was forward thinking, and included seven initiatives that were intended to guide SMMUSD through 2005. Understanding the importance of a tool that organizes and defines the district's work for an extended span of time, it became evident that there was a need to develop a new strategic plan that would propel SMMUSD into the future.

During the 2009-2010 school year, the Board of Education authorized the development of a new strategic plan. The development process that resulted from that directive has been extensive and inclusive. To date, a strategic plan framework has been created and vetted multiple times with constituents across the district. The framework that is up for adoption is the product of that process.

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

MAJOR ITEMS

TO: BOARD OF EDUCATION

ACTION/MAJOR

06/16/11

FROM: TIM CUNEO / JANECE L. MAEZ

RE: PUBLIC HEARING AND APPROVAL – 2011-12 TIER III CATEGORICAL FUNDING

RECOMMENDATION NO. A.22

It is recommended that the Board of Education hold a public hearing and approve the proposed use of Tier III funds as required by Assembly Bill (AB) X4 2, Education Code Section (EC) 42605, paragraphs (c)(2) and (3) on the proposed uses of funds under categorical flexibility. The hearing is scheduled for June 16, 2011.

COMMENT: The District is estimated to receive in the General Fund \$4,734,471 in what was previously categorical, restricted funds. These funds are now deposited into the unrestricted portion of the General Fund and are available for any use designated by the Board. During the budget reduction process in previous years, the Board made decisions regarding reductions of the Tier III designation in several areas. Allocations and use of Tier III funds for the 2011-12 Fiscal Year will remain the same. The designations remain consistent with the 2010-11 allocations.

The following table details the projected expenditures considered Tier III for next year. The difference between these designated amounts and the projected revenue from Tier III will be used to offset the overall projected deficit in the General Fund.

OPEN PUBLIC HEARING (7:52pm)

MOTION MADE BY: Mr. Patel
SECONDED BY: Mr. Mechur
STUDENT ADVISORY VOTE: N/A
AYES: All (6) (Mr. de la Torre was absent)
NOES: None (0)

CLOSE PUBLIC HEARING (7:54pm)

MOTION MADE BY: Ms. Leon-Vazquez
SECONDED BY: Mr. Allen
STUDENT ADVISORY VOTE: N/A
AYES: All (6) (Mr. de la Torre was absent)
NOES: None (0)

MOTION MADE BY: Mr. Allen
SECONDED BY: Ms. Lieberman
STUDENT ADVISORY VOTE: N/A
AYES: All (6) (Mr. de la Torre was absent)
NOES: NONE (0)

PROPOSED TIER III EXPENDITURES

2011-12

PROGRAMS	2010-11	2011-12
FUND 01:		
SCHOOL IMPROVEMENT TO SCHOOL SITE:	439,334	436,470
OUTREACH PROGRAM AT SAMOHI	181,402	184,587
SCIENCE MAGNET AT JOHN ADAMS	80,000	80,000
NATIONAL BOARD CERTIFICATED TEACHERS (NBCT)	20,000	20,000
STAFF DEVELOPMENT (BTSA)	73,439	45,469
APEX LEARNING	23,650	26,000
CALSAFE - STUDENT	16,793	17,645
TRANSPORTATION/ENCROACHMENT	171,746	246,259
GENERAL FUND DEFICIT OFFSET	3,355,476	3,303,467
FUND 11:		
ADULT EDUCATION	222,544	230,998
COMMUNITY BASE ENGLISH TUTORING (CBET)	36,990	36,990
FUND 12:		
CALSAFE /CHILD CARE	106,213	106,586
TOTAL:	4,727,587	4,734,471

DISCUSSION ITEMS

TO: BOARD OF EDUCATION

DISCUSSION

06/16/11

FROM: TIM CUNEO / CHIUNG-SALLY CHOU / MAUREEN BRADFORD

RE: ENHANCING EDUCATION THROUGH TECHNOLOGY (EETT) GRANT

DISCUSSION ITEM NO. D.01

In 2009, the Santa Monica-Malibu Unified School District received a two-year, competitive federal grant through the Enhancing Education Through Technology (EETT) program.

The EETT project focused on integrating technology into science instruction for fourth through eighth grade students at Roosevelt, SMASH and Lincoln Middle School, with an emphasis on environmental science and hands-on learning.

This presentation will provide information on the success of the EETT project and lessons learned for future technology integration across the district.

Bertha Roman, Sara Utzinger, and Darwin Mendinueto's presentation can be found under Attachments at the end of these minutes.

Ms. Leon-Vazquez wondered how the district would maintain these technologies if the grant funding reduces. She requested information regarding the specific costs of the EETT program. Dr. Bradford replied that Ed Services has been working with Information Services (IT) to address the necessary technology support. They are also trying to extend the software licenses to districtwide licenses in order to save money. Dr. Escarce requested that staff not only show the costs associated with IT support and software licenses, but also what other programs/ services might need to be reduced in order to fund these aspects if the EETT grant funding were to be reduced.

TO: BOARD OF EDUCATION
FROM: TIM CUNEO / JANECE L. MAEZ
RE: BUDGET UPDATE

DISCUSSION
06/16/11

DISCUSSION ITEM NO. D.02

As the District continues to receive information regarding the State budget, as it relates to the development of our budget, Staff will regularly update the Board. These updates will be scheduled at each regular meeting of the Board until the District budget is adopted in June. These updates may include the following: new statewide projections, proposed changes to the district budget, enrollment projections, staffing ratios, and other budget-related details.

As Ms. Maez explained during her presentation of the preliminary budget at the June 2 board meeting, she will be reviewing the budget reduction list for consideration. It is expected that the Board will be asked to approve and include this list of possible reductions with the budget adoption at June 30, 2011, board meeting.

Public Comments:

- *Harry Keiley and Kelly Pye addressed the board regarding this item.*

Ms. Maez's handout can be found under attachments at the end of these minutes.

Ms. Leon-Vazquez expressed her concern about the development of the list of possible budget reductions that was presented. Mr. Mechur said a list of proposed reductions should be a community process. Ms. Maez commented that none of the proposed reductions could occur without an open process, a thorough study, and other necessary steps, such as negotiations with the unions. Mr. Cuneo indicated that the list of potential areas of reduction was not new and was considered during the 2010-11 budget discussions. Dr. Escarce wondered if the district could, instead of including the proposed reductions list, write a letter to LACOE explaining that the district has a list of reductions it will be examining beginning late summer/early fall.

TO: BOARD OF EDUCATION
FROM: TIM CUNEO / JANECE L. MAEZ
RE: CONSIDER REVISING BP 3100 – BUDGET

DISCUSSION
06/16/11

DISCUSSION ITEM NO. D.03

It is recommended that the Board of Education consider revising BP 3100 – Budget.

COMMENT:

From time to time the Governmental Accounting Standards Board (GASB) issues statements that affect school district and other public agency financial reporting. The most recent of those issued is Statement 54 (GASB 54), *Fund Balance Reporting and Governmental Fund Type Definitions* that considerably alters the categories and terminology used to describe the components that compose fund balance. These changes are intended to enhance how fund balance information is reported and to improve its usefulness by establishing new fund balance classifications that are easier for users to understand and apply. The new standard also clarifies the definitions of certain governmental funds.

The implementation of GASB 54 standards will require the Board to take several actions. This item begins that process by amending current Board policy (BP 3100) and incorporating necessary requirements. Additionally, AR 3460 - Financial Reports and Accountability will be amended to reflect changes due to GASB 54. There is an item in the Information section of tonight's agenda that accomplishes that change.

With the policy and regulation changes are in place it will be necessary for the Board to adopt specific resolutions each year. Those resolutions may commit portions of the General Fund Balance as appropriate, designate specific employees who may assign remaining balances in the General Fund, and establish the specific minimum fund balance for the General Fund. For the 2010-11 fiscal year additional resolutions will be necessary for Funds 11 (Adult Education) and 14 (Deferred Maintenance) due to the flexibility provisions of the state budget and because the district has chosen to retain the use of those funds for the specific purposes in separate funds. These resolutions will be on the June 30, 2011 agenda.

The new standard does not change the actual amount of fund balance reported, and does not change most aspects of day-to-day accounting.

BACKGROUND

Fund balance reporting is unique to governmental fund accounting. Fund balance represents the difference between the assets and liabilities reported within a governmental fund. It has traditionally been broken into two components, reserved and unreserved, with a focus on identifying whether resources are available for spending in the subsequent year's budget.

The GASB's initial intent in developing this new standard was to clarify the relationship between the reserved fund balances reported in governmental funds and the restricted net assets reported in the government-wide statements required by GASB Statement 34. It became clear to the GASB that fund balance reporting guidance was interpreted and applied inconsistently, resulting in fund balance information that is not easily understood by financial statement users. The GASB concluded that it was necessary to redefine fund balance classifications in order to improve the clarity and usefulness of fund balance information presented in the financial statements.

EFFECTIVE DATE

GASB 54 is effective for school district financial statements for fiscal year 2010–11.

NEW FUND BALANCE CLASSIFICATIONS

GASB 54 implements a five-tier fund balance classification hierarchy that depicts the extent to which a government is bound by spending constraints imposed on the use of its resources. Note that not all of these classifications will be needed in every governmental fund or by every school district. The five classifications, discussed in more detail below, are:

- Non-spendable
- Restricted
- Committed
- Assigned
- Unassigned

Non-spendable Fund Balance

The non-spendable fund balance classification reflects amounts that are not in spendable form. Examples include inventory, prepaid items, the long-term portion of loans receivable, and nonfinancial assets held for resale. This classification also reflects amounts that are in spendable form but that are legally or contractually required to remain intact, such as the principal of a permanent endowment.

Restricted Fund Balance

The restricted fund balance classification reflects amounts subject to externally imposed and legally enforceable constraints. Such constraints may be imposed by creditors, grantors, contributors, or laws or regulations of other governments, or may be imposed by law through constitutional provisions or enabling legislation. These are the same restrictions used to determine restricted net assets as reported in the government-wide, proprietary fund, and fiduciary trust fund statements.

Committed Fund Balance

The committed fund balance classification reflects amounts subject to internal constraints self-imposed by formal action of the government's highest level of decision-making authority. The constraints giving rise to committed fund balance must be imposed no later than the end of the reporting period (June 30, for school districts). The actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

In contrast to restricted fund balance, committed fund balance may be redirected by the government to other purposes as long as the original constraints are removed or modified in the same manner in which they were imposed, that is, by the same formal action of the highest level of decision-making authority.

“Formal action” varies considerably from government to government. For example, formal action for which governments such as cities, counties, or states have authority typically includes the passage of laws, ordinances, or levies. By contrast, formal action for which California school district governing boards have authority is typically limited to actions taken at a public meeting such as a vote, a resolution, or some similar action such as adoption of a budget. For school districts, therefore, the difference between the committed classification and the assigned

classification may not be as great as for other governments. As discussed below, school districts may not have a need to report both classifications.

Assigned Fund Balance

The assigned fund balance classification reflects amounts that the government *intends* to be used for specific purposes. Assignments may be established either by the governing body or by a designee of the governing body, and are subject to neither the restricted nor committed levels of constraint.

In contrast to the constraints giving rise to committed fund balance, constraints giving rise to assigned fund balance are not required to be imposed, modified, or removed by formal action of the highest level of decision-making authority. The action does not require the same level of formality and may be delegated to another body or official. Additionally, the assignment need not be made before the end of the reporting period, but rather may be made any time prior to the issuance of the financial statements.

As noted above, for school districts, the difference between the committed and assigned fund balance classifications may be minimal. School districts are not required to report both classifications, but must disclose in the notes to the financial statements the nature of the constraints giving rise to whichever classifications it does report.

Unassigned Fund Balance

In the general fund only, the unassigned fund balance classification reflects the residual balance that has not been assigned to other funds and that is not restricted, committed, or assigned to specific purposes.

In any fund other than the general fund, a positive unassigned fund balance is never reported because amounts in any other fund are assumed to have been assigned, at least, to the purpose of that fund. However, deficits in any fund, including the general fund, that cannot be eliminated by reducing or eliminating amounts assigned to other purposes are reported as negative unassigned fund balance.

***** ***** ***** ***** ***** *****

Ms. Maez explained the purpose and effects of this change in language.

BUDGET

The Board of Education recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with the district's vision, goals, and priorities. The district budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

Budget Development and Adoption Process

The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127(i). He/she shall annually notify the County Superintendent of Schools of the district's decision to use the single budget adoption process in the subsequent year.

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff at all levels in the development of budget projections.

The Board encourages public input in the budget development process and shall hold public hearings and meetings in accordance with Education Code 42103 and 42127.

The Superintendent or designee shall ensure that the proposed district budget is clearly presented and effectively communicated to the Board, staff, and public. He/she may adapt or supplement the format prescribed by the Superintendent of Public Instruction (SPI) as necessary for these purposes. However, the budget that is formally adopted by the Board shall be in the state-required format.

Budget Advisory Committee

The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

The committee shall develop recommendations during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board, Superintendent or designee.

Budget Criteria and Standards

In developing the district budget, the Superintendent or designee shall analyze criteria and standards adopted by the State Board of Education which address estimation of funded average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue

limit, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, fund balance, and reserves. The budget review shall also identify supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, and the status of labor agreements. (Education Code 33127, 33128, 33129; 5 CCR 15440-15451)

The Board shall establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the requirements of 5 CCR 15450.

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, categorical program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

Fund Balance

The Board shall adopt a formal resolution that provides for classification of fund balances in the general fund and is compliant with Governmental Accounting Standards Board (GASB) Statement 54. The resolution also shall:

1. Establish specific steps for committing funds that cannot be used for any other purpose unless the Board takes action to remove or change the constraint
2. Express the authority of the Board and/or delegate authority to other person(s) to identify intended uses of assigned funds
3. Establish the order in which fund balances will be spent when multiple fund balance types are available for an expenditure
4. Address the minimum fund balance in the general fund by establishing an appropriate level of unrestricted fund balance that will be maintained in the general fund, the circumstances under which the unrestricted fund balance can be spent down, and the procedure for replenishing deficiencies
5. The District will maintain an Reserve for Economic Uncertainty (REU) of at least 3% of total General Fund operating expenditures (including other financing). The primary purpose of this reserve is to avoid the need for service level reductions in the event of an economic downturn causes revenues to come in lower than budget. This reserve may be increased form time to time in order to address specific anticipated revenue shortfalls

The Board reserves the authority to review and amend this resolution as needed to reflect changing circumstances and district needs.

Long-Term Financial Obligations

The district's current-year budget and multi-year projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the district's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the district to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of OPEBs, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of workers' compensation claims, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve in the budget sufficient amounts to fund the present value of accrued but unfunded workers' compensation claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code 42141)

Budget Amendments

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval when the state budget is adopted, collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

Legal Reference:

EDUCATION CODE

1240 Duties of county superintendent of schools

33127-33131 Standards and criteria for local budgets and expenditures

35035 Powers and duties of superintendent

35161 Powers and duties, generally, of governing boards

42103 Public hearing on proposed budget; requirements for content of proposed budget

42120-42129 Budget requirements

42132 Resolutions identifying estimated appropriations limit

42602 Use of unbudgeted funds

42610 Appropriation of excess funds and limitation thereon

44518-44519.2 Chief business officer training program

45253 Annual budget of personnel commission

45254 First year budget of personnel commission

GOVERNMENT CODE

7900-7914 Appropriations limit

CODE OF REGULATIONS, TITLE 5

15060 Standardized account code structure

15440-15451 Criteria and standards for school district budgets

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Budget Planning and Adoption, 2006

Maximizing School Board Governance: Understanding District Budgets, 2006

School Finance CD-ROM, 2005

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006

GOVERNMENTAL ACCOUNTING STANDARDS BOARD

Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999

Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004

WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

California Department of Finance: <http://www.dof.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

Legislative Analyst's Office: <http://www.lao.ca.gov>

School Services of California, Inc.: <http://www.sscal.com>

**Policy SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
adopted: August 19, 2009 Santa Monica, California**

TO: BOARD OF EDUCATION
FROM: TIM CUNEO / CHIUNG-SALLY CHOU
RE: TRANSITIONAL KINDERGARTEN

DISCUSSION
06/16/11
Postponed
from 6/2/11

DISCUSSION ITEM NO. D.04

The state of California has enacted a new law, Kindergarten Readiness Act of 2010 (SB 1381), which changed kindergarten and first grade entry date from December 2 to September 1. It requires the district to provide a “developmentally appropriate curriculum; aligned with kindergarten standards; taught by credentialed teachers” program.

Comment: By moving the date of school entry from December 2 to September 1 will better prepare the students to succeed in kindergarten and beyond. By implementing a transitional kindergarten program, the parents will have an additional option to help their children enter kindergarten with the maturity and skills needed to excel. This law grants the district with a phasing in process with entry date being moved back to November 1 in 2012-13, October 1 in 2013-14, and September 1 in 2014-15.

The transitional kindergarten program can accept students from the youngest quartile in 2012-13.

Dr. Chou's presentation can be found under Attachments at the end of these minutes.

Mr. Patel asked how many students the district expects to participate in this program. Dr. Chou said it is difficult to estimate.

TO: BOARD OF EDUCATION
FROM: TIM CUNEO / CHIUNG-SALLY CHOU / PEGGY HARRIS
RE: K-12 WRITING FRAMEWORK UPDATE

DISCUSSION
06/16/11

DISCUSSION ITEM NO. D.05

Over the last several months, a team of elementary, middle, and high school English Language Arts teachers has been working to create a comprehensive framework to systematically guide writing instruction in district classrooms.

This report provides background information and a status update on this project.

Public Comments:

- Harry Keiley addressed the board regarding this item.

Ms. Harris and Ms. Cochran's presentation can be found under Attachments at the end of these minutes.

Mr. de la Torre asked about potential effects the new standards could have on the achievement gap. Ms. Harris said the explicit instruction and scaffolding strategies should help make the content more accessible to a wider ranger of students. Ms. Cochran added that clear expectations will also help to guide instruction and learning. Ms. Leon-Vazquez wondered how teachers can prepare non-AP students for college writing. Ms. Harris stressed the importance of providing explicit instruction on a variety of kinds of writing, such as literary response and research papers. Ms. Lieberman emphasized the need for teachers across content areas to collaborate about writing. Ms. Harris confirmed that the new standards call for more writing in the other content areas. Dr. Chou added that a group of teachers will be presenting to the board in the fall regarding service learning projects which will demonstrate the need to teach writing across the curriculum. Mr. Patel asked about potential impacts an increase in writing will have on time spent grading student work. Ms. Cochran answered that not every piece of written work will be graded, but rather some are written for the purpose of feedback or peer editing, while some are selected for publishing and grading. Dr. Escarce wondered how these grading strategies would be shared with teachers. Ms. Harris said part of the implementation of the writing framework was sharing best practices with teachers.

TO: BOARD OF EDUCATION

DISCUSSION

06/16/11

FROM: TIM CUNEO / SALLY CHOU / JUDY ABDO

RE: REPORT AND DISCUSSION REGARDING THE HEAD START PROGRAMS

DISCUSSION ITEM NO. D.06

Child Development Services will provide the Board of Education with the Head Start annual report as well as the information and self-assessment report for 2010-11.

This item was postponed to the July 20, 2011, board meeting.

TO: BOARD OF EDUCATION

DISCUSSION

06/16/11

FROM: TIM CUNEO

RE: CONSIDER REVISING AR 1220 – DISTRICT ADVISORY COMMITTEES

DISCUSSION ITEM NO. D.07

At the May 5, 2011, board meeting, the Board of Education postponed the appointment of DAC applicants until the AR regarding District Advisory Committees could be reviewed. This discussion item will allow board members the opportunity to examine the way in which applicants are appointed to a committee (section F.4).

Attached is AR 1220 – District Advisory Committees.

Public Comments:

- *Claudia Landis and Zina Josephs addressed the board regarding this item.*

Mr. Allen explained his rationale behind the proposed language change. The board discussed recruitment efforts to fill vacancies on the DACs as well as issues regarding quorum. Mr. Mechur suggested changing the timing of appointments to twice per year, allowing a subcommittee of the board time to review applicants prior to appointment, except in instances where a DAC is at risk of falling below the minimum of seven members. The board agreed to examine this additional language change when the AR returns for action. The board requested that the AR be cleaned up to remove language about DACs reporting to the Superintendent. Mr. de la Torre requested a discussion item come forward about re-establishing the Intercultural DAC. The board agreed. Staff said they would send out a mass email to all parents announcing openings on the DACs.

DISTRICT ADVISORY COMMITTEES**A. Purpose**

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

The district advisory committee provides a method whereby citizens 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/her capacity as Secretary to the Board of Education, or a designated representative. Committees shall function as recommending agencies.

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

C. Functions

The 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 advise in the overall planning of the educational program and of budget resources.
4. To advise in identifying, mobilizing and coordinating resources, both human and material, available from the community for the benefit of the schools.
5. To advise 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.

D. Responsibilities

District advisory committees may have the responsibility to:

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

E. Conflict of Interest

When a conflict of interest is possible, a committee member shall abstain from the discussion and the vote.

F. Membership

Being aware that the schools belong to the people who created them by taxation and consent; and believing that the schools will only be as successful as the intelligent and knowledgeable support of the people permit them to be; and knowing that committees are advisory in nature with decision-making powers retained by the Board of Education; 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.

1. Size

The committees shall be of sufficient size to assure representation of a cross section of the community; there shall be a minimum of seven (7) and a maximum of nineteen (19) active members. A committee may petition the board to increase its size above nineteen members.

2. Representation

Committee members shall be selected in a manner to provide reasonable geographic, socioeconomic and ethnic representation. In addition, the selection process should aim to obtain a mix of parents from all grade levels, staff members, and community members who could contribute to the committee. No person, however, may be excluded from nomination because of race, color, creed, religion, sex, sexual orientation or identity, disability, or expressed opinions so long as that person can assume an objective point of view in all committee deliberations.

3. Duration

It is intended that committee members be appointed by the Board for a term of up to four (4) years. If at the end of a four (4) year-term a member wishes to remain on the committee, the Board invites and encourages the member to complete a new application for committee membership.

4. Selection of Members

Members of the community wishing to serve on a committee shall submit a completed application for that committee to the Superintendent, who will provide a copy of the application to that committee's staff liaison. The staff liaison will review if there is an opening on the committee. If there is an opening, all applications for that committee will be submitted to the Board of Education. A subcommittee of Board Members shall review and/or interview the applicants and make a recommendation to be considered by the Board as a whole at a regular board meeting when there are more applicants than openings; the Board may form this subcommittee in other circumstances. Committee members shall be appointed or approved by the Board of Education, and serve thereafter at the pleasure of the Board. Once the Board has made an appointment, the superintendent shall inform the newly approved committee member, the staff liaison, and the committee chair.

Applications for appointment to district advisory committees may be submitted at any time during the year.

5. Vacancies

When a vacancy occurs, the staff liaison shall inform the Superintendent of the vacancy. A press release announcing the vacancy shall be issued to and an advertisement shall be taken out with the local press, PTA school newsletters, and other appropriate publications. The application process will follow as outlined in section F.4. The individual chosen to fill the vacancy shall serve only until the end of the term of the position which he/she was appointed to fill.

6. Termination of Membership

A committee member shall no longer hold membership should he/she cease to be a resident of the district or no longer meet the membership requirements under which he/she was appointed.

Membership shall automatically terminate any member who is absent from all regular meetings for a period of four (4) consecutive meetings or a total of five (5) meetings within the year.

A member may be removed from a committee by an affirmative 2/3 vote of the Board of Education.

G. Officers

1. Officers

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

2. Election and Term of Office

The officers of a district advisory committee shall be elected at the committee's annual organizational meeting, to be held no later than October 1. They shall serve one (1) year.

3. Notification

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

4. Definition of Roles

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

a. Committee 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) In consultation with the staff liaison and vice chair, shall be responsible for preparation of the agenda for each meeting.
- (3) Presides at all meetings, maintains order and sees that the meeting is properly adjourned.
- (4) Takes general responsibility for the maintenance of committee minutes and other records.
- (5) Sees that business is ordered, considered and disposed of properly.
- (6) Reports to the Board of Education and superintendent directly on behalf of the committee. Thus, comments by individual members shall not be construed as the committee's position.
- (7) Is an impartial, conscientious arbiter of discussion and debate and insists on fairness in the actions and debate of the members.
- (8) Is responsive to the concerns of all members and visitors.
- (9) Directs the preparation of reports of the actions of the committee and submits them to the superintendent through the staff liaison.

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 staff liaison.
- (2) Is custodian of the committee's records.
- (3) Sees that all notices are duly given.
- (4) Keeps the committee's membership and attendance records, including the contact information of each member.
- (5) Keeps a list of special duties of the members.
- (6) Prepares a copy of the order of business for the presiding officer and reminds the presiding officer of the order of business and time limitations, when necessary.
- (7) Performs all duties incident to the office of secretary and such other duties as may be assigned to the office by the chairperson or by the committee.
- (8) Keeps on file a summary written report of actions of the committee.

d. Staff Liaison (Appointed by the Superintendent)

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

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.
- (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.

H. Meetings

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

1. Regular Meetings

District advisory committees shall establish a calendar of regular meetings for the school year at their annual organizational meeting. Meetings shall be scheduled to permit the greatest number of members to attend. Posting of these meetings must comply with the Ralph M. Brown Act.

2. Special Meetings

Special meetings may be called by the chairperson, by majority vote of a committee, or at the request of the Board of Education and/or superintendent. Posting of these special meetings must comply with the Ralph M. Brown Act.

3. Place of Meetings

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

4. Notice and Openness of Meetings

All meetings of committees shall be held as open meetings in compliance with the Ralph M. Brown Act, also known as the Open Meeting Act of the State of California.

5. Agenda

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

A committee member may request that a matter within the jurisdiction of the committee be placed on the agenda of a regular meeting. The request shall be in writing and be submitted to the chairperson with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The chairperson, in conjunction with the vice chairperson and the staff liaison, shall decide whether a request is within the subject matter jurisdiction of the committee. Items not within the subject matter jurisdiction of the committee may not be placed on the agenda.

The chairperson, in conjunction with the vice chairperson and the staff liaison, shall decide whether an agenda item is appropriate for action, discussion, or information.

6. Quorum

A quorum consists of a simple majority of the committee.

7. Decisions

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

8. Minutes

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

9. Subcommittees

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

10. Ad Hoc Committees

Ad Hoc committees may be established as necessary and may include participants other than appointed members.

I. Goal Setting

The staff liaison, Board liaison, and committee chairperson shall draft the committee's goals and/or deliverables for the school year and submit the goals and/or deliverables for approval by the Board of Education no later than the Board's first meeting in October. The staff liaison and committee chairperson shall provide the Board of Education with an update regarding the process of meeting these goals and/or deliverables in an informational item to the Board at a regular meeting no later than February each year. No later than June of each year, the committee shall make an End-of-Year report to the Board of Education regarding the achievement of its goals and/or deliverables.

J. Orientation

Orientation and general information shall be provided for district advisory committees as needed. This shall be a shared responsibility of the committee chairperson, Board liaison and staff liaison. In-service training shall be provided by the District and will address the Ralph M. Brown Act and effective meeting management.

K. Limitations

Reproductions of district advisory committee products, such as newsletters, handbooks and public communications must be previewed and approved by the Superintendent or his/her designee prior to distribution; such approval shall not be unreasonably withheld or delayed.

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

L. District Support

The Board may establish an operation budget for a committee. The staff liaison shall see that reasonable committee needs for typing services, franking assistance, duplicating services, in-service education, conference/convention attendance, etc., are met.

M. Expenses, Travel, and Reimbursement

When the Board approves a request by a committee that members be authorized to attend a conference, visit an educational facility, or otherwise participate in an activity which involves expense to the member in carrying out the mission of the committee, the Superintendent is authorized to reimburse the member for expenses only.

IV. RELATED FORMS

Application for Membership District Advisory Committee(s)

**Regulation SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
revised: March 18, 2010 Santa Monica, California**

INFORMATION ITEMS

TO: BOARD OF EDUCATION

INFORMATION

06/16/11

FROM: TIM CUNEO

RE: LIST OF COLLEGES SENIORS WILL BE ATTENDING IN THE FALL

INFORMATION ITEM NO. I.01

Board Members requested to see a list of colleges that high school seniors will be attending in Fall 2011. Below is the information seniors have provided thus far. The list of MHS and Olympic HS graduates was provided at the June 2 board meeting.

SANTA MONICA HIGH SCHOOL

	UNIVERSITY/COLLEGE	Students
1	Academy of Art University	1
2	American University	2
3	Arizona State University	4
4	Art Center College of Design	1
5	Babson College	1
6	Bard College	2
7	Bates College	1
8	Bellevue College	1
9	Bennington College	2
10	Boston University	6
11	Brown University	2
12	California College of the Arts	2
13	California Lutheran University	2
14	Caltech	1
15	Capital University	1
16	Carnegie Mellon University	1
17	Cerritos Community College	1
18	Chaminade University	1
19	Chapman University	3
20	College of the Desert	1
21	College of the Redwoods	1
22	Colorado State University	1
23	Columbia University	1
24	Connecticut College	1
25	CSU Bakersfield	1
26	CSU Chico	1
27	CSU Dominguez Hills	2
28	CSU East Bay (Hayward)	5
29	CSU Fresno	1
30	CSU Fullerton	4
31	CSU Humboldt	1
32	CSU Long Beach	3
33	CSU Los Angeles	1
34	CSU Monterey Bay	2
35	CSU Northridge	4
36	CSU Northridge	34
37	CSU Poly San Luis Obispo	4
38	CSU Sacramento	1
39	CSU San Bernardino	1
40	CSU San Diego	3
41	CSU San Francisco	15
42	CSU San Jose	6

43	CSU Sonoma	1
44	Cuesta College	1
45	Culinary Institute of America	1
46	Cypress College	1
47	De Pauw University	1
48	East Los Angeles Community College	1
49	El Camino College	4
50	Emerson College	1
51	Eugene Lang College	2
52	Evergreen State College	1
53	Five Towns College	1
54	Franklin College Switzerland (New York)	1
55	Georgetown University	1
56	Goucher College	1
57	Guilford College	1
58	Harvard University	2
59	Hawaii Pacific University	1
60	Indiana University	1
61	Le Cordon Blue Colleg of Cullinary Arts in Los Angeles	2
62	Los Angeles Community College	1
63	Los Angeles Harbor College	1
64	Los Angeles Recording School	1
65	Los Angeles Trade Technical College	3
66	Loyola Marymount University	3
67	Macalester College	1
68	Manhattanville College	1
69	Marymount College	1
70	Maui Community College	1
71	Middlebury College	1
72	Mills College	1
73	Mira Costa College	1
74	Moorpark College	1
75	Mount Holyoke College	1
76	Mount St. Mary's College	1
77	New York University	5
78	Northwestern University	1
79	Oberlin College	1
80	Oberlin Conservatory of Music	1
81	Occidental College	2
82	Otis College of Art and Design	1
83	Pennsylvania State University	2
84	Pepperdine University	3
85	Pierce Community College	2
86	Pitzer College	2
87	Reed College	1
88	Rice University	2
89	Rutgers University	1
90	Santa Barbara City College	4
91	Santa Clara University	1
92	Santa Monica College	204
93	Sarah Lawrence College	1
94	School of Oriental & African Studies University of London	1
95	Seattle University	1

96	Sierra College	2
97	St. John's College	1
98	St. Mary's College	1
99	Stanford University	2
100	Swarthmore College	1
101	Syracuse University	4
102	Temple University	1
103	Trinity College (CT)	1
104	UC Berkeley	18
105	UC Davis	3
106	UC Irvine	1
107	UC Los Angeles	20
108	UC Merced	3
109	UC Riverside	7
110	UC San Diego	4
111	UC Santa Barbara	20
112	UC Santa Cruz	28
113	United States Marine Corp	6
114	Unites States Navy	1
115	Universal Technical Institute	2
116	University of Arizona	3
117	University of Chicago	1
118	University of Colorado (Boulder)	5
119	University of Hawaii (Maui)	1
120	University of Illinois (Urbana Champaign)	2
121	University of Kansas	1
122	University of Massachusetts (Amherst)	1
123	University of Michigan	1
124	University of Minnesota (Twin Cities)	1
125	University of Montana (Missoula)	2
126	University of North Dalota	1
127	University of Oregon	11
128	University of Puget Sound	3
129	University of San Diego	2
130	University of Southern California	7
131	University of Texas (Austin)	1
132	University of the Arts	1
133	University of the Pacific	2
134	University of Vermont	2
135	University of Washington	2
136	University of Wisconsin (Madison)	2
137	Vassar College	1
138	Washington University at St. Louis	3
139	Weber State College	1
140	Wesleyan College	1
141	West Los Angeles College	8
142	Westmont College	1
143	Wheaton College	1
144	Yale College	3
OTHER PLANS:		
145	Traveling	17
146	Unknown	104
147	Working	9
Total Students Reporting		606

TO: BOARD OF EDUCATION

INFORMATION

06/16/11

FROM: TIM CUNEO / JANECE L. MAEZ

RE: REVISION TO AR 3460 – FINANCIAL REPORTS AND ACCOUNTABILITY

INFORMATION ITEM NO. I.02

As described in detail in the discussion section of this agenda, the attached revision to AR 3460 – Financial Reports and Accountability is necessary due to GASB 54 requirements. Please see agenda Item D.03 for more detailed explanation.

FINANCIAL REPORTS AND ACCOUNTABILITY**Unaudited Actual Receipts and Expenditures**

The Superintendent or designee shall prepare a statement of all unaudited actual receipts and expenditures of the district for the preceding fiscal year, using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). On or before September 15, the Board of Education shall approve this statement and file it with the County Superintendent of Schools. (Education Code 42100)

Gann Appropriations Limit Resolution

The Board shall adopt a resolution by September 15 of each year to identify the estimated appropriations limit for the district for the current fiscal year and the actual appropriations limit of the district during the preceding year, as determined pursuant to Government Code 7900-7914. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)

Interim Reports

The Superintendent or designee shall submit two interim fiscal reports to the Board, the first report covering the district's financial and budgetary status for the period ending October 31 and the second report covering the period ending January 31. The reports and supporting data shall also be made available by the district for public review. (Education Code 42130)

The interim report shall include an assessment of the district budget as revised to reflect current information regarding the adopted state budget, district property tax revenues, if any, and ending balances for the preceding year. The review shall be based on criteria and standards adopted by the State Board of Education which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, and facilities maintenance. The review shall also consider supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 42130, 42131; 5 CCR 15453-15464)

Within 45 days after the close of the period reported, the Board shall approve the interim fiscal report and certify, on the basis of the interim report and any additional financial information known by the Board to exist at the time of certification, whether the district is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for the subsequent fiscal year. The certification shall be classified as one of the following: (Education Code 42130, 42131)

1. "Positive certification" indicating that the district will meet its financial obligations for the current fiscal year and two subsequent fiscal years
2. "Qualified certification" indicating that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years
3. "Negative certification" indicating that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year

The Superintendent or designee shall submit a copy of the interim report and certification to the County Superintendent using the state's SACS, as prescribed by the SPI. (Education Code 42130, 42131)

If the district submits a positive certification that is subsequently changed by the County Superintendent to a qualified or negative certification, the district may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)

Whenever the district receives a qualified or negative certification as determined by the Board or the County Superintendent, it shall cooperate in the implementation of any remedial actions taken by the County Superintendent under the authority granted to him/her pursuant to Education Code 42131.

Whenever the County Superintendent conducts a comprehensive review of the district's financial and budgetary conditions after determining that the district's budget does not comply with state standards and criteria for fiscal stability, the Board shall review the County Superintendent's recommendations at a public Board meeting. Within 15 days of receiving the report, the district shall notify the County Superintendent and the SPI of its proposed actions on the recommendations. (Education Code 42637)

If the second interim report of the fiscal year is accompanied by a qualified or negative certification as determined by the Board or the County Superintendent, the Superintendent or designee shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement that reports data for the period ending April 30 and projects the district's fund and cash balances as of June 30. (Education Code 42131)

Audit Report

By April 1 of each year, the Board shall provide for an audit of the district's books and accounts or the County Superintendent shall make arrangements to provide for that audit. (Education Code 41020)

The Superintendent or designee shall establish a timetable for the completion and review of the audit within the deadlines established by law.

To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

The Board shall not select any public accounting firm to provide audit services if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for the district in each of the six previous fiscal years. (Education Code 41020)

While a firm is performing the audit of the district, it shall not provide any nonauditing, management, or other consulting services for the district except as provided in Government Accounting Standards, Amendment #3, published by the U.S. Government Accounting Office. (Education Code 41020)

The audit shall include an audit of income and expenditures by source of funds for all funds of the district, including the student body and cafeteria funds and accounts and any other funds under the control or jurisdiction of the district, as well as an audit of student attendance procedures. (Education Code 41020)

The district's audited financial report shall include:

1. Management's discussion and analysis, which shall introduce the basic financial statements and provide an analytical overview of the district's financial activities, including:
 - a. An objective and easily readable analysis of the district's financial activities based on currently known facts, decisions, and conditions
 - b. Comparisons of the current year to the prior year
 - c. An analysis of the district's overall financial position, enabling a determination as to whether that position has improved or deteriorated as a result of the year's activities
 - d. An analysis of significant changes that occur in funds and significant budget variances
 - e. A description of capital asset and long-term debt activity during the year
 - f. A description of currently known facts, decisions, and conditions that are expected to have a significant effect on the district's financial position
2. Basic financial statements, including:
 - a. Districtwide financial statements, consisting of a statement of net assets and a statement of activities which report all of the assets, liabilities, revenues, expenses, and gains and losses of the district
 - b. Fund financial statements, consisting of a series of statements that focus on information about the district's major governmental and enterprise funds, including its blended component units
 - c. Notes to the financial statements that are essential to a user's understanding of the basic financial statements
3. Supplementary information required by the Governmental Standards Accounting Board (GASB), including, but not limited to, budgetary comparison schedules

By January 31 of each year, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

To the extent possible, the Board's review shall occur prior to December 15 to provide the Board and the community an opportunity to review the audit before it is submitted to local and state agencies.

No later than December 15, the Superintendent or designee shall file the report of the audit for the preceding fiscal year with the County Superintendent, the California Department of Education, and the State Controller. (Education Code 41020)

If an audit finding results in the district being required to repay an apportionment or pay a penalty, the district may appeal the finding to the Education Audit Appeals Panel by making an informal, summary appeal within 30 days of receiving the final audit report or initiating a formal appeal within 60 days of receiving the report. (Education Code 41344, 41344.1)

Fund Balance

In accordance with GASB Statement 54, external financial reports shall report fund balances in the general fund within the following classifications based on the relative strength of constraints placed on the purposes for which resources can be used:

1. Nonspendable fund balance, including amounts that are not expected to be converted to cash, such as resources that are not in a spendable form or are legally or contractually required to be maintained intact
2. Restricted fund balance, including amounts constrained to specific purposes by their providers or by law
3. Committed fund balance, including amounts constrained to specific purposes by the Board
4. Assigned fund balance, including amounts which the Board or its designee intends to use for a specific purpose
5. Unassigned fund balance, including amounts that are available for any purpose

Negative Balance Report

Whenever the district reports a negative unrestricted fund balance or a negative cash balance in its annual budget or annual audit report, it shall include in the budget a statement that identifies the reasons for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year. (Education Code 42127.5)

Non-Voter-Approved Debt Report

Upon approval by the Board to proceed with the issuance of revenue bonds or any agreement for financing school construction pursuant to Education Code 17170-17199.5, the Superintendent or designee shall notify the County Superintendent and the county auditor. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with related repayment schedules and evidence of the district's ability to repay the obligation. (Education Code 17150)

In the case of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the district, notice shall be provided to the County Superintendent and county auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of the district's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)

Other Postemployment Benefits Report (GASB 45)

In accordance with GASB Statement 45, the district's financial statements shall report the annual expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over the retiree's active working lifetime, as determined by a qualified actuary procured by the Superintendent or designee. To the extent that these OPEBs are not prefunded, the district shall report a liability on its financial statements.

The Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at a public meeting of the Board. (Education Code 42140)

The amount of the district's financial obligation for OPEBs shall be reevaluated every two or three years in accordance with GASB 45 depending on the number of members in the OPEB plan.

Workers' Compensation Claims Report

The Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. The estimate of costs shall be based on an actuarial report completed at least every three years by a qualified actuary. (Education Code 42141)

Regulation SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
approved: August 19, 2009 Santa Monica, California
revised: June 16, 2011

TO: BOARD OF EDUCATION
FROM: TIM CUNEO / CHIUNG-SALLY CHOU / PEGGY HARRIS
RE: SUPPLEMENTAL TEXTBOOKS

INFORMATION
06/16/11

INFORMATION ITEM NO. I.03

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 textbooks(s) listed below will be on public display for the next two weeks in the Educational Services Department at 1638 – 17th Street, Santa Monica, CA 90404

Outliers, by Malcolm Gladwell for grades 11 and 12 Sociology and Psychology classes at Malibu High. Adoption requested by Andy Meyer.

McDougal Littell British Literature, by Janet Allen, et. al. for grade 12 English 12CP: AP at Malibu High School. Adoption requested by Bonnie Thoreson.

McDougal Littell American Literature, by Janet Allen, et. al. for grade 11 English 11CP: AP at Malibu High School. Adoption requested by Bonnie Thoreson.

McDougal Littell Literature, by Janet Allen, et. al. for grade 10 English 10CP:HP at Malibu High School. Adoption requested by Bonnie Thoreson.

McDougal Littell Literature, by Janet Allen, et. al. for grade 9 English 9CP:HP at Malibu High School. Adoption requested by Bonnie Thoreson.

TO: BOARD OF EDUCATION
FROM: TIM CUNEO / DEBRA MOORE WASHINGTON
RE: RESCISSION OF FINAL LAYOFF NOTICES

INFORMATION
06/16/11

INFORMATION ITEM NO. I.04

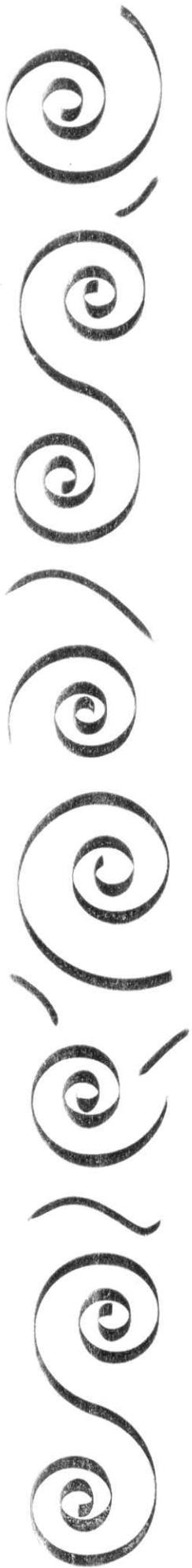
Following staffing and budget decisions made by the Board of Education at the June 2, 2011, board meeting, the following certificated employees (Nurses) have been notified that their final layoff notice of May 10, 2011, has been rescinded. Their employment will continue for the 2011-2012 school year.

Cano, Sandra	School Nurse
Rand, Aimee	School Nurse
Sachs, Teri	School Nurse
Waldorf, Sherry	School Nurse

ATTACHMENTS

ATTACHED ARE THE FOLLOWING DOCUMENTS:

- Document: "SMMUSD Retirees" (*associated with Commendations/Recognitions*)
- Presentation: "Enhancing Education through Technology" (*associated with Item No. D.01*)
- Document: "Budget Reduction List for Consideration" (*associated with Item No. D.02*)
- Presentation: "Transitional Kindergarten" (*associated with Item No. D.04*)
- Presentation: "Update in the Development of a K-12 Writing Framework" (*associated with Item No. D.05*)



SANTA MONICA-MALIBU
UNIFIED SCHOOL DISTRICT
HONORS OUR 2010-2011
RETIREES

Aramais Asriyan

Terrence Baker

Irene Behrens

Michael Bott

Tim Cuneo

Rosalie Escalera

Mary De la Rosa

Susan Dilamarter

Rodney Gardner

Dewey Hampton

Audrey Hedge

Larry Heinly

Patricia Hodges

Nora Jacob-Maraí

Verity Krpan

Hattie Linnear

Frederick Lipking

Albina Lopez

Heather Lowe

Samia Mikhail

Nancy Rivera

Gregory Runyon

Dawn Smithfield

Enhancing Education Through Technology

*EETT Round 8
Title II D Federal Competitive Grant*

June 16, 2011

Enhancing Education Through Technology (EETT)

- ▶ Title II of No Child Left Behind Act
 - ▶ Formula Funding (50%)
 - ▶ Competitive Grant (50%)
- ▶ SMMUSD was awarded EETT Round 8 Competitive Grant in December 2009
 - ▶ Two Year Grant: Sept. 2009 to Sept. 2011
 - ▶ Funding Amount: \$425,348

Enhancing Education Through Technology (EETT)

- ▶ Serving the following sites in grades 4-8:
 - ▶ Lincoln Middle School
 - ▶ Roosevelt Elementary School
 - ▶ Santa Monica Alternative School House
- ▶ Funding Ends September 2011
- ▶ Future EETT funding has been eliminated from the federal budget

EETT-Goals

- ▶ 1. Students: Increase technology literacy, curriculum integration and academic achievement.
- ▶ 2. Teachers: Increase technology literacy, and the integration of technology into the curriculum through professional development.
- ▶ 3. Expand student access to technology and provide technical support.
- ▶ 4. Enhance communication and collaboration for teachers and families.

EETT-Project EarthTech

- ▶ Integration of technology into middle school science and elementary science and math courses through the use of laptops and science data collection devices.
- ▶ Use of online digital media to enhance science and math education through virtual labs and multimedia resources. This included interactive simulations that enrich learning and conceptual understanding.
- ▶ Professional Development and much collaboration.

Student and Teacher Tools

- ▶ Discovery Education Streaming Plus and Discovery Education Elementary and Middle School Science
- ▶ ExploreLearning Gizmos
- ▶ Collaboration Tools: Google Docs
- ▶ Productivity Tools: Word, Excel, Powerpoint or Pages, Numbers, Keynote



- *Virtual Labs*
- *Student online assignments*
- *Streaming video segments or complete segments*

Explore Learning Gizmos

• *Student Interaction and Exploration of Science and Math concepts.*

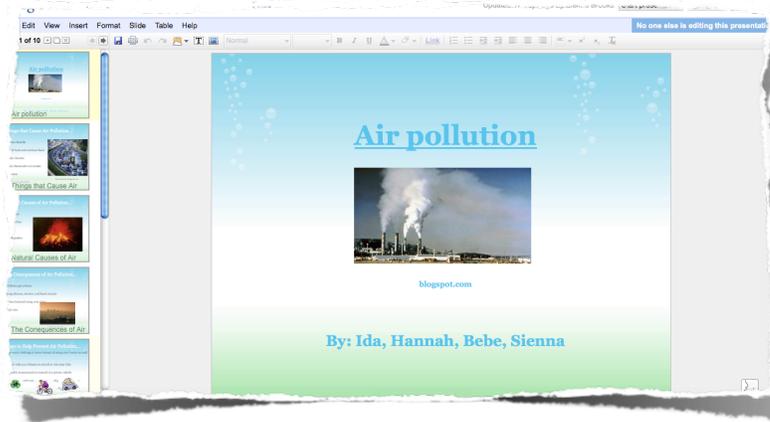
• *Teacher collaboration in lesson development through lesson link activities.*





Collaboration Tools

- *Google Documents*
- *Allows students to collaborate on a single project.*
- *Allows students to work on the project simultaneously.*
- *Tracks revisions and who completed what sections.*
- *Teacher can track student progress.*



Productivity and Beyond

- *Online Research*
- *Transformation of classroom expectations.*



Productivity and Beyond

- *Watershed Project and Investigation*
- *Use of data collection equipment*



Tech Savvy Classroom (video)

Goal 1: Students

- ▶ Increase technology literacy, curriculum integration and academic achievement.
- ▶ Anecdotal evidence points to reaching this goal, as soon by student work shared this evening.
- ▶ Pre and post survey data collection is still underway.

Goal 2: Teachers

- ▶ Increase technology literacy, and the integration of technology into the curriculum through professional development.
 - ▶ At least 25% of funding must be allocated to professional development.
 - ▶ Mentor/Coach Model-All 4 Coaches attended 12 days Mentor/Coach training offered through LACOE
 - ▶ All target teachers participated in 18 hours of formal training in addition to collaborating with colleagues during professional or prep times, release days and informal collaborations.
 - ▶ Mentor Coaches and Target teachers attended Computer Using Educator's Conference the last 2 years and National Science Teacher Association Conference this past year.
 - ▶ Target teachers also Attended a 3 day podcasting conservatory made possible through collaborations with Heal the Bay and the Santa Monica Pier Aquarium and the Los Angeles County Office of Education
 - ▶ Anecdotal evidence as demonstrated by teachers' sharing this evening points to meeting this goal
 - ▶ Pre and post survey data collection is still underway.

Goal 3: Access and Support

- ▶ Expand student access to technology and provide technical support
 - ▶ Student to Computer Ratios
 - ▶ 2009 5:1
 - ▶ 2010 3:1
 - ▶ Funding supported a half time Technology Assistant to support and maintain the new technologies- a key component to the project's success!

Goal 4: Access and Support

- ▶ Enhance communication and collaboration with the aid of technology
 - ▶ Anecdotal evidence, as demonstrated by teacher and sharing point to our success in meeting this goal.
 - ▶ Data collection is still underway.
 - ▶

Lessons Learned Challenges

- ▶ Integration of technology requires on-going professional development.
- ▶ Technology requires support from all levels, but especially from school site based Tech Support personnel.
- ▶ Teachers need planning time to authentically integrate technology into their lessons.

Moving Forward

- ▶ Tech Support and maintenance of hardware is critical to ensure the progress made does not deteriorate stagnate or decline.
- ▶ Funding is be needed in order to maintain school site licenses for interactive online subscriptions.
 - ▶ Discovery Education Streaming Plus and Discovery Education Elementary and Middle School Science
 - ▶ ExploreLearning Gizmos

Thank You!

- ▶ EETT Mentor/Coaches.
- ▶ EETT Teachers, Principals and Students.
- ▶ EETT Partners: LACOE, Heal the Bay, SM Pier Aquarium, City of Santa Monica
- ▶ Board Members, Ed Services and Info Services Staff for the on-going support of technology integration in SMMUSD.



Questions/Comments

List for Consideration

Budget Reductions To Achieve Three Year Balanced Budget

To be Approved with Budget Adoption 6/30/11

The following reductions are a combination of previously approved reductions, restored by Board action, items that require negotiations and recommendations made by staff in May 2010 that were not approved by the Board at that time

Counseling Services	475,000
Elementary Class Size	1,600,000
Elementary Music	900,000
Extend Furloughs	2,200,000
Library Services	405,000
Nursing Services	80,000
Samohi Site Administration	180,000
Secondary Class Size	368,000
Security Services	150,000
Step/Column Freeze	800,000

Total	7,158,000
-------	-----------

One time	3,000,000
Permanent	4,158,000



Why Focus on Writing

Strong writing skills are needed for postsecondary studies and the workplace

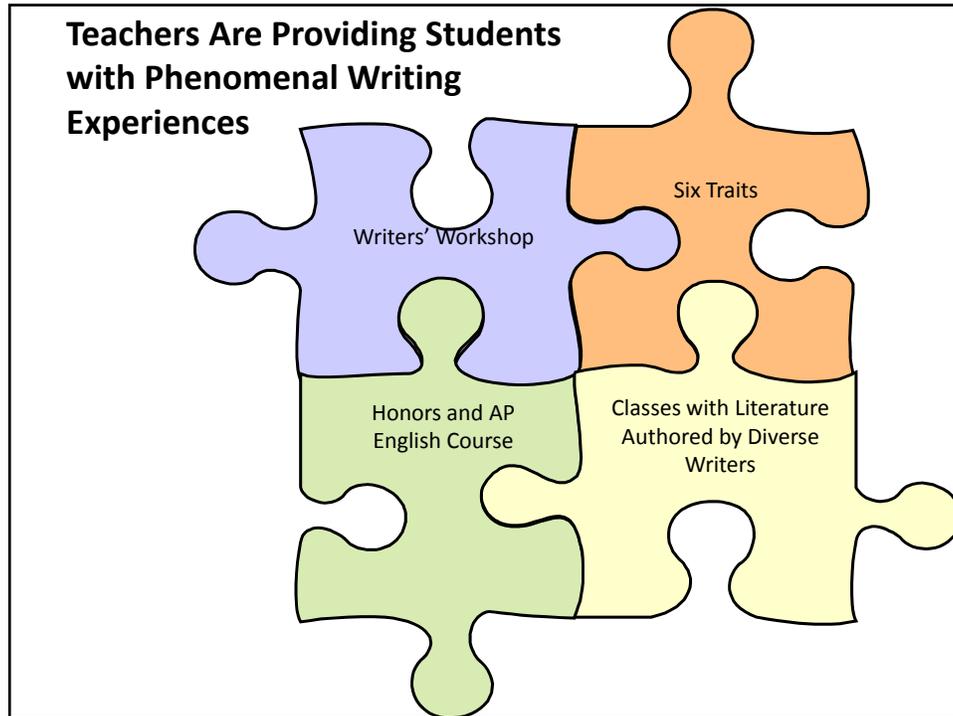
Increasingly, we are learning more and more about its impact on achievement

Feedback from colleges , universities, and our graduates



Creating Competent Writers

- A key element in creating competent writers is to make certain that **all students are taught how to write using effective practices.**
- Another, is to guarantee students writing **instruction that develops skills at each grade level that enable them to succeed with the next grade level’s writing expectations.**
- A third key element is to develop students’ proficiency as writers who use a **variety of genres - especially non-fiction writing.**



But ...

- How consistent and aligned are our efforts across grade and school levels?
- Are all students receiving a balanced instructional experience across genres?
- Are we emphasizing the genres that count?
- Does the instructional experience students receive form a foundation for the next year's writing demands?
- What about rigor?

Building a K-12 Writing Framework

Aligned with the California Common Core Standards

Highlights suggested best practices

Successfully prepares students for college and career level writing

Outlines agreed-upon product expectations for each grade level

Includes resources for teachers to support instruction

Work Plan

- Teachers met 4 half – days this school year to:
 - Establish a common knowledge base and beliefs about the teaching of writing;
 - Outline the K-12 core writing program- including suggested instructional strategies, agreed upon elements for each genre, and common work samples.
 - Identify topics for PD and future work.
- A smaller group of teachers are working to refine the group's document

Informing The Work ...

California Common Core Standards

Research
on
Writing

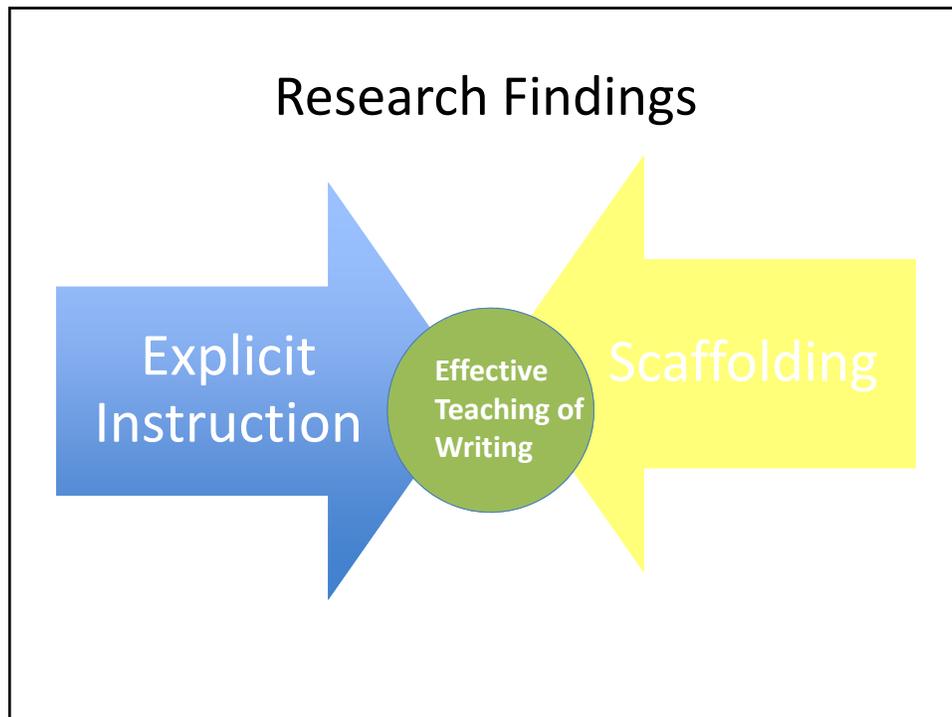
NCTE
Staff

UCLA's
Center X

What Works in Teaching Writing?

- Best review of writing instruction research in the past 20 years:

Graham, S., & Perin, D. (2007). A meta-analysis of writing instruction for adolescent students. *Journal of Educational Psychology, 99*, 445–476. Their work also is found in *Writing Next – Effective Strategies to Improve Writing of Adolescents in Middle and High Schools*.



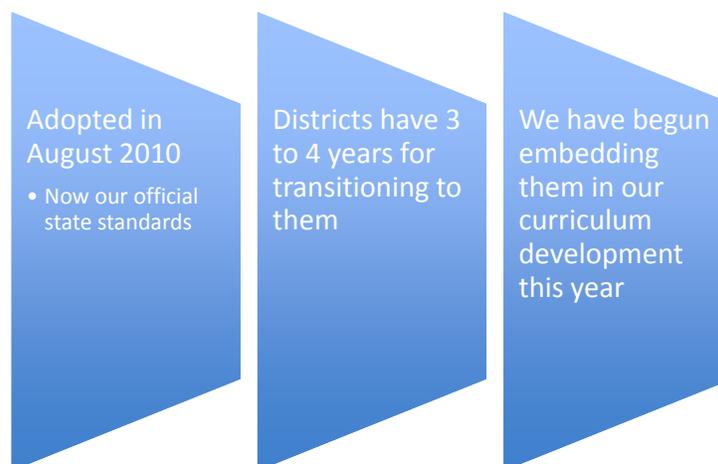
Explicit Instruction

Grammar	Explicit systematic instruction of parts of speech and sentences
Sentence combining	Creating more sophisticated sentences through combination of sentences
Strategy instruction	Teaching strategies for planning, revising, editing
Summarization	Explicit systematic instruction in how to summarize text
Text structure	Explicit systematic instruction in text organization

Scaffolding

Prewriting	Engaging students in prewriting practice
Inquiry	Helping students plan by analyzing data
Procedural facilitation	External prompts: guides, heuristics
Peer assistance	Having students work together
Models	Examinations of specific types of text
Product goals	Assigning writing goals
Feedback	Information is provided on the adequacy of the writing

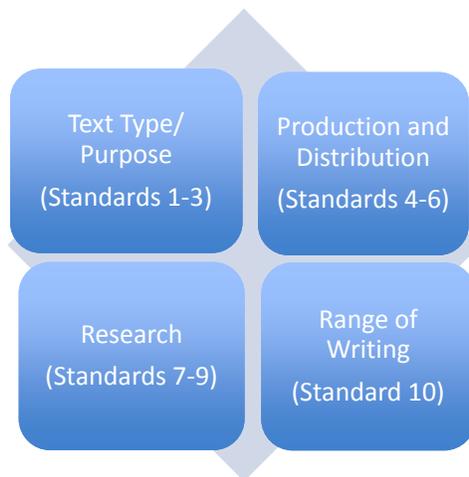
The California Common Core Standards



Focus of the Writing Standards

- Write formative pieces, well-reasoned arguments
- Identify audience and adapt writing to purpose and task
- Conduct research
- Provide evidence
- Incorporate technology to create, collaborate on and refine writing
- Significant time and effort; numerous pieces

Writing – 10 Standards



Grades K-8, 9/10, and 11/12

Less is More...

- **Common Core**

- Opinions (K-5)
- Arguments (6-12)
- Informative/Explanatory Texts
- Narratives

CA Standards

Narratives
 Expository Descriptions
 Friendly Letters
 Personal/Formal Letters
 Response to Literature
 Information Reports
 Summaries
 Persuasive Letters/
 Compositions
 Research Reports

Sample Standards Comparison for English Language Arts

California Standard	Common Core Standard
1 st Grade <i>Writing</i> 2.1 Write brief narratives (e.g., fictional, autobiographical) describing an experience.	1 st Grade <i>Writing</i> 3. Write narratives in which they recount two or more appropriately sequenced events, include some details regarding what happened, use temporal words to signal event order, and provide some sense of closure. (Text type)

Sample: Draft 5th Grade Framework

WRITING TASKS

- Paragraph writing
- Persuasive writing
- Research-based writing
- Poetry
- Literary response
- Narrative writing
- Speech writing
- Book review
- Compare and contrast writing
- Research paper
- Technology
 - Word processing
 - Internet research
 - Presentation

LANGUAGE/ GRAMMAR EXPECTATIONS

- Parts of Speech
 - Noun: plural, possessive
 - Pronoun
 - Verb: tense
 - Adjective
 - Adverb
 - Preposition
 - Conjunction
- Sentences: simple, compound, complex
 - Sentence combining
- Paragraphs
 - Topic sentence
 - Supporting detail
 - Closing sentence
 - Transition
- Punctuation
 - End marks
 - Comma: compound sentence, appositive, parenthetical, introductory word, dependent clause
 - Quotation marks
- Usage
 - Spelling difficult
 - Vocabulary variation – root words- prefixes suffixes
 - Words commonly confused

ASSURED WRITING EXPERIENCES: By the end of the year, the following tasks will be completed and assessed using the grade level rubric. Teachers will provide feedback to each student on his/her writing progress.

- Opinion piece supporting a point of view with reasons and information
- Personal Narrative
- Literary Response – Literary Essay

Thoughts about the Process



Moving Forward

Finalize
framework

Develop
training
protocol to be
used to roll-out
framework

Schedule
rollout and
Professional
Development



Transitional Kindergarten

Santa Monica-Malibu Unified School District
Presentation to the Board of Education
June 2, 2011

Overview of SB 1381

- ▶ Created SB 1381 (Simitian, Chapter 705, Statutes of 2010) – Kindergarten Readiness Act of 2010
 - What did SB 1381 do?
 - Transitional Kindergarten (TK) to better prepare California’s children for success in kindergarten and beyond.
 - Changed kindergarten and first grade entry date from Dec. 2 to Sept. 1.



Overview of SB 1381 (cont.)

- ▶ **Kindergarten and first grade** entry date change phased in over three years
 - 2012–13: date moved back to Nov. 1
 - 2013–14: date moved back to Oct. 1
 - 2014–15: date moved back to Sept. 1

- ▶ Fully implemented by 2014–2015



Why is SB 1381?

- ▶ Children will be better prepared to succeed in kindergarten and beyond
- ▶ TK gives parents an additional option to help their children enter kindergarten with the maturity and skills needed to excel
- ▶ Schools will be able to do more with what they have because TK will help ensure children enter kindergarten more prepared to learn and succeed

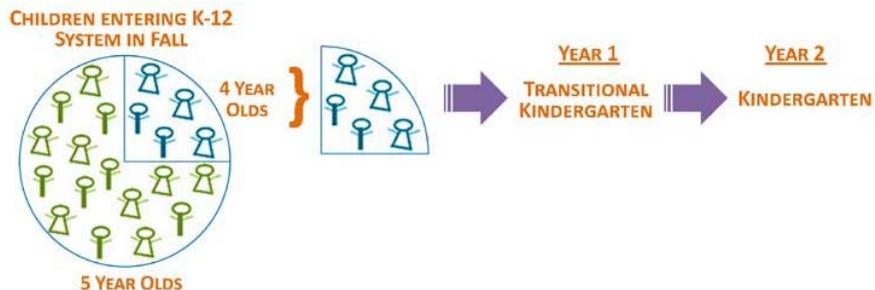


Benefits



- ▶ Year of kindergarten readiness provides strong, early start to help children read proficiently in third grade—critical milestone predicts whether a student will graduate from high school
- ▶ Research shows that beginning kindergarten at an older age:
 - Improves social, emotional, academic development
 - Boosts test scores
 - Increases likelihood of attending college and earning higher wages
- TK will save state money from reduced rates of grade retention and special education placement

What is Transitional Kindergarten?



What is Transitional Kindergarten? (cont.)



- ▶ Transitional Kindergarten (TK) is the first year of a two year kindergarten experience for students born between Sept. 1 and Dec. 2
- ▶ When fully implemented, 120,000 more children will receive an additional year of preparation to boost K–12 success
 - Includes 49,000 English Language Learners
 - 74,000 children in Title I schools



What is Transitional Kindergarten? (cont.)



- ▶ Enrollment is voluntary; child born between Sep. 1 and Dec. 2 can be admitted to kindergarten on case-by case basis
- ▶ Requires district to offer TK to any age-eligible child
- ▶ SB 1381 requires the district provide a “developmentally appropriate curriculum; aligned with Kindergarten standards; taught by credentialed teachers.”



Features of Transitional Kindergarten



- ▶ Redirects existing Average Daily Attendance (ADA) funding for children with fall birthdays who would have been entering kindergarten to TK
- ▶ TK classes will be taught by credentialed K-12 teachers
- ▶ Curriculum must be age and developmentally appropriate and aligned with kindergarten standards
- ▶ Offered on school sites



Preparing for Successful Implementation



- ▶ Support and encourage “early adopters”
- ▶ Develop model TK programs and best practices including:
 - Program design options
 - Professional development
 - Curriculum
 - Team teaching with pre-school teachers
- ▶ Identify and develop supports for successful local implementation



Our Plan...

- ▶ Review the new law with pre-school and kindergarten representative teachers and principals
- ▶ Survey parents on who may be eligible for TK at each school site
- ▶ Convene a group of educators – teachers and administrators to develop a TK curriculum
- ▶ Develop a transition process for students to exit TK and progress reporting system
- ▶ Report to board on progress